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AMENDMENTS TO THE STAFF RULES

Note by the Director

1 Introduction

1.1 Under Staff Regulation 14, the IOPC Fund's staff members' salaries, allowances and grants, and the conditions of entitlement thereto, shall, except as may otherwise be provided in the Staff Regulations, conform whenever appropriate with the United Nations common system, as applied by the International Maritime Organization (IMO). Changes to the IMO Staff Regulations and Rules therefore have to be reflected, *mutatis mutandis*, in the IOPC Fund's Staff Regulations and Rules.

1.2 The Director shall issue amendments to the IOPC Fund's Staff Rules necessary to implement the Staff Regulations. Such amendments shall be reported to the Assembly (Staff Regulation 28).

1.3 Changes made to the IMO Staff Rules since the 13th session of the Assembly of the IOPC Fund were reported by the Secretary-General of IMO in IMO documents C 65/15(d)/Add.1, C 66/18(c), C 66/18(d) and C 66/18(d)/Add.1. The amendments relate to staff assessment, scale of pensionable remuneration and separation payments for staff in the Professional and higher categories, to dependency allowances and language allowance for staff in the General Service category and to salary scales, assignment (installation) grant, education grant, salary policy in promotions, removal costs and sick leave for staff in all categories.

2 Salary Scale for Staff in the Professional and Higher Categories

2.1 At its 1990 session, the United Nations General Assembly approved a recommendation of the International Civil Service Commission (ICSC) to consolidate five classes of post adjustment into the base salary scale for staff in the Professional and higher categories, with effect from 1 March 1991. For London, the effect of this consolidation is neutral in income terms. Whilst base salaries increased by approximately 5.0%, the post adjustment payments decreased by a similar amount.

2.2 With the approval of the IMO Council, the Secretary-General of IMO implemented the new salary scale for staff in the Professional and higher categories with effect from 1 March 1991.

2.3 The Director implemented the new scale of base salaries with effect from 1 March 1991. This scale, which is reproduced in Annex I to this document, forms a new Annex A to the IOPC Fund's Staff Rules.

3 Staff Assessment for Staff in the Professional and Higher Categories

3.1 The staff assessment rates are based on a weighted average of the national income taxes at the seven headquarters locations of the United Nations system. These rates are utilised – by reverse application on the net salaries – to obtain the gross salaries of staff in the Professional and higher categories. Together with the introduction of the revised base salary scale for staff in the Professional and higher categories (see paragraph 2 above), the United Nations General Assembly introduced a new scale of staff assessment for such staff with effect from 1 March 1991.

3.2 With the approval of the IMO Council, the Secretary-General of IMO implemented this new scale of staff assessment for staff in the Professional and higher categories with effect from 1 March 1991.

3.3 The Director implemented the corresponding new scale of staff assessment with effect from 1 March 1991. This scale, which is reproduced in Annex II to this document, forms a new Annex B to the IOPC Fund's Staff Rules.

4 Scale of Pensionable Remuneration for Staff in the Professional and Higher Categories

4.1 The scale of pensionable remuneration for staff in the Professional and higher categories is used to calculate contributions to the IOPC Fund's Provident Fund. This scale is subject to an adjustment mechanism approved by the United Nations General Assembly and implemented by the ICSC. As part of the approved adjustment process a new scale of pensionable remuneration for staff in the Professional and higher categories was issued by the ICSC with effect from 1 November 1990. The increase in pensionable remuneration amounted to 5.2%.

4.2 With the approval of the IMO Council, the Secretary-General of IMO implemented this new scale of pensionable remuneration for staff in the Professional and higher categories with effect from 1 November 1990.

4.3 The Director implemented the corresponding new scale of pensionable remuneration with effect from 1 November 1990. The scale, which is reproduced in Annex III to this document, forms a new Annex H to the IOPC Fund's Staff Rules.

5 Separation Payments for Staff in the Professional and Higher Categories

5.1 At its 1989 session, the United Nations General Assembly decided that the separate scale of separation payments (used in connection with the payment of the repatriation grant and other entitlements connected with the separation of staff) should be abolished for staff joining after 1 July 1990 and that the new base salary scale should be used instead for the calculation of such payments (see document FUND/A.13/19, paragraph 6.2). For staff having joined before that date, the new scale of separation payments would be used until the new base salary scale had overtaken it.

