

HUMAN RESOURCES HANDBOOK

Guidelines

Relocation Grant (RLG)

Office of Human Resources Management

RELOCATION GRANT TABLE OF CONTENTS

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I. General

Definition

1. The Relocation Grant (RLG) is a lump sum payment for which an eligible staff member can opt as an alternative to his/her existing unaccompanied shipment entitlement.¹ The policy on the relocation grant option in lieu of unaccompanied shipments can be found in section 11 of ST/AI/2006/5.

Eligibility

2. The RLG option is open to all internationally-recruited staff members governed under the 100, 200 and 300 Series of the United Nations (UN) Staff Rules who are eligible for the unaccompanied shipment of personal effects.¹
3. Eligible staff members, who do not wish to opt for the RLG, continue to be entitled to their normal unaccompanied shipment entitlement.¹

Applicability

4. The RLG option applies effective 1 January 2007² to movements involving a change in country upon:
 - a) initial appointment;
 - b) reassignment/transfer; *and*
 - c) separation from service.
5. The RLG option does not apply to movements within countries. In these cases, staff members retain their rights to unaccompanied shipments.

Conditions

6. When the RLG is selected, the staff member is required to agree that he/she:
 - a) will manage his/her own relocation, without any assistance (or involvement) of the Organization;

¹ As set out in UN Staff Rules 107.21(h) and (i), 207.20 (i) and (j), or 307.6 as appropriate.

² Only eligible staff whose initial appointments, reassignment/transfers or separations are effective on or after 1 January 2007 are entitled to opt for the relocation grant in lieu of unaccompanied shipment.

- b) accepts full cost and responsibility for re-establishing his/her household, including any and all shipping of personal effects;
 - c) accepts full responsibility for the costs related to, and resulting from such shipments, including, but not limited to, insurance claims for loss or damage to personal effects, customs formalities, customs fees, demurrages, storage charges, security examination charges, tax and duties;
 - d) accepts full responsibility for taking out appropriate insurance coverage; *and*
 - e) waives his/her normal entitlement for unaccompanied shipment of personal effects as established in the UN Staff Rules.
7. If the staff member should, at any stage in the process, require the direct involvement or administrative assistance of UN, he/she may not opt for the RLG.
8. The UN will not be responsible for any delays in the departure/arrival of personal effects or additional expenses that may be incurred, or liabilities that may arise, as a result of the exercise of the RLG.

Use of the Relocation Grant

9. The RLG may be used, at the staff member's discretion, in any manner deemed best to facilitate his/her relocation (e.g. through storage of personal effects, total or partial shipment, or disposal and replacement at the duty station, etc.).
10. No proof will be required on how the lump sum was spent.

UN support

11. When the RLG is selected, the staff member is responsible for making all arrangements concerning the movement of his/her personal effects and household goods, and to deal directly with the packers/transporters/storage companies, etc., of their choice.
12. Export/import formalities should be handled by the staff member through his/her contracted shipping agent or customs broker. The UN offices will **only** assist staff in facilitating customs clearance when required by the host country agreement.³
13. The UN will not be responsible for soliciting bids, nor for the performance of the listed moving and storage companies.

³ In the case of New York, assistance will be provided to staff members in facilitating import customs clearance to the United States, when they hold a G-4 visa.

Full Removal

14. The RLG is an option in lieu of the existing unaccompanied shipment arrangements. Upon transfer, reassignment or separation from service, a staff member who, upon initial recruitment was entitled to full removal, may instead opt for the relocation grant on the understanding that the staff member is no longer eligible for any further removal entitlements once the relocation grant option is selected.

Relation to Other Entitlements

15. Payment of the RLG does not affect the staff member's entitlement to assignment grant (both lump sum and DSA portions) or repatriation grant or non-removal element allowance, or shipment of automobiles where provided for in the applicable administrative issuances.
16. The RLG is non-pensionable.

II. Amount

Global Rates

17. The RLG is structured on the basis of global rates for:
 - a) Appointments or assignments of one year or more, or on separation from service of staff appointed for one year or more;
 - b) Appointments or assignments of less than one year, or on separation from service of staff appointed for less than one year; *and*
 - c) Mission appointments or assignments to special missions.
18. The global rates are reviewed periodically and, if necessary, adjusted as appropriate following inter-agency consultation.

