**Temporary Appointment**

Table of Contents

[Chapter 1 Introduction: Temporary Appointments 4](#_Toc147478556)

[1.1 Basic Principles 4](#_Toc147478557)

[1.2 Legal Framework 4](#_Toc147478558)

[1.3 Temporary Appointment: Definition 5](#_Toc147478559)

[1.4 When to use a Temporary Appointment 5](#_Toc147478560)

[1.5 Examples of the correct use of a Temporary Appointment 6](#_Toc147478561)

[1.6 Examples of the incorrect use of a Temporary Appointment 6](#_Toc147478562)

[1.7 Granting of a TA to a former UNDP staff member 7](#_Toc147478563)

[Chapter 2 : Budget Planning 8](#_Toc147478564)

[Chapter 3 : Temporary Appointment Position Management 8](#_Toc147478565)

[3.1 Delegation of authority 8](#_Toc147478566)

[3.2 Position designation: Temporary Appointments 8](#_Toc147478567)

[3.3 Position number 9](#_Toc147478568)

[3.4 Job description 9](#_Toc147478569)

[3.5 Job Classification principles and authority 9](#_Toc147478570)

[3.5.1 Centralized and decentralized classification 9](#_Toc147478571)

[3.5.2 Classification Process 10](#_Toc147478572)

[3.5.3 Effective Date of Classification 10](#_Toc147478573)

[Chapter 4 : Recruitment and Selection of Temporary Appointments 10](#_Toc147478574)

[4.1 Principles of Recruitment 11](#_Toc147478575)

[4.2 Recruitment and selection process 11](#_Toc147478576)

[4.3 Recruitment of former or retired staff members 12](#_Toc147478577)

[Chapter 5 : Administration of the Temporary Appointment 13](#_Toc147478578)

[5.1 Process for Initial Appointment 13](#_Toc147478579)

[5.1.1 International Temporary Appointments 13](#_Toc147478580)

[5.1.2 Local Temporary Appointments (Headquarters and Country Offices including both GS and National Professionals) 14](#_Toc147478581)

[5.2 Duration of appointment 14](#_Toc147478582)

[5.3 Determining salary step on appointment 14](#_Toc147478583)

[5.4 Offer and Letter of Appointment 15](#_Toc147478584)

[5.5 Medical Clearance 15](#_Toc147478585)

[5.5.1 Medical clearance for Temporary Appointments of less than six months 15](#_Toc147478586)

[5.5.2 Medical clearance for Temporary Appointments of more than six months: A medical examination consistent with the requirements of the UN Medical Service 15](#_Toc147478587)

[5.5.3 Medical clearance for Temporary Appointments covering specific functions irrespective of duration of appointment 15](#_Toc147478588)

[5.5.4 Medical expenses and result of medical examination 15](#_Toc147478589)

[5.6 Index Number 16](#_Toc147478590)

[5.7 Entry on Duty Date 16](#_Toc147478591)

[5.8 Medical Insurance 16](#_Toc147478592)

[5.9 Pension Fund Participation (UNJSPF) 16](#_Toc147478593)

[5.10 Other Administrative Conditions 17](#_Toc147478594)

[5.10.1 Salary scale adjustments 17](#_Toc147478595)

[5.10.2 Part time Temporary Appointments (not applicable to TAs of less than six months) 17](#_Toc147478596)

[5.10.3 Dual Nationality 17](#_Toc147478597)

[5.10.5 Learning 17](#_Toc147478598)

[5.10.6 Performance Evaluation 17](#_Toc147478599)

[5.10.7 Extension of a Temporary Appointment 18](#_Toc147478600)

[5.10.8 Successive Temporary Appointments 18](#_Toc147478601)

[5.10.9 Expiration of a Temporary Appointment 19](#_Toc147478602)

[5.10.11 Procedures for Separation of an International Temporary Appointment 19](#_Toc147478603)

[5.10.12 Procedures for Separation of a Local Temporary Appointment 20](#_Toc147478604)

[Chapter 6: Entitlements 21](#_Toc147478605)

[6.1 Salaries and Allowances 21](#_Toc147478606)

[6.1.1 General 21](#_Toc147478607)

[6.1.9 Mobility and Hardship Allowance (SR 3.13 & 3.14) 23](#_Toc147478608)

[6.1.10 Settling-in Grant (SR 7.14) 23](#_Toc147478609)

[6.1.11 Special Operations Approach 23](#_Toc147478610)

[6.1.12 Danger Pay 23](#_Toc147478611)

[6.1.13 Overtime and Compensatory Time-Off (SR 3.11) 23](#_Toc147478612)

[6.1.14 Night differential (SR 3.12) 24](#_Toc147478613)

[6.1.15 Safe driving bonus 24](#_Toc147478614)

[6.1.16 Flexible working arrangements 24](#_Toc147478615)

[6.2 Entitlement Travel 24](#_Toc147478616)

[6.2.1 Travel on Appointment 24](#_Toc147478617)

[6.2.2 Unaccompanied Shipment or Settling-in Grant 24](#_Toc147478618)

[6.2.3 Home Leave (HL) Travel and Family Visit (FV) 25](#_Toc147478619)

[6.2.4 Medical Evacuation 25](#_Toc147478620)

[6.2.5 Security Evacuation 25](#_Toc147478621)

[6.2.6 Within Country Relocation Travel 25](#_Toc147478622)

[6.3 Pension Participation (SR 6.1) 25](#_Toc147478623)

[6.4 Insurance 26](#_Toc147478624)

[6.4.1 Medical Insurance (SR 6.6) 26](#_Toc147478625)

[6.4.2 UN Global Life Insurance 26](#_Toc147478626)

[6.4.3 Compensation for death, injury or illness attributable to service – Appendix D (SR 6.4) 26](#_Toc147478627)

[6.4.4 Malicious Acts Insurance Policy (MAIP) 27](#_Toc147478628)

[Chapter 7: Leave and Absence 27](#_Toc147478629)

[7.1 Annual Leave (SR 5.1) 27](#_Toc147478630)

[7.2 Advance annual leave (SR 5.1 (f)) 27](#_Toc147478631)

[7.3 Sick leave (SR 6.2) 28](#_Toc147478632)

[7.4 Family leave (uncertified sick leave used as family leave): (SR 6.2) 28](#_Toc147478633)

[7.5 Maternity Leave (SR 6.3) 28](#_Toc147478634)

[7.6 Paternity Leave (SR 6.3) 28](#_Toc147478635)

[7.7 Adoption Leave 28](#_Toc147478636)

[Chapter 8 Separation and Termination 29](#_Toc147478637)

[8.1 Expiry of the appointment 29](#_Toc147478638)

[8.2 Termination (SR 9.6) 29](#_Toc147478639)

[8.2.1 Termination for grounds other than dismissal for serious misconduct 29](#_Toc147478640)

[8.2.2 Termination for serious misconduct 30](#_Toc147478641)

[8.2.3 Termination notice 30](#_Toc147478642)

[8.2.4 Termination indemnity 30](#_Toc147478643)

[8.3 Separation entitlements 30](#_Toc147478644)

[8.4 Death 31](#_Toc147478645)

[8.5 Staff on a temporary appointment who secured a fixed-term appointment 31](#_Toc147478646)

[Chapter 9: Transition 32](#_Toc147478647)

[Chapter 10: Accountability 32](#_Toc147478648)

[10.1 Accountability 32](#_Toc147478649)

[10.2 Oversight, Monitoring, Evaluation and Reporting 33](#_Toc147478650)

[ANNEXES 34](#_Toc147478651)

[ANNEX I : DELEGATION OF AUTHORITY FOR ESTABLISHMENT OF A TA POST 34](#_Toc147478652)

[ANNEX II : RECRUITMENT PROCEDURES FOR TEMPORARY APPOINTMENTS 35](#_Toc147478653)

[ANNEX III: CHECKLIST FOR TA APPOINTMENTS 37](#_Toc147478654)

[Type of TA Yes No 37](#_Toc147478655)

[Position data 37](#_Toc147478656)

[Recruitment Process 38](#_Toc147478657)

[ANNEX IV 40](#_Toc147478658)

[TABLE: BREAK IN SERVICE REQUIREMENTS 40](#_Toc147478659)

[Break-in-Service for Contract Types 40](#_Toc147478660)

[ANNEX V : TABLE OF BENEFITS AND ENTITLEMENTS FOR TAs 44](#_Toc147478661)

[ANNEX VI : LIST OF ACRONYMS 55](#_Toc147478662)

# Chapter 1 Introduction: Temporary Appointments

## 1.1 Basic Principles

These guidelines on Temporary Appointments (TA) come into effect on **1 January 2018.** The guidelines cover the principles, policies and procedures for the administration of TAs and reinforce the following elements:

1. Correct use of the TA;

1. Proper budget planning;

1. Transparency and objectivity in job classification and recruitment based on the highest standards of competence and integrity;

1. Empowerment of managers with full delegated authority and accountability;

1. Clarity in the lines of roles and responsibilities of stakeholders involved in TA management.

1. Close corporate oversight through monitoring, evaluation and reporting on the management of TAs;

## 1.2 Legal Framework

1. Staff members recruited under a TA are governed by [UN Staff Regulations and Rules](https://hr.un.org/main-search?qtext=staff+rules) including:

* 1. Staff members holding a TA must abide by the UN standards of conduct outlined in Chapter I of the amended Staff Regulations and new Staff Rules.

* 1. Staff members may be subject to disciplinary action as described in Chapter IX of the Staff Regulations and Rules.

* 1. Staff members can avail themselves of the grievance resolutions mechanisms provided for within the UN Administration of Justice System (informal and formal) as described in Chapter X of the Staff Regulations and Staff Rules.

1. The TA does not carry any expectancy of renewal, legal or otherwise, or of conversion to any other type of appointment and expires automatically and without prior notice on the expiration date specified in the Letter of Appointment.

1. The selection of staff appointed on a TA does not require a review by any Compliance Review Bodies i.e. Compliance Review Board (CRB) or Compliance Review Panel (CRP). Therefore, a TA holder is not considered an internal candidate for the purpose of internal vacancies. However, he/she is welcome to apply for positions which are externally advertised for which he/she meets the requirements.
2. By accepting the offer of a TA and signing the Letter of Appointment, staff members acknowledge and accept that the terms of employment are distinct from those that apply to other types of appointment.
3. As the TA is a stand-alone appointment and cannot be converted into any other type of appointment; the period served under a TA does not count for the purposes of seniority for entitlements involving seniority, including but not limited to the Repatriation Grant and Termination Indemnity.

