

170th SESSION OF THE EXECUTIVE COMMITTEE

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Provisional Agenda Item 6.1

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AMENDMENTS TO THE PAN AMERICAN SANITARY BUREAU STAFF REGULATIONS AND RULES

Introduction

1. The Staff Regulations of the Pan American Sanitary Bureau (PASB or the Bureau) may be supplemented or amended by the Directing Council or the Pan American Sanitary Conference of the Pan American Health Organization (PAHO) pursuant to Staff Regulation 12.1.
2. In accordance with Staff Rule 020, the Staff Rules of PASB may be amended by the Director, subject to confirmation by the Executive Committee of PAHO.
3. Accordingly, the Director submits for confirmation to the 170th Session of the Executive Committee the amendments to the Staff Rules established by the Director since the 168th Session of the Committee, as shown in Annexes A and B of this document. No Staff Regulation amendments are proposed at this time.
4. These amendments are made to maintain consistency in the conditions of employment of staff of the Pan American Sanitary Bureau with the United Nations (UN) common system organizations, to align with the World Health Organization (WHO), in consideration of experience, and in the interest of good human resources management.

Remuneration of Professional and Higher Categories

5. In its report for the year 2021, the International Civil Service Commission (ICSC) recommended that the current base/floor salary scale for the professional and higher categories and pay protection points be increased by 0.92%. This was done through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points, resulting in no change to net take-home pay (i.e., on a no-loss/no-gain basis). Pay protection points apply to staff whose salaries were higher than those at the maximum steps of their grade upon conversion in 2017 to the unified salary scale. For consistency with the UN common system of salaries, allowances, and benefits, PASB implemented these increases with effect from 1 January 2022.
 6. Amendments to Appendix 1 of the Staff Rules appear in Annex B of this document.
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Salaries of Staff in Ungraded Posts and the Director's Salary

7. As a result of the change in salary for staff in the professional and higher categories, a similar revision to the salaries for the posts of Director, Deputy Director, and Assistant Director is also required to accommodate the changes in the post-adjustment multiplier points. This revision is accomplished through the standard consolidation method (i.e., on a no-loss/no-gain basis for staff).
8. Consequently, after revision, on a no-loss/no-gain basis:
- a) The annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, is US\$ 186,738,¹ before staff assessment, with a corresponding net base salary of \$138,747.²
 - b) The annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, is \$188,253 before staff assessment, with a corresponding net base salary of \$139,747.³
 - c) The annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, is \$207,368 before staff assessment, with a corresponding net base salary of \$152,363.⁴

Education Grant

9. As a result of a review conducted by the ICSC of the education grant scheme and the boarding lump sum, the UN General Assembly (UNGA) approved an adjustment to the sliding reimbursement scale for calculating the education grant benefit. This is shown in Appendix 2 of the Staff Rules, which appears in Annex B of this document.

Service Appointments

10. Staff Rule 420.2 defines a service appointment as an appointment without a specified time limit. The Bureau has not offered service appointments, previously called career service appointments, to its staff members since 1994. Only fixed-term or temporary appointments are now offered to Bureau staff. There are currently no staff members working in the Bureau who hold service appointments; they have either retired or otherwise separated from the Organization. Consequently, the removal of the terms “service

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

² Since at least 1948, the net salary of the Assistant Director of the PASB has been established at \$1,000 less than the net salary of the Deputy Director (Document OSP.CE6 M/2 [1948]).

³ Since 1962, the net salary of the Deputy Director of the PASB had been fixed at the same level as that of WHO Regional Directors, taking into consideration the dual responsibilities of the PASB as PAHO Secretariat and also as WHO Regional Office for the Americas (Documents CSP16/8 [1962], CE54/5, Add. I [1966], CE61/8 [1969], and CD19/45 [1969]).

⁴ The net salary of the Director of the PASB is fixed at the same level as the Deputy Director General of WHO, taking into consideration the dual responsibilities of the PASB as PAHO Secretariat and also as WHO Regional Office for the Americas (Documents CE45/15, Rev. I [1962] and CD19/45 [1969], and Resolutions CSP16.R20 [1962] and CD19.R22 [1969]).

appointment” and “career service appointment,” as well as related benefits, from the Staff Rules is deemed necessary as this type of appointment is now obsolete. This amendment will also require the revision and renumbering of the provisions under Staff Rule 420, as presented in Annex A of this document.

