

*directing council*

*regional committee*

PAN AMERICAN  
HEALTH  
ORGANIZATION

XXV Meeting

WORLD  
HEALTH  
ORGANIZATION

XXIX Meeting



INDEXED

Washington, D.C.  
September-October 1977

Provisional Agenda Item 31

CD25/11 (Eng.)  
9 August 1977  
ORIGINAL: ENGLISH

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

In accordance with Staff Regulation 12.2, the Director has the honor to report to the Directing Council that, pursuant to Staff Rule 030, he submitted to the 78th Meeting of the Executive Committee for confirmation the amendments to the Staff Rules set forth in the Annex to Document CE78/8, annexed.

After considering the amendments, the Executive Committee adopted Resolution VIII, which reads as follows:

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 CE78/8;

Recognizing the need for uniformity of treatment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 030,

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 CE78/8, effective 1 January 1977.
2. To leave in abeyance the application of Rule 275 pending the approval by the United Nations of the relevant recommendation of the International Civil Service Commission on the understanding that if the situation arises, it would likewise be applicable with retroactive effect as of 1 January 1977.

Annex



*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
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*working party of  
the regional committee* CD25/11 (Eng.)  
ANNEX

WORLD  
HEALTH  
ORGANIZATION



78th Meeting  
Washington, D.C.  
June 1977

Provisional Agenda Item 12

CE78/8 (Eng.)  
28 April 1977  
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 030, the Director submits to the Executive Committee as Annex to this document, for confirmation, the amendments to the Staff Rules which he has made since the 76th Meeting. These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Fifty-ninth Session (Resolutions EB59.R35 and EB59.R37), and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee of PAHO at its 59th Meeting, which reads as follows:

"To request the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of the Pan American Sanitary Bureau and those of the World Health Organization."

I. PROPOSED AMENDMENTS TO THE PASB STAFF RULES BASED ON THE REVIEW OF THE UNITED NATIONS SALARY SYSTEM CARRIED OUT BY THE INTERNATIONAL CIVIL SERVICE COMMISSION

The majority of the amendments result from the recommendations of the International Civil Service Commission approved by the United Nations General Assembly at its Thirty-first Session in December 1976, and contain several important features:

A. Differentiation Between Remuneration of Staff with Dependents and Staff Without Dependents

In the past, differentiation between the emoluments of professional staff with dependents and those without dependents was achieved through the post adjustment and the spouse allowance. As the post adjustment for staff without dependents used to be two-thirds in amount of that for staff with dependents, an anomaly existed at the lower classes of post adjustment, where

staff without dependents were overpaid in relation to those with dependents, as well as at the higher classes of post adjustment, where the ratio of "without dependents" remuneration to "with dependents" remuneration fell to a level considered to be too low.

Under the new arrangement, the differentiation between the total net remuneration of staff members with dependents and those without dependents is achieved mainly through staff assessment rather than through post adjustment, thus corresponding more closely to national practices. The gross salary of staff members without dependents remains the same as that of staff members with dependents, the differentiation in net salary being achieved by applying a higher rate of assessment to those without dependents.

The rates of post adjustment for staff with and without dependents now represent the same percentage of net salary at each grade, so as to ensure a constant relationship between the total remuneration of the two groups. As a consequence of that change, the existing spouse allowance of US\$400 for a dependent spouse is abolished, the amount being, in effect, incorporated into the revised net salary of staff with dependents. The total emoluments for staff with dependents will remain practically the same as in the past, whereas for staff without dependents the total emoluments will be higher in high cost duty stations and lower in low cost duty stations. In the latter case, the difference will be made up by granting a personal transitional allowance to the few affected persons who are already staff members. The amounts of these payments and the modalities for their gradual reduction and ultimate elimination are determined by the International Civil Service Commission.

The following Staff Rules have been amended accordingly: 210.3, 230.2, 230.4, 235.1, 235.2, 250, 280.5(b) and 730.2.