1. Time served under a TA appointment does not count toward eligibility criteria for a possible Continuing Appointment (CA) when such a type of appointment may be granted.

1. While a TA is a staff appointment that is intended for a short duration not exceeding 364 days, the UN Staff Rules provide for a possible extension for an additional period of 1 year, bringing the maximum duration to 1 year and 364 days. Such extension is not automatic and is reviewed and approved by the Head of Bureau or Resident Representative. Refer to Chapter 5, section 5.10.7 for guidance on the conditions under which a TA can be extended.

## 1.3 Temporary Appointment: Definition

A TA is a staff appointment governed by the amended UN Staff Regulations and Rules for activities expected to be of a finite and temporaryt duration not exceeding **one year and** **364 calendar days**.

## 1.4 When to use a Temporary Appointment

Pursuant to Staff Rule 4.12, the TA modality is to be used under limited circumstances as follows:

1. to appoint staff for seasonal or peak workloads and specific short-term requirements for less than one year with an expiration date specified in the letter of appointment; *or*

1. to replace a staff member for a limited period (maternity leave, SLWOP, etc.) provided the replacement is less than one year.

**An Individual Contractor (IC) must not be used for functions normally performed by staff or in replacement of staff member for any period of time.**

## 1.5 Examples of the correct use of a Temporary Appointment

1. The determining factor in establishing a TA position instead of a Fixed-Term Appointment (FTA) position is whether the job can be definitively described as finite and for a duration of less than one year. While the elements of most jobs can be broken down into stages with each component stage being considered “short term‟, the TA modality is to be used when the entire known elements/functions of the job will not exceed one year.

1. The nature of the funding is not a determining factor for using a TA instead of a FTA. The only factors to take into account are the expected nature and duration of the functions.

1. The TA contractual modality is the appropriate contract:
   1. For specific functions related to supporting project activities that are focused on a specific deliverable, where it is clear from the outset that the activities once completed will be discontinued and the incumbent not retained.
   2. Temporary replacement of existing staff for reasons of health, reassignment or short-term redeployment; to employ full-time staff whose services are temporarily required in the office but for which staff accountability and status are required of the functions;
   3. For some project deliverables (due to their limited duration, highly technical or specialized nature, crisis situations, etc.) which do not require establishment of an Executive Board approved position.
2. Supervisory responsibilities assigned to a TA holder should be in line with the job functions and clearly spelled out in the Job Description. In exceptional circumstances, for example replacement in a managerial function where the incumbent is on extended leave, a TA holder may perform limited managerial and supervisory functions with clear delegation of authority defined by respective Heads of Office/Bureau/Division.

## 1.6 Examples of the incorrect use of a Temporary Appointment

The TA contract modality must NOT be used:

1. for functions that are expected to go beyond one year and 364 days or more;

1. to utilize a quicker recruitment process or to avoid regular recruitment procedures for filling a FTA post;

1. to hire staff to perform the duties of existing staff whose performance is unsatisfactory, thus trying to resolve performance problems;

1. to bypass the proper budget planning process and requirement to establish the positions in accordance with the relevant policies and procedures;

1. to inflate or minimize remuneration;

1. as a temporary contract pending the completion of a recruitment process;

1. as a concurrent appointment of a UNDP staff member, including staff on Special Leave Without Pay (SLWOP), who is already on a FTA with UNDP or on a non-staff contract status with UNDP;

1. as a probationary appointment.

## 1.7 Granting of a TA to a former UNDP staff member

1. UNDP staff members who hold Fixed-Term Appointments (FTA), Permanent Appointments (PA) or Continuing Appointments (CA) appointments cannot be separated for the sole purpose of being appointed on a TA with UNDP.

1. Former staff members who are separated on grounds of disciplinary action or unsatisfactory performance must not be re-hired under any new contractual modality, including a TA.

1. A staff member separated for abolition of post or reduction in posts cannot be offered a TA with the same functions he/she occupied before separation. In the case of separation because of retirement or abolition of post, the break in service requirement applicable to the type of separation must be strictly adhered to. No exception shall be granted to the minimum required break in service. [See Annex IV.]

1. The appointment of a former staff member, who was paid a termination indemnity, requires a minimum break in service between the separation date and the new appointment; unless a prorated amount of the termination benefit is returned by the former staff member. The details must be confirmed with the respective HR Business Partner and GSSU.

1. A staff member who was paid a termination indemnity as part of an Agreed Separation from UNDP will be required to take a minimum break in service of 2 years, beginning from the effective date of his/her separation, unless a prorated amount of the termination indemnity is returned by the former staff member. This break in service is applicable to all staff contracts throughout the UN Common system.

1. Any offer of a TA to a former UNDP staff member who separated upon expiry of a FTA or resignation from a FTA, PA or CA, must be made after a break in service of at least 1 month and is subject to reference checking. Upon appointment the former staff member must explicitly accept the TA modality and renounce to any claim in respect to his/her former FTA, PA or CA from which she/she resigned or the FTA which lapsed upon expiry.

# Chapter 2 : Budget Planning

There are a number of critical budget planning steps that each unit needs to take with regard to Temporary Positions (position type “TEMP‟):

A Temporary Position can be established and advertised pending confirmation of the monetary budget allocations. However, the budget planning and funds sufficiency checks must be closely monitored and hiring units must ensure that the budget allocations have been approved for the full duration of the TA before an offer of appointment is issued to a selected candidate;

1. The hiring unit must ensure that sufficient General Operating Expense (GOE) resources are available to cover the cost of the Temporary Position for the full duration of the TA;
2. The unit must also ensure that the budget for the project against which the Temporary Position has been established reflects the funding needs as per the Proforma cost for Temporary Positions [[](http://content.undp.org/go/prescriptive/Financial-Resources-Management---Prescriptive-Content/download/?d_id=2018027&) [Staff Pro-Forma](https://intranet.undp.org/unit/ofrm/Financial%20Resource%20Management%20Policies/Forms/By%20FBP%20Document%20Category.aspx?RootFolder=/unit/ofrm/Financial%20Resource%20Management%20Policies/2016%20Pro-forma%20Costs&FolderCTID=0x0120009837A6491BE4B440B59E74738CBA3637&View=%7b2F3E81BD-1DB2-4733-9928-AA3C0CC89F21%7d&InitialTabId=Ribbon.Read&VisibilityContext=WSSTabPersistence) and that the correct chart fields from the GOE are associated to the Temporary Position.

**A Temporary Position may be established and advertised pending confirmation of the monetary budget allocations. However, the budget planning and funds sufficiency checks must be closely monitored and hiring units must ensure that the budget allocations have been approved for the full duration of the TA before an offer of appointment is issued to a selected candidate**

***Delegation of authority related to Position Management***

Position management will be delegated to country offices/business units at outlined in Annex 1 thereafter.

# Chapter 3 : Temporary Appointment Position Management

## 3.1 Delegation of authority

The authority to establish and fill TA positions is delegated to the respective Heads of Office/Bureau/Division. [See Delegation of authority table at Annex I]

## 3.2 Position designation: Temporary Appointments

The purpose of a TA assignment is to perform specific functions that are for a clearly limited and finite period. Therefore, this type of assignment will not require the formal establishment of a post by the Executive Board.

## 3.3 Position number

The creation of local TA positions will be decentralized as of 1 July 2009. The creation of all international TA positions has been also decentralized to country offices. [Please refer to Annex 1]

## 3.4 Job description

All TAs require a complete job description (JD), prepared by the supervisor, with the assistance of the respective Human Resources unit using the standard [**UNDP Job Description Template**.](http://managingchange.undp.org/samples/DRAFTJobDescriptionTemplate.doc) TA JDs should emphasize the essential qualifications, experience and competencies for the job and clearly define the functions and expected results to be completed within the finite prescribed period.

## 3.5 Job Classification principles and authority

1. Job classification is a mechanism for determining the grade level of each position in the Organization, on the basis of clearly established criteria, and for ensuring that positions with the same level of responsibilities and accountability are graded at the same level. While TAs are short-term in nature, it remains important that their JDs accurately reflect the full content of their expected contribution and that their roles are consistently graded in relation to current structure and jobs of the office. As with FTA posts, the classification of the TA posts will be in accordance with the relevant job evaluation standard and the remuneration will be based on the relevant grade of applicable salary scale and UNDP’s policy on step setting.

1. The basic principles of the UNDP job evaluation system are:

* 1. The level of responsibility and accountability of the positions in question is the primary basis for determining the level of the position.

* 1. Every position should be supported by an up-to-date job description which clearly describes the content of jobs, levels of responsibility and accountability, functions, main results expected and impact of the results, relationships between the position and other staff in and outside the Organization, main competencies required and minimum recruitment requirements.

### 3.5.1 Centralized and decentralized classification

The table below provides guidance on the delegation of authority for classification of posts. [See also Annex I].

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Staff/Type of Contract** | **Classified by**  **Office of Human Resources** | | | **Classified by**  **COs and Regional Service Centres (RSC)** | | |
| FTA |  | TA | FTA |  | TA |
| Local | CO/RSC-  ICS 11  HQ/non-  CO  locations-  ICS 1 to  7 | No | ICS 1 to  ICS 10 | All (all  Business  Units) |
| International | All |  | No | No |  | No |

As a transitional measure, **all local TAs will be provisionally classified at the CO** level but require approval from OHR prior to appointment. COs are expected to complete all the necessary documentation for the classification with OHR‟s role being solely quality assurance and confirmation of policy adherence during the initial implementation of the TA modality. CO‟s must not use this requirement as an opportunity to delegate the classification activity to HQ. Incomplete documentation will be returned to the hiring Unit and the appointment process might be significantly delayed.

### 3.5.2 Classification Process

For complete guidance on job classification standards and the benchmark definitions of grades and categories, [[](http://content.undp.org/go/userguide/HR/job-evalutn/job/?lang=en)please see [Job Evaluation]](https://popp.undp.org/node/10991)  and [International Civil Service Commission](https://icsc.un.org/)].

