

326) Personnel - Pay, Salary Scales and Adjustment

16/4/1946 - 28/2/1947

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ORIGINAL ORDER

UN ARCHIVES

SERIES S-0408

BOX 22

FILE 7

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ON HIS MAJESTY'S SERVICE.

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OPEN by cutting Label instead of tearing Envelope.

File 326

UN/BR/REG/II/13a

Personnel: Pay. Salary Scales and Adjustment.  
Chronological

April 16, 1946-February 28, 1947

(Lablest)

T.G.P. Wt. 51958 3/43

ON HIS MAJESTY'S SERVICE.

FASTEN Envelope by gumming this Label across Flap.  
OPEN by cutting Label instead of tearing Envelope.

PAY - SALARY SCALES and  
ADJUSTMENTS

II/13a

(Lablest)

T.G.P. Wt. 51958 3/43.

65 B82 8118

210  
210

400 UNRRA Admin. HQ.  
B. A. O. R.

11/6/92  
MAR 1947

..28. February, 1947.

09.30 hours.

To: 460 UNRRA DISTRICT H.Q.  
North Rhine/Westfalia Region

200 UNRRA DISTRICT H.Q.  
Schleswig Holstein Region ✓

430 UNRRA DISTRICT H.Q.  
Land Niedersachsen.

Att: Personnel Officers.

11/13a

From: Zone Director.

Subject: Salary Adjustments to Top of Grade Actions.

We are still receiving retro-active Salary Adjustment actions, although we have clearly laid down that this practice must cease.

We appreciate that special care must be exercised to obtain written statements of agreement in time, but we feel that this can be done in most cases.

Your co-operation is requested.

M. Sandland

for J.L. Wardlaw,  
Zone Personnel Officer,  
for Zone Director.

IG.



II/13a

UNRRA DP HEADQUARTERS - PARIS

ORDER NO. 107

Amendment No. 1

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Subject: CESSATION OF PROMOTIONS, PROMOTION ADJUSTMENTS, 18 February 1947  
MERITORIOUS SALARY INCREASES AND DOWNGRADINGS

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1. PURPOSE: This amendment applies to Central Headquarters Order No. 107 dated 7 February 1947.
2. APPLICABILITY: This amendment applies to the DP Operation, Germany.
3. AUTHORITY: European Region Order No. 70.
4. EFFECTIVE DATE: This amendment is effective forthwith.
5. AMENDMENT TO ORDER NO. 107.

Amend paragraph 6 b - second paragraph as follows:

Promotions written in conformity with established regulations prior to the close of business 15 March (and effective on or before 16 March) will be processed and certified. All such actions must be received in DP Headquarters, Paris, not later than 1 April 1947. As of 2 April onward, no promotion, promotion adjustment, recommendation for meritorious salary increase or downgrading received in DP Headquarters, Paris, will be processed.

*[Handwritten signature]*  
R. J. G. Chief of DP

MYER COHEN  
Acting Chief, Displaced Persons Operation



Dist. List C  
18.2.47

II/13a

U.N.R.R.A.  
CENTRAL HEADQUARTERS, D.P. OPERATIONS, GERMANY

ORDER NO. 107

Subject: CESSATION OF PROMOTIONS, PROMOTION ADJUSTMENTS,  
MERITORIOUS SALARY INCREASES AND DOWNGRADINGS

7 February, 1947

1. PURPOSE: The purpose of this order is to provide for the cessation of promotions, promotion adjustments, meritorious salary increases and downgradings, during the closure period.
2. APPLICABILITY: This order applies to the DP Operation, Germany.
3. AUTHORITY: ERO Administrative Order No. 70.
4. EFFECTIVE DATE: This order is effective 16 March, 1947.
5. AMENDMENT OF PREVIOUS REGULATIONS: This order supersedes Order No. 88 of 22 November, 1946; para. 6 of Order 63; P.T.I. No. 7. / See  
File 86
6. TEMPORARY ASSIGNMENTS FOR LESS THAN THREE MONTHS
  - a During the period of reduction and closure it is anticipated that employees may be detailed by supervisory officers to do work of positions other than those to which they are currently assigned, or may be given additional duties in connection with reduction and closure. If it is anticipated either (a) that the assignment will last less than three months, or (b) that the incumbent will occupy the position for less than three months, the assignment will be regarded as purely temporary and no change in salary will be made or reclassification action initiated.
  - b Since the DP Operation Germany will be in the final phase of its closure or transfer to a successor organisation by June, 1947, in conformity with paragraph 6 a above, all promotions, promotion adjustments, (as previously defined in Administrative Order 88, Section 12(d)) meritorious salary increases and downgradings will cease as of 16 March.

Promotions written in conformity with established regulations prior to the close of business 15 March (and effective on or before 16 March) will be processed and certified. All such actions must be received in Paris DP Headquarters not later than 1 April, 1947. As of 1 April onward, - no promotion, promotion adjustment, recommendation for meritorious salary increase or downgrading received in DP Headquarters, Paris, will be processed.
  - c Regular annual increases as defined in Order No. 63, para. 5 will be processed and certified through Paris D.P. Headquarters as usual, provided they are in conformity with regulations.

*Cyrus Green Slade*

CYRUS GREENSLADE,  
Acting Chief of Operations, Germany



- 3 DEC 1946

400 UNRRA Admin. HQ.

B. A. O. R.

11/1599

UN/1805/G/ZPO.

28  
..... November, 1946.

1530  
..... hours.

- TO: (1) 460 UNRRA HQ.,  
B.A.O.R.  
(Attn. Regional Personnel Officer)
- (2) Schleswig-Holstein Region,  
No.200 UNRRA HQ., B.A.O.R.  
(Attn. Regional Personnel Officer)
- (3) Hannover Region,  
No.430, B.A.O.R.  
(Attn. Regional Personnel Officer)

FROM: UNRRA Zone Director.

11/13a

Subject:- Annual within-grade Increments.

1. Ref our UN/1805/G/ZPO/Increment/DAO of 14th September.
2. There still seems to be a considerable amount of doubt amongst employees in the field as to the proper method of drawing attention to a claim for an annual within-grade increment.
3. It is requested that an instruction be re-circulated in Orders, on the lines of our above-mentioned letter.

G.F.L. Price

G.F.L. Price,  
Zone Personnel Officer,  
for UNRRA Zone Director.

GFLP/INF.



C O P Y.

Reference  
UN/1813/ZPO

30 September 1946

1630 hours.

TO: UNRRA Headquarters,  
All Regions, BACR.  
  
Attn: Personnel Officers.

U/SH/II/13a

FROM: Zone Director.

The following letter, dated 25th September 1946, has been received from Central Headquarters:

"It has been noted that personnel actions effecting reduction in grade and salary in accordance with instructions contained in Order No. 62, Revision 2, paragraph 5(c), that various types of terminology have been used as the nature of the action.

"Will you in preparing future actions of this sort indicate nature of actions as "Salary Adjustment to Top of grade."

Will you please prepare the appropriate personnel actions in accordance with the above.

Signed: N. WALL  
G.F.L. PRICE - Zone Personnel Officer  
for Zone Director



18 SEP 1946

33 copies received  
1 copy to Reg. Dir.

U.N.R.R.A.  
CENTRAL HEADQUARTERS D.P. OPERATIONS, GERMANY.

ORDER NO: 63.

AMENDMENT NO: 1.

U/SH II / 13a

SUBJECT: Regular Annual and Meritorious  
Salary Increases.

9th September, 1946.

1. PURPOSE. This amendment to order No. 63 is for the purpose of establishing the effective date of changes in status and salary. It amends order No. 63, Section 5(1).
2. APPLICABILITY. This amendment applies to D.P. Operations, Germany.
3. EFFECTIVE DATE. This amendment comes into effect 1 October, 1946.
4. AUTHORITY. FDMI/M/18 from European Regional Office.
5. BASIC INSTRUCTION. This amendment alters order No. 63, section 5(1) as follows:

"Regular annual within grade salary increases shall be effective on the first and sixteenth of the month following the anniversary date. Within this limitation they are retroactive. If the anniversary date coincides with the first or the sixteenth of the month, effective date will be that day rather than on the beginning of the next payroll period".

Example: Employee A entered on duty or was last promoted on 1 October, 1945. He is eligible for regular annual within grade increment on 1 October, 1946. Employee B entered on duty or was last promoted on 2nd October, 1945. He is eligible for regular annual within grade increment on 16 October, 1946.

Myer Cohen

MYER COHEN  
Acting Chief of Operations, Germany



Our Ref. No. .... 1610/TP/6d

5603/PS/3A  
U r g e n t!

13a

To- Field Supervisor.  
UNRRA Area H.Q.,  
Lubeck.

UNRRA Team 801  
1223 D.P. A/C B!A.O.R.

Re- Phone message on the 15.8.46.

16th of August, 1946.

Herewith the list of UNRRA Perssonel who are entitled within the grade increase of salary having held this position 12 months.

Miss M. Méry entered the field on the 7.6.45 as Welfare Asst.

No one from Team 801 has had a leave without pay.

*J B Coates*  
D. Director.



*Supersedes A.O. 35*

U.N.R.R.A.  
CENTRAL HEADQUARTERS D.P. OPERATIONS, GERMANY

ORDER NO: 63

Subject: REGULAR ANNUAL AND MERITORIOUS  
SALARY INCREASES.

5th August, 1946.

- Cancel A.O. 35*
1. PURPOSE. This order establishes policy and procedure for regular annual and meritorious within-grade salary increases.
  2. APPLICABILITY. This order applies to the D.P. Operation, Germany. It supercedes A.O.35, Revision No.1 of 24 April, 1946.
  3. EFFECTIVE DATE. This instruction comes into effect 15 August, 1946.
  4. AUTHORITY. Revision of Basic Field Manual, Part II, Sections 420-422 24 June, 1946. Copies of this revision will be distributed when they arrive in sufficient numbers from E.R.O.
  5. REGULAR ANNUAL INCREASES. In accordance with Section 421 of Basic Field Manual, Part II, Section 421, "employees shall be given a one step within-grade salary increase at the end of each full year of service since the last previous salary advancement, excluding advancements for meritorious service or adjustments in national salary scale". The following interpretations of this policy are provided as a guide for processing and approving such actions.

*see para. 1.*

    - a The regular annual within-grade increase is automatic and does not depend upon a report of satisfactory service from the employee's supervisor. These increases may be recommended by the major organisational unit and/or by the personnel officer. In all cases of termination the personnel officer shall ascertain from personnel records whether the employee has entitlement to a regular annual increase which has not been implemented, and if so shall at that time issue an action, separate and distinct from the termination action, implementing the increase. The termination action must, of course, reflect the salary increase.

*Termination*
    - b Within-grade salary increases shall be made at increment levels to the maximum increment of the grade but not beyond the maximum increment of the grade.
    - c There are three conditions which may result in a salary advancement but which do not affect the anniversary date for a regular annual within-grade salary increase:
      - (1) The granting of a meritorious service salary increase.
      - (2) The granting of a salary adjustment on the basis of a change in a national salary scale.
      - (3) The granting of a salary increase to bring employee's salary to the base of the grade to which his position is allocated.
    - d In accordance with Section 5 para. c(3) above, a person paid a salary below the base of the grade applicable to his position, but whose salary is later increased to the base of the grade, will be eligible for a regular annual within-grade salary increase one year after appointment or promotion to his present grade.



Example: Employee A is appointed 1 May 1945 to position of clerk-stenographer, grade 3, but is paid a salary below the base of grade 3. On 1 August, 1945, Employee A's salary is increased to the base of his grade. On 1 May, 1946 he is eligible for a one step incremental salary increase.

- e A meritorious service salary increase shall not affect the employee's eligibility for a regular annual within-grade increase.

Example: Employee B was appointed to position of Supply Analyst, grade 10, 1 June, 1945. On 1 October, 1945, employee is granted a meritorious service salary increase of one increment. He is eligible for a regular annual within grade salary increase on 1 June, 1946.

- f A period of leave without pay shall not be credited as service in determining the effective date of an annual within-grade salary increase. In computing the service time to determine an employee's eligibility for an increase, personnel officers shall deduct any leave without pay time charged to the employee.
- g The transfer of an employee from one position to another position of the same grade, irrespective of the nature of the duties and responsibilities of the new position, will not affect the anniversary date for a regular annual within-grade salary increase.
- h If an employee is promoted (advancement of an employee from one position to a position of a higher grade), the effective date of the promotion shall become the new date for the purpose of computing service time in determining eligibility for an annual within-grade salary increase.
- i If an employee has had a break in service - termination and subsequent re-employment - service time toward an annual within-grade increase shall be computed from the effective date of the last appointment.

