

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 8: AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN
SANITARY BUREAU

Part I: CONFIRMATION OF AMENDMENTS TO STAFF RULES
Part II: DEPENDANTS' ALLOWANCE FOR GENERAL SERVICE STAFF

Part I: CONFIRMATION OF AMENDMENTS TO STAFF RULES

In accordance with Staff Rule 030, the Director submits to the Executive Committee for confirmation the amendments he has introduced since its 42nd Meeting. An explanation of the changes is given in the Annex.

Comparable changes were introduced by the Director-General of the World Health Organization and were confirmed by the Executive Board at its Twenty-Seventh Session (EB27.R15).

In view of the foregoing the Executive Committee may wish to consider a resolution along the following lines:

Proposed Resolution

The Executive Committee,

Having examined the amendments to the Staff Rules of the Pan American Sanitary Bureau, as set forth in Document CE43/4, Part I, presented by the Director; and

Considering the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented by the Director in the Annex to Document CE43/4, Part I.

Annex I: Amendments to Staff Rules

AMENDMENTS TO STAFF RULES

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
210.2 ¹	<p>"Pensionable remuneration" means:</p> <p><u>(a) For staff in posts subject to local recruitment: salary.</u></p> <p><u>(b) For staff in posts subject to international recruitment: "salary" as defined in Rule 230.2 plus 5%.</u></p>	<p>210.2¹ "Pensionable remuneration" means:</p> <p><u>(a) Base pensionable remuneration consisting of the United Nations gross salary rate applicable to the grade and step of the staff member (including any language allowance established in accordance with Staff Rule 1110.6) less one-half of the amount of staff assessment applied by the United Nations to such gross salary; and</u></p> <p><u>(b) The amount of any non-residence allowance established in accordance with Staff Rule 1110.4, or in the case of staff members to whom Staff Rule 235 is applicable, 5% of base pensionable remuneration.</u></p>	<p>This change results from the recommendations of the Expert Review Group which were adopted by the General Assembly of the United Nations at its sixteenth session. For the actual amounts of pensionable remuneration for the professional category, see table annexed.</p>

¹ Effective 1 January 1959

¹ Effective 1 April 1961

Table annexed to Amendment
to Staff Rule 210.2

PENSIONABLE REMUNERATION TABLE FOR PROFESSIONAL CATEGORY

<u>Grade</u>	<u>Amount (\$ per annum)</u>
P.1/1	4121
/2	4358
/3	4594
/4	4830
/5	5066
/6	5303
/7	5539
/8	5775
P.2/1	5539
/2	5775
/3	6022
/4	6263
/5	6510
/6	6757
/7	6998
/8	7245
/9	7492
P.3/1	6998
/2	7245
/3	7492
/4	7772
/5	8059
/6	8344
/7	8631
/8	8917
/9	9209
/10	9529
P.4/1	8631
/2	8917
/3	9209
/4	9529
/5	9865
/6	10196
/7	10532
/8	10862
/9	11198
/10	11550

Table annexed to Amendment
to Staff Rule 210.2
(continued)

<u>Grade</u>	<u>Amount (\$ per annum)</u>
P.5/1	10532
/2	10862
/3	11198
/4	11550
/5	11970
/6	12390
/7	12810
/8	13230
/9	13650
P.6/D.1/1	12248
/2	12810
/3	13372
/4	13965
/5	14595
/6	15225
D.2	16013
UG	19950
DDG	22313
DG	27825

Note: Figures are subject to confirmation by the United Nations, New York

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
255	EDUCATION GRANT	255 EDUCATION GRANT	
255.2 ¹	<p>Full-time attendance at schools and universities in the country of the staff member's place of residence, and at universities which the Director may in individual cases exceptionally recognize elsewhere is qualifying up to the child's twenty-first birthday. Attendance at schools elsewhere is qualifying up to completion of normal secondary education. Attendance prior to the scholastic year in which the child reaches age six and attendance at nursery schools and kindergarten is not qualifying.</p>	<p>255.2¹ Full-time attendance at schools and universities in the country of the staff member's place of residence, and at universities which the Director may in individual cases exceptionally recognize elsewhere is qualifying up to the end of the scholastic year in which the child reaches age 21. Attendance at schools elsewhere is qualifying up to completion of normal secondary education. Attendance at nursery schools and kindergarten in not qualifying.</p>	<p>The amendment will bring the rule into line with the provisions agreed upon by inter-organization consultation and adopted by the United Nations General Assembly.</p>

