



XX PAN AMERICAN SANITARY CONFERENCE

XXX REGIONAL COMMITTEE MEETING

ST. GEORGE'S, GRENADA

SEPTEMBER - OCTOBER 1978

Provisional Agenda Item 27

CSP20/8 (Eng.)

31 July 1978

ORIGINAL: ENGLISH

REPORT ON AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Introduction

In accordance with Staff Regulation 12.2, the Director has the honor to report to the Pan American Sanitary Conference on the actions taken by the Executive Committee at its 80th Meeting with regard to the Staff Rules of the Pan American Sanitary Bureau.

Nature of the Amendments

Pursuant to the provisions of Staff Rule 030 (new Staff Rule 020), the Director submitted to the 80th Meeting of the Executive Committee, for confirmation, the amendments to the Staff Rules which he had made since the 78th Meeting. These amendments are in line with those adopted by the Executive Board of the World Health Organization at its Sixty-first and Sixty-second Sessions (Resolutions EB61.R20 and EB62.R2) and cover the following areas:

- 1) the changes based on the outcome of a global review of the Staff Rules, representing the first major attempt since 1954 to update the Staff Rules in their entirety (see Annex I); and
- 2) the revision of the post adjustment system (see Annex II).

Actions of the Executive Committee

After considering the amendments, the Executive Committee adopted two resolutions, one dealing with the global review of the Staff Rules and the other on the post adjustment system. These resolutions read as follows:

RESOLUTION XXIII

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU
THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE80/8;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030 (new Staff Rule 020),

RESOLVES:

1. To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE80/8, effective 1 January 1978.
2. To request the Director to take account of the editorial changes suggested and comments made during the discussion in preparation of the final version for presentation to the XX Pan American Sanitary Conference.

RESOLUTION XXIV

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Post Adjustment

THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE80/8, ADD.;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030 (new Staff Rule 020),

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE80/8, ADD., effective 1 July 1978.

The text of the Staff Rules, as set forth in Annex I to this document, incorporates the editorial changes suggested and comments made by the Executive Committee during the discussion at its 80th meeting.

Annexes

CSP20/8 (Eng.)
ANNEX I

STAFF RULES

PAN AMERICAN SANITARY BUREAU

STAFF RULES

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*The word "present" in this context is used to indicate the numbering of the Staff Rules that were in effect up to 31 December 1977.

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<u>Present No.</u>	<u>New No.</u>	
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<u>Present No.</u>	<u>New No.</u>	
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<u>Present No.</u>	<u>New No.</u>	
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1130	1330	Consultants

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules:

INTRODUCTORY SECTION

(See Staff Regulations, introductory paragraph (Scope and Purpose) and Section XII)

010

PURPOSE

010

The Staff Rules implement the provisions of the Staff Regulations. They provide the rules which govern the conditions of service and the personnel practices of the Pan American Sanitary Bureau.

Minor editorial changes.

New
Rule

015

RELATIONSHIP BETWEEN STAFF REGULATIONS AND STAFF RULES

015.1

The Staff Regulations, promulgated by the Conference or Directing Council,

This new Staff Rule re-states the purpose of the Staff Regulations and of the Staff Rules. It also serves to emphasize the primary authority of the Staff Regulations, the role of the Director and the required confirmation by the Executive Committee.

015.1.1 embody the fundamental conditions of service and the basic rights, duties, and obligations of the Bureau's staff; and

015.1.2 provide broad principles of personnel policy for the guidance of the Director in the staffing and administration of the Bureau.

015.2

The Staff Rules are established by the Director under the authority of the Staff Regulations and are subject to confirmation by the Executive Committee. The Staff Rules shall be consistent with the provisions of the Staff Regulations.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

030

020

AMENDMENTS

The present Rules may be amended by the Director subject to confirmation by the Executive Committee in accordance with the Staff Regulations and without prejudice to the acquired rights of staff members under those Regulations.

Old Rule 030 is split into two parts: "Amendments" (new 020) and "Effective Date" (new 040). This part is the same as the second line of old Rule 030 except that, to make it complete, the words "in accordance with the Staff Regulations" have been added.

020

030

APPLICATION

The Staff Rules shall apply to all staff members of the Pan American Sanitary Bureau, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director from making short-term appointments of less than one year with terms of service different from those provided in the present Rules, where he considers that the interests of the service so require.

The previous reference to "temporary personnel" has been changed to "short-term appointments of less than one year." This is done to make the Staff Rules consistent with the Staff Regulations (which speak only of temporary and permanent personnel) and for greater clarity. See also new Staff Rule 420, which defines the different kinds of appointment.

030

040

EFFECTIVE DATE

These Staff Rules are effective as from 1 January 1978 and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.

Text the same as that of the first two sentences of the present Staff Rule 030 except for changes in date and minor editorial changes.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

050	050	EXCEPTIONS TO STAFF RULES	The Director may make exceptions to the Staff Rules provided that such exceptions are not inconsistent with any Staff Regulation or other decision of the Conference or Directing Council and provided further that each exception is agreed to by the staff member directly affected and is, in the opinion of the Director, not prejudicial to the interests of any other staff member or group of staff members.	No change.
	060	DELEGATION OF AUTHORITY	The Director may delegate to other officers of the Bureau such of his powers as he considers necessary for the effective implementation of these Rules.	This new Rule is introduced to specify the authority of the Director to designate a person to act for him.
040	070	MASCULINE AND FEMININE GENDERS	In these Staff Rules terms referring to persons and staff members in the masculine gender shall apply equally to men and women except where a contrary intention is evident from the context.	"The" changed to "a."

SECTION 1

Duties, Obligations and Privileges
(See Staff Regulations, Section I)

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

This Section, "Duties, Obligations and Privileges," is new. It is felt that Standards of Conduct should form part of a Section separate from Disciplinary Measures. The latter appear in Section 11.

- | | | | |
|---------------|-------|--|---|
| 510 | 110 | STANDARDS OF CONDUCT FOR STAFF MEMBERS | |
| New Rule | 110.1 | All staff members shall subscribe to the oath or declaration as set out in Staff Regulation 1.10. | This new Staff Rule is introduced to make reference to the oath or declaration. |
| 510.1 | 110.2 | The basic standards for staff members are set out in Section I of the Staff Regulations. | |
| 510.2 | 110.3 | A staff member may not act as a delegate or observer for, or adviser to, his government. | This is the first sentence of the present Staff Rule 510.2, unchanged. |
| 510.2 (510.1) | 110.4 | A staff member may participate in international or national societies when such participation is not in conflict with the standards referred to in Staff Rule 110.2 above, and may represent such societies at an international meeting with the Director's authorization. | The second sentence of the present Rule 510.2 is modified and reworded to reflect more precisely existing practice. |
| 510.3 | 110.5 | A staff member shall obtain the Director's permission before publishing articles whose contents reflect work performed for the Bureau or information obtained arising out of such work. | New formulation as proposed by WHO. |
| 510.4 | 110.6 | A staff member who is offered any honor, decoration or gift from sources external to the Bureau shall report this fact to the Director, who shall decide on the applicability of Staff Regulation 1.7. | Elaboration of the present Rule. |

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 510.5 110.7 A staff member who has any financial interest in any business concern with which he may be required, directly or indirectly, to have official dealings on behalf of the Bureau shall report such interest to the Director, who shall decide on the applicability of Staff Regulation 1.4.
- 510.6 110.8 "Misconduct" means
- 110.8.1 any improper action by a staff member in his official capacity;
- 110.8.2 any conduct by a staff member, unconnected with his official duties, tending to bring the Bureau into public discredit;
- 110.8.3 any improper use or attempt to make use of his position as a staff member for his personal advantage;
- 110.8.4 any conduct contrary to the terms of his oath or declaration.

315

120

COPYRIGHT AND PATENT RIGHTS

All rights, including title, copyright and patent rights, in any work or invention produced or developed by a staff member as part of his official duties shall be vested in the Bureau. The Director shall decide on the use to be made of these rights.

Minor editorial change.

Reorganized with words "or declaration" added in order to be consonant with the Staff Regulations; similarly, words "of office" deleted.

"Official" changed to "staff member." |
5
|

Transferred from present Section 3, since it is felt placement here is more appropriate. Minor editorial change.

SECTION 2

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Classification of Posts
(See Staff Regulations, Section II)

110 210

POST CLASSIFICATION PLANS

The Director shall establish plans for the classification of all posts in the Bureau according to the type and level of the duties and responsibilities of the posts and the qualifications required of the staff who occupy them. These plans shall include standards by which individual posts are to be classified.

"Plan" changed to "plans" since there is the plan for P posts and several plans for GS posts.

120

220

CLASSIFICATION OF INDIVIDUAL POSTS

Posts in the general service, professional and director categories shall be classified in accordance with plans established under Rule 210 above. Classification shall include assignment of classification title and pay grade.

Rule changed to specify posts subject to classification, accompanied by minor editorial changes.

130

230

CLASSIFICATION REVIEW

A staff member may at any time request a re-examination of the classification of the post which he occupies and any staff member may at any time request a re-examination of the classification of any post under his supervision

"Official" changed to "staff member."

Note: Old Rule 230.5 is removed as it is not considered necessary.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

SECTION 3

Salary, Post Adjustment, Allowances and Grants
(See Staff Regulations, Section III)

Present
SR

210	310	DEFINITIONS	Old Rule 210.1 is replaced by more precise definitions.
(230.2, 230.3)	310.1	"Gross base salary" is the salary at a given grade and step established by a salary schedule before deduction of the assessments described in Rules 330.1.1 and 330.1.2. It is exclusive of any additions or deductions.	Defines gross base salary.
(230.2, 230.3)	310.2	"Net base salary" is gross base salary after deduction of the assessments described in either Rule 330.1.1 or 330.1.2. It is exclusive of any additions or deductions.	Defines net base salary.
(280.5)	310.3	"Remuneration" is the sum of the net base salary, allowances and post adjustments, subject to deductions made under Rule 380.5. It is exclusive of any other deductions or additions.	Defines remuneration (needed for new Rule 380.6).
730.2	310.4	"Pensionable remuneration" is:	Defines pensionable remuneration, which is transferred from present Section 700-799. Reworded to fit with the new definitions of salary.
		310.4.1 For a staff member in the professional category or higher, the rounded aggregate of the following:	
		310.4.1.1 his gross base salary plus	
730.2(b)		310.4.1.2 the amount by which this gross base salary is adjusted in multiples of 5 per cent whenever the weighted average of the post adjustments of the headquarters and other offices of United Nations organizations that are members of the Staff Pension Fund varies by 5 per cent, as measured from 1 January 1977.	Slightly reworded for greater precision.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- (1110) 310.4.2 For a staff member in a post subject to local recruitment under Rule 1310, it is the rounded aggregate of the following:
- 310.4.2.1 his gross base salary;
- 310.4.4.2 his non-resident's and language allowances if any.
- 310.4.3 When a promotion from the general service category to the professional category would result in a reduction of the staff member's pensionable remuneration, the level of pensionable remuneration reached prior to the promotion may be maintained at the staff member's option until it is surpassed by the level based on the staff member's gross base salary in the professional category.
- 210.3 310.5 "Dependents" for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:
- 210.3(a) 310.5.1 a staff member's spouse whose gross occupational earnings, from the exercise of trade, profession, business or other regular employment do not exceed during any calendar year:
- 310.5.1.1 in the case of professional staff the equivalent of the gross base salary of the lowest general service category entry level at Washington, D.C., in force on 1 January of the year concerned;
- New Rule to make clear what is pensionable remuneration for general service staff.
- This new Rule gives the staff member the choice of taking the higher pensionable remuneration--a confirmation of existing practice.
- The Rule is rewritten in order to simplify the wording.
- The definition of a dependent spouse is brought into line with practices of WHO and other UN organizations. The revised WHO Staff Rule specifies Geneva as the locality. For PAHO purposes, Washington, D.C., will need to be substituted. This locality will apply to AMRO staff. The US\$2,500 reference is removed.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 310.5.1.2 for general service staff, the equivalent of the gross base salary of the lowest entry level of the general service category of the United Nations salary scales for the area in which the staff member's spouse is working;
- 310.5.1.3 if both husband and wife are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependent for the purposes of Rules 330.2, 335 and 360;

"Net" earnings changed to "gross" in keeping with the practices of the other organizations; also it simplifies administration since statements of income tax paid, which sometimes take a long time to obtain, are no longer required.

(230.4, 235,
260)

210.3(b)

- 310.5.2 A child up to his 18th birthday; if in full-time attendance at a school or university, up to his 21st birthday; or if physically or mentally incapacitated, without age limit. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependent, shall be recognized as the dependents of that parent holding the higher level post. For the purposes of this Rule, "child" shall include a child recognized by the Bureau to be de facto fully dependent upon a staff member for its support;

Age limits are now expressed more precisely. "Director" changed to "Bureau" as these decisions have been delegated to the Personnel Officer for many years.

210.3(c)

- 310.5.3 A parent, brother or sister (not more than one such dependent may be claimed), if the staff member demonstrates that his contribution to the maintenance of 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 310.5.2 above for a child.

The words "demonstrates that his ..." are added. This is done to conform to the practice of other agencies which leave it to the staff member to show that he meets with the provisions of this Staff Rule.

(210.3(b))

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Old Rule rewritten with most of the references to other Rules removed in order to make it more readable.

Present
SR

210.3 310.6

The definitions of dependents in this Rule apply to professional and higher category staff and to general service staff except as otherwise specified. For general service staff, other exceptions may be provided in the local employment conditions established at any given official station under Rule 1310.3

220 320

SALARY DETERMINATIONS

220.1 320.1

On appointment, the net base salary of a staff member shall be fixed at step 1 of the grade of the post he is to occupy. In exceptional circumstances it may be fixed at a higher step in the grade in order to maintain the staff member's former income level.

"Normally" deleted as provision for exceptions exists; "an advanced" step changed to a "higher" step.

220.2 320.2

On promotion to a higher grade, the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase 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 net base salary shall not exceed that which he would have attained had he remained in the higher grade.

"Which" changed to "that"; "continuously" removed.

220.3 320.3

On reduction in grade, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step. If the reduction in grade is the result of unsatisfactory service, the net base salary may be fixed at a lower step of the lower grade.

"Will" changed to "shall"; "which" to "that"; "reduced" to "lower."

