

EMPLOYMENT CONDITIONS¹
FOR PROFESSIONAL STAFF
APPOINTED ON TEMPORARY APPOINTMENTS UNDER STAFF RULE 420.4

This document is a summary of the benefits and entitlements and other matters related to staff members holding Temporary Appointment under Staff Rule 420.4 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.

I. SALARY AND POST ADJUSTMENT (reference to WHO e-Manual III.3)

Your salary is made up of two components which are the net base salary and the post adjustment multiplier for your duty station.

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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.

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 employment with UNAIDS.

Post Adjustment

Post adjustment is in the form of a multiplier which is added to the net base salary to compensate for variations in the cost of living or in the exchange rate in the duty station.

The post adjustment rates and duty station classification might change from time to time based on cost of living and hardship survey results.

Currency of Payment

The net base salary, post adjustment and dependant's allowance are paid in any currency or maximum in two currencies, one of which should normally be the currency of the duty station, with any distribution the staff member desires. Staff members opting for two currencies are advised to specify a fixed amount (or a percentage) of one currency and thus would receive the balance in another currency. Please ensure that you submit your bank details and salary distribution information through GSM/ERP Employee self-service upon reporting to duty in order to facilitate processing of payments.

Salaries are net of tax and are paid on a monthly basis.

US tax filers must advise WHO Payroll services so that relevant information can be provided to them on the process to be followed for tax reimbursement.

II. ALLOWANCES AND BENEFITS

Please be informed that allowances and benefits are only applicable for family members if those family members are considered “eligible” or “dependant” under the Staff Regulations and Staff Rules. It is therefore important that you return the form WHO 90.1E and supporting documents as early as possible so that the entitlements for your assignment can be correctly determined and conveyed to you without delay.

Dependency allowances (reference to WHO e-Manual III.3.4)

Spouse Allowance

Should you have a dependant spouse, you may be eligible for a spouse allowance equivalent to 6 per cent of your net remuneration (net base salary plus post adjustment). This allowance will be paid on a monthly basis. The dependency status of your spouse will be determined upon verification of your personal status by the WHO Global HR services Centre upon submission of your marriage certificate or domestic partnership and spouse's annual earnings.

Child/disabled child Allowance

Should you have any dependent children, an allowance of USD 2,929 per annum may be payable for each dependent child up to the age of 18. This allowance continues to be paid up to the age of 21 provided the child is in full-time attendance at school or university. This age limit does not apply in case of children with recognized physical or mental disabilities that prevent them from gainful employment.

The dependency allowance for children with recognized disabilities is twice the child allowance which equals USD 5,858 per annum.

If a government pays a comparable child grant or allowance, the amount is reduced accordingly. Any government grant paid in respect of child must be communicated to GHR Focal Point.

Single Parent Allowance

Staff members without a spouse and who provide main and continuous support for their dependent children, will receive an allowance equivalent to 6 per cent of their net remuneration (net base salary plus post adjustment) in respect of the first dependent child.

Secondary dependent's allowance

Staff members who do not receive a spouse allowance may request secondary dependent's allowance in respect of a mother, father, brother or sister who are financially dependent upon the staff member. The staff member may claim only one secondary dependent.

Education Grant/Special Education Grant and Education Grant Travel

(reference to WHO e-Manual III.3.5 and III.8.4)

Staff members may be eligible for an Education Grant (EG) in respect of their dependent children who are in full-time education at a school or university. EG is applicable during periods of service at a duty station outside of home country or country of home leave. The grant is payable to cover between 86% and 61% of admissible educational costs in accordance with a degressive seven-level sliding scale. The total amount paid per child may not exceed the threshold as shown in the Appendix 2 of the Staff Rules. The grant is only payable until the end of the scholastic year in which the child reaches the age of 25, completes four years of post-secondary studies or attains a first post-secondary degree, whichever is earlier. This age limit for a child with disabilities is 28. The Education Grant ceiling for children with recognized disabilities is equal to the upper limit of the top bracket of the applicable global sliding scale (currently USD 40,600) plus USD 5,000 for boarding. Within that ceiling, admissible expenses for special educational measures are reimbursed at 100%.

The education grant will be paid in full if in any scholastic year the staff member's period of employment under a temporary appointment and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If these conditions are not met, the education grant will be proportionally reduced, except if the staff member dies while in service after the beginning of the school year.

Education grant will be payable upon submission of final claim at the end of the school year. No advance education grant or special education grant is payable to staff members on temporary appointments.

Education Grant travel entitlements apply only to children eligible for the boarding lump sum; that is for staff members assigned to duty stations not categorized as H duty stations. Boarding and Education Grant Travel are not applicable to post-secondary studies.

Rental Subsidies and Deductions (reference to WHO e-Manual III.3.14)

Rental subsidy is designed to facilitate settlement of staff members in a new duty station and to assist them with the cost of accommodation rental, which can be substantially higher than the average rental costs at the duty station for new comers.

Staff members on temporary appointments of one year or more are eligible to receive rental subsidies provided that they sign a lease agreement and the rent is beyond reasonable levels for that duty station.

