

UNDP Temporary Appointment Guidelines

Table of Contents

1. Introduction

- 1.1. Basic Principles
- 1.2. Legal Framework
- 1.3. Temporary Appointments; Definition
- 1.4. When to use a Temporary Appointment
- 1.5. Examples of the correct use of a Temporary Appointment
- 1.6. Examples of the incorrect use of a Temporary Appointment
- 1.7. Granting of Temporary Appointment to former UNDP Staff Member

2. Budget Planning

3. Establishment of a Temporary Appointment position

- 3.1. Delegation of authority
- 3.2. Position designation
- 3.3. Position number
- 3.4. Job Description
- 3.5. Job classification principles and authority
 - 3.5.1 Classification at the Country Office level
 - 3.5.2 Classification process
 - 3.5.3 Effective Date of Classification

4. Recruitment and Selection process for Temporary Appointments

- 4.1. Principles of Recruitment
- 4.2. Recruitment and selection process
- 4.3. Recruitment of former or retired staff members

5. Administration of the Temporary Appointment

- 5.1. Process for Initial Appointment
 - 5.1.1. International Temporary Appointment
 - 5.1.2. Local Temporary Appointment

- 5.2. Duration of Appointment
- 5.3. Determining Salary Step on appointment
- 5.4. Offer and Letter of Appointment
- 5.5. Medical Clearance
 - 5.5.1 Medical Clearance for Temporary Appointments of less than six months
 - 5.5.2 Medical clearance for Temporary Appointments of more than six months
 - 5.5.3 Medical clearance for Temporary Appointments covering specific functions irrespective of duration of appointment
 - 5.5.4 Medical expenses and result of medical examination
- 5.6 Index Number
- 5.7 Entry on Duty Date
- 5.8 Medical Insurance
- 5.9 Participation in Pension Fund
- 5.10 Other Administrative Conditions
 - 5.10.1 Salary Scale Adjustments
 - 5.10.2 Part time Temporary Appointment
 - 5.10.3 Dual Nationality
 - 5.10.4 G4 Visa and Permanent Residency
 - 5.10.5 Learning
 - 5.10.6 Performance Evaluation
 - 5.10.7 Eligibility of Temporary Appointments for recruitment to Fixed-Term Appointments
 - 5.10.8 Extension of a Temporary Appointment
 - 5.10.9 Successive Temporary Appointments
 - 5.10.10 Expiration of a Temporary Appointment
 - 5.10.11 Procedures for Separation of an International TA
 - 5.10.12 Procedures for Separation of a Local TA

6. Entitlements

- 6.1 Salaries and Allowances
 - 6.1.1 General
 - 6.1.2 Base Salary
 - 6.1.3 Staff Assessment
 - 6.1.4 Reimbursement of Taxes
 - 6.1.5 Pensionable Remuneration

- 6.1.6 Post Adjustment
- 6.1.7 Rental Subsidy
- 6.1.8 Dependency Allowance
- 6.1.9 Mobility and Hardship Allowance
- 6.1.10 Assignment Grant
- 6.1.11 Special Operations Approach
- 6.1.12 Hazard Pay
- 6.1.13 Overtime and Compensatory Time Off
- 6.1.14 Night Differential
- 6.1.15 Safe driving bonus
- 6.1.16 Flexible Working Arrangements
- 6.2 Entitlement Travel
 - 6.2.1 Travel on Appointment
 - 6.2.2 Unaccompanied shipment or Relocation Grant
 - 6.2.3 Family Visit and Home Leave Travel
 - 6.2.4 Medical Evacuation
 - 6.2.5 Security Evacuation
 - 6.2.6 Within-Country Relocation Travel
- 6.3 Pension Participation
- 6.4 Insurances
 - 6.4.1 Medical Insurance
 - 6.4.2 UN Global Life Insurance
 - 6.4.3 Compensation for death, injury or illness attributable to service – Appendix D
 - 6.4.4 Malicious Acts Insurance Policy (MAIP)

7. Leave and Absence

- 7.1. Annual leave
- 7.2. Advance annual leave
- 7.3. Sick Leave
- 7.4. Family leave
- 7.5. Maternity Leave
- 7.6. Paternity Leave
- 7.7. Adoption Leave

8. Separation and Termination

8.1. Expiry of the appointment

8.2. Termination

8.2.1 Termination of a temporary appointment

8.2.2 Termination for serious misconduct

8.2.3 Termination notice

8.2.4 Termination indemnity

8.3. Separation entitlements

8.4. Death

8.5. Staff on a temporary appointment who secured a fixed-term appointment

9. Transition

9.1. Transitional Arrangements for Phasing out ALDs to Temporary Appointments

9.2. Determination of salary and entitlements upon transition from ALD to Temporary Appointments

10. Accountability

10.1. Accountability

10.2. Oversight, Monitoring, Evaluation and Reporting

Annexes

Annex I	Delegation of authority for establishment of a Temporary Appointment post
Annex II	Recruitment Procedures for Temporary Appointments
Annex III	Check list for Temporary Appointments
Annex IV	Table: Break in service requirements
Annex V	Table: List of Benefits and Entitlements for Temporary Appointments
Annex VI	List of Acronyms

Chapter 1

Introduction - Temporary Appointments

1.1 Basic Principles

These guidelines on Temporary Appointments (TA) come into effect on **1 July 2009**. The guidelines cover the principles, policies and procedures for the administration of TAs and reinforce the following elements:

- a) Correct use of the TA;
- b) Proper budget planning;
- c) Transparency and objectivity in job classification and recruitment based on the highest standards of competence and integrity;
- d) Empowerment of managers with full delegated authority and accountability;
- e) Clarity in the lines of roles and responsibilities of stakeholders involved in TA management.
- f) Close corporate oversight through constructive monitoring, evaluation and reporting on the management of TAs;

1.2 Legal Framework

- a) Staff members recruited under a TA are governed by the amended UN Staff Regulations and new Rules¹ including:
 - i. Staff members holding a TA must abide by the UN standards of conduct outlined in Chapter I of the amended Staff Regulations and new Staff Rules.
 - ii. Staff members may be subject to disciplinary action as described in Chapter IX of the Staff Regulations and Rules.
 - iii. Staff members can avail themselves of the grievance resolutions mechanisms provided for within the UN Administration of Justice System (informal and formal) as described in Chapter X of the Staff Regulations and Staff Rules.
- b) The TA does not carry any expectancy of renewal, legal or otherwise, or of conversion to any other type of appointment and expires automatically and without prior notice on the expiration date specified in the Letter of Appointment.
- c) The selection of staff appointed on a TA does not require a review by any Compliance Review Bodies i.e. Compliance Review Board (CRB) or Compliance Review Panel (CRP). Therefore, a TA holder is not considered an internal candidate for the purpose of

¹ Promulgated on 1 July 2009

internal vacancies. However, he/she is welcome to apply for positions which are externally advertised for which he/she meets the requirements.

- d) By accepting the offer of a TA and signing the Letter of Appointment, staff members acknowledge and accept that the terms of employment are distinct from those that apply to other types of appointment.
- e) As the TA is a stand-alone appointment and cannot be converted into any other type of appointment; the period served under a TA does not count for the purposes of seniority for entitlements involving seniority, including but not limited to the Repatriation Grant and Termination Indemnity.
- f) Time served under a TA appointment does not count toward eligibility criteria for a possible Continuing Appointment (CA) when such a type of appointment may be granted.
- g) While, a TA is a staff appointment for a short duration not exceeding 364 days, the staff rules provide for a possible extension for an additional period of 1 year, bringing the maximum duration to 1 year and 364 days. However, such an extension is not automatic and will only be granted in very limited circumstances. (Please refer to Chapter 5, section 5.10.7 for guidance on the exceptional conditions under which a TA can be extended).

1.3 Temporary Appointment: Definition

A TA is a staff appointment governed by the amended UN Staff Regulations and new Staff Rules for activities expected to be of a finite and short duration not exceeding **364 calendar days**.

Please refer to Section 5.10.7 for the limited conditions guiding the extension of a TA within the absolute maximum period of one year and 364 days.

1.4 When to use a Temporary Appointment

Pursuant to Staff Rule 4.12, the TA modality is to be used under limited circumstances as follows:

- a) to appoint staff for seasonal or peak workloads and specific short-term requirements for less than one year with an expiration date specified in the letter of appointment; *or*
- b) to replace a staff member for a limited period (maternity leave, SLWOP, etc.) provided the replacement is less than one year.

Under no circumstances should a Special Services Agreement (SSA) be used for functions normally performed by staff or in replacement of staff member for any period of time. For guidelines on SSAs please refer to SSA Management Guidelines.

1.5 Examples of the correct use of a Temporary Appointment

- a) The determining factor in establishing a TA position instead of a Fixed-Term Appointment (FTA) position is whether the job can be definitively described as finite and for a duration of less than one year. While the elements of most jobs can be broken down into stages with each component stage being considered 'short term', the TA modality is to be used when the entire known elements/functions of the job will not exceed one year.
- b) The nature of the funding is not a determining factor for using a TA instead of a FTA. The only factors to take into account are the expected nature and duration of the functions.
- c) The TA contractual modality is the appropriate contract:
 - i. For specific functions related to supporting project activities that are focused on a specific deliverable, where it is clear from the outset that the activities once completed will be discontinued and the incumbent not retained.
 - ii. Temporary replacement of existing staff for reasons of health, reassignment or short-term redeployment; to employ full-time staff whose services are temporarily required in the office but for which staff accountability and status are required of the functions;
 - iii. For some project deliverables (due to their limited duration, highly technical or specialized nature, crisis situations, etc.) which do not require establishment of an Executive Board approved position.
- d) Supervisory responsibilities assigned to a TA holder should be in line with the job functions and clearly spelled out in the Job Description. In exceptional circumstances, for example replacement in a managerial function where the incumbent is on extended leave, a TA holder may perform limited managerial and supervisory functions with clear delegation of authority defined by respective Heads of Office/Bureau/Division.

1.6 Examples of the incorrect use of a Temporary Appointment

Under no circumstances can a TA be issued to succeed another TA for the same functions where the maximum period has been served. This prohibition applies even if the hiring manager intended to grant the new TA to another individual.

The TA contract modality must NOT be used:

- a) for functions that have an expected duration of one year or more;
- b) to utilize a quicker recruitment process or to avoid regular recruitment procedures for filling a FTA post;
- c) to hire staff to perform the duties of existing staff whose performance is unsatisfactory, thus trying to resolve performance problems;
- d) to bypass the proper budget planning process and requirement to establish the positions in accordance with the relevant policies and procedures;

- e) to inflate or minimize remuneration;
- f) as a temporary contract pending the completion of a recruitment process;
- g) as a concurrent appointment of a UNDP staff member, including staff on Special Leave Without Pay (SLWOP), who is already on a FTA with UNDP or on a non-staff contract status with UNDP;
- h) as a probationary appointment.