Example: Employee F is employed as a file clerk, grade 3, 1 June, 1945, and is terminated by resignation 1 November, 1945. On 1 March, 1946, F is re-employed in the original position. He will not be eligible for an annual within-grade increase before 1 March, 1947.

- j An employee in suspension status during a period of investigation of charges of misconduct, which charges are not subsequently sustained, will have the period of suspension counted as service credit toward eligibility for a regular annual within-grade salary increase.
- k Employees who are transferred from one position to another position of a lower grade, or who suffer a cut in grade because of a change in budget grading without actually changing positions are not eligible for an increment because they are at the top of their grade at the lower classification. If they later return to a position of the former higher grade they shall have only the time served in the higher grade considered as service eligible for within-grade salary increases.

Example: Employee entered on duty on 1 June, 1945, as Stores Officer, grade 8. Position is down-graded to grade 7 on 1 October, 1945 budget. Employee is promoted to Supply Officer, grade 8, on 1 January, 1946. Effective date of within-grade salary increase on grade 8 scale is 1 September, 1946. Thus 1 year (12 months) time has been spent in the higher grade.

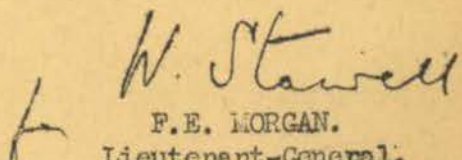


- l Regular annual within grade salary increases shall be effective on the first of the month following the anniversary date, Within this limitation they may be retroactive.
- m All copies of UG-1 actions will be sent to C.H.Q. for audit and distribution. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

6. MERITORIOUS SERVICE SALARY INCREASES.

- a Definition. A meritorious increase is a special within-grade increment within the maximum of the grade, which is granted for service "over and above normal job requirements of an unusual or distinctive character". Such increases will be strictly limited in number since they can be approved only when there is clear evidence that the work performance of the recipient is patently superior to other employees in the same position category. They are not intended for use because of inability to obtain promotions or higher classifications.
- b Eligibility. The following limitations and qualifications shall apply to all meritorious service salary increases:
  - (1) They must have the prior approval of the Chief of Operations.
  - (2) A meritorious service salary increase shall normally be one increment level in the salary scale for the employee's grade, but may, in cases of unusually meritorious service be two levels. In no case shall such an increase exceed two levels.
  - (3) No more than one meritorious service salary increase may be authorized for the same employee within a period of six months, nor may any increase exceed the maximum of the grade.
- c Procedure. Field or headquarters supervisors will submit a special report on the employee substantiating in full the reasons for the meritorious salary increase.

UG-1's to implement meritorious service salary increases are to be prepared by zone or district personnel officers, and submitted to the Chief of Operations for decision. Unless otherwise indicated the amount of the increase will be added to employee's home allotment. Such increases cannot be retroactive and shall be effected on the first of the month following the initiating date of the action by the district or zone personnel officer.

  
F.E. MORGAN.  
Lieutenant-General.  
Chief of Operations, Germany.



Personnel Branch.

8/1/58

11

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from exfor unrra main from personnel 1 5 46 1500a  
to hq 8 corps district for unrra 8 corps hq  
bt

mg 2768 (.) unclassified (.)

re our letter 27 april re administrative order thirty-five  
entitled within-~~grade~~ ~~xxx~~ grade salary increases for class 1  
employees signal received from chq as follows (.) quote (.)  
paragraph two of section two should read increments may not be given  
during first six months of ~~seri~~ ~~xxx~~ service nor more than  
once in any period of twelve months (.) unquote (.) please  
correct your copies as 35 and acknowledge receipt of this  
correction (.)

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to hq 8 corps district for unrra 8 corps hq  
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mg 2768 (.) unclassified (.)

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paragraph two of section two should read increments may not be given  
during first six months of ~~senior~~ service nor more than  
once in any period of twelve months (.) unquote (.) please  
correct your copies ao 35 and acknowledge receipt of this  
correction (.)

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30 APR 1946

5055/80/2/8  
8/10/46

400 UNRRA ADMIN. HQ.  
B. A. O. R.

Ref 5/2459

27th April, 1946

TO: UNRRA District Headquarters,  
1st, 8th and 30th Corps,  
B. A. O. R.

A. O. 35

Attn: Personnel Officers

FROM: Sir Raphael Cilento,  
Zone Director.

Subject: Administrative Order No. 35

1. Enclosed are copies of Administrative Order No. 35, entitled "Within-grade Salary Increases for Class I Employees, D.P. Operations, Germany."
2. Certain pertinent corrections have been noted on your copies. The following points should also be noted:

- (i) Reference para. 5: "In such cases, the increment will, of course, be paid according to the salary level to which the employee is currently assigned."

This means that the within-grade increase will be paid on the basis of the salary scales set down in A.O. 109 and the salary adjustments made under A.O. 148 are not considered salary increases, for example, an Assistant Welfare Officer recruited on the U.K. scale at the salary of £450 with E.O.D. date 17th May, 1945. On 1st June an adjustment of salary would be made to grade 8, £700. In accordance with this Administrative Order, on 17th May 1946 a U.C.I. should be submitted confirming the within-grade increment of £30.

- (ii) Reference para. 6: This example is somewhat confusing and the following explanation may clarify it:

Instance: An employee's EOD date is 1st June 1945, as Stores Officer, grade 8, but subsequently, on 1st October the position is down-graded to grade 7. Therefore, up to 1st October the employee has served four months on a grade 8 basis.

From 1st October 1945, to 1st January 1946, the employee serves as a grade 7 and this period is not counted towards his year's service for within-grade increment.

On 1st January he is promoted to a Supply Officer at grade 8, and therefore, to complete his twelve months of service in this grade he must serve eight additional months. Therefore, the effective date of the within-grade salary increase would be 1st September 1946.

3. Authority for approving within-grade increments after twelve months service, in accordance with this Administrative Order, shall rest with the Corps District in all grades up through grade 10. Grade 11 and above shall be recommended to Zone Headquarters for approval.

4. If there are any questions regarding the application of the Administrative Order, will you please communicate them to this Headquarters as soon as possible.

4



UNRRA  
GERMAN OPERATIONS

*superseded by Order 63*

Subject: Within- grade Salary Increases for  
Class 1 Employees, D.P. Operation,  
Germany.

Administrative Order No. 35.  
Date: 2 April, 1946.

1. DEFINITION - A within-grade salary increase is an advancement in salary, involving no change in duties, from one increment level within a salary grade to a higher increment level within the same salary grade.
2. POLICY - Within-grade salary increases are paid to employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service. Indefinite employees whose services are certified by their supervisor to have been satisfactory and to have increased in value shall, upon the approval of the Field or Headquarters Supervisor, be given a one-step within-grade salary increase at the end of each full year of service from the date of entrance on duty or the last promotion. Employees for whom the Supervisor contemplates re-assignment or termination for unsatisfactory work performance shall not be certified for within-grade salary increases. In such cases where re-assignment results in satisfactory performance, the Supervisor may recommend that the previously withheld within-grade salary increase be given. *to date from end of full year of service from EAD date or last promotion.*  
In cases of exceptionally meritorious service certified by the Field or Headquarters Supervisor and the Zone Director, a special within-grade increment increase within the maximum of the grade may be granted. It is imperative from the standpoint of administrative consistency that such special increases be severely limited in number. The following limitations and qualifications shall apply in all such cases:

- (1) They must have the prior approval of the Chief of Operations.
- (2) They may not be given during the first <sup>six (teleprint)</sup> ~~three~~ months of service, nor more than once in any period of twelve months.
- (3) They shall normally be one <sup>step</sup> ~~grade~~ in amount, and in no case shall exceed two ~~grades~~ <sup>steps</sup>.

Within-grade salary increases shall be made at increment levels until the maximum level of the grade is reached. Within-grade salary increases cannot be paid above the maximum of the grade of the position which the employee occupies.

Adjustments paid to employees on the basis of Administrative Order No. 180 (or previously on the basis of Orders 109, 117, 141 and 148) shall not affect the anniversary dates on which within-grade salary increases are due. In such cases, the increment will, of course, be paid according to the salary level to which the employee is currently assigned.

Employees who are transferred from one position to another position of a lower grade, or who suffer a cut in grade because of a change in budget grading without actually changing positions are not eligible for an increment because they are at the top of their grade at the lower classification. If they later return to a position of the former higher grade they shall have only the time served in the higher grade considered as service eligible for within-grade salary increase, example:



Employee entered duty on 1st June, 1945, as Stores Officer, Grade 8. Position is down-graded to Grade 7 on 1st October, 1945, budget. Employee is promoted to Supply Officer, Grade 8, 1st January, 1946. Effective date of within-grade salary increase on Grade 8 scale is 1st September, 1946

3. # Within-grade salary increases shall be effective on the first of the month following the anniversary date.

3. ELIGIBILITY - The provisions of this order shall apply to indefinite employees, but not to employees holding other types of appointment.

An employee receiving the maximum of the grade to which he is currently assigned is not eligible for a within-grade salary increase.

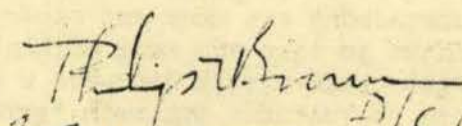
4 # A leave of absence without pay shall not be credited as service in determining the effective date of the within-grade salary increase.

- 5 # 4. PROCEDURE - U.G.1's to implement within-grade salary increases are to be prepared by Zone or District Personnel Officers, copies to be distributed as in the case of promotion. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

6 # Field or Headquarters Supervisors must certify in writing that an employee's services have been satisfactory during the previous twelve month period and that the employee is entitled to the within-grade salary increase on the basis of increased value to the Administration.

In cases of special within-grade increment increases being recommended for exceptionally meritorious service, Field or Headquarters Supervisors will submit a special report on the employee substantiating the reasons for the special recommendation.

In those cases in which the necessary information on date of entrance on duty or last promotion is missing, the Zone or District Headquarters offices are to request such information from Central Headquarters.

  
for F. E. Morgan D/C O  
Lieutenant-General  
Chief of Operations, Germany.



UNRRA  
GERMAN OPERATIONS

Subject: Within- grade Salary Increases for  
Class 1 Employees, D.P. Operation,  
Germany.

Administrative Order No. 35.  
Date: 2 April, 1946.

1. DEFINITION - A within-grade salary increase is an advancement in salary, involving no change in duties, from one increment level within a salary grade to a higher increment level within the same salary grade.
2. POLICY - Within-grade salary increases are paid to employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service. Indefinite employees whose services are certified by their supervisor to have been satisfactory and to have increased in value shall, upon the approval of the Field or Headquarters Supervisor, be given a one-step within-grade salary increase at the end of each full year of service from the date of entrance on duty or the last promotion. Employees for whom the Supervisor contemplates re-assignment or termination for unsatisfactory work performance shall not be certified for within-grade salary increases. In such cases where re-assignment results in satisfactory performance, the Supervisor may recommend that the previously withheld within-grade salary increase be given *to date from end of full year of service from E.O.D. date or last promotion.*

In cases of exceptionally meritorious service certified by the Field or Headquarters Supervisor and the Zone Director, a special within-grade increment increase within the maximum of the grade may be granted. It is imperative from the standpoint of administrative consistency that such special increases be severely limited in number. The following limitations and qualifications shall apply in all such cases:

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Employee entered duty on 1st June, 1945, as Stores Officer, Grade 8. Position is down-graded to Grade 7 on 1st October, 1945, budget. Employee is promoted to Supply Officer, Grade 8, 1st January, 1946. Effective date of within-grade salary increase on Grade 8 scale is 1st September, 1946

Within-grade salary increases shall be effective on the first of the month following the anniversary date.

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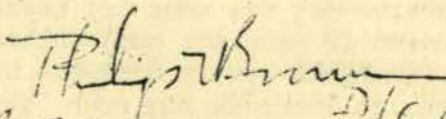
A leave of absence without pay shall not be credited as service in determining the effective date of the within-grade salary increase.

4. PROCEDURE - U.G.1's to implement within-grade salary increases are to be prepared by Zone or District Personnel Officers, copies to be distributed as in the case of promotion. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

Field or Headquarters Supervisors must certify in writing that an employee's services have been satisfactory during the previous twelve month period and that the employee is entitled to the within-grade salary increase on the basis of increased value to the Administration.

In cases of special within-grade increment increases being recommended for exceptionally meritorious service, Field or Headquarters Supervisors will submit a special report on the employee substantiating the reasons for the special recommendation.