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

220.4 320.4 A staff member officially required to assume temporarily the responsibilities of an established post of higher grade than that which he occupies may be granted non-pensionable extra pay as from the beginning of the fourth consecutive month of such service. The amount of this extra pay shall not exceed the difference between the staff member's current net base salary and allowances and those which he would receive if promoted to the post of higher grade.

"Vacant" is deleted and "position" changed to "post"; "normally" is deleted.

230 330 SALARIES

230.1 (280.2) 330.1 Gross base salaries, and terminal payments computed under Rule 380.2, shall be subject to the following assessments:

The words "unless specifically exempted by the Director at the time of appointment" are deleted since Staff Rule 050 is sufficient to cover this point. Also deleted are the references, since they are unnecessary. The second sentence of the present Rule is deleted since new Rule 310.2 gives a new definition of "net base salary."

230.2 330.1.1 For professional and higher graded staff:

<u>Total payments subject</u>		<u>Assessment per cent</u>	
<u>to assessment</u>		<u>Rate with</u>	<u>Rate without</u>
		<u>dependents</u>	<u>dependents</u>
First US\$ 10,000 per year.....		12.3	17.3
Next US\$ 2,000 per year.....		25	29.7
Next US\$ 2,000 per year.....		28	32.7
Next US\$ 2,000 per year.....		31	35.6
Next US\$ 4,000 per year.....		34	39.5
Next US\$ 4,000 per year.....		37	42.5
Next US\$ 4,000 per year.....		40	45.5
Next US\$ 5,000 per year.....		43	48.5
Next US\$ 5,000 per year.....		46	51.5
Next US\$ 5,000 per year.....		48	53.5
Next US\$ 6,000 per year.....		50	55.5
Next US\$ 6,000 per year.....		52	57.5
Next US\$ 6,000 per year.....		54	59.5
Next US\$ 7,000 per year.....		56	61.5
Next US\$ 7,000 per year.....		58	63.5
Remaining payments subject			
to assessment.....		60	64.5

330.1.1 Editorial changes.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

230.2

330.1.2 For the general service category:

<u>Total payments subject to assessment</u>	<u>Assessment per cent</u>
First US\$ 1,000 per year.....	5
Next US\$ 1,000 per year.....	10
Next US\$ 1,000 per year.....	15
Next US\$ 1,000 per year.....	20
Next US\$ 6,000 per year.....	25
Next US\$ 6,000 per year.....	30
Next US\$ 8,000 per year.....	35
Next US\$ 8,000 per year.....	40
Next US\$ 8,000 per year.....	45
Remaining payments subject to assessments.....	50

Editorial changes.

230.4

330.2 The following schedule of annual gross base salaries and of annual net base salaries shall apply to all professional category and directors' posts:

Salaries described in terms of new Staff Rule 310 for greater clarity. "Directors" changed to "directors' posts" for greater precision.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 Gross	14 300	14 900	15 510	16 120	16 750	17 380	18 020	18 660	19 260	19 860			
Net D	11 917	12 331	12 752	13 169	13 585	14 001	14 423	14 832	15 242	15 638			
Net S	11 215	11 602	11 994	12 383	12 764	13 145	13 532	13 907	14 282	14 645			
P-2 Gross	19 040	19 710	20 390	21 070	21 760	22 440	23 130	23 820	24 530	25 250	25 970		
Net D	15 096	15 539	15 976	16 404	16 839	17 267	17 702	18 137	18 568	19 000	19 432		
Net S	14 149	14 555	14 954	15 345	15 742	16 133	16 530	16 927	17 319	17 711	18 104		
P-3 Gross	23 910	24 760	25 620	26 460	27 300	28 170	29 060	29 940	30 760	31 580	32 400	33 230	34 080
Net D	18 193	18 706	19 222	19 726	20 230	20 747	21 254	21 756	22 223	22 691	23 158	23 624	24 083
Net S	16 978	17 444	17 913	18 371	18 829	19 298	19 756	20 209	20 631	21 054	21 476	21 897	22 309
P-4 Gross	29 940	30 910	31 880	32 860	33 860	34 860	35 850	36 840	37 880	38 930	39 980	40 980	
Net D	21 756	22 309	22 862	23 420	23 964	24 504	25 039	25 574	26 135	26 684	27 230	27 750	
Net S	20 209	20 709	21 208	21 713	22 202	22 687	23 167	23 647	24 152	24 642	25 131	25 596	
P-5 Gross	38 190	39 340	40 460	41 530	42 600	43 690	44 790	45 890	47 000	48 110			
Net D	26 299	26 897	27 479	28 036	28 592	29 145	29 695	30 245	30 800	31 355			
Net S	24 298	24 833	25 354	25 851	26 349	26 842	27 332	27 821	28 315	28 809			
P6/D-1 Gross	43 890	45 320	46 760	48 190	49 650	51 070	52 450						
Net D	29 245	29 960	30 680	31 395	32 112	32 794	33 456						
Net S	26 931	27 567	28 208	28 845	29 481	30 085	30 671						
D-2 Gross	52 650	54 160	55 700	57 300									
Net D	33 552	34 277	35 002	35 738									
Net S	30 756	31 398	32 039	32 687									

D - Rate applicable to staff members with a dependent spouse or dependent child
S - Rate applicable to staff members with no dependent spouse or dependent child

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 235.1 335.1 330.3 335 335.1
- No change.
- Minor editorial changes, including the adding of "or area" after the words "official station."
- The salary of the Director is fixed by the Conference or the Directing Council. The salaries of the Deputy Director and the Assistant Director are fixed by the Director with the approval of the Executive Committee.
- POST ADJUSTMENT
- For each 5 per cent by which the cost of living at any official station is higher than the base level to which the salary scale of staff in the professional category and above is related, the net base salaries of such staff in that official station or area shall be subject to an upward post adjustment, as follows:

Additions:

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 D	531	549	567	585	603	621	640	656	673	690			
S	499	516	533	550	567	583	600	615	631	646			
P-2 D	667	687	705	724	743	762	781	799	818	837	855		
S	626	643	660	677	695	712	729	746	763	780	797		
P-3 D	803	826	847	867	889	911	934	956	975	993	1 012	1 030	1 050
S	749	770	789	807	827	847	868	888	905	921	939	955	973
P-4 D	957	979	1 001	1 022	1 046	1 065	1 084	1 103	1 123	1 147	1 170	1 192	
S	889	909	929	948	969	986	1 003	1 020	1 038	1 059	1 080	1 100	
P-5 D	1 144	1 163	1 181	1 199	1 219	1 236	1 256	1 275	1 294	1 312			
S	1 057	1 074	1 090	1 106	1 124	1 138	1 156	1 173	1 189	1 206			
P5/D1 D	1 249	1 272	1 294	1 317	1 339	1 362	1 384						
S	1 150	1 171	1 190	1 210	1 229	1 249	1 269						
D-2 D	1 384	1 414	1 444	1 474									
S	1 269	1 295	1 322	1 348									

D - Rate applicable to staff members with a dependent spouse or dependent child.
S - Rate applicable to staff members with no dependent spouse or dependent child.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

235.2 335.2

For each 5 per cent by which the cost of living at any official station is lower than the base level to which the salary scale of staff in the professional category and above is related, the net base salaries of such staff in that official station or area shall be subject to a deduction, as follows:

Minor editorial changes, including the adding of "or area" after the words "official station."

Deductions:

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 D	477	493	510	527	543	560	577	593	610	626			
S	449	464	480	495	511	526	541	556	571	586			
P-2 D	604	622	639	656	674	691	708	725	743	760	777		
S	566	582	598	614	630	645	661	677	693	708	724		
P-3 D	728	748	769	789	809	830	850	870	889	908	926	945	963
S	679	698	717	735	753	772	790	808	825	842	859	876	892
P-4 D	870	892	914	937	959	980	1 002	1 023	1 045	1 067	1 089	1 110	
S	808	828	848	869	888	907	927	946	966	986	1 005	1 024	
P-5 D	1 052	1 076	1 099	1 121	1 144	1 166	1 188	1 210	1 232	1 254			
S	972	993	1 014	1 034	1 054	1 074	1 093	1 113	1 133	1 152			
P-6/D-1 D	1 170	1 198	1 227	1 256	1 284	1 312	1 338						
S	1 077	1 103	1 128	1 154	1 179	1 203	1 227						
D-2 D	1 342	1 371	1 400	1 430									
S	1 230	1 256	1 282	1 307									

D - Rate applicable to staff members with a dependent spouse or dependent child
S - Rate applicable to staff members with no dependent spouse or dependent child

Explanation of the changes in
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235.3 335.3 The determination of the cost of living at each official station in relation to the base level and the measurement of the movement of the cost of living at each station are made on the basis of statistical procedures agreed among the international organizations concerned.

The word "assessment" is replaced by "determination" in order to avoid the risk of confusion with the use of "assessment" in new Rule 330. Minor editorial changes.

236

Old Rule 236 removed as it is obsolete.

250

340 DEPENDENTS' ALLOWANCES

(1120) A staff member in a post of professional or higher
(1130) grade, except for short-term staff members appointed
(210.3) under Rule 1320 or consultants appointed under Rule 1330, is entitled to a dependent's allowance for dependents as defined in Rule 310.5, to be paid as follows:

Editorial changes for more precise wording.

250(a)

340.1

US\$450 per annum for a child, except that in cases where there is no dependent spouse, the first dependent child is not entitled to an allowance; when there is such an entitlement, the allowance shall be reduced by the amount of any benefit paid from any other public source by way of social security payments by reason of such child;

250(b)

340.2

US\$300 per year for a parent, a brother or a sister, provided that the staff member does not have either a dependent spouse or a dependent child as defined in Rule 310.5.

Reworded in keeping with the abolition of the spouse allowance.

(210.3)

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

255	350	EDUCATION GRANT	
255.1 (210.3(b)) (255.2)	350.1	An internationally recruited staff member shall be entitled to an education grant in respect of each dependent child as defined under Rule 310.5.2, except as indicated in Rule 350.3. The total payments made under this Rule may not exceed US\$2,250 per child per year and shall be made according to the following scale:	Minor editorial changes only.

Education costs	Reimbursement
<hr/>	

up to first US\$ 2,000	75%
next US\$ 1,000	50%
next US\$ 1,000	25%

255.1	350.2	This grant is payable for:	
255.1(a) (255.1(e))	350.2.1	the cost of full-time attendance at an educational institution in the country or area of the official station (see also Rule 350.2.5);	"Only" removed; "duty" station changed to "official" station.
255.1(b)	350.2.2	the cost of full-time attendance at an educational institution outside the country or area of the official station, including the cost of board if provided by the institution. Where board is not provided by the institution, a flat amount of US\$750 per year is paid in lieu;	"Duty" station changed to "official" station; comma inserted after "institution."

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 255.1(c) 350.2.3 recognized correspondence courses, when the Bureau considers that such courses are either a substitute for the full-time attendance referred to in Rule 350.2.1 or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education, or as required for handicapped children;
- 255.1(d) 350.2.4 private tuition given by a qualified teacher;
- 255.1(d)(i) 350.2.4.1 in respect of handicapped children;
- 255.1(d)(ii) 350.2.4.2 to supplement correspondence courses;
- 255.1(d)(iii) 350.2.4.3 for special coaching required in a subject taught by the school or in an additional subject required for subsequent education;
- 255.1(e) 350.2.5 board in exceptional cases for attendance at an educational institution, up to and including secondary level, in the country of the official station, but beyond commuting distance from the official station when no suitable education facilities exist in that area;
- 255.1(f) 350.2.6 tuition for teaching the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.
- Minor editorial changes.
- Minor editorial changes only.
- Restores reference to secondary level which existed in earlier editions of the Staff Rules and which it seems desirable to retain for purposes of clarity; "duty" station changed to "official" station.
- "That language" changed to "the latter."

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- | | | | |
|----------|---------|---|---|
| 255.2 | 350.3 | The education grant shall not be paid for: | |
| 255.2(a) | 350.3.1 | periods during which the staff member is assigned to the country of his recognized place of residence; | Minor editorial changes. |
| 255.2(b) | 350.3.2 | attendance at a kindergarten or nursery school at the pre-primary level; | No change. |
| 255.2(c) | 350.3.3 | attendance at a State-operated school in the country or area of the official station, except where significant additional expense is incurred as a consequence of the staff member's expatriation and in the absence of any reasonable alternative local schooling; | Changed to allow education grant claims under certain conditions for attendance at State-operated schools---as agreed by CCAQ.
"Duty" station changed to "official" station. |
| 255.2(d) | 350.3.4 | attendance at a university or educational institution of university level situated in the country or area of the official station; | "Duty" station changed to "official" station. |
| 255.2(e) | 350.3.5 | vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered. | "Did" changed to "do." |
| 255.3 | 350.4 | "Cost of attendance" is defined as the cost of enrollment, registration, prescribed textbooks, courses, examinations and diplomas, but not school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost is included in the billing for the child's education. | "Is" inserted before "included." |

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

255.4
(255.1(a))

350.5
The "full-time attendance" referred to in Rule 350.2 is defined as not less than two-thirds of the scholastic year. Provided the student continues in full-time attendance at an educational institution, the grant shall be paid up to the end of the scholastic year in which he reaches the age of twenty-one. The grant shall be proportionately reduced if in any scholastic year the staff member's period of employment with the Bureau or the attendance of the student at the educational institution, is less than two-thirds.

Commas added.

260
260.1(1120)
(1130)

360
360.1
ASSIGNMENT ALLOWANCE
A staff member, other than one appointed under Rules 1310, 1320 and 1330, who is assigned to an official station other than in the country of his recognized place of residence, under circumstances which the Bureau designates as an NR assignment in accordance with Rule 510.2, shall receive an allowance designed to compensate for the dislocation factors resulting from the nature of the assignment.

Schedule "S" assignment is now shown as "NR" (for Non-Removal) assignment for easier identification.

