



14 January 2020

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**

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 2019 reflected a 1.8 per cent movement compared with the November 2018 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 1.6 per cent, effective 1 November 2019. The adjustment was made to the lower salary scales for staff recruited on or after 1 February 2016.
3. As a result of this adjustment, the new salary scales for the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories, effective 1 November 2019, will be applicable to all staff of the respective categories.
4. The amounts of the dependency allowances remain unchanged, while the amounts of the language allowances have been adjusted accordingly.
5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of January 2020 payroll.

* The present circular, which cancels and supersedes circulars [ST/IC/2014/13](#) and [ST/IC/2019/13](#), 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 2019

		S T E P S										
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	73885	76871	79857	82883	85911	88939	91968	94996	98024	101052	104080
	(Gross pens.)	71849	74756	77662	80568	83474	86378	89285	92192	95098	98091	101207
	(Total net)	56397	58547	60697	62847	64997	67147	69297	71447	73597	75747	77897
	(Net pens.)	56397	58547	60697	62847	64997	67147	69297	71447	73597	75747	77897
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	66467	69163	71858	74554	77250	79946	82679	85413	88146	90880	93614
	(Gross pens.)	64634	67258	69880	72503	75126	77747	80371	82994	85617	88240	90862
	(Total net)	51056	52997	54938	56879	58820	60761	62702	64643	66584	68525	70466
	(Net pens.)	51056	52997	54938	56879	58820	60761	62702	64643	66584	68525	70466
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	59718	62149	64588	67026	69465	71904	74343	76782	79221	81683	84156
	(Gross pens.)	58318	60597	62876	65181	67553	69925	72296	74667	77038	79412	81782
	(Total net)	46191	47947	49703	51459	53215	54971	56727	58483	60239	61995	63751
	(Net pens.)	46191	47947	49703	51459	53215	54971	56727	58483	60239	61995	63751
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	53800	55949	58097	60253	62461	64669	66878	69086	71294	73503	75711
	(Gross pens.)	52623	54687	56754	58818	60885	62949	65034	67183	69332	71481	73630
	(Total net)	41812	43402	44992	46582	48172	49762	51352	52942	54532	56122	57712
	(Net pens.)	41812	43402	44992	46582	48172	49762	51352	52942	54532	56122	57712
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	48404	50353	52301	54250	56199	58147	60099	62101	64104	66107	68110
	(Gross pens.)	47442	49315	51186	53060	54932	56806	58676	60550	62421	64293	66233
	(Total net)	37819	39261	40703	42145	43587	45029	46471	47913	49355	50797	52239
	(Net pens.)	37819	39261	40703	42145	43587	45029	46471	47913	49355	50797	52239
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	43569	45331	47093	48855	50618	52380	54142	55904	57666	59428	*
	(Gross pens.)	42794	44488	46180	47875	49566	51260	52953	54647	56340	58034	*
	(Total net)	34241	35545	36849	38153	39457	40761	42065	43369	44673	45977	*
	(Net pens.)	34241	35545	36849	38153	39457	40761	42065	43369	44673	45977	*
	(NPC)	0	0	0	0	0	0	0	0	0	0	*
1	(Gross)	39201	40764	42358	43953	45547	47142	48736	50331	51926	*	
	(Gross pens.)	38567	40097	41631	43163	44695	46229	47760	49292	50824	*	
	(Total net)	30985	32165	33345	34525	35705	36885	38065	39245	40425	*	
	(Net pens.)	30985	32165	33345	34525	35705	36885	38065	39245	40425	*	
	(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 (US\$ net per annum, to be included in pensionable remuneration):

Child 2 389

First language 2 310

Second language 1 155

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 2019

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)	80075	82848	85621	88394	91168	93941	96714	99487	102261	105034	107807	110580
	(Gross pens.)	77868	80528	83191	85850	88512	91174	93835	96496	99328	102183	105037	107891
	(Total net)	60853	62822	64791	66760	68729	70698	72667	74636	76605	78574	80543	82512
	(Net pens.)	60853	62822	64791	66760	68729	70698	72667	74636	76605	78574	80543	82512
	(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 2019

Level		S T E P S				
		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	65025	68301	71578	74854	78131
	(Gross pens.)	63282	66420	69606	72795	75983
	(Total net)	50018	52377	54736	57095	59454
	(Net pens.)	50018	52377	54736	57095	59454
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	57180	59639	62157	64685	67213
	(Gross pens.)	55876	58238	60600	62963	65358
	(Total net)	44313	46133	47953	49773	51593
	(Net pens.)	44313	46133	47953	49773	51593
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	52486	54732			
	(Gross pens.)	51363	53521			
	(Total net)	40840	42502			
	(Net pens.)	40840	42502			
	(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
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Except for the first dependent child of a single, widowed or divorced staff member	3 575
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Dependent spouse	3 727
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Secondary dependant	1 359
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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 2019

