To: **All Staff Members**

From: **Director, Human Resources Management**

Subject: **PAHO STAFF REGULATIONS AND STAFF RULES**

The attached version of the PAHO Staff Regulations and Staff Rules, dated 1 July 2026, incorporates amendments made by the Director to the Staff Rules, confirmed by the Executive Committee during its 178th Session and noted by the Directing Council at its 63rd Session.

A detailed explanation of the Staff Rule changes proposed by the Director to PAHO's Governing Bodies can be found at:

CE178/26 Amendments to the Pan American Sanitary Bureau Staff Regulations and Staff Rules

Note: Please keep this cover memorandum with your Staff Rules.

Attachment: PAHO Staff Regulations and Staff Rules (1 July 2026)

STAFF REGULATIONS AND STAFF RULES

July 2026

PAN AMERICAN HEALTH ORGANIZATION

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Scope and Purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties, and obligations of the Pan American Sanitary Bureau staff. They are the broad principles of personnel policy for the guidance of the Director in the staffing and administration of the Bureau. The Director may, as Chief Administrative Officer, provide and enforce such Staff Rules consistent with these principles as he considers necessary.

INTRODUCTORY SECTION

(See also Staff Regulations 12.2 and 12.3)

010. PURPOSE

The Staff Rules implement the provisions of the Staff Regulations. The Rules govern the conditions of service and the personnel practices of the Pan American Sanitary Bureau.

015. RELATIONSHIP BETWEEN STAFF REGULATIONS AND STAFF RULES

015.1 The Staff Regulations, promulgated by the Pan American Sanitary Conference or Directing Council:

015.1.1 embody the fundamental conditions of service and the basic rights, duties, and obligations of the Bureau's staff; and

015.1.2 provide broad principles of personnel policy for the guidance of the Director in the staffing and administration of the Bureau.

015.2 The Staff Rules are established by the Director under the authority of the Staff Regulations and are subject to confirmation by the Executive Committee. The Staff Rules shall be consistent with the provisions of the Staff Regulations.

020. AMENDMENTS

The present Rules may be amended by the Director subject to confirmation by the Executive Committee in accordance with the Staff Regulations and without prejudice to the acquired rights of staff members under those Regulations.

030. APPLICATION

The Staff Rules shall apply to all staff members of the Pan American Sanitary Bureau, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Bureau from making temporary appointments of less than one year with terms of service different from those provided in the present Rules, where it considers that the interests of the service so require.

040. EFFECTIVE DATE

These Staff Rules are effective as from 1 July 2026, unless otherwise specified, and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.

050. EXCEPTIONS TO STAFF RULES

The Bureau may make exceptions to the Staff Rules provided that such exceptions are not inconsistent with any Staff Regulation or other decision of the Conference or Directing Council and provided further that each exception is agreed to by the staff member directly affected and is, in the opinion of the Bureau, not prejudicial to the interests of any other staff member or group of staff members.

060. DELEGATION OF AUTHORITY

The Director may delegate to other officers of the Bureau such of his or her powers as he or she considers necessary for the effective implementation of these Rules.

070. MASCULINE AND FEMININE GENDERS

In these Staff Rules terms referring to staff members and other persons in the masculine gender shall apply equally to men and women except where a contrary intention is evident from the context.

ARTICLE I

Duties, Obligations and Privileges

1.1 *All staff members of the Bureau are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Pan American Sanitary Bureau only in view.*

1.2 *All staff members are subject to the authority of the Director and to assignment by him to any of the activities or offices of the Pan American Sanitary Bureau. They are responsible to him in the exercise of their functions. In principle, the whole time of the staff members shall be at the disposal of the Director.*

1.3 *In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other authority external to the Bureau or the World Health Organization.*

1.4 *No staff member shall accept, hold or engage in any office or occupation which is incompatible with the proper discharge of his duties with the Pan American Sanitary Bureau.*

1.5 *Staff members shall conduct themselves at all times in a manner compatible with their status as international civil servants. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.*

1.6 *Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Director. At no time shall they in any way use to private advantage information known to them by reason of their official position. These obligations do not cease with separation from service.*

1.7 *No staff member shall accept any honor, decoration, favor, gift or remuneration from any government, or from any other source external to the Bureau, if such acceptance is incompatible with his status as an international civil servant.*

1.8 *Any staff member who becomes a candidate for a public office of a political character shall resign from the Pan American Sanitary Bureau.*

1.9 *The immunities and privileges attaching to the Pan American Sanitary Bureau are conferred in the interest of the Bureau. These privileges and immunities furnish no excuse to staff members for non-performance of their private obligations or failure to observe laws and police regulations. The decision whether to waive any privileges or immunities of the staff in any case that arises shall rest with the Director.*

1.10 *All staff members shall subscribe to the following oath or declaration:*

> *"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion, and conscience the functions entrusted to me as an international civil servant of the Pan American Sanitary Bureau, to discharge those functions and regulate my conduct with the interests of the Pan American Sanitary Bureau only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Bureau or the World Health Organization."*

1.11 *The oath or declaration shall be made orally by the Director at a public meeting of the Directing Council, by the Deputy Director and Assistant Director before the Director, and in writing by other staff members.*

SECTION 1

Duties, Obligations and Privileges

110. STANDARDS OF CONDUCT FOR STAFF MEMBERS

110.1 All staff members shall subscribe to the oath or declaration as set out in Staff Regulation 1.10.

110.2 The Organization's basic standards of conduct are set out in Article I of the Staff Regulations, in the International Civil Service Commission *Standards of Conduct for the International Civil Service*, and in PAHO's principles and policies regarding ethical conduct in the Organization.

110.3 A staff member may not act as a delegate or observer for, or adviser to, his government.

110.4 A staff member may participate in international or national societies when such participation is not in conflict with the standards referred to in Staff Rule 110.2 above, and may represent such societies at an international meeting with the Director's authorization. Membership in a political party is permitted, provided that such membership does not entail any action, or an obligation to take action, by the staff member that is contrary to Article I of the Staff Regulations. A staff member may make financial contributions from personal resources to political candidates and/or political parties of their choice if they comply with all relevant national laws, including limits on campaign contributions and any public reporting requirements. Such financial contributions shall not be construed as inconsistent with the principles set out in Staff Regulations 1.4 and 1.5.

110.5 Staff members shall not, except in the normal course of official duties or with the prior approval of the Bureau, engage in an outside activity if the activity relates to the purpose, activities, or interests of the Organization, including:

(1) Issuing statements to the press, radio, other news media, or other agencies of public information;
(2) Accepting speaking engagements;
(3) Taking part in film, theatre, radio, television, online, or other live or recorded productions;
(4) Submitting articles, books, or other material for publication, or for any electronic dissemination, whose contents reflect work performed for the Organization or information obtained from such work.
(5) Participating in external boards, committees, or panels.

110.5.1 The Director shall establish procedures whereby staff members may, in confidence, seek clarification as to whether proposed outside activities would conflict with their status as international civil servants.

110.6 A staff member who is offered any honor, decoration, gift or remuneration from sources external to the Bureau shall report this fact in writing to the Bureau's Ethics Office which shall decide on the applicability of Staff Regulation 1.7.

110.7 Staff members shall, except as otherwise authorized by the Bureau, formally recuse themselves from any involvement in any matter that might give rise to an actual, perceived, or potential conflict of interest, as set out in Article I of the Staff Regulations, and take any other action as may be deemed necessary pending the consideration by the Bureau of any mitigation or remediation measures. Staff members shall implement the mitigation or remediation measures prescribed by the Bureau to resolve the conflict of interest.

110.7.1 The Bureau shall decide on the compatibility of any interests declared by staff members with Article I of the Staff Regulations, and on any action to be taken under this Staff Rule:

110.7.1.1 A staff member must immediately advise the Bureau, in writing, if they or any immediate family member have any interest in (including association with) any entity:

(1) with which the staff member may be required, directly or indirectly, to have official dealings on behalf of PAHO or WHO;

(2) which has a commercial interest in the work of PAHO or WHO; or

(3) which has a common area of activity with PAHO or WHO.

110.7.2 As determined by the Bureau, staff members in designated employment categories shall be required, upon appointment and at prescribed intervals, to file in respect of themselves and their immediate family members a declaration in a prescribed form disclosing designated types of interests.

110.7.3 The term "immediate family member" means the spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member's spouse.

110.8 "Misconduct" means:

110.8.1 any action by a staff member in his or her official capacity that:

(1) is inappropriate;

(2) is unethical;

(3) is fraudulent;

(4) constitutes deliberate wrongdoing;

(5) demonstrates serious negligence or disregard for the Organization's interests;

(6) demonstrates intentional or substantial disregard for the staff member's duties and obligations to the Organization; or

(7) violates the Staff Regulations, Staff Rules or Bureau policy.

110.8.2 any conduct by a staff member, unconnected with his or her official duties, that could bring the Organization into public discredit;

110.8.3 any improper use or attempt to make use of his or her position as a staff member for personal advantage;

110.8.4 any conduct contrary to the terms of the oath or declaration.

120. COPYRIGHT AND PATENT RIGHTS

All rights, including title, copyright and patent rights, in any work or invention produced or developed by a staff member as part of his official duties shall be vested in the Bureau. The Director shall decide on the use to be made of these rights.

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.

ARTICLE II

Classification of Posts and Staff

2.1 *Appropriate provision shall be made by the Director for the classification of posts and staff according to the nature of the duties and responsibilities required.*

SECTION 2

Classification of Posts

210. POST CLASSIFICATION

The Bureau shall establish and approve Human Resources Plans, which will include the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts.

220. CLASSIFICATION OF INDIVIDUAL POSTS

All posts shall be classified by category and level according to standards approved by the Director and related to the nature of the duties and the level of responsibilities and competencies required.

230. CLASSIFICATION REVIEW

In accordance with established procedures and with reference to the relevant approved Human Resources Plans, a staff member may request a re-examination of the classification of the post which he occupies and any staff member may request a re-examination of the classification of any post under his supervision.

240. PERIODICITY OF REVIEW

Posts are normally reviewed at least every five years but not more than once every two years, except when the Bureau determines that there has been a significant change in the duties and responsibilities of the post.

ARTICLE III

Salaries and Related Allowances

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.*

3.2 *Salary levels for other staff shall be determined by the Director on the basis of their duties and responsibilities. The salary and allowance plan shall be determined by the Director following basically the scales of salaries and allowances of the World Health Organization, provided that for staff occupying positions subject to local recruitment the Director may establish salaries and allowances in accordance with best prevailing local practices and that for staff occupying positions subject to international recruitment the remuneration shall be varied between duty stations to take into account relative cost of living to the staff members concerned, standards of living, and related factors. Any deviations from the World Health Organization's scales of salaries and allowances which may be necessary for the requirements of the Pan American Sanitary Bureau shall be subject to the approval of, or may be authorized by, the Executive Committee.*

SECTION 3

Salary, Post Adjustment, Allowances and Grants

310. DEFINITIONS

310.1 "Base salary" is the salary at a given grade and step established by a salary schedule. It is exclusive of any additions or deductions.

310.1.1 "Gross base salary" is the salary before deduction of the assessment described in Rules 330.1.1 and 330.1.2.

310.1.2 "Net base salary" is the salary after deduction of the assessment described in either Rule 330.1.1 or 330.1.2.

310.2 "Remuneration" is the sum of the net base salary, allowances and post adjustments, subject to deductions made under Rule 380.6. It is exclusive of any other deductions or additions.

310.3 "Pensionable remuneration" is the amount used to determine contributions from the staff member and the Organization to the United Nations Joint Staff Pension Fund. Pensionable remuneration amounts are also used for the determination of pension benefits of staff members upon retirement. Subject to the terms of the staff member's appointment, pensionable remuneration amounts are defined in the Regulations of the United Nations Joint Staff Pension Fund. However, when a promotion from the general service category to the professional category would result in a reduction of the staff member's pensionable remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by the level of the staff member's pensionable remuneration in the professional category.

310.4 “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.3. For staff in the general service category and the national professional officer 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.

310.5 "Dependants," for the purposes of determining entitlements under the Rules except as otherwise specified, are defined as:

310.5.1 a staff member's spouse whose income, if any does not exceed during any calendar year:

310.5.1.1 in the case of staff in the professional and higher categories, 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 base city of the professional salary system, i.e. G-2 step I for New York;

310.5.1.2 for staff in the general service category, 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;

310.5.1.3 if both spouses are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependant for the purposes of Rules 330.2, 335 and 360;

310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependant, willl be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount, unless the concerned staff members request otherwise;

310.5.3 a father, mother, brother or sister (not more than one such dependant may be claimed and provided that the staff member does not have a recognized dependent spouse as defined in Rule 310.5.1):

(1) if the staff member demonstrates that he provides more than half the total support and, in any case, at least twice the amount of the allowance claimed,

(2) and provided that the brother or sister shall be subject to the same age and school attendance conditions as stated in Rule 310.5.2 for a child.

310.6 The definitions of dependants in this Rule apply to staff in the professional and higher categories and to staff in the general service category except as otherwise specified. For staff in the general service category, other exceptions may be provided in the local employment conditions established at any given duty station under Rule 1310.3.

