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International Council of Nurses

Dr J.A. OULTON

International Federation of Business and Professional Women

Ms M. GERBER

Ms G. GONZENBACH

International Pharmaceutical Federation

Mr T. HOEK

Mr CHAN XUAN HAO



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Appendix

TEXT OF AMENDED STAFF RULES

030. APPLICATION

The Staff Rules shall apply to all staff members of the World Health Organization, except as specifically provided in any particular Rule herein. Nothing in the present Rules shall be interpreted as preventing the Director-General from making temporary appointments of 60 days or less with terms of service different from those provided in the present Rules, where he or she considers that the interests of the service so require.

040. EFFECTIVE DATE

These Staff Rules are effective as from 1 January 2007 and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.

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320. SALARY DETERMINATION

320.1 On appointment, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post or function to be occupied; however, in accordance with guidelines established by the Director-General, it may be fixed at a higher step in the grade in order to take into account a staff member's qualifications, skills and experience in relation to the requirements of the post or function.

320.2 On promotion of a staff member with a continuing or fixed-term appointment to a higher grade, the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

320.3 On reduction in grade of a staff member with a continuing or fixed-term appointment:

320.3.1 due to reasons other than unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step;

320.3.2 due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade.

320.4 A staff member with a continuing or fixed-term appointment may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12 months, unless otherwise decided by the Director-General. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.

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340. DEPENDANTS' ALLOWANCES

Staff members appointed to the professional or higher categories, are entitled to a dependant's allowance for dependants as defined in Rule 310.5, as follows:

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355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

355.1 Staff members are entitled to a special education grant in respect of any physically or mentally disabled child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 28, under conditions established by the Director-General. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.

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360. MOBILITY AND HARDSHIP ALLOWANCE

360.1 The following staff members shall receive a non-pensionable mobility and hardship allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility, in accordance with conditions established by the Director-General:

360.1.1 staff members, except those appointed under Rules 1310 and 1330, who are assigned or transferred to an official station for a period of one year or longer; and

360.1.2 staff members, except those appointed under Rules 1310 and 1330, who are assigned or transferred to an official station for an initial period of less than one year, and whose assignment or transfer is subsequently extended so that the uninterrupted period of service at that official station is one year or longer.

- 360.2 The allowance is composed of three elements: mobility, hardship and non-removal, and shall be paid as determined by the Director-General on the basis of conditions and procedures agreed among the international organizations in the United Nation's common system.
- 360.3 Official stations shall be categorized according to conditions of life and work and on the basis of criteria agreed among the international organizations in the common system for classifying official stations. Headquarters, North American and European official stations and similar designated locations shall be categorized H official stations, whereas all other official stations shall be categorized from A to E.
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365. ASSIGNMENT GRANT

- 365.1 A staff member whose travel is authorized shall be paid an assignment grant:
- 365.1.1 upon appointment or upon reassignment to an official station for a period of at least one year; or
 - 365.1.2 upon extension of an initial appointment or reassignment to an official station of less than one year, resulting in an uninterrupted period of service at that official station of one year or longer.
- 365.2 The amount of the assignment grant shall be the equivalent of:
- 365.2.1 travel per diem in respect of himself for a period of 30 days from his arrival;
 - 365.2.2 travel per diem, in respect of each family member accompanying or joining him at the Organization's expense under Rule 820, except for children eligible for travel under Rule 820.1.4, for 30 days at half the rate after their arrival.
- 365.3 Subject to conditions established by the Director-General on the basis of conditions and procedures agreed among international organizations in the United Nations common system, the assignment grant shall be increased by one or more lump sums, depending on the category of the official station, whether the staff member is entitled to removal under Rule 855.1, and the duration or expected duration of the assignment at that official station. The lump sum shall be calculated and payable on the basis of the staff member's net base salary and, as applicable, the post adjustment at the official station to which the staff member is assigned at his grade and step, and rates determined by the Director-General.
- 365.4 No assignment grant shall be paid for children born, or for any other dependant acquired, after the arrival of the staff member at the official station.

