

158th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 20-24 June 2016

Provisional Agenda Item 6.2

CE158/31
19 April 2016
Original: English

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 158th Session of the Executive Committee the amendments to the Staff Rules issued by the Director since the Committee's 157th 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 Seventieth Session, approved the International Civil Service Commission recommendation that the current base/floor salary scale for the professional and higher categories be increased by 1.08% 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 2016.¹

¹ Resolution A/RES/70/244.

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 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.

Financial Responsibility

9. In line with the World Health Organization (WHO), new Staff Rule 130 has been introduced to explicitly define staff members' obligation to protect the financial interests of the Organization.

Notification and Effective Date of Change in Status

10. Staff Rule 580.2 has been amended to be consistent with WHO's corresponding rule which allows notifications to staff by any form of writing.

Annual Leave

11. For accuracy and for consistency with WHO, Staff Rule 630.3.3 has been amended to replace "special" leave under insurance coverage with "sick" leave under insurance coverage.

Approval, Reporting and Recording of Leave

12. For conformity with WHO, Staff Rule 670 has been amended to clarify that staff members are responsible for the timely reporting and recording of leave.

Medical Examination on Separation

13. Staff Rule 1085 has been amended to eliminate the mandatory nature of the exit medical examination. Consistent with WHO Staff Rules and policies, the exam may now be required at the discretion of the Staff Physician.

Financial Implications

14. The financial implications of the amendment pertaining to the increase of the base/floor salary scale are estimated at approximately US\$ 550,000 per annum U.N. system-wide. No other financial implications are anticipated as a result of the amendments set forth herein.

Action by the Executive Committee

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

Annexes

FORMER TEXT	NEW TEXT
<p>670 Approval and Reporting of Leave</p> <p>The granting of leave under Rules 625, 630, 640, 650 and 655 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will be considered as far as possible. All leave taken shall be promptly reported.</p> <p>1085 Medical Examination on Separation</p> <p>A staff member shall be examined immediately prior to his departure by the Staff Physician or by a physician designated by the Bureau. If a staff member fails to undergo this medical examination within a reasonable time limit fixed by the Bureau, then claims against the Bureau arising out of illness or injury which allegedly occurred before the effective date of separation shall not be entertained; furthermore, the effective date of separation shall not be affected.</p>	<p>670 Approval, and Reporting, and Recording of Leave</p> <p>The granting of leave under Staff Rules 625, 630, 640, 650 and 655 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will shall be considered as far as to the extent possible. All leave taken shall be promptly reported. It is the staff member's responsibility to ensure that a All leave taken shall be is promptly reported and recorded.</p> <p>1085 Medical Examination on Separation</p> <p>Prior to separation A a staff member shall be examined immediately prior to his departure may be required to undergo a medical examination by the Staff Physician or by a physician designated by the Bureau. If a staff member fails to undergo this medical examination within a reasonable time limit fixed by the Bureau, then claims against the Bureau arising out of illness or injury which allegedly occurred before the effective date of separation shall not be entertained; furthermore, the effective date of separation shall not be affected.</p>

Annex B

Appendix 1

**Salary Scale for Professional and Higher Categories Showing Annual Gross Salaries and Net Equivalents
after Application of Staff Assessment (in U.S. Dollars)
Effective 1 January 2016**

Level		<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>	<i>XIV</i>	<i>XV</i>
D-2	Gross	144,751	147,815	150,920	154,117	157,314	160,510									
	Net D	114,668	116,905	119,144	121,382	123,620	125,857									
	Net S	105,345	107,233	109,114	110,990	112,861	114,721									
D-1	Gross	132,290	134,984	137,668	140,362	143,055	145,742	148,437	151,174	153,980						
	Net D	105,572	107,538	109,498	111,464	113,430	115,392	117,359	119,322	121,286						
	Net S	97,583	99,289	100,994	102,692	104,389	106,081	107,766	109,451	111,130						
P-5	Gross	109,449	111,738	114,029	116,315	118,608	120,895	123,188	125,475	127,766	130,055	132,344	134,632	136,923		
	Net D	88,898	90,569	92,241	93,910	95,584	97,253	98,927	100,597	102,269	103,940	105,611	107,281	108,954		
	Net S	82,586	84,072	85,552	87,032	88,510	89,981	91,454	92,923	94,390	95,853	97,316	98,771	100,229		
P-4	Gross	90,038	92,080	94,122	96,162	98,205	100,264	102,475	104,685	106,895	109,101	111,314	113,521	115,730	117,941	120,151
	Net D	74,130	75,743	77,356	78,968	80,582	82,193	83,807	85,420	87,033	88,644	90,259	91,870	93,483	95,097	96,710
	Net S	69,032	70,499	71,969	73,431	74,895	76,358	77,820	79,278	80,736	82,193	83,646	85,100	86,554	88,004	89,454
P-3	Gross	74,013	75,903	77,794	79,680	81,572	83,461	85,348	87,241	89,129	91,019	92,911	94,799	96,690	98,578	100,505
	Net D	61,470	62,963	64,457	65,947	67,442	68,934	70,425	71,920	73,412	74,905	76,400	77,891	79,385	80,877	82,369
	Net S	57,379	58,751	60,126	61,497	62,873	64,244	65,615	66,991	68,361	69,735	71,103	72,473	73,838	75,209	76,577
P-2	Gross	60,715	62,405	64,095	65,786	67,477	69,165	70,857	72,544	74,235	75,928	77,615	79,306			
	Net D	50,965	52,300	53,635	54,971	56,307	57,640	58,977	60,310	61,646	62,983	64,316	65,652			
	Net S	47,803	49,015	50,223	51,434	52,642	53,853	55,063	56,270	57,478	58,683	59,888	61,095			
P-1	Gross	47,464	48,976	50,516	52,146	53,767	55,392	57,016	58,644	60,265	61,887					
	Net D	40,344	41,630	42,908	44,195	45,476	46,760	48,043	49,329	50,609	51,891					
	Net S	38,056	39,239	40,423	41,605	42,786	43,969	45,151	46,319	47,481	48,644					

