



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



46th Meeting
Washington, D. C.
April 1962

CE46/3 (Eng.)
20 March 1962
ORIGINAL: ENGLISH

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

In accordance with Staff Rule 030, the Director submits to the Executive Committee for confirmation the amendments he has introduced since its 45th 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-Ninth Session (EB29.12).

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 CE46/3, Annex, 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 CE46/3.

Annex: Amendments to Staff Rules

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
210.2	<u>DEFINITIONS</u> "Pensionable remuneration" means: (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 (b) The amount of any non-residence allowance established in accordance with Staff Rule 1110.4, <u>or</u> in the case of staff members to whom Staff Rule 235 is applicable, five per cent of base pensionable remuneration/.	210.2 <u>DEFINITIONS</u> Unchanged (b) The amount of any non-residence allowance established in accordance with Staff Rule 1110.4.	The reference to Staff Rule 235 is redundant upon the introduction of revised salary scales (Staff Rule 230.2)... and the consolidation of the existing post adjustment at the Geneva base into the revised base scales.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
220.5	<u>SALARY DETERMINATIONS</u>	Delete	This rule is redundant upon the introduction of the revised schedule of salaries (Staff Rule 230.2)
	<p> <u>A</u> staff member whose salary on 1 April 1951 was above the ceiling of the new salary level to which his post was assigned on that date shall continue to receive that portion of his former salary which exceeds the new ceiling, as a pensionable personal allowance, provided it does not exceed the equivalent of three additional steps in the new level. A staff member who, on 1 April 1951, was proceeding under a former salary scale toward a maximum in excess of the ceiling for the level to which assigned on that day, may continue to receive within-grade salary increments until he reaches the former maximum provided it does not exceed the equivalent of three additional steps in the new level, the excess over the new ceiling being considered a pensionable personal allowance. These provisions shall cease to apply on any change of grade/ </p>		

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
230.	<u>SALARIES FOR POSTS /SUBJECT TO INTERNATIONAL RECRUITMENT/</u>	230. <u>SALARIES FOR POSTS IN THE PROFESSIONAL CATEGORY AND ABOVE</u>	Editorial change to eliminate possible assumption that the salaries are applicable to any General Service staff member internationally recruited.
230.2	The following schedule of salaries shall apply to all posts <u>subject</u> to international recruitment/;	230.2 The following schedule of salaries shall apply to all posts <u>in the professional category:</u> (See Table I, page 4)	The revised net salary scales are those proposed by ICSAB and adopted by the United Nations General Assembly by resolution 1658 (XVI) of 28 November 1961, and WHO Executive Board Resolution <u>EB29.R12</u> . This will bring PAHO salaries in line with the salaries of the specialized agencies.

TABLE I

SALARY SCHEDULE

<u>Grade</u>		<u>Step I US \$</u>	<u>Step II US \$</u>	<u>Step III US \$</u>	<u>Step IV US \$</u>	<u>Step V US \$</u>	<u>Step VI US \$</u>	<u>Step VII US \$</u>	<u>Step VIII US \$</u>	<u>Step IX US \$</u>	<u>Step X US \$</u>	<u>Step XI US \$</u>	<u>Step XII US \$</u>
P-1	(Net)	4,800	5,000	5,190	5,380	5,560	5,750	5,940	6,130	6,310			
P-2		6,130	6,310	6,500	6,690	6,880	7,060	7,250	7,460	7,670	7,880		
P-3		7,460	7,670	7,880	8,090	8,300	8,510	8,720	8,930	9,180	9,420	9,640	9,870
P-4		8,930	9,180	9,420	9,640	9,870	10,130	10,390	10,650	10,910	11,170	11,420	
P-5		10,650	10,910	11,170	11,420	11,660	11,950	12,240	12,520	12,810	13,100		
P-6/D-1		12,080	12,500	12,920	13,340	13,760	14,140	14,530					
D-2		14,530	15,020	15,520									