11. As a result of the above, Staff Rules that reference Staff Rule 420, that use the terms “service appointment” or “career service appointment”, or that describe the benefits applicable to staff holding service appointments will be edited to reflect these changes, specifically: Staff Rules 320.3, 360.1, 360.2, 360.3, 370.1, 420, 550.1, 555, 560.1, 560.2, 560.3, 565.1, 565.2, 570.1, 640.5, 740.1.1, 760.2, 765.3, 855.1, 1030.1, 1030.2.2, 1050.2, 1050.3, 1050.4, 1070.1, and 1070.2.

Editorial Amendments to the Staff Rules

12. A number of Staff Rules are amended for editorial purposes, including to update the use of terminology and the precision of the text. For these amendments, there is no intention to make a substantive change to the implementation of the current provisions. The editorial amendments to the Staff Rules are as follows:

- a) Amend Staff Rules 340.2 and 355.1.1 to replace “child who is physically or mentally disabled” with “child who has a physical or mental disability.” This change will also apply to Staff Rule 355.2 in the Spanish version only, since the English version correctly reflects the appropriate terminology. This amendment is required to update and use appropriate terminology in the Rules.
- b) Amend Staff Rule 350.2.2 to eliminate the dollar amount of the boarding benefit. The dollar amount will be included in a policy document instead; this will keep consistency with other allowances and grants.
- c) Amend Staff Rules 355.3.1 and 355.3.2 to replace the term “a normal educational institution” with “a traditional educational institution.”

Financial Implications

13. The financial implications associated with the ICSC recommendation on the increase to the base/floor salary scale are estimated at approximately \$494,000 per year across the United Nations system.

14. The financial implications of the adjustment to the sliding reimbursement scale and the boarding lump sum, as recommended by the ICSC to the UNGA, are estimated at \$6.55 million per year across the United Nations system.

Action by the Executive Committee

15. The Executive Committee is requested to review the amendments to the PASB Staff Regulations and Rules presented in this document, provide any comments it deems pertinent, and consider approving the proposed resolution in Annex C.

Annex A

**Amendments to PASB Staff Rules Issued by the Director
since the 168th Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<p>320. SALARY DETERMINATION</p> <p>[...]</p> <p>320.3 On promotion to a higher grade the net base salary of a staff member holding a service or fixed term appointment shall be fixed at the lowest step in the new grade</p> <p>[...]</p>	<p>320. SALARY DETERMINATION</p> <p>[...]</p> <p>320.3 On promotion to a higher grade the net base salary of a staff member holding a service or fixed term appointment shall be fixed at the lowest step in the new grade</p> <p>[...]</p>
<p>340. DEPENDANTS' AND SINGLE PARENT'S ALLOWANCES</p> <p>340. Staff members appointed to the professional or higher categories, except those holding temporary appointments as defined in Rule 420.4, are entitled to an allowance, as follows:</p> <p>[...]</p> <p>340.2 For a child who is physically or mentally disabled as defined in Staff Rule 310.5.2, an amount equivalent to double the dependent child allowance. 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.</p>	<p>340. DEPENDENTS' AND SINGLE PARENT'S ALLOWANCES</p> <p>340. Staff members appointed to the professional or higher categories, except those holding temporary appointments as defined in Rule 420.4 420.3, are entitled to an allowance, as follows:</p> <p>[...]</p> <p>340.2 For a child who is physically or mentally disabled has a physical or mental disability as defined in Staff Rule 310.5.2, an amount equivalent to double the dependent child allowance. 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.</p>
<p>350. EDUCATION GRANT</p> <p>[...]</p> <p>350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the duty station. An additional lump sum of \$5,000 is payable,</p>	<p>350. EDUCATION GRANT</p> <p>[...]</p> <p>350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the duty station. An additional lump sum of \$5,000 is payable,</p>