- 365.5 If a staff member resigns from the Organization within six months of the date of his appointment or reassignment, any assignment grant paid under Rules 365.2 and 365.3 is recoverable proportionately under conditions established by the Director-General.
- 365.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.2.1 shall be payable to each staff member. The amount under Rule 365.2.2 shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.

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420. APPOINTMENT POLICIES¹

- 420.1 Staff members may be granted continuing, fixed-term or temporary appointments as defined below.
- 420.2 A “continuing appointment” is an appointment without specified time-limit. A continuing appointment shall be granted after a minimum of five years’ uninterrupted, active service on fixed-term appointments and certified satisfactory performance.
- 420.3 A “fixed-term appointment” is a time-limited appointment of one year or more. A fixed-term appointment may be extended, provided that the total duration of service under consecutive fixed-term appointments does not exceed five years. Exceptionally, service on such appointments may be further extended, for up to one additional year, in accordance with conditions determined by the Director-General.
- 420.4 A “temporary appointment” is a time-limited appointment of up to two years. If the temporary appointment is of less than two years, it may be extended, provided that the total duration of uninterrupted service under consecutive temporary appointments does not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Director-General.
- 420.5 Appointments may be on a full-time or part-time basis.
- 420.6 All staff, including staff members seconded to the Organization, shall be appointed initially on fixed-term appointments as defined in Rule 420.3, or on temporary appointments as defined in Rule 420.4.

¹ Staff members holding career-service and service appointments on 1 January 2007, shall have such appointments automatically converted to continuing appointments

420.7 Any fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member's performance, conduct and suitability to international service.

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470. REINSTATEMENT UPON RE-EMPLOYMENT

470.1 Staff members, except those holding temporary appointments as defined in Rule 420.4, who are re-employed within one year of the termination of their appointment, may, at the option of the Organization, be reinstated. In such cases they shall have restored to them the status which they held upon termination, and the intervening absence shall be charged to annual leave and leave without pay as necessary. They shall refund to the Organization all separation payments made to them.

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480. INTERORGANIZATION TRANSFERS

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480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.6, and serve the same probationary period as a newly appointed staff member, except for appointees transferred from the Pan American Health Organization;

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540. END OF PROBATION

540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.7). On the basis of this report a decision shall be taken, and notified to the staff member, that the:

540.1.1 appointment is confirmed;

540.1.2 probationary period is extended for a specified period;

540.1.3 appointment is not confirmed and is to be terminated.

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550. WITHIN-GRADE INCREASE

550.1 Staff members whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion

of each unit of service time as defined in Rule 550.2. For staff members holding fixed-term appointments subject to a period of probation, the date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Rule 480. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member's grade except that, if either Rule 555.2 or Rule 1310.9 applies, the normal maximum may be exceeded accordingly.

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- 550.3 The unit of service time shall be reduced to ten months under Rule 550.2.1 and to twenty months under Rule 550.2.2 in the case of staff members who have demonstrated, by passing a prescribed test, proficiency of a second official language of the Organization. Staff members whose mother tongue is one of the official languages of the Organization must demonstrate proficiency in a second official language. This Rule applies to staff members in the professional and higher categories except for conference and other short-term service staff appointed under Rule 1320, e.g., translators, editors, revisers and interpreters.

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560. PROMOTION (see Staff Regulation 4.4)

- 560.1 Promotion is the advancement of a staff member with a continuing or fixed-term appointment to a post of higher grade, as a result either of the reclassification of the post he occupies or of reassignment to a different post.
- 560.2 Subject to Rule 560.3, a staff member with a continuing or fixed-term appointment shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance has been satisfactory.
- 560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Director-General. In such cases, the staff member with a continuing or fixed-term appointment occupying the advertised post may be granted extra pay as from the fourth consecutive month of the effective date of the reclassification calculated in accordance with the provisions of, and with due regard to, the period specified in Rule 320.4.
- 560.4 A staff member with a continuing or fixed-term appointment whose performance has been satisfactory, may at any time be considered for reassignment to a post of higher grade for which he or she has the qualifications.
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565. REASSIGNMENT

