

## 3.17 MOBILITY & HARDSHIP ALLOWANCE

(IOM/03-FOM/04/2012 of 17 January 2012 - [Mobility and Hardship Scheme of the UN System](#) )

### PURPOSE

3.17.1 The Mobility and Hardship Allowance (MHA) is designed to encourage operationally required mobility between duty stations and to compensate for the degree of hardship experienced by staff assigned to difficult duty stations.

### ELIGIBILITY

3.17.2 MHA is payable to internationally recruited staff members who hold a fixed-term, indefinite or continuing appointment, who are on an assignment for one year or more, normally giving rise to an assignment grant under Staff Rule 7.14, including those reassigned to their home country. Staff members holding a temporary appointment are not entitled to Mobility Allowance. The allowance is not payable to short-term staff, staff who either receive a Daily Subsistence Allowance (DSA) and staff who are assigned to peace-keeping activities, locally recruited staff, UN Volunteers (UNVs), Consultants or individuals working under similar contractual arrangements.

3.17.3 When an appointment or assignment of less than one year (with payment of DSA/SOLA) is subsequently extended to one year or longer, the allowance may be paid as of the first day following discontinuation of the subsistence allowance.

### DEFINITION OF "ASSIGNMENT"

3.17.4 For the purposes of this scheme, "assignment" is defined as the initial appointment to a duty station or reassignment to a new duty station for a period of one year or more, which involves the installation of the staff member at the duty station. Other situations which warrant counting of an "assignment" for MHA purposes are the following:

- 1.

- a. posting for an initial period of less than one year which is subsequently extended so that service at the duty station equals or exceeds one year;
- b. posting for an initial period of one year which is subsequently reduced at the instigation of the Organisation;
- c. periods of service of one year or more with other organisations within the UN system on secondment, loan or transfer under the terms of the inter-organisation agreement, which involves a change of duty station;
- d. periods of service of one year or more under the Junior Professional Officer (JPO) scheme, as Field Service (FS), or as internationally recruited General Service staff;
- e. periods of service of one year or more of locally recruited staff promoted or appointed to the Professional category. In such cases, **all** prior assignments in the country where the staff member was recruited will count as **one** assignment.
- f. for General Service staff temporarily converted to the FS category, their return to the original duty station after completion of the FS posting will not be counted as another assignment.

## STRUCTURE OF THE ALLOWANCE

3.17.5 The rates on the MHA charts listed below vary according to the duty station category, the number of assignments undertaken and comprise the elements for mobility, hardship, non-removal of household goods and personal effects and additional non-family hardship.

3.17.6 The MHA is non-pensionable and the rates are established by reference to the corresponding base net salary levels. The dependency rate is paid to staff with dependants, whether or not the dependants join the staff member at the duty station. Differentials for single and dependency rates are calculated by reference to flat amounts. For staff without dependants, the allowance is paid at 75% of the dependency rate.

3.17.7 The allowance will be paid on a monthly basis.

## ADJUSTMENT OF ADVANCE PAYMENTS

3.17.8 Adjustments or discontinuation of payments shall be made when applicable as a result of: change of duty station; change of dependency status; change of designation or classification of duty station; promotion; completion of five or six years' consecutive service at the duty station, as applicable; and a period on special leave or separation. An adjustment shall also be made if a staff member receives a special post allowance to a higher level which would bring the staff member's entitlement into another range (this normally would apply for special post allowances at the P-4, D-1 or FS-7 level), thus giving rise to a higher amount of the allowance.

## ELEMENTS OF MHA

3.17.9 MHA combines in one allowance the following elements, each or all of which may be payable to a staff member.

### *Mobility Element*

1.

- a. upon completion of five consecutive years of service in the UN common system;
- b. from the second assignment, in respect of staff serving at A to E duty stations;
- c. from the fourth assignment, in respect of staff serving at H locations, provided they have had at least two previous assignments at A to E duty stations.

3.17.12 The amounts for the mobility element correspond to the number of assignments, according to the staff member's grade and family status. The allowance is increased for each move up to the seventh assignment after which it continues to be paid at the rate of the seventh assignment as shown on the tables below:

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars) Group 1 (P-1 to P-3 and FS-1 to FS-6)</i>										
<b>Dependency Status</b>						<b>Single Status</b>				
<b>Number of Assignments</b>						<b>Number of Assignments</b>				
<b>Duty station category</b>	<b>1</b>	<b>2-3</b>	<b>4-5-6</b>	<b>7+</b>		<b>Duty station category</b>	<b>1</b>	<b>2-3</b>	<b>4-5-6</b>	<b>7+</b>
H	-	-	2,700	3,370		H	-	-	2,020	2,520
A	-	7,130	9,640	13,010		A	-	5,350	7,240	9,760
B	-	7,130	9,640	13,010		B	-	5,350	7,240	9,760
C	-	7,130	9,640	13,010		C	-	5,350	7,240	9,760
D	-	7,130	9,640	13,010		D	-	5,350	7,240	9,760
E	-	7,130	9,640	13,010		E	-	5,350	7,240	9,760

