

**12th SESSION OF THE SUBCOMMITTEE
ON PROGRAM, BUDGET, AND ADMINISTRATION
OF THE EXECUTIVE COMMITTEE**

Washington, D.C., USA, 21-23 March 2018

Provisional Agenda Item 4.5

SPBA12/12
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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 162nd Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 160th 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 with the United Nations Common System Agencies, to align with the World Health Organization (WHO), and 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, at its seventy-second session, approved the International Civil Service Commission recommendation that the current base/floor salary scale for the professional and higher categories be increased by 0.97% 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 2018.¹

¹ UNGA Resolution A/RES/72/255 (2017).

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, a similar revision to the salaries for the posts of Director, Deputy Director, and Assistant Director is also required.

8. 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.

Definitions

9. Staff Rule 310.5.1 has been amended for consistency with WHO and the United Nations to clarify that the determination of the dependency status of a spouse should be made on the basis of all spousal income, including pensions and other retirement-related income. This Rule is also amended to clarify that, for general service staff, the limit on spousal earnings is based on the scale in force at the duty station of the staff member and not the place of work of the spouse.

Education Grant

10. For accuracy and consistency with WHO, Staff Rule 350.1.1 has been amended to delete reference to a “dependent” child, as defined in Staff Rule 310.5.2. Rather, the language is amended to accurately reflect that the education grant is payable to a “child” as defined by the Bureau.

11. Staff Rule 350.1.3 has been amended to correct the reference to the amount of the education grant.

Settling-in Grant

12. In line with WHO, Staff Rule 365.3.1 has been amended to allow for recovery of the lump sum portion of the settling-in grant on a proportional basis if a staff member is dismissed for misconduct or is summarily dismissed for serious misconduct within one year of the date of his or her appointment or reassignment to a duty station.

13. Staff Rules 365.2.3 and 365.5 have been corrected to remove outdated language (i.e., “assignment grant” has been corrected to read “settling-in grant”).

Within-grade Increase

14. Staff Rule 550.2.2 has been amended to change the word “beyond” to “from” in order to clarify the step at which the rule will apply.

15. Currently, Staff Rule 550.3 specifies that conference personnel (defined as interpreters and other language and non-language personnel hired to work at PAHO's meetings) are not eligible for a within-grade increase. This is in keeping with Staff Rule 1320, which provides that the Bureau shall establish the conditions of service for conference personnel without regard to the provisions of the PAHO Staff Regulations and Rules. Therefore, the Bureau is deleting reference to these individuals from Staff Rule 550.3 and Staff Rule 1320, the only two places in the Staff Rules and Regulations where this group of workers appears, and will manage their contract terms and conditions through PAHO's procurement process (i.e., pursuant to the service contract mechanism).

Special Leave

16. For consistency with WHO, Staff Rule 650 on special leave has been amended to consolidate it with Staff Rule 655 on leave without pay, and thus eliminate duplication and uncertainty over the application of the appropriate staff rule. Hence, Staff Rule 655 has been deleted.

Resignation

17. In line with WHO, Staff Rule 1010.1 is amended to require that staff members holding probationary period fixed-term appointments or temporary appointments of more than 60 days give the Organization at least one month's notice of their intention to resign.

Conference and Other Short-Term Staff

18. For reasons explained above in paragraph 15, Staff Rule 1320 has been amended to delete reference to conference personnel.

Financial Implications

19. The financial implications associated with the International Civil Service Commission's recommendation on the increase of the base/floor salary scale are estimated at approximately \$421,000 per annum, system-wide, in respect of separation payments under Staff Rule 380.2.

Action by the Subcommittee on Program, Budget, and Administration

20. The Subcommittee is requested to review the amendments to the PASB Staff Regulations and Rules contained in the present document and make recommendations to the Executive Committee.

