

**IMMEDIATE
ATTENTION**

EBAP/86/169

July 11, 1986

To: Members of the Executive Board
From: The Secretary
Subject: Grading of Secretarial and Clerical Assistants -
Staff Employment Rights

In the attached report the Committee on Executive Board Administrative Matters recommends proposals regarding staff employment rights for secretarial and clerical assistants.

In the absence of objection by the close of business on Wednesday, July 16, 1986, the recommendation of the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:
Department Heads

To: Members of the Executive Board

July 11, 1986

From: Pedro Pérez

Subject: Grading of Secretarial and Clerical Assistants -
Staff Employment Rights

The Committee on Executive Board Administrative Matters at its meeting on July 1, 1986, discussed the proposals set out in EB/CAM/86/29 (6/10/86) and EB/CAM/86/38 (6/30/86) for staff employment rights for Secretarial and Clerical Assistants. The Committee agreed that:

1. Secretarial and Clerical Assistants appointed before July 14, 1986, should be entitled to choose either, (a) to retain their current rights to staff employment which are set out in Part III-B of the Handbook on Executive Board Administrative Matters (Section 2, paragraphs (c), (d), (e), and (f) and Appendix, paragraphs 7 and 8), or (b) to receive the same rights to staff employment as Secretarial and Clerical Assistants appointed on or after July 14, 1986.

2. Secretarial and Clerical Assistants appointed on or after July 14, 1986 should receive the rights to staff employment recommended on page 3 of EB/CAM/86/38 (6/30/86).

The Committee recommends that the Executive Board approves the following decision:

Secretarial and Clerical Assistants to Executive Directors shall be entitled to employment on the regular staff of the Fund as follows:

1. If they were appointed before July 14, 1986 they may choose, at the time their appointments are terminated, either (a) to retain their current rights, namely, the entitlements set out in the Handbook on Executive Board Administrative Matters, Part III-B, Section 2, paragraphs (c), (d), (e), and (f) and Appendix, paragraphs 7 and 8, or (b) to receive the entitlements set out in paragraph 2 below.

2. If they were appointed on or after July 14, 1986, they shall have the following rights:

(a) When the appointment of an assistant to an Executive Director is terminated following the expiration of the period of service of the Executive Director by the successor Director, the Managing Director, or his designated representative, shall determine whether there is a vacancy on the regular staff for which, in

his opinion, such person is qualified, and if so shall offer to appoint such person to the position. If there is no such position satisfactory to the person concerned, separation pay shall be granted on the same basis as is granted to staff members for reasons of reduction in strength or abolition of post. This procedure will be followed except in cases covered in (c) below.

- (b) A regular staff member who receives an appointment as a Secretary or Clerical Assistant is entitled upon the expiration of the appointment to resume regular employment status with the Fund at his or her former grade and the salary within that grade which is closest to the one received as a Secretarial or Clerical Assistant. This procedure will be followed except in cases covered in (c) below.
- (c) A Secretarial or Clerical Assistant who has completed six years of continuous service in an Executive Director's office, any service in the first or the last month being considered a complete month, as such an assistant and whose appointment is terminated shall be entitled to a regular staff appointment. For two years from the date of that appointment, the individual's grade and salary will be "grandfathered" in accordance with the provisions approved at Executive Board Meeting 86/16 (1/30/86) for staff whose positions had been downgraded under the job grading exercise. At the conclusion of that two year period, and having passed the Fund's proficiency tests in shorthand and typing, an individual who has not been reassigned to an appropriately graded position, or who has refused such an assignment, will revert to Grade A5 in the Support Group Secretarial Staff, except for (i) Secretarial Assistants whose grade had been A6 or higher for a period of five years or more prior to transfer to the staff from an Executive Director's office, who will be placed at Grade A6, and (ii) Clerical Assistants for whom placement at Grade A5 would represent a promotion, who will retain their current grade and salary.
- (d) A former Secretarial or Clerical Assistant whose salary is above the ceiling of his or her new salary grade after the two-year grandfathering period, will not be entitled to a general salary adjustment, as long as he or she remains above the grade ceiling. However, such a staff member will continue to be eligible for merit increases to his or her salary in the same way as other staff in the fourth quartile of their salary grade, except that the maximum amount

that may be awarded as a merit increase is not to exceed the amount of the general salary adjustment for the corresponding period.

- (e) An appointment to the regular staff under (c) above shall be effected without a break in service, and all accrued benefits shall be retained provided that they do not exceed those of the regular staff.
- (f) In the event a Secretarial or Clerical Assistant is reappointed in any capacity in the Fund, separation payments shall not exceed the salary payments the Assistant would have received if his or her employment had continued as a Secretarial or Clerical Assistant to the date of reappointment.

