



13 August 2020

Information circular*

To: Members of the staff at Headquarters
From: The Assistant Secretary-General for Human Resources
Subject: **Employment of household employees on G-5 visas**

1. Following the receipt of a diplomatic note dated 18 May 2020 from the United States Mission to the United Nations regarding the commencement of the In-Person Registration Program for domestic workers employed by United Nations staff members, information circular [ST/IC/2020/11](#) is amended as follows.

2. Section 1 is replaced by the following text:

1. The purpose of this circular is to inform staff members of the United Nations holding a G-4 visa who employ a household employee to whom a G-5 visa has been granted of four diplomatic notes received from the United States Mission to the United Nations (see annexes). The diplomatic notes contain a reminder of the policies regarding employment of domestic workers, including new requirements, the commencement of the In-Person Registration Program for domestic workers employed by United Nations staff members and updated minimum wages for domestic workers on a G-5 visa in the States of Connecticut, New Jersey and New York.

3. Section 6 is replaced by the following text:

In-Person Registration Program for G-5 visa holders

6. The diplomatic note in annex III announces the official commencement, in May 2020, of the In-Person Registration Program for domestic workers employed by staff members of the United Nations.

4. Annex III is replaced by the following.

Annex III**Diplomatic note dated 18 May 2020 from the United States Mission to the United Nations**

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to announce the official commencement of the In-Person Registration Program for domestic workers employed by United Nations personnel. The programme was referenced in circular note HnC-88-(S)-18, dated 28 November 2018.

* The present circular will be in effect until further notice and complements [ST/IC/2017/32](#), [ST/IC/2014/19](#), [ST/IC/2012/7](#) and [ST/IC/2009/42](#). [ST/IC/2019/21](#) is superseded.



The registration programme will commence in May 2020, beginning with domestic workers employed by United Nations personnel who arrived in the New York metropolitan area on or after 1 December 2019. Representatives of the United States Mission Host Country Affairs Office will contact appropriate United Nations staff members to schedule appointments for domestic workers holding G-5 visas whose arrival falls within this time frame. The programme will subsequently expand to include G-5 visa holders previously registered and residing in the New York City metropolitan area prior to 1 December 2019; personnel of the United Nations will be individually notified of the requirement to schedule these later appointments.

All appointment schedules and queries concerning the In-person Registration Program will be handled through the United Nations Visa Committee's point of contact with responsibility for domestic worker matters. This policy is intended to assist both the United States Mission and the United Nations in ensuring compliance with Domestic Worker Program requirements.

For its record keeping purposes, the United States Mission Host Country Affairs Office will track annual registration renewal dates. However, please note that it may be of benefit for the United Nations Visa Committee to develop an internal system to monitor renewal requirements. Similarly, it may prove beneficial for the United Nations Visa Committee to establish oversight and protection mechanisms, including by, inter alia, maintaining copies of employment contracts, and having the ability to access payment records should any disputes arise between a United Nations staff member and a domestic worker.

At present, as a result of the pandemic caused by the coronavirus disease (COVID-19) and current social distancing restrictions, the initial appointment for new arrivals will be conducted either by telephone or video-conferencing with a member of the Host Country Affairs Office. Once the current restrictions are no longer in place, the In-Person Registration Program will resume and the registration appointments will be held at the United States Mission to the United Nations.

As notified in circular note HC-88-(S)-18, UN staff members must begin paying their domestic workers by check or electronic fund transfer within 30 days of the domestic worker's arrival into the United States. If a United States bank account has not yet been opened at the time of the registration appointment, the domestic worker will be required to return to the United States Mission at a later date to provide the requested information relating to the establishment of an account.

The United States Mission recognizes that as this new programme is initiated, United Nations personnel may have questions related to programme and process details. For this reason, representatives of the United States Mission Host Country Affairs Office are available to respond to queries and provide support for a successful partnership with the United Nations community via the United Nations Visa Committee on matters relating to the employment of domestic workers. Questions may be directed to UNDomesticWorkers@state.gov.

The United States Mission and the United Nations community share common goals in this endeavour, which include furthering collaboration in the obligation to protect foreign domestic workers brought to the United States to work for United Nations personnel. It is important to continue joint efforts to ensure that all domestic workers understand their rights and protections, and that those employing these workers understand their contractual obligations and responsibilities.