

REASSIGNMENTS



TABLE OF CONTENTS

<i>Topic</i>	<i>Page Number</i>
ADVICE FOR A SMOOTH REASSIGNMENT	1
MEDICAL CLEARANCE	1
SALARY COMPUTATION	1
MOBILITY AND HARDSHIP ALLOWANCE	1
ASSIGNMENT GRANT	2
REPRESENTATION ALLOWANCE FOR RESIDENT REPRESENTATIVES	2
CONVERSION OF CURRENCY	4
SALARY DISTRIBUTION REQUEST FORM	4
SALARY REGULARIZATION AT NEW COUNTRY OF ASSIGNMENT	4
REQUIRED CLEARANCES FOR UNDP RESIDENT REPRESENTATIVES, UN RESIDENT COORDINATORS & UNFPA REPRESENTATIVES	5
TRAVEL DOCUMENTS	5
EXIT INTERVIEW	6
TRAVEL, SHIPMENT AND INSURANCE OF PERSONAL EFFECTS	6
HOME LEAVE IN CONJUNCTION WITH REASSIGNMENT	8
MISSION APPROACH	8
WAR-RISK INSURANCE	8
EDUCATION GRANT	9
ARRIVAL AT THE NEW COUNTRY OF ASSIGNMENT	9
STAFF REASSIGNED TO THEIR HOME COUNTRY	10
REASSIGNMENT CONSULTATION HOURS	10
UN MEDICAL/DENTAL INSURANCE	10
RENTAL SUBSIDY	11
ADVANCES	13
TRANSPORTATION OF PRIVATELY OWNED VEHICLE	14
PROGRAMMES OF ASSISTANCE FOR INDIVIDUAL LEARNING	14

UNDP, UNFPA, UNOPS STAFF ASSOCIATION	16
OMBUDSMAN PANEL	16
GRIEVANCE PANEL ON SEXUAL HARASSMENT	17
MEDICAL SERVICE	18
UN HOUSING UNIT	18
EDUCATIONAL INSTITUTIONS	18
UNITED NATIONS FEDERAL CREDIT UNION	19
PROGRAMME FOR STAFF ASSISTANCE	19
UNITED NATIONS GROUNDS PASS	19
ORGANIGRAM/ADMINISTRATION SECTION	

REASSIGNMENTS

ADVICE FOR A SMOOTH REASSIGNMENT

- To facilitate your reassignment:

**Have you thoroughly read
your reassignment letter?**

MEDICAL CLEARANCE

- All reassignments are subject to medical clearance by the UN Medical Service. The only exception is when staff are reassigned to a Headquarters duty station, i.e. Vienna, Austria; Brussels, Belgium; Copenhagen, Denmark; Bonn, Germany; Geneva, Switzerland; New York and Washington, D.C., USA.
- Please ensure that you undergo your medical examination as quickly as possible to avoid delays in the authorization of your travel and shipment of personal effects.
- **After receipt of the medical examination at Headquarters, it takes 2-3 weeks for the medical clearance process to be completed.**

SALARY COMPUTATION

- The salary computation in Annex I of the reassignment letter reflects your annual salary upon reassignment to your new country of assignment. **The figures therein are an estimate** as they may change due to revision of post adjustment, category of duty station, etc.

MOBILITY AND HARDSHIP ALLOWANCE

- **It is important** to note that the Mobility and Hardship Allowance (MHA) will be adjusted in accordance with the category of your new country of assignment. **This upward or downward adjustment will**

be made in one installment when the UN Payroll acts upon your reassignment personnel action.

