



Pan American
Health
Organization



REGIONAL OFFICE FOR THE

World Health
Organization
Americas

156th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 22-26 June 2015

Provisional Agenda Item 6.1

CE156/30
17 April 2015
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AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

Introduction

1. The Staff Regulations of the Pan American Sanitary Bureau (PASB) may be supplemented or amended by the Directing Council or the Pan American Sanitary Conference of the Pan American Health Organization (PAHO) pursuant to Staff Regulation 12.1.
2. In accordance with Staff Rule 020, the Staff Rules of the PASB may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
3. Accordingly, the Director will submit for confirmation to the 156th Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 154th Session (Annex A).

Amendments to the Staff Rules

4. These amendments are made in order to maintain consistency in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization, in light of experience and in the interest of good human resources management.

Remuneration of Professional and Higher Categories

5. The United Nations General Assembly (UNGA), at its Sixty-ninth Session, approved the International Civil Service Commission recommendation that the current base/floor salary scale for the professional and higher categories be increased by 1.01% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (*i.e.*, on a no-loss/no-gain basis); the increase took effect on 1 January 2015.¹

¹ Resolution A/RES/69/251.

6. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and appear in Annex B of this document.

Salaries of Staff in Ungraded Posts and the Director's Salary

7. As a result of the change in salary for staff in the professional and higher categories and the actions of the Sixty-eighth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Deputy Director-General, a similar revision of salaries for the posts of Director, Deputy Director, and Assistant Director is also required.

8. Using the same process of consolidating post adjustment multiplier points into the base salary on a no-loss/no-gain basis, the salaries for these three positions have been adjusted accordingly. According to Staff Regulation 3.1, the salary of the Director shall be fixed by the Executive Committee. The salaries of the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee.

Education Grant

9. Staff Rule 350.1.3 has been amended to clarify the meaning of “admissible expenses actually incurred.” Specifically, any financial resources a staff member receives from outside sources that reduce the amount of the staff member’s admissible out-of-pocket education expenses (the education expenses the staff member “actually incurs”) must be disclosed to the Organization in the staff member’s request for payment of the education grant.

Medical Certification and Inoculations

10. For consistency with the World Health Organization (WHO), Staff Rule 430.5 has been amended to provide that a medical examination may be required, at the discretion of the Staff Physician, for staff being placed on leave without pay.

Obligation of Staff Members to Provide Information about Themselves

11. Staff Rule 490.1 has been amended to emphasize that staff members are fully accountable for the accuracy and completeness of the information they provide to the Organization about themselves. This text is consistent with that of WHO and the United Nations.

Administrative Leave

12. Administrative leave currently falls under the broader category of “Special Leave” in Staff Rule 650. New Staff Rule 650.1 is introduced to establish a separate rule for provisions related to administrative leave.

Leave without Pay

13. Staff Rule 655 has been reorganized to be consistent with WHO's Staff Rules. Staff Rule 655.2.3 has been divided into two Rules for the purpose of clarifying the separate application of service credit accrual during periods of leave without pay of 30 days or less and periods of leave without pay for more than 30 days.
14. New Staff Rule 655.3 addresses leave without pay of 30 calendar days or less.
15. New Staff Rule 655.4 addresses leave without pay for periods of more than 30 calendar days.
16. Staff Rule 655.2.4 has been renumbered as Staff Rule 655.5.
17. Staff Rule 655.3 has been renumbered as Staff Rule 655.6 and amended to add a reference to early retirement age, as defined by the United Nations Joint Staff Pension Fund.

Pension and Insurance

18. The amendments to Staff Rules 710 and 720 are editorial and are made for consistency with WHO's Staff Rules.

Sick Leave under Insurance Cover

19. Staff Rule 750 has been reorganized to be consistent with WHO's Staff Rule. Staff Rule 750.2 has been divided into two Rules for the purpose of clarifying the separate application of service credit accrual during periods of leave under insurance cover of 30 days or less and periods of more than 30 days.
20. Staff Rule 750.2 has been amended to address sick leave under insurance cover of 30 days or less.
21. New Staff Rule 750.3 addresses periods of more than 30 calendar days.
22. New Staff Rule 750.4 is introduced to clarify that sick leave under insurance cover may be granted on a half-time basis (50%) and to specify that service credit accrues at half the ordinary rate of accrual.
23. Staff Rule 730.3 has been renumbered to Staff Rule 750.5.

Retirement

24. Staff Rule 1020.2 has been amended to be consistent with WHO's Staff Rules. The Rule, as amended, allows the Director to extend, one year at a time up to age 68, the

appointment of a staff member whose normal age of retirement is 65, if the extension is in the interests of the Bureau and the circumstances are exceptional.

