

directing council

PAN AMERICAN
HEALTH
ORGANIZATION

XXIV Meeting

regional committee

WORLD
HEALTH
ORGANIZATION

XXVIII Meeting



México, D.F.
September-October 1976

INDEXED

Provisional Agenda Item 20

CD24/12 (Eng.)
2 August 1976
ORIGINAL: ENGLISH

REPORT ON AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Staff Regulation 12.2, the Director has the honor to report to the Directing Council that, pursuant to Staff Rule 030, he submitted to the 76th Meeting of the Executive Committee for confirmation the amendments to the Staff Rules set forth in Annex I of Document CE76/10, attached.

After considering the amendments, the Executive Committee adopted the following:

RESOLUTION XI

THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex I of Document CE76/10;

Recognizing the advisability of maintaining uniformity of rules for PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex I of Document CE76/10, to be effective as of 1 January 1976.

The Director likewise wishes to report to the Directing Council that the Executive Committee at its 76th Meeting dealt with the subject of the application of minus post adjustment to PASB staff, as contained in Document CE76/10.

After deliberating on the subject, the Executive Committee adopted Resolution XII, which reads as follows:

RESOLUTION XII

THE EXECUTIVE COMMITTEE,

Recalling Resolution CE31.R13 by which it decided to maintain the non-application of minus post adjustment in the Pan American Sanitary Bureau;

Having examined again the various considerations for and against the application of minus post adjustment;

Noting the action taken regarding this matter by the Executive Board of the World Health Organization at its Fifty-seventh Session;

Believing that staff serving at duty stations of minus post adjustment classification should not have their emoluments abruptly reduced; and

Believing that it is desirable to have uniform policies and procedures for PASB and WHO staff,

RESOLVES:

1. To authorize the Director to apply minus post adjustment in the Pan American Sanitary Bureau, effective 1 January 1976.
2. To request the Director to establish a transitional arrangement, as he deems appropriate, in the implementation of this decision, so as to avoid undue hardship to the staff affected.

Annex

*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION



*working party of ANNEX
the regional committee*

WORLD
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76th Meeting
Washington, D.C.
June-July 1976

Provisional Agenda Item 20

CE76/10 (Eng.)
23 April 1976
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

A. PROPOSED AMENDMENTS TO THE PASB STAFF RULES BASED ON THE REVISION OF THE WHO STAFF RULES ADOPTED BY THE EXECUTIVE BOARD AS ITS FIFTY-SEVENTH SESSION

In accordance with the provisions of Staff Rule 030, the Director submits to the Executive Committee as Annex I to this document, for confirmation, the amendments to the Staff Rules which he has made since the 74th Meeting. These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Fifty-seventh Session (Resolutions EB57.R9 and EB57.R10), and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting, which reads as follows:

To request the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of the Pan American Sanitary Bureau and those of the World Health Organization.

The proposed amendments include the revision of Staff Rule 235.1 which, by introducing an interim change into the post adjustment system, is intended to ensure that staff members without dependents in high post adjustment areas do not continue to suffer from an anomaly in the operation of the post adjustment system when inflation is rapid.

The post adjustment scheme is an element of the salary system designed to ensure that the effective value of the remuneration of staff in the professional and higher categories remains relatively the same when applied in widely differing economic situations in the various duty stations around the world. The class of post adjustment for each duty station is established by a place-to-place comparison with a selected duty station on a base date (currently New York City, December 1969 = 100).

The cost of living at all other duty stations is compared with this base 100 to determine the need for adjustment. For each five points by which the cost of living for the average household with dependents at a given duty station exceeds the base level, the post adjustment provides a supplement to salary in the form of a flat sum, net of staff assessment, varying with each grade and step.

Staff without dependents, however, are compensated under the post adjustment system only to the extent of two-thirds the amount of those with dependents. Significant revaluations of currency, therefore, substantially reduce the real income of such staff. For each class of post adjustment rise due to currency revaluation, the single staff member loses the equivalent of about 1.5 per cent of net pay. An equivalent rise in post adjustment class because of the escalation of local prices likewise results in a loss of real earnings. Thus, staff members without dependents serving at duty stations in high classes of post adjustment have suffered significant losses as compared with staff members with dependents.

In order to correct this inequity, the General Assembly of the United Nations at its Thirtieth Session approved, and the Executive Board of WHO subsequently confirmed, the application of temporary supplements for staff members without primary dependents, as of 1 January 1976.

