



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 8: AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of the Staff Regulation 12.2 and Rule 060, the Director has the honor to submit to the Executive Committee the attached amendments to the Staff Rules of the Pan American Sanitary Bureau with the request that they be confirmed.

These amendments are identical with changes already made to the Staff Rules of the World Health Organization.

The first group of rules, 750 and 953.1, involve changes to the existing rules governing regular personnel (ANNEX A).

The second group is the addition of new rules and the revision of some existing rules in order to incorporate the new conditions of service for project personnel (ANNEX B).

Proposed Resolution

THE EXECUTIVE COMMITTEE

RESOLVES:

To confirm the approval given by the Director to the amendments of the Staff Rules of the Pan American Sanitary Bureau included in Document CE19/6, under the terms of Staff Regulation 12.2 and Staff Rule 060.

ANNEX A
CHANGES TO EXISTING STAFF RULES GOVERNING REGULAR PERSONNEL

<u>No.</u>	<u>Previous Text</u>	<u>New Text</u>	<u>Reasons for change</u>
750	<u>Extra Compensation</u> Extra cash payments may be made to staff members temporarily assigned to posts of higher grades.	Staff Members officially required to assume temporarily the responsibilities of a vacant established position of higher grade than that which they normally occupy may be granted extra pay as from the beginning of the fourth consecutive month of such service. The amount of this extra pay will not exceed the difference between the staff member's current salary and the salary he would receive if promoted to the post of higher grade.	The old rule was so general as to invite claims from staff members under widely varying circumstances. The old rule has been applied by the Director only in the circumstances described in the new rule and it therefore seemed preferable to make the rule itself quite specific.
953.1	<u>Extended Illness</u> Staff members incapacitated for work beyond 30 days as a result of accident or illness covered by the Bureau's accident and health insurance policy, may elect to have such absence after the 30th day charged either to sick and annual leave, to the extent that such leave is accrued or advanced, or to leave without pay for a period not exceeding 52 weeks. Staff members on a leave without pay basis, by such election will receive insurance benefits, but no allowances.	Staff members incapacitated for work beyond 26 calendar weeks as a result of accident or illness covered by the Bureau's accident and sickness insurance policy will have such absence after the 26th week charged to special leave without pay for a period not exceeding 26 calendar weeks. Staff members on such leave will receive the salary benefits payable under the insurance policy subject to deduction of their contribution to the Staff Pension Fund.	The Bureau's accident and health insurance policy originally provided a guarantee of the staff member's full salary during periods of incapacity after the first 30 days and up to 52 weeks. It was found that a very considerable part of the premium for the policy (about 1/3rd) resulted from the first 26 weeks of this salary guarantee and that the Bureau was also providing protection through its sick leave for about the same period. It seemed preferable therefore to reduce the insurance cover and undertake this risk directly through the sick leave provisions. This staff rule is, therefore, appropriately revised.

ANNEX B

Changes in Conditions of Service for Project Staff

The new conditions of service become applicable to all project staff appointed for a period of one year or more. Generally, the new conditions are more favorable for the staff than those which existed during the past, and all project staff can expect to benefit ultimately from the changes.

Briefly, the changes are as follows:

	<u>Former Provisions</u>	<u>New Provisions</u>
<u>Titles</u>	Appointments made as "Specialists" (i.e. Medical Specialist, Nurse Specialist, etc.)	Appointments will be made at regular classification titles such as Medical Officer, Nurse, etc.
<u>Grades</u>	No grading indicated	Grading as for zone offices and Headquarters staff (i.e. P-4, P-2, etc.)
<u>Salaries</u>	Monthly salaries at round figures, \$600, \$400 etc.	Regular salary scale will apply (see Staff Rule 710)
<u>Within-grade Increases</u>	Not eligible	Eligible

	<u>Former Provisions</u>	<u>New Provisions</u>
<u>Children's Allowance</u>	Not eligible	Eligible
<u>Education Grant</u>	Not eligible	Eligible
<u>Dependent's Allowance</u>	Not eligible	Eligible
<u>Project Service Allowance</u>	Entitled to lodging or a cash allowance in lieu of lodging	Entitled to cash allowance, normally set at 40% of subsistence rate unless lodging furnished
<u>Installation</u>	No change	
<u>Field Equipment Allowance</u>	No change	
<u>Leave</u>	No change	
<u>Travel</u>	No change	
<u>Pension or Provident Fund</u>	No change - not eligible; but those already participating may continue	

SPECIFICALLY:

The new staff rules are:

845 Dependents' Allowance

Project staff having dependents as defined in Rule 811 shall be entitled to a single annual allowance in the amount of either:

- (a) \$200 for a wife or a dependent husband, a dependent child as defined in Staff Rule 850, or an incapacitated child up to 21 years of age; or
- (b) \$100 for either a dependent parent, a dependent brother or sister, or an incapacitated child over 21 years of age.

