

IICA STAFF RULES



**Central Office of the General Directorate
San Jose, Costa Rica
1986**

IICA STAFF RULES 1/

1/ These Staff Rules were approved in Resolution IICA/JIA/Res.65(III-O/85), dated October 23, 1985, and went into effect on January 1, 1986.

BACKGROUND INFORMATION

Article 2, paragraph j. of the Rules of Procedure of the Inter-American Board of Agriculture stipulates that one of the functions of the Board is to approve the Staff Rules.

In accordance with said provision, the Director General prepared and presented the proposed IICA Staff Rules for the consideration of the Executive Committee at its Third Regular Meeting (Document IICA/CE/Doc.59(83)rev.1) and the Inter-American Board of Agriculture at its Second Regular Meeting (Document IICA/CE/Doc.71(83)). The Executive Committee, considering the importance of the document and in order to analyze it in depth, recommended that the Board postpone consideration of the Proposed Staff Rules until its next Regular Meeting (Resolution IICA/CE/Res.13(III-O/83)).

The Board followed the recommendation of the Executive Committee and postponed discussion of the Staff Rules until its Third Regular Meeting. Furthermore, it requested that the Member States carefully analyze the document and submit any observations to the Director General, whom it entrusted to revise the document taking into account the observations forthcoming from the Member States (Resolution IICA/JIA/Res.37(II-O/83)). The Board also requested that the Executive Committee at its next Regular Meeting study the Proposed Staff Rules as revised by the Director General and prepare a report on them.

Since the three month period allotted the Member States to make their observations known to the Director General had expired, the process of studying and incorporating the observations of the Member States and the Staff Association was begun.

The modifications to the Staff Rules also called for changes in the Rules of Procedure of the General Directorate.

In compliance with this Resolution, all provisions in force in the Institute concerning personnel were reviewed and included in a document entitled "Personnel Standards in Effect for the Inter-American Institute for Cooperation on Agriculture," which went into effect on March 1, 1985.

At the Fifth Regular Meeting of the Executive Committee, held in San Jose, Costa Rica, from July 29 to August 2, 1985, the Director General submitted document IICA/JIA/Doc.116(85) entitled "Report of the Director General on the Implementation of the Proposed Staff Rules."



The Committee organized a working group to study the document. Subsequently, the Plenary accepted the report and issued Resolution IICA/CE/Res. 38(V-0/85), recommending that the Inter-American Board of Agriculture adopt the Proposed Staff Rules submitted by the Director General with the changes introduced by the Executive Committee.

The Third Regular Meeting of the Inter-American Board of Agriculture, held in October, 1985 in Montevideo, Uruguay, adopted Resolution IICA/JIA/Res.65 (III-0/85), approving the proposed Staff Rules remitted by the Executive Committee, and putting them into effect as of January 1, 1986. A copy of the resolution is attached hereto.

IICA/JIA/Res.65(III-0/85)
23 October 1985
Original: Spanish

RESOLUTION No.65

STAFF RULES

The INTER-AMERICAN BOARD OF AGRICULTURE, at its Third Regular Meeting,

HAVING SEEN:

The Proposed Staff Rules,

CONSIDERING:

That at its Fourth Regular Meeting, the Executive Committee in Resolution IICA/CE/Res.28(IV-0/84) requested that the Director General issue Executive Orders for the purpose of implementing, on a trial basis, those Proposed Staff Rules which did not imply new rights or benefits for staff members or have budgetary implications, and inform the Fifth Regular Meeting of this governing body of the results of the implementation thereof, on a trial basis, and the recommendations for modifications to the Proposed Staff Rules which he deemed necessary; and

That on 1 March 1985 the Director General complied with said Resolution and submitted his report to the Executive Committee, proposing modifications which the Executive Committee analyzed and submitted for the due consideration of the Inter-American Board of Agriculture,

RESOLVES:

1. To approve the Proposed Staff Rules submitted by the Director General, with the modifications introduced by the Executive Committee.
2. To request that the Director General implement the new Staff Rules as of 1 January 1986.

CONTENTS

	<u>Page</u>
INTRODUCTION.	1
GENERAL PROVISIONS	2
CHAPTER I : ORGANIZATION OF PERSONNEL.	3
CHAPTER II : RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF	9
CHAPTER III : DUTIES, OBLIGATIONS AND PRIVILEGES	17
CHAPTER IV : SALARIES, ALLOWANCES, BENEFITS AND ADJUSTMENTS	23
CHAPTER V : CHANGE IN STATUS AND PERFORMANCE OF DUTIES....	33
CHAPTER VI : ANNUAL VACATION AND LEAVE.	39
CHAPTER VII : STAFF ASSOCIATION.	45
CHAPTER VIII : OFFICIAL TRAVEL.	49
CHAPTER IX : SEPARATION FROM SERVICE.	55
CHAPTER X : DISCIPLINE AND RECONSIDERATION	63
APPENDIX : DEFINITIONS.	73

INTRODUCTION

The Rules contained in this document expand upon and supplement the Rules of Procedure of the General Directorate, Official Document Series No. 22, Rev. These Rules are intended to be the norms of operation for use by the Director General. The provisions of this document will not be interpreted as modifying any of the decisions of the Inter-American Board of Agriculture (AIBA), but are to supplement them and to provide the Director General with the necessary instruments to exercise his prerogatives and defined responsibilities.

In accordance with the powers granted him by the Convention and within the provisions of the Rules of Procedure of the General Directorate, the Director General is the final authority in all matters concerning the regulations established in these rules, and only he may authorize exceptions to the provisions they contain.

Along with the Rules of Procedure of the General Directorate and the pertinent resolutions of the Board, these rules provide the framework for a just system of personnel administration. In so doing, they create an environment for greater efficiency and harmony for all of the staff members of the Institute.

These rules will satisfy the requirements of Articles 2.j and 3.g of the Rules of Procedure of the Inter-American Board of Agriculture, and Article 3.g of the Rules of Procedure of the Executive Committee. Reference to pertinent Rules of Procedure of the General Directorate are shown for cross-reference in parentheses.

GENERAL PROVISIONS

- i. When reference is made to a staff member in the Staff Rules using the male pronoun, it should be understood that it also refers to women, unless the context clearly shows this to be inappropriate.
- ii. All staff members appointed prior to the effective date of these rules and who, under the provisions of a labor contract consonant with previous rules or procedures, have enjoyed benefits that are greater than those provided herein, shall enjoy the higher benefit or such until time as other benefits are mutually agreed upon, or upon separation from service.
- iii. Except where specifically stipulated otherwise, these rules will become effective on the date approved by the Inter-American Board of Agriculture, and together with the Rules of Procedure of the General Directorate, they shall supersede all previous rules and other regulations or norms in force before that date and with which they may be in conflict.

CHAPTER I

ORGANIZATION OF PERSONNEL

CONTENTS

- 1.1 Classification of Positions
- 1.2 Compatibility with Classification Standards
- 1.3 Advisory Committee on Classification
- 1.4 Classification of Personnel
- 1.5 Types of Personnel
- 1.6 Personnel Emeritus
- 1.7 Occupants of Positions of Trust

CHAPTER IORGANIZATION OF PERSONNEL**Rule 1.1** Classification of Positions

1.1.1 The Director General, after informing the Board and the Committee, shall determine the classification, description and placement of positions in the hierarchical structure of the Institute, stipulating the job title, the objectives and functions of the position, the requirements for the job, and the salary range. The classifications of the positions shall be reviewed periodically, on the basis of the needs of the Institute. (Article 11 A).

Rule 1.2 Compatibility with Classification Standards

1.2.1 The unit responsible for Human Resources is responsible to the Director General for ensuring that the nature of the duties and the level of responsibility required of a staff member are compatible with the classification standards applicable to the level of the position.

1.2.2 The unit responsible for Human Resources shall conduct a periodic review of all classified positions including an analysis of functions, responsibilities, and requirements with on-site discussion with the incumbent and his supervisors and examinations and evaluation of work performed. (Article 11 A).

1.2.3 The unit responsible for Human Resources will take into account the classification standards and practices of other agencies in the inter-American system in preparing IICA's standards. (Article 11 A).

Rule 1.3. Advisory Committee on Classification

1.3.1 The Director General will appoint an Advisory Committee on Human Resources to advise the Director General on matters relating to the classification of positions and the selection of professional personnel to be hired. Its members shall include the Deputy Director General, the Assistant Deputy Directors General, the Director of Financial Resources and Management and the Director of Human Resources, who will be the Committee's Secretary. The input of the respective Program Director will be sought. The Office Director, Legal Advisor or any other officials from the Institute may be consulted.

Rule 1.4 Classification of Personnel

1.4.1 The Director General, in accordance with the standards approved by the Board or the Executive Committee, shall issue administrative provisions for the classification of entering personnel and personnel being promoted in the Professional and General Services

categories, in accordance with criteria based on the person's curriculum vitae, qualifications, and the type and quality of services rendered to the Institute. These standards shall be used to determine the personal classification and grade level of each individual staff member, which should be compatible with the classification level of the position occupied. (Article 30).

- 1.4.2 The personal classification level of a staff member cannot be lowered during the period of a staff member's appointment to IICA.

Rule 1.5 Types of Personnel

1.5.1 International Professional Personnel:

- a. Regular Personnel: appointed for an indefinite period of time and subject to review every two years, on the basis of competitive standards defined in Chapter II of these Staff Rules, to perform administrative and specialized functions of a permanent nature in the Institute. (Article 12 a i).
- b. Temporary Personnel: appointed for fixed periods of up to two years, to perform tasks directly related to approved projects and activities. (Article 12 a ii).
- c. Associate personnel: appointed to perform functions of a professional, technical or scientific nature, in accordance with agreements or contracts concluded with other institutions co-participating in programs of common interest, or to provide service ad-honorem, with authorization of the institution to which they belong. (Article 12 a iv).

1.5.2 Local Personnel:

- a. Local Professional Personnel are specialists hired locally and not subject to international assignment, with professional degrees, associated with the Institute by a work contract in accordance with labor laws and practices of the country in which they provide services. Their labor relations are also covered by all pertinent stipulations of the Institute's Rules of Procedure and regulations which do not contradict these local labor laws or practices. These staff members need not be nationals of the country in which they work however, they must have the appropriate documentation that allows them to legally work in the country. (Article 12.b).
- b. General Services Personnel perform tasks for which specific technical training may or may not be necessary, but do not necessarily require a professional degree. They are hired locally to perform function of an administrative nature or to provide secretarial and auxiliary services. These staff members are hired in accordance with labor laws and practices in the countries in which they provide their services. Their labor relations are also covered by all pertinent stipulations of the Institute's Rules of Procedure or regulations that do not contradict these local labor laws or

practices (Article 12 c). These staff members need not be nationals of the country in which they work however, they must have the appropriate documentation that allows them to legally work in the country.

1.6 Personnel Emeritus

1.6.1 Emeritus. Relations shall be maintained with prominent staff members who have left the Institute and who have demonstrated outstanding technical capability, dedication and loyalty to the Institution. For this reason the Board may confer the appointment and title of:

a. Director Emeritus. Appointment and title granted to a person who has been Director General of the Institute, showing outstanding technical ability and an outstanding spirit of service. (Article 13).

b. Emeritus. Appointment and title granted, at the initiative of the Board or by proposal of the Director General, to staff members with high professional personnel classifications, who have made outstanding contributions, who have completed thirty years of professional practice, who have been linked to activities of the Institute for the past fifteen years and who have completed ten years of direct service with the Institute. (Article 13).