ASSIGNMENT GRANT

- The **lump sum portion** of Assignment Grant is payable two months in advance of your expected reassignment date. If the reassignment does not materialize, the amount will be automatically deducted from your salary in one installment.
- To be eligible for the lump sum portion of Assignment Grant of **two month's salary plus post adjustment**, a staff member must remain at the country of assignment for a minimum of three years. In the event that the three-year minimum is not met at your present country of assignment, a proportional part of the second month's lump sum portion will be recovered by offsetting the overpayment against your new entitlement. Please refer to circular UNDP/ADM/90/72 paragraph 6.j.3.
- A lump sum portion of Assignment Grant of **one month's salary plus post adjustment** is payable when the expected duration of assignment at the new country of assignment is for a period of one to two years.
- For staff being reassigned to a Headquarters duty station, the lump sum portion of Assignment Grant is one month's salary plus post adjustment **provided there is no entitlement to removal of household goods and personal effects upon separation from service.**
- The **Daily Subsistence Allowance (DSA)** portion of Assignment Grant is payable upon arrival at the new country of assignment to the staff member and eligible family members.

REPRESENTATION ALLOWANCE FOR RESIDENT REPRESENTATIVES

- A representation allowance is payable to Resident Representatives as a contribution towards the cost of modest representational activities with regard to officials in the host countries. **This allowance is paid on a monthly basis with the staff member's salary through Headquarters payroll.** The amount of representation allowance is

indicated in the reassignment personnel action as well as in the reassignment letter.

Representation Allowance for other officials in the UNDP country offices

- A monthly representation allowance of US\$100 is payable to an internationally-recruited staff member who is designated as the Resident Representative a.i. or Officer-in-Charge of a UNDP country office when the Resident Representative is temporarily away from the country of assignment for more than 30 days. It is also payable under the same provision when the most senior locally recruited staff member (i.e. National Officer) is exceptionally designated to act as Officer-in-Charge.
- If an official is required to act as Resident Representative for a period exceeding three months, the entitlement will be the full representation allowance applicable to the country of assignment from the date of assuming those responsibilities until the arrival of the new Resident Representative.
- Headquarters approval is required to designate a National Officer for a period of more than 30 days.
- Payment of representation allowance to the Resident Representative a.i. or Officer-in-Charge is made by the heads of country offices and is paid locally.

Representation Allowance for officials at Headquarters

- Staff at Headquarters are entitled to representation allowance in accordance with their functional responsibilities, and is paid through UN Payroll.

CONVERSION OF CURRENCY

- Please ensure you read the excerpt from the Financial Manual on Conversion of Currencies upon departure from a country office, which is included in your reassignment package.

SALARY DISTRIBUTION REQUEST FORM

- Kindly ensure that the salary distribution form is submitted to your Personnel Associate **as soon as possible with a clear indication** of your bank account (name, address and account number) and the percentage you may want to receive in US dollars or local currency at the country of assignment.
- **Every reassignment outside of the USA requires a new salary distribution request form irrespective of whether or not there is a change.**
- **For reassignment to New York the authorization for direct deposit of salary form must be completed.**

SALARY REGULARIZATION AT NEW COUNTRY OF ASSIGNMENT

- It normally takes two months after your arrival before your salary and allowances will reflect the entitlements of the new country of assignment. Please note that you will therefore be paid at the rate of your previous country of assignment (post adjustment, etc.) until the personnel action is acted upon by OHR/BPRM and the UN Payroll, at which time all adjustments will be made retroactively to your date of reassignment. The adjustments will be reflected on your Statement of Earnings and Deductions.
- For staff who receive a local portion of salary at their present country of assignment, it is imperative to advise us where you wish your last monthly field portion of salary paid. It may either be paid in local currency at your present country of assignment or deposited to your convertible account as outlined in the salary distribution form.

**REQUIRED CLEARANCES FOR
UN RESIDENT COORDINATORS AND UNDP RESIDENT
REPRESENTATIVES,
UNFPA AND WFP REPRESENTATIVES**

- Staff being reassigned as Resident Coordinators of the United Nations System's Operational Activities for Development and UNDP Resident Representatives require the approval of the Executive Committee of the United Nations Development Group, the Joint Consultative Group on Policy, the United Nations Department of Political Affairs, the Executive Office of the Secretary General and the Administrative Committee on Coordination, as well as the concerned Government.
- The Government's clearance is conveyed to the UN and UNDP through their respective Mission.
- Where there is no United Nations Fund for Population Activities (UNFPA) and the World Food Programme (WFP) appointed representative, the UNDP Resident Representative is appointed as the UNFPA and WFP representative. They will accordingly receive Entrustment letters from these agencies at the time of their reassignment.
- **Authorization for travel and shipment of personal effects cannot be processed until the above approval and clearances are received.**

