

# 172nd SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 26–30 June 2023

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*Provisional Agenda Item 6.1*

CE172/24  
25 April 2023  
Original: English

## 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 172nd Session of the Executive Committee the amendments to the Staff Rules established since the 170th Session of the Executive Committee, as shown in Annexes A and B of this document.

### **Substantive Amendments to the Staff Rules**

4. These amendments are made to maintain consistency in the conditions of employment of staff of the PASB 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 2022, 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 2.28%. 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, the Bureau implemented these increases with effect from 1 January 2023.
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6. PAHO is considered a UN common system organization as a result of its status as the Regional Office for the Americas of WHO and, with the approval of its Governing Bodies, amends the PASB Staff Regulations and Rules as necessary to maintain close alignment with the UN common system of salaries, benefits, and allowances. The Bureau also routinely implements decisions of the ICSC as they relate to questions of post adjustment and reaffirms its commitment to continue doing so as a matter of policy.

7. Amendments to Appendix 1 of the Staff Rules appear in Annex B of this document.

### ***Salaries of Staff in Ungraded Posts and the Director's Salary***

8. 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).

9. According to Staff Regulation 3.1, the salary of the Director shall be fixed by the Executive Committee. The salaries of the Deputy Director and Assistant Director shall be determined by the Director of the Bureau with the approval of the Executive Committee.

### ***Allowance for Children with Disabilities***

10. The United Nations General Assembly at its seventy-seventh session approved as a compensation measure an increase in the allowance for children with disabilities from US\$ 5,858<sup>1</sup> to \$6,645 per child per year but did not approve a similar increase in the dependent child allowance. As a result, Staff Rule 340.2 will be amended to delink the calculation of the allowance for children with disabilities from the amount of the dependent child allowance, which remains unchanged.

### ***Official Holidays***

11. Staff Rule 620 specifies the observance of 10 official holidays per year for PASB personnel. In the UN common system, the number of official holidays ranges from 9 to 11 days per year. In 2021, 19 June became a federal holiday (Juneteenth) for government employees in the PASB Headquarters host country, the United States of America. Juneteenth commemorates the emancipation of enslaved African Americans and is intended not only to celebrate but also to educate regarding the importance of equity and equality.

12. It is proposed that: *a*) the number of official holidays observed by PASB staff increases from 10 to 11 days per year; *b*) PASB staff in the United States of America will observe 19 June (Juneteenth) as the eleventh holiday of the year; and *c*) country offices are to determine the eleventh holiday of the year according to official national holidays.

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

### ***Parental Leave***

13. Staff Rules 760 and 765 establish the entitlements to maternity and parental leave, respectively, for PASB staff. As endorsed by the United Nations General Assembly at its seventy-seventh session and to promote consistency in the application of benefits for staff members within the UN common system,<sup>2</sup> the proposed amendments will combine these entitlements under a single heading, “Parental Leave,” and provide 26 weeks of parental leave for gestational parents and 16 weeks for non-gestational parents holding fixed-term appointments. For staff with temporary appointments, the entitlement will be 13 weeks for gestational parents and eight weeks for non-gestational parents.

14. The ICSC recommendations on parental leave did not include limits on the age of a child for purposes of establishing a staff member’s entitlement to parental leave in cases of adoption. Therefore, PASB continues its policy of allowing adoption leave for dependents under 18 to align with the UN common system.

### **Financial Implications**

15. The financial implications associated with the ICSC recommendations on the increase to the base/floor salary scale are estimated at approximately \$1.2 million per year across the United Nations system.

16. The financial implications associated with the increased allowance for children with disabilities are estimated at approximately \$5,500 per annum for the Bureau.

### **Action by the Executive Committee**

17. 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.

Annexes

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<sup>2</sup> United Nations General Assembly Resolution A/RES/77/256 A-B.