### 3.5.3 Effective Date of Classification

**The new grade of a position is implemented effective the first day of the month Chapter 4 following the receipt of a complete submission. The effective date of classification is Recruitment and Selection Process for Temporary Appointment assigned only if the position number, budget and other required information/documentation are available.**

# 

# Chapter 4 : Recruitment and Selection of Temporary Appointments

This chapter describes the recruitment and selection process for filling internationally recruited and local TAs under the Staff Rules. All TAs are considered non-rotational.

Effective June 9, 2016; the following measure has been issued.

The Bureau Director is authorized to grant waiver of competitive recruitment for up to 10 (ten) Temporary Appointment (TA) positions per annum, per country office.

* 1. The process must ensure that the person selected is the best-qualified candidate to perform the job functions in a fully satisfactory manner;
  2. References must be checked prior to contracting/appointment;
  3. Contracting/appointing of close family relatives and other conflict of interest matters must be verified prior to contracting/appointment;
  4. The individuals must be medically cleared an enrolled in the applicable medical and life insurance policy prior to contracting/appointment;
  5. The appointment letter/contracts issued must be in compliance with the standard terms and conditions; and
  6. The individuals must be informed of the contract terms and standards of conduct as set out in the POPP

## 4.1 Principles of Recruitment

The same fundamental principles as described in the UNDP’s Recruitment Framework apply to the recruitment of TA holders, i.e. competitive process, objective selection, transparency, diversity and accountability. (See Annex II).

## 4.2 Recruitment and selection process

1. The recruitment of TA holders must strike a balance between fulfilling the above mentioned principles and related processes while at the same time being as simple and quick as possible to administer given the time-bound nature of a TA. This places responsibility on Hiring Managers and candidates to act within both the letter and spirit of the rules in all aspects of the recruitment process.

**Effective June 9, 2016: The following measure has been issued.**

**Offices are now authorized conduct desk review *in lieu* of an interview for all position up to P5 level. The desk review would still need to be conducted by an independent panel which adhere to the recruitment principles as set out in the above policy.**

1. The following outlines the essential requirements of a TA recruitment process:

* 1. The position must be properly budgeted, classified and established prior to being advertised.

* 1. A complete vacancy announcement, stating all the competencies and other corporate requirements for the position must be advertised externally, normally for two weeks, but at least for a minimum period of one week;

* 1. All candidates must complete and submit a signed Personnel history form (P.11) (or online equivalent) together with an application;

* 1. Only the criteria specified in the Vacancy Announcement must be used in the review and screening of applications;

* 1. Only candidates who meet all the requirements of the post (e.g. academic, experience, languages etc.), as specified in the vacancy announcement may be given consideration for the position;

* 1. No recruitment and selection process is complete without proper verification of critical information, including academic qualifications, languages, nationality, prior UN experience, family relationship within the UN Common system and detailed reference checks, including with former employers of the candidate who may not be listed as a reference.
  2. The selection of a candidate must take into account the results from all the assessment methods indicated in the recruitment plan for the post including any technical assessment/interview, reference checks and performance report.
  3. The Hiring Manager is accountable for ensuring all recruitment procedures are properly followed and documented.

*For detailed guidance on the recruitment process please refer to Annex II.*

## 4.3 Recruitment of former or retired staff members

1. Former staff members or UN retirees, above the mandatory age of separation, may be appointed under TA, only if:

* 1. The appointment represents an operationally sound solution to meet the needs of the service;

* 1. The record shows that a competitive process was carried out;

* 1. The break in service requirement of 3 months is met;

* 1. The former staff member or retiree was not separated on grounds of disciplinary action or unsatisfactory performance; *and*

* 1. Provided the former staff member or retiree is medically cleared.

1. The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programmes) retiree does not exceed the limits set for those receiving a pension from the UNJSPF, currently set at $50,000 or 6 months per calendar year whichever comes first. The cumulative period of service shall not exceed 6 months in one calendar year and is nonrenewable. Refer to [ST/AI/2013/4](https://popp.undp.org/node/2241).

1. Retirees who opt to defer their pension benefits during the period of the TA are exempt from the above-mentioned limits.

# Chapter 5 : Administration of the Temporary Appointment

## 5.1 Process for Initial Appointment

The following outlines the steps that must be taken in the initial appointment of a TA holder.

### 5.1.1 International Temporary Appointments

Once the selection process has been finalized the Hiring Unit must prepare all relevant documentation and take action for processing of the appointment as follows:

*Step 1*: Initiate Medical clearance process with selected candidate.

*Step 2*: Verification and determination of salary step on appointment.

*Step 3*: Once verification and step determination is complete the Hiring Unit submits a request for recruitment to GSSU Copenhagen in order for GSSU to process the appointment:

* Issue offer letter
* Follow up and ensure that medical clearance is received
* Ensure that the requested documentation from selected candidate is received
* Process travel documents in collaboration with CO and HQ
* Process travel entitlements, if applicable
* Issue Letter of Appointment
* Process hire in Quantum and set up in payroll
* Ensure enrollment in United Nations Joint Staff Pension Fund (UNJSPF), if duration of TA is six months or more,
* Ensure enrollment in insurance plans as applicable

*Please refer to Check list for TA appointments in Annex III*

### 5.1.2 Local Temporary Appointments (Headquarters and Country Offices including both GS and National Professionals)

Once the selection process has been finalized, the Hiring Unit must prepare all relevant documentation and take action for processing of the appointment as follows:

*Step1:* Process Medical clearance.

*Step 2*: Process the appointment:

* Determine salary and entitlements
* Issue offer letter
* Ensure requested documentation from selected candidate received
* Issue letter of appointment
* Process hire in Quantum and set up in payroll
* Ensure enrollment in UNJSPF, if applicable
* Ensure enrollment in insurance plans as applicable

*Please refer to Check list for TA appointments in Annex III*

## 5.2 Duration of appointment

The initial duration of a Temporary Aappointment shall not exceed 364 calendar days. The appointment of a staff member who has served for the maximum period of 364 calendar days, may be renewed for up to one additional year when warranted by surge requirements and operational needs related to special measures, field operations and special projects with finite mandates under circumstances and conditions established by the Secretary-General.

## 5.3 Determining salary step on appointment

Please refer to [Experience and Academic Qualifications](https://popp.undp.org/node/2491)

1. All new appointments in the Professional categories for TAs begin at step I (one) of the appropriate grade. One additional step may be granted for each additional year of relevant work experience beyond the minimum required for appointment at step I (one) of the grade up to:
   1. A maximum of step VI (six) for P-4/NO-D and below;
   2. A maximum of step V (five) for P-5/and D-1/P-6 appointments;
   3. All D-2/P-7 appointments, regardless of the experience of candidates, start at step I (one).
2. For new TA appointments in GS category, candidates are appointed at step I (one) of the salary scale. One additional step may be granted for each additional year of relevant work experience beyond the minimum required for appointment at step I (one) of the grade up to a maximum of step V (five).

Hiring Units are authorized to grant up to Step V (five) for GS, P5 and P6/D1 positions and up to Step VI (six) for positions from P1-P4/NOA-NOD. Should an office wish to grant a step higher than that as outlined in 5.3 (a), a request for exceptional approval must be sent to the Director, OHR/NY.

## 5.4 Offer and Letter of Appointment

The Offer of Appointment must include the Summary of Conditions of Services and all administrative forms. The Letter of Appointment (LOA) granted for TA holders contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their Letter of Appointment.

## 5.5 Medical Clearance

5.5.1 Medical clearance for Temporary Appointments of less than six months**:** Individuals who are expected to work on a temporary appointment in any UNDP office for less than 6 months will be required to submit a “Statement of Good Health” from a qualified medical practitioner prior to commencement of work. In addition to the Statement of Good Health, individual subscribers who are expected to travel within or outside the country of their residence, shall be additionally required to submit from a recognized UN physician a statement certifying that the individual is in good health, is fit to travel and has had the required inoculations for the country or countries to which the individual is to travel.

5.5.2 Medical clearance for Temporary Appointments of more than six months: A medical examination consistent with the requirements of the UN Medical Service is required for every individual appointed under a TA for more than six months. The medical examination, which includes X-ray, must be undertaken by the UN Examining Physician or other recognized physician, before any UNDP offer of appointment is made. If the TA staff member was initially appointed for less than six months and is subsequently extended in accordance with the limited conditions of extension, he/she will be required prior to the extension to undertake a medical examination by the UN Examining Physician.

5.5.3 Medical clearance for Temporary Appointments covering specific functions irrespective of duration of appointment**:** Individuals who are expected to work on a temporary appointment in security service functions, as drivers and those assigned to nonfamily duty stations irrespective of the duration are required to undergo a full medical examination as outlined above in 5.5.2.

### 5.5.4 Medical expenses and result of medical examination

1. Medical Clearance expenses, subject to the maximum reimbursable rates established by UNMSD, are borne by the organization, and should be charged against the same Chart of Accounts where the staff member’s salary is charged. (Average costs should be factored into the pro forma costs).

1. The clearance of the UN Examining Physician or other qualified medical practitioner is required for the purpose of issuing the TA appointment. The medical examination clearance should be placed in the relevant file of the TA holder. In case it is required at a later date in the case of a claim for disability or injury. Should a change of duty station take place, a new medical clearance must be obtained.

**A Letter of Appointment cannot be issued without the proper medical clearance.**

## 5.6 Index Number

A TA holder who has already been assigned a UN Index number because of previous work experience with the UN will retain the same index number. Otherwise, a new number should be established for a new TA holder who was previously not issued an index number.

## 5.7 Entry on Duty Date

The appointment under a TA shall take effect from the date on which the staff member enters into official travel status to assume his or her duties where applicable, or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

## 5.8 Medical Insurance

The TA holder must be enrolled in an applicable medical insurance plan. Please refer to [Social Security page POPP.](https://popp.undp.org/taxonomy/term/156)

After Service Health Insurance (ASHI) for former staff members is suspended for the duration of a TA assignment when the assignment is more than 6 months or the earnings exceed the limit of $50,000 whichever comes first. In that case the staff members should apply participation in the applicable insurance plan. These former staff retains their eligibility and may re-enter ASHI upon completion of the TA. Contributions to ASHI will be suspended during periods of TAs and will resume upon re-entry into ASHI.