(410.2)

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 360.2 The annual rates of this allowance are:
- | <u>Grade</u> | <u>Staff without dependents</u>
<u>US\$</u> | <u>Staff with dependents</u>
<u>US\$</u> |
|---------------|--|---|
| P.4 and below | 1,600 | 2,000 |
| P.5 and above | 1,900 | 2,400 |
- 360.2.1 for official stations outside Canada and the United States of America:
- 360.2.2 for official stations in Canada and the United States of America:
- | | | |
|---------------|-------|-------|
| P.1 and P.2 | 800 | 1,000 |
| P.3 and P.4 | 950 | 1,200 |
| P.5 and above | 1,100 | 1,400 |
- 260.3 The assignment allowance shall cease when a staff member has been in receipt of it for five consecutive years at any one official station.
- 360.3
- 830.1 INSTALLATION ALLOWANCE
- 365.1 On authorized travel upon appointment or upon reassignment an internationally recruited staff member shall be paid an installation allowance. The amount thereof shall be the equivalent of:
- 830.1(a) 365.1.1 travel per diem in respect of himself for a period of 15 days from his arrival;
- Rule changed to show the actual rates, which previously were shown only in the Manual. It is felt that it will be more convenient to have these in the Staff Rules.
- "Normally" deleted, as exceptions, if any, would be covered by Staff Rule 050; "duty" station changed to "official" station.
- "Travel per diem" and "installation per diem" have been separated. Since "installation per diem" is paid at the time of assignment to a new duty station, it is proposed to officially call it "installation allowance" and to let it become part of this section of the Staff Rules (as is, for example, the case for

Explanation of the changes in
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Staff Rules

"repatriation grant"). No change in substance, but the Rule is completely rewritten for greater precision.

This was previously a Manual provision (II.2.285) which is transferred to the Staff Rules to make them complete.

The wording of the old Rule is simplified. At the end of the second sentence the words "particularly where no entitlement to removal of household goods exists" have been deleted as they appear unnecessary. The last sentence of the old Rule is replaced by a new sentence which, to make the Rule complete, quotes the amounts of the lump sum element (taken from Manual II.2.300).

The wording is changed slightly but there is no change in substance.

Present
SR

830.1(b) 365.1.2 travel per diem in respect of himself for a further 15 days following the arrival of the first such family member who accompanies or joins him at the Bureau's expense under Rule 820;

(820) 365.1.3 travel per diem, in respect of each family member accompanying or joining him at the Bureau's expense under Rule 820, for 30 days at half the rate after their arrival.

New Rule 365.2 No installation allowance shall be paid for children born, or for any other dependent acquired, after the arrival of the staff member at the official station.

830.4 365.3 The installation allowance shall be increased by a lump sum element at certain official stations. This element is designed to compensate in part for additional establishment expenses at locations which the Bureau has determined warrant it. The amount of the lump sum is US\$300 for staff members without dependents or unaccompanied by them, and US\$600 for those with dependents who accompany them to the official station.

830.2 365.4 If a staff member resigns from the Bureau within six months of the date of his appointment, any installation allowance paid under Rules 365.1 and 365.3 is recoverable.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

270	370	REPATRIATION GRANT	
(975)	370.1	A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2;	"Recognized" is added for greater precision. Old Rule slightly rearranged.
(280.2)			
270.1(a)	370.1.1	For staff members of the professional and higher categories:	"Qualifying" added for greater precision. "And/or" changed to "or."

	<u>Weeks of salary</u>	
	<u>Without spouse or dependent children</u>	<u>With spouse or dependent children</u>
Not less than 1	3	4
2	5	8
3	6	10
4	7	12
5	8	14
6	9	16
7	10	18
8	11	20
9	13	22
10	14	24
11	15	26
12 or more	16	28

Explanation of the changes in relation to the 1 January 1977 Staff Rules

"Qualifying" added for greater precision. "And/or" changed to "or."

370.1.2 For staff members of the General Service category:	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children
not less than 1	2	4
2	4	8
3	5	10
4	6	12
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12 or more	14	28

270.1(b)

Minor editorial changes which include "and/or" changed to "or" and "of separation" inserted to harmonize with new title of Section 10 (Separation from Service).

Rewritten for greater accuracy. The words of present Rule 270.3, "any period of service prior to 1 January 1951," have been deleted as having no practical implication any more. Also deleted for the same reason is reference to the project service allowance, i.e., "staff members who were ineligible for repatriation grant before 1 January 1958."

In the application of Rule 370.1, the higher of the two rates shall apply when the staff member has a spouse, or a child recognized under Rule 310.5.2, as determined on the date of separation.

In computing the years of qualifying service away from the recognized place of residence for the purposes of Rule 370.1, the following periods shall be excluded:

370.3.1 any period of leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days (see Rules 655.2 and 750.2);

370.3.2 any period of duty at an official station within 100 kilometers of the staff member's recognized place of residence (see Rule 460);

270.2 (270.1) (210.3(b))

270.3 (270.1)

(650.4)

(360)

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 270.4 370.4 The grant shall not be payable to a staff member who is residing in the country of his recognized place of residence at the time of separation, provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country.
- 270.5 370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children who are entitled to repatriation:
- 270.5(a)(270.1) 370.5.1 at the lower rate (Rule 370.1) if there is one surviving such family member;
- 270.5(b)(270.1) 370.5.2 at the higher rate (Rule 370.1) if there is more than one surviving such family member.
- 280 380 PAYMENTS AND DEDUCTIONS
- 280.1 380.1 The normal pay period is from the first to the last day of any calendar month.
- 380.1.1 A month's pay is calculated by taking the sum of 1/12 of the annual net base salary and 1/12 of the allowances and adjustments expressed on an annual basis.

"Home country" replaced by "country of his recognized place of residence" for more accuracy. Minor editorial changes, including removal of the words "the Director may pay."

Second part of old Rule 270.5 is reworded for greater clarity and with references to Staff Rule 370.1 added.

Rewritten and rearranged for greater precision.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

380.1.2 A day's pay is calculated by taking the sum of 1/360 of the annual net base salary and 1/360 of the allowances and adjustments expressed on an annual basis. Staff members who are not in pay status for a full calendar month are paid on a daily basis.

280.2(a) 380.1.3 Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status.

280.2 380.2 Separation payments will be computed as follows:

280.2(b) 380.2.1 For computation of grant in case of death, indemnities and repatriation grant:

280.2(b)(i) 380.2.1.1 each "month of salary" means 1/12 of the annual pensionable remuneration less staff assessment;

280.2(b)(ii) 380.2.1.2 each "week of salary" means 1/52 of the annual pensionable remuneration less staff assessment;

280.2(b)(iii) 380.2.1.3 each "day of salary" means 1/360 of the annual pensionable remuneration less staff assessment;

280.2(f) 380.2.1.4 payments shall be made pro rata to the last completed month of service.

"Terminal" changed to "separation," which has a broader meaning. (See Section 10, Separation from Service.)

380.2.1 Rewritten for greater precision.

"Nearest" removed as unnecessary.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

<u>Present SR</u>			
280.2(c)	380.2.2	Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual pensionable remuneration less staff assessment.	No change.
280.2(d)	380.2.3	For the purpose of this Rule, the non-resident and language allowance shall not be subject to staff assessment.	No change.
280.2(e)	380.2.4	Terminal payments shall be computed in relation to the grade and step held by the staff member on the date of his separation.	Minor editorial changes including changing "termination" to "separation."
280.3	380.3	The effective date of any change in salary shall be as follows:	
280.3(a)	380.3.1	Any increase shall be effective from the date of entitlement. The date of entitlement to a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. The date of entitlement to any other increase in salary shall be the first of the month nearest the date of final approval.	No change.
280.3(b)	380.3.2	Any decrease shall be effective from the first of the month following completion of the required notice period.	No change.
280.4	380.4	All payments to staff members shall be made in such currencies and at such rates of exchange as the Director may determine, with due regard to the legitimate interests of the staff.	No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Minor grammatical changes.

<u>Present SR</u>		
280.5	380.5	Salaries are subject only to the following deductions:
280.5(a)	380.5.1	for the staff member's contributions to the Staff Pension Fund and for health insurance;
280.5(b)	380.5.2	for minus post adjustments under Staff Rule 335.2;
280.5(c)	380.5.3	for indebtedness to the Bureau;
280.5(d)	380.5.4	appropriate charges for staff members officially provided with lodging at no cost or at nominal rent;
280.5(e)	380.5.5	as otherwise authorized by the staff member and agreed by the Bureau.
280.6	380.6	A staff member's remuneration may be advanced to him:
280.6(a)	380.6.1	if it falls due during his absence on leave or official travel;
280.6(b)	380.6.2	in emergencies, if approved by competent authority.
280.7	380.7	The Bureau will not accept a claim in respect of an allowance or entitlement of any kind that is submitted beyond twelve months of the date when the initial payment would have been due.

The word "salary" is replaced by "remuneration" (see new Rule 310.3), which is broader in meaning and reflects existing practice; minor grammatical changes.

No change.

SECTION 4

Recruitment and Appointment
(See Staff Regulations, Section IV)

		RECRUITMENT POLICIES		
310	410			The word "recruitment" is added to the title to make it more descriptive. Minor editorial changes.
310.1	410.1	The paramount considerations in the selection of staff shall be competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.		
310.2	410.2	Candidates under 20 or over 60 years of age shall not normally be considered for appointment.		A minor change is made in old Rule 310.2 in order to eliminate a distinction for local recruitment. "Will" changed to "shall."
310.3	410.3	Persons closely related by blood or marriage to a staff member shall not normally be appointed if another equally qualified person is available.		This Rule, which deals mainly with selection, is transferred to this section where it is more appropriately placed than it was under "Promotion" (new Rule 560). "Temporary" changed to "short-term" and "notified" changed to "announced."
460.3	410.4	Posts below the level of P.6, other than those of a short-term nature, which become vacant shall normally be announced to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally be on a competitive basis. These requirements shall not apply to any post which it is in the interest of the Bureau to fill by reassignment of a staff member without promotion.		

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

320 420 APPOINTMENT POLICIES

320.4 420.1 A career-service appointment is an appointment without time limit and is "permanent" within the meaning of Staff Regulation 4.5. A staff member may be granted a career-service appointment upon completion of at least five years' satisfactory service and fulfillment of such other requirements as the Director may determine.

Minor editorial change.

320.1 420.2 A temporary appointment is an appointment with a time limit within the meaning of Staff Regulation 4.5. It may be on a full-time, part-time or when-actually-employed basis. There are two categories of temporary appointment: those of one year or more, called fixed-term appointments, and those of less than one year called short-term appointments.

Completely rewritten so that the Staff Rules and the Staff Regulations are fully consistent with one another. (Note that the Regulations provide for two types of appointment only: permanent and temporary.)

320.2 (320.1) 420.3 All staff shall be appointed initially on a temporary basis as defined in Rule 420.2.

Editorial change.

320.3 420.4 Any appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member's performance, conduct and suitability to international service.

Reference to 18 months removed as unnecessary. Reworded for greater precision and to harmonize with Rule 1060. Last sentence removed since prior service has never been credited towards completion of probation on re-appointment.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

MEDICAL CERTIFICATION AND INOCULATIONS

430

430.1

Upon selection an appointee shall undergo a prescribed medical examination by a physician designated by the Bureau, whose report shall be forwarded to the Bureau's Staff Physician.

430.1 and 430.2: These are re-written to conform to existing practice, which requires that a medical examination be undergone before an offer of appointment can be made. Other changes are made in the wording for greater precision, i.e., "staff member" to "appointee" and "duly recognized physician" to "physician designated by the Bureau."

430.2

Before an offer of appointment can be made a satisfactory report must be issued by the Staff Physician; this report is based on the examination required in Rule 430.1. Should the result of the examination show that the standards required by the Bureau are not met, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.

330.2

(330.1)

330.6

430.3

Upon appointment and before any subsequent travel for the Bureau a staff member shall have such inoculations as the Staff Physician shall prescribe.

No change.

330.5

430.4

Staff members shall, during their employment, be re-examined by the Staff Physician or by a physician designated by the Bureau at such intervals as required.

Words "or by a physician designated by the Bureau" added, since this is an accepted practice.

330.7

430.5

Staff members shall be examined by the Staff Physician or by a physician designated by the Bureau before going on leave without pay.

Changed to replace "a duly recognized physician" by "a physician designated by the Bureau"; also changed to require a medical examination before going on leave without pay. Reference to termination removed as this is now found in new Rule 1085.

330.8

430.6

Any medical examination and any inoculation required by the Bureau shall be at its expense.

No change.

Explanation of the changes in
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Staff Rules

In order to cover the entire field of this Rule the title has been changed from "Appointment Documents" to "Appointment Procedure." Rewritten to bring the Rule fully into line with actual practice. A satisfactory medical report must be received before an offer can be made.

"Duties" added, since the appointee must know something of the job for which he is being recruited.

No change.

"Transmit" changed to "include."

No change.

Present
SR

440 APPOINTMENT PROCEDURE

440.1 Upon selection for a post a candidate shall receive notification which shall give him information on the proposed appointment and call attention to various requirements such as interviews, calling of references, medical examination (see Rule 430) and verification of qualifications. When these requirements have been satisfactorily met, he shall receive an offer of appointment signed by, or on behalf of, the Director. This offer shall:

440.1.1 state the type of appointment, tenure, probation requirement, title and duties of post, salary and allowances;

440.1.2 indicate the date and place of reporting for duty and the official station;

440.1.3 include a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of such Regulations and Rules and any subsequent amendments;

440.1.4 state the nature of the obligations which attach to employment in an international organization;

340

340.1

(340.1(d))

340.1(a)

340.1(b)

340.1(c)

340.1(e)

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

340.1(f) 440.1.5 include a notice of acceptance and the oath or declaration of office.

"Transmit" changed to "include."

Note: Old Rule 340.1(d) is deleted since it is referred to in new Rule 440.1.

340.2 440.2 An appointee shall sign and return to the Bureau a notice of acceptance stating that he agrees to the conditions contained in the offer, accepts the Staff Regulations and Staff Rules as a part of his contract of employment and subscribes to the oath or declaration of office.

"Director" changed to "Bureau," which makes the Rule correspond to current practice.

340.3 440.3 The offer of appointment (including the Staff Regulations and Staff Rules) and the notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed by an appointment notification when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status (see Section 5 below).

No change.

350 EFFECTIVE DATE OF APPOINTMENT

350.1 450.1 The effective date of appointment shall be the date the staff member reports for duty if locally recruited. If travel is authorized it shall be the date he enters travel status provided that this date is not earlier than that required for travel by the route and type of transport designated by the Bureau.

Rule broken up into two sentences to make it easier to read. No change in substance.

350.2 450.2 No appointee shall report for duty or commence any travel for the purpose of entering on duty until the medical requirements of Rule 430 and the appointment procedure requirements of Rule 440 have been met.

"Staff member" is replaced by "appointee," since it is more precise and the subject of the Rules referred to is specified.