In those cases in which the necessary information on date of entrance on duty or last promotion is missing, the Zone or District Headquarters offices are to request such information from Central Headquarters.

  
for F. E. Morgan D/C C  
Lieutenant-General  
Chief of Operations, Germany.



UNRRA  
GERMAN OPERATIONS

Subject: Within- grade Salary Increases for  
Class 1 Employees, D.P. Operation,  
Germany.

Administrative Order No. 35.  
Date: 2 April, 1946.

1. DEFINITION - A within-grade salary increase is an advancement in salary, involving no change in duties, from one increment level within a salary grade to a higher increment level within the same salary grade.
2. POLICY - Within-grade salary increases are paid to employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service. Indefinite employees whose services are certified by their supervisor to have been satisfactory and to have increased in value shall, upon the approval of the Field or Headquarters Supervisor, be given a one-step within-grade salary increase at the end of each full year of service from the date of entrance on duty or the last promotion. Employees for whom the Supervisor contemplates re-assignment or termination for unsatisfactory work performance shall not be certified for within-grade salary increases. In such cases where re-assignment results in satisfactory performance, the Supervisor may recommend that the previously withheld within-grade salary increase be given *to date from end of full year of service from E.O.D. date on last promotion.*

In cases of exceptionally meritorious service certified by the Field or Headquarters Supervisor and the Zone Director, a special within-grade increment increase within the maximum of the grade may be granted. It is imperative from the standpoint of administrative consistency that such special increases be severely limited in number. The following limitations and qualifications shall apply in all such cases:

- (1) They must have the prior approval of the Chief of Operations.
- (2) They may not be given during the first <sup>Six</sup> ~~three~~ months of service, nor more than once in any period of twelve months.
- (3) They shall normally be one <sup>step</sup> ~~grade~~ in amount, and in no case shall exceed two ~~grades~~ <sup>steps</sup>.

Within-grade salary increases shall be made at increment levels until the maximum level of the grade is reached. Within-grade salary increases cannot be paid above the maximum of the grade of the position which the employee occupies.

Adjustments paid to employees on the basis of Administrative Order No. 180 (or previously on the basis of Orders 109, 117, 141 and 148) shall not affect the anniversary dates on which within-grade salary increases are due. In such cases, the increment will, of course, be paid according to the salary level to which the employee is currently assigned.

Employees who are transferred from one position to another position of a lower grade, or who suffer a cut in grade because of a change in budget grading without actually changing positions are not eligible for an increment because they are at the top of their grade at the lower classification. If they later return to a position of the former higher grade they shall have only the time served in the higher grade considered as service eligible for within-grade salary increase, example:



Employee entered duty on 1st June, 1945, as Stores Officer, Grade 8. Position is down-graded to Grade 7 on 1st October, 1945, budget. Employee is promoted to Supply Officer, Grade 8, 1st January, 1946. Effective date of within-grade salary increase on Grade 8 scale is 1st September, 1946

Within-grade salary increases shall be effective on the first of the month following the anniversary date.

3. ELIGIBILITY - The provisions of this order shall apply to indefinite employees, but not to employees holding other types of appointment.

An employee receiving the maximum of the grade to which he is currently assigned is not eligible for a within-grade salary increase.

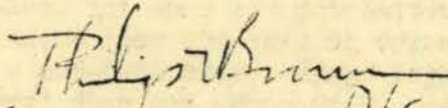
A leave of absence without pay shall not be credited as service in determining the effective date of the within-grade salary increase.

4. PROCEDURE - U.G.'s to implement within-grade salary increases are to be prepared by Zone or District Personnel Officers, copies to be distributed as in the case of promotion. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

Field or Headquarters Supervisors must certify in writing that an employee's services have been satisfactory during the previous twelve month period and that the employee is entitled to the within-grade salary increase on the basis of increased value to the Administration.

In cases of special within-grade increment increases being recommended for exceptionally meritorious service, Field or Headquarters Supervisors will submit a special report on the employee substantiating the reasons for the special recommendation.

In those cases in which the necessary information on date of entrance on duty or last promotion is missing, the Zone or District Headquarters offices are to request such information from Central Headquarters.

  
for F. E. Morgan D/C C  
Lieutenant-General  
Chief of Operations, Germany.



UNRRA  
GERMAN OPERATIONS

Subject: Within- grade Salary Increases for  
Class 1 Employees, D.P. Operation,  
Germany.

Administrative Order No. 35.  
Date: 2 April, 1946.

1. DEFINITION - A within-grade salary increase is an advancement in salary, involving no change in duties, from one increment level within a salary grade to a higher increment level within the same salary grade.
2. POLICY - Within-grade salary increases are paid to employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service. Indefinite employees whose services are certified by their supervisor to have been satisfactory and to have increased in value shall, upon the approval of the Field or Headquarters Supervisor, be given a one-step within-grade salary increase at the end of each full year of service from the date of entrance on duty or the last promotion. Employees for whom the Supervisor contemplates re-assignment or termination for unsatisfactory work performance shall not be certified for within-grade salary increases. In such cases where re-assignment results in satisfactory performance, the Supervisor may recommend that the previously withheld within-grade salary increase be given *to date from end of full year of service from E.O.D. date of last promotion.*

In cases of exceptionally meritorious service certified by the Field or Headquarters Supervisor and the Zone Director, a special within-grade increment increase within the maximum of the grade may be granted. It is imperative from the standpoint of administrative consistency that such special increases be severely limited in number. The following limitations and qualifications shall apply in all such cases:

- (1) They must have the prior approval of the Chief of Operations.
- (2) They may not be given during the first <sup>six</sup> ~~three~~ months of service, nor more than once in any period of twelve months.
- (3) They shall normally be one <sup>step</sup> ~~grade~~ in amount, and in no case shall exceed two <sup>steps</sup> ~~grades~~.

Within-grade salary increases shall be made at increment levels until the maximum level of the grade is reached. Within-grade salary increases cannot be paid above the maximum of the grade of the position which the employee occupies.

Adjustments paid to employees on the basis of Administrative Order No. 180 (or previously on the basis of Orders 109, 117, 141 and 148) shall not affect the anniversary dates on which within-grade salary increases are due. In such cases, the increment will, of course, be paid according to the salary level to which the employee is currently assigned.

Employees who are transferred from one position to another position of a lower grade, or who suffer a cut in grade because of a change in budget grading without actually changing positions are not eligible for an increment because they are at the top of their grade at the lower classification. If they later return to a position of the former higher grade they shall have only the time served in the higher grade considered as service eligible for within-grade salary increase, example:



Employee entered duty on 1st June, 1945, as Stores Officer, Grade 8. Position is down-graded to Grade 7 on 1st October, 1945, budget. Employee is promoted to Supply Officer, Grade 8, 1st January, 1946. Effective date of within-grade salary increase on Grade 8 scale is 1st September, 1946

Within-grade salary increases shall be effective on the first of the month following the anniversary date.

3. ELIGIBILITY - The provisions of this order shall apply to indefinite employees, but not to employees holding other types of appointment.

An employee receiving the maximum of the grade to which he is currently assigned is not eligible for a within-grade salary increase.

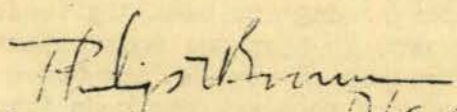
A leave of absence without pay shall not be credited as service in determining the effective date of the within-grade salary increase.

4. PROCEDURE - U.G.1's to implement within-grade salary increases are to be prepared by Zone or District Personnel Officers, copies to be distributed as in the case of promotion. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

Field or Headquarters Supervisors must certify in writing that an employee's services have been satisfactory during the previous twelve month period and that the employee is entitled to the within-grade salary increase on the basis of increased value to the Administration.

In cases of special within-grade increment increases being recommended for exceptionally meritorious service, Field or Headquarters Supervisors will submit a special report on the employee substantiating the reasons for the special recommendation.

In those cases in which the necessary information on date of entrance on duty or last promotion is missing, the Zone or District Headquarters offices are to request such information from Central Headquarters.

  
for F. E. Morgan D/C O  
Lieutenant-General  
Chief of Operations, Germany.



*Personnel*

6/54/II 13a  
12

UNRRA  
GERMAN OPERATIONS

Subject: Within-grade Salary Increases for  
Class 1 Employees, D.P. Operation,  
Germany.

Administrative Order No.35  
Revision No.1  
Date: 24th April, 1946

1. DEFINITION - A within-grade salary increase is an advancement in salary, involving no change in duties, from one increment level within a salary grade to a higher increment level within the same salary grade.
2. POLICY - Within-grade salary increases are paid to employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service. Indefinite employees whose services are certified by their supervisor to have been satisfactory and to have increased in value shall, upon the approval of the Field or Headquarters Supervisor, be given a one-step within-grade salary increase at the end of each full year of service from the date of entrance on duty or the last promotion. Employees for whom the Supervisor contemplates re-assignment or termination for unsatisfactory work performance shall not be certified for within-grade increases. In such cases where re-assignment results in satisfactory performance, the Supervisor may recommend that the previously withheld within-grade salary increase be given.

In cases of exceptionally meritorious service certified by the Field or Headquarters Supervisor and the Zone Director, a special within-grade increment increase within the maximum of the grade may be granted. It is imperative from the standpoint of administrative consistency that such special increases be severely limited in number. The following limitations and qualifications shall apply in all such cases:

- (1) They must have the prior approval of the Chief of Operations.
- (2) They may not be given during the first three months of service, nor more than once in any period of twelve months.
- (3) They shall normally be one step in amount, and in no case shall exceed two within-grade increment steps.

Within-grade salary increases shall be made at increment levels until the maximum level of the grade is reached. Within-grade salary increases cannot be paid above the maximum of the grade of the position which the employee occupies.

Adjustments paid to employees on the basis of Administrative Order No. 180 (or previously on the basis of Orders 109, 117, 141, and 148) shall not affect the anniversary dates on which within-grade salary increases are due. In such cases, the increment will, of course, be paid according to the salary level to which the employee is currently assigned.

Employees who are transferred from one position to another position of a lower grade, or who suffer a cut in grade because of a change in budget grading without actually changing positions are not eligible for an increment because they are at the top of their grade at the lower classification. If they later return to a position of the former higher grade they shall have only the time served in the higher grade considered as service eligible for within-grade salary increases, example:



Employee entered duty on 1st June, 1945, as Stores Officer, Grade 8. Position is down-graded to Grade 7 on 1st October, 1945, budget. Employee is promoted to Supply Office, Grade 8, 1st January, 1946. Effective date of within-grade salary increase on Grade 8 scale is 1st September, 1946.

Within-grade salary increases shall be effective on the first of the month following the anniversary date.

3. ELIGIBILITY - The provisions of this order shall apply to indefinite employees, but not to employees holding other types of appointment.

An employee receiving the maximum of the grade to which he is currently assigned is not eligible for a within-grade salary increase.

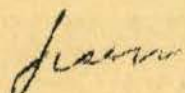
A leave of absence without pay shall not be credited as service in determining the effective date of the within-grade salary increase.

4. PROCEDURE - U.G. 1's to implement within-grade salary increases are to be prepared by Zone or District Personnel Officers, copies to be distributed as in the case of promotion. Unless the employee indicates otherwise, the amount of the increment will be added to his home allotment.

Field or Headquarters Supervisors must certify in writing that an employee's services have been satisfactory during the previous twelve month period and that the employee is entitled to the within-grade salary increase on the basis of increased value to the Administration.

In cases of special within-grade increment increases being recommended for exceptionally meritorious service, Field or Headquarters Supervisors will submit a special report on the employee substantiating the reasons for the special recommendation.

In those cases in which the necessary information on date of entrance on duty or last promotion is missing, the Zone or District Headquarters offices are to request such information from Central Headquarters.



F.E. MORGAN.  
Lieutenant-General  
Chief of Operations, Germany.



U. N. R. R. A.

FIELD HEADQUARTERS  
626 MIL. GOV. (R) DET.  
B. A. O. R.

Our Ref: *1468*/FS/17B

TO: UNRRA Regional Director  
Schleswig/Holstein Region  
B. A. O. R.

SUBJECT: Within Grade Increments

Attached hereto a list of UNRRA employees  
eligible for 'Within-Grade' Increments.

TGL/IDS.

2nd. August 1946

CONFIDENTIAL



LÜBECK AREA

*14. / Campbell*

*by*

Field Supervisor  
UNRRA H. Q. Lubeck.



Field Supervisor Schleswig,  
" " Lubek,  
Team 74.

II/13a  
HHA/SE

21 9

Subject: ANNUAL WITHIN GRADE INCREMENTS.

Employees are reminded that Personnel Branch are not responsible for automatically implementing Annual Within-grade Increments.

