



*executive committee of  
the directing council*

PAN AMERICAN  
SANITARY  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



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Topic 10: AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with Staff Rule 030, the Director submits for confirmation by the Executive Committee amendments to the PASB Staff Rules which are based on similar changes adopted by the Executive Board of WHO at its Twentieth and Twenty-first Sessions.

The changes contained in Annex I stem from recommendations of the Salary Review Committee of the United Nations which were approved by the United Nations General Assembly at its Eleventh and Twelfth Sessions and agreed to by the specialized agencies. Also included are minor editorial changes in consequence of earlier revisions of substance and amendments to bring PASB rules into accord with previous WHO revisions.

The Director of PASB implemented the changes adopted by WHO for the staff of the Bureau whose positions are financed by PASO funds, effective 1 January 1958.

The rules concerning service benefit, Staff Pension Fund, grant in case of death, and retirement age are applicable to both local and professional staff, while all other changes are applicable to professional staff only.

The primary objective of this action is to provide a single system of salaries and allowances applicable to all staff, which will reconcile the existing differences while maintaining appropriate distinctions stemming from contractual obligations of varying tenure and duty locations.

The Executive Committee may wish to consider a resolution along the following lines:

Proposed Resolution

Having examined the amendments to the Staff Rules of the Pan American Sanitary Bureau, as presented by the Director in Document CE34/4; and

Bearing in mind that similar amendments to the Staff Rules of the World Health Organization entered into effect on 1 January 1958,

RESOLVES:

To confirm, in accordance with Staff Rule 030, the amendments to the Staff Rules of the Pan American Sanitary Bureau as presented by the Director in Document CE34/4.

Annex I: Amendments to the Staff Rules of the Pan American Sanitary Bureau.

PREVIOUS TEXT

210.3 DEFINITIONS

" Dependents," unless otherwise specified in any particular rule, means the wife of a staff member and any of the following dependent upon the staff member for full and continuing support: husband, son, daughter, father, mother, brother, sister. The Director shall decide in each case whether an adopted child or stepchild is to be recognized as a dependent for the purposes of these rules and whether a dependent brother or sister under the age of 21 years is to be accorded the same status as a dependent child. When more than one member of an immediate family is employed by one of the United Nations organizations, only that member who is the head of the family may claim dependents, except as provided in Rule 250.

NEW TEXT

210.3 DEFINITIONS

For the purpose of determining entitlements under Rules 230.3 (c), 250, 260 and 1110.3, "dependents" are defined as:

- (a) A spouse whose occupational earnings do not exceed the lowest entrance salary level of the Bureau's local salary scale for the area in which the spouse is employed, or in the case of a staff member at Grade P-1 or above, if the earnings do not exceed US \$1,700 per annum if this be less than the lowest entrance salary of the local scale; provided that if both husband and wife are staff members of United Nations organizations neither may be recognized as a dependent for purposes of Rules 230.3 (c) and 260.
- (b) A child, if unmarried, up to the age of 18; if in full-time attendance at a school or university, up to the age 21; or if physically or mentally incapacitated, without age limit. If both parents

COMMENTS

This is a change in the definition of "dependents" which introduces for the first time the concept of a means test in order to determine eligibility to post adjustment, dependents allowance and assignment allowance.

This paragraph of the rule establishes the means test for spouses of staff members in order to qualify as dependent. In addition, it stipulates that if both husband and wife are employed by a United Nations organization neither can claim post adjustment or assignment allowance at the dependency rate.

This paragraph of the rule broadens the definition for eligibility for children's allowance by removing the age limits for entitlements for the mentally or physically incapacitated child. In addition, it increases the amount of allowance over age 21 to \$300.

PREVIOUS TEXT

NEW TEXT

COMMENTS

210.3 DEFINITIONS (Cont'd.)

are staff members of United Nations organizations, the children, if determined dependent, shall be recognized as the dependents of that parent holding the higher level post.

- (c) A parent, brother or sister (not more than one such dependent may be claimed), if the staff member's contribution to such a relative constitutes at least half the total support and, in any case, not less than twice the amount of the allowance claimed, provided that brothers and sisters shall be subject to the same age limits as stated in 210.3 (b) above for a child.

In addition, the change removes a requirement that the Director decide administratively whether an adopted child or a stepchild shall be construed to be a dependent and substitutes instead a test of means.