#### B. Consolidation of Classes of Post Adjustment

In conjunction with other changes in the professional salary system outlined above, five classes of post adjustment are consolidated into base salary. One of the main effects of this consolidation is to restore pensionable remuneration to its normal par relationship to gross salary on 1 January 1977.

The following Staff Rule has been amended accordingly: 230.4.

#### C. Dependent Allowance

The existing secondary dependent allowance of US\$200 for professional staff is increased to US\$300 per annum.

The following Staff Rule has been amended accordingly: 250.

D. Repatriation Grant

The scales are revised in order to maintain as nearly as possible, after application of differential rates of staff assessment as outlined in paragraph "A" above, the existing ratio between amounts of the grant for professional staff with dependents and those without dependents. There is, however, no change in the scales for staff with dependents.

The following Staff Rules have been amended accordingly: 270.1(a) and 270.1(b).

E. Education Grant

The maximum reimbursable amount of US\$1,500 for approved education costs is revised to US\$2,250 according to the following scale:

- up to first US\$2,000	75 per cent
next US\$1,000	50 per cent
next US\$1,000	25 per cent

The flat amount allowable for boarding expenses in case of attendance at an educational institution outside the duty station where the institution does not provide board is increased from US\$650 to US\$750.

The following Staff Rule has been amended accordingly: 255.

F. Termination Indemnities

The scale of termination indemnities for career service staff is revised, with the maximum indemnity being increased from nine months' salary after nine years of service to 12 months' salary after 15 years of service. The scale of termination indemnities for fixed-term staff is also revised, with the same indemnities payable as to career service staff after they have completed nine years' service. These payments are expressed in terms of pensionable remuneration less staff assessment.

The following Staff Rules have been amended accordingly: 210.4, 280.2, 540.2, 740, 950.4 and 970.4.

II. PROPOSED END-OF-SERVICE GRANT: STAFF RULE 275

One of the recommendations of the International Civil Service Commission resulting from its review of the United Nations salary system was that an indemnity be paid to a staff member serving on a fixed-term appointment whose appointment is not renewed after a number of years of service. Most

members of the Commission recognized that, for a staff member who had been retained over an extended period of successive fixed-term appointments and who would be in many other respects indistinguishable from one holding a career service appointment, and indeed might often have a longer record of service than a career service staff member, a reasonable expectation of continued employment would be created. If his services were terminated before the normal expiry of his contract, he received an indemnity; but if his contract were merely allowed to expire and not renewed, he received none. The Commission, therefore, recommended that a staff member holding a fixed-term appointment whose appointment is not renewed after he has completed six years' continuous service should, provided that he has not received and declined an offer of renewal, be entitled to a grant based on his years of completed service.

The General Assembly of the United Nations, however, did not approve the Commission's recommendation and requested the Commission to re-examine its proposal in the light of the views expressed in the Fifth Committee.

The Director-General of WHO, in the document (EB59/24 Add. 1) which he submitted to the Executive Board, after recalling the recommendation made by the Commission and the General Assembly's decision, emphasized that the situation of WHO was different from that of other organizations in the United Nations system, in view of the large proportion of its staff with many years of WHO service who hold fixed-term appointments. The Director-General thus recommended, and the Executive Board of WHO endorsed, the introduction of a new staff rule, with effect from 1 January 1977, which "establishes an end-of-service grant as an interim measure, pending a re-examination by the International Civil Service Commission of its proposal concerning such a grant and a decision thereon by the General Assembly of the United Nations" (Resolution EB59.R35). The grant is payable to staff members whose appointment is not renewed after they have completed 10 years of continuous service, provided they have not received and declined an offer of renewal and have not reached 60 years of age.

Considering the previous resolutions of the Executive Committee establishing the desirability of conformity between Staff Rules for PASB and WHO staff, the Director proposes to the Executive Committee the introduction of Staff Rule 275 which provides an end-of-service grant for PASB staff under terms of eligibility identical with those for WHO staff.