Under this interim arrangement, staff members without primary dependents will receive, for each class above class 7, supplementary payments, which equal the difference between the present rate (two-thirds of the "with dependents" rate) and a rate of 85 per cent of the "with dependents" rate. The present rates will continue to apply to this group of staff in respect of the first seven classes of post adjustment.

The effect of this Staff Rule change on the Organization's budget is small, affecting, as of 1 April 1976, only two PASB staff members from three duty stations in the Hemisphere where post adjustment class is above class 7.

Note should be taken of the fact that this measure is a temporary one, since the International Civil Service Commission expects to include in the overall report on its review of the United Nations common salary system proposals to deal with this problem on a long-term basis. It is anticipated that the report will be submitted to the General Assembly of the United Nations at its Thirty-first Session in 1976.

Other amendments to the Staff Rules shown in Annex I to this document are considered necessary in the light of experience and good personnel management practices and have practically no budgetary implications. Annex I contains a brief explanatory note on each revision.

Proposed Resolution

THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director, in Annex I of Document CE76/10;

Recognizing the advisability of maintaining uniformity of rules for PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex I of Document CE76/10, to be effective as of 1 January 1976.

B. APPLICATION OF MINUS POST ADJUSTMENT

The Director likewise wishes to report to the Executive Committee that the Executive Board of the World Health Organization at its Fifty-seventh Session discussed whether WHO should again join other organizations of the United Nations common system by returning to its earlier practice of applying minus post adjustment when the cost of living level at a duty station is lower than that of the base. Application of the negative post adjustment in WHO had been suspended since 1 February 1959.

After careful consideration, the Executive Board decided that WHO should apply minus post adjustment effective 1 January 1976 (Resolution EB57.R11, attached as Annex II). Consequently, for each 5 per cent by which the cost of living at duty stations is above or below the base level, the remuneration of WHO staff in the professional category and above will be subject to a post adjustment, plus or minus. In the case of a downward adjustment, the deduction from salary is made using as a basis only the rate of post adjustment for staff without dependents in accordance with the schedule set forth in Annex III.

It should be clearly stated that, in deciding to apply minus post adjustment in WHO, the Executive Board adopted the following transitional arrangement:

Minus post adjustment will be applied at duty stations at which the post adjustment class is at present minus only when such a duty station, having first moved to class 0 or above after 1 January 1976, is subsequently given a minus post adjustment classification.

It will be recalled that the Executive Committee at its 31st Meeting in June 1957 approved a deviation in the non-implementation of minus post adjustment in PASB as against the practice of WHO at that time (Resolution CE31.R13). The decision of the Executive Committee was based on the consideration, presented in a report by the Director, that the basic salary of the employee should not be permitted to fall below the established salary schedule levels for the appropriate grade and step.

Since the non-application in PASB of minus post adjustment results from the 1957 Executive Committee decision, the Executive Committee may wish to review its earlier position, in accordance with Staff Regulation 3.2, which reads as follows:

Salary levels for other staff shall be determined by the Director on the basis of their duties and responsibilities. The salary and allowance plan shall be determined by the Director following basically the scales of salaries and allowances of the World Health Organization, provided that for staff occupying positions subject to local recruitment the Director may establish salaries and allowances in accordance with best prevailing local practices and that for staff occupying positions subject to international recruitment the remuneration shall be varied between duty stations to take into account relative cost of living to the staff members concerned, standards of living, and related factors. Any deviations from the World Health Organization scales of salaries and allowances which may be necessary for the requirements of the Pan American Sanitary Bureau shall be subject to the approval of, or may be authorized by, the Executive Committee.

In reviewing the subject, the Executive Committee may wish to bear in mind the following considerations:

1. There are four duty stations in minus post adjustment areas at present, with 33 PASB staff members. Of the four duty stations, only one, with three PASB staff members, moved from class 0 to minus post adjustment classification after 1 January 1976.
2. This situation, however, changes from month to month, owing to currency instability on the one hand and general inflationary trends on the other.
3. It is possible that there will be a change in the whole post adjustment system as a result of the International Civil Service Commission's review.