310.7 A “single parent” is a staff member who meets the following criteria:

310.7.1 The staff member does not have a spouse;

310.7.2 The staff member has a dependent child as defined under Rule 310.5.2;

310.7.3 The staff member provides main and continuing support to the

child.

320. SALARY DETERMINATION

320.1 On appointment to a fixed-term position, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post to be occupied; in exceptional circumstances, however, it may be fixed at a higher step in the grade in order to take into account a staff member's qualifications, skills and experience in relation to the requirements of the post.

320.2 The net base salary of staff members holding temporary appointments as defined in Rule 420.3 shall be fixed as follows:

320.2.1 during the first twelve months of a continuous assignment: step 1 of the level of the assignment determined in accordance with guidelines established by the Director.

320.2.2 during the second twelve months of a continuous assignment: step 2 of the level of the assignment determined in accordance with guidelines established by the Director.

320.3 On promotion to a higher grade the net base salary of a staff member holding a fixed term appointment shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

320.4 On reduction in grade:

320.4.1 due to reasons other than unsatisfactory performance, or misconduct, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step;

320.4.2 due to unsatisfactory performance, or misconduct, the net base salary may be fixed at a lower step in the lower grade.

320.5 Pursuant to Staff Rule 567, a staff member may be officially requested to assume temporarily the responsibilities of an established post of a higher grade than that which he or she occupies. Such temporary arrangements shall not normally continue for more than 12 months. As from the beginning of the fourth consecutive month of service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his or her current pay, consisting of net base salary, post adjustment and allowances, and that which he or she would receive if promoted to the post of higher grade.

330. SALARIES

330.1 Gross base salaries shall be subject to the following assessments:

330.1.1 For staff in the professional and higher categories:

Assessable income (US$)	Staff assessment rates (%)
First 50,000	17
Next 50,000	24
Next 50,000	30
Remaining assessable payments	34

330.1.2 For the general service category:

Total assessable payment (US$)	Assessment (%)
First 20,000	19
Next 20,000	23
Next 20,000	26
Next 20,000	28
Remaining assessable amount	29

330.2 The schedule of annual gross base salaries and annual net base salaries applicable to all posts in the professional and higher categories shall be as specified in Appendix 1 to these Rules.

330.3 The net base salary of staff members in the professional and higher categories holding temporary appointments as defined in Rule 420.3 shall be paid in accordance with the schedule in Rule 330.2.

335. POST ADJUSTMENT

335.1 The net base salaries of staff in the professional and higher categories shall be adjusted for cost of- -living variations in relation to a base index of 100 points. The post adjustment index for each duty station and the corresponding multiplier shall be determined at regular intervals on the basis of statistical procedures agreed among the international organizations concerned.

335.2 The amount by which the net base salary is to be adjusted shall be determined by multiplying 1% of the net base salary by a multiplier corresponding to the number of points by which the index for the duty station concerned exceeds the base index.

340. DEPENDANTS' AND SINGLE PARENT'S ALLOWANCES

Staff members appointed to the professional or higher categories, except those holding temporary appointments as defined in Rule 420.3, are entitled to an allowance, as follows:

340.1 For a dependent child, as defined in Staff Rule 310.5.2. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.2 For a child who has a physical or mental disability as defined in Staff Rule 310.5.2, the entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.3 For a dependent father, mother, brother or sister, as defined in Staff Rule 310.5.3.

340.4 For a dependent spouse, as defined in Staff Rule 310.5.1.

340.5 For being recognized as a single parent, as defined in Staff Rule 310.7.

340.6 The amount of the allowances to be paid under this Staff Rule shall be consistent with the conditions of service established for the United Nations Common System.

350. EDUCATION GRANT

350.1 Staff members in the professional and higher categories who are serving and residing outside the country of their recognized place of residence, except those holding temporary appointments as defined in Rule 420.3, are entitled to an education grant under the following conditions:

350.1.1 the education grant shall be paid starting with the school year in which a child, as defined 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 a 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;

350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations, illness or other compelling reasons, the period of eligibility may be extended, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;

350.1.3 the amounts of the grant payable under the Rules shall be as specified in Appendix 2 to these Rules and apply to expenses actually incurred by the staff member.

350.2 This grant is payable for:

350.2.1 the cost of full-time attendance at an educational institution in the country or area of the duty station (see also Rule 350.2.5);

350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the duty station. For staff members assigned to a non-Headquarters duty stations, an additional lump sum for boarding related expenses incurred for primary and secondary education levels only is also payable.

350.2.3 recognized correspondence courses, when the Bureau considers that such courses are either a substitute for the full-time attendance referred to in Rule 350.2.1 or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education;

350.2.4 private tuition given by a qualified teacher:

350.2.4.1 to supplement correspondence courses;

350.2.4.2 for special coaching required in a subject taught by the school or in an additional subject required for subsequent education;

350.2.5 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at a duty station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.

350.3 The education grant shall not be paid for:

350.3.1 periods during which the staff member is assigned to, or residing in, the country of his recognized place of residence except when such periods are immediately preceded by an assignment to a duty station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;

350.3.2 attendance at a State operated- school in the country or area of the duty station, except where significant additional expense is incurred as a consequence of the staff member's expatriation and in the absence of any reasonable alternative local schooling;

350.3.3 vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered.

350.4 "Cost of attendance" is defined as the cost of tuition, including mother tongue tuition, and enrollment-related fees only.

350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Bureau and the period of the child's attendance at an educational institution are each not less than two-thirds of the scholastic year. If this condition is not met, the grant shall be proportionally reduced, except if the staff member dies while in service after the beginning of the school year.

350.6 Capital assessment fees charged by education institutions shall be reimbursed, outside the education grant scheme, under conditions prescribed by the Bureau.

355. SPECIAL EDUCATION GRANT FOR CHILDREN WITH DISABILITIES

355.1 Staff members, except those holding temporary appointments as defined in Rule 420.3, are entitled to a special education grant under the following conditions:

355.1.1 the special education grant is payable in respect of any child who has a physical or mental disability and is recognized as a dependant under Rule 310.5.2. The grant is payable from the date on which the special teaching or training is required up to the end of the year in which the child reaches the age of 28 or is awarded the first recognized post-secondary degree, whichever is earlier;

355.1.2 the amount of the special education grant for each child shall be equal to 100% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules; and

355.1.3 in cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.

355.2 "Admissible expenses" shall include the cost of such teaching services and equipment as are necessary to provide an educational program designed to meet the needs of a child who has a mental or physical disability in order that the child may attain the highest possible level of functional ability. Other admissible expenses are reimbursed under Rule 350.

355.3 The special education grant is payable when the Bureau determines, on the basis of medical evidence and in accordance with review procedures established by the Director, that one of the following circumstances applies:

355.3.1 the child is unable, by reason of physical or mental disability, to attend a traditional educational institution and therefore requires special teaching or training;

355.3.2 the child, while attending a traditional educational institution, requires special teaching or training.

355.4 The staff member is required to produce evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child, including those available from State and local governments and from the Staff Health Insurance. The amount of any benefits so received shall be deducted from the expenses taken into account in calculating the special education grant.

355.5 The grant shall be paid in full if the staff member's period of employment with the Bureau and the period of the child's special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met, the grant shall be proportionately reduced, except if the staff member dies while in service after the beginning of the school year.

355.6 For the purposes of Rule 355, "year" shall mean the school year if the child attends an educational institution; in all other cases it shall mean the calendar year.

360. MOBILITY INCENTIVE, HARDSHIP ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE

The following non-pensionable allowances are paid to staff members, except those hired under Staff Rule 1310 or 1330, who are appointed or reassigned to ICSC-designated categories of duty stations for a period of one year or more. These allowances are determined by the Bureau on the basis of conditions and procedures established by the International Civil Service Commission (ICSC):

360.1 Mobility Incentive: In order to provide incentives for mobility, an allowance is paid to staff members holding fixed-term appointments.

360.2 Hardship Allowance: In order to recognize varying degrees of hardship at different duty stations, a hardship allowance is paid to staff members holding fixed-term or temporary appointments.

360.3 Non-Family Service Allowance: In order to recognize service in duty stations with family restrictions, a non-family service allowance is paid to staff members holding fixed-term or temporary appointments.

365. SETTLING-IN GRANT

365.1 On authorized travel upon appointment or upon reassignment to a duty station for a period of at least one year, a fixed-term staff member will be paid settling-in grant. (*See,* Staff Rule 365.6 with respect to temporary staff.)

365.2 The amount of the per diem portion of the settling-in grant shall be the equivalent of the travel per diem applicable on the date the individual arrives at the duty station:

365.2.1 for the staff member for a period of 30 days;

365.2.2 for the spouse and/or dependant child(ren) accompanying or joining the staff member at the Organization's expense under Rule 820, for 15 days.

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 duty station provided that the child resides with the staff member at the duty station during school vacations. The staff member is not entitled to the per diem portion of the settling-in grant with respect to a child who travels to the duty station on or after reaching age 21.

365.3 Subject to conditions established by the Bureau on the basis of conditions and procedures approved by the United Nations General Assembly for the United Nations system, the settling-in grant shall also include a lump sum portion calculated and payable on the basis of one month of the staff member's net base salary and, as applicable, the post adjustment at the duty station to which the staff member is assigned and at the rate applicable from the date of arrival at the duty station.

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.

365.4 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same duty station, each staff member will receive the per diem portion of the settling-in grant specified under Staff Rule 365.2.1. With respect to the per diem portion of the grant payable under Staff Rules 365.2.2, payment will be made to the staff member in respect of whom a child has been recognized by the Organization as a dependent. The lump sum portion of the grant payable under Rule 365.3 will be paid to the spouse whose entitlement yields the higher amount.

365.5 The settling-in grant will not be paid:

365.5.1 for children born, or for any other dependent acquired, after the arrival of the staff member at the duty station;

365.5.2 to a staff member who is separated from service and subsequently offered a new appointment at the same duty station within one year.

365.6 On authorized travel upon appointment, a staff member holding a temporary appointment will be paid the per diem portion of the settling-in grant under Rule 365.2.1 only with respect to himself or herself. Temporary staff are not eligible to receive the lump sum portion of the settling-in grant. Any payment made under Staff Rule 365.2.1 may not be inconsistent with Staff Rule 365.5.2.

370. REPATRIATION GRANT

370.1 A staff member who on leaving the service of the Bureau, other than by summary dismissal under Rule 1075.2, has performed at least five years of continuous service outside the country of his or her recognized place of residence under a fixed-term appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.3. Payment with respect to entitlements shall be subject to receipt from the former staff member of documentary evidence, in accordance with established criteria, of relocation outside the country of the staff member's

last duty station or residence during the last assignment, with due regard to the provisions of Rule 370.4. The grant is payable if it is claimed within two years of the effective date of separation.

370.1.1 Repatriation grant for staff members in the professional and higher categories:

Years of qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children
5	8	14
6	9	16
7	10	18
8	11	20
9	13	22
10	14	24
11	15	26
12 or more	16	28

370.1.2 Repatriation grant for staff members in the general service category:

Years of qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or dependent children
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12 or more	14	28

370.2 In the application of Rule 370.1, the higher of the two rates shall apply when the staff member has a spouse or a child recognized under Rule 310.5.2, as determined on the date of separation.

370.3 In computing the years of qualifying service for the purposes of Rule 370.1, the following periods shall be excluded:

370.3.1 any period of special leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days (see Rules 650 and 750.2);

370.3.2 any period of duty during which the staff member is assigned to, or residing in, the country of his or her recognized place of residence (see Rule 460).

370.4 The grant shall not be payable to a staff member assigned to, or residing in,

the country of his or her recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his or her recognized place of residence prior to separation, the amount of the grant being reduced in proportion to the duration of his or her residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.

370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children who are repatriated at the expense of the Organization, subject to providing the evidence of relocation referred to in Rule 370.1 if required:

370.5.1 at the lower rate (Rule 370.1) if there is one such surviving family member;

370.5.2 at the higher rate (Rule 370.1) if there is more than one such surviving family member.

370.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with the terms and conditions set forth in the WHO/PAHO Manual.

370.7 As a transitional measure, a staff member who completed at least one year of continuous service and was eligible for a repatriation grant under Rule 370 in effect on 30 June 2016, but who is no longer eligible for such a grant under the present Rule 370.1, shall be paid a repatriation grant in accordance with the rates and schedule set out in Rules 370.1.1 and 370.1.2 for the number of years of qualifying service accrued as of 30 June 2016.

375. END-OF-SERVICE GRANT

375.1 Staff members holding a fixed-term appointment, including staff members in posts of limited duration with five or more years of service, will be entitled to a grant based on their years of service provided that:

375.1.1 their appointment is not renewed after completing five years of continuous qualifying service;

375.1.2 they did not receive or decline an offer of renewal of appointment;

375.1.3 the staff member has not reached age 65 or, alternatively, his or her elected retirement date as notified to the Organization pursuant to Staff Rule 1020.1; and

375.1.4 the staff member's performance has been certified as being satisfactory.

375.2 The amount of the grant shall be fixed according to the schedule in Rule 1050.4 for termination of fixed-term appointments.

375.3 In computing the years of qualifying service for the purpose of Rule 375.1.1, any period of special leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days shall be excluded.

380. PAYMENTS AND DEDUCTIONS

380.1 Salaries, allowances, and benefits vary according to the staff member's duty station of assignment and may be adjusted under conditions established by the Bureau.