### III. OTHER STAFF RULE CHANGES

Other amendments to the Staff Rules included in the Annex to this document are considered necessary in the interests of conformity with WHO and good personnel management.

The Staff Rules amended are: 050, 320.3, and 630.2.

AMENDMENTS TO THE STAFF RULES

Staff Rule

Present Text

New Text

050 (New Staff Rule)

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 the 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.

10.3 For the purpose of determining entitlements under Rules 235.1, 250, 260 and 1110.3 "dependents" are defined as:

For the purposes of Rules 230.4, 235.1, 235.2, 250, 260 and 1110.3, "dependents" are defined as:

(a) A spouse whose net occupational earnings do not exceed the lowest entrance salary level of the Bureau's local net salary scale for the area in which the spouse is employed, or in the case of a staff member in the professional category or above, if the net earnings do not exceed US\$2,500 per annum, except where the lowest entrance salary of the local scale is higher; provided that 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 purposes of Rules 235 and 260.

(a) No change

(b) A child up to the age of 18; if in full time attendance at a school or university, up to age 21; 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 dependents, 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 Director to be de facto fully dependent upon a staff member for its support.

(b) No change

Staff Rule

Present Text

New Text

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

(c) No change

210.4

For computation of salary, indemnities and repatriation grant:

For computations of salary:

(a) "Monthly salary" means 1/12 of the annual salary.

(a) No change

(b) "Weekly salary" means 1/52 of the annual salary.

(b) No change

(c) "Daily salary" means 1/30 of the monthly salary.

(c) No change

PRESENT TEXT

230.2 The amounts to be assessed against all salaries, and all terminal payments computed under Staff Rule 280.2, are:

Total assessable payments	Assessment per cent
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 assessable payments . . . . .	50



NEW TEXT

230.2 The amounts to be so assessed against all salaries of the professional and higher graded staff are:

	Total assessable payments	Assessment per cent.	
		Dependant rate	Single rate
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 assessable payments	. . . . .	60	64.5

The amounts to be so assessed against all salaries of the General Service category are:

	Total assessable payments	Assessment
		per cent.
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 assessable payments	. . . . .	50

(no change from existing schedule)

PRESENT TEXT

230.4 The following schedule of annual salaries and of annual net salaries shall apply to all professional category posts and to directors.

Level	Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1 (net)	12 020 9 414	12 510 9 757	13 000 10 100	13 490 10 443	13 980 10 786	14 470 11 129	14 960 11 472	15 450 11 815	15 940 12 158	16 430 12 480			
P-2 (net)	15 750 12 025	16 300 12 395	16 850 12 753	17 400 13 110	17 950 13 468	18 500 13 825	19 050 14 183	19 600 14 540	20 150 14 898	20 700 15 255	21 250 15 613		
P-3 (net)	19 670 14 586	20 320 15 008	20 970 15 431	21 620 15 853	22 270 16 276	22 920 16 698	23 570 17 121	24 220 17 532	24 870 17 922	25 520 18 312	26 170 18 702	26 820 19 092	27 470 19 482
P-4 (net)	24 220 17 532	24 990 17 994	25 760 18 456	26 530 18 918	27 300 19 380	28 070 19 842	28 840 20 304	29 610 20 766	30 380 21 228	31 150 21 690	31 920 22 152	32 690 22 580	
P-5 (net)	30 540 21 324	31 410 21 846	32 280 22 354	33 150 22 833	34 020 23 311	34 890 23 790	35 760 24 268	36 630 24 747	37 500 25 225	38 370 25 704			
P6/D1 (net)	35 000 23 850	36 140 24 477	37 280 25 104	38 420 25 731	39 560 26 358	40 700 26 950	41 840 27 520						
D-2 (net)	42 060 27 630	43 270 28 235	44 480 28 840	45 690 29 445									

NEW TEXT

230.4 The following schedule of annual gross salaries and of annual net salaries shall apply to all professional category posts and to directors.