4. Application of minus post adjustment may cause the anomaly of inviting staff to serve in posts offering restricted amenities while at the same time applying a reduction in the basic salary, which would not be the case in more attractive duty stations.
5. A resulting impediment to recruitment and reassignment of staff may follow due to the psychological impact of applying minus post adjustment.
6. Due consideration must be taken of the situation peculiar to the Pan American Sanitary Bureau as the Regional Office of the World Health Organization for the Americas, where WHO now applies in one duty station in the Americas minus post adjustment to its staff. Continuation in PASB of the non-application of minus post adjustment may create a situation where, for instance, staff of the same grade in the same duty station receive different salaries, depending on whether their positions are financed by PAHO or WHO funds. It is desirable to have uniform policies and procedures for employees of the two organizations working together.
7. In theory, it may be said that no staff member should suffer even if minus post adjustment were applied, since the whole purpose of the post adjustment system, including the application of minus post adjustment, is to equalize the purchasing power of emoluments paid to staff at all duty stations.

Considering the previous resolutions of the Executive Committee establishing the desirability of conformity between Staff Rules for PASB and WHO staff, the Executive Committee may wish to apply the minus post adjustment to PASB.

Proposed Resolution

THE EXECUTIVE COMMITTEE,

Recalling Resolution CE31.R13 by which it decided to maintain the non-application of minus post adjustment in the Pan American Sanitary Bureau;

Having examined again the various considerations for and against the application of minus post adjustment;

Noting the action taken regarding this matter by the Executive Board of the World Health Organization at its Fifty-seventh Session;

Believing that staff serving at duty stations of minus post adjustment classification should not have their emoluments abruptly reduced; and

Believing that it is desirable to have uniform policies and procedures for PASB and WHO staff;

RESOLVES:

1. To authorize the Director to apply minus post adjustment in the Pan American Sanitary Bureau, effective 1 January 1976.

3. To request the Director to establish a transitional arrangement, as he deems appropriate, in the implementation of this decision, so as to avoid undue hardship to the staff affected.

Annexes

Present Text

235. POST ADJUSTMENT

235.1 For each 5 per cent. by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment as follows:

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D	420	435	450	465	480	495	510	522	537	552			
	S	280	290	300	310	320	330	340	348	358	368			
P-2	D	534	549	564	579	594	609	624	639	654	669	684		
	S	356	366	376	386	396	406	416	426	436	446	456		
P-3	D	642	660	678	693	711	729	747	765	780	795	810	825	840
	S	428	440	452	462	474	486	498	510	520	530	540	550	560
P-4	D	765	783	801	819	837	852	867	882	900	918	936	954	
	S	510	522	534	546	558	568	578	588	600	612	624	636	
P-5	D	915	930	945	960	975	990	1 005	1 020	1 035	1 050			
	S	610	620	630	640	650	660	670	680	690	700			
P6/D1	D	999	1 017	1 035	1 053	1 071	1 089	1 107						
	S	666	678	690	702	714	726	738						
D-2	D	1 104	1 128	1 152	1 179									
	S	736	752	768	786									

D = Rate of post adjustment applicable to staff with one or more primary dependants.
 S = Rate of post adjustment applicable to staff members with no primary dependants.

New Text

235. POST ADJUSTMENT

235.1 For each 5 per cent. by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment as follows:

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D	420	435	450	465	480	495	510	522	537	552			
	S	280	290	300	310	320	330	340	348	358	368			
P-2	D	534	549	564	579	594	609	624	639	654	669	684		
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P-3	D	642	660	678	693	711	729	747	765	780	795	810	825	840
	S	428	440	452	462	474	486	498	510	520	530	540	550	560
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	S	510	522	534	546	558	568	578	588	600	612	624	636	
P-5	D	915	930	945	960	975	990	1 005	1 020	1 035	1 050			
	S	610	620	630	640	650	660	670	680	690	700			
P6/D1	D	999	1 017	1 035	1 053	1 071	1 089	1 107						
	S	666	678	690	702	714	726	738						
D-2	D	1 104	1 128	1 152	1 179									
	S	736	752	768	786									

D = Rate of post adjustment applicable to staff with one or more primary dependants.
 S = Rate of post adjustment applicable to staff members with no primary dependants.

N.B. Effective 1 January 1976, at duty stations classified above class 7 the "S" rate of post adjustment applicable to staff members with no primary dependants will be adjusted by an amount equal to the difference between the "S" rate and 85% of the "D" rate in respect of each class above class 7.

