

**15th SESSION OF THE SUBCOMMITTEE
ON PROGRAM, BUDGET, AND ADMINISTRATION
OF THE EXECUTIVE COMMITTEE**

Virtual Session, 24-26 March 2021

Provisional Agenda Item 4.3

SPBA15/9
5 March 2021
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AMENDMENTS TO THE PASB 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 will submit for confirmation to the 168th Session of the Executive Committee the amendments to the Staff Rules established by the Director since the 166th Session of the 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 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 2020, the International Civil Service Commission recommended that the current base/floor salary scale for the professional and higher categories and pay protection points be increased by 1.90%. 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). The pay protection points apply to staff whose salaries were higher than those at the maximum steps of their grade upon conversion to the unified salary scale.
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For consistency with the UN common system of salaries, allowances, and benefits, PASB implemented these increases with effect from 1 January 2021.

6. 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

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).

8. 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.

Payment and Deductions

9. Further to Staff Regulation 3.2, a new Staff Rule is introduced, Staff Rule 380.1, to make clear that salaries, benefits, and allowances vary based on a staff member's duty station of assignment. Eligibility for payment may depend upon the presence at the duty station of the staff member and/or eligible dependents. With this amendment, rules under 380 must be renumbered.

10. Current Staff Rule 380.7 is deleted. New Staff Rules 380.8 and 380.9 are introduced to clarify how overpayments and underpayments of salary and benefits are addressed by the Bureau. Staff Rule 380.11 is introduced to reflect that new Staff Rules 380.8 and 380.9 do not apply to errors made when determining or recording a staff member's allowances and benefits. These errors may be corrected by the Organization at any time.

11. New Staff Rule 380.10 is introduced to clarify that the Bureau may adjust pension contributions at any time during a staff member's tenure when there has been an overpayment or underpayment by the Bureau or staff member.

Approval, Reporting, and Recording of Leave and Service Time

12. Staff Rule 670 is amended for clarity and precision of the text.

13. New Staff Rule 670.2 is introduced to establish that there is no time limit on the correction of errors made when determining or recording a staff member's leave benefit or service time. These errors may be corrected by the Bureau at any time.

Sick Leave

14. New Staff Rule 740.1.5 is introduced to establish that there is no time limit on the correction of errors made when determining or recording a staff member's sick leave benefit. These errors may be corrected by the Bureau at any time.

Parental Leave

15. Staff Rule 765.3 is amended for clarity, consistency, and precision of the text.

16. Staff Rule 765.4 sets out the period of parental leave for staff holding temporary appointments. The amendment specifies the duration of parental leave for staff members holding temporary appointments serving at a non-family duty station.

Staff in Posts Subject to Local Recruitment

17. Staff Rule 1310.2 requires applicants to a vacant general service post to be able to legally work in the location of the duty station at the time their application is submitted. The rule is amended to specify that applicants must be citizens or permanent legal residents of the country of the duty station. This prohibits the employment of applicants with temporary work permits and codifies the long-standing practice of the Organization.

Financial Implications

18. 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\$ 858,000 per year across the United Nations system.

Action by the Subcommittee on Program, Budget, and Administration

19. The Subcommittee is requested to review the amendments to the PASB Staff Rules contained in the present document and make recommendations to the Executive Committee.

Annexes

Annex A

Amendments to PASB Staff Rules Issued by the Director since the
166th Session of the Executive Committee

FORMER TEXT	NEW TEXT
<p>380. PAYMENTS AND DEDUCTIONS</p> <p>380.1 The normal pay period is from the first to the last day of any calendar month.</p> <p>[...]</p> <p>380.7 The Bureau will not accept a claim in respect of an allowance or entitlement of any kind that is submitted beyond 12 months of the date when the initial payment would have been due.</p>	<p>380. PAYMENTS AND DEDUCTIONS</p> <p>380.1 Salaries, allowances, and benefits vary according to the staff member’s duty station of assignment and may be adjusted under conditions established by the Bureau.</p> <p>380.2 The normal pay period is from the first to the last day of any calendar month.</p> <p>[...]</p> <p>380.7 The Bureau will not accept a claim in respect of an allowance or entitlement of any kind that is submitted beyond 12 months of the date when the initial payment would have been due.</p> <p>380.8 The right of the Bureau to claim from an individual any amount the Bureau may have overpaid will normally lapse one year after the overpayment error. The recovery of an overpayment will be governed by the facts of each case, and the affected individual will be notified in writing.</p> <p>380.9 The right of an individual to claim from the Bureau any amount the Bureau may have underpaid will normally lapse one year after the underpayment error. The correction</p>

FORMER TEXT	NEW TEXT
	<p>of an underpayment will be governed by the facts of each case, and the affected individual will be notified in writing.</p> <p>380.10 In the case of overpayment or underpayment of pension contributions, the Bureau will reconcile any differences, which shall not be subject to any time limitation on adjustment or recovery. In the case of underpayment, the staff member’s contribution to the Staff Pension Fund will be deducted from the staff member’s salary in accordance with Staff Rule 380.6.1.</p> <p>380.11 Nothing in this rule prevents the Bureau from correcting errors made when determining or recording a staff member’s benefits and entitlements, regardless of when the error occurred.</p>
<p>670. APPROVAL, REPORTING AND RECORDING OF LEAVE</p> <p>The granting of leave under Staff Rules 625, 630, 640 and 650 is subject to the exigencies of service and must be approved in advance by authorized officials. The personal circumstances of the staff member shall be considered to the extent possible. It is the staff member’s responsibility to ensure that all leave taken is promptly reported and recorded.</p>	<p>670. APPROVAL, REPORTING, AND RECORDING OF LEAVE AND SERVICE TIME</p> <p>670.1 The granting of leave under Staff Rules 625, 630, 640, and 650 is subject to the exigencies of service and must be approved in advance by authorized officials. The personal circumstances of the staff member shall be considered to the extent possible. It is the staff member’s responsibility to ensure that all leave taken is promptly reported and recorded.</p> <p>670.2 The Bureau may correct errors made when determining or recording a staff member’s leave</p>