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	18 640	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	14 345	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 dependant spouse or dependent child  
 S - Rate applicable to staff members with no dependent spouse or dependent child

PRESENT TEXT

235.1 For each five per cent by which the cost of living in Geneva or at any other official station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a post adjustment allowance as follows:

Level		Step I US \$	Step II US \$	Step III US \$	Step IV US \$	Step V US \$	Step VI US \$	Step VII US \$	Step VIII US \$	Step IX US \$	Step X US \$	Step XI US \$	Step XII US \$	Step XIII US \$
P-1	D	420	435	450	465	480	495	510	522	537	552			
	S	280	290	300	310	320	330	340	348	358	368			
P-2	D	534	549	564	579	594	609	624	639	654	669	684		
	S	356	366	376	386	396	406	416	426	436	446	456		
P-3	D	642	660	678	693	711	729	747	765	780	795	810	825	840
	S	428	440	452	462	474	486	498	510	520	530	540	550	560
P-4	D	765	783	801	819	837	852	867	882	900	918	936	954	
	S	510	522	534	546	558	568	578	588	600	612	624	636	
P-5	D	915	930	945	960	975	990	1 005	1 020	1 035	1 050			
	S	610	620	630	640	650	660	670	680	690	700			
P6/D1	D	999	1 017	1 035	1 053	1 071	1 089	1 107						
	S	666	678	690	702	714	726	738						
D-2	D	1 104	1 128	1 152	1 179									
	S	736	752	768	786									

D = Rate of post adjustment applicable to staff with one or more primary dependants.

S = Rate of post adjustment applicable to staff members with no primary dependants.

NEW TEXT

235.1 For each five per cent, by which the cost of living at any official duty station exceeds the base level to which the salary scale of staff in the professional category and above is related, such staff at that official station shall be paid a 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			
P6/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.

235.2 Is to be renumbered 235.3.

Insert new Staff Rule.

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

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.

50 DEPENDENTS' ALLOWANCE

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

- (a) US\$ 400 per annum for a spouse;
- (b) US\$ 450 per annum for a child;
- (c) US\$ 200 per annum for a parent, or a brother or sister;

provided that a staff member having an entitlement under (a) or (b) may not claim under (c) and provided further that an allowance payable under (b) shall be reduced by the amount of any benefit paid from public sources by way of social security payments by reason of such child.

55.1 An internationally recruited staff member shall be entitled in respect of each child for whom an entitlement exists under Staff Rule 250 (b) to an education grant fixed in US dollars for:

(a) Full-time attendance at an educational institution outside the country or area of duty station, when the amount of the grant shall be:

(i) where the institution provides board for the student, 75 per cent of the cost of attendance and board up to a maximum grant of US\$ 1,500 a year;

DEPENDENTS' ALLOWANCES

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

- (a) deleted
- (a) 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;
- (b) US\$ 300 per annum for a parent, or a brother or a sister;

provided that a staff member having a dependent spouse or dependent child may not claim under (b) and provided further that an allowance payable under (a) shall be reduced by the amount of any benefit paid from public sources by way of social security payments by reason of such child.

An internationally recruited staff member shall be entitled to an education grant in respect of each dependent child as defined under Staff Rule 210.3(b), except as indicated in Staff Rule 255.2. Total payments made under this rule may not exceed US\$ 2250 per child per year and shall be made according to the following scale:

Education costs	Reimbursement
up to first US\$ 2000	75%
next US\$ 1000	50%
next US\$ 1000	25%

255.1  
(cont.)

(ii) where the institution does not provide board, US\$ 650 plus 75 per cent of the cost of attendance up to a maximum grant of US\$ 1,500 a year.