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

158th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 20-24 June 2016

CE158/31
Annex C
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PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

THE 158th SESSION OF THE EXECUTIVE COMMITTEE,

(PP1) Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE158/31;

(PP2) Taking into account the United Nations General Assembly's approval of the amended base/floor salary scale for the professional and higher categories;

(PP3) Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau; and

(PP4) Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization,

RESOLVES:

(OP)1. To confirm in accordance with Staff Rule 020 the Staff Rule amendments that have been made by the Director effective 1 July 2016 concerning: financial responsibility; notification and effective date of change in status; annual leave; approving, reporting and recording of leave; and medical examination on separation (see Appendix).

(OP)2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2016, at US\$ 175,034¹ before staff assessment, resulting in a modified net salary of \$136,024 (dependency rate) or \$123,080 (single rate).

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

(OP)3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2016, at \$176,463 before staff assessment, resulting in a modified net salary of \$137,024 (dependency rate) or \$124,080 (single rate).

(OP)4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2016, at \$194,136 before staff assessment, resulting in a modified net salary of \$149,395 (dependency rate) or \$134,449 (single rate).

Appendix

Appendix

**PROPOSED AMENDMENTS TO THE STAFF RULES OF THE
PAN AMERICAN SANITARY BUREAU**

130 Financial Responsibility

Staff members shall exercise reasonable care in any matter affecting the financial interests of the Organization, its physical and human resources, property, and assets.

580 Notification and Effective Date of Change in Status

...

580.2 A staff member shall be notified in writing in advance of any reduction in grade or salary, the notice period being the same as that specified for termination in Staff Rule 1050.3.

630 Annual Leave

...

630.3 Annual leave accrues to all staff members except:

...

630.3.3 to those on sick leave under insurance coverage in excess of 30 days;

670 Approval, Reporting, and Recording of Leave

The granting of leave under Staff Rules 625, 630, 640, 650 and 655 is subject to the exigencies of service and must be approved in advance by authorized officials. The personal circumstances of the staff member shall be considered to the extent possible. It is the staff member's responsibility to ensure that all leave taken is promptly reported and recorded.

1085 Medical Examination on Separation

Prior to separation a staff member may be required to undergo a medical examination by the Staff Physician or by a physician designated by the Bureau. If a staff member fails to undergo this medical examination within a reasonable time limit fixed by the Bureau, then claims against the Bureau arising out of illness or injury which allegedly occurred before the effective date of separation shall not be entertained; furthermore, the effective date of separation shall not be affected.

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

<p>1. Agenda item: 6.2 - Amendments to the PASB Staff Regulations and Rules</p>
<p>2. Linkage to PAHO Program and Budget 2016-2017:</p> <p>a) Categories: Corporate Services/Enabling Functions: Program Areas and Outcomes</p> <p>b) Program areas and outcomes:</p> <p>6.4 Management and Administration</p> <p>6.4.1 Effective management and administration across the three levels of the Organization</p>
<p>3. Financial implications:</p> <p>a) Total estimated cost for implementation over the lifecycle of the resolution (including staff and activities):</p> <p>The financial implications associated with the Commission's recommendation on an increase of the professional base/floor salary scale were estimated at US\$ 550,000 per annum, UN system wide.</p> <p>b) Estimated cost for the 2016-2017 biennium (including staff and activities):</p> <p>Negligible.</p> <p>c) Of the estimated cost noted in b), what can be subsumed under existing programmed activities?</p> <p>All costs are subsumed within the budgeted total costs for UN professional posts.</p>
<p>4. Administrative implications:</p> <p>a) Indicate the levels of the Organization at which the work will be undertaken:</p> <p>Not applicable</p> <p>b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):</p> <p>Not applicable</p> <p>c) Time frames (indicate broad time frames for the implementation and evaluation):</p> <p>Staff Rule changes would be implemented from 1 July 2016 upon approval by PAHO's 158th Executive Committee.</p>

ANALYTICAL FORM TO LINK AGENDA ITEM WITH ORGANIZATIONAL MANDATES

1. Agenda item: 6.2 - Amendments to the PASB Staff Regulations and Rules

2. Responsible unit: Human Resources Management

3. Preparing officer: Ms. Cynthia Rowe, Human Resources Specialist

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 70th 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.