



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



## **FOURTH SESSION OF THE SUBCOMMITTEE ON PROGRAM, BUDGET, AND ADMINISTRATION OF THE EXECUTIVE COMMITTEE**

*Washington, D.C., USA, 17-19 March 2010*

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*Provisional Agenda Item 5.1*

SPBA4/11 (Eng.)  
14 January 2010  
ORIGINAL: ENGLISH

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

1. The Staff Regulations of the Pan American Sanitary Bureau (PASB) may be supplemented or amended by the Directing Council of the Pan American Health Organization (PAHO) pursuant 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 146th Session of the Executive Committee, those amendments to the Staff Rules issued by the Director since the Committee's 145th Session (Annex B). The proposed amendments to the Staff Regulations will be submitted to the Directing Council for approval (Annex D).
4. The amendments to the Staff Rules described in Section I of this document were based on decisions taken by the Sixty-fourth Session of the United Nations General Assembly (Resolution A/RES/64/231 of the 64th Session of the United Nations General Assembly), which, in turn, are based on recommendations made by the International Civil Service Commission (ICSC).
5. The amendments to the Staff Rules described in Section II of this document were made in the light of experience and in the interest of good human resources management.
6. Section III of this document contains a proposed amendment to Staff Regulation 4.3 to be submitted to the Directing Council for approval. This amendment is necessary to ensure consistency with a UN mandate that agencies implement clear policies which support the hiring of persons with disabilities.

7. The financial implications of all the amendments in the 2010-2011 biennium are negligible.

## **SECTION I**

### **Amendments to the Staff Rules considered necessary in light of decisions made at the Sixty-fourth Session of the United Nations General Assembly on the basis of recommendations of the ICSC**

#### ***Remuneration of professional and higher categories***

8. The International Civil Service Commission recommended to the United Nations General Assembly that the current base/floor salary scale for the professional and higher categories be increased by 3.04% 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 would take effect in 1 January 2010.

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

#### ***Salaries of staff in ungraded posts and the Director's salary***

10. As a result of the change in salary for staff in the professional and higher-graded categories, a similar revision of the salaries for the posts of the Director, Deputy Director and Assistant Director also is required.

11. Using the same process of consolidating post adjustment multiplier points into the base salary on a “no-gain, no-loss” basis, the salaries for these three positions have been adjusted accordingly. According to Staff Rule 330.4, the Executive Committee will be requested to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 50th Directing Council the applicable salary revision for the post of Director.

## **SECTION II**

### **Staff Rule Amendments considered necessary in light of experience and in the interest of good human resources management**

#### ***Definitions***

12. Staff Rule 310.4 has been amended to clarify the calculation of terminal remuneration for staff in the national professional officer category.

### ***Recruitment Policies***

13. Staff Rule 410.1 has been amended to ensure principles of diversity and inclusion are considered in the recruitment process.

### ***Appointment Policies***

14. Staff Rule 420.5 has been amended to delete a reference to the “When Actually Employed” (WAE) category of appointment. This change is consistent with the contract framework of other UN agencies, including WHO, that no longer use WAE. The WAE contract will be replaced by temporary appointments on a full- or part-time basis, or by non-staff consultant contracts depending on the nature of the work.

### ***Annual Leave***

15. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 630.3 was amended to delete the reference to staff appointed on a “when actually employed” basis.

### ***Accident and Illness Insurance***

16. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 720.2.2 was amended to delete the reference to staff appointed on a “when actually employed” basis.

### ***Sick Leave***

17. To be consistent with the amendment to Staff Rule 420.5, Staff Rule 740.1 was amended to delete the reference to staff appointed on a “when actually employed” basis.

### ***Paternity Leave***

18. Staff Rule 763 has been amended to introduce paternity leave for staff members holding temporary appointments, entitling them to two weeks of leave. Female staff holding temporary appointments currently are eligible to receive eight weeks of maternity leave.