FORMER TEXT	NEW TEXT
<p>to a staff member assigned to a non-Headquarters duty station, for boarding related expenses incurred at the primary and secondary education levels outside the country or commuting area of the duty station.</p> <p>[...]</p>	<p>to For staff members assigned to a non-Headquarters duty stations, an additional lump sum for boarding-related expenses incurred at the for primary and secondary education levels only outside the country or commuting area of the duty station is also payable.</p> <p>[...]</p>
<p>355. SPECIAL EDUCATION GRANT FOR CHILDREN WITH DISABILITIES</p> <p>355.1.1 the special education grant is payable in respect of any child who is physically or mentally disabled 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;</p> <p>[...]</p> <p>355.3.1 the child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society;</p> <p>355.3.2 the child, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.</p>	<p>355. SPECIAL EDUCATION GRANT FOR CHILDREN WITH DISABILITIES</p> <p>355.1.1 the special education grant is payable in respect of any child who is physically or mentally disabled has a physical or mental disability and is recognized as a dependent 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;</p> <p>[...]</p> <p>355.3.1 the child is unable, by reason of physical or mental disability, to attend a normal traditional educational institution and therefore requires special teaching or training to prepare him for full integration into society;</p> <p>355.3.2 the child, while attending a normal traditional educational institution, requires special teaching or training to assist him in overcoming the disability.</p>

FORMER TEXT	NEW TEXT
<p>360. MOBILITY INCENTIVE, HARDSHIP ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE</p> <p>[...]</p> <p>360.1 Mobility Incentive: In order to provide incentives for mobility, an allowance is paid to staff members holding fixed-term or service appointments.</p> <p>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, service or temporary appointments.</p> <p>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, service or temporary appointments.</p>	<p>360. MOBILITY INCENTIVE, HARDSHIP ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE</p> <p>[...]</p> <p>360.1 Mobility Incentive: In order to provide incentives for mobility, an allowance is paid to staff members holding fixed-term or service appointments.</p> <p>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, service or temporary appointments.</p> <p>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, service or temporary appointments.</p>
<p>370. REPATRIATION GRANT</p> <p>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 or service appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.3 [...]</p>	<p>370. REPATRIATION GRANT</p> <p>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 or service appointment shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.3 [...]</p>

FORMER TEXT	NEW TEXT
<p>420. APPOINTMENT POLICIES¹</p> <p><i>Footnote reference in the title of Staff Rule</i></p> <p>¹ Staff members holding career-service appointments on 1 July 2002, and who remain below grade P-6/D-1, shall retain such appointments until they separate from the Bureau.</p> <p>420.1 Staff members may be granted service, fixed-term or temporary appointments as defined below:</p> <p>420.2 A “service appointment” is an appointment without specified time limit. A service appointment may be granted after a minimum of five years’ certified satisfactory service on fixed-term appointments and the fulfillment of such other requirements as the Director may determine.</p> <p>420.3 A “fixed-term appointment” is a time-limited appointment for one year or more. Any extension is subject to conditions determined by the Bureau.</p> <p>420.4 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.</p>	<p>420. APPOINTMENT POLICIES¹</p> <p><i>Footnote reference in the title of Staff Rule</i></p> <p>¹ Staff members holding career-service appointments on 1 July 2002, and who remain below grade P-6/D-1, shall retain such appointments until they separate from the Bureau.</p> <p>420.1 Staff members may be granted service, fixed-term or temporary appointments as defined below:</p> <p>420.2 A “service appointment” is an appointment without specified time limit. A service appointment may be granted after a minimum of five years’ certified satisfactory service on fixed-term appointments and the fulfillment of such other requirements as the Director may determine.</p> <p>420.3 420.2 A “fixed-term appointment” is a time-limited appointment for one year or more. Any extension is subject to conditions determined by the Bureau.</p> <p>420.4 420.3 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.</p>

FORMER TEXT	NEW TEXT
<p>420.5 Appointments may be on a full-time or part-time basis.</p> <p>420.6 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.3, or on temporary appointments as defined in Rule 420.4.</p> <p>420.7 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.</p> <p>420.8 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.</p>	<p>420.5 420.4 Appointments may be on a full-time or part-time basis.</p> <p>420.6 420.5 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.3 420.2, or on temporary appointments as defined in Rule 420.4 420.3.</p> <p>420.7 420.6 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.</p> <p>420.8 420.7 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.</p>

