



*directing council*

PAN AMERICAN  
SANITARY  
ORGANIZATION  
VI MEETING

*regional committee*

WORLD  
HEALTH  
ORGANIZATION  
IV MEETING



*Havana, Cuba  
15-24 September 1952*

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14 September 1952  
ORIGINAL: ENGLISH

Topic 14: AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN  
SANITARY BUREAU

Annex I to this document contains the amendments made to certain Staff Rules of the Pan American Sanitary Bureau as approved by the Director under the terms of Staff Regulation 12.2 and Staff Rules 060 and confirmed by the 16th and 17th Meetings of the Executive Committee with the following modifications (Resolution VI of the 17th Meeting of the Executive Committee):

- a. Rule 870 shall remain in effect without change.
- b. Rule 821. In the second sentence of the new text the words "for serious misconduct" shall be added following the word "dismissal".
- c. Rule 1616. The new text shall read as follows:

The Director may grant to staff members subject to local recruitment an allowance equivalent to one within-grade increase in recognition of demonstrated proficiency in one of the official languages of the Bureau, provided:

- 1) that the candidate whose mother tongue is French, Portuguese, or Spanish demonstrates proficiency in English; or
- 2) that the candidate whose mother tongue is English demonstrates proficiency in French, Portuguese, or Spanish; or

- 3) that the candidate whose mother tongue is not one of the four official languages demonstrates proficiency in English and another official language of the Bureau;

and provided further, that in all cases the requirements of their position do not make the knowledge of two official languages an essential factor in recruitment.

Proposed Resolution

THE DIRECTING COUNCIL

RESOLVES:

To take note of the amendments to the Staff Rules of the Pan American Sanitary Bureau as approved by the Director and modified and confirmed by the Executive Committee at its 16th and 17th Meetings.

CHANGES TO STAFF RULES

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
127.3	The effective date for all staff will be the day the staff member reports for duty.	The effective date of appointment will be the date the staff member reports for duty if locally recruited or the date he enters travel status for the purpose of reporting to duty if travel is required, provided that this date is not earlier than that required for travel by the route and type of transport approved by the Bureau.	The purpose of this change (and the change to Staff Rule 661 below) is to bring PASB practice into conformity with that of the United Nations, WHO and other Specialized Agencies. The rule previously in force, which set the effective date as the date of reporting for duty in all cases, resulted in discrimination against staff recruited from great distances.
140	<u>Determination of Normal Place of Residence</u>		
141	Determination: At the time of appointment of each staff member his normal place of residence will be determined. This will usually be the city of his normal residence in the country of which he is a national. Determination will be made on an individual basis for persons who claim residence outside the country of their nationality. The normal place of residence will remain unchanged for the duration of service with the Organization.	Determination: At the time of appointment of each staff member his normal place of residence will be determined. This will usually be the city of his normal residence in the country of which he is a national. Determination will be made on an individual basis for persons who claim residence outside the country of their nationality.	Last sentence deleted since circumstances occasionally require the changing of normal place of residence during the period of service, e.g., change of citizenship.