(b) Full-time attendance at an educational institution in the country or area of the duty station, when the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum of US\$ 1,500 a year.

(c) Recognized correspondence courses, when the Director considers that such courses are either a substitute for full-time attendance referred to in 255.1 (b) or to supplement such full-time attendance where the curriculum does not include a course necessary for subsequent education, or as required for handicapped children.

(d) Private tuition given by a qualified teacher:

(i) in respect of handicapped children; or

(ii) to supplement correspondence courses; or

(iii) for special coaching required in a subject taught by the school or in an additional subject required for subsequent education.

Total payments made under this rule may not exceed US\$ 1,500 a year.

This grant is payable for:

(a) the cost of full-time attendance only at an educational institution in the country or area of the duty station (see also Staff Rule 255.1(e));

(b) the cost of full-time attendance at an educational institution outside the country or area of the duty 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;

(c) recognized correspondence courses, when the Director considers that such courses are either a substitute for full-time attendance referred to in Staff Rule 255.1(a) or to supplement such full-time attendance where the curriculum does not include a course necessary for subsequent education, or as required for handicapped children;

(d) private tuition given by a qualified teacher;

(i) in respect of handicapped children; or

(ii) to supplement correspondence courses; or

(iii) for special coaching required in a subject taught by the school or in an additional subject required for subsequent education.

(e) board in exceptional cases for attendance at an educational institution in the country of the duty station, but beyond commuting distance from the duty station, when no suitable education facilities exist in the area of the duty station;



255.1  
(cont.)

(f) 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 a duty station in a country whose language is different from his own and where satisfactory school facilities for learning that language are not available.

255.2

The education grant shall not be paid for:

- (a) periods during which the staff member is assigned to the country of his place of residence (see Rule 360);
- (b) attendance at a kindergarten or nursery school;
- (c) attendance at state-operated school in the country or area of the duty station;
- (d) attendance at a university situated in the country or area of the duty station;
- (e) vocational training or apprenticeships which either did not involve full-time schooling or in which the child received some payment for services rendered.

The education grant shall not be paid for:

- (a) periods during which the staff member is assigned to the country of his place of residence as determined by Staff Rule 360;
- (b) attendance at a kindergarten or nursery school at the pre-primary level;
- (c) attendance at state-operated schools in the country or area of the duty station;
- (d) attendance at a university or educational institution of university level situated in the country or area of the duty station;
- (e) vocational training or apprenticeships which either did not involve full-time schooling or in which the child receives some payment for services rendered.

255.3

"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 included in the billing for the child's education. Boarding fees may be included only as provided for under Rule

"Cost of attendance" is defined as the cost of enrollment, registration, prescribed textbooks, courses, examinations and diplomas, but no 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.

Staff Rule

Present Text

New Text

55.3  
cont.) 255.1(a) and exceptionally for attendance at an educational institution (up to and including secondary level) in the country of the duty station, but beyond commuting distance from the duty station when no suitable education facilities exist in the area of the duty station.

55.4 "Full-time attendance" referred to in Rule 255.1 above is defined as not less than two-thirds of the scholastic year. 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. Provided the student continues in full-time attendance at an educational institution, the grant shall be paid up to the end of that scholastic year in which he reaches the age of 21.

"Full-time attendance" referred to in Staff Rule 255.1 (a) 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.

PRESENT TEXT

270 REPATRIATION GRANT

A staff member who, on leaving the service of the Bureau, other than by dismissal for serious misconduct, has performed at least one year of continuous service outside the country of his place of residence shall be entitled to a repatriation grant subject to the following conditions:

270.1 The grant shall be computed in accordance with the following schedule:

Years of service	Weeks of Salary	
	Without spouse or dependent children	With spouse and/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 REPATRIATION GRANT

A staff member who, on leaving the service of the Bureau, other than by dismissal for serious misconduct, has performed at least one year of continuous service outside the country of his place of residence, shall be entitled to a repatriation grant subject to the following conditions:

