**Mobility and Hardship**

1. This policy takes effect on 1 July 2016 and introduces changes to the former allowances of Mobility Allowance and Additional Hardship Allowance, and amends elements of the former version of the Hardship Allowance. It also records the discontinuation of the Non-Removal Allowance on the same date and addresses transitional arrangements from the old scheme to the new one.

***Elements of the Scheme***

1. The mobility and hardship scheme consists of the following non-pensionable allowances:
	1. A mobility incentive, which varies according to the number of assignments to field duty stations and the purpose of which is to provide an incentive for the geographic mobility of staff in support of field operations;
	2. A hardship allowance, the purpose of which is to compensate for the varying degrees of hardship at different field duty stations;
	3. A non-family service allowance, the purpose of which is to recognize service in non-family duty stations.

***Eligibility***

1. Staff in the Professional and higher categories (i.e., International Professional staff), and staff in the Field Service category are eligible for payment of the allowances under this scheme, provided they meet the requirements set out below and subject to the particular conditions governing each allowance, as described in the following paragraphs.
2. Eligibility for the mobility incentive normally requires a geographic move to a new field duty station, for a period of one year or longer (unless otherwise provided).
3. The allowances under this scheme are not considered expatriate benefits and may be paid to eligible staff members serving in their home country.
4. When staff members eligible for payment of the allowances are on travel status, and receive a daily subsistence allowance as a result, the incentives/allowances under the Mobility and Hardship scheme shall continue to be paid on the basis of their appointment at the parent duty station. Payment of the incentives/allowances is subject to official change of duty station.

***Category and designation of duty stations***

1. All duty stations are designated by the International Civil Service Commission in one of six categories: H, and A to E. Duty stations in category H are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programme, or locations in countries that are members of the European Union. The A to E categories comprise all other duty stations, classified by order of difficulty of conditions of life and work. Staff members are informed of the category of their duty station on an annual basis or more frequently if there is a change in classification.
2. For the purpose of payment of the non-family service allowance, a duty station is designated as “non-family” by the Chairman of the International Civil Service Commission when the medium- or longer-term presence of non‑essential staff and/or recognized spouses and/or dependent children in the staff member’s duty station is deemed dangerous or unsuitable for reasons of their safety and security. A decision regarding whether to designate a duty station as “non‑family” is normally taken within six months of the declaration of evacuation or relocation of non-essential staff and/or family members.

***Amounts***

1. The amount of the allowances payable to each eligible staff member may vary by grade level and dependency status. Annex 1 shows the applicable amounts by individual circumstances.

**Mobility Incentive**

***Qualifying service***

1. To qualify for payment of the mobility allowance, a staff member must have five years’ prior continuous service on a fixed-term or continuing appointment as a staff member of the United Nations common system. When qualifying service has been broken by separation from service as defined in [UN Staff Rule 9.1](https://policy.un.org/browse-by-source/staff-rules#Rule%209.1), such service accrued before the separation shall be forfeited and a new period shall begin upon the staff member’s re-employment. Service credited towards the five-year service requirement may include service as a staff member in one of the categories eligible for payment of the allowance as well as prior service in a non‑eligible category when allowed under (see section on counting assignments).
2. At all duty stations classified in categories A to E, the mobility incentive is payable from the second assignment, provided the requirement of five years’ consecutive service has been met.
3. Service shall not be considered as broken by periods of special leave of less than 30 days, but full months of special leave without pay shall not be credited towards the five-year service requirement.
4. Staff members holding temporary appointments are not eligible to receive the mobility incentive regardless of any exceptional extension of their appointment beyond 364 days.

***Determining the assignment number***

1. For the purpose of this policy, the term “assignment”, when determining the assignment number of the staff member, shall be understood to mean either the initial appointment of a staff member to a duty station, or reassignment for a period of one year or longer of a staff member to a new duty station beyond commuting distance, including duty stations classified as headquarters duty stations.
2. Initial appointments of one year or longer, and assignments of one year or longer which involve a change of duty station, shall each be counted as one assignment, provided the staff member completes a minimum one-year period of service in each of the relevant duty stations.
3. If a staff member is assigned to a duty station for a period of one year or longer and such time is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.
4. In other cases, counting of assignments shall be made as follows:
5. Exceptional periods of service on daily subsistence allowance for a period of one year or longer at the same duty station are counted as one assignment, but only upon reassignment to a new parent duty station;
6. All service in the General Service and National Professional Officer category counts for one assignment, irrespective of the number of assignments in those categories.
7. Transfers, secondments and loans to other organizations of the United Nations common system shall be counted in the same manner as movements within the Organization;
8. Periods of service under a fixed-term appointment of one year or longer as a Junior Professional Officer shall be counted in the same way as other internationally recruited staff. Periods of service as a United Nations Volunteer are not counted.
9. Periods of service on a temporary appointment are not counted.