¹ Effective 1 January 1959

¹ Effective 1 January 1961

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
260 ²	ASSIGNMENT ALLOWANCE	260 ² ASSIGNMENT ALLOWANCE	
	<p>A staff member, other than those appointed under Rules 1120 and 1130, who is assigned to an official station other than in the country of his place of residence, under circumstances which the Bureau classifies as a schedule "S" assignment in accordance with Rule 410.2, shall receive <u>for the duration of such assignment</u> an allowance designed to compensate for the dislocation factors resulting from the nature and duration of the assignment. The amount of the allowance shall vary by grade level and differentiate between those with and without dependants as defined in Rule 210.3(a) and (b).</p>	<p>260.1² A staff member, other than those appointed under Rules 1120 and 1130, who is assigned to an official station other than in the country of his place of residence, under circumstances which the Bureau classifies as a schedule "S" assignment in accordance with Rule 410.2, shall receive an allowance designed to compensate for the dislocation factors resulting from the nature of the assignment.</p> <p>260.2² The amount of the allowance shall vary by grade level and differentiate between those with and without dependants as defined in Rule 210.3(a) and (b).</p> <p>260.3² <u>The assignment allowance shall normally cease when a staff member has been in receipt of it for five consecutive years at any one duty station.</u></p>	<p>The intent of this rule is that the allowance shall not normally be paid to a staff member after five years' service at any one duty station (i.e. the date of introduction of the allowance - 1 January 1958).</p>

265¹ SERVICE BENEFIT

A staff member who leaves the Bureau on completion of, or while holding a fixed-term appointment of at least one year but less than five years and on completion of at least a year of service, shall be paid a service benefit equal to 4% of salary for any period of service in his recognized country of residence and 8% of salary for any period of expatriated service. For this purpose all continuous service time on fixed-term appointments as defined above, subsequent to 1 January 1958, shall be credited, except that those staff members on fixed-term appointments on 1 January 1958 who had previously been earning credit toward repatriation grant continue to earn this credit and are not entitled to service benefit. Conversion of the appointment to a permanent appointment, or completion of five years of continuous service, terminates any entitlement, accrued or prospective, under this rule (see Rule 270.3). A fixed-term appointment of less than five years following a permanent appointment does not establish an entitlement under this rule.

¹ Effective 1 January 1960

265¹ SERVICE BENEFIT

A staff member who leaves the Bureau on completion of, or while holding a fixed-term appointment of at least one year but less than five years and on completion of at least a year of service, shall be paid a service benefit equal to 4% of salary for any period of service in his recognized country of residence and 8% of salary for any period of expatriated service. For this purpose all continuous service time on fixed-term appointments as defined above, subsequent to 1 January 1958, shall be credited, except that those staff members on fixed-term appointments on 1 January 1958 who had previously been earning credit toward repatriation grant continue to earn this credit and are not entitled to service benefit. Conversion of the appointment to a permanent appointment, or completion of five years of continuous service, subsequent to 1 January 1958, terminates any entitlement, accrued or prospective, under this rule (see Rule 270.3). A fixed-term appointment of less than five years following a permanent appointment does not establish an entitlement under this rule.

¹ Effective 1 January 1961

The purpose of this amendment is to clarify the earliest date from which the "five year continuous service" is calculated (i.e. the date of introduction of the benefit).

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>	
270 ¹	REPATRIATION GRANT	270 ¹	REPATRIATION GRANT	<p>The inclusion of the words "of more than one year" in the introductory paragraph of Staff Rule 270 has been found to be misleading, since if this section of the rule is strictly interpreted, staff members with the requisite amount of service (in some cases exceeding five years) and having a final extension of contract of less than one year, could be considered as having no entitlement to Repatriation Grant. In addition it is intended by this amendment to show clearly that a project staff member appointed before 1 January 1958 (other than those on permanent contracts) would still need to have five years' continuous service after that date to be entitled to Repatriation Grant. At that time, 1 January 1963, he would be credited with service performed both prior to and after 1 January 1958 for the Repatriation Grant. Entitlement to Service Benefit would be cancelled automatically at that time.</p>

