

**Information Circular – Circulaire d'information****ICC/INF/2005/004****Date: 18 August 2005****Job Evaluation Study Concluded in May 2005**

The purpose of this circular is to inform the staff of the general outcome and the plan of implementation of the Job Evaluation Study recently concluded at the Court in May 2005. (A glossary of definitions of terms found throughout the text is listed in an attached Annex).

1. Job Evaluation Study

1. The Court has concluded a comprehensive Job Evaluation Study. The study provides a rational framework for the administration of salaries using the following principles: a) evaluation solely of the nature of work and responsibilities delegated to a position and not any personal characteristics of the incumbent; b) evaluation of positions based on the application of the job evaluation standards for the relevant category; and c) fair and consistent application of the job evaluation standards, without bias, so as to ensure equal pay for work of equal value.

2. Most positions of the Court have been evaluated in the study and in accordance with the appropriate job evaluation standard. The approach to this study included three primary components. Firstly, work surveys were prepared for each position of the Court, based on the work assigned and performed. Secondly, the assigned responsibilities of positions were analyzed and evaluated by a job evaluation specialist. Thirdly, the final decision was taken by the Court.

3. I would like to take this opportunity to thank all staff and managers for their diligence and patience in completing the necessary documents and for their commitment to the exercise as a whole.

2. Results of the Study

4. The consultant engaged for the study finalized the report on the classification of the Court's budgeted posts on 5 May 2005. A total of 352 positions were classified. A few remaining positions were unable to be classified due to incomplete information about the planned work in the respective organizational unit. The results were as follows:

Category	Number and percentage of positions						
	Confirmed at present grade		Upgraded		Downgraded		Total classified
General Service	151	92%	8	5%	5	3%	164
Professional	168	90%	14	7%	6	3%	188
Total	319	91%	22	6%	11	3%	352

3. Implementation

5. The Court has decided to endorse the recommendations, save in the case of four positions affected by ongoing work reorganization. This decision is subject to the approval of the Assembly of States Parties in the framework of the adoption of the 2006 budget.

Downgrades

6. The implementation will not negatively affect the existing contractual status, salary, or other entitlements of the incumbent. The incumbent of a downgraded position will maintain the current contractual grade as a personal grade until the end of his or her existing contractual status and will be allowed the possibility to receive an extension of contract under such terms one additional time for a duration in accordance with the current practice of the Court. After such time, the incumbent may accept to retain the position with a change in grade to the lower level; otherwise the position will be advertised and filled at the lower classified grade.

Upgrades

7. Head of Section level and above upgrades: The fact that not all positions have *equal impact* within the Court was considered and a distinction was made between positions at the Head of

Section level and above versus all other positions. In consideration of the importance of the positions at the Head of Section level and above, these positions will be advertised for competitive recruitment in cases where the incumbent grade is below the classified level of the position. The advertisement will be done at such time that is feasible taking into account on one hand the functional needs of the Court and on the other the contractual status of the incumbent. Incumbents will maintain their current contractual grade until the end of their existing contractual status and additionally, may be granted a Special Post Allowance under paragraph 11. Such existing contractual status of the incumbent may be extended one additional time for a duration in accordance with the current practice of the Court, after which the position must be advertised. Once the position is advertised, the incumbent may apply and undergo the necessary competitive recruitment procedures in accordance with the requirements for the position.

8. Other position upgrades: For all other positions where the incumbent grade is below the classified level of the position, such incumbent will be eligible for assignment at the higher grade provided that the supervisor confirms that the functions of the higher graded position are being performed satisfactorily and that the necessary formal requirements for the higher level are met by the incumbent. Should the formal requirements for the higher level not be met by the incumbent, the incumbent may be granted a Special Post Allowance under paragraph 11 and may also be granted an extension of the existing contractual status one additional time for a duration in accordance with the current practice of the Court. However, if the incumbent were to eventually attain the formal requirements for the higher graded position during the contractual period granted, such incumbent will be eligible for the higher assignment upon meeting the formal requirements and confirmation from the supervisor that the functions of the higher graded position continue to be performed satisfactorily by the incumbent.

9. Change in salary owing to upgrade: Upgrade due to job evaluation is not meant to be a promotion exercise. In cases where the incumbent is awarded the higher grade owing to the upgrade of the position, he or she will be placed at the existing or closest higher salary rate within the salary range of the newly assigned grade.

10. Selection through competitive recruitment: In cases where an incumbent is selected for a higher level classified position through a competitive recruitment process, pursuant to paragraph 7 above, such incumbent will be granted the appropriate salary rate in accordance with the terms of the regular recruitment procedures.

11. Special Post Allowance: In cases where an upgrade cannot be awarded due to required advertisement and competitive recruitment, pursuant to paragraph 7 above, or non-fulfillment of the incumbent of the formal requirements for the position, pursuant to paragraph 8

above, a Special Post Allowance shall be granted for the period of time that the incumbent carries out the higher level duties, provided that the higher level post exists in the budget and the supervisor confirms that the functions of the higher graded position are being performed satisfactorily by the incumbent.

12. Effective date of implementation: The effective date of implementation of the recommendations of the job evaluation study is 1 July 2005. In cases where incumbents are already placed against higher level budgeted posts, the change in salary may take effect from 1 July 2005. In all other cases, the change in salary may take effect from 1 January 2006, provided that the higher level posts are approved by the Assembly of States Parties for the 2006 budget.

13. Notification of classification: All staff members whose post has been classified will be notified, by the Human Resources section, of the specific evaluation of their position.



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Registrar