

INTERNATIONAL ORGANIZATION FOR MIGRATION

Document Title: IOM's POLICY ON CONTRACTS – Rev. 2

Document Type: Instruction

Character: Compliance with this Instruction is **mandatory**

Control No.: IN/164 Rev. 2

Document Owner: HRM

Status: Active

Date Published: 1 December 2014 Rev. 2. (First issued 03 February 2010)

Date Archived:

Replaces: This Instruction cancels and replaces IN/164 Rev. 1

Summary: The purpose of issuing Rev. 2 to IN/164 Rev. 1 is to ensure alignment in content and language with the Unified Staff Regulations and Rules (USRR), in effect for staff members in the Professional category as of 1 December 2014 and in a phased manner thereafter for staff members in the General Service and National Officer categories.

Keywords: Special Short Term, Special Fixed Term, One Year Fixed Term, Two Year Fixed Term, Regular Contracts

Location: <https://intranetportal/Pages/ControlNo.aspx?controlNo=IN/00164>

Initiated: HRM

Coordinated: LEG, DRM, SAC

Authorized: DGO

Distribution: All Missions Worldwide, All Departments at HQ

INTERNATIONAL ORGANIZATION FOR MIGRATION

INSTRUCTION IN/164 Rev. 2

SUBJECT:	IOM'S POLICY ON CONTRACTS	1 December 2014
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1.0 PURPOSE

The purpose of this Instruction is to inform staff members of IOM's policy on contracts and related procedures. It explains the different types of contracts and the procedures for:

- Special Short Term (SST) contracts
- Special Fixed Term (SFT) contracts
- Fixed Term (FT) contracts
- Regular (REG) contracts

For the purpose of this Instruction, the term "Professional category" includes the Professional and higher categories and the term "General Service category" includes the General Service and National Officer categories.

Senior Managers, Resources Management Officers and other administrative support staff have the responsibility to actively ensure that the appropriate contracts are issued and that staff members are informed about all aspects regarding their contractual conditions with the Organization.

2.0 VALIDITY AND INSTRUCTIONS REPLACED

The present Instruction is effective 1 December 2014. It cancels and replaces IN/164 Rev. 1 of 19 August 2010 "IOM's Policy on Contracts". Inquiries regarding this Instruction can be addressed by e-mail to the Policy and Advisory Services Unit, Human Resources Management Department.

3.0 TYPES OF CONTRACT

3.1 Special Short Term (SST)

SST contracts issued to staff members in the Professional (P) category are subject to the USRR as of 1 December 2014. SST contracts issued to staff members in the General Service (GS) category will be subject to the USRR as of the effective date of the implementation of the USRR in the country of their duty station.

SST contracts are issued to staff appointed for short periods of time. SST contracts have a maximum length of 9 months, renewable, and are subject to the conditions of service and to the entitlements stipulated in the contract.

3.1.1 Types of SST contracts

SST contracts may be Graded or Ungraded.

a) Graded SST contracts

Contracts issued when the candidate is selected through a Special Vacancy Notice (SVN). They contain a salary corresponding to a grade in the IOM salary scale for the category and duty station of the staff member and to the terms of reference of the position.

b) Ungraded SST contracts

Contracts issued when the candidate is selected through direct recruitment. They do not contain a salary corresponding to the IOM salary scale but an all inclusive remuneration.

3.1.2 Entitlements of SST contracts

In general, SST contracts include the following entitlements:

a) Insurance coverage

All SST contracts must include participation in the Compensation Plan (CP) which covers staff members for occupational accidents and illnesses. SST contracts for staff members in the GS category which are for three months or more must also include participation in the Medical Service Plan (MSP) which covers staff members for non-occupational accidents and illnesses, except for those countries where IOM staff members have to participate in the national health scheme of their country.

For all staff members in the P category and for staff members in the GS category in Switzerland, participation in the MSP is mandatory for SST contracts of one month or more.

Holders of SST contracts are not entitled to participation in the United Nations Joint Staff Pension Fund (UNJSPF). In countries where staff members' participation in the national social security scheme is mandatory, participation in this scheme may be included in the SST contract.

b) Annual leave

2.5 days per month of service (except for daily and hourly SST contracts).

c) Sick leave

2 days per month of service (except for daily and hourly SST contracts).

d) Notice period

Unless otherwise specified in the SST contract, 15 calendar days written notice must be given in case of early termination of an SST contract except in the event of summary dismissal, which requires no notice period.