Abolition of Post

25. Staff Rule 1050.3 has been amended to clarify that when a post of indefinite duration or limited duration is abolished, three months' notice of termination must be given to the incumbent if he or she has a service appointment or a non-probationary fixed-term appointment.

Financial Implications

26. The financial implications of the amendment pertaining to the increase of the base/floor salary scale were estimated at approximately \$509,000 per annum UN-system wide. There are no other cost implications.

Action by the Executive Committee

27. The Executive Committee is requested to review the Amendments to the PASB Staff Regulations and Rules contained in the present and consider approval of the proposed resolution attached as Annex C.

Annexes

Annex A

**Amendments to PASB Staff Rules Issued by the Director since the
154th Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<p>350 EDUCATION GRANT</p> <p>...</p> <p>350.1.3 the amount of the education grant for each eligible child shall be equal to 75% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules.</p> <p>430 MEDICAL CERTIFICATION AND INOCULATIONS</p> <p>...</p> <p>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.</p> <p>490 NOTIFICATION BY STAFF MEMBERS AND OBLIGATION TO SUPPLY INFORMATION ABOUT THEMSELVES</p> <p>490.1 Staff members are responsible on appointment for supplying the Bureau with whatever information and documentation may be required for the purpose of determining their status under the Staff Rules or of completing administrative arrangements in connection with their appointments.</p>	<p>350 EDUCATION GRANT</p> <p>...</p> <p>350.1.3 the amount of the education grant for each eligible child shall be equal to 75% of admissible expenses actually incurred by the staff member (i.e., the staff member's real out-of pocket expenses) up to the applicable maximum grant as specified in Appendix 2 to these Rules.</p> <p>430 MEDICAL CERTIFICATION AND INOCULATIONS</p> <p>...</p> <p>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. Prior to going on leave without pay, a staff member may be required by the Staff Physician, or by a physician designated by the Bureau, to undergo a medical exam.</p> <p>490 NOTIFICATION BY OBLIGATION OF STAFF MEMBERS AND OBLIGATION TO SUPPLY PROVIDE INFORMATION ABOUT THEMSELVES</p> <p>490.1 Staff members are responsible on appointment for supplying the Bureau with whatever information and documentation may be required, both during the application process and subsequent to employment, for the purpose of determining their status under the Staff Rules or of completing administrative arrangements in connection with their appointments. Staff members shall be held accountable for the accuracy and completeness of the information they provide.</p>