### ***Appeals***

19. Staff Rule 1230.4.1 has been amended to clarify the meaning of “final action.”

### **SECTION III**

#### **Proposed Staff Regulation Amendments considered necessary in light of experience and in the interest of good personnel management**

##### ***Appointment and Promotion***

20. An amendment to Staff Regulation 4.3 is proposed to ensure that the principles of diversity and inclusion shall be taken into consideration during the selection process. This change supports the PASB's policy on hiring persons with disabilities.

##### ***Action by the Subcommittee on Program, Budget, and Administration***

21. In consideration of these amendments, the Subcommittee may wish to take note of the following proposed resolution which will be presented to the 146th Session of the Executive Committee.

Annexes



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## 146th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 21-25 June 2010

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SPBA4/11 (Eng.)  
Annex A

### ***PROPOSED RESOLUTION***

#### ***THE 146th SESSION OF 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 CE146/\_\_\_\_;

Taking into account the actions of the Sixty-third World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General and the Director-General;

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 2010 concerning: definitions, recruitment policies, appointment policies, annual leave, accident and illness insurance, sick leave, paternity leave, and appeals.
2. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2010, at US\$ 183,022 before staff assessment, resulting in a modified net salary of US\$ 131,964 (dependency rate) or US\$ 119,499 (single rate).
3. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2010, at US\$ 181,483 before staff

assessment, resulting in a modified net salary of US\$ 130,964 (dependency rate) or US\$ 118,499 (single rate).

4. To recommend to the 50th Directing Council that it adjust the annual salary of the Director of the Pan American Sanitary Bureau and amend Staff Regulation 4.3 by adopting the following resolution:

***THE 50th DIRECTING COUNCIL,***

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2010,

Taking into account the decision by the Executive Committee at its 146th Session to adjust the salaries of the Deputy Director and Assistant Director of the Pan American Sanitary Bureau,

***RESOLVES:***

1. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2010, at US\$ 201,351 before staff assessment, resulting in a modified net salary of US\$ 143,878 (dependency rate) or US\$ 129,483 (single rate).
2. To approve the amendment to Staff Regulation 4.3, which clarify that the principles of diversity and inclusion are to be considered in the hiring of personnel.

## STAFF RULES

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                                                             | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>310. DEFINITIONS</b></p> <p>...</p> <p>310.4. “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment) and language allowance. For staff in the professional and higher categories “terminal remuneration” is the net base salary</p> <p>...</p> | <p><b>310. DEFINITIONS</b></p> <p>...</p> <p>310.4. “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category <b>and the national professional officer category</b>, “terminal remuneration” is equivalent to gross base salary (less staff assessment) and language allowance. For staff in the professional and higher categories “terminal remuneration” is the net base salary</p> <p>...</p> |
| <p><b>410. RECRUITMENT POLICIES</b></p> <p>410.1. The paramount considerations in the selection of staff shall be competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p>                                                      | <p><b>410. RECRUITMENT POLICIES</b></p> <p>410.1. The paramount considerations in the selection of staff shall be competence and integrity <b>with due regard for the principles of diversity and inclusion</b>. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.</p> <p>...</p>                                       |

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>420. APPOINTMENT POLICIES <u>1</u></b></p> <p>...</p> <p>420.5. Appointments may be on a full-time, part-time or when-actually-employed basis.</p> <p>...</p>                                                                                                                                                                                                                                                                                                                                                               | <p><b>420. APPOINTMENT POLICIES <u>1</u></b></p> <p>...</p> <p>420.5. Appointments may be on a full-time <b>or</b> part-time basis.</p> <p>...</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>630. ANNUAL LEAVE</b></p> <p>...</p> <p>630.3. Annual leave accrues to all staff members except:</p> <p>630.3.1. to those appointed on a “when actually employed” basis;</p> <p>630.3.2. to holders of temporary appointments, as defined in Rule 420.4, engaged on a daily basis;</p> <p>630.3.3. to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4. to those on special leave under insurance coverage in excess of 30 days;</p> <p>630.3.5. when otherwise specified in the Rules.</p> | <p><b>630. ANNUAL LEAVE</b></p> <p>...</p> <p>630.3. Annual leave accrues to all staff members except:</p> <p>630.3.1. <del>to those appointed on a “when actually employed” basis;</del></p> <p>630.3.2 <b>1.</b> to holders of temporary appointments, as defined in Rule 420.4, engaged on a daily basis</p> <p>630.3.3 <b>2.</b> to those on leave without pay under Rule 655.1 in excess of 30 days;</p> <p>630.3.4 <b>3.</b> to those on special leave under insurance coverage in excess of 30 days;</p> <p>630.3.5 <b>4.</b> when otherwise specified in the Rules.</p> |