3.2 Special Fixed-Term (SFT)

SFT contracts issued to staff members in the Professional category are subject to the USRR as of 1 December 2014. SFT contracts issued to staff members in the General Service category will be subject to the USRR as of the effective date of the implementation of the USRR in the country of their duty station. Until such implementation, they are subject to the current Staff Regulations and Rules (SRR) of the duty station.

SFT contracts are issued for a minimum of 6 months and a maximum of 9 months, renewable. SFT contracts cannot be issued upon first appointment but result from the conversion of a Graded SST* when the following conditions are met:

- a) 12 continuous months of service** under Graded SST contracts and supervisor's request for a further extension of minimum 6 months
- b) Funding availability to cover entitlements contained in the USRR/SRR for the length of the SFT contract
- c) SES results confirming satisfactory performance

* Ungraded SST contracts cannot be converted into SFT contracts. All staff having contracts subject to the USRR/SRR must have been selected through a SVN or a VN;

** The 12 months may consist of an initial Graded SST contract for six months plus a six month extension; an initial SST contract for nine months plus a three month extension, etc.

3.3 Fixed-Term (FT)

FT contracts issued to staff members in the Professional category are subject to the USRR as of 1 December 2014. FT contracts issued to staff members in the General Service category will be subject to the USRR as of the effective date of the implementation of the USRR in the country of their duty station. Until such implementation, they are subject to the current Staff Regulations and Rules of the duty station.

FT contracts are initially issued for a maximum duration of one year (OYFT). To enable longer term planning of staff members' personal and professional situation and to offer more attractive contractual arrangements, FT contracts may subsequently be issued for a duration of two years (TYFT). FT contracts are issued when the following conditions are met.

3.3.1 One Year Fixed-Term contracts are issued:

- a) To staff members recruited through a Vacancy Notice (VN)
- b) To other staff members who have:
 - i. At least three years of uninterrupted service under multiple Graded SST*** and/or SFT contracts/extensions
 - ii. Tasks of an ongoing nature with funding guaranteed to cover entitlements contained in the USRR/SRR for at least 12 months
 - iii. SES results confirming satisfactory performance
 - iv. Detailed recommendation from the direct supervisor for granting the OYFT contract

***Ungraded SST contracts cannot be converted into FT contracts. All staff having contracts subject to the USRR/SRR must have been selected through an SVN or VN.

For all staff members in the P category and for staff members in the GS category in Headquarters (HQ): requests for OYFT contracts for staff members not recruited through a VN will be approved by the Director General (DG) through the Appointments and Postings Board (APB).

For all staff members in the GS category with the exception of those in HQ: requests for OYFT contracts will be approved by the Chief of Mission (COM)/Head of Office (HoO) for staff members in the GS category in country offices or the Regional Director for staff members in the GS category in regional offices.

3.3.2 Two Year Fixed-Term contracts are issued:

To staff members who have completed three continuous years of service under OYFT contracts, and who have:

- a) tasks of an ongoing nature with funding likely and sustainable for a period of 24 months
- b) SES results confirming satisfactory performance

Note: In determining the amount of notice owed in case of the non-extension of an FT, SFT or SST contract upon its expiry, the staff member's length of continuous service with IOM must be taken into account.

3.4 Regular (REG)

REG contracts issued to staff members in the Professional category are subject to the USRR as of 1 December 2014. REG contracts issued to staff members in the General Service category will be subject to the USRR as of the effective date of the implementation of the USRR in the country of their duty station. Until such implementation, they are subject to the current Staff Regulations and Rules of the duty station.

REG contracts have no fixed period of employment.

REG contracts will be issued to staff members meeting the following conditions:

- a) Minimum 10 years of uninterrupted service under FT or SFT contracts with at least three years on TYFT or OYFT contracts
- b) SES report confirming the staff member reaches a high level of performance. The SES report must be endorsed by HRM to certify its conformity with administrative requirements
- c) Availability of funding for at least 24 months with a clear possibility of continuation.

The Director of Human Resources Management will examine each request to ensure that all the necessary conditions are met. S/he will submit the results to the Appointments and Posting Board to make a recommendation to the Director General. This process will apply to staff members in all categories.