1.7 Granting of a TA to a former UNDP staff member

- a) UNDP staff members who hold Fixed-Term Appointments (FTA), Permanent Appointments (PA) or Continuing Appointments (CA) appointments cannot be separated for the sole purpose of being appointed on a TA with UNDP.
- b) Former staff members who are separated on grounds of disciplinary action or unsatisfactory performance must not be re-hired under any new contractual modality, including a TA.
- c) A staff member separated for abolition of post or reduction in posts cannot be offered a TA with the same functions he/she occupied before separation. In the case of separation because of retirement or abolition of post, the break in service requirement applicable to the type of separation must be strictly adhered to. No exception shall be granted to the minimum required break in service. [[See Annex IV.](#)]
- d) The appointment of a former staff member, who was paid a termination indemnity, requires a minimum break in service between the separation date and the new appointment; unless a prorated amount of the termination benefit is returned by the former staff member. The details must be confirmed with the respective HR Business Advisor and OHR/SAS.
- e) A staff member who was paid a termination indemnity as part of an Agreed Separation from UNDP will be required to take a minimum break in service of 2 years, beginning from the effective date of his/her separation, unless a prorated amount of the termination indemnity is returned by the former staff member. This break in service is applicable to all staff contracts throughout the UN Common system. Please refer to the current [Agreed Separations Arrangements](#) or consult with the Career Transition Unit, OHR.
- f) Any offer of a TA to a former UNDP staff member who separated upon expiry of a FTA or resignation from a FTA, PA or CA, must be made after a break in service of at least 1 month and is subject to reference checking. Upon appointment the former staff member must explicitly accept the TA modality and renounce to any claim in respect to his/her former FTA, PA or CA from which she/he resigned or the FTA which lapsed upon expiry.

Chapter 2

Budget Planning

There are a number of critical budget planning steps that each unit needs to take with regard to Temporary Positions (position type 'TEMP'):

- a) The unit needs to ensure that sufficient General Operating Expense (GOE) resources are available to cover the cost of the Temporary Position for the expected duration of the TA (less than one year or 364 days) against such a position. For proper planning purposes, the unit is required to use the *Pro-forma cost for Temporary Positions* [[LINK TO THE IP TA PRO-FORMA COSTS](#)]. In the case of local TAs, you may continue to apply the pro-forma costs for local GS staff.
- b) The Temporary Position can only be established once the unit has confirmed budget availability.
- c) The unit is required to ensure that the budget for the project against which the Temporary Position has been established reflects the funding needs as per the *Pro-forma cost for Temporary Positions* [[LINK TO THE IP TA PRO-FORMA COSTS](#)].
- d) The unit has to ensure that the correct chart fields from the GOE are associated to the Temporary Position.
- e) The same rules a) through d) above apply in the exceptional case that the TA is granted an exceptional extension beyond 364 days up to of the maximum two years allowed within the Staff Rules. (For further details on the limited conditions of extension, see Chapter 5 Section 5.10.8).

Delegation of authority related to Position Management

While Atlas HCM is being configured to include the new position type 'TEMP', until 1 July 2009 creation of **all** Temporary Positions (local and international) is centralized in the Office of Planning and Budgeting/BoM (OPB/BoM). Position management will be delegated as outlined in Annex 1 thereafter.

Temporary Positions can only be established subject to budget availability against the General Operating Expense budget ('70000' account for regular BSB (funds 02xxx) and centrally managed extra-budgetary resources (fund 11000)), as endorsed and confirmed by the Budget Owner.

Chapter 3

Temporary Appointment Position Management

3.1 Delegation of authority

The authority to establish and fill TA positions is delegated to the respective Heads of Office/Bureau/Division. [[See Delegation of authority table at Annex I](#)]

3.2 Position designation: Temporary Appointments

The purpose of a TA assignment is to perform specific functions that are for a clearly limited and finite period. Therefore, this type of assignment will not require the formal establishment of a post by the Executive Board.

3.3 Position number

The creation of local TA positions will be decentralized as of 1 July 2009. The creation of all international TA positions will be managed by OPB during the transition period until further notice. [[Please refer to Annex 1](#)]

3.4 Job description

All TAs require a complete job description (JD), prepared by the supervisor, with the assistance of the respective Human Resources unit using the standard **UNDP Job Description Template**. TA JDs should emphasize the essential qualifications, experience and competencies for the job and clearly define the functions and expected results to be completed within the finite prescribed period.

3.5 Job Classification principles and authority

- a) Job classification is a mechanism for determining the grade level of each position in the Organization, on the basis of clearly established criteria, and for ensuring that positions with the same level of responsibilities and accountability are graded at the same level. While TAs are short-term in nature, it remains important that their JDs accurately reflect the full content of their expected contribution and that their roles are consistently graded in relation to current structure and jobs of the office. As with FTA posts, the classification of the TA posts will be in accordance with the relevant job evaluation standard and the remuneration will be based on the relevant grade of applicable UN 100 series salary scale and UNDP's policy on step setting.
- b) The basic principles of the UNDP job evaluation system are:
 - i. The level of responsibility and accountability of the positions in question is the primary basis for determining the level of the position.
 - ii. Every position should be supported by an up-to-date job description which clearly describes the content of jobs, levels of responsibility and accountability, functions,

main results expected and impact of the results, relationships between the position and other staff in and outside the Organization, main competencies required and minimum recruitment requirements.

3.5.1 Centralized and decentralized classification

The table below provides guidance on the delegation of authority for classification of posts. [See also Annex I].

Type of Staff/Type of Contract	Classified by Office of Human Resources			Classified by COs and Regional Service Centres (RSC)		
	FTA		TA	FTA		TA
Local	CO/RSC-ICS 11 HQ/non-CO locations-ICS 1 to 7		No	ICS 1 to ICS 10		All (all Business Units)
International	All		All	No		No

As a transitional measure, **all local TAs will be provisionally classified at the CO level** but require approval from OHR prior to appointment. COs are expected to complete all the necessary documentation for the classification with OHR's role being solely quality assurance and confirmation of policy adherence during the initial implementation of the TA modality. CO's must not use this requirement as an opportunity to delegate the classification activity to HQ. Incomplete documentation will be returned to the hiring Unit and the appointment process might be significantly delayed.

3.5.2 Classification Process

For complete guidance on job classification standards and the benchmark definitions of grades and categories, [please see Job Evaluation in the HR policies section of POPP} and International Civil Service Commission].

3.5.3 Effective Date of Classification

The new grade of a position is implemented effective the first day of the month following the receipt of a complete submission. The effective date of classification is assigned only if the position number, budget and other required information/documentation are available. Until 1 July 2010, the effective date of classification is the approval date issued by OHR.

Chapter 4

Recruitment and Selection of Temporary Appointments

This chapter describes the recruitment and selection process for filling internationally recruited and local TAs under the new Staff Rules. All TAs are considered non-rotational.

These guidelines define a new modality for appointing short-term staff in the Organization.

4.1 Principles of Recruitment

The same fundamental principles as described in the UNDP's Recruitment Framework apply to the recruitment of TA holders, i.e. competitive process, objective selection, transparency, diversity and accountability. (See Annex II).

4.2 Recruitment and selection process

- a) The recruitment of TA holders must strike a balance between fulfilling the above mentioned principles and related processes while at the same time being as simple and quick as possible to administer given the time-bound nature of a TA. This places responsibility on Hiring Managers and candidates to act within both the letter and spirit of the rules in all aspects of the recruitment process.
- b) The following outlines the essential requirements of a TA recruitment process:
 - i. The position must be properly budgeted, classified and established prior to being advertised.
 - ii. A complete vacancy announcement, stating all the competencies and other corporate requirements for the position must be advertised externally, normally for two weeks, but at least for a minimum period of one week;
 - iii. All candidates must complete and submit a signed Personnel history form (P.11) together with an application;
 - iv. Only the criteria specified in the Vacancy Announcement must be used in the review and screening of applications;
 - v. Only candidates who meet all the requirements of the post (e.g. academic, experience, languages etc.), as specified in the vacancy announcement may be given consideration for the position;
 - vi. No recruitment and selection process is complete without proper verification of critical information, including academic qualifications, languages, nationality, prior UN experience, family relationship within the UN Common system and detailed

reference checks, including with former employers of the candidate who may not be listed as a reference.

- vii. The selection of a candidate must take into account the results from all the assessment methods indicated in the recruitment plan for the post including any technical assessment/interview, reference checks and performance report.
- viii. The Hiring Manager is accountable for ensuring all recruitment procedures are properly followed and documented.

For detailed guidance on the recruitment process please refer to Annex II.

4.3 Recruitment of former or retired staff members

- a) Former staff members or UN retirees, above the age of 60 or 62 (depending on required retirement date), may be appointed under TA, only if:
 - i. The appointment represents an operationally sound solution to meet the needs of the service;
 - ii. The record shows that a competitive process was carried out;
 - iii. The break in service requirement of 3 months is met;
 - iv. The former staff member or retiree was not separated on grounds of disciplinary action or unsatisfactory performance; *and*
 - v. Provided the former staff member or retiree is medically cleared.
- b) The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programmes) retiree does not exceed the limits set for those receiving pension, currently set at \$22,000 per year or 6 months per year whichever comes first. The cumulative period of service shall not exceed 6 months in one calendar year and is non-renewable. Refer to ST/AI/1999/7.
- c) Retirees who opt to defer their pension benefits during the period of the TA are exempt from the above-mentioned limits.

Chapter 5

Administration of the Temporary Appointment

5.1 Process for Initial Appointment

The following outlines the steps that must be taken in the initial appointment of a TA holder.

5.1.1 International Temporary Appointments

Once the selection process has been finalized the Hiring Unit must prepare all relevant documentation and take action for processing of the appointment as follows:

Step 1: Initiate Medical clearance process with selected candidate.

Step 2: Verification and determination of salary step on appointment.

Step 3: Once verification and step determination is complete the Hiring Unit submits a request for recruitment to OHR/SAS Copenhagen in order for OHR/SAS to process the appointment:

- Issue offer letter
- Follow up and ensure that medical clearance is received
- Ensure that the requested documentation from selected candidate is received
- Process travel documents in collaboration with CO and HQ
- Process travel entitlements, if applicable
- Issue Letter of Appointment
- Process hire in Atlas and set up in payroll
- Ensure enrollment in United Nations Joint Staff Pension Fund (UNJSPF), if duration of TA is six months or more,
- Ensure enrollment in insurance plans as applicable

Please refer to Check list for TA appointments at Annex III

5.1.2 Local Temporary Appointments (Headquarters and Country Offices including both GS and National Professionals)

Once the selection process has been finalized, the Hiring Unit must prepare all relevant documentation and take action for processing of the appointment as follows:

Step 1: Process Medical clearance.

Step 2: Process the appointment:

- Determine salary and entitlements
- Issue offer letter
- Ensure requested documentation from selected candidate received
- Issue letter of appointment
- Process hire in Atlas and set up in payroll
- Ensure enrollment in UNJSPF, if applicable

- Ensure enrollment in insurance plans as applicable

Please refer to Check list for TA appointments at Annex III

5.2 Duration of appointment

The initial appointment is less than one year and shall not exceed 364 calendar days.

