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AMENDMENTS TO THE PASB STAFF RULES

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as an annex to this document and for its confirmation, the amendments to the Staff Rules made since the Committee's 126th Session.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its 107th Session (Resolutions EB107.R9, EB107.R11, EB107/15 Add. 1 and EB107/16 Add. 1) and are in compliance with paragraph 2 of Resolution CE59.R19 adopted by the Executive Committee at its 59th Session (1968), which requested the Director to continue to introduce changes deemed necessary to maintain close similarity between the provisions of the Staff Rules of the Pan American Sanitary Bureau (PASB) and those of the World Health Organization (WHO).

The amendments presented in sections 1 and 2 result from decisions taken by the United Nations General Assembly at its fifty-fifth session on the basis of recommendations made by the International Civil Service Commission (ICSC), in accordance with United Nations common system arrangements. The amendments implement the results of periodic updates by the Commission, based on established methodologies. The annex to this document contains the text of the amended Staff Rules. The effective date of these changes is 1 March 2001. The additional costs under the regular budget will be absorbed under the appropriate allocations for the 2001–2002 program budget.

The amendments in section 3 result from decisions taken by the Executive Board of the World Health Organization at its 107th Session (Resolution EB107.R11). The effective date of these changes is 1 January 2001.

The Executive Committee is invited to consider a draft resolution which confirms the amendments contained in this document, modifies the remuneration of staff in ungraded posts, and recommends to the 43rd Directing Council a modification in the remuneration of the Director of PASB.

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1. Schedule of Salaries for the Professional and Higher-graded Categories

The United Nations General Assembly approved, with effect from 1 March 2001, (a) a revised base/floor salary scale for professional and higher-graded categories, incorporating an increase of 5.1% through the consolidation of post adjustment classes into the net base salary, on a “no-loss no-gain” basis, and (b) an increase in dependency allowances of 11.89%, as of 1 January 2001.

Staff Rules 330.2 and 340 of the Pan American Sanitary Bureau (PASB) have been modified accordingly.

2. Salaries of the Deputy Director, Assistant Director, and Director

As a consequence of the revision of the base/floor salary scale for professional and higher-graded categories described above, modifications in the salaries of the posts of Deputy Director, Assistant Director, and Director should also be made.

Since 1962 it has been the policy of the Executive Committee to set the salary of the Deputy Director at the level of other WHO Regional Directors and that of the Assistant Director at US\$ 1,000 less.

Considering that PASB Staff Regulation 3.1 states: “The salaries for the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee,” the Committee may wish to follow this practice and adjust the annual net salary of the Deputy Director to \$104,341 per annum at dependency rate and \$94,484 per annum at single rate, effective 1 March 2001, and that of the Assistant Director to \$103,341 per annum at dependency rate and \$93,484 per annum at single rate, effective 1 March 2001.

The 20th Directing Council, in operative paragraph 2 of Resolution CD20.R20, requested “the Executive Committee, in case of any future adjustments in respect of professional and ungraded categories of posts, to make recommendations to the Conference or the Directing Council concerning the appropriate level of the salary of the Director.”

Since 1969, the practice of the Governing Bodies of PAHO has been to maintain the salary of the Director at the Under Secretary-General level of the UN system salary scale, which in the past WHO structure corresponded to the WHO Director-General.

The Executive Committee, in following this guide, may wish to recommend to the 43rd Directing Council that it adjust the annual salary of the Director to \$113,762 per annum at dependency rate and \$102,379 per annum at single rate, effective 1 March 2001.

The above changes are also on the basis of the “no-loss, no-gain” formula.

3. Amendments to the Staff Rules Resulting from Amendments to WHO’s Staff Rules Approved at the 107th Session of the Executive Board

In accordance with Staff Regulation 12.2, the Director submits to the Executive Committee for confirmation, the following amendments that he has made to the Staff Rules since the 126th Session:

3.1 *Assignment Grant*

An editorial change is introduced to Staff Rule 365 in order to reflect actual practice and thus remove possible ambiguity.