- 565.1 A reassignment is any formal movement of a staff member with a continuing or fixed-term appointment from one post to another. It may involve a change in title, grade, duties, salary, post adjustment or official station, or a combination of these changes.
- 565.2 A staff member with a continuing or fixed-term appointment may be reassigned whenever it is in the interest of the Organization to do so. A staff member with a continuing or fixed-term appointment may at any time request consideration for a reassignment in his own interest.
- 565.3 So far as practicable, vacancies in posts in the professional category and above shall be filled by the reassignment of staff members with continuing or fixed-term appointments between the different activities and offices of the Organization in the interest of developing a versatile career staff. In accepting appointment, a staff member with a continuing or fixed-term appointment accepts the applicability of this policy to himself.
- 565.4 A staff member with a continuing or fixed-term appointment may be required, without formal reassignment and in the interests of the Organization, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4. Any such arrangement shall not exceed twelve months, unless otherwise decided by the Director-General.

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630. ANNUAL LEAVE

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- 630.3 Annual leave accrues to all staff members except:
 - 630.3.1 to conference and other short-term service staff appointed under Rule 1320 engaged on a daily basis;
 - 630.3.2 to those on leave without pay under Rule 655.1 in excess of 30 days;
 - 630.3.3 to those on special leave under insurance coverage in excess of 30 days.

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640. HOME LEAVE

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- 640.3.3 they are not locally recruited under Rules 1310 and 1330; and

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660. LEAVE FOR MILITARY TRAINING OR SERVICE

660.1 Upon application, staff members, except those holding temporary appointments as defined in Rule 420.4, may be granted leave of absence for military training or service required by their government for a period not exceeding one year in the first instance but subject to extension on request. At the staff members' option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose the provisions of Rule 655.2 shall apply.

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720. ACCIDENT AND ILLNESS INSURANCE

720.1 Staff Health Insurance:

720.1.1 Staff members shall participate in the Organization's Staff Health Insurance, and their spouse and eligible dependants shall also be covered by it, in accordance with rules established by the Director-General in consultation with the staff. Staff members shall contribute to the cost.

720.2 Accident and Illness Insurance:

720.2.1 Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Organization's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.

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740. SICK LEAVE

740.1 Staff members, except those excluded by the Director-General under the provisions of 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 in the following amounts:

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740.1.4 a staff member appointed for a period of less than one year, and paid on a monthly basis may be granted sick leave proportionate to the duration of the appointment.

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760. MATERNITY AND PATERNITY LEAVE

760.1 Staff members shall be entitled to maternity leave and paternity leave, subject to conditions established by the Director-General.

760.2 Maternity leave shall commence six weeks before the expected date of birth upon submission of a certificate from a duly qualified medical practitioner or midwife indicating the expected due date. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected due date. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of birth. The leave is paid with full salary and allowances.

760.3 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.

760.4 Where both parents of a new-born child are staff members of the World Health Organization, any unused portion of maternity leave to which the mother would otherwise have been entitled under Rule 760.2 may be used by the father of the child, under conditions established by the Director-General.

760.5 Subject to conditions established by the Director-General, and upon presentation of satisfactory evidence of the birth of his child, a staff member, shall be entitled to paternity leave for a total period of up to four weeks or, in the case of internationally recruited staff members serving at a non-family duty station, up to eight weeks. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.

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770. GRANT IN CASE OF DEATH

770.1 On the death of a staff member whose death does not result in any indemnity payment from the Organization's accident and illness insurance policy, a payment shall be made to:

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820. TRAVEL OF SPOUSE AND CHILDREN

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820.2 The Organization 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, or upon extension of an initial appointment of less than one year resulting in an uninterrupted period of service of one year or longer, from the recognized place of residence or, at the option of the Organization, the place of recruitment, to the official station, or from some other place, provided that the cost to the Organization does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse and dependent children are expected to remain at the official station at least six months;

825. SPECIAL EDUCATION GRANT TRAVEL

The Organization shall, in accordance with terms and conditions determined by the Director-General, pay travel expenses of dependent children in respect of whom staff members are entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2 and 820.2.5.3. The provisions of this Rule shall apply to professional and higher category staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rules 1310 and 1330.