CD6/14 (Eng.)  
ANNEX I  
15 August 1952  
ORIGINAL: ENGLISH

No.	Previous Text	New Text	Reasons for Change
142	<p><b>Waivers</b>  A staff member residing and recruited within the local area, whose normal place of residence is elsewhere will normally be required, as a condition of appointment, to waive installation per diem, repatriation grant, home leave and, during the first two years of service, repatriation rights.</p>	Delete in its entirety.	Following WHO, we propose to delete Staff Rule 142 because it is no longer required as an organizational safeguard. Local staff members under Staff Rule Section 1600 are required to be recruited from the immediate area of the duty station and are deemed to be residents of the duty station. Rules governing normal place of residence for international staff members and rights in connection therewith are adequately defined in provisions relating to allowances, leave, etc.
203	<p><b>Effective Date</b>  Changes in status involving increases in salary shall be made effective from the beginning of the pay period nearest the date of approval or, in the case of within-grade salary increases, of entitlement. Changes in status involving decreases in salary shall be effective from the beginning of the pay period after the completion of the notice period.</p>	<p><b>Effective Date</b>  Changes in status involving increases in salary shall be made effective from the beginning of the <u>month</u> nearest the date of approval or, in the case of within-grade salary increases, of entitlement. Changes in status involving decreases in salary shall be effective from the beginning of the <u>month</u> after the completion of the notice period.</p>	The change in the wording of this paragraph is necessary in order that the PASB practices in this connection will coincide with the practices under WHO making changes effective from the beginning of a month. The PASB has two pay periods per month whereas under WHO, there is a single pay period coinciding with the calendar month.
211.2	<p><b>Promotion to Higher Grade:</b>  A staff member receiving promotion shall be paid in accordance with the following provisions: (a) If his present salary is below the basic rate</p>	See next page.	See next page.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
	<p>of the higher grade, promotion shall be to that basic rate.</p> <p>(b) If the staff member's present salary is equal to or above the basic rate of the higher grade, promotion shall be to the salary step of that grade next above the staff member's present salary.</p>	<p>When a promotion is effected it will be to the lowest step in the higher grade which will result in a salary increase not less than that which would have been earned in the former grade by the next within-grade increase.</p>	<p>To clarify the intent of the rule that reasonable compensation should be realized from a grade promotion.</p>
212.4	<p>The service requirements for within-grade increases are:</p> <p>(a) One year for all steps in levels P-1 through P-5 and D-1 of the salary schedule in Rule 710.</p> <p>(b) Two years for levels D-2 and PD of the salary schedule in Rule 710.</p> <p>(c) For posts subject to local recruitment, service time to be determined by the Director in establishing the local salary schedule.</p>	<p>The service requirements for within-grade increases are:</p> <p>(a) One year for all steps in level P-1 through D-1 Step III of the salary schedule in Staff Rule 710.</p> <p>(b) Two years for levels D-1 Step IV through level PD in Staff Rule 710.</p> <p>(c) Same as "previous text".</p>	<p>The purpose of the change is to set the point for commencement of a two-year service period for within-grade increase at Step III of D-1 rather than at Step I of D-2. This change conforms to a decision of the 6th General Assembly of the United Nations taken to remove the possible anomaly of a staff member in Grade D-1 arriving at a higher salary in less service time than a staff member in D-2.</p>
212.7	<p>When a staff member's salary has been adjusted upward as a result of a change in grade or pay schedule, service time toward the next within-grade increase commences from such adjustment provided the amount of the adjustment was not less than the next within-grade increase after the adjustment.</p>	<p>When a staff member's salary has been adjusted upward as a result of a change in grade, service time toward the next within-grade increase commences from the date of such adjustment, provided that the amount of the adjustment was not less than the next within-grade increase in the lower grade.</p>	<p>The words in the first part of rule referring to change in pay schedules have been deleted since a change of this type would be handled by a one time transitional procedure. The last line was changed to correspond with the revision being effected under rule 211.2.</p>

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
642	<p><b>Serious misconduct</b> A staff member may be dismissed for serious misconduct in accordance with the provisions of Staff Regulation 19. He is not entitled either to notice or payment of indemnity.</p>	<p><b>Serious misconduct</b> A staff member may be dismissed for serious misconduct in accordance with the provisions of Staff Regulation 10.1. He is not entitled either to notice or payment of an indemnity.</p>	<p>This is purely an editorial change to correct the reference to the new Staff Regulations adopted by the V Meeting of the Directing Council.</p>
661	<p>Staff members entitled to repatriation.</p>	<p>Staff members entitled to return transportation.</p>	
661.1	<p>Effective date of termination will be close of business of the date the staff member begins his journey to his normal place of residence. Arrangements for the journey shall be made by the first available means of transport.</p>	<p>The effective date of termination will be the close of business on that day on which it is calculated the staff member is able to reach his normal place of residence by direct route if he departs promptly after completion of his duties.</p>	<p>In view of the previous change in Rule 127.3 above which establishes the date a staff member enters travel status as the effective date of appointment, the effective date of termination should follow this principal and be the date on which the staff member is able to reach his normal place of residence.</p>
681	<p><b>Entitlement</b> Within the limits specified in Sections 1200 and 1300, a staff member, upon termination of appointment shall receive reimbursement of travel and removal expenses for himself and eligible dependents from his official station to his normal place of residence (or another point designated by him), provided it involves no greater expense to the Bureau except as provided below:</p>	<p>See next page.</p>	<p>See next page.</p>

