

Part-time arrangements

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Email from HR

Part-time arrangements on a voluntary basis

Dear colleagues,

In the current financial climate that is already affecting numerous organizations of the UN family in unprecedented ways, UNICC remains committed to offering as much continuity and predictability as possible to you, our workforce, and our client organizations alike.

Among the range of measures being explored to continue responsibly managing our costs, maintaining our operations, and supporting our most valuable asset, the staff and affiliate personnel of UNICC, we would like to encourage you to consider the possibility of availing of **part-time arrangements on a voluntary basis**.

Part-time options generally involve a reduction of working hours per week with a corresponding reduction in pay (including salary and emoluments) and may take various forms.

- For eligible staff (holders of a temporary, fixed-term or continuing appointment), our staff rules provide a framework for part-time employment ranging from options for a 50% to 90% work schedule. The [WHO eManual](#) outlines these options in more detail and also provides valuable information on the impact of part-time employment on staff salary and related emoluments.
- Affiliated personnel may also be able to avail of certain part-time arrangements, to be determined on a case-by-case basis in the context of the specific contracts they hold.

In certain circumstances, switching to a part-time schedule may allow retention in employment over a longer period of time than might otherwise be possible in the face of anticipated funding constraints materializing - **without a change in contract type or status**.

In addition, part-time work can have meaningful benefits on a personal and professional level, including:

- **Greater scope for work-life balance** for staff and affiliated personnel, enabling flexibility to meet personal or family needs
- **Reduced stress and risk of burnout**, which can enhance overall productivity and job satisfaction
- **Opportunities for professional development or further study** while maintaining a regular income and continued engagement with UNICC

We invite staff and affiliated personnel who may be interested in exploring part-time arrangements to reach out to their managers and HR to discuss possibilities that suit both personal circumstances and team needs. To address your initial questions, please find attached a FAQ document for staff regarding part-time arrangements.

We would like to reiterate and emphasize that the opportunity for seeking part-time employment options specifically in the current context of elevated financial uncertainty for the UN system as a whole is offered **strictly on a voluntary basis**. Any decision concerning the implementation of a part-time arrangement will be made in full consultation with the respective personnel and their managers to ensure transparency, due process, and mutual benefit as much as possible.

Understandably, you may also have additional questions surrounding part-time arrangements and their impact on yourself and your team.

We therefore count on your support and proactive engagement in sharing any questions, concerns, doubts or ideas you may have so we can in turn support you in the best way possible during these challenging times.

Please do not hesitate to contact us for additional information.

Best regards,