5.3 Determining salary step on appointment

Please refer to the link to [Policy on Minimum Academic and Relevant Work requirements for further guidance](#).

- a) All new appointments in the Professional categories for TAs begin at step I (one) of the appropriate grade. One additional step may be granted for each additional year of relevant work experience beyond the minimum required for appointment at step I (one) of the grade up to:
 - i. A maximum of step VI (six) for P-4/NO-D and below;
 - ii. A maximum of step V (five) for P-5/and D-1/P-6 appointments;
 - iii. All D-2/P-7 appointments, regardless of the experience of candidates, start at step I (one).
- b) For new TA appointments in GS category, candidates are appointed at step I (one) of the salary scale. One additional step may be granted for each additional year of relevant work experience beyond the minimum required for appointment at step I (one) of the grade up to a maximum of step V (five).

Hiring Units are authorized to grant up to Step V (five) for GS, P5 and P6/D1 positions and up to Step VI (six) for positions from P1-P4/NOA-NOD. Should an office wish to grant a step higher than that as outlined in 5.3 (a), a request for exceptional approval must be sent to the Chief of Recruitment, OHR/NY.

[Please see table on step determination.](#)

Previous grade and remuneration under a 300-series ALD appointment is not relevant for the determination of the grade and the step of a TA. Steps may not be added to TA remuneration to approximate previous net ALD pay.

5.4 Offer and Letter of Appointment

The Offer of Appointment must include the Summary of Conditions of Services and all administrative forms. The Letter of Appointment (LOA) granted for TA holders contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their Letter of Appointment. The template for a Letter of Appointment as provided in Annex xx must be used without modification.

5.5 Medical Clearance

5.5.1 Medical clearance for Temporary Appointments of less than six months:

Individuals who are expected to work on a temporary appointment in any UNDP office for less than 6 months will be required to submit a "Statement of Good Health" from a qualified medical practitioner prior to commencement of work. In addition to the Statement of Good Health, individual subscribers who are expected to travel within or outside the country of their residence, shall be additionally required to submit from a recognized UN physician a statement certifying that the individual is in good health, is fit to travel and has had the required inoculations for the country or countries to which the individual is to travel.

5.5.2 Medical clearance for Temporary Appointments of more than six months: A

medical examination **consistent with the requirements of the UN Medical Service** is required for every individual appointed under a TA for more than six months. The medical examination, which includes X-ray, must be undertaken by the UN Examining Physician or other recognized physician, before any UNDP offer of appointment is made. If the TA staff member was initially appointed for less than six months and is subsequently extended in accordance with the limited conditions of extension, he/she will be required prior to the extension to undertake a medical examination by the UN Examining Physician.

5.5.3 Medical clearance for Temporary Appointments covering specific functions irrespective of duration of appointment:

Individuals who are expected to work on a temporary appointment in security service functions, as drivers and those assigned to non-family duty stations irrespective of the duration are required to undergo a full medical examination as outlined above in 5.5.2.

5.5.4 Medical expenses and result of medical examination

- a) Medical Clearance expenses, subject to the maximum reimbursable rates established by UNMDS, are borne by the organization, and should be charged against the same Chart of Accounts where the staff member's salary is charged. (Average costs should be factored into the pro forma costs).
- b) The clearance of the UN Examining Physician or other qualified medical practitioner is required for the purpose of issuing the TA appointment. The medical examination clearance should be placed in the relevant file of the TA holder. In case it is required at a later date in the case of a claim for disability or injury. Should a change of duty station take place, a new medical clearance must be obtained.

A Letter of Appointment cannot be issued without the proper medical clearance.

5.6 Index Number

A TA holder who has already been assigned a UN Index number because of previous work experience with the UN will retain the same index number. Otherwise, a new number should be established for a new TA holder who was previously not issued an index number.

5.7 Entry on Duty Date

The appointment under a TA shall take effect from the date on which the staff member enters into official travel status to assume his or her duties where applicable, or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

5.8 Medical Insurance

The TA holder must be enrolled in an applicable medical insurance plan. [Please refer to medical insurances plans in the HR Policies section of the POPP.](#)

After Service Health Insurance (ASHI) for former staff members is suspended for the duration of a TA assignment when the assignment is more than 6 months or the earnings exceed the limit of \$22,000 whichever comes first. In that case the staff members should apply participation in the applicable insurance plan. These former staff retains their eligibility and may re-enter ASHI upon completion of the TA. Contributions to ASHI will be suspended during periods of TAs and will resume upon re-entry into ASHI.

5.9 Pension Fund Participation (UNJSPF)

- a) Staff members on TAs of six months or longer or who complete six months of service without an interruption of more than thirty days are eligible for participation in the United Nations Joint Staff Pension Fund. (See section 6.3)
- b) For former staff members in receipt of pension benefits, suspension of pension benefits is necessary for the period of this TA, for re-entry into the UNJSPF. In most cases, the staff member appointed on a TA will retain the PF number for continuity purposes.

5.10 Other Administrative Conditions

5.10.1 Salary scale adjustments

Salary scale adjustments will be applied when authorized by the ICSC as communicated by the UN Secretariat.

5.10.2 Part time Temporary Appointments (not applicable to TAs of less than six months)

TA holders may be contracted on a part-time basis. It should be noted however, that all salary, benefits and allowances are to be calculated and paid at 50% except the Medical Insurance premiums. In line with the guidelines for part-time employment, the organization contributes 50% of its premium share and the staff member pays the difference of the full payment of the premium.

5.10.3 Dual Nationality

- a) In accordance with Staff Rule 4.3 (a) United Nations does not recognize more than one nationality of a staff member

- b) When a staff member has dual nationality, the UN recognizes the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated (Staff Rule 4.3 (b))

5.10.4 G4 Visa and Permanent Residency – for International/Professional TAs recruited in the USA.

- a) New staff members appointed on a TA for less than one year in New York are not required to relinquish their permanent residency in order to obtain a G-4 visa. [LINK](#) ST/AI
- b) However, in the exceptional case that the TA needs to be extended beyond 364 days up to the maximum additional one year (for the limited conditions of extension, see Section 5.12) staff members who are US Permanent Residents or Green Card holders must relinquish their permanent residency status and obtain a G-4 visa prior to the commencement of the extension.

5.10.5 Learning

Any organizational wide requirements for training such as Security Training, Ethics Training, Prevention of Harassment training etc., are also applicable to TA holders.

5.10.6 Performance Evaluation

- a) Pursuant to Staff Rule 1.3 as with all staff, TA holders must undergo a performance evaluation for their period of service. The performance appraisal of a TA is a simplified format of the regular Results Competency Assessment (RCA) for FTAs reflecting the short-term nature of the TA functions (see the TA RCA template).
- b) There is a simplified rebuttal process for TA holders. If the TA holder disagrees with the overall comment from his/her supervisor, he/she may provide his/her additional comments rebutting the supervisor's evaluation, which will be maintained as part his/her Official Status File together with the performance appraisal of the supervisor. This complete record will constitute the rebuttal process for a TA holder.
- c) As a TA holder can perform modified supervisory or managerial functions when serving as a temporary replacement, any decision or recommendation on another staff member's performance that may have a negative effect must be cleared by Bureaux management.

5.10.7 Extension of a Temporary Appointment

- a) An initial TA that reaches the period of 364 days may be exceptionally renewed for up to one year under very limited conditions. Under no circumstances shall the entire period on a TA exceed one year and 364 days.
- b) In the exceptional case that the TA needs to be extended for 1 final year beyond the first initial 364 days, a fully documented request for approval of the extension must be sent to the Director, OHR through the HR Business Advisor.

5.10.8 Successive Temporary Appointments

After the serving period of 364 days under a TA is completed, a mandatory break in service of at least three months must take place, prior to recruitment of the same individual under another TA in the same duty station. A mandatory break in service of one month must take place prior to recruitment of the same individual in a different duty station.

Under no circumstances can another TA be issued after the maximum duration of one year and 364 days has been reached. This prohibition applies even if the hiring manager intended to grant the TA to another individual.

- a) A break in service does not permit that after the three months break, another TA assignment is granted for performing the same functions. An assignment that is continuous and goes beyond one year in duration is not temporary in nature and hence not an appropriate use for a TA. Please reference Chapter 1. section 1.5 on the correct use of a TA.
- b) Under no circumstances can any other contractual modality be issued to the same individual for the purpose of bridging between two successive TAs
- c) An individual may be granted a TA for a different assignment where there is a change of duty station with a minimum a break in service of thirty calendar days.
- d) When a former TA holder is appointed under a FTA there is no need for a break in service between contracts. However as mentioned under Chapter 1 section 1.2 (k) The period served under TA does not count for the purpose of seniority for entitlements including but not limited to Repatriation Grant, Termination Indemnity, Continuing Appointment (CA). Therefore TAs may not be used as a type of probationary appointment for what is expected to be a continuing activity.
- e) The TA is a stand-alone appointment; it does not carry any expectancy of renewal and cannot be converted into another type of appointment. Upon expiry of a TA, including in the case where an exceptional extension has been granted up to one final year bringing the total duration to one year and 364 days, the TA holder must be separated. If he/she has secured a FTA, he/she is appointed to the FTA with a new EOD, i.e. starting his/her seniority afresh.
- f) A former Junior Professional Officer, may be granted a TA without a break in service for up to a maximum of 364 days, ONLY if an agreement exists between the donor government and the UNDP office to share the costs 50/50 for up to 364 days of the TA assignment. Once the maximum 364 day agreement period is over, the TA holder is required to take a three months break in service before he/she may be rehired under a TA. If there is no agreement between the donor government and the country office, the JPO is required to take a one month break in service before he/she may be hired under a TA.

See Table on break in service requirements at Annex IV

5.10.9 Expiration of a Temporary Appointment

As outlined in section 8.1, a TA shall expire automatically and without prior notice on the expiration date specified in the Letter of Appointment. The following outlines the steps that must be taken upon expiry of a TA:

5.10.10 Eligibility of Temporary Appointments for recruitment to Fixed-Term Appointments

As mentioned in Chapter 1, section 1.2 (g) a staff member holding a TA may apply for FTA positions, however, because the TA is not subject to a review and endorsement by the CRB, these staff members are considered as external candidates. Therefore, all processes applied for external candidates must be followed.

5.10.11 Procedures for Separation of an International Temporary Appointment

Once the decision for separation has been taken, a notification needs to be sent to OHR/SAS for the processing of the separation.

For separations upon expiry of appointment, the respective hiring unit should send the notification for separation to OHR/SAS with copy to the BAS advisor. For separations as a result of termination initiated by the Organization, the notification for separation will be sent by OHR/BAS Advisor to OHR/SAS following the required review as per section 8.2.