5.2 In order to reflect the new method of calculating payment to staff in the Professional and higher categories in respect of the commutation of accrued annual leave, the Secretary-General of IMO amended the IMO Staff Rules so that these payments are based on the staff member's net base salary plus post adjustment at the time of separation. Amendments were also made to the Staff Rule concerning the last day for pay purposes.

5.3 The Director made the corresponding amendments to Rules VI.4 and VI.7 of the IOPC Fund's Staff Rules. The revised texts of Staff Rules VI.4 and VI.7 are reproduced at Annexes IV and V, respectively.

6 General Service Salary Scale

6.1 As mentioned in paragraph 8.5 of document FUND/A.13/19, a periodic survey of salaries of staff in the General Service category in London was conducted by the ICSC in April 1990. On the basis of the findings of the survey, the ICSC recommended a revised salary scale which would, inter alia, reflect the situation in London with regard to housing costs. The new scale represents on average an increase of 16.41% over the previous scale.

6.2 With the approval of the IMO Council, the Secretary-General of IMO implemented the revised salary scale for staff in the General Service category with effect from 1 April 1990, the date of the survey.

6.3 The General Service salary scale is subject to interim adjustments in accordance with recommendations by the ICSC. These adjustments are based on an average of the movement of the United Kingdom Retail Price Index (RPI) and the United Kingdom Average Earnings Index (AEI). Increases are implemented as of the first day of the month following that in which the weighted average index of the RPI and AEI has reached or overtaken a level of 5% above its level at the previous adjustment. If this increase has not reached 5% or more within one year, the interim adjustment is made on an annual basis. The increase in net salaries corresponds to 90% of the movement of the average index.

6.4 The requirement for an adjustment to the General Service salary scale was met in November 1990. The increase in salaries amounted to 4.9%. This increase was implemented within IMO from 1 November 1990.

6.5 The Director introduced the corresponding new salary scales for IOPC Fund staff in the General Service category with effect from 1 April 1990 and again with effect from 1 November 1990, to reflect the increases within IMO. The scale which is reproduced in Annex VI to this document forms Annex E to the IOPC Fund's Staff Rules for the period 1 April 1990 to 31 October 1990, and the scale which is reproduced in Annex VII forms Annex E with effect from 1 November 1990.

7 Dependency Allowances for Staff in the General Service Category

7.1 Following confirmation from the ICSC that the additional dependency allowance for disabled children approved for staff in the Professional and higher categories and implemented with effect from 1 July 1990 should apply to the disabled children of staff in the General Service category, the Secretary-General of IMO amended the IMO Staff Rules with effect from that date (see document FUND/A.13/19, paragraph 7).

7.2 The Director made the corresponding amendments to paragraph (b) of Rule IV.11 of the IOPC Fund's Staff Rules. The revised text of Staff Rule IV.11 is reproduced at Annex VIII.

7.3 As a result of the increases in the salary scale recommended by the ICSC, there was an increase in the dependency allowance for the first dependent child of a married staff member and in the allowance for each additional dependent child of a staff member (from £423 to £493 per annum in each case).

7.4 The ICSC recommended that, in order to come into line with local practice, the dependency allowance for a secondary dependent of a staff member in the General Service category should be discontinued, with the existing amount of £36 being reduced by 50% at the time of the implementation of the recommended salary scale (1 April 1990) and the remaining amount eliminated at the time of the first interim adjustment following the implementation of the recommended salary scale.

7.5 In connection with the interim adjustment of the General Service salary scale which came into effect on 1 November 1990 (see paragraph 6.4 above), the dependency allowance for the first dependent child of a married staff member and the allowance for each additional dependent child were each further increased from £493 to £517 per annum.

7.6 With the approval of the IMO Council, the Secretary-General of IMO amended the IMO Staff Rules concerning dependency allowances with effect from 1 April 1990 and again with effect from 1 November 1990.

