



Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 2 December 2004

Staff Instruction No. 18/2004

Subject: Daily Staff

1. Purpose

The purpose of this Staff Instruction is to set out the terms and conditions of service for staff employed on an hourly or daily basis (hereinafter referred to as “Daily Staff”).

2. Applicability

This Staff Instruction applies to the OSCE Secretariat, Institutions and Missions.

3. Effective Date

This Staff Instruction shall take effect on 1 January 2005.

4. Recruitment

4.1 Daily Staff may be recruited to perform services of a limited duration when there is a need for assistance in dealing with peak workloads, to cover short-term absences of less than one month or any other unforeseen demands. Typical functions performed by daily staff include secretarial/clerical and administrative duties, providing support during conferences and meetings, manual work, driving services, etc.

4.2 Candidates to be considered for a daily appointment shall be primarily selected from the candidates who previously applied for an appointment with the OSCE and from former OSCE employees interested in this type of appointment. A roster for this purpose shall be maintained by the Secretariat and in each Mission/Institution. Generic Vacancy notices for Daily Staff shall be issued allowing qualified external candidates to apply for such roster.

4.3 Candidates shall be interviewed by the respective Personnel /Recruitment/ Administrative office. If found suitable, candidates shall be further recommended to the hiring office.

5. Conditions of Service

5.1 Daily Staff shall be recruited for a period of less than one month. In exceptional cases where the nature of services requires the employment for a period exceeding one month, Daily Staff can be recruited for a longer period provided that the services are needed on an irregular hourly/daily basis which does not constitute a continuous

short-term, part-time or full-time employment. Subject to the exigencies of service, further extensions may be possible, however, the respective Personnel/Recruitment/Administrative Officer should ascertain with the hiring department that the functions continue to be necessary on an irregular hourly basis, otherwise a short-term monthly contract should be considered.

5.2 Daily Staff are not subject to the OSCE Staff Regulations and Rules. All contractual entitlements of Daily Staff are strictly limited to those contained expressly in their Letters of Appointment (Annex I). Daily Staff shall be required to be familiar with and abide by the OSCE Code of Conduct.

5.3 Depending on the nature of the duties, an appointment shall be made at the appropriate grade and only at Step 1. Daily Staff shall be given a Letter of Appointment (**Annex 1**), which stipulates the conditions of service in accordance with this Staff Instruction.

5.4 Daily Staff shall not be employed at the professional level.

5.5 A daily rate (eight hour working day) shall be derived based on the applicable salary scale shown in Appendix IV of Staff Regulations and Rules and by applying the following formula. The annual net base salary at the appropriate grade on Step 1 divided by 323. An hourly rate shall be obtained by dividing the daily rate by 8. This formula is provided in accordance with the formula used by the United Nations Common System. (365 days minus 30 days of annual leave to which the Daily Staff are not entitled and minus 12 Sundays which are not counted.)

5.6 Daily Staff shall not be eligible for any type of leave.

5.7 Daily Staff shall be enrolled in the OSCE's Life and Accident Insurance scheme for service incurred accidents, the premiums for which shall be borne by the OSCE. Irrespective of the number of days worked, a full monthly premium shall be paid. Coverage and compensation details shall be provided in accordance with the prevailing contract between the OSCE and the Insurer.

5.8 The OSCE shall not contribute to any other social security scheme.

6. Procedure

6.1 Upon appointment, Daily Staff shall submit a copy of their passport or any other identity paper, and shall complete the Designation of Beneficiaries Form.

6.2 Daily Staff shall keep a record of all hours worked in the Attendance Record Sheet (**Annex 2**), which shall be certified by the supervisor. The Attendance Record shall be forwarded to the respective Personnel/Administrative Officer by the 15th of each month covering the working period from the 10th of the previous month to the 10th of the current month.