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
235.	<u>POST ADJUSTMENT</u> /Except for staff referred to in Section 1100, the salary rates established under Rule 230 shall be supplemented 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 are considered to be established in relation to the cost of living existing at the WHO Headquarters in Geneva on 1 January, 1956. Staff stationed at any other location shall be paid a supplement in the form of a post adjustment allowance whenever it is determined that the cost of living in that locality significantly exceeds 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 reasonable judgments regarding standards and patterns of living and related factors/	235. <u>POST ADJUSTMENT</u> Delete 235 (a), (b), (c) and (d) in its entirety. 235.1 <u>The salaries of staff in the professional category and above are considered to be established in relation to a cost of living of 110/100 of that existing at the WHO Headquarters in Geneva on 1 January 1956. This shall be the base level for purposes of the system of post adjustments.</u>	The revised post adjustments schedule has been proposed by ACC and adopted by the United Nations General Assembly, and the WHO Executive Board. This is to align PAHO post adjustment schedule with that of the specialized agencies.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
235.	<u>POST ADJUSTMENT</u> (Continued)	235. <u>POST ADJUSTMENT</u> (Continued)	
	<p>[(b) Once the difference between the cost of living in a locality and that in Geneva as of the base date has been determined and any appropriate adjustment established, revision of the adjustment will be made when there is a significant change in the cost of living in that locality, <u>provided that in no case shall the salary amounts fixed in Rule 230.2 be reduced by the application of a minus post adjustment.</u>]</p>	<p>235.2 <u>For each five per cent by which the cost of living, in Geneva or at any other official station, exceeds the base level, the staff of the professional category and above at that official station shall be paid a post adjustment allowance as follows:</u></p>	
	<p>[(c) These adjustments shall be in the form of flat, non-pensionable amounts varying by grade level and differentiated between those with, and those without, dependents as defined in Staff Rule 210.3 (a) and (b). Differences in cost of living or changes in cost of living of five per cent shall be considered significant. The Director shall establish a table of adjustments which gives effect to these principles.]</p>	(See Table II, page 7)	

TABLE II

CLASS 1 (+ 5 per cent)

<u>Steps</u>		<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>	<u>IX</u>	<u>X</u>	<u>XI</u>	<u>XII</u>
<u>Grade</u>													
P-1	D	216	228	240	252	252	252	264	276	288			
	S	144	152	160	168	168	168	176	184	192			
P-2	D	276	288	300	312	312	312	324	336	348	360		
	S	184	192	200	208	208	208	216	224	232	240		
P-3	D	336	348	360	372	372	372	384	396	408	420	432	444
	S	224	232	240	248	248	248	256	264	272	280	288	296
P-4	D	396	408	420	432	432	432	444	456	468	480	492	
	S	264	272	280	288	288	288	296	304	312	320	328	
P-5	D	468	480	492	504	504	504	516	528	540	552		
	S	312	320	328	336	336	336	344	352	360	368		
P6/D-1	D	504	516	528	540	552	564	576					
	S	336	344	352	360	368	376	384					
D-2	D	576	600	624									
	S	384	400	416									
UG	D	720											
	S	480											

No.	Previous Text	New Text	Comments
235.	<u>POST ADJUSTMENT</u> (Continued)	235. <u>POST ADJUSTMENT</u> (Continued)	
	<p>[(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.]</p>	<p>235.3 <u>Assessment of the cost of living at each official station in relation to the base level and measurement of the movement of the cost of living at each station shall be made on the basis of statistical procedures agreed among the international organizations concerned.</u></p>	
250.	<u>DEPENDENTS' ALLOWANCE</u>	250. <u>DEPENDENTS' ALLOWANCE</u>	
	<p>A full-time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependants as defined in Rule 210.3 shall be entitled to dependants' allowances as follows:</p>	Unchanged	<p>The increase from \$200 to \$400 follows as a consequence of the consolidation into the proposed revised salary scales (Staff Rule 230.2) of the married rate of existing post adjustment amount for the base, Geneva, less \$200.</p>
	(a) <u>US\$200</u> per annum for a spouse;	(a) <u>US\$400</u> per annum for a spouse;	
	(b) US\$300 per annum for a child;	Unchanged	
	(c) US\$200 per annum for a parent, or a brother or sister;	Unchanged	
	<p>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.</p>		