360

460

DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE

At the time of appointment of a staff member, the Bureau shall determine, in consultation with him, that place which is to be recognized throughout his service as his residence prior to appointment, for purposes of establishing entitlements under these Staff Rules. Unless there are reasons to the contrary, the residence shall be determined to be the place in the country of the staff member's nationality where he was residing at the time of appointment. If the staff member was living in some other country at the time of appointment, the residence shall be a place in the country of his nationality determined in consultation with him on the basis of reasonable justification. Consideration may be given in individual cases to designating some other place if the facts so warrant.

The second last sentence is new since experience has shown that such a provision is desirable. Otherwise, no change.

370

470

RE-EMPLOYMENT

Minor editorial changes.

370.1
(1120,1130)

470.1

A staff member, other than one referred to in Rules 1320 and 1330, who is re-employed within one year of the termination of his appointment may, at the option of the Bureau, be reinstated. In such a case he shall have restored to him the status which he held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary; he shall refund to the Bureau all terminal payments made to him including any benefits received from the United Nations Joint Staff Pension Fund.

A necessary reference to the Pension Fund has been added.

Explanation of the changes in
relation to the 1 January 1977
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Reworded for greater precision.

470.2 A former staff member who is re-employed, but not re-instated under the provisions of Rule 470.1, shall have the same status as if he were being employed for the first time.

480 INTERORGANIZATION TRANSFERS

480.1 Subject to the requirements of Rules 430 and 440 ("Medical Certification and Inoculations" and "Appointment Procedure"), an appointee accepted for transfer from the World Health Organization, or another United Nations organization, or the Organization of American States:

480.1.1 may be appointed at an advanced step in the grade of the post to which he is being assigned if this is necessary to maintain his existing salary level;

480.1.2 shall be credited on transfer with accumulated annual leave and with earned service time towards the next within-grade increase, home leave and repatriation grant;

480.1.3 shall transfer his pension fund credit if he is a participant in the United Nations Joint Staff Pension Fund;

480.1.4 shall serve the same probationary period as any other staff member, but upon confirmation shall have the same seniority status as if all prior uninterrupted service with the World Health Organization, or another United Nations organization, or the Organization of American States had been with the Pan American Sanitary Bureau.

To clarify that persons from other organizations, who are being considered for transfer to PASB, are subject to medical clearance and the other appointment procedures. Presently, PASB has a formal interagency agreement with WHO only. Actions will be taken to conclude such agreement with UN and other Specialized Agencies.

No change.

No change.

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

380.2 480.2 A staff member who is transferred to the World Health Organization, or another United Nations organization, or the Organization of American States, shall not be paid repatriation grant or any other terminal benefits, but credit for all entitlements will be passed to the receiving organization. The subsequent entitlements of the staff member will be according to the rule of the receiving organization.

Minor editorial changes for more precise wording.

SECTION 5

Performance and Change of Status
(See Staff Regulations, Section IV)

- 410 510 ASSIGNMENT TO DUTY
- 410.1 510.1 Staff members in the professional category are subject to assignment by the Director to any activity or office of the Bureau. Those in the general service category are not subject to assignment, except by mutual agreement, to an official station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.
- 410.2 510.2 Assignments shall be of two types:
- 410.2(a) 510.2.1 those made under conditions warranting the full establishment of the staff member at his official station, including the removal of household furniture. Such assignments shall be designated as R assignments;
- 410.2(b) 510.2.2 those made for fixed periods under conditions which do not warrant the full establishment of the staff member at his official station. Such assignments shall be designated as NR assignments.
- Rewritten for greater precision and clarity to show the different obligations which exist for professional and general service category staff. However nothing in the new text will prevent GS staff from being assigned to other locations than that for which initially recruited.
- "Schedule R" and "Schedule S" assignments changed to the more specific "R" (for removal) and "NR" (for non-removal) assignments in order to prevent confusion. The words "the movement of his dependents and" have been deleted from old Rule 410.2(a) as have the words "normally less than five years" from old Rule 410.2(b). Read together they might have

Explanation of the changes in
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Staff Rules

implied, incorrectly, that dependents were not entitled to join staff members on assignments of less than five years' duration. These words also appear inconsistent with new Rule 360.2. se

Present
SR

For the practical implications of R and NR assignments on assignment allowance see Rule 360, on annual travel see Rule 810.5, on transportation of personal effects see Rule 850, and on removal see Rule 855.

420 TRAINING 520

Staff members may be given suitable training as determined necessary by the Bureau to improve their effectiveness in their current assignments and to prepare them for broader usefulness to the Bureau.

No change.

430 SUPERVISION AND PERFORMANCE EVALUATION 530

430.1 Supervisors shall be responsible for facilitating the adjustment of a staff member to his work by:

Title expanded to include performance evaluation in order to describe better the Rule's contents. 530.1 "New" and "situation" removed.

430.1(a) 530.1.1 providing him with a clear statement of his duties and his official relationship;

No change.

430.1(b) 530.1.2 instructing and guiding him in performing his functions;

See below.

430.1(c) 530.1.3 introducing him properly to those staff members with whom he will be required to work;

No change.

430.1(d) 530.1.4 discussing his work with him at frequent intervals.

530.1.2 and 530.1.4: Editorial changes only; reference to "learning work" omitted.

1
3
8
1

Explanation of the changes in
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Staff Rules

In the penultimate sentence "all" is changed to "any." The last sentence is new and is added to emphasize the importance of assessing supervisory performance.

Present
SR

- 430.2 530.2 For staff at D.2 level and below, in addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and potentialities for greater usefulness of each staff member under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in any aspects of performance which are not entirely satisfactory. If a staff member exercises supervisory responsibilities, the evaluation shall include an assessment of his performance as a supervisor.
- 430.3 530.3 The functions and activities performed by the staff member during the preceding year shall be summarized by him and shall be evaluated by his supervisors on an established form, in relation to the actual duties and responsibilities of the post. The form shall be signed by the supervisors and the staff member concerned who may, if he so wishes, attach a statement concerning any part of the report with which he disagrees and this shall become a part of his performance report file.
- 430.4 530.4 The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Bureau and for decisions concerning the staff member's status and retention in the Bureau.

Old Rule 430.3 is outdated in view of the new appraisal system. New Rule 530.3 is rewritten accordingly.

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

440	END OF PROBATION		
(430.2)	540.1	A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.4). On the basis of this report a decision shall be taken, and notified to the staff member, that his:	No change.
(320.3)		540.1.1 appointment is confirmed;	No change.
		540.1.2 probationary period is extended for a specified period;	No change.
		540.1.3 appointment is not confirmed and is to be terminated.	No change.
	540.2	In the case of either 540.1.2 or 540.1.3, the staff member shall be notified of the reasons. If the probationary period is extended, a further report and decision are required before the expiry of this additional period.	Minor editorial changes.
450		WITHIN-GRADE INCREASE	
450.1	550.1	A staff member whose performance has been certified by his supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2. The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase is defined in Rule 380.3.1. Increases may be granted up to the maximum for the staff member's grade except that if Rule 555.1 applies, the normal maximum may be exceeded accordingly.	Rewritten for greater precision.
(450.2)			
(380)			
(280.3(a))			
(455.1)			

Explanation of the changes in
relation to the 1 January 1977
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450.2	550.2	The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is:	No change (this is the second line of old Rule 450.2).
(450.1)			
450.2(a)	550.2.1	one year of full-time service at all levels from P-1 step I through P-6/D-1 step III of the schedule in Rule 330.2;	No change.
(230.4)			
450.2(b)	550.2.2	two years of full-time service in levels P-6/D-1 step IV through D-2 step III of the schedule in Rule 330.2;	No change.
(230.4)			
450.2(c)	550.2.3	such period of full-time service as the Director may establish for posts subject to local recruitment in accordance with Rule 1310.	No change.
(1110)			
450.2	550.3	All service time shall be credited except for:	This is the first line of old Rule 450.2 reworded for greater clarity. Item 3 has been added to make it complete. This Rule, containing the exceptions, is placed after the definition and description (550.2) of service time.
	550.3.1	leave without pay in excess of 30 days;	
	550.3.2	sick leave under insurance cover in excess of 30 days;	
	550.3.3	unsatisfactory service.	
450.2(d)	550.4	For part-time staff, the unit of service time is the equivalent amount of part-time service.	No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present <u>SR</u>	450.3	550.5 Service time shall date from the latest of the following actions:	No change.
450.3(a)	550.5.1	entrance on duty;	No change.
450.3(b)	550.5.2	the last within-grade increase;	No change.
New Rule (470.1(b))	550.5.3	reduction in grade under Rule 570.1.2;	New item added to complete the Rule.
450.3(c)	550.5.4	a promotion to a higher grade; when a promotion is a return to a higher grade previously held, service time shall date from the last within-grade increase in the lower grade from which promoted.	Editorial changes for greater precision.
455	555	MERITORIOUS WITHIN-GRADE INCREASE	
455.1	555.1	A staff member whose performance has been especially meritorious, beyond that which may reasonably be expected of a normally well-qualified staff member, may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases and the normal maximum shall be extended by the equivalent number of steps.	Editorial changes for greater precision.
455.2	555.2	A staff member who has completed 20, 25 and 30 years of satisfactory service with the Bureau qualifies for a meritorious increase under Rule 555.1. Satisfactory service with the World Health Organization shall be included if credited under Rule 480.1.4.	First sentence slightly reworded and second sentence added as a cross reference.
(455.1)			
(380.1(d))			

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Minor editorial changes.

Reworded for greater clarity.

Present
SR

460 560 PROMOTION (see Staff Regulation 4.4)
460.1 560.1 Promotion is the advancement of a staff member to a post of higher grade, as a result either of the reclassification of the post he occupies or of reassignment to a different post.

460.2 560.2 A staff member shall be entitled to the promotion resulting from a reclassification of the post he occupies if he has the necessary qualifications and his performance has been satisfactory. A staff member whose performance has been satisfactory may at any time be considered for reassignment to a post of higher grade for which he has the qualifications.

Note: Old Rule 460.3 moved to (new) Section 4 "Recruitment and Appointment" and becomes new Rule 410.4.

REASSIGNMENT

465 565
465.1 565.1 A reassignment is any formal movement of an individual from one post to another. It may involve a change in title, grade, salary, post adjustment or official station, or a combination of these changes.

"Post adjustment" added to make the Rule complete.

465.2 565.2 A staff member may be reassigned whenever it is in the interest of the Bureau to do so. A staff member may at any time request consideration for a reassignment in his own interest.

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

465.3	565.3	So far as practicable, vacancies in posts in the professional category and above shall be filled by the re-assignment of staff members between the different activities and offices of the Bureau in the interest of developing a versatile career staff. In accepting appointment, a staff member accepts the applicability of this policy to himself.	No change.
New Rule (220.4)	565.4	A staff member may be required, in the interests of the Bureau, to perform for a specified period duties of a post other than his own without formal reassignment but with due regard to the provisions of Rule 320.4.	This new Rule gives official sanction to an existing practice.
470	570	REDUCTION IN GRADE	
470.1	570.1	A staff member's grade may be reduced as a consequence of reclassification of the post he occupies or reassignment to a different post of lower grade. The latter may result:	Minor editorial changes.
470.1(a)	570.1.1	from the staff member's own request for personal reasons;	No change.
470.1(b), 520(c)	570.1.2	from unsatisfactory performance or misconduct;	Reference to conduct added in order to harmonize the Rule with new Rule 1110.3.
470.1(c)	570.1.3	as an alternative to termination in a reduction in force.	
470.2	570.2	A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight days of receipt of the notification.	"Misconduct" added to make the Rule complete.

490 580 NOTIFICATION AND EFFECTIVE DATE OF CHANGE IN STATUS

490.2 580.1 Staff members shall be notified in writing of any changes in their official status, whether arising from actions taken under these Rules or from any other changes in their personal or employment situation recognized by the Bureau.

490.1 580.2 A staff member shall be notified by letter in advance of any reduction in grade or salary, the notice period being the same as that specified for termination in Rule 1050.3.

The order of the Rules is reversed and the wording simplified. Old Rule 480 is incorporated into this sub-section. The list of changes in status contained in that old Rule is deleted, as it was incomplete and served no practical purpose.

580.1: "In writing" added in order to include notifications by personnel action, information circular, pay slip, etc., as appropriate.

580.2: "Involuntary" removed so that staff members shall be notified in advance of any reduction in grade or salary, regardless of whether it is a voluntary or involuntary reduction. The words "appointment notification" and "such notification shall constitute an amendment to the contract of employment" are removed since they are unnecessary.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

SECTION 6

Attendance and Leave
(See Staff Regulations, Section V)

WORKING HOURS AND ATTENDANCE

610

610.1

Full-time staff members are subject to call to duty at any time. The normal work day shall be eight hours and the normal work week shall be forty hours. The days of the week and the working hours that constitute the normal work week shall be designated as the needs of the Bureau require.

Rewritten for greater clarity and to permit the work week to be established according to the needs of the service.

610.2

Sunday (or any equivalent day) shall not be a work day.

Editorial changes only. The second sentence becomes new Rule 620. Reference to 5-day week removed as unnecessary in view of the wording in the second sentence of new Rule 610.1.

620.1

A staff member unable to report for duty on a work day shall notify his supervisor of that fact within four hours after the beginning of the work day if it is possible to do so. Failure to give such notification without proper justification may result in disciplinary action being taken.

610.3: "Good reason" changed to "proper justification" as being more appropriate.

620.2

Records of attendance shall be maintained and shall serve as a basis for salary payments.

No change.

610.2

OFFICIAL HOLIDAYS

Nine holidays are observed per year, the dates being fixed following, as far as practicable, the nine most commonly observed holidays in the locality.

New title.

Second sentence of old Rule 610.2 slightly reworded.

610.3

OVERTIME AND COMPENSATORY LEAVE

When authorized by the appropriate supervisor a staff member may be required to work overtime and may be compensated as follows subject to procedures established by the Director:

New title.

"Overtime which may" is replaced by "overtime and may."

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

No change.

No change.

No change.

Old Rule 630.2 split into two and reworded for greater precision and simplicity. "Temporary staff" now referred to as "short-term staff" in harmony with the new definitions (new Rule 420). The common aspects of old Rules 630.2 and 650.4 are brought together in new Rule 630.3.