It is requested, therefore, that employees who have completed one year's service without promotion, and consider they may be entitled to an Annual Within-grade Increment, inform Personnel section in writing to this effect, through their Head of Branch or Section. Each case will be investigated by Personnel Branch and, in the event of the individual qualifying, action will be taken to authorize the increment.

Certain conditions govern the granting of a Within-grade increase, and it must be realized that completion of one year's service does not in all cases entitle the employee to an increase in salary.

*EM*  
H.A. ELX - Reg. Personnel Officer  
for Regional Director.

Copy to: Regional Director



5/6591

18 SEP 1946 II/3387/

400 UNRRA ADMIN. HQ.  
B.A.O.R.

Reference  
UN/1805/G/ZPO/Increment/DAO

14 IK  
..... Sept, 1946  
1300  
..... hours

TO: UNRRA H.Q. 460, B.A.O.R.  
UNRRA H.Q. 430, B.A.O.R.  
UNRRA H.Q. Schleswig Holstein, -  
  
FROM: Zone Personnel Officer.

U/SH/II/13a

It is suggested that personnel in your region are advised that the responsibility of initiating Within-grade increases rests with them. Personnel Branches should only be concerned with investigating claims submitted and dealing with them accordingly.

At the same time, it might also be advisable to remind employees that implementation is dependent upon certain conditions being fulfilled (Admin. Order No 63) in other words an increase in salary is not automatically accorded upon completion of one year's service with UNRRA.

For your information and in case it may be of use, copy of the Paragraph which is being inserted in Routine Orders for Zone H.Q. is attached.

/in

G.R.L. Price, Zone Personnel Officer,  
for Zone Director.



Reference  
UH/18050/ZPO/Increment/DAO

For Insertion in the D.A.O's

14<sup>th</sup>  
..... Sept, 1946

1300  
..... hours

✓ F.I.

ANNUAL WITHIN GRADE INCREMENTS.

Employees are reminded that Personnel Branch are not responsible for automatically implementing Annual Within-grade Increments.

It is requested, therefore, that employees who have completed one year's service without promotion, and consider they may be entitled to an Annual Within-grade Increment, inform Personnel section in writing to this effect, through their Head of Branch or Section. Each case will be investigated by Personnel Branch and, in the event of the individual qualifying, action will be taken to authorise the increment.

Certain conditions govern the granting of a Within-grade increase, and it must be realized that completion of one year's service does not in all cases entitle the employee to an increase in salary.

*G. Price*  
G.P. Price, Zone Personnel Officer,  
for Zone Director.

/in



80.

Distribution: List "A".

16th August, 1946.

Subject: Annual Salary Increases.

1. You are directed to bring this matter to the immediate attention of all USRA employees under your supervision.
2. It cannot be too strongly emphasized that failure to comply with this instruction may result in loss of financial benefit to the employee in view of the fact that increase of salary based on the 1946 salary scale will, in many cases, hinge on the receipt in ample time of application by the employee for Annual Salary Increase.
3. Your immediate compliance with instructions is requested.

*E.A. Ely*

E.A. Ely, Regional Pers. Officer  
for Regional Director.

EKW/KM



### ANNUAL SALARY INCREASES

1. Central Headquarters' Order No. 63 of 5th August 1946 has ruled that in future the within-grade salary increase which employees are to be given after each full year of service since the last previous salary advancement will be automatic. No report of satisfactory service from the employee's supervising officer will be necessary. In the case, however, of employees already receiving salaries of, or above, the maximum of their budget grades, no increase will be made. Periods of leave without pay will not count as periods of service for the purpose of annual salary increases. Increases will be made effective at the beginning of a pay period (i.e. on the first of the month).

2. Any employees who consider they are entitled to an increase as above should make application in writing, through their Supervisory Officer, to Personnel Branch, giving the following details:

- (a) Date of Entrance on duty, or of last advancement in pay, whichever is applicable.
- (b) Duration of any period of leave without pay, with dates.

Personnel Branch will then check particulars and issue U.G.1 as and if appropriate.

### MERITORIOUS SERVICE SALARY INCREASES

1. In accordance with Central Headquarters' Order No. 63 of 5th August 1946, increases as above may be submitted through normal channels by employees' supervising officers, who will be required to certify that "the work performance of the recipient is patently superior to other employees in the same position category." They will be strictly limited in number. They will not be used because of inability to obtain promotions or higher classifications.

2. Such increases will normally be for one increment level, or in very exceptional cases for a maximum of two levels. No employee may receive more than one increase within six months. No increase can be authorised to exceed the maximum of the grade.

3. The appropriate authority will submit a special report on the employee substantiating in full the reasons for the increase, to enable Personnel Branch to prepare U.G.1s for submission through normal channels to Chief of Operations, Arolsen, for final approval.

4. All such increases will be effective on the first of the month following the initiating date of the action, and will not be retroactive.

Distribution: List "A".

16th August, 1946.

Instructions as set out above should be brought to the attention of all employees under your supervision.

*E. A. Ely*  
E.A. Ely, Regional Pers. Officer  
for Regional Director,  
Schleswig-Holstein & Hamburg Region,  
B.A.O.R.



400 UNRRA Admin. HQ.

B.A.O.R.

*Schleswig Holstein*  
- 2 OCT 1946 *II*  
4324.

Reference  
UN/1813/ZPO

...<sup>30</sup> September 1946

...<sup>30</sup> hours

TO: UNRRA Headquarters,  
All Regions, B.A.O.R.  
Attn: Personnel Officers.  
FROM: Zone Director.

*V/SK/II/13a*

The following letter, dated 25th September 1946, has been received from Central Headquarters:

"It has been noted that personnel actions effecting reduction in grade and salary in accordance with instructions contained in Order No. 62, Revision 2, paragraph 5(c), that various types of terminology have been used as the nature of the action.

"Will you in preparing future actions of this sort indicate nature of actions as "Salary Adjustment to Top of grade."

Will you please prepare the appropriate personnel actions in accordance with the above.

*for* *R. Wall*  
G.F.L. Price, Zone Personnel Officer  
for Zone Director



130

U.N.R.R.A.  
CENTRAL HEADQUARTERS D.P. OPERATIONS, GERMANY.

ORDER NO: 62

Revision No:2

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Subject: SALARY ADJUSTMENT ON BASIS  
1946 SALARY SCALE

13th August, 1946.

---

1. PURPOSE. This order establishes policy and procedure for salary adjustments on the basis of the new 1946 salary scales which are attached and supercedes Order No. 62 and Order 62, Revision 1.
2. APPLICABILITY. This order applies to the D.P. Operation, Germany.
3. EFFECTIVE DATE. This order has retroactive effect to 1 June, 1946.
4. AUTHORITY. Savings Circulars 72 and 75 from ERO to all missions, dated 17th and 27th July, 1946.
5. POLICY.
  - a The salary of each employee eligible for an increase shall be adjusted so that it falls at the corresponding rate within the adjusted range for his grade (example: UNRRA. U.S. salary schedule; from grade 11, 2nd increment, \$5,725 to Grade 11, 2nd increment \$6,200 on 1946 salary scale.) In those cases where an employee is paid at a rate which is within the range of the grade in which his position is classified but is not in accordance with any increment rate on the 1945 salary schedule, his pay shall be increased to the next higher increment on the 1946 scale which corresponds to his relative increment position on the 1945 scale.  
  
Example: Employee was engaged on British salary scale at grade 6 £500, which is between 2nd and 3rd increment on 1945 salary scale. Adjustment on 1946 British salary scale is to 3rd increment of grade 6, i.e. £555
  - b In the case of any employee who is now paid at a rate in excess of the maximum for the grade in which his position is classified, he shall, under the new schedules, receive either the salary he has been receiving up to 1 June 1946 or the maximum for the grade of his post on the new scales, whichever is higher.
  - c All employees who still remain above the maximum of their budgeted grade after the adjustment to the 1946 salary scales shall be dealt with under (1), (2) or (3) not later than c.o.b. 31 August. They shall be:
    - (1) Re-assigned to a position grade corresponding to their salary, if one is available.
    - (2) Downgraded to the top of the position grade occupied. Concurrence in writing must be procured from the employee.
    - (3) Terminated as redundant by reason of reduction in force.
  - d All employees who are supernumerary to the budget shall be dealt with under (1), (2) or (3) below not later than c.o.b. 31 August. They shall be:
    - (1) Assigned to a position grade corresponding to their salary, if one is available.



(2) Assigned to an available position of lower grade with reduction in salary to the top of the grade. Concurrence in writing from the employee must be procured.

(3) Terminated as redundant by reason of reduction in force.

- e The regulation against retroactive effective date as laid down in Basic Field Manual, Part II, Section 450, and subsequent administrative orders from this headquarters, does not apply to salary adjustments made under the 1946 salary scale as provided in this order.

6. PROCEDURE.

- a UG-1 actions will be issued on all employees still on the rolls of the D.P. Operation, Germany. If the employee has been terminated since 1 June, and the termination documentation has been sent to Home Accounting office, it will be the responsibility of Home Accounting office (and not of this operation) to initiate the personnel action form.

- b Each UG-1 shall cite the budget line number occupied by the employee. No action will otherwise be processed by CHQ.

- c NATURE OF ACTION on UG-1 form will read in all cases:

"JUNE 1946 SALARY SCALE ADJUSTMENT".

- d These personnel actions will be used solely for recording salary adjustments to the June 1946 scale. They will NOT be used to implement other changes in status, i.e. promotions or within grade-increments.

- e In cases where promotion, within grade increment, or downgrading actions have been issued effective 1 July, 1 August or 1 September, it will be necessary to issue two new actions to implement the 1946 salary scale adjustment. Each action will implement salary adjustment at the proper grade and increment step.

Example: Employee is promoted from Stores Officer grade 7 to Supply Officer Grade 8 on 1 July. Two personnel actions are necessary. The first will adjust salary at the grade 7 level effective 1 June. The second action will adjust salary at the new salary rate for grade 8 effective 1 July.


- f Each UG-1 action will carry in the REMARKS section this statement:

"salary increase will be paid in accordance with the latest salary allotment authorisation".

This statement is required by Division of Accounts & Audit, and is indication to Home Accounting office that the amount of the increase will be added to the home allotment of the employee. The adjustment will not be entered in employee's paybook until Home Accounting Office has implemented action and returned revised FI-23 to this operation. At that time entry will be made in paybook, and employee will receive his copy of revised FI-23. If employee is not in agreement with allocation of salary adjustment to his home allotment he will submit at time of entry in paybook a revised salary allotment form for immediate transmission to Home Accounting office.



- g All copies of the UG-1 actions will be sent to CHQ for distribution and certification to Home Accounting office on the basis established procedure. On directive from Division of Accounts & Audit in ERO., Home Accounting office will not accept a UG-1 action for salary increase (adjustment, promotion, increment) unless it has been certified by CHQ.
- h POSITION on UG-1 form must always cite the classification title of the position which is given in the official personnel establishment. ~~It must NOT cite the organizational or functional title.~~ For details on this point reference is made to Personnel Technical Instruction No: 3, dated 3rd June.
- i All UG-1 actions should be completed by 1 September. Zones are authorised to re-assign clerical personnel for temporary periods in order to meet this deadline.

  
For F.E. MORGAN. *E/c*  
Lieutenant-General.  
Chief of Operations, Germany.



U.N.R.R.A.  
CENTRAL HEADQUARTERS D.P. OPERATIONS, GERMANY.

ORDER NO: 62

Revision No:2

Subject: SALARY ADJUSTMENT ON BASIS  
1946 SALARY SCALE

13th August, 1946.

1. PURPOSE. This order establishes policy and procedure for salary adjustments on the basis of the new 1946 salary scales which are attached and supercedes Order No. 62 and Order 62, Revision 1.
2. APPLICABILITY. This order applies to the D.P. Operation, Germany.
3. EFFECTIVE DATE. This order has retroactive effect to 1 June, 1946.
4. AUTHORITY. Savings Circulars 72 and 75 from ERO to all missions, dated 17th and 27th July, 1946.
5. POLICY.
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Example: Employee was engaged on British salary scale at grade 6 £500, which is between 2nd and 3rd increment on 1945 salary scale. Adjustment on 1946 British salary scale is to 3rd increment of grade 6, i.e. £555
  - b In the case of any employee who is now paid at a rate in excess of the maximum for the grade in which his position is classified, he shall, under the new schedules, receive either the salary he has been receiving up to 1 June 1946 or the maximum for the grade of his post on the new scales, whichever is higher.
  - c All employees who still remain above the maximum of their budgeted grade after the adjustment to the 1946 salary scales shall be dealt with under (1), (2) or (3) not later than c.o.b. 31 August. They shall be:
    - (1) Re-assigned to a position grade corresponding to their salary, if one is available.
    - (2) Downgraded to the top of the position grade occupied. Concurrence in writing must be procured from the employee.
    - (3) Terminated as redundant by reason of reduction in force.
  - d All employees who are supernumerary to the budget shall be dealt with under (1), (2) or (3) below not later than c.o.b. 31 August. They shall be:
    - (1) Assigned to a position grade corresponding to their salary, if one is available.



