

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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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 47th 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 Thirty-First Session (EB31.R37).

It is desired that the same policies and procedures govern the personnel of the World Health Organization and of the Pan American Sanitary Bureau working together in a common effort.

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 CE48/9, 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 CE48/9.

Annex: Amendments to Staff Rules.

AMENDMENTS TO THE STAFF RULES

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
210.3	DEFINITIONS	- unchanged -	
	<p>For the purpose of determining entitlements under Rules 235.2, 250, 260 and 1110.3, "dependants" are defined as:</p>		
	<p>(a) A spouse whose occupational earnings do not exceed the lowest entrance salary level of the Bureau's local salary scale for the area in which the spouse is employed, or in the case of a staff member <u>at grade P.1 or above</u>, if the earnings do not exceed <u>US\$ 1850</u> per annum if this be more than the lowest entrance salary of the local scale; <u>provided that if both husband and wife are staff members of <u>United Nations organizations</u> neither may be recognized as a dependant for purposes of Rules 235.2 and 260.</u></p>	<p>(a) A spouse whose occupational earnings do not exceed the lowest entrance salary level of the Bureau's local salary scale for the area in which the spouse is employed, or <u>in the case of a staff member in the professional category or above, if the earnings do not exceed US\$ 2000 per annum except where the lowest entrance salary of the local scale is higher; provided that if both husband and wife are staff members of <u>international organizations applying the common system of salaries and allowances</u> neither may be recognized as a dependant for purposes of Rules 235.2 and 260.</u></p>	<p>(i) To increase the maximum amount that may be earned by the spouse of a staff member in the professional category and above with retention of recognition of dependency status for all purposes including the staff member's entitlement to allowances under the rules at the dependency rate. This is in conformity with the recommendation of CCAQ taken at its 23rd session in April 1962 and approved by ACC.</p> <p>(ii) Editorial amendments as indicated in the revised text.</p>

No.	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
210.3	DEFINITIONS (continued)		

(b) A child up to the age of 18; if in full time attendance at a school or university, up to age 21; or if physically or mentally incapacitated, without age limit. If both parents are staff members of United Nations organizations the children, if determined dependent, shall be recognized as the dependants of that parent holding the higher level post. For the purposes of this rule "child" shall include a child recognized by the Director to be de facto fully dependent upon a staff member for its support.

(b) A child up to the age of 18; if in full time attendance at a school or university, up to age 21; or if physically or mentally incapacitated, without age limit. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependent, shall be recognized as the dependants of that parent holding the higher level post. For the purposes of this rule "child" shall include a child recognized by the Director to be de facto fully dependent upon a staff member for its support.

- unchanged -

(c) A parent, brother, or sister (not more than one such dependant may be claimed), if the staff member's contribution to such a relative constitutes at least half the total support, and, in any case, not less than twice the amount of the allowance claimed, provided that brothers and sisters shall be subject to the same age limits as stated in 210.3(b) above for a child.

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
265.	SERVICE BENEFIT		
	<p>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 four per cent, of salary for any period of service in his recognized country of residence and eight per cent, 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 on fixed-term appointments on 1 January 1958 who had previously been earning credit towards repatriation grant continue to earn this credit and are not entitled to service benefit. <u>Conversion</u> of the appointment to a permanent appointment, or completion of five years of continuous service, subsequent to 1 January 1958/ terminates any entitlement,</p>	<p>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 four per cent, of salary for any period of service in his recognized country of residence and eight per cent, 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 staffmembers on fixed-term appointments on 1 January 1958 who had previously been earning credit towards repatriation grant continue to earn this credit and are not entitled to service benefit. <u>Completion of five years of continuous service or conversion of an appointment providing full participation in the Staff Pension Fund terminates any entitlement accrued or</u></p>	<p>To clarify the termination of entitlement to Service Benefit consequent upon amendment to Rule 730.1 (Staff Pension Fund).</p>