1.6.2 Emeritus appointees shall enjoy the rights, duties, prerogatives, immunities and treatment governed by these rules and by the Rules of Procedure of the General Directorate.

Rule 1.7 Occupants of Positions of Trust

1.7.1 The occupants of positions of trust enumerated in Article 31 (modified) of the Rules of Procedure of the General Directorate, which are the positions of Deputy Director General, Assistant Deputy Directors General, Directors, Advisors to the Director General, and Directors of the General Directorate's National Offices, are subject to the following terms and conditions:

- a. The Director General is free to appoint or dismiss anyone from a position of trust. These positions are to be occupied by persons with high academic standing and broad professional experience, as stipulated in Article 12 a of the Rules of Procedure of the General Directorate.
- b. Any member of the Regular International Professional Personnel who is appointed to a position of trust, upon leaving that position, shall return to a position having the same classification as the one that was previously held with the added steps for merit that would have been earned during the tenure of the position of trust.
- c. Staff members appointed from outside the Institute to positions of trust shall be appointed subject to revisions at least every two years, up to but not to extend beyond the term of office of the Director General.

CHAPTER II

RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF

CONTENTS

- 2.1 General Directives
- 2.2 Recruitment
- 2.3 Advisory Committee on Human Resources
- 2.4 Appointment
- 2.5 Probationary Period
- 2.6 Medical Examination
- 2.7 Loyalty Oath
- 2.8 Official Place of Residence of International Professional Personnel
- 2.9 Family Relationship
- 2.10 Orientation
- 2.11 Re-employment
- 2.12 Conversion of Appointment

CHAPTER IIRECRUITMENT, SELECTION AND APPOINTMENT OF STAFFRule 2.1 General Directives

- 2.1.1 Due to the international nature of IICA's work, and the hemispheric projection of the General Policies, all International Professional Personnel are subject to requests to work in countries other than where they are assigned, or to be transferred to another duty station.

Rule 2.2. Recruitment

- 2.2.1 When openings are to be filled, first preference shall be given, if other conditions are equal, to personnel in the same category; second preference shall be given to other staff members; thus, regular appointments (other than those to positions of trust) will be made on the basis of background, competition and evaluation with all staff members having an equal opportunity to apply. Candidates for vacancies will be recruited through an announcement process which shall be for a period of at least 30 days. The announcement shall receive wide distribution within the Institute and throughout the Member States. When deemed necessary by the Director General, in order to attract appropriate additional candidates, the announcement shall be published in technical publications and/or newspapers. (Article 14 a and 39).

- 2.2.2 When the Director General delegates the responsibility for hiring Local Personnel, who are hired in accordance with national labor laws and requirements, to any Officer of the Institute, that officer will be responsible for compliance with the Rules of Procedure, the rules and regulations, and instructions issued by the Director General.

Rules 2.3. Advisory Committee on Human Resources

- 2.3.1 The Advisory Committee on Human Resources will be responsible for analyzing the eligibility and other qualifications of candidates considered for these positions, and for making recommendations to the Director General.

- 2.3.2. The Director of the unit responsible for Human Resources shall be responsible for reviewing all applications to make certain that all required documentation has been presented. He shall then evaluate all of the candidates, first determining which meet the minimum qualifications of the post and then rating them according to their experience and academic preparation. The Director of the Office shall recommend the candidate whom he considers to be most suitable. These recommendations shall be referred to the Office of Human Resources which will then be responsible for preparing the documentation for the Advisory Committee.
- 2.3.3. The Advisory Committee, taking into account the evaluation of the Office of Human Resources and the evaluation and recommendation of the Office concerned shall make its own recommendation to the Director General, with the pertinent explanations.
- 2.3.4. In making their recommendations, the unit responsible for Human Resources, the Director concerned and the Advisory Committee shall take into account the following factors, among others, that specifically relate to the individual case being considered (Articles 14, 36 and 39):
- a. Selection shall be made with no discrimination whatsoever as to race, creed, or sex. Only competence, experience, efficiency and integrity shall be taken into account together with the need for staff members to be selected with a view to as broad a geographical representation as possible among nationals of the Member States, except in special cases where the needs of service require that nationals of other States be appointed. (Article 36).
 - b. To fill vacancies, other things being equal, when possible, preference will be given to personnel from the Institute (Article 39).

Rule 2.4. Appointment

- 2.4.1 The Director General or an officer acting on his behalf shall send the appropriate offer of appointment stating the nature and conditions of the appointment to the person the Director General has selected. (Article 17).
- 2.4.2 At work places away from the Central Office, for the Local Professional Personnel and the General Service Personnel hired, the Office Director shall be responsible for informing the unit responsible for Human Resources of those staff members hired under Rule 2.2.2.
- 2.4.3 When the offer of appointment is signed by the candidate and the requirements stated in these rules and the offer of appointment are complied with, this document will become the legal contract between the staff member and the Institute. Any modifications in the terms of the offer by either party shall require consent by both parties, the preparation of a new offer of appointment by the Institute, and the signature of both parties. (Article 17).
- 2.4.4 The appointment shall be voided by the Institute if the staff member fails to submit documents such as birth certificate, marriage certificate, university degrees, etc., or if the documents referred to above and submitted in support of his candidacy are false.

Rule 2.5 Probationary Period

- 2.5.1 The first period of employment of up to two years of all International Professional staff members will be considered to be a probationary period. During that probationary period their services can be terminated at any time. Such a termination shall require the normal 60 day notice period. The entire period of an appointment to a position of trust shall be considered as a probationary period, thus this does not apply to persons appointed to positions of trust.
- 2.5.2 When a staff member's appointment is terminated during this period for any of the reasons stated in Article 52 of the Rules of Procedure or in Chapter IX of these rules, it will not be necessary to provide the staff member with indemnization or pay for any part of the unfulfilled portion of the appointment. (Articles 57 and 58).

Rule 2.6. Medical Examination

- 2.6.1 Before the corresponding appointment is made, the interested party must undergo a medical examination to determine if he meets the health conditions necessary to perform the job. The examination must be conducted by the officially designated doctor in his country. This medical check-up must be examined and approved by the medical doctor designated by the General Directorate. (Article 40).

Rule 2.7. Loyalty Oath

- 2.7.1 Before beginning his duties, every staff member must sign the following loyalty statement. (Article 27).

In accordance with Articles 16, 18, 19, 20, 21 and 27 of the Rules of Procedure of the General Directorate of IICA, Chapter III, approved by the Inter-American Board of Agriculture, I pledge myself as follows:

"I solemnly swear to exercise loyally, discreetly and conscientiously the obligations I have assumed as a staff member of the Inter-American Institute for Cooperation on Agriculture, to govern my conduct with dignity and in accordance with the nature, purposes and interests of the Institute, neither seeking nor accepting instructions relative to my obligations as a staff member, from any government or any authority outside the Institute, except through the Director General".

Rule 2.8 Official Place of Residence of International Professional Personnel

- 2.8.1 An official place of residence is the location in a country specified in a letter of appointment, where he will be sent on Home Leave and where he will be repatriated upon separation from service.
- 2.8.2 Normally the International Professional staff member's nationality will determine which is his officially recognized place of residence.
- 2.8.3 Only one official place of residence will be accepted for the entire period of employment with IICA regardless of the possibility of individual changes in immigration status. That one Official Place of Residence must be determined at the time of appointment.

Rule 2.9 Family Relationship

- 2.9.1 If two staff members already working at IICA marry, the Director General must decide if both may continue working, only in the cases where one would work under the immediate supervision of the other or both would work in the same administrative unit.

2.9.2 If two International Professional staff members marry, the benefits and entitlements that accrue to them shall be modified to conform with the pertinent provisions specified in Chapter IV of these Rules, the Remuneration System and the Staff Manual.

Rule 2.10 Orientation

2.10.1 All new staff members will be given an orientation before taking up a position, with the aim of familiarizing them with all fundamental aspects of IICA and its personnel, structure and modus operandum.

Rule 2.11 Re-employment

2.11.1 The procedure for hiring a former staff member will be the same as that used for a new candidate except that consideration will be given to an evaluation of his record of previous employment with IICA, and that record being positive, he will be given preference under the provisions of Article 39.

2.11.2 Personal classification, salary level, and accumulated benefits during a previous appointment will not apply for a new appointment. This shall not apply to the right to petition the Retirement and Pension Fund of the OAS for restitution of years of credit acquired under a previous appointment.

2.11.3 The number of years worked during a former appointment will be considered only for purposes of recognition of years of service, for the award of pertinent insignias and certificate.

Rule 2.12 Conversion of Appointment

2.12.1 Conversion to a Regular International Professional appointment will require all of the following:

- a. that the person is needed to fill a vacancy and to perform specialized functions of a permanent nature,
- b. that the procedures for competitive selection under the provisions of Articles 14 and 39 of the Rules of Procedure and Staff Rule 2.3 of these Rules are applied, and
- c. that the staff member being converted must meet all of the minimum qualification requirements of the position, both in terms of high academic standing and broad professional experience (Article 12.a).

2.12.2 Before a "Temporary" International Professional staff member can be considered for an appointment as a "Regular" International Professional, he must first have completed three years of continuous service with the Institute.

- 2.12.3 All things being equal, Temporary International Professional staff members will be given priority consideration for vacancies in the Regular International Professional category, under the provisions of Articles 14 b and 39 and in conformity with Staff Rule 2.3.
- 2.12.4 When a Temporary International Professional staff member is accepted as a Regular International Professional staff member, he will not have the right to repatriation under his original temporary appointment if he is hired to a new duty station under the terms of his new appointment. The terms of his new Regular Appointment will supersede the terms of his original Temporary Appointment.
- 2.12.5 If a Local Professional staff member is to pass to the category of International Professional Personnel, his first appointment as an International Professional will be a probationary appointment under Staff Rule 2.5.1.
- 2.12.6. If a General Services staff member has a professional degree in a pertinent field and meets the requirements of a vacant Local Professional Position, he may compete for that position under the provisions of Article 39 and Staff Rule 2.3.

CHAPTER III

DUTIES, OBLIGATIONS AND PRIVILEGES

CONTENTS

- 3.1 Hours of Work
- 3.2 Official Holidays
- 3.3 Financial Liability
- 3.4 Service to a Government or International Agency
- 3.5 Outside Activities and Interest
- 3.6 Property Rights in Work Performed
- 3.7 Political Activities
- 3.8 Candidacy for Director General
- 3.9 Honors and Grants
- 3.10 Privileges, Immunities and Exemptions
- 3.11 Claims

CHAPTER IIIDUTIES, OBLIGATIONS AND PRIVILEGES**Rule 3.1** Hours of Work

- 3.1.1 The Director General shall, upon the recommendation of the Directors of the Offices at duty stations away from the Central Office of the General Directorate, set the normal working hours for the Central Office and for other duty stations and notify the staff of these hours. (Article 6).
- 3.1.2 When requested to do so, a staff member shall work overtime. Compensation for overtime shall be pursuant to the provisions of the Remuneration System.