This new provision establishes a means test for brother, sister, or parent in order to qualify as a dependent. In addition, it limits the ages at which a brother and sister are eligible, to those established for dependent children.

PREVIOUS TEXT

220.2 SALARY DETERMINATIONS

On promotion to a higher grade, the salary of a staff member shall be fixed at the lowest step in the new grade which will provide an increase in total remuneration no less than would have resulted from the next within-grade increase in the old grade, provided that, on restoration to a higher grade formerly held, the staff member's salary shall not exceed that which he would have attained had he remained continuously in the higher grade.

NEW TEXT

220.2 SALARY DETERMINATIONS

On promotion to a higher grade, the salary of a staff member shall be fixed at the lowest step in the new grade which will provide an increase in salary no less than would have resulted from the next within-grade increase in the old grade, provided that, on restoration to a higher grade formerly held, the staff member's salary shall not exceed that which he would have attained had he remained continuously in the higher grade.

COMMENTS

The term "total remuneration" has acquired a much broader meaning as a result of the numerous changes in the salary and allowance provisions resulting from the recommendations of the Review Committee. A literal application of this rule in its previous form could result, in some cases, in fixing the salary on promotion at a lower figure than it was prior to the promotion.

PREVIOUS TEXT

250 DEPENDENT'S ALLOWANCE

Except as provided in Rule 1110, a full-time staff member appointed for a period of one year or more and having dependents as defined in Rule 210.3 shall be entitled to dependents' allowances as follows:

- (a) US\$200 per annum for a wife unless she is employed by a United Nations organization, or dependent husband and US\$300 per annum for each dependent child; or if there are no such dependents, then
- (b) US\$200 per annum for either a dependent parent, or a dependent brother or sister, or an incapacitated child over 21 years of age.

Payment shall not be made under both (a) and (b) to any one staff member. If both husband and wife are staff members, the husband may claim under (a) for children but the wife may claim only under (b) if she has such dependents. A dependent child, for the purpose of this rule, is defined as a child under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution) or is incapacitated for work, up to the age of 21 years.

NEW TEXT

250 DEPENDENT'S ALLOWANCE

A full-time staff member of professional grade or above, except those appointed under Rules 1120 and 1130, having dependents as defined in Rule 210.3 shall be entitled to dependents' allowances as follows:

- (a) US\$200 per annum for a spouse;
- (b) US\$300 per annum for a child;
- (c) US\$200 per annum for a parent or a brother or sister; provided that a staff member having an entitlement under (a) or (b) may not claim under (c) and provided further that an allowance payable under (b) shall be reduced by the amount of any benefit which the staff member or his (her) spouse may receive, by reason of such child, from public sources by way of social security payments or tax exemption.

COMMENTS

A new provision has been added to this rule which provides that the amount of allowance for dependent child shall be reduced by the amount of any benefit which the staff member or his or her spouse may receive by reason of such child, from public sources by way of social security payment or tax exemptions.

PREVIOUS TEXT

260 ASSIGNMENT ALLOWANCE

A staff member, other than those appointed under Rules 1120 and 1130, who is assigned to an official station other than in the country of his place of residence, under circumstances which the Bureau classifies as a schedule "S" assignment in accordance with Rule 410.2, shall receive for the duration of such assignment an allowance designed to compensate for the dislocation factors resulting from the nature and duration of the assignment. The amount of the allowance shall vary by grade level and differentiate between those with and without dependents as defined in Rule 250 (a).

NEW TEXT

260 ASSIGNMENT ALLOWANCE

Change the reference in the previous text from "Rule 250 (a)" to "Rule 210.3 (a) and (b)".

COMMENTS

An editorial change which reflects the new definition of dependency, Staff Rule 210.3(a) and 210.3(b).

PREVIOUS TEXT

NEW TEXT

COMMENTS

265 SERVICE BENEFIT

A staff member who leaves the Bureau on completion of, or while holding a fixed-term appointment of at least one year but less than five years and on completion of at least a year of service, shall be paid a service benefit equal to 4% of salary for any period of service in his home country and 8% of salary for any period of expatriated service. For this purpose all continuous service time on fixed-term appointments as defined above, subsequent to 1 January 1958, shall be credited, except that those staff members on fixed-term appointments on 1 January 1958 who had previously been earning credit toward repatriation grant continue to earn this credit and are not entitled to the service benefit. Conversion of the appointment to a permanent appointment, terminates any entitlement, accrued or prospective, under this rule (see Rule 270.3). A fixed-term appointment of less than 5 years following a permanent appointment does not establish an entitlement under this rule.