Annexes

Annex A

**Amendments to PASB Staff Rules Issued by the Director since the
160th Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<p>310. DEFINITIONS</p> <p style="text-align: center;">...</p> <p>310.5 “Dependants”, for the purposes of determining entitlements under the Rules except as otherwise specified, are defined as:</p> <p>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:</p> <p>310.5.1.1 in the case of professional staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the place of work of the staff member’s spouse; however, such limit shall not be less than the lowest general service category entry level in force on the same date at the base city of the professional salary system;</p> <p>310.5.1.2 for general service staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the place of work of the staff member’s spouse;</p>	<p>310. DEFINITIONS</p> <p style="text-align: center;">...</p> <p>310.5 “Dependants”, for the purposes of determining entitlements under the Rules except as otherwise specified, are defined as:</p> <p>310.5.1 a staff member’s spouse whose gross occupational earnings income, if any, from the exercise of trade, profession, business or other regular employment do not exceed during any calendar year:</p> <p>310.5.1.1 in the case of professional and higher category staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the place of work of the staff member’s spouse; however, such limit shall not be less than the lowest general service category entry level in force on the same date at the base city of the professional salary system, i.e. G-2 step I for New York;</p> <p>310.5.1.2 for general service staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the duty station of the staff member; place of work of the staff member’s spouse;</p>

FORMER TEXT	NEW TEXT
<p>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which the staff member's child reaches the age of 25, completes four years of post-secondary studies or is awarded the first post-secondary degree, whichever is earlier;</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>350. EDUCATION GRANT</p> <p>...</p> <p>350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2 by the Bureau, is five years of age or older at the beginning of the school year, or when the child reaches the age of five within three months of the beginning of the school year, if it can be shown that the child is attending a full-time program that contains the basic elements of formal education as a major part of its curriculum. The grant shall extend up to the end of the school year in which the staff member's child reaches the age of 25, completes four years of post-secondary studies or is awarded the first post-secondary degree, whichever is earlier;</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 the amounts of the grant payable under the Rules shall be as specified in Appendix 2 to these Rules and apply to out-of-pocket expenses actually incurred by the staff member.</p>
<p>365. SETTLING-IN GRANT</p> <p>...</p> <p>365.2.3 with respect to a dependent child studying outside the duty station, per diem as defined in 365.2.2 to be paid in conjunction with the first round trip to the official station provided that the child resides with the staff member at the duty station during school vacations. Upon reaching age 21, children are not entitled to the assignment grant.</p>	<p>365. SETTLING-IN GRANT</p> <p>...</p> <p>365.2.3 with respect to a dependent child studying outside the duty station, per diem as defined in 365.2.2 to be paid in conjunction with the first round trip to the official station provided that the child resides with the staff member at the duty station during school vacations. Upon reaching age 21, children are not entitled to the assignment settling-in grant.</p>

FORMER TEXT	NEW TEXT
<p>365.3.1 The lump sum shall be recovered proportionately under conditions established by the Bureau if a staff member resigns from the Bureau within six months of the date of his appointment or reassignment.</p> <p>...</p> <p>365.5 The settling-in assignment grant will not be paid:</p>	<p>365.3.1 The lump sum shall be recovered proportionately under conditions established by the Bureau if a staff member resigns from the Bureau within six months of the date of his appointment or reassignment or if the staff member is dismissed or summarily dismissed for serious misconduct within one year of the date of appointment or reassignment.</p> <p>...</p> <p>365.5 The settling-in assignment grant will not be paid:</p>
<p>550. WITHIN GRADE INCREASE</p> <p>...</p> <p>550.2.2 two years of full-time service for grades P-1 to P-5 beyond step VII, P-6/D-1 beyond step IV and D-2 beyond step 1;</p> <p>...</p> <p>550.3 This rule applies to staff members in the professional and higher categories as defined in Staff Rules 420.2 and 420.3. It does not apply to those holding temporary appointments as defined in Rule 420.4 and conference and other short-term service staff under Rule 1320, e.g., translators, editors, revisers and interpreters.</p>	<p>550. WITHIN GRADE INCREASE</p> <p>...</p> <p>550.2.2 two years of full-time service for grades P-1 to P-5 beyond from step VII, P-6/D-1 beyond from step IV and D-2 beyond from step 1;</p> <p>...</p> <p>550.3 This rule applies to staff members in the professional and higher categories as defined in Staff Rules 420.2 and 420.3. It does not apply to those holding temporary appointments as defined in Rule 420.4 and conference and other short-term service staff under Rule 1320, e.g., translators, editors, revisers and interpreters.</p>
<p>650. SPECIAL LEAVE</p> <p>Special leave with full, partial or no pay may be granted at the request of a staff member for such period and under such conditions as the Bureau may prescribe. This special leave may be granted for training or research in the interest of the Bureau or for other important reasons, including but not limited to child care, serious illness of a family member, or death of an immediate family member. The Director may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Organization. Normally, such leave shall not be granted until all accrued</p>	<p>650. SPECIAL LEAVE</p> <p>650.1 Special leave with full, partial or no pay may be granted at the request of a staff member for such period and under such conditions as the Bureau may prescribe for training or research in the interest of the Organization or for other important reasons including family, health, or personal matters. This special leave may be granted for training or research in the interest of the Organization or for other important reasons, including but not limited to child care, serious illness of a family member, or death of an immediate family member.</p>