1030. TERMINATION FOR REASONS OF HEALTH

- 1030.1 When, for reasons of health and on the advice of the Staff Physician, it is determined that a staff member is incapable of performing his current duties, his appointment shall be terminated.
- 1030.2 Prior to such termination the following conditions must be fulfilled:
- 1030.2.1 the medical condition must be assessed as of long duration or likely to recur frequently;
- 1030.2.2 reassignment possibilities for staff members holding continuing or fixed-term appointments shall be explored and an offer made if this is feasible;
- 1030.2.3 participants in the Pension Fund shall have their pension rights determined.

- 1030.3 A staff member whose appointment is terminated under this Rule:
- 1030.3.1 shall be given three months' notice if serving on a continuing or fixed-term appointment, and one month's notice if serving on a temporary appointment;
 - 1030.3.2 may be entitled to disability benefit in accordance with the rules of the Pension Fund;
 - 1030.3.3 may be entitled to a disability payment in accordance with the terms of the insurance coverage provided for in Rule 720.2;
 - 1030.3.4 shall receive a termination payment at the rates set out in Rule 1050.4, provided that the amount due under that Rule, together with any periodic disability benefits due in the 12 months following termination and payable by virtue of the provisions of Section 7, shall not exceed one year's terminal remuneration;
 - 1030.3.5 shall always have the option of resigning.

1040. COMPLETION OF APPOINTMENTS

In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall terminate automatically on the completion of the agreed period of service. Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be notified thereof no less than three months before the expiry of the appointment. Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the staff member shall be notified thereof normally no less than one month before the expiry of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in Rule 420.4. Eligible staff members who do not wish to be considered for reappointment shall also give that period of notice of their intention.

1045. TERMINATION OF TEMPORARY APPOINTMENTS

- 1045.1 In addition to the grounds for termination set out in Rules 1030, 1075, and 1080, a temporary appointment may be terminated prior to its expiration date if:
- 1045.1.1 the function the staff member performs is discontinued, or;
 - 1045.1.2 the staff member's performance is deemed to be unsatisfactory, or if the staff member proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member does not or cannot perform the temporary functions to which he is assigned, and

unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.

1045.2 When a temporary appointment is terminated due to discontinuation of the function, the staff member will be given at least one month's notice and will be paid a termination indemnity in accordance with the schedule set out in Rule 1050.4.

1045.3 When a temporary appointment is terminated for unsatisfactory performance or because the staff member proves unsuited to his work or to international civil service, the staff member shall normally be given at least one month's notice. In addition, the staff member may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if his appointment had been terminated under Rule 1045.2.

1050. ABOLITION OF POST

1050.1 The fixed-term appointment of a staff member with less than five years of service may be terminated prior to its expiration date if the post he occupies is abolished.

1050.2 When a post held by a staff member with a continuing appointment, or by a staff member who has served on a fixed-term appointment for a continuous and uninterrupted period of five years or more, is abolished or comes to an end, reasonable efforts shall be

made to reassign the staff member occupying that post, in accordance with procedures established by the Director-General, and based upon the following principles:

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1050.3 Termination under this Rule shall require giving at least three months' notice to a staff member holding a continuing appointment or a non-probationary fixed-term appointment, and at least one month's notice to any other staff member.

1050.4 Staff members whose appointments are terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:

Indemnity
(Terminal remuneration)

Years of service	Staff holding continuing appointments	Staff holding other types of appointments
Less than 1))
1))
2) Not applicable)
3))
4))
5)	4 months
6	6 months	5 months
7	7 months	6 months
8	8 months	7 months
9	9 months	9 months
10	9.5 months	9.5 months
11	10 months	10 months
12	10.5 months	10.5 months
13	11 months	11 months
14	11.5 months	11.5 months
15 or more	12 months	12 months

1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE

- 1070.1 A staff member's continuing or fixed-term appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service. It shall be considered unsatisfactory performance if the staff member with a continuing or fixed-term appointment does not or cannot perform the functions of the post to which he is assigned, and unsuitability for international service if he fails to establish satisfactory working relationships with other staff members or with nationals of other nations with whom he is working.
- 1070.2 Prior to termination action, a staff member with a continuing or fixed-term appointment shall be given a written warning and a reasonable time to improve. If there is reason to believe that the unsatisfactory performance results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post more suited to his abilities.
- 1070.3 A staff member with a continuing or fixed-term appointment whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Rule 1050.3.