3.2 *Payments and Deductions*

The purpose of the amendments is, firstly, to ensure equitable treatment of staff in view of possible administrative delays in classification and to permit enforcement of Article I of the Staff Regulations (Duties, Obligations, and Privileges), in particular 1.9. It is intended that deductions for third party indebtedness would relate to family obligations as an indication that it is unacceptable for PAHO staff members to neglect family and child support obligations. This amendment is in line with United Nations rules and practice, whereby since 1998 deductions are made from a staff member's salary in cases of noncompliance with family and child support obligations. Staff Rule 380 has been amended accordingly.

3.3 *Official Holidays*

Official holidays in the United Nations common system range from 9 to 11 days per year; in 1998, the United Nations increased the number of official holidays from nine to 10 days. It is proposed that PAHO align itself with WHO and the United Nations. Except as otherwise decided by the Director, 10 official holidays shall be fixed following, as far as practicable, the most commonly observed holidays in the locality.

3.4 *Leave*

The following amendments flow from recommendations made in the strategic framework for management of human resources, in relation to WHO's work-life policy, which reflects the "work/family" policy agenda adopted in 1995 by the executive heads of the organizations of the United Nations system. The proposals include such subjects as special leave related to adoption, parenting, and family emergencies. The text of the current and proposed Staff Rules is contained in the Annex.

- (a) Staff Rule 650 has been amended expressly to provide more flexibility within the current special leave provisions to allow staff members to request special leave in the event of death of a close relative or adoption of a child. Adoption leave is a practice in the United Nations common system, and compassionate leave is granted by most organizations of the system.
- (b) Staff Rule 740 has been amended to enable staff members to use the current seven days of uncertified sick leave to attend to serious family-related emergencies. This aligns PAHO with the practice of the United Nations and a number of other organizations of the system, based on a recommendation made by the Consultative Committee on Administrative Questions (CCAQ) in 1997.
- (c) Staff Rule 760 has been amended to introduce the entitlement of paternity leave for staff members for a period of up to five days, in order to support the participation of fathers in family care. It is also proposed that when both parents are staff members of PASB, any unused portion of maternity leave to which the mother would have been entitled may be used by the father of the child. Shared maternity leave recognizes the dual and complementary roles of both parents at work and in the family and is current practice in the United Nations system.
- (d) Staff Rule 820 has been amended to provide greater flexibility to the Director regarding reasons for authorizing travel. The intent is to give nursing mothers the option of taking breast-feeding infants with them on duty travel at the Organization's expense, provided the infant is less than two years of age. This Staff Rule change aligns PAHO with United Nations Staff Rules and the current practice of UNICEF, with which WHO has launched a joint breast-feeding policy.

3.5 *Boards of Appeal*

The Director-General (WHO) has the authority to appoint two members and four alternates to serve on the headquarters Board of Appeal (Geneva). Experience has shown that an increase in the membership has helped to deal expeditiously with appeal cases. In

consultation with the Staff Committee, the list of members appointed by the Director-General has been increased from two to four, and the alternates from four to eight. Staff Rule 1230 has therefore been amended to reflect current practice.

3.6 *Budgetary Requirements*

The financial requirements in the 2000-2001 biennium under the regular budget are minimal and will be met from the appropriate allocations.

4. Action Requested of the Executive Committee

In the light of these revisions the Committee may wish to consider the following:

Proposed Resolution

THE 128th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE128/23;

Taking into account the actions of the Fifty-fourth World Health Assembly related to the remuneration of the Regional Directors, Senior Advisors, and the Director-General;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau, and Resolution CD20.R20 of the 20th Directing Council; and

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff,

RESOLVES:

1. To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE128/23:
 - (a) with effect from 1 January 2001 concerning dependency allowances for the professional and higher categories,
 - (b) with effect from 1 March 2001, concerning the salary scale for use in conjunction with gross base salaries applicable to professional category and Directors' posts.