Present
SR

- | | | |
|----------|---------|--|
| 610.3(a) | 625.1 | Staff in posts in the professional category and above may be given compensatory leave; |
| 610.3(b) | 625.2 | Staff in posts subject to local recruitment may be given compensatory leave or monetary compensation. |
| 630 | 630 | ANNUAL LEAVE |
| | 630.1 | Annual leave is provided to the staff for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these Rules shall be chargeable to annual leave to the extent that it has been accrued or advanced. |
| 630.2 | 630.2 | The rate of annual leave accrual shall be two and one-half working days for each full calendar month in pay status, with accrual for less than a full calendar month on a <u>pro rata</u> basis. |
| 630.2 | 630.3 | Annual leave accrues to all staff members except: |
| | 630.3.1 | to those appointed on a "when-actually-employed" basis; |
| | 630.3.2 | to short-term staff, consultants and manual workers who are governed, instead, by the conditions established for them; |
| 650.4 | 630.3.3 | to those on leave without pay under Rule 655.1 in excess of 30 days; |
| 650.4 | 630.3.4 | to those on special leave under insurance coverage. |
| 630.3 | 630.4 | Annual leave may be taken in units of one hour. |

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

- 630.4 630.5 Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.
- 630.5 630.6 In exceptional circumstances a staff member may be advanced annual leave.
- 630.6 630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical certificate.
- 630.7 630.8 A staff member who, on leaving the service of 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 up to a maximum of 60 days (see Rule 380.2.2). A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his terminal payments or at the option of the Bureau make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his estate but no deduction shall be made in respect of advanced annual leave.

Rewritten for greater clarity.

No change.

No change.

In old Rule 630.7 the words "by accepting a deduction" are removed, since they implied, incorrectly, that a staff member could decide not to accept a deduction in such a case.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

640 HOME LEAVE

640.1 Home leave is provided so that a staff member who is serving outside the country and area of his recognized place of residence may spend a reasonable period of leave in his home country with a view to maintaining effective association with its culture, with his family, and with his national, professional or other interests. The date of eligibility for home leave shall be the date on which the staff member has completed two years of qualifying service.

Rewritten for greater clarity.

640.2

A staff member is eligible for home leave when:

Rewritten for simpler presentation.

640.2.1 his official station is outside the country and area of his recognized place of residence as established under Rule 460; and

(360)

640.2.2 his service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; and

(1110)

640.2.3 he is not locally recruited under Rule 1310, is not appointed on a short-term basis under Rule 1320 and is not appointed as a consultant under Rule 1330; and

(1120)

(1130)

640.2.4 he has met the requirements for qualifying service under Rule 640.4.

(640.4)

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 640.3 640.3 Home leave consists of travel time without charge to the staff member's annual leave with return transportation paid by the Bureau for the staff member, his spouse and eligible dependents between the official station and the staff member's recognized place of residence, or another place in the same country as the place of residence which does not involve greater expense to the Bureau. As a condition for the payment of travel the staff member, his spouse and eligible dependents must spend a reasonable period of time in that country. (See Rules 810 and 820 for detailed travel provisions.)
- (810, 820)
- 640.4 640.4 Qualifying service under Rule 640.1 consists of continuous service for the Bureau at official stations outside the country and area of the staff member's place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.
- 640.5 640.5 If both husband and wife are staff members in organizations in the United Nations system, eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member or as a spouse but not as both. Such choice normally may not result in more than one home leave in every two-year cycle.
- 640.6 640.6 Home leave may be granted at any time during the six months prior to, or following, the date of eligibility. When such leave is taken more than six months after the date of eligibility, qualifying service towards the next home leave shall accrue from the date of departure on leave unless the leave has been postponed at the request of the Bureau.
- Rewritten for greater clarity.
- Rewritten for greater clarity.
- No change.
- Rewritten for greater clarity.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

640.7	640.7	In exceptional circumstances, home leave may be advanced, provided there has been a period of at least 12 months' qualifying service since the return from the last home leave, or since appointment in the case of the initial home leave.	The words "the return from" added to make the existing practice clear.
640.8	640.8	A staff member may be required to take home leave in conjunction with travel on official business or change of official station, due regard being paid to the interests of the staff member and his family.	No change.
640.9	640.9	Travel of the spouse and dependent children on home leave shall normally take place in conjunction with the travel of the staff member.	No change.
650	650	<p>SPECIAL LEAVE</p> <p>Special leave with full, partial or no pay may be granted for training or research in the interests of the Bureau or for other valid reasons. Normally such leave shall not be granted until all accrued annual leave has been exhausted and normally shall not exceed one year in duration. Periods of special leave shall be credited for all purposes except as otherwise specified in the Rules.</p>	<p>The whole Rule is completely rewritten for greater clarity and simplicity. There is no change in substance.</p> <p style="text-align: right;">1 5 1 1</p>
650.3	655	LEAVE WITHOUT PAY	
650.4	655.1	Leave without pay may be granted, for a period normally not in excess of one year, for purposes normally covered by sick or annual leave when that leave has been exhausted.	"Special leave" and "leave without pay" are separated for improved presentation. Also this has been completely rewritten to give greater detail and precision than before.

- 655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:
- 655.2.1 cover under any insurance provided by these Rules shall cease unless the staff member pays both his and the Bureau's contributions under the appropriate insurance plans;
- 655.2.2 no credit shall accrue for purposes of pensionable service time unless, at the end of the leave without pay, the staff member pays both his own and the Bureau's contributions to the Pension Fund;
- 655.2.3 after the first 30 days no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, and meritorious increases under Rule 555.2.
- 660 LEAVE FOR MILITARY TRAINING OR SERVICE
- 660.1 Upon application, a staff member, other than one referred to in Rules 1320 and 1330, may be granted leave of absence for military training or service required by his government for a period not exceeding one year in the first instance but subject to extension on request. Such absence shall be charged as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.
- 660.1 (1120, 1130) Minor editorial changes only.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Minor editorial changes only.

Present
SR

660.2

If such leave of absence is expected to last for at least six months, the Bureau shall, on request of the staff member, pay the travel costs for him, his spouse and dependent children, provided that such expenses are not borne by his Government, and provided that any such expenses shall be charged against his next home leave entitlement.

660.3

Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Bureau in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available the provisions of Rule 1050 shall be applied to determine his status and entitlements.

No change.

(950)

690

APPROVAL AND REPORTING OF LEAVE

(610.3, 630,
640, 650, 655)

The granting of leave under Rules 625, 630, 640, 650 and 655 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will be considered as far as possible. All leave taken shall be promptly reported.

References are added.

New
Rule

680

OTHER FORMS OF LEAVE

Other forms of leave are found in Section 7 (Social Security).

New Rule added as a cross-reference, since old Rules 650.2, 670 and 680 have been transferred to Section 7 ("Social Security") which appears more appropriate. These Rules become, respectively, new Rules 750.1, 740 and 760.

SECTION 7

Social Security
(See Staff Regulations, Section VI)

730

710

STAFF PENSION FUND
Full-time and part-time staff members, upon appointment for one year or more, shall be participants in the United Nations Joint Staff Pension Fund subject to the provisions of the Regulations and Rules of the Fund.

New title of Section (instead of "Invalidity, Death and Retirement Benefits").

This Rule is placed at the beginning of the Social Security Section in view of its importance. The Rule is shortened by removing the unnecessary words "as defined by the Administrative Rules of the Fund." Also, the reference to WHO's agreement with the Fund is removed, as it dealt mainly with financial matters when WHO joined the Fund. The final phrase about exclusions from the Fund is removed, since it is covered by the Regulations of the Fund.

710

720

ACCIDENT AND ILLNESS INSURANCE

710.1

720.1

Staff Health Insurance

A staff member appointed for one year or more shall participate in the Bureau's Staff Health Insurance, and his spouse and eligible dependents shall also be covered by it, in accordance with rules established by the Director in consultation with the staff. Staff members shall contribute to the cost.

Rule rewritten for simpler presentation. "Full-time" removed to conform with existing practice of also covering part-time staff.

720.2

Accident and Illness Insurance

710.1

720.2.1

Staff members appointed for one year or more shall be insured against the risk of disability or accidental death to the extent provided for in the Bureau's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 710.2 720.2.2 Staff members appointed for periods of less than one year and those engaged on a "when-actually-employed" basis shall be insured against medical and hospital expenses, death and disability in accordance with the provisions of the insurance policy relating to them. Participants shall contribute to the cost.
- 720 730 COMPENSATION FOR ILLNESS, INJURY OR DEATH ATTRIBUTABLE TO SERVICE
- A staff member, or his surviving spouse or dependents, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Bureau, in accordance with rules established by the Director.
- 670 740 SICK LEAVE
- 670.1 740.1 Staff members, except those engaged on a "when-actually-employed" basis and those excluded by the Director under the provisions of Rules 1320 and 1330, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:
- (1120,1130)
- "When-actually-employed" staff have never, in fact, been included in the Staff Health Insurance. They are now clearly covered by new Rule 720.2.2.
- The title and content are changed to bring them into line with the compensation rules. The second sentence of the old Rule 720 has been deleted, since the first sentence stating that compensation is payable "in accordance with rules established by the Director" is sufficient.
- Transferred to this new Section on "Social Security" from old Section 600-699. Minor editorial changes.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

670.1(a) 740.1.1.1 a staff member holding an appointment of one year's duration or more may be granted up to six months' leave on full pay in connection with any one illness or in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period. (See also Rules 655.1 and 750.1);

(650.3-650.2)

670.1(b) 740.1.1.2 in exceptional cases the Director may, in addition, grant special leave under Rule 650 at half pay to such staff up to a maximum of nine months in any four-year period. During a period of special leave at half pay, the staff member and the Bureau shall continue to make their contributions to the Staff Pension Fund and the Staff Health Insurance, calculated on the basis of the staff member's full salary;

Reference added.

New Rule 670.1(b) 740.1.1.3 a staff member who has exhausted all his entitlements to sick leave and who is not entitled to receive salary benefits under the Bureau's accident and illness policy, shall first use up in full his annual leave entitlements before he can be considered for leave without pay under Rule 655 or special leave at half pay under Rule 740.1.2;

This new Rule is added to be consonant with Rule 630.1.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Changed to make it clear that this applies only to short-term staff who are paid on a monthly basis (in contrast to those paid on a daily basis, who are excluded). The details of the calculations will, in the future appear in the Manual instead of the Staff Rules, in keeping with Rule 1320.

No change.

Minor editorial changes.

No change.

No change.

No change.

740.1.4 a staff member appointed for a period of less than one year and paid on a monthly basis may be granted sick leave proportionate to the duration of the appointment.

Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the illness. Not more than seven working days of uncertified absences within one calendar year shall be charged as sick leave.

In any case of a staff member's claiming sick leave, he shall submit such periodic reports on his condition as the Staff Physician shall require and shall be examined by the Staff Physician if the latter so decides.

Sick leave shall be recorded in units of one hour.

The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.

Upon the recommendation of the Staff Physician, the Director may require a staff member to absent himself on sick leave.

Present
SR

670.1(c)

670.2

670.3

670.4

670.5

670.6

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

750 SICK LEAVE UNDER INSURANCE COVER

650.2 (710) Sick leave under insurance cover shall be granted to a staff member who is unable to perform his duties because of illness or injury and who is entitled to salary benefits under the Bureau's accident and illness policy (see Rule 720). While receiving these the staff member and the Bureau shall continue to make contributions to the Staff Pension Fund, accident and illness insurance, and the Staff Health Insurance.

New title.

Old Rule 650.2 is transferred to this Section on "Social Security". The text has been rewritten and reorganized for greater clarity and simplicity. Reference to the benefits being computed on the basis of full salary has been removed as unnecessary since full emoluments are now paid in all cases. Reference to accident and illness insurance added to make the Rule complete.

650.4

750.2 After the first 30 days on sick leave under insurance cover no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, and home leave.

This Rule makes new 750 complete by indicating the provisions which apply to special leave under insurance cover.

290

755 SUBROGATION OF RIGHTS

When a staff member incurs an illness or accident for which a third party may be wholly or in part liable and for which the staff member is placed on sick leave, he shall have the right to receive his remuneration during the period of the sick leave by reason of the Bureau's automatic subrogation in respect of his rights against third parties up to the amount of the remuneration which the Bureau has paid.

No change.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

680	760	MATERNITY LEAVE	This Rule is transferred from old Section 600-699 to this new Section on "Social Security."
680.1	760.1	Staff members appointed for periods of one year or more who will have completed at least ten months' continuous service at the expected date of their confinement, shall be entitled to maternity leave with full salary and allowances.	Minor editorial changes.
680.2	760.2	Any such staff member, on presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, shall be allowed to absent herself from her duties until her confinement. At the request of the staff member and on medical advice, the Director may permit the maternity leave to commence less than six weeks but not less than three weeks before the expected date of confinement. Maternity leave shall extend for a period of 12 weeks from the time it is granted, except that in no case shall it terminate less than six weeks after the actual date of confinement.	An "acceptable medical certificate" changed to a "certificate from a duly recognized medical practitioner." This change makes the wording consistent with Rule 740.2. "Four" is changed to "three" weeks.
680.3	760.3	A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.	Minor editorial changes.
740	770	GRANT IN CASE OF DEATH	
	770.1	On the death of a staff member holding a fixed-term or career-service appointment, whose death does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to:	

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

No change.
No change.
No change.

Present
SR

740(1)
740(2)
(210.3(b))
740(3)
(210.3(c))
(280.2)

770.1.1 the spouse or, if none,
770.1.2 the children recognized under Staff Rule 310.5.2
in equal shares, or
770.1.3 if neither spouse nor recognized children,
then to a dependent recognized under Staff
Rule 310.5.3.
770.2 The grant shall be made in accordance with the following
schedule, computed according to Staff Rule 380.2:

<u>Years of service</u>	<u>Months of salary</u>
3 or less	3
5	4
7	5
9 or more	6

No change.

870

LOSS OF PERSONAL PROPERTY

The Director may authorize the indemnification of a staff member for loss of personal property as a result of conditions of service, provided he has taken reasonable precautions to safeguard and insure the property and provided that claim for such indemnification shall normally be limited to items of basic living.

Transferred to this new section on
"Social Security" from old Section
"Travel and Transportation."
No change in wording.

