

Policy on Step Determination on Appointment

1 January 2017

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I. Introduction

1. HQ HR Manager HSP/Regional HR Managers (RHM) are responsible for determining the step on which any new Fixed-Term appointment or Temporary appointment under SR 420.4 is granted in WHO in accordance with the provisions set out in the e-Manual section *III.3.3 Salaries*.
2. The step will be determined before the offer of appointment is issued and the offer of appointment itself will be made with the final step contained therein.

II. Guiding principles

GENERAL

3. Staff Rule 320.1 states that *“on appointment, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post or function to be occupied; however, in accordance with guidelines¹ established by the Director-General, it may be fixed at a higher step in the grade in order to take into account a staff member’s qualifications, skills and experience in relation to the requirements of the post or function.”*
4. Based on these guidelines, on initial appointment, the step to be accorded to the staff member will be determined **at the time of submission of the recruitment action**, and may be fixed at a higher step in grade than step 1, in order to take into account a candidate’s qualifications, skills and experience in relation to the requirements of the position or function.

III. Step determination

A. STEP DETERMINATION TO TAKE ACCOUNT OF STAFF MEMBER’S QUALIFICATIONS, SKILLS AND EXPERIENCE

5. **Recruitment of an external candidate to a fixed-term or temporary appointment (under Staff Rule 420.4).** Application of Staff Rule 320.1 up to a maximum of step 6 to take account of the candidate’s qualifications, skills and experience.
 - 5.1. Additional steps may be awarded on initial appointment up to step six (6). The step in grade is arrived at by determining the candidate's relevant qualifications, skills and experience in relation to the requirements of the position or function.
 - 5.2. No more than one (1) additional step will be granted for any relevant higher degree(s) in the field of specialization over and above the essential minimum requirements of the job. Educational qualifications indicated as “Desirable” in the Vacancy Notice are to be considered as over and above the essential minimum requirements. Only relevant academic degree(s) completed and awarded to the candidate from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO), shall be considered; training certificates/diplomas are not considered for purposes of step determination.

¹ These guidelines exist in the form of e-Manual provisions III.3.3

- 5.3. One (1) step will be granted for each additional full three (3) years of relevant experience in relation to the requirements of the position or function offered, over and above the essential minimum requirements of the job.
- 5.4. Where the essential minimum years of experience required by the vacancy notice indicates a range of years (e.g. 3 to 5), the high end of the range (i.e. 5 years) shall be the starting point for determining any additional experience over and above the essential minimum requirements.
- 5.5. A copy of the record documenting the step will be kept in the central repository system.

B. STEP DETERMINATION BASED ON STEPS GRANTED ON PREVIOUS APPOINTMENTS

6. Where a **former WHO staff member** who previously held a fixed-term or continuing appointment is under consideration for a **new fixed-term appointment** within 12 months of having separated, and before any offer can be made, WHO will determine whether the individual should be reinstated or reemployed depending on the modalities of the previous separation. HRD must be consulted before proceeding with any appointment.
7. **Pursuant to paragraph 6, former WHO staff members** who are offered a new fixed-term or temporary appointment (under SR420.4) after a break in service and **within 12 months** of their last contract with the Organization, where the position is at:
 - 7.1. **The same grade**, the candidate will be offered the same step held previously.
 - 7.2. **A higher grade**, the candidate will be offered the step in that higher grade that is the nearest match to the net base salary in the lower grade held previously. Where the net base salary falls between two steps, the higher of the two steps will be awarded.
 - 7.3. **A lower grade**, the candidate will be offered the step in that lower grade that is the nearest match to the net base salary in the higher grade held previously up to a maximum of step 6. Where the net base salary falls between two steps, the higher of the two steps will be awarded.
8. Where a WHO staff member **on a temporary appointment** (SR420.4) is offered a **new temporary appointment** (SR420.4) and where there is **no break in service** between appointments the scenarios under paragraphs 7.1, 7.2 and 7.3 apply. If the position is at:
 - 8.1. **the same grade**, the service time for computing units of service time for a within grade increase is counted from the date of commencement of uninterrupted service on temporary appointment(s) at the same grade and step level.
 - 8.2. **a different grade**, the service time for computing units of service time for a within grade increase is reset to the start of the new temporary appointment.
9. Where a WHO staff member on a **60 days or less contract** (under SR1320) is offered a **new temporary appointment** (SR420.4) and where there is **no break in service** a step determination will be made from the date of commencement of the **temporary appointment** (SR420.4) in accordance with section III.A above.

