

## **Conditions for Professional category appointments of one year or more**

*The following text is intended to clarify the conditions of employment that are being Offered to you. You may find further details on the conditions of employment under Staff Regulations and Staff Rules.*

### **1. Duration of appointment (Staff Rule 104.3(b))**

Professional staff at IMO are normally given an appointment for a specified period of time, typically two years, which may be extended subject to the needs of the Organization and to satisfactory performance of staff. Such appointments, called "Fixed-term appointments", do not carry any expectancy of renewal or conversion to any other type of appointment and may be terminated by the Secretary-General or by the staff member concerned on 30 days' notice, subject to conditions prescribed in the Staff Regulations and Staff Rules.

### **2. Medical examination**

Our offer of appointment is subject to a satisfactory outcome of a medical examination to be carried out under the responsibility of a

Medical Adviser of the United Nations. We will send you a confirmation of our offer once you have been medically cleared.

### **3. Salary**

Our salaries contain two basic components, a net salary and a post adjustment. The net salary is identical for all staff members at the same level in the United Nations, whereas the post adjustment component varies between duty stations to compensate for differences in purchasing power. The post adjustment is readjusted periodically.

Salaries of United Nations staff from all categories are expressed in gross and net terms, the difference between the two being the staff assessment. Staff assessment is an internal United Nations form of "taxation", and is analogous to taxes on salaries applicable in most countries.

### **4. Allowances**

#### **(a) Settling-in grant (Staff Rule 103.3)**

To compensate for the initial extraordinary costs incurred on your moving to a new location you will receive an entitlement called "assignment grant". The amount of

the settling-in grant shall, in the case of the staff member, be the equivalent of daily subsistence allowance\* for 30 days after arrival and, for each accompanying eligible family member who remains at least six months at the duty station, one half of the amount payable to the staff member plus a lump-sum amount equivalent to one month of net base pay plus applicable post adjustment.

**(b) Dependency allowance (Staff Rule 103.9)**

Staff members may also receive an amount entitled "Dependency allowance" in respect of their dependent children and spouse under conditions set by the Secretary General as defined in the Staff Regulations and Staff Rules. To qualify as a dependant, a child must be under the age of 18, or, if in full-time attendance at a school or university, under the age of 21. A spouse may also qualify as dependent if his/her occupational earnings, if any, do not exceed the equivalent of the

lowest entry level at the base of the salary system (G.2, Step 1, for London).

**(c) Education grant (Staff Rule 103.8)**

Staff members who are internationally recruited are eligible for an education grant to cover part of the cost of educating children in full-time attendance at an educational institution. The amount of the grant is equivalent to 75 per cent of allowable costs. The allowable cost varies from duty station to duty station, subject to a maximum amount which is announced annually. A staff member whose home country is the country of his/her official duty station is not entitled to this grant, except in respect of physically or mentally disabled children.

\* Daily Subsistence Allowance is a standard amount intended to defray the subsistence costs of a staff member travelling to a different duty station.

#### **4. Allowances (continued)**

##### **(d) Rental subsidy**

(Administrative Circular admin/91/87)

Under certain circumstances a rental subsidy can be granted to staff members newly arrived at the duty station when the rent represents too high a proportion of the total remuneration.

#### **5. Travel and removal**

##### **(a) Travel (Staff Rule 107.1, 107.2 and 107.4)**

IMO will bear the travel expenses of an internationally recruited staff member and his/ her dependants from the place of recruitment to the country of the duty station. Dependants who may travel at United Nations expense are: a spouse and unmarried children under the age of 18 years or under the age of 21 years if they are in full-time attendance at a school or university or of any age if they are totally and permanently disabled.

##### **(b) Removal (Staff Rule 107.20)**

IMO will also bear the actual reasonable costs of shipment of your personal and household goods. Detailed information will be provided to you before your initial journey.

#### **6. Home leave (Staff Rule 105.3)**

The Organization pays an economy fare round-trip ticket to internationally recruited staff members and their recognized dependants every two years to their home country. The purpose of the home leave is to allow international staff members and their dependants to renew cultural and family ties at their home country.

#### **7. Health Insurance**

Staff members are automatically enrolled in a health insurance scheme. Their eligible family members may also be affiliated to the scheme.

## **8. Pension fund (Staff Regulation 6.1)**

IMO staff members with appointments of 6 months or longer participate in the United Nations Joint Staff Pension Fund. A contribution of 7.9% of their pensionable salary is deducted from their salary on a monthly basis. The Organization contributes 15.8% of the pensionable salary. Once staff members have completed five years of contributory service in the Pension Fund, they become vested in the Fund; that is, they become entitled to a pension, upon reaching the mandatory retirement age of 65 or upon early retirement at the age of 58. Staff members who leave the organization before completing five years of contributory service to the Fund may recover the amounts they have contributed to the Fund. Details on the functioning of the Pension Fund are contained in document JSPB/G.4/ Rev.16.