7.7 The Director introduced the corresponding new dependency allowances for staff in the General Service category with effect from 1 April 1990 and again with effect from 1 November 1990. Dependency allowances are set out in Annex E to the IOPC Fund's Staff Rules. The allowances for the period 1 April 1990 to 31 October 1990 are reproduced in Annex VI to this document, and allowances with effect from 1 November 1990 are reproduced in Annex VII.

8 Language Allowance for Staff in the General Service Category

8.1 As a result of the increases in the salary scale for staff in the General Service category, there was an increase in the language allowance for staff members in the General Service category from £501 to £613.

8.2 The Secretary-General of IMO amended the IMO Staff Rules concerning the language allowance to implement this increase with effect from 1 April 1990.

8.3 The Director introduced the corresponding new language allowance for staff in the General Service category, with effect from 1 April 1990. The new language allowance, which is set out in Annex E to the IOPC Fund's Staff Rules, is reproduced in Annexes VI and VII to this document.

9 Assignment Grant (former Installation Grant)

9.1 The Secretary-General of IMO amended the term "installation grant" to "assignment grant", in line with the terminology used within the United Nations common system.

9.2 The Director made the corresponding amendments to Rule IV.4 of the IOPC Fund's Staff Rules. The revised text of Staff Rule IV.4 is reproduced at Annex IX.

10 Education Grant

10.1 At its 1990 session, the United Nations General Assembly approved a recommendation of the ICSC to increase the maximum admissible education expenses incurred in certain currencies. This recommendation was implemented by the Secretary-General of IMO with effect from the academic year in progress on 1 January 1991.

10.2 The Director made amendments to Rule IV.10 of the IOPC Fund's Staff Rules to reflect the recommendations of the ICSC. The revised text of Staff Rule IV.10 is reproduced at Annex X.

11 Salary Policy in Promotions

11.1 The Secretary-General of IMO amended the IMO Staff Rules concerning the salary policy in promotions, with effect from 1 July 1991, to implement a decision by the United Nations General Assembly, taken at its 1989 session.

11.2 The Director made the corresponding amendments to Rule IV.6 of the IOPC Fund's Staff Rules. The revised text of Staff Rule IV.6 is reproduced at Annex XI.

12 Removal Costs

12.1 The Secretary-General of IMO amended the IMO Staff Rules governing the removal costs of internationally recruited staff members' personal effects and household goods, with effect from 10 July 1991.

12.2 The Director made the corresponding amendments to Rule VII.9 of the IOPC Fund's Staff Rules. The revised text of Staff Rule VII.9 is reproduced at Annex XII.

13 Sick Leave

13.1 The Secretary-General of IMO amended the IMO Staff Rules governing sick leave, in order to clarify the text and to bring it in line with practice regarding totalling continuous fixed-term appointments for the purposes of calculating leave. These changes were made with effect from 1 January 1991.

13.2 The Director made the corresponding amendments to Rule VIII.1 of the IOPC Fund's Staff Rules. The revised text of Staff Rule VIII.1 is reproduced at Annex XIII.

14 Action to be Taken by the Assembly

The Assembly is invited to take note of the information contained in this document.

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ANNEX I

New Annex A to Staff Rules

**SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS
AND THE NET EQUIVALENT AFTER APPLICATION OF STAFF ASSESSMENT
(in US Dollars)
(Effective 1 March 1991)**