## 5.9 Pension Fund Participation (UNJSPF)

1. Staff members on TAs of six months or longer or who complete six months of service without an interruption of more than thirty days are eligible for participation in the United Nations Joint Staff Pension Fund (UNJSPF). (See section 6.3)
2. Former staff members that are employed on a TA for six months or longer will re-enter the UNJSPF. Under UNJSPF Regulations and Rules, while a staff member is a participant in the UNJSPF, the staff member will not continue to receive a pension benefit. This means that for the period of six months or more that the staff member is a participant of the UNJSPF, the pension benefit will stop and resume upon separation from the TA.  In most cases, upon re-entry to the UNJSPF, the staff member will retain the previously assigned Pension Fund number for continuity purposes. .

## 5.10 Other Administrative Conditions

### 5.10.1 Salary scale adjustments

Salary scale adjustments will be applied when authorized by the ICSC as communicated by the UN Secretariat.

### 5.10.2 Part time Temporary Appointments (not applicable to TAs of less than six months)

TA holders may be contracted on a part-time basis. It should be noted however, that all salary, benefits and allowances are to be calculated and paid at 50% except the Medical Insurance premiums. In line with the guidelines for part-time employment, the organization contributes 50% of its premium share and the staff member pays the difference of the full payment of the premium.

### 5.10.3 Dual Nationality

1. In accordance with Staff Rule 4.3 (a) United Nations does not recognize more than one nationality of a staff member

1. When a staff member has dual nationality, the UN recognizes the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated (Staff Rule 4.3 (b)

**5.10.4 G4 Visa and Permanent Residency – for International/Professional TAs recruited in the USA.**

1. New staff members appointed on a TA for less than one year in New York are not required to relinquish their permanent residency in order to obtain a G-4 visa [ST/AI/2000/19](https://hr.un.org/handbook/index/9037%2C8122)
2. However, in the case that the duration of the TA is beyond l one year staff members who are US Permanent Residents or Green Card holders must relinquish their permanent residency status and obtain a G-4 visa prior to the commencement of the extension.

### 5.10.5 Learning

Any organizational wide requirements for training such as Security Training, Ethics Training, Prevention of Harassment training etc., are also applicable to TA holders.

### 5.10.6 Performance Evaluation

1. Pursuant to Staff Rule 1.3 as with all staff, TA holders must undergo a performance evaluation for their period of service. The performance appraisal of a TA is a simplified format of the regular Performance Management and Development (PMD) for FTAs reflecting the short-term nature of the TA functions.
2. There is a simplified rebuttal process for TA holders. If the TA holder disagrees with the overall comment from his/her supervisor, he/she may provide his/her additional comments rebutting the supervisor’s evaluation, which will be maintained as part his/her Official Status File together with the performance appraisal of the supervisor. This complete record will constitute the rebuttal process for a TA holder.
3. As a TA holder can perform modified supervisory or managerial functions when serving as a temporary replacement, any decision or recommendation on another staff member’s performance that may have a negative effect must be cleared by Bureaux management.

### 5.10.7 Extension of a Temporary Appointment

1. An initial TA that reaches the period of 364 days may be renewed for up to one year under very limited conditions. Under no circumstances shall the entire period on a TA exceed 729 days, i.e. one year and 364 days.
2. In the case that the TA needs to be extended for 1 final year beyond the first initial 364 days, a fully documented request for approval of the extension must be sent to the Head of Office or Bureau Director.

### 5.10.8 Successive Temporary Appointments

**After the maximum period of one year and 364 days served under a TA is completed, a mandatory break in service of at least one monthmust take place, prior to recruitment of the same individual under another, different TA.**

1. If an assignment is continuous and not time-bound in nature, a FTA must be considered.

1. An individual may be granted a TA for a different assignment once the maximum duration is served subject to a minimum break in service of thirty calendar days.

1. When a former TA holder is appointed under a FTA there is no need for a break in service between contracts. However as mentioned under Chapter 1 section 1.2 (k) The period served under TA does not count for the purpose of seniority for entitlements including but not limited to Repatriation Grant, Termination Indemnity, Continuing Appointment (CA). Therefore TAs may not be used as a type of probationary appointment for what is expected to be a continuing activity.

1. The TA is a stand-alone appointment; it does not carry any expectancy of renewal and cannot be converted into another type of appointment. Upon expiry of a TA, including in the case where an extension has been granted up to one final year bringing the total duration to one year and 364 days, the TA holder must be separated. If he/she has secured a FTA, he/she is appointed to the FTA with a new EOD, i.e. starting his/her seniority afresh.

1. A former Junior Professional Officer, may be granted a TA without a break in service for up to a maximum of 364 days, ONLY if an agreement exists between the donor government and the UNDP office to share the costs 50/50 for up to 364 days of the TA assignment. Once the maximum 364 day agreement period is over, the TA holder is required to take a one month break in service before he/she may be rehired under a new TA. If there is no agreement between the donor government and the country office, the JPO is required to take a one month break in service before he/she may be hired under a TA.

*See Table on break in service requirements in Annex IV*

### 5.10.9 Expiration of a Temporary Appointment

As outlined in section 8.1, a TA shall expire automatically and without prior notice on the expiration date specified in the Letter of Appointment. The following outlines the steps that must be taken upon expiry of a TA:

**5.10.10 Eligibility of Temporary Appointments for recruitment to Fixed-Term Appointments**

As mentioned in Chapter 1, section 1.2 (g) a staff member holding a TA may apply for FTA positions, however, because the TA is not subject to a review and endorsement by the CRB, these staff members are considered as external candidates. Therefore, all processes applied for external candidates must be followed.

### 5.10.11 Procedures for Separation of an International Temporary Appointment

Once the decision for separation has been taken, a notification needs to be sent to GSSU for the processing of the separation.

For separations upon expiry of appointment, the respective hiring unit should send the notification for separation to GSSU with copy to the HR Business Partner. For separations as a result of termination initiated by the Organization, the notification for separation will be sent by the HR Business Partner to GSSU following the required review as per section 8.2.

The overall steps in the separation process are the following:

* Notification sent to GSSU as per above
* Termination Job Data action processed in QUANTUM
* Termination of pension participation, if applicable, and insurance coverage in QUANTUM
* Determine separation entitlements and possible outstanding receivables
* Issue Separation Letter
* Receive requested forms and documents from staff member and business unit
* Process travel entitlements upon separation as applicable
* Obtain final clearance from Payroll Accounting Unit
* Ensure that positive and negative inputs are entered in QUANTUM for finalization of staff member's final pay
* Notify PFU for final payroll audit before release of final pay
* Issue PF/4 for release of pension benefits, if applicable

### 5.10.12 Procedures for Separation of a Local Temporary Appointment

Once the decision for separation has been taken, a notification needs to be sent to the local respective HR unit for the processing of the separation.

For separations upon expiry of appointment, the business unit should send the notification for separation directly to the HR officer. For separations upon termination initiated by the Organization, the notification for separation will be sent by HR Business Partner to the local HR Officer following the required review as per section 8.2.

The overall steps in the separation process are the following:

* Notification sent to HR Officer as per above
* Termination Job Data action processed in QUANTUM
* Termination of pension participation, if applicable, and insurance coverage in QUANTUM
* Determine separation entitlements and possible outstanding receivables
* Issue Separation Letter
* Receive requested forms and documents from staff member and business unit
* Ensure that positive and negative inputs are entered in QUANTUM for finalization of staff member's final pay
* Issue PF/4 for release of pension benefits, if applicable

# Chapter 6: Entitlements

## 6.1 Salaries and Allowances

The following entitlements are applicable to TAs. [Please also refer to Annex V.]

### 6.1.1 General

1. The remuneration (including salary, entitlements and benefits) of TA holders is established in accordance with the United Nations (UN) “common system” of salaries and allowances. The “common system” is the arrangement wherein most organizations of the UN have agreed to follow a single, coordinated set of salaries and allowances for their staff. The common system organizations include the UN, its subsidiary organizations and the specialized agencies. [Please see ICSC website.](http://icsc.un.org/)

1. Many aspects of the common system apply equally to all staff. However, recruitment criteria and salaries and allowances differ between two major groups of staff: internationally recruited professional staff and locally recruited support staff.

1. The UN has two separate approaches for establishing pay and entitlements for these two groups of staff which are summarized below.

#### 6.1.2 Base Salary (SR 3.1)

The salary of TA holders is based on the applicable UN salary scale for the relevant staff category. Salary is expressed both in gross terms and as net base salary. Net base salary is the amount due to the staff member after application of staff assessment to gross salary (see subsection 6.1.3 below). The annual rates of gross and net base salary for each grade and step of the Professional and higher categories may be accessed at [[the ICSC website](https://icsc.un.org/)[]](http://icsc.un.org/sal_ss.asp). The salary of all staff at a given grade and step is the same, irrespective of their country of origin and the duty station at which they are serving.

#### 6.1.3 Staff Assessment (SR 3.2)

The staff assessment is comparable to national income tax: it is the difference between the gross and net rates of salary scales. In order to avoid inequalities in the level of taxation between staff members of different nationalities, a uniform amount of tax (i.e. staff assessment) is levied by the United Nations and only the resulting net amount is paid to the staff member. Like most national income tax scales, the scale of staff assessment is progressive, i.e. the higher the salary, the higher the percentage rate of assessment.

#### 6.1.4 Reimbursement of Taxes

1. The UN, under Staff Regulation 3.3.(f), may reimburse income taxes paid by the staff member to US tax authorities, regardless of the nationality recognized for UN purposes.

1. In cases where the UN recognizes the nationality of one country and the other nationality is that of the United States, the staff member continues to be subject to applicable US laws including those on income tax. The staff member is therefore subject both to staff assessment under Staff Regulation 3.3 and to US income taxes.

1. When the duty station of the TA holder is the United States, the organization will reimburse the income taxes paid by the staff member to US tax authorities, regardless of the nationality recognized for UN purposes. In some circumstances, some candidates may be entitled to Settling-in Grant, DSA portion of assignment grant if they are recruited from outside New York within the USA.

#### 6.1.5 Pensionable Remuneration (SR 3.5)

For the purposes of the United Nations Joint Staff Pension Fund ([UNJSPF)](http://www.unjspf.org/) special scales, called "Pensionable Remuneration" (PR), are established, as the basis for determining the contribution to be paid by the staff member and by UNDP, as well as the pension benefits to which the staff member may become entitled.