Rule 3.2 Official Holidays

- 3.2.1 International Professional Personnel are entitled to the following official holidays, no matter where stationed:
- a. January 1
 - b. Good Friday
 - c. December 25
 - d. National independence day of the country where he is working (one a year).
 - e. National independence day of the country of which he is a citizen (one a year).
 - f. Five additional days as determined by the Director General in accordance with the local holidays officially observed in each country. For duty stations away from the Central Office the Director General will determine these days based on the recommendation of the Director of the National Office who shall submit his recommendation prior to the end of each calendar year.

Rule 3.3 Financial Liability

- 3.3.1 Any staff member who causes financial damage to the Institute by malice, culpable negligence or failure to observe the Rules of Procedure of the General Directorate, Financial Rules, Staff Rules, regulations or other administrative provisions of the Institute shall be responsible therefor and shall be required to repay the Institute for the loss, in the amount determined by the Director General based upon the findings of the Internal Auditor and the Office of Financial Resources and Management. This liability for repayment is independent of the disciplinary procedures defined in Chapter XII of these rules (Articles 49, 59 and 90).

Rule 3.4 Service to a Government or International Agency

- 3.4.1 Staff members shall not accept an appointment to a government office. To do so, they must resign from the Institute. (Article 24).
- 3.4.2 The Director General may grant leave-without-pay to a staff member to provide temporary technical services to a member government or international agency if he determines such service is in the best interest of the Institute. Such leave shall not exceed one year. (Articles 22 and 43).

Rule 3.5 Outside Activities and Interests

- 3.5.1 Staff members shall not engage in employment or occupation outside the Institute or accept remuneration for such work without prior written authorization by the Director General. (Article 25).
- 3.5.2 No staff member may participate in the management of an industry, agriculture or other business, or have a controlling financial interest therein, if it conflicts or appears to conflict with the responsibilities of his official position with the Institute. (Articles 19, 21 and 25).
- 3.5.3 A staff member must never use or appear to use his office for the purpose of private gain for himself or other persons. (Article 21).
- 3.5.4 A staff member who has occasion to deal in his official capacity with any matter involving a business concern or an institution in which he holds an interest shall disclose the extent and nature of that association to the Director General. (Articles 21 and 25).
- 3.5.5 The mere holding of shares of stock in a company does not constitute a financial interest within the meaning of this rule, unless such holding constitutes a substantial control over that company's business. (Article 21).
- 3.5.6 Except in the normal course of their assigned duties, or with prior authorization by the Director General, staff members shall not engage in any of the following acts (Article 20):
- a. Issue statements to the press, radio or other public information media;
 - b. deliver addresses or lectures;
 - c. take part in film, theater, radio or television productions;
 - d. publish articles, books, or other material;
 - e. participate in technical conferences or publish related books or articles.

- 3.5.7 When the authorization referred to in the preceding paragraph is granted, the staff member concerned must make it clear whether the opinions are those of the Institute or are those of the author. (Articles 16, 19 and 20).

Rule 3.6 Property Rights for Work Performed

- 3.6.1 All rights, including title, copyright, and patent rights for any work produced by a staff member as part of his official duties or by any other individual or entity being paid by the Institute, or working in cooperation with it, shall be vested in IICA. Any further compensation to a staff member for any work produced as part of his official duties will have to be authorized by the Director General. (Article 16).

Rule 3.7 Political Activities

- 3.7.1 In order to maintain the independence and impartiality inherent in their status as international civil servants, International Professional Personnel shall not participate in any political activities other than voting in their countries of nationality. (Article 19).
- 3.7.2 Local Personnel may exercise their political rights according to the laws of each country but in so doing they should comply with the provisions of Articles 18, 19, 20, 21 and 22 and with Staff Rule 3.5.6. Such activities shall not be conducted during working hours or use any Institute facilities. (Articles 18, 19, 20, 21 and 22).
- 3.7.3 The acceptance by a staff member of nomination to an elective public office of a political nature shall imply resignation from the Institute. (Article 23).

Rule 3.8 Candidacy for the Position of Director General

- 3.8.1 The Director General may grant leave without pay, upon request, to a staff member who is seeking the nomination or has been nominated by his government to the position of Director General. Such requests for leave will be considered only for the period of the candidacy and for the purpose of promotion of that candidacy. (Articles 18 and 43).

Rule 3.9 Honors and Grants

- 3.9.1 All staff members must inform the Director General and request his authorization before accepting honors, decorations, awards or remuneration in cash or in kind, favors, gifts, etc., from any government or institution. The Director General shall determine if such is compatible with the staff member's status as an officer of an international organization or with IICA's interests. (Article 22 a).

Rule 3.10 Privileges, Immunities and Exemptions

- 3.10.1 IICA shall request member governments to grant privileges, immunities and exemptions to its International Professional staff members in accordance with the national laws and with the Basic Agreements signed by IICA and the Member Countries. (Article 29).
- 3.10.2 The privileges, immunities and exemptions granted by the different governments must be enjoyed prudently and only for the direct benefit of the staff member and his recognized dependents. (Article 29).

Rule 3.11 Claims

- 3.11.1 If neither these Rules nor any other Institute standards expressly stipulates a time period beyond which the International Personnel lose their right to file claims, due to expiration or prescription, then this right shall expire by prescription in a period of twelve months. This shall also be the term of prescription or expiration of the Institute's right to make claims of payments unduly disbursed to members of the International Professional Personnel. The term for prescription begins on the day that the rights are acquired or the undue payment is made.
- 3.11.2 The term for enforcement of disciplinary measures on members of the International Professional Personnel shall last four months counted as of the day following the Institute's first awareness of the causes thereof.

CHAPTER IVSALARIES, ALLOWANCES, BENEFITS AND ADJUSTMENTSCONTENTS

- 4.1 Remuneration System
- 4.2 Allowances, Benefits and Adjustments - International Professional Personnel
 - 4.2.1. Post Adjustment
 - 4.2.2. Allowance for Recognized Dependents
 - 4.2.3. Educational Allowance
 - 4.2.4. Installation Allowance
 - 4.2.5 Allowance for Special Duties
 - 4.2.6 Premium for Administrative Responsibilities
 - 4.2.7 Salary and Allowances During Mission Assignment
 - 4.2.8 Recognition for Years of Service
 - 4.2.9 Retirement and Pension Plan
 - 4.2.10 Merit Bonus
 - 4.2.11 Reimbursement of Income Tax
 - 4.2.12 Medical Review
 - 4.2.13 Sick Leave
 - 4.2.14 Maternity Leave
 - 4.2.15 Training
- 4.3 Allowances and Benefits - Local Professional Category Personnel
 - 4.3.1 Social Security and Insurance System
 - 4.3.2 Overtime Pay

- 4.3.3 Allowance for Temporary Assignment of Duties
- 4.3.4 Premium for Administrative Responsibilities
- 4.3.5 Recognition for Years of Service
- 4.3.6 Medical Examination
- 4.3.7 Insurance Coverage
- 4.3.8 Training

4.4 Allowances and Benefits - General Services Category Personnel

- 4.4.1 Social Security and Insurance System
- 4.4.2 Overtime Pay
- 4.4.3 Recognition for Years of Service
- 4.4.4 Allowance for Temporary Assignment of Duties
- 4.4.5 Premium for Administrative Responsibilities
- 4.4.6 Medical Examination
- 4.4.7 Insurance Coverage
- 4.4.8 Training

CHAPTER IVSALARIES, ALLOWANCES, BENEFITS AND ADJUSTMENTSRule 4.1 Remuneration System

- 4.1.1 The Director General shall set the salaries, adjustments, allowances and other benefits of the staff members in conformity with the resolutions and budgetary appropriations adopted by the Inter-American Board of Agriculture, the Rules of Procedure of the General Directorate, these Staff Rules and the system for determining remunerations. (Articles 6 b, 30 B and 35).
- 4.1.2 Under the provisions of Article 12 of the Rules of Procedure, the Institute's remuneration system shall have one schedule for the General Services Personnel of each duty station, one for the Local Professional Personnel of each duty station, and one for all of the International Professional Personnel.
- 4.1.3 The remuneration system of the International Professional staff will include the salary and a system of allowances, benefits and adjustments depending on the individual circumstances and those pertaining to the positions. Allowances, benefits and adjustments will be granted to staff members who qualify for them under the provisions set forth in the Rules of Procedure, these rules, the system for the classification of personnel, the standards for the classification of positions, and the remuneration system. They will be granted to a staff member only for the period of time in which he qualifies and at no time will allowances, benefits or adjustments be considered a part of the salary.
- 4.1.4 The salaries and benefits of the Local Personnel shall be based on local labor laws and practices of the country in which the staff member works. In no case is "remuneration in local currency" to be understood as the converted equivalent of the currency in which the budget was approved. (Article 12 b and c).
- 4.1.5 In those cases when the official cost of living index in a country increases substantially and the Institute's budgetary provisions allow for it, the Director General shall increase the salaries of the local category personnel according to the mandates of the labor laws and dispositions of the government of the country, as a minimum.

- 4.1.6 When a staff member changes his personal classification, his salary as scheduled in the new scale shall not be lower than that received at the former level.

Rule 4.2 Allowances, Benefits and Adjustments - International Professional Personnel

4.2.1 Post Adjustment

To account for the cost of living differences between countries, IICA will apply a cost-of-living differential in remuneration (post adjustment) to its Regular and Temporary International Professional Personnel (employed for more than three months), according to the scales in force, by using the data provided by the International Civil Service Commission. The amount may vary from time to time, country to country, and with positive and negative indices.*

4.2.2 Allowances for Recognized Dependents

An International Professional staff member holding a Regular or Temporary appointment and who satisfies the Director General that he has a dependent spouse or children, as defined in the remuneration system, shall be entitled to an annual dependency allowance. The schedule of dependency benefits shall be established for the International Professional Personnel by using the data provided by the International Civil Service Commission (Article 35).

4.2.3 Educational Allowances

Regular or temporary International Professional Personnel will be provided with an educational allowance to help defray the cost of the education of their dependent children. This allowance will be paid at the employee's request, which must be accompanied by the appropriate documentation from the educational institution. (Article 35).

4.2.4 Settlement Allowance

An International Professional staff member at the time of appointment or upon transfer to a new duty station shall receive a settlement allowance for himself and no more than four primary dependents, when he is expected to be at his new duty station for at least one year and his dependents join him there within six months following the date that he begins his duties and remain there for at least six months. This allowance shall represent the total

* The negative indices were eliminated by the Director General as of February 1, 1986, as stated in Executive Order 02/86 of February 14, 1986.

contribution for the special expenses that the staff member must incur for himself and his dependents immediately upon his arrival at the new duty station for a period not to exceed 30 days. (Article 46).

4.2.5 Allowance for special duties
(Bonus for Functions or Temporary Promotion)

Any International Professional staff member may be entrusted to assume temporarily the duties and responsibilities of a higher position, as part of his regular work and without additional compensation for a period of up to six months without interruption. Beginning with the seventh month in which he performs these higher duties, he shall be eligible to receive an allowance for special duties.

4.2.6 Premium for Administrative Responsibilities

International Professional Personnel who are instructed to occupy administrative positions classified higher than their current present classifications will be paid a temporary variable premium for the period of time that they occupy the position of the higher classification level.