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
681	(a) A staff member recruited locally to fill a post subject to local recruitment or, who, as a condition of appointment has waived his repatriation rights during the first two years (see Rule 142) is not entitled to such reimbursement.  (b) No change.  (c) No change.	(a) A staff member recruited locally to fill a post subject to local recruitment.  (b) Same as "previous text".  (c) Same as "previous text".	This change follows from the previous deletion of the rule on Waivers. (Rule 142).
740	Night Differential Staff members assigned to an established full tour of duty between the hours of 7:00 p.m. and 6:00 a.m. shall receive a night differential at 10% of base salary.	Delete in its entirety.	Provision for night differential payment should be included under conditions for local employment based on the prevailing practices in each locality.
870	Cost-of-Living Adjustment Staff members, other than those occupying posts subject to local recruitment, whose official station is at an office of the Organization other than Headquarters, shall be eligible for, or subject to a cost-of-living adjustment in respect of the difference (plus or minus) which may exist in the cost-of-living between the area of his official station and the area of Headquarters. This adjustment shall be made for each area, taking into account the principal cost-of-living factors,	Delete previous rule 870. Replace by new Rule 740 as follows:  740 Cost-of-Living Adjustment.  740.1 Salary rates established under Rule 710 shall be subject to adjustment (plus or minus) on the basis of significant variations in the cost-of-living.  740.2 The salary rates specified in Rule 710 are considered to be established in relation to the cost of living existing at the Headquarters of the United Nations	The purpose of this changes is to introduce into the Staff Rule the basic decision of the principals regarding the application of a cost-of-living adjustment as approved by the 16th Meeting of Executive Committee and defining the salary to which such adjustments are to be made.

No.

Previous Text

but shall not be applied where the difference is less than ten per cent.

New Text

(New York) in May 1950. For staff (except those occupying posts defined in Section 1600 of these rules) at any location other than New York, these rates will be subject to an "initial adjustment" whenever there is a significant difference between cost of living at such locality and that existing in New York on the base day (May 1950). Assessment of such difference will be on the basis of a comparative study of the cost of living to the staff member concerned taking into account standards of living and related factors.

740.3 Once the difference between cost of living in a locality and that in New York as of the base date has been established and any appropriate "initial adjustment" made, salaries of staff in that locality will be subject to "subsequent adjustments" (upward or downward) based upon significant changes in the cost of living in that locality.

740.4 A significant difference or change in cost of living is defined as one of at least ten per cent and all adjustment will be made only in multiples of ten per cent of salary.

740.5 The "salary" to which cost-of-living adjustments shall apply

Reasons for Change



is defined as follows:

(a) For "initial adjustments":  
seventy-five per cent of the base salary established under Rule 710.

(b) For "subsequent adjustments" the modified seventy-five per cent of base salary resulting from the initial adjustment.

740.6 Periodically the relationship between the cost of living in all localities where staff are stationed and the cost of living in New York as of the base date will be reassessed and new "initial adjustments" established incorporating all intervening "subsequent adjustments".

811

Definitions of dependents  
Payment of all allowances shall be made only to a staff member who has a wife, or who, as the head of the family, has one or more of the following dependent upon him or her for full and continuing support: husband, son, daughter, parent, brother or sister.

Definitions of dependents  
For the purposes of these rules, and unless otherwise specified in any particular rule, dependent shall mean the wife of a staff member or one or more of the following dependent upon him or her for full and continuing support: husband, son, daughter, father, mother, brother or sister.

Reworded to be consistent with new allowance provisions established 1 January 1951. Not all allowances involve dependency consideration.

812

Head of Family  
When more than one member of an immediate family household is employed by the Organization, or by the United Nations, the World

See next page.

See next page.

Health Organization, or a specialized agency having analogous allowances, allowances shall be paid only to the staff member considered the head of the family and shall be at dependency rates.

Head of Family  
When more than one member of an immediate family household is employed by the Bureau, or by the United Nations or a specialized agency having analogous allowances, allowances payable by reason of dependency shall be granted only to the staff member considered the head of the family.

The previous language was pointed particularly toward the expatriation allowance which no longer exists. Also as noted above, not all allowances involve dependency.