380.2 The normal pay period is from the first to the last day of any calendar month.

380.2.1 A month's pay is calculated by taking the sum of 1/12 of the annual net base salary and 1/12 of the allowances and adjustments expressed on an annual basis.

380.2.2 A day's pay is calculated by taking the sum of 1/360 of the annual net base salary and 1/360 of the allowances and adjustments expressed on an annual basis. Staff members who are not in pay status for a full calendar month are paid on a daily basis.

380.2.3 Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status.

380.3 Separation payments shall be computed as follows:

380.3.1 For computation of end-of-service grant, grant in case of death, indemnities and repatriation grant:

380.3.1.1 each "month of salary" means 1/12 of the annual terminal remuneration as defined in Rule 310.4;

380.3.1.2 each "week of salary" means 1/52 of the annual terminal remuneration as defined in Rule 310.4;

380.3.1.3 each "day of salary" means 1/360 of the annual terminal remuneration as defined in Rule 310.4;

380.3.1.4 payments shall be made pro rata to the last completed month of service.

380.3.2 Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual net base salary and post adjustment applicable to the duty station at the time of separation for staff in the professional and higher categories and at the rate of 1/260 of the annual terminal remuneration for staff in the general service category.

380.3.3 Separation payments shall be computed in relation to the grade

and step held by the staff member on the date of his separation.

380.4 The effective date of any change in salary shall be as follows:

380.4.1 Any increase shall be effective from the date of entitlement except as otherwise specified in these Rules.

380.4.2 Any decrease shall be effective from the first day of the month following notification to the staff member of the decision to reduce his or her grade and/or salary level.

380.5 All payments to staff members shall be made in such currencies and at such rates of exchange as the Director may determine, with due regard to the legitimate interests of the staff.

380.6 Deductions from salaries, wages and other emoluments, including terminal entitlements, may be made only in the following cases:

380.6.1 for the staff member's contributions to the Staff Pension Fund and for health insurance;

380.6.2 for indebtedness to the Bureau;

380.6.3 to recover appropriate charges for staff members officially provided with lodging at no cost or at nominal rent;

380.6.4 when authorized by the staff member and agreed by the Bureau;

380.6.5 for indebtedness to third parties when any deduction for this purpose is authorized by the Director.

380.7 A staff member's remuneration may be advanced to him:

380.7.1 if it falls due during his absence on leave or official travel;

380.7.2 in emergencies, if approved by the competent authority.

380.8 The right of the Bureau to claim from an individual any amount the Bureau may have overpaid will normally lapse one year after the overpayment error. The recovery of an overpayment will be governed by the facts of each case, and the affected individual will be notified in writing.

380.9 The right of an individual to claim from the Bureau any amount the Bureau may have underpaid will normally lapse one year after the underpayment error. The correction of an underpayment will be governed by the facts of each case, and the affected individual will be notified in writing.

380.10 In the case of overpayment or underpayment of pension contributions, the Bureau will reconcile any differences, which shall not be subject to any time limitation on adjustment or recovery. In the case of underpayment, the staff member’s contribution to the Staff Pension Fund will be deducted from the staff member’s salary in accordance with Staff Rule 380.6.1.

380.11 Nothing in this rule prevents the Bureau from correcting errors made when determining or recording a staff member's benefits and entitlements, regardless of when the error occurred.

ARTICLE IV

Appointment and Promotion

4.1 *The Director shall appoint staff members as required.*

4.2 *The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis as possible.*

4.3 *Selection of staff members shall take into consideration the principles of diversity and inclusion and be made without regard to race, creed, sex or disability; 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.*

4.4 *Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the Pan American Sanitary Bureau in preference to persons from outside. This preference shall also be applied, on a reciprocal basis, to the World Health Organization and the Organization of American States.*

4.5 *The Director shall appoint the Deputy Director and Assistant Director for a specific duration with the approval of the Executive Committee. Other staff members shall be granted appointments of a duration, and under such terms and conditions consistent with these regulations as the Director may prescribe.*

4.6 *The Director shall establish appropriate medical standards which prospective staff members shall normally be required to meet before their appointment.*

SECTION 4

Recruitment and Appointment

410. RECRUITMENT POLICIES

410.1 The paramount considerations in the selection of staff shall be competence and integrity with due regard for the principles of diversity and inclusion. For posts in the professional and higher categories, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.

410.2 Candidates under 20 or over 65 years of age shall not be considered for appointment.

410.3 Subject to Staff Rule 410.3.1, persons closely related by blood or by marriage to a staff member shall not normally be appointed if another equally qualified candidate is available. Persons closely related by blood or marriage include an immediate family member, as defined in Rule 110.7.3, and grandparents, grandchildren, uncles, aunts, nieces, nephews, and first cousins, as well as any step-relatives, of the staff member or their spouse.

410.3.1 Subject to the review and approval of the Bureau, the spouse or an individual with whom the staff member has a close personal relationship may be appointed provided that the spouse or individual is fully qualified for the position, has participated in a competitive selection process and is not given any preference for appointment by virtue of the relationship to the staff member.

410.3.2 A staff member who is related to or has a close personal relationship with another staff member as specified under Rules 410.3 and 410.3.1:

410.3.2.1 shall not be assigned to serve in a position in the same entity, or to a position that is superior or subordinate in the line of authority to the position occupied by the other.

410.3.2.2 shall not participate in the process of selection, assignment, reassignment or transfer of the related staff member; or in the taking or reviewing of an administrative decision affecting the employment status, entitlements, or other benefits of the related staff member.

410.3.3 The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the Staff Rules and Manual. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common

system.

420. APPOINTMENT POLICIES

420.1 Staff members may be granted fixed-term or temporary appointments as defined below:

420.2 A "fixed-term appointment" is a time-limited appointment for one year or more. Any extension is subject to conditions determined by the Bureau.

420.3 A "temporary appointment" is a time limited appointment for less than one year. A temporary appointment may be extended, provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since the staff member's separation from service. Any future employment is subject to conditions established by the Bureau.

420.4 Appointments may be on a full-time or part-time basis.

420.5 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.2 , or on temporary appointments as defined in Rule 420.3.

420.6 Any fixed term appointment of one year or more shall be subject to a period of probation. After the first year of probation, the appointment may be confirmed or the probationary period may be extended up to two years when necessary for adequate evaluation of the staff member's performance, conduct and suitability for international service. In exceptional circumstances, the appointment of a staff member on probation may be terminated for poor performance or unsuitability for international service after the first six months of the probationary period following appointment.

420.7 Any misstatement of fact made or material information withheld, by a job applicant during the application, selection, or appointment process may provide grounds for the withdrawal of an offer of appointment or, if an appointment has already been made, for the cancellation of employment with the Bureau after notification under Staff Rule 1130. In the event of cancellation of employment, the staff member shall be given one month's notice or, at the discretion of the Bureau, payment in lieu of notice. No indemnity or end-of-service grant is payable. At its discretion, the Bureau may provide a repatriation grant pursuant to Staff Rule 370.

430. MEDICAL CERTIFICATION AND INOCULATIONS

430.1 Upon selection an appointee shall undergo a prescribed medical examination or assessment by a physician designated by the Bureau, whose medical report shall be forwarded to the Bureau's Staff Physician.

430.2 Before an offer of appointment can be made, a medical clearance must be issued by the Staff Physician; this clearance is based on the examination or assessment required in Rule 430.1. Should the results show that the standards required by the Bureau are not met, a decision shall be made whether to make an offer of appointment and, if an offer is to be made, upon what terms.

430.3 Upon appointment and before any subsequent travel for the Bureau, a staff member shall have such inoculations and preventive treatment as the Staff Physician shall prescribe.

430.4 Staff members shall, during their employment, be re-examined by a physician designated or approved by the Bureau at such intervals, as required.

430.5 Prior to going on special 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.

430.6 Any medical examination and any inoculation required by the Bureau shall be at its expense, subject to limits established by the Director.

440. APPOINTMENT PROCEDURE

440.1 Upon selection for a post a candidate shall receive notification which shall give them information on the proposed appointment and call attention to various requirements such as interviews, calling of references, medical clearance (see Rule 430) and verification of qualifications. When these requirements have been satisfactorily met, they shall receive an offer of appointment signed by, or on behalf of, the Director. This offer shall:

440.1.1 state the type of appointment, tenure, probation requirement, title and duties of post, salary and allowances;

440.1.2 indicate the date and place of reporting for duty and the duty station;

440.1.3 include a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of such Regulations and Rules and any subsequent amendments;

440.1.4 state the nature of the obligations which attach to employment in an international organization;

440.1.5 include a notice of acceptance and the oath or declaration of office.

440.2 An appointee shall sign and return to the Bureau a notice of acceptance stating that he agrees to the conditions contained in the offer, accepts the Staff Regulations and Staff Rules as a part of his contract of employment, and subscribes to the oath or declaration of office.

440.3 The offer of appointment (including the Staff Regulations and Staff Rules) and the notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed by an appointment notification when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status (see Section 5 below).

440.4 For staff seconded to the Bureau from government service, the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Bureau, the releasing entity and the staff member concerned, shall constitute evidence of the existence and validity of secondment from government service to the Bureau for the period stated in the offer of appointment. Any extension of appointment that continues the secondment status shall be subject to agreement by all parties concerned.

450. EFFECTIVE DATE OF APPOINTMENT

450.1 The effective date of appointment shall be the date the staff member reports for duty if locally recruited. If travel is authorized, it shall be the date he enters travel status, provided that this date is not earlier than that required for travel by the route and type of transport designated by the Bureau.

450.2 No appointee shall report for duty or commence any travel for the purpose of entering on duty until the medical requirements of Rule 430 and the appointment procedure requirements of Rule 440 have been met.

460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE

At the time of appointment, the Bureau shall determine, in consultation with the staff member, that place which is to be recognized throughout the period of service as the staff member's recognized place of residence for purposes of establishing entitlements under these Staff Rules. Except as provided by Rule 1310.2, the residence shall normally be located in the country of the staff member's nationality. Consideration may be given in individual cases to designating some other place if the facts so warrant. Requests to change a recognized place of residence will be considered in exceptional circumstances only and must be supported by evidence that a new place of residence has been established.

460.1 The grants and travel entitlements accorded to staff members serving outside the country of their recognized place of residence will be lost if the staff member becomes a permanent resident or citizen of the country of the duty station or if he or she is subsequently assigned to a duty station that

has been determined to be his or her recognized place of residence.

470. REINSTATEMENT UPON RE-EMPLOYMENT

470.1 Staff members, except those holding temporary appointments as defined in Rule 420.3, who are re-employed within one year of separation from the Bureau, may, at the option of the Bureau, be reinstated. In such cases they shall have restored to them the status which they held upon separation, and the intervening absence shall be charged to annual leave and special leave without pay as necessary. They shall refund to the Bureau all separation payments made to them.

470.2 A former staff member who is re-employed, but not reinstated under the provisions of Rule 470.1, shall have the same status as if he were being employed for the first time.

470.3 Restoration of prior contributory service in the United Nations Joint Staff Pension Fund is governed by the Regulations of the Pension Fund.

480. INTER-ORGANIZATION TRANSFERS

480.1 Subject to the requirements of Rules 430 and 440 ("Medical Certification and Inoculations" and "Appointment Procedure"), appointees accepted for transfer from the World Health Organization, another United Nations organization, or the Organization of American States:

480.1.1 may be appointed at an advanced step in the grade of the post to which they are being assigned if this is necessary to maintain their existing salary level;

480.1.2 shall transfer their pension fund credit if they are participants in the United Nations Joint Staff Pension Fund;

480.1.3 except for appointees transferred from the World Health Organization, shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.5 and serve the same probationary period as a newly-appointed staff member;

480.1.4 shall be credited on transfer with all applicable entitlements as if all prior uninterrupted service with the World Health Organization, or another United Nations organization, or the Organization of American States had been with the Pan American Sanitary Bureau, except for those entitlements which must be suspended until the probationary period is satisfactorily completed.

480.2 A staff member who is transferred to the World Health Organization, another United Nations organization, or the Organization of American States shall not be paid a repatriation grant or any other terminal benefit, but his credit for all entitlements shall be passed to the receiving organization. The subsequent entitlements of the staff member shall be governed by the rules of the receiving organization.

490. OBLIGATION OF STAFF MEMBERS TO PROVIDE INFORMATION ABOUT THEMSELVES

490.1 Staff members are responsible for providing 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 will be held accountable for the accuracy and completeness of the information they provide.

490.2 Staff members are also responsible for promptly notifying the Bureau, in writing, of any subsequent changes affecting their status under the Staff Rules, and for providing all relevant information and documentation required.

490.3 A staff member who intends to change their nationality shall notify the Bureau of that intention before the change becomes final.

490.4 A staff member who is arrested, charged with an offense other than a minor traffic violation, summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Bureau.

490.5 Staff members may at any time be required by the Bureau to provide information concerning facts that occurred prior to their appointment and that are relevant to their suitability, integrity, conduct, or service as staff members.

495. STAFF MEMBER'S BENEFICIARIES

495.1 At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in prescribed form. It shall be the responsibility of the staff member to notify the Bureau of any revocations or changes of beneficiaries.