[*Scales of pensionable remuneration currently in force*](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

[For further information on pension benefits and contributions](http://www.unjspf.org/UNJSPF_Web/pdf/RegRul/RegulationRulesPAS_eng_09.pdf), see [*UN pension fund web site*](http://www.unjspf.org/)

#### 6.1.6 Post Adjustment (SR 3.7)

Post Adjustment ensures that internationally recruited professional staff have comparable purchasing power at all duty stations despite varying costs of living at each ([click here](https://icsc.un.org/))

#### 6.1.7 Rental Subsidy (SR 3.7)

1. Rental subsidy (RS) is the component of Post Adjustment that addresses inequities in housing costs in the duty station. Rental Subsidy ensures that the overall portion of pay that goes to housing is roughly comparable for similar standards of housing. It should be noted that depending on the housing market of a duty station, RS may be an additional amount or a deduction.

1. Internationally recruited TA holders irrespective of the duration of contract are entitled to RS provided all applicable conditions are met.

#### 6.1.8 Dependency Allowance (SR 3.6)

Subject to meeting the eligibility criteria, a TA holder is entitled to receive allowances in respect of: a dependent child (or children), a dependent spouse or a secondary dependent. When applicable, dependents of TA holder are eligible for relevant entitlements, allowances and benefits as other FTA staff in their respective category.

### 6.1.9 Mobility and Hardship Allowance (SR 3.13 & 3.14)

1. The organization provides additional remuneration through the Mobility Incentive and Hardship Allowance as service in many non-Headquarters duty stations results in certain hardships with respect to conditions of life and work. The amounts of the Mobility Incentive and Hardship Allowance are determined by the ICSC along a five tiered scale A through E with E duty stations denoting the greatest degree of hardship and the highest hardship allowance. Hardship allowance amounts vary according to the hardship category of duty station and staff member’s grade, regardless of family status.

1. Internationally Recruited TA holders are entitled to the Hardship Allowance.

1. The Mobility Incentive and Hardship Allowance recognize that multiple assignments of a mobile career can incur additional costs. TA holders are not mobile and as such are not entitled to the Mobility Incentive. Moreover, should a former TA holder take up a Fixed Term Appointment following a required break in service from a TA, the TA assignment does not count toward the overall mobility count of tours of duty.

### 6.1.10 Settling-in Grant (SR 7.14)

1. An internationally-recruited TA holder who travels on appointment at UNDP’s expense shall be paid the daily subsistence allowance portion of the Settling-in Grant for himself/herself only.

1. A staff member who is re-appointed under a TA in the same duty station is not entitled to any additional portion of the assignment grant. For TAs less than 30 days, the Settling-in Grant is prorated.

### 6.1.11 Special Operations Approach

Special Operations Approach has been retired as of 1 June 2016.

### 6.1.12 Danger Pay

1. Danger Pay (DP) is a special allowance that provides a symbolic amount of additional remuneration for service in duty stations designated by the ICSC as being sufficiently dangerous to warrant the entitlement. The amount of DP is determined by the ICSC. UNDP pays DP on a monthly, lump sum basis for internationally recruited staff and daily for locally recruited staff for the days they are required to report to work.

1. All staff appointed on a TA who serve at, or travel at UNDP’s expense to a designated duty station area entitled to Danger Pay at the applicable rate.

### 6.1.13 Overtime and Compensatory Time-Off (SR 3.11)

Locally recruited TA holders classified at GS levels ICS 1 to ICSC 7 shall be given compensatory time off or may be paid overtime, subject to the administrative procedures established for this purpose. Staff members in the professional category are not entitled to compensation and/or payment of overtime and/or compensatory time off.

### 6.1.14 [Night differential](http://content.undp.org/go/userguide/HR/globpayroll/salaries/night-differential/?lang=en#top) (SR 3.12)

The purpose of the night differential is to financially compensate staff members for performing night-time duty functions and is applicable only to locally-recruited general service (GS) staff members governed by the UN Staff Rules, other than watchmen, assigned to night-time duty. TA holders may be eligible for Night Differential compensation if they meet the aforesaid conditions.

### 6.1.15 [Safe driving bonus](http://content.undp.org/go/userguide/HR/globpayroll/benefits/safe-driving-bonus/?lang=en)

A Safe Driving Bonus is normally paid to financially compensate Drivers with an additional one week’s net salary at the end of each year for performing accident-free and safe driving functions on a regular basis, as TAs are generally used for functions considered to be less than one year. TA holders may be eligible in exceptional situations only for a Safe Driving Bonus and if they meet the aforesaid conditions.

### 6.1.16 Flexible working arrangements

Please refer to the HR Policies and Procedures; Topic [Hours of Work](https://popp.undp.org/node/10911) under Human Resources Management.

## 6.2 Entitlement Travel

### 6.2.1 Travel on Appointment

1. ***On initial appointment, an international TA holder is entitled to*** a lump sum representing one-way full fare, on the basis of the most direct and least costly route, as per APEX standards. Provided the appointee is required to travel to the duty station to take the assignment,
2. ***Upon separation at end of assignment****, a lump sum representing one-way full fare, on the basis of the most direct and least co*stly route, as per APEX standards, to facilitate the appointee’s travel back to the recruitment place.

Travel expenses of *the recognized family members to t*he duty station are not borne by UNDP.

### 6.2.2 Unaccompanied Shipment or Settling-in Grant

TA holders can avail themselves of one of the following options:

1. ***Option 1* –** Settling-in Grant (Lump Sum) in lieu of shipment entitlement

Prior to departure staff will receive a Settling-in Grant consisting of a total cash payment of $1,200 from place of recruitment to the duty station.

With this option, TA holders make their own shipment, insurance and customs clearance arrangements. UNDP will then not be able to arrange for insurance or personal effects or customs clearance. The chosen shipper should be able to assist with all details.

1. ***Option 2* –** Shipment and Insurance

TA holders will be entitled to 100 kg shipment by air. Shipping entitlement is based on the cost of a single shipment from place of recruitment to the duty station. Maximum coverage entitlement for insurance of personal effects is $16 per kilo.

#### **6.2.3 Home Leave (HL) Travel and Family Visit (FV)** (SR 5.2)

1. A staff member holding a TA of less than one year is not entitled to HL or FV travel.

1. An Internationally recruited TA holder, who serves at a duty station that is designated in terms of hardship and who is extended beyond the first 364 days, might be eligible for Family Visit and Home Leave travel. Only TA holders who serve beyond one year are eligible for Family Visit Travel (FVT).

### 6.2.4 Medical Evacuation

The purpose of Medical Evacuation Travel (MET) is to allow staff members the opportunity to secure essential medical care or treatment for a severe illness or injury requiring medical intervention, which is locally unavailable or inadequate.

1. ***Internationally-recruited*** TA holders may be evacuated in case of an acute life-threatening medical emergency or illness or injury for the purpose of securing essential medical care or treatment which cannot be secured locally because of inadequate medical facilities.
2. ***Locally-recruited*** TA holders, for whom the organization **has not** assumed a responsibility for relocation to or from the duty station, will normally be expected to avail themselves of the facilities available locally. However, when an acute life-threatening medical emergency has occurred, MET will be considered when the available local facilities offer an inadequate response.

*For further guidance, please visit* [*Medical Evacuation Travel*](https://popp.undp.org/node/11081) *policy.*

### 6.2.5 Security Evacuation

Internationally recruited TA holders are entitled to [Security Evacuation and Relocation Travel](http://content.undp.org/go/userguide/HR/travel/duty/?lang=en#top) as applicable. *For further guidance, please visit* [*HR Entitlement Travel*](https://popp.undp.org/taxonomy/term/161)  *policy.*

*Note: Extended monthly security evacuation allowance (EMSEA) was discontinued effective 30 June 2016.*

### 6.2.6 Within Country Relocation Travel

Locally recruited TA holders are eligible for all relevant security entitlements, including Country Relocation Travel, subject to compliance with the relevant security instructions. The information on security instructions and measures must be made available to all TA holders by the designated official.

## 

## 6.3 Pension Participation (SR 6.1)

1. Staff members on TAs of six months or longer or who complete six months of service without interruption of more than thirty days are eligible for participation in the United Nations Joint Staff Pension Fund (UNJSPF).

1. For the purposes of the UNJSPF, special scales called "Pensionable Remuneration" (PR), are established as the basis for determining the contribution to be paid by the staff member and by UNDP, as well as the pension benefits to which the staff member may become entitled.

## 6.4 Insurance

A number of different insurance plans are available for the benefit of UNDP staff members and their eligible dependents. These include medical and dental insurances as well as group life insurance, personal property and personal accident insurance and automobile insurance.

### 6.4.1 Medical Insurance (SR 6.6)

a) ***Internationally Recruited staff.*** Medical insurance schemes available to internationally recruited staff members are commercial plans and therefore vary according to duty station. Their terms, including benefits, exclusions, eligibility requirements and subsidy arrangements are determined and coordinated with the carriers through the United Nations Insurance Section following periodic consultations with agencies and staff representatives in the United Nations Health and Life Insurance Committee.

***Locally Recruited staff.*** The Medical Insurance Plan (MIP) is a health insurance scheme operated by the UN and related Organizations e.g., the United Nations Development Programme (UNDP), the United Nations Children's Fund (UNICEF), and the United Nations High Commissioner for Refugees (UNHCR), for the benefit of their locally-recruited active staff members under the staff series (both in the General Service and National Officer categories) and former staff members (and their eligible family members) serving or residing at designated duty stations away from headquarters.

### 6.4.2 UN Global Life Insurance

UNDP has arranged for its staff members to participate in the Group Life Insurance Plan to which the United Nations has subscribed. Currently, this is with the Aetna Life and Casualty Insurance Company. Under this arrangement, staff members may take out insurance against death and disability. Subject to certain conditions some staff members may also continue coverage beyond separation from service. The premiums for this insurance are paid fully by the participants; i.e. no subsidy is payable by UNDP. Staff members have the option to participate in the [United Nations Group Life Insurance Plan](https://www.un.org/insurance/plans/aetna-open-choice-ppopos-ii).

### 6.4.3 Compensation for death, injury or illness attributable to service – Appendix D (SR 6.4)

TA holders are eligible for compensation benefits payable under Appendix D of the United Nations Staff Rules in the event of death, injury or illness that is attributable to their service with the organization. For guidelines on eligibility and the processing of claims for compensation please refer to [Compensation - Death and Injury](https://popp.undp.org/node/10531) at POPP page.

### 6.4.4 Malicious Acts Insurance Policy (MAIP)

1. The purpose of the Malicious Acts Insurance Policy (MAIP) is to cover eligible individuals worldwide for death or disability caused by a malicious act.