821

Eligibility  
Effective 16 April 1953, a staff member who has completed two or more years of full time service with the Organization at an official station outside his home country shall be entitled, upon leaving the Organization other than by dismissal, to a repatriation grant computed in accordance with the schedule below, provided that credit shall not be granted toward service requirements for any periods at an official station which is within 100 kilometers of the place recognized as the individual's normal place of residence or his residence immediately prior to appointment. Staff members receiving expatriation allowance on 15 April 1951 who leave the Organization other than by dismissal before 15 April 1953 will receive a terminal payment equivalent to the expatriation allowance

Eligibility  
Effective 16 April 1953, a staff member who has completed two or more years of full time service with the Bureau at an official station outside his home country shall be entitled, upon leaving the Bureau other than by dismissal for serious misconduct, to a repatriation grant computed in accordance with the schedule below, provided that credit shall not be granted towards service requirements for any periods at an official station which is within 100 kilometers of the place recognized as the individual's normal place of residence or his residence immediately prior to appointment. Staff members receiving expatriation allowance on 15 April 1951 who leave the Bureau other than by dismissal before 15 April 1953 will receive a terminal payment equivalent to the expatriation allowance they would have

This is an amplification of wording designed to remove a possible construction contrary to the intent of the provisions for the repatriation grant. That is, dismissal for unsatisfactory service would not negate a staff member's right for the repatriation grant.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
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they would have received if this allowance had been continued, provided that the total payment may not exceed the amount of the repatriation grant earned after 2 year's service.

received if this allowance had been continued, provided that the total payment may not exceed the amount of the repatriation grant earned after 2 year's service.

890

Living Quarters

Staff members assigned to temporary field duty stations for one year or more in connection with advisory and demonstration services to governments will be entitled, without charge to their salaries, to living quarters of reasonably adequate standard for themselves and dependents accompanying them to the duty station, dependents for this purpose being defined as in Rule 811. The benefit provided by this rule is in addition to any allowances conferred by other rules.

Living Quarters

Staff members assigned to field duty stations for temporary periods as defined by the Director, in connection with advisory and demonstration services to governments, will be entitled, without charge to their salaries, to furnished living quarters of reasonably adequate standard for themselves and dependents accompanying them to the duty station, dependents for this purpose being defined as in Rule 811. The benefit provided by this rule is in addition to any allowances conferred by other rules.

To clarify the intent of the original wording and make it quite evident that the term "temporary assignment" is for definition by the Director.

960.1

Staff members whose applications are supported by a medical certificate shall be allowed maternity leave on full pay, in addition to annual leave and sick leave, for a period not to exceed six weeks before and six weeks after confinement, provided that the staff member shall have been in service ten months or more.

Staff members whose applications are supported by a medical certificate shall be allowed maternity leave on full pay, for a period not to exceed six weeks before and six weeks after confinement, provided that the staff member shall have been in service ten months or more at the date of confinement, Maternity leave is granted on the understanding that the staff member is returning to duty after confinement.

These changes are editorial only, designed to clarify the intent of the rule which is not changed.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
1110	No previous text.	<u>Compensation in Case of Accident, Sickness or Death</u>	
1111	No previous text.	A member of the staff who is injured as the result of an accident incurred in the course of his duty or who is compelled to discontinue his employment as a result of sickness directly attributed to his work in the service of the Organization shall receive reasonable compensation. Should the staff member die in such circumstances, reasonable compensation should be paid to his widow or such dependent as the Director may determine.	The provision of this rule is now necessary since the Bureau holds a group commercial insurance policy covering all staff members. Payments in case of injury or disability of staff members are made by the insurance company to the Bureau which, in turn, fulfills any obligation incurred under Rule 1111.
1120	No previous text.	<u>Grant to Family of Deceased Staff Member</u>	
1121	No previous text.	In the event of the death of a staff member who is not a participant in the United Nations Joint Staff Pension Fund or who is not covered by the Organization's accident and sickness insurance, a grant equal to one month's salary shall be paid to his widow or such other member of his family as the Director may determine.	This provision should exist for staff members in the employ of the Bureau who are not covered by the United Nations Pension Fund or the Bureau's accident and sickness insurance, such as staff members employed on a contractual basis not otherwise covered by the Staff Rules.

No.

Previous Text

New Text

Reasons for Change

A staff member whose appointment is for a period of not less than one year or who receives an appointment the length of which added to his previously acquired service totals a period of not less than one year shall be entitled to travel expenses and subsistence allowances for the following dependents: wife, dependent's disabled husband, dependent's children and brothers and sisters:

Same as "previous text".

See next page.

(a) from their place of residence to the staff member's official station in connection with his appointment;

Same as "previous text".

(b) from one official station to another if expenses have been authorized under (a);

Same as "previous text".