4.2.7 Salary and Allowances During Mission Assignment

The Director General will establish a system for providing a special mission subsistence allowance which shall not exceed 25% of the basic salary level of the staff member.

4.2.8 Recognition for Years of Service

- a. A bonus in recognition of years of service shall be paid to all International Professional staff members who have completed two years of service and who resign or whose appointment is terminated for reasons of health, the elimination of the contract of employment, retirement, or death. (Articles 57 and 58).
- b. The amounts and procedures for application of paragraph a. above shall be as provided for in the Remuneration System.
- c. Recognition will be made for every five years of services rendered to the Institute by all staff members. Staff members will receive pins, certificates of service and other awards as determined by the Director General on an annual basis.

4.2.9 Retirement and Pension Plan

- a. Participation in the Retirement and Pension Plan by International Professional Personnel with Regular Appointments is compulsory and is governed by the provisions contained in the Retirement and Pension Plan of the OAS General Secretariat. (Article 14 d).

- b. Participation in the Provident Plan is compulsory for International Professional Personnel holding Temporary Appointments and is governed by the provisions contained in the Provident Plan of the General Secretariat of the OAS. (Article 15).

4.2.10 Merit Bonus

A special bonus for exceptionally high levels of performance as attested to through the performance appraisal procedures may be granted by the Director General.

4.2.11 Reimbursement of Income Tax

Staff members will be reimbursed for income taxes paid on income from the Institute, provided that the Member State taxing the staff member reimburses the Institute for those expenditures associated with the tax reimbursement. This reimbursement will be in accordance with the agreement signed between the Institute and the pertinent Member State.

4.2.12 Medical Review

International Professional Staff members over 40 years of age shall be eligible for a medical examination once every two years, in accordance with the following requirements:

- a. The medical examination shall be carried out by a physician officially designated by the Institute,
- b. The results of the medical examination shall be submitted to the Directorate of Human Resources, and
- c. The Institute will reimburse the staff member for those fees that are not covered by the group medical policies of IICA's group insurance plan.

4.2.13 Sick Leave

International Professional staff members who, because of illness or accident, are prevented from performing their work or who cannot report for work because of measures taken for public health reasons, shall be entitled to sick leave as specified in the Remuneration System.

4.2.14 Maternity Leave

Female International Professional Personnel are eligible for maternity leave with full pay under the provisions of the Remuneration System.

4.2.15 Training

The Institute will provide or facilitate adequate training for its International Professional Personnel when deemed necessary to improve the performance of their tasks, broaden their capacity and develop their technical professional skills.

Rule 4.3 Allowance and Benefits - Local Professional Category Personnel

4.3.1 Social Security and Insurance System

Staff members appointed or hired on contract in accordance with Article 12 b shall participate in the social security and insurance system of the countries in which they serve. If a particular Member State has no social security and insurance system, or the system does not include benefits that the Institute considers should be enjoyed by all its staff members, the Institute shall then provide full or supplementary coverage as stipulated in the Remuneration System and the Staff Manual.

4.3.2 Overtime Pay

Local Professional Personnel who are required to work overtime shall receive additional compensation only when such is provided for under local labor laws of the country in which they provide their services.

4.3.3 Allowance for Temporary Assignment of Duties

- a. Temporality shall be defined in each case by the labor laws of the country in which the staff member performs his duties.
- b. When a Local Professional Staff Member is required to assume temporarily all the duties and responsibilities of a position classified higher than his own, under such terms as local laws permit he shall be eligible to receive an allowance for special duties.

4.3.4 Premium for Administrative Responsibilities

- a. Local Professional Personnel who are instructed to occupy administrative positions classified higher than their present classification will be paid a temporary variable premium for the period of time they occupy the position of a higher classification level when local law permits such temporary variable premiums.
- b. Temporality shall be defined in each case by the labor laws of the country in which the staff member performs his duties.

4.3.5 Recognition for Years of Service

- a. A bonus for years of service will be paid to Local Professional Personnel according to the provisions of the Remuneration System.

- b. Recognition will be made for every five years of service rendered to the Institute. Staff members will receive pins, certificates of service and other awards as determined by the Director General on an annual basis.

4.3.6 Medical Examination

All Local Professional Personnel over 40 years of age shall be eligible for a medical examination a minimum of once every two years, in accordance with the following requirements:

- a. The medical examination shall be carried out by a physician officially designated by the Institute,
- b. The results of the medical examination shall be submitted to the Directorate of Human Resources, and
- c. The Institute will reimburse the employee for all expenses not covered by the country's social security system.

4.3.7. Insurance Coverage

- a. Local Professional Personnel will be covered by a basic life insurance program, in accordance with the conditions and stipulations of the Remuneration System.
- b. Local Professionals who must travel abroad on official missions to render their services will be covered by the accident and health policies of IICA's group insurance plan for the duration of the mission.

4.3.8. Training

The Institute will provide or facilitate adequate training for its Local Professional Personnel when deemed necessary to improve the performance of their tasks, broaden their capacity and develop their technical professional skills.

Rule 4.4 Allowances and Benefits - General Services Category Personnel

4.4.1 Social Security and Insurance System

Staff members appointed or hired on contract in accordance with Article 12 c shall participate in the social security and insurance system of the countries in which they serve. If a particular Member State has no social security and insurance system, or the system does not include benefits that the Institute considers should be enjoyed by all its staff members, the Institute shall then provide full or supplementary coverage as stipulated in the Remuneration System and the Staff Manual.

4.4.2 Overtime Pay

General Services Personnel who are required to work overtime shall receive additional compensation only when such is provided for under local labor laws of the country in which they provide their services.

4.4.3 Recognition for Years of Service

- a. A bonus for years of service will be paid to General Services Personnel according to the provisions of the Remuneration System.
- b. Recognition will be made for every five years of service rendered to the Institute. Staff members will receive pins, certificates of service and other awards as determined by the Director General on an annual basis.

4.4.4 Allowance for Temporary Assignment of Duties

- a. Temporality shall be defined in each case by the labor laws of the country in which the staff member performs his duties.
- b. When a General Services Staff Member is required to assume temporarily all the duties and responsibilities of a position classified higher than his own, under such terms as local laws permit he shall be eligible to receive an allowance for special duties.

4.4.5 Premium for Administrative Responsibilities

- a. General Services Personnel who are instructed to occupy administrative positions classified higher than their present classification will be paid a temporary variable premium for the period of time they occupy the position of a higher classification level when local law permits such temporary variable premiums.
- b. Temporality shall be defined in each case by the labor laws of the country in which the staff member performs his duties.

4.4.6 Medical Examination

All General Services Personnel over 40 years of age shall be eligible for a medical examination a minimum of once every two years, in accordance with the following requirements:

- a. The medical examination shall be carried out by a physician officially designated by the Institute,
- b. The results of the medical examination shall be submitted to the Directorate of Human Resources, and

- c. The Institute will reimburse the employee for all expenses not covered by the country's social security system.

4.4.7. Insurance Coverage

- a. General Services Personnel will be covered by a basic life insurance program, in accordance with the conditions and stipulations of the Remuneration System.
- b. General Services Personnel who must travel abroad on official missions to render their services will be covered by the accident and health policies of IICA's group insurance plan for the duration of the mission.

4.4.8. Training

The Institute will provide or facilitate adequate training for its General Services Personnel when deemed necessary to improve the performance of their tasks, broaden their capacity and develop their occupational skills.

CHAPTER V
CHANGE IN STATUS AND PERFORMANCE OF DUTIES

CONTENTS

- 5.1 Transfer
- 5.2 Temporary Transfer in Cases of Emergency or Special Missions
- 5.3 Promotion
- 5.4 Reassignment
- 5.5 Temporary Assignment of Duties
- 5.6 Inter-Institutional Cooperation Activities
- 5.7 Unremunerated Work
- 5.8 Performance Appraisal

CHAPTER VCHANGE IN STATUS AND PERFORMANCE OF DUTIESRule 5.1 Transfer

- 5.1.1 The major reason for a transfer will be to meet the objectives of the Institute and those of the Member States in accordance with the Basic Agreements. However, placing personnel in functions consonant with their qualifications and professional development shall also be given due consideration. (Article 30 A).
- 5.1.2 In the performance of their duties, Regular International Professional staff members shall normally remain no less than three years or no more than nine years in the same country. Permanence in one country for a period greater than six years and no more than nine years will be authorized only on special occasions that are duly justified. No authorizations will be given for a period greater than nine years except for technical or administrative personnel in positions inherent in the operation of the Central Office of the General Directorate, or personnel whose date of retirement is less than a year away.
- 5.1.3 The refusal of a staff member in the International Professional category to accept a transfer without justified cause shall imply his resignation.
- 5.1.4 When it becomes necessary to transfer members of the Regular International Professional Personnel to their own countries, the Director General shall take into consideration only technical and professional criteria. (Article 38).

Rule 5.2 Temporary Transfer in Cases of Emergency or for Special Missions

- 5.2.1 The Director General may transfer staff members on a temporary basis, when he considers them essential to handle the special circumstances of an emergency situation. In such cases Article 37 of the Rules of Procedure shall not apply.

Rule 5.3. Promotion

- 5.3.1 A promotion shall be understood to be:
- a. Advancement in the personal classification to a higher classification grade,
 - b. Promotion to a position of trust (Articles 31 and 32), or
 - c. Temporary promotion when a staff member is required to assume fully the duties and responsibilities of a position of a higher level on a temporary basis.

5.3.2 The Institute shall encourage the advancement of qualified staff members to higher levels within the Institute, in such a way as to benefit staff members in the International Professional category, the Local Professional category and the General Service category. (Articles 36 and 39).

5.3.3 The Institute shall announce vacant posts to the staff members so that they may compete for them according to the provisions of Articles 36 and 39 of the Rules of Procedure and Chapter II of these Staff Rules.

Rule 5.4. Reassignment

5.4.1 In order to enable a staff member to broaden his experience and knowledge, the Institute shall encourage lateral movement and rotation of staff members to other positions of the same category and grade within the organization. (Article 30 A).

5.4.2 A staff member must meet the minimum requirements for the position to which it is proposed he be reassigned.

5.4.3 When an International Professional Staff Member refuses to accept a reassignment without justified cause, his resignation is implicit.

Rule 5.5. Temporary Assignment of Duties

5.5.1 A staff member may be assigned temporarily to other duties, when this is considered advisable for the best operation of the services of the Institute, or to determine whether that person is able to perform another type of work. The duties assigned temporarily shall be of such a nature that they correspond to the same class as the position to which the staff member is normally assigned. For local personnel temporality shall be defined in each case by the labor laws of the country in which the staff member performs his duties. (Article 30 A).

Rule 5.6. Inter-Institutional Cooperation Activities

5.6.1 Based on specific agreements or contracts, IICA may loan some of its staff to member governments or to other institutions as consultants; duration and payment for this service shall be established in the pertinent agreement or contract beforehand. The staff member continues being a member of the Institute staff while on loan. (Article 22).

Rule 5.7 Unremunerated Work

5.7.1 The Director General may authorize members of the IICA Professional Personnel to fill unremunerated positions in professional associations and scientific and public interest societies related to IICA's programs in the member countries.

5.7.2 Staff members shall not receive additional pay from another organization for activities connected with their regular work.