Annex A

**Amendments to PASB Staff Rules Issued by the Director  
since the 170th Session of the Executive Committee**

FORMER TEXT	NEW TEXT
<p><b>340. DEPENDANTS' AND SINGLE PARENT'S ALLOWANCES</b></p> <p>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:</p> <p>[...]</p> <p>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.</p>	<p><b>340. DEPENDENTS' AND SINGLE PARENT'S ALLOWANCES</b></p> <p>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:</p> <p>[...]</p> <p>340.2 For a child who has a physical or mental disability as defined in Staff Rule 310.5.2, <del>an amount equivalent to double the dependent child allowance</del> 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><b>620. OFFICIAL HOLIDAYS</b></p> <p>Ten holidays are observed per year and, except as otherwise decided by the Director, follow, as far as practicable, the 10 most commonly observed holidays in the locality.</p>	<p><b>620. OFFICIAL HOLIDAYS</b></p> <p><del>Ten</del> <b>Eleven</b> holidays are observed per year and, except as otherwise decided by the Director, follow, as far as practicable, the <del>10-11</del> most commonly observed holidays in the locality.</p>
<p><b>760. MATERNITY LEAVE</b></p> <p>760.1 Staff members shall be entitled to maternity leave as established herein. This leave is paid with full salary and allowances.</p> <p>760.2 Staff members holding fixed-term appointments who give birth to a child are entitled to 16 weeks of maternity leave, except that in the case of multiple births, maternity leave shall extend for a period of 20 weeks from the time it is granted. Maternity leave</p>	<p><b>760. MATERNITY LEAVE PARENTAL LEAVE</b></p> <p>760.1 <b>Upon presentation of satisfactory evidence of the birth or adoption of a child,</b> staff members shall be entitled to <del>maternity</del> <b>parental</b> leave as established herein. This leave is paid with full salary and allowances.</p> <p>760.2 Staff members holding fixed-term appointments <b>under Staff Rule 420.2:</b></p> <p><b>(1)</b> who give birth to a child are entitled to <del>16-26 weeks of maternity</del> <b>parental leave, except that in the case of multiple births, maternity leave</b></p>

FORMER TEXT	NEW TEXT
<p>may commence within six weeks of the staff member’s due date based on a certificate from a duly-recognized medical practitioner or midwife indicating the expected date of birth. Maternity leave shall not terminate less than 10 weeks after the actual date of birth.</p> <p>760.3 Staff members holding temporary appointments as defined in Rule 420.3 who give birth to a child are entitled to eight weeks of maternity leave, except that in the case of multiple births, maternity leave shall extend for a period of 10 weeks from the time it is granted.</p> <p>760.4 A nursing mother shall be allowed nursing leave of sufficient time each day to nurse her child until the child reaches the age of two years.</p> <p>760.5 Where both parents of a newborn child are staff members of the Pan American Sanitary Bureau, any unused portion of maternity leave granted under this Rule may be used by the other parent of the child, under conditions established by the Bureau.</p>	<p><b>the gestational parent is entitled extend to a total of for a period of 20 30 weeks of parental leave. from the time it is granted. Maternity leave may commence within six weeks of the staff member’s due date based on a certificate from a duly-recognized medical practitioner or midwife indicating the expected date of birth. Maternity Parental leave for a gestational parent shall not terminate less than 10 weeks after the actual date of birth.</b></p> <p><b>(2) who are the non-gestational parent are entitled to parental leave for a period of 16 weeks. On the birth or adoption of more than one child, parental leave will be extended by two weeks.</b></p> <p>760.3 Staff members holding temporary appointments <del>as defined in</del> <b>under</b> Staff Rule 420.3:</p> <p><b>(1) who give birth to a child are entitled to eight 13 weeks of maternity parental leave, except that in the case of multiple births, maternity leave the gestational parent is entitled extend to a total of for a period of 10 15 weeks of parental leave from the time it is granted.</b></p> <p><b>(2) who are the non-gestational parent are entitled to eight weeks of parental leave. On the birth or adoption of more than one child, the non-gestational parent is entitled to a total of nine weeks of parental leave.</b></p> <p>760.4 <del>A nursing mother</del> <b>A parent who breastfeeds</b> shall be allowed nursing leave of sufficient time each day to nurse <del>her</del><b>their</b> child until the child reaches the age of two years.</p> <p>760.5 Where both parents of a newborn child are staff members of the Pan American Sanitary Bureau, any unused portion of <del>maternity</del> <b>parental</b> leave granted under <del>this</del> <b>Rule Staff Rules 760.2 and 760.3 to the gestational parent</b> may be used by the <del>other</del> <b>non-gestational</b> parent of the child, under conditions established by the Bureau.</p>

