

168th SESSION OF THE EXECUTIVE COMMITTEE

Virtual Session, 21-25 June 2021

Provisional Agenda Item 6.1

CE168/21
30 April 2021
Original: English

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. 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.

7. At the 15th Session of the Subcommittee on Program, Budget and Administration of the Executive Committee, Member States requested an overview of salary increases. Table 1 in Annex C provides the salaries of the professional and higher grades as of 1 January 2017 when the unified salary scale was first introduced. Table 2 in Annex C provides the midpoint of the salary scale (step VI) as of 1 January for the years 2017 through 2021. Table 3 in Annex C provides the percentage difference in salaries from the prior year.

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).

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.

10. Further to the request noted in paragraph 7, table 1 in Annex D compares the salaries of the ungraded posts as of 1 January for the years 2017 through 2021. Table 2 in Annex D provides the percentage difference in salaries from the prior year.

Payment and Deductions

11. 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.

12. 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.

13. 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

14. Staff Rule 670 is amended for clarity and precision of the text.
15. 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

16. 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

17. Staff Rule 765.3 is amended for clarity, consistency, and precision of the text.
18. 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

19. 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

20. 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, or \$11,200 per year for the Bureau.

Action by the Executive Committee

21. The Executive Committee is requested to review the amendments to the PASB Staff Regulations and Rules contained in the present document and consider approval of the proposed resolution attached as Annex E.

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>

FORMER TEXT	NEW TEXT
	<p>670.2 The Bureau may correct errors made when determining or recording a staff member’s leave 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</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>

FORMER TEXT	NEW TEXT
<p>Bureau and upon presentation of satisfactory evidence of the adoption.</p>	<p>765.4.1 Staff members in the professional and higher categories 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>

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	

Annex C

Salary Scale for the Professional and Higher Categories

**Table 1. Annual Gross Salaries and Net Equivalents after Application of Staff Assessment, effective 1 January 2017
(in U.S. Dollars)**

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
D-2	Gross	139 500	142 544	145 589	148 637	151 788	155 018	158 248	161 479	164 709	167 939			
	Net	107 150	109 281	111 412	113 546	115 680	117 812	119 944	122 076	124 208	126 340			
D-1	Gross	124 807	127 483	130 160	132 837	135 506	138 183	140 857	143 529	146 207	148 880	151 648	154 483	157 320
	Net	96 865	98 738	100 612	102 486	104 354	106 228	108 100	109 970	111 845	113 716	115 588	117 459	119 331
P-5	Gross	107 459	109 734	112 011	114 284	116 561	118 834	121 113	123 387	125 663	127 937	130 214	132 486	134 764
	Net	84 721	86 314	87 908	89 499	91 093	92 684	94 279	95 871	97 464	99 056	100 650	102 240	103 835
P-4	Gross	88 351	90 374	92 396	94 418	96 441	98 462	100 529	102 724	104 919	107 114	109 314	111 504	113 701
	Net	70 647	72 184	73 721	75 258	76 795	78 331	79 870	81 407	82 943	84 480	86 020	87 553	89 091
P-3	Gross	72 478	74 349	76 221	78 091	79 964	81 836	83 707	85 582	87 451	89 324	91 199	93 068	94 942
	Net	58 583	60 005	61 428	62 849	64 273	65 695	67 117	68 542	69 963	71 386	72 811	74 232	75 656
P-2	Gross	55 955	57 629	59 303	60 976	62 651	64 328	66 003	67 674	69 350	71 022	72 696	74 374	76 045
	Net	46 026	47 298	48 570	49 842	51 115	52 389	53 662	54 932	56 206	57 477	58 749	60 024	61 294
P-1	Gross	43 371	44 672	45 973	47 275	48 575	49 877	51 287	52 708	54 129	55 551	56 971	58 391	59 812
	Net	35 998	37 078	38 158	39 238	40 317	41 398	42 478	43 558	44 638	45 719	46 798	47 877	48 957

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).