TRAVEL DOCUMENTS

- **For staff being reassigned within the field**, the country office will assist in obtaining the required visas for your next duty station.
- **For staff being reassigned to New York**, a G-4 visa, for both staff member and all eligible family members, is required for entry into the United States for all non US nationals/ US Permanent Residents. UN Headquarters will make a request for issuance of the visa to the US Consular Office in your present country of assignment. If eligible family members are travelling at a later date, the information required for each family member is the city and country of birth as well as the passport number, date and place of issuance and expiration date.

- **For staff being reassigned from New York**, you and all your family members' G-4 visas (and if applicable G-5 visa) must be cancelled at the US Mission to the UN.
- **A travel authorization cannot be processed unless we are in receipt of a copy of the cancelled G-4 visas.**

**Please refer to your reassignment
formalities letter for details.**

- The UNDP Travel Service Section will assist staff being reassigned from New York in obtaining the required visa for the new country of assignment.
- **Travel cannot be undertaken until the required visa is obtained.**
- **The Family Certificate is applicable only when family members are travelling separately from the staff member.** The application form requires two **passport size group photos** of family members or **two passport size photos of each family member.**
- Please ensure all your travel documents are valid prior to your departure.

EXIT INTERVIEW

- **All staff being reassigned from New York are obliged to complete an Exit Interview form which is included with the reassignment documents. The data therein is given to the United Nations who in turn forward the information to the US Mission to the UN.**

**TRAVEL, SHIPMENT AND INSURANCE
OF PERSONAL EFFECTS**

- UNDP gives authorization for travel and shipment of personal effects and you will be contacted accordingly.
- Staff being **reassigned within the field** may make tentative airline bookings through their present country office.
- Staff being **reassigned from New York** may make **tentative airline bookings** with the UN contractor, currently American Express, at

UNDP. The telephone number is (212) 593-0310.

- Junior Professional Officers (JPOs) are entitled to travel **by air economy class only regardless of the duration of the flight.**
- The shipping entitlement for Junior Professional Officers is 600 kilos for the staff member, 250 for the first eligible family member and 150 kilos for each additional eligible family member.
- The shipping entitlement for all other staff is 1,000 kilos for the staff member, 500 kilos for the first eligible family member and 300 kilos for each additional eligible family member.
- The shipping entitlement for Resident Representatives is 2,000 kilos for the staff member, 1,000 for the first eligible family member and 600 kilos for each additional eligible family member.
- Resident Representatives being reassigned to New York will maintain the double shipping entitlement from the current country of assignment. However, in case of any subsequent reassignment (or separation from UNDP service from New York) to a post other than that of Resident Representative, the shipping entitlement reverts to normal (i.e. 1,000 kilos for the staff member, 500 for the first eligible family member and 300 kilos for each additional eligible family member).
- The above shipping entitlement is by surface (or half the entitlement by airfreight) unless otherwise indicated in your reassignment letter.
- For insurance of your personal effects, **an itemized inventory of personal effects must be completed and forwarded in triplicate to the UN Traffic Unit** before the shipment leaves the present country of assignment. A separate inventory should be made for each shipment. The format for the inventory is included in your reassignment package.
- The UNDP country office in your new country of assignment will assist you in having your personal effects cleared through customs when you arrive.
- For staff being reassigned to New York, the UN Transportation Operations Section (UNTOS), Secretariat Building, room S-2012, telephone number (212) 963-9398 will assist you in this process. The staff member should contact the UNTOS immediately upon arrival for an appointment for completion of customs clearance forms and shipping documents. The UNTOS will forward the information to Matrix (UNDP's shipping agent) who in turn will contact you. **The customs clearance forms must be with UNTOS prior to the arrival**

of the shipment.

