

# 170th SESSION OF THE EXECUTIVE COMMITTEE

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

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CE170.R13  
Original: English

## **RESOLUTION**

### **CE170.R13**

#### **AMENDMENTS TO THE PAN AMERICAN SANITARY BUREAU STAFF REGULATIONS AND RULES**

##### ***THE 170th SESSION OF THE EXECUTIVE COMMITTEE,***

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

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;

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;

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of PASB;

Recognizing the need for uniformity in the conditions of employment of staff of PASB and the United Nations Common System Agencies,

#### **RESOLVES:**

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.
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2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning on 1 January 2022, at US\$ 186,738<sup>1</sup> before staff assessment, with a corresponding net base salary of \$138,747.
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.
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

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<sup>1</sup> 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;

[...]

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**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:

<b>Indemnity (Terminal remuneration)</b>	
<b>Years of service</b>	<b>Staff holding fixed-term appointments</b>
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 [...]

*(Sixth meeting, 22 June 2022)*

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