

*executive committee of
the directing council*



PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 10: AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Staff Rule O30, the Director submits for confirmation by the Executive Committee certain amendments to the Staff Rules of the Pan American Sanitary Bureau which are based on similar changes adopted by the Director-General of the World Health Organization, as approved by the Executive Board on 22 February 1957.

The changes contained in Annex I have been made by the WHO in order to give effect to the recommendations of the Salary Review Committee of the United Nations which were approved by the Tenth Session of the UN General Assembly and agreed to by its specialized agencies. The WHO Executive Board approved such recommendations in substantially the same form as those adopted by the Assembly.

The implementation of these changes has been scheduled by the WHO to take place on three different dates, as shown on page 1 of Annex I, in order to allow time for the specialized agencies of the UN to work out the administrative details connected with their implementation. Those changes which do not require coordination in implementation have been made effective retroactive to 1 January 1957. When fully implemented, these provisions will have the effect of achieving a common system of salaries, allowances, and benefits for all staff which is slightly more favorable than the present conditions of employment. The financial implications resulting from their implementation are detailed in document CE31/10, Proposed Program and Budget of the Pan American Sanitary Bureau for 1958.

In order to maintain equality of working conditions, the Director of the Pan American Sanitary Bureau implemented such changes on the same dates as those set by the World Health Organization.

It should be noted that the changes introduced have not altered the basic structure of the system. New allowances have been instituted to replace previous ones, as is evident in the cases of the post adjustment and assignment allowances which take the place of the former

cost-of-living allowances and the entitlement for transportation of household goods. The children's allowance has been increased from \$200 to \$300 and a new provision for the payment of a dependency (spouse) allowance of \$200 has been established. The education grant has been increased to \$400, although new requirements have been instituted. The salary scale, however, remains unchanged.

The Director, in compliance with Staff Regulation 3.2, wishes to present for approval to the Executive Committee a deviation in the application of the minus post adjustments in the Pan American Sanitary Bureau as against the practice in the World Health Organization. The Director has continued the existing practice of non-implementation of the minus post adjustment and has recommended that the Director-General of the World Health Organization adopt a similar position. The Director believes that the reasons for not implementing a minus cost-of-living allowance, as recorded in Document CE29/6, are applicable in this case. It is felt that any reductions in post adjustments are practical and acceptable only when used to change plus adjustments previously made, but 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.

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 presented by the Director in Document CE31/5; and

Bearing in mind that similar amendments to the Staff Rules of the World Health Organization entered into effect on 1 January 1957, or as otherwise indicated,

RESOLVES:

To confirm, in accordance with Staff Rule 030, the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented by the Director in Document CE31/5.

Annex I: Amendments to the Staff Rules of the PASB

AMENDMENTS TO THE STAFF RULES

The effective dates of the attached amendments to the Staff Rules are as follows:

For general application on 1 January 1957:

630.2
630.7
640.3
680.1
910.2
930.3
1110.4
1140

For general application on 1 April 1957:

830.1

Applicable to Washington and Zone Office staff on 1 January 1957,
but to project staff only at later date to be fixed by the Director:

210.3
230.3
250
255)
255.1) for the
255.2) scholastic year
255.3) 1956-1957
260
410.2
810 (e)
850.2

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

RULE

CHANGE

COMMENT

210.3

Substitute the following for the text now appearing in this Rule:

" 'Dependents', unless otherwise specified in any particular rule, means the wife of a staff member and any of the following dependent upon the staff member for full and continuing support: husband, son, daughter, father, mother, brother, sister.

The Director shall decide in each case whether an adopted child or stepchild is to be recognized as a dependent for the purposes of these rules and whether a dependent brother or sister under the age of 21 years is to be accorded the same status as a dependent child. When more than one member of an immediate family is employed by one of the United Nations organizations, only that member who is the head of the family may claim dependents, except as provided in Rule 250. "

This is a change in the definition of "dependents" to insure that only dependents who are actually dependent upon a staff member for full and continuing support are eligible for the dependents' allowance.

RULECHANGECOMMENT

230.3

Substitute the following for the text now appearing in this rule:

"Except for staff referred to in Section 1100, salary rates established under Rule 230.2 shall be subject to adjustment (plus or minus) on the basis of significant variations in the cost of living, in accordance with the following principles:

(a) the salary rates specified in Rule 230.2 are considered to be established in relation to the cost of living existing at the Headquarters in Geneva on 1 January 1956. For staff stationed at any location other than Geneva, these rates will be subject to adjustment whenever there is a significant difference between the cost of living at such locality and that existing in Geneva on the base date (1 January 1956). Assessment of such difference will be on the basis of a comparative study of the cost of living to the staff members concerned taking into account standards of living and related factors.