FORMER TEXT	NEW TEXT
<p>annual leave has been exhausted, except in the cases of special leave to care for a child, serious illness of a family member or death of an immediate family member. Continuity of service shall not be broken during periods of special leave, which shall be credited for all purposes except as otherwise specified in the Rules.</p> <p>650.1 Administrative leave is paid leave with benefits subject to conditions established by the Bureau.</p>	<p>650.2 The Director may, at his or her initiative, place a staff member on special leave with full, partial or no pay, if he or she considers such leave to be in the interest of the Organization.</p> <p>650.3 Special leave is normally granted without pay, for a period not exceeding one year.</p> <p>650.4 Special leave is normally granted when annual leave has been exhausted.</p> <p>650.5 Continuity of service shall not be broken during periods of special leave, which shall be credited for all purposes except as otherwise specified in the Staff Rules.</p> <p>650.6 Service credits accrue in the same proportion as the rate of partial pay during special leave with partial pay of more than 30 days.</p> <p>650.7 Service credits shall not accrue towards sick, annual or home leave, salary increment, termination indemnity or repatriation grant during periods of special leave without pay of more than 30 days.</p> <p>650.8 During special leave with full or partial pay the staff member and the Organization continue to contribute at the full rate to the United Nations Joint Staff Pension Fund, the Staff Health Insurance and the Accident and Illness insurance.</p> <p>650.9 During special leave without pay the staff member may continue to participate in</p>

FORMER TEXT	NEW TEXT
	<p>the United Nations Joint Staff Pension Fund, the Staff Health Insurance and the Accident and Illness insurance by paying both his or her own and the Organization's contributions.</p> <p>650.10 Other conditions for special leave may be established by the Director.</p> <p>650.11 Administrative leave is paid leave with benefits subject to conditions established by the Bureau. a type of special leave with full pay granted by the Organization:</p> <ul style="list-style-type: none"> • when circumstances (e.g., inclement weather, civil disturbance, building maintenance) result in the need to close an office. • Upon a staff member's recruitment, reassignment and separation from service, under conditions established by the Bureau.
<p>655. LEAVE WITHOUT PAY</p> <p>655.1 Leave without pay, except as provided in Rule 655.3, 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.</p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>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;</p> <p>655.2.2 no credit shall accrue for purposes of pensionable service time unless the staff</p>	<p>655. LEAVE WITHOUT PAY</p> <p>655.1 Leave without pay, except as provided in Rule 655.3, 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.</p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>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;</p> <p>655.2.2 no credit shall accrue for purposes of pensionable service time unless the staff</p>

FORMER TEXT	NEW TEXT
<p>member pays both his own and the Bureau's contributions to the Pension Fund;</p>	<p>member pays both his own and the Bureau's contributions to the Pension Fund;</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>655.3 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>655.4 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>655.5 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>655.5 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>655.6 The Director may authorize leave without pay for pension purposes for staff who are within two years of reaching early retirement age, as defined by the United Nations Joint Staff Pension Fund and have acquired 25 years of contributory service, or who are over that age and within two years of reaching 25 years of contributory service.</p>	<p>655.6 The Director may authorize leave without pay for pension purposes for staff who are within two years of reaching early retirement age, as defined by the United Nations Joint Staff Pension Fund and have acquired 25 years of contributory service, or who are over that age and within two years of reaching 25 years of contributory service.</p>