<p>650 SPECIAL LEAVE</p> <p>...</p> <p>655 LEAVE WITHOUT PAY</p> <p>...</p> <p>655.2.3 no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, within grade increases under Rule 555.2, and end-of-service grant. Periods of leave without pay of 30 calendar days or less shall not affect the ordinary rates of accrual.</p> <p>655.2.4 if the duration of the leave without pay is more than one third of the scholastic year of a child for whom the staff member is eligible to receive an education grant, the amount of the grant shall be reduced proportionally and the child's travel shall not be paid.</p> <p>655.3 The Director may authorize leave without pay for pension purposes for staff who are within two years of reaching age 55 and 25 years of contributory service, or who are over that age and within two years of reaching 25 years of contributory service.</p>	<p>650 SPECIAL LEAVE</p> <p>...</p> <p>650.1 Administrative leave is paid leave with benefits subject to conditions established by the Bureau.</p> <p>655 LEAVE WITHOUT PAY</p> <p>...</p> <p>655.2.3 no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, within grade increases under Rule 555.2, and end-of-service grant. Periods of leave without pay of 30 calendar days or less shall not affect the ordinary rates of accrual.</p> <p>655.3 For periods of leave without pay of 30 calendar days or less, service credits for the purposes of annual leave, within-grade increase, completion of probation, repatriation grant termination indemnity, home leave and end-of-service grant will continue to accrue, except as provided for in Rule 655.2.</p> <p>655.4 For periods of leave without pay of more than 30 calendar days, service credits for the purposes stated in Rule 655.3 shall cease to accrue from the start date of the leave without pay, except as provided for in Rule 655.2 and 655.6.</p> <p>655.2.4 655.5 If the duration of the leave without pay is more than one third of the scholastic year of a child for whom the staff member is eligible to receive an education grant, the amount of the grant shall be reduced proportionally and the child's travel shall not be paid.</p> <p>655.3 655.6 The Director may authorize leave without pay for pension purposes for staff who are within two years of reaching age 55 early retirement age, as defined by the United Nations Joint Staff Pension Fund and have acquired 25 years of contributory service, or who have reached early retirement age and are within two years of reaching 25 years of contributory service.</p>
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<p>710 STAFF PENSION FUND</p> <p>720 ACCIDENT AND ILLNESS INSURANCE</p> <p>720.1.1 Staff members shall participate in the Bureau's Staff Health Insurance, and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Bureau in consultation with the staff. Staff members shall contribute to the cost.</p> <p>750 SICK LEAVE UNDER INSURANCE COVER</p> <p>...</p> <p>750.2 During 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, home leave and end-of-service grant. Periods of 30 calendar days or less shall not affect the ordinary rates of accrual.</p> <p>750.3 A staff member on sick leave under insurance cover may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Organization.</p>	<p>710 UNITED NATIONS JOINT STAFF PENSION FUND</p> <p>720 STAFF HEALTH INSURANCE AND ACCIDENT AND ILLNESS INSURANCE</p> <p>720.1.1 Staff members shall participate in the Bureau's Staff Health Insurance plan, and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Bureau in consultation with the staff representatives. Staff members shall contribute to the cost.</p> <p>750 SICK LEAVE UNDER INSURANCE COVER</p> <p>...</p> <p>750.2 During 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, home leave and end-of-service grant. Periods of 30 calendar days or less shall not affect the ordinary rates of accrual. For periods of sick leave under insurance cover of 30 days or less, service credits shall continue to accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant.</p> <p>750.3 For periods of sick leave under insurance cover of more than 30 days, service credits for the purposes stated in Rule 750.2 shall cease to accrue from the start date of the leave.</p> <p>750.4 For periods of sick leave under insurance cover on a half-time basis, service credits for all purposes shall accrue at half the normal rate.</p> <p>750.3 750.5 A staff member on sick leave under insurance cover may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Organization.</p>
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<p>1020 RETIREMENT</p> <p>...</p> <p>1020.2 In exceptional circumstances, a staff member's appointment may be extended beyond his mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday.</p> <p>1050 ABOLITION OF POST</p> <p>...</p> <p>1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding a service appointment or a non-probationary fixed-term appointment and at least one month's notice to any other staff member.</p>	<p>1020 RETIREMENT</p> <p>...</p> <p>1020.2 In exceptional circumstances, a staff member's appointment may be extended beyond his normal mandatory age of retirement provided that the extension is in the interest of the Bureau and that not more than a one year extension shall be granted at a time. In no case shall any extension be granted beyond the staff member's sixty-fifth birthday. For those who would normally retire pursuant to Staff Rules 1020.1.1 or 1020.1.2, extensions shall not be granted beyond the staff member's sixty-fifth birthday. For those who would normally retire pursuant to Staff Rule 1020.1.3, extensions shall not be granted beyond the staff member's sixty-eighth birthday.</p> <p>1050 ABOLITION OF POST</p> <p>...</p> <p>1050.3 Termination under this Rule requires the giving of at least three months' notice to a staff member holding a service appointment or a non-probationary fixed-term appointment against a post of indefinite duration or one of limited duration and at least one month's notice to any other staff member.</p>
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CE156/30 – ANNEX B

Annex B

Appendix 1

Salary Scale for the Professional and Higher Categories Showing Annual Gross Salaries and Net Equivalents after Application of Staff Assessment
Effective 1 January 2015
(in U.S. Dollars)

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
		*	*	*	*	*									
D-2 Gross	143 073	146 104	149 138	152 264	155 427	158 589									
Net D	113 443	115 656	117 871	120 085	122 299	124 512									
Net S	104 219	106 087	107 948	109 804	111 655	113 495									
					*	*	*	*	*						
D-1 Gross	130 745	133 410	136 066	138 730	141 395	144 053	146 719	149 379	152 129						
Net D	104 444	106 389	108 328	110 273	112 218	114 159	116 105	118 047	119 990						
Net S	96 540	98 228	99 915	101 595	103 274	104 948	106 615	108 282	109 943		*	*	*		
P-5 Gross	108 148	110 412	112 678	114 941	117 210	119 471	121 740	124 003	126 268	128 533	130 799	133 062	135 329		
Net D	87 948	89 601	91 255	92 907	94 563	96 214	97 870	99 522	101 176	102 829	104 483	106 135	107 790		
Net S	81 704	83 174	84 638	86 102	87 564	89 020	90 477	91 930	93 381	94 829	96 276	97 716	99 158	*	*
														*	*
P-4 Gross	89 035	91 056	93 075	95 094	97 115	99 133	101 249	103 434	105 621	107 804	109 993	112 175	114 362	116 549	118 736
Net D	73 338	74 934	76 529	78 124	79 721	81 315	82 912	84 507	86 103	87 697	89 295	90 888	92 484	94 081	95 677
Net S	68 294	69 746	71 200	72 646	74 095	75 542	76 989	78 431	79 873	81 315	82 752	84 191	85 629	87 064	88 498
														*	*
P-3 Gross	73 181	75 051	76 922	78 787	80 659	82 528	84 396	86 268	88 137	90 006	91 878	93 746	95 616	97 485	99 353
Net D	60 813	62 290	63 768	65 242	66 721	68 197	69 673	71 152	72 628	74 105	75 584	77 059	78 537	80 013	81 489
Net S	56 766	58 123	59 484	60 840	62 201	63 558	64 914	66 275	67 631	68 990	70 343	71 699	73 049	74 405	75 759
												*			
P-2 Gross	60 025	61 697	63 370	65 043	66 715	68 385	70 059	71 729	73 401	75 076	76 746	78 419			
Net D	50 420	51 741	53 062	54 384	55 705	57 024	58 347	59 666	60 987	62 310	63 629	64 951			
Net S	47 292	48 491	49 686	50 884	52 080	53 278	54 494	55 708	56 927	58 142	59 354	60 574			
P-1 Gross	46 956	48 453	49 941	51 548	53 152	54 759	56 367	57 977	59 580	61 186					
Net D	39 913	41 185	42 450	43 723	44 990	46 260	47 530	48 802	50 068	51 337					
Net S	37 649	38 820	39 991	41 160	42 329	43 499	44 669	45 824	46 974	48 124					