FORMER TEXT	NEW TEXT
<p>550. WITHIN-GRADE INCREASE</p> <p>550.1 Staff members, holding service appointments as defined in Staff Rule 420.2 and fixed-term appointments as defined in Staff Rule 420.3, whose performance and conduct have been certified by the supervisors as being satisfactory [...]</p>	<p>550. WITHIN-GRADE INCREASE</p> <p>550.1 Staff members, holding service appointments as defined in Staff Rule 420.2 and fixed-term appointments as defined in Staff Rule 420.32, whose performance and conduct have been certified by the supervisors as being satisfactory [...]</p>
<p>555. WITHIN-GRADE INCREASE BASED ON MERIT</p> <p>A staff member holding a fixed-term or service appointment whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member [...]</p>	<p>555. WITHIN-GRADE INCREASE BASED ON MERIT</p> <p>A staff member holding a fixed-term or service appointment whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member [...]</p>
<p>560. PROMOTION</p> <p>560.1 Promotion is the advancement of a staff member holding a fixed term or service 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.</p> <p>560.2 Subject to Rule 560.3, a staff member holding a fixed term or service appointment shall be entitled to the promotion [...]</p> <p>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</p>	<p>560. PROMOTION</p> <p>560.1 Promotion is the advancement of a staff member holding a fixed term or service 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.</p> <p>560.2 Subject to Rule 560.3, a staff member holding a fixed term or service appointment shall be entitled to the promotion [...]</p> <p>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</p>

FORMER TEXT	NEW TEXT
<p>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 or service appointment.</p>	<p>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 or service appointment.</p>
<p>565. REASSIGNMENT</p> <p>565.1 A reassignment is any formal movement of a staff member holding a fixed-term or service appointment from one post to another. [...]</p> <p>565.2 A staff member holding a fixed-term or service appointment may be reassigned whenever it is in the interest of the Bureau [...]</p>	<p>565. REASSIGNMENT</p> <p>565.1 A reassignment is any formal movement of a staff member holding a fixed-term or service appointment from one post to another. [...]</p> <p>565.2 A staff member holding a fixed-term or service appointment may be reassigned whenever it is in the interest of the Bureau [...]</p>
<p>570. REDUCTION IN GRADE</p> <p>570.1 The grade of staff members holding a fixed-term or service 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:</p> <p>[...]</p>	<p>570. REDUCTION IN GRADE</p> <p>570.1 The grade of staff members holding a fixed-term or service 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:</p> <p>[...]</p>
<p>640. HOME LEAVE</p> <p>[...]</p> <p>640.5 Eligible staff members, as defined in Rule 640.4, holding temporary, fixed term, or service appointments are granted home leave when:</p> <p>[...]</p>	<p>640. HOME LEAVE</p> <p>[...]</p> <p>640.5 Eligible staff members, as defined in Rule 640.4, holding temporary, or fixed term, or service appointments are granted home leave when:</p> <p>[...]</p>