Rule 5.8. Performance Appraisal

5.8.1 Aiming at a better utilization of human resources, each officer who has other staff members directly under his supervision shall make a periodic review and appraisal of each staff member at least once a year. In addition to this appraisal by first level supervisors there shall be a system of appraisal and review by the second level and higher if necessary. Staff members will be rated for both technical ability and administrative ability. The appraisal shall determine the efficiency of the staff member, his deficiencies, and his actual and potential capabilities. (Article 33).

5.8.2 The appraisals will serve as a basis for salary increases for merit, for promotion, and for recognition.

5.8.3 A staff member's appraisal results will be one of the basic criteria used to decide whether his appointment or contract is continued, renewed, reduced, or terminated. (Articles 49 and 52 c).

5.8.4 A staff member shall be informed by his superiors, promptly and fully, of the results of each appraisal made of his work performance. (Article 33).

5.8.5 The staff member may attach a statement concerning any part of the appraisal with which he does not agree, and this statement shall be placed in his file. (Article 33).

5.8.6 Prior to leaving his position for any reason, a staff member who has supervisory responsibilities is required to evaluate all staff members under his supervision.

CHAPTER VI
ANNUAL VACATION AND LEAVE

CONTENTS

- 6.1. Annual Vacation
- 6.2. Granting of Vacation
- 6.3 Rights during Vacation
- 6.4 Leave Without Pay
- 6.5 Leave for Further Professional Training
- 6.6 Leave Due to Death in the Family
- 6.7 Leave for Marriage
- 6.8 Home Leave
- 6.9 Limitations of Home Leave Rights
- 6.10 Travel of Spouse's Place of Residence
- 6.11 Extra-continental Homeland
- 6.12 Dependents' Educational Travel
- 6.13 Use of Home Leave for Further Professional Training
- 6.14 Permitted Travel Dates
- 6.15 Official Per Diem Expenses when a Staff Member is on Home Leave
- 6.16 Home Leave Expenses

CHAPTER VIANNUAL VACATION AND LEAVERule 6.1 Annual Vacation

6.1.1 Annual vacation for General Services and Local Professional Personnel will be granted and administered in accordance with the labor laws of the countries in which they are employed. Unless national labor laws are more favorable to the staff member, IICA shall grant local staff members vacation according to the following scale (Article 42):

- a. From 1 to 10 years of service:
15 working days
- b. From 10 to 15 years of service:
20 working days
- c. After 15 years of service:
25 working days

Unused annual vacation may be accumulated up to a maximum of 15 working days.

6.1.2 International Professional staff members will accumulate annual vacations at the rate of twenty-six (26) working days per year, equivalent to two and one sixth ($2 \frac{1}{6}$) working days per month and may accumulate unused annual leave up to a maximum of fifty-two (52) working days. (Article 41).

6.1.3 The days included under Rule 3.2., Official Holidays, will not count towards the accumulation of vacation time.

6.1.4 Staff members on leave without pay will not earn vacation time.

Rule 6.2 Granting of Vacation

6.2.1 Staff members may take their vacations prior notice and written authorization from the immediate supervisor. When these conditions are fulfilled, it is incumbent on the Institute to make arrangements permitting the staff member to take leave as planned.

Rule 6.3. Rights during Vacation

- 6.3.1 During a vacation, a staff member will not lose rights accrued for years of service, unused, accumulated vacation, or accumulated time for home leave, as long as their use meets established requirements.

Rule 6.4. Leave without Pay

- 6.4.1 Special leave without pay may be granted by the Director General only when it serves the Institute's aims, and will be governed as specifically stated in these Staff Rules and the Staff Manual and, for local personnel, in the labor laws of the countries in which they provide their services. (Article 43).

Rule 6.5. Leave for Further Professional Training

- 6.5.1 Staff members may be granted, by the Director General, leave to obtain further professional training when this will better the staff member's performance and increase his capability to IICA's benefit. This type of leave is granted in accordance with the provision of Rule 6.4 above. (Article 43).

Rule 6.6. Leave due to Death in the Family

- 6.6.1 Five paid working days of leave will be granted a staff member for the death of immediate, close family members (spouse, children, and parents); any additional days will be considered vacation time. In the case of local personnel, if the local labor laws allow for a greater amount they shall take priority over this rule. (Article 43).

Rule 6.7 Leave for Marriage

- 6.7.1 Three paid working days of leave will be granted a staff member for marriage. Any additional time will be considered to be vacation time. In the case of local personnel, if the local labor laws allow for a greater amount they shall take priority over this rule. (Article 43).

Rule 6.8. Home Leave

- 6.8.1 Eligibility for home leave shall apply only to the International Professional Staff Members of IICA and their dependents. (Article 35).
- 6.8.2 Home leave, spent at the official place of residence, (Rule 2.8), is a benefit offered staff members and their dependents enabling them to renew family ties and visit their homeland with certain frequency. No special or additional leave shall be granted. Annual vacation under the provisions of Rules 6.1 and 6.2 is to be used.

6.8.3 Staff members acquire the right to home leave after a two-year appointment period has been served as either Regular or Temporary Personnel, and a contract continuation for at least one more year has been accepted. In cases where the one year period is not completed, the provisions stated in the Staff Manual shall apply.

Rule 6.9. Limitations of Home Leave Rights

6.9.1 No compensation will be authorized in place of home leave, if the term expires before the leave has been used. Home leave rights are forfeited if they are not used during the two-year period following the date they go into effect.

Rule 6.10. Travel to Spouse's Place of Residence

6.10.1 When the staff member's officially recognized place of residence is different from that of his spouse, the home leave can, alternatively, be to either of the two places, but IICA will cover only costs equivalent to those for travel to the employee's place of residence.

Rule 6.11. Extra-continental Homeland

6.11.1 When a staff member's place of residence is not in the American Continent, IICA will pay his home leave transportation only as far as the Member State nearest his homeland, by the most direct and most economical route.

Rule 6.12. Dependents' Education Travel

6.12.1 A round trip will be authorized every two years for those dependents studying away from their parent's duty station. This trip will be granted in place of the home leave to which he is otherwise entitled and shall not exceed the equivalence of the home leave travel. Conditions for dependent travel for educational purposes are as provided for in the Staff Manual.

Rule 6.13. Use of Home Leave for Further Professional Training

6.13.1 Home leave for further professional training may be used, once the staff member has accumulated the right to the leave.

Rule 6.14. Permitted Travel Dates

6.14.1 Any arrangements for home leave must be discussed with the staff member's Director, taking into consideration the overall work schedule and pressures associated with the time of absence, although the staff member's personal preferences and circumstances will also be given priority. In no case will a staff member be deprived of the right to home leave within established time limits.

Rule 6.15. Official Per Diem Expenses when a Staff Member is on Home Leave

- 6.15.1 Per diem will be granted staff members who are entrusted with an official mission during their home leave; days employed in fulfilling the mission will not be deducted from his cumulative annual leave.

Rule 6.16. Home Leave Expenses

- 6.16.1 The expenses for home leave transportation of the staff member and his recognized dependents shall be paid by the Institute, as well as the per diem expenses for the staff member at the maximum rate of one day of per diem for the travel from his duty station to the official place of residence, and one day of per diem for returning from the official place of residence to the duty station. Expenses under the provisions of Staff Rule 8.10 shall also be covered.

CHAPTER VII
STAFF ASSOCIATION

CONTENTS

- 7.1 Staff Association
- 7.2 Officers of the Staff Association
- 7.3 Use of Official Time and IICA Facilities
- 7.4 Facilities and Guarantees for Officers of the Staff Association

CHAPTER VIISTAFF ASSOCIATIONRule 7.1 Staff Association

7.1.1 In accordance with the provisions of Article 48 of the Rules of Procedure, and to maintain constant contact between the staff and the Director General, there shall be a Staff Association, whose members shall be the staff members of the Institute. Its officers shall make proposals and discuss them with the Director General or with the representative whom he designates, concerning all matters that are of common interest to the staff members or that affect their working conditions and general well-being.

7.1.2 All petitions directed from the Staff Association to the Director General shall be sent to him through the Director of Human Resources, who shall consult on the subject and reply to requests within a reasonable period.

Rule 7.2. Officers of the Staff Association

7.2.1 Staff members holding a position of trust that involves the management of personnel (supervision, evaluation, discipline, etc.) or those in other positions of trust which, in the opinion of the Director General, might put the staff member in a conflict of interest situation if he concurrently held a position as an officer of the Staff Association, shall not accept election to a position of officer of the Staff Association or continue to serve as an officer of the Association when appointed to such a position of trust.

7.2.2 Officers of the Staff Association shall be elected in accordance with the rules of the Association adopted by the latter and approved by the Director General.

Rule 7.3 Use of Official Time and IICA Facilities

7.3.1 The Director General will authorize the officers of the Association to make reasonable use of official time (time during working hours) and IICA facilities to carry out their duties in connection with the Staff Association. The amount of time and the facilities shall be specifically authorized in advance by the Director General. If additional official time is needed the request must be presented to the Director General in writing.

- 7.3.2 On those occasions when the officers of the Association desire to hold an assembly of the Members of the Association during working hours, advance authorization for use of the IICA facilities is needed, and release time must be requested and authorized for the staff members.
- 7.3.3 When members of the Board of Directors of the Staff Association work in a duty station away from the Central Office of the Institute and are needed to attend meetings of the Board, the Director General or his representative shall authorize the use of the Official Travel Document, upon written request by the Board.
- Rule 7.4. Facilities and Guarantees for Officers of the Staff Association
- 7.4.1 The Directors of Offices in which the officers of the Staff Association are employed shall endeavor to give these staff members reasonable facilities for carrying out their duties in connection with the Staff Association in accordance with Rule 7.3.
- 7.4.2 Disciplinary or other measures shall not be taken against officers of the Staff Association for opinions expressed or positions taken in the course of their duties in that capacity, unless in doing so they violate the Rules of Procedure, Staff Rules, Financial Rules, and other established norms and procedures in force in the Institute.

CHAPTER VIII
OFFICIAL TRAVEL

CONTENTS

- 8.1 Official Travel
- 8.2 Fund Advance for Official Travel
- 8.3 Travel Regulations
- 8.4 Travel Tickets
- 8.5 Official Travel Document
- 8.6 Means of Transportation
- 8.7 Per Diem Expenses for International Travel
- 8.8 Per Diem and other Expenses for National Travel
- 8.9 Per Diem Expenses for Staff Members in case of illness while on Official Travel Status.
- 8.10 Official travel expenses
- 8.11 Travel and Installation Expenses for Appointment, Transfer or Repatriation
- 8.12 Travel for health leave
- 8.13 Repatriation of Mortal Remains

CHAPTER VIIIOFFICIAL TRAVELRule 8.1 Official Travel

- 8.1.1 Official travel - to provide assistance to national or international agencies or IICA Offices, attend conferences and meetings, or attend directly to matters related to IICA's aims - must be previously authorized either by the Director General, the Deputy Director General, or the pertinent Office Director. Hiring, transfer, and leave for further professional training, as well as repatriation and home leave, are also considered official travel. (Article 46).

Rule 8.2 Fund Advances for Official Travel

- 8.2.1 IICA will advance funds for official travel according to the provisions of the Staff Manual and the Finance and Accounting Manual.