The overall steps in the separation process are the following:

- Notification sent to OHR/SAS as per above
- Termination Job Data action processed in ATLAS
- Termination of pension participation, if applicable, and insurance coverage in ATLAS
- Determine separation entitlements and possible outstanding receivables
- Issue Separation Letter
- Receive requested forms and documents from staff member and business unit
- Process travel entitlements upon separation as applicable
- Obtain final clearance from Payroll Accounting Unit
- Ensure that positive and negative inputs are entered in ATLAS for finalization of staff member's final pay
- Notify PFU for final payroll audit before release of final pay
- Issue PF/4 for release of pension benefits, if applicable

5.10.12 Procedures for Separation of a Local Temporary Appointment

Once the decision for separation has been taken, a notification needs to be sent to the local respective HR unit for the processing of the separation.

For separations upon expiry of appointment, the business unit should send the notification for separation directly to the HR officer. For separations upon termination initiated by the

1 July 2009

Organization, the notification for separation will be sent by OHR/BAS Advisor to the local HR Officer following the required review as per section 8.2.

The overall steps in the separation process are the following:

- Notification sent to HR Officer as per above
- Termination Job Data action processed in ATLAS
- Termination of pension participation, if applicable, and insurance coverage in ATLAS
- Determine separation entitlements and possible outstanding receivables
- Issue Separation Letter
- Receive requested forms and documents from staff member and business unit Ensure that positive and negative inputs are entered in ATLAS for finalization of staff member's final pay
- Issue PF/4 for release of pension benefits, if applicable

Chapter 6 Entitlements

6.1 Salaries and Allowances

The following entitlements are applicable to TAs. [\[Please also refer to Annex V.\]](#)

6.1.1 General

- a) The remuneration (including salary, entitlements and benefits) of TA holders is established in accordance with the United Nations (UN) “common system” of salaries and allowances. The “common system” is the arrangement wherein most organizations of the UN have agreed to follow a single, coordinated set of salaries and allowances for their staff. The common system organizations include the UN, its subsidiary organizations and the specialized agencies. [Please see ICSC website.](#)
- b) Many aspects of the common system apply equally to all staff. However, recruitment criteria and salaries and allowances differ between two major groups of staff: internationally recruited professional staff and locally recruited support staff.
- c) The UN has two separate approaches for establishing pay and entitlements for these two groups of staff which are summarized below.

6.1.2 Base Salary (SR 3.1)

The salary of TA holders is based on the applicable UN salary scale for the relevant staff category. Salary is expressed both in gross terms and as net base salary. Net base salary is the amount due to the staff member after application of staff assessment to gross salary (see subsection 6.1.3 below). The annual rates of gross and net base salary for each grade and step of the Professional and higher categories may be accessed at [\[the ICSC website\]](#). The salary of all staff at a given grade and step is the same, irrespective of their country of origin and the duty station at which they are serving. There is, however, a differentiation in the net base salary according to whether the staff member is paid at the dependency or single rate (see subsection 6.1.8 below).

6.1.3 Staff Assessment (SR 3.2)

The staff assessment is comparable to national income tax: it is the difference between the gross and net rates of salary scales. In order to avoid inequalities in the level of taxation between staff members of different nationalities, a uniform amount of tax (i.e. staff assessment) is levied by the United Nations and only the resulting net amount is paid to the staff member. Like most national income tax scales, the scale of staff assessment is progressive, i.e. the higher the salary, the higher the percentage rate of assessment. [See link.](#)

6.1.4 Reimbursement of Taxes

- a) The UN, under Staff Regulation 3.3.(f), may reimburse income taxes paid by the staff member to US tax authorities, regardless of the nationality recognized for UN purposes.

- b) In cases where the UN recognizes the nationality of one country and the other nationality is that of the United States, the staff member continues to be subject to applicable US laws including those on income tax. The staff member is therefore subject both to staff assessment under Staff Regulation 3.3 and to US income taxes.
- c) When the duty station of the TA holder is the United States, the organization will reimburse the income taxes paid by the staff member to US tax authorities, regardless of the nationality recognized for UN purposes. In some circumstances, some candidates may be entitled to relocation grant, DSA portion of assignment grant if they are recruited from outside New York within the USA. [Link to ST/AI](#)

6.1.5 Pensionable Remuneration (SR 3.5)

For the purposes of the United Nations Joint Staff Pension Fund (UNJSPF) special scales, called "Pensionable Remuneration" (PR), are established, as the basis for determining the contribution to be paid by the staff member and by UNDP, as well as the pension benefits to which the staff member may become entitled.

For the scales of pensionable remuneration currently in force

For further information on pension benefits and contributions

6.1.6 Post Adjustment (SR 3.7)

Post Adjustment ensures that internationally recruited professional staff have comparable purchasing power at all duty stations despite varying costs of living at each. [See link](#)

6.1.7 Rental Subsidy (SR 3.7)

- a) Rental subsidy (RS) is the component of Post Adjustment that addresses inequities in housing costs in the duty station. Rental Subsidy ensures that the overall portion of pay that goes to housing is roughly comparable for similar standards of housing. It should be noted that depending on the housing market of a duty station, RS may be an additional amount or a deduction.
- b) Internationally recruited TA holders irrespective of the duration of contract are entitled to RS provided all applicable conditions are met.

6.1.8 Dependency Allowance (SR 3.6)

Subject to meeting the eligibility criteria, a TA holder is entitled to receive allowances in respect of: a dependent child (or children), a dependent spouse or a secondary dependant. When applicable, dependents of TA holder are eligible for relevant entitlements, allowances and benefits as other FTA staff in their respective category.

6.1.9 Mobility and Hardship Allowance (SR 3.13 & 3.14)

- a) The organization provides additional remuneration through the Mobility and Hardship Allowance (MHA) scheme as service in many non-Headquarters duty stations results in

certain hardships with respect to conditions of life and work. The amount of the MHA is determined by the ICSC along a five tiered scale A through E with E duty stations denoting the greatest degree of hardship and the highest hardship allowance. The Hardship element is pegged to the base floor salary scale for determining the applicable hardship payment.

- b) Internationally Recruited TA holders are entitled to the Hardship element of the MHA.
- c) The Mobility and Hardship Allowance recognizes that multiple assignments of a mobile career can incur additional costs. TA holders are not mobile and as such are not entitled to the Mobility element. Moreover, should a former TA holder take up a Fixed Term Appointment following a required break in service from a TA, the TA assignment does not count toward the overall mobility count of tours of duty.

6.1.10 Assignment Grant (SR 7.14)

- a) An internationally-recruited TA holder who travels on appointment at UNDP's expense shall be paid the daily subsistence allowance portion of the assignment grant (AG) for himself/herself only.
- b) A staff member who is re-appointed under a TA in the same duty station is not entitled to any additional portion of the assignment grant. For TAs less than 30 days, the AG is prorated.

6.1.11 Special Operations Approach

- a) The special operations approach (SOA) applies to internationally-recruited staff members, assigned to non-family duty stations designated by the UNDP Office of Human Resources (OHR) to be in "special operations". SOA is established by the HR Network Standing Committee on Field Duty Stations (Field Group) following a sustained security phase III designation for three months or longer. The determination of SOA status by the Field Group is based on information received from the United Nations Department of Safety and Security (UNDSS) regarding the security situation and input from the United Nations Country Team (UNCT).
- b) SOA is not applicable to internationally- or locally-recruited staff members on travel/DSA status to the designated SOA location.
- c) Internationally recruited TA holders assigned to SOA approved duty stations are entitled to the Special Operations Living Allowance (SOLA) payment under SOA.

Please refer to the SOA guidelines for further details

6.1.12 Hazard Pay

- a) Hazard Pay (HP) is a special allowance that provides a symbolic amount of additional remuneration for service in duty stations designated by the ICSC as being sufficiently dangerous to warrant the entitlement. The amount of HP is determined by the ICSC. UNDP pays HP on a monthly, lump sum basis for internationally recruited staff and daily for locally recruited staff for the days they are required to report to work. [See link](#)

- b) All staff appointed on a TA who serve at, or travel at UNDP's expense to a designated duty station area entitled to Hazard Pay at the applicable rate.

6.1.13 Overtime and Compensatory Time Off (SR 3.11)

Locally recruited TA holders classified at GS levels ICS 1 to ICSC 7 shall be given compensatory time off or may be paid overtime, subject to the administrative procedures established for this purpose. Staff members in the professional category are not entitled to compensation and/or payment of overtime and/or compensatory time off.

6.1.14 Night differential (SR 3.12)

The purpose of the night differential is to financially compensate staff members for performing night-time duty functions and is applicable only to locally-recruited general service (GS) staff members governed by the UN Staff Rules, other than watchmen, assigned to night-time duty. TA holders may be eligible for Night Differential compensation if they meet the aforesaid conditions.

6.1.15 Safe driving bonus

A Safe Driving Bonus is normally paid to financially compensate Drivers with an additional one week's net salary at the end of each year for performing accident-free and safe driving functions on a regular basis, as TAs are generally used for functions considered to be less than one year. TA holders may be eligible in exceptional situations only for a Safe Driving Bonus and if they meet the aforesaid conditions.

6.1.16 Flexible working arrangements

Please refer to the HR Policies and Procedures; Topic "[Hours of Work](#)" under Human Resources Management; Section: Work Life.

6.2 Entitlement Travel

6.2.1 Travel on Appointment

- a) ***On initial appointment, an international TA holder is entitled to*** a lump sum representing one-way full fare, on the basis of the most direct and least costly route, as per APEX standards. Provided the appointee is required to travel to the duty station to take the assignment,
- b) ***Upon separation at end of assignment, a lump sum representing one-way full fare, on the basis of the most direct and least costly route, as per APEX standards, to facilitate the appointee's travel back to the recruitment place.***

Travel expenses of *the recognized family members to the duty station* are not borne by UNDP.

6.2.2 Unaccompanied Shipment or Relocation Grant

TA holders can avail themselves of one of the following options:

- a) **Option 1** – Relocation Grant (Lump Sum) in lieu of shipment entitlement

Prior to departure staff will receive a Relocation Grant consisting of a total cash payment of \$1,200 from place of recruitment to the duty station.

With this option, TA holders make their own shipment, insurance and customs clearance arrangements. UNDP will then not be able to arrange for insurance or personal effects or customs clearance. The chosen shipper should be able to assist with all details.

- b) **Option 2** – Shipment and Insurance

TA holders will be entitled to 100 kg shipment by air. Shipping entitlement is based on the cost of a single shipment from place of recruitment to the duty station. Maximum coverage entitlement for insurance of personal effects is \$16 per kilo.

6.2.3 Home Leave (HL) Travel and Family Visit (FV) (SR 5.2)

- a) A staff member holding a TA of less than one year is not entitled to HL or FV travel.
- b) An Internationally recruited TA holder, who serves at a duty station that is designated in terms of hardship and who is exceptionally extended beyond the first 364 days, might be eligible for Family Visit and Home Leave travel. Only TA holders who have been exceptionally extended beyond 364 days are eligible for Family Visit Travel (FVT).

