

3. EXECUTIVE DIRECTORS - SECRETARIAL AND CLERICAL ASSISTANTS - GRADING;
AND DISTRIBUTION OF SET-ASIDE AMOUNTS TO ADVISORS AND ASSISTANTS

1. Secretarial and Clerical Assistants shall be provisionally graded as follows:

(a) Those Secretarial and Clerical Assistants who are currently at Ranges B, C, D, and E shall be graded at the corresponding grades in the new salary scale, Grades A4, A5, A6, and A7, respectively. Those Secretarial Assistants who are currently at Range F and have served less than five years at this range shall be graded at Grade A9 while those who have served for more than five years at this range shall be graded at A10. Secretarial Assistants will be subject to the same grandfathering provisions as apply to staff members whose positions have been downgraded.

(b) Clerical Assistants who are at Range A shall be graded at Grade A3 if they have less than two years of service, or at Grade A4 if they have two or more years of service. Secretaries who are at Range B shall be graded at Grade A4.

(c) In determining the provisional grades for Secretarial and Clerical Assistants, length of service shall be calculated from September 1, 1986 and the effective date of the provisional grades shall be deemed to have been January 1, 1986.

(d) The provisional grades, while providing a basis for the distribution of the set-aside amounts and the 1986 merit increase, shall be subject to review and possible adjustment following decisions to be taken concerning the overall system for grading and salary progression for these positions which is currently under review. Any necessary adjustments shall be made at the time the new system is implemented and shall be retroactive to January 1, 1986.

(e) Secretarial and Clerical Assistants shall receive distribution from the amounts set aside on the occasions of the 1984 and 1985 compensation reviews, in accordance with the provisions set forth in the Executive Board Decision taken on January 30, 1986 (EBAP/85/312, Sup. 2, 2/4/86).

2. Assistants to Executive Directors shall receive distribution from the amounts set aside on the occasions of the 1984 and 1985 compensation reviews, in accordance with the provisions set forth in the Executive Board Decision taken on January 30, 1986 (EBAP/85/312, Sup. 2, 2/4/86) for staff members who "held grade."

3. Advisors to Executive Directors who immediately prior to their appointments served as Assistants to Executive Directors or as staff members shall receive distribution of set-aside amounts in respect of the period of that service to which such distributions are applicable. (EBAP/86/238, 10/7/86)

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