<u>Staff Rule</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
220.4	A staff member officially required to assume temporarily the responsibilities of a vacant established position of higher grade than that which he normally occupies may be granted extra pay as from the beginning of the fourth consecutive month of such service. The amount of this extra pay shall not exceed the difference between the staff member's current salary and the salary he would receive if promoted to the post of higher grade.	A staff member officially required to assume temporarily the responsibilities of a vacant established position of higher grade than that which he normally occupies may be granted <u>non-pensionable</u> extra pay as from the beginning of the fourth consecutive month of such service. The amount of this extra pay shall not exceed the difference between the staff member's current <u>salary and allowances</u> and the <u>salary and allowances</u> he would receive if promoted to the post of higher grade.	To clarify the calculation of the amount of extra pay and that any such extra pay is non-pensionable.
250	A full-time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependents as defined in Rule 210.3 shall be entitled to dependents' allowances as follows: (a) US\$400 per annum for a spouse; (b) US\$450 per annum for a child; (c) US\$200 per annum for a parent, or a brother or sister; provided that a staff member having an entitlement under (a) or (b) may not claim under (c) and provided further that an allowance payable under (b) shall be reduced by the amount of any benefit which the staff member or his (her) spouse may receive, by reason of such child, from public sources by way of social security payments.	A full-time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependents as defined in Rule 210.3, shall be entitled to dependents' allowances as follows: (a) US\$400 per annum for a spouse; (b) US\$450 per annum for a child; (c) US\$200 per annum for a parent, or brother or sister; provided that a staff member having an entitlement under (a) or (b) may not claim under (c) and provided further that an allowance payable under (b) shall be reduced by the amount of any benefit <u>paid from public sources by way of social security payments by reason of such child.</u>	Editorial change to clarify that a reduction of Staff Rule benefits shall be occasioned by the receipt of social security payments by <u>any</u> person in respect of the child.

Staff Rule	Present Text	New Text	Comments
610.2	Except in case of necessity, Sunday (or an equivalent day) shall not be a work day 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.	Except in case of necessity, Sunday (or an equivalent day) shall not be a work day and normally the Bureau observes a five-day week. <u>Nine</u> holidays are observed per year, the dates being fixed for each office following, <u>as far as practicable</u> , the <u>nine</u> most commonly observed holidays in that locality.	To bring PASB Staff Rules into line with those of WHO.
630.2	Annual leave accrues to all full-time staff members except those engaged on a "when-actually-employed" basis, and staff excluded by the Director under the provisions of Rules 1120 and 1130. Annual leave does not accrue during any periods of leave without pay or special leave in excess of 30 days (see Rule 650), nor during maternity leave.	Annual leave accrues to all full-time staff members except those engaged on a "when-actually-employed" basis, and staff excluded by the Director under the provisions of Rules 1120 and 1130. Annual leave does not accrue during any periods of leave without pay or special leave in excess of 30 days (see Rule 650.)	To bring PASB Staff Rules into line with those of WHO, allowing annual leave to accrue during absence on maternity leave.
680.1	Full-time staff members appointed for periods of one year or more who will have completed at least one year's continuous service at the anticipated date of confinement, shall be entitled to maternity leave with full salary and allowances.	Full time-staff members appointed for periods of one year or more who will have completed at least <u>ten months'</u> continuous service at the anticipated date of confinement shall be entitled to maternity leave with full salary and allowances.	To bring PASB Staff Rules into line with those of WHO, following a decision of the Consultative Committee on Administrative Questions (CCAQ).
730.1	Full-time staff members upon appointment for one year or more shall be participants in the United Nations Joint Staff Pension Fund subject to the provisions of the Regulations and Rules of the Fund and the agreement between WHO and the Fund, except those whose contract at the time of appointment precludes participation in the Pension Fund.	Full-time staff members, <u>or part-time staff members as defined by the Administrative Rules of the Fund</u> , upon appointment for one year or more shall be participants in the United Nations Joint Staff Pension Fund subject to the provisions of the Regulations and Rules of the Fund and the agreement between WHO and the Fund, except those whose contract at the time of appointment precludes participation in the Pension Fund.	Following the UNJSPF definition of part-time employment which would qualify for Pension Plan participation and which definition is now part of the Pension Rules.