Grade	Step															
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI
P-1	28521	29633	30769	31917	33065	34214	35374	36561	37748	38935						
Net D	22018	22719	23419	24120	24820	25520	26221	26921	27621	28322						
Net S	20776	21422	22066	22710	23354	23999	24642	25283	25924	26565						
P-2	38075	39311	40546	41781	43016	44251	45503	46781	48060	49338	50617	51895				
Net D	27814	28543	29272	30001	30729	31458	32187	32915	33644	34373	35101	35830				
Net S	26101	26768	27435	28102	28769	29436	30099	30755	31413	32070	32727	33384				
P-3	47890	49320	50749	52179	53608	55039	56521	58002	59483	60965	62446	63928	65417	66926	68435	
Net D	33547	34362	35177	35992	36807	37621	38436	39251	40066	40881	41695	42510	43325	44140	44955	
Net S	31325	32060	32795	33530	34265	34999	35734	36469	37204	37939	38673	39408	40146	40881	41617	
P-4	59277	60854	62431	64008	65586	67202	68808	70414	72020	73626	75232	76839	78445	80052	81658	
Net D	39952	40820	41687	42554	43422	44289	45156	46024	46891	47758	48625	49493	50360	51227	52095	
Net S	37101	37884	38666	39448	40234	41028	41821	42615	43408	44201	44995	45788	46582	47374	48165	
P-5	72782	74429	76076	77723	79370	81036	82714	84392	86070	87748	89426	91104	92782			
Net D	47502	48192	48881	49571	50260	50949	51639	52328	53017	53707	54396	55085	55775			
Net S	43784	44598	45412	46225	47039	47826	48596	49366	50136	50906	51677	52447	53217			
D-1	83047	84902	86756	88610	90465	92319	94173	96028	97882							
Net D	52815	53798	54781	55763	56746	57729	58712	59695	60677							
Net S	48749	49600	50451	51302	52153	53004	53855	54707	55558							
D-2	94478	96444	98409	100393	102300	104207										
Net D	58873	60021	61169	62316	63464	64612										
Net S	53995	54990	55983	56957	57906	58855										
D-3	116442															
Net D	70350															
Net S	63600															
D-4	128659															
Net D	76702															
Net S	68853															

D = Rates applicable to staff members with a dependent spouse or child.

S = Rates applicable to staff members with no dependent spouse or child.

New Annex B to Staff Rules

STAFF ASSESSMENT RATES FOR PROFESSIONAL AND HIGHER CATEGORIES

a) Staff assessment rates for purposes of pensionable remuneration and pensions

Total assessable payments (in US dollars)	Percentage (effective 1 March 1991)
First \$15,000 per year	4.0
Next \$10,000 per year	20.0
Next \$10,000 per year	25.0
Next \$20,000 per year	29.0
Next \$20,000 per year	32.0
Next \$20,000 per year	35.0
Next \$30,000 per year	37.0
Remaining assessable payments	39.0

b) Staff assessment rates used in conjunction with gross base salaries and gross amounts of separation payments

Total assessable payments (in US dollars)	Staff member with a dependant spouse or a dependant child (effective 1 April 1988) (%)	Staff member with neither a dependant spouse nor a dependant child (effective 1 March 1991) (%)
First \$15,000 per year	13.0	17.5
Next \$ 5,000 per year	31.0	34.3
Next \$ 5,000 per year	34.0	38.6
Next \$ 5,000 per year	37.0	41.9
Next \$ 5,000 per year	39.0	43.9
Next \$10,000 per year	41.0	46.0
Next \$10,000 per year	43.0	48.6
Next \$10,000 per year	45.0	50.4
Next \$15,000 per year	46.0	50.6
Next \$20,000 per year	47.0	54.1
Remaining assessable payments	48.0	57.0

New Annex H to Staff Rules

PENSIONABLE REMUNERATION FOR PROFESSIONAL AND HIGHER CATEGORIES
(in US Dollars)
(Effective 1 November 1990)

Grade	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
P.1	35525	36744	37824	38925	40139	41228	42533	44234	45669	46978					
P.2	45302	46750	48121	49590	51058	52397	53856	55567	57188	58652	59788	60947			
P.3	56051	57792	59474	61079	62734	64369	66111	68193	69559	71399	72749	74354	76016	77715	79453
P.4	68407	70219	72022	73739	75607	77404	79231	81256	83115	85087	86402	88263	90164	92106	94090
P.5	83208	85115	86940	88801	90729	92516	94421	96618	98585	100430	102310	104225	106175		
D.1	93733	95857	98025	100151	102326	104483	106571	108701	110873						
D.2	106311	108863	111269	113766	116320	118931									
ASG	127082														
USG	137349														

ANNEX III

ANNEX IV

AMENDMENTS TO STAFF RULE VI.4

(Amendments underlined)

RULE VI.4

Commutation of Accrued Annual Leave

If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money for the period of such accrued leave, up to a maximum of 60 working days. The payments shall be calculated:

- (a) For staff in the professional and higher categories, on the basis of the staff member's net base salary plus post adjustment at the time of separation, except that, for staff members in service before 1 July 1990, the scale of separation payments as shown in Annex G shall be used until such time as that scale is overtaken by the net base salary scale.
- (b) For staff in the general service category, on the basis of the staff member's pensionable remuneration, less staff assessment.