- **Your personal effects should not arrive at your new country of assignment before you.**
- Please ensure that you retain your used air ticket stubs for submission on an F.10 claim form, to either your country office or UNDP Headquarters Travel Services Unit.

HOME LEAVE IN CONJUNCTION WITH REASSIGNMENT

- Please note that if you have accrued enough points to proceed on home leave when your reassignment is due, such travel is normally taken in conjunction with reassignment. Kindly ensure that the Personnel Specialist or Personnel Associate from whom you received the reassignment letter is informed of your plans.

MISSION APPROACH

- Staff being reassigned to a country of assignment that is on **Mission Approach** status, are requested to take careful note of the specific details given in the reassignment letter.
- Certain special entitlements exist for some designated, very difficult locations.

WAR-RISK INSURANCE

- An Organization-sponsored war-risk life insurance coverage is now provided automatically to staff members serving in hazardous country offices. This insurance coverage has been arranged through an outside insurance carrier at no cost to the staff members.
- The war-risk insurance coverage is applicable only to those country offices designated expressly for this purpose by the United Nations Security Coordinator.
- The details of this insurance are included in the Personnel Manual Volume II, Section VII, subsection 6.2 which is available in the country

of assignment.

EDUCATION GRANT

- For staff with children studying in the country of assignment and reassignment occurs during the school year, **prior to departure, a certificate of attendance duly completed by the school should be obtained.**
- **This certificate of attendance (form P.41) should be submitted to the Personnel Associate together with the certificate of attendance from the new school at the end of the school year in your new country of assignment.**

ARRIVAL AT THE NEW COUNTRY OF ASSIGNMENT

- The date of your reassignment is the day on which you arrive in the new country of assignment.
- **Please ensure that advice is sent, well in advance, to the Resident Representative in your new country of assignment, and at Headquarters either to the Executive Officer or Administrative Assistant in the concerned unit, giving the date of your arrival and flight details.**
- Kindly ensure that the country office informs your Personnel Specialist or Personnel Associate of your arrival date. Please refer to your reassignment letter.
- For staff assigned to New York, on the day you report for duty kindly contact your Personnel Specialist or Personnel Associate for an appointment.
- **Without the information regarding your arrival date, or appointment with the Personnel Specialist or Personnel Associate (for staff assigned to New York), it will be impossible to regularize your salary and allowances based on your new country of assignment.**

STAFF REASSIGNED TO THEIR HOME COUNTRY

- Please note that **staff reassigned to a duty station in their home country, are not entitled** to home leave, education grant/education grant travel and repatriation grant, as these are “expatriate” benefits.
- Staff reassigned to a duty station in their home country will have a reduction in the repatriation grant of one year for every six months serving in the home country. However, upon reassignment away from the home country, the repatriation grant will be restored at the rate of one year for every six months away from the home country until the previously earned entitlement is revived after which accrual will be at the normal rate.

REASSIGNMENT CONSULTATION HOURS

- Upon completion of the Reassignment Exercise and after staff members included in the Exercise have been notified of their new country of assignment, **Reassignment Consultation Hours will be announced via broadcast message to facilitate a better service to staff members.** Colleagues from the Administration and Staffing Sections of OHR as well as from the Travel Services Section will be available to address queries related to reassignment.

UN MEDICAL/DENTAL INSURANCE

- Staff reassigned from Headquarters to a country office who are enrolled in either AETNA or Blue Choice Medical Plans and/or CIGNA PPO dental plan may retain this insurance if so desired.
- Staff assigned to a country office who have dependants residing in the United States may want to consider enrolling in one of the plans available to staff serving in New York (i.e. Aetna, Blue Choice, HIP/HMO, Kaiser and CIGNA PPO dental). Staff assigned to New

York or Washington, D.C. are unable to participate in the Van Breda Insurance Plan but have the opportunity to choose from the above mentioned medical plans. Please refer to the detailed circular attached to your reassignment letter.