Table 2. Mid-point of Gross and Net Salaries 2017 – 2021
(in U.S. Dollars)

Level	Step VI	2017	2018	2019	2020	2021
D-2	Gross	155,018	156,750	160,048	162,270	165,798
	Net	117,812	118,955	121,132	122,598	124,927
D-1	Gross	138,183	139,654	142,459	144,347	147,347
	Net	106,228	107,258	109,221	110,543	112,643
P-5	Gross	118,834	120,119	122,566	124,213	126,831
	Net	92,684	93,583	95,296	96,449	98,282
P-4	Gross	98,462	99,462	101,483	102,876	105,089
	Net	78,331	79,091	80,538	81,513	83,062
P-3	Gross	81,836	82,674	84,271	85,346	87,055
	Net	65,695	66,332	67,546	68,363	69,662
P-2	Gross	64,328	64,996	66,270	67,128	68,491
	Net	52,389	52,897	53,865	54,517	55,553
P-1	Gross	49,877	50,395	51,401	52,079	53,157
	Net	41,398	41,800	42,565	43,080	43,899

Table 3. Percentage Difference in Salaries¹ from Prior Year

Level		2017	2018	2019	2020	2021
D-2	Gross		1.12%	2.10%	1.39%	2.17%
	Net	-	0.97%	1.83%	1.21%	1.90%
D-1	Gross		1.06%	2.01%	1.33%	2.08%
	Net	-	0.97%	1.83%	1.21%	1.90%
P-5	Gross		1.08%	2.04%	1.34%	2.11%
	Net	-	0.97%	1.83%	1.21%	1.90%
P-4	Gross		1.02%	2.03%	1.37%	2.15%
	Net	-	0.97%	1.83%	1.21%	1.90%
P-3	Gross		1.02%	1.93%	1.28%	2.00%
	Net	-	0.97%	1.83%	1.21%	1.90%
P-2	Gross		1.04%	1.96%	1.29%	2.03%
	Net	-	0.97%	1.83%	1.21%	1.90%
P-1	Gross		1.04%	2.00%	1.32%	2.07%
	Net	-	0.97%	1.83%	1.21%	1.90%

1. The percentage difference shown for net salaries represents the actual change from year to year given that UN salaries are established at the net rate. Net base salaries are “grossed up” using the current rates of staff assessment.

* It should be noted that staff assessment rates are revised when needed to address imbalances in the UN Tax Equalization Fund. For example, in 2005 the United Nations Secretariat informed the ICSC secretariat that in order to address imbalances in the Tax Equalization Fund, a reduction in staff assessment would be required to lower the fund by 20 per cent. While the adjustment would have no impact on net salaries, it would lower the gross salaries of the scale by 20 per cent, as requested [A/60/30, paragraph. 191].

Annex D

Salaries of Staff in Ungraded Posts
2017 - 2021Table 1. Annual Gross and Net Salaries 2017 - 2021
(in U.S. Dollars)

Level		2017	2018	2019	2020	2021
Director	Gross	192,236	194,329	198,315	200,998	205,264
	Net	142,376	143,757	146,388	148,159	150,974
Deputy Director	Gross	174,373	176,292	179,948	182,411	186,323
	Net	130,586	131,853	134,266	135,891	138,473
Assistant Director	Gross	172,858	174,777	178,433	180,895	184,808
	Net	129,586	130,853	133,266	134,891	137,473

Table 2. Percentage Difference in Salaries¹ from Prior Year

Level		2017	2018	2019	2020	2021
Director	Gross		1.09%	2.05%	1.35%	2.12%
	Net	-	0.97%	1.83%	1.21%	1.90%
Deputy Director	Gross		1.10%	2.07%	1.37%	2.14%
	Net	-	0.97%	1.83%	1.21%	1.90%
Assistant Director	Gross		1.11%	2.09%	1.38%	2.16%
	Net	-	0.98%	1.84%	1.22%	1.91%

1. The percentage difference shown for net salaries represents the actual change from year to year given that UN salaries are established at the net rate. Net base salaries are “grossed up” using the current rates of staff assessment.