FORMER TEXT	NEW TEXT
	<p><b>760.6 Parental leave must be exhausted within 12 months from the date of the birth of the child or, for a nonbiological child, the date of arrival.</b></p>
<p><b>765. PARENTAL LEAVE</b></p> <p>765.1 Upon the birth of a child, a staff member who is the non-gestational parent shall be entitled to parental leave as established herein. This leave is paid with full salary and allowances.</p> <p>765.2 Upon presentation of satisfactory evidence of the birth of his or her child, a staff member shall be entitled to parental leave. Parental leave must be exhausted within 12 months from the date of the child’s birth.</p> <p>765.3 Staff members holding fixed-term appointments shall be entitled to four weeks of parental leave. Eight weeks of parental leave will be granted in the case of:</p> <p>765.3.1 Exceptional circumstances as determined by the Director;</p> <p>765.3.2 Staff members in the professional and higher categories serving at a non-family duty station;</p> <p>765.3.3 Adoption of a child, subject to conditions established by the Bureau, and upon presentation of satisfactory evidence of the adoption.</p> <p>765.4 Staff members holding temporary appointments, as defined in Rule <u>420.3</u>, shall be entitled to two weeks of parental leave. Four weeks of parental leave will be granted in the case of:</p> <p>765.4.1 Staff members in the professional and higher categories serving at a non-family duty station;</p>	<p><del><b>765. PARENTAL LEAVE</b></del></p> <p><del>765.1 Upon the birth of a child, a staff member who is the non-gestational parent shall be entitled to parental leave as established herein. This leave is paid with full salary and allowances.</del></p> <p><del>765.2 Upon presentation of satisfactory evidence of the birth of his or her child, a staff member shall be entitled to parental leave. Parental leave must be exhausted within 12 months from the date of the child’s birth.</del></p> <p><del>765.3 Staff members holding fixed term appointments shall be entitled to four weeks of parental leave. Eight weeks of parental leave will be granted in the case of:</del></p> <p><del>765.3.1 Exceptional circumstances as determined by the Director;</del></p> <p><del>765.3.2 Staff members in the professional and higher categories serving at a non-family duty station;</del></p> <p><del>765.3.3 Adoption of a child, subject to conditions established by the Bureau, and upon presentation of satisfactory evidence of the adoption.</del></p> <p><del>765.4 Staff members holding temporary appointments, as defined in Rule <u>420.3</u>, shall be entitled to two weeks of parental leave. Four weeks of parental leave will be granted in the case of:</del></p> <p><del>765.4.1 Staff members in the professional and higher categories serving at a non-family duty station;</del></p>

<b>FORMER TEXT</b>	<b>NEW TEXT</b>
765.4.2 Adoption of a child subject to conditions established by the Bureau and upon presentation of satisfactory evidence of the adoption.	<del>765.4.2 Adoption of a child subject to conditions established by the Bureau and upon presentation of satisfactory evidence of the adoption.</del>

**Annex B**  
**Appendix 1 to the Staff Rules**

**A. Salary Scale for the Professional and Higher Categories:**  
**Annual Gross Salaries and Net Equivalents after Application of Staff Assessment**  
(US\$)

**Effective 1 January 2023**

Level		Steps <sup>1</sup>												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
D-2	Gross	154,212	157,747	161,282	164,820	168,359	171,895	175,429	178,968	182,503	186,038			
	Net	117,280	119,613	121,946	124,281	126,617	128,951	131,283	133,619	135,952	138,285			
D-1	Gross	137,890	140,817	143,750	146,680	149,599	152,683	155,789	158,889	161,998	165,102	168,206	171,308	174,415
	Net	106,023	108,072	110,125	112,176	114,219	116,271	118,321	120,367	122,419	124,467	126,516	128,563	130,614
P-5	Gross	118,901	121,393	123,886	126,373	128,866	131,353	133,847	136,336	138,827	141,316	143,809	146,294	148,790
	Net	92,731	94,475	96,220	97,961	99,706	101,447	103,193	104,935	106,679	108,421	110,166	111,906	113,653
P-4	Gross	97,139	99,353	101,701	104,104	106,507	108,910	111,317	113,720	116,123	118,523	120,931	123,329	125,733
	Net	77,326	79,008	80,691	82,373	84,055	85,737	87,422	89,104	90,786	92,466	94,152	95,830	97,513
P-3	Gross	79,764	81,813	83,863	85,909	87,961	90,008	92,057	94,108	96,155	98,203	100,279	102,501	104,727
	Net	64,121	65,678	67,236	68,791	70,350	71,906	73,463	75,022	76,578	78,134	79,695	81,251	82,809
P-2	Gross	61,680	63,512	65,343	67,175	69,011	70,845	72,680	74,507	76,341	78,172	80,005	81,842	83,672
	Net	50,377	51,769	53,161	54,553	55,948	57,342	58,737	60,125	61,519	62,911	64,304	65,700	67,091
P-1	Gross	47,471	48,896	50,349	51,905	53,459	55,017	56,570	58,128	59,682	61,239	62,793	64,347	65,904
	Net	39,401	40,584	41,765	42,948	44,129	45,313	46,493	47,677	48,858	50,042	51,223	52,404	53,587