- Upon reassignment within the field, you have the option of changing medical insurance within 30 days of your arrival date either **to/from Van Breda or to/from one of the plans available to staff serving in New York as listed above.**
- **Application must be made within 30 days of the date of your reassignment.**
- **The effective date of coverage can be either the date of reassignment, the first of the month following reassignment or at the time of the Annual Enrollment Campaign in May/June of every year to be effective 1 July.**
- Staff assigned to New York should contact the UN Insurance Claims and Compensation Section, OPPBA, Secretariat Building, room S-2765, telephone numbers (212) 963-5804 (medical) and (212) 963-5805 (dental), for any additional queries they may have on the insurance plans.
- Please note that **applications for enrolment upon marriage, birth or legal adoption of a child for coverage of the related family member must be submitted through the Personnel Specialist within 30 days of the event or at the time of the annual enrolment campaign.**
- *The UN Insurance Claims and Compensation Section should be notified immediately, through the Personnel Specialist, of changes in the staff member's family that result in a family member ceasing to be eligible, i.e. spouse upon divorce or a child reaching the end of the calendar in which the age of 25 years is attained, married or taking up full-time employment. The responsibility of this notification rests with the staff member.*

RENTAL SUBSIDY

- Eligibility for rental subsidy commences 30 days after your arrival at the country of assignment.
- **If an application form is not submitted within three months from**

the date of arrival and no other information is provided such as that a delay has been encountered in obtaining housing, it will be assumed that accommodation is free of charge from the Government, the Organization or a related institution. In this case a rental deduction will automatically be applied.

- For staff assigned to country offices, the rental subsidy application form **must** be verified and certified by the Resident Representative or designated officer in your country of assignment and forwarded to the Personnel Associate as soon as permanent accommodation is obtained after your arrival at the new country of assignment. Verification and certification for a Resident Representative is to be carried out by the Deputy Resident Representative or designated officer in the country of assignment. An Agent's fee, if any, is payable on a monthly basis for staff in country offices. For staff reassigned to New York a copy of the lease, receipt for the first month's rent payment (i.e. cancelled cheque) and a copy of the electricity bill is required and should be attached to the rental subsidy application form. There is a one-time subsidy payable in respect of an agent's fee in accordance with the rental subsidy criteria.
- The approval of a rental subsidy is for a maximum period of 12 months at a time. In order to continue to receive a subsidy, all staff members are required to reapply once a year by submitting a rental subsidy application (short form) to the Personnel Associate.
- Changes which must be reported by the staff member on a revised subsidy/deduction application form are:
 - ◆ Change of dwelling;
 - ◆ Change in rent (for the same dwelling);
 - ◆ Changes in family size (dependency status).

Please consult the Personnel Manual, Volume II, Chapter IV, Section 20404 for further details on the rental subsidy scheme.

ADVANCES

Salary Advance

- **An advance against your regular monthly salary** is no longer applicable **upon reassignment** since staff have the option of requesting the lump sum element of assignment grant up to two months in advance of the reassignment date. In addition, staff members receive the Mobility and Hardship Allowance as an annual lump sum in advance upon regularization on payroll. This is for the purpose of assisting staff to meet the unusually large expense associated with reassignment.

Car Advance

- Staff members under the 100 and 200 Series of Staff Rules, (up to the P-4 and L-4 levels respectively) assigned to a country office, are eligible for a car advance for the purchase of a private automobile. The maximum amount of the advance is US\$7,500 and is payable under certain conditions as outlined in Personnel Manual, Volume II, Chapter IV, section 20409, subsection 8.0. Please note that all requests must be certified by the Resident Representative or designated officer while a request from the Resident Representative must be certified by the Deputy Resident Representative or designated officer.
- Car advances are not applicable to staff assigned to New York or Washington, D.C.

Rent Advance

- Where the conditions of the local housing market warrant it, a staff member serving at a country office may be granted a rental advance in cases where at least three months' rent may have to be paid in advance for living accommodation which is to be certified by the Resident Representative (Deputy Resident Representative or designated officer in the case of a Resident Representative). Procedures for requesting such advance are outlined in Personnel Manual, Volume II, Chapter IV,

section 20409, subsection 6.0.

- Rental advances are not applicable to staff serving in New York or Washington, D.C.