6.2.4 Medical Evacuation

The purpose of Medical Evacuation Travel (MET) is to allow staff members the opportunity to secure essential medical care or treatment for a severe illness or injury requiring medical intervention, which is locally unavailable or inadequate.

- a) **Internationally-recruited** TA holders may be evacuated in case of an acute illness or injury for the purpose of securing essential medical care or treatment which cannot be secured locally because of inadequate medical facilities.
- b) **Locally-recruited** TA holders, for whom the organization **has not** assumed a responsibility for relocation to or from the duty station, will normally be expected to avail themselves of the facilities available locally. However, when an acute life-threatening medical emergency has occurred, MET will be considered when the available local facilities offer an inadequate response.

For further guidance on MET, [please refer to Travel in the HR policies section of POPP](#)

6.2.5 Security Evacuation

Internationally recruited TA holders are entitled to Security Evacuation, Relocation Travel and EMSEA, as applicable. *For further guidance, please refer to Travel in the HR policies section of POPP*

6.2.6 Within Country Relocation Travel

Locally recruited TA holders are eligible for all relevant security entitlements, including Country Relocation Travel, subject to compliance with the relevant security instructions. The information on security instructions and measures must be made available to all TA holders by the designated official.

6.3 Pension Participation (SR 6.1)

- a) Staff members on TAs of six months or longer or who complete six months of service without interruption of more than thirty days are eligible for participation in the United Nations Joint Staff Pension Fund.
- b) For the purposes of the United Nations Joint Staff Pension Fund (UNJSPF) special scales, called "Pensionable Remuneration" (PR), are established, as the basis for determining the contribution to be paid by the staff member and by UNDP, as well as the pension benefits to which the staff member may become entitled.

6.4 Insurances

A number of different insurance plans are available for the benefit of UNDP staff members and their eligible dependants. These include medical and dental insurances as well as group life insurance, personal property and personal accident insurance and automobile insurance.

6.4.1 Medical Insurance (SR 6.6)

- a) ***Internationally Recruited staff.*** Medical insurance schemes available to internationally recruited staff members are commercial plans and therefore vary according to duty station. Their terms, including benefits, exclusions, eligibility requirements and subsidy arrangements are determined and coordinated with the carriers through the United Nations Insurance Section following periodic consultations with agencies and staff representatives in the United Nations Health and Life Insurance Committee. [See link to HR Policies Section of the POPP](#)

Locally Recruited staff. The Medical Insurance Plan (MIP) is a health insurance scheme operated by the UN and related Organizations e.g., the United Nations Development Programme (UNDP), the United Nations Children's Fund (UNICEF), and the United Nations High Commissioner for Refugees (UNHCR), for the benefit of their locally-recruited active staff members under the staff series (both in the General Service and National Officer categories) and former staff members (and their eligible family members) serving or residing at designated duty stations away from headquarters.

6.4.2 UN Global Life Insurance

UNDP has arranged for its staff members to participate in the Group Life Insurance Plan to which the United Nations has subscribed. Currently, this is with the Aetna Life and Casualty Insurance Company. Under this arrangement, staff members may take out insurance against death and disability. Subject to certain conditions some staff members may also continue coverage beyond separation from service. The premiums for this insurance are paid fully by the participants; i.e. no subsidy is payable by UNDP. Staff members have the option to participate in the United Nations Group Life Insurance Plan [\(LINK\)](#)

6.4.3 Compensation for death, injury or illness attributable to service – Appendix D (SR 6.4)

TA holders are eligible for compensation benefits payable under Appendix D of the United Nations Staff Rules in the event of death, injury or illness that is attributable to their service with the organization. For guidelines on eligibility and the processing of claims for compensation please refer to [Compensation section of the HR Policies Section of the POPP](#).

6.4.4 Malicious Acts Insurance Policy (MAIP)

- a) The purpose of the Malicious Acts Insurance Policy (MAIP) is to cover eligible individuals worldwide for death or disability caused by a malicious act.
- b) The MAIP is administered by the United Nations Department of Safety & Security (UNDSS), through Willis UK Limited of London, a broker representing the Underwriters, Lloyd's of London.
- c) All staff and Individual subscribers covered by the Malicious Acts Insurance Policy (MAIP) must comply with all Security Directives to be eligible for MAIP. Failure to comply with such security directives may constitute grounds for termination of the contract for misconduct. Staff and Non-Staff alike are required to be aware of Security Directives, including issuance of Security Clearance for travel, and completing the Field Security course. [Please see the UNDP Learning Management System](#).
- d) Hiring Managers must ensure that the information on MAIP and the relevant security instructions are available to staff on appointment
- e) For the processing of claims related to a malicious act [please refer to link..](#)

[See Annex V for List of Benefits, Entitlements Applicable to all UNDP TA holders.](#)

Chapter 7

Leave and Absence

7.1 Annual Leave (SR 5.1)

- a) Annual leave for TA holders is accrued at the rate of 1.5 working days per month of service..
- b) A staff member holding a TA may accumulate and carry forward (in the case of exceptional extension) up to eighteen working days of AL by 1 April of any year.
- c) Up to eighteen unused annual leave days can be commuted to cash upon separation. See [\[link\]](#) for calculating commutation of unused leave.
- d) It is on the responsibility of Managers and staff to organize work so that leave is taken and cash payment of unused leave avoided.

7.2 Advance annual leave (SR 5.1 (f))

Under exceptional circumstances and to assist with an unplanned personal emergency, a TA holder may request advance annual leave pending approval by the Heads of Office/Bureau/Division. The Advance AL request should not exceed a period of 5 (five) working days. The request can be considered for approval only when:

- a) At the time of review, the number of advance leave days must correspond to the annual leave that would be accrued for the remaining period of the TA.

7.3 Sick leave (SR 6.2)

- a) Entitlement to certified sick leave (at full pay) is subject to a maximum rate of two working days for each month of continuous service and is carried over upon extension of the same TA. However, it should not exceed 48 days for a TA that reaches the maximum period of two years, and is not commutable to cash at the end of the contract.
- b) A medical certificate must support any absence of more than three consecutive working days. After three uncertified sick leave days in any six-month period, medical certification for any additional days is required. If the individual surpasses the day sick leave limit in a year, the period in excess of the limit will be charged against the accumulated annual leave. If there is no balance of accrued annual leave, it will be charged against the salary of the staff member.
- c) Should separation occur before the expiration date of the appointment, sick leave utilized will be recalculated based on the credits accumulated during the actual period of service. Calculations should be based on the 21.75 working days per month.

7.4 Family leave (uncertified sick leave used as family leave): (SR 6.2)

Entitlement to family leave (uncertified sick leave used as family emergency leave) is subject to a maximum rate of 7 days per year and cannot be commuted to cash or carried over to another contract.

7.5 Maternity Leave (SR 6.3)

TA holders are entitled to 16 weeks of maternity leave. [Please see link describing procedures for requesting and conditions for approving maternity leave.](#) If the TA is due to expire during the maternity leave, the appointment will not be extended to cover the full duration of the leave. The staff member will be paid for each day of unused maternity leave.

7.6 Paternity Leave (SR 6.3)

In the case of male staff holding a temporary appointment, a minimum of six months' continuous service is required before paternity leave may be granted. TA holders may request paternity leave for a total period of up to four weeks or, in the case of an internationally recruited staff member serving at a non-family duty station, up to eight weeks. [Please see link describing procedures for requesting and conditions for approving paternity leave.](#)

7.7 Adoption Leave

TA holders are not entitled to adoption leave.

[See Annex V for Leave Entitlements Table](#)

Chapter 8

Separation and Termination

8.1 Expiry of the appointment

- a) Staff Rule 4.12 (b) states “A temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment.” A TA shall therefore expire automatically and without prior notice on the expiration date specified in the letter of appointment.
- b) The TA is a stand-alone contract from which the TA holder is separated upon expiry date.
- c) The separation of a TA staff member upon expiry of his/her TA is not a termination.
- d) Concretely, the above principle means that:
 - i. A TA holder has no expectancy of being extended beyond the initial TA duration;
 - ii. A TA holder has no expectancy of being extended beyond any extension(s) even if the two year maximum period is not exhausted;
 - iii. A TA holder has no expectancy of being offered another TA even after a required break-in-service is taken;
 - iv. A TA holder has no expectancy of being converted into another type of appointment. However, the TA holder is welcome to apply for UNDP positions as an external candidate.

8.2 Termination (SR 9.6)

8.2.1 Termination for grounds other than dismissal for serious misconduct

- a) A termination of a TA is a separation from service initiated by the Organization before the expiry of the TA.
- b) All cases for terminations of TAs for the reasons indicated below (8.2.1 (d)) must be submitted to the respective HR Advisor in Headquarters, for review. Final decisions on terminations must be approved by the Director, OHR.
- c) Separation as a result of resignation, abandonment of post, expiration of appointment, retirement, or death is not considered a termination.
- d) A TA may be terminated for any of the following reasons:
 - i. Abolition of posts or reduction of staff;
 - ii. Unsatisfactory service;
 - iii. Reasons of health;

- iv. In the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned. A TA shall be terminated at the date stated in the notice of termination.

8.2.2 Termination for serious misconduct

A TA holder may be separated from service or dismissed for serious misconduct in accordance with Staff rules 10.1 and 10.2 and the [UNDP Legal Framework addressing Non-Compliance with the UN Standards](#).

8.2.3 Termination notice

- a) In accordance with staff rule 9.7 (c) "A staff member whose temporary appointment is to be terminated shall be given not less than fifteen days' written notice of such termination or such written notice as may otherwise be stipulated in his or her letter of appointment."
- b) In accordance with Staff Rule 9.7 (e) "No termination notice or compensation in lieu thereof shall be given in case of dismissal.

8.2.4 Termination indemnity

- a) A Termination indemnity for foreshortening of a TA will be paid based on Staff Regulation 9.3 and annex III to the Staff Regulations. It applies to staff holding TAs for a period exceeding six months.
- b) The Termination indemnity equals to one week of each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay.
- c) Payment of termination indemnity shall be calculated:
 - i. For staff in the Professional and higher categories, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);
 - ii. For staff in the Field Service category, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in Staff Regulation 3.3 (b) (i), plus language allowance, if any;
 - iii. For staff in the General Service and other locally recruited categories, on the basis of the staff member's gross salary, including language allowance, if any, less staff assessment, according to the schedule of rates set forth in Staff Regulation 3.3 (b) (ii) applied to the gross salary alone.

8.3 Separation entitlements

The following is a summary of the entitlements normally due to staff on separation from TA upon resignation or contract expiration:

- a) Payment of any unpaid salary and allowances;

- b) Payment for accrued annual leave (AL) not to exceed maximum of eighteen working days;
- c) Return travel for eligible staff;
- d) Transportation expenses of personal effects and household goods for eligible staff;
and
- e) Payment of a repatriation grant to eligible staff member only whose TA exceeded duration of one year.