495.2 In the event of the death of a staff member, all funds due to that staff member will be paid to their nominated beneficiary or beneficiaries, except as otherwise stated in these Staff Rules and in the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall release the Bureau from any and all liability in respect of any sum so paid.

495.3 If there is no surviving nominated beneficiary at the time of a staff member's death, or if a designation of beneficiary has not been made or has been revoked by a staff member, funds owed to the staff member will become part of their estate.

ARTICLE V

Annual and Special Leave

5.1 *Staff members shall be allowed appropriate annual leave. In exceptional cases, special leave may be authorized by the Director.*

5.2 *In order that staff members may take their leave periodically in their home countries, the Bureau shall allow necessary traveling time for that purpose, under conditions and definitions prescribed by the Director.*

SECTION 5

Performance and Change of Status

510. ASSIGNMENT TO DUTY

510.1 Staff members in posts subject to international recruitment may be assigned to any activity or office of the Bureau. Those in posts subject to local recruitment may not be assigned, except by mutual agreement, to a duty station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.

510.2 An assignment for the purpose of entitlement to settling-in grant, mobility incentive and relocation shipment is an assignment requiring the installation of the staff member in the duty station for a period of at least one year.

520. TRAINING

Staff members may be given suitable training as determined necessary by the Bureau to improve their effectiveness in their current assignments and to prepare them for broader usefulness to the Bureau.

530. PERFORMANCE PLANNING AND EVALUATION

530.1 Supervisors shall be responsible for:

530.1.1 facilitating the adjustment of the staff they supervise to their work;

530.1.2 establishing, in consultation with each staff member, a work plan;

530.1.3 guiding staff under their supervision.

530.2 For staff at the D-2 level and below, in addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and development potential of all staff members under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an

assessment of their performance as supervisors, including how they fulfill their performance management and development responsibilities.

530.3 The performance and conduct of staff members during the preceding year shall be evaluated according to procedures established by the Director. The form shall be signed by the supervisors and the staff members concerned; the latter may, if they so wish, attach a statement concerning any part of the report with which they disagree and this shall become a part of their performance report file.

530.4 The evaluation of performance and conduct as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Bureau and for decisions concerning the staff member's status and retention in the Bureau.

540. END OF PROBATION

540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.6). On the basis of this report, a decision shall be taken and notified to the staff member, that the:

540.1.1 appointment is confirmed;

540.1.2 probationary period is extended for a specified period;

540.1.3 appointment is not confirmed and is to be terminated.

540.2 In the case of either 540.1.2 or 540.1.3, the staff member shall be notified of the reasons. If the probationary period is extended, a further report and decision are required before the expiry of this additional period.

550. WITHIN-GRADE INCREASE

550.1 Staff members, holding fixed-term appointments as defined in Staff Rule 420.2, whose performance and conduct have been certified by the supervisors as being satisfactory, shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Rule 550.2.

550.1.1 The date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.

550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade salary increase under the terms of Rule 550.1. The unit of service time is as follows:

550.2.1 one year of full-time service at all levels and steps except at those in Rule 550.2.2;

550.2.2 two years of full-time service for grades P-1 to P-5 from step VII, P-6/D-1 from step IV and D-2 from step I;

550.2.3 such period of full-time service as the Director may establish for posts subject to local recruitment in accordance with Rule 1310.

550.3 Rule 550.2.2 applies to staff members in the professional and higher categories as defined in Staff Rules 420.2. It does not apply to those holding temporary appointments as defined in Rule 420.3 and to short-term service staff under Rule 1320.

550.3.1 Staff members holding temporary appointments as defined under Staff Rule 420.3 whose performance and conduct have been certified by their supervisors as being satisfactory shall be entitled to one within-grade salary increase—to step II of the relevant grade—upon completion of the first year of full-time service.

550.4 All service time shall be credited except for:

550.4.1 special leave without pay in excess of 30 working days;

550.4.2 sick leave under insurance cover in excess of 30 days;

550.4.3 unsatisfactory service.

550.5 For part-time staff, the unit of service time is the equivalent amount of part-time service.

550.6 Service time shall accrue from the latest of the following actions:

550.6.1 entrance on duty;

550.6.2 the last within-grade increase unless a promotion to a higher grade has taken place since that date;

550.6.3 reduction in grade under Rule 570.1.2;

550.6.4 a promotion to a higher grade.

555. WITHIN-GRADE INCREASE BASED ON MERIT

A staff member holding a fixed-term appointment whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one extra within-grade step, or exceptionally two, up to the normal maximum step in the grade. Such increase shall not affect the staff member's eligibility for regular within-grade increases.

560. PROMOTION (see Staff Regulation 4.4)

560.1 Promotion is the advancement of a staff member holding a fixed term appointment to a post of higher grade, as a result either of the reclassification of the post he occupies or of reassignment to a different post.

560.2 Subject to Rule 560.3, a staff member holding a fixed term appointment shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance and conduct have been satisfactory.

560.3 If an occupied post is reclassified from the general service category to the national or international professional category or by more than one grade within the same category, or if the post has been reclassified previously while occupied by the same incumbent, the post shall be announced to the staff and selection for that post shall be on a competitive basis. In such cases, the incumbent of the reclassified post may be granted extra pay as of the fourth consecutive month following the effective date of the reclassification, in accordance with the provisions of Rule 320.5, if he or she holds a fixed term appointment.

565. REASSIGNMENT

565.1 A reassignment is any formal movement of a staff member holding a fixed-term appointment from one post to another. It may involve a change in title, grade, duties, salary, post adjustment or duty station, or a combination of these changes.

565.2 A staff member holding a fixed-term appointment may be reassigned whenever it is in the interest of the Bureau to do so and may at any time request consideration for a reassignment in his or her own interest.

565.3 So far as practicable, vacancies in posts in the professional and higher categories shall be filled by the reassignment of staff members in the interest of developing a versatile career staff. In accepting appointment, a staff member accepts the applicability of this policy to himself or herself.

567. ACTING APPOINTMENT

When it is in the best interest of the Bureau, a staff member may be requested to temporarily perform the duties of another post, which may be at the same, lower or higher grade level than the staff member's post. If the temporary duties relate to a post at a higher grade than that of the staff member, due regard shall be given to the provisions of Rule 320.5. Any request made pursuant to the provisions of this rule must be made in writing to the staff member. An acting appointment made in accordance with this rule shall not normally exceed 12 months.

570. REDUCTION IN GRADE

570.1 The grade of staff members holding a fixed-term appointment may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result:

570.1.1 from the staff member's own request for personal reasons;

570.1.2 from unsatisfactory performance;

570.1.3 from misconduct;

570.1.4 as an alternative to termination under Rule 1050.

570.2 A staff member shall not be reassigned to a post of lower grade:

570.2.1 for unsatisfactory performance until he or she has received written notification of the proposed action and of the reasons, and has had an opportunity to reply; such reply must be made in writing within eight calendar days of receipt of the notification.

570.2.2 for misconduct until he or she has been notified in writing and given an opportunity to reply; in accordance with Staff Rule 1130;

570.2.3 in lieu of termination under Staff Rule 1050, unless he or she has accepted, in writing, the offer of reassignment to a lower-graded post in accordance with the Bureau's reassignment policy.

580. NOTIFICATION AND EFFECTIVE DATE OF CHANGE IN STATUS

580.1 Staff members shall be notified in writing either individually or collectively of any changes in their official status, whether arising from actions taken under these Rules or from any other changes in their personal or employment situation recognized by the Bureau. Such notification shall constitute an amendment to the terms of appointment under Rule 440.3.

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.

ARTICLE VI

Social Security

6.1 *Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that fund.*

6.2 *The Director shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and parental leave, and reasonable compensation in the event of illness, accident, or death attributable to the performance of official duties on behalf of the Pan American Sanitary Bureau.*

SECTION 6

Attendance and Leave

610. WORKING HOURS AND ATTENDANCE

610.1 Full-time staff members may be called to duty at any time. The work week for each duty station is normally 40 hours. The days of the week and the working hours that constitute the normal work week shall be designated as the needs of the Bureau require.

610.2 Sunday (or any equivalent day) shall not be a work day.

610.3 A staff member unable to report for duty on a work day shall notify his supervisor of that fact within four hours after the beginning of the work day if it is possible to do so. Failure to give such notification without proper justification may result in disciplinary action being taken.

610.4 Records of attendance shall be maintained and shall serve as a basis for salary payments.

610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control. Payment may be withheld pending a determination as to the reasons for the unauthorized absence. If it is determined that the absence was beyond the control of the staff member, the withheld salary will be paid.

620. OFFICIAL HOLIDAYS

Eleven holidays are observed per year and, except as otherwise decided by the Director, follow, as far as practicable, the 11 most commonly observed holidays in the locality.

625. OVERTIME AND COMPENSATORY LEAVE

When authorized by the appropriate supervisor, a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Bureau:

625.1 staff in the professional and higher categories may be given compensatory leave;

625.2 staff in the general service category shall be given compensatory leave or monetary compensation.

630. ANNUAL LEAVE

630.1 Annual leave is provided to the staff for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these Rules shall be chargeable to annual leave to the extent that it has been accrued or advanced.

630.2 The rate of annual leave accrual shall be two and one-half working days for each full calendar month in pay status, with accrual for less than a full calendar month on a *pro rata* basis.

630.3 Annual leave accrues to all staff members except:

630.3.1 to holders of temporary appointments, as defined in Rule 420.3, engaged on a daily basis;

630.3.2 to those on special leave without pay under Rule 650 in excess of 30 days;

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

630.3.4 when otherwise specified in the Rules.

630.4 Annual leave must be taken in units of one hour.

630.5 Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.

630.6 In exceptional circumstances a staff member may be advanced annual leave.

630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical report.

630.8 A staff member who, on leaving the service of the Bureau, has not exhausted the annual leave to which he or she is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days (see Rule 380.3.2). A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his or her terminal payments or, at the option of the Bureau, make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his or her nominated beneficiary or beneficiaries under Rule 495.2 but no deduction shall be made in respect of advanced annual leave.

640. HOME LEAVE

640.1 Home leave is granted so that a staff member in the professional or higher categories who is serving and residing outside the country of his or her recognized place of residence, and his or her spouse and eligible children, may spend a reasonable period of annual leave in the staff member's home country with a view to maintaining effective association with its culture, with family, and with national, professional or other interests. Staff members may exercise home leave travel in a country other than that of their recognized place of residence under conditions established by the Bureau.

640.2 Home leave consists of:

640.2.1 round trip transportation paid by the Organization to either a staff member's normal place of residence or to an approved alternate destination, whichever is less; and

640.2.2 an annual leave credit given by the Organization to a staff member, which is equal to the round trip travel time needed to reach the staff member's normal place of residence or approved alternate destination and to return to his or her duty station. In no instance may annual leave credit for travel to an alternate destination exceed the credit that would have been given had the staff member traveled to his or her normal place of residence.

640.3 As a condition for the payment of travel, the staff member, his or her spouse and eligible children must spend at least one week in the country where the leave is exercised.

640.4 Staff members in the professional and higher categories shall be eligible for home leave as follows:

(a) Upon completion of 12 months of qualifying service at a D or E duty station that does not fall under the Rest and Recuperation Scheme (these duty stations are known for purposes of their home leave cycles as "12-month stations"); or
(b) Upon completion of 24 months of qualifying service at any other duty station (these duty stations are known for purposes of their home leave cycles as "24-month stations").
(c) In cases of reassignment or reclassification of a duty station, upon completion of the period of qualifying service determined by the Director in accordance with established criteria.

640.5 Eligible staff members, as defined in Rule 640.4, holding temporary or fixed term appointments are granted home leave when:

640.5.1 they are serving and residing outside the country of their recognized place of residence as established under Rule 460; and

640.5.2 if the staff member is assigned to a 24-month duty station, their service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later; or, if the staff member is assigned to a 12-month duty station, their service is expected to continue at least three months beyond the date of return from home leave or three months beyond the date of eligibility for home leave, whichever is later; and

640.5.3 they have met the requirements for qualifying service under Rule 640.4.

640.6 Qualifying service under this rule consists of continuous service for the Bureau at duty stations outside the country of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or special leave without pay in excess of 30 days.

640.7 Home leave may be granted subject to the following conditions:

640.7.1 the date of departure on home leave may be at any time during the eligibility period specified below:

Duty station	Eligibility period
24-month	6 months before and after eligibility date
12-month	3 months before and after eligibility date

When the date of departure is after the end of the eligibility period, qualifying service towards the next home leave shall accrue from the date of departure, unless the leave has been postponed at the request of the Bureau;

640.7.2 in exceptional circumstances, home leave may be advanced, provided there has been a minimum period of qualifying service as defined by the Director;

640.7.3 the spouse and eligible children must remain at the duty station for a least six months after return from home leave; if the staff member is assigned to a 24-month duty station, or for at least three months if the staff member is assigned to a 12-month duty station;

640.7.4 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or children, and in relation to the exigencies of service.

640.8 If both spouses are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.

640.9 A staff member may be required to take home leave in conjunction with travel on official business or change of duty station, due regard being paid to the interests of the staff member and his family.

650. SPECIAL LEAVE

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.

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.

650.3 Special leave is normally granted without pay, for a period not exceeding one year.

650.4 Special leave is normally granted when annual leave has been exhausted.

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.