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

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

* = The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.



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156th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 22-26 June 2015

CE156/30
Annex C
Original: English

PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

THE 156th 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 CE156/30;

Taking into account the actions of the Sixty-eighth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Deputy Director-General based on the United Nations General Assembly's approval of the amended base/floor salary scale for the professional and higher categories;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau; and

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization,

RESOLVES:

1. To confirm in accordance with Staff Rule 020 the Staff Rule amendments that have been made by the Director effective 1 July 2015 concerning: education grant, medical certification and inoculation, obligations of staff members, administrative leave, leave without pay, pension and insurance, sick leave under insurance coverage, retirement and abolition of post.
2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2015, at US\$172,943¹ before staff assessment, resulting in a modified net salary of \$134,560 (dependency rate) or \$121,754 (single rate).

¹ Unless otherwise indicated, all monetary figures in this report are expressed in United States dollars.

3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2015, at \$174,371 before staff assessment, resulting in a modified net salary of \$135,560 (dependency rate) or \$122,754 (single rate).
4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2015, at \$191,856 before staff assessment, resulting in a modified net salary of \$147,799 (dependency rate) or \$133,012 (single rate).

CE156/30
Annex D

Report on the Financial and Administrative Implications of the Proposed Resolution for PASB

1. Agenda item: 6.1 Amendments to the PASB Staff Regulations and Rules
2. Linkage to Program and Budget 2014-2015: <ul style="list-style-type: none"> a) Categories: 6.4 Management and Administration b) Program areas and outcomes: Effective management and administration across the three levels of the Organization.
3. Financial implications: <ul style="list-style-type: none"> a) Total estimated cost for implementation over the lifecycle of the resolution (estimated to the nearest US\$ 10,000, including staff and activities): The financial implications associated with the Commission's recommendation on an increase of the professional base/floor salary scale were estimated at US\$95,000 per annum, UN system wide. b) Estimated cost for the 2016-2017 biennium (estimated to the nearest US\$ 10,000, including staff and activities): Negligible. c) Of the estimated cost noted in (b), what can be subsumed under existing programmed activities? All costs are subsumed within the budgeted total costs for UN professional posts.
4. Administrative implications: <ul style="list-style-type: none"> a) Indicate the levels of the Organization at which the work will be undertaken: Not applicable b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile): Not applicable c) Time frames (indicate broad time frames for the implementation and evaluation): Staff Rule changes would be implemented from 1 July 2015 upon approval by PAHO's 156th Executive Committee.

CE156/30
Annex E

ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL MANDATES

1. **Agenda item:** 6.1 Amendments to the PASB Staff Regulations and Rules
2. **Responsible unit:** Human Resources Management
3. **Preparing officer:** Ms. Cynthia Rowe
4. **Link between Agenda item and Health Agenda for the Americas 2008-2017:**
Not applicable.
5. **Link between Agenda item and the amended PAHO Strategic Plan 2014-2019:**
Category 6.4 Management and Administration
6. **List of collaborating centers and national institutions linked to this Agenda item:**
Not applicable.
7. **Best practices in this area and examples from countries within the Region of the Americas:**
Amendments to the Staff Rules are proposed for consistency with decisions taken by the 69th Session of the United Nations General Assembly, the World Health Organization and in the interest of good human resources management practices.
8. **Financial implications of this Agenda item:**
Minimal. The costs are subsumed within the budgeted total costs for UN professional posts.
