



20 February 2019

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters (recruited on or after 1 February 2016)**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index for New York.
2. The consumer price index for the month of November 2018 reflected a 1.89 per cent movement compared with the November 2017 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories have been adjusted upward by 1.7 per cent, effective 1 November 2018. The adjustment was made to the lower salary scales for staff recruited on or after 1 February 2016.
3. Staff members recruited prior to 1 February 2016 are paid according to the salary scales in effect since 1 March 2014.
4. The amounts of the dependency and language allowances remain unchanged.
5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of March 2019 payroll.

* The present circular, which cancels and supersedes circular [ST/IC/2018/4](#), will be in effect until further notice.



Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2018 (applicable only to staff recruited on or after 1 February 2016)

S T E P S												
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	73 203	76 270	79 336	82 403	85 470	88 536	91 603	94 670	97 736	100 803	103 870
	(Gross pens.)	70 718	73 579	76 439	79 299	82 159	85 018	87 879	90 740	93 600	96 546	99 613
	(Total net)	55 510	57 626	59 742	61 858	63 974	66 090	68 206	70 322	72 438	74 554	76 670
	(Net pens.)	55 510	57 626	59 742	61 858	63 974	66 090	68 206	70 322	72 438	74 554	76 670
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	65 586	68 354	71 122	73 890	76 658	79 426	82 194	84 962	87 730	90 499	93 267
	(Gross pens.)	63 616	66 199	68 780	71 361	73 943	76 523	79 105	81 687	84 269	86 850	89 431
	(Total net)	50 254	52 164	54 074	55 984	57 894	59 804	61 714	63 624	65 534	67 444	69 354
	(Net pens.)	50 254	52 164	54 074	55 984	57 894	59 804	61 714	63 624	65 534	67 444	69 354
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	58 736	61 149	63 654	66 158	68 662	71 167	73 671	76 175	78 680	81 184	83 688
	(Gross pens.)	57 400	59 643	61 886	64 155	66 489	68 824	71 157	73 491	75 825	78 161	80 494
	(Total net)	45 465	47 193	48 921	50 649	52 377	54 105	55 833	57 561	59 289	61 017	62 745
	(Net pens.)	45 465	47 193	48 921	50 649	52 377	54 105	55 833	57 561	59 289	61 017	62 745
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	52 909	55 024	57 139	59 254	61 468	63 736	66 004	68 272	70 541	72 809	75 077
	(Gross pens.)	51 794	53 826	55 860	57 892	59 926	61 958	64 010	66 125	68 240	70 355	72 470
	(Total net)	41 153	42 718	44 283	45 848	47 413	48 978	50 543	52 108	53 673	55 238	56 803
	(Net pens.)	41 153	42 718	44 283	45 848	47 413	48 978	50 543	52 108	53 673	55 238	56 803
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	47 601	49 519	51 436	53 354	55 272	57 189	59 107	61 099	63 155	65 212	67 268
	(Gross pens.)	46 695	48 538	50 380	52 224	54 067	55 911	57 752	59 596	61 438	63 281	65 190
	(Total net)	37 225	38 644	40 063	41 482	42 901	44 320	45 739	47 158	48 577	49 996	51 415
	(Net pens.)	37 225	38 644	40 063	41 482	42 901	44 320	45 739	47 158	48 577	49 996	51 415
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	42 843	44 577	46 311	48 045	49 778	51 512	53 246	54 980	56 714	58 447	*
	(Gross pens.)	42 120	43 787	45 453	47 121	48 785	50 453	52 119	53 786	55 453	57 120	*
	(Total net)	33 704	34 987	36 270	37 553	38 836	40 119	41 402	42 685	43 968	45 251	*
	(Net pens.)	33 704	34 987	36 270	37 553	38 836	40 119	41 402	42 685	43 968	45 251	*
	(NPC)	0	0	0	0	0	0	0	0	0	0	*
1	(Gross)	38 570	40 081	41 650	43 219	44 788	46 357	47 926	49 495	51 064	*	
	(Gross pens.)	37 960	39 466	40 975	42 483	43 991	45 501	47 008	48 516	50 024	*	
	(Total net)	30 499	31 660	32 821	33 982	35 143	36 304	37 465	38 626	39 787	*	
	(Net pens.)	30 499	31 660	32 821	33 982	35 143	36 304	37 465	38 626	39 787	*	
	(NPC)	0	0	0	0	0	0	0	0	0	*	

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Language allowances (to be included in pensionable remuneration):

Child	2 389	First language	2 268
		Second language	1 134
Except for the first dependent child of a single, widowed or divorced staff member	3 575		
Dependent spouse	3 727		
Secondary dependant	1 359		