270.1 The grant shall be computed in accordance with the following schedules and Rule 280.2:

(a) For staff members of the Professional and higher categories:

		Weeks of salary	
Years of service		Without spouse or dependent children	With spouse and/or dependent children
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

(b) For staff members of the General Service category:

		Weeks of salary	
Years of service		Without spouse or dependent children	With spouse and/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

(no change from present schedule)

Staff Rule

Present Text

New Text

275 (New Staff Rule)

END-OF-SERVICE GRANT

A staff member holding a fixed-term appointment whose appointment is not renewed after he has completed ten years of continuous service shall be entitled to a grant based on his years of service unless he has either received and declined an offer of renewal of his appointment or has reached 60 years of age. The amount of the grant shall be fixed according to the schedule in Rule 950.4 for termination of temporary fixed-term appointments.

280.2 Terminal payments shall be computed as follows:

- (a) Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status;
- (b) Indemnities, payment for accumulated annual leave, and repatriation grant shall be computed on salary as defined in Rule 210.1 plus any non-residence allowance;
- (c) Payment for accumulated annual leave shall be at the rate of 1/260 of the annual salary for each day;
- (d) Terminal payments shall be computed at the salary to which the staff member is entitled on the date of termination;
- (e) Payment of the repatriation grant, the grant in case of death and of any termination indemnity under Staff Rule 950.4 shall be made pro rata to the nearest completed month of service.

Terminal payments shall be computed as follows:

- (a) No change
- (b) For computations of end-of-service grant, grant in case of death, indemnities and repatriation grant:
  - (i) "Monthly salary" means 1/12 of the annual pensionable remuneration less staff assessment;
  - (ii) "Weekly salary" means 1/52 of the annual pensionable remuneration less staff assessment;
  - (iii) "Daily salary" means 1/30 of the monthly salary as calculated in (i) above.
- (c) Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual pensionable remuneration less staff assessment.

280.5

Salaries are subject only to the following deductions:

- (a) For the staff member's contributions to the Staff Pension Fund and for health insurance;
- (b) For indebtedness to the Bureau;
- (c) Appropriate charges for staff members officially provided with lodging at no cost or nominal rent;
- (d) As otherwise authorized by the staff member and agreed by the Bureau.

(d) For purposes of this rule, the non-resident and language allowances shall not be subject to staff assessment.

(e) Terminal payments shall be computed at the salary rate to which the staff member is entitled on the date of termination.

(f) Payment of the repatriation grant, the grant in case of death (the end-of-service grant), and of any termination indemnity under Staff Rule 950.4 shall be made pro rata to the nearest completed month of service.

Salaries are subject only to the following deductions:

- (a) for the staff member's contributions to the Staff Pension Fund and for health insurance;
- (b) for minus post adjustments under Staff Rule 235.2
- (c) for indebtedness to the Bureau;
- (d) appropriate charges for staff members officially provided with lodging at no cost or nominal rent;
- (e) as otherwise authorized by the staff member and agreed by the Bureau.

Staff Rule

Present Text

New Text

320.3 Any full-time 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 to 18 months or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited towards completion of probation.

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 to 18 months or exceptionally to two years when necessary for adequate evaluation of the staff member's fitness. Prior satisfactory service for the Bureau in the same type of post may be credited towards completion of probation.

340.2 There shall be no other notice period required for dismissal for misconduct and no indemnity shall be paid in such cases.

There shall be no other notice period required for dismissal for misconduct and no indemnity (nor end-of-service grant) shall be paid in such cases.

330.2 Annual leave accrues to all full-time staff members except those engaged on a "when actually employed" basis, and staff excluded by the Director under the provisions of Rules 1120 and 1130. The rate of accrual shall be two and one-half working days for each calendar month (or fraction thereof pro rata) during which the staff member serves the Bureau in pay status. The Director may establish a different rate for manual workers. Annual leave does not accrue during any period of leave without pay or special leave in excess of 30 days (See Rule 650).