## **9. Repatriation grant (Staff Rule 109.4)**

To facilitate the re-insertion into the home country of the staff member upon separation from the Organization, a repatriation grant is paid to international staff members. Such grant is payable to staff members whom the United Nations is obligated to repatriate and who do not remain in the country of the duty station after separation from the service. The amount of the grant shall be proportional to the length of service with the United Nations and is specified in Annex 4 of the Staff Rules.

## **10. Income tax**

Salaries and other emoluments paid by the United Nations are normally exempt from national income tax. Staff members from countries which do not exempt United Nations income from national tax will receive reimbursement of national income tax paid in relation to their UN salaries.

**Note:** A staff member whose home country is the country of his/her official duty station shall not be eligible for the allowances and entitlements specified in points 4.(a),(c), and (d), 5.(a) and (b), 6 and 9.

## Benefits of group medical, hospital and dental plan

(For further detail regarding this plan, see internet address [www.cignahealthbenefits.com](http://www.cignahealthbenefits.com))

*By virtue of the contract being offered, you and your family members (spouse and one or more children who are not married and are not working, up to the end of the calendar year in which they reach the age of 25) will be covered by a group medical, hospital and dental plan which offers the following benefits:*

### Outpatient treatment

Expenses involved in respect of medical treatment prescribed by doctors qualified to treat patients are reimbursed at 80%.

### Inpatient hospitalization

If you or your family members covered by this plan have to be hospitalized, the costs of inpatient hospital services are reimbursed at a rate of 100% (excluding doctors' fees) and include:

- bed and board;
- general nursing services;
- use of operating rooms and equipment;
- use of recovery rooms and equipment;
- laboratory examinations
- X-ray examinations;
- Drugs and medicine for use in the hospital
- Reimbursement of hospital accommodation (bed and board) expenses will be subject to a daily room rate cap of £550 per day in the U.K.

Some treatments reimbursed under this plan are subject to limitations as indicated below:

### Dental treatment

Dental treatment is reimbursed at the rate of 80% up to a maximum sum of £600 per calendar year per beneficiary. The cost of dento-facial orthopaedics is covered for 4 years provided that treatment is started before the patient's fifteenth birthday.

### Outpatient mental health

Outpatient mental health treatment must be provided by a psychiatrist, a licensed psychoanalyst, a licensed psychologist or a licensed psychiatric social worker in order to be reimbursed at the rate of 80% of fees and up to a maximum of £650 per member per calendar year.

### Treatments subject to limitations

### **Hearing aids**

The costs of hearing aids are reimbursable to beneficiaries with one year or more of coverage, at the rate of 80% with a maximum of £300 per apparatus, including the related examination, and a maximum of one apparatus per ear in any period of three years.

### **Optical lenses**

The costs of optical lenses are reimbursable to beneficiaries with one year or more of coverage. These are reimbursed at the rate of 80%, including contact lenses, disposable lenses with a maximum of £30 per lens and a maximum of two lenses in any two-year period. Fees for examination of the eyes for glasses are not reimbursed.

### **Radiological treatment**

Radiological treatment is reimbursable at the rate of 80%, provided the patient was referred to the specialist by the attending physician.

### **Treatment for alcohol and drug abuse**

Treatment for alcohol and drug abuse includes inpatient treatment for detoxification and rehabilitation at a facility certified for such treatment, subject to the prior approval of the broker, and is normally limited to 30 days in a calendar year.

The costs of outpatient counselling for diagnosis and treatment are reimbursable at the rate of 50% and to a maximum reimbursement of £650 for no more than 50 visits per insured person per calendar year.

### **Testing for the HIV virus**

The cost of two blood tests per year.

### **Major medical coverage**

As a complement to the reimbursements provided for above, the beneficiaries will be reimbursed 80% of that portion of covered medical expenses which they have borne themselves after a deduction of £300 per calendar year per insured person, with a maximum of £875 per family.

### **Second surgical opinion**

Prior to undergoing surgery, insured persons are recommended to obtain a second surgical opinion. The cost of a second opinion rendered by a qualified physician in connection with a surgical procedure will be reimbursed at 100%. The second opinion must be provided by a physician not associated or in practice with the physician who originally recommended or proposed to perform the surgery. If the second opinion does not agree with the first, a third opinion may be sought and will also be reimbursed at 100%.