FORMER TEXT	NEW TEXT
<p>740. SICK LEAVE</p> <p>[...]</p> <p>740.1.1 a staff member holding a fixed-term or service 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 [...]</p>	<p>740. SICK LEAVE</p> <p>[...]</p> <p>740.1.1 a staff member holding a fixed-term or service 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 [...]</p>
<p>760. MATERNITY LEAVE</p> <p>[...]</p> <p>760.2 Staff members holding fixed-term or service appointments who give birth to a child are entitled to 16 weeks of maternity leave, [...]</p> <p>760.3 Staff members holding temporary appointments as defined in Rule 420.4 [...]</p>	<p>760. MATERNITY LEAVE</p> <p>[...]</p> <p>760.2 Staff members holding fixed-term or service appointments who give birth to a child are entitled to 16 weeks of maternity leave, [...]</p> <p>760.3 Staff members holding temporary appointments as defined in Rule 420.4 420.3 [...]</p>
<p>855. RELOCATION SHIPMENT</p> <p>855.1 Staff members holding a fixed-term or service appointment who are installed for at least one year at duty station that is not their recognized placed of residence [...]</p>	<p>855. RELOCATION SHIPMENT</p> <p>855.1 Staff members holding a fixed-term or service appointment who are installed for at least one year at a duty station that is not their recognized placed of residence [...]</p>
<p>1030. TERMINATION FOR REASONS OF HEALTH</p> <p>1030.1 [...] The staff member shall be given three months’ notice if serving on a service or fixed-term appointment and one month’s notice if serving on a temporary appointment. The staff member shall always have the option of resigning.</p> <p>1030.2 Prior to such termination the following conditions must be filled:</p> <p>[...]</p>	<p>1030. TERMINATION FOR REASONS OF HEALTH</p> <p>1030.1 [...] The staff member shall be given three months’ notice if serving on a service or fixed-term appointment and one month’s notice if serving on a temporary appointment. The staff member shall always have the option of resigning.</p> <p>1030.2 Prior to such termination the following conditions must be filled:</p> <p>[...]</p>

FORMER TEXT	NEW TEXT
<p>1030.2.2 reassignment possibilities for staff members holding service or fixed-term appointments shall be explored and an offer made if this is feasible;</p> <p>[...]</p>	<p>1030.2.2 reassignment possibilities for staff members holding service or fixed-term appointments shall be explored and an offer made if this is feasible;</p> <p>[...]</p>
<p>1050. ABOLITION OF POST</p> <p>[...]</p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a service appointment² – is abolished, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with established procedures, specifically:</p> <p><i>Footnote reference under Staff Rule 1050.2</i></p> <p>² In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p> <p>1050.3 Termination under this Rule shall require the giving of at least three months’ notice to a staff member holding a service appointment or a non-probationary fixed term appointment against a post of indefinite duration or one of limited duration and at least one month’s notice to any other staff member.</p> <p>1050.4 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:</p>	<p>1050. ABOLITION OF POST</p> <p>[...]</p> <p>1050.2 When a post of indefinite duration – or any post held by a staff member with a service appointment²– is abolished, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with established procedures, specifically:</p> <p><i>Footnote reference under Staff Rule 1050.2</i></p> <p>² In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.</p> <p>1050.3 Termination under this Rule shall require the giving of at least three months’ notice to a staff member holding a service appointment or a non-probationary fixed-term appointment against a post of indefinite duration or one of limited duration and at least one month’s notice to any other staff member.</p> <p>1050.4 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:</p>

FORMER TEXT			NEW TEXT			
Indemnity (Terminal remuneration)			Indemnity (Terminal remuneration)			
Years of service	Staff holding service appointments	Staff holding fixed-term appointments	Years of service	Staff holding service appointments	Staff holding fixed-term appointments	
Less than 1	Not applicable	One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months	Less than 1	Not applicable	One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months	
1		4 months	1		4 months	
2			2			2
3			3			3
4			4			4
5	6 months	5 months	5	6 months	5 months	
6	7 months	6 months	6	7 months	6 months	
7	8 months	7 months	7	8 months	7 months	
8	9 months	9 months	8	9 months	9 months	
9	9.5 months	9.5 months	9	9.5 months	9.5 months	
10	10 months	10 months	10	10 months	10 months	
11	10.5 months	10.5 months	11	10.5 months	10.5 months	
12	11 months	11 months	12	11 months	11 months	
13	11.5 months	11.5 months	13	11.5 months	11.5 months	
14	12 months	12 months	14	12 months	12 months	
15 or more	12 months	12 months	15 or more	12 months	12 months	
[...]			[...]			
1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE			1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE			
1070.1 A staff member's fixed term or service appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. [...]			1070.1 A staff member's fixed term or service appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. [...]			
1070.2 Prior to termination action, a staff member holding a fixed term or service appointment shall be given a written warning [...]			1070.2 Prior to termination action, a staff member holding a fixed term or service appointment shall be given a written warning [...]			