[illegible]

Dependency Status						Single Status				
Number of Assignments						Number of Assignments				
Duty station category	1	2-3	4-5-6	7+		Duty station category	1	2-3	4-5-6	7+
H	-	-	3,060	3,830		H	-	-	2,310	2,870
A	-	8,200	11,070	14,940		A	-	6,160	8,310	11,210
B	-	8,200	11,070	14,940		B	-	6,160	8,310	11,210
C	-	8,200	11,070	14,940		C	-	6,160	8,310	11,210
D	-	8,200	11,070	14,940		D	-	6,160	8,310	11,210
E	-	8,200	11,070	14,940		E	-	6,160	8,310	11,210

<i><b>MOBILITY ALLOWANCE (Annual amounts in United States dollars) Group 3 (D-1 and above)</b></i>										
Dependency Status						Single Status				
Number of Assignments						Number of Assignments				
Duty station category	1	2-3	4-5-6	7+		Duty station category	1	2-3	4-5-6	7+
H	-	-	3,440	4,310		H	-	-	2,580	3,230
A	-	9,270	12,520	16,900		A	-	6,950	9,390	12,670
B	-	9,270	12,520	16,900		B	-	6,950	9,390	12,670
C	-	9,270	12,520	16,900		C	-	6,950	9,390	12,670
D	-	9,270	12,520	16,900		D	-	6,950	9,390	12,670
E	-	9,270	12,520	16,900		E	-	6,950	9,390	12,670

3.17.13 Payment of the mobility element is limited to a period of five years at one duty station. After five consecutive years at the same duty station, the mobility allowance is discontinued. In the exceptional case of staff members who remain at the same duty station at the explicit request of the Organisation or for compelling humanitarian reasons, the payment of the mobility allowance may continue for a maximum period of one additional year, for a total of six consecutive years at one duty station.

3.17.14 For purposes of the reduction of the mobility element, periods of service away from the administrative duty station while the staff member is assigned on mission status (i.e. which does not involve a change of the administrative duty station), will not be taken into account when computing the length of time spent at the administrative duty station.<sup>1</sup> On return to the administrative duty station, reckoning of the years spent at that duty station will resume as from the point at which it was previously suspended.

3.17.15 Staff assigned on mission status which is expected to be for a minimum of one year, and who retain their previous duty station as their administrative duty station, will gain one horizontal move on the MHA matrix effective from the first day of the mission assignment.

3.17.16 If a staff member is assigned to a duty station for a period of one year or longer which is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.

### ***Hardship Element***

3.17.17 All duty stations are categorised according to their level of hardship. The classification of duty stations is determined by ICSC based on a number of factors, i.e. such as safety and security, health care, education, housing, climate, isolation, and the availability of the basic amenities of the local conditions, as reported on a questionnaire for this purpose by staff of the UN organisations at each duty station.

3.17.18 The hardship element compensates for the degree of hardship at a duty station. It is payable on assignments to categories B to E duty stations, regardless of length of service. It is not payable to staff serving at H and A duty stations. Amounts payable under the hardship element are shown on the table below:

<b>HARDSHIP ALLOWANCE</b> <b><i>(Annual amounts in United States dollars)</i></b>						
	<b>Group 1 (P1 to P3 and FS-1 to FS-6)</b>		<b>Group 2 (P4 and P5)</b>		<b>Group 3 (D1 and above)</b>	
<b>Duty Station</b>	<b>Dependency status</b>	<b>Single</b>	<b>Dependency</b>	<b>Single</b>	<b>Dependency Status</b>	<b>Single</b>

		status	status	status		status
H	–	–	–	–	–	–
A	–	–	–	–	–	–
B	5,810	4,360	6,970	5,230	8,140	6,100
C	10,470	7,840	12,780	9,590	15,110	11,340
D	13,950	10,470	16,280	12,210	18,590	13,950
E	17,440	13,080	20,920	15,690	23,250	17,440

### ***Non-removal Element***

3.17.19 The non-removal element compensates for the non-entitlement to the full removal of household goods<sup>2</sup> to the staff member's duty station. It is not payable to staff on initial appointment in the home country where such appointment does not involve a move. Staff members holding a temporary appointment are not entitled to the non-removal element. The flat sum rates for the non-removal element corresponding to each of the duty station categories are shown on the table below:

<b><i>NON REMOVAL ALLOWANCE</i></b> <b><i>(Annual amounts in United States dollars)</i></b>						
	<b>Group 1 (P1 to P3)</b>		<b>Group 2 (P4 and P5)</b>		<b>Group 3 (D1 and above)</b>	
<b>Duty Station</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency Status</b>	<b>Single status</b>
H	2,100	1,580	2,630	1,970	3,150	2,360
A	2,100	1,580	2,630	1,970	3,150	2,360
B	2,100	1,580	2,630	1,970	3,150	2,360
C	2,100	1,580	2,630	1,970	3,150	2,360
D	2,100	1,580	2,630	1,970	3,150	2,360
E	2,100	1,580	2,630	1,970	3,150	2,360

3.17.20 Payment of the non-removal allowance is limited to a period of five years of consecutive service at one duty station. No exceptions can be made to this provision. Full month of special leave without pay (SLWOP) will not be counted as qualifying service for the payment of this allowance.