(2) Assigned to an available position of lower grade with reduction in salary to the top of the grade. Concurrence in writing from the employee must be procured.

(3) Terminated as redundant by reason of reduction in force.

e The regulation against retroactive effective date as laid down in Basic Field Manual, Part II, Section 450, and subsequent administrative orders from this headquarters, does not apply to salary adjustments made under the 1946 salary scale as provided in this order.

6. PROCEDURE.

a UG-1 actions will be issued on all employees still on the rolls of the D.P. Operation, Germany. If the employee has been terminated since 1 June, and the termination documentation has been sent to Home Accounting office, it will be the responsibility of Home Accounting office (and not of this operation) to initiate the personnel action form.

b Each UG-1 shall cite the budget line number occupied by the employee. No action will otherwise be processed by CHQ.

c NATURE OF ACTION on UG-1 form will read in all cases:

"JUNE 1946 SALARY SCALE ADJUSTMENT".

d These personnel actions will be used solely for recording salary adjustments to the June 1946 scale. They will NOT be used to implement other changes in status, i.e. promotions or within grade-increments.

e In cases where promotion, within grade increment, or downgrading actions have been issued effective 1 July, 1 August or 1 September, it will be necessary to issue two new actions to implement the 1946 salary scale adjustment. Each action will implement salary adjustment at the proper grade and increment step.

Example: Employee is promoted from Stores Officer grade 7 to Supply Officer Grade 8 on 1 July. Two personnel actions are necessary. The first will adjust salary at the grade 7 level effective 1 June. The second action will adjust salary at the new salary rate for grade 8 effective 1 July.

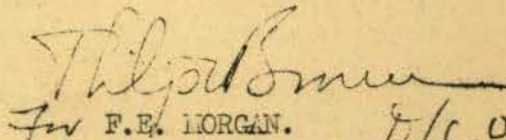
f Each UG-1 action will carry in the REMARKS section this statement:

"salary increase will be paid in accordance with the latest salary allotment authorisation".

This statement is required by Division of Accounts & Audit, and is indication to Home Accounting office that the amount of the increase will be added to the home allotment of the employee. The adjustment will not be entered in employee's paybook until Home Accounting Office has implemented action and returned revised FI-23 to this operation. At that time entry will be made in paybook, and employee will receive his copy of revised FI-23. If employee is not in agreement with allocation of salary adjustment to his home allotment he will submit at time of entry in paybook a revised salary allotment form for immediate transmission to Home Accounting office.



- g All copies of the UG-1 actions will be sent to CHQ for distribution and certification to Home Accounting office on the basis established procedure. On directive from Division of Accounts & Audit in ERO., Home Accounting office will not accept a UG-1 action for salary increase (adjustment, promotion, increment) unless it has been certified by CHQ.
- h POSITION on UG-1 form must always cite the classification title of the position which is given in the official personnel establishment. It must NOT cite the organizational or functional title. For details on this point reference is made to Personnel Technical Instruction No: 3, dated 3rd June.
- i All UG-1 actions should be completed by 1 September. Zones are authorised to re-assign clerical personnel for temporary periods in order to meet this deadline.

  
F. E. MORGAN. D/C O  
Lieutenant-General.  
Chief of Operations, Germany.



13A

U. S. ANNUAL SALARY SCHEDULE

Before 1 July

:

After 1 July

<u>Grade</u>	<u>Base Salary</u> \$	<u>Within- Grade Increment</u> \$	<u>Top of Grade</u> \$	:	<u>Grade</u>	<u>Base Salary</u> \$	<u>Within- Grade Increment</u> \$	<u>Top of Grade</u> \$
1	1560	60	1800		1	1760	60	2000
2	1800	60	2040	:	2	2000	60	2240
3	2000	60	2240	:	3	2200	60	2440
4	2200	60	2440	:	4	2400	70	2680
5	2400	100	2800	:	5	2650	100	3050
6	2800	100	3200	:	6	3050	100	3450
7	3200	100	3600	:	7	3450	100	3850
8	3600	100	4000	:	8	3850	100	4250
9	4000	100	4400	:	9	4250	120	4730
10	4500	150	5100	:	10	4750	150	5350
11	5000	200	5800	:	11	5325	200	6125
12	6000	200	6800	:	12	6350	200	7150
13	7000	200	7800	:	13	7375	225	8275
14	8000	200	8800	:	14	8400	225	9300
15	9425	250	10,425	:	15	9425	250	10,425
	10,500					10,500		
	12,500					12,500		
	14,500					14,500		



# UNITED KINGDOM SALARY SCHEDULE

## Before 1 July 1945

Position	Base Salary	:	Position	Base Salary
	£	:		£
Driver	200	:	Assistant Welfare Officer	450
Driver-Mechanic	300	:	Chief Nurse	500
Clerk-Typist (Secretary II, Team)	240	:	Supply Officer	500
Secretary (HQ only)	300	:	Principal Welfare Officer	600
Nurse	400	:	Doctor	600
Messing Officer	400	:	Deputy Director	700
Warehouse Officer	400	:	Director	900

## After 1 July 1945

Grade	Base Salary	Within Grade Increment	Top of Grade	:	Grade	Base Salary	Within Grade Increment	Top of Grade
	£	£	£	:		£	£	£
1	200	10	240	:	9	850	30	970
2	250	10	290	:	10	1000	30	1120
3	300	10	340	:	11	1150	30	1270
4	350	10	390	:	12	1300	60	1540
5	400	10	440	:	13	1600	60	1840
6	450	20	530	:	14	1900	60	2140
7	550	30	670	:	15	2200	60	2440
8	700	30	820	:		2500		
				:		3000		

Note: Prior to 1 July 1945, salaries of U.K. nationals were determined by the position to which the employee was assigned. Specific grade allocations are used only after 1 July 1945.



CANADIAN SALARY SCHEDULES (OVERSEAS)

Grade	Base Salary	Within Grade Increment	Top of Grade
	\$	\$	\$
1	1500	60	1740
2	1740	60	1980
3	1940	60	2180
4	2140	60	2380
5	2350	100	2750
6	2700	100	3100
7	3100	100	3500
8	3500	100	3900
9	3900	100	4300
10	4350	150	4950
11	5000	200	5800
12	5800	200	6600
13	6800	200	7600
14	7800	250	8800
15	9000	250	10000
	10250		
	12000		

Quoted in American dollars.



# CONTINENTAL SALARY SCHEDULE

## Before 1 October 1945

Position	Base Salary	Position	Base Salary
	£		£
Clerk-Typist	240	Stores Officer	400
Secretary	300	Assistant Welfare Officer	450
Cook	300	Supply Officer	500
Driver	300	Principal Welfare Officer	600
Assistant Nurse	300	Doctor	700
Nurse	400	Deputy Director	700
Messing Officer	400	Director	1000

## After 1 October 1945

Grade	Base Salary	Within-Grade Increment	Top of Grade	Grade	Base Salary	Within-Grade Increment	Top of Grade
	£	£	£		£	£	£
1	150	10	190	7	500	20	580
200	200	10	240	8	600	20	680
3	250	10	290	9	700	30	820
4	300	10	340	10	850	30	970
5	360	15	420	11	1000	30	1120
6	430	15	490	12	1150	50	1350
				13	1400	50	1600

The above salary schedule applies to nationals of all countries where home stations are on the European continent.

Prior to 1 October 1945, salaries of Continentals were determined by the position to which the employee was assigned. Specific grade allocations are used only after 1 October 1945.



AUSTRALIA AND NEW ZEALAND SALARY SCHEDULE, ANNUAL

Grade	Base Salary	Within-Grade Increment	Top of Grade
1	£ 150	£ 8	£ 182
2	180	8	212
3	210	8	242
4	240	10	280
5	270	20	350
6	325	25	425
7	400	25	500
8	500	40	660
9	640	40	800
10	800	40	960
11	1000	50	1200
12	1200	50	1400
13	1400	50	1600
14	1600	50	1800
15	1850	50	2050
	2100		
	2500		

Note: Australian personnel paid in Australian pounds  
New Zealand personnel paid in New Zealand pounds



BRAZILIAN ANNUAL SALARY SCALE

<u>Grade</u>	<u>Base Salary</u> Cr\$	<u>Within-Grade</u> <u>Increment</u> Cr\$	<u>Top of Grade</u> Cr\$
1	10,000	750	13,000
2	12,000	750	15,000
3	14,000	1000	18,000
4	18,000	1000	22,000
5	23,000	1000	27,000
6	28,000	1500	34,000
7	35,000	1500	41,000
8	42,000	1500	48,000
9	50,000	2000	58,000
10	60,000	2000	68,000
11	70,000	2000	78,000
12	80,000	2000	88,000
13	90,000	2500	100,000
14	102,000		
	115,000		
	130,000		
	150,000		



VENEZUELAN SALARY SCHEDULE

<u>Grade</u>	<u>Base Salary Bolivares*</u>	<u>Within-Grade Increment Bolivares</u>	<u>Top of Grade Bolivares</u>
1	4700	150	5300
2	5200	200	6000
3	5900	200	6700
4	6700	200	7500
5	7500	250	8500
6	8500	250	9500
7	9500	300	10700
8	10700	300	11900
9	12000	500	14000
10	14000	500	16000
11	16050	650	18650
12	19350	650	21950
13	22300	700	25100
14	26000	700	28800
15	30000	750	33000
	34000		
	40000		

\*Bolivar =80.30.



# COLOMBIAN SALARY SCHEDULE

Grade	Base Annual Salary Pesos*	Within Grade Increment Pesos	Top of Grade Pesos
1	1600	100	2000
2	2000	100	2400
3	2400	100	2800
4	2800	100	3200
5	3200	100	3600
6	3600	100	4000
7	4000	125	4500
8	4500	150	5100
9	5000	200	5800
10	6000	225	6900
	7200	250	8200
12	8400	250	9400
13	9600	300	10800
14	11000	300	12200
15	12500	350	13900
	14000		
	17000		

Colombian peso = \$0.57

# SOUTH AFRICAN SALARY SCHEDULE

Grade	Base Annual Salary £ S. A.	Within Grade Increment £ S. A.	Top of Grade £ S. A.
1	110	9	146
2	148	9	184
3	180	10	230
4	220	15	280
5	270	20	350
6	340	20	420
7	400	20	480
8	480	30	600
9	600	30	720
10	720	30	840
11	840	40	1000
12	1000	50	1200
13	1250	50	1450
14	1500	60	1740
15	1800	60	2040
	2050		
	2500		

\* £ S. A. (South African pound)  
= \$4.03



# CUBAN SALARY SCHEDULE

Grade	Base Annual Salary Pesos*	Within Grade Increment Pesos	Top of Grade Pesos
1	800	40	960
2	900	40	1060
3	1000	50	1200
4	1250	50	1450
5	1500	75	1800
6	1850	75	2150
7	2200	75	2500
	2500	100	2900
9	3000	100	3400
1	3450	150	4050
11	4000	150	4600
12	4650	150	5350
13	5500	175	6000
14	6000	200	6800
15	6900	255	7800
	8000		
	10,000		

\* 1 Cuban Peso = \$1.00

# MEXICAN SALARY SCHEDULE

Grade	Base Annual Salary Pesos*	Within Grade Increment Pesos	Top of Grade Pesos
1	2400	200	3200
2	3200	200	4000
3	4200	200	5000
4	5200	250	6200
5	6200	250	7200
6	7200	250	8200
7	8400	350	9000
8	9800	350	11200
9	11500	500	13500
10	13500	600	16000
11	16200	700	19000
12	19600	750	22000
13	22000	750	25000
14	25000	750	26000
15	29000		
	32000		
	37000		

\* 100 Mexican Pesos = \$20.582;  
\$1.00 = 4.85 Pesos.



C O P Y

13A  
215

Reference

UN/181A-E/ZPO

22nd August, 1946  
1700 hours.

TO: 460 UNRRA HQ  
UNRRA Schleswig Holstein Region  
UNRRA No. 430 Hannover Region.

FROM: UNRRA Zone Director.