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ANNEX V**AMENDMENTS TO STAFF RULE VI.7***(Amendments underlined)***RULE VI.7****Last Day for Pay Purposes**

- (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

- (i) [unchanged]
- (ii) [unchanged]
- (iii) [unchanged]
- (iv) [unchanged]
- (v) [unchanged]
- (vi) in the case of the death of a staff member holding an appointment for at least one year or who has completed at least one year's service, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed Years of Service in the Secretariat (as defined in Rule VI.1)	Months of Extension Beyond the Date of Death
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

- (1) For staff in the professional and higher categories, payment shall be determined by the net base salary scale shown in Annex A except that, for staff members in service before 1 July 1990, the scale of separation payments as shown in Annex G shall be used until such time as that scale is overtaken by the net base salary scale.
- (2) For staff in the general service category.

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon after death as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse or dependent child or children. All other entitlements and accrual of benefits shall cease as of the date of death.

- (b) [unchanged]

New Annex E to Staff Rules

GENERAL SERVICE CATEGORY - SALARIES
SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT
(in Pounds Sterling)
(Effective 1 April 1990 - Revised)

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Grade		Steps									
		I	II	III	IV	V	VI	VII	VIII	IX	X
G.1	Gross	9666	10088	10509	10930	11352	11774	12206	12639	13073	13506
	Net	7791	8103	8415	8727	9039	9351	9663	9975	10287	10599
G.2	Gross	10928	11400	11873	12358	12842	13327	13811	14296	14781	15266
	Net	8725	9074	9423	9772	10121	10470	10819	11168	11517	11866
G.3	Gross	12358	12900	13444	13986	14530	15073	15623	16182	16740	17299
	Net	9772	10163	10554	10945	11336	11727	12118	12509	12900	13291
G.4	Gross	13985	14594	15202	15823	16448	17074	17700	18326	18953	19597
	Net	10944	11382	11820	12258	12696	13134	13572	14010	14448	14886
G.5	Gross	15821	16522	17222	17922	18622	19334	20054	20775	21495	22216
	Net	12257	12747	13237	13727	14217	14707	15197	15687	16177	16667
G.6	Gross	17922	18706	19507	20315	21121	21929	22745	23576	24408	25240
	Net	13727	14276	14825	15374	15923	16472	17021	17570	18119	18668
G.7	Gross	20319	21223	22128	23049	23981	24913	25845	26777	27724	28686
	Net	15377	15992	16607	17222	17837	18452	19067	19682	20297	20912
G.8	Gross	23049	24093	25137	26181	27227	28303	29379	30456	31533	32609
	Net	17222	17911	18600	19289	19978	20667	21356	22045	22734	23423

ANNEX VI

<u>Dependency allowances</u>	<u>Net per annum</u>
Dependent spouse	£430
First dependent child of a married staff member	£493
First dependent child of a single, widowed or divorced staff member	£1 098
Each additional dependent child	£493
Secondary dependant (where there is no dependent spouse, for either a dependent parent, dependent brother or dependent sister)	£18
<u>Language allowance (to be included in pensionable remuneration)</u>	£613
<u>Non-resident's allowance (to be included in pensionable remuneration):</u>	
for staff recruited before 1 September 1983	£225
for staff recruited after 1 September 1983	Nil

New Annex E to Staff Rules

GENERAL SERVICE CATEGORY – SALARIES
SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT
 (in Pounds Sterling)
 (Effective 1 November 1990)

