



**INTERNATIONAL TRAINING CENTRE
OF THE ILO – TURIN**

**RULES
GOVERNING CONDITIONS OF SERVICE OF
SHORT-TERM OFFICIALS**

Mai 1997

CONTENTS

Rule	Page
Authority and Scope	1
CHAPTER I - DUTIES AND OBLIGATIONS	
1.1 Conduct	2
CHAPTER II - SALARIES	
2.1 Salaries	3
2.2 Allowances	3
2.3 Deductions	3
CHAPTER III - APPOINTMENTS	
3.1 Selection and Appointment	4
3.2 Local and Non-local Appointmnts	4
3.3 Contract of Employment	4
3.4 Period of Appointment	4
3.5 Changes in Conditions of Service upon Extension of Appointment	5
3.6 Medical Examination	5
CHAPTER IV - HOURS OF WORK AND LEAVE	
4.1 Hours of Work	6
4.2 Overtime	6
4.3 Holidays	6
4.4 Leave	6
4.5 Special Leave	6
CHAPTER V - SOCIAL SECURITY	
5.1 Sick Leave	7
5.2 Compensation in the Event of illness, injury or Death Attributable to the Performance of Official Duties	7
5.3 Benefits (excluding medical care) in the Event of Illness or Injury not Attributable to the Performance of Official Duties	7
5.4 Financial Assistance on Death	8
5.5 Medical Care	8
5.6 Third Party Liability	8
5.7 United Nations Joint Staff Pension Fund	8
5.8 Contribution to National Pension Schemes	9
5.9 Indemnification for Loss	9

Rule	Page
CHAPTER VI - TRAVEL	
6.1 Travel Expenses	10
CHAPTER VII - TERMINATIONS	
7.1 Cessation of Service	11
7.2 Certificate of Service	11
CHAPTER VIII - PERSONNEL RELATIONS	
8.1 Personnel Relations	12
8.2 Complaints	12
8.3 Administrative Tribunal	12
CHAPTER IX - GENERAL PROVISIONS	
9.1 Amendments	13
9.2 Exceptions	13
9.3 Statute of Limitation	13
9.4 Residuary Powers	13

AUTHORITY AND SCOPE

These Rules, determined by the Director in accordance with the Staff Regulations of the International Training Centre of the International Labour Organization in Turin (hereinafter called "the Centre") set forth the conditions of service of persons engaged for specific periods of less than one year. Persons so engaged shall be known as short-term officials.

CHAPTER I

DUTIES AND OBLIGATIONS

RULE 1.1

Conduct

(a) A short-term official shall conduct himself at all times in a manner befitting his status as an official of the Centre. He shall not engage in any political or other activity or occupation or hold any office which is incompatible with the proper discharge of his duties. He shall not seek or accept instructions from any government or other authority external to the Centre.

(b) A short-term official shall not accept any honour, decoration, favour, gift or fee from any government or from any other source external to the Centre, unless in the opinion of the Director such acceptance is compatible with his status as an international civil servant.

(c) A short-term official shall not be actively associated with the management of, or hold a financial interest in, any business concern, if it is possible for him to benefit from such association or financial interest by reason of his official position with the Centre.

(d) A short-term official shall exercise the utmost discretion in all matters of official business. He shall not, except in the performance of his duties or by authorization of the Director, (i) communicate to any person unpublished information known to him by reason of his official position; (ii) publish, cause to be published or assist in the publication of any material relating to the Centre or deliver a public address relating to the Centre. The obligation not to communicate unpublished information shall continue to bind officials after they leave the service.

CHAPTER II

SALARIES

RULE 2.1

Salaries

- (a) Short term officials appointed for one month or longer shall be paid at monthly rates. Officials appointed for less than one month shall be paid at daily rates.
- (b) The Director will establish the salary scales for short-term officials.

RULE 2.2

Allowances

Short-term officials who are not locally recruited shall receive a daily subsistence allowance at rates for such periods and under conditions to be determined by the Director.