Rule 8.3 Travel Regulations

- 8.3.1 Policies and rules for official travel apply to all personnel on official mission approved by the Director General and related to approved programs, projects or activities.

Rule 8.4 Travel Tickets

- 8.4.1 Tickets supplied by IICA are personal, non-transferable and non-negotiable, and cannot be extended without renewed travel authorization.

Rule 8.5 Official Travel Document

- 8.5.1 OAS Official Travel Documents, hereinafter referred to as "the document", serve to identify bearers as IICA staff members and to facilitate their travel in line with IICA's interests. The document will be issued pursuant to the standardized procedures adopted by the OAS for Inter-American Specialized Agencies. (Article 29).

8.5.2 All staff members are responsible for using the document only for the purpose for which it has been issued. In case of infractions, the Director General will apply sanctions according to the gravity of the offense. The Director General is required to inform the Secretary General of the OAS of any such infractions.

Rule 8.6 Means of Transportation

8.6.1 Public means of transportation will be used for official travel unless otherwise authorized specifically by the Director General.

Rule 8.7 Per Diem Expenses for International Travel

8.7.1 Staff members on official travel will receive per diem according to the international per diem scale approved by the Director General, published in the Staff Manual, and revised periodically to reflect and compensate for living-expense fluctuations. (Article 35).

8.7.2 Under special conditions, a staff member may be refunded the actual cost of food and lodging instead of being granted a per diem. Travel conditions in these cases must be specified on the official travel authorization forms. Prior approval by the Director General is required. For those Offices away from the Central Office, the Director General may delegate this responsibility to the Director of the Office.

Rule 8.8 Per Diem and other Expenses for National Travel

8.8.1 IICA will cover the travel, lodging, food and miscellaneous expenses of personnel traveling within the country of their duty stations by providing national per diem scales which will be officially published and updated periodically. At no time will the amounts stipulated on these scales exceed those of the international office per diem scale. (Article 35).

Rule 8.9 Per Diem Expenses for Staff Members in Case of Illness while on Official Travel Status

8.9.1 Should any staff member become ill while on official travel status and apply for sick leave, per diem expenses will be provided as before, but will be suspended should he be hospitalized, as he is then covered by the health insurance policy. (Article 35).

8.9.2 Any illness contracted while on official travel status must be confirmed by a medical certificate issued by an IICA doctor, or if unavailable, any local medical practitioner.

Rule 8.10. Official Travel Expenses

8.10.1 Official travel expenses, over and above per diem allowances to be covered by IICA, will include transportation, communications expenses, personal and official documentation expenses, and expenses related to banking occasioned by currency exchange, etc., related to the mission, as detailed in the Staff Manual.

Rule 8.11. Travel and Settlement Expenses for Appointment, Transfer or Repatriation

8.11.1. The institute shall pay travel, transport of personal effects and settlement expenses in the case of appointment, transfer or repatriation of its International Professional staff members in the following manner (Article 46):

- a. Travel by the official and his recognized dependents, by the most direct air route to the new duty station,
- b. Payment of a sum, calculated in accordance with the stipulations of the Staff Manual, to defray costs of transporting personal effects and household goods of the staff member and his recognized dependents,
- c. Payment of a sum, calculated in accordance with the stipulations of Article 4.2 of the present rules and the Staff Manual, to defray special costs incurred by the staff member and his dependents immediately upon arrival at the new duty station, and for a period no greater than thirty days. [

8.11.2 In the case of an International Professional Staff Member's death during the term of appointment, the provisions set forth in Rule 8.11.1 above will apply to the staff member's recognized dependents.

Rule 8.12 Travel for Health Reasons

8.12.1 The Institute shall see that travel costs to the nearest available place for treatment are included in the coverage of the insurance plan which the Institute is required to provide, under the stipulations of the Rules of Procedure of the General Directorate and these Staff Rules. Any such costs not covered by the insurance policy shall be covered by the staff member.

Rule 8.13 Repatriation of Mortal Remains

8.13.1 In the eventuality of an International Professional Staff Member's or a recognized dependent's death, IICA will cover the cost of repatriation, when the staff member is eligible for repatriation of his mortal remains, from wherever he had been stationed. (Article 46).

- 8.13.2 All staff members, International or Local Personnel, on travel status, are eligible for repatriation of mortal remains to their recognized countries, in cases where the family requests repatriation to another country, IICA shall be responsible only for the cost equivalent to repatriation to the recognized country. IICA will also cover any medical expenses which the staff member may have incurred somewhere other than in his duty station, in those cases in which they are not covered by the insurance policy. (Article 46).
- 8.13.3 A member of the staff member's family or an IICA staff member will accompany the remains back to the official place of residence. IICA will cover the companion's travel expenses.
- 8.13.4 In accordance with the pertinent legislation in each country, and the Basic Agreements, the Institute will request that the recognized dependents living with the staff member remain at the duty station for a reasonable length of time, in order to facilitate repatriation to the official place of residence.

CHAPTER IX
SEPARATION FROM SERVICE

CONTENTS

- 9.1 Resignation
- 9.2 Expiration of Appointment
- 9.3 Termination of Appointment for Health Reasons
- 9.4 Termination Due to Reduction in Personnel or Abolition of a Position
- 9.5 Appointment Rescission
- 9.6 Summary Dismissal
- 9.7 Separation from Service due to Retirement
- 9.8 Certificate for Years of Service
- 9.9 Letter of Recommendation
- 9.10 Payment in case of an Staff Member's Death
- 9.11 Lead-Time for Separation of Service
- 9.12 Repatriation upon Separation from Service

CHAPTER IXSEPARATION FROM SERVICERule 9.1. Resignation

- 9.1.1 Resignation is understood to be when a staff member terminates his appointment on his own initiative under the provisions Article 55, by giving advance written notice to the Director General, of 60 days in the case of regular staff members and 30 days for temporary staff members. The advance notice period for local personnel shall be according to the local labor laws of the country in which the staff member works. (Articles 55 and 56).
- 9.1.2 The Director General may accept the resignation presented by a staff member on shorter notice, if he considers that there is sufficient reason for this.

Rule 9.2. Expiration of Appointment

- 9.2.1 Regular Appointments of International Professional Staff Members are for indefinite periods of time and, thus, have no expiration date. The provisions of the Rules of Procedure of the General Directorate and Rules 9.3 through 9.7 of these Rules provide the means for termination of Regular Appointments. (Articles 12 a i and 56).
- 9.2.2 All Temporary Appointments of International Professional staff members expire on the date specified in the letter of appointment. The Director General is obligated to inform staff members no less than 60 days before the expiration date as to whether or not he intends to offer a new appointment. Separation, upon expiration of an appointment, is not considered a rescission of appointment under the provisions of Rule 9.5. (Articles 12, 53 and 58 c).
- 9.2.3 The termination of the appointment for General Services and Local Professional Staff Members shall be in accordance with the labor laws and practices of the countries in which they provide their services, and with all pertinent stipulations of Institute Rules of Procedure and regulations which do not contradict local laws and practices. (Article 53).

Rule 9.3. Termination of Appointment for Health Reasons

9.3.1 When the Institute initiates the separation of services of an International Professional Staff Member for reasons of mental or physical health which result in or could result in his inability to perform his duties satisfactorily and efficiently, IICA will provide the individual with 60 calendar days' written notice of intent to terminate his services. Severance pay will be made as established in paragraphs (a) and (b) below (Articles 52a and 53).

a. Regular Appointments. The staff member and his recognized dependents are entitled to:

i. Repatriation provisions.

ii. Salary and subsidies to which he is entitled, up to the date of termination as indicated in the notice of termination letter. Sixty (60) days' notice shall be required. (Article 53)

iii. Cash payment for accumulated vacation.

iv. Recognition for years of service according to Article 57.

v. The option to continue, at personal expense, with the insurance plan if the system in effect so allows.

b. Temporary Appointments. The staff member and his recognized dependents are entitled to:

i. Repatriation provisions.

ii. Salary and subsidies to which he is entitled up to the date of termination as indicated in the notice of termination letter. Sixty (60) days notice shall be required. When the normal date of expiration of his contract is less than sixty (60) days from the date of receipt of recommendation from the medical officer, that shall serve to be the date of termination and no additional termination letter or notice period will be required. (Article 53)

iii. Cash payment for accumulated vacation.

iv. Recognition for years of service according to Article 57 of the Rules of Procedure of the General Directorate.

v. The option to continue, at personal expense, with the insurance plan if the system in effect as allows.

9.3.2 Local labor laws will be applied in those cases involving termination of the appointment of a Local Professional for reasons of health. However, cash payments will be made for years of service under the provisions of Article 57 of the Rules of Procedure of the General Directorate, Staff Rules 4.3.5 and 4.4.3 and the Remuneration System. In the case of a Local Professional participating in the Institute's insurance plan, the option to continue with the plan is available, at personal expense, and if the existing system allows.

Rule 9.4. Termination Due to Reduction in Personnel or Abolition of a Post

9.4.1 Abolition of a post may occur due to changes or reductions in programs, reallocation of the budget, cutbacks in program budgets, or reorganization. (Article 52 b).

9.4.2 The termination of an appointment resulting from the elimination of a position is a decision for the Director General. Staff members in terminated positions should be offered other available employment opportunities. Staff members holding Regular International Professional appointments shall be retained in preference to those holding other appointments subject to the availability of suitable vacancies in which their services could be effectively utilized. Due regard shall be paid in all cases to efficiency, competence, integrity and length of service. (Article 14 b).

9.4.3 The Director General shall inform all staff members holding positions that are to be eliminated of the possibility of applying to other positions, as stipulated in Chapter II of these Staff Rules.

9.4.4 International Professional Personnel terminated under the provisions of this rule will enjoy those rights detailed in Rule 9 3 1 a. and b. and all other termination benefits specifically provided for in these rules and the Retirement and Pension Plan of the OAS. (Articles 56 and 57).

Rule 9.5. Appointment Rescission

9.5.1 The Director General has the authority to terminate staff members' services pursuant to Articles 52 and 54 of the Rules of Procedure of the General Directorate, except when in conflict with local labor laws and the provisions of IICA's internal labor code as established for each country under the local labor laws.

9.5.2 The following reasons are among those to be considered by the Director General in applying Article 52 c and d of the Rules of Procedure:

- a. Failure to fulfill the requirements of service of the position occupied.

- b. Documented contempt or infraction of the procedures, policies, and regulations contained in the Rules of Procedure of the General Directorate, the Financial Rules, the Staff Rules, and the different manuals of the Institute.
- c. Neglect of those responsibilities and obligations specified in the job description accompanying a letter of appointment.
- d. Habitual lateness to work, frequent unauthorized absences, or abuse of sick leave privileges.
- e. Insubordination.
- f. Repeated negligence in observing the written reprimand(s) of immediate superiors.
- g. When services rendered continue to be unsatisfactory, and having been informed of such through written evaluations.
- h. Deliberately false declarations submitted when applying for employment.
- i. When guilty of having abandoned a position, which shall be when a staff member has been absent for three consecutive working days without authorization or notice.

9.5.3 Termination causes, as detailed in Article 52 of the Rules of Procedure of the General Directorate and in Rule 9.5.2.h., i., and j., release the Institute from any indemnity pay obligations, as described in these rules.