Grade		Steps									
		I	II	III	IV	V	VI	VII	VIII	IX	X
G. 1	Gross	10195	10637	11079	11522	11973	12427	12881	13337	13791	14245
	Net	8173	8500	8827	9155	9482	9809	10136	10464	10791	11118
G. 2	Gross	11520	12024	12533	13041	13549	14058	14566	15074	15596	16119
	Net	9153	9519	9885	10251	10617	10983	11349	11715	12081	12447
G. 3	Gross	13041	13611	14180	14749	15324	15911	16497	17083	17669	18254
	Net	10251	10661	11071	11481	11891	12302	12712	13122	13532	13942
G. 4	Gross	14748	15394	16050	16707	17363	18020	18677	19352	20029	20704
	Net	11480	11940	12399	12859	13318	13778	14237	14696	15156	15615
G. 5	Gross	16706	17440	18174	18917	19673	20429	21185	21940	22714	23493
	Net	12858	13372	13886	14400	14914	15428	15942	16456	16970	17484
G. 6	Gross	18917	19764	20610	21457	22309	23182	24055	24928	25800	26673
	Net	14400	14976	15551	16127	16703	17279	17855	18431	19007	19583
G. 7	Gross	21461	22420	23397	24375	25352	26329	27323	28331	29340	30348
	Net	16130	16776	17421	18066	18711	19356	20001	20646	21292	21937
G. 8	Gross	24375	25470	26564	27687	28817	29946	31075	32204	33334	34464
	Net	18066	18789	19511	20234	20957	21680	22402	23125	23848	24571

ANNEX VII

<u>Dependency allowances</u>	<u>Net per annum</u>
Dependent spouse	£430
First dependent child of a married staff member	£517
First dependent child of a single, widowed or divorced staff member	£1 098
Each additional dependent child	£517
Secondary dependant (where there is no dependent spouse, for either a dependent parent, dependent brother or dependent sister)	Nil
<u>Language allowance</u> (to be included in pensionable remuneration)	£613
<u>Non-resident's allowance</u> (to be included in pensionable remuneration):	
for staff recruited before 1 September 1983	£225
for staff recruited after 1 September 1983	Nil

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ANNEX VIII

AMENDMENTS TO STAFF RULE IV.11

(Amendments underlined)

RULE IV.11

Dependency Allowances

- (a) [unchanged]
- (b) The rates of dependency allowances applicable to the General Service category shall be set out in Annex E to these Rules. If the dependent child is disabled, a further allowance equal to the allowance for an additional dependent child shall also be payable.
- (c) [unchanged]
- (d) [unchanged]
- (e) [unchanged]
- (f) [unchanged]
- (g) [unchanged]
- (h) [unchanged]

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ANNEX IX

AMENDMENTS TO STAFF RULE IV.4

(Amendments underlined)

RULE IV.4

Assignment Grant

- (a) A staff member shall be paid, in respect of himself and his eligible dependants, an assignment grant when the staff member travels at the expense of the Fund on initial appointment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the Fund towards the initial extraordinary living costs incurred by the staff member and his dependants immediately following their arrival at the duty station.
- (b) The amount of the assignment 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.

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ANNEX X

AMENDMENTS TO STAFF RULE IV.10

(Amendments underlined)

RULE IV.10

Education Grant

Definitions

(a) [unchanged]

Eligibility

(a)–(b) [unchanged]

Amount of the Grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, the sum of 75% of the cost of attendance and board, up to a maximum grant of \$8 250 per year;

(ii) where the institution does not provide board, \$2 450 plus 75% of the cost of attendance, up to a maximum grant of \$8 250 per year.

(e) In the case of attendance at an educational institution at the duty station, the amount of the grant shall be 75% of the cost of attendance, up to a maximum of \$8 250 per year.

(f)–(g) [unchanged]

Travel

(h) [unchanged]

Tuition of the Mother Tongue

(i) [unchanged]

Claims

(j) [unchanged]

Local Currency

(k) [unchanged]

Special Education Grant for Disabled Children

(l) [unchanged]

(m) The amount of the grant shall be 100% of the educational expenses actually incurred, up to a maximum grant of \$11 000 per year. If the disabled child is eligible for the regular education

grant, the total amount payable under the two types of grant shall not exceed \$11 000 per year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he may obtain the highest possible level of functional ability. Expenses for special equipment required for the rehabilitation of a disabled child may be reimbursed, if not otherwise covered under health insurance, up to a maximum of \$1 000 per annum.