8.4 Death

In the case of death, 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 extended 3 months beyond the date of death as per Staff Rule 9.11 (a.vii).

8.5 Staff on a temporary appointment who secured a fixed-term appointment

- a) As mentioned in Chapter 1 section 1.2 (c) when applying for UNDP TA and FTA positions, individuals holding TAs are to be considered as **external candidates**. Therefore, all processes applied for external candidates must be followed.
- b) If a TA holder is offered a fixed term appointment at the expiry of his/her TA or while holding a TA, provided that a thirty days' written notice of resignation is observed, the following shall apply:
 - i. The staff member will be separated from the TA and newly appointed on a fixed-term appointment.
 - ii. Given that TA is a separate contractual modality there is no break in service required between the separation from a TA and a new appointment on a fixed- term contract.
 - iii. The length of service served on TA will not be counted for the purposes of seniority in the new FTA.
 - iv. The performance and reference under TA appointment must be checked
 - v. A new medical clearance must be acquired unless the candidate has previously gotten a full medical clearance by a UN examining physician or as required by UN Medical Services
 - vi. No TA holder who is separated on the grounds of misconduct or unsatisfactory performance should be re-hired as a TA or FTA
 - vii. The unused annual leave balance will be commuted to cash and cannot be carried over to an FTA
 - viii. In the case where the FTA offer is for the same duty station, entitlement adjustment will be made.

Chapter 9 Transition from ALD to Temporary Appointment

9.1 Transitional Arrangements for Phasing Out ALD to Temporary Appointment

If it is expected that, following the expiry of the ALD, the functions are still needed but for less than one year, the hiring manager may establish a TA post in accordance with the TA Guidelines.

- a) With the understanding that **ALD holders have no expectancy to be extended and to be given another type of appointment**, the newly established TA may be offered to an ALD incumbent without a competitive process under the following conditions:
 - i. The ALD incumbent has not exhausted the 4-year maximum period and the period granted on the TA PLUS the entire ALD period would not cumulatively go beyond the maximum period of 4 years.
 - ii. There is no change in functions between the former ALD and the newly established TA;
 - iii. The former ALD position was properly established and classified, and the position establishment and classification processes are fully documented;²
 - iv. The current ALD incumbent meets the requirements and has been properly matched with the necessary qualifications for the TA post as listed in the job description (what is checked is not whether or not he/she meets the requirements of the TOR of the former ALD he/she is encumbering, but whether he/she meets the requirements of the newly established TA post: this must be properly documented);
 - v. He/she has been appointed to the former ALD through a proper competitive process, the different steps of which (advertisement, short-list, interviews, reference checking) are fully documented;
 - vi. He/she accepts in writing that the remuneration package under TA is not matched with the remuneration package paid under the ALD he/she is encumbering (since the TA remuneration package is based on the salary scale, the classification of the post and the rules applicable to the determination of the step within the relevant grade).³

² ALDs were properly established and classified if:

International ALDs were established locally and classified by OHR (as of 1 May 2007) using the ICSC classification standards and the official table of ICS levels/ALDs equivalents

International ALDs were established locally and classified by Business Units (before 1 May 2007) using the ICSC classification standards and the official table of ICS levels /ALDs equivalents

Local ALDs were established locally and classified by Business Units using the ICSC classification standards and the official table of ICS levels/ALDs equivalents or on the basis of UNDP generic job descriptions (copies of generics).

If there is no documented proof of proper classification, the post cannot be considered properly classified.

³ The TA remuneration package is based on the 100-series salary scale and the classification of the post is based on the ICSC classification standards. The rules applicable to the step determination for TAs are the same as FTAs. Steps may not be added to TA remuneration to approximate previous net ALD pay. The period of ALD service does not count toward eligibility for entitlements under the TA modality.

- b) If the TA is offered to the incumbent of a ALD as the result of meeting the six above-mentioned conditions, the TA will start on the day following the expiry of the ALD without break-in-service.
 - i. The TA Letter of Appointment will specify that the stand-alone ALD contract has expired or been terminated and what entitlements if any are carried over into the TA.
 - ii. A TA offered without competitive process to the former ALD incumbent cannot be extended beyond 364 days (in other terms, such TA cannot be extended for an additional year irrespective of surge needs or other circumstances). The remaining period of TA will be subject to a proper competitive process.

- c) If the six above-mentioned conditions are not met, the TA cannot be offered to the ALD incumbent and a proper competitive process for the filling of the TA post has to be conducted.

9.2 Determination of Salary and Entitlements upon Transition from ALD to Temporary Appointment

- a) Should a staff member be re-appointed under a TA having previously held an ALD appointment, then there shall be no recognition of the salary level of the previous appointment due to the stand alone nature of the new TA. The salary level is determined in accordance with the guidelines specified in Chapter 5.

- b) If a staff member is re-appointed in the same duty station, there shall be no eligibility to the unaccompanied shipment entitlement upon recruitment as the place of recruitment is the duty station. Upon separation the staff member will be eligible to the unaccompanied shipment entitlement assuming that the staff member is not re-appointed under a new contract in the same duty station.

- c) If a staff member is re-appointed on a TA in a different duty station after separation from the previous ALD appointment with no break in service, there is no impact upon the shipping entitlement.

Chapter 10

Accountability

10.1 Accountability

- a) The UNDP Heads of Offices/Bureaus/Divisions have delegated authority with full responsibility and accountability to grant and manage TAs. Issuance of these appointments must be in accordance with the amended UN Staff Regulations and new Staff Rules and these TA guidelines. The Heads of Offices/Bureaus/Divisions may wish to delegate the responsibility to respective staff in their office to facilitate administrative processing. However, the responsibility and accountability remains with the Head of Office/Bureau/Division.
- b) Various staff in the organization share the responsibility to correctly use and administer the TA contractual modality. The following is a list of the major parties involved in the process and their respective roles.
 - i. **Hiring Manager:** responsible for the planning of human and financial resources necessary to meet the office goals, objectives and work plan. They are also responsible for the preparation of the TOR, the selection of the most qualified candidate against appropriately classified assignment, in a competitive and transparent manner, and for properly upholding the TA modality guidelines. The Hiring Manager should also monitor and provide oversight for the correct and appropriate use of the TAs contractual modality and take necessary action to prevent misuse. The Hiring Manager is also responsible for ensuring availability of funds for the duration of the contract and extension.
 - ii. **Hiring HR Unit** in UNDP Office (or **Executive Officer / Unit Chief** in HQs): responsible for the classification of the TOR, budget allocation, creation of the Temporary Assignment position and its association to chart field string(s); administration of the Benefit, and Allowances outside and in Atlas (as applicable) and ensuring completeness and correctness of data of the Temporary Assignment in ATLAS. The hiring unit is also responsible for bringing to the attention of the Hiring Manager and HR Business Advisor, of any request or insight that does not concur with the correct application of these guidelines.
 - iii. **HR Business Advisor:** responsible for providing advisory support and guidance in the Human Resources Management and strategies. They are also responsible for monitoring the correct and appropriate use of the TA and taking necessary action to prevent misuse.
 - iv. **OHR:** responsible for providing the policy, instruments and mechanisms to administer oversight and monitor the correct and appropriate use of TAs.

10.2 Oversight, Monitoring, Evaluation and Reporting

- a) The Manager, Hiring HR Unit, HR Business Advisors and OHR should use the information available in the ATLAS database to act on their respective responsibility for oversight, monitoring and / or evaluation on the use of TAs.
- b) Internal Audits will be conducted and organizational score cards or Benchmarks will be established on a periodic basis to ensure the reporting, monitoring and evaluation of the use of TAs.
- c) Classification
 - i. Twice a year, Country Offices/Regional Centres and Headquarters locations outside of New York must provide an official update on all classification decisions made locally in the preceding 6 months. Country Offices and Regional Centres forward to ODU/OHR and BAS/OHR a Table of Classification Decisions within the delegated authority in January and July. Submission of the reports is mandatory for all Country Offices/ Regional Centres and should include TAs. The table should be supported by an up-to-date Organizational chart which includes job code titles, position numbers, classified levels, source of fund (optional), type of contract and other information.
 - ii. Should inconsistencies in the application of the classification policy and procedures become apparent from the report, ODU/OHR must conduct post-facto reviews of classifications.

ALL TAs will be subject to oversight through internal audits and Hiring Managers will be held accountable for the proper implementation of these recruitment and selection policies.

1 July 2009

ANNEXES

ANNEX I

DELEGATION OF AUTHORITY FOR ESTABLISHMENT OF A TA POST

Timelin e	Local/ Int'l	Position Managemen t	Classificatio n	Recruitmen t	Administrati on	EB- report
1/July/ 2009 and onwards	Local, Country Offices + Regional Centres	Decentralize d	Decentralize d	Decentralize d	Decentralized	Not part of staffing table, TBD
1/July/ 2009 and onwards	Local, Headquart ers Locations (HQs NY/ Liaison Offices/ UNV/CPH)	Centralized, OPB	Decentralize d	Decentralize d	Decentralized	Not part of staffing table, TBD
During Transitio n Period	Internation al	Centralized, OPB	Centralized, OHR	Decentralize d	Centralized, OHR/SAS	Not part of staffing table, TBD
After Transitio n Period	Internation al	Decentralize d	Centralized, OHR	Decentralize d	Centralized, OHR/SAS	Not part of staffing table, TBD

Annex II

Recruitment Procedures for Temporary Appointments

1. Preparing the vacancy announcement

- a) All TA vacancies must be budgeted for and be classified prior to being advertised. TA vacancies will not be posted without an ATLAS post number.
- b) The Hiring Unit, in consultation with HR, shall prepare the Vacancy Announcement (VA) using the established templates and including all required information. The VA for the post must state all the competencies and other corporate requirements for the position. It may also indicate qualifications that are desirable for the post. Only those qualifications (required or desirable) that are indicated in the job description may be specified in the VA for the post.
- c) TA posts require the same adherence to UNDP minimum academic qualification standards and relevant work experience requirements as FTA appointments. [\(Please refer to Recruitment section in HR policies section of POPP for more Policy on Minimum Academic and Relevant Work Experience Requirements for Recruiting Staff in UNDP.](#)

2. Posting the vacancy announcement

- a) All VAs for international TAs shall be posted by the OHR Recruitment Section on the UNDP Job Site. VAs for local TAs outside New York Headquarters shall be posted by HR on the local website. OHR (or HR) is responsible for quality control and review of the VA prior to posting on the appropriate office website for editorial consistency and for compliance with eligibility and other corporate requirements.
- b) These posts should be advertised, normally for two weeks, but at least for a minimum period of one week.

3. Receipt and review of applications

- a) All candidates for a post shall apply through submission of an application electronically via the UNDP Job Site, including a completed, updated and signed Personal History Form (P.11), certifying that the information contained therein is fully accurate.

No candidate shall be given further consideration for the post without first having submitted a completed and updated P-11 form as part of the application for the position. Candidates selected through a desk review or from a roster must complete an updated P.11 form.