3.17.21 Counting of the above-mentioned time limits will be suspended during periods when a staff member is on temporary assignment or mission service away from his/her official duty station but which does not involve a change of duty station. On return to the official duty station, reckoning of the years spent at that duty station will resume as from the point at which it was previously suspended.

**Additional non-family hardship allowance<sup>3</sup>**

3.17.22 The purpose of an additional non-family hardship allowance is to recognize that service in non-family duty stations represents an increased level of financial and psychological hardship in terms of involuntary separation from families and additional costs related to such service.

3.17.23 The additional non-family hardship allowance (AHA) is payable irrespective of the appointment duration, as provided in the paragraphs below. AHA is not payable if a staff member is in receipt of SOLA.

3.17.24 For the purpose of payment of the additional non-family hardship allowance (AHA), a duty station will be designated as “non-family” by the ICSC when the medium or longer-term presence of non-essential staff and/or recognized spouses and/or dependent children in the staff member’s duty station is deemed dangerous or unsuitable for reasons of their safety and security, i.e. there are family restrictions. A decision regarding whether to designate a duty station as “non-family” is normally taken within six months of the declaration of evacuation of non-essential staff and/or family members.

3.17.25 The amount of the additional non-family hardship allowance (AHA) payable to each eligible staff member varies by grade level and dependency status, and subject to whether the duty station has been designated a non-family duty station. The amounts payable are set out in the table below:

<b>ADDITIONAL NON-FAMILY HARDSHIP ALLOWANCE</b> <i>(Monthly amounts in United States dollars)</i>					
<b>Group 1 (P1 to P3 and FS-1 to FS-6)</b>		<b>Group 2 (P4 and P5)</b>		<b>Group 3 (D1 and above)</b>	
<b>Dependency status</b>	<b>Single status</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency Status</b>	<b>Single status</b>
1,453	545	1,743	654	1,938	727

3.17.26 The additional non-family hardship allowance shall be payable to eligible staff members who are assigned to duty stations designated as non-family from the beginning of their assignment and for the duration of their assignment to those locations.

3.17.27 If there is a change in the designation of the duty station (from family to non-family or the reverse) during the course of a staff member's appointment to the duty station, an appropriate adjustment shall be made to the staff member's salary to account for the amount payable or for discontinuation of the allowance, as of the effective date of the change in

the duty station designation.

## WHERE BOTH SPOUSES ARE STAFF MEMBERS

3.17.28 Where both spouses are staff members in the UN common system and both are entitled to the allowances, each shall be paid at the single rate. Where there are recognized dependants, the dependent rate will be paid to the staff member on whom the children are recognized to be dependent, and the single rate will be paid to the other spouse.

## RELATIONSHIP TO OTHER ALLOWANCES AND ENTITLEMENTS

3.17.29 A staff member shall not be eligible to receive payment of the additional non-family hardship allowance while concurrently receiving the security evacuation allowance for eligible family members. Accordingly, payment of the security evacuation allowance shall cease upon payment of the additional non-family hardship allowance.

3.17.30 Notwithstanding the previous paragraph, a staff member in receipt of the additional non-family hardship allowance who is temporarily relocated or evacuated from a non-family duty station will continue to be eligible for payment of the security evacuation allowance for himself or herself under the provisions of the security management system.

3.17.31 A staff member holding an indefinite or fixed-term appointment assigned to a non-family duty station may be eligible for home leave travel, family visit travel and reverse education grant travel. The staff member, in a non-family duty station will not, however, be eligible for home leave or family visit travel in respect of family members.

<sup>1</sup> See IOM/24-FOM/25/2000 of 10 April 2000, "[Mobility & Hardship Allowance - Reduction of Mobility Element](#)"<sup>5</sup> (except for paragraph 3 only, other items have been cancelled by IOM/03-FOM/04/2012 of 17 January 2012 on "[The New Mobility and Hardship Scheme of the United Nations Common System](#)"<sup>5</sup> and IOM/FOM/04/2009<sup>5</sup> of 15 January 2009 is also cancelled.)

<sup>2</sup> See [Removal of Household Goods and Personal Effects](#) in Chapter 7.

<sup>3</sup> See IOM/039-FOM/040/2011 of 1 July of 2011, "[Implementation of Harmonized Conditions of Service in Non-Family Duty Stations and New Provisions on Rest and Recuperation](#)"<sup>5</sup>.