



Secretariat

ST/AI/291/Rev.1
18 July 1984

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PART-TIME EMPLOYMENT

1. Pursuant to the provisions of General Assembly resolution 35/210 section V, paragraph 4 (b), of 17 December 1980, the Secretary-General has approved the following measures for implementation of the practice of part-time employment. The purpose of this revision is to extend part-time employment, which was introduced initially to apply to locally-recruited staff in the General Service and related categories, to all categories of staff appointed under the 100 series of the Staff Rules except for mission service and other assignments of a limited duration. The arrangements established below may be reviewed in two years' time with respect to non-locally recruited staff.

2. Part-time employment shall normally apply to staff already in service. Staff members who wish to be considered for part-time employment should apply in writing to the Office of Personnel Services or the appropriate personnel services at their duty station. They have no automatic right to part-time employment on request. The names of the applicants will be kept on a roster which will be transmitted periodically to departments and offices with the request to identify posts suitable for part-time employment. Staff members on the roster will be assigned to such posts as opportunity permits, taking into account the individual needs of the staff members concerned and the interests of the Organization.

Effect on contractual status and conditions of service

3. The change to part-time employment shall not affect the staff member's contractual status, but his or her conditions of service shall be modified as provided in paragraphs 5 to 29 below. Staff members allowed to work on a part-time basis will be subject to the same restrictions relating to outside activities under the relevant staff rules as full-time staff.

Hours of work

4. Part-time staff will be required to work one half of the scheduled work day or work week. Appropriate arrangements will have to be made between the staff members concerned and their supervisors, subject to the agreement of the head of the office or department concerned.

Salary and allowances

5. The salary of part-time staff shall be half that paid to full-time staff. This salary shall be the basis for determination of payments while on annual leave, special leave with pay, sick leave and maternity leave.

6. Half the normal salary increment shall be granted to part-time staff under the same conditions as for full-time staff at yearly intervals.

7. Part-time staff who are required to work in excess of their regular schedule shall be remunerated at the straight time rate for additional hours worked up to the normal scheduled workday of full-time staff; thereafter and for work required on the sixth or seventh day of the scheduled work week or on an official holiday, they shall be compensated according to the conditions governing compensation for overtime work contained in appendix B to the Staff Rules applicable to the duty station.

8. Dependency allowances shall be paid to part-time staff at half the rate paid to full-time staff. Where a part-time staff member or his or her spouse receives a direct governmental grant in respect of a dependent child, the amount of the grant shall be deducted from the amount of dependency allowance payable to part-time staff, i.e. from half the dependency allowance of full-time staff.

9. Non-resident's allowance and language allowance shall be paid to part-time staff at half the rate applied to full-time staff.

10. Post adjustment and assignment allowance shall be paid to part-time staff at half the rate paid to full-time staff.

11. Education grant and special education grant for disabled children shall be paid to eligible part-time staff at half the rate paid to full-time staff.

12. Part-time staff eligible for education grant travel for their children shall be granted such travel under the same conditions as full-time staff except that they shall be reimbursed one half of the expenses which would be payable to full-time staff for each travel actually made.

13. Part-time staff shall be paid one-half the rental subsidy which would be payable to full-time staff.

14. Part-time staff eligible to receive the financial incentive shall be paid one half the amount which would be payable to full-time staff.

/...

Seniority in grade for promotion

15. For the purpose of seniority in grade, periods of service in part-time employment shall be counted as one half the period.

Annual leave

16. Part-time staff will accrue annual leave at the rate of 1 1/4 full days (2 1/2 part-time days) per month of service. Part-time staff may accumulate annual leave, provided that no more than 30 full days (60 part-time days) of such leave shall be carried forward beyond 1 January of any year.

17. A staff member seeking part-time employment should first bring his/her accrued leave balance to 30 full days or less prior to conversion to part-time employment. Following conversion to part-time employment, a staff member cannot use accrued annual leave to remain on full pay status.