This rule establishes a new benefit which provides an additional emolument for local and international staff members holding appointments of at least one year but less than five years' duration. The benefit is payable to the staff member when he leaves the Bureau upon completion of his contract. With the exception of the limitations imposed in the rule, the amount is payable as follows: 8% of the salary if the staff member serves outside the country of his normal place of residence and 4% if he serves in his home country.



PREVIOUS TEXT

270 REPATRIATION GRANT

A staff member who has completed two or more years of continuous 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 repatriation grant subject to the following conditions:

270.3

Any period of leave without pay, or special leave, in excess of 30 days, any period of duty at an official station within 100 kilometers of the staff member's place of residence (see Rule 360) and any period of service prior to 16 April 1951, shall be excluded from the computation of service time.

NEW TEXT

270 REPATRIATION GRANT

A staff member on a permanent contract who has completed two or more years of continuous 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 repatriation grant subject to the following conditions:

270.3

Any period of leave without pay, or special leave, in excess of 30 days, any period of duty at an official station within 100 kilometers of the staff member's place of residence (see Rule 360) and any period of service prior to 16 April 1951, shall be excluded from the computation of service time.

Continuous service, on fixed-term appointments of less than five years immediately preceding a permanent appointment shall be credited retroactively in calculating the repatriation grant.

Staff members who on 1 January 1958 were on fixed-term appointments of less than five years and had previously had an entitlement under this rule retain such entitlements.

COMMENTS

This is a change in the previous text to limit eligibility to repatriation grant to those staff members holding a permanent appointment. This change is necessary since previously project staff were excluded under Staff Rule 1140, which was deleted upon implementation of the new staff rules on 1 January 1958.

A new provision under this rule extends credit for repatriation grant retroactive to 1 January 1958 to those international staff members who upon conversion to a permanent appointment lose all accrued and prospective credit for service benefit (see Rule 265).

PREVIOUS TEXT

730.1 STAFF PENSION FUND OR PROVIDENT FUND

Full-time staff members, except those referred to in Rules 1120, 1130 and 1140, who are appointed for one year or more or who complete a year of service if originally appointed for a shorter period, shall participate in the Staff Pension Fund, except:

- a) Any staff member who is sixty years of age or more at the date he would otherwise begin participation;
- b) any staff member seconded from a Member Government for a period not exceeding two years, who elects not to participate because he is maintaining his membership in his national pension scheme;
- c) any staff member who participates in the Pan American Union Pension Plan excepted by the 11th Meeting of the Executive Committee.

Participation in the Staff Pension Fund shall be governed by the regulations of the Fund and the Agreement between PASB and WHO.

Staff members who, on 30 June 1954, are participating in the PASB Provident Fund shall, by 1 July 1954,

NEW TEXT

730.1 STAFF PENSION FUND

Full-time staff members, except those referred to in Rules 1120 and 1130, who receive a permanent appointment, or who have completed five years continuous service on fixed term appointments, of less than five years and have a further appointment of at least one year, shall be participants in the Staff Pension Fund, subject to the provisions of the Regulations and Rules of the Fund and the agreement between WHO and the Fund.

Staff members who are participating in the PAU Pension Plan may continue to do so until they leave the service of the Bureau. Such staff member shall continue to contribute to the PAU Pension Plan 6% of his base salary and the Bureau shall contribute an equal amount. Such contributions shall be assessed only on the base salary.

COMMENTS

A new provision in this rule extends participation in the Pension Fund to full-time local and international staff members who have completed five years of continuous service on fixed term appointments and have a further appointment of at least one year.

In addition, the provisions pertaining to the Pan American Sanitary Bureau Provident Fund have been deleted since it is now completely liquidated. The provision for participation in the PAU Pension Plan remain since the Bureau still has a few staff members who participate in that plan.

PREVIOUS TEXT

NEX TEXT

COMMENTS

730.1 STAFF PENSION FUND OR  
PROVIDENT FUND (cont'd.)

transfer to the Staff Pension Fund, unless they exercise the option under a), b), or c), above. The Director may waive this requirement in cases where such transfer would create extreme hardship for the individual involved.

