



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



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

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

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CE152.R11 (Eng.)  
ORIGINAL: ENGLISH

### ***RESOLUTION***

#### ***CE152.R11***

#### **AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU**

#### ***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;

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, the mandatory age of retirement, completion of appointments, and the education grant, as follows:

**420. APPOINTMENT POLICIES**

...

420.3 A “fixed-term appointment” is a time-limited appointment for one year or more. Any extension is subject to conditions determined by the Bureau.

420.4 A “temporary appointment” is a time-limited appointment for less than one year. A temporary appointment 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.

**610. WORKING HOURS AND ATTENDANCE**

...

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. 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.

**1020. RETIREMENT**

1020.1 Staff members must retire on the last day of the month in which they reach retirement age, specifically when they reach:

(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.

(3) Age 65, if they became participants in the UNJSPF on or after 1 January 2014.

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**

1040.1 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 appointments shall end on the completion of the agreed period of service.

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.

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.

1040.2 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.

1040.3 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.

*(cont.)*

**[AMENDMENTS TO THE EDUCATION GRANT (APPENDIX 2 OF THE PASB STAFF RULES)]**  
**EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE**  
**INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES**  
(effective school year in progress 1 January 2013)

| <i>Country/<br/>currency area</i>                                     | <i>(1)<br/>Maximum<br/>admissible<br/>educational<br/>expenses and<br/>maximum<br/>grant for<br/>disabled<br/>children</i> | <i>(2)<br/>Maximum<br/>education<br/>grant</i> | <i>(3)<br/>Flat rate<br/>when<br/>boarding not<br/>provided</i> | <i>(4)<br/>Additional flat<br/>rate for<br/>boarding (for<br/>staff serving at<br/>designated<br/>duty stations)</i> | <i>(5)<br/>Maximum<br/>grant for staff<br/>members<br/>serving at<br/>designated<br/>duty stations</i> | <i>(6)<br/>Maximum<br/>admissible<br/>educational<br/>expenses for<br/>attendance<br/>(only when<br/>flat rate for<br/>boarding<br/>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.