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens.: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2018 (applicable only to staff recruited on or after 1 February 2016)

Level		S T E P S											
		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII*</i>
Language Teacher	(Gross)	79 558	82 367	85 175	87 984	90 793	93 601	96 410	99 219	102 028	104 836	107 645	110 454
	(Gross pens.)	76 642	79 260	81 881	84 498	87 118	89 738	92 357	94 976	97 764	100 574	103 383	106 192
	(Total net)	59 895	61 833	63 771	65 709	67 647	69 585	71 523	73 461	75 399	77 337	79 275	81 213
	(Net pens.)	59 895	61 833	63 771	65 709	67 647	69 585	71 523	73 461	75 399	77 337	79 275	81 213
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Salary increments within the level shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child 2 389

Except for the first dependent child of a single,
widowed or divorced staff member 3 575

Dependent spouse 3 727

Secondary dependant 1 359

Language allowances: not entitled.

The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pens.:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2018 (applicable only to staff recruited on or after 1 February 2016)

Level		S T E P S				
		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	64 101	67 467	70 832	74 197	77 562
	(Gross pens.)	62 285	65 374	68 510	71 649	74 786
	(Total net)	49 230	51 552	53 874	56 196	58 518
	(Net pens.)	49 230	51 552	53 874	56 196	58 518
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Co-ordinator	(Gross)	56 238	58 658	61 157	63 752	66 348
	(Gross pens.)	54 996	57 321	59 646	61 971	64 329
	(Total net)	43 616	45 407	47 198	48 989	50 780
	(Net pens.)	43 616	45 407	47 198	48 989	50 780
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	51 618	53 828			
	(Gross pens.)	50 554	52 678			
	(Total net)	40 197	41 833			
	(Net pens.)	40 197	41 833			
	(NPC)	0	0			

^a Includes Briefing Assistant as at 1 September 1991.

Notes:

Reserve guides are paid by the day in accordance with the above rates.

Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child	2 389
-------	-------

Except for the first dependent child of a single, widowed or divorced staff member	3 575
---	-------

Dependent spouse	3 727
------------------	-------

Secondary dependant	1 359
---------------------	-------

Language allowances: not entitled

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens.: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2018 (applicable only to staff recruited on or after 1 February 2016)

		STEPS												
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	97 067	100 822	104 577	108 332	112 087	115 842	119 597	123 352	127 107	*			
	(Gross pens.)	92 972	96 562	100 316	104 072	107 825	111 581	115 336	119 091	122 845	*			
	(Total net)	71 976	74 567	77 158	79 749	82 340	84 931	87 522	90 113	92 704	*			
	(Net pens.)	71 976	74 567	77 158	79 749	82 340	84 931	87 522	90 113	92 704	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
6	(Gross)	89 938	93 435	96 932	100 429	103 926	107 423	110 920	114 417	117 914	*			
	(Gross pens.)	86 325	89 587	92 848	96 170	99 666	103 163	106 661	110 158	113 656	*			
	(Total net)	67 057	69 470	71 883	74 296	76 709	79 122	81 535	83 948	86 361	*			
	(Net pens.)	67 057	69 470	71 883	74 296	76 709	79 122	81 535	83 948	86 361	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
5	(Gross)	82 774	86 022	89 270	92 517	95 765	99 013	102 261	105 509	108 757	*			
	(Gross pens.)	79 643	82 672	85 702	88 731	91 760	94 789	98 004	101 253	104 501	*			
	(Total net)	62 114	64 355	66 596	68 837	71 078	73 319	75 560	77 801	80 042	*			
	(Net pens.)	62 114	64 355	66 596	68 837	71 078	73 319	75 560	77 801	80 042	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
4	(Gross)	75 499	78 478	81 458	84 438	87 417	90 397	93 377	96 357	99 336	*			
	(Gross pens.)	72 861	75 639	78 419	81 197	83 977	86 756	89 536	92 315	95 093	*			
	(Total net)	57 094	59 150	61 206	63 262	65 318	67 374	69 430	71 486	73 542	*			
	(Net pens.)	57 094	59 150	61 206	63 262	65 318	67 374	69 430	71 486	73 542	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
3	(Gross)	70 461	72 799	75 136	77 474	79 812	82 149	84 487	86 825	89 162	91 500	93 838	*	
	(Gross pens.)	68 166	70 346	72 525	74 704	76 884	79 063	81 242	83 421	85 600	87 780	89 959	*	
	(Total net)	53 618	55 231	56 844	58 457	60 070	61 683	63 296	64 909	66 522	68 135	69 748	*	
	(Net pens.)	53 618	55 231	56 844	58 457	60 070	61 683	63 296	64 909	66 522	68 135	69 748	*	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	*	
2	(Gross)	63 161	65 274	67 387	69 500	71 613	73 726	75 839	77 952	80 065	82 178	84 291	86 404	88 517*
	(Gross pens.)	61 442	63 336	65 300	67 269	69 239	71 209	73 179	75 150	77 121	79 091	81 061	83 032	85 002*
	(Total net)	48 581	50 039	51 497	52 955	54 413	55 871	57 329	58 787	60 245	61 703	63 161	64 619	66 077*
	(Net pens.)	48 581	50 039	51 497	52 955	54 413	55 871	57 329	58 787	60 245	61 703	63 161	64 619	66 077*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	56 146	57 915											
	(Gross pens.)	54 907	56 605											
	(Total net)	43 548	44 857											
	(Net pens.)	43 548	44 857											
	(NPC)	0	0											

