

## 162nd SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 18-22 June 2018

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CE162.R8  
Original: English

### ***RESOLUTION***

#### ***CE162.R8***

#### **AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES**

##### ***THE 162nd 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 CE162/24;

Taking into account the actions of the Seventy-first 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 July 2018 concerning definitions, education grant, settling-in grant, within-grade increase, special leave, resignation, and conference and other short-term staff.
2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2018, at US\$ 174,777<sup>1</sup> before staff assessment, resulting in a modified net salary of \$130,853.

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

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3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2018, at \$176,292 before staff assessment, resulting in a modified net salary of \$131,853.
4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2018, at \$194,329 before staff assessment, resulting in a modified net salary of \$143,757.

Annex

**Annex**

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

**310. DEFINITIONS**

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**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 professional and higher category staff, 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 general service staff, 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;

**350. EDUCATION GRANT**

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**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 the 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;

...

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

**365. SETTLING-IN GRANT**

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**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 official station provided that the child resides with the staff member at the duty station during school vacations. Upon reaching age 21, children are not entitled to the settling-in grant.

**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.

...

**365.5** The settling-in grant will not be paid:

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**550. WITHIN GRADE INCREASE**

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**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 1;

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**550.3** This rule applies to staff members in the professional and higher categories as defined in Staff Rules 420.2 and 420.3. It does not apply to those holding temporary appointments as defined in Rule 420.4 and short-term service staff under Rule 1320.

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**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, 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:

- when circumstances (e.g., inclement weather, civil disturbance, building maintenance) result in the need to close an office.
- Upon a staff member's recruitment, reassignment and separation from service, under conditions established by the Bureau.

## **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.

## **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.

*(Seventh meeting, 21 June 2018)*