



## 157th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 2 October 2015

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*Provisional Agenda Item 5.1*

CE157/5  
14 July 2015  
Original: English

### AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

#### **Introduction**

1. In accordance with Staff Rule 020, the Staff Rules of the Pan American Sanitary Bureau (PASB) may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
2. Accordingly, the Director will submit for confirmation to the 157th Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 156th Session (Annex A).

#### **Amendments to the Staff Rules**

##### *Promotion*

3. Staff Rule 560.3 is amended to provide that a staff member may be promoted by reclassification only once while in the same post. Should the post be reclassified again, it must be announced and filled on a competitive basis. This amendment is made for consistency with WHO's Staff Rule 560.3.

##### *Salary Determination/Reduction in Grade*

4. Staff Rule 320.4 (Salary Determination) sets out the procedure for calculating a reduction in grade when a staff member has been found by the Organization to be unsuitable for international service. Staff Rule 570 (Reduction in Grade) does not recognize unsuitability for international service as the basis for a grade reduction. Rather, individuals found by the Organization to be unsuitable for international service would normally be separated. Consequently, Staff Rule 320.4 is amended for consistency with Staff Rule 570. Also, Staff Rule 570 is amended for clarity.

#### **Financial Implications**

5. These amendments have no financial implications for the 2014-2015 biennium.
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**Action by the Executive Committee**

6. The Executive Committee is requested to review the Amendments to the PASB Staff Rules contained in the present document as Annex A and consider approval of the proposed resolution attached as Annex B.

Annexes

ANNEX A

Amendments to PASB Staff Rules Issued by the Director  
since the 156th Session of the Executive Committee

<p><b>320. Salary Determination</b></p> <p><b>320.4</b> On reduction in grade:</p> <p>320.4.1 due to reasons other than unsatisfactory performance, unsuitability for international service, or misconduct, 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;</p> <p>320.4.2 due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade.</p>	<p><b>320. Salary Determination</b></p> <p><b>320.4</b> On reduction in grade:</p> <p>320.4.1 due to reasons other than unsatisfactory performance, <del>unsuitability for international service,</del> or misconduct, 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;</p> <p>320.4.2 due to unsatisfactory performance, <del>unsuitability for international service,</del> or misconduct, the net base salary may be fixed at a lower step in the lower grade.</p>
<p><b>560 Promotion</b></p> <p>...</p> <p>...</p> <p><b>560.3</b> If an occupied post is reclassified from the general service category to the national or international professional category or by more than one grade within the same category, the post shall be announced to the staff and selection for that post shall be on a competitive basis. In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5, if he or she holds a fixed term or service appointment.</p>	<p><b>560 Promotion</b></p> <p>...</p> <p>...</p> <p><b>560.3</b> If an occupied post is reclassified from the general service category to the national or international professional category or by more than one grade within the same category, <b>or if the post has been reclassified previously while occupied by the same incumbent,</b> the post shall be announced to the staff and selection for that post shall be on a competitive basis. In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5, if he or she holds a fixed term or service appointment.</p>

<p><b>570 Reduction in Grade</b></p> <p><b>570.1</b> The grade of staff members holding a fixed-term or service appointment may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result:</p> <p><b>570.1.1</b> from the staff member’s own request for personal reasons;</p> <p><b>570.1.2</b> from unsatisfactory performance or misconduct;</p> <p><b>570.1.3</b> as an alternative to termination under Rule 1050.</p> <p><b>570.2</b> A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he or she 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 calendar days of receipt of the notification.</p>	<p><b>570 Reduction in Grade</b></p> <p><b>570.1</b> The grade of staff members holding a fixed-term or service appointment may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result:</p> <p><b>570.1.1</b> from the staff member’s own request for personal reasons;</p> <p><b>570.1.2</b> from unsatisfactory performance <del>or misconduct</del>;</p> <p><b>570.1.3</b> <b>from misconduct;</b></p> <p><b>570.1.34</b> as an alternative to termination under Rule 1050.</p> <p><b>570.2</b> A staff member shall not be <del>reduced in grade</del> <b>reassigned to a post of lower grade for:</b></p> <p><b>570.2.1</b> <del>for</del> <b>unsatisfactory performance or misconduct</b> until he or she has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. <del>S</del>; <b>such reply must be made in writing within eight calendar days of receipt of the notification;</b></p> <p><b>570.2.2</b> <b>for misconduct until he or she has been notified in writing and given an opportunity to reply, in accordance with Staff Rule 1130;</b></p> <p><b>570.2.3</b> <b>in lieu of termination under Staff Rule 1050, unless he or she has accepted, in writing, the offer of reassignment to a lower-graded post in accordance with the Bureau’s reassignment policy.</b></p>
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Pan American  
Health  
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World Health  
Organization  
REGIONAL OFFICE FOR THE Americas

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CE157/5  
Annex B  
Original: English

### ***PROPOSED RESOLUTION***

#### **AMENDMENTS TO THE PASB STAFF RULES**

##### ***THE 157th SESSION OF THE EXECUTIVE COMMITTEE,***

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE157/5;

Bearing in mind the provisions of Staff Rule 020 of the Pan American Sanitary Bureau; and

Recognizing the need for Staff Rules which facilitate and expedite the management of promotion and position classification,

#### ***RESOLVES:***

To confirm in accordance with Staff Rule 020 the amendments to Staff Rules 320.4, 560.3 and 570 that have been made by the Director effective 2 October 2015 concerning salary determination, promotion by reclassification, and reduction in grade.

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