(c) from the staff member's official station to a place in his home country and return when he is entitled to home leave;

Same as "previous text".

(d) from the staff member's official station to a place designated by him upon termination of his appointment;

Same as "previous text".

provided that in the case of (a), (c) and (d) the entitlement shall be limited to the cost of such journeys between the staff member's "normal place of residence" and his

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
	official station at the time the journey is authorized, and provided that, for (a) and (c) above, the staff member's assignment to that official station is expected to continue for at least six months.	.....six months <u>and the dependents remain at the station at least six months.</u>	The effect of the change is to ensure that the Organization is not subjected to transportation costs for what in fact proves to be only a visit by a staff member's family.
1212.2	Travel The entitlement of a qualified staff member who had no dependents at the time qualified and who subsequently acquired one or more dependents shall be the same as if he had such dependents at the time he qualified.	Delete entirely and renumber the succeeding sub-paragraphs.	In lieu of the previous Rule 1212.2 add the following <u>new</u> Rule 1214 which simplifies wording and is designed to clarify the intent of this rule.
1214	No previous text.	1214 Rules 1212 and 1213 shall apply to dependents acquired by a staff member after his appointment.	See nex page.
1311	Subject to Removal Rules issued by the Director, payment of transportation expenses in connection with the removal of household goods and other personal effects will be made to the entitled staff member:  (a) upon appointment for a period of not less than two years, from the place where he is ordinarily residing at the time of appointment to the place where he is assigned to duty;	Same as "previous text".	See nex page.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for Change</u>
	(b) upon transfer for permanent or indefinite duty, from one official station to another;	Same as "previous text".	
	(c) upon leaving the service of the Bureau, from his official station to his normal place of residence, provided that he was appointed, or has served, for a period of not less than two years, and has not waived his repatriation rights during the first two years of his appointment under Rule 142.	(c) upon leaving the service of the Bureau, from his official station to his normal place of residence, provided that he was appointed, or has served, for a period of not less than two years, and has not forfeited his repatriation rights under Rule 620.3.	These are editorial changes required to bring this rule into line with the previous deletion of Rule 142 on Waivers. Rule 620.3 provides that no indemnity will be paid to staff member who accepts an appointment for a year or more and resigns after less than one year of service.
1512	Staff members who are not in a pay status for the full pay period shall receive for each working day in a pay status 1/260th of the annual base salary.	Staff members who are not in pay status for the full pay period shall receive for each calendar day in pay status 1/30th of the monthly salary.	The purpose of this change is to simplify payroll computations and establish a formula which is easily understood by the staff.
1512.1	A full pay period will be defined as the first to the last day of any calendar month. Staff members taking up an appointment after the first of the month will have their salary computed on a day to day basis for the rest of the month, as set forth in Rule 1512, and will have their salary computed on a regular monthly basis from the beginning of the next calendar month.	A full pay period will be defined as the <u>first to the 15th and the 16th to the last day</u> of any calendar month. Staff members taking up an appointment after the first day of the <u>pay-period</u> will have their salary computed on a day to day basis for the rest of the <u>pay-period</u> as set forth in Rule 1512, and will have their salary computed on a regular basis from the beginning of the next <u>pay-period</u> .	The World Health Organization has always considered a pay period as covering each calendar month. However, conforming to general practices in the Western Hemisphere regarding frequency of salary payments the Pan American Sanitary Bureau has generally operated on a semi-monthly pay basis with the pay period covering the first through fifteenth, and sixteenth through the last day of each month. This will bring the wording of the Staff Rule in line with this accepted practice.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons fo Change</u>
1616	No previous text.	The Director may grant staff at this level additional remuneration for proficiency in a second language useful to the Bureau.	Although the salary and allowance plan introduced on 14 April 1951, made provision for a language allowance for staff in posts subject to local recruitment, the authority for granting such an allowance was not specifically introduced into the rules. It is considered desirable that provision for the allowance be positively stated in the Staff Rules.
1614	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 except that in addition they shall be paid an annual non-residence allowance in an amount to be established by the Director for each area, and the provisions of Staff Rule 851.1 shall apply to such persons.	Delete in its entirety.	It is not necessary for the Bureau to recruit outside the local area for posts in the local wage rate categories since adequate sources of supply exist at the PASB Headquarters and at the various Zone Offices. Hence, it has only confused the operations of the Bureau to have intimations of such allowances provided for under the Staff Rules.