9.5.4 Staff members being separated under the provisions of Article 52 of the Rules of Procedure of the General Directorate and Rule 9.5.2. a. through i., shall be entitled to a hearing under the provisions of Chapter X. In case of abandonment of a position, this right may be exercised only within seven working days beginning with and including the first day of absence.

9.5.5 A staff member whose appointment is terminated under the provisions of Rule 9.5.2 b. through j., will not be eligible for reemployment by the Institute.

Rule 9. 6 Summary Dismissal

9.6.1 The Director General may summarily dismiss any staff member, as stipulated in Article 54 of the Rules of Procedure of the General Directorate, for the following reasons: serious misconduct, which can be considered any serious disrespect for the established norms of behavior recognized by the Institute; contempt for the terms of the loyalty oath; any act of harm, calamity, or physical aggression against the Institute or its authorities, or conduct

intended to ridicule or discredit them, any act or omission that could seriously harm the interests or objectives of the Institute, or any other similar act or omission on the part of staff member, which makes manifest the incompatibility of his continued service, and which will consequently lead to an immediate and final dismissal.

In cases of misconduct associated with illness or personal hardship, before applying Article 54 of the Rules of Procedure of the General Directorate or the provisions of these Staff Rules, the staff member must first be provided the opportunity for professional counselling.

- 9.6.2 Upon determining that the behavior of a staff member is such that it warrants summary dismissal, the Director of Human Resources shall communicate the Director General's decision to the staff member within 48 hours after the decision has been taken.
- 9.6.3 No person who is summarily dismissed under the provisions of Article 54 of the Rules of Procedures and this Staff Rule shall be entitled to advance notice as provided for in Staff Rule 9.11.
- 9.6.4 Recognition of service under the provisions of Article 57 of the Rules of Procedure of the General Directorate shall not apply to a person summarily dismissed for serious misconduct. (Article 58).

Rule 9.7. Separation from Service Due to Retirement

- 9.7.1 A staff member shall not be retained in the service of the Institute beyond the age of 65, except when the Director General considers it to be in the interest of the Institute. When a contract is granted it shall not in any way interfere with the individual's retirement benefits under the OAS Retirement and Pension Plan. (Articles 52 and 56).
- 9.7.2 Regular International Professional Personnel shall have the right to retire when they reach the age where they are entitled to benefit from the provisions of the OAS Retirement and Pension Plan.
- 9.7.3 For members of the Local Professional and General Services Personnel, the provisions for retirement and pension of the labor or social security laws of the country in which they serve shall be applied. (Article 45).

Rule 9.8 Certificate for Years of Services

- 9.8.1 On leaving IICA, staff members are entitled to a certificate stating the length of time worked and what kind of work was done while at IICA. (Article 57).

9.8.2 The certificate will be issued under the Director General's signature.

Rule 9.9 Letter of Recommendation

9.9.1 On leaving IICA, a staff member upon request in writing to the Director General addressed through his Office Director, will be given a letter of recommendation stating details relevant to his work and personal performance. If they so desire, local personnel may request that their letter be from the Director of the National Office. (Article 57).

Rule 9.10 Payment in case of a Staff Member's Death

9.10.1 In case of death of a staff member on a regular appointment, his beneficiaries are entitled to payment for recognition of years of service. (Article 57).

Rule 9.11 Lead-time for Separation of Service

9.11.1 Written notification of separation or non-continuation for International Professional Personnel on Regular or Temporary appointments will be sent at least 60 days in advance. (Article 53). Staff members appointed prior to October 1981, the effective date of Official Document Series No.22, retain the right to a 90 day advance notice.

9.11.2 In the case of Local Personnel, the local labor laws of each country will apply to lead-time for separation of service.

Rule 9.12 Repatriation Upon Separation from Services

9.12.1 International Professional Personnel and their recognized dependants shall be authorized repatriation transportation upon the expiration of the last appointment with IICA. (Article 46).

9.12.2 Should the staff member qualify for repatriation benefits and request repatriation transportation prior to the expiration or termination of the appointment, this request should be preceded by the presentation of a letter of resignation, in accordance with Article 9.1. of these Staff Rules and the pertinent provisions of the Staff Manual.

9.12.3 Repatriation transportation of the staff member and his recognized dependents shall be to the official place of residence.

CHAPTER X

DISCIPLINE AND RECONSIDERATION

CONTENTS

- 10.1 Disciplinary Measures for the Internatioinal Professional Personnel
- 10.2 Disciplinary Measures for Local Professional and General Services Personnel
- 10.3 Right to be Heard
- 10.4 Joint Committee on Disciplinary Measures
- 10.5 Procedure of the Joint Committee on Disciplinary Measures
- 10.6 Reconsideration
- 10.7 Joint Advisory Committee on Reconsideration
- 10.8 Procedures for Reconsideration
- 10.9 Release Time

CHAPTER XDISCIPLINE AND RECONSIDERATIONRule 10.1. Disciplinary Measures for International Professional Personnel

10.1.1 Disciplinary measures may be imposed on International Professional Personnel for conduct that does not conform to the Rules of Procedure of the General Directorate, or these Staff Rules, or because of unsatisfactory work (Article 49).

10.1.2 In ascending order of severity, as provided for in Articles 50 and 54 and as defined in the Appendix to these Rules, disciplinary measures are:

- a. Oral admonition.
- b. Written admonition.
- c. Written censure.
- d. Suspension without pay or benefits.
- e. Dismissal.
- f. Summary dismissal.

10.1.3 Summary dismissal is a result of serious misconduct as defined in Rule 9.5.2, implying immediate and final dismissal, thus no further internal hearing shall be granted for summary dismissal for serious misconduct under Rule 10.1.2 f., however, the affected person shall have the right to be heard by the Administrative Tribunal of the OAS. (Articles 59 and 62).

Rule 10.2 Disciplinary Measures for Local Professional and General Services Personnel

Disciplinary measures for Local Professional and General Services Personnel will be applied on the basis of local labor laws and practices, on the internal labor code and the Basic Agreements between the Institute and the Member States.

Rule 10.3 Right to be Heard

- 10.3.1 Every staff member shall be entitled to a hearing with respect to disciplinary measures taken or other matters of an administrative nature that may affect his interest. (Article 59). The hearing shall be granted by the Deputy Director General or by the Director General and may be accomplished either in writing or orally in person. In case the staff member elects an oral hearing, but is not able to attend, he can be represented by another staff member, specifically designated in a written notice addressed to the Director General.
- 10.3.2 No pressure whatsoever will be brought to bear on the affected staff member, or any other person being examined concerning a given case, in the form of coercion, interference or partiality. Staff members shall not seek the influence or support of a representative on any organ of the Institute, or of any government, in matters affecting administration or discipline in the Institute. (Article 28).
- 10.3.3 When a staff member requests to be heard in person, the Institute shall not be responsible for his traveling expenses.
- 10.3.4 Before bringing the case before the Director General or the Deputy Director General, if so designated, a staff member must first try to solve any problem with his division or section head, or with other staff members higher up in the hierarchical structure of his division or section or duty station.

Rule 10.4. Joint Committee on Disciplinary Measures

- 10.4.1 The Director General shall establish an advisory body called the Joint Committee on Disciplinary Measures to advise him on disciplinary measures and their application. (Article 51).
- 10.4.2 The Joint Committee shall be made up of three staff members, as follows:
- a. A principal member and two alternates to replace the principal member when necessary, designated by the Director General.

- b. A principal member and two alternates to replace the principal when necessary, designated by the Staff Association to serve for a period of up to 12 months.
- c. A principal chairman and two alternates chosen by the Director General, from a list of ten staff members that the Advisory Committee on Human Resources (Rule 2.3.1) shall prepare each year in agreement with the Staff Association. If, during the year, any of the persons on the list is unable to serve, replacements shall be selected in the same manner as those on the original list.

10.4.3 Members of the Joint Committee shall be eligible for reappointment.

10.4.4 The Joint Committee, by majority, may declare that any of its members may not hear a particular matter, if it is deemed advisable in view of the relations existing between the Committee member and the staff member affected, or the nature of the matter under consideration. The Joint Committee may excuse any of its members from hearing a particular matter. In such cases the Committee member must be replaced by one of his alternates.

10.4.5 The principals and alternates appointed in accordance with Rule 10.4.2 a. b. and c., may be replaced pursuant to the provisions of Rule 10.4.2. If the principals and the alternates of any case cannot serve and must be replaced after the hearing has begun, the hearing shall be terminated and a new hearing process shall begin only after the new Committee member has been appointed under the provisions of Rule 10.4.4.

Rule 10.5. Procedure of the Joint Committee on Disciplinary Measures

10.5.1 The task of the Joint Committee on Disciplinary Measures shall be to advise the Director General as to what regulations and disciplinary measures are to be applied to persons whose work is unsatisfactory or whose conduct violates these Rules and other approved rules of the Institute. The Committee shall make proposals as to whether particular types of conduct or work performance should merit oral or written admonition, written censure, suspension or dismissal.

10.5.2 At the request of the Director General or the Deputy Director General, the Joint Committee shall issue opinions and make recommendations on disciplinary measures to be applied in specific cases of violation of the regulations by any staff member.

10.5.3 The Joint Committee shall adopt its opinions and recommendations by majority vote and submit them in writing to the Director General or the Deputy Director General, depending on who made the request, within five working days. Any member of the Joint Committee may request that his dissenting opinion appear in the report presented by the Joint Committee.

Rule 10.6 Reconsideration

- 10.6.1 If a staff member claims that a decision taken by the Director General in accordance with Rules 10.1.2 and 10.1.3, or any other administrative measures that may have affected his interests, constitutes noncompliance with the conditions of his appointment or of any pertinent provision of the Rules of Procedure of the General Directorate or of the Staff Rules, he may present a written request for reconsideration, explaining his reasons to the Director General, within twenty-one working days following the day on which he received notification of the decision being questioned (Article 60).

Rule 10.7 Joint Advisory Committee on Reconsideration

- 10.7.1 When a case is presented to the Director General for reconsideration, the Director General shall establish an advisory body called the Joint Advisory Committee on Reconsideration, to advise him on reviewing the case, in accordance with Rule 10.5.1 (Article 61).
- 10.7.2 The Joint Advisory Committee on Reconsideration shall be made up of three members, as follows:
- a. A principal member and two alternates to replace the principal member when necessary, designated by the Director General.
 - b. A principal member and two alternates to replace the principal when necessary, designated by the Staff Association.
 - c. A principal Chairman selected for each case by the Director General, from a list of ten staff members that shall be prepared each year by the Advisory Committee on Human Resources in agreement with the Staff Association. (Staff Rule 2.3.1).

Rule 10.8 Procedures for Reconsideration

- 10.8.1 Within five working days after the date on which he receives the request for reconsideration referred to in Rule 10.6.1, the Director General shall convene the Joint Advisory Committee on Reconsideration pursuant to Staff Rule 10.7.1 above.
- 10.8.2 The staff member affected may act in his own behalf or through another staff member of the Institute, who shall be designated in a written communication addressed to the Chairman of the Joint Advisory Committee. He may not be represented by anyone from outside the Institute.