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
265.	SERVICE BENEFIT (continued)	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.	Editorial amendments consequent upon revisions to Rule 265 (Service Benefit).
270.	REPATRIATION GRANT	A staff member <u>who on leaving the service of the Bureau, other than by dismissal for serious misconduct, has performed at least two years continuous service at an official station outside the country of his place of residence and is not entitled to the Service Benefit (Rule 265) shall be entitled to a repatriation grant subject to the following conditions:</u>	
	A staff member <u>on a permanent contract who has completed two or more years of continuous service, and a staff member on a fixed-term appointment of less than five years, having performed five years of continuous service subsequent to 1 January 1958 with the Bureau at an official station outside his own country, shall be entitled, upon leaving the Bureau, other than by dismissal for serious misconduct, to a repatriation grant subject to the following conditions:</u>		

No.

Previous text

New text

Comments

320.3

APPOINTMENT POLICIES

Any full-time appointment of more than one year shall be subject to a period of probation, which shall be at least one year and may be extended to 18 months, or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited towards completion of probation.

Any full-time appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended to 18 months or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited towards completion of probation.

Editorial amendment to make clear that staff members appointed on contracts of one year are considered to be in a continuous trial period.

650.2

SPECIAL LEAVE AND LEAVE WITHOUT PAY

Leave without pay may be granted a staff member for purposes normally covered by sick or annual leave when such leave has been exhausted (see also Rule 670.2).

"Special leave under insurance coverage" will be granted to staff members who are ill and who qualify for the payment of salary benefits under the Bureau's accident and illness insurance policy (see also Rule 670.2).

(i) To clarify "Special leave under insurance coverage" a new Rule 650.2 is introduced.

(ii) Editorial amendment to clarify that special leave under insurance coverage or on partial pay should be treated as leave without pay for the purposes listed.

No.

Previous text

New text

Comments

SPECIAL LEAVE AND LEAVE
WITHOUT PAY (continued)

650.3

Periods of leave without pay in excess of 30 days shall not be credited for purposes of:
(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; provided that periods of special leave without pay granted by the Director for advanced study shall be credited for all purposes.

Leave without pay may be granted for a period not exceeding one year to a staff member for purposes normally covered by sick leave or annual leave when such leave has been exhausted.

650.4

Periods of special leave or leave without pay in excess of 30 days shall not be credited for purposes of:
(a) annual leave accrual;
(b) service credit towards within-grade increase and completion of probation;

No.

Previous text

New text

Comments

650.4

SPECIAL LEAVE AND LEAVE WITHOUT PAY (continued)

(c) service credit for repatriation grant and termination indemnities;
(d) service credit for home leave; provided that periods of special leave without pay granted by the Director for advanced study shall be credited for all purposes.

670.2

SICK LEAVE

A staff member who is incapacitated beyond the period for which paid leave may be granted under Rule 670.1 may be granted special leave without pay for a period not exceeding one year. During any portion of such period of leave without pay that the staff member receives salary indemnities from the Bureau's accident and sickness insurance policy, he shall continue to make his contribution to the Staff Pension Fund.

A staff member who is incapacitated beyond the period for which paid leave may be granted under Rule 670.1 or "special leave under insurance cover" under Rule 650.2 may be granted special leave without pay for a period not exceeding one year.

To bring Staff Rule 670.2 into line with the new text for Staff Rule 650.2 and 650.3.

(a) During a period of "special leave under insurance cover" (Rule 650.2) the staff member receives salary indemnities under the Bureau's accident and illness insurance policy. He and the Bureau shall continue to make their contributions to the Staff Pension Fund and the Staff Health Insurance calculated on the basis of the staff member's full salary.

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
670.2	SICK LEAVE (continued)		

(b) During a period of special leave at half pay, the staff member and the Bureau shall continue to make their contributions to the Staff Pension Fund and the Staff Health Insurance calculated on the basis of the staff member's full salary.

670.3 "...not more than seven days of uncertified absences within 12 consecutive months shall be charged as sick leave."

"...not more than seven days of uncertified absences within one calendar year shall be charged as sick leave."