1070.4 A staff member whose continuing or fixed-term appointment is terminated under this Rule may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if terminated under Rule 1050.

1083. NOTICE OF TERMINATION

Notice of termination under Staff Rules 1030, 1045, 1050, 1060, 1070 and 1080 shall not be served to a staff member on maternity leave.

1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT

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1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director-General shall establish, on the basis of procedures agreed among the international organizations in the United Nations common system, the criteria under which the mobility and hardship allowance may be payable.

1320. CONFERENCE AND OTHER SHORT-TERM SERVICE STAFF

The Director-General may establish conditions of service for conference and other short-term service staff holding temporary appointments of 60 days or less without regard to the provisions of other Staff Rules, including Staff Rules 340, 640, 710, 760, 770, 820, and 825.

1330. NATIONAL PROFESSIONAL OFFICERS

1330.1 The Director-General may appoint National Professional Officers to perform work at the professional level without regard to the provisions of other sections of the Rules. All appointments in the National Professional Officer category are subject to local recruitment.

1330.2 With respect to Rule 1330.1 the Director-General shall establish employment conditions for staff engaged in the local area, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.

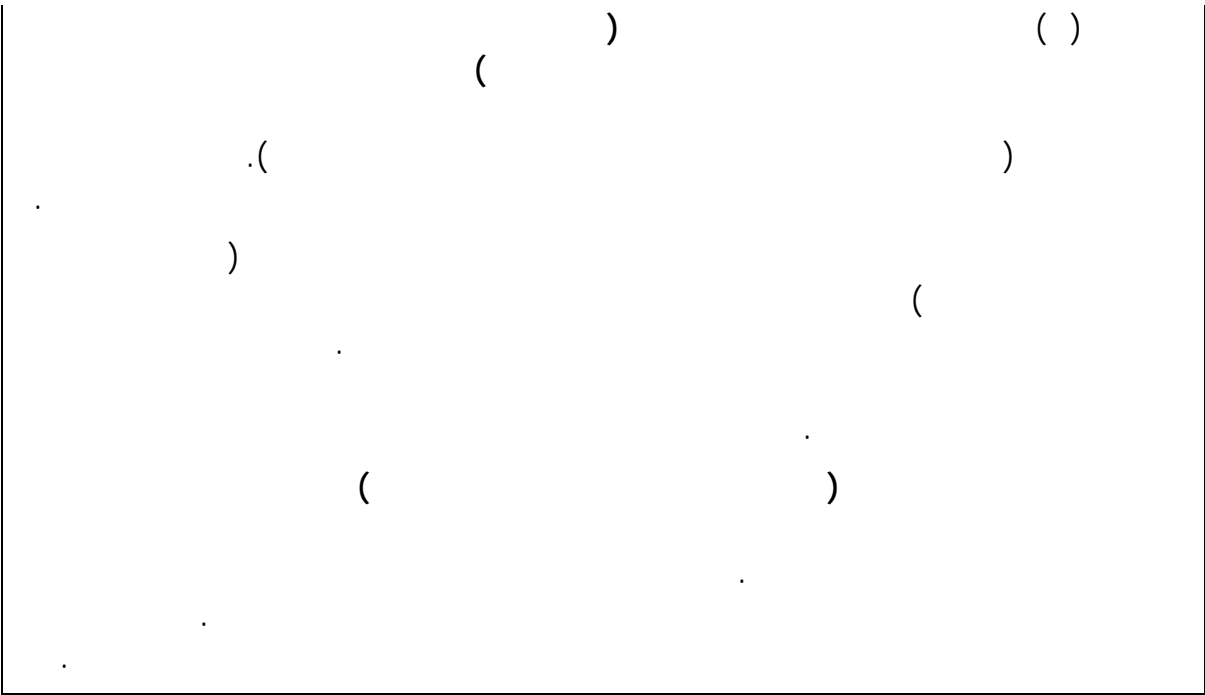
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