Home leave and family visit travel

18. Part-time staff eligible for home leave and family visit travel shall be granted such travel and related entitlements with the same periodicity as full-time staff and shall be paid one half of the expenses which would have been paid in respect of full-time staff subject to accrued benefits for which entitlements would be paid on a pro rata basis. Part-time staff may elect to delay the periodicity of such travel to increase the amount of the prorated entitlement.

Participation in the United Nations Joint Staff Pension Fund

19. Part-time staff are entitled to participation in the United Nations Joint Staff Pension Fund in accordance with the supplementary article A of the Regulations of the Fund. A change to part-time employment will not interrupt the continuation of participation. The entitlement to and the amount of benefits resulting from part-time employment shall be in the ratio which it bears to full-time employment. That ratio will be one half. The pensionable remuneration used for the calculation of benefits is the notional pensionable remuneration which would have been applicable had the employment been full time.

20. A part-time participant who is on special leave without pay shall be entitled to count such leave without pay as contributory service in the Pension Fund, provided full contributions are received concurrently by the Organization. The total amount of such contributions would be the same as that which would have been payable by the participant and by the Organization had the participant continued in part-time employment during such period. In accordance with article 25 (b) (i) of the Regulations of the Fund, these contributions may be payable by the participant in full or by the Organization in full, or in part by the participant and in part by the Organization.

Sick leave

21. The same provisions governing sick leave in respect of full-time staff shall apply to part-time staff. Such staff will receive during sick leave one half the salaries and allowances that would be payable to full-time staff.

/...

Maternity leave

22. The benefits granted to full-time staff members are also afforded to part-time staff members. Such staff will receive during maternity leave one half the salaries and allowances payable to full-time staff.

Compensation for death, injury or illness attributable to service

23. The compensation benefits payable under appendix D of the Staff Rules in the event of death, injury or illness shall be the equivalent of half of the amounts determined in accordance with articles 10.2 and 11.1 (c), respectively, except that in the event of death such benefits shall be so established as to take account on a pro rata basis of previous full-time service. The additional lump-sum payments made in the case of injury or illness resulting in permanent disfigurement or permanent loss of a member or function shall be the full amounts indicated in article 11.3 (c) and the full amounts determined in accordance with article 11.3 (d).

Travel and related entitlements on separation from service

24. Upon separation, part-time staff shall be entitled to return travel under the same conditions as full-time staff, provided the appropriate service requirements have been satisfied. Such staff shall be entitled to the same unaccompanied shipment and removal entitlements as full-time staff, provided their combined period of full-time and part-time service is equivalent to the periods of service required of full-time staff for the exercise of such entitlements. A period of part-time service will be counted as one half of the period for these purposes, i.e. one year of part-time service will be counted as six months of service.

Termination indemnity

25. Part-time staff members shall be paid termination indemnity in accordance with the provisions of annex III to the Staff Regulations, except that periods of service in part-time employment shall be counted as half the period in full-time employment.

Repatriation grant

26. For the purpose of payment of the repatriation grant in accordance with annex IV to the Staff Regulations, periods of service in part-time employment shall be counted as half the period in full-time employment.

Commutation of accrued annual leave

27. If upon separation a part-time staff member has accrued annual leave, he or she shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 30 full (60 part-time) working days. The payment shall be calculated on the basis of the remunerations indicated in staff rule 109.8, as appropriate.

/...

Last day for pay purposes in case of death

28. For the purpose of the extension of payment beyond the date of death provided for in staff rule 109.10 (vi), periods of service in part-time employment shall be counted as one half the period in full-time employment.

Medical insurance

29. Part-time staff shall be eligible for health insurance coverage under the same terms and conditions as full-time staff, except that they shall be granted half the subsidy given to full-time staff and shall pay the rest of the premium themselves.

Reversion to full-time employment

30. Part-time staff who wish to revert to full-time employment shall advise the Office of Personnel Services at Headquarters or the appropriate personnel services at offices away from Headquarters in writing of their interest. They are normally expected to have completed at least one year on part-time employment before such requests may be made. Such staff will be placed on a roster and shall be given the fullest regard in accordance with staff regulation 4.4 when posts for which they are qualified become available, provided alternative arrangements can be made for the part-time post they are releasing.
