

STAFF REGULATIONS AND STAFF RULES*

SCOPE AND PURPOSE

These Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat of the International Atomic Energy Agency. They set forth the broad principles of personnel policy for the staffing and administration of the Secretariat. The Director General shall promulgate and implement such Staff Rules consistent with these Regulations as he/she may consider necessary. Except as otherwise provided, these Staff Regulations and the Staff Rules shall apply to all persons appointed by the Director General as staff members pursuant to Staff Regulation 14.02.

ARTICLE I DUTIES, OBLIGATIONS AND PRIVILEGES

REGULATION 1.01

Members of the Secretariat are international civil servants. As such, their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to perform their duties and to regulate their conduct with the interests of the International Atomic Energy Agency (hereinafter called “the Agency”) only in view.

REGULATION 1.02

Staff members are subject to the authority of the Director General and to assignment by him/her to any of the activities or offices of the Agency. They are responsible to him/her in the performance of their duties and they shall undertake their duties at his/her direction. The whole time of staff members shall be at the disposal of the Director General. The Director General shall establish a normal working week.

Rule 1.02.1 – Hours of work and holidays

- (A) The normal working week shall consist of five working days, Monday through Friday.
- (B)
 - (1) The normal working day at Headquarters shall consist of eight hours each day, not including a lunch break of one hour.
 - (2) At other duty stations, the Director General shall determine the normal working day in accordance with local practice or failing local practice, the practice of other United Nations Organizations at that duty station.
- (C) The Director General may modify the normal working week, or the normal working day, or may introduce a system of flexible working hours, as the needs of the Agency require.
- (D) The Director General shall decide which days are to be observed as official holidays.
- (E) Subject to Staff Rule 1.02.2, staff members shall work beyond the normal working day or the normal working week whenever requested to do so.

* Please note that this document is effective 1 January 2018.

Rule 1.02.2 – Overtime

(A) 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 of the flexible working hours system referred to in Staff Rule 1.02.1 above shall be compensated for overtime worked in accordance with the provisions set forth in Appendix F to these Rules.

- (1) Provisions regarding compensation for overtime in the case of staff members working part-time are also set forth in Appendix F to these Rules.
- (2) Overtime should only be authorized in exceptional circumstances upon presentation of a justification based on the requirements of the service.
- (3) All overtime must be authorized in advance by the Division Director concerned.
- (4) When authorizing the number of hours of overtime to be worked in any one month, 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).

(B) Subject to the exigencies of the service, the Director General may grant such time off as he/she deems equitable to staff members in the Professional and higher categories who have been required to work substantial or recurrent periods in excess of the normal working day or normal working week or outside the established time of the flexible working hours system referred to in Staff Rule 1.02.1.

(C) Overtime for staff members working on shift duties shall be subject to Staff Rule 1.02.3 and Appendix F to these Rules.

(D) In the case of staff members in the General Service category and in the Professional and higher categories who are required to work overtime during designated events or circumstances, the Director General may decide to compensate overtime worked during these periods with other appropriate arrangements. The details and procedures in respect of compensation in such cases shall be established on a case-by-case basis.

(E) Overtime for staff members working in the Incident and Emergency Centre (IEC) during a response to nuclear or radiological incidents or emergencies is regulated by Annex 4 to AM.II/5.

Rule 1.02.3 – Night differential

(A) A staff member assigned to a regular tour of duty any part of which falls between 8.00 p.m. and 6.00 a.m. shall be paid a night differential for work done between such hours, in accordance with the provisions set forth in Appendix F to these Rules.

(B) A night differential shall not be paid for work in respect of which compensatory time off or payment for overtime is granted.

Rule 1.02.4 – On-call duty

(A) Staff members in the General Service category who are required to carry out regular “on-call” duties shall be given one and a half days compensatory time off for each week of seven days including week-ends, provided that the week does not include official holidays.

(B) If the period of “on-call” covers a week which includes official holidays, or if the period of “on-call” does not cover a full week or a full day, compensatory time off shall be granted in accordance with the provisions set forth in Appendix F to these Rules.

Rule 1.02.5 – Difficult conditions

Staff members who are required to work under difficult conditions associated with the following assignment shall receive additional compensation in accordance with the provisions set forth in Appendix F to these Rules.

(A) Staff members shall be entitled to danger pay while on duty travel if they are required to work in dangerous conditions, which are defined as follows:

- (1) At duty stations where very dangerous conditions prevail, such as war or active hostilities, and where the evacuation of families and non-essential staff has taken place;
- (2) At duty stations where no evacuation has taken place but where staff are required to work in dangerous conditions such as war where active hostilities prevail, including situations where staff are required to work on cross-border missions in dangerous areas;
- (3) For performance of functional medical tasks that directly expose staff to life-threatening diseases, such as severe acute respiratory syndrome (SARS) and the Ebola virus, in the course of the performance of their duties.

(B) General Service staff members who are assigned to work in storerooms where the temperature is constantly at or below 8°C shall be entitled to receive low temperature compensation.

Rule 1.02.6 – Participation in the Incident and Emergency System (IES)

(A) Staff members in both the General Service and Professional categories shall participate in the Agency's Incident and Emergency System (IES). In particular, staff members shall:

- (i) Complete the Experience and Skills Survey for the IES at the time of initial appointment and periodically during their employment;
- (ii) Keep their personal contact information with MTHR up to date; and
- (iii) If requested by the Head of the IEC, participate in the IES training programme, including drills and exercises.

(B) During an actual nuclear or radiological incident or emergency, staff members shall:

- (i) Make known to the IEC staff any experience and skills which may be helpful in responding to the particular incident or emergency; and
- (ii) If requested by the Head of the IEC, participate in the response to the incident and emergency as their primary duty subject to the restrictions included in Staff Rule 1.02.2(E) and Annex 4 to AM.II/5.

Rule 1.02.7 – Additional Travel Allowance

The Director General may, at his or her discretion, offer compensation in the form of an additional travel allowance to staff members in respect of duty travel¹ undertaken in areas where, in his or her determination, local operating conditions so merit. This allowance amounts to US \$50 per day.

REGULATION 1.03

All working papers or other Secretariat documents shall be issued under the authority of the Director General.

¹ For the purposes of this Rule, duty travel covers travel days and actual number of days spent at the duty travel destination.