The Personnel Manuals are located in all country offices and are accessible to all staff members. At Headquarters, Personnel Manuals are maintained by the Executive Officer or the Administrative Assistant in the concerned unit.

TRANSPORTATION OF PRIVATELY OWNED VEHICLE

- UNDP may reimburse a portion of the cost of transportation of a privately owned automobile to certain countries under certain conditions. Please refer to the reassignment letter for specific details.
- The above is not applicable for staff reassigned to Headquarters.

PROGRAMMES OF ASSISTANCE FOR INDIVIDUAL LEARNING

Educational Assistance Programme

The Educational Assistance Programme has been designed for all regular and full time staff members who have held a post in UNDP for six months or more, with a view to encourage and assist them to undertake part-time studies on their own time, to acquire additional knowledge and skills which will improve their effectiveness in their current positions and/or assist in preparing them for increased responsibilities in the organization. In order to ensure a match between individual learning goals and the needs of the organization, the staff member's unit supervisor has to endorse the application.

Upon satisfactory completion of the approved courses and presentation of receipts, UNDP reimburses the staff member 50 per cent of the net cost of: tuition, registration fee, other required instructional fees, and required textbooks. Approvals are given on a course-by-course basis

for the duration of one semester.

Sabbatical Programme

A sabbatical is a period of leave granted to a staff member for external training and/or learning activities relevant to UNDP's mission, crucial to the accomplishment of UNDP's goals and of strategic value to cover UNDP's projected needs in the future. Eligibility for sabbaticals requires holding a UNDP letter of appointment, (excluding those assigned to projects, those holding short-term appointments and those with ALD contracts) as well as a minimum of two years of service within UNDP or the UN system. The maximum duration of a sabbatical during which a staff member is considered to be on official duty is 26 weeks. During that time all entitlements will continue to be paid against the post of the staff member.

Where applicable, the UNDP covers the full cost for tuition, travel and stipend as well as an allowance for textbooks. Staff members who benefit from these entitlements are expected to reimburse the organization if they separate from the organization within a two-year period following the completion of the studies.

Bradford Morse Fellowship Award (BMFA)

The Bradford Morse Fellowship Awards were established in honour of a former UNDP Administrator, to encourage eligible staff to acquire additional skills and knowledge in disciplines related to the work of UNDP. Similar to the EAP, the purpose of the BMFA is to assist qualified staff members, who have been with the organization for more than five years, to undertake part-time studies in their own time at institutions near their duty stations, to acquire knowledge and skills which will improve their effectiveness in their present positions and assist in preparing them for increased responsibilities in the organization. The selection process for the BMFA is strongly performance based. The BMFA provides 100 per cent tuition reimbursement for a period of up to one year.

For further details on all of the above-mentioned programmes, please see

the Learning Resources Catalogue.

UNDP, UNFPA, UNOPS STAFF ASSOCIATION

- The objectives of the UNDP/UNFPA/UNOPS Staff Association are:
 - a) to promote and safeguard the rights, interests and welfare of UNDP/UNFPA/UNOPS staff;
 - b) to act as the channel of communication with the Administration on matters concerning staff;
 - c) to promote better understanding between the Administration and the staff of UNDP/UNFPA/UNOPS; and
 - d) to promote cooperation with UN Common System Staff Associations and Unions on matters governing conditions of service with the United Nations and specialized agencies.

For more detailed information kindly contact the UNDP/UNFPA/UNOPS Staff Association at (212) 906-5018/5096/5097.

OMBUDSMAN PANEL

- The Ombudsman Panel provides assistance to all staff members holding UNDP letters of appointment who require clarification of personnel policies and practices, more detailed explanations and interpretations of the Staff Regulations and Rules, and the expediting of actions affecting their service with UNDP.
- The advice and assistance of the Ombudsman Panel generally relate to any matters which are of a personal and confidential nature, or where the staff member feels the need for impartial advice and guidance, or when the staff member has exhausted the normal channels and is not satisfied with the actions taken or information given.
- In seeking the Ombudsman Panel's advice or counsel, staff members should write to: Coordinator, Ombudsman Panel, UNDP, New York, N.Y. 10017.