- 9.1. Where the **position is at the same grade** and where:
- 9.1.1. the step determination results in **no change in step**, the service time for computing units of service time for a within grade increase is counted from the date of commencement of uninterrupted service on a temporary appointment(s) at the same grade and step level.
 - 9.1.2. the step determination results in a **higher step**, the service time for computing units of service time for a within grade increase is reset to the start of the temporary appointment under SR420.4.
- 9.2. **Where the position is at a different grade**, the service time for computing units of service time for a within grade increase is reset to the start of the new **temporary appointment** (SR420.4).
10. A **conversion of appointment** (eManual section *III.5.17 Conversion of temporary appointments to fixed-term appointments* refers) will be made when a **temporary staff member**, during the course of a temporary appointment of more than sixty (60) days made under Staff Rule 420.4, or an appointment of 60 days or less under Staff Rule 1320, is offered and accepts a **fixed-term appointment** of one year or more, and there is no interruption in service between the temporary and fixed-term appointment. Where:
- 10.1. There is **no change in grade**, service time for computing units of service time for a within grade increase is counted from the date of commencement of uninterrupted service on a temporary appointment(s) at the same grade and step level.
 - 10.2. The conversion is to a position **at a higher grade**, the staff member will be placed at the lowest step in the higher grade that provides a net base salary equal to at least the amount the staff member was receiving at the lower level.
 - 10.3. The conversion is to a position **at a lower grade**, the staff member will be placed at a step high enough in the lower grade that provides a net base salary equal to at least the amount that the staff member was receiving at the higher grade up to a maximum of step 6.
 - 10.4. Where the conversion is from a **60 days or less contract (SR1320)**, regardless of the grade of the fixed-term appointment, a step determination will be made from the date of commencement of the fixed-term appointment in accordance with section III.A above.
 - 10.4.1. Where the step determination results in **no change in step**, 10.1 above applies.
 - 10.4.2. Where the step determination results in a **higher step**, the service time for computing units of service time for a within grade increase is reset to the start of the fixed-term appointment.
11. Where a **WHO staff member holding a fixed-term or continuing appointment is promoted to a fixed-term position at a higher grade** (either through selection, classification or direct appointment), Staff Rule 320.2 applies:
- On promotion of a staff member with a continuing or fixed-term appointment to a higher grade, the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration*

to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

12. **Recruitment of an external candidate** to a fixed term position in WHO and who currently holds a **fixed-term appointment** in an agency applying the UN **common system of salaries and allowances**, falls into two categories:
 - 12.1. *From an agency which has signed the Inter-Organization Agreement* concerning Transfer, Secondment or Loan of Staff among the Organizations applying the UN Common System of Salaries and Allowances (list of agencies attached as Annex 1). The provisions set out in the agreement apply. Should the candidate refuse an inter-organization transfer and insist on being hired with a new appointment, they will be treated as external candidates in line with the provisions under section III.A above.
 - 12.2. *From an agency which has not signed the aforementioned agreement:*
 - 12.2.1. Where the position is **at the same grade** as that held in the other agency, the candidate will be offered the same step. The start date of the WIGI cycle will be reset to coincide with the Entry on Duty (EOD) date with WHO.
 - 12.2.2. Where the position is **at a higher grade** than that previously held, the candidate will be offered the step in that higher grade that is the nearest match to the net base salary in the lower grade. Where the net base salary falls between two steps, the higher of the two steps will be awarded. The start date of the WIGI cycle will be reset to coincide with the Entry on Duty (EOD) date with WHO.
 - 12.2.3. Where the position is **at a lower grade**, the candidate will be offered the step in that lower grade that is the nearest match to the net base salary in the higher grade up to a maximum of step 6. Where the net base salary falls between two steps, the higher of the two steps will be awarded. The start date of the WIGI cycle will be reset to coincide with the Entry on Duty (EOD) date with WHO.
 - 12.2.4. In any case, the candidate will still have the opportunity to be treated in line with the provisions under section III.A above.
13. For the **recruitment of an external candidate** to a fixed term or temporary position in WHO and **who has held a fixed-term appointment** in an agency applying the UN common system of salaries and allowances within the last 12 months from the date of offer of appointment, the provisions under section 12.2 will apply.
14. For the **recruitment of an external candidate** to a fixed term or temporary position in WHO and who currently **holds or has held a temporary appointment** in an agency applying the UN common system of salaries and allowances, the provisions under section III.A will apply.
15. For the **recruitment of an external candidate** to a **temporary position** in WHO and who currently holds, or has held within the last twelve months, a **fixed-term appointment** in an agency applying the UN common system of salaries and allowances, the provisions under section III.A will apply.
16. Where **former staff members** of WHO and other agencies applying the UN common system of salaries allowances, are offered a temporary or fixed term appointment with WHO **after a**

break in service of more than 12 months, they will be treated as external candidates in line with the provisions under section III.A above.

C. OTHER

17. In accordance with Staff Rule 030, the Director-General has decided that Staff Rule 320.1 and the terms of this policy do not apply to temporary appointments of 60 days or less. For appointments of 60 days or less, the step can only be at step 1. The provisions under eManual section *III.13.2 Temporary appointments of 60 days or less* apply.
18. For the recruitment of retired persons and those over 62 years of age, the provisions under eManual section *III.4.6 Recruitment of retired persons* apply. Appointments will only be issued at step 1 in the relevant grade.