***Duration***

1. After five consecutive years at one duty station, payment of the mobility incentive will cease. The count towards the five years begins as of the date of appointment or assignment at the duty station. Periods of service away from the parent duty station on assignment or travel status shall not suspend the counting of five years. Full months of special leave without pay shall suspend the counting of five years, and the count shall resume upon return to service.
2. In the exceptional case of staff members who remain at the same duty station at the explicit request of the Organization or for compelling humanitarian reasons, the payment of the mobility incentive may continue for a maximum period of one additional year, for a total of six consecutive years at one duty station.

**Hardship allowance**

1. The hardship allowance is payable for assignments to duty stations classified in categories B, C, D and E, for the duration of each assignment according to the applicable level of hardship classification of the duty station.

**Non-family Service Allowance**

1. The non-family service allowance is payable to eligible staff members who are assigned to duty stations officially designated as non-family. No payment of the allowance shall be made when the presence of a family member is exceptionally approved by the designated official irrespective of whether other eligible family members continue to remain outside of the non-family duty station.
2. If there is a change in the designation of the duty station from family to non‑family status during the course of a staff member’s appointment or assignment to the duty station, the non-family service allowance shall be payable as of the effective date of the change in the duty station designation.
3. If there is a change in the designation of the duty station from non-family to family during the course of a staff member’s appointment assignment to the duty station, the allowance shall be discontinued following a transition period:
4. For staff members with no dependents, the allowance is discontinued three months after the effective date of change in the duty station designation;
5. For staff members with dependents, the allowance may be paid up to six months following the effective date of change in the duty station designation or until an eligible family member joins the staff member at the duty station, whichever is earlier.

**Relationship to other allowances and entitlements**

1. Amounts paid on account of the mobility and hardship scheme shall not be taken into account in the calculation of the rental subsidy to which staff members may be entitled.
2. A staff member is not eligible for the non‑family service allowance while concurrently receiving the security evacuation allowance (SEA) for eligible family members. Accordingly, payment of the security evacuation allowance shall cease upon payment of the non-family service allowance.
3. Staff members in receipt of the non‑family service allowance who are temporarily relocated or evacuated from a non-family duty station will continue to be eligible for payment of the security evacuation allowance for themself as long as they remain assigned to the non-family duty station.

**Transitional measures**

1. As a transitional measure, staff members in receipt of the former non-removal allowance on 30 June 2016 shall continue to receive payment of the allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.
2. Eligible staff members who moved to their new assignment before 1 July 2016 shall continue to receive current mobility allowance amounts up to 5 years at the same duty station, or until they are re-assigned to another duty station, whichever is earlier.

**Annex 1**

**Mobility Incentives**

NOTE: Mobility incentive is not paid for assignments to category H duty stations, and applies only to assignments of a year or longer to category A-E duty stations.

*Annual amounts in US dollars*

|  |
| --- |
| **P-1 to P-3 and FS-1–FS6** |
| *Duty Station Category* | *Number of Assignments* |
| 1 | 2-3 | 4-6 | 7+ |
| A-E | 0 | **6 500** | **8 125** | **9 750** |

|  |
| --- |
| **P-4 to P-5 and FS 7** |
| *Duty Station Category* | *Number of Assignments* |
| 1 | 2-3 | 4-6 | 7+ |
| A-E | 0 | **8 125** | **10 156** | **12 188** |

|  |
| --- |
| **D-1 and above** |
| *Duty Station Category* | *Number of Assignments* |
| 1 | 2-3 | 4-6 | 7+ |
| A-E | 0 | **9 750** | **12 188** | **14 625** |

**Hardship Allowances**

NOTE: Hardship allowances do not apply to assignments to categories H and A, and only apply to assignments to duty stations in categories B-E.

*Annual amounts in US dollars*

|  |  |  |  |
| --- | --- | --- | --- |
| Duty Station Category | P-1 to P-3and FS1–FS6 | P-4 to P-5and FS-7 | D-1 and above |
| B | **5 810** | **6 970**  | **8 140** |
| C | **10 470** | **12 780** | **15 110** |
| D | **13 950** | **16 280** | **18 590** |
| E | **17 440** | **20 920** | **23 250** |

**Non-family Service Allowances[[1]](#footnote-1)**

*Payable to staff members assigned to duty stations designated by the ICSC as non-family*

*Monthly amounts in US dollars*

|  |  |
| --- | --- |
| Staff members with a dependent | Staff member without a dependent |
| **1 650** | **625** |

1. When two staff members are married to each other and each is entitled to the non-family service allowance, each shall be paid at the rate applicable to a staff member without a dependent. If there are one or more dependent children, the non-family service allowance shall be paid at the rate applicable to a staff member with a dependent to the staff member in respect of whom the child or children are recognized as dependants. The same provision shall apply when one of the spouses is a staff member of another organization of the United Nations common system. [↑](#footnote-ref-1)