Payment shall not be made under both (a) and (b), nor with respect to more than one dependent. If both husband and wife are staff members, the husband may claim under (a), but the wife may claim only under (b) if she has such dependents.

This allowance shall be in addition to children's allowance when that allowance is payable under Rule 850.

1215 Project staff who are entitled to transportation of dependents under this section but make no claim on the Bureau for such transportation shall be entitled, upon the completion of each year of service, to return transportation to their normal places of residence, provided their services are to be continued for at least six months after their return to duty. Such travel shall be in lieu of home leave travel. Entitlement under this rule shall not be granted concurrently with entitlement under Rule 861.1 (b). The Bureau shall decide which entitlement shall be granted.

1216 The eligibility for travel of dependents under this section or Rule 861.1 (b) shall be subject to a determination by the Bureau that conditions at the duty station are suitable for dependents.

1640 PROJECT STAFF

1641 Staff members appointed for periods of one year or more to projects in connection with services to governments shall be

subject to all the provisions of the Staff Rules except as follows:-

- 1641.1 Staff Rules 740, 820, 960 and Sections 1000 and 1300 shall not apply.
- 1641.2 The maximum accumulated leave for which payment under Staff Rule 936.1 may be made to such staff shall be 45 days.
- 1642 Staff members transferred from other activities to project duty remain subject to all the other Staff Rules, except as excluded by the specific language of any rule, and acquire the benefits of Rules 845, 890, 895 and 1215. Staff members transferred from project duty to other activities become subject to all the other Staff Rules, except as excluded by the specific language of any rule, but lose any entitlement under Rules 845, 890 and 1215.
- 1643 Any new entitlements conferred by Staff Rule 1641 shall be calculated from 1 April 1953 except that service time prior to that date may be credited toward completion of probation and entitlement to one within-grade increase.
- 1644 The terms of appointments of all existing project staff will be converted on 1 April 1953 to those indicated in Staff Rule 1641 except for persons whose appointments terminate finally during the month of April 1953. Any staff members whose total remuneration under the new terms is less than under those previously existing shall be entitled to a temporary transitional allowance which shall be -
- (a) an amount equal to the difference in total remuneration between the old and new terms;
 - (b) payable in the currency of the country of duty;
 - (c) payable until the end of the staff member's present appointment or December 31, 1953, whichever is the earlier.

The changes to existing Staff Rules are:

890 PROJECT SERVICE ALLOWANCE

Staff members assigned to project duty in connection with services to governments for periods of one year or more shall be entitled, during the period of such service, to a project service allowance payable in the currency of the country of duty in an amount to be established by the Director for each duty area. In establishing the amount of the allowance the Director shall take account of the working and living conditions of each area. At the option of the

Bureau, lodging may be provided in lieu of the payment of the project service allowance.

895 FIELD EQUIPMENT ALLOWANCE

Staff members assigned to project duty in connection with services to governments for periods of one year or more shall be entitled to a field equipment allowance consisting of a single payment equivalent to \$100 for the purchase of personal equipment and special articles of clothing required in the performance of their duties.

936.1 Except as provided in Rule 1641, a staff member who, on leaving the Bureau, has not exhausted the annual leave to which he is entitled, shall be paid in respect of each day of unused annual leave, 1/260th of his annual salary exclusive of all allowances.

1212 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 dependent brothers and sisters:

- (a) from their place of residence to the staff member's official station in connection with his appointment;
- (b) from one official station to another if expenses have been authorized under (a);
- (c) from the staff member's official station to a place in his home country and return when he is entitled to home leave.
- (d) from the staff member's official station to a place designated by him upon termination of his appointment;

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

1213.2 Any benefit provided under Staff Rule 890 during the first 30 days after arrival at the duty station is deductible from the benefits provided by this Rule.

1316 The provisions of this section shall not apply to staff entitled to the benefits of Rule 890 except at the option of the Bureau in those instances in which an initial removal has already been accomplished at Bureau expense prior to the application of Rule 890 to the staff members concerned.

1630 Consultants

1631 The Director may appoint temporary consultants without regard to the provisions of the other sections of the Staff Rules.