

EMPLOYMENT CONDITIONS¹
FOR GENERAL SERVICE AND NATIONAL PROFESSIONAL OFFICER CATEGORIES
APPOINTED ON TEMPORARY APPOINTMENTS UNDER STAFF RULE 420.4 AND FIXED-TERM APPOINTMENT

This document is a summary of the benefits and entitlements and other matters related to staff members holding either Temporary Appointment under Staff Rule 420.4 or Fixed-term appointment with the Joint United Nations Programme on HIV/AIDS (UNAIDS).

Governance

The contractual relationships between staff members and UNAIDS are administered within the framework of:

- (a) the Staff Regulations and Staff Rules of the World Health Organization
- (b) the introduction to the Staff Regulations and Staff Rules for persons appointed to UNAIDS which constitute the definitive sources of any legal and administrative interpretation, and
- (c) the related policies of UNAIDS and/or WHO

These documents will prevail over the information provided in this Summary of Employment Conditions.

Your appointment does not carry any expectancy of renewal, or of conversion to any other type of appointment with UNAIDS. It expires automatically on the agreed period of service unless an offer of extension is made and accepted.

As a UNAIDS staff member, it is your responsibility to report any relevant changes that relate to your benefits and entitlements, including changes in your personal status. Additionally, should your spouse be employed by UNAIDS or another organization of the UN common system, entitlements must not be duplicated and it is your responsibility to inform your HR Focal Point accordingly.

There may be no duplication of entitlement when serving within the UN Common System (UNCS). You are obligated to inform HR of any emoluments received from any other UN Agency upon appointment, separation, including resignation; loan or secondment, as applicable.

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This document provides a general overview of UNAIDS conditions of employment to inform newly appointed staff members about various human resources policies applicable to staff members in accordance with their respective contractual status. This document is for information only; it is neither authoritative nor binding. This document reflects the UNAIDS statutory texts at the time of writing; however, these provisions are revised from time to time. In the case of a conflict between this document and the WHO Staff Regulations and Staff Rules, e-Manual provisions and other statutory documents of the Organization, the WHO Staff Regulations and Staff Rules, e-Manual, guidelines and other policy documents take precedence respectively.

I. REMUNERATION AND BENEFITS

Net Base Salary

Please see your letter of appointment for the applicable net salary at your grade and step. Your step in grade has been determined based on information provided by you on your previous work experience and academic degrees at the time of your selection and employment with UNAIDS.

The salary is net of tax and paid on a monthly basis. It is normally paid in the local currency of the duty station.

Allowances

General Provisions

Customary local allowances, other than dependent's allowances, are recognized, at the time of salary surveys.

Dependency allowances are established and reviewed in accordance with the approved methodology and are identified separately from the salary.

Dependants' Allowances (applicable on a duty station basis in accordance with the respective local employment conditions available for each duty station)

General service staff members and National Professional Officers are eligible to receive dependency allowances in respect of their recognized eligible family members under Staff Rule 1310.3, in the form of non-pensionable flat allowances. Dependency allowances are paid in accordance with the local salary scale and in the local currency in accordance with the local salary scale.

A spouse allowance may be payable, subject to local employment conditions, for an officially recognized spouse/partner of the staff member who is not employed or for a spouse who is employed but whose earnings are less than the specified limit at the duty station.

A child allowance is payable for a recognized child up to age 18. The child allowance continues to be paid up to the age of 21 provided the child is in full time attendance of a school or post-secondary institution.

If a child is recognized as being physically or mentally incapacitated for substantial gainful employment, age and school attendance requirements do not apply, and the amount of the allowance is doubled.

If there is no dependent spouse, a secondary dependant's allowance may also be payable, subject to local employment conditions, for a parent or sibling for whom the staff member provides the main and continuing support. The same school and age requirements for a child 18 to 21 years of age apply to siblings. Not more than one secondary dependant may be claimed.

As a basic principle, participation in the Staff health insurance scheme is mandatory for all recognized dependants for whom the staff member qualifies for an allowance.

To establish that they are eligible for these allowances, if applicable, staff members must provide satisfactory evidence of dependency.

Language Incentive

Under the provisions of Staff Rule 1310.8, General Service staff may qualify for a language allowance for proficiency in a second or third (but not a fourth) approved language in the UN (in accordance with the provisions under the Language Incentive Scheme). The amount of the allowance for the third language is 50% of the rate payable for the second language. The allowance is treated as pensionable remuneration; it is not subject to staff assessment.

Language Incentive is not applicable to National Professional Officers.

Special Education Grant

Locally recruited staff are eligible for a special education grant in respect of any physically or mentally disabled child recognized as a dependant under Staff Rule 310.5.2 (in accordance with the provisions on Special Education Grant).

Within-grade Increases

The service time required for within-grade salary increases (WIGI) is normally fixed at one (1) year and is subject to satisfactory performance. General Service staff and NPOs shall be appraised on an annual basis through the Performance Evaluation Report (PER).

II. TENURE OF APPOINTMENT; PROBATION; SUPERVISION AND PERFORMANCE EVALUATION

All staff are appointed initially on a temporary basis, normally for a limited duration up to two years. A staff member appointed on fixed term is subject to a period of probation of one year for adequate evaluation of the staff member's performance, conduct and suitability to International Civil Service system. Before the end of the probationary period, the staff member is notified of the decision to confirm his/her appointment, extend the probationary period or not confirm and terminate his/her appointment.