SECTION 8

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR
Travel and Transportation
(See Staff Regulations, Section VII)

810 ° 810 TRAVEL OF STAFF MEMBERS

The Bureau shall pay the travel expenses of a staff member as follows:

810(a) 810.1 on appointment, from the recognized place of residence to the official station or, at the option of the Bureau, from the place of recruitment, if different;

810(b) 810.2 on change of official station;

810(c) 810.3 on official business;

810(d) 810.4 on home leave;

810(e) 810.5 on an NR assignment (see Rule 510.2.2) of at least two years' duration once in each interval between home leave entitlements (or once during a two-year appointment) from the official station to the place where the staff member's spouse and dependent children, as defined in Rule 820.1, are residing and return to the official station, provided that:

810(e)(i) 810.5.1 the staff member has waived his entitlements to rest and recuperation travel under Rule 810.8 and has waived all his entitlements to the travel of his spouse and dependent children under Rule 820 except for education grant travel as provided in Rule 820.2.5.3;

810(i) Changed to ensure that staff members who opt for annual travel to the home country are not denied three reunions every two years with their dependent children--which is the standard entitlement for all other staff members.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 810(e)(ii) 810.5.2 his NR assignment is to continue for at least six months after his return;
- 810(e)(iii) 810.5.3 the cost to the Bureau shall not in any case exceed that of travel from the official station to the staff member's recognized place of residence.
- 810(f) 810.6 on termination except as provided in Rule 1010.2, from the official station to the recognized place of residence, or to any other place provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence;
- 810(b) 810.7 in the case of illness or injury requiring special facilities for treatment, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6, 810.8 and 870;
- 810(i) 810.8 at certain official stations, the Bureau may pay the cost of travel from the official station to the nearest suitable leave center and return once in each interval between home leave entitlements (or once during a two-year appointment) if, in the opinion of the Director, conditions so warrant. This Rule does not apply to staff members who have opted to travel under Rule 810.5.
- (810(e))

"S" changed to "NR" (for Non-Removal).

Minor editorial changes.

Redundant words removed for greater simplicity.

Minor editorial changes to make it clear that the role of the Staff Physician is advisory and that the actual decision making lies elsewhere. Additional reference is added to allow charging medical travel to rest and recuperation leave.

Minor editorial changes and removal of reference to paying part of the cost.

Note: Old Rule 810(g) transferred to new sub-section "Expenses on Death" (new 880).

Present
SR
Explanation of the changes in
relation to the 1 January 1977
Staff Rules

	820	TRAVEL OF SPOUSE AND DEPENDENT CHILDREN	
820.4	820.1	Family members recognized as eligible for purposes of travel at the Bureau's expense are:	This sub-section starts with definitions since it appears a more logical arrangement.
820.4(a)	820.1.1	a spouse;	Minor editorial changes only.
820.4(b) (210.3(b))	820.1.2	a child meeting the definition of dependency in Rule 310.5.2;	Minor editorial changes only.
820.4(c)	820.1.3	a child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependent. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence.	Minor editorial changes only.
820.1 (1120, 1130) (820.4)	820.2	Except for staff referred to in Rules 1320 and 1330, the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:	No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

820.1(a)	820.2.1	on appointment for a period of not less than one year, from the recognized place of residence or, at the option of the Bureau, the place of recruitment, to the official station, or from some other place, provided that the cost to the Bureau does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse and dependent children remain at the official station at least six months;	Minor editorial changes.
820.1(b)	820.2.2	subsequent to appointment in order to join the staff member at his official station, under the same conditions as stated in 820.2.1;	No change.
(820.1(a))			
820.1(c)	820.2.3	on change of official station, from one station to the other, subject to the same requirement as stated in 820.2.1;	No change.
(820.1(a))			
820.1(d)	820.2.4	on home leave and return to the official station, if entitled under the provisions of Rule 640 and provided the spouse and dependent children will remain at the official station for at least six months after return from home leave;	The words "to the home country" are deleted as unnecessary.
(640)			
820.1(e)	820.2.5	for a child for whom there is an entitlement to an education grant under Rule 350 for study outside the commuting distance of the official station:	Old Rule 820.1(e) is completely rewritten and revised, with minor changes, for greater clarity.
(255)			

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

820.1(e)(v)

820.2.5.1

one-way passage from the official station or elsewhere to the place of study to enter school for the first time; where the child has been resident with the staff member at the official station the cost to the Bureau is limited to that of travel from the official station to the staff member's recognized place of residence; where the child has not joined the staff member at his official station the cost to the Bureau is limited to that of travel from the staff member's recognized place of residence to the official station;

Minor editorial changes.

820.1(e)

820.2.5.2

one round trip each scholastic year between the place of study and the official station if:

Reference to new Rule 350.5 (old Rule 255.4) removed as unnecessary.

820.1(e)(i)

(1) the duration of the child's visit to the parents is reasonable in relation to the amount of travel expenses borne by the Bureau;

(Provision for exceptions in old Rule 820.1(e)(vi) removed as this is now covered by Rule 050).

1, 2, 3 and 4: Minor editorial changes only.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

- 820.1(e)(ii) (2) the child will not reach the age of 21 years during the scholastic year;
- 820.1(e)(iii) (3) The travel expenses to be borne by the Bureau do not exceed the cost of round trip travel between the official station and the staff member's recognized place of residence;
- 820.1(e)(iv) (4) the timing of the child's journey is reasonable in relation to other authorized travel of the staff member, spouse, or dependent children;
- 820.2.5.3 one round trip shall be permitted every two scholastic years in cases where a staff member chooses to travel under Rule 810.5;

New
Rule
(810(e))

This Rule is to be read in conjunction with Rule 810.5.1; it ensures that staff members who opt for annual travel at home may still have three reunions every two years with their dependent children. In the past, a strict reading of the Rules did not allow this; a staff member who opted for annual travel home had to waive all travel for his spouse and children (under old Rule 810(e)). This was unfair since such a person could only have two family reunions every two years. For others, the Rules are specifically designed to allow three family reunions every two years. This new Rule removes the discrepancy.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

New
Rule

820.2.5.4 return travel on home leave between the place of study and the staff member's recognized place of residence (provided that the cost to the Bureau is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:

- (1) the travel coincides with the staff member's travel on home leave;
- (2) the child is under the age of 21 years; and
- (3) the travel is reasonably timed in relation to other authorized travel under Rule 820.

820.1(f)
(910.2)

820.2.6 on separation from service, except as provided in Rule 1010.2, from the official station to the recognized place of residence, or to any other place which the staff member chooses, provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence;

Redundant words removed; minor editorial changes.

820.1(h)

820.2.7 in case of illness or injury requiring special facilities for treatment, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 820.2.4, 820.2.5, 820.2.6, 820.2.8 and 870;

Minor editorial changes to make it clear that the role of the Staff Physician is advisory and that the actual decision making lies elsewhere. Additional reference is added to allow charging medical travel to rest and recuperation leave.

(820.1(d), (e),
(f), (g), (i))

This new Rule provides authorized travel of the child between place of study and staff member's recognized place of residence; this provision, taken from Manual II.2.407, is hereby transferred to the Staff Rules so the latter will be complete.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- 820.1(e)(i) at certain official stations the Bureau may pay the cost of travel from the official station to the nearest suitable leave center and return, subject to the same conditions as stated in Rule 810.8.
- (810(i))
- 820.2 & 3 820.3 The eligibility for travel of the spouse and dependent children to any official station, including travel under Rule 820.2.5 above, shall be subject to a determination by the Bureau that conditions at the official station are suitable for them. If they are not, the "official station" for such travel may include any area designated by the Bureau as suitable for them.
- (820.1(e))
- 820.4 Entitlement of any of the children of a staff member shall be governed by the dependency status of that child at the date of commencement of that child's travel.
- 820.5 820.4 The Bureau does not assume responsibility for travel risks of the spouse and dependent children.
- 820.6 820.5 If both husband and wife are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.
- 820.7 820.6 Minor editorial changes.
- Minor editorial changes and removal of reference to paying part of the cost.
- Two old Rules (820.2 and 820.3) combined and shortened. "Adjacent" (area) in the old Rule is removed to harmonize the Rule with past practice which has been, instead, "any area designated by the Bureau as suitable."
- Note: Old Rule 820.1(g) transferred to new sub-section "Expenses on Death" (new Rule 880).
- Minor editorial change.
- No change.
- Minor editorial changes.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Title change.

Reorganized and rewritten for
greater clarity.

830 ° 830 TRAVEL PER DIEM

830.1 (820.4) 830.1 A staff member shall be paid a travel per diem during
any period of authorized travel. Per diem shall be paid
for family members as defined in Rule 820.1 when they
are in authorized travel status, other than travel for a
child to or from school under Rule 820.2.5.

830.3 830.2 Rates of travel per diem, and the conditions under which
they shall be payable to staff members and authorized
family members, shall be established by the Director.
The amount of the per diem is considered to represent an
average payment in lieu of reimbursement of a portion of
the actual incidental expenses occasioned by travel
status.

840 840 ROUTE AND MODE OF TRAVEL

All travel at the Bureau's expense shall be by a route
and mode of transportation determined by the Bureau pro-
vided that a staff member may be permitted to choose a
different route or mode of transport on condition that
any extra costs are at his charge, and that per diem and
salary or leave computations shall be made on the basis
of the route and mode of transport designated by the
Bureau.

Note: Installation allowance and
lump sum element (old Rules 830.1,
830.2 and 830.4) are transferred to
new Section 3 as new Rule 365, enti-
tled "Installation Allowance."

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Old Rule 850 is broken down into two parts, "Transportation of Personal Effects" and "Removal of Household Goods." The text of new 850 contains no change from old 850.1.

Old Rule 850.2 is reworded for greater clarity but with no change in substance.

Present
SR

850 TRANSPORTATION OF PERSONAL EFFECTS
850.1 The cost of transportation of personal effects in connection with authorized travel shall be borne by the Bureau within limits established by the Director.

855 REMOVAL OF HOUSEHOLD GOODS
855.1 On an R assignment (see Rule 510.2.1) a staff member appointed for a period of at least two years, and whose recognized place of residence is other than and not in the area of his official station, shall be entitled to reimbursement, within limits established by the Director for the expense of moving his household goods:

850.2(a) 855.1.1 on initial assignment to an official station if the R assignment is expected to last at least two years;

850.2(b) 855.1.2 on any subsequent change of official station if the new R assignment is expected to last at least two years;

850.2(c) 855.1.3 on separation, except as provided in Rule (910.2) 1010.2.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

850.3 855.2
(260)

On an NR assignment (see Rule 510.2.2) a staff member is entitled to receive the assignment allowance in accordance with Rule 360, but is not entitled to the removal of household goods.

Reworded for greater clarity (and to remove a residual clause which is no longer required).

860

860

FAILURE TO EXERCISE ENTITLEMENT

In no case shall a staff member be given any cash payment in lieu of exercising any entitlement under this section. Any entitlement to repatriation travel or removal which is not exercised within one year of the date of termination of the appointment shall be forfeited except upon the express approval by the Director of an extension.

Minor editorial change.

New
Rule

870

EXPENSES ON DEATH

810(g)
820.1(g)

870.1

On the death of a staff member or his spouse or his dependent at his duty station, or while on authorized travel, the Bureau shall pay the expense of preparing and transporting the remains to any place, provided that the cost to the Bureau does not exceed that for the transportation to the recognized place of residence.

New title, under which all relevant items are grouped together and reworded for greater clarity and logical presentation.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

New Rule which is needed to complete the sub-section, conforming to the Rules of the other UN agencies. Although the Rule is new the substance is not.

New title.

No change.

Present
SR

870.2 A deceased staff member's spouse and dependents shall be entitled to travel and transportation of personal effects to any place provided that the cost to the Bureau does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to removal expenses is determined by Rule 855.1.3.

(850.2(c))

880 DETAILED PROCEDURES AND LIMITATIONS

All entitlements conferred by this section shall be subject to detailed procedures and limitations to be established by the Director.

880

SECTION 9

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

Staff Relations
(See Staff Regulations, Section VIII)

Section title changed.

1210

910

RIGHT OF ASSOCIATION

The staff, at any office or location, shall have the right to associate themselves together in a formal organization for the purpose of developing staff activities and making proposals and representations to the Bureau concerning personnel policy and conditions of service. The staffs at the several offices and locations of the Bureau's activities shall have the right to form an association of all staff members for the same purposes. The staff of the Bureau may associate themselves with the staffs of the World Health Organization, other United Nations organizations and the Organization of American States in the development of joint activities and in the expression of views on matters affecting the international civil service.

"Proposals and" added to make the wording more positive.

1220

920

STAFF REPRESENTATIVES

In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Bureau as representing the views of that portion of the staff from which elected. Any proposal to change the Staff Regulations or Staff Rules of the Bureau shall be referred to the elected representatives of the staff for comment.

Title change only.

1230

930

FINANCING OF STAFF ACTIVITIES

Staff associations shall have the right to ask their membership for voluntary financial contributions. The Bureau may give financial assistance to any such association in the furtherance of activities beneficial to the staff, provided that the membership of the association also contributes substantially to such activities. The finances of any staff association receiving assistance from the Bureau shall be subject to audit procedures which are acceptable to the Bureau.

Two minor editorial changes:
"request" to "ask," "activity"
to "activities."

Present
SR

SECTION 10

Separation from Service
(See Staff Regulations, Section IX)

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

New title for Section which is more descriptive and broader than the former term "Termination."

910 1010 RESIGNATION

910.1 (910.2)

Subject to the conditions stated in Rule 1010.2, a staff member appointed for one year or more may resign on giving three months' notice. A staff member appointed for a shorter period shall give the notice specified in his appointment. The Director may shorten or waive the required notice period at his discretion.

No change.

910.2

1010.2

A staff member holding an appointment of one year or more who resigns before completing a year of service forfeits all entitlement to repatriation transportation at the Bureau's expense for himself, his spouse and dependent children and their possessions.

Minor editorial changes only. Old Rule 910.2 is split into two. In the new 1010.3 "transportation" is changed to the more accurate "travel" (since such staff would not lose the right to a removal if they had had one in the first place).

910.2 (810(e))

1010.3

A staff member resigning within six months from the date of return from home leave or from the date of qualifying for it, whichever is the later, or from leave under Rule 810.5, forfeits entitlement to repatriation travel for himself and family members who accompanied him on such leave. Exceptions may be granted by the Director in case of resignation compelled by exceptional circumstances.

915

1015

SEPARATION BY MUTUAL AGREEMENT

The Director may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Bureau and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned.

No change.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

920

RETIREMENT

1020

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

Title changed from "Retirement for Age." Minor editorial changes.

930

TERMINATION FOR REASONS OF HEALTH

1030

930.1

1030.1

When, for reasons of health and on the advice of the Staff Physician, it is determined that a staff member is incapable of performing his current duties, his appointment shall be terminated.