Staff members can apply for rental subsidy using the self-service option in GSM/ERP (Employee self-service → Apply Rental Subsidy → Form 2 → Outside Europe and North America. Please see the duty station and which form is applicable. Form 1 is for Europe and North America).

To ensure equity among staff at a given duty station, payroll deductions may be made from the salaries of staff members who are provided with housing by the UNAIDS, by the Government or by a related institution either free of charge or at a nominal rent lower than the average rental cost used in calculating the post adjustment index for the duty station. Staff members provided with such housing are required to inform their HR focal point at the duty station of their housing arrangements.

Leave and absence (reference to WHO e-Manual section III.6)

UNAIDS offers the following main leave types to staff members holding temporary appointments:

- Annual leave
- Sick leave (certified and uncertified)
- Family emergency leave (provided under uncertified sick leave)
- Compassionate leave
- Home Leave and Family Visit (leave and travel)
- Parental leave (including maternity, paternity and adoption leave)
- Rest and Recuperation leave

You will accrue Annual Leave at the rate of 2.5 working days per month. The eligibility to the different types of leave depends on, and can vary according to, the staff member's employment percentage, years of service and category of duty station. The above list gives general information on the types of leave provided. For more detailed information on any of these leave types please refer to the e-Manual III.6 or contact your Human Resources focal person on arrival in your duty station.

Hardship Allowance – if applicable (reference to WHO e-Manual III.3.7)

Hardship allowance is a monthly fixed amount paid to staff members assigned to duty stations in B, C, D and E categories in order to compensate them for the degree of hardship in the general working and living conditions at the duty station. The amount is determined by the ICSC along a five tiered scale of A to E, with E duty station denoting the greatest degree of hardship.

Non-Family Service Allowance (applicable for assignment in a non-family duty station)

The Chair of the ICSC may designate a duty station as a non-family duty station. This will apply to those duty stations where the United Nations Department of Safety and Security decides that for reasons of safety and security all eligible dependants are restricted from being present at the duty station. Internationally recruited staff members assigned to non-family duty stations will receive a flat amount as an incentive to serve in such a duty station. The amounts payable are as follows:

Staff with eligible dependents: USD 19,800 per year (USD 1,650 per month); and

Staff with no dependents: USD 7,500 per year (USD 625 per month)

If reassignment for one year or more to E-category and a family duty station, then, on a pilot basis, you may opt for a non-family service allowance in lieu of installing any eligible family members at your new duty station. The allowance amounts to USD 15,000 per annum and is payable on a monthly basis.

Danger Pay (reference to WHO e-Manual section III.3.8)

Applicable to limited number of duty stations designated by ICSC.

Danger pay is a provisional and non-pensionable allowance established for staff members who are required to work in duty stations where very dangerous conditions prevail.

Danger pay is granted for three months at a time and is subject to on-going review. The application of danger pay is lifted when dangerous conditions are deemed to have abated. The amount of Danger Pay is determined by the ICSC.

III. TRAVEL, SHIPMENT AND ONBOARDING ENTITLEMENTS

Travel to duty station (not applicable for staff recruited at the duty station)

Staff members are entitled to the payment of a Lump Sum amount for Statutory Travel (LSST) to cover their travel expenses from the place of recruitment to the duty station. The staff member makes his/her own travel arrangements with no involvement from UNAIDS. The LSST applies to travel by public transportation and travel by private car.

Lump sum for air travel

For travel on initial appointment and separation, the lump sum will consist of an amount equivalent to 75% of the average fully flexible economy class one-way airfare on the most direct route. With LSST, the staff member is certifying that he will not use bonus air miles or any other form of travel credit for the partial or full payment of the ticket. The LSST will be paid shortly after arrival of the staff member at the duty station, following completion of reporting to duty procedures.

Lump sum for travel by private car

Staff members may request authorization to use private car as a means of transport for statutory travel. Reimbursement for the cost of statutory travel by private car will be in the form of a lump sum. The lump sum will be based on 30% of the average fully flexible economy airfare on the most direct route payable to the staff member and each authorized eligible dependent travelling in the car. No additional costs will be reimbursed. Nor will other modes of public transport used be reimbursed, i.e. portions of the travel with car on a train or boat. On completion of travel, the staff member must provide evidence that travel by private car was undertaken in conformity with the authorized itinerary and submit a travel claim. Such evidence may consist of fuel receipts, toll fee receipts, paid hotel bills for stop-over, passport immigration stamps etc.

Lump sum for travel by train, bus or boat

Staff members may exercise their statutory travel by train, bus or boat when such option exists and when such travel is less expensive than air travel. When it is necessary to combine more than one mode of transportation, UNAIDS's liability will be limited to the most costly mode of public transportation used. No reimbursement will be made for any car travel when public transportation is used.

With LSST, staff member agrees to provide proof of travel dates (boarding passes/or ticket stubs) and payment (invoice(s)) for purchase of tickets and relevant documentation for travel by boat, train and bus when submitting the travel claim. The originals must be kept safe by the staff member for a minimum of at least three (3) years from the date of submission of the travel claim which may be audited by UNAIDS at any time during that period.