In the event this requirement is waived, the staff member may continue in the Provident Fund of the PASB until he leaves the service of the Bureau. In this manner the Provident Fund will gradually be liquidated.

- 1) Such staff member shall continue to contribute to the PASB Provident Fund 6% of his base salary and the Bureau shall contribute an equal amount. Such contributions shall be assessed only on the base salary. However, no contributions shall be assessed on payments made for terminal annual leave or compensatory leave in case of termination of appointment.
- 2) Amounts standing to the credit of such members of the staff shall be deposited in such manner as may be determined by the Director and shall carry no interest.
- 3) In the event of a staff member leaving the Bureau, he shall be

PREVIOUS TEXT

730.1 STAFF PENSION FUND OR  
PROVIDENT FUND (cont'd.)

entitled to the amount which he has contributed to the Provident Fund, and the Bureau's contribution on his account to the Provident Fund.

On the death of a staff member, the sums due to him shall be paid to those entitled.

NEW TEXT

730.2 STAFF PENSION FUND

Full-time staff members on fixed term appointments of one year or more but less than five years, other than those defined in rule 730.1, shall be associate participants in the Staff Pension Fund, subject to the provisions of the Regulations and Rules of the Fund applicable to associate participants.

COMMENTS

The previous text has been replaced by the new text to reflect participation in the Pension Fund in an associate category, of staff members who are not eligible for full participation in the Pension Fund. The associate participation extends death and disability benefits to staff on a fixed term appointment of one year or more, but less than five years and who have not completed five years of continuous service with the Bureau.

730.2 STAFF PENSION FUND OR  
PROVIDENT FUND

Should compensation under Rule 720 be payable to any staff member who is not participating in the Pension Fund as a result of exercising the option in Rule 730.1, there shall be deducted from such compensation any amounts which would normally have been provided by the Pension Fund.

PREVIOUS TEXT

740 GRANT IN CASE OF DEATH

In the event of the death of a staff member who is not a participant in the Staff Pension Fund and whose death does not result in any indemnity payment from the Bureau's accident and sickness insurance policy, 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.

NEW TEXT

740 GRANT IN CASE OF DEATH

In the event of the death of a staff member who is not a participant nor an associate participant in the Staff Pension Fund and whose death does not result in any indemnity payment from the Bureau's accident and sickness insurance policy, 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.

COMMENTS

An editorial change to exclude Associate Participants in the Pension Fund from a grant in case of death, since their participation in the Pension Fund provides for death and disability benefits.

PREVIOUS TEXT

820.4 TRAVEL OF DEPENDENTS

Dependents recognized for purposes of travel at the Bureau's expense shall be limited to:

- (a) wife;
- (b) incapacitated, dependent husband or child;
- (c) any other child meeting the definition of dependency in Rule 250;
- (d) a child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage to join the staff member at the official station or to return to the home country within one year after ceasing to qualify as a dependent.

NEW TEXT

820.4 TRAVEL OF DEPENDENTS

Dependents recognized for purposes of travel at the Bureau's expense shall be limited to:

- (a) a spouse **recognized** as a dependent under Rule 210.3(a);
- (b) a child meeting the definition of dependency in Rule 210.3 (b);
- (c) a child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage to join the staff member at the official station or to return to the home country within one year after ceasing to qualify as a dependent.

COMMENTS

A new provision in this rule restricts travel of dependents to those who are qualified under provisions of Staff Rules 210.3(a) and (b), Definition of Dependency.

PREVIOUS TEXT

920 RETIREMENT FOR AGE

Staff members shall retire at the age of 60. In exceptional circumstances the Director may, in the interest of the Bureau, extend the retirement age, provided that not more than a one-year extension shall be granted at any time and that in no case shall any extension be granted beyond the staff member's sixty-fifth birthday.

NEW TEXT

920 RETIREMENT FOR AGE

Staff members shall retire at the end of the month in which they reach age 60. In exceptional circumstances the Director may, in the interest of the Bureau, extend the retirement age, provided that not more than a one-year extension shall be granted at any time and that in no case shall any extension be granted beyond the staff member's sixty-fifth birthday.

COMMENTS

The previous text of the rule stated that retirement would be at age 60. No date was specified. As revised now, it stipulates that retirement is to take place at the end of the month in which staff member reaches the age of 60. WHO had revised this rule in 1957 and the proposed correction is to conform with the WHO rule.