



*(approved 30th October, 1993)*  
*(amended rule 6a,b, and 13, 30th October, 1994)*

## **NORTH PACIFIC MARINE SCIENCE ORGANIZATION (PICES) STAFF RULES**

### **General Provision**

#### ***S. Rule 1***

These Staff Rules set out the fundamental conditions of employment, regulate the working relationships and set out the rights and responsibilities of employees in the service of the North Pacific Marine Science Organization (PICES) (hereinafter referred to as the "Organization").

#### ***S. Rule 2***

"Relevant collective agreement" or management category means the collective agreement which applies for similar occupational groups in the public sector of the host country. Each relevant "agreement" provides guidance throughout the Staff Rules as appropriate. Members of the staff may not be members of the host State unions or associations. Such reference to standards of the public sector is, therefore, used solely for the purpose of guidance and shall not bind the Organization to those standards or terms.

#### ***S. Rule 3***

Terms and conditions of employment for the Executive Secretary shall be established only by the Council.



***S. Rule 4***

These regulations shall not be construed or applied so as to limit or restrict the mandate of the Organization.

***S. Rule 5***

The Council may amend these Staff Rules from time to time.

**Duties, Obligations and Privileges**

***S. Rule 6***

- (a) staff members of the Secretariat, upon assuming their responsibilities as employees of the Organization, shall discharge their duties faithfully and conduct themselves in its best interests;
- (b) staff shall at all times conduct themselves in a manner in keeping with the international nature of the Organization. They shall avoid any actions, statements and public activities which might be detrimental or harmful to the Organization and its aims; or to Contracting Parties and
- (c) secretariat staff and clients of the Organization can expect to be in an environment free from discrimination and personal and sexual harassment.

***S. Rule 7***

- (a) All employees are responsible to the Executive Secretary in the fulfillment of their duties, and shall not accept direction or instruction from any authority other than the Executive Secretary, or, the Secretaries designate;
- (b) all members of the Secretariat shall reside in the area where the headquarters of the Organization is located;



- (c) the Executive Secretary is empowered to delegate to any staff member those duties considered necessary to achieve the most efficient operation of the Secretariat; and
- (d) authorization for the release of information for official purposes shall lie with the Council, Chairman or the Executive Secretary as appropriate. Otherwise employees should abstain from releasing information they may possess by reason of their position.

***S. Rule 8***

Staff members shall enjoy the privileges and immunities to which they are entitled as outlined in Article X of the Convention and the Headquarters Agreement between the Organization and the host State.

***S. Rule 9***

In connection with their employment, staff shall not solicit, accept or offer any gift, commission, reward, advantage or benefit directly or indirectly without the prior approval of the Executive Secretary.

***S. Rule 10***

Employees shall not be restricted from engaging in other employment outside the hours they are required to work for the Organization as long as this work does not conflict with their position in the Organization.

***S. Rule 11***

Staff shall not have a financial interest in a business, industry or other enterprise where, through employment with the Organization, they may benefit from such association or interest. Ownership of non-controlling stock in a company shall not be considered to constitute a financial interest in the meaning of this Staff Rule.



## **Recruitment and Appointment**

### ***S. Rule 12***

- (a) In Accordance with Article VIII of the Convention the Council shall appoint the Executive Secretary and shall establish tenure, remuneration and other conditions and entitlements as appropriate, within the principles of these Staff Rules; and
- (b) unless otherwise provided in the employment contracts, the Executive Secretary shall be bound by these rules to the same degree as all other employees.

### ***S. Rule 13***

Staff shall be appointed by the Executive Secretary in accordance with Article VIII of the Convention, subject to a probationary period of one year.

### ***S. Rule 14***

Following selection, staff shall be made a offer of employment stating;

- (a) these Staff Rules shall constitute the terms of employment;
- (b) the nature of employment, specifying the duties of the position;
- (c) the date of appointment, coinciding with the beginning of the probation period;
- (d) the period of appointment, if applicable;
- (e) the position title and starting salary; and
- (f) any special terms and conditions which may be applicable.

Upon receipt of the letter of appointment staff members shall indicate in writing that they are familiar with the terms of the appointment as specified and with the Staff Rules, and that all conditions are acceptable.



## **Classification of Staff**

### ***S. Rule 15***

The duties of staff shall be classified based upon but not necessarily identical to the classification system of the public sector of the host State for similar positions or duties.

## **Salaries and Remuneration**

### ***S. Rule 16***

The Executive Secretary, in consultation with the Chairman as provided in the Financial Regulation 11 (i), will set the starting salary of staff within the allowable range for the position in accordance with the qualifications and experience of the individual.

### ***S. Rule 17***

- (a) Pay scales for staff will be established based upon but not necessarily identical to the public sector of the host State;
- (b) the starting salary shall be established according to the principles of Staff Rule 16. The member will receive a step increase for each year of service based on the principles of the public sector of the host State, as long as the members performance has been considered satisfactory by the Executive Secretary, subject to the approval of Council;
- (c) the Executive Secretary may annually recommend to the Council to adjust salary scales relative to changes in the cost of living;
- (d) the Organization will pay the members of the staff twice a month, the reference days as a pay day being the fifteenth (15th) day and the last day of each month; and
- (e) salaries, allowances and other remuneration shall be paid in the national currency of the host State.