The distinction between the Ombudsman Panel and Staff Association functions is that the Panel deals with individual cases and the Association represents staff in terms of policy issues which may arise, and broader staff concerns.

GRIEVANCE PANEL ON SEXUAL HARRASSMENT

- The Charter of the United Nations sets high standards for the Organization and promotes the observance of these standards throughout the world. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations has the duty to ensure that its staff is treated, and treats one another, with respect, dignity and due regard for personal privacy.
- Any form of harassment, particularly sexual harassment in the workplace or in connection with the work, is contrary to the provisions of the Charter and to the policy of the Organization. Any form of harassment is a violation of the standards of conduct expected of every international civil servant. Staff members are advised that sexual harassment in any form constitutes unacceptable behaviour, will not be tolerated at Headquarters or in the country offices, and may lead to disciplinary action.
- **The purpose of the Grievance Panel** is to investigate formal complaints of sexual harassment brought by staff members either at Headquarters or in the country offices. Staff members should be assured that all complaints of sexual harassment will be handled promptly and in a full, fair and confidential manner.
- **For staff in country offices the contact person is the Deputy Resident Representative (Operations Manager) or the Chief, Recruitment Section, OHR, BPRM at (212) 906-5277.**
- **For staff at Headquarters the contact person is your Staffing Specialist.**

ADDITIONAL INFORMATION FOR STAFF **ASSIGNED TO NEW YORK**

MEDICAL SERVICE

- The UN Medical Service located on the 5th floor of the Secretariat Building, room S-0535, telephone number (212) 963-7090, can assist staff members in the following ways:
 - periodic medical examinations
 - pre-mission consultations
 - immunizations
 - emergency medical care
 - selection of a physician
 - consultations
 - working conditions
 - prolonged sick leave
 - serious emergencies

There is a nurse on duty in the DC-1 building, 11th floor, room 1160 , telephone number (212) 963-8990 during the hours of 9:30 a.m. to 5:30 p.m.

UN HOUSING UNIT

- The UN Housing Unit can assist in providing a list of rentals (apartments and homes). It is located on the 5th floor of the Secretariat Building, room S-0510, telephone number (212) 963-7065.

EDUCATIONAL INSTITUTIONS

- Education Advisers are available every Monday and Thursday from 10 a.m. through 1 p.m. for information regarding local schools for your children. They may be contacted by email through the UN Staff Counsellor's office (parker@unorg), by fax at (212) 963-4399 or by telephone at (212) 963-3164.

UNITED NATIONS FEDERAL CREDIT UNION

- The United Nations Federal Credit Union is a banking facility established for United Nations staff members.
- Should you wish to become a member and open an account with the UNFCU, it is your responsibility to carry this out directly with the UNFCU.
- The UNFCU is located in the DC-2 building, room 0309 (3rd floor), telephone number (212) 338-8161. A second branch is also located in the Secretariat Building, 4th floor, telephone (212) 963-2620.

PROGRAMME FOR STAFF ASSISTANCE

- The Programme for Staff Assistance (PSA) is a voluntary programme designed to assist you, your families and other persons in long-term residence with you in dealing with any concerns of a personal nature that you or people close to you may have.
- It is run by the Employee Development Center (EDC), an affiliate of Cornell University Medical College, and is located at 136 East 57th Street, Suite 405.
- **Staff members assigned to country offices who are visiting Headquarters are also covered by the PSA.**

