

ADDITIONAL COMPENSATION

OVERTIME

1. As stated in Staff Rule 1.02.2, overtime for staff members in the General Service category must be authorized in advance by the Division Director concerned, subject to the following:

- (a) Overtime should only be authorized in exceptional circumstances upon presentation of a justification based on the requirements of the service.
- (b) Before overtime is authorized, staff members should make use to the maximum extent possible of the flexible period within the time frame of the flexible working hours system.¹
- (c) Except in exceptional circumstances, Division Directors may only authorize overtime when the staff member concerned has a positive time balance in TALMS (Time, Attendance and Leave Management System).
- (d) When authorizing the number of hours of overtime, due regard shall be paid to the health and safety of the staff member, including any overtime worked by the staff member in the preceding month(s).
- (e) All overtime must be recorded in TALMS; staff members are required to register upon starting and finishing work, as well as for any personal breaks taken during overtime. The staff member is entitled to a paid half hour break for every four continuous hours of overtime worked; shorter breaks may be taken at reasonable intervals at the staff member's discretion. Divisional timekeepers are responsible for preparing the overtime report at the end of month.

2. Except in the case of Staff Rule 1.02.2(D), staff members in the General Service category who are required to work in excess of the normal working day or normal working week or outside the established time frame of the flexible working hours system shall be compensated in accordance with the following conditions:

- (a) Only time worked during the following periods shall count as overtime:
 - (i) Ordinary overtime: time worked in excess of the normal working day or outside the established time frame of the flexible working hours system during the normal working week:
Monday to Friday from 7.30 p.m. to 7.00 a.m.
 - (ii) Special overtime: time worked on Saturdays, Sundays and official holidays:
Weekends from 7.30 p.m. Friday to 7.00 a.m. Monday
Official holidays from 7.30 p.m. on the day before the holiday until 7.00 a.m. on the working day after the holiday
- (b) The provisions above also apply to staff members on a short-term appointment.
- (c) For staff members working part-time as well as part-time staff members on a short-term appointment, the periods that count as overtime shall be as follows:
 - (i) Part-time overtime: time worked between 7.00 a.m. and 7.30 p.m. in excess of the standard working day during the normal working week.
 - (ii) Ordinary overtime: as defined in paragraph 2(a)(i) above.
 - (iii) Special overtime: as defined in paragraph 2(a)(ii) above.

3. Overtime shall be paid as indicated below:^{2,3}

¹ Details of the flexible working hours system are available in AM.II/5.

(a) Ordinary overtime computed in completed half hours of work on a monthly basis shall be paid at the following hourly rate:

$$\frac{\text{Net base salary at staff member's grade and step}}{2080} \times 1.5$$

(b) Special overtime computed in completed half hours of work on a monthly basis shall be paid at the following hourly rate:

$$\frac{\text{Net base salary at staff member's grade and step}}{2080} \times 2$$

(c) In the case of part-time overtime mentioned in paragraph 2 (d) (1) above, overtime computed in completed half hours of work on a monthly basis shall be paid at the following hourly rate:

$$\frac{\text{Net base salary at staff member's grade and step}}{2080} \times 1$$

4. Compensatory time off in respect of overtime (instead of payment) may be granted if so requested by the staff member concerned and approved by the Division Director. In such cases, ordinary overtime shall be counted as time and a half (1.5) and special overtime as double time (2). If granted, compensatory time off in respect of such overtime must be taken in four-hour periods within the six months following the month in which overtime was worked.

SHIFT DUTIES

5. Staff members working under shift duties will be excluded from the flexible working hours system. No compensation for overtime shall be granted to staff members in the General Service category working on shift duties, subject to the following exceptions:

- (a) Payment of overtime shall be made in respect of shift duties, when the total time worked in a week exceeds the time of a normal working week; and
- (b) Payment of overtime shall be granted when, in addition to the shift duties, work is required to be done on non-shift duties.

NIGHT DIFFERENTIAL

6. In accordance with Staff Rule 1.02.3, a night differential shall be paid to staff members assigned to a regular tour of duty any part of which falls between 8:00 p.m. and 6:00 a.m. at the following hourly rates for completed half hours of work on a monthly basis:

- (a) For staff members in the General Service category:

$$\frac{\text{Net base salary at staff member's grade and step}}{2080} \times .15$$

- (b) For staff members in the Professional category:

² When calculating the rate payable to staff assigned to the Agency Offices in New York and Tokyo, the figure 1820 should be used.

³ For GS staff members receiving a Special Post Allowance (SPA), the relevant net base salary shall be at the grade and step of the higher level position (except for GS staff members receiving an SPA where the higher level position is in the Professional category, for whom the relevant net base salary remains at their GS grade step).

Net base salary at staff member's grade and step x .10

2080

ON-CALL DUTY

7. Pursuant to Staff Rule 1.02.4, staff members in the General Service category who are required to carry out regular "on-call" duties shall be given compensatory time off at the following rates:

- (a) For a normal working day on call, one hour;
- (b) For a Saturday, Sunday or official holiday on call, three and a half hours;
- (c) For a period on call on a normal working day which does not cover the full day, five minutes for each completed hour; and
- (d) For a period on call on a Saturday, Sunday or official holiday which does not cover the full day, ten minutes for each completed hour.

***DANGER PAY**

8. Danger pay is payable to staff members while on duty travel to or in areas where dangerous conditions have been declared and it has been approved by the ICSC, based on the recommendation of the United Nations Security Coordinator. Danger pay may be approved for periods of up to three months at a time, subject to ongoing review, and is discontinued when dangerous conditions are deemed to have abated. Danger pay amounts to US \$1 600 per month. For periods of less than a month, the amount of danger pay is prorated on the basis of 365 days, i.e. the monthly amount is annualized and divided by 365 days to obtain the daily rate.

LOW TEMPERATURE COMPENSATION

9. Staff members in the General Service category who are assigned to work in storerooms where the temperature is constantly at or below 8°C shall be paid an additional €6 per day.