Appointments or Assignments of one year or more, or on separation from service of staff appointed for one year or more

19. **All Eligible Staff Members, except Associate Experts and staff in special missions.** There are two global rates; single and family, for all eligible staff members, except Associate Experts and staff in special missions (see paragraphs 25 and 29). As of the date of issuance of these guidelines, the rates are:
 - a) *single rate*: US\$10,000; *and*
 - b) *family rate*: US\$15,000.
20. In order for the RLG to be payable at the family rate, on initial travel, reassignment, or separation, at least one eligible family member must travel at UN's expense to the duty station. If no eligible family member travels at UN's expense to the duty station, the RLG will be paid at the single rate. The difference between the single rate and the family rate may be paid if an eligible family member subsequently travels at UN's expense to the duty station and the staff member is expected to continue for more than six months beyond the date on which the RLG difference is requested.
21. The lump sum amount is based on the staff member's recognized status at the time of the relocation. Consequently, a change in the staff member's status (e.g. marriage, divorce, new child, children who cease to be dependants, etc.) after the RLG has been paid, will not give rise to an additional payment at the duty station. Any new entitlement may only be paid on the next relocation.

22. **Example.** If a single staff member marries during his/her assignment, the organization will not provide additional monies to relocate the spouse in mid-assignment. However, upon the next official move of duty station and country, the family rate may be paid.
23. In the event a staff member is reassigned to a new position within one year of his/her appointment, the relocation grant will not be recovered but if the option for a relocation grant is selected upon reassignment, the amount of the grant shall be prorated accordingly similar to proration of assignment grant. (i.e. if a staff member does not complete one year at the duty station for which the relocation grant was paid, the grant is recovered on a pro-rated basis that the number of months served bears to 12 months). In the event a staff member resigns, the grant should also be prorated.
24. In the event of a break in service for administrative purposes followed by a new assignment at the same or to a different duty station, staff members shall only be entitled to one relocation grant.
25. **Associate Experts.** There are two rates for Associate Experts, single and family, which are 60 % of the amounts in paragraph 19. As of the date of issuance of these guidelines, the rates are:
- a) **single rate:** US\$6,000; and
 - b) **family rate:** US\$9,000.
26. Paragraphs 20 to 24 also apply to Associate Experts.

Appointments or Assignments of Less than One Year but more than six months, or on separation from service of staff appointed for less than one year

27. There is only one rate for assignments of less than one year but more than six months and an unaccompanied shipment entitlement of 100 kilos, irrespective of the staff member's family status. As of the date of issuance of these guidelines, the rate is US\$1,200. For periods of service less than six months, staff members are only entitled to the excess baggage entitlement.
28. Except for mission appointments or assignments to special missions (see paragraph 29), if an assignment of less than one year is subsequently extended so that the total period is one year or more, the staff member is entitled to the amounts reflected in paragraphs 19 or 25, as appropriate, less the amount already exercised under paragraph 27. The staff member is expected to continue for more than six months beyond the date on which the RLG difference is requested.

Mission Appointments or Assignments to Special Missions

29. There is only one rate for mission appointees on appointment for at least six months who receive a mission subsistence allowance and an unaccompanied shipment entitlement of 100 kilos. As of the date of issuance of these guidelines, the rate is US\$1,200. Where the mission appointment or assignment is extended for a total period of one year or longer, no additional relocation grant will be paid for staff appointed or assigned to special missions and who receive a mission subsistence allowance. If the staff member is reassigned to another duty station but has served for less than six months, that amount will not be prorated. If the staff member resigns before the completion of six months of service, the lump-sum paid on assignment will not be recovered by there is no entitlement to a lump-sum on separation.

Both Spouses are UN Staff Members

30. **Upon Initial Appointment or Change of Duty Station.** Where both spouses are staff members of UN or another organization of the UN common system applying the RLG, and:
- a) ***traveling to the same duty station:***
 - i) *at the same time*, they may only receive one combined RLG payment at the family rate;
 - ii) *at different times separated by at least six months and without dependant children*, both spouses may each receive the RLG at the single rate. If their travel is separated by less than six months, they may only receive the combined RLG payment at the family rate; and
 - iii) *at different times separated by at least six months and with dependant children*, one staff member receives the RLG at the single rate and the other at the family rate provided at least one of the dependant children travels and is installed at the duty station at the Organization's expense.
 - b) ***traveling to different duty stations:*** each staff member may receive RLG at the single rate. If they have dependant children, one of the spouses may receive RLG at the family rate provided at least one child travels and is installed at his/her duty station at the Organization's expense.
31. **Upon Separation from Service.** Where both spouses are staff members of UN or another organization of the UN common system applying the RLG, and:
- a) ***separating from the same duty station:***

- i) *at the same time*, they may only receive one combined RLG payment at the family rate;
 - ii) *at different times **separated by at least six months** and without dependant children*, both spouses may each receive the RLG at the single rate; *and*
 - iii) *at different times **separated by at least six months** and with dependant children*, one staff member receives the RLG at the single rate and the other at the family rate.
- b) ***separating from different duty stations***: each staff member may receive RLG at the single rate. If they have dependant children, one of the spouses may receive RLG at the family rate.