The whole Rule is rewritten for improved clarity. References to termination for "physical or mental disability" and to "physical limitations" are replaced by termination "for reasons of health."

930.1
930.5

1030.2

Prior to such termination the following conditions must be fulfilled:

This Rule is an amalgamation of old Rules 930.1, 930.2 and 930.5 without change of substance.

930.5

1030.2.1

the medical condition must be assessed as of long duration or likely to recur frequently;

1030.2.2 reassignment possibilities shall be explored and an offer made if this is feasible;

930.2

1030.2.3

participants in the Pension Fund shall have their pension rights determined.

1030.3

A staff member whose appointment is terminated under this Rule:

- 930.4
- 1030.3.1 shall be given three months' notice;
- 1030.3.2 may be entitled to a disability benefit in accordance with the rules of the Pension Fund;
- 1030.3.3 may be entitled to a disability payment in accordance with the terms of the insurance coverage provided for in Rule 720.2.
- (710)
- 930.3
(950.4)
- 1030.3.4 shall receive a termination payment at the rates set out in Rule 1050.4 provided that the total payments in 1030.3.2, 1030.3.3 and 1050.4 due in the 12 months following termination are not more than one year's pensionable remuneration less staff assessment;
- 930.1
- 1030.3.5 shall always have the option of resigning.
- 940
- 1040
- COMPLETION OF TEMPORARY APPOINTMENTS
- Temporary appointments, both fixed term and short-term, shall terminate automatically on the completion of the agreed period of service in the absence of any offer and acceptance of extension. However, a staff member serving under a fixed-term appointment of one year or more, whom it has been decided not to reappoint, shall be notified thereof at least one month and normally three months before the date of expiry of the contract. Such a staff member who does not wish to be considered for reappointment shall give notice of his intention within the minimum period specified above.

"Salary" changed to "pensionable remuneration less staff assessment" to bring the Rule into line with others relating to termination indemnities.

Minor changes to reflect the more precise definitions found in new Rule 420.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

1050 ABOLITION OF POST AND REDUCTION IN FORCE

No change.

950.1 1050.1 The temporary appointment of a staff member engaged for a post of limited duration may be terminated prior to its expiration date if that post is abolished.

No change.

950.2 1050.2 When a post of indefinite duration, which is filled, is abolished, a reduction in force shall take place, in accordance with procedures established by the Director, based upon the following principles:

No change.

950.2(a) 1050.2.1 Competition for retention shall be limited to other staff performing similar duties at the same grade level as that of the post to be abolished.

950.2(b) 1050.2.2 If the post is in the professional category and above, competition shall extend to all offices; if the post is subject to local recruitment, competition shall be limited to the locality in which the post is to be abolished.

950.2(c) 1050.2.3 Staff members holding career-service appointments shall be given priority for retention. The Director may establish priorities among the several categories of temporary staff.

950.2(d) 1050.2.4 Within any priority group, preference for retention shall be based first upon performance, and, when this is not decisive, upon seniority of service.

Explanation of the changes in relation to the 1 January 1977 Staff Rules

Present SR

- 950.2(e) 1050.2.5 A staff member's appointment shall not be terminated before he has been made a reasonable offer of reassignment if such offer is immediately possible.
- 950.3 1050.3 Termination under this rule shall require the giving of at least three month's notice to a staff member holding a career-service appointment and at least one month's notice to any other staff member.
- 950.4 1050.4 A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:

No change.

No change.

Indemnity (pensionable remuneration less staff assessment)

<u>Years of service</u>	<u>Staff holding career service appointments</u>	<u>Staff holding fixed-term appointments</u>	
Less than 1			
1			
2	3 months		Minor editorial changes only.
3	3 months		"Completed years of service"
4	4 months		changed to "years of service" in
5	5 months		order to avoid an apparent con-
6	6 months		flict with (new) Rule 380.2.1.4
7	7 months		which allows for prorating.
8	8 months		
9	9 months		
10	9.5 months		
11	10 months		
12	10.5 months		
13	11 months		
14	11.5 months		
15 or more	12 months		

960	1060	NON-CONFIRMATION OF APPOINTMENT	
		If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he is found unsuited to international service, the appointment shall not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.	Minor editorial change.
970	1070	UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE	Title changed for greater precision.
970.1	1070.1	A staff member's appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the functions of the post to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.	The words "unsuitability for international service" are added for greater clarity. Otherwise, minor editorial changes only.
970.2	1070.2	Prior to termination action, a staff member shall be given a written warning and a reasonable time to improve. If there is reason to believe that the unsatisfactory performance results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post more suited to his abilities.	"Written" added; editorial changes.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Reworded in order to be able to refer to new Rule 1050.3.

Minor editorial changes only.

These two Rules are rewritten to make clear the distinction between dismissal and summary dismissal, as well as between misconduct and serious misconduct. Much of the old Rule 520 appears in new Rule 1110.

Present
SR

970.3 1070.3 A staff member whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.3.

970.4 1070.4 A staff member whose appointment is terminated under this Rule may, at the discretion of the Director, be paid an indemnity not exceeding one half of the amount to which he would have been entitled if terminated under Rule 1050.

MISCONDUCT

975 1075
520, 540.2

(510.6) 1075.1 A staff member may be dismissed for misconduct as defined in Rule 110.8 and subject to the notification of charges and reply procedure required by Rule 1130. The staff member shall be given one month's notice. The Director may grant him an indemnity not exceeding one half of that payable under Rule 1050.4.

(950.4)

1075.2 A staff member may be summarily dismissed for serious misconduct, if the seriousness of the situation warrants it, subject to the notification of charges and reply procedure required by Rule 1130. In such a case the staff member shall not be entitled to notice of termination, indemnity, or repatriation grant.

(540)

980

ABANDONMENT OF POST

1080

A staff member absent from duty without satisfactory explanation for more than 15 working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Bureau shall make every reasonable attempt to locate such a staff member prior to termination of his appointment. The terminal entitlements of a staff member who is considered to have abandoned his post shall be the same as for a staff member who has resigned (see Rule 1010).

Minor editorial changes.

(910.2)

330.7

MEDICAL EXAMINATION ON SEPARATION

1085

A staff member shall be examined immediately prior to his departure by the Staff Physician or by a physician designated by the Bureau.

This Rule is now included in
Section 10 "Separation from
Service." Minor editorial changes
include changing "duly recognized
physician" to "a physician desig-
nated by the Bureau" which is more
in keeping with actual practice.

990

EFFECTIVE DATE OF TERMINATION

1090

(910.2)

For staff locally recruited and those to whom Rules 1010.2 and 1010.3 apply, the effective date of termination shall be the last day of duty. For all other staff the effective date shall be that day on which it is calculated that the staff member, by departing promptly after completion of his duties, is able to reach his recognized place of residence by a route and means of transport designated by the Bureau.

Slightly revised for greater
clarity.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

995

CERTIFICATION OF SERVICE

1095

A staff member who so requests shall, on leaving the service of the Bureau, be given a certificate relating to the nature of his duties and the length of his service. On written request of the staff member concerned, the certificate shall also refer to the quality of his performance and official conduct.

Reworded for greater clarity and to require that requests for certificates relating to performance and conduct be made in writing. This is to protect both the staff member and the Bureau.

Disciplinary Measures

(See Staff Regulations, Section X)

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

This separate Section has been created to follow the lay-out of the Staff Regulations and to reflect the design of the Rules of the other organizations.

Old Rule 520 is reworded for greater clarity and expanded to give a more precise meaning to "summary dismissal."

- | | | | |
|----------|--------|---|--|
| 520 | 1110 | DISCIPLINARY MEASURES | |
| New Rule | 1110.1 | A staff member who fails to observe the standards of conduct as defined under Section I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offence this may take the form of any one or a combination of the following: | |
| 520(a) | | 1110.1.1 oral reprimand; | |
| 520(b) | | 1110.1.2 written reprimand; | |
| 520(c) | | 1110.1.3 reassignment with or without reduction in grade; | |
| 520(d) | | 1110.1.4 dismissal for misconduct; | |
| 520(d) | | 1110.1.5 summary dismissal for serious misconduct. | |

Note: The last sentence of old Rule 520 now forms part of new Rule 110.8.

530

1120

SUSPENSION PENDING INVESTIGATION

If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter is likely to prejudice the interests of the Bureau, the staff member may be suspended from his functions, with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his status during suspension, and its probable duration. If the staff member is suspended without pay and any resulting charge is subsequently not sustained, the salary withheld shall be paid.

Title amplified to make it more descriptive. Words "which is considered prima facie to be well founded" removed as they are unnecessary. Reference to "charge" removed since the point of an investigation is to determine whether or not a charge should be subsequently made. Provision inserted for written statement containing relevant details.

540

1130

NOTIFICATION OF CHARGES AND REPLY

A staff member may not be reassigned for misconduct, dismissed for misconduct, nor summarily dismissed for serious misconduct until he has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.

Reference to summary dismissal for misconduct added. The start of the eight-day period is specified. Otherwise, there are only minor editorial changes with no changes in substance.

SECTION 12

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR
Appeals
(See Staff Regulations, Section XI)

1010	NON-CONFIRMATION OF APPOINTMENT	
1010.1 (960)	A staff member may appeal against a decision taken under Rule 1060 not to confirm his appointment because of unsatisfactory performance or conduct, or because of unsuitability for international service, if he considers that such decision has been made for reasons not connected with his performance, conduct or suitability for international service. Such an appeal must be made in writing to the Director within fifteen calendar days of receipt of notice of non-confirmation. The Director's decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.	Words "for international service" added; "eight" is changed to "fifteen" to allow staff members a wider time limit; "calendar" added before "days" to make the wording more precise.
(1040)		
1010.2 (960)	The notice period specified in Rule 1060 shall be extended by whatever period is necessary for the Director to reach a decision and communicate it to the staff member.	Minor editorial changes.
1020	TERMINATION FOR REASONS OF HEALTH	
1020.1 (930)	A staff member may appeal against a decision taken under Rule 1030 to terminate his appointment for reasons of health. He must indicate in writing to the Director, within fifteen calendar days of his receipt of the termination notice, his intention to do so. The Bureau's Staff Physician will normally inform the staff member in writing of the medical conclusions upon which the decision was based except that, if he feels that such information may be harmful to the staff member, the medical findings may be provided in writing to a physician designated by the staff member.	Title changed from "Termination for Medical Reasons" to make it more general. Redundant words removed. "Eight" days changed to "fifteen calendar" days as in new Rule 1210.1.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

The second sentence is new and has been added to avoid the possibility of a deadlock.

Upon receipt of such an appeal, the Director shall refer the appeal to a medical board of review consisting of three medical practitioners, one chosen to represent the Director, one chosen by the staff member and a third selected by the first two. If no agreement can be reached on the choice of a third practitioner, the Director shall designate one. This board shall have available to it the Bureau's medical records concerning the staff member and shall conduct such examinations of the individual as it may deem necessary. The Director's decision shall be based on the medical recommendation of the board; his decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.

Last five words are added to avoid ambiguity.

The Bureau shall determine the place where the board shall convene and shall bear all costs in connection with such a board, except that the Bureau shall bear only that portion of the actual costs incurred by the staff member for his representative which corresponds to the cost of obtaining the services of a qualified practitioner from the nearest available source to where the board convenes.

Minor editorial changes only without change in substance.

Subject to the provisions of Rule 1230.8, a staff member may appeal against any administrative action or decision affecting his appointment status on the grounds that the action or decision complained of resulted from one or more of the following factors:

Present
SR

1020.2

1220.2

(1040)

1020.3

1220.3

1030

1230
BOARDS OF INQUIRY AND APPEAL

1030.1
(1030.8)

1230.1

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

1030.1(a)	1230.1.1	personal prejudice on the part of a supervisor or of any other responsible official;	No change.
1030.1(b)	1230.1.2	incomplete consideration of the facts;	No change.
1030.1(c)	1230.1.3	failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his contract;	No change.
1030.1(d).	1230.1.4	improper application of the post classification standards.	No change.
1030.2	1230.2	To hear appeals on these grounds there is at Headquarters a Board of Inquiry and Appeal and, at each Area Office, an Area Board of Appeal. Only the Headquarters' Board of Inquiry and Appeal shall have competence to hear appeals under Rule 1230.1.4. At the request of the Headquarters' Board of Inquiry and Appeal, an Area Board may conduct a hearing on any matter reserved to the competence of the Headquarters' Board, the findings of such hearing to be reported to the Headquarters' Board for review.	To better conform to the WHO rationale which permits consideration of classification matters by a Regional Board of Appeal only in respect of those posts for which the Regional Office has authority to apply the classification standards. Since the Area Offices have no classification authority, the consideration of all classification cases should be reserved to the competence of the Headquarters' Board of Inquiry and Appeal.
(1030.1(d))			1 8 1

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

- 1030.3 1230.3 The reporting procedure of these Boards shall be as follows:
- 1230.3.1 The Headquarters Board of Inquiry and Appeal shall report its findings and recommendations to the Director, with whom the final decision shall rest. The Director shall inform the appellant of his decision and at the same time send him a copy of the report. If no decision is taken by the Director within sixty days of receipt of the Board's report, the recommendations of the Board shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as if a final action had been taken on it.
- 1230.3.2 The Area Board of Appeal shall report its findings and recommendations to the Area Representative. The Area Representative shall inform the appellant of his decision and at the same time send him a copy of the report. If no decision is taken by the Area Representative within sixty days of receipt of the Board's report, the recommendations of the Board shall be deemed to have been rejected and such rejection shall be subject to appeal as provided in Rule 1230.8.5, as if a final action had been taken on it.
- 1030.4 1230.4 The Headquarters Board of Inquiry and Appeal shall consist of five members having equal votes, as follows:
- No change.

Rewritten to indicate separately the procedure of the Headquarters Board of Inquiry and Appeal and that of the Area Boards of Appeal. Trans- mission of the Board's report to the appellant, and not just its recommendations, is introduced.

1230.4.1 a chairman and an alternate chairman appointed by the Director after consultation with the representatives of the staff;

No change.

1230.4.2 two members and four alternates appointed by the Director;

Number of alternates increased from two to four so that there will be sufficient number to staff a full Board each time.

1230.4.3 two members representing the staff, drawn from a panel organized in three groups;

No change.

Group I - staff in grades subject to local recruitment.

Group II - staff in grades P.1 through P.3.

Group III - staff in grades P.4 through D.2.

