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Proposal for the Modification of the General Standards

***The proposed text excludes additional changes that would be needed for purposes of consistency.**

SUBCHAPTER A: TYPES OF PERSONNEL	PROPOSED
<p>Article 17. Types of Personnel and Other Human Resources</p> <ul style="list-style-type: none">a. Personnel (also “staff members”)<ul style="list-style-type: none">i. Career Service Personnelii. Personnel on Continuing Contractsiii. Personnel on Fixed Term Contractsiv. Trust Personnelv. Local Professional Personnelvi. Temporary Support Personnelvii. Associate Personnelb. Independent Contractorsc. Financing <p>Article 18. Career Service Personnel</p> <ul style="list-style-type: none">a. Phase-out of Career Serviceb. Special Rights of Career Service Personnelc. Salary and Other Benefits <p>Article 19. Personnel Appointed under Continuing Contracts</p> <ul style="list-style-type: none">a. Eligibilityb. Eligibility Listc. The Target Percentaged. Process of Appointmente. Duration, Termination, and Indemnificationf. Mobility and Reemploymentg. Pension Rights	<p>Article 17. Types of Personnel and Other Human Resources</p> <ul style="list-style-type: none">a. Personnel (also “staff members”)<ul style="list-style-type: none">i. Personnel on Regular Contractsii. Personnel on Fixed Term Contractsiv. Trust Personnelv. Personnel on Local Contractsvi. Associate Personnel <p>The detailed terms and conditions of these mechanisms will be established in the Staff Rules with prior approval of the Permanent Council.</p> <ul style="list-style-type: none">b. Independent Contractors <p>Independent contractors hired by the GS/OAS are not, and shall not be, staff members, personnel, or employees of the GS/OAS. The hiring of independent contracts by the GS/AOS does not create, nor shall it create, an employment relationship between the GS/OAS and those contractors.</p> <p>The contracts that the GS/OAS uses to hire independent contractors must include express recognition by the independent contractor that his or her relationship with the GS/OAS is not and</p>

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<ul style="list-style-type: none">h. Promotioni. Trainingj. Salary and Other Benefits <p>Article 20. Personnel Appointed under Fixed Term Contracts</p> <ul style="list-style-type: none">a. General Characteristicsb. Fixed Term Contracts<ul style="list-style-type: none">i. Series A Contractsii. Series B Contracts<ul style="list-style-type: none">(a) Series B Contracts Funded by the Regular Fund(b) Series B Contracts Funded by Other Fundsc. Salary and Other Benefits <p>Article 21. Trust Personnel</p> <ul style="list-style-type: none">a. Identification of Trust Positionsb. Description and Special Provisionsc. Salary and Other Benefits <p>Article 22. Local Professional Personnel</p> <ul style="list-style-type: none">a. General Descriptionb. Special Provisions, Salary and Other Benefits <p>Article 23. Temporary Support Personnel</p> <ul style="list-style-type: none">a. General Descriptionb. Special Provisions, Salary and Benefits <p>Article 24. Associate Personnel</p> <ul style="list-style-type: none">a. General Descriptionb. Special Provisions, Salary and Benefits <p>Article 25. Document of Appointment</p>	<p>shall not be an employment relationship and does not give him or her any right to claim or obtain the rights or benefits recognized for GS/OAS personnel.</p> <p>The Secretary General shall establish, through Executive Orders, the characteristics of independent contractors and the procedure for hiring them.</p> <p>Article 18: Personnel on Regular/Indefinite Term Contracts</p> <ul style="list-style-type: none">a) A regular contract is an employment contract funded by the Regular Fund and is granted on a competitive basis with a probationary period of up to four years. Upon completion of the probationary period and provided the staff member has not had any unsatisfactory performance evaluation, the contract becomes an indefinite term contract.b) The Secretariat shall establish the selection process for hiring personnel under the regular contract employment mechanism.c) Personnel on career service or continuing contracts and/or appointments as of (date in which the modifications to the General Standards are approved) will maintain all the rights and privileges established in these contracts and/or appointments granted by the General Standards in effect, prior to this date. <p>Article 19: Personnel on Fixed Term Contracts</p> <ul style="list-style-type: none">a) A fixed term contract is an employment contract for a specific number of days, months, or years expressly established therein and in relation to the duration of the project or mission funding the contract.
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- b) The Secretariat shall establish the rules and procedure for hiring personnel under the fixed term contract employment mechanism.

Article 20: Trust Personnel

a) Definition of Trust Positions: The positions of Secretaries, Advisors to the Secretary General and the Assistant Secretary General and the directors of such departments as the Secretary General may determine shall be considered positions of trust.

b) Description and Special Provisions:

i. Staff members in positions of trust are appointed at the discretion of the Secretary General to hold the positions that these General Standards define as positions of trust. Such appointments shall last as long as the Secretary General is in office and the appointees enjoy his/her confidence.

ii. As a general rule, no person shall be appointed to a position of trust below the P-4 level. Exceptions may be made for staff assigned to the Secretary General's Office and household and the Office of the Assistant Secretary General. The number of trust positions financed by the Regular Fund shall not exceed eight percent of the positions financed by the fund.

Article 21: Personnel on Local Contracts

- a) The local contract is used to hire staff providing services in OAS Offices in the Member States, excluding: (i) Employees working at Headquarters, and (ii) Personnel holding staff positions in OAS Offices in the Member States

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b) The Secretariat shall establish the rules, procedure, compensation, and benefits applicable to hiring personnel under the local contract employment mechanism.