- b) The closing date for applications may be extended, following a preliminary review of applications if the Hiring Unit finds that the quality or quantity of the candidates is not sufficient to conduct a competitive selection process.

4. Reviewing candidates

- a) Only those criteria specified in the VA may be used in the review of applications and screening of candidates for the post.
- b) Only candidates who meet all the requirements for the post (e.g. academic, experience, languages, etc.), as specified in the VA, may be given further consideration for the position.
- c) TA posts may be filled through a regular interview selection process or through a desk review. Each of these processes are described below. Prior to launching a selection process, the Hiring Unit must prepare a recruitment plan describing the intended method prior to beginning the recruitment process.

5. Desk Reviews

While not recommended, desk reviews of TA candidates are possible in lieu of interviews providing all stated criteria (academic qualifications, languages, and years of experience) and other relevant information (nationality, family relations, past work experience and performance) have been verified and reference checks completed and documented. Hiring Managers must ensure that recruitment processes completed through a desk review are properly documented as they will be scrutinized by internal audits to ensure that the stated principles for recruitment have been followed.

6. Roster

- a) A roster is a list of pre-screened and pre-assessed candidates who have applied for a similar post over the past twelve months and were found to be qualified for the position. The creation of a roster should be approved by the Director of Office of Human Resources.
- b) Hiring Units may elect to create rosters of internal and/or external candidates. In the event that a Hiring Unit wishes to create a roster, procedures must be established to describe its use and maintenance, including the methodology for designating individuals from the roster as candidates for vacant posts.
- c) Rostered candidates may be added to the list of applications for a post, with the concurrence of the candidate. Prior to adding a rostered candidate to the list, the Hiring Unit shall check back with the candidate's current or most recent UN or external employer to update and confirm the reference of the potential candidate.

- d) The application from the rostered candidate(s) may be submitted after the closing date for applications. Names of candidates added from the roster should be so noted on the list of applications.
- e) Rostered candidates must be fully suited and meet all the requirements and criteria for the post. Names may not be added to a candidate short-list (see below) from a roster simply to improve the diversity of a specific candidate pool.
- f) No candidate should remain on an active roster (making them eligible for selection by a desk review) for more than one year since their last assessment or assignment with UNDP.

The Hiring Unit, in consultation with OHR/HR, may offer the TA post to a rostered candidate without re-advertising the position.

7. Interview Based Recruitment Process

- a) Long-listing process: The long-listing of candidates involves an initial screening of applications received from a Vacancy Announcement by HR or the Hiring Unit against minimum corporate requirements, including eligibility, academic qualifications, and years of relevant work experience and fluency in other language. Long and short listing for TAs may be done from established rosters of previously screened candidates.
- b) Technical experts may be used to conduct an initial assessment of applications, based on the technical selection criteria specified in the VA. This may be useful especially for screening a large number of applications.
- c) Short-listing process: Following the long-listing process, the remaining candidates are reviewed for short-listing. To arrive at a short-list of candidates, the Hiring Unit engages in a closer review of a candidate's professional and managerial background against the requirements of the post, giving additional weight to those candidates who possess one or more of the desirable qualifications for the post, as specified in the VA.
- d) The short-listing process also involves additional fact-finding. Hiring Units are encouraged to use a telephone screening to test fluency in other languages and to clarify issues raised in the job application, including the P.11. Hiring Units may wish at this stage to employ a simple technical screening to assess a candidate's actual relevant skills, to determine whether the candidate should be short-listed for the post. The additional information or assessment results obtained from a telephone screening must be fully documented.
- e) This review should also look into potential issues involving residency requirements applicable to the duty station and family relationships [link to Recruitment and Selection Framework]
- f) Technical assessment: When assessing a short-listed candidate's technical competencies, the Hiring Unit is encouraged to use at least one of the following:

- I. Technical interview;
- II. On-line written test; or
- III. Technical test administered at the office.

The technical interview panel should be comprised of individuals with the substantive background to evaluate the technical suitability of the candidate for the post. Panelists may be drawn from within or outside the Hiring Unit. All short-listed candidates should undergo the same technical assessment. Members of the technical panel should not sit on the competency-based interview panel to avoid the appearance of undue influence over the final selection decision.

8. Selection of a candidate

8.1 The candidate short-list

- a) A short-list of candidates should consist of a minimum of two and a maximum of four candidates.
- b) The short-list of candidates will include a minimum of one and preferably two or more qualified women from the pool of applications. The reasons for not short-listing women candidates for these posts must be fully documented. Where no qualified women have been identified for short-listing, the Hiring Unit should review the applications to ensure that no qualified women have been overlooked. In the event that no additional qualified women have been identified, the Hiring Unit is encouraged to re-advertise the post, and/or take affirmative steps to bring the post to the attention of qualified female candidates. In the case of headhunting, CVs should be uploaded in the system for transparency and such actions should be fully documented.
- c) It is not an acceptable reason for non-inclusion of a qualified woman candidate that none could be found with the sufficient qualifications or skills.

8.2 Assessment of short-listed candidates

- a) All short-listed candidates will undergo the same selection process and by the same means, whenever practicable.
- b) Hiring Units are strongly encouraged to use a range of assessment tools and techniques to evaluate short-listed candidates. Such tools and techniques shall include, but are not limited to, technical testing, interviews or an assessment of work samples; performance reports; reference checks; and competency-based panel interviews. The Hiring Unit should consult with OHR or their HR adviser to ensure their selection process uses the most appropriate approaches.

The results of the various assessment techniques used in the evaluation of short-listed candidates shall be summarized in a candidate assessment report prepared by HR for submission to the Hiring Manager for consideration. ([Please refer Recruitment section in the HR policies section of the POPP for a sample candidate assessment report](#))

When selecting a candidate for the post, the Hiring Manager shall take into account the results from **all** the assessment methods used to evaluate the short-listed candidates, including desk reviews, technical assessment/interview; competency-based panel interview; reference checks and performance reports.

In the event that a fully qualified candidate cannot be found following a competitive selection process, the Hiring Unit may re-advertise the position with the view of attracting additional applications, or may have the job description revised and reclassified at a lower level, and proceed with a new recruitment and selection process.

- a) **Former UNDP or UN common system staff:** Prior to completing the short-listing process, the Hiring Unit **must** conduct a preliminary reference check on candidates who indicate on their P.11 form that they were formerly employed by UNDP or elsewhere in the UN system. The Hiring Unit is expected to verify the competencies and integrity of these candidates directly with their previous UN employers, as well as their employment history, and to determine the circumstances under which they were separated from service, if applicable.
- b) For all candidates under serious consideration for a position with UNDP, the Hiring Unit is expected to contact prior employers and supervisors listed on the candidate's P-11 form, to verify the candidate's competencies and integrity, documenting the reference to the extent possible. Reference checks by phone should follow a consistent format of questions, with questions and answers documented in detail. [\(Please refer Recruitment section in the HR policies section of the POPP for a sample candidate assessment report\)](#)
- c) Reference checks for all candidates, whether current UN common system staff or not, should be conducted only after the Hiring Unit has consulted with the candidate and obtained permission prior to contacting the current employer for the purpose of conducting a reference check. It may be appropriate to conduct the mandatory reference check only after a short listing process and an interview conducted.
- d) Given the importance of the verification process to the proper selection of a candidate, under no circumstances may a proposed initial appointment become an offer of appointment communicated to a candidate without the Hiring Unit first having completed all reference checks and found them satisfactory.

The Compliance Review Board (CRB) at Headquarters and the Compliance Review Panels (CRPs) established at non-Headquarters locations will not review Temporary Appointments. Therefore Hiring Managers must be extra vigilant in ensuring that the recruitment principles are adhered to.

ALL TAs will be subject to oversight through internal audits and Hiring Managers will be held accountable for the proper implementation of these recruitment and selection policies.

9. Recruitment of former or retired staff members

- a) Former staff members or UN retirees, above the age of 60 or 62 (depending on required retirement date), may be engaged under TA, only if:
 - The engagement represents both a cost-effective and operationally sound solution to meet the needs of the service;
 - The record shows that a competitive process was carried out;
 - The break in service requirement is met;
 - The former staff member or retiree was not separated on grounds of disciplinary action or unsatisfactory performance; *and*
 - The staff member or retiree is medically cleared.
- b) The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programmes) retiree does not exceed the limits set for those receiving pension, currently set at \$22,200 per year. Refer to Link ST/AI/1999/7.
- c) Appointment of a former staff on a TA, in receipt of a pension benefit must not exceed the duration of 6 months in one calendar year and is non-renewable.

ANNEX III

CHECKLIST FOR TA APPOINTMENTS

Type of TA	Yes	No
1. Is candidate being recruited for International TA appointment? _____	_____	_____
2. Is candidate being recruited for Local TA appointment? _____	_____	_____
3. Is the initial duration of appointment less than one year? _____	_____	_____
<i>Please make sure that the duration does not exceed 364 days Including weekends</i>		
4. Is this appointment a Part time TA? _____	_____	_____
<i>Note: If yes please see guidelines Part time employment</i>		
5. Is this a successive TA? _____	_____	_____
6. If yes, is mandatory break in service taken? _____	_____	_____
Position data		
7. Is the position budgeted for? _____	_____	_____
8. Is the position established and position number issued in ATLAS? _____	_____	_____
9. Is the Job Description developed according to the Unit business Needs? _____	_____	_____

10. Is the position classified? _____

Recruitment Process

11. Is the TA post advertised? _____

12. Is it advertised internally? _____

13. Is it advertised externally? _____

14. Do the long listed candidates meet the minimum criteria
as specified in the VA? _____

15. Does the shortlist comprise of minimum one female candidate? _____

16. Was there a technical assessment? _____

17. Is the candidate assessed by the interview panel or desk review? _____

Selected Candidate

18. Is the candidate a former or retired staff member? _____

19. Is candidate a retired staff receiving pension benefits? _____

*If Yes – Income cannot exceed \$22,000per year and/or duration
cannot exceed 6 months, whichever comes first.
Please request Pension number from candidate*

20. Is the candidate a former SSA or Service Contract holder? _____

21. Is the candidate a former FTA, CA or PA who has received a
Termination Indemnity? _____

22. Is the candidate a U. S. Citizen or permanent resident (Green card)
Or G-4 visa holder or other? _____

For New York duty station please see link regarding G4 visa

1 July 2009

23. Was the candidate previously separated from service for disciplinary reasons or unsatisfactory performance? _____

24. Is a signed P.11 provided by the candidates? _____

25. Is Reference checks, academic qualification verification and _____
Family relationships verified? _____
26. Is the candidate medically cleared? _____

27. Was Candidate provided a copy of the Staff Regulations and Rules? _____

This checklist must be fully completed in order to finalize the recruitment of a TA

