



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



*17th Meeting
of Havana, Cuba
10-12 September 1952*

CE17/6 (Eng.)
1 August 1952
ORIGINAL: ENGLISH

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

Background

In accordance with the provisions of Staff Regulation 12.2, the Director has the honor to submit to the Executive Committee the attached changes to the Staff Rules of the Pan American Sanitary Bureau with the request that they be confirmed. The majority of these changes reflect changes already approved by the Director-General of the World Health Organization and confirmed by the 10th Meeting of the Executive Board of the WHO.

It was not necessary for the PASB to adopt WHO Staff Rule 545. This rule establishes the Regional Board of Inquiry and Appeals for the Regional Offices of the World Health Organization. The Pan American Sanitary Bureau has already established the PASB Board of Inquiry and Appeals and this Board has been accepted by WHO as the Regional Board for the Americas.

WHO Staff Rule 1614, previously adopted by the PASB has been deleted in its entirety. This rule relates to the payment of an annual non-residence allowance to staff members recruited 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, it is not necessary for the Bureau to recruit outside of the local area. Hence, it has only confused the operations of the Bureau to have intimations of such allowances provided for under the Staff Rules.

In addition the Director has approved Staff Rules 203 and 1512.1, in forms different than those adopted by the World Health Organization since the Bureau's pay periods are established on a bi-monthly basis and the World Health Organization's on a monthly basis.

All other changes are identical to those adopted by the World Health Organization.

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Proposed Resolution

Having studied Document CE17/6 on the changes to the Staff Rules of the Pan American Sanitary Bureau as approved by the Director and having noted the deviations in some of the PASB rules from those of the World Health Organization,

THE EXECUTIVE COMMITTEE

RESOLVES:

To confirm the approval given by the Director of the Pan American Sanitary Bureau to the changes in the Staff Rules under the terms of Staff Regulation 12.2 and the Staff Rule 060.

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.
142	<p>Waivers</p> <p>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, children's education 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>Effective Date</p> <p>Changes in status involving increases in salary shall be made</p>	<p>Effective Date</p> <p>Changes in status involving increases in salary shall be made</p>	The change in the wording of this paragraph is necessary in order that the PASB practices in this

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
	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.	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.	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.
212.4	The service requirements for within-grade increases are:	The service requirements for within-grade increases are:	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.
212.4.1.	One year for all steps in levels P-1 through P-5 and D-1 of the salary schedule in Rule 710.	(a) One year for all steps in levels P-1 through D-1 Step III of the salary schedule in Staff Rule 710.	
212.4.2.	Two years for levels D-2 and P-D of the salary schedule in Rule 710	(b) Two years for levels D-1 Step IV through level P-D in Staff Rule 710.	
212.4.3.	For posts subject to local recruitment, service time to be determined by the Director in establishing the local salary schedule.	(c) Same as "previous text".	
642	Serious misconduct 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.	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.	This is purely an editorial change to correct the reference to the new Staff Regulations adopted by the V Meeting of the Directing Council.

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
661	Staff members entitled repatriation.	Staff members entitled to return transportation.	
661.1	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.	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.	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.
681	Entitlement 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:	Entitlement Same as "previous text".	
681.1	A staff member recruited locally to fill a post subject to local recruitment or, who, as a condition of appointment has waived his repatriations rights during the first two years (see Rule 142) is not entitled to such reimbursement.	(a) A staff member recruited locally to fill a post subject to local recruitment.	This change follows from the previous deletion of the rule on Waivers. (Rule 142).

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
681.2	No change	(b) Same as "previous text".	
681.3	No change	(c) Same as "previous text".	
870	<p>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, but shall not be applied where the difference is less than ten per cent.</p> <p>At periodic intervals the cost of living upon which the allowance is based will be re-examined.</p>	<p>Delete previous Rule 870. Replace by new Rule 740 as follows:</p> <p>740 Cost-of-living Adjustment</p> <p>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.</p> <p>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 (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</p>	<p>The purpose of this change is to introduce into the Staff Rules the basic decision of the principals regarding the application of a cost-of-living adjustment as approved by the 16th Meeting of the Executive Committee and defining the salary to which such adjustments are to be made.</p>

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Previous Text

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Reasons for change

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 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

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
821	<p><u>Eligibility</u> 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 they would have received if this allowance had been continued, provided that the total payment may not exceed the</p>	<p>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".</p> <p>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 <u>for serious misconduct</u>, to 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 received if this allowance had been continued, provided that the total</p>	<p>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, <u>dismissal for unsatisfactory service</u> would not negate a staff members right for the repatriation grant.</p>

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
	amount of the repatriation grant earned after 2 years service.	payment may not exceed the amount of the repatriation grant earned after 2 years service.	
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.
.11212	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/disabled husband, dependent children and brothers and sisters:	Same as "previous text".	<u>Note:</u> Change in this rule and the reason for the change is found on the following page.
	(a) from their place of residence to the staff member's official station in connection with his appointment;	Same as "previous text".	

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(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 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.

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.

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six months and the dependents remain at the station at least six months.

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:

Same as "previous text".

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
	(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".	
	(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 a 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 a 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.
	<u>Note:</u> Although staff members are employed 365 days in each year, nevertheless, for case of computation only, and having in view the fact that the normal working week of the Organization has been fixed at five days, salary for broken periods shall be computed as stated above.	Same as "previous text".	

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
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.
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 16 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.