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.

650.7 Service credits shall not accrue towards sick, annual or home leave, salary increment, mobility incentive, end-of-service grant, termination indemnity or repatriation grant during periods of special leave without pay of more than 30 days.

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.

650.9 During special leave without pay the staff member may continue to participate in 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.

650.10 Other conditions for special leave may be established by the Director.

650.11 Administrative leave is a type of special leave with full pay granted by the Organization:

650.11.1 When circumstances (e.g., inclement weather, civil disturbance, building maintenance) result in the need to close an office.

650.11.2 Upon a staff member's recruitment, reassignment and separation from service, under conditions established by the Bureau.

660. LEAVE FOR MILITARY TRAINING OR SERVICE

660.1 Upon application, staff members, except those holding temporary appointments as defined in Rule 420.3, may be granted leave of absence for military training or service required by their government for a period not exceeding one year in the first instance but subject to extension on request. Such absence shall be charged as special leave without pay and the provisions of Rule 650 shall apply.

660.2 If such leave of absence is expected to last for at least six months, the Bureau shall, on request of the staff member, pay the travel costs for him, his spouse and dependent children, provided that such expenses are not borne by his government and provided that any such expenses shall be charged against his next home leave entitlement.

660.3 Upon application, within 90 days after release from military service, the staff member shall be restored to active duty in the Bureau in the same status and at the same grade he or she had upon entry into military service, provided there is a post available for which the staff member is qualified. If no such post is available, the provisions of Rule 1050 shall be applied.

670. APPROVAL, REPORTING, AND RECORDING OF LEAVE AND SERVICE TIME

670.1 The granting of leave under Staff Rules 625, 630, 640 and 650 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.

670.2 The Bureau may correct errors made when determining or recording a staff member's leave benefits or service time, regardless of when the error occurred.

680. OTHER FORMS OF LEAVE

Other forms of leave are found in Section 7 (Social Security).

ARTICLE VII

Travel and Removal Expenses

7.1 *Subject to conditions and definitions prescribed by the Director, the Bureau shall pay the travel expenses of staff members and, in appropriate cases, their dependants:*

upon appointment and on subsequent change of official duty stations;

upon the taking of leave at home when authorized; and

upon separation from service.

7.2 *Subject to conditions and definitions prescribed by the Director, the Pan American Sanitary Bureau shall pay removal costs for staff members:*

upon appointment and on subsequent change of official duty stations; and

upon separation from service.

SECTION 7

Social Security

710. UNITED NATIONS JOINT STAFF PENSION FUND

Full-time and part-time staff members shall be participants in the United Nations Joint Staff Pension Fund if the Regulations and Rules of the Fund so require.

720. STAFF HEALTH INSURANCE AND ACCIDENT AND ILLNESS INSURANCE

720.1 Staff Health Insurance:

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.

720.1.2 Staff members holding temporary appointments as defined in Rule 420.3 shall also participate in the Bureau's Staff Health Insurance, in accordance with rules established by the Bureau. Their eligible family members may be covered by it, in accordance with rules established by the Bureau. Staff members shall contribute to the cost.

720.2 Accident and Illness Insurance:

720.2.1 Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Bureau's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.

720.2.2 Staff members appointed for periods of less than one year 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.

730. COMPENSATION FOR ILLNESS, INJURY OR DEATH ATTRIBUTABLE TO SERVICE

A staff member shall be entitled to compensation in the event of illness, injury, or death attributable to the performance of official duties on behalf of the Bureau, in accordance with rules established by the Bureau. In the event of the death of a staff member attributable to the performance of official duties on behalf of the Bureau, payment shall be made to the surviving spouse or dependents.

740. SICK LEAVE

740.1 Staff members, except those excluded under Rule 1320 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 with the approval of the Staff Physician in the following amounts:

740.1.1 a staff member holding a fixed-term appointment of one year's duration or more may be granted up to six months' sick leave with full pay in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period. (See also Rules 650 and 750.1);

740.1.2 in exceptional cases the Director may, in addition to the leave specified in Rule 740.1.1, grant special leave under Rule 650 with half pay to such staff up to a maximum of nine months in any four-year period. During a period of special leave with half pay, the staff member and the Bureau shall continue to make their contributions to the Staff Pension Fund and the Staff Health Insurance, calculated on the basis of the staff member's full salary;

740.1.3 a staff member who has exhausted all his entitlements to sick leave and who is not entitled to receive salary benefits under the Bureau's accident and illness policy, shall first use up in full his annual leave entitlements before he can be considered for special leave without pay under Rule 650 or special leave with pay under Rule 740.1.2;

740.1.4 a staff member holding a temporary appointment and paid on a monthly basis may be granted sick leave proportionate to the duration of the appointment;

740.1.5 The Bureau may correct errors made when determining or recording a staff member's sick leave benefit, regardless of when the error occurred.

740.2 Any medical absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner:

740.2.1 stating that the staff member is unable to perform his or her duties;

740.2.2 presenting a diagnosis; and

740.2.3 indicating the probable duration of the work incapacity. The duration of a sick leave certificate may not exceed one month; where the incapacity continues beyond that period, a new

certificate established by the treating physician is required.

740.3 Not more than seven working days of uncertified absences within one calendar year shall be charged as sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies, in which case the certification requirement in respect of three consecutive working days shall not apply.

740.4 In any case of a staff member's claiming sick leave, he or she shall submit such periodic medical reports as the Staff Physician shall require to monitor his or her condition and progress, and to verify the need for continued sick leave. In addition, the staff member shall be examined by the Staff Physician if the latter so decides, or by a physician designated by the Staff Physician.

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740.5 Sick leave shall be recorded in units of one hour.

740.6 A staff member on sick leave may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Organization.

740.7 A staff member who is on certified sick leave may not perform any work (paid or unpaid) without prior medical authorization from the Staff Physician or a physician designated by the Organization.

740.8 The termination of a staff member’s appointment shall, from the date it is effective, terminate any claim to sick leave under these rules.

740.9 Upon the recommendation of the Staff Physician, the Director may require a staff member to absent him or herself on sick leave.

750. SICK LEAVE UNDER INSURANCE COVER

750.1 Sick leave under insurance cover shall be granted to a staff member who is unable to perform his duties because of illness or injury and who is entitled to salary benefits under the Bureau's accident and illness policy (see Rule 720). While receiving these benefits the staff member and the Bureau shall continue to make contributions to the Staff Pension Fund, accident and illness insurance, and the Staff Health Insurance.

750.2 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.

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.

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.

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.

755. SUBROGATION OF RIGHTS

When a staff member incurs an illness or accident for which a third party may be wholly or in part liable and for which the staff member is placed on sick leave, he shall have the right to receive his remuneration during the period of the sick leave by reason of the Bureau's automatic subrogation in respect of his rights against third parties up to the amount of the remuneration which the Bureau has paid.

760. PARENTAL LEAVE

760.1 Upon presentation of satisfactory evidence of the birth or adoption of a child, staff members shall be entitled to parental leave as established herein. This leave is paid with full salary and allowances.

760.2 Staff members holding fixed-term appointments under Staff Rule 420.2:

760.2.1 who give birth to a child are entitled to 26 weeks of parental leave, except that in the case of multiple births, the gestational parent is entitled extend to a total of 30 weeks of parental leave. Parental leave for a gestational parent shall not terminate less than 10 weeks after the actual date of birth.

760.2.2 who are the non-gestational parent are entitled to parental leave for a period of 16 weeks. On the birth or adoption of more than one child, parental leave will be extended by two weeks.

760.3 Staff members holding temporary appointments under Rule 420.3:

760.3.1 who give birth to a child are entitled to 13 weeks of parental leave, except that in the case of multiple births, the gestational parent is entitled to a total of 15 weeks of parental leave.

760.3.2 who are the non-gestational parent are entitled to eight weeks of parental leave. On the birth or adoption of more than one child, the non-gestational parent is entitled to a total of nine weeks of parental leave.

760.4 A parent who breastfeeds shall be allowed nursing leave of sufficient time each day to nurse their child until the child reaches the age of two years.

760.5 Where both parents of a newborn child are staff members of the Pan American Sanitary Bureau, any unused portion of parental leave granted under Staff Rules 760.2 and 760.3 to the gestational parent may be used

by the non-gestational parent of the child, under conditions established by the Bureau.

760.6 Parental leave must be exhausted within 12 months from the date of the birth of the child or, for a nonbiological child, the date of arrival.

770. GRANT IN CASE OF DEATH

770.1 When the death of a staff member does not result in any indemnity payment from the Bureau's accident and illness insurance policy, a payment shall be made to:

770.1.1 the spouse or, if none,

770.1.2 the children recognized under Staff Rule 310.5.2 in equal shares.

770.2 The grant shall be made in accordance with the following schedule, computed according to Staff Rule 380.3:

Years of qualifying service	Months of salary
0-3	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

780. LOSS OF PERSONAL PROPERTY

The Director may authorize the indemnification of a staff member for loss of personal property as a result of conditions of service, provided he has taken reasonable precautions to safeguard and insure the property and provided that claim for such indemnification shall normally be limited to items of basic living.

ARTICLE VIII

Staff Relations

8.1 *The Director shall make provision for staff participation in the discussion of policies relating to staff questions.*

SECTION 8

Travel and Transportation

810. TRAVEL OF STAFF MEMBERS

The Bureau shall pay the travel expenses of a staff member as follows:

810.1 on appointment, from the recognized place of residence to the duty station or, at the option of the Bureau, from the place of recruitment if different;

810.2 on change of duty station;

810.3 on official business;

810.4 on home leave, if entitled under Rule 640;

810.5 On family visit, once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the duty station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the duty station, provided that:

810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Staff Rule 820.2.5.2;

810.5.2 his assignment is to continue for at least six months after his return if the staff member is assigned to a 24-month duty station or for at least three months if the staff member is assigned to a 12-month duty station;

810.5.3 the cost to the Bureau shall not in any case exceed that of travel from the duty station to the staff member's recognized place of residence;

810.5.4 there is a reasonable interval between this travel and travel on home leave (see also Rule 640.7.4).

810.6 On termination, except as provided in Rule 1010.2, from the duty station to the recognized place of residence, or to any other place provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence.

810.7 In the case of illness or injury requiring special facilities for treatment of a staff member whom the Bureau has an obligation to repatriate, the Director may authorize return travel between the duty station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.

810.8 In exceptional circumstances, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member who the Bureau does not have an obligation to repatriate.

810.9 In other appropriate cases when, in the opinion of the Bureau, there are compelling reasons for paying such expenses.

820. TRAVEL OF SPOUSE AND CHILDREN

820.1 Family members recognized as eligible for purposes of travel at the Bureau's expense are:

820.1.1 a spouse;

820.1.2 each child meeting the definition of dependency in Rule 310.5.2;

820.1.3 each such child for whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage either to join the staff member at the duty station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependent. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the duty station and the recognized place of residence. However, if the Bureau has paid the round-trip travel expenses of the child under Rule 820.2.5.2, and the travel is completed after the end of the scholastic year in which the child reaches the age of 21, travel under this provision shall not be authorized;

820.1.4 a child for whom a staff member is entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2, and 820.2.5.4.

820.2 Except for staff members holding temporary appointments as defined in Rule 420.3 , the Bureau shall pay the travel expenses of a staff member's spouse and dependent children as defined in Rule 820.1 under the following circumstances:

820.2.1 on appointment for a period of not less than one year, from the recognized place of residence or, at the option of the Bureau, the place of recruitment, to the duty station, or from some other place, provided that the cost to the Bureau does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse remains at the duty station at least six months;

820.2.2 subsequent to appointment in order to join the staff member at his duty station, under the same conditions as stated in 820.2.1;

820.2.3 on change of duty station, from one station to the other, subject to the same requirement as stated in 820.2.1;

820.2.4 on home leave and return to the duty station, if entitled under the provisions of Rule 640;

820.2.5 for a child with respect to whom there is an entitlement to boarding under an education grant in accordance with Rule 350 for study outside the commuting distance of the duty station, provided Rule 650 does not apply:

820.2.5.1 one-way passage from the duty station or elsewhere to the place of study to enter school for the first time; where the child has been residing with the staff member at the duty station, the cost to the Bureau is limited to that of travel from the duty station to the staff member's recognized place of residence; where the child has not joined the staff member at his or her duty station, the cost to the Bureau is limited to that of travel from the staff member's recognized place of residence to the duty station;

820.2.5.2 one round trip each scholastic year between the place of study and the duty station if:

1) the duration of the child's visit to the parents is reasonable in relation to the amount of travel expenses borne by the Bureau;

2) the travel expenses to be borne by the Bureau do not exceed the cost of round-trip travel between the duty station and the staff member's recognized place of residence or the destination of the travel, whichever is less;

3) the timing of the child's journey is reasonable in relation to other authorized travel of the staff member, spouse, or children;

820.2.5.3 return travel on home leave between the place of study and the place to which the staff member is

authorized to travel under Rule 640.5 (provided that the cost to the Bureau is limited to the cost of return travel between the duty station and the staff member's recognized place of residence) if:

1) the travel coincides with the staff member's travel on home leave;

2) the child is under the age of 21 years; and

3) the travel is reasonably timed in relation to other authorized travel under Rule 820;

820.2.5.4 the final one-way passage defined in Rule 820.1.3 within one year after the child ceases to qualify for education grant under Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the duty station and the recognized place of residence. However, if round-trip travel provided to the child under Rules 820.2.5.2 is completed after the child ceases to qualify for an education grant under Rule 350.1.2, travel under this provision shall not be authorized;

820.2.6 for the spouse, to visit the staff member at the duty station and return, in lieu of the staff member's travel under Rule 810.5, subject to the same conditions specified therein;

820.2.7 on separation from service, except as provided in Rule 1010.2, from the duty station to the recognized place of residence, or to any other place which the staff member chooses, provided that the cost to the Bureau does not exceed that for the travel to the recognized place of residence;

820.2.8 in case of illness or injury requiring special facilities for treatment of a family member whom the Bureau has an obligation to repatriate, the Director may authorize return travel between the duty station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 820.2.4, 820.2.5, 820.2.7, 825 and 870.