For appointments to family duty station

Staff members on a temporary appointment of one year or longer, or staff members whose appointment is extended to reach one year or more (resulting in an uninterrupted period of service of one year or longer), will be entitled to travel expenses for eligible family members to join them at the duty station. The travel will be authorized provided the staff member's appointment covers a period of six (6) months beyond the expected arrival date of the eligible family members and that the spouse remains in the duty station for at least six (6) months.

For appointments to non-family duty station

There will be no travel entitlement for eligible family members at non-family duty station.

Relocation Shipment (only if appointment travel is approved, reference to WHO e-Manual III.8.8)

Lump sum relocation grant

Staff members travelling at the expense of UNAIDS to join their duty station are entitled to the payment of a lump sum amount to cover the expenses related to the shipment of their personal effects. The amount payable is depending on duration of the Temporary appointment.

Appointment of less than 6 months: not applicable

Appointment of 6 months or more but less than one year:

Staff member: USD 1,200

Appointment of one year or more:

Single Staff member: USD 7,000

Staff member with eligible family members: USD 11,000

Please fill out the WHO 278 and return the completed form to your GHR Focal Point for action.

For newly recruited staff, payment of lump sum relocation grant will only be made once you arrive at the duty station.

Settling-in Grant (only if appointment involves travel, reference to WHO e-Manual III.3.10)

The Settling-in Grant is intended to cover the costs incurred by the staff member and their spouse and dependent children as a result of appointment that involves official travel at the expense of UNAIDS to join the duty station. The grant consists of payment of a Daily Subsistence Allowance (DSA) to the staff member and eligible family members who join the staff member at the duty station should the assignment be to a family duty station.

Upon arrival at the duty station, staff members will be paid an amount equal to 30 days of DSA at the rate applicable at the time of arrival. For each of the eligible family members whose travel to the duty station is paid for by UNAIDS, staff members will receive an amount equal to half rate for a period of 30 days DSA at the rate applicable at the time of their arrival. The latter is not applicable for staff members assigned to non-family duty stations.

Temporary staff members recruited from within the country of the duty station, including those recruited outside commuting distance of the duty station, are normally not eligible for the settling-in grant.

Note: When staff members accept an appointment under Staff rule 420.4 within 12 months of a prior assignment to a duty station where they received payment of the Settling-in grant, i.e. 30 days DSA, there is no entitlement to another payment, unless they are obliged to make use of hotel accommodations in which case a payment of DSA may be authorized for a maximum of 30 days subject to provision of hotel bills. Submission of hotel bills is not necessary for staff members appointed for the first time to a duty station. Also, when a temporary staff member accepts appointment under Staff Rule 420.4 within 12 months of a prior assignment to a duty station where he/she received payment of the relocation grant, there is no entitlement to relocation grant.

The WHO Global Human Resources determines the eligibility for the grant in respect of the temporary staff member and the eligible family members.

IV. SOCIAL SECURITY

Pension Fund

Staff members appointed initially for six months or more become full participants in the United Nations Joint Staff Pension Fund (UNJSPF), which also provides disability and survivor benefits as a result of accident or illness. The current contribution by the staff member is 7.9% of pensionable remuneration with UNAIDS contributing 15.8% as the employer's share. The percentages may vary as necessary at the discretion of the United Nations General Assembly. If a staff member leaves UNAIDS before qualifying for retirement benefit, his/her contribution plus accrued interest will be refunded on termination of contract.

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, post adjustment, non-resident's allowance, dependant's allowance, assignment grant 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

UNAIDS pays disability, death and survivor benefits, medical costs and income replacement as a result of an accident or illness attributable to the performance of official duties in accordance with established rules. Coverage is compulsory and at no cost to the staff member.

Staff Health Insurance

Staff members and their dependents recognized by UNAIDS participate in the WHO Staff Health Insurance, providing for the reimbursement of 80% of most medical expenses. This participation is optional for a spouse not recognized as a dependant. The rate of contribution for staff member is 2.55% of net salary plus post adjustment, 2.55% for a spouse and 0.35% for each of the dependent children.

V. TENURE OF APPOINTMENT

SUPERVISION AND PERFORMANCE EVALUATION

This appointment is for 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 if the appointment duration is one year or more. For appointments of less than one year, a performance evaluation is completed at the end of the appointment.

VI. UNITED NATIONS DOCUMENTS: LAISSEZ-PASSER AND FAMILY CERTIFICATE

A United Nations Laissez-Passer is issued to UNAIDS staff when it is considered useful in connection with official travel or official assignment. The Laissez-Passer is used only when the staff member is travelling on behalf of the Joint United Nations Programme on HIV/AIDS and the required visas have been obtained.

A Family Certificate may be issued by the United Nations to facilitate travel of family members when they travel alone without the staff member. They may be shown to facilitate the obtaining of a visa to join a staff member at this duty station; however visas are not to be endorsed on the actual Certificate but in the national passport.