



Geneva, 23 April 2013

SERVICE ORDER No. 13/07

**STATUS REPORT AND REQUEST FOR PAYMENT OF
DEPENDENCY ALLOWANCES
FOR THE YEARS 2012 AND 2013**

Concerns only appointed staff members with dependants

(Complementary to Service Order 05/07 of 31 March 2005)

The purpose of this Service Order is to determine the entitlement of appointed staff members to the applicable dependency allowances or base salary and post adjustment at the dependency rate (in conformity with Staff Regulation 3.12) for the calendar years **2012** and **2013**.

Staff members concerned are required to complete the form **Status report and request for payment of dependency allowances** available on the [ITU Corporate Intranet Portal](#) (Human Resources Administration Division) and to return it with all supporting documents before **31 May 2013** to the Entitlements and Benefits Service:

- Office T-1117 – Mrs. P. Richardet for staff members in SGO, SPM, TLC, C&P, IS, HRMD, FRMD and BR.
- Office T-1119 – Mrs. L. Marchi for staff members in BDT (Headquarters and Field) and TSB.

After this deadline, payment of unsupported allowances will cease.

The dependency status for **the year 2012** is based on the information provided and subject to submission of satisfactory documentary evidence.

Staff Members, who met the eligibility requirements but were not paid the applicable dependency allowance or base salary and post adjustment at the dependency rate, will receive with retroactive effect the amounts due.

Alternatively, suitable arrangements will be made for the recovery of any overpayment from Staff Members who for the year 2012 are deemed not eligible to any dependency entitlements or to only partial entitlement,

The updated table giving the figures for the calendar **years 2012 and 2013** is annexed.

Definitions of dependants are available in Service Order 05/07 of 31 March 2005.

Note: Appointed staff members with no dependants are not required to complete the form. Staff members may verify their family status and contact details on the ITU Corporate Intranet Portal.
Kindly notify the Human Resources Administration Division, by e-mail, of any changes in your personal data.

ALLOWANCES AND SUPPORTING DOCUMENTS FOR YEARS 2012 AND 2013 ¹

Allowance for	Supporting documents	General Service staff (net per annum)	Professional and higher categories (net per annum)
DEPENDENT SPOUSE			
Maximum gross occupational earning: <u>For Headquarters staff</u> - For 2012: CHF 69,067.- - For 2013: CHF 69,067.- <u>For field staff</u> General services category G.1/1 of spouse's work place Professional category and above G.1/1 of spouse's workplace but not less than USD 41,677.- for 2012 and USD 42,565.- for 2013	Salary statement from the employer (or employers) giving the <u>gross</u> earnings for the whole year or salary slip for the month of December showing annual <u>gross</u> earnings or an income tax return (if the spouse works).	<u>For Headquarters staff</u> CHF 7,211.- if payment of the allowance prior to 1 April 2008; CHF 6,526.- if payment of the allowance as of 1 April 2008 <u>For field staff</u> As per United Nations' scale applicable at the duty station.	<u>For Headquarters and field staff</u> Included in the net base salary plus post adjustment at the dependency rate. * If staff member has no dependent spouse, he/she will receive this salary for the first dependent child.

¹ Service Order No. 11/10 of 2 June 2011 (Salary scale for General Services), Service Order No. 11/01 of 8 February 2011 and Service Order No. 12/01 of 28 February 2012 (Salary Scales for professional and higher categories)

Allowance for	Supporting documents	General Service staff (net per annum)	Professional and higher categories (net per annum)
DEPENDENT CHILD			
	<u>Under the age of 18 years:</u> No documentary evidence requested for a child residing with the staff member. <u>Between the age of 18 years and 21 years:</u> documentary evidence proving that the child is in full-time attendance at a school or university or similar educational institution. <u>If the child under 21 years is an apprentice:</u> a copy of the contract of apprenticeship must be submitted (the apprentice's annual income does not exceed CHF 18,000.-²).	<u>For Headquarters staff</u> - <u>Per child</u>, for a staff member with a spouse: CHF 5,025.- - For the <u>first dependent child</u> of a staff member who is single, widowed, legally separated or divorced: CHF 10,702.- if payment of the allowance prior to 1 April 2008; CHF 9,321.- if payment of the allowance as of 1 April 2008 <u>For field staff</u> As per United Nations' scale applicable at the duty station	<u>For Headquarters staff</u> CHF 3,762.- <u>per child</u> for staff in service and who have become eligible prior to 1 January 2007, payable until 31 January 2009; CHF 3,576.- <u>per child</u> payable from 1 February 2009 to 31 December 2010; CHF 3,183.- <u>per child</u> payable as from 1 January 2011 CHF 3,459.- <u>per child</u> for staff in service and who have become eligible on or after 1 January 2007, payable until 31 January 2009; CHF 3,348.- <u>per child</u> payable from 1 February 2009 to 31 December 2010 CHF 3,069.- <u>per child</u> payable as from 1 January 2011 CHF 3,015.- <u>per child</u> for staff in service and who have become eligible on or after 1 February 2009 and until 31 December 2010 CHF 2,787.- <u>per child</u> payable as from 1 January 2011 <u>For field staff</u> USD 2,686.- per child until 31 December 2010 USD 2,929.- as from 1 January 2011

² Service Order No. 05/07 of 31 March 2005, Section 2 ii) d)

Allowance for	Supporting documents	General Service staff (net per annum)	Professional and higher categories (net per annum)
SECONDARY DEPENDANT (if the staff member has no dependent spouse)			
EITHER: the secondary dependant receives an income (ex : pension for a retired person)	- Statement of income. - Proof of bank/post office transfer (or if not possible Affidavit established by a notary). The support must be <u>at least equal to the income and at least twice the amount of the allowance.</u>	<u>For Headquarters staff</u> CHF 1,635.- <u>For field staff</u> As per United Nations' scale applicable at the duty station	<u>For Headquarters staff</u> CHF 1,677.- for staff in service and who have become eligible prior to 1 January 2007, payable until 31 January 2009 CHF 1,521.- payable from 1 February 2009 to 31 December 2010 CHF 1,248.- as from 1 January 2011 CHF 1,542.- for staff in service and who have become eligible on or after 1 January 2007, payable until 31 January 2009 CHF 1,422.- payable from 1 February 2009 to 31 December 2010 CHF 1,200.- as from 1 January 2011 CHF 1,056.- for staff in service and who have become eligible on or after 1 February 2009 and until 31 December 2010 CHF 975.- as from 1 January 2011 <u>For field staff</u> USD 940.- until 31 December 2010 USD 1'025.- as from 1 January 2011
EITHER: the secondary dependant does not receive an income.	Proof of bank/post office transfer (or if not possible Affidavit established by a notary). The support must be <u>at least twice the amount of the allowance.</u>		