The members of the panel shall be elected biennially by the staff, four persons being elected for each of Groups I and II and six persons for Group III. They shall be eligible for re-election at the end of their term of office. In hearings by the Board, at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below that to which he belongs. Subject to this Rule, the members of each group shall be called upon in rotation by the Secretary of the Board, as required, to constitute the Board. The staff member appealing to the Board shall have the right to object to not more than two members, whether appointed by the Director or drawn from the staff panel. If objection is raised against members from the staff panel, they shall be replaced by the next members due to serve from that panel. If objection is raised against members appointed by the Director, they shall be replaced by alternate or substitute members appointed by the Director.

Minor editorial changes only.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- | | | | |
|--------|--------|--|--|
| 1030.5 | 1230.5 | The Area Board of Appeal shall be composed of three members having equal votes, selected as follows: one person and two alternates designated by the Area Representative, one person and two alternates elected by the staff, and a third member, who will serve as chairman, designated by the Area Representative after consultation with the representatives of the staff. | Number of alternates increased from one to two to help ensure there will be a sufficient number to staff a full Board each time. The third member, who is chairman, will be designated by the Area Representative. This change is to align the Headquarters and Area procedures. Previously, the third member was designated by the Area Representative, on the nomination of the two other members; this has lead to deadlocks. |
| 1030.6 | 1230.6 | Secretarial services to all boards shall be provided by the Bureau. | No change. |
| 1030.7 | 1230.7 | The Headquarters Board of Inquiry and Appeal shall establish its own rules of procedure which, so far as practicable, shall be followed by the Area Boards of Appeal, provided that the appellant shall, if he so wishes, be heard by the appropriate board in person and/or through a representative of his choice. Any travel occasioned by such appearance shall be at the appellant's expense unless the Board hearing the appeal determines that the appearance of the staff member himself is essential to the proper consideration of the appeal or the Board ultimately finds in favor of the appellant. | In addition to a few minor editorial changes, "and" in the last line is changed to "or." This change allows payment of an appellant's travel if the Board requires his appearance. Previously the travel was paid only if the Board also found in favor of the appellant. |
| 1030.8 | 1230.8 | The following provisions shall govern the conditions of appeal: | No change. |

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

- 1030.8(a) 1230.8.1 No staff member shall bring an appeal before a Board until all the existing administrative channels have been tried and the action complained of has become final. An action is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the action.
- 1030.8(b) 1230.8.2 If the staff member has submitted a written request relating to his appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in Rule 1230.8.1 above if no definitive reply to that request has been made within:
- (1030.8(a)) (1) two months for staff at Headquarters;
- 1030.8(b)(i) (2) three months for staff assigned to other duty stations.
- 1030.8(c) 1230.8.3 A staff member wishing to appeal against a final action must dispatch to the Board concerned, within sixty calendar days after receipt of such notification, a written statement of his intention to appeal, specifying the action against which appeal is made and the subsection or sections of Rule 1230.1 under which the appeal is filed. The Board shall open its proceedings at the earliest possible moment after receipt of the appellant's full statement of his case.
- (1030.1) "Such action" changed to "a final action." "Thirty" changed to "sixty" in order to allow more time for transmission delays.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

This new Rule specifies to which Board a staff member has the right to appeal in the first instance.

1230.8.4 A staff member assigned to Headquarters shall address his appeal to the Headquarters Board of Inquiry and Appeal. A staff member who was assigned to an Area at the time of the action complained of shall address his appeal to the Area Board of Appeal of the Area concerned except as provided in Rule 1230.2 for classification standards.

"Thirty days" changed to "sixty days" as in Rule 1230.8.3 above. Old Rules rearranged for a more logical sequence. No other changes in substance.

1230.8.5 A staff member shall have the right to appeal to the Board of Inquiry and Appeal at Headquarters against the decision of an Area Representative based upon the recommendation of an Area Board of Appeal. Notification of such appeal must be dispatched to the Board in writing within sixty calendar days after receipt by the appellant of the Area Representative's decision on the original appeal. The complete record of the Area proceedings shall be forwarded to the Headquarters Board of Inquiry and Appeal, which shall decide what further evidence, if any, need be obtained before making a recommendation to the Director for a final decision.

No change in the first sentence of old Rule 1030.9. (The second sentence has been incorporated into 1230.8.5.)

Present
SR

New Rule

1030.8(d)

1030.9 1230.9

In any case involving interpretation of the Staff Regulations or Staff Rules, the Area Representative shall consult the Director before taking a final decision on a recommendation from the Area Board of Appeal.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

1040	ADMINISTRATIVE TRIBUNAL			
1040.1	1240	1240.1	Pending definitive arrangements for the use of the Administrative Tribunal of the United Nations, disputes between the Bureau and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal.	First part of first sentence retained as only the <u>UN</u> Administrative Tribunal is referred to in Staff Regulation 11.2. Part of present Rule 1040.1, starting with "provided that such disputes ...," is deleted as unnecessary.
1040.2	1240.2		An appeal may be made to the Tribunal when the decision contested is a final decision and the person concerned has exhausted such other means of resisting it as are open to him under these Rules, and in particular Rules 1210 to 1230.	First sentence changed in order to state the Rule in positive terms and to avoid the implication that PASB can determine receivability by the Tribunal. In old Rule 1040.2, the words "shall be made in accordance with the Statute of the Tribunal and" are deleted as unnecessary.
(1010-1030)				

1045 EFFECT OF APPEALS ON ADMINISTRATIVE ACTION

(1010.2) Except as provided in Rule 1210.2, the filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made.

New title, but otherwise no change.

Present
SR

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

1050	1250	AVAILABILITY OF RULES OF PROCEDURE	No change.
		Copies of the rules of procedure of the Headquarters Board of Inquiry and Appeal and the Statute of the Tribunal shall be maintained in all personnel offices of the Bureau and made available to any staff member on request. Each Area Office shall also maintain copies of the rules of procedure of the Area Board of Appeal for that office.	

SECTION 13

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

Present
SR

Special Employment Conditions

1110	1310	STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT (see Staff Regulation 3.2)	Title revised.
1110.1	1310.1	All posts in the Secretariat at clerical, custodial, subprofessional and junior administrative levels shall be filled, as far as possible, by the recruitment of persons from the local commuting area of each office.	No change.
1110.2	1310.2	The provisions of the Staff Rules shall apply to persons appointed to such posts except as specified within the Rules themselves.	No change.
1110.3 (1110.2)	1310.3	Within the limitations of Rule 1310.2 the Director shall establish employment conditions for staff engaged from the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.	Minor editorial changes only.
1110.4	1310.4	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. In addition, any such staff members recruited outside the local area and outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality. This allowance and these entitlements may cease upon determination by the Director that a resident status within the country of the official station has been acquired by the staff member.	Minor editorial changes only.

Explanation of the changes in
relation to the 1 January 1977
Staff Rules

- | | | | |
|----------|--------|--|---|
| 1110.5 | 1310.5 | For posts referred to in this Rule that involve assignment of duties for which there are no comparable local conditions, the Director may establish such conditions of employment as he deems appropriate, subject to the limitations of Rule 1310.2 | Minor editorial changes only. |
| (1110.2) | | | |
| 1110.6 | 1310.6 | Staff in this category may be granted additional remuneration for proficiency in a second or third language useful to the Bureau. | Reference to the Director removed. |
| 1120 | 1320 | SHORT-TERM STAFF | |
| | | The Director may appoint short-term staff for conference and other short-term service without regard to the provisions of other sections of the Staff Rules. | "Temporary" changed to "short-term" for greater precision.
(See new Rule 420.2.) |
| 1130 | 1330 | CONSULTANTS | |
| | | The Director may appoint consultants without regard to the provisions of the other sections of the Rules. | Minor editorial changes only. |



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION

CSP20/8 (Eng.)
ANNEX II



80th Meeting
Washington, D.C.
June-July 1978

Provisional Agenda Item 14

CE80/8, ADD. (Eng.)
18 May 1978
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Introduction

As Addendum to Document CE80/8, the Director submits to the Executive Committee, for confirmation, the amendments to the Staff Rules which relate to the post adjustment system. These revisions are a result of decisions taken by the United Nations General Assembly at its Thirty-second Session and are in line with those adopted by the Executive Board of the World Health Organization at its Sixty-second Session (Resolution EB62.R2).

Nature of the Amendments

Under the existing post adjustment system for staff in the professional and higher categories, the post adjustment classification of individual duty stations changes upwards (assuming that there is no variation in the dollar parity of the local currency) whenever the local cost-of-living index rises by five points in relation to the base 100 (currently, New York in November 1973 = 100), providing that the index remains at or above that level for four months.

In continuation of its study of possible further reforms in the United Nations salary system, the International Civil Service Commission recommended to the United Nations General Assembly that, with effect from 1 July 1978, the system of post adjustments should be revised to provide that changes in classes of post adjustment be based on index movements of five per cent rather than five points. This means that changes would be based on index movements of five per cent in relation to the preceding class rather than, as hitherto, on movements of five points in relation

to the base 100. In the main, the new system would have the effect of ensuring that a uniform movement of cost of living be required to justify a change of class at all post adjustment levels, whether at a high or low index level.¹

Implementation of the change for staff of the Pan American Sanitary Bureau would necessitate amendment of the relevant portion of the Staff Rules approved by the 78th Meeting of the Executive Committee in Resolution VIII. The proposed scales of post adjustment, replacing the existing ones, are annexed to this document for review by the Executive Committee.

Since the Staff Rules, including those now amended to reflect the new system, apply also to staff in ungraded posts, corresponding changes would be made in the application of post adjustment to the salaries of the Assistant Director, the Deputy Director and the Director.

Budgetary Implications

The financial implications are not expected to be of any consequence. The International Civil Service Commission itself has calculated that, overall, there would be a very slight savings for the United Nations system as a whole.

Annex

¹Official Records of the General Assembly, Thirty-second Session, Supplement No. 30 (A/32/30), paragraphs 45-57.

335. POST ADJUSTMENT

Delete Rules 335.1 and 335.2 and replace by:

335.1 The net base salaries of staff in the professional and higher categories shall be adjusted for cost-of-living variations in relation to a base index of 100 points. For that purpose the Director shall adopt a post adjustment class for each official station.

335.2 The amount by which the net base salary is to be adjusted shall be determined by taking the class adopted for the appropriate official station, finding the corresponding multiplier in the table below, and multiplying the rates given in Staff Rules 335.3 and 335.4 by that factor.

Post Adjustment Classes and Multipliers

<u>Class</u>	<u>Corresponding Index</u>	<u>Corresponding Multiplier</u>
D	80	- 20
C	85	- 15
B	90	- 10
A	95	- 5
0	100	0
1	105	5
2	110	10
3	116	16
4	122	22
5	128	28
6	134	34
7	141	41
8	148	48
9	155	55
10	163	63
11	171	71
12	180	80
13	189	89
14	198	98
15	208	108
16	218	118

Note: The numbers refer to the new Staff Rule numbers as set forth in Document CE80/8.

335.3 The following schedule of positive post adjustment rates applies to cost-of-living indices above the base:

S T E P S

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$
P-1 D	106.2	109.8	113.4	117.0	120.6	124.2	128.0	131.2	134.6	138.0			
S	99.8	103.2	106.6	110.0	113.4	116.6	120.0	123.0	126.2	129.2			
P-2 D	133.4	137.4	141.0	144.8	148.6	152.4	156.2	159.8	163.6	167.4	171.0		
S	125.2	128.6	132.0	135.4	139.0	142.4	145.8	149.2	152.6	156.0	159.4		
P-3 D	160.6	165.2	169.4	173.4	177.8	182.2	186.8	191.2	195.0	198.6	202.4	206.0	210.0
S	149.8	154.0	157.8	161.4	165.4	169.4	173.6	177.6	181.0	184.2	187.8	191.0	194.6
P-4 D	191.4	195.8	200.2	204.4	209.2	213.0	216.8	220.6	224.6	229.4	234.0	238.4	
S	177.8	181.8	185.8	189.6	193.8	197.2	200.6	204.0	207.6	211.8	216.0	220.0	
P-5 D	228.8	232.6	236.2	239.8	243.8	247.2	251.2	255.0	258.8	262.4			
S	211.4	214.8	218.0	221.2	224.8	227.6	231.2	234.6	237.8	241.2			
P-6/ D	249.8	254.4	258.8	263.4	267.8	272.4	276.8						
D-1 S	230.0	234.2	238.0	242.0	245.8	249.8	253.8						
D-2 D	276.8	282.8	288.8	294.8									
S	253.8	259.0	264.4	269.6									

D - Rate applicable to staff members with a dependent spouse or dependent child.

S - Rate applicable to staff members with no dependent spouse or dependent child.

335.4 The following schedule of negative post adjustment rates applies to cost-of-living indices below the base:

Deductions:

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$	US \$
P-1 D	95.4	98.6	102.0	105.4	108.6	112.0	115.4	118.6	122.0	125.2			
S	89.8	92.8	96.0	99.0	102.2	105.2	108.2	111.2	114.2	117.2			
P-2 D	120.8	124.4	127.8	131.2	134.8	138.2	141.6	145.0	148.6	152.0	155.4		
S	113.2	116.4	119.6	122.8	126.0	129.0	132.2	135.4	138.6	141.6	144.8		
P-3 D	145.6	149.6	153.8	157.8	161.8	166.0	170.0	174.0	177.8	181.6	185.2	189.0	192.6
S	135.8	139.6	143.4	147.0	150.6	154.4	158.0	161.6	165.0	168.4	171.8	175.2	178.4
P-4 D	174.0	178.4	182.8	187.4	191.8	196.0	200.4	204.6	209.0	213.4	217.8	222.0	
S	161.6	165.6	169.6	173.8	177.6	181.4	185.4	189.2	193.2	197.2	201.0	204.8	
P-5 D	210.4	215.2	219.8	224.2	228.8	233.2	237.6	242.0	246.4	250.8			
S	194.4	198.6	202.8	206.8	210.8	214.8	218.6	222.6	226.6	230.4			
P-6/ D	234.0	239.6	245.4	251.2	256.8	262.4	267.6						
D-1 S	215.4	220.6	225.6	230.8	235.8	240.6	245.4						
D-2 D	268.4	274.2	280.0	286.0									
S	246.0	251.2	256.4	261.4									

D - Rate applicable to staff members with a dependent spouse or dependent child.
S - Rate applicable to staff members with no dependent spouse or dependent child.

Present Rule 335.3 becomes 335.5.