820.2.9 in other appropriate cases, when, in the opinion of the Bureau, there are compelling reasons for paying such expenses.

820.3 The eligibility for travel of the spouse and children to any duty station shall be subject to a determination by the Bureau that conditions at the duty station are suitable for them. If they are not, "the duty station" for such travel may include any area designated by the Bureau as suitable for them.

820.4 Entitlement of any of the children of a staff member to travel under these Rules, other than under Rule 820.2.5, shall be governed by the dependency status of that child, as defined in Rule 310.5.2, at the date of commencement of that child's travel.

820.5 The Bureau does not assume responsibility for travel risks of the spouse and children for whom travel has been authorized.

820.6 If both spouses are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.

825. SPECIAL EDUCATION GRANT TRAVEL

The Bureau shall, in accordance with established terms and conditions, pay travel expenses of a staff member's dependent child in respect of whom the staff member is entitled to the special education grant under Rule 355. The provisions of this Rule shall apply to staff in the professional and higher categories not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the duty station. They shall not apply to staff referred to in Rule 1310 or to staff holding temporary appointments as defined in Rule 420.3.

830. TRAVEL PER DIEM

830.1 A staff member shall be paid a travel per diem during any period of authorized travel. Per diem shall be paid for family members as defined in Rule 820.1 when they are in authorized travel status, other than travel for a child to or from school under Rule 820.2.5.

830.2 Rates of travel per diem, and the conditions under which they shall be payable to staff members, including for authorized family members, shall be established by the Bureau. The amount of the per diem is considered to represent an average payment in lieu of reimbursement of a portion of the actual incidental expenses occasioned by travel status.

840. ROUTE AND MODE OF TRAVEL

All travel at the Bureau's expense shall be by a route and mode of transportation determined by the Bureau, provided that a staff member may be permitted to choose a different route or mode of transport on condition that any extra costs are at his charge, and that per diem and salary or leave computations shall be made on the basis of the route and mode of transport designated by the Bureau.

850. TRANSPORTATION OF PERSONAL EFFECTS

The cost of transportation of personal effects in connection with authorized travel shall

be paid by the Bureau within established limits.

855. RELOCATION SHIPMENT

855.1 Staff members holding a fixed-term appointment who are installed for at least one year at a duty station that is not their recognized place of residence are entitled to reimbursement, within established limits, for the cost of moving their household goods. Reimbursement is made when a staff member is assigned to a duty station (see Staff Rule 510.2) and when a staff member is separated from service, except as specified in Staff Rule 1010.2.

855.2 If both spouses are staff members of international organizations applying the common system of salaries and allowances, this entitlement shall be governed by terms and conditions set forth in the PAHO/WHO Manual.

860. FAILURE TO EXERCISE ENTITLEMENT

Any entitlement to repatriation travel or relocation shipment must be exercised within two years of the date of the staff member's separation.

870. EXPENSES ON DEATH

870.1 If on the death of a staff member or his or her spouse or his child(ren), the Bureau has an obligation to repatriate the deceased under Rule 810.6 or 820.2.7, the Bureau shall pay the expenses of preparing and transporting the remains. The maximum transportation costs borne by the Bureau shall not exceed those from the last place to which the deceased person(s) traveled at the Bureau's expense to the staff member's recognized place of residence.

870.2 A deceased staff member's spouse and child(ren) shall receive a travel and relocation shipment benefit to any place, provided that the Bureau had an obligation to repatriate them under Rule 820.2.7 and that the cost to the Bureau does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Reimbursement for relocation shipment is determined by Rule 855.1.

880. DETAILED PROCEDURES AND LIMITATIONS

All entitlements conferred by this section shall be subject to detailed procedures and limitations to be established by the Bureau.

ARTICLE IX

Separation from Service

9.1 *Staff members may resign from the Pan American Sanitary Bureau upon giving the Director the notice required under the terms of their appointment.*

9.2 *The Director may terminate the appointment of a staff member in accordance with the terms of the staff member's appointment, if the necessities of the service require abolition of the post or reduction of the staff; if the service of the staff member proves unsatisfactory; if the staff member refuses of fails to take up a reasonable reassignment; if the staff member is, for reasons of health, incapacitated for further service; or if the staff member failed to disclose facts that would have precluded their appointment.*

9.3 *If the Director terminates an appointment, the staff member shall be given notice and indemnity payment in accordance with the terms of his appointment.*

9.4 *The Director shall establish a scheme for the payment of repatriation grants.*

9.5 *Normally, a staff member shall not be retained in active service beyond the age specified in the Pension Fund regulations as the age of retirement. The Director may, in the interest of the Bureau, extend this age limit in exceptional cases.*

SECTION 9

Staff Relations

910. RIGHT OF ASSOCIATION

The staff, at any office or location, shall have the right to associate themselves together in a formal organization for the purpose of developing staff activities and making proposals and representations to the Bureau concerning personnel policy and conditions of service. The staff at the several offices and locations of the Bureau's activities shall have the right to form an association of all staff members for the same purposes. The staff of the Bureau may associate themselves with the staffs of the World Health Organization and the Organization of American States in the development of joint activities and in the expression of views on matters affecting the international civil service.

920. STAFF REPRESENTATIVES

In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff shall be recognized by the Bureau as representing the views of that portion of the staff from which elected. Any proposal to change the Staff Regulations or Staff Rules of the Bureau shall be referred to the elected representatives of the staff for comment. In the interest of maintaining sound management/staff relations, management and staff representatives shall be guided by the principles set forth in the WHO/PAHO Manual.

930. FINANCING OF STAFF ACTIVITIES

Staff associations shall have the right to ask their membership for voluntary financial contributions. The Bureau may give financial assistance to any such association in the furtherance of activities beneficial to the staff, provided that the membership of the association also contributes substantially to such activities. The finances of any staff association receiving assistance from the Bureau shall be subject to audit procedures which are acceptable to the Bureau.

ARTICLE X

Disciplinary Measures

10.1 *The Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.*

SECTION 10

Separation from Service

1010. RESIGNATION

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 appointed for a shorter period shall give the notice specified in their conditions of appointment. The Bureau may shorten or waive the required notice period at its discretion.

1010.2 A staff member holding an appointment of one year or more who resigns before completing a year of service forfeits all entitlement to repatriation transportation at the Bureau's expense for himself, his spouse and dependent children and their possessions.

1010.3 A staff member assigned to a 24-month duty station who resigns within six months from the date of return from travel on home leave or from the date of qualifying for home leave, whichever is the later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Bureau's expense for himself and family members who accompanied him on such travel. In case the staff member exercises his entitlement under Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Bureau's expense. Exceptions may be granted by the Director in case of resignation compelled by exceptional circumstances.

1010.4 A staff member assigned to a 12-month duty station who resigns within three months from the date of return from travel on home leave or from the date of qualifying for home leave, whichever is later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expenses for himself and family members who accompanied him on such travel. In the event that the staff member exercises his entitlement under Rule 820.2.6 and resigns within three months from the starting date of such travel, he forfeits entitlements to his repatriation travel at the Organization's expense.

1015. SEPARATION BY MUTUAL AGREEMENT

The Director may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Bureau and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned. Staff members who are separated under this Rule shall not be eligible for re-employment in the Bureau for a period of at least three years following the effective date of separation.

1020. RETIREMENT

1020.1 Except as specified below, staff members must retire on the last day of the month in which they reach age 65.

1020.1.1 Staff members who became participants in the United Nations Joint Staff Pension Fund before 1 January 1990 may elect to retire on the last day of the month in which they reach age 60, or between the ages of 60 and 65, by giving at least three months' written notice of the elected date of retirement.

1020.1.2 Staff members who became participants in the United Nations Joint Staff Pension Fund between 1 January 1990 and 31 December 2013 inclusive may elect to retire on the last day of the month in which they reach age 62, or between the ages of 62 and 65, by giving at least three months' written notice of the elected date of retirement.

1020.1.3 Staff members shall not change their elected date of retirement once they have given three months' notice pursuant to Staff Rule 1020.1.1 or 1020.1.2.

1020.2 In exceptional circumstances, a staff member's appointment may be extended beyond the age of 65 provided that the extension is in the interest of the Bureau and that not more than a one year extension is granted at a time and not beyond the staff member's 68th birthday.

1020.3 A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.

1030. TERMINATION FOR REASONS OF HEALTH

1030.1 When, for reasons of health and on the advice of the Staff Physician, it is determined that a staff member is incapable of performing his or her current duties, his or her appointment shall be terminated. The staff member shall be given three months' notice if serving on a fixed-term appointment and one month's notice if serving on a temporary appointment. The staff member shall always have the option of resigning.

1030.2 Prior to such termination the following conditions must be fulfilled:

1030.2.1 the medical condition must be assessed as of long duration or likely to recur frequently;

1030.2.2 reassignment possibilities for staff members holding fixed-term appointments shall be explored and an offer made if this is feasible;

1030.2.3 participants in the Pension Fund shall have their pension rights determined.

1030.3 A staff member whose appointment is terminated under this Rule:

1030.3.1 may be entitled to a disability benefit in accordance with the rules of the Pension Fund;

1030.3.2 may be entitled to a disability payment in accordance with the terms of the insurance coverage provided for in Rule 720.2;

1030.3.3 shall receive a termination payment at the rates set out in Rule 1050.4, provided that the amount due under that Rule, together with any periodic disability benefits due in the 12 months following termination and payable under the provisions of Section 7, shall not exceed one year's terminal remuneration;

1040. COMPLETION OF APPOINTMENTS

1040.1 Fixed-term and temporary appointments carry no right to extension or conversion of the appointment. In the absence of any offer and acceptance of extension, such appointments shall end on the completion of the agreed period of service.

1040.1.1 A fixed-term staff member shall be notified of the end of the appointment no less than three months before its end date.

1040.1.2 A temporary staff member shall be notified of the end of the appointment normally no less than one month before its end date. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in Staff Rule 420.3.

1040.2 At the discretion of the Bureau, payment in lieu of the notice period prescribed in Rule 1040.1 may be given to a staff member. Eligible staff members who do not wish to be considered for reappointment shall also give notice of their intention within the minimum period specified above.

1040.3 When a fixed-term or temporary appointment is due to expire during a period of maternity leave or parental leave, the appointment may be extended for a period determined, and under conditions established by the Bureau.

1050. ABOLITION OF POST

1050.1 The fixed-term appointment of a staff member engaged in a post of limited duration may be terminated prior to its expiration date if that post is abolished.

1050.2 When a post of indefinite duration is abolished, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with established procedures, specifically:

1050.2.1 the reassignment process shall be coordinated by a Reassignment Committee established by the Director;

1050.2.2 the paramount consideration shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned;

1050.2.3 the Director may establish priorities for reassigning staff members;

1050.2.4 the reassignment period will end within six months from its commencement; this period may be exceptionally extended by the Director for up to an additional six months;

1050.2.5 during the reassignment period, the staff member may be provided with training to enhance specific existing qualifications;

1050.2.6 for posts in the professional and higher categories subject to international recruitment, the reassignment process shall extend to all offices; if the post is subject to local recruitment, the reassignment process shall be limited to the locality in which the post is to be abolished;

1050.2.7 staff members shall be given due preference for vacancies during the reassignment period, within the context of Rule 1050.2.2;

1050.2.8 staff members may be reassigned to vacant posts at the same grade as the post to be abolished, or one grade lower;

1050.2.9 the staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period or if the staff member declines an offer or decision of the director to be reassigned to another position.

1050.3 Termination under this Rule shall require the giving of at least three months' notice to a staff member holding 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.

1050.4 Subject to Staff Rules 1050.6 and 1050.7, staff members whose

appointments are terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.3:

Indemnity (Terminal remuneration)	
Years of service	**Staff holding fixed-term appointments**
Less than 1	One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months
1	
2	
3	
4	
5	4 months
6	5 months
7	6 months
8	7 months
9	9 months
10	9.5 months
11	10 months
12	10.5 months
13	11 months
14	11.5 months
15 or more	12 months

1050.4.1 In the case of termination of appointment under Rule 1050.2, the indemnity shall be increased by 50 percent.

1050.4.2 In the case of termination of appointment under Rule 1050.1, the Director may decide to increase the indemnity by up to 50 percent if the conditions so warrant.

1050.5 Posts of indefinite duration comprise those that continue in existence unless and until an express decision is taken to abolish them. Posts of limited duration automatically lapse at the end of the period for which they were established unless an express decision is taken to continue them. The Director shall determine the categories of posts falling within each of the above two definitions.