RULE 2.3

Deductions

The Director may provide for deductions from payments due to a short-term official for:

- (a) Contributions payable to an accident and sickness insurance plan in accordance with the provisions of Rule 5.5 hereunder; contributions payable to the United Nations Joint Staff Pension Fund in accordance with the provisions of Rule 5.7 hereunder; and contributions payable to national pension schemes in accordance with the provisions of Rule 5.8 hereunder;
- (b) Sums due to the Centre, including amounts payable for lodging provided for an official, the value of any such lodging to be determined by the Director; and
- (c) Sums authorised by the official.

CHAPTER III

APPOINTMENTS

RULE 3.1

Selection and Appointment

Short-term officials shall be selected and appointed by the Director.

RULE 3.2

Local and Non-local Appointments

A short-term official shall be classified at the time of his appointment as either locally or non-locally recruited. An official recruited in Italy shall normally be classified as local.

RULE 3.3

Contract of Employment

- (a) The terms of employment of a short-term official shall be governed by a contract which shall consist of an offer of appointment, signed by the Director or his authorised representative, and a declaration of acceptance signed by the official.
- (b) The offer of appointment shall state:
- (1) that the appointment is subject to the provisions of these Rules;
 - (2) the type and duration of the appointment;
 - (3) a description of the job to which the official is appointed and the salary he will receive;
 - (4) whether he is classified as locally or non-locally recruited;
 - (5) the dates upon which the appointment is due to become effective and to expire; and
 - (6) any special conditions.
- (c) The offer of appointment shall call attention to the provisions of Rule 3.6 (Medical Examination).
- (d) A copy of these Rules and the declaration of acceptance to be signed by the official shall be transmitted together with the offer of appointment.

RULE 3.4
Period of Appointment

- (a) Short-term appointments shall be for periods specified in days or months.
- (b) The period of the appointment shall be from the date on which the short-term official enters upon his duties until the expiration date specified in the contract of employment, provided that in the case of a non-locally recruited official the period of appointment may be dated to take account of authorised travel to and from the duty station. Appointments shall expire automatically and without prior notice on completion of the period of appointment.

RULE 3.5
**Changes in Conditions of Service
upon Extension of Appointment**

- a) Whenever the appointment of a short-term official is extended by a period so that his total continuous contractual service amounts to one year or more, the terms and conditions of a fixed-term appointment under the Staff Regulations of the Centre shall apply to him as from the effective date of the contract which creates one year or more of continuous service:

Provided that:

- (1) the provisions of Rules 5.3 and 5.6 shall continue to apply,
 - (2) a grant on death shall be payable only if the official has completed at least one year of service, and
 - (3) the official may not be considered for an appointment to a vacancy under the Staff Regulations otherwise than under the conditions applying to external candidates.
- b) If as the result of the extension of an appointment an assignment grant or mobility and non-removal allowance becomes payable, any subsistence allowance paid under Rule 2.2 shall be discontinued.
 - c) For the purpose of this Rule, continuity of service shall not be considered to have been broken by any interruption which does not exceed 30 days.

RULE 3.6
Medical Examination

- (a) No person shall be appointed as a short-term official unless the Medical Adviser has determined whether he is in good health and free from any defect likely to interfere with the proper discharge of his duties. In exceptional circumstances this requirement may be waived and the official permitted to enter upon his duties, provided that he may be required, following his entry into service, to undergo a medical examination.
- (b) A short-term official may be required to undergo a medical examination on leaving the service.

CHAPTER IV

HOURS OF WORK AND LEAVE

RULE 4.1 Hours of Work

While the right of the Director to call on the services of short-term officials is unrestricted, the normal working week shall be 37.5 hours, to be worked in accordance with schedules established by the Director, account being taken of local practice. Attendance on Sunday or on a designated public holiday shall be required only in case of necessity or where such attendance is a normal part of an official's duty.

RULE 4.2 Overtime

Short-term officials may be compensated for overtime work. Such compensation shall be made in conformity with the normal practice of the Centre.