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                      | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>...</p> <p>720.2.2. Staff members appointed for periods of less than one year and those engaged on a “when actually employed” basis shall be insured against medical and hospital expenses, death and disability in accordance with the provisions of the insurance policy relating to them. Participants shall contribute to the cost.</p> | <p><b>720. ACCIDENT AND ILLNESS INSURANCE</b></p> <p>...</p> <p>720.2.2. Staff members appointed for periods of less than one year <del>and those engaged on a “when actually employed” basis</del> shall be insured against medical and hospital expenses, death and disability in accordance with the provisions of the insurance policy relating to them. Participants shall contribute to the cost.</p> |
| <p><b>740. SICK LEAVE</b></p> <p>740.1. Staff members, except those engaged on a “when actually employed” basis, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:</p> <p>...</p>                                                                | <p><b>740. SICK LEAVE</b></p> <p>740.1. Staff members, <del>except those engaged on a “when actually employed” basis</del>, who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay in the following amounts:</p> <p>...</p>                                                                |

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>763. PATERNITY LEAVE</b></p> <p>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.4, shall be entitled to four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p> | <p><b>763. PATERNITY LEAVE</b></p> <p><del>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.4, shall be entitled to four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</del></p> <p>763.1. Upon presentation of satisfactory evidence of the birth of his child, a staff member shall be entitled to paternity leave. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p> <p>763.2. Staff members holding fixed-term appointment, as defined in Staff Rule 420.3, or service appointments as defined in Staff Rule 420.2, shall be entitled to:</p> <p>763.2.1. Four weeks of paternity leave or, in exceptional circumstances, to eight weeks of such leave.</p> <p>763.2.2. Internationally-recruited staff members serving at a non-family duty station are entitled to eight weeks of paternity leave.</p> <p>763.3. Staff members holding temporary appointments, as defined in Rule 420.4, shall be entitled to two weeks of paternity leave.</p> |

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1230 BOARD OF APPEAL</b></p> <p>...</p> <p>1230.4. The following provisions shall govern the conditions of appeal:</p> <p>1230.4.1. No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is final when it has been taken by a duly authorized official and the staff member has received written notification of the action.</p> <p>...</p> | <p><b>1230 BOARD OF APPEAL</b></p> <p>...</p> <p>1230.4. The following provisions shall govern the conditions of appeal:</p> <p>1230.4.1. No staff member shall bring an appeal before the Board until all the existing administrative channels have been tried and the action complained of has become final. An action is final when it has been taken by a <del>duly authorized official</del> <b>the Organization's senior human resources management official</b> and the staff member has received written notification of the action.</p> <p>...</p> |

**Salary scale for the Professional and higher categories showing annual gross salaries  
and net equivalents after application of staff assessment  
(in United States dollars)**