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):		Language allowances (to be included in pensionable remuneration):	
Child	2 389	First language	2 268
		Second language	1 134
Except for the first dependent child of a single, widowed or divorced staff member	3 575		
Dependent spouse	3 727		
Secondary dependant	1 359		

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pens.:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pens.:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2018 (applicable only to staff recruited on or after 1 February 2016)

		S T E P S						
Level		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	89 699	92 800	95 901	99 003	102 104	105 206	108 307
	(Gross pens.)	86 104	88 996	91 887	94 778	97 843	100 944	104 045
	(Total net)	66 892	69 032	71 172	73 312	75 452	77 592	79 732
	(Net pens.)	66 892	69 032	71 172	73 312	75 452	77 592	79 732
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	84 103	87 028	89 952	92 877	95 801	98 726	101 651
	(Gross pens.)	80 886	83 614	86 339	89 067	91 793	94 520	97 388
	(Total net)	63 031	65 049	67 067	69 085	71 103	73 121	75 139
	(Net pens.)	63 031	65 049	67 067	69 085	71 103	73 121	75 139
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	78 506	81 252	83 999	86 745	89 491	92 238	94 984
	(Gross pens.)	75 670	78 229	80 789	83 349	85 911	88 472	91 031
	(Total net)	59 169	61 064	62 959	64 854	66 749	68 644	70 539
	(Net pens.)	59 169	61 064	62 959	64 854	66 749	68 644	70 539
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	72 935	75 499	78 062	80 626	83 190	85 754	88 317
	(Gross pens.)	70 473	72 864	75 253	77 643	80 032	82 422	84 812
	(Total net)	55 325	57 094	58 863	60 632	62 401	64 170	65 939
	(Net pens.)	55 325	57 094	58 863	60 632	62 401	64 170	65 939
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	67 355	69 742	72 129	74 516	76 903	79 290	81 677
	(Gross pens.)	65 272	67 497	69 722	71 946	74 171	76 396	78 620
	(Total net)	51 475	53 122	54 769	56 416	58 063	59 710	61 357
	(Net pens.)	51 475	53 122	54 769	56 416	58 063	59 710	61 357
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	61 767	63 980	66 193	68 406	70 619	72 832	75 045
	(Gross pens.)	60 195	62 178	64 186	66 248	68 312	70 374	72 437
	(Total net)	47 619	49 146	50 673	52 200	53 727	55 254	56 781
	(Net pens.)	47 619	49 146	50 673	52 200	53 727	55 254	56 781
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	56 464	58 354	60 262	62 290	64 317	66 345	68 372
	(Gross pens.)	55 211	57 027	58 845	60 662	62 478	64 327	66 218
	(Total net)	43 783	45 182	46 581	47 980	49 379	50 778	52 177
	(Net pens.)	43 783	45 182	46 581	47 980	49 379	50 778	52 177
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	51 226	52 951	54 677	56 403	58 128	59 854	61 694
	(Gross pens.)	50 177	51 836	53 494	55 153	56 812	58 469	60 128
	(Total net)	39 907	41 184	42 461	43 738	45 015	46 292	47 569
	(Net pens.)	39 907	41 184	42 461	43 738	45 015	46 292	47 569
	(NPC)	0	0	0	0	0	0	0

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):		Language allowances (to be included in pensionable remuneration):	
Child	2 389	First language	2 268
		Second language	1 134
Except for the first dependent child of a single, widowed or divorced staff member	3 575		
Dependent spouse	3 727		
Secondary dependant	1 359		

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pens.:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pens.:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.