III. Procedure

Request

32. Staff members who wish to opt for the RLG must complete the Form "Request for Relocation Grant (Lump Sum in Lieu of Unaccompanied Shipment)" (See Annex I).
33. In the form, staff members agree to:
 - a) manage their own relocation, without any assistance (or involvement) of the Organization;
 - b) accept full cost and responsibility for re-establishing his/her household, including any and all shipping of personal effects;
 - c) accept full responsibility for the costs related to, and resulting from such shipments, including, but not limited to, insurance claims for loss or damage to personal effects, customs formalities, customs fees, demurrages, storage charges, security examination charges, tax and duties;
 - d) accept full responsibility for taking out appropriate insurance coverage; *and*
 - e) waive his/her normal entitlement for unaccompanied shipment of personal effects as established in the UN Staff Rules.
34. If the RLG option is selected, it will not be possible to revert to the normal shipment entitlement. The Organization will not be responsible for any delays or additional expense that may be incurred, or liabilities that may arise, as a result of the exercise of the lump sum option.
35. The travel authorization will indicate that the staff member has opted for the RLG (lump sum) in lieu of his/her unaccompanied shipment of personal effects entitlement.

Payment

36. The RLG may be paid upon receipt and approval of the duly completed request form (see paragraph 32) as follows:
 - a) *on initial appointment*, immediately upon entry on duty;
 - b) *on reassignment/transfer*, up to two months before the estimated departure date of the staff member to the new duty station, provided he/she has been medically cleared for reassignment/travel; *and*

- c) ***upon separation from service***, up to two months before separation from service, provided the staff member indicates, in writing, the exact date of separation/retirement, including early retirement. Appropriate recoveries will be made from staff members who receive an advance of the RLG and do not separate on the date previously certified.
37. In the event a staff member who separates and opts for the relocation grant and is then re-hired to the same duty station within 12 months, his/her relocation grant will be prorated on the basis the number of months of absence bears to 12 months. If a staff member is re-appointed to a different duty station, a full relocation grant could be paid as the staff member could be considered to have been re-assigned. For re-appointments to a different duty station following a break-in-service for administrative purposes, see paragraph 26 above.

Currency

38. The RLG is paid in US Dollars.

Claim

39. The staff member is not required to submit a voucher of expenses or evidence of the manner in which it is used, when taking the lump sum option.

Annex I



**REQUEST FOR RELOCATION GRANT
IN LIEU OF UNACCOMPANIED SHIPMENT
OF PERSONAL EFFECTS AND HOUSEHOLD GOODS**

PART A. To be completed by Executive Office/Local Administrative Office				
Name of Staff Member (Last, First/ Middle Initial): _____				
Index No.:	Department/Office:	Room No.	Tel. Extn:	Fax No.
Travel Request Doc I.D.: _____ <input type="checkbox"/> Appointment <input type="checkbox"/> Assignment <input type="checkbox"/> Transfer <input type="checkbox"/> Separation				
Lump Sum Amount: <input type="checkbox"/> \$1,200.00 <input type="checkbox"/> \$6,000.00 <input type="checkbox"/> \$9,000.00 <input type="checkbox"/> \$10,000.00 <input type="checkbox"/> \$15,000.00				
Certified for Payment: <div style="text-align: center; border-top: 1px solid black; margin-top: 10px;"> Name and Signature of Executive/Administrative Officer </div>				
Amount:	Voucher Number:	Approved for Payment: OPPBA		

PART B. To be completed by Staff Member requesting payment of Relocation Grant	
<p>I hereby agree to the conditions of the relocation grant, as stipulated in ST/AI/2006/5. Under this arrangement, and by accepting the lump sum relocation grant, I accept full responsibility for re-establishing my household at the new duty station including any and all shipping of personal effects. Any and all costs related to such shipments, including insurance, recovery for loss or damage, customs formalities, customs fees, demurrages, storage charges, security examination charges, tax and duties, would be my responsibility solely. Furthermore, the Organization will not be responsible for any further payments related to relocation (other than travel) resulting from any change in dependency status that may occur during the course of the assignment.</p> <p>By accepting the lump sum payment, I waive my normal entitlement for unaccompanied shipment of personal effects as established in the UN Staff Rules for my appointment/reassignment/separation.</p>	
<p>If the lump sum option is selected, disbursement will be by Electronic Funds Transfer (EFT). Please provide below the bank details as registered in IMIS:</p>	
Account No.:	Swift Code:
Name of the Bank:	
Address of the Bank:	
Signature of Staff Member: _____ Date: _____	

Note: When requesting payment, the Executive Office should submit original PT.166 and Travel authorization to Travel & Vendor Claims Unit, OPPBA.