FORMER TEXT	NEW TEXT
	<p>benefits or service time, regardless of when the error occurred.</p>
<p>740. SICK LEAVE</p> <p>740.1 Staff members, except those excluded under Rule 1320 who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay with the approval of the Staff Physician in the following amounts:</p> <p>[...]</p>	<p>740. SICK LEAVE</p> <p>740.1 Staff members, except those excluded under Rule 1320 who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay with the approval of the Staff Physician in the following amounts:</p> <p>[...]</p> <p>740.1.5 The Bureau may correct errors made when determining or recording a staff member’s sick leave benefit, regardless of when the error occurred.</p>
<p>765. PARENTAL LEAVE</p> <p>765.3 Staff members holding fixed-term or service appointments shall be entitled to four weeks of parental leave. Parental leave may extend for a period of eight weeks in the case of:</p> <p>[...]</p> <p>765.4 Staff members holding temporary appointments, as defined in Rule 420.4, shall be entitled to two weeks of parental leave, or four weeks in the case of adoption of a child subject to conditions established by the Bureau and upon presentation of satisfactory evidence of the adoption.</p>	<p>765. PARENTAL LEAVE</p> <p>765.3 Staff members holding fixed-term or service appointments shall be entitled to four weeks of parental leave. Eight weeks of parental leave may extend for a period of eight weeks will be granted in the case of:</p> <p>[...]</p> <p>765.4 Staff members holding temporary appointments, as defined in Rule 420.4, shall be entitled to two weeks of parental leave, or. 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</p>

FORMER TEXT	NEW TEXT
	<p>serving at a non-family duty station;</p> <p>765.4.2 Adoption of a child subject to conditions established by the Bureau and upon presentation of satisfactory evidence of the adoption.</p>
<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</p> <p>1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located. Applicants to a vacant general service post must be able to legally work in the location of the duty station at the time their application is submitted to the Organization for consideration and, if selected, at the time of their appointment and thereafter. Except as specified under Rule 1310.4, the Organization will not sponsor a local work permit for a staff member in the general service category.</p>	<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT</p> <p>1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located. Applicants to a vacant general service post must be citizens or permanent legal residents of the country of the duty station and able to legally work in the location of the duty station at the time their application is submitted to the Organization for consideration and, if selected, at the time of their appointment and thereafter. Except as specified under Rule 1310.4, the Organization will not sponsor a local work permit or visa for a staff member in the general service category.</p>

SPBA15/9 – ANNEX B

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
(in U.S. Dollars)

Effective 1 January 2021

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
D-2	Gross	148,744	152,092	155,517	158,944	162,371	165,798	169,221	172,650	176,074	179,498			
	Net	113,621	115,881	118,141	120,403	122,665	124,927	127,186	129,449	131,709	133,969			
D-1	Gross	133,164	136,000	138,840	141,679	144,507	147,347	150,194	153,198	156,211	159,217	162,224	165,229	168,239
	Net	102,715	104,700	106,688	108,675	110,655	112,643	114,628	116,611	118,599	120,583	122,568	124,551	126,538
P-5	Gross	114,767	117,181	119,596	122,006	124,420	126,831	129,247	131,659	134,071	136,483	138,897	141,306	143,723
	Net	89,837	91,527	93,217	94,904	96,594	98,282	99,973	101,661	103,350	105,038	106,728	108,414	110,106
P-4	Gross	93,964	96,109	98,254	100,433	102,760	105,089	107,420	109,749	112,076	114,401	116,734	119,057	121,386
	Net	74,913	76,543	78,173	79,803	81,432	83,062	84,694	86,324	87,953	89,581	91,214	92,840	94,470
P-3	Gross	77,132	79,117	81,103	83,086	85,072	87,055	89,039	91,028	93,011	94,995	96,984	98,968	101,036
	Net	62,120	63,629	65,138	66,645	68,155	69,662	71,170	72,681	74,188	75,696	77,208	78,716	80,225
P-2	Gross	59,612	61,387	63,161	64,936	66,713	68,491	70,268	72,038	73,816	75,589	77,366	79,143	80,917
	Net	48,805	50,154	51,502	52,851	54,202	55,553	56,904	58,249	59,600	60,948	62,298	63,649	64,997
P-1	Gross	45,990	47,370	48,749	50,142	51,647	53,157	54,662	56,170	57,676	59,184	60,689	62,196	63,703
	Net	38,172	39,317	40,462	41,608	42,752	43,899	45,043	46,189	47,334	48,480	49,624	50,769	51,914

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 2021

Level		Pay protection point 1	Pay protection point 2
P-4	Gross	123,719	126,047
	Net	96,103	97,733
P-3	Gross	103,189	105,343
	Net	81,732	83,240
P-2	Gross	82,692	-
	Net	66,346	
P-1	Gross	65,209	-
	Net	53,059	