		S T E P S												
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	97365	101072	104779	108486	112193	115900	119607	123314	127021	*			
	(Gross pens.)	94460	98107	101921	105737	109550	113366	117181	120996	124811	*			
	(Total net)	73129	75761	78393	81025	83657	86289	88921	91553	94185	*			
	(Net pens.)	73129	75761	78393	81025	83657	86289	88921	91553	94185	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
6	(Gross)	90321	93775	97228	100682	104135	107589	111042	114496	117949	*			
	(Gross pens.)	87706	91020	94334	97709	101261	104814	108368	111921	115474	*			
	(Total net)	68128	70580	73032	75484	77936	80388	82840	85292	87744	*			
	(Net pens.)	68128	70580	73032	75484	77936	80388	82840	85292	87744	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
5	(Gross)	83249	86456	89663	92870	96077	99285	102492	105699	108906	*			
	(Gross pens.)	80917	83995	87073	90151	93228	96306	99572	102873	106173	*			
	(Total net)	63107	65384	67661	69938	72215	74492	76769	79046	81323	*			
	(Net pens.)	63107	65384	67661	69938	72215	74492	76769	79046	81323	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
4	(Gross)	76121	79022	81951	84893	87835	90777	93720	96662	99604	*			
	(Gross pens.)	74027	76849	79674	82496	85321	88144	90969	93792	96614	*			
	(Total net)	58007	60096	62185	64274	66363	68452	70541	72630	74719	*			
	(Net pens.)	58007	60096	62185	64274	66363	68452	70541	72630	74719	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
3	(Gross)	71215	73492	75768	78044	80325	82634	84942	87251	89559	91868	94176	*	
	(Gross pens.)	69257	71472	73685	75899	78114	80328	82542	84756	86970	89184	91398	*	
	(Total net)	54475	56114	57753	59392	61031	62670	64309	65948	67587	69226	70865	*	
	(Net pens.)	54475	56114	57753	59392	61031	62670	64309	65948	67587	69226	70865	*	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	*	
2	(Gross)	64111	66168	68225	70282	72339	74396	76453	78510	80575	82661	84746	86832	88918*
	(Gross pens.)	62425	64349	66345	68345	70347	72348	74350	76352	78355	80356	82358	84361	86362*
	(Total net)	49360	50841	52322	53803	55284	56765	58246	59727	61208	62689	64170	65651	67132*
	(Net pens.)	49360	50841	52322	53803	55284	56765	58246	59727	61208	62689	64170	65651	67132*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	57088	58885											
	(Gross pens.)	55786	57511											
	(Total net)	44245	45575											
	(Net pens.)	44245	45575											
	(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):

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 (US\$ net per annum, to be included in pensionable remuneration):

First language	2 310
Second language	1 155

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 2019

Level		S T E P S						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	90089	93151	96213	99275	102337	105399	108461
	(Gross pens.)	87482	90420	93357	96294	99408	102559	105710
	(Total net)	67963	70137	72311	74485	76659	78833	81007
	(Net pens.)	67963	70137	72311	74485	76659	78833	81007
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	84563	87451	90338	93225	96113	99000	101887
	(Gross pens.)	82180	84952	87720	90492	93262	96032	98946
	(Total net)	64040	66090	68140	70190	72240	74290	76340
	(Net pens.)	64040	66090	68140	70190	72240	74290	76340
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	79051	81749	84461	87172	89883	92594	95306
	(Gross pens.)	76881	79481	82082	84683	87286	89888	92487
	(Total net)	60117	62042	63967	65892	67817	69742	71667
	(Net pens.)	60117	62042	63967	65892	67817	69742	71667
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	73626	76122	78618	81130	83661	86192	88723
	(Gross pens.)	71601	74030	76457	78885	81313	83741	86169
	(Total net)	56211	58008	59805	61602	63399	65196	66993
	(Net pens.)	56211	58008	59805	61602	63399	65196	66993
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	68194	70518	72842	75165	77489	79813	82166
	(Gross pens.)	66316	68577	70838	73097	75358	77618	79878
	(Total net)	52300	53973	55646	57319	58992	60665	62338
	(Net pens.)	52300	53973	55646	57319	58992	60665	62338
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	62753	64907	67061	69215	71369	73524	75678
	(Gross pens.)	61158	63173	65213	67308	69405	71500	73596
	(Total net)	48382	49933	51484	53035	54586	56137	57688
	(Net pens.)	48382	49933	51484	53035	54586	56137	57688
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	57412	59332	61288	63261	65235	67208	69182
	(Gross pens.)	56094	57939	59787	61633	63478	65356	67277
	(Total net)	44485	45906	47327	48748	50169	51590	53011
	(Net pens.)	44485	45906	47327	48748	50169	51590	53011
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	52091	53843	55596	57349	59101	60878	62679
	(Gross pens.)	50980	52665	54350	56035	57721	59405	61090
	(Total net)	40547	41844	43141	44438	45735	47032	48329
	(Net pens.)	40547	41844	43141	44438	45735	47032	48329
	(NPC)	0	0	0	0	0	0	0

* Long-service step:

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- 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 (US\$ net per annum, to be included in pensionable remuneration):

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

First language	2 310
Second language	1 155

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.