¹ Effective 1 January 1960

¹ Effective 1 January 1961

No.	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
610	PERIODS OF DUTY	610 PERIODS OF DUTY	
610.1	In the case of full-time staff members, their whole time shall be at the disposal of the Director. <u>The official hours of work of the Bureau per year will be 2,016.</u>	610.1 ¹ In the case of full-time staff members, their whole time shall be at the disposal of the Director. <u>The normal work day shall be eight hours and the normal work week 40 hours.</u>	To conform with the WHO Rules, and permit necessary flexibility in application of the policy.
610.2	Except in cases of necessity, Sunday (or an equivalent day) shall not be a work day. <u>The official holidays to be observed per year will be the holidays fixed for each office following the most commonly observed holidays in that locality, provided that the method of scheduling the work-year results in a total of 2,016 official work hours being observed by each office.</u>	610.2 ¹ Except in cases of necessity, Sunday (or an equivalent day) shall not be a work day <u>and normally the Bureau observes a five-day week. Eight holidays are observed per year, the dates being fixed for each office following the eight most commonly observed holidays in that locality.</u>	To conform with the WHO Rule and permit necessary flexibility in application of the policy.

¹ Effective 1 January 1961

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
650	SPECIAL LEAVE AND LEAVE WITHOUT PAY	650 SPECIAL LEAVE AND LEAVE WITHOUT PAY	
650.3	Periods of <u>special leave or leave without pay in excess of 30 days</u> shall not be credited for purposes of:	650.3 ¹ Periods of leave without pay in excess of 30 days shall not be credited for purposes of:	This Staff Rule was written (and has remained unchanged in this respect) in those days prior to the practical implementation of a study leave program as we know it today. The provision of discounting for service credit days on leave without pay in excess of thirty is a reasonable and generally accepted practice, except in the circumstances which are the object of the proposed proviso. On onehand the Bureau, through its rules and financial allocations (in some cases) encourages the staff member to seek to better himself and thereby aid the Bureau. It is an anomaly that on the other hand we would quite severely penalize his seniority position with the Bureau through the unmitigated application of this rule.
	(a) Annual leave accrual; (b) Service credit toward within-grade increase and completion of probation; (c) Service credit for repatriation grant and termination indemnities; (d) Service credit for home leave.	(a) Annual leave accrual; (b) Service credit towards within-grade increase and completion of probation; (c) Service credit for repatriation grant and termination indemnities; (d) Service credit for home leave; <u>provided that periods of special leave without pay granted by the Director for advanced study shall be credited for all purposes.</u>	

¹ Effective 1 January 1961

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
720	COMPENSATION FOR SERVICE-INCURRED ACCIDENTS OR ILLNESSES	720 ² COMPENSATION FOR SERVICE-INCURRED ACCIDENTS OR ILLNESSES	To amend terminology in line with Staff Rule 710 (revised 1 January 1960)
	A staff member shall be entitled to compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Bureau, in accordance with rules established by the Director. Any benefits payable by the Staff Pension Fund or under the Bureau's accident and <u>sickness</u> insurance policy shall be taken into account in establishing the compensation payable.	A staff member shall be entitled to compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Bureau, in accordance with rules established by the Director. Any benefits payable by the Staff Pension Fund, under the Bureau's accident and <u>illness</u> insurance policy or from the <u>Staff Health Insurance</u> shall be taken into account in establishing the compensation payable.	

² Effective 1 January 1961

No.

Previous Text

New Text

Comments

740¹ GRANT IN CASE OF DEATH

On the death of a staff member holding a permanent appointment, whose death does not result in any indemnity payment from the Bureau's accident and sickness insurance policy, a payment shall be made to the dependent spouse if any, and if none, then to any dependent children in accordance with the following schedule:

<u>Years of Service</u>	<u>Months of Salary</u>
3 or less	3
5	4
7	5
9 or more	6

¹ Effective 1 July 1958

740¹ GRANT IN CASE OF DEATH

On the death of a staff member holding a permanent appointment, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to the dependent spouse if any, and if none, then to any dependent children in accordance with the following schedule:

<u>Years of Service</u>	<u>Months of Salary</u>
3 or less	3
5	4
7	5
9 or more	6

¹ Effective 1 January 1961

To amend terminology in line with Staff Rule 710 (revised 1 January 1960).

Part II: DEPENDANTS' ALLOWANCE FOR GENERAL SERVICE STAFF

The Director wishes to present to the Executive Committee, for its information and appropriate action, a proposal to consider the granting of dependants' allowances for the Bureau's general service staff members.