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
255.	<u>EDUCATION GRANT</u> A staff member internationally recruited, shall be entitled, except during period of assignment to the country of his place of residence (see Rule 360) to an education grant for each child for whom an allowance is payable under Rule 250 (b), subject to the following provisions.	255. <u>EDUCATION GRANT</u> Unchanged	To provide for an increase in the possible maximum grant from \$400 to \$600. The revised formula has been established in concert with the other international agencies. The fundamental principle that the Bureau shall assist <u>ex patria</u> staff members who incur additional educational costs over and above those he would have incurred had he remained in his own country, is retained in the new provisions. These recognize that the cost of education in most countries during the past years has sharply increased. They are also designed to eliminate the inevitable inequities that have arisen under the present provisions whereby the grant of \$200 for education at a school outside the home country may fully reimburse the total education cost in some cases but not in others.
255.1	[Only periods of full-time attendance at schools recognized by the Director shall be qualifying for the education grant. In determining which schools shall be recognized the Director shall give due regard to the language and curriculum standards of the staff member's home country and to the reasonable needs of the staff member in preparing his children for life in that country.]	.255.1 For full-time attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be: (a) Where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of \$600 a year; (b) Where the institution does not provide board, \$400 plus 75 per cent of the cost of attendance up to a maximum grant of \$600 a year.	

No.	Previous Text	New Text	Comments
255.	<u>EDUCATION GRANT</u> (Continued)	255. <u>EDUCATION GRANT</u> (Continued)	
255.2	Full-time attendance at school 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 is not qualifying.	255.2 For full-time attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of \$600 a year.	The present maximum grant of \$400 represents a substantial contribution towards the actual cost of tuition and board for education at school in the home country in a relatively low cost country but is a much smaller contribution to the actual cost at a school in a relatively high cost country.
255.3	When the child is at school or university in the country of the staff member's place of residence, and a boarder, the amount of the grant is US\$400 per annum. In all other cases the grant is the actual cost of attendance not exceeding \$200 per annum or one half the cost not exceeding \$400 per annum, whichever is the greater, provided that in these cases the cost of attendance is defined as the cost of tuition, fees and books.	255.3 "Cost of attendance" is defined as the cost of enrollment, registration, prescribed textbooks, courses, examinations and diplomas, but not boarding fees (except as provided for under 255.1 (a) above), school uniforms or optional charges. It may include the cost of mid-day meals and the cost of daily group transportation when these are provided by the school and the cost included in the billing for the child's education.	

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
255.	<u>EDUCATION GRANT</u> (Continued)	255. <u>EDUCATION GRANT</u> (Continued)	
255.4	<p>For the purposes of this Rule and Rule 820.1 (e) the scholastic year is defined as the period of 365 days commencing with the date of the first class of the first term of the school year. If in any scholastic year the qualifying period includes less than two-thirds of the scholastic year exclusive of vacations, the grant shall be proportionately reduced.</p>	<p>255.4 "Full-time attendance" referred to in 255.1 and 255.2 above is defined as not less than two-thirds of the scholastic year. The grant shall be proportionately reduced if in any scholastic year the staff member's period of employment with the Bureau or the attendance of the student at the educational institution is less than two-thirds. Subject to these provisos if the student is in full-time attendance at an educational institution, the grant shall be paid up to the end of that scholastic year in which he reaches the age of twenty-one.</p>	
255.5		<p>255.5 The education grant shall not be paid for:</p> <p>(a) Attendance at a kindergarten or nursery school;</p> <p>(b) Attendance at schools in the country or area of the duty station where the charges were less than the equivalent of US\$10 per annum per child;</p> <p>(c) Correspondence courses, except when, with the approval of the Director, it was considered that such courses were a substitute for full-time attendance at schools in the country or area of the duty station;</p>	

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
255.	<u>EDUCATION GRANT</u> (Continued)	255. <u>EDUCATION GRANT</u> (Continued)	
255.5		255.5 (d) Attendance at a university situated in the country or area of the duty station;	
		(e) Private tuition except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language were not available; or	
		(f) Vocational training or apprenticeships which either did not involve full-time schooling or in which the child received some payment for services rendered.	
330.	<u>MEDICAL CERTIFICATION AND INOCULATIONS</u>	330. <u>MEDICAL CERTIFICATION AND INOCULATIONS</u>	
330.7	Becomes 330.8 - see below	330.7 <u>Staff members shall be examined by the Staff Physician or by a duly recognized physician immediately prior to their termination from the Bureau.</u>	New provision to make it mandatory that staff members shall be medically examined on termination.
330.8	Any medical examination and any inoculation required by the Bureau shall be at its expense.	330.8 Unchanged	Amendment to number of Rule only, consequent upon insertion of new 330.7 as above.