RULE 4.3 Holidays

A short-term official shall be entitled to leave on such designated public holidays as may fall within his period of appointment.

RULE 4.4 Leave

(a) A short-term official paid at a monthly rate shall be entitled to leave at the rate of two-and-a-half working days a month, to be taken when the exigencies of the service permit. An official who, for reasons of service, has not been able to take all the leave to which he is entitled, shall be granted a sum corresponding to his salary for the number of days of leave he has accumulated.

(b) A short-term official paid at a daily rate shall not be entitled to leave.

RULE 4.5 Special leave

A short-term official may be granted special leave with full or partial salary or without salary for exceptional or urgent reasons. Leave and sick leave shall not accrue in respect of periods of special leave without salary of one month or more.

CHAPTER V

SOCIAL SECURITY

RULE 5.1

Sick Leave

A short-term official shall be permitted paid sick leave at the rate of half a working day per week. He may be required to submit a medical certificate or to undergo a medical examination before paid sick leave is granted and shall be required to submit a medical certificate if he is absent for more than three consecutive days.

RULE 5.2

Compensation in the Event of Illness, Injury or Death Attributable to the Performance of Official Duties

In the event of illness or injury attributable to the performance of official duties, a short-term official shall be entitled to reasonable compensation. In the event of an official's death in consequence of such illness or injury, his dependants shall be entitled to reasonable compensation. The amount of compensation payable shall be determined by the Director in the light of the principles applicable to officials of the Centre holding fixed-term contracts.

RULE 5.3

Benefits (excluding medical care) in the Event of Illness or Injury not Attributable to the Performance of Official Duties

(a) In the event of temporary incapacity for work either during a period of service, or as a result of illness or injury in respect of which evidence satisfactory to the Director is provided that it occurred during a period of service, and which is not attributable to the performance of official duties, a short-term official, upon presentation of a medical certificate, shall be entitled to a maximum of thirteen weeks on full salary and thirteen weeks on half salary, in accordance with a scheme to be determined by the Director. Any sick leave which an official is entitled to take during his contract in accordance with Rule 5.1 of these Rules shall be included in these periods; such sick leave shall be taken from the beginning of any absence due to illness or injury until entitlement to it is exhausted.

(b) Leave in accordance with the above Rule 4.4 shall not accrue in respect of absence of one month or more due to illness or injury where benefit is payable under this Rule.

RULE 5.4
Financial Assistance on Death

In the event of the death, in circumstances in which Article 5.2 (Compensation in the Event of Illness, injury or Death Attributable to the Performance of Official Duties) does not apply, of a short-term official who is not subject to the United Nations Joint Staff Pension Fund, a national or other Pension Fund, the Director may grant financial assistance to such dependant or dependants of the official as he may designate. The amount of the sum payable shall be determined by the Director in the light of the principles applicable to officials of the Centre.

RULE 5.5
Medical Care

(a) A short-term official may be required to participate in an accident and sickness insurance plan which the Director has decided as being appropriate.

(b) In the case of a short-term official who is not covered under a health insurance plan, the Director may authorise partial or complete reimbursement of medical expenses which are incurred as a result of illness or injury which occurred during a period of service. The Director will determine the scheme governing such reimbursement which will be contributory on the part of the short-term official and will generally not provide for full reimbursement of expenses.

RULE 5.6
Third Party Liability

If the Director has reason to believe that a third party may be under a legal liability to pay damages for illness, injury or death for which compensation or benefit is payable under these Rules, he may require the official concerned or the official's survivors to assign the right of action to the Centre or the Centre's insurer.

RULE 5.7
United Nations Joint Staff Pension Fund

If a short-term official is appointed for six months or longer or completes six months of continuous employment as defined in the Regulations of the United Nations Joint Staff Pension Fund, he shall become subject to those Regulations, provided that his participation is not excluded by his contract of employment.