1. The MAIP is administered by the [United Nations Department of Safety & Security (UNDSS),](http://extranet.unsystem.org/undss/home.asp) through Willis UK Limited of London, a broker representing the Underwriters, Lloyd’s of London.

1. All staff and Individual subscribers covered by the Malicious Acts Insurance Policy (MAIP) must comply with all Security Directives to be eligible for MAIP. Failure to comply with such security directives may constitute grounds for termination of the contract for misconduct. Staff and Non-Staff alike are required to be aware of Security Directives, including issuance of Security Clearance for travel, and completing the Field Security course.
2. Hiring Managers must ensure that the information on MAIP and the relevant security instructions are available to staff on appointment

1. For the processing of claims related to a malicious act, please visit [Malicious Acts](https://popp.undp.org/node/11021)

*See Annex V for List of Benefits, Entitlements Applicable to all UNDP TA holders.*

## Chapter 7: Leave and Absence

## 7.1 [Annual Leave](http://content.undp.org/go/userguide/HR/hour-hday-leave/typesofleave/annual-leave/?lang=en%20/%20top) (SR 5.1)

1. Annual leave for TA holders is accrued at the rate of 1.5 working days per month of service.
2. A staff member holding a TA may accumulate and carry forward (in the case of extension beyond 364 days) up to eighteen working days of AL by 1 April of any year.
3. Up to eighteen unused annual leave days can be commuted to cash upon separation.
4. It is on the responsibility of Managers and staff to organize work so that leave is taken and cash payment of unused leave avoided.

## 7.2 Advance annual leave (SR 5.1 (f))

Under exceptional circumstances and to assist with an unplanned personal emergency, a TA holder may request advance annual leave pending approval by the Heads of Office/Bureau/Division. The Advance AL request should not exceed a period of 5 (five) working days. The request can be considered for approval only when:

a) At the time of review, the number of advance leave days must correspond to the annual leave that would be accrued for the remaining period of the TA.

## 7.3 Sick leave (SR 6.2)

1. Entitlement to certified sick leave (at full pay) is subject to a maximum rate of two working days for each month of continuous service and is carried over upon extension of the same TA. However, it should not exceed 48 days for a TA that reaches the maximum period of two years, and is not commutable to cash at the end of the contract.
2. A medical certificate must support any absence of more than three consecutive working days. After three uncertified sick leave days in any six-month period, medical certification for any additional days is required. If the individual surpasses the sick leave limit in a year, the period in excess of the limit will be charged against the accumulated annual leave. If there is no balance of accrued annual leave, it will be charged against the salary of the staff member.
3. Should separation occur before the expiration date of the appointment, sick leave utilized will be recalculated based on the credits accumulated during the actual period of service. Calculations should be based on the 21.75 working days per month.

## 7.4 Family leave (uncertified sick leave used as family leave): (SR 6.2)

Entitlement to family leave (uncertified sick leave used as family emergency leave) is subject to a maximum rate of 7 days per year and cannot be commuted to cash or carried over to another contract.

## 7.5 [Maternity Leave](http://content.undp.org/go/userguide/HR/hour-hday-leave/typesofleave/maternity-leave/?lang=en%20/%20top) (SR 6.3)

TA holders are entitled to 16 weeks of maternity leave. Please visit [Maternity Leave policy.](https://popp.undp.org/node/11071)  If the TA is due to expire during the maternity leave, the appointment will not be extended to cover the full duration of the leave. The staff member will be paid for each day of unused maternity leave.

## 7.6 [Paternity Leave (](http://content.undp.org/go/userguide/HR/hour-hday-leave/typesofleave/paternity-leave/?lang=en%20/%20top)SR 6.3)

In the case of male staff holding a temporary appointment, a minimum of six months‟ continuous service is required before paternity leave may be granted. TA holders may request paternity leave for a total period of up to four weeks or, in the case of an internationally recruited staff member serving at a non-family duty station, up to eight weeks. Please visit [Paternity Leave](https://popp.undp.org/node/11226) policy.

## 7.7 [Adoption Leave](http://content.undp.org/go/userguide/HR/hour-hday-leave/typesofleave/adopt-leave/?lang=en%20/%20top)

TA holders are not entitled to adoption leave.

*See Annex V for Leave Entitlements Table*

# Chapter 8 Separation and Termination

## 8.1 Expiry of the appointment

1. Staff Rule 4.12 (c) states “A temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment.” A TA shall therefore expire automatically and without prior notice on the expiration date specified in the letter of appointment.

1. The TA is a stand-alone contract from which the TA holder is separated upon expiry date.
2. The separation of a TA staff member upon expiry of his/her TA is not a termination.

1. Concretely, the above principle means that:

* 1. A TA holder has no expectancy of being extended beyond the initial TA duration;
  2. A TA holder has no expectancy of being extended beyond any extension(s) even if the two year maximum period is not exhausted;
  3. A TA holder has no expectancy of being offered another TA even after a required break-in-service is taken;
  4. A TA holder has no expectancy of being converted into another type of appointment. However, the TA holder is welcome to apply for UNDP positions as an external candidate.

## 8.2 Termination (SR 9.6)

### 8.2.1 Termination for grounds other than dismissal for serious misconduct

1. A termination of a TA is a separation from service initiated by the Organization before the expiry of the TA.

1. All cases for terminations of TAs for the reasons indicated below (8.2.1 (d)) must be submitted to the respective HR Partner in Headquarters, for review. Final decisions on terminations must be approved by the Director, OHR.

1. Separation as a result of resignation, abandonment of post, expiration of appointment, retirement, or death is not considered a termination.

1. A TA may be terminated for any of the following reasons:

* + 1. Abolition of posts or reduction of staff;
  1. Unsatisfactory service;
  2. Reasons of health;

iv. In the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned. A TA shall be terminated at the date stated in the notice of termination.

### 8.2.2 Termination for serious misconduct

A TA holder may be separated from service or dismissed for serious misconduct in accordance with Staff rules 10.1 and 10.2 and the [UNDP Legal Framework addressing Non-Compliance with the UN Standards](https://popp.undp.org/node/11686).

### 8.2.3 Termination notice

1. In accordance with staff rule 9.7 ( c) “A staff member whose temporary appointment is to be terminated shall be given not less than fifteen calendar days‟ written notice of such termination or such written notice as may otherwise be stipulated in his or her letter of appointment.”

1. In accordance with Staff Rule 9.7 (e) “No termination notice or compensation in lieu thereof shall be given in case of dismissal.

### 8.2.4 Termination indemnity

1. A Termination indemnity for foreshortening of a TA will be paid based on Staff Regulation 9.3 and annex III to the Staff Regulations. It applies to staff holding TAs for a period exceeding six months.

1. The Termination indemnity equals to one week of each month of uncompleted service subject to a minimum of six weeks‟ and a maximum of three months’ indemnity pay.

1. Payment of termination indemnity shall be calculated:

* 1. For staff in the Professional and higher categories, on the basis of the staff member’s gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);
  2. For staff in the Field Service category, on the basis of the staff member’s gross salary less staff assessment according to the schedule of rates set forth in Staff Regulation 3.3 (b) (i), plus language allowance, if any;

iii. For staff in the General Service and other locally recruited categories, on the basis of the staff member’s gross salary, including language allowance, if any, less staff assessment, according to the schedule of rates set forth in Staff Regulation 3.3 (b) (ii) applied to the gross salary alone.

## 8.3 Separation entitlements

The following is a summary of the entitlements normally due to staff on separation from TA upon resignation or contract expiration:

1. Payment of any unpaid salary and allowances;
2. Payment for accrued annual leave (AL) not to exceed maximum of eighteen working days;
3. Return travel for eligible staff;
4. Transportation expenses of personal effects and household goods for eligible staff*; and*
5. Payment of a repatriation grant to eligible staff member only whose TA exceeded duration of one year.

## 

## 8.4 Death

In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be extended 3 months beyond the date of death as per Staff Rule 9.11 (a. vii).

## 8.5 Staff on a temporary appointment who secured a fixed-term appointment

1. As mentioned in Chapter 1 section 1.2 (c) when applying for UNDP TA and FTA positions, individuals holding TAs are to be considered as **external candidates**. Therefore, all processes applied for external candidates must be followed.

1. If a TA holder is offered a fixed term appointment at the expiry of his/her TA or while holding a TA, provided that a thirty days‟ written notice of resignation is observed, the following shall apply:

* 1. The staff member will be separated from the TA and newly appointed on a fixed-term appointment.

* 1. Given that TA is a separate contractual modality there is no break in service required between the separation from a TA and a new appointment on a fixed- term contract.

* 1. The length of service served on TA will not be counted for the purposes of seniority in the new FTA.

* 1. The performance and reference under TA appointment must be checked

* 1. A new medical clearance must be acquired unless the candidate has previously gotten a full medical clearance by a UN examining physician or as required by UN Medical Services

* 1. No TA holder who is separated on the grounds of misconduct or unsatisfactory performance should be re-hired as a TA or FTA

* 1. The unused annual leave balance will be commuted to cash and cannot be carried over to an FTA

* 1. In the case where the FTA offer is for the same duty station, entitlement adjustment will be made.

# Chapter 9: Transition

Section 9 on Transition from ALD to TA was retired.

# Chapter 10: Accountability

# 10.1 Accountability

1. The UNDP Heads of Offices/Bureaus/Divisions have delegated authority with full responsibility and accountability to grant and manage TAs. Issuance of these appointments must be in accordance with the amended UN Staff Regulations and Staff Rules and these TA guidelines. The Heads of Offices/Bureaus/Divisions may wish to delegate the responsibility to respective staff in their office to facilitate administrative processing. However, the responsibility and accountability remains with the Head of Office/Bureau/Division.

1. Various staff in the organization share the responsibility to correctly use and administer the TA contractual modality. The following is a list of the major parties involved in the process and their respective roles.

* 1. **Hiring Manager:** responsible for the planning of human and financial resources necessary to meet the office goals, objectives and work plan. They are also responsible for the preparation of the TOR, the selection of the most qualified candidate against appropriately classified assignment, in a competitive and transparent manner, and for properly upholding the TA modality guidelines. The Hiring Manager should also monitor and provide oversight for the correct and appropriate use of the TAs contractual modality and take necessary action to prevent misuse. The Hiring Manager is also responsible for ensuring availability of funds for the duration of the contract and extension.