(b) Once the difference between the cost of living in a locality and that in Geneva as of the base date has been established and any

This change establishes a new system of post adjustments superseding the present cost-of-living adjustments. It will be applied to all staff members in accordance with the differences between the cost of living in any locality in which the Organization has staff assigned, and Geneva, Switzerland.

RULE

CHANGE

COMMENT

230.3
(continued)

appropriate adjustment made, further adjustments will be made upward or downward, based on significant changes in the cost of living in that locality.

(c) These adjustments shall be in the form of flat, non-pensionable, amounts varying by grade level and, in the case of plus areas, differentiated between those with, and those without, recognized dependents at the official station. Differences in cost of living or changes in cost of living of 5% shall be considered significant.

(d) Periodically the relationship between the cost of living in all localities where staff are stationed and the cost of living in Geneva as of the base date, may be re-assessed and revised adjustments established.

(e) Salaries of staff stationed in Geneva shall be adjusted as required in relation to changes in cost of living in that city since 1 January 1956,

RULE

CHANGE

COMMENT

230.3
(continued)

following the principles stated in (b) and (c) above."

245 and 250

Delete and substitute the following:
"250. Dependents' Allowance.

Except as provided in Rule 1110, a full-time staff member appointed for a period of one year or more and having dependents as defined in Rule 210.3 shall be entitled to dependents' allowances as follows:

- (a) \$200 (US) per annum for a wife unless she is employed by a United Nations organization, or dependent husband and \$300 (US) per annum for each dependent child; or if there are no such dependents, then
- (b) \$200 (US) per annum for either a dependent parent, or a dependent brother or sister, or an incapacitated child over 21 years of age.

Payment shall not be made under both (a) and (b) to any one staff member. If both husband and wife are staff members, the husband may claim under

This change eliminates the difference in dependents' allowance between project staff and regular staff members, bringing regular staff members into the same allowance system as that provided for project staff.

RULE

CHANGE

COMMENT

245 and 250
(continued)

(a) for children but the wife may claim only under
(b) if she has such dependents. A dependent child,
for the purpose of this rule, is defined as a child
under the age of 18 years or, if the child is in
full-time attendance at a school or university
(or similar educational institution) or is inca-
pacitated for work, up to the age of 21 years."

255

Substitute the following for the present text:

"255. Education Grant

A staff member internationally recruited
shall be entitled, except during periods of
assignment to or actual residence in the
country of his place of residence (see Rule 360)
and except as provided in Rule 255.1 below, to
an education grant for each child for whom an
allowance is payable under Rule 250 (a), subject
to the following provisions.

255.1

The grant shall not be paid with respect to any
child for whom no significant additional expense
is incurred by reason of the expatriation of the
staff member."

Re-number present Rules 255.1 to 255.4 as 255.2
to 255.5

These changes will be a tightening of
the rules on education grant by more
closely defining eligibility and also
will increase the maximum allowable
reimbursement of a child's education
cost from the present \$200 to \$400 per
annum.

255.2

Delete the last sentence of this Rule and substitute:

"Attendance prior to the scholastic year in which the child reaches age six and attendance at nursery schools and kindergarten are not qualifying."

255.3

Substitute the following for the present text:

"255.4 For study at schools defined in Rule 255.2 (a) the amount of the grant is \$400 (US) per annum. For study at other recognized schools the amount of the grant is the actual cost of attendance not exceeding \$200 (US) per annum or one half the actual cost not exceeding \$400 (US) per annum, whichever is the greater, provided that, for schools within commuting distance of the official station, cost of attendance shall be defined as the cost of tuition, fees and books. Staff members who were entitled to the education grant for certain children prior to 1 January 1957 even though they would not qualify under the new Rule 255.1, if otherwise eligible continue to receive the grant at the rate of \$200 for those children until the close of the 1957-1958 scholastic year or until entitlement otherwise ceases, whichever is the earlier."

RULECHANGECOMMENT

260

Delete and replace by the following:

"260. Assignment Allowance

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 Organization classifies as a schedule "S" assignment in accordance with Rule 110.2, shall receive for the duration of such assignment 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 dependents as defined in Rule 250 (a)."