Staff Rule

Present Text

New Text

Comments

740 On the death of a staff member holding, or having held at any time during continuous service with the Bureau, a five-year fixed-term or career-service appointment, or having completed five years of continuous service on fixed-term appointments of less than five years, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made in accordance with the following schedule to:

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On the death of a staff member holding a fixed term or career-service appointment, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made in accordance with the following schedule to:

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To delete the five-year limitation in accordance with WHO's practice.

830.1 During any period of authorized travel, a staff member shall be paid a travel per diem. Per diem shall be paid with respect to eligible family members, as defined in Rule 820.4, when they are in authorized travel status except for travel authorized under Rule 820.1 (e). On appointment for a year or more, or change of official station, involving authorized travel, installation per diem shall be paid to the staff member for himself, spouse and dependent children, normally for the following periods:

- (a) To a staff member unaccompanied by dependents - 15 days.
- (b) To a staff member accompanied by dependents - 30 days.
- (c) To dependents - 30 days.

During any period of authorized travel, a staff member shall be paid a travel per diem. Per diem shall be paid with respect to eligible family members, as defined in Rule 820.4, when they are in authorized travel status except for travel authorized under Rule 820.1 (e). On appointment for a year or more, or change of official station, involving authorized travel, installation per diem shall be paid to the staff member for himself, spouse and dependent children, normally for the following periods:

- (a) To a staff member unaccompanied by dependents - 15 days
- (b) To a staff member accompanied by dependents - 30 days
- (c) To dependents - 30 days, at 50% of the rate to which the staff member is entitled.

To clarify that dependents only receive per diem at 50% of the rate to which the staff member is entitled.

<u>Staff Rule</u>	<u>Present Text</u>	<u>New Text</u>	<u>Comments</u>
1030.8	1030.8 (a)	To be retained as written.	
	1030.8 (b)	To be renumbered 1030.8 (c).	
	1030.8 (c)	To be renumbered 1030.8 (d).	
	Insert new Staff Rule 1030.8 (b).	<p>(b) <u>If the staff member has submitted a written request relating to his appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in paragraph (a) above if no definitive reply to that request has been made within:</u></p> <p>(i) <u>two months for staff at headquarters;</u></p> <p>(ii) <u>three months for staff assigned to other duty stations.</u></p>	To provide time limits for final decision-making in the context of the rule.

Fifty-seventh Session

EB57.R11

16 January 1976

APPLICATION OF MINUS POST ADJUSTMENTS

The Executive Board,

Recalling its resolution EB53.R8¹ by which it decided to maintain the status quo with regard to the non-application of minus post adjustments in WHO for the time being and to re-examine the issue at its fifty-seventh session in the light of circumstances prevailing at that time;

Having examined again the various considerations for and against the application of minus post adjustments;

Having regard to the further considerations evoked in the discussion of the matter;

Believing that it is desirable that WHO should join the United Nations common system in applying minus as well as positive post adjustments;

1. DECIDES that

(1) WHO should apply minus post adjustments effective 1 January 1976;

(2) staff serving at duty stations at which minus post adjustments are at present applied under the United Nations common system should not have their emoluments immediately reduced;

(3) therefore, as a transitional arrangement, minus post adjustments will be applied at duty stations at which the post adjustment class is at present minus only when such a duty station, having first moved to class O or above after 1 January 1976, is subsequently given a minus post adjustment classification;

2. REQUESTS the Director-General to take appropriate action to implement these decisions.

Fifth meeting, 16 January 1976
EB57/SR/5

¹ WHO Handbook of Resolutions and Decisions, Vol. II, 1975, p. 65.

SCHEDULE OF POST ADJUSTMENTS (deductions)

Where cost of living is lower than at base

Effective 1 January 1976 in WHO

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D and S	280	290	300	310	320	330	340	348	358	368			
P-2	D and S	356	366	376	386	396	406	416	426	436	446	456		
P-3	D and S	428	440	452	462	474	486	498	510	520	530	540	550	560
P-4	D and S	510	522	534	546	558	568	578	588	600	612	624	636	
P-5	D and S	610	620	630	640	650	660	670	680	690	700			
P6/D1	D and S	666	678	690	702	714	726	738						
D-2	D and S	736	752	768	786									

D = Rate of post adjustment applicable to staff members with a dependent spouse or child.

S = Rate of post adjustment applicable to staff members with no dependent spouse or child.

For each 5 percent by which the cost of living in any area is below the base level, the above amounts of post adjustment shall be deducted from base salaries of staff members serving in the area concerned.