* 1. **Hiring HR Unit** in UNDP Office (or **Executive Officer / Unit Chief** in HQs): responsible for the classification of the TOR, budget allocation, creation of the Temporary Assignment position and its association to chart field string(s); administration of the Benefit, and Allowances outside and in Quantum (as applicable) and ensuring completeness and correctness of data of the Temporary Assignment in QUANTUM. The hiring unit is also responsible for bringing to the attention of the Hiring Manager and HR Business Partner, of any request or insight that does not concur with the correct application of these guidelines.

* 1. **HR Business Partner:** responsible for providing advisory support and guidance in the Human Resources Management and strategies. They are also responsible for monitoring the correct and appropriate use of the TA and taking necessary action to prevent misuse.

* 1. **OHR:** responsible for providing the policy, instruments and mechanisms to administer oversight and monitor the correct and appropriate use of TAs.

# 10.2 Oversight, Monitoring, Evaluation and Reporting

1. The Manager, Hiring HR Unit, [HR Business Partners a](http://practices.undp.org/management/hr/HR_Contacts/BAS.cfm)nd [OHR s](http://practices.undp.org/management/hr/HR_Contacts/OHR_Team.cfm)hould use the information available in the [QUANTUM d](https://hr.partneragencies.org/)atabase to act on their respective responsibility for oversight, monitoring and / or evaluation on the use of TAs.

1. Internal Audits will be conducted and organizational score cards or Benchmarks will be established on a periodic basis to ensure the reporting, monitoring and evaluation of the use of TAs.

1. Classification

* 1. Twice a year, Country Offices/Regional Centres and Headquarters locations outside of New York must provide an official update on all classification decisions made locally in the preceding 6 months. Country Offices and Regional Centres forward to ODU/OHR and GSSU a [Table of Classification Decisions](http://content.undp.org/go/groups/mpn/hr/organizational-development/HR-OD-Working-Documets/download/?d_id=860463&) within the delegated authority in January and July. Submission of the reports is mandatory for all Country Offices/ Regional Centres and should include TAs. The table should be supported by an up-to-date Organizational chart which includes job code titles, position numbers, classified levels, source of fund (optional), type of contract and other information.

* 1. Should inconsistencies in the application of the classification policy and procedures become apparent from the report, ODU/OHR must conduct post-facto reviews of classifications.

**ALL TAs will be subject to oversight through internal audits and Hiring Managers will be held accountable for the proper implementation of these recruitment and selection policies.**

# ANNEXES

# ANNEX I : DELEGATION OF AUTHORITY FOR ESTABLISHMENT OF A TA POST

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Timeline** | **Local/**  **Int’l** | **Position**  **Management** | **Classification** | **Recruitment** | **Administration** | **EB-**  **report** |
|  |  |  |  |  |  |  |
| 1/July/  2009 and onwards | Local,  Country  Offices +  Regional  Centres | Decentralized | Decentralized | Decentralized | Decentralized | Not part of  staffing table,  TBD |
| 1/July/  2016 and onwards | Local,  Headquarters  Locations  (HQs NY/  Liaison  Offices/  UNV/CPH) | Decentralized | Decentralized | Decentralized | Decentralized | Not part of  staffing table,  TBD |

A blue square with white letters and a blue circle with white letters

Description automatically generated

# ANNEX II : RECRUITMENT PROCEDURES FOR TEMPORARY APPOINTMENTS

The [Recruitment and Selection Policy](https://popp.undp.org/node/11426) is applicable to Temporary Appointments, subject to the conditions below.

#### Establishment of a Temporary Appointment

A Temporary Position can be established and advertised pending confirmation of the monetary budget allocations. However, the budget planning and funds sufficiency checks must be closely monitored and hiring units must ensure that the budget allocations have been approved for the full duration of the TA before an offer of appointment is issued to a selected candidate;

#### 2. Roster

1. A roster is a list of pre-screened and pre-assessedcandidates who have applied for a similar post over the past twelve months and were found to be qualified for the position. The creation of a roster should be approved by the Director of Office of Human Resources.

1. Hiring Units may elect to create rosters of internal and/or external candidates. In the event that a Hiring Unit wishes to create a roster, procedures must be established to describe its use and maintenance, including the methodology for designating individuals from the roster as candidates for vacant posts.

1. Rostered candidates may be added to the list of applications for a post, with the concurrence of the candidate. Prior to adding a rostered candidate to the list, the Hiring Unit shall check back with the candidate’s current or most recent UN or external employer to update and confirm the reference of the potential candidate.

1. The application from the rostered candidate(s) may be submitted after the closing date for applications. Names of candidates added from the roster should be so noted on the list of applications.

1. Rostered candidates must be fully suited and meet all the requirements and criteria for the post. Names may not be added to a candidate short-list (see below) from a roster simply to improve the diversity of a specific candidate pool.

1. No candidate should remain on an active roster (making them eligible for selection by a desk review) for more than one year since their last assessment or assignment with UNDP.

**The Hiring Unit, in consultation with OHR/HR, may offer the TA post to a rostered candidate without re-advertising the position.**

#### 3. Review by Compliance Review Bodies

The Compliance Review Board (CRB) at Headquarters and the Compliance Review Panels (CRPs) established at non-Headquarters locations will not review Temporary Appointments. Therefore Hiring Managers must be extra vigilant in ensuring that the recruitment principles are adhered to.

**ALL TAs will be subject to oversight through internal audits and Hiring Managers will be held accountable for the proper implementation of these recruitment and selection policies.**

#### 4. Recruitment of former or retired staff members

1. Former staff members or UN retirees, above the Mandatory age of separation, may be engaged under TA, only if:

* + The engagement represents both a cost-effective and operationally sound solution to meet the needs of the service;
  + The record shows that a competitive process was carried out;
  + The break in service requirement is met;
  + The former staff member or retiree was not separated on grounds of disciplinary action or unsatisfactory performance; *and*
  + The staff member or retiree is medically cleared.

1. The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programmes) retiree does not exceed the limits set for those receiving a pension benefit from the UNJSPF, currently set at $50,000 per calendar year.

1. Appointment of a former staff on a TA, in receipt of a pension benefit from the UNJSPF must not exceed the duration of 6 months in one calendar year and is non-renewable.

# ANNEX III: CHECKLIST FOR TA APPOINTMENTS

## Type of TA Yes No

1. Is candidate being recruited for International TA appointment?

1. Is candidate being recruited for Local TA appointment?

1. Is the total duration of appointment one year and 364 days?

*Please make sure that the duration does not exceed one year and 364 days*

(i*ncluding weekends)*

1. Is this appointment a Part-time TA?

*Note: If yes please see guidelines Part time employment*

1. Is this a successive TA?

1. If yes, is mandatory break in service taken?

## Position data

1. Is the position budgeted for?

1. Is the position established and position number issued in QUANTUM?

1. Is the Job Description developed according to the Unit business

Needs?

1. Is the position classified?

## Recruitment Process

1. Is the TA post advertised?

1. Is it advertised internally?

1. Is it advertised externally?

1. Do the long listed candidates meet the minimum criteria as specified in the VA?

1. Does the shortlist comprise of minimum one female candidate?

1. Was there a technical assessment?

1. Is the candidate assessed by the interview panel or desk review?

**Selected Candidate**

1. Is the candidate a former or retired staff member?

1. Is candidate a retired staff receiving a pension benefit from the UNJSPF?

*If Yes –remuneration cannot exceed $50,000 per calendar year or duration cannot exceed 6 months per calendar year, whichever comes first.*

*Please request Pension number from candidate*

1. Is the candidate a former Service Contract holder?

1. Is the candidate a former FTA, CA or PA who has received a Termination Indemnity?

1. Is the candidate a U. S. Citizen or permanent resident (Green card) Or G-4 visa holder or other?

[*For New York duty station please see link regarding G4 visa*](https://popp.undp.org/node/3496)

1. Was the candidate previously separated from service for disciplinary

reasons or unsatisfactory performance?

1. Is a signed P.11 (or online equivalent) provided by the candidates?

1. Is Reference checks, academic qualification verification and Family relationships verified?

1. Is the candidate medically cleared?

1. Was Candidate provided a copy of the Staff Regulations and Rules?

**This checklist must be fully completed in order to finalize the recruitment of a TA**

# ANNEX IV

# 

# TABLE: BREAK IN SERVICE REQUIREMENTS

## Break-in-Service for Contract Types

Staff separated on the grounds of misconduct or unsatisfactory performance is not eligible for rehire under any type of appointment with UNDP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From (type of contract)** | **To (type of contract)** | **Amount of break-in service required** | **Comments** | **Remarks** |
| TA | FTA | No break | Competitive Process and  CRB/CRP review required | No entitlement carried over to FTA |
| TA | TA –within the same duty station | 1 month | Competitive Process required but CRB/CRP review not required | The TA should be under different ToRs |
| TA | TA – in a different duty station | 1 month | Competitive Process required but CRB/CRP review not required |  |
| TA | SC | No Break | Competitive Process required but CRB/CRP review not required | Note that under no circumstances can an SC be issued for a staff function |
| PA, CA and FTA upon  retirement | TA/SC | Three months |  | The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programs) retiree does not  exceed the limits set for those receiving  a pension benefit from the UNJSPD, currently set at $50,000 per calendar year  or 6 months per calendar year whichever comes  first. The cumulative period of service shall |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | not exceed 6 months in one year and is  non-renewable. |
| FTA upon  expiration of contract | TA | 1 month | Competitive Process required but CRB/CRP review not required | No entitlement carried over from FTA  to TA |
| FTA - JPO | TA – cost sharing  agreement with Donor | No Break | Applies to those JPOS who are extended on thesame job for third year on co-funding arrangement  (50/50 donor and UNDP) | Refer to section on JPOs for further information |
| FTA upon  expiration of contract | FTA | No Break | Competitive process and  CRB/CRP review required |  |
| PA, CA and  FTA upon agreed separation | FTA/TA | 2 years | Barred from staff appointmentsfor 2 years as per current agreed  separation arrangement unless prorated amount of  Separation indemnities returned to organization | This applies to FTAs and TAs throughout  the UN common system |
| PA, CA and  FTA upon agreed separation | SC | 1 month if  Notice of separation served.  3 months ifCash in Lieu of  Notice received. | Competitive process required  but  CRB/CRP review not required | The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programs) retiree does not  exceed the limits set for those receiving  a pension benefit from the UNJSPF, currently set at $50,000 per calendar year  or 6 months per calendar year whichever comes  first. The cumulative  period of service shall  not exceed 6 months in one year and is  non-renewable. Refer to [ST/AI/2013/4](https://popp.undp.org/node/2241). |
| FTA upon  expiration of contract | SC | 1 month | Competitive process required but CRB/CRP process not required |  |
| Current ALD contract holders | FTA | No break | Competitive process and CRB/CRP review required | ALD contract type has been retired |
| Current ALD | TA | No break | Competitive process required  but CRB/CRP review notrequired | ALD contract type has been retired |
| ALD | SC | No break if different function | Competitive process required  CRB process not required | ALD contract type has been retired |
| SC /UNV | FTA | No break | Competitive process and CRB/CRP review required |  |
| SC /UNV | TA | No break | Competitive process, but  CRB/CRP review not required |  |