This is a new allowance designed to compensate for the dislocation factors resulting from field assignments. The amount varies by grade level and differs between those with and without dependents:

	<u>Single</u>	<u>Dependency</u>
	(US dollars per annum or equiv.)	
P.1 and P.2	800	1000
P.3 and P.4	950	1200
P.5 and above	1100	1400

The assignment allowance will be paid to all staff members in Schedule "S", which includes all staff members other than those stationed in Washington, D. C. The assignment allowance, to a considerable extent, will take the place of the former project service allowance but since it applies to all field staff, it does away with the previous distinction between regular staff in field assignments and project staff in field assignments. This will permit the Director more easily to assign staff interchangeably between established posts and projects, as the needs of the program require. The assignment allowance will be implemented for project service staff at

RULE

CHANGE

COMMENT

260

(continued)

410

Number the present text of Rule 410 as 410.1 and add the following rule:

"410.2 Assignments shall be of two types:

- (a) Those made under conditions warranting the full establishment of the staff member at his official station, including the movement of his dependents and of household furniture. Such assignments shall be designated Schedule R assignments.
- (b) Those made for fixed periods (normally less than five years) under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated Schedule S assignments.

a later date, when all of the specialized agencies can coordinate the change with the TAB and the Joint Staff Pension Fund. In the interim, PASB regular staff assigned to projects who, under Staff Rule 1140.1, have not received project service allowance will, under this new Staff Rule change, receive an assignment allowance which will reduce the differences in their conditions of employment as compared with regular staff assigned to established posts.

These changes relate to the establishment of Schedule R and Schedule S assignments. Schedule R assignments do not receive the assignment allowance but staff members transferred or appointed to them or separated and transferred from them are entitled to payment of household goods removal by the Organization. Schedule S assignments do not carry this entitlement. Schedule R assignments are limited to all Washington, D.C., professional posts except a few that may from time to time, be designated "S", particularly when they are to be filled on a term basis, in order to prevent abuse of the removal of household goods entitlement.

11/11/51
11/11/51
11/11/51

<u>RULE</u>	<u>CHANGE</u>	<u>COMMENT</u>
410 (continued)	For the practical implications of this distinction in assignments, see Rules 260, 810 (e) and 850."	
630.2	Add at the end of the Rule the words: <u>"nor during maternity leave."</u>	This is a new provision which prohibits the accrual of annual leave while an employee is on maternity leave.
630.7	Delete the first phrase of this Rule reading: "Except as provided in Rule 1140..."	This change has the effect of entitling the project service staff to be paid to a maximum of 60 days accrued annual leave. Previously they were limited to 45 days. This brings them into conformity with regular staff members.
640.3	Add the following to this rule before the terminal parenthetical reference: "It is a condition of eligibility for payment of the travel expenses involved that the staff member and his dependents spend a reasonable period of leave in the home country."	This is a tightening of the Staff Rules on home leave to require that the staff member and his dependents actually spend a reasonable period of leave in their home country.

RULE

CHANGE

COMMENT

680.1

Delete the words "ten months" and substitute "one year."

This changes the requirement of eligibility for maternity leave from 10 months' prior service to 1 year of prior service.

810 (e)

Replace by the following:

810 "The Organization shall pay the travel expenses of a staff member under the following circumstances:7

This change outlines travel entitlement of staff members and is basically the same as in the previous staff rule except that adjustments are made for employees holding Schedule S assignments.

- (e) On a Schedule S assignment of at least two years' duration (see Rule 410.2), once in each interval between home leave entitlements (or once during a two year appointment) from the official station to the place where the staff member's recognized dependents are residing and return to the official station, provided:
 - (i) the staff member has an entitlement to transportation of his dependents under Rule 820 and has waived it; and
 - (ii) his Schedule S assignment is to continue for at least six months after his return; and

RULECHANGECOMMENT

810 (e)
(Continued)

(iii) the cost of the travel shall not in any case exceed the cost from the official station to the staff member's officially recognized place of residence (see Rule 360)."

830.1

For the third sentence of this rule substitute the following:

"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 and eligible dependents, up to a total of four, 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."

850.2

Replace by the following:

"850.2. A staff member appointed for a period of at least two years, whose place of residence (see

This is a modification of the entitlement for installation allowance to provide that henceforth, staff members unaccompanied by dependents will be allowed per diem for only 15 days instead of 30 now provided. Staff members accompanied by dependents will continue to receive per diem for 30 days when assigned to a new official station.

(To become effective 1 April 1957.)

This outlines the conditions under which staff members are entitled to removal of household goods. It relates only to staff members serving under Schedule R positions.

