



Special Advisory Commission on Management Issues (SACMI)

## **Proposed update to the Staff Rules (progress report)**

IICA/CCEAG/WD-03d (24)

San Jose, Costa Rica  
9 May 2024





# Update to the Staff Rules: Document N°4. Integration of the Remuneration System to Staff Rules

Inter-american Institute for Cooperation on Agriculture (IICA)  
May, 2024



## Integración del Sistema de Remuneraciones al Reglamento de Personal May, 2024

Remuneration System	Location in Staff Rules
<b>Introducción</b>	
Paragraph 1.	Chapter IV. Remuneration System: Salaries and Emoluments
Paragraph 2	Chapter IV. Remuneration System: Salaries and Emoluments
Paragraph 3	Not included
Paragraph 4	Not included
Paragraph 5	Not included
Paragraph 6	Not included
<b>Capítulo I. Personal de la Categoría Profesional Internacional</b>	
<b>I. Personal de la categoría Profesional Internacional</b>	
Paragraph 1. Definición de PPI	Glosary
1. Salary Scale	
Paragraph 1	Chapter IV. Remuneration System: Salaries and Emoluments, artículo 4.1.2
Literal a	
Literal b	
Literal c	
Literal d	
Numeral i	
Numeral ii	
Numeral iii	
2. Merit system	
Paragraph único	Chapter V. Human resource development artículo 5.7. Merit system
3. Basic salary and cost-of-living differential	
Literal a	Capítulo IV. Section artículo 4.2
Literal b	
Literal c	
Literal d	
Literal e	
Literal f	
Literal g	
Literal h	
4. Additional emoluments for IPP	
4.1. Allowance for recognized dependents (family subsidy)	
Literal a	Chapter IV. Article 4.14.2
Literal b	
Literal c	
Numeral i	
Numeral ii	
Numeral iii	
4.2. Educational allowance	
Literal a	Chapter IV. Article 4.14.3
Literal b	
4.3. Relocation allowance	
Literal a	Chapter 4. Article 4.14.4
Literal b	
Numeral i	
Numeral ii	

Remuneration System	Location in Staff Rules
Numeral iii	
Literal c	
Literal d	
Literal e	
Literal f	
4.4. Allowance for special duties (temporary appointment of duties)	
Literal a	Chapter IV. Article 4.3. Allowance for special duties (temporary appointment of duties)
Literal b	
Literal c	
4.5. Allowance for Administrative Responsibilities	
Single paragraph	Chapter IV. Article 4.3. Allowance for special duties (temporary appointment of duties)
4.6. Overtime pay	
Single paragraph	Chapter IV. Article 4.4. Overtime pay
4.7. Salario y Subsidios durante la Asignación en Misión	
Literal a	Chapter IV. Article. 4.3. Beneficios, subsidios y privilegios del PPI, artículo 4.3.7
Literal b	
4.8. Recognition for years of service	
Literal a	Chapter IV. Article 4.7. Recognition for years of service
Literal b	
Literal c	
Literal d	
Literal e	
4.9. Retirement and pension plan	
Literal a	Chapter 5. Article 4.1.4.8 Retirement and pension plan
Literal b	
Literal c	
Numeral i	
Numeral ii	
Literal d	
Numeral i	
Numeral ii	
Literal e	
Numeral i	
Numeral ii	
Numeral iii	
Numeral iv	
Numeral v	
Numeral vi	
Numeral vii	
4.10. Reimbursement of income tax	
Single Paragraph	Chapter IV. article 4.14.11
4.11 Social security and insurance system	
Literal a	Chapter IV. article 4.15.1
Literal b	
Literal c	
Literal d	
Literal e	
Literal f	
Literal g	
Literal h	
Literal i	

Remuneration System	Location in Staff Rules
Table	
<b>4.12. Maternity leave</b>	
Paragraph 1	Chapter IV. Article 4.9 Maternity or paternity leave
Paragraph 2	
Paragraph 3	
Literal a	
Literal b	
Literal c	
Literal d	
Final Paragraph	
<b>4.13. Medical exam</b>	
Paragraph 1	It is eliminated from the SR because it has not been an Institutional practice and if applied it will generate additional costs to the Institute.
Literal a	
Literal b	
Literal c	
<b>4.14. Sick leave</b>	
Paragraph 1	Chapter IV. Article 4.10 Sick Leave
Literal a	
Literal b	
Literal c	
Literal d	
Literal e	
Literal f	
<b>4.15. Training</b>	
Single Paragraph	Moved to Chapter V. Human Development articles from section 5.6.
<b>Chapter II. Local Personnel Category</b>	
Paragraph 1	Glosary
<b>1. Salary scales</b>	
Paragraph 1	Chapter IV. Remuneration System: Salaries and Emoluments, artículo 4.1.2
Literal a	
Literal b	
Literal c	
Literal d	
Literal e	
Numeral i	
Numeral ii	
Numeral ii	
<b>2. Beneficios</b>	
Single Paragraph	Chapter IV.
<b>3. Overtime pay</b>	
Paragraph único	Chapter IV. Article 4.4.
<b>4. Pago por asignación temporal de funciones</b>	
Literal a	Capítulo IV. Sección. 4.2. Pago por funciones especiales (bonificación por funciones o por ascenso temporal), artículo 4.2.2.
Literal b	
Literal c	
Literal d	
Literal e	
<b>5. Allowance for special duties (temporary appointment of duties):</b>	
Literal a	Chapter IV. Article 4.3
Literal b	
<b>6. Recognition for years of service</b>	

Remuneration System	Location in Staff Rules
Literal a	Chapter IV. Article 4.7
Numeral i	
Numeral ii	
Numeral iii	
Numeral iv	
Literal b	
<b>7. Medical Exam</b>	
Paragraph 1	It is eliminated from the SR because it has not been an Institutional practice and if applied it will generate additional costs to the Institute.
Literal a	
Literal b	
Literal c	
<b>8. Social security and insurance system</b>	
Literal a	Chapter IV. Article 4.15.1
Literal b	
<b>9. Training</b>	
Single paragraph	Moved to Chapter V. Human Development articles from section 5.6.
<b>Chapter III. General Service Personnel</b>	
Paragraph 1	Glosary
<b>1. Salary scales</b>	
Paragraph 1	Chapter IV. Remuneration System: Salaries and Emoluments, artículo 4.1.2
Literal a	
Literal b	
Literal c	
Literal d	
Literal e	
Numeral i	
Numeral ii	
Numeral ii	
Numeral ii	
<b>2. Beneficios</b>	
Single Paragraph	Chapter IV.
<b>3. Overtime pay</b>	
Paragraph único	Chapter IV. Article 4.4. Capítulo IV. Sección. 4.2. Pago por funciones especiales (bonificación por funciones o por ascenso temporal), artículo 4.2.2.
Pago por asignación temporal de funciones	
Literal a	
Literal b	
<b>4. Literal c</b>	
Literal d	Capítulo IV. Sección. 4.2. Pago por funciones especiales (bonificación por funciones o por ascenso temporal), artículo 4.2.2. Chapter IV. Article 4.3
Literal e	
Allowance for special duties (temporary appointment of duties):	
Literal a	
Literal b	
<b>5. Recognition for years of service</b>	
Literal a	Chapter IV. Article 4.7
Numeral i	
<b>6. Numeral ii</b>	
Numeral iii	Capítulo IV. Sección 4.2. Salario, derechos y beneficios del Personal (PPI y PL). artículo 4.2.6
Numeral iv	