This is to confirm signal sent to you on the 21st inst.,  
reading as follows:-

SUBJECT JUNE SALARY ADJUSTMENT PROCEDURE STOP PERSONNEL  
ACTIONS ISSUED TO IMPLEMENT C.H.Q. ORDER NO 62 SHOULD  
INDICATE BUDGET LINE AS OF 1 JUNE 1946 STOP IF EMPLOYEE  
WAS SUBSEQUENTLY RE-ASSIGNED WITHOUT CLASSIFICATION OR  
PROMOTION NEW BUDGET LINE MUST BE INDICATED UNDER REMARKS  
STOP IF EMPLOYEE WAS SUBSEQUENTLY RECLASSIFIED OR PROMOTED  
SECOND PERSONNEL ACTION IS REQUIRED STOP C.H.Q. REQUEST  
ABOVE ACTION BE TAKEN ON UG1 NOT ALREADY DEALT WITH DO NOT  
REPEAT NOT AMEND ACTIONS ALREADY TYPED STOP

Signed: E.G. Cook

E.G. COOK, Deputy Zone Personnel Officer,  
for UNRRA Zone Director.



C O P Y

Reference

UN/1814-B/ZPO

22nd August, 1946  
1700 hours.

TO: 460 UNRRA HQ  
UNRRA Schleswig Holstein Region  
UNRRA No. 430 Hannover Region.

FROM: UNRRA Zone Director.

This is to confirm signal sent to you on the 21st inst.,  
reading as follows:-

SUBJECT JUNE SALARY ADJUSTMENT PROCEDURE STOP PERSONNEL  
ACTIONS ISSUED TO IMPLEMENT C.H.Q. ORDER NO 62 SHOULD  
INDICATE BUDGET LINE AS OF 1 JUNE 1946 STOP IF EMPLOYEE  
WAS SUBSEQUENTLY RE-ASSIGNED WITHOUT CLASSIFICATION OR  
PROMOTION NEW BUDGET LINE MUST BE INDICATED UNDER REMARKS  
STOP IF EMPLOYEE WAS SUBSEQUENTLY RECLASSIFIED OR PROMOTED  
SECOND PERSONNEL ACTION IS REQUIRED STOP C.H.Q. REQUEST  
ABOVE ACTION BE TAKEN ON UG1 NOT ALREADY DEALT WITH DO NOT  
REPEAT NOT AMEND ACTIONS ALREADY TYPED STOP

Signed: E.G. Cook

E.G. COOK, Deputy Zone Personnel Officer,  
for UNRRA Zone Director.



COPY

Reference

SH/1894-B/270

22nd August, 1946  
1700 hours.

TO: 460 UNRRA HQ  
UNRRA Schleswig Holstein Region  
UNRRA No. 430 Hannover Region.

FROM: UNRRA Zone Director.

This is to confirm signal sent to you on the 21st inst.,  
reading as follows:-

SUBJECT JUNE SALARY ADJUSTMENT PROCEDURE STOP PERSONNEL  
ACTIONS ISSUED TO IMPLEMENT C.H.Q. ORDER NO 62 SHOULD  
INDICATE BUDGET LINE AS OF 1 JUNE 1946 STOP IF EMPLOYEE  
WAS SUBSEQUENTLY RE-ASSIGNED WITHOUT CLASSIFICATION OR  
PROMOTION NEW BUDGET LINE MUST BE INDICATED UNDER REMARKS  
STOP IF EMPLOYEE WAS SUBSEQUENTLY RECLASSIFIED OR PROMOTED  
SECOND PERSONNEL ACTION IS REQUIRED STOP C.H.Q. REQUEST  
ABOVE ACTION BE TAKEN ON UCL NOT ALREADY DEALT WITH DO NOT  
REPEAT NOT AMEND ACTIONS ALREADY TYPED STOP

Signed: R.C. Cook

R.C. COOK, Deputy Zone Personnel Officer,  
for UNRRA Zone Director.



4697/80/4/  
24 APR 1946

16 April, 1946.

TO: Director, UNRRA Hqs., British Zone.  
Attention: Personnel Officer.

Subject: Salary Scales.

You will find attached a cable from E.R.O. on the subject of the new salary scale for employees from Australia, New Zealand, and South Africa. The following points should be noted specifically:

1. Scale is the same as that for the U.K. with one exception, i.e. the top increment for Grade 6 for Australians, New Zealanders and South Africans is £550. However, the new scale is payable in South African, Australian, or New Zealand pounds - depending on the Home Station of the employee. The pounds in which the employee will be paid, as of 1st April 1946, must be specifically noted on the UG-1.
2. The new scale is effective 1st April, 1946.
3. New personnel actions will be necessary on all employees whose Home Stations are Australia, New Zealand or South Africa. Distribution of the UG-1's will be the same as that provided in F.A.O. 45-6, paragraph 3. Since all of these employees are non-continental, Home Station copies of the UG-1 will be forwarded to E.R.O. for onward transmission.
4. Paragraph 1 of the attached cable states that the salary scale shall apply to:
  - a) Class 1 employees whose Home Station is in Australia, New Zealand or South Africa, and
  - b) Class 1 employees whom the Administration has undertaken to repatriate to these countries.

In the case of employees from Australia and New Zealand the Home Station and the place to which the employee will be repatriated were identical from the time of appointment. In the case of South Africans, however, most of them (perhaps all) were originally appointed from London, rather than South Africa, on the U.K. salary scale, but with the understanding that they would be repatriated to South Africa. Up until the 1st April, therefore, South Africans in reality had two Home Stations, i.e. a Finance Home Station in London, and a repatriation Home Station in South Africa. As at 1st April 1946, based on the attached cable, their Finance and Repatriation Home Station will be identical, i.e. South Africa.

C. H. Cramer.  
Chief Personnel Officer.



FROM: UNRRA LONDON 292210

TO: 1. USFST FOR UNRRA AROLSEN

CIRCULAR NO. 25

TO ALL MISSIONS REPEATED TO WASHINGTON FOR INFORMATION REFERENCE  
ERO ADMINISTRATIVE ORDER 180.

1. EFFECTIVE 1 APRIL 1946 THE FOLLOWING SALARY SCALE WILL APPLY TO (A) CLASS 1 EMPLOYEES WHOSE HOME STATION IS IN AUSTRALIA NEW ZEALAND OR SOUTH AFRICA AND (B) CLASS 1 EMPLOYEES WHOM THE ADMINISTRATION HAS UNDERTAKEN TO REPATRIATE TO THESE COUNTRIES:

<u>Grade</u>	<u>Base Salary</u>	<u>Within-grade increment</u>	<u>Top of grade</u>
1	200	10	240
2	250	10	290
3	300	10	340
4	350	10	390
5	400	10	440
6	450	20	550
7	550	30	670
8	700	30	820
9	850	30	970
10	1000	30	1120
11	1150	30	1270
12	1300	60	1540
13	1600	60	1840
14	1900	60	2140
15	2300	60	2440

2. THE SCALE SHOWN IN PARA. 1 OF THIS CABLE WILL BE EXPRESSED IN POUNDS AUSTRALIAN CMA POUNDS NEW ZEALAND AND POUNDS SOUTH AFRICAN ACCORDING TO THE HOME STATION OR COUNTRY OF REPATRIATION OF THE EMPLOYEE TO WHOM IT IS TO BE APPLIED.
3. ALL MISSIONS HAVING EMPLOYEES AFFECTED BY THIS CABLE WILL INITIATE DOCUMENTATION IN RESPECT OF AUSTRALIAN AND NEW ZEALAND EMPLOYEES SYDNEY ACPS AS HOME STATION FOR ACCOUNTING PURPOSES PD IN RESPECT OF SOUTH AFRICANS CMA PERSONNEL ACTION FORMS WILL BE SENT TO OFFICE WHICH HANDLES THEIR ACCOUNTS (IN MOST CASES ERO.)
4. SCALES E AND F IN ANNEX 1 TO ERO ADMINISTRATIVE ORDER 180 ARE HEREBY CANCELLED.



A/D F.C.A.

5

I have not yet received the new budget.

Could you obtain a copy when at Jone.

Also A.O. 180 although I have written twice  
has not yet arrived.

2/4/46

Off.



UNRRA HQ OPS BAOB 022  
"IN  
je gm v jedm 3 t  
from exfor unr ra main from personnel 2 4 46 0945a  
to hq 8 corps district for unr ra 8 corps hq  
bt

mg 2749 (.) unclassified (.)

following signal received from chq no 232 twentyninth march quote  
in conformity with basic field manual section 450 and fao 45-7  
para 4 no repeat no promotion personnel actions written on or  
after 1 may will be retroactive beyond the first of the month  
following date of approval by district or zone directors or their  
delegates as may be applicable in case promotion action requires  
approval of zone director and/or chief of operations or their  
delegates effective date will be that of approval by district or  
zone director depending on place of first origin (.) this provides  
you with one month to firm existing situaixxxsituation in line  
with xxxxxxx new budget (.) all actions must conform as  
well with other basic regulations (.) this order supersedes  
all previous instructions concerning retroactive actions (.)  
unquote acknowledge receipt by signal (.)

bt 2 4 46 0945a

pse amend last line unquote

mg 2749 232 450 45-7 4 1

+++++ed+++++bbbbbbkkk

rd.....re.....jedm - jegm 2/4 1635 kkkkk







"IN"

jegm v jedm 3 t  
from exfor unrre main from personnel 2 4 46 0945a  
to hq 8 corps district for unrre 8 corps hq  
bt

mg 2749 (.) unclassified (.)

following signal received from chq no 232 twentyninth march quote  
in conformity with basic field manual section 450 and fao 45-7  
para 4 no repeat no promotion personnel actions written on or  
after 1 may will be retroactive beyond the first of the month  
following date of approval by district or zone directors or their  
delegates as may be applicable in case promotion action requires  
approval of zone director and/or chief of operations or their  
delegates effective date will be that of approval by district or  
zone director depending on place of first origin (.) this provides  
you with one month to firm existing situaixxxsituation in line  
with ~~onexmoxthxxtxxx~~ new budget (.) all actions must conform as  
well with other basic regulations (.) this order supersedes  
all previous instructions concerning retroactive actions (.)  
unquote acknowledge receipt by signal (.)

bt 2 4 46 0945a

pse amend last line unquote

mg 2749 232 450 45-7 4 1

++++++ed++++++bbbbbbkkkk

rd.....re.....jedm - jegm 2/4 1635 kkkkk



12 APR 1946

4172/80/171

400 UNRRA ADMIN. HQ.

B. A. O. R.

Reg 5/1863

10th April, 1946.

TO: UNRRA District Headquarters,  
Mil. Gov. Headquarters,  
8 Corps, B.A.O.R.

Attn: Personnel Officer.

FROM: Sir Raphael Cilento,  
Zone Director.

Subject: Administrative Order 180

Further to your signal 399 received on 9th,  
enclosed herewith is complete copy of A.O. 180,  
as requested.

G.F.L. Price

G.F.L. Price, Zone Personnel Officer  
for Sir Raphael Cilento  
Zone Director

Encl: as indicated



5792 / 84 / II /

31 MAR 1946

400 UNRRA ADMIN. HQ.

B. A. O. R.

*Rys/1584*

27th March, 1946.

TO: UNRRA District Headquarters,  
Mil. Gov. Headquarters,  
8 Corps, B.A.O.R.

*File*  
*A.O.*

Attn: Personnel Officer.

FROM: Sir Raphael Cilento,  
Zone Director.

Subject: Administrative Order 180.

Further to your letter (ref. 8U/II/3110) EKW/  
EHA - undated) we are enclosing herewith two  
copies of the Canadian Salary Schedule, which is  
the section of A.O. 180 referred to in our letter.

*G.F.L. Price*

G.F.L. Price, Zone Personnel Officer  
for Sir Raphael Cilento  
Zone Director

JMcC/EN

2 Encls: Copies of Canadian  
salary schedule.



## UNRRA HQ 8 Corps BAOR

SEEN:

Section	Action	Infor.	Initials	Date
Personnel				
Remarks:				



CANADIAN SALARY SCHEDULES (OVERSEAS)

<u>Grade</u>	<u>Base Salary</u> \$	<u>Within Grade Increment</u> \$	<u>Top of Grade</u> \$
1.	1560	60	1800
2	1800	60	2040
3	2000	60	2240
4	2200	60	2440
5	2400	100	2800
6	2800	100	3200
7	3200	100	3600
8	3600	100	4000
9	4000	100	4400
10	4500	150	5100
11	5000	200	5800
12	6000	200	6800
13	7000	200	
14	8000	250	9000
15	9425	250	10,425



Central Headquarters for Germany  
APO 757 US Army

Lt Col B. J. H. HQ.  
Wm. C. 8 Corps  
BAOR

- 3 MRS. 1246  
9 February 1946.