RULE

CHANGE

COMMENT

850.2

(Continued)

Rule 360) is other than his official station, shall be entitled to reimbursement, within limits established by the Director, for the expense of moving his household goods:

- (a) on assignment to an official station for at least two years, except on a Schedule S assignment;
- (b) on any subsequent change of official station, except on a Schedule S assignment, if removal had been previously authorized under (a) or the assignment is for at least two years;
- (c) on termination, if removal entitlement existed on the assignment held at the time of termination, except as provided in Rule 910.2.

Reimbursement under (a) or (c) shall normally be limited to the cost of removal between the place of residence and the official station."

910.2

Replace the second sentence by the following:

"A staff member resigning within six months from the date of return from home leave or from the date of qualifying for it, whichever is later, or from leave under Rule 810 (e), forfeits entitlement to return transportation for himself and such members of his family as accompanied him on such leave."

This is an editorial change to bring this provision into conformity with the changes in home leave entitlements contained in Staff Rule 810 (e).

RULECHANGECOMMENT

930.3

Substitute the following for the existing text of this rule:

This rule establishes a limit for termination payment.

"930.3. Staff members whose appointments are terminated for physical or mental disability shall receive a termination payment at the rates provided in Rule 950.4, not exceeding that amount which, together with the benefits provided in Section 700 equals one year's salary."

1110.4

Replace by the following:

This rule is not used as all general service personnel are recruited locally.

"1110.4. Persons whom it is necessary to recruit outside the local area for such posts shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff members recruited outside the local area and outside the country of the official station may be paid an annual non-resident's allowance in an amount to be fixed by the Director for each area."

1140

Replace by the following:

Implementation of certain rules for project staff must await a date to be fixed in coordination with other organizations.

"1140. Until a date to be fixed by the Director Rules 230.3 and 410.2 shall not apply to staff assigned to project duty and until that date the text of the following rules, as at 31 December 1956, shall continue to apply to such staff: 210.3; 245; 250; 255; 260; 810 (e); 850.2."

TABLE OF POST ADJUSTMENTS IN US DOLLARS PER ANNUM

GRADE	Class of Official Station											
	-20	-15	-10	-5	Par	+5	+10	+15	+20	+25	+30	
P.1	S	640	480	320	160	0	170	335	500	650	800	935
	D						250	500	750	975	1200	1400
P.2	S	800	600	400	200	0	200	400	600	785	950	1100
	D						300	600	900	1175	1425	1650
P.3	S	1050	785	525	260	0	235	465	700	915	1100	1265
	D						350	700	1050	1375	1650	1900
P.4	S	1260	945	630	315	0	270	535	785	1015	1215	1400
	D						400	800	1175	1525	1825	2100
P.5	S	1480	1110	740	370	0	300	600	865	1100	1315	1515
	D						450	900	1300	1650	1975	2275
D.1	S	1650	1235	825	410	0	330	650	950	1215	1450	1635
	D						500	975	1425	1825	2175	2450
D.2	S	1880	1410	940	470	0	365	715	1065	1385	1650	1865
	D						550	1075	1600	2075	2475	2800
UG	S	2030	1525	1015	510	0	400	785	1165	1485	1785	2000
	D						600	1175	1750	2225	2675	3000

S - rate for staff without dependents as defined in Rule 250.

D - rate for staff with dependents as defined in Rule 250.

NOTE: For areas where the cost of living is more than 30% above the base, special rates to be established following the principles on which the above scale was constructed, but taking into account any special factors.

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ADDENDUM I
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Increase in Salary Scale for Grade D.2

The Executive Board of the World Health Organization, at its Twentieth Session, adopted a resolution (EB20.R19) changing the salary scale for the D.2 level from the present four-step scale to a flat rate of \$12,500.

Noting the above, the Executive Committee may wish to consider a resolution along the following lines?

Proposed Resolution

The Executive Committee,

Considering the fact that the Executive Board of the World Health Organization has approved a change in the salary scale for the D.2 level from the present four-step scale, beginning at \$11,000 and ending at \$12,200, to a flat rate of \$12,500;

Recognizing that WHO posts at the D.2 level in the Region of the Americas will be granted remuneration at the \$12,500 flat rate; and

Agreeing that PASB posts at the D.2 level should be compensated at the same rate as the WHO posts,

RESOLVES:

To authorize the Director to implement a change in the salary scale of the Pan American Sanitary Bureau to conform with the action taken by the Executive Board of the World Health Organization and establish the salary for the D.2 level at the flat rate of \$12,500.