2. To establish, effective 1 March 2001:
 - (a) the net annual salary of the Deputy Director at \$104,341 at dependency rate and \$94,484 at single rate;
 - (b) the annual net salary of the Assistant Director at \$103,341 at dependency rate and \$93,484 at single rate.
3. To recommend to the 43rd Directing Council that it establish the annual salary of the Director at \$113,762 at dependency rate and \$102,379 at single rate, effective 1 March 2001.
4. To confirm the amendments to Staff Rules 365, 380, 620, 650, 740, 760, 760.1, 760.2, 820, and 1230, as appear in the Annex to this document.

Annex

Text of the Amended Staff Rules

330. Salaries

330.2 The following schedule of annual gross and annual base salaries shall apply to all professional and higher category posts with effect from 1 March 2001:

Salary scale for the professional and higher graded categories: annual gross salaries and net equivalents after application of staff assessment¹

(effective 1 March 2001)

(US dollars)

Step

Level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D-2	Gross	124 384	127 132	129 877	132 623	135 369	138 115									
	Net D	87 318	89 022	90 724	92 426	94 129	95 831									
	Net S	80 218	81 645	83 072	84 498	85 925	87 352									
D-1	Gross	109 894	112 245	114 598	116 944	119 297	121 648	124 002	126 352	128 702						
	Net D	78 334	79 792	81 251	82 705	84 164	85 622	87 081	88 538	89 995						
	Net S	72 407	73 687	74 967	76 245	77 525	78 796	80 018	81 240	82 460						
P-5	Gross	96 705	98 832	100 961	103 089	105 216	107 342	109 471	111 598	113 724	115 853	117 982	120 106	122 234		
	Net D	70 157	71 476	72 796	74 115	75 434	76 752	78 072	79 391	80 709	82 029	83 349	84 666	85 985		
	Net S	65 176	66 385	67 545	68 703	69 862	71 018	72 177	73 335	74 493	75 651	76 809	77 966	79 101		
P-4	Gross	79 780	81 733	83 680	85 627	87 579	89 527	91 571	93 645	95 723	97 795	99 869	101 947	104 019	106 095	108 171
	Net D	59 255	60 544	61 829	63 114	64 402	65 688	66 974	68 260	69 548	70 833	72 119	73 407	74 692	75 979	77 266
	Net S	55 180	56 364	57 543	58 722	59 902	61 080	62 259	63 439	64 617	65 796	66 949	68 082	69 210	70 340	71 470
P-3	Gross	65 388	67 220	69 053	70 880	72 714	74 544	76 373	78 206	80 038	81 868	83 700	85 529	87 361	89 191	91 089
	Net D	49 756	50 965	52 175	53 381	54 591	55 799	57 006	58 216	59 425	60 633	61 842	63 049	64 258	65 466	66 675
	Net S	46 445	47 556	48 669	49 780	50 892	52 002	53 113	54 225	55 335	56 447	57 555	58 663	59 770		
P-2	Gross	53 129	54 632	56 132	57 633	59 135	60 692	62 332	63 967	65 606	67 244	68 879	70 520			
	Net D	41 253	42 335	43 415	44 496	45 577	46 657	47 739	48 818	49 900	50 981	52 060	53 143			
	Net S	38 694	39 675	40 653	41 633	42 611	43 592	44 587	45 580	46 577	47 571	48 564	49 561			
P-1	Gross	41 189	42 633	44 075	45 519	46 960	48 403	49 847	51 290	52 731	54 174					
	Net D	32 656	33 696	34 734	35 774	36 811	37 850	38 890	39 929	40 966	42 005					
	Net S	30 805	31 763	32 720	33 677	34 633	35 590	36 548	37 493	38 434	39 375					

D= Rate applicable to staff members with a dependent spouse or child.
S= Rate applicable to staff members with no dependent spouse or child.