<sup>1</sup> 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  
(US\$)**

Effective 1 January 2023

Level		Pay protection point 1	Pay protection point 2
<b>P-4</b>	<b>Gross</b>	<b>128,140</b>	<b>130,544</b>
	Net	99,198	100,881
<b>P-3</b>	<b>Gross</b>	<b>106,950</b>	<b>109,173</b>
	Net	84,365	85,921
<b>P-2</b>	<b>Gross</b>	<b>85,504</b>	-
	Net	68,483	-
<b>P-1</b>	<b>Gross</b>	<b>67,458</b>	-
	Net	54,768	-

# 172nd SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 26–30 June 2023

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CE172/24  
Annex C  
Original: English

## ***PROPOSED RESOLUTION***

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

#### ***THE 172nd 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 CE172/24;

(PP2) Acknowledging the recommendation of the International Civil Service Commission in its 2022 Annual Report to increase the base/floor salary scale for the professional and higher categories and pay protection points by 2.28% on a no-loss/no-gain basis, and PASB's implementation of that recommendation as of 1 January 2023;

(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 2023 concerning the remuneration of staff in the professional and higher categories and the change in allowance for children with disabilities, and the Staff Rule amendments that have been made by the Director effective 1 July 2023 regarding parental leave and the number of official holidays.

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(OP)2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning on 1 January 2023 at US\$ 191,565<sup>1</sup> before staff assessment, with a corresponding net base salary of \$141,933.

(OP)3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2023, at \$193,080 before staff assessment, with a corresponding net base salary of \$142,933.

(OP)4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2023, at \$212,632 before staff assessment, with a corresponding net base salary of \$155,837.

## 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:**

**340. DEPENDENTS' AND SINGLE PARENT'S ALLOWANCES**

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

[...]

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

**620. OFFICIAL HOLIDAYS**

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

**760. PARENTAL LEAVE**

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

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

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

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

760.3 Staff members holding temporary appointments under Staff Rule 420.3:

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

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

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

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

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

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

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

<p><b>1. Agenda item:</b> 6.1 - Amendments to the Pan American Sanitary Bureau Staff Regulations and Rules</p>
<p><b>2. Linkage to <a href="#">Program Budget of the Pan American Health Organization 2022–2023</a>:</b> <i>Outcome 28. Management and Administration</i></p>
<p><b>3. Financial implications:</b></p> <p><b>a) Total estimated cost for implementation over the lifecycle of the resolution (including staff and activities):</b></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\$ 1.24 million per year across the United Nations (UN) system and estimated at US\$ 12,626 for the Pan American Sanitary Bureau.</p> <p><b>b) Estimated cost for the 2022-2023 biennium (including staff and activities):</b></p> <p>The cost to the Organization for the increase in the allowance for children with disabilities is approximately US \$5,500 per year, dependent upon the number of children in receipt of the allowance.</p> <p><b>c) Of the estimated cost noted in b), what can be subsumed under existing programmed activities?</b></p> <p>All costs are subsumed within the budgeted total costs for UN professional posts.</p>
<p><b>4. Administrative implications:</b></p> <p><b>a) Indicate the levels of the Organization at which the work will be undertaken:</b></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>b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile):</b></p> <p>Not applicable.</p> <p><b>c) Time frames (indicate broad time frames for the implementation and evaluation):</b></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

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