***S. Rule 18***

The Executive Secretary may recommend to the Council approval of the promotion of staff on the basis of merit.

***S. Rule 19***

The payment of overtime or granting of compensatory leave for staff shall be at the discretion of the Executive Secretary in consultation with the employee. Compensatory leave must be taken by the end of the fiscal year in which it occurred unless otherwise agreed to by the Executive Secretary.

***S. Rule 20***

The Organization will pay for justified hospitality and representation expenses incurred by the Executive Secretary, after prompt documented claims are submitted. Exceptionally the Executive Secretary might authorize another member of the staff to participate in this type of activity and the corresponding expenses will be limited to the amounts and circumstances defined by the Executive Secretary. The annual total of such claims for all employees so authorized may not exceed the current allotment for this purpose in the annual budget.

**Hours of Work**

***S. Rule 21***

- (a) The normal working week shall consist of thirty seven and one half (37 1/2) hours, Monday through Friday; and
- (b) the required hours of work may be changed, at the discretion of the Executive Secretary, based upon but not limited to the appropriate occupational group in the public sector of the State country.



## **Leave**

### ***S. Rule 22***

Employees shall earn annual leave at the rates provided in each of the relevant collective agreements of the public sector of the host State. Generally, the starting rate is one and one-quarter (1 1/4) days per month which increases to one and two thirds (1 2/3) days and two and one twelfth (2 1/12) days with increasing length of service.

### ***S. Rule 23***

Annual leave will normally be taken in the fiscal year in which it is earned. Should it be necessary to carry unused annual leave forward, the total banked days should not exceed twenty (20) except in special circumstances agreed to by the Executive Secretary.

### ***S. Rule 24***

The Executive Secretary will grant annual leave so as to minimize disruption of normal staff operations and the functioning of the Organization. In granting leave the Executive Secretary will, insofar as possible, take into account the personal circumstances, needs and preferences of the employee. Annual leave may be taken in one or more periods.

### ***S. Rule 25***

The Executive Secretary may approve special leave (e.g. for bereavement purposes or emergency situations).

### ***S. Rule 26***

Staff shall earn sick leave at the rate of one and a quarter (1 1/4) days per month in which they were in employment status for ten (10) or more days.



***S. Rule 27***

No member of staff shall be granted sick leave for more than three (3) consecutive working days, and more than a total of seven (7) working days in a calendar year without providing a medical certificate unless waived by the Executive Secretary.

***S. Rule 28***

The Executive Secretary may grant limited advanced sick leave in special circumstances up to a maximum of fifteen (15) working days subject to the deduction of such advanced leave from sick leave subsequently earned, and in the event of death or lay-off, subject to recovery of the advance from any moneys owed to the staff member by the Organization. This Staff Rule does not apply to injury while on duty.

***S. Rule 29***

Employees may apply to the Executive Secretary for maternity leave without pay consistent with the public sector of the host State.

***S. Rule 30***

Staff are entitled to paid holidays traditionally celebrated in the host State of the Secretariat. The Executive Secretary shall announce the date of each holiday at the beginning of the year. Holidays that fall on a weekend will be moved to correspond to the day taken by the public sector of the host State. Such holidays would normally be taken on the assigned day except when urgent business requires otherwise, in which case, the holiday in question shall be taken at such time as approved by the Executive Secretary.

***S. Rule 31***

The Organization shall pay expenses at two year intervals, for internationally recruited staff and their dependents, to the staff member's home country for two weeks of home leave, provided that;



- (a) dependents who benefit from this grant have resided at the location of the Secretariat for at least six months prior to the travel;
- (b) the staff member has agreed to return to the Secretariat to continue rendering services for a minimum additional period of six months; and
- (c) travel claims should be in accordance with the provisions of Staff Rule 36.

## **Education Allowance**

### ***S. Rule 32***

The Organization shall pay an education allowance for each minor child of internationally recruited staff up to an amount set by Council from time to time, except that such allowance shall not be paid;

- (a) in respect of attendance at a public school at the location of the Secretariat;
- (b) for correspondence courses or private tuition;
- (c) when schooling does not require regular attendance at an educational institution; or
- (d) in respect of education expenses covered from scholarships grants or subsidies from other sources.

## **Social Security**

### ***S. Rule 33***

It is a condition of employment that all staff members join the medical, dental and extended health insurance plans provided on behalf of all staff. The Executive Secretary shall ensure that provisions are made in the budget for the payment of the employers costs. Staff shall pay the employee share and any additional cost for extra benefits.



### ***S. Rule 34***

- (a) Employees shall participate in pension, life and long term disability plans of the International Fisheries Commission Pension Society established by Canada and the United States for employees of International Organizations; and
- (b) in accordance with Staff Rule (a) an employee may wish to participate in the pension reciprocal transfer agreements. Transfers can be made for employees who meet the eligibility requirements.