1050.6 An indemnity shall not be paid to any staff member who, upon separation from service, will have reached the earliest age of retirement as defined under Staff Rules 1020.1.1 and 1020.1.2 and is entitled to receive a retirement benefit under Article 28 of the Regulations of the United Nations Joint Staff Pension Fund.

1050.7 Where the indemnity expressed in months exceeds the number of months remaining until a staff member attains the earliest age of retirement, as defined under Staff Rules 1020.1.1 and 1020.1.2, and becomes eligible to receive a retirement benefit pursuant to Article 28 of the Regulations of the United Nations Joint Staff Pension Fund, the indemnity shall be limited to,

and paid pro rata up to, the date on which the staff member reaches the earliest applicable retirement age under those Staff Rules. The total amount must not surpass the amount that would have been received had the staff member remained on board until the earliest applicable retirement date.

1060. NON-CONFIRMATION OF APPOINTMENT

If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he or she is found unsuited to international service, the appointment shall not be confirmed but terminated. The staff member shall be given one month's notice or, at the discretion of the Director, payment in lieu of notice. No indemnity is payable.

1065. TERMINATION OF TEMPORARY APPOINTMENTS

1065.1 In addition to the grounds for termination set out in Rules 1030, 1075, and 1080, a temporary appointment may be terminated prior to its expiration date if:

1065.1.1 the function the staff member performs is discontinued, or;

1065.1.2 the staff member's performance is deemed to be unsatisfactory, or if the staff member proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the temporary functions to which he is assigned and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.

1065.2 When a temporary appointment is terminated due to discontinuation of the function, unsatisfactory performance, or unsuitability for international service, the staff member will be given at least one month's notice. At the Organization's discretion, it may pay the staff member in lieu of the one month's notice.

1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE

1070.1 A staff member's fixed term appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the functions of the post to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.

1070.2 Prior to termination action, a staff member holding a fixed term appointment shall be given a written warning and a reasonable time to improve. If there is reason to believe that the unsatisfactory performance results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post more suited to his abilities.

1070.3 A staff member whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.3. At the discretion of the Director, payment in lieu of notice may be provided to the staff member.

1070.4 A staff member whose appointment is terminated under this Rule may, at the discretion of the Director, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if terminated under Rule 1050.

1075. MISCONDUCT

1075.1 A staff member may be dismissed for misconduct as defined in Rule 110.8 and subject to the notification of charges and reply procedure required by Rule 1130. The staff member shall be given one month's notice or, at the discretion of the Director, payment in lieu of notice. No indemnity or end-of-service grant is payable.

1075.2 A staff member may be summarily dismissed for serious misconduct, if the seriousness of the situation warrants it, subject to the notification of charges and reply procedure required by Rule 1130. In such a case the staff member shall not be entitled to notice of termination, indemnity, repatriation grant or end-of-service grant.

1080. ABANDONMENT OF POST

A staff member absent from duty without satisfactory explanation for more than 15 working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Bureau shall make every reasonable attempt to locate such a staff member prior to termination of his appointment. The terminal entitlements of a staff member who is considered to have abandoned his post shall be the same as for a staff member who has resigned (see Rule 1010).

1082. FACTS COMING TO LIGHT THAT WOULD HAVE PRECLUDED APPOINTMENT

The Director may terminate a staff member's appointment if the staff member failed to disclose facts during the recruitment process that would have precluded their appointment. Prior to such termination, the Bureau must notify the staff member in writing of such facts and the staff member will be given an opportunity to comment on these facts. In case of termination under this Staff Rule, the staff member will be given one month's notice.

1083. NOTICE OF TERMINATION

Notice of termination under Staff Rules 1030, 1050, 1060, 1070 and 1080 may be served during a period of parental leave. The effective date of separation shall be either the expiry date of the leave, or the end of the notice period under the relevant Rule, whichever is later.

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.

1090. EFFECTIVE DATE OF TERMINATION

The effective date of termination shall be as follows:

1090.1 For staff locally recruited and those to whom Rules 1010.2 and 1010.3 apply, the last day of duty.

1090.2 For all other staff the day on which it is calculated that the staff member, by departing promptly after completion of his duties, is able to reach his recognized place of residence by a route and means of transport designated by the Bureau.

1095. CERTIFICATION OF SERVICE

A staff member who so requests shall, on leaving the service of the Bureau, be given a certificate relating to the nature of his duties and the length of his service. On written request of the staff member concerned, the certificate shall also refer to the quality of his performance and official conduct.

ARTICLE XI

Appeals

11.1 *The Director shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.*

11.2 *Any dispute which cannot be resolved internally, arising between the Bureau and a member of the staff regarding the fulfillment of the contract of the said member, shall be referred for final decision to the International Labour Organization Administrative Tribunal.*

Appeals

SECTION 11

Disciplinary Measures

1110. DISCIPLINARY MEASURES

1110.1 A staff member who fails to observe the standards of conduct as defined under Article I of the Staff Regulations and Staff Rule 110 shall be subject to disciplinary measures. According to the gravity of the offense, this may take the form of any one or a combination of the following:

1110.1.1 written reprimand signed by the HRM Manager to be retained in the staff member's personnel record for five years, following which it will be removed;

1110.1.2 written censure, to be retained permanently in the staff member's personnel record;

1110.1.3 temporary suspension without pay;

1110.1.4 withholding of within-grade increase(s);

1110.1.5 loss of one or more steps within grade;

1110.1.6 reduction in grade;

1110.1.7 reassignment with or without reduction in grade;

1110.1.8 dismissal for misconduct;

1110.1.9 summary dismissal for serious misconduct.

1120. SUSPENSION PENDING INVESTIGATION

In a case of alleged misconduct involving a staff member, if it is considered that the staff member's continued performance of functions may prejudice the results of the investigation or adversely affect the interests of the Bureau, the staff member may be suspended from duty, pending a final decision in the matter. Such suspension may be with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his or her status during suspension, and its probable duration. If the staff member is suspended without pay, no service credit shall accrue during the period of suspension. If the allegation(s) of misconduct is subsequently not sustained, the salary withheld shall be paid and the corresponding period of service shall be credited to the staff member.

1130. NOTIFICATION OF CHARGES AND REPLY

A disciplinary measure listed in Rule 1110.1 may be imposed only after the staff member has been notified in writing of the charges and has been given an opportunity to reply. The staff member shall be given eight calendar days from receipt of the notification within which to submit his or her written reply. This period may be shortened if the urgency of the situation requires it.

ARTICLE XII

General Provisions

12.1 *These regulations may be supplemented or amended by the Directing Council without prejudice to the acquired rights of the staff members.*

12.2 *The Director shall report annually to the Directing Council such staff rules and amendments thereto as he may make to implement these regulations after confirmation by the Executive Committee.*

12.3 *The Director, by virtue of the authority vested in him as the chief technical and administrative officer of the Bureau, may delegate to other officers of the Bureau such of his powers as he considers necessary for the effective implementation of these regulations.*

12.4 *In case of doubt as to the meaning of the foregoing regulations, the Director is authorized to rule thereon, subject to confirmation of the ruling by the Executive Committee at its next meeting.*

SECTION 12

1210. NON-CONFIRMATION OF APPOINTMENT

1210.1 A staff member may appeal against a decision taken under Rule 1060 not to confirm his or her appointment because of unsatisfactory performance or conduct, or because of unsuitability for international service, if he or she considers that such decision has been made for reasons not connected with his or her performance, conduct or suitability for international service. Such an appeal must be made in writing to the Director within 60 calendar days of receipt of notice of non-confirmation. The Director's decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240 and Rule 1245.

1220. TERMINATION FOR REASONS OF HEALTH

1220.1 A staff member may appeal against a decision taken under Rule 1030 to terminate his appointment for reasons of health. He must indicate in writing to the Director, within 15 calendar days of his receipt of the termination notice, his intention to do so. The Bureau's Staff Physician will normally inform the staff member in writing of the medical conclusions upon which the decision was based except that, if he feels that such information may be harmful to the staff member, the medical findings may be provided in writing to a physician designated by the staff member.

1220.2 Upon receipt of such an appeal, the Director shall refer the appeal to a medical board of review consisting of three medical practitioners, one chosen to represent the Director, one chosen by the staff member and a third selected by the first two. If no agreement can be reached on the choice of a third practitioner, the Director shall designate one. This board shall have available to it the Bureau's medical records concerning the staff member and shall conduct such examinations of the individual as it may deem necessary. The Director's decision shall be based on the medical recommendation of the board; his decision shall be final and none of the other appeal procedures described in this section shall apply, except as provided in Rule 1240.

1220.3 The Bureau shall determine the place where the board shall convene and shall bear all costs in connection with such a board, except that the Bureau shall bear only that portion of the actual costs incurred by the staff member for his representative which corresponds to the cost of obtaining the services of a qualified practitioner from an available source nearest to where the board convenes.

1230. BOARD OF APPEAL

1230.1 Subject to the provisions of Rule 1230.5, a staff member may appeal against any administrative action or decision affecting his or her appointment status on the grounds that the action or decision complained

of resulted from one or more of the following factors:

1230.1.1 personal prejudice on the part of a supervisor or of any other responsible official;

1230.1.2 incomplete consideration of the facts;

1230.1.3 failure to observe or apply correctly the provisions of the Staff Regulations or Staff Rules, or the terms of his or her contract;

1230.1.4 improper application of the PAHO post classification standards.

1230.2 A Board of Appeal shall be established at PAHO Headquarters to hear appeals on the grounds specified in Rule 1230.1.

1230.3 The Board of Appeal shall be composed of:

1230.3.1 one external Board Chairperson, and one external Deputy Chairperson, designated by the Director after consultation with the representatives of the staff.

1230.3.2 a panel of eight members designated by the Director;

1230.3.3 a panel of eight staff members elected by the staff, organized into two groups as follows:

Group I – four staff members from the general service category;

Group II – four staff members from the professional category.

1230.4 The Chairperson and the members of the Board of Appeal are eligible for re-appointment or re-election at the end of their terms.

1230.5 The following provisions shall govern the conditions of appeal:

1230.5.1 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 the Organization's senior human resources management official and the staff member has received written notification of the action.

1230.5.2 If the staff member has submitted a written request relating to his or her appointment status, the request shall be deemed to have been rejected and such rejection shall be subject to appeal as if final action had been taken on it as in Rule 1230.1 above if no definitive reply to that request has been made within 60 calendar days.

1230.5.3 A staff member wishing to appeal against a final action must dispatch to the Board, within 60 calendar days after receipt of such notification, a written statement of intent to appeal, specifying the action against which the appeal is made and the subsection(s) of Rule 1230.1 under which the appeal is filed.

1230.6 The Board Chairperson shall convene an Examining Appeal Panel to hear each appeal case. The Examining Appeal Panel shall consist of the following three Board members, each of whom has an equal vote and at least one of whom is from the same staff category to which the appellant belongs:

1230.6.1 The Board Chairperson;

1230.6.2 One Board member from the panel designated by the Director; and

1230.6.3 One Board member from the panel elected by the staff.

1230.7 Using a system of rotation, the Board Chairperson shall nominate two members of the Board of Appeal to participate on an Examining Appeal Panel. The appellant and the Administration shall each have the right to object to any member nominated by the Chairperson, in accordance with procedures set forth in the Board of Appeal Rules of Procedure.

1230.8 The reporting procedure of the Board of Appeal shall be as follows:

1230.8.1 The Board Chairperson shall submit the findings and recommendations of an Examining Appeal Panel to the Director within 120 calendar days of:

1) the date that all pleadings and relevant documentation have been received by the Examining Appeal Panel; or

2) the conclusion of an oral hearing, and receipt of any relevant documentation requested by the Examining Appeal Panel during the hearing.

This period may be extended by the Board Chairperson if both the appellant and the Administration agree.

1230.8.2 The final decision in appeal matters heard by the Board of Appeal rests with the Director, who shall inform the appellant of his or her decision within 60 calendar days of receipt of the Examining Appeal Panel's report. A copy of the report shall

accompany the decision. If no decision is taken by the Director within this period, the recommendations of the Examining Appeal Panel shall be deemed to have been rejected and such rejection shall be subject to appeal, as provided in Rule 1240, as if a final action had been taken.

1230.9 The Organization shall establish Rules of Procedure to be followed by the board of Appeal in all appeal matters filed with the Board under this Section.

1240. ADMINISTRATIVE TRIBUNAL

1240.1 Disputes between the Bureau and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal.

1240.2 An appeal may be made to the Tribunal when the decision contested is a final decision and the person concerned has exhausted all internal avenues of appeal under these Rules, and in particular Rules 1210 to 1230.

1245. EFFECT OF APPEALS ON ADMINISTRATIVE ACTION

The filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made.

1250. AVAILABILITY OF RULES OF PROCEDURE

Copies of the rules of procedure of the Board of Appeal and the Statute of the Tribunal shall be maintained in all offices of the Bureau and made available to any staff member upon request.