To: Zone Personnel Officers

Subject: Administrative Order 180

Reference is made to Administrative Order 180 on the subject of salary scales. You will note particularly the following major differences between this order and the salary scales which we issued to you in November in connection with our administrative orders on AO 148 and promotions:

1. The Canadian salary scale is changed in all grades. The scale in AO 180 represents a slight revision upward and returns Canadians to the original scale under which practically all of them were engaged. Since it is effective as of 1 October this means that any personnel actions which have been issued on the basis of the previous scale are in error and must be amended.
2. The South African scale has been eliminated. Advice from ERO indicates that the South African scale previously issued is to be withdrawn until further study has been made. In the meantime, South Africans will be continued on the scale on which they are now carried.

The following minor errors might be noted:

1. In the Venezuelan scale the increment for Grade 15 is listed in AO 180 at 750 Bolivares. This should read 700 Bolivares.
2. In the Mexican scale the top increment for Grade 12 is listed in AO 180 at 25,000 pesos. This should read 22,000 pesos.

With the exception of the two minor changes mentioned above in connection with the Venezuelan and Mexican scales, the scales listed in AO 180 are final and definitive. They supercede the scales originally sent to you.

C.H.Cramer,  
Chief Personnel Officer.

UNRRA HQ 8 Corps BAOR

[illegible]



C  
O  
P  
Y.

U. N. R. R. A.

EUROPEAN REGIONAL OFFICE

Series: Administration

Order No. A-180

Subject: Salary Scales for Class 1  
Employees

Date: 1 January 1946

1. PURPOSE:

The purpose of this Order is to promulgate instructions for the implementation of the salary scales established by U. N. R. R. A. for Class 1 employees. It is not intended that any employee whose services are satisfactory shall suffer a reduction in salary by the implementation of this Order.

2. APPLICABILITY:

This order applies to the European Regional Office, Missions and other field formations under the jurisdiction of the European Regional Office.

3. CANCELLATION OF PREVIOUS ORDERS:

This order cancels the following Administrative Orders: No. A-109, No. A-116, No. A-117, No. A-141, No. A-143 (Revised) paragraphs II, III, IV and V.

4. PROMULGATION OF SALARY SCALES:

- (a) Salary scales showing in each case the basic salary, Annual Increment and Maximum Salary for each of the fifteen grades are contained as Annex 1 to this Order.

	Scale A	U. S. A.
	Scale B	U. K.
	Scale C	European Continent and Near East
	Scale D	Canada
	Scale E	Australia
See letter 16 April 1946	Scale <del>F</del>	New Zealand
	Scale G	Venezuela
	Scale H	Colombia
	Scale I	Brazil
	Scale J	Cuba
	Scale K	Mexico

- (1) Further scales for other countries will be issued as necessary.



(b) Relationship of Salary to Home Station. The decision as to which salary scale applies is based on the employee's home station. The employee's home station will be decided in accordance with the provisions of Article 1, Section 4 of A.O. No. A-167, "Personnel Field Regulations", issued 10 December 1945.

(c) Application of Scales.

- (i) SCALE A - The U. S. Scale applies to all employees whose home station is Washington, with the exception of certain Canadian, Central and South American employees (see sub-paragraphs (iv) and (vi) below). The U. S. Scale has been in effect since 1 July 1945.
- (ii) SCALE B - The U. K. Scale applies to all employees whose home station is London. The U. K. Scale has also been in effect since 1 July 1945.
- (iii) SCALE C - The Continental Scale applies to all employees whose home station is on the continent of Europe or in the Near East. This scale is quoted in Sterling, but salaries will be paid in local currency at the official rate of exchange on the date of accrual.
- (iv) SCALE D - The Canadian Scale applies to all personnel whose home station is in Canada and to Canadians, even though their home station is Washington, except that in cases where the home station of a Canadian has been designated as Washington on grounds of residence, he will remain on Scale A, the U. S. Scale.
- (v) ~~SCALES E AND F - The Australian and New Zealand Scales apply to all personnel whose home stations are Australia or New Zealand respectively.~~
- (vi) SCALES G to K - The salary scales for Venezuela, Colombia, Brazil, Cuba and Mexico apply to the appropriate Central and South American employees even though their home station is Washington, except that in cases where their home station has been designated as Washington on grounds of residence, they will remain on Scale A, the U. S. Scale.

Cancelled by  
letter 16 April 46



- (vii) Where it is doubtful whether the home station of a Canadian or Central or South American employee has been designated as Washington on the grounds of residence, (see paragraph (iv) and (vi) above), his case will be referred to Washington (copy to E.R.O.) for a ruling as to which scale is appropriate, requesting Washington to inform E.R.O. as to the decision.

5. CURRENCIES IN WHICH SALARIES MAY BE PAID:

Salary is normally payable in the currency of the country of the home station. It may also be paid wholly or partly in other currencies in the following circumstances:-

- (a) When an U.N.R.R.A. employee is assigned for duty in a country other than the country of his home station, he may draw part or all of his salary in the currency of that country.
- (b) An allotment may be made to a Father, Mother, Husband, Wife or Child under 18 years of age who is resident in another country provided that U.N.R.R.A. has available funds in that country.
- (c) Whilst in travel status in a country other than that of his home station or to which he has been assigned for duty, he may draw in the currency of that country up to the amount of his gross salary payable during the period in which he is in travel status.

6. IMPLEMENTATION OF SCALES:

- (a) New Recruitment. As from the date of this Order all new recruitment will be effected on the scales herein established.
- (b) Personnel Employed Prior to Date of Order. Action will be taken by the Head of each organizational unit affected by this order to implement its provisions with regard to personnel recruited prior to the date of the Order as soon as, but not before, the posts within the organizational unit have been graded in accordance with the instructions contained in Paragraph 7 of this Order.

7. CLASSIFICATION OF POSTS:

- (a) Posts in E.R.O., Missions and other field formations under E.R.O. jurisdiction are graded according to the classification standards issued by E.R.O. The grades reflect the degree of complexity and responsibility of the duties



attaching to the position.

- (b) When a post is graded, the grade determines the salary and increments to be paid to the incumbent except for those cases mentioned in Paras. 8 and 9 below.

ALTERATIONS IN SALARY DUE TO GRADING:

- (a) The salary of an employee will normally be determined by the grade of the post to which he is assigned. In the case of an employee whose salary is less than the base salary of the appropriate grade, he will receive the salary of the appropriate grade in accordance with the following provisions:

- See letter 11.4.46* (i) In the case of an employee on scale A and B his salary will be calculated as from the 1 July 1945; providing he was employed by UNRRA in the same or an equivalent capacity on that date.
- See letter 11.4.46* (ii) In the case of an employee on any other scale his salary will be calculated as from 1 October 1945; providing he was employed by UNRRA in the same or an equivalent capacity on that date.
- (iii) In the case where an employee has been promoted between the date when his appropriate salary scale became effective and the grading of his post, the employee will be paid the salary of the appropriate grade for the period during which he has occupied the post.

- (b) The 1st October 1945 has been chosen as the date from which the scales other than the U. S. and U. K. scales shall become effective as it was approximately on that date that the grading of posts within Missions was begun and it would be considered inequitable if any employee lost in salary merely because the grading of posts in the Mission in which he serves has been delayed.
- (c) When the salary attaching to the graded post is less than the salary previously received by the incumbent the following procedure will apply:-

In the E. R. O., the C. F. A. and in a Mission or other field formation, the Chief of Mission or other field formation will consider the incumbents' case with a view to:

- (i) Offering to the incumbent to retain him in his post at the salary applicable to the grade established for the post.



- (ii) Reassignment of the incumbent to another post carrying a grade and salary not lower than his former salary.
- (iii) Retention of the incumbent in his post at a rate of payment equivalent to his former salary.
- (iv) Consideration as to whether the employee is redundant to the program.
- (d) The decision to retain the incumbent in his post at a rate of payment equivalent to his former salary ((b) (iii) above) is a special authorization. If this post is later occupied by another employee, the new incumbent is to be paid at the base of the salary of the grade of the post according to his appropriate salary scale.

9. VARIATIONS IN SALARY DUE TO CHANGE OF CURRENCY  
IN WHICH CALCULATED:

- (a) Any employee who as a result of this order is paid his salary in a different currency to that in which he was previously paid and thereby suffers reduction in salary expressed in terms of the currency of his home station, will be authorized the payment of a monthly sum to bring his salary up to an amount equivalent to what it previously amounted to in terms of the currency of his home station. The issue of such an authorization will be-
  - (i) in the E.R.O. by the C.F.A.
  - (ii) in a Mission or other field formation by the Chief of the Mission or other field formation.
- (b) Rates of exchange will be taken to be those in force on the last day of each calendar month when the special monthly authorization will be payable.

10. INCREMENTS:

- (a) When an employee who is receiving an increment to his basic salary based on length of service is assigned to a post of higher grade, he will receive the basic salary of the new grade.
- (b) When the post of an employee who is receiving an increment to his basic salary is graded for the first time, and if the basic salary attaching to the graded post is greater than his former salary plus increment, he will receive the basic salary of the new post only.



- (c) When the post of an employee who is receiving an increment to his basic salary is graded for the first time and if the basic salary attaching to the graded post is less than his former salary plus increment, he will be paid at the nearest increment rate within the grade which does not result in a reduction of salary.
- (d) P2's to implement increments when due to personnel employed in Missions will be prepared by Missions and sent in duplicate to E.R.O. (one copy for the Division of Personnel and one for the Division of Accounts and Audit). Individuals should be asked to indicate whether increments should be added to home or field allotments.

11. PERSONNEL AND ACCOUNTING ACTION:

- (a) When the salary scales are brought into effect Form P2 in triplicate will be prepared as directed by the Chief of the Mission for each employee of a Mission assigned to a post. The two copies of the P2 will be forwarded to the employees home station, one copy addressed to the Personnel Division and one to the Accounts Division. Action to implement regrading and increments will be taken at Home Stations by the Division of Accounts, and Missions will be advised of the adjustments to be made in pay-books.
- (b) In some cases the Mission may not be able to fill in on the P2 the total amount of salary (and/or salary and bonus) payable to the employee. In such cases, the home station will be asked by the Mission to complete the P2.
- (c) At present P2's and P3's and U.G.1's are used to notify Personnel Actions affecting changes of status or salary. Either can be used under this paragraph.

12. PART TIME EMPLOYEES:

Part time employees will be paid at the normal rate applicable to the grade of the post, calculated on an hourly basis according to the hours of work.

13. PUBLICATION OF THE SCALES:

While the grading system and the salaries attaching to the various grades may be made known throughout UNRRA the salaries of individuals are confidential.

R. G. LEWIS  
D. D. G. and Chief of  
Finance and Administration.



N.B. This Order is being distributed to Deputy Directors General, Deputy Chiefs of Departments, Divisional Directors and Heads of Branches. The last named are responsible for circulation within their Branches. Orders should be retained for future reference.

Attachment. Salary scales are same as those sent you from Central Headquarters, DP Operation, Germany.



28 MAR 1946

400 UNRRA ADMIN. HQ.

B.A.O.R.

3675/80/II/

Ref 1558

22nd March, 1946.

TO: UNRRA District Headquarters,  
Mil. Gov. Headquarters,  
1, 8 and 30 Corps.

(Attn: Personnel Officers)

FROM: Sir Raphael Cilento,  
Zone Director.

Subject: Adjustments of Salary to Base of Grade.

1. Copy is attached of letter from Central Headquarters, Arolsen, of 11th March, giving a definite ruling on effective date which should apply for these cases, which is self-explanatory.

2. Please ensure that U.G.1's initiated by you are in accordance with the ruling of Central Headquarters.

G.F.L. Price, Zone Personnel Officer.  
for Sir Raphael Cilento  
Zone Director

G.F.L. Price

Encl:  
copy of letter from CH.

A/D F.C.A.

What about previous actions already put through? will they be automatically adjusted?

What about previous actions?  
main  
action

W  
look up  
B.D.







COPY

UNRRA  
Central Headquarters for Germany  
APO 757 or BAOR

File: 210  
11 March 1946.

TO: Zone Personnel Officers.

As you know, we have experienced considerable difficulty in the past by the fact that so many persons have been hired at a salary below the base of the authorized grade. It has had to be our determination as to whether:

1. an adjustment should be retroactive to the entrance on duty date, or -
2. the adjustment should be retroactive to a date the first of the month following the completion of a thirty day period in the field.