### ***S. Rule 35***

Accidents while carrying out the duties of the Organization shall be immediately reported to the Executive Secretary.

## **Travel and Relocation**

### ***S. Rule 36***

This Staff Rule provides guidelines relative to Financial Regulation 11 (iii) and (iv) as follows:

- (a) except for the Chairman, official business travel shall be undertaken only if authorized in advance by the Executive Secretary;
- (b) the Chairman shall consult the Executive Secretary before traveling if at all possible;
- (c) such travel costs shall be covered in accordance with appropriate guidelines of the public sector of the host State<sup>1</sup>;
- (d) use of private vehicles for official business purposes is authorized subject to the provisions of paragraph (a) of this rule;

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<sup>1</sup> This Staff Rule is meant to meet the "guidelines established by Council" for travel expenses in Financial Regulation 11 (iii).



- (e) Economy Class shall be utilized, wherever feasible, for air travel. When no reasonable alternative is available, the Executive Secretary may approve the use of Business Class or First Class;
- (f) on completion of travel, a detailed claim of expenses with proof of expenditures shall be submitted for the approval by the Executive Secretary, normally within 15 days;
- (g) upon request of the Executive Secretary, those authorized to travel shall be entitled to an advance for travel expenses; and
- (h) all travel shall generally be by the most direct route available.

### ***S. Rule 37***

In accordance with Financial Rule 11 (ii) and accepted guidelines of the public sector in the host State of the Organization, moving and departing permanent staff expenses shall be paid upon taking up or leaving an appointment, for those staff members who live outside a reasonable commuting distance by;

- (a) payment of travel expenses for the staff member and spouse to search for living quarters;
- (b) payment of travel expenses for the member and family to or from the place of residence and the location of the headquarters of the Organization;
- (c) a "subsistence allowance" calculated on the basis of the relocation;
- (d) payment of removal costs including the shipment of personnel effects and household goods to or from the place of residence and the location of the headquarters. Such shipment will not exceed 5,000 Kgs. for staff members with dependents or 3,000 Kgs. for a staff member without dependents, unless the Executive Secretary determines otherwise, and shall be effected by the most appropriate and economical means;



- (e) payment related to the sale of the home residence and the purchase of a new residence at the headquarters of the Organization;
- (f) payment or reimbursement of sundry other expenses related to the relocation, including insurance on goods during transit and excess baggage charges; and
- (g) payment to staff shall be subject to prior approval by the Executive Secretary.

## **Separation from Service**

### ***S. Rule 38***

- (a) The Executive Secretary may separate from the Organization by giving at least four (4) month's notice to the Organization; and
- (b) Employees may resign by giving four (4) week's notice in writing, or notice of such lesser length as may be approved by the Executive Secretary.

### ***S. Rule 39***

- (a) Severance pay will be paid to staff in accordance with the appropriate group collective agreement of the public sector of the host State. Generally, severance pay in the event of termination as a result of lay-off, retirement or death, shall total one week's pay for each completed year of service up to a maximum of 35 weeks; and
- (b) upon separation, accrued unused annual and compensatory leave shall be paid to the staff member or in the event of death to the family at the rate of the current salary at the time of separation.

### ***S. Rule 40***

- (a) In the case of death of a staff member, the Organization shall pay shipment of the remains from the place of death to a place



designated by the next of kin, limited to the cost corresponding to shipping them to the deceased member's home for the purposes of home leave or to the place from which personnel effects or household goods were shipped; and

- (b) In the case of death, the family of the deceased shall be entitled to the payments specified in Staff Rule 37 except that this right will lapse if the travel is not taken within six (6) months of the members death, unless otherwise authorized by the Executive Secretary.

### ***S. Rule 41***

The Executive Secretary, following consultation with the Chairman, may terminate the employment of a staff member by providing one month's notice in writing. The Executive Secretary may terminate an Assistant Secretary with the concurrence of the Chairman. The effective date of termination will be given in the notice.

## **Temporary Personnel**

### ***S. Rule 42***

The Executive Secretary may hire temporary personnel as necessary.

## **Inability of the Executive Secretary**

### ***S. Rule 43***

All reference to the Executive Secretary in these Staff Rules shall apply to any employee designated by the Executive Secretary to act as Executive Secretary during the period of vacancy of the position or during the absence of or other inability of the Executive Secretary to fulfill the requirements of the position.

### ***S. Rule 44***



In the case of the inability of all of those designated pursuant to Staff Rule 43, the Chairman shall be responsible for the implementation of these Staff Rules and other functions of the Executive Secretary until an employee designated to do so is in place.

## **Application of Regulations**

### ***S. Rule 45***

Disputes concerning the interpretation of these Staff Rules shall be resolved by the Executive Secretary in consultation with the Chairman.

### ***S. Rule 46***

The Executive Secretary shall inform the Council of any relevant matters not referred to in the Staff Rules that may have come to his attention and the Council may amend the Staff Rules accordingly.