This appointment is for a limited period of time specified in the appointment letter. It will automatically come to an end on the completion of the agreed period of service unless an offer of extension is made and accepted. A performance evaluation report is prepared in collaboration with the staff member and the supervisor on a yearly basis (for fixed-term staff) and for temporary staff, at the end of the appointment. The staff member participates in the appraisal process.

III. SOCIAL SECURITY

Pension Fund

The United Nations Joint Staff Pension Fund (UNJSPF) provides retirement, death, disability and related benefits for staff of the United Nations and the other organizations admitted to membership in the Fund such as UNAIDS. Staff members meeting the conditions set out in Article 21 of the Regulations and Rules of the UNJSPF must become participants in the Pension Fund. The rate of contribution is determined in accordance with Article 25 of the Regulations and Rules of the UNJSPF and is currently of 7.9% and 15.8% paid by the participant and the employing organization respectively. The contribution is calculated based on the pensionable remuneration and pensionable allowances applicable at the grade and level held by the participant. Full information may be found in the UNJSPF website www.unjspf.org.

Accident and Illness Insurance

UNAIDS carries accident and illness insurance for the staff member only, against the risk of death or disability and for the protection of income. The premium is 0.69% of the net salary plus, as appropriate, non-resident's allowance, dependant's allowance, and language allowance, of which 0.20% is paid by the staff member and 0.49% by UNAIDS. Participation is compulsory.

Compensation for Illness, Injury or Death Attributable to Service

Staff members sustaining an accident or suffering from an illness which they believe can be attributed to the performance of their official duties can submit a claim for compensation in accordance with established rules.

Compensation for recognized service-incurred accidents or illnesses includes disability, death or survivor benefits and medical costs.

Staff Health Insurance

Staff members and family members recognized by UNAIDS as dependants must participate in the WHO Staff Health Insurance (SHI). The SHI is providing for the reimbursement of a major portion (mainly 80%) of most medically recognized health care and expenses.

Staff members can also apply for the admission under SHI of a non-dependent spouse or children (aged 18 to 28) under the conditions set out in the SHI rules.

The current rate of contribution for the staff member is 2.55% of net salary, 2.55% for a spouse, 0.35% for a dependent child and 1.03% for a non-dependent child. UNAIDS's contribution is double that of the staff member.

Voluntary Group Life Insurance (Optional)

UNAIDS offers its fixed-term staff members the option to subscribe to the Voluntary Group Life Insurance. This plan offers coverage in case of death only.

Fixed-term staff members who opt to be covered can choose any amount of insurance in multiples of 1,000 provided that it does not exceed:

- neither six times their annual pensionable remuneration (in US dollars or Swiss Francs)
- nor the defined maximum per currency (USD 835,000 or CHF 750,000).

The premium is deducted from the participant monthly salary. The annual premium to be paid by the staff member is as follows:

Age	Premium Rates	
	Up to USD 560,000 / CHF 500,000	from USD 561,000 to USD 835,000 / from CHF 501,000 to CHF 750,000
Less than 65	0.45%	0.65%

After separation from service, participants in the plan can commute their Group Life Insurance into an Individual Life Insurance.

More information can be obtained from IRM: <https://intranet.who.int/homes/irm/gli/>

IV. LEAVE

Annual Leave

The rate of annual leave accrual is two and one half working days for each calendar month (six weeks each year). The annual leave may be taken in units of days and half days.

Sick Leave

Staff members have an entitlement to seven days of uncertified sick leave per calendar year. Staff members with an appointment of less than one year have a pro-rata entitlement to uncertified sick leave.

For Temporary appointments of less than one (1) year and/or Extension of a temporary appointment of one (1) year or more due to certified sick leave, no service credits will accrue for any period of extension of the contract in excess of the initial duration of the temporary appointment or in excess of the maximum duration of a temporary appointment (up to four (4) years), for any purpose including annual leave, sick leave, within grade increase, termination indemnity, or any other entitlement related to service time.

Special Leave and Leave Without Pay

For eligible staff members special leave with or without pay may be granted for training or research in the interest of UNAIDS or for other valid reasons. Leave Without Pay may also be granted for personal reasons for a period normally not in excess of one year.

Maternity, Adoption and Paternity leave

Staff members shall be entitled to maternity and adoption leave in accordance with Staff Rules 760 and 765 respectively, subject to conditions established by the Director-General and UNAIDS Policy on Parental Leave.

Compassionate leave

In accordance with Staff Rule 650, staff members may be granted to 5 calendar days' compassionate leave upon the death of an immediate family member. Part of or all the uncertified sick leave entitlement may be used for the purpose of compassionate leave.

Overtime and Compensatory Leave

Subject to the exigencies of service, overtime requested by a supervisor, will as far as possible be compensated by time-off.

Where overtime pay has been authorized, it is normally calculated by multiplying the number of hours of authorized overtime by the hourly net salary applicable to the staff member's grade and step and by the rate indicated in the local employment conditions of the duty station. Overtime is not applicable to NPO category of staff. For detailed information on Overtime and compensatory leave, please refer to eManual III.6.7.