(n)-(r) [unchanged]

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ANNEX XI

AMENDMENTS TO STAFF RULE IV.6

(Amendments underlined)

RULE IV.6

Salary Policy in Promotions

Staff members receiving promotions shall be paid in accordance with the following provisions:

- (a) On promotion, a staff member shall be placed in the lowest step in the grade to which he or she has been promoted which provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two increments at the lower grade, provided that the resulting salary shall in no case be less than the commencing salary or greater than the maximum salary of the grade to which the staff member has been promoted.
- (b) If promotion is effective in the month in which an increment at the lower grade is due, such increment will be included in the salary at the lower grade, to which two increments will then be added to determine the staff member's salary on promotion in accordance with paragraph (a) above.
- (c) The date of the first salary increment at the higher grade shall be the anniversary date of promotion except that, in the case of those increments that require two years of satisfactory service, the first increment at the higher grade will become due two years from the date of promotion.
- (d) On promotion of a staff member from the General Service category to the Professional category and in order to determine in accordance with paragraph (a) above the step that should be granted within the grade to which the staff member is promoted, the following emoluments shall also be taken into account:
 - (i) the net amount of any pensionable allowance that the staff member received at the lower grade; and
 - (ii) the post adjustment corresponding to the net base salary at the single rate for the grade and step in the Professional category to which the staff member is promoted.
- (e) Where the promotion of a staff member from the General Service to the Professional category would result in a reduction of his or her pensionable remuneration, the staff member may retain the level of pensionable remuneration reached immediately prior to promotion until it is surpassed as a result of the staff member's advancement in the new grade or further promotion.

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ANNEX XII

AMENDMENTS TO STAFF RULE VII.9

(Amendments underlined)

RULE VII.9

Removal Costs

(a)–(c) [unchanged]

(d) Payment by the Fund of removal expenses shall be subject to the following conditions:

(i)–(iv) [unchanged]

(v) the cost of insurance in transit of personal effects and household goods (excluding any articles of value for which special rates of premium are charged) shall be reimbursed, up to a maximum of \$40 000 valuation for a staff member without dependants and \$65 000 valuation for a staff member with one or more dependants. The IOPC Fund shall in no case be responsible for loss or breakage;

(vi) [unchanged]

(e) [unchanged]

(f) [unchanged]

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ANNEX XIII

AMENDMENTS TO STAFF RULE VIII.1

(Amendments underlined)

RULE VIII.1

Sick Leave

- (a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:
- (i) [unchanged]
 - (ii) a staff member holding a fixed-term appointment for less than one year or who has completed less than one year of continuous service shall be granted sick leave credit at the rate of two working days per month of contractual service;
 - (iii) a staff member holding a fixed-term appointment of one year or longer or who has completed one year of continuous service shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months;
 - (iv) a staff member holding a fixed-term appointment for not less than three years or who has completed three years of continuous service shall be granted sick leave up to eighteen months in any period of four consecutive years, nine months on full salary and nine months on half salary;
 - (v) staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury;
 - (vi) except with the approval of the Director, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member;
 - (vii) after a staff member has taken periods of non-certified sick leave totalling seven working days within a leave year, any additional sick leave within that year shall either be supported by a medical certificate or be deducted from annual leave or charged as special leave without pay;
 - (viii) a staff member may be required at any time to submit a medical certificate as to his condition or to undergo examination by a medical practitioner named by the Director. If the Director is satisfied that such is to the Interest both of the Fund and of the individual, further sick leave may be refused or a period of sick leave may be required to enable proper treatment to be undertaken, provided that if the staff member so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Director and the staff member;

- (ix) a staff member shall not, whilst on sick leave, leave the area of duty station without the prior approval of the Director.
- (b) [unchanged]
- (c) [unchanged]
- (d) [unchanged]
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