



14 March 2018

Amendments to the Staff Regulations: Changes to the Performance Management Framework

Introduction

1. In accordance with article 14.7 of the Staff Regulations and through the authority delegated to him therein, the Director-General hereby amends articles 6.5, 6.6, 6.7 and Annex V of the Staff Regulations.
2. The amendments give effect to the changes to the ILO's Performance Management Framework (PMF) to harmonize the performance appraisal cycles for all staff (except those on probation) to an annual cycle aligned with the calendar year.
3. The amendments reproduced in the appendix are effective as of 1 January 2018. They have been integrated in the electronic version of the Staff Regulations available on the ILO website.

Additional information

4. This Directive should be read in conjunction with Information Note, *Performance Management Framework*, IGDS No. 100, and Information Note, *Performance Management Framework: Beginning of cycle discussion and reporting 2018*, IGDS No. 364.

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Director General

Appendix

Amendments to the Staff Regulations

CHAPTER VI

Advancement, appraisal and change of grade

ARTICLE 6.5

Special merit increments

1. The responsible chief may recommend the grant of an additional increment to officials whose performance during the period under review has been appraised pursuant to article 6.7 as being especially meritorious with an overall performance rating that either frequently or consistently exceeded the performance requirements, and who are not in receipt of the maximum salary attaching to their grade.

2. The responsible chief's recommendation shall be reviewed by the official to whom the responsible chief reports who, if in agreement, shall refer the recommendation to the Reports Board for decision. ~~The grant of a second special merit increment during the period before the next performance appraisal is due is subject to the provisions of article 6.7(4).~~

3. The timing of special merit increments as well as the number of recommendations which may be made each year will be subject to limitations defined by the Director-General after consulting the Joint Negotiating Committee.

ARTICLE 6.6

Special increments beyond the maximum salary rate

1. For officials of the General Service and National Professional Officers category who have been in service since 31 December 1994 or earlier, the responsible chief may, subject to paragraph 5 of this article, recommend the grant of not more than one additional special increment if the officials are in receipt of the maximum salary attaching to their grade, and their performance during the preceding review period has been appraised pursuant to article 6.7 as especially meritorious with an overall performance rating that either frequently or consistently exceeded the performance requirements.

2. The responsible chief's recommendation shall be reviewed by the official to whom the responsible chief reports who, if in agreement, shall refer the recommendation to the Reports Board for decision. ~~The grant of a special increment to officials who have reached the maximum salary attaching to their grade since the last performance appraisal as well as the grant of a second such increment during the period before the next performance appraisal is due are subject to the provisions of article 6.7(4).~~

3. The timing of the increments provided for in paragraph 1 as well as the number of recommendations which may be made each year will be subject to limitations defined by the Director-General after consulting the Joint Negotiating Committee.

4. Officials of the General Service and National Professional Officers category who have been in service since 31 December 1994 or earlier, who have completed more years of service in their grade than the number of years which it would normally take to progress from the minimum to the maximum of the salary scale attaching to the grade, and who are at the maximum, shall, subject to paragraph 5 of this article, be eligible to receive one additional special increment on completion of more than 20 years of continuous service. ~~and one additional special increment on completion of more than 25 years of continuous service.~~

5. The total number of additional special increments payable during the whole period of service of an official following 31 December 1994 under the provisions of this article shall be limited to one.

ARTICLE 6.7

Performance appraisals

1. The performance and conduct of each official shall be appraised on a form prescribed by the Director-General after consulting the Joint Negotiating Committee. The appraisal shall be carried out by the official's responsible chief who may obtain the views of the official's supervisor or where appropriate, any other official under whose supervision the official has worked during the period under review. Technical observations for the period under review shall be provided by the technical reviewing chief where applicable as provided for in article 2.4. In the case of responsible chiefs and supervisors, the views of the officials reporting to them will be considered, as appropriate.

2. The appraisal shall be communicated to the official, who shall initial and return it within eight days of its receipt, attaching to it any observations the official may wish to make. These observations shall be filed with the appraisal unless the Director-General decides otherwise. The appraisal, together with any observations which may have been made by the official, shall then be transmitted to the official to whom the responsible chief reports, who may add observations to it, in which case it shall be returned to the responsible chief and to the official for initialling. It shall then be transmitted ~~by the responsible chief of the official~~ to the secretary of the Reports Board ~~for appropriate action~~.

3. After the probationary period as defined in articles 5.1 and 5.5 including any extension thereof as provided for under article 5.2, an official shall be appraised on ~~a two-year cycle~~ an annual cycle that which coincides aligned with the programme and budget biennial cycle calendar year, with a mid-term review ~~taking place normally after the first year~~. Any intervening period of six months or more between the end of the final probationary appraisal period and the start of the next programme and budget biennial cycle calendar year, shall be ~~the subject of a transitional appraisal~~ the subject of a transitional appraisal covering the period to the end of the current calendar year. Any intervening period of less than six months shall be covered by the subsequent appraisal cycle. ~~The form to be used for this transitional appraisal shall be prescribed by the Director-General after consulting the Joint Negotiating Committee.~~

4. ~~Proposals to apply to an official the provisions of articles 6.4, 6.5 or 6.6, or any other provisions of the Staff Regulations, shall be included in either the midterm review or the performance appraisal, as applicable, and submitted to the secretary of the Reports Board~~ for further review by the Reports Board.

5. The Reports Board may recommend, as necessary, the establishment of ad hoc performance assessments as a follow-up measure.

~~6. The provisions of paragraphs 3, 4 and 5 of this article shall apply mutatis mutandis to the implementation of the first cycle of performance appraisals that coincides with the programme and budget cycle.~~

ANNEX V

Annual appraisals and adjustment of salary of fixed-term technical cooperation project staff

1. ~~(a) For an An official on a fixed-term technical cooperation project shall be appraised by their responsible chief on an annual cycle that which coincides aligned with the calendar year. An appraisal shall be made every 12 months by the responsible chief of the official. For this purpose the procedures set out in article 6.7.1 and 6.7.2 of the Staff Regulations shall be followed. During the official's first year of service, at the end of the first nine months, an appraisal shall be made of the performance and conduct of the official. This appraisal shall recommend whether the official's appointment should be extended beyond its original expiry date, or not renewed. The completed appraisal shall be transmitted to the secretary of the Reports Board. The Reports Board shall recommend to the Director-General one of the two courses of action indicated above.~~

(b) When the period of service begins during the course of a calendar year any period of six months or more between the entry on duty date of the official and the end of that calendar year shall be the subject of an initial appraisal covering the period to the end of the calendar year. Any period of less than six months shall be covered by the appraisal for the subsequent calendar year.