ANNEX IV

TABLE: BREAK IN SERVICE REQUIREMENTS

Break-in-Service for New Contract Types as of 1 July 2009

Staff separated on the grounds of misconduct or unsatisfactory performance is not eligible for rehire under any type of appointment with UNDP

From (type of contract)	To (type of contract)	Amount of break-in-service required	Comments	Remarks
TA	FTA	No break	Competitive Process and CRB/CRP review required	No entitlement carried over to FTA
TA	TA –within the same duty station	3 months	Competitive Process required but CRB/CRP review not required	
TA	TA – in a different duty station	1 month	Competitive Process required but CRB/CRP review not required	
TA	SSA/SC	No Break	Competitive Process required but CRB/CRP review not required	Note that under no circumstances can an SSA/SC be issued for a staff function
PA, CA and FTA upon retirement	TA/SSA/SC	Three months		The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programs) retiree does not exceed the limits set for those receiving pension, currently set at \$22,000 per year or 6 months per year whichever comes first. The cumulative period of service shall

				not exceed 6 months in one year and is non-renewable. Refer to ST/AI/1999/7.
FTA upon expiration of contract	TA	1 month	Competitive Process required but CRB/CRP review not required	No entitlement carried over from FTA to TA
FTA - JPO	TA – cost sharing agreement with Donor	No Break	Applies to those JPOS who are extended on the same job for third year on co-funding arrangement (50/50 donor and UNDP)	
FTA upon expiration of contract	FTA	No Break	Competitive process and CRB/CRP review required	
PA, CA and FTA upon agreed separation	FTATA	2 years	Barred from staff appointments for 2 years as per current agreed separation arrangement unless prorated amount of Separation indemnities returned to organization	This applies to FTAs and TAs throughout the UN common system
PA, CA and FTA upon agreed separation	SC/SSA	1 month if Notice of separation served. 3 months if Cash in Lieu of Notice received.	Competitive process required but CRB/CRP review not required	The Hiring Manager must ensure that the remuneration of a UNDP (or UN and its funds and programs) retiree does not exceed the limits set for those receiving pension, currently set at \$22,000 per year or 6 months per year whichever comes first. The cumulative period of service shall not exceed 6 months in one year and is non-renewable. Refer to ST/AI/1999/7.
FTA upon expiration of	SSA/SC	1 month	Competitive process required	

contract			but CRB/CRP process not required	
Current ALD contract holders	FTA	No break	Competitive process and CRB/CRP review required	
Current ALD	TA	No break	Competitive process required but CRB/CRP review not required	
ALD	SC/SSA	No break if different function	Competitive process required CRB process not required	Hiring units cannot issue SSA/SC contracts to ALD holder who has reached the 4 year maximum if the functions are the same as those performed on the ALD
SC/SSA/UNV	FTA	No break	Competitive process and CRB/CRP review required	
SC/SSA/UNV	TA	No break	Competitive process, but CRB/CRP review not required	

ANNEX V

TABLE OF BENEFITS AND ENTITLEMENTS FOR TAs

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Base Salary⁴	Yes	Yes	Yes	Yes
Annual within-grade salary increment	No	No	No	No
Merit increase	No	No	No	No
Recruitment allowance	No	No	No	No
Salary advance	No	No	No	No
Post adjustment	No	Yes	No	Yes
SLWOP⁵	Yes	Yes	Yes	Yes

⁴ The salaries of locally recruited staff are set on the basis of a single scale which is applicable to all locally recruited staff at a given duty station. The dependency rate does not apply to salary scales for locally recruited staff.

The salaries of international staff are set on the basis of a single and dependency scale

⁵ TAs both local and international may be granted SLWOP for very compelling circumstances such as adoption of a child, death of immediate family members for brief periods of up to 2 weeks..

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Rental subsidy/deduction scheme	No	Yes	No	Yes
Dependency benefits/ allowances (Staff Rule 3.6)	Yes when applicable (dependent child allowance, disabled child allowance, dependent spouse allowance, secondary dependent allowance)	Yes when applicable (spouse, child, disabled child, secondary dependent)	Yes when applicable (dependent child allowance, disabled child allowance, dependent spouse allowance, secondary dependent allowance)	Yes when applicable (spouse, child, disabled child, secondary dependent)
Discretionary element for family	No	No	No	No
Education grant	No	No	No	No
Special education grant	No	No	No	No
Education grant travel (Staff Rule 3.10)	No	No	No	No
Language allowance (Staff Rule 3.9)	No	No	No	No
Mobility Allowance	No	No	No	No

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Hardship Allowance (Staff Rule 3.15)	No	Yes	No	Yes
Non-Removal Element	No	No	No(No
Hazard pay	Yes (eligible only if staff is asked to report for work in designated duty station)	Yes	Yes (eligible only if staff is asked to report for work in designated duty station)	Yes
Pension participation	Yes (after six month)	Yes (after six month)	Yes	Yes
Pensionable remuneration (Staff Rule 3.5)	Yes (more than six month contract)	Yes	Yes	Yes
Sick leave certified⁶	Yes (2 days per month)	Yes (2 days per month)	Yes (2 days per month)	Yes (2 days per month)
Health Insurance	Yes (for 3 month contract or more for staff member only starting on the first day of appointment)	Yes (for appointment of 3 months or more, for staff member only starting on the first day of the appointment)	Yes	Yes

⁶ Certified sick leave is carried over upon extension of TA.

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
)		
Malicious Acts Insurance	Yes	Yes	Yes	Yes
Appendix D for service incurred death and disability	Yes	Yes	Yes	Yes
Life Insurance	Yes (optional for appointment of 6 months or more premium paid in full by the s/m) ref to footnote 4	Yes (optional for appointment of 6 months or more premium paid in full by the s/m)	Yes (optional premium paid in full by the s/m)	Yes (optional premium paid in full by the s/m)
After-Service Health Insurance (credit towards)	No	No	No	No
Annual leave	Yes (1.5 days per month)	Yes (1.5 days per month)	Yes (1.5 days per month)	Yes (1.5 days per month)
Commutation of annual leave⁷	Yes (up to 18 days)	Yes (up to 18 days)	Yes (up to 18 days)	Yes (up to 18 days)

⁷ Commutation of annual leave for TA: 1.5 day for full month, 1 day for less than one month and .5 day for services of 15 days or less

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Family leave (uncertified sick leave used as family leave)	Yes (7 days per year)	Yes (7 days per year)	Yes (7 days per year)	Yes (7 days per year)
Maternity leave	Yes	Yes	Yes	Yes
Paternity leave	Yes, upon commencing employment under an appointment for more than 6 months or upon completing 6 months of continuous service, when the staff member is expected by the Secretary-General to continue for at least 3 months upon return from paternity leave	Yes, upon commencing employment under an appointment for more than 6 months or upon completing 6 months of continuous service, when the staff member is expected by the Secretary-General to continue for at least 3 months upon return from paternity leave	Yes, upon commencing employment under an appointment for more than 6 months or upon completing 6 months of continuous service, when the staff member is expected by the Secretary-General to continue for at least 3 months upon return from paternity leave	Yes, upon commencing employment under an appointment for more than 6 months or upon completing 6 months of continuous service, when the staff member is expected by the Secretary-General to continue for at least 3 months upon return from paternity leave

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Adoption leave	No	No	No	No
Family visit travel and home leave travel	No	No	No	Yes, for staff members only (as family not installed) and as per classification of the duty station (hardship duty station only)
Rest and Recuperation and Procurement travel	Yes (on travel status/loan at designated duty station)	Yes, in designated locations	No	Yes, in designated locations
Medical Evacuation Travel	Yes (staff member only)	Yes Staff member only as family not installed	Yes (staff member only)	Yes Staff member only as family not installed
Security Evacuation/EMSEA⁸	Phase 3 & 4 temporary concentration or internal	Yes Staff member only as family not	Phase 3 & 4 temporary concentration or internal	Yes Staff member only as family not installed

⁸ EMSEA is applicable where security evacuation extends beyond six months

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
	relocation	installed	relocation	
Travel upon Assignment, Transfer, Separation	No	Yes Staff member only as family not installed	No	Yes Staff member only as family not installed
Unaccompanied shipment upon assignment / transfer / separation (Relocation grant)	No	Yes, staff member only as family not installed. Limited shipment to a maximum of 100 kg or lump sum of \$1,200 in lieu of, as per draft new rule 7.15.	No	Yes, staff member only as family not installed. Limited shipment to a maximum of 100 kg or lump sum of \$1,200 in lieu of, as per draft new rule 7.15.
Assignment Grant	No	Yes. DSA portion only and for staff member only (as family not installed), as per draft new rule	No	Yes. DSA portion only and for staff member only (as family not installed), as per draft new rule 7.14

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
		7.14		
Representation Allowance	No	No	No	No
Repatriation Grant (Rule 3.19)	No	No	No	Yes
Special Operation Living Allowance⁹	No	Yes	No	Yes
Termination indemnity (only in case of foreshortening)	Yes	Yes	Yes	Yes
Death benefit	Yes (as per draft new rule 9.11)	Yes, as per draft new rule 9.11	Yes, as per draft new rule 9.11	Yes, as per draft new rule 9.11
Funeral Allowance¹⁰	Yes	No	Yes	No
Overtime	Yes – GS only	No	Yes – GS only	No

⁹ Application of SOA for TA is under discussion with the Inter-agency Field Group

¹⁰ Funeral Allowance is only applicable to locally recruited staff based on local conditions as confirmed by a local salary survey

ENTITLEMENTS	TEMPORARY APPOINTMENT			
	LESS THAN ONE YEAR		ONE YEAR OR MORE	
	LOCAL	INTL	LOCAL	INTL
Safe Driving Bonus¹¹	Yes (for drivers with TA of more than 6 months)	No	Yes (for drivers with TA of more than 6 months)	No
Special Post Allowance (SPA)	No	No	No	No

¹¹ Drivers with *between six and twelve month* service are eligible for a prorated bonus based on the number of months served.

ANNEX VI

LIST OF ACRONYMS

ADL	Adoption Leave
AG	Assignment Grant
ALD	Appointment of Limited Duration
AL	Annual Leave
APEX	Advance Purchase Excursion Fare
ASHI	After Service Health Insurance
CA	Continuing Appointment
CTO	Compensatory Time Off
CRB	Compliance Review Board
CRP	Compliance Review Panel
FL	Family Leave
FVT	Family Visit Travel
FTA	Fixed-Term Appointment
HL	Home Leave
HP	Hazard Pay
MAIP	Malicious Acts Insurance Policy
MHA	Mobility and Hardship Allowance
ML	Maternity Leave
PA	Post Adjustment
PL	Paternity Leave
RCA	Results Competency Assessment

R & R	Rest and Recuperation
RS	Rental Subsidy
SC	Service Contract
SL	Sick Leave
SLWOP	Special Leave Without Pay
SOA	Special Operations Approach
SOLA	Special Operations Living Allowance
SPA	Special Post Allowance
SSA	Special Services Agreement
TA	Temporary Appointment
UNJSPF	United Nations Joint Staff Pension Fund