Annex B

Appendix 1 of the Staff Rules

**A. 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 2022

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
D-2	Gross	150,252	153,708	157,164	160,623	164,082	167,539	170,994	174,455	177,911	181,367			
	Net	114,666	116,947	119,228	121,511	123,794	126,076	128,356	130,640	132,921	135,202			
D-1	Gross	134,514	137,376	140,243	143,107	145,961	148,827	151,792	154,824	157,864	160,897	163,933	166,965	170,003
	Net	103,660	105,663	107,670	109,675	111,673	113,679	115,683	117,684	119,690	121,692	123,696	125,697	127,702
P-5	Gross	115,949	118,384	120,821	123,253	125,690	128,123	130,561	132,994	135,430	137,863	140,300	142,730	145,170
	Net	90,664	92,369	94,075	95,777	97,483	99,186	100,893	102,596	104,301	106,004	107,710	109,411	111,119
P-4	Gross	94,871	97,036	99,200	101,481	103,830	106,180	108,533	110,883	113,231	115,579	117,933	120,277	122,627
	Net	75,602	77,247	78,892	80,537	82,181	83,826	85,473	87,118	88,762	90,405	92,053	93,694	95,339
P-3	Gross	77,884	79,887	81,891	83,892	85,897	87,899	89,901	91,908	93,909	95,911	97,918	99,921	102,090
	Net	62,692	64,214	65,737	67,258	68,782	70,303	71,825	73,350	74,871	76,392	77,918	79,440	80,963
P-2	Gross	60,203	61,993	63,784	65,575	67,370	69,163	70,958	72,743	74,537	76,328	78,120	79,914	81,704
	Net	49,254	50,615	51,976	53,337	54,701	56,064	57,428	58,785	60,148	61,509	62,871	64,235	65,595
P-1	Gross	46,413	47,806	49,198	50,646	52,164	53,688	55,207	56,729	58,249	59,771	61,291	62,811	64,332
	Net	38,523	39,679	40,834	41,991	43,145	44,303	45,457	46,614	47,769	48,926	50,081	51,236	52,392

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).

**B. 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 2022

Level		Pay protection point 1	Pay protection point 2
P-4	Gross	124,981	127,331
	Net	96,987	98,632
P-3	Gross	104,263	106,437
	Net	82,484	84,006
P-2	Gross	83,495	-
	Net	66,956	
P-1	Gross	65,851	-
	Net	53,547	

Appendix 2 of the Staff Rules

**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	–



170th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA (hybrid session), 20-24 June 2022

CE170/26
Annex C
Original: English

PROPOSED RESOLUTION

AMENDMENTS TO THE PAN AMERICAN SANITARY BUREAU STAFF REGULATIONS AND RULES

THE 170th SESSION OF THE EXECUTIVE COMMITTEE,

(PP1) Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE170/26;

(PP2) Acknowledging the recommendation of the International Civil Service Commission in its 2021 Annual Report to increase the base/floor salary scale for the professional and higher categories and pay protection points by 0.92% on a no-loss/no-gain basis, and PASB's implementation of that recommendation as of 1 January 2022;

(PP3) Taking into consideration the actions of the Seventy-fifth World Health Assembly regarding the remuneration of the Regional Directors, Assistant Directors-General, and the Deputy Director-General based on the United Nations General Assembly's approval of the amended base/floor salary scale for the professional and higher categories on a no-loss/no-gain basis;

(PP4) Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau;

(PP5) Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the United Nations Common System Agencies,

RESOLVES:

(OP)1. To confirm, in accordance with Staff Rule 020, the Staff Rule amendments that have been made by the Director effective 1 January 2022 concerning the remuneration of staff in the professional and higher categories and the Staff Rule amendments that have been made by the Director effective 1 July 2022 regarding education grant and boarding; and service appointments.

(OP)2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning on 1 January 2022 at US\$ 186,738¹ before staff assessment, with a corresponding net base salary of \$138,747.

(OP)3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, at \$188,253 before staff assessment, with a corresponding net base salary of \$139,747.

(OP)4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, at \$207,368 before staff assessment, with a corresponding net base salary of \$152,363.

Appendix

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

Appendix

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

The amendments presented below shall apply to the specific articles indicated in each case:

320. SALARY DETERMINATION

[...]

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 [...]

