



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION

## 152nd SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 17-21 June 2013

*Provisional Agenda Item 6.1*

CE152/22 (Eng.)

6 May 2013

ORIGINAL: ENGLISH

### AMENDMENTS TO THE PASB STAFF RULES

#### **Introduction**

1. In accordance with Staff Rule 020, the Staff Rules of the Pan American Sanitary Bureau (PASB) may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
2. Accordingly, the Director will submit for confirmation to the 152nd Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 151st Session (Annex A).
3. The financial implications of the amendments in the 2014-2015 biennium are minimal.

#### **Amendments to the Staff Rules to Maintain Consistency with the World Health Organization and in the Interest of Good Human Resources Management**

#### *Appointment Policies*

4. Staff Rule 420.3 has been amended to clarify that any extension of a fixed-term appointment is subject to conditions determined by the Bureau.
5. Staff Rule 420.4 has been amended to clarify that a temporary appointment is a time-limited appointment for less than one year. It may be extended for up to two years subject to conditions established by the Bureau.

***Working Hours and Attendance***

6. Staff Rule 610.5 has been amended to clarify that payment of salary may be withheld pending a determination as to whether the staff member's absence was due to reasons beyond his/her control. If the absence is determined to be for reasons beyond the staff member's control, the salary withheld shall be paid.

***Completion of Appointments***

7. Staff Rule 1040.1 has been edited to make it more precise and to clarify that fixed-term and temporary appointments carry no right to extension or conversion of appointment. Staff Rule 1040.2 has been incorporated under Staff Rule 1040.1. Staff Rules 1040.3 and 1040.4 have been renumbered accordingly.

**Amendments to the Staff Rules in light of the United Nations General Assembly's Sixty-seventh Session Decisions**

***Review of the Level of the Education Grant***

8. With respect to the education grant, the United Nations General Assembly (UNGA) approved, effective from the school year in progress on 1 January 2013, the recommendations of the International Civil Service Commission (ICSC) regarding the adjustment of the maximum admissible expenses and the maximum education grant were adjusted for twelve zones. In addition, the normal flat rates and the additional flat rates for boarding were revised for fourteen zones.

9. Amendments to Appendix 2 of the Staff Rules ("Education Grant Entitlements") have been prepared accordingly and appear in Annex B of this document.

***Change to the Mandatory Retirement Age for New Participants***

10. With respect to the mandatory retirement age, the UNGA authorized the United Nations Joint Staff Pension Board to raise the mandatory retirement age to 65 years for staff members who become participants in the UN Joint Staff Pension Fund on or after 1 January 2014. Staff Rule 1020.1 is amended accordingly.

11. A strategic review by the ICSC with respect to the implications of applying the increased mandatory age of retirement to current staff is in progress.

**Action by the Executive Committee**

12. The Executive Committee is requested to review the Amendments to the PASB Staff Rules contained in the present document, and consider approval of the proposed resolution attached as Annex C.

**Annexes**

**Amendments to PASB Staff Rules Issued by the Director  
since the 151st Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<b>420. APPOINTMENT POLICIES</b>  ...  420.3 A “fixed-term appointment” is a time limited appointment for one year or more.  420.4 A “temporary appointment” is a time-limited appointment of up to two years. If the temporary appointment is of less than two years, it may be extended, provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Bureau.	<b>420. APPOINTMENT POLICIES</b>  ...  420.3 A “fixed-term appointment” is a time limited appointment for one year or more. <b>Any extension is subject to conditions determined by the Bureau.</b>  <del>420.4 <b>A “temporary appointment” is a time-limited appointment of up to two years. If the temporary appointment is of less than two years, it may be extended, A “temporary appointment” is a time-limited appointment for less than one year. A temporary appointment may be extended,</b></del> provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Bureau.
<b>610. WORKING HOURS AND ATTENDANCE</b>  ...  610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control.	<b>610. WORKING HOURS AND ATTENDANCE</b>  ...  610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control. <b>Payment may be withheld pending a determination as to the reasons for the unauthorized absence. If it is determined that the absence was beyond the control of the staff member, the withheld salary will be paid.</b>
<b>1020. RETIREMENT</b>  1020.1 Staff members shall retire on the last day of the month in which they reach the age of 60. However, staff members who have become participants in the United Nations Joint Staff Pension Fund on or after 1 January 1990 shall retire on the last day of the month in which they reach the age	<b>1020. RETIREMENT</b>  <del>1020.1 Staff members shall retire on the last day of the month in which they reach the age of 60. However, staff members who have become participants in the United Nations Joint Staff Pension Fund on or after 1 January 1990 shall retire on the last day of the month in which they reach the age</del>

FORMER TEXT	NEW TEXT
<p>of 62. In exceptional circumstances, a staff member's appointment may be extended beyond mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday.</p> <p>1020.2 A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.</p>	<p>of 62. In exceptional circumstances, a staff member's appointment may be extended beyond mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday. <b>Staff members must retire on the last day of the month in which they reach retirement age, specifically when they reach:</b></p> <ul style="list-style-type: none"> <li>(1) Age 60, if they became participants in the United Nations Joint Staff Pension Fund (UNJSPF) before 1 January 1990.</li> <li>(2) Age 62, if they became participants in the UNJSPF on or after 1 January 1990.</li> <li>(3) Age 65, if they became participants in the UNJSPF on or after 1 January 2014.</li> </ul> <p><b>1020.2 In exceptional circumstances, a staff member's appointment may be extended beyond their mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday.</b></p> <p><b>1020.2 3</b> A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.</p>
<b>1040. COMPLETION OF APPOINTMENTS</b>	<b>1040. COMPLETION OF APPOINTMENTS</b>
<p>1040.1 In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall expire automatically on the completion of the agreed period of service.</p>	<p>1040.1 <b>In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall expire automatically on the completion of the agreed period of service. Fixed-term and temporary appointments carry no right to extension or conversion of the appointment. In the absence of any offer and acceptance of extension, such</b></p>