- 10.8.3 The request for reconsideration provided for in Rule 10.6.1 shall not suspend implementation of the decision being questioned.
- 10.8.4 The Joint Advisory Committee on Reconsideration shall act as speedily as possible in its review of the case. Normally, the procedures shall be restricted to consideration of the written statement by the complainant and to the observations and oral or written comments presented by him and by the Director General or his representative.
- 10.8.5 The Joint Advisory Committee on Reconsideration shall adopt a report by majority vote and submit it to the Director General within fifteen working days following the date on which it began its review of the matter. Any member of the Joint Advisory Committee may request that his dissenting opinion appear in the report.
- 10.8.6 In exceptional cases, the time limit established in the foregoing paragraph may be extended by the Director General, who will so notify the complainant and the Joint Advisory Committee.
- 10.8.7 Within two working days after the Joint Advisory Committee has delivered its report to the Director General, the staff member concerned shall be notified of this fact.
- 10.8.8 The Director General shall make his final decision within fifteen working days after the Joint Advisory Committee has delivered its report to him. Within three working days following that final decision, the staff member concerned shall be so notified.
- 10.8.9 If the staff member has not been notified of the final decision within eighteen working days after the date on which the report was delivered to the Director General, he shall be deemed to have exhausted the procedures set forth in the Article 60 of the Rules of Procedure and, consequently, under the provisions of Article 62 of the Rules of Procedure of the General Directorate, may appeal to the Administrative Tribunal of the OAS in accordance with Article VI.3 of the Statutes of the Tribunal.
- 10.8.10 In the case of Local Professional and General Services Personnel, if labor conflicts cannot be resolved internally, they should be appealed to local tribunals pursuant to the terms of the Basic Agreement concluded by IICA and the host country. When due process is made unavailable by IICA's refusal to submit to local courts the staff member may appeal to the OAS Administrative Tribunal in accordance with Art. VI.3 of the Statute of the Tribunal.

10.8.11 The Office of Human Resources will provide support to the Joint Advisory Committee on Reconsideration and to the affected staff member throughout the proceedings.

Rule 10.9 Release Time

10.9.1 The time taken by those involved in this procedure shall be considered as occupied in official duties and consequently no annual leave shall be charged for this purpose.

APPENDIX

DEFINITIONS

CONTENTS

Acceptance of Employment Contract or Appointment
Appointment
Associate International Professional Personnel
Beneficiary
Disciplinary Measures
Dismissal
Duty Station
Emoluments
Employment Contract or Appointment

Functions
General Directorate
General Services Personnel
Immunity
Institute Personnel
International Professional Personnel
Leave
Local Professional Personnel
Offer of Employment Contract or Appointment
Official Place of Residence
Official Travel
Oral Admonition
Perdiem
Personal Classification
Position
Position Title
Position of Trust
Privileges
Reassignment
Recognized Dependents
Regular International Professional Personnel
Repatriation
Rescission of Employment Contract or Appointment
Resignation
Review of International Professional Personnel
Separation
Serious Misconduct
Staff Member
Summary Dismissal
Suspension
Temporary International Professional Personnel
Transfer
Vacancy
Vacations
Written Admonition
Written Censure

DEFINITIONS

Acceptance of Employment Contract or Appointment is a signed statement of agreement by which a person selected to become a staff member of the Institute agrees to the employment contract or appointment.

Appointment is equivalent to an Employment Contract (see "Employment Contract or Appointment").

Associate International Professional Personnel are appointed to perform functions of a professional, technical or scientific nature, in accordance with agreements or contracts concluded with other institutions coparticipating in programs of common interest, or to provide ad-honorem services with authorization of the institutions to which they belong. Their working relationships with the Institute are based on the terms of reference of the pertinent agreement or contract.

Beneficiary is a person designated in advance by an IICA staff member and duly registered with the Institute to receive any balance, insurance or pension accruing to the staff member in case of his or her death.

Disciplinary Measures are measures which serve the purpose of sanctioning IICA's staff members for unsatisfactory performance of functions, activities or services, or for conduct not in accordance with the standards and provisions of the Institute.

Dismissal is a severe disciplinary measure applied to a staff member and removing him permanently from his functions as a result of misconduct, repeated misconduct, or repeated unsatisfactory performance.

Duty Station (Work Place) is the place where the Director General has determined that the staff member will work.

Emoluments are the stipend, fee, salary or any compensation given to a staff member as payment for services rendered.

Employment Contract or Appointment is a document setting forth the understanding reached between the Institute as employer and the individual as staff member. It establishes an employer/employee relationship for the provision of services or for the performance of a technical or basic function or activity for the Institute, stipulates a salary, and places a staff member in a position in IICA.

Functions are the duties and responsibilities assigned to each position.

General Directorate is the executive organ of the Institute, made up of the technical and administrative units through which IICA's activities are coordinated and implemented; the Central Office of the General Directorate, the Offices of the Area Directors, the Centers and the National Offices.

General Services Personnel perform tasks for which specific technical training may or may not be necessary, but that do not necessarily require a professional degree. They are hired locally to perform functions of an administrative nature or to provide secretarial or auxiliary services. These staff members are hired in accordance with labor laws in the countries in which they provide their services, and with all pertinent stipulations of the Institute's Rules of Procedure and regulations which do not contradict local laws and practices in the countries where they provide services. These staff members need not be nationals of the countries in which they work, however, they must have the appropriate documentation that allows them to legally work in the country. (Article 14).

Immunity is an exception from the National jurisdiction as established in the Basic Agreements with the Member States. It is provided to the Institute or staff members to aid in the Institute's objectives.

Institute Personnel (see "Staff Member")

International Professional Personnel is a category made up of specialized persons with high academic qualifications and broad professional experience. They are appointed or hired as international civil servants to perform activities in any of the Member States.

Leave is an authorization granted to staff members of the Institute to be absent from service temporarily.

Local Professional Personnel are specialists, hired locally and not subject to international assignment, with professional degrees, associated with the Institute by work contracts that are in accordance with the labor laws and practices of the countries in which they are to provide their services. Their labor relations are also covered by all pertinent stipulations of the Institute Rules of Procedure and regulations that do not contradict the labor laws and practices in the countries where they provide services. These staff members need not be nationals of the countries in which they work, however, they must have the appropriate documentation that allows them to legally work in the country. (Article 14).

Offer of Employment Contract or Appointment is a formal, written contract proposal sent by the Director General to an individual to become a member of the International Professional Personnel.

Official Place of Residence is the place determined in the letter of appointment to which the International Professional staff member takes home leave and to which he or she will be repatriated upon completion of the employment contract or appointment.

Official Travel is a trip paid for by the Institute and taken for official purposes.

Oral Admonition is a disciplinary measure given as a verbal warning to the staff member for slight disciplinary shortcomings. It shall be given directly by the staff member's supervisor and shall not be put on record.

Per diem is a sum of money for the purpose of covering expenses incurred by staff members or their recognized dependents while on official travel, in accordance with the provisions of these rules.

Personal classification is a system under which staff members are classified by their academic and professional background and past experience, years of service, and level and quality of service provided to the Institute.

Position is a post in the organizational structure which has been assigned an objective, a series of functions, activities or services, a title, and a classification category.

Position Title is the specific name given to each position held by staff members.

Position of Trust is a position for which the Director General is free to select or remove personnel. The Rules of Procedure of the General Directorate define the positions of Deputy Director General, Assistant Deputy Directors General, Directors, Advisors to the Director General, and Directors of the General Directorate's National Offices as positions of trust. (Articles 36 and 37).

Privileges are exceptions to certain norms, granted to the Institute or staff members and defined in the Basic Agreement signed between the receiving country, as a Member State, and the Institute.

Reassignment is a change in responsibilities and/or a change in position without a change in personal classification.

Recognized Dependents of International Professional Personnel are the spouse, unmarried children, children from a previous marriage, legal wards of the staff member, and legally adopted children, who are dependent on the staff member and under the age of eighteen, or under the age of twenty-five and full-time students in a recognized educational institution.

Regular International Professional Personnel are hired or appointed to perform basic technical functions for the Institute. Their contracts or appointments are of indefinite duration, subject to review every two years.

Repatriation is an amount paid by IICA to transfer a staff member and his or her recognized dependents to the recognized place of residence or to some other location, in compliance with the provisions of these rules, upon completion of services with the Institute. Repatriation must be paid during the final period prior to the expiration of the employer/employee relationship (Article 46).

Rescission of Employment Contract or Appointment is any action taken by IICA for the purpose of liquidating an employment contract or appointment, not including the resignation or retirement of the staff member.

Resignation is understood to be when a staff member terminates his appointment on his own initiative under the provisions of Article 55, by giving advance written notice to the Director General of 60 days in the case of regular staff members and 30 days for temporary staff members. (Articles 55 and 56).

Review of International Professional Personnel is an obligatory biennial examination of the services provided by each member of the Regular International Professional Personnel of the Institute. It is performed in the interest of maximizing the use of the staff member's potential and pointing out any shortcomings in the performance of duties. It provides a basis for granting salary increases for merit, for continuing the appointment of members of this subcategory for another two-year period, and for promotions and reassignment. (Article 33).

Separation is the ending of the employer/employee relationship for either voluntary or involuntary reasons.

Serious Misconduct is any serious failure to observe the recognized standards of conduct of the Institute, any failure to observe the terms of the oath of office, any conduct tending to bring the Institute or its senior officers into embarrassment or discredit, any act or omission that seriously damages the interests or objectives of the Institute, any act of aggravated insubordination or of aggression against the authorities or other staff members of the Institute or any other comparable act or omission making evident the incompatibility of the continuation of the services of the staff member responsible for the act or omission, and implies his/her immediate and final dismissal.

Staff Member(s) are all those individuals who are classified in one of the Institute's personnel categories and who have an employee/employer relationship with the Institute, under the terms of an employment contract or appointment, or who have been granted Emeritus title and appointment.

Summary Dismissal is the most severe disciplinary measure, immediately removing from Institute service a staff member whose serious misconduct justifies permanent and immediate separation from functions, activities or services, waiving internal procedures established for the application and reconsideration of disciplinary measures, to protect IICA's interests.

Suspension is a disciplinary measure that consists of temporary removal from employment without pay, for unsatisfactory service or misconduct on the part of the staff member in the discharge of duties.

Temporary International Professional Personnel are hired for specific services for periods of up to two years. The employer/employee relations between these staff members and the Institute cover set periods and are governed by the terms of reference of the pertinent appointment. Services are always of a nonpermanent nature, regardless of source of financing. These staff members provide the specific technical services in the framework of a project contract or agreement, or technical services to supplement a basic function or activity, all of which reflect the nonpermanent and extraordinary nature of the appointment.

Transfer is the act of moving a member of the Institute's International Professional Personnel from one duty station to another.

Vacancy is an Institute position which is not occupied.

Vacations or Annual Leave are a paid period of rest for members of Institute Personnel.

Written Admonition is a disciplinary measure drawing attention to slight disciplinary faults such as misconduct or unsatisfactory work for which the staff member has already received one or more oral admonitions.

Written Censure is a disciplinary measure that consists of a written reprimand for repeated mild or serious faults, already sanctioned by oral admonition and/or a written admonition.

This document was published and distributed by the Office of Communication and Institutional Support of the Inter-American Institute for Cooperation on Agriculture.

Printing was completed in February, 1986, with a press run of 250 copies.

The Spanish language version of this document is also available.

