

Chapter I

Duties and Rights

Rule 10 (1) Hours of work

While the right of the Secretary-General to call on the services of officials is unrestricted, the working week (not including time for meals) shall not exceed forty hours from Monday to Friday. The working week shall be worked in accordance with a schedule established by the Secretary-General. Attendance on Saturday and Sunday or on an established holiday shall be required only in case of necessity or where such attendance is a normal part of an official's duty. Part-time work may be authorized under terms and conditions established by the Secretary-General.

Rule 10 (2) Compensation for overtime

- (a) Overtime shall be considered to be (1) any time worked in excess of forty hours a week or (2) any time worked on a Saturday after 1 p.m. or a Sunday or on an established holiday, except in the case of officials whose functions specifically include work at such periods. Overtime shall not be required except when pressure or urgency of work makes it necessary.
- (b) Officials of the Professional category who have been required to work substantial or recurrent periods of overtime may be granted compensatory time off, subject to the exigencies of the service, to the provisions of paragraph (g) below and to the prior approval of the Secretary-General.
- (c) Officials of the General Service category who are required to work overtime shall, as far as possible, be compensated by time off. Such compensation shall be made as soon as the exigencies of the service permit and in no case later than four weeks after the overtime was worked. If the responsible chief of a General Service category official certifies that owing to exceptional circumstances the necessities of

the service do not permit the grant of compensatory time off within four weeks after the overtime was worked, the overtime shall be compensated in cash.

- (d) Overtime worked by a General Service category official between 8 a.m. and 8 p.m. shall be compensated as ordinary overtime; overtime worked between 8 p.m. and 8 a.m. shall be compensated as special overtime. Overtime worked by a General Service category official on a Saturday after 1 p.m., on a Sunday or on an established holiday shall be compensated as special overtime.
- (e) When compensated in the form of time off, ordinary overtime worked by a General Service category official shall be compensated by time-and-a-half and special overtime by double time. Compensation in cash shall be paid at the rate of one-and-a-half times the hourly salary of the grade and step of the official for ordinary overtime and at the rate of twice the said hourly rate for special overtime.
- (f) In the calculation of daily overtime, periods of less than 15 minutes shall be disregarded. The total overtime shall be calculated each week in hours and half hours, periods of less than 30 minutes being disregarded. In determining the number of hours worked in one week any period of authorized absence shall be counted as time worked.
- (g) Overtime shall be compensated only when it is worked on the instructions of the responsible chief.

Rule 10 (3) **Night differential**

- (a) When any part of the prescribed tour of duty of a General Service category official falls between the hours of 8 p.m. and 8 a.m., he shall be paid an hourly night differential at the rate of 25 per cent of the hourly salary corresponding to the salary of his grade and step. A night differential shall not be paid in respect of any hours of work, which are compensated under the provisions of Rule 10(2) (Compensation for overtime), nor in respect of any hours during which an official has been authorized to travel.
- (b) Officials of the General Service category who are required to work beyond 8 p.m. without a break for an evening meal shall be paid

an additional sum to be fixed annually by the Secretary-General to compensate for night refreshments.

Rule 10 (4) **Outside activities and interests**

- (a) Officials shall obtain the prior approval in writing of the Secretary-General before accepting remuneration or an offer of remuneration for outside work done in their spare time.
- (b) Without the authorization of the Secretary-General in writing, officials shall not accept any fee or gift, other than reimbursement for actual travelling expenses, for statements to the press, for participating in film, radio or television productions, for writing articles or books or furnishing visual information material for publication, or for speaking or similar engagements, when the content of the statement, production, writing or speech is related to the aims and activities of the Organization.
- (c) Officials shall not accept any gratuity or favour from any commercial firm or individual doing or seeking business with the Organization.

