

160th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 26-30 June 2017

CE160.R14
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RESOLUTION

CE160.R14

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

THE 160th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in Annex A to Document CE160/25;

Taking into account the actions of the Seventieth 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;

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

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:

1. To confirm, in accordance with Staff Rule 020, the Staff Rule amendments that have been made by the Director effective 1 January 2017 concerning: definitions, salaries, dependants' allowances, mobility incentive, hardship allowance and non-family service allowance, settling-in grant, repatriation grant, end of service grant, recruitment policies, assignment to duty, within-grade increase, home leave, travel of staff members, travel of spouse and children, relocation shipment, failure to exercise entitlement, expenses on death, as well as those amendments effective 1 January 2018 concerning education grant and retirement.
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2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2017, at US\$ 172,858¹ before staff assessment, resulting in a modified net salary of \$129,586.
3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2017, at \$174,373 before staff assessment, resulting in a modified net salary of \$130,586.
4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2017, at \$192,236 before staff assessment, resulting in a modified net salary of \$142,376.

Annex

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

Annex

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

310. DEFINITIONS

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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 dependent, will be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount, unless the concerned staff members request otherwise;

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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.

330. SALARIES

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

330.1.1 For professional and higher graded staff:

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

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 420.4, 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 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.

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

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350.1.1 the education grant shall be paid starting with the school year in which a dependent child, as defined under Staff Rule 310.5.2, 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;

...

350.2 This grant is payable for:

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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, 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.

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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 an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.

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

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

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 or service 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, service 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, service or temporary appointments.

365. SETTLING-IN GRANT

365.1 On authorized travel upon appointment or upon reassignment to an official 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 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.

365.3 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 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.

365.4 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official 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 Rule 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 assignment 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 settling-in grant under Rule 365.2.1 only with respect of 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 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 380.2. Payment in respect of 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. This part of 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 of 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

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

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410. RECRUITMENT POLICIES

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

510. ASSIGNMENT TO DUTY

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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.

550. WITHIN-GRADE INCREASE

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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 increase under the terms of Staff 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 Staff Rule 550.2.2;
- 550.2.2** two years of full-time service for grades P-1 to P-5 beyond step VII, P-6/D 1 beyond step IV, and D-2 beyond step I;

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640. HOME LEAVE

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640.4 Staff members 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.

810. TRAVEL OF STAFF MEMBERS

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

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

820. TRAVEL OF SPOUSE AND CHILDREN

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

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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 official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Organization’s financial responsibility shall be limited to the cost of one way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 is completed after the end of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;

820.1.4 a child 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 820.2.5.5.

820.2 Except for staff members holding temporary appointments as defined in Rule 420.4, 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 official 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 official station at least six months;

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820.2.5 for a child for 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 655.4 does not apply:

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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 official 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 ceasing 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 official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 is completed after the child ceases to qualify for an education grant under Rule 350.1.2, this travel shall not be authorized;

855. RELOCATION SHIPMENT

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 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

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870.2 A deceased staff member's spouse and child(ren) shall be entitled to travel and relocation shipment 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. Entitlement to relocation shipment is determined by Rule 855.1.

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 best interest of the Bureau and that no more than a one year extension is granted at a time and not beyond the staff member's 68th birthday.

(Seventh meeting, 29 June 2017)