340. DEPENDENTS' AND SINGLE PARENT'S ALLOWANCES

340. 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:

[...]

340.2 For a child who has a physical or mental disability as defined in Staff Rule 310.5.2, an amount equivalent to double the dependent child allowance. 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.

350. EDUCATION GRANT

[...]

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.

[...]

355. SPECIAL EDUCATION GRANT FOR CHILDREN WITH DISABILITIES

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 dependent 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;

[...]

The amendments presented below shall apply to the specific articles indicated in each case:

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.

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

[...]

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.

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 [...]

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.

The amendments presented below shall apply to the specific articles indicated in each case:

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.

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 [...]

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 [...]

560. PROMOTION

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 [...]

The amendments presented below shall apply to the specific articles indicated in each case:

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. [...]

565.2 A staff member holding a fixed-term appointment may be reassigned whenever it is in the interest of the Bureau [...]

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:

[...]

640. HOME LEAVE

[...]

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

[...]

740. SICK LEAVE

[...]

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 [...]

The amendments presented below shall apply to the specific articles indicated in each case:

760. MATERNITY LEAVE

[...]

760.2 Staff members holding fixed-term appointments who give birth to a child are entitled to 16 weeks of maternity leave, [...]

760.3 Staff members holding temporary appointments as defined in Rule 420.3 [...]

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 placed of residence [...]

1030. TERMINATION FOR REASONS OF HEALTH

1030.1 [...] 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 filled:

[...]

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

[...]

1050. ABOLITION OF POST

[...]

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:

1050.3 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 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:

The amendments presented below shall apply to the specific articles indicated in each case:

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

[...]

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. [...]

1070.2 Prior to termination action, a staff member holding a fixed term appointment shall be given a written warning [...]

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

<p>1. Agenda item: 6.1 - Amendments to the Pan American Sanitary Bureau Staff Regulations and Rules</p>
<p>2. Linkage to Program Budget of the Pan American Health Organization 2022-2023: <i>Outcome 28. Management and Administration</i></p>
<p>3. Financial implications:</p> <p>a) Total estimated cost for implementation over the lifecycle of the resolution (including staff and activities):</p> <p>The financial implications associated with the International Civil Service Commission’s recommendation on the increase to the base/floor salary scale are estimated at approximately US\$ 494,000 per year across the United Nations system.</p> <p>b) Estimated cost for the 2022-2023 biennium (including staff and activities):</p> <p>Negligible.</p> <p>c) Of the estimated cost noted in b), what can be subsumed under existing programmed activities?</p> <p>All costs are subsumed within the budgeted total costs for UN professional posts.</p>
<p>4. Administrative implications:</p> <p>a) Indicate the levels of the Organization at which the work will be undertaken:</p> <p>The Department of Human Resources Management will revise human resources policy documents to align to changes in the Staff Rules.</p> <p>b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):</p> <p>Not applicable.</p> <p>c) Time frames (indicate broad time frames for the implementation and evaluation):</p> <p>Amendments to the Staff Rules are effective when approved by the Director, subject to confirmation by the Executive Committee, and are evaluated on an ongoing basis.</p>

Analytical Form to Link Agenda Item with Organizational Mandates

1. Agenda item: 6.1 - Amendments to the PASB Staff Regulations and Rules
2. Responsible unit: Human Resources Management
3. Preparing officer: Dr. Luz Marina Barillas, Human Resources Management, Director
4. Link between Agenda item and Sustainable Health Agenda for the Americas 2018-2030: Agenda item is in service of PASB's implementation of Health Agenda paragraph 6.
5. Link between Agenda item and the Strategic Plan of the Pan American Health Organization 2020-2025: <i>Outcome 28. Management and Administration</i>
6. List of collaborating centers and national institutions linked to this Agenda item: Not applicable.
7. Best practices in this area and examples from countries within the Region of the Americas: Amendments to the Staff Rules are proposed for consistency with the United Nations common system organizations, to align with the World Health Organization, in consideration of experience, and in the interest of good human resources management practices.
8. Financial implications of this Agenda item: Minimal. The costs are subsumed within the budgeted total costs for UN professional posts.