ARTICLE XIII

Duties, Obligations and Privileges of National Employees

13.1 *The Bureau may hire under local conditions of employment national employees (nationals of the country and aliens, whether residents or not, who legally qualify for employment there), to whom the Staff Regulations and Rules shall not apply except with regard to Article I on Duties, Obligations and Privileges as national employees and not as international functionaries. Respecting privileges, such employees shall be governed by the Basic Agreement on Privileges and Immunities between the Organization and the country in which they are employed.*

13.2 *The contracts of such national employees shall be governed by the labor laws and practices of the country concerned, including those of work-related accidents, social security and pensions, without prejudice to the privileges and immunities of the Bureau.*

13.3 *The Bureau shall determine the posts to be subject to these rules and shall establish scales of salaries and allowances, in conformity with competitive conditions of employment of the locality in the type of work performed or related to the functions of the office.*

13.4 *In accordance with their respective contracts, national employees shall have access to arbitration in the countries in which they are employed for the settlement of disputes and shall therefore have no access to the local labor tribunals or the Administrative Tribunal of the International Labour Organization, whose competence is not recognized in respect of national employees. Such access to arbitration shall be without prejudice to the privileges and immunities of the Bureau under international law.*

ANNEX TO THE STAFF RULES
SECTION 13

Special Employment Conditions

1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT
(see Staff Regulation 3.2)

1310.1 All posts at clerical, custodial and sub-professional levels shall be designated as general service category posts. The provisions of the Staff Rules shall apply to persons appointed to such posts except as specified within the Rules themselves.

1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located. Applicants to a vacant general service post must be citizens or permanent legal residents of the country of the duty station and able to legally work in the location of the duty station at the time their application is submitted to the Organization for consideration and, if selected, at the time of their appointment and thereafter. Except as specified under Rule 1310.4, the Organization will not sponsor a local work permit or visa for a staff member in the general service category.

1310.3 Within the limitations of Rule 1310.1 the Director shall establish employment conditions for staff engaged in the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.

1310.4 Where the Human Resources Area Manager determines that it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, selected candidates shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the duty station:

1310.4.1 may be granted any such entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality; and

1310.4.2 may be sponsored by the Organization for a local work permit, if necessary.

1310.5 At designated duty stations, a mobility incentive and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P-1 through P-3. The Bureau shall establish, on the basis of procedures agreed among the international organizations in the United Nations common system, the criteria under which the mobility incentive and hardship allowance may be payable.

1310.6 The entitlements referred to in Staff Rules 1310.4 and 1310.5 may cease upon determination by the Bureau that a resident status within the area of the duty station has been acquired by the staff member.

1310.7 For posts referred to in this Rule that involve assignment of duties for which there are no comparable local conditions, the Bureau may establish such conditions of employment as it deems appropriate, subject to the limitations of Rule 1310.2.

1310.8 Staff in this category may be granted additional remuneration for proficiency in a second or third language useful to the Bureau.

1310.9 Staff in this category whose service with the Bureau commenced on or after 1 March 1993 may be granted one additional pensionable step for long service, provided that the staff member has completed at least 20 years of fully satisfactory service and has been at the top of the grade for a minimum of five years. Satisfactory service with the World Health Organization shall be included, if credited under Rule 480.1.4. The Director shall determine, on the basis of procedures agreed upon among the international organizations concerned, the duty stations where this rule may be applicable.

1320. SHORT-TERM STAFF (60 DAYS OR LESS)

The Bureau may establish conditions of service for staff holding temporary appointments of 60 days or less without regard to any other provisions of these Staff Rules.

1330. NATIONAL PROFESSIONAL OFFICERS

1330.1 The Bureau may appoint national professional officers to perform work at the professional level without regard to the provisions of other sections of the Rules. All posts in the national professional category are subject to local recruitment.

1330.2 With respect to Rule 1330.1, the Bureau shall establish employment conditions for staff engaged in the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.

ANNEX TO THE STAFF RULES

OF THE PAN AMERICAN SANITARY BUREAU

(National Employees - Article I3 of the Staff Regulations)

Scope and Purpose

N 010 The following Rules are for the purpose of implementing Staff Regulations 13.1, 13.2, 13.3 and 13.4 of the Staff Regulations of the Pan American Sanitary Bureau, as they apply to employees recruited by the Bureau. These Rules are effective as from 1 July 1987. All subsequent modifications shall become effective as from the date shown thereon.

N 020 For the purpose of these Rules a national employee shall be defined as a national of a country or an alien, whether a resident of the country or not, who is legally qualified for employment there.

N 030 The Director may delegate to other officials of the Bureau such powers as he considers necessary for the effective implementation of these Rules.

Classification of Posts

N 110 All posts established under Staff Regulation 13.3 shall be classified in accordance with standards pertaining to the classification of posts in comparable occupations.

Salary Rates

N 210 Salary rates shall be established in accordance with the reasonable market conditions of the locality, subject to the approval of the Director. Salary comparisons should be made as much as possible with government or semi-government institutions and/or other entities where the work performed is similar in nature to that of the Bureau. In the administration of salaries and allowances each Representation/Center/Project shall ensure compliance with local laws and procedures.

N 220 Salaries shall be payable monthly or as required by local labor practices.

N 230 Salary advances, not exceeding one month of total pay, may be made under justifiable circumstances. Such advances shall not be authorized more than once a year and may be recovered by installments.

N 240 Salaries shall be subject to deductions arising from social security schemes, salary advances, and any other valid reason.

Recruitment and Appointment

N 310 The main consideration in the selection of national employees shall be competence in relation to the post to be filled and the integrity of the individual under consideration.

N 320 The Director or his delegated representatives shall have the authority to appoint national employees for periods of one year or more, or for indefinite periods, subject to a satisfactory medical determination. Fixed-term appointments could be extended for further periods, as required. Each appointment shall be in keeping with local labor practices.

N 330 All national employees must be selected on a competitive basis by means of an ad hoc selection panel convened for each vacancy. The panel must be composed of at least three members: the hiring manager, a staff representative, and an independent member. At least two panel members must be PAHO staff members; the third may be a national employee. All selections must be approved by the Director or a delegated representative.

N 340 No person closely related by blood or marriage to someone working in the Bureau shall be appointed unless an exception has been obtained from the Director. When exceptions are made, such persons should not be assigned within the same line of authority. A person is closely related by blood or marriage if they are the mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, stepsister, guardian or ward of someone working in the Bureau.

N 350 National employees selected for posts in the Bureau should normally devote the whole of their time to the Organization. National employees wishing to seek employment elsewhere in addition to the position to which they have been selected in the Bureau must receive prior approval from the Director.

Attendance and Leave

N 410 The normal work day shall be eight hours and the normal work week 40 hours.

N 420 The holidays observed by the national governments shall also be observed by the national employees in accordance with local policies and practices.

Social Security

N 510 Entitlements to annual, sick and parental leave shall be in accordance with the practices prevailing in the locality. Administrative leave with pay or without pay may be provided, for valid reasons, when requested. All leave entitlements shall be stated in the written terms of appointment.

N 520 Each Representation/Center/Project shall ensure compliance by national employees with social security requirements, including tax legislation, when applicable. The Bureau shall report to the authorities, as well as to national employees, such withholdings as may be required by local laws for pertinent purposes.

N 530 National employees shall be compensated in accordance with the rules of the national social security system in the event of illness, accident or death attributable to the performance of their official duties on behalf of the Bureau. Where there is no such scheme available, the Bureau shall provide reasonable compensation.

Conduct and Disciplinary Measures

N 610 The basic standards of conduct for national employees are set forth in Article I of the Staff Regulations to the extent that the Article relates to such employees.

N 620 Breaches of conduct shall be dealt with by way of any one or a combination of the following:

N 620.1 written reprimand signed by the HRM Manager;
N 620.2 temporary suspension without pay;
N 620.3 withholding of within-grade increase(s);
N 620.4 reassignment with or without reduction in grade;
N 620.5 dismissal for conduct;
N 620.6 summary dismissal for serious misconduct.

N 630 A disciplinary measure listed in Rule N 620 may be imposed only with respect to national employees if they have been notified in writing of the charges. National employees shall be given eight calendar days from receipt of the notification within which to submit a written reply. This period may be shortened if the urgency of the situation requires it.

Separation from Service

N 710 In the event of separation from the service of the Bureau due to programmatic reasons, the period of notice shall be as prescribed locally. Termination indemnities shall be paid, as applicable, from the termination fund established by the Bureau for the purpose.

Right of Association

N 810 National employees at each locality shall have the right to associate themselves for the purpose of ensuring that the terms of their appointment are observed and for the purpose of promoting their interests.

Grievance Procedure

N 910 Grievances resulting from the interpretation of these Rules or the terms of the employment contract should be settled as a first step at the level of the supervisor(s) and the national employee concerned, at the local level. If the grievance cannot be settled, it should be referred within 60 days to the Director and his representative(s), who should provide a proposed settlement after review and consideration of all the facts of the case.

Arbitration

N 920 If a grievance cannot be resolved by mutual agreement in accordance with Rule N 910, the matter may proceed to arbitration as provided in the national employee's contract and as determined by the Organization. The request for arbitration must be submitted in writing to the Director of the Department of Human Resources Management, no later than 90 days after receipt of the Director's written response referred to in Rule N 910. Arbitration must be conducted by an impartial, autonomous, and independent body designated by the Organization.

General Provision

N 1000 Any matter arising which has not been foreseen by the above-mentioned Rules shall be considered, reviewed and settled in accordance with the Bureau's practices and local legislation and practices, without prejudice to the privileges and immunities of the Bureau.

N 1010 In case of differences between local legislation and any provision of these Rules, these Rules shall prevail.

APPENDIX 1

Salary Scale for the Professional and Higher Categories: Annual Gross Salaries and Net Equivalents after Application of Staff Assessment

(in U.S. dollars)

Effective 1 January 2026

		Steps[1]												
Level		**I**	**II**	**III**	**IV**	**V**	**VI**	**VII**	**VIII**	**IX**	**X**	**XI**	**XII**	**XIII**
D-2	**Gross**	**174 208**	**178 139**	**182 071**	**186 008**	**189 945**	**193 879**	**197 811**	**201 748**	**205 680**	**209 164**			
	Net	130 477	133 072	135 667	138 265	140 864	143 460	146 055	148 654	151 249	153 845			
D-1	**Gross**	**155 232**	**158 685**	**162 145**	**165 603**	**169 047**	**172 506**	**175 961**	**179 411**	**182 870**	**186 321**	**189 776**	**193 224**	**196 682**
	Net	117 953	120 232	122 516	124 798	127 071	129 354	131 634	133 911	136 194	138 472	140 752	143 028	145 310
P-5	**Gross**	**133 807**	**136 579**	**139 353**	**142 119**	**144 893**	**147 659**	**150 461**	**153 397**	**156 338**	**159 274**	**162 215**	**165 148**	**168 092**
	Net	103 165	105 105	107 047	108 983	110 925	112 861	114 804	116 742	118 683	120 621	122 562	124 498	126 441
P-4	**Gross**	**109 324**	**111 997**	**114 673**	**117 344**	**120 019**	**122 691**	**125 370**	**128 043**	**130 717**	**133 386**	**136 066**	**138 733**	**141 407**
	Net	86 027	87 898	89 771	91 641	93 513	95 384	97 259	99 130	101 002	102 870	104 746	106 613	108 485
P-3	**Gross**	**89 257**	**91 537**	**93 817**	**96 093**	**98 376**	**100 710**	**103 184**	**105 661**	**108 136**	**110 609**	**113 089**	**115 563**	**118 039**
	Net	71 335	73 068	74 801	76 531	78 266	79 997	81 729	83 463	85 195	86 926	88 662	90 394	92 127
P-2	**Gross**	**69 139**	**71 176**	**73 213**	**75 253**	**77 293**	**79 334**	**81 376**	**83 408**	**85 449**	**87 487**	**89 526**	**91 570**	**93 605**
	Net	56 046	57 594	59 142	60 692	62 243	63 794	65 346	66 890	68 441	69 990	71 540	73 093	74 640
P-1	**Gross**	**53 071**	**54 803**	**56 533**	**58 263**	**59 992**	**61 726**	**63 454**	**65 186**	**66 916**	**68 649**	**70 376**	**72 105**	**73 838**
	Net	43 834	45 150	46 465	47 780	49 094	50 412	51 725	53 041	54 356	55 673	56 986	58 300	59 617

[1] The normal qualifying period for a within-grade increase between consecutive steps is one year. The shaded steps at each grade require two years of qualifying service at the preceding step (Staff Rule 550.2).

Pay Protection Points for Staff Whose Salaries Are Higher than the Maximum Salaries on the Unified Salary Scale

(in U.S. dollars)

Effective 1 January 2026

Level		Pay protection point 1	Pay protection point 2
P-4	Gross	144 806	146 760
	Net	110 360	112 232
P-3	Gross	120 511	122 983
	Net	93 858	95 588
P-2	Gross	95 643	–
	Net	76 189	–
P-1	Gross	75 567	–
	Net	60 931	–

APPENDIX 2

Education Grant Entitlement
Education Grant Sliding Reimbursement Scale

Effective school year in progress 1 January 2022

Claim amount bracket (U.S. dollars)	Reimbursement rate (percentage)
0 to 13,224	86
13,225 to 19,836	81
19,837 to 26,448	76
26,449 to 33,060	71
33,061 to 39,672	66
39,673 to 46,284	61
46,285 and above	–