**Effective 1 January 2010**

|       |       | S T E P S |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|-------|-------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Level |       | I         | II      | III     | IV      | V       | VI      | VII     | VIII    | IX      | X       | XI      | XII     | XIII    | XIV     | XV      |
| D-2   | Gross | 149,903   | *       | *       | *       | *       | *       |         |         |         |         |         |         |         |         |         |
|       | Net D | 110,434   | 153,214 | 156,529 | 159,846 | 163,160 | 166,475 |         |         |         |         |         |         |         |         |         |
|       | Net S | 101,454   | 112,589 | 114,744 | 116,900 | 119,054 | 121,209 |         |         |         |         |         |         |         |         |         |
| D-1   | Gross | 137,021   |         |         |         | *       | *       | *       | *       | *       |         |         |         |         |         |         |
|       | Net D | 101,674   | 139,804 | 142,581 | 145,365 | 148,149 | 150,972 | 153,885 | 156,794 | 159,703 |         |         |         |         |         |         |
|       | Net S | 93,979    | 103,567 | 105,455 | 107,348 | 109,241 | 111,132 | 113,025 | 114,916 | 116,807 |         |         |         |         |         |         |
| P-5   | Gross | 113,404   |         |         |         |         |         |         |         |         |         | *       | *       | *       |         |         |
|       | Net D | 85,615    | 115,771 | 118,140 | 120,504 | 122,874 | 125,238 | 127,607 | 129,974 | 132,341 | 134,707 | 137,075 | 139,441 | 141,810 |         |         |
|       | Net S | 79,537    | 87,224  | 88,835  | 90,443  | 92,054  | 93,662  | 95,273  | 96,882  | 98,492  | 100,101 | 101,711 | 103,320 | 104,931 |         |         |
| P-4   | Gross | 92,907    |         |         |         |         |         |         |         |         |         |         |         | *       | *       | *       |
|       | Net D | 71,393    | 95,064  | 97,221  | 99,378  | 101,626 | 103,909 | 106,196 | 108,478 | 110,763 | 113,044 | 115,331 | 117,612 | 119,897 | 122,182 | 124,468 |
|       | Net S | 66,482    | 72,946  | 74,499  | 76,052  | 77,606  | 79,158  | 80,713  | 82,265  | 83,819  | 85,370  | 86,925  | 88,476  | 90,030  | 91,584  | 93,138  |
| P-3   | Gross | 75,972    |         |         |         |         |         |         |         |         |         |         |         |         | *       | *       |
|       | Net D | 59,200    | 77,968  | 79,967  | 81,961  | 83,960  | 85,956  | 87,951  | 89,951  | 91,947  | 93,943  | 95,943  | 97,936  | 99,936  | 102,044 | 104,157 |
|       | Net S | 55,259    | 60,637  | 62,076  | 63,512  | 64,951  | 66,388  | 67,825  | 69,265  | 70,702  | 72,139  | 73,579  | 75,014  | 76,454  | 77,890  | 79,327  |
| P-2   | Gross | 61,919    |         |         |         |         |         |         |         |         |         |         | *       |         |         |         |
|       | Net D | 49,082    | 63,707  | 65,492  | 67,279  | 69,065  | 70,850  | 72,638  | 74,419  | 76,208  | 77,996  | 79,779  | 81,568  |         |         |         |
|       | Net S | 46,037    | 50,369  | 51,654  | 52,941  | 54,227  | 55,512  | 56,799  | 58,082  | 59,370  | 60,657  | 61,941  | 63,229  |         |         |         |
| P-1   | Gross | 47,968    |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|       | Net D | 38,854    | 49,496  | 51,146  | 52,867  | 54,579  | 56,296  | 58,014  | 59,732  | 61,444  | 63,161  |         |         |         |         |         |
|       | Net S | 36,651    | 40,092  | 41,325  | 42,564  | 43,797  | 45,033  | 46,270  | 47,507  | 48,740  | 49,976  |         |         |         |         |         |

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 in-grade movement 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.

## STAFF REGULATIONS

| FORMER TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NEW TEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>ARTICLE IV</b><br/><b>Appointment and Promotion</b></p> <p>...</p> <p>4.3. Selection of staff members shall be made without regard to race, creed or sex; shall be based on a full assessment of an individual's relevant skills and experience; and shall normally be made on a competitive basis. A competitive selection process shall not be required where it is in the interest of the Bureau to fill a vacant post by reassignment of a staff member without promotion.</p> <p>...</p> | <p><b>ARTICLE IV</b><br/><b>Appointment and Promotion</b></p> <p>...</p> <p>4.3. Selection of staff members shall <b>take into consideration the principles of diversity and inclusion</b> and be made without regard to race, creed or sex or <b>disability</b>; shall be based on a full assessment of an individual's relevant skills and experience; and shall normally be made on a competitive basis. A competitive selection process shall not be required where it is in the interest of the Bureau to fill a vacant post by reassignment of a staff member without promotion.</p> <p>...</p> |

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