* It should be noted that staff assessment rates are revised when needed to address imbalances in the UN Tax Equalization Fund. For example, in 2005 the United Nations Secretariat informed the ICSC secretariat that in order to address imbalances in the Tax Equalization Fund, a reduction in staff assessment would be required to lower the fund by 20 per cent. While the adjustment would have no impact on net salaries, it would lower the gross salaries of the scale by 20 per cent, as requested [A/60/30, paragraph 191].

168th SESSION OF THE EXECUTIVE COMMITTEE

Virtual Session, 21-25 June 2021

CE168/21
Annex E
Original: English

PROPOSED RESOLUTION

AMENDMENTS TO THE PASB STAFF REGULATIONS AND RULES

THE 168th 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 CE168/21;

(PP2) Acknowledging the recommendation of the International Civil Service Commission in its 2020 Annual Report to increase the base/floor salary scale for the professional and higher categories and pay protection points by 1.90% on a no-loss/no-gain basis, and PASB's implementation of that recommendation as of 1 January 2021;

(PP3) Taking into consideration the actions of the Seventy-fourth 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 2021 concerning remuneration of staff in the professional and higher categories and the Staff Rule amendments that have been made by the Director effective 1 July 2021 regarding payment and deductions; approval,

reporting, and recording of leave and service time; sick leave; parental leave; and staff in posts subject to local recruitment.

(OP)2. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, beginning from 1 January 2021 at US\$ 184,808 ¹ before staff assessment, with a corresponding net base salary of \$137,473.

(OP)3. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, beginning on 1 January 2021, at \$186,323 before staff assessment, with a corresponding net base salary of \$138,473.

(OP)4. To establish the annual salary of the Director of the Pan American Sanitary Bureau, beginning on 1 January 2021, at \$205,264 before staff assessment, with a corresponding net base salary of \$150,974.

Appendix

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

Appendix

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

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

380. PAYMENTS AND DEDUCTIONS

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.

380.2 The normal pay period is from the first to the last day of any calendar month.

[...]

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.

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 of an underpayment will be governed by the facts of each case, and the affected individual will be notified in writing.

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.

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.

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

670. APPROVAL, REPORTING, AND RECORDING OF LEAVE AND SERVICE TIME

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.

670.2 The Bureau may correct errors made when determining or recording a staff member’s leave benefits or service time, regardless of when the error occurred.

740. SICK LEAVE

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:

[...]

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.

765. PARENTAL LEAVE

765.3 Staff members holding fixed-term or service appointments shall be entitled to four weeks of parental leave. Eight weeks of parental leave will be granted in the case of:

[...]

765.4 Staff members holding temporary appointments, as defined in Rule 420.4, shall be entitled to two weeks of parental leave. Four weeks of parental leave will be granted in the case of:

765.4.1 Staff members in the professional and higher categories serving at a non-family duty station;

765.4.2 Adoption of a child subject to conditions established by the Bureau and upon presentation of satisfactory evidence of the adoption.

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

1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT

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.

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

<p>1. Agenda item: 6.1 - Amendments to the PASB Staff Regulations and Rules</p>
<p>2. Linkage to Program Budget of the Pan American Health Organization 2020-2021: Outcome 28 Management and Administration</p>
<p>3. Financial implications:</p> <p>a) Total estimated cost for implementation over the lifecycle of the resolution (including staff and activities): 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, or \$11,200 per year for the Bureau.</p> <p>b) Estimated cost for the 2020-2021 biennium (including staff and activities): Negligible.</p> <p>c) Of the estimated cost noted in b), what can be subsumed under existing programmed activities? All costs are subsumed within the budgeted total costs for UN professional posts.</p>
<p>4. Administrative implications:</p> <p>a) Indicate the levels of the Organization at which the work will be undertaken: The Department of Human Resources Management will revise human resources policy documents to align to changes in the Staff Rules.</p> <p>b) Additional staffing requirements (indicate additional required staff full-time equivalents, noting necessary skills profile): Not applicable.</p> <p>c) Time frames (indicate broad time frames for the implementation and evaluation): 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

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