The following rules are applicable in these cases:

1. With respect to U.S. Personnel, it was felt that the second policy should be in effect. This decision was made because Washington purposely appointed (on the basis of AO 89 and AO 167, Article II, Section 2) some personnel below the base of the grade, with the individual's knowledge and with the understanding that he would have to prove himself in the field before adjustment was made. This decision was not followed consistently in the field, due largely to insufficient instruction from CHQ, but that is the policy which we hope is now clearly understood.
2. With respect to Continental and U.K. Personnel, the entrance on duty date will determine the action to be taken:
  - a. If the employee was appointed prior to 1 November the first procedure mentioned above will apply. This is felt to be necessary since it was only last summer that ERO initiated a classified system and this in turn was extended to Continental Home Stations 1 October. For some time it has been clear that neither ERO nor Home Stations followed the policy of appointing personnel to the authorized grade and in accordance with the established salary, even after the establishment of the grade system. Hence we have continued to allow adjustments to be made.
  - b. If the employee has been appointed since 1 November the second policy shall prevail. With the recent initiation of recruitment and insistence by CHQ that Home Stations pay the authorized salaries for the established grades, it is felt that incoming personnel recruited below the base of the grade must have been recruited so by the decision of the Home Station, based on AO 89 and

U.S.  
2nd Policy



and AO 167, Article II, Section 2. Therefore, before adjustments to the base of the grade for any person appointed since 1 November can be made, it will be necessary for the employee to complete the thirty day minimum probationary period in a field assignment. Any adjustment should ~~be~~ not be expected until the first of the month following the end of the thirty day period. Such an adjustment is not counted as a promotion in determining the three months or six months necessary for future promotions.

In case the employee claims that an error was made by Home Station, will you bring the matter to our attention, so that we may query the Home Station with regard to their intention?

s/ C.H. Cramer  
Chief Personnel Officer

U.S. Zone  
British Zone  
French Zone



5/2525

13 AUG 1946

11/9.03.

Reference  
UN/1813/CPO

9  
..... August 1946

1630  
..... hours

TO: UNRRA H.Q., No. 460, B.A.O.R.  
" " Schleswig Holstein Region, B.A.O.R. ✓  
" / No. 430, B.A.O.R.  
" " Mobile Medical & Canteen Unit, B.A.O.R.

FROM: Zone Director.

Subject: C.H.Q. Order No. 63 (Salary Increases).

Copies of the above order are going forward to you under separate cover.

For your information, and in case it may be of use, copy is attached of the paragraphs which are being inserted in the Administrative Orders for Zone Headquarters on this subject.

*E G Cook*  
J. F. L. Price, Zone Personnel Officer  
for Zone Director

Encl: as indicated



FOR INSERTION IN ADMINISTRATIVE ORDERS

ANNUAL SALARY INCREASES

1. Central Headquarters' Order No. 63 of 5th August 1946 has ruled that in future the within-grade salary increase which employees are to be given after each full year of service since the last previous salary advancement will be automatic. No report of satisfactory service from the employee's supervising officer will be necessary. In the case, however, of employees already receiving salaries of, or above, the maximum of their budget grades, no increase will be made. Periods of leave without pay will not count as periods of service for the purpose of annual salary increases. Increases will be made effective at the beginning of a pay period (i.e. on the first of the month).

2. Any employees who consider they are entitled to an increase as above should make application in writing, through their Supervisory Officer, to Personnel Branch, giving the following details:

- (a) Date of Entrance on duty, or of last advancement in pay, whichever is applicable.
- (b) Duration of any period of leave without pay, with dates.

Personnel Branch will then check particulars and issue U.G.1 as and if appropriate.

MERITORIOUS SERVICE SALARY INCREASES

1. In accordance with Central Headquarters' Order No. 63 of 5th August 1946, increases as above may be submitted through normal channels by employees' supervising officers, who will be required to certify that "the work performance of the recipient is patently superior to other employees in the same position category." They will be strictly limited in number. They will not be used because of inability to obtain promotions or higher classifications.

2. Such increases will normally be for one increment level, or in very exceptional cases for a maximum of two levels. No employee may receive more than one increase within six months. No increase can be authorised to exceed the maximum of the grade.

3. The appropriate authority will submit a special report on the employee substantiating in full the reasons for the increase, to enable Personnel Branch to prepare U.G.1s. for submission through normal channels to Chief of Operations, Arolsen, for final approval.

4. All such increases will be effective on the first of the month following the initiating date of the action, and will not be retroactive.



Staff C.

15 June 1946

1239

Bb

Reference  
EW/1805/H/CLD

31 July 1946  
1800 hours

TO: UNRRA H.Q., No. 460, B.A.O.R.  
" " Schleswig Holstein Region, B.A.O.R. ✓  
" " No. 430, B.A.O.R.  
" " Mobile Medical & Canteen Units, B.A.O.R.

Attn: Personnel Officers.

FROM: Zone Director.

Subject: Within-Grade Increments - Technical Instruction No. AD 35

The following letter on above subject, dated 26 July, has been received from Central Headquarters and is forwarded for your information:

"Reference is made to the Technical Instruction No. AD 35 on the subject of within-grade increments. In that Order it is indicated that annual within grade increments are payable on the first of the month, following completion of one year's service.

"Misinterpretations have developed in complying with this order:

- " (a) If a person's date of EOD, or last promotion, is the first of the month, the order should be interpreted so that the effective date of the annual increment is effective the first of the following month, i.e. a person, who is appointed on 1 June and received no promotion during the subsequent year, is not entitled to his annual increment until 1 July;
- " (b) in some instances personnel officers have interpreted the ban on retroactive promotions to include annual increments. A person is entitled to his annual increment the first of the month following his anniversary date, and should be accorded it on this basis. It is obvious, therefore, that in a good many instances, where our implementation of annual increments has been delayed, it will be necessary to issue retroactive actions. It should be noted, however, that the authority with respect to annual increments, based on satisfactory service, does not include meritorious increments. In cases of the latter type of action, the ban on retroactive actions still holds. "

*G.F. Price*  
G.F. Price, Zone Personnel Officer  
for Zone Director

BM/en

noted EKN 3/8/46



2 AUG 1946

11/185

2/8/46  
200Reference  
UN/1805/D/CPD31 July 1946  
09.00 hours

TO: UNHRA H.Q., N. Rhine & Westphalia Region, B.A.O.R.  
 " " Schleswig Holstein Region, B.A.O.R. ✓  
 " " Hannover Region, B.A.O.R.  
 Headquarters, UNHRA Mobile Medical Units, B.A.O.R.

FROM: Zone Director.

Subject: within-grade salary increases for Class I employees.

This memorandum is distributed as an amendment to Administrative Order 35.

within-grade salary increases shall normally be paid to indefinite employees in recognition of their increased value to the Administration after the prescribed period of satisfactory service, which is the end of each full year of service, to be counted from the date of entrance on duty, or the date of the last promotion.

In limited cases within-grade increments may be granted for exceptionally meritorious service. In this connection your attention is drawn to paragraph 2, section 2 of Administrative Order 35. This Headquarters has been informed by Central Headquarters that this section should read:

"They may not be given during the first six months of service, nor more than once in any period of twelve months."

According to Administrative Order 35, dated 2nd April 1946, the established period was one of three months. It is strongly emphasised that all Personnel Officers bear this alteration in mind and change their original Administrative Order accordingly.



G.F.L. Price, Zone Personnel Officer  
for Zone Director

B/en



3 MAY 1946

400 UNRRA ADMIN. HQ.

B.A.O.R.

527/80/II/  
860475

Ref. 5/2506

29th April, 1946.

TO: UNRRA District Headquarters,  
1st, 8th and 30th Corps,  
B.A.O.R.

FROM: Sir Raphael Cilento,  
Zone Director.

Subject: Salary Scales

Enclosed herewith are copies of the new Salary Scales for Australian, New Zealand and South African employees, and a covering letter from the Chief Personnel Officer.

Will you please submit U.G.l.s. on employees whose salaries are affected by this Order, as soon as possible.

*G.F.L. Price*

G.F.L. Price, Zone Personnel Officer  
for Sir Raphael Cilento  
Zone Director

ENCLS; as indicated

JMcG/en

*Miss Lindsay*  
*not yet done*



6

Personnel Branch.

"/N"

jegm v jedm 6 t  
from exfor unrta main from personnel 9 4 46 1400a  
to hq 8 corps district for unrta 8 corps hq  
bt

mg 2798 (.) unclassified (.)

please note that norwegian personnel are paid on continental  
salary scale with home station oslo (.)

bt 9 4 46 1400a

mg 2798

++++++ed+++++bbb1kk

rd..... re..... jegm - jedm 9/4 1705 kkk

80111/6

Noted e from  
AR



COPY

FROM: UNHRA LONDON 292210  
TO : 1. USFET FOR UNHRA AROISEN

CIRCULAR NO. 25

TO ALL MISSIONS REPEATED TO WASHINGTON FOR INFORMATION REFERENCE ERO ADMINISTRATIVE ORDER 180.

1. EFFECTIVE 1 APRIL 1946 THE FOLLOWING SALARY SCALE WILL APPLY TO (A) CLASS I EMPLOYEES WHOSE HOME STATION IS IN AUSTRALIA NEW ZEALAND OR SOUTH AFRICA AND (B) CLASS I EMPLOYEES WHOM THE ADMINISTRATION HAS UNDERTAKEN TO REPATRIATE TO THESE COUNTRIES:

<u>Grade</u>	<u>Base Salary</u>	<u>Within-grade Increment</u>	<u>Top of Grade</u>
1	200	10	240
2	250	10	290
3	300	10	340
4	350	10	390
5	400	10	440
6	450	20	550
7	550	30	670
8	700	30	820
9	850	30	970
10	1000	30	1120
11	1150	30	1270
12	1300	60	1540
13	1600	60	1840
14	1900	60	2140
15	2200	60	2440

2. THE SCALE SHOWN IN PARA. 1 OF THIS CABLE WILL BE EXPRESSED IN POUNDS AUSTRALIAN CMA POUNDS NEW ZEALAND AND POUNDS SOUTH AFRICAN ACCORDING TO THE HOME STATION OR COUNTRY OF REPATRIATION OF THE EMPLOYEE TO WHOM IT IS APPLIED.
3. ALL MISSIONS HAVING EMPLOYEES AFFECTED BY THIS CABLE WILL INITIATE DOCUMENTATION IN RESPECT OF AUSTRALIAN AND NEW ZEALAND EMPLOYEES SYDNEY ACTS AS HOME STATION FOR ACCOUNTING PURPOSES PD IN RESPECT OF SOUTH AFRICANS CMA PERSONNEL ACTION FORMS WILL BE SENT TO OFFICE WHICH HANDLES THEIR ACCOUNTS (IN MOST CASES ERO).
4. SCALES E AND F ANNEX 1 TO ERO ADMINISTRATIVE ORDER 180 ARE HEREBY CANCELLED.



COPY

UNRRA  
Central Headquarters for Germany  
APO 757 or BAOR

16th April, 1946

Subject: Salary Scales

You will find attached a cable from E.R.O. on the subject of the new salary scale for employees from Australia, New Zealand and South Africa. The following points should be noted specifically:

1. Scale is the same as that for the U.K. with one exception, i.e. the top increment for Grade 6 for Australians, New Zealanders and South Africans is \$550. However, the new scale is payable in South African, Australian, or New Zealand pounds - depending on the Home Station of the employee. The pounds in which the employee will be paid, as of 1st April, 1946, must be specifically noted on the U.G.1.
2. The new scale is effective 1st April, 1946.
3. New personnel actions will be necessary on all employees whose Home Stations are Australia, New Zealand or South Africa. Distribution of the U.G.1s. will be the same as that provided in F.A.O. 45-6, paragraph 3. Since all of these employees are non-continental, Home Station copies of the U.G.1 will be forwarded to E.R.O. for onward transmission.
4. Paragraph 1 of the attached cable states that the salary scale shall apply to:
  - a) Class I employees whose Home Station is in Australia, New Zealand or South Africa, and
  - b) Class I employees whom the Administration has undertaken to repatriate to these countries.

In the case of employees from Australia and New Zealand the Home Station and the place to which the employee will be repatriated were identical from their time of appointment. In the case of South Africans, however, most of them (perhaps all) were originally appointed from London, rather than South Africa, on the U.K. salary scale, but with the understanding that they would be repatriated to South Africa. Up until the 1st April, therefore, South Africans in reality had two Home Stations, i.e. a Finance Home Station in London, and a Repatriation Home Station in South Africa. As at 1st April 1946, based on the attached cable, their Finance and Repatriation Home Station will be identical, i.e. South Africa.

Chief Personnel Officer