Children's allowances for PASB/WHO general service staff were discontinued in 1951 by authority of Resolution XIV of the 13th Meeting of the Executive Committee. This decision was taken on the basis of a comprehensive study of the prevailing wages and conditions of employment which pertained to staff in Washington and at the various offices in the Region. The principal sources of comparison were the United States Government, Food and Agriculture Organization, Pan American Union, International Monetary Fund, and World Bank, which were selected because they utilize personnel similar to those employed by the Bureau and because comparable posts existed. The practice of paying children's allowance was discontinued because it was regarded at that time as being not typical of this area.

Further studies of this matter in 1957, and more recently in 1960, indicated the desirability of a reexamination of our present policy in paying dependants' allowances to general service staff. At the present time the United Nations, the Food and Agriculture Organization, the International Monetary Fund, the World Bank and the Inter-American Development Bank, all pay dependants' allowances for spouses and children in the Washington area. Although the United States Government and private business firms in the United States of America do not pay dependants' allowances as such, indirect benefits do accrue by virtue of the national income tax law which provides tax exemptions for dependants.

The Pan American Union pays a "family" allowance rather than a dependants' allowance. The benefits of the family allowance are patterned after those contained in the United States Income Tax Regulations. Salaries for United States citizens and persons on resident visas are reported and paid on a gross basis, but non-citizen and non-residents are paid on a net basis. The family allowance for non-residents is a percentage between net and gross which is determined by the number of dependants claimed by the staff member.

All United Nations Agencies under the common system that have established offices in Latin America now pay a dependants' allowance, on behalf of children only, in amounts consistent with local custom and practice at each station. (The usual practice is to establish this allowance at approximately 10% of level one, step one, of the local salary scale.) The PASB/WHO has also followed the common system with respect to the payment of the salaries, but, as a matter of policy, has excluded dependants' allowances.

The cost of implementing a program of allowances, based upon the prevailing practice observed by other international agencies of paying children's allowances in Latin America and spouse and children's allowances in Washington, D. C., would be approximately \$59,654 (\$47,754 PAHO, \$11,900 WHO). However, as a result of computing federal income tax reimbursement in Washington at the dependants' rate, a savings of \$11,351 (\$6,740 PAHO, \$4,611 WHO) would accrue over the cost of reimbursement at the single rate. The net cost to the Organization would therefore be approximately \$48,303 (\$41,014 PAHO, \$7,289 WHO). (See page 16.)

In view of the foregoing, the Executive Committee may wish to adopt a resolution along the following lines:

Proposed Resolution

The Executive Committee,

Having considered the report of the Director on the matter of dependants' allowances for general service staff;

Noting the practices of the United Nations and other international agencies in the Region of the Americas; and

Having considered the financial implications of adopting a program of dependants' allowances for general service staff,

RESOLVES:

To authorize the Director to establish a program of dependants' allowances for general service staff based on local custom and practice prevailing at each of the stations in the Region, and to include in the proposed budget for 1962 an estimated amount for this purpose.

DEPENDANTS' ALLOWANCE-ESTIMATED COSTS

<u>Office</u>		<u>Annual Rate of Allowances authorized by UN^{1/}</u>	<u>N^a of Dependents^{2/}</u>		<u>Estimated Costs of Allowances</u>		
			<u>PAHO</u>	<u>WHO</u>	<u>PAHO</u>	<u>WHO</u>	
Washington	Spouse	\$300	32	18	\$28,850	\$11,900	
	Child	250	77	26			
Z-I	Child	140	11		1,540		
Z-II	Child	105	7		735		
Z-III	Child	100	30		3,000		
Z-IV	Child	75	19		1,425		
Z-V	Child	60	6		360		
Z-VI	Child	72	11		792		
AFTOSA	Child	60	141		8,460		
ZOONOSES	Child	72	36		2,592		
					<u>Total Cost.....</u>	\$47,754	\$11,900
					<u>Less Estimated Savings in Tax Reimbursement..</u>	<u>6,740</u>	<u>4,611</u>
					<u>Net Cost</u>	<u>\$41,014</u>	<u>\$ 7,289</u>

^{1/} Expressed in U. S. dollars based on current rate of exchange

^{2/} Estimated from 1960 Health Insurance records