No.	Previous Text	New Text	Comments
450.2	<u>WITHIN-GRADE INCREASE</u> All satisfactory service time, except continuous periods of special leave and leave without pay of more than 30 days shall be credited towards the service requirements which are: (a) One year of full-time service in levels P-1 through D-1 <u>Step III</u> of the schedule in Rule 230.2; (b) Two years of full-time service in levels P-6/D-1 <u>Step IV</u> through <u>Step VI</u> in Rule 230.2;	450.2 <u>WITHIN-GRADE INCREASE</u> Unchanged (a) One year of full-time service in levels P-1 through P-6/D-1 <u>Step IV</u> of the schedule in Rule 230.2; (b) Two years of full-time service in levels P-6/D-1 <u>Step IV</u> through <u>D-2 Step III</u> of the schedule in Rule 230.2;	In the new salary scales there is one additional step at the P-6/D-1 level and two at the D-2 level that did not exist in the old scales. The qualifying period for within-grade increments, namely three annual and three bi-annual in the P-6/D-1 level and two bi-annual in the D-2 level is in conformity with the recommendation of ACC approved by the UN General Assembly at its 16 th Session, and by the WHO Executive Board.
810.	<u>TRAVEL OF STAFF MEMBERS</u> The Bureau shall pay the travel expenses of a staff member under the following circumstances:	810. <u>TRAVEL OF STAFF MEMBERS</u> Unchanged	New provision designed to provide for travel to obtain medical treatment required by a staff member, which is not available at the duty station.
810(h)		810(h) In case of accident or illness, if the Staff Physician determines that special facilities for treatment are required, the Director may authorize travel from the official station to the nearest place where such facilities exist and return to the duty station. To the extent feasible, such travel shall be subsequently charged to entitlements becoming due under rules 810(d), (e), (f) or (g).	

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
820.	<u>TRAVEL OF DEPENDANTS</u>	820. <u>TRAVEL OF DEPENDANTS</u>	
820.1 (e)(v)	Becomes 820.1(e)(vi) - see below	820.1 (e)(v) In cases where the child has been resident with the staff member at the duty station, there shall be entitlement to a one-way passage to enter a school for the first time in the country of the staff member's place of residence;	To clarify entitlement to one-way travel by a child entering school in the country of residence when the child has previously resided with the staff member at the place of duty.
820.1 (e)(vi)	In cases of hardship, the Director may exceptionally authorize the payment by the Bureau of travel expenses under both this Rule and Rules 810(d), 810(e) or 820.1(d).	Unchanged	Amendment to number of Rule only, consequent upon insertion of new 820.1(e)(v) as above.
820.1 (h)		820.1 (h) In case of accident or illness, if the Staff Physician determines that special facilities for treatment are required, the Director may authorize travel from the official station to the nearest place where such facilities exist and return to the duty station. To the extent feasible, such travel shall be subsequently charged to entitlements becoming due under Rules 820.1(d), (e), (f) or (g).	New provision designed to provide for travel to obtain medical treatment required by a recognized dependant which is not available at the duty station.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
830.	<u>TRAVEL AND INSTALLATION PER DIEM</u>	<u>TRAVEL AND INSTALLATION PER DIEM</u>	
830.2	Becomes 830.3 - see below	830.2 <u>If a staff member resigns and is actually separated from the Bureau within six months of date of appointment, installation allowance paid for staff member and dependants shall be recoverable</u>	New provision - designed to enable the Bureau to recover the installation allowance in the circumstances described.
830.3	Rates of <u>per diem</u> shall be established by the Director. Per diem shall be considered to represent an average payment in lieu of reimbursement of a portion of the actual increased incidental expenses occasioned by travel status.	830.3 Unchanged.	Amendment to number of Rule only, consequent upon insertion of new 830.2 as above.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Comments</u>
950.4	<u>ABOLITION OF POST AND REDUCTION IN FORCE</u>	950.4 <u>ABOLITION OF POST AND REDUCTION IN FORCE</u>	

A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:

Unchanged

Permanent appointments

Unchanged

Years of service	Months of indemnity pay
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Temporary appointments

Temporary appointments

Five working days' pay for each month remaining in the unexpired portion of the contract, but not less than 30 working days' pay, up to a maximum of three months' pay.

One week of salary for each month remaining in the unexpired portion of the contract, but not less than six weeks of salary, up to a maximum of three months' pay (see Staff Rule 210.4(b)).

Editorial change correctly to reflect the procedure for computing terminal indemnities under Staff Rules 930, 950 and 970, and to bring Staff Rule 950.4 into line with Staff Rule 210.4(b).