The reason for the revised rule is to simplify record-keeping; under the new rule simply a running total of uncertified sick leave need be maintained instead of a day-to-day calculation.

710.3 ACCIDENT AND ILLNESS INSURANCE

Participants in the Bureau's Staff Health Insurance may, by decision of the majority of those voting in a referendum, participate in a plan of dental benefits in accordance with rules established by the Director in consultation with the interested staff.

- Delete -

The inclusion of dental benefits to all participants in the revised Staff Health Insurance Scheme makes Staff Rule 710.3 redundant.

730.1 STAFF PENSION FUND

(S. 14)
380
Full-time staff members, except those referred to in Rules 1120 and 1130 who receive a permanent appointment or who have completed five years continuous service on fixed-term appointments of less than five years and have a further appointment of at least one year, shall be participants in the Staff Pension Fund, subject to the provisions of the Regulations and Rules of the Fund and the agreement between WHO and the Fund.

Full-time staff members (i) on permanent appointments or (ii) who have been serving on fixed-term contracts of less than five years and whose contracts have been extended to, or beyond, five years, or (iii) on fixed-term appointments of one year or more but less than five years who having formerly been participants of the Fund, undertake to restore their prior contributory service credit under the provisions of the rules of the Fund, 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.

To bring Rule 730.1 in line with the revised Pension Fund Regulations.

740. 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;

On the death of a staff member holding, or having held at any time during continuous service with the Bureau, a permanent 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

To clarify entitlement of dependants as defined in revised Staff Rule 210.3 (a) and (b) to the Grant in the case of the death of a staff member.

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
740.	GRANT IN CASE OF DEATH (continued)		

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

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

820.1 TRAVEL OF DEPENDANTS
(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;

in cases where the child has been resident with the staff member at the official 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, or elsewhere provided that the cost to the Bureau does not exceed the cost of travel from the official station to the place of residence; or, in cases where the child has not joined the staff member at his official station and when no

There are cases in which, for practical reasons, children are educated in a country other than that of the place of residence or that of the official station. The amendment provides for transportation in such cases not exceeding the cost of travel between the official station and the place of residence.

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
820.1 (e) (v)	TRAVEL OF DEPENDANTS (continued)	<u>suitable educational facilities exist at the official station, there shall be entitlement to a one-way passage from the staff member's place of residence to the place of study, provided that the cost to the Bureau is limited to the cost of one-way travel between the staff member's place of residence and the official station;</u>	
820.4	<p>Dependants recognized for purposes of travel at the Bureau's expense shall be limited to:</p> <p>(a) a wife; a husband recognized as a dependant under Rule 210.3 (a);</p> <p>(b) a child meeting the definition of dependency in Rule 210.3 (b);</p> <p>(c) a child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage to join the staff member at the official station or to return to the home country within one year after ceasing to qualify as a dependant.</p>	<p>Dependants recognized for purposes of travel at the Bureau's expense shall be limited to:</p> <p>(a) a wife; a husband recognized as a dependant under Rule 210.3 (a);</p> <p>(b) a child meeting the definition of dependency in Rule 210.3 (b);</p> <p>(c) a child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage to join the staff member at the official station or to return to the home country within one year after ceasing to qualify as a dependant.</p>	To clarify the Organization's financial responsibility.

<u>No.</u>	<u>Previous text</u>	<u>New text</u>	<u>Comments</u>
820.4	TRAVEL OF DEPENDANTS (continued)	<u>The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the normal place of residence.</u>	
980.	ABANDONMENT OF POST A staff member absent from duty without explanation in excess of 15 working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Bureau shall make every reasonable attempt to locate such a staff member prior to termination of contract.	A staff member absent from duty without <u>satisfactory</u> explanation in excess of 15 working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Bureau shall make every reasonable attempt to locate such a staff member prior to termination of contract. <u>The terminal entitlements of a staff member who is considered to have abandoned his post shall be the same as for a staff member who has resigned under conditions governed by Staff Rule 910.2.</u>	To clarify entitlements of a staff member having abandoned his post.