FORMER TEXT	NEW TEXT
	<p style="color: red;"><b>appointments shall end on the completion of the agreed period of service.</b></p> <p><b>1040.1.1 A fixed-term staff member shall be notified of the end of the appointment no less than three months before its end date.</b></p> <p><b>1040.1.2 A temporary staff member shall be notified of the end of the appointment normally no less than one month before its end date. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in Staff Rule 420.4</b></p>
<p>1040.2 Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be given three month's [sic] notice. Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the staff member shall be notified normally no less than one month before the expiry of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments as defined in Rule 420.4.</p>	<p><del>1040.2 Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be given three month's [sic] notice. Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the staff member shall be notified normally no less than one month before the expiry of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments as defined in Rule 420.4.</del></p>
<p>1040.3 At the discretion of the Bureau, payment in lieu of the notice period prescribed in Rule 1040.2 may be given to a staff member. Eligible staff members who do not wish to be considered for reappointment shall also give notice of their intention within the minimum period specified above.</p> <p>1040.4 When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave where applicable, or adoption leave, the appointment may be extended for a period determined, and under conditions established by the Bureau.</p>	<p><b>1040.32</b> At the discretion of the Bureau, payment in lieu of the notice period prescribed in Rule 1040.1 may be given to a staff member. Eligible staff members who do not wish to be considered for reappointment shall also give notice of their intention within the minimum period specified above.</p> <p><b>1040.43</b> When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave where applicable, or adoption leave, the appointment may be extended for a period determined, and under conditions established by the Bureau.</p>

**APPENDIX 2. EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES**  
(effective school year in progress 1 January 2013)

Country/ currency area	(1)	(2)	(3)	(4)	(5)	(6)
	<i>Maximum admissible educational expenses and maximum grant for disabled children</i>	<i>Maximum education grant</i>	<i>Flat rate when boarding not provided</i>	<i>Additional flat rate for boarding (for staff serving at designated duty stations)</i>	<i>Maximum grant for staff members serving at designated duty stations</i>	<i>Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)</i>
<b>Part A</b>						
Austria (Euro)	18 240	13 680	3 882	5 824	19 504	13 064
Belgium (Euro)	16 014	12 011	3 647	5 470	17 481	11 152
Denmark (Krone)	122 525	91 894	28 089	42 134	134 028	85 073
France <sup>1</sup> (Euro)	11 497	8 623	3 127	4 691	13 314	7 328
Germany (Euro)	20 130	15 098	4 322	6 484	21 582	14 368
Ireland (Euro)	17 045	12 784	3 147	4 721	17 505	12 849
Italy (Euro)	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands (Euro)	18 037	13 528	3 993	5 990	19 518	12 713
Spain (Euro)	17 153	12 864	3 198	4 797	17 661	12 888
Japan yen (yen)	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 429
Sweden (krona)	157 950	118 462	26 219	39 328	157 790	175 641
Switzerland (Swiss franc)	32 932	24 699	5 540	8 310	33 009	25 545
United Kingdom of Great Britain and Northern Ireland (pound sterling)	25 864	19 398	3 821	5 731	25 129	20 769
<b>Part B</b>						
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331
<b>Part C</b>						
United States dollar (in the United States) <sup>2</sup>	45 586	34 190	6 265	9 399	43 589	37 233

<sup>1</sup> Except for the following schools where the US\$ in the US levels will be applied: (a) American School of Paris; (b) American University of Paris; (c) British School of Paris; (d) École Active Bilingue Victor Hugo; (e) European Management School of Lyon; (f) International School of Paris; (g) Marymount School of Paris; (h) École Active Bilingue Jeanine Manuel

<sup>2</sup> US dollar in the USA applies, as a special measure, for China, Indonesia, Hungary, Romania and Russian Federation. Effective school year in progress on 1 January 2013 special measures for Romania are discontinued. Special measures are introduced in Thailand and for the American Cooperative School in Tunis, Tunisia and the American International School of Johannesburg, South Africa.



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## 152nd SESSION OF THE EXECUTIVE COMMITTEE

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Annex C  
ORIGINAL: ENGLISH

### ***PROPOSED RESOLUTION***

#### **AMENDMENTS TO THE PASB STAFF RULES**

##### ***THE 152nd SESSION OF THE EXECUTIVE COMMITTEE,***

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE152/22;

Bearing in mind the provisions of Staff Rule 020 of the Pan American Sanitary Bureau; and

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization,

#### ***RESOLVES:***

To confirm in accordance with Staff Rule 020 the Staff Rule amendments that have been made by the Director effective 1 July 2013 concerning: appointment policies, working hours and attendance, completion of appointments, the education grant, and the mandatory age of retirement, as follows:

## **AMENDMENTS TO THE PASB STAFF RULES**

### **420. APPOINTMENT POLICIES**

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### **610. WORKING HOURS AND ATTENDANCE**

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### **1020. RETIREMENT**

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- (1) Age 60, if they became participants in the United Nations Joint Staff Pension Fund (UNJSPF) before 1 January 1990.
- (2) Age 62, if they became participants in the UNJSPF on or after 1 January 1990.
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1020.2 In exceptional circumstances, a staff member’s appointment may be extended beyond their mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday.

1020.3 A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.

#### **1040. COMPLETION OF APPOINTMENTS**

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