RULE 5.8
Contribution to National Pension Schemes

If a short-term official is affiliated to a national pension scheme at the time of his appointment, the Centre may pay all or part of the employer's contribution during the official's period of service. No contribution shall be paid by the Centre in respect of pension insurance with a national scheme regarding any period of service during which an official is a full participant of the United Nations Joint Staff Pension Fund or which he subsequently validates as contributory service under the Regulations of that Fund.

RULE 5.9
Indemnification for Loss

The Director may authorise the indemnification of a short-term official for personal property lost or damaged in the course of and in consequence of his employment. Claims for such indemnification shall be paid only in respect of items of basic living. In no single case shall the indemnity exceed \$1,000.

CHAPTER VI

TRAVEL

RULE 6.1

Travel Expenses

- (a) The Centre shall pay the travel expenses of a short-term official when he is authorised to travel upon appointment, upon official business, and upon cessation of service. Payment will be made at established rates in respect of travel by an approved route and means of transport.
- (b) Unless the Director otherwise decides, a short-term official who resigns shall not be paid travel expenses upon cessation of service.
- (c) On the death of a short-term official the Centre shall pay the expense of transporting the remains to the place to which travel expenses upon termination would have been payable.

CHAPTER VII

TERMINATION

RULE 7.1

Cessation of service

- (a) The appointment of a short-term official may be terminated on the grounds that:
- (1) his services are no longer required for the purpose for which he was appointed;
 - (2) he has exhausted his sick entitlement under Rule 5.1 of these Rules and his state of health is such that he is unlikely to be able to perform his duties satisfactorily during the remainder of his appointment;
 - (3) his work or conduct is unsatisfactory; or
 - (4) he is deemed to be unsuitable to discharge his duties and responsibilities.

A period of notice of such termination equivalent to one twelfth of the total contract period shall be given, and compensation amounting to 25 per cent of the unexpired period dating from the date of expiration of notice shall be paid.

(b) A short-term official may be summarily dismissed for serious misconduct. The term “misconduct” shall mean any improper action by the official in his official capacity, any use or attempted use of his position as an official for his personal advantage, or any conduct unconnected with his official duties which tends to bring the Centre into public discredit.

(c) A short-term official may resign his appointment provided he gives a reasonable period of notice.

RULE 7.2

Certificate of Service

A certificate relating to the nature of his duties and the length of his service shall be given, at his request, to any short-term official who leaves the service. At his request the certificate shall also refer to the official's competence, efficiency and official conduct.

CHAPTER VIII

PERSONNEL RELATIONS

RULE 8.1

Personnel Relations

The interests of short-term officials shall be represented before the Director and his representatives by the Staff Union Committee.

RULE 8.2

Complaints

A short-term official shall be entitled to submit a formal complaint that he has been treated inconsistently with these Rules or with the terms of his contract of employment, or that he has been subjected to unjustifiable or unfair treatment by his superior official. Any such complaint shall be addressed to the Director through the official's responsible chief and through the Chief of Personnel within 60 days of the treatment complained of. The Director may refer any such complaint to the Staff Relations Committee provided for in the Staff Regulations of the Centre.

RULE 8.3

Administrative Tribunal

A short-term official shall be entitled to appeal to the Administrative Tribunal of the International Labour Organisation as provided in the Statute of the Tribunal.

CHAPTER IX

GENERAL PROVISIONS

RULE 9.1 Amendments

These Rules may be amended by the Director after consulting the Staff Relations Committee without prejudice to the acquired rights of short-term officials.

RULE 9.2 Exceptions

No exceptions may be made to these Rules unless the short-term official concerned consents and only if such exception does not prejudice the interests of any other official or group of officials.

RULE 9.3 Statute of Limitation

No claim under these Rules shall be entertained if it is submitted more than 90 days after the date on which the right to bring it forward accrued to the person concerned.

RULE 9.4 Residuary Powers

Any matter which is not regulated by the present Rules shall be settled at the Director's discretion. Any decision taken under this rule shall be reported to the Staff Relations Committee.