



Standard Operating Procedures

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GUIDELINES ON SPECIAL POST ALLOWANCES (SPA)

Section 1

Introduction

1.1 The purpose of these Standard Operating Procedures is to describe the conditions and procedures for requesting a Special Post Allowance (SPA) by staff members of the International Criminal Court ("the Court") pursuant to Staff Rule 103.11.

1.2 Special Post Allowances are a means to compensate staff who are required to work for at least three months at levels higher than their own grade. They do not represent a promotion but a reflection of a temporary assignment at a higher level for a period of at least three months.

1.3 SPAs can be granted either on a full or on a partial basis, i.e. to staff members who assume the full or the partial functions of a higher-level post for a period of at least three months.

1.4 As the partial SPA is a new modality, it will initially be implemented for a period of twelve months. After that, it will be assessed with a view to long-term implementation.

1.5 Only one SPA can be granted for each higher-level position. If the functions of a temporarily vacant higher-level position are distributed among two or more staff members, no SPA will be granted.

1.6 As a principle of good management, the Court does not normally encourage the assignment of staff members against posts that are more than two levels above their current grade. Exceptions require the prior approval of the Registrar or the Prosecutor, as appropriate.

Section 2

Conditions

2.1 The Registrar or the Prosecutor, as appropriate, may authorize the granting of an SPA to a staff member if:

- (a) The staff member has assumed the **full** duties and responsibilities of an established budgeted post which is classified at **one or more** levels higher level than his/her grade (full SPA);
- (b) The staff member has assumed the **partial** duties and responsibilities of an established budgeted post which is classified at **two or more levels** higher level than his/her current grade (partial SPA);
- (c) The staff member has performed the full or partial duties and responsibilities of the higher level classified budgeted post for at least three consecutive months;
- (d) The period for which the staff member performs the duties and responsibilities of the higher level classified budgeted post is not expected to exceed one year; and
- (e) The staff member's supervisor certifies that the duties and responsibilities of the higher level classified budgeted post have been satisfactorily performed by the staff member

2.2 The earliest date for which an SPA may be paid shall be the beginning of the fourth month of performance of duties and responsibilities of a higher level classified budgeted post. The SPA will be paid retroactively to the date when the higher-level functions were assumed.

Section 3

Full Special Post Allowance Amounts

3.1. A staff member who meets the criteria of 2.1 (a) above shall receive the applicable salary, including post adjustment and dependency allowance, if any, of the higher-level post

3.2. The amount of SPA shall provide an increase in net base salary that is equal to at least two additional steps at the current level.¹

Section 4

Partial Special Post Allowance Amounts

4.1. A staff member who meets the criteria of 2.1 (b) above shall receive the applicable salary, including the post adjustment and dependency allowance, of any, of the post one level higher than his/her current one.

¹ This does not apply in the case of an incumbent who is paid SPA as a result of reclassification of a post if the incumbent does not yet meet the full requirements of the higher-level post. In such instances, the salary under the SPA will be equal to the existing or to the closest higher salary rate.

4.2 The amount of SPA shall provide an increase in net base salary that is equal to at least one additional step at the current level.

Section 5

Procedures for Requesting Special Post Allowance

5.1. As soon as the staff member is called upon to assume the full or partial duties and responsibilities of a higher level classified budgeted post his/her supervisor shall inform Human Resources Section in writing of this temporary arrangement. Prior to assigning a staff member to carry out the full or partial functions of a higher-level post, managers have to ensure that all eligible staff from the relevant section are considered for the assignment.

5.2. Recommendations for SPA shall be prepared by supervisors in consultation with the Chief of Section and submitted to the Chief of Human Resources Section for review. The recommendations shall be supported by

- a) A statement from the supervisor indicating the exact date when the staff member took up the full functions of the higher-level post, and certifying to which extent the staff member has demonstrated his or her ability to fully or partially meet the performance expectations of all functions of the post;
- b) A justification for the selection of the recommended staff member.

5.3 The Human Resources Section shall review all requests and ensure that that the correct procedures were followed.

5.4 The Human Resources Section shall transmit all requests and provide advice to the Registrar or Prosecutor as appropriate on the granting of the SPA. Approval of the request for an SPA will be given by the Registrar or the Prosecutor, as appropriate, or their delegated authority.



The Registrar