¹ This scale will be implemented in conjunction with a consolidation of 5.1% of post adjustment. Post adjustment indices and multipliers at all duty stations will be modified, effective 1 March 2001. Thereafter, changes in post adjustment classifications will be implemented on the basis of movements of the consolidated post-adjustment indices.

340 DEPENDENTS' ALLOWANCES

A staff member in a post of professional or higher grade, except for short-term staff members appointed under Rule 1320 or consultants appointed under Rule 1330, is entitled to a dependent's allowance as defined in Rule 310.5, to be paid as follows:

- 340.1 US\$ 1,936 per annum for a child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.
- 340.2 US\$ 3,872 per annum for a child, who is physically or mentally incapacitated, subject to the conditions defined in Rule 340.1, except that if the staff member has no dependent spouse and receives the "with dependent" rate of net salary by virtue of such a child, an allowance of US\$ 1,936 shall be payable.
- 340.3 US\$ 693 per year for a father, mother, brother, or sister.

365 ASSIGNMENT GRANT

- 365.4 If a staff member resigns from the Bureau within six months of the date of appointment or reassignment, any assignment grant paid under Rules 365.1 and 365.3 is recoverable proportionately under conditions established by the Director.

380 PAYMENTS AND DEDUCTIONS

- 380.5 Deductions from salaries, wages, and other emoluments, including terminal entitlements, may be made only in the following cases:
 - 380.5.1 for the staff member's contributions to the Staff Pension Fund and for health insurance;
 - 380.5.2 for indebtedness to the Bureau;
 - 380.5.3 appropriate charges for staff members officially provided with lodging at no cost or at nominal rent;
 - 380.5.4 as otherwise authorized by the staff member and agreed by the Bureau;
 - 380.5.5 for indebtedness to third parties when any deduction for this purpose is authorized by the Director.

620 OFFICIAL HOLIDAYS

Ten holidays are observed per year, and except as otherwise decided by the Director, the dates will be fixed following, as far as practicable, the 10 most commonly observed holidays in the locality.

650 SPECIAL LEAVE

Special leave with full, partial, or no pay may be granted for training or research in the interest of the Bureau or for other valid reasons, including the death of an immediate family member or the adoption of a child under conditions determined by the Director. Normally, such leave shall not be granted until all accrued annual leave has been exhausted and normally shall not exceed one year in duration. Periods of special leave shall be credited for all purposes except as otherwise specified in the Rules.

740 SICK LEAVE

740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the illness. Not more than seven working days of uncertified absences within one calendar year shall be charged to sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies, other than in the event of the death of an immediate family member, in which case the certification requirement in respect of three consecutive working days shall not apply.

760 MATERNITY LEAVE AND PATERNITY LEAVE

760.1 Staff members appointed for periods of one year or more shall be entitled to maternity leave and paternity leave with full salary and allowances.

760.2 Maternity leave. Upon presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, a staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of her confinement.

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- 760.3 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.
- 760.4 Where both parents of a newborn child are staff members of the Pan American Sanitary Bureau, any unused portion of maternity leave to which the mother would otherwise have been entitled under Rule 760.2 may be used by the father of the child, under conditions established by the Director.
- 760.5 Paternity leave. A staff member shall be entitled to paternity leave for up to five days upon presentation of satisfactory evidence of the birth of his child.

820 TRAVEL OF SPOUSE AND CHILDREN

- 820.2 Except for staff referred to in Rules 1320 and 1330, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:
- 820.2.9 in other appropriate cases, when, in the opinion of the Director, there are compelling reasons for paying such expenses.

1230 BOARDS OF APPEAL

- 1230.4 The headquarters Board of Appeal shall consist of five members having equal votes as follows:
- 1230.4.1 A chairman and three alternate chairmen appointed by the Director after consultation with the representatives of the staff;
- 1230.4.2 two members drawn from a list of four members and eight alternates appointed by the Director;
- 1230.4.3 two members representing the staff, drawn from a panel organized in three groups.