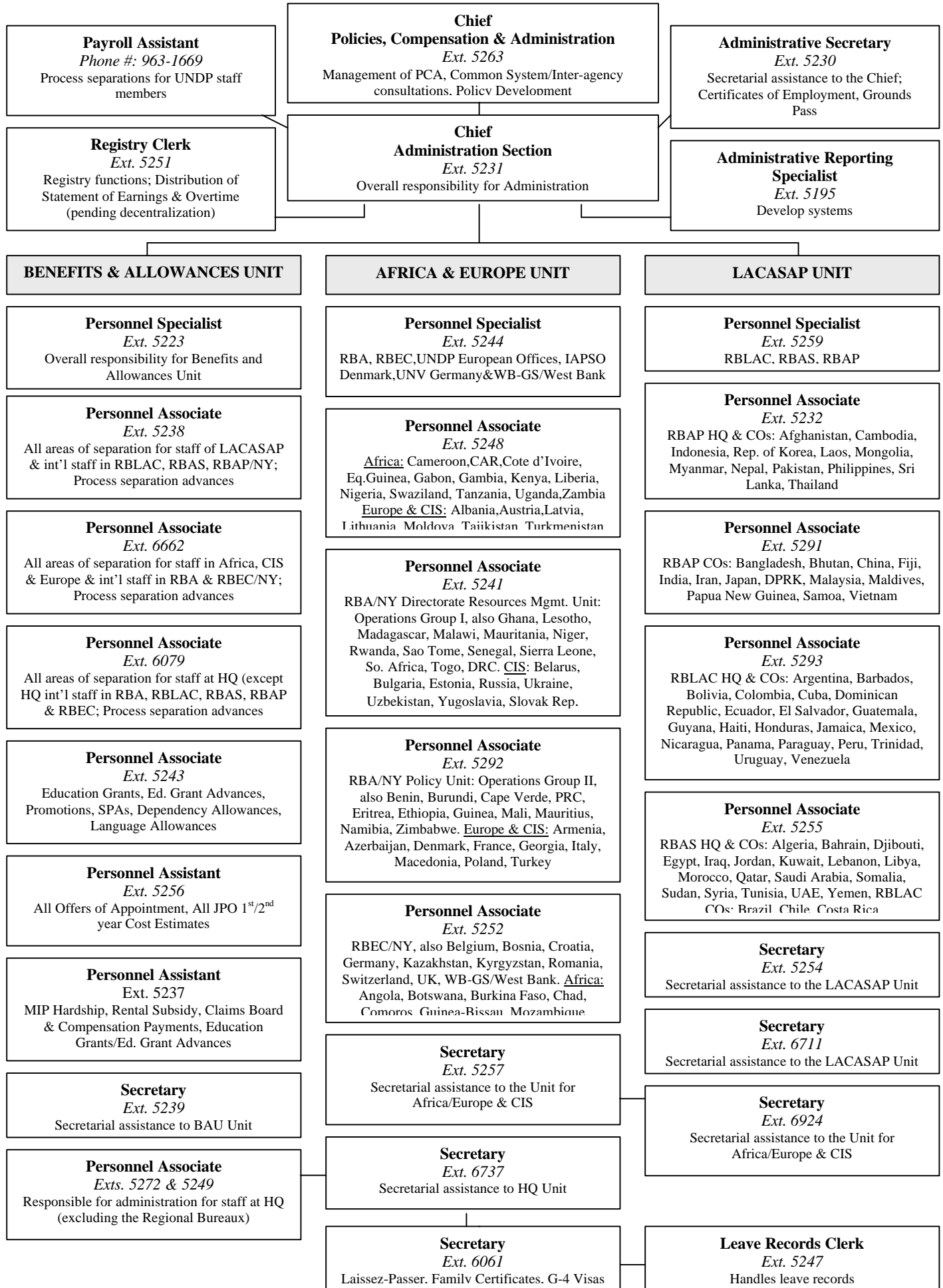
**(A brochure on PSA is included in your
Reassignment Package)**

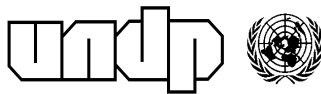
UNITED NATIONS GROUNDS PASS

- The UN grounds pass is your identification for access to UN buildings and should be worn at all times. You will be given the application for a grounds pass when you meet with your Personnel Specialist or Personnel Associate.

**WE WISH YOU GOOD LUCK IN YOUR NEW
ASSIGNMENT**

**UNDP OFFICE OF HUMAN RESOURCES
Administration Section**





Bureau for Planning and Resource Management
Office of Human Resources
Administration Section