Article 22: Associate Personnel

a) General Description: Associate staff members are persons appointed primarily to perform functions of a professional, technical, administrative, or scientific nature, in accordance with agreements or contracts concluded with other institutions participating in programs of common interest, or to provide services *ad honorem* with authorization of the institutions to which they belong. Associate staff members are considered staff members solely for the purposes of securing for them the privileges and immunities necessary for them to carry out their functions as personnel of the General Secretariat to the extent permitted under the corresponding agreements on privileges and immunities with the Member States and for integrating them into the administrative structure of the project or activity to which they are assigned. They are not staff members for any other reason.

b) Special Provisions, Salary and Other Benefits: Associate staff members are not entitled to any of the rights and benefits of staff members set out in these General Standards and the Staff Rules. The terms of their relationship with the General Secretariat, including their compensation and emoluments, shall be established exclusively in the agreement between the institution to which they belong and the General Secretariat.

Article 23. Document of Appointment

At the time they are appointed or hired, staff members and the

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	<p>Secretary General or his/her authorized representative shall sign a document that shall state the nature and conditions of the appointment or contract. Said document shall be in conformity with these Standards and with the applicable provisions in force, including the resolutions of the General Assembly.</p>
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SUBCHAPTER C: SALARIES, CLASSIFICATION AND EVALUATION	PROPOSED
<p>Article 38. Classification of posts.</p> <p>The Secretary General shall issue the administrative provisions for the classification of posts in the professional and general services categories in accordance with the resolutions of the General Assembly and the nature of the pertinent duties and responsibilities. The Secretary General shall include in the proposed program-budget the necessary funds for an audit of classifications of all posts, which shall be conducted at least once every four or six years and completed no later than six months prior to the Preparatory Committee's review of the proposed program-budget for the following fiscal period.</p>	<p>Article 36. Classification of posts.</p> <p>a. The Secretary General shall issue the administrative provisions for the classification of posts in the professional and general services categories in accordance with the resolutions of the General Assembly and the nature of the pertinent duties and responsibilities. The Secretary General shall include in the proposed program-budget the necessary funds for an audit of classifications of all posts, which shall be conducted at least once every four or six years and completed no later than six months prior to the Preparatory Committee's review of the proposed program-budget for the following fiscal period.</p> <p>b. An appeal regarding the classification of a post in the General Secretariat shall be resolved as determined by the Secretary General through an Executive Order, and as provided in the Statute of the Administrative Tribunal of the Organization, where Articles 57 and 58 of these General Standards are not applicable.</p>

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SUBCHAPTER D: RECRUITMENT, SELECTION AND APPOINTMENT	PROPOSED
<p>Article 44. Selection to Fill Vacant Posts.^[10]</p> <p>The following provisions shall govern selection of staff members to fill vacant posts, in accordance with Articles 113 and 120 of the Charter:</p> <ul style="list-style-type: none">a. Except as provided in Section (b) below, the Secretary General shall fill all vacant posts in the General Secretariat by competition, with the advice of the Advisory Committee on Selection and Promotion appointed by the Secretary General. The President of the Staff Association shall be a member of that Committee and all subcommittees thereof.b. The Secretary General may fill the following vacant posts without competition:<ul style="list-style-type: none">i. Positions of trust, regardless of the source of funding;ii. Posts to be filled by staff members under a Series A contract, regardless of the source of funding; andiii. All other posts financed by funds other than the Regular Fund; however a post filled by a staff member under a Series B contract	<p>Article 42. Selection to Fill Vacant Posts.[10]</p> <p>The selection of staff members to fill vacant posts shall be governed by the provisions of Articles 113 and 120 OAS Charter and the provisions established for the purpose in the Staff Rules.</p>

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financed by other funds is not exempt unless the competition requirement is deemed inconvenient in accordance with procedures established in the Staff Rules.

- c. Any person who has served under Series A contracts financed by the Regular Fund for a total of three years is ineligible to continue serving in the General Secretariat under such contracts, unless that person is selected through competition.
- d. All appointments to Series B contracts financed by the Regular Fund shall be made by way of competition in accordance with the external recruitment process, which shall include advertisement of the post on the Internet, timely and immediate notification of the recruitment announcement to the permanent missions to the OAS, and other effective means of publicizing the recruitment notice. Nonetheless, appointments to reclassified posts funded by the Regular Fund and already occupied by a qualified incumbent under a Series B contract, continuing contract, or Career Service appointment may proceed by way of competition in accordance with the internal recruitment process.
- e. Every candidate in a competition for a professional-level Series B contract financed by the Regular Fund who has been certified by the Department of Human Resources Services as satisfying the minimum requirements for the post and has been ranked among the top three candidates by the director who requested the recruitment shall be

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required to submit to a personal or a teleconference interview by a panel of three or more persons. The panel shall include the director of the department that requested the recruitment, a specialist from the Department of Human Resource Services, and a member of the Advisory Committee on Selection and Promotion. The panel shall report the interview results to the Advisory Committee on Selection and Promotion, which shall take them into account in its evaluation of the candidates. The Secretariat shall not pay or otherwise reimburse candidates from the Regular Fund for their interview-related expenses.

- f. In every phase of the recruitment process, the importance of obtaining as wide a geographic representation as possible shall be taken into account.

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SUBCHAPTER G: DISCIPLINE, SEPARATION FROM SERVICE, DISPUTE RESOLUTION AND INDEMNITIES	PROPOSED
<p>Article 66. Advisory Committee on Reconsideration.</p> <p>The Secretary General shall establish a committee to advise him/her in those cases of reconsideration referred to in the preceding article. The Staff Association shall be represented on that committee.</p>	<p>Article 64. Dispute Resolution.</p> <p>The Secretary General shall establish the mechanisms for resolving disputes that may arise pursuant to the exercise of the aforementioned hearing and reconsideration rights.</p>

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