# ANNEX V : TABLE OF BENEFITS AND ENTITLEMENTS FOR TAs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Base Salary**[[1]](#footnote-2) | Yes | Yes | Yes | Yes |
| **Annual within grade salary increment** | No | No | Yes | Yes |
| **Merit increase** | No | No | No | No |
| **Recruitment allowance** | No | No | No | No |
| **Salary advance** | No | No | No | No |
| **Post adjustment** | No | Yes | No | Yes |
| **SLWOP**[[2]](#footnote-3) | Yes | Yes | Yes | Yes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Rental subsidy/deduction scheme** | No | Yes | No | Yes |
| **Dependency benefits/**  **allowances (Staff**  **Rule 3.6)** | Yes when applicable  (dependent child  allowance,  disabled child allowance, dependent spouse  allowance, secondary  dependent allowance) | Yes when applicable  (spouse, child,  disabled child,  secondary dependent | Yes when applicable  (dependent child  allowance,  disabled child  allowance, dependent spouse  allowance, secondary  dependent allowance) | Yes when applicable  (spouse, child, disabled child,  secondary dependent |
| **Discretionary element for family** | No | No | No | No |
| **Education grant** | No | No | No | No |
| **Special education grant** | No | No | No | No |
| **Education grant travel (Staff Rule**  **3.9)** | No | No | No | No |
| **Language allowance (Staff Rule 3.8)** | No | No | No | No |
| **Mobility Incentive** | No | No | No | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Hardship**  **Allowance (Staff Rule 3.14)** | No | Yes | No | Yes |
| **Non-Removal Element** | No | No | No | No |
| **Danger pay** | Yes (eligible only if staff is  asked to report for work in  designated duty station | Yes | Yes (eligible only if staff is asked to  report for work in  designated duty station | Yes |
| **Pension participation** | Yes (after six months) | Yes (after six months) | Yes | Yes |
| **Pensionable remuneration**  **(Staff Rule 3.5)** | Yes (more than six month contract) | Yes | Yes | Yes |
| **Sick leave certified** [[3]](#footnote-4) | Yes (2 days per month) | Yes (2 days per month) | Yes (2 days per month) | Yes (2 days per month) |
| **Health Insurance** | Yes (for 3 month contract or more for  staff member  only starting on the first day of  appointment) | Yes (for appointment of 3 months or more, for staff  member  only starting on the first day of the appointment) | Yes | Yes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Malicious Acts Insurance** | Yes | Yes | Yes | Yes |
| **Appendix D for service incurred death and disability** | Yes | Yes | Yes | Yes |
| **Life Insurance** | Yes (optional for  appointment of  6 months or more premium paid in full by the s/m)  ref to footnote  4 | Yes  (optional for appointment  of 6 months or more  premium  paid in full by the s/m) | Yes (optional premium  paid in full by the s/m) | Yes (optional premium paid in full by the s/m) |
| **After-Service**  **Health Insurance**  **(credit towards)** | No | No | No | No |
| **Annual leave** | Yes (1.5 days per month) | Yes (1.5 days per month | Yes (1.5 days per month | Yes (1.5 days per month |
| **Commutation of annual leave**[[4]](#footnote-5) | Yes (up to 18 days) | Yes (up to 18 days) | Yes (up to 18 days) | Yes (up to 18 days) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Family leave**  **(uncertified sick leave used as family leave)** | Yes (7 days per year) | Yes (7 days per year) | Yes (7 days per year) | Yes (7 days per year) |
| **Maternity leave** | Yes | Yes | Yes | Yes |
| **Paternity leave** | Yes, upon commencing employment under an  appointment  for more than 6 months or upon  completing 6 months of  continuous  service, when the staff  member is  expected by  the Secretary-  General to continue for at  least 3 months upon return  from paternity leave | Yes, uponcommencing  employment under an  appointment for more than 6  months or upon  completing  6 months of continuous service,  when the staff  member is  expected by the  Secretary-  General to continue for  at least 3 months  upon return from  paternity leave | Yes, upon commencing  employment under an  appointment for more than 6  months or upon  completing  6 months of continuous service,  when the staff  member is  expected by the  Secretary-  General to continue for  at least 3 months  upon return from  paternity leave | Yes, upon commencing employment under an  appointment  for more than  6 months or upon  completing 6 months of  continuous  service, when the staff  member is  expected by  the Secretary-  General to continue for at least 3  months upon  return from  paternity leave |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Adoption leave** | No | No | No | No |
| **Family visit travel and home leave**  **travel** | No | No | No | Yes, for staff  members only (as family not installed) and as per  classification  of the duty station  (hardship duty station only) |
| **Rest and**  **Recuperation and**  **Procurement**  **travel** | Yes (on travel status/loan at designated duty station | Yes, in designated locations | No | Yes, in designated locations |
| **Medical Evacuation Travel** | Yes (staff member only) | Yes  Staff  member only as  family not installed | Yes (staff member only) | Yes  Staff member only as family not installed |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Travel upon**  **Assignment,**  **Transfer,**  **Separation** | No | Yes  Staff  member only as  family not installed | No | Yes  Staff member only as family not installed |
| **Unaccompanied shipment upon**  **assignment / transfer /**  **separation**  **(**Settling-in Grant**)** | No | Yes, staff member only as  family not installed.  Limited shipment to a maximum of 100 kg or  lump sum of $1,200 in lieu of, as per Staff Rule  7.15. | No | Yes, staff member only as family not installed.  Limited shipment to a  maximum of  100 kg or lump sum of  $1,200 in lieu of, as per  draft Staff Rule  7.15. |
| **Assignment Grant** | No | Yes.  DSA portion only and for staff  member only (as  family not installed),  as per Staff Rule  7.14 | No | Yes.  DSA portion only and for  staff member only (as  family not  installed), as  per Staff Rule 7.14 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Representation Allowance** | No | No | No | No |
| **Repatriation Grant (Rule 3.19)** | No | No | No | Yes |
|  |  |  |  |  |
| **Termination indemnity (only in case of**  **foreshortening)** | Yes | Yes | Yes | Yes |
| **Death benefit** | Yes (Staff Rule  9.11 (vii)) | Yes, ( Staff Rule 9.11 (vii) | Yes, (Staff Rule  9.11 (vii)) | Yes, (Staff Rule  9.11 (vii)) |
| **Funeral Allowance** [[5]](#footnote-6) | Yes | No | Yes | No |
| **Overtime** | Yes – GS only | No | Yes – GS only | No |
| **ENTITLEMENTS** | **TEMPORARY APPOINTMENT** | | | |
| **LESS THAN ONE YEAR** | | **ONE YEAR OR MORE** | |
|  | **LOCAL** | **INTL** | **LOCAL** | **INTL** |
| **Safe Driving Bonus**[[6]](#footnote-7) | Yes (for drivers with TA of  more than 6 months ) | No | Yes (for drivers with  TA of more than 6 months) | No |
| **Special Post Allowance (SPA)** | No | No | No | No |

# ANNEX VI : LIST OF ACRONYMS

|  |  |
| --- | --- |
| **ADL** | **Adoption Leave** |
| **SG** | **Settling-in Grant** |
| **ALD** | **Appointment of Limited Duration** |
| **AL** | **Annual Leave** |
| **APEX** | **Advance Purchase Excursion Fare** |
| **ASHI** | **After Service Health Insurance** |
| **CA** | **Continuing Appointment** |
| **CTO** | **Compensatory Time Off** |
| **CRB** | **Compliance Review Board** |
| **CRP** | **Compliance Review Panel** |
| **FL** | **Family Leave** |
| **FVT** | **Family Visit Travel** |
| **FTA** | **Fixed-Term Appointment** |
| **HL** | **Home Leave** |
| **DP** | **Danger Pay** |
| **IC**  **MAIP** | **Individual Contractors**  **Malicious Acts Insurance Policy** |
| **MHA** | **Mobility and Hardship Allowance** |
| **ML** | **Maternity Leave** |
| **PA** | **Post Adjustment** |
| **PL** | **Paternity Leave** |
| **PMD** | **Performance Management and Development** |
| **R & R** | **Rest and Recuperation** | |
| **RS** | **Rental Subsidy** | |
| **SC** | **Service Contract** | |
| **SL** | **Sick Leave** | |
| **SLWOP** | **Special Leave Without Pay** | |
| **SPA** | **Special Post Allowance** | |
| **TA** | **Temporary Appointment** | |
| **UNJSPF** | **United Nations Joint Staff Pension Fund** | |

1. The salaries of locally recruited staff are set on the basis of a single scale which is applicable to all locally recruited staff at a given duty station. The dependency rate does not apply to salary scales for locally recruited staff.

   The salaries of international staff are set on the basis of a single and dependency scale

   [↑](#footnote-ref-2)
2. TAs both local and international may be granted SLWOP for very compelling circumstances such as adoption of a child, death of immediate family members for brief periods of up to 2 weeks. [↑](#footnote-ref-3)
3. Certified sick leave is carried over upon extension of TA. [↑](#footnote-ref-4)
4. Commutation of annual leave for TA: 1.5 day for full month, 1 day for less than one month and .5 day for services of 15 days or less [↑](#footnote-ref-5)
5. Funeral Allowance is only applicable to locally recruited staff based on local conditions as confirmed by a local salary survey [↑](#footnote-ref-6)
6. Drivers with *between six and twelve month* service are eligible for a prorated bonus based on the number of months served.

   [↑](#footnote-ref-7)