Annual leave accrues to all staff members except those engaged on a "when-actually-employed" basis, and staff excluded by the Director under the provisions of Rules 1120 and 1130. The rate of accrual shall be two and one-half working days for each calendar month (or fraction thereof pro rata) during which the staff member serves the Bureau in pay status. The Director may establish a different rate for manual workers. Annual leave does not accrue during any periods of leave without pay or special leave in excess of 30 days (see Rule 650).

730.2 The remuneration of a staff member reported for computation of Pension Fund contributions and benefits is called "pensionable remuneration" and is defined as follows:

The remuneration of a staff member reported for computation of Pension Fund contributions and benefits is called "pensionable remuneration" and is defined as follows:

(a) For all staff, base pensionable remuneration is salary as defined in Staff Rule 210.1;

(a) for all staff, base pensionable remuneration is normally gross salary;

Staff Rule

Present Text

New Text

730.2  
(cont.)

(b) For staff entitled to post adjustment, the base pensionable remuneration is adjusted in multiples of five per cent whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent measured from 1 January 1974.

(c) For staff entitled to a non-residence allowance and/or language allowance, in accordance with Staff Rule 1110, the base pensionable remuneration is increased by the amount of such allowances.

740

GRANT IN CASE OF DEATH

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 in accordance with the following schedule to:

- (1) The spouse or, if none,
- (2) The children recognized under Staff Rule 210.3(b) in equal shares, or
- (3) If neither spouse nor recognized children, then to a dependent recognized under Staff Rule 210.3(c):

Years of service	Months of salary
3 or less	3
5	4
7	5
9 or more	6

(b) for staff in the professional and higher graded categories, the base pensionable remuneration is adjusted in multiples of 5 per cent, whenever the weighted average of the post adjustments of the headquarters and regional offices of the member organizations of the Joint Pension Fund varies by five per cent, measured from 1 January 1977;

(c) no change.

GRANT IN CASE OF DEATH

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:

- (1) the spouse or, if none,
- (2) the children recognized under Staff Rule 210.3(b) in equal shares, or
- (3) if neither spouse nor recognized children, then to a dependent recognized under Staff Rule 210.3(c).

The grant shall be made in accordance with the following schedule, computed according to Staff Rule 280.2:

Years of service	Months of salary
3 or less	3
5	4
7	5
9 or more	6



PRESENT TEXT

950.4 A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:

Career-service appointments		Temporary Fixed-term appointments
Years of service	Months of Indemnity Pay	
3 or less	3	One week of salary for each month remaining in the unexpired portion of the contract but not less than six weeks of salary up to a maximum of three months' pay (see Staff Rule 210.4 (b)).
4	4	
5	5	
6	6	
7	7	
8	8	
9 or more	9	

NEW TEXT

950.4 A staff member whose appointment is terminated under this rule shall be paid an indemnity in accordance with the following schedule:

Completed years of service	Indemnity (pensionable remuneration less staff assessment)	
	Staff holding career service appointments	Staff holding temporary fixed-term appointments
Less than 1	-	} One week of salary per unexpired month of contract, subject to a minimum of 6 weeks pay and a maximum of 3 months pay
1	-	
2	3 months	3 months
3	3 months	5 months
4	4 months	7 months
5	5 months	9 months
6	6 months	9.5 months
7	7 months	10 months
8	8 months	10.5 months
9	9 months	11 months
10	9.5 months	11.5 months
11	10 months	12 months
12	10.5 months	
13	11 months	
14	11.5 months	
15 or more	12 months	

Staff Rule

Present Text

New Text

970.4

Staff members whose appointments are terminated under this rule shall be paid an indemnity equivalent to that under Rule 950.4 up to a maximum of three month's pay.

Staff members whose appointments are 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 950.