

CHAPTER IV

Recruitment, promotion and transfer principles

Rule 104.1

Family relationships

1. Appointment shall not be granted to a person who bears any of the following relationships to a staff member: child (including stepchildren and adopted children); mother, stepmother or mother of staff member's spouse (mother-in-law); father, stepfather or father of staff member's spouse (father-in-law); brother, stepbrother or brother of staff member's spouse (brother-in-law); or sister, stepsister or sister of staff member's spouse (sister-in-law).
2. The spouse of a staff member shall not be appointed by the Union.
3. A staff member who is the spouse of another staff member shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the post occupied by the staff member to whom he or she is related. Neither shall they work in the same unit or have the same direct supervisor. Moreover, the staff member shall not:
 - a. Participate in the selection process, assignment, reassignment, transfer or termination of the related staff member;
 - b. Participate in the taking or reviewing of an administrative decision affecting the employment status, entitlements or other benefits of the related staff member.
4. If two staff members marry, the marriage shall not affect the contractual status of either spouse; however, their entitlements and benefits shall be modified as provided in the Staff Rules.
5. All applicants shall be required to disclose any family relationships that they bear with a Union staff member.

Rule 104.2

Medical examination

1. Upon selection, a candidate shall undergo a full medical examination prescribed by a physician designated by the Union, whose medical report shall be forwarded to the Union's medical adviser, for clearance. No appointment shall be made until a satisfactory report is issued by the Union's medical adviser.

² Within the framework of its contractual policy, the Union no longer offers "permanent" or "indefinite" appointments. However, the relevant contractual conditions pertaining to existing permanent or indefinite appointments shall be retained for as long as staff members with such appointments are still working at the Bureau.

2. Staff members shall, during their employment, be regularly re-examined by the Union's medical adviser or by a physician designated by the Union at such intervals as required.
3. Staff members may be required to undergo such medical examinations and receive such inoculations as the Union's medical adviser shall prescribe before and after any mission.
4. Staff members shall be re-examined by the Union's medical adviser or by a physician designated by the Union before separation from service, and before going on and upon return from leave without pay of at least one year.
5. The Union shall reimburse a reasonable amount for the costs of entry medical examinations. Only consultations and prescribed exams shall be reimbursed.

Rule 104.3

Effective date of appointment

1. The appointment of locally recruited staff members shall take effect from the date on which they take up their duties.
2. The appointment of internationally recruited staff members shall take effect from the date on which they enter into official travel status to take up their duties, or if no official travel is involved, from the date on which they take up their duties.

Rule 104.4

Type of appointment

1. Staff members may be granted temporary, fixed-term or continuing appointments.²

Temporary appointment

2. A break in service shall be observed after an 11-month temporary appointment. If the temporary appointment is of less than 11 months, extension may be granted, provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed 11 months.
3. Any future employment is subject to conditions established by the Director General. The mandatory break in service is not required when a temporary staff member is selected for a fixed-term post.

Fixed-term appointment

4. A fixed-term appointment is a time-limited appointment of one year or more, but not exceeding three years.

5. A renewal of the fixed-term appointment may be granted as decided by the Director General for additional periods not exceeding three years each, subject to satisfactory performance and conduct of the incumbent and availability of funds.
6. The first year of an initial fixed-term appointment shall be considered a probationary period; this period may be extended by up to six months. The extension of the probationary period as decided by the Director General may take place in order to evaluate the staff member's performance and suitability to the international service.
7. Temporary and fixed-term appointments do not carry any expectancy of renewal or of conversion to any other type of appointment.

Continuing appointment

8. A continuing appointment may be granted as decided by the Director General to staff members who have completed consecutive service of a minimum of five years on fixed-term appointments.

Part-time employment

9. Appointments may be on a full-time or part-time basis. Salaries, allowances and other entitlements of staff members working part-time shall be reduced on a pro rata basis.
10. Staff members working part time shall be subject to the same restrictions set out in chapter I of the Staff Regulations.
11. Part-time employment applies to all staff members in the IB. Reduction in the working hours cannot be granted to staff working on a temporary basis. Temporary shall not change their employment rate.
12. The Director General may ask a part-time staff member previously employed at a full time rate of the post to resume employment if the needs of the service so require.

Rule 104.5

Appointment procedures

1. The letter of appointment shall:
 - a. include a copy of the Staff Regulations and Staff Rules, and state that the offer is subject to the current provisions of such Regulations and Rules;
 - b. state the type of appointment, grade, duration, title and duties of the post, salary and allowances, date of reporting for duty, and probation requirement;
 - c. include a notice of acceptance and the oath or declaration of the Union.

2. Selected candidates shall sign and return to the Bureau a notice of acceptance stating that they agree to the conditions contained in the offer, accept the Staff Regulations and Staff Rules as a part of the employment, and commit to the oath or declaration of the Union.
3. For a new recruit who is engaged in an outside activity and who is recruited for part-time employment with the Union, the Director General's approval with respect to the outside activity shall be obtained before the recruit takes up his duties.
4. Selected candidates shall not report for duty or commence any travel for the purpose of entering on duty until the aforementioned procedures and the medical requirements as stipulated in staff rule 104.2 have been met.

Rule 104.6

Appointment and Promotion Committee

1. The Appointment and Promotion Committee shall consist of four members appointed by the Director General, plus two staff representatives designated by the Staff Association Committee as observers.
2. The quorum shall be met when three voting members are present.
3. Staff members involved in the Appointment and Promotion Committee proceedings shall respect the strict confidentiality of matters discussed during the Committee meetings and shall not discuss them with anyone. No information shall be shared with candidates.