FORMER TEXT	NEW TEXT
<p>1010. RESIGNATION</p> <p>1010.1 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 Bureau may shorten or waive the required notice period at its discretion.</p>	<p>1010. RESIGNATION</p> <p>1010.1 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. Staff members holding probationary fixed-term appointments or temporary appointments of more than 60 days may resign on giving one month's notice. Temporary staff members A staff member appointed for a shorter period shall give the notice specified in his their conditions of appointment. The Bureau may shorten or waive the required notice period at its discretion.</p>
<p>1320. CONFERENCE AND OTHER SHORT TERM STAFF</p> <p>The Bureau may establish conditions of service for conference staff and for staff holding temporary appointments of 60 days or less without regard to any other provisions of these Staff Rules.</p>	<p>1320. CONFERENCE AND OTHER SHORT TERM STAFF- 60 DAYS OR LESS</p> <p>The Bureau may establish conditions of service for conference staff and for staff holding temporary appointments of 60 days or less without regard to any other provisions of these Staff Rules.</p>

ANNEX B
Appendix 1 to the Staff Rules

**SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES: ANNUAL GROSS SALARIES
AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT (IN US DOLLARS)**
(effective 1 January 2018)

Step

<i>Level</i>		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
D-2	Gross	140 984	144 059	147 133	150 223	153 488	156 750	160 011	163 273	166 535	169 795	–	–	–
	Net	108 189	110 341	112 493	114 647	116 802	118 955	121 107	123 260	125 413	127 565	–	–	–
D-1	Gross	126 150	128 851	131 554	134 257	136 951	139 654	142 356	145 053	147 757	150 483	153 347	156 209	159 074
	Net	97 805	99 696	101 588	103 480	105 366	107 258	109 149	111 037	112 930	114 819	116 709	118 598	120 489
P-5	Gross	108 633	110 930	113 230	115 524	117 824	120 119	122 420	124 716	127 013	129 310	131 609	133 903	136 203
	Net	85 543	87 151	88 761	90 367	91 977	93 583	95 194	96 801	98 409	100 017	101 626	103 232	104 842
P-4	Gross	89 253	91 295	93 337	95 379	97 421	99 462	101 636	103 853	106 069	108 284	110 506	112 717	114 936
	Net	71 332	72 884	74 436	75 988	77 540	79 091	80 645	82 197	83 748	85 299	86 854	88 402	89 955
P-3	Gross	73 225	75 114	77 005	78 893	80 784	82 674	84 563	86 457	88 345	90 234	92 128	94 016	95 908
	Net	59 151	60 587	62 024	63 459	64 896	66 332	67 768	69 207	70 642	72 078	73 517	74 952	76 390
P-2	Gross	56 542	58 233	59 922	61 612	63 304	64 996	66 688	68 375	70 067	71 757	73 446	75 139	76 828
	Net	46 472	47 757	49 041	50 325	51 611	52 897	54 183	55 465	56 751	58 035	59 319	60 606	61 889
P-1	Gross	43 792	45 106	46 419	47 734	49 046	50 395	51 829	53 264	54 699	56 134	57 568	59 001	60 437
	Net	36 347	37 438	38 528	39 619	40 708	41 800	42 890	43 981	45 071	46 162	47 252	48 341	49 432

^a The normal qualifying period for in-grade movement between consecutive steps is one year. The shaded steps in each grade require two years of qualifying service at the preceding step.

**PAY PROTECTION POINTS FOR STAFF WHOSE SALARIES
ARE HIGHER THAN THE MAXIMUM SALARIES ON THE
UNIFIED SALARY SCALE**
(effective 1 January 2018)

(United States dollars)

<i>Level</i>		<i>Pay protection point 1</i>	<i>Pay protection point 2</i>
P-4	Gross	117 154	119 373
	Net	91 508	93 061
P-3	Gross	97 796	99 686
	Net	77 825	79 261
P-2	Gross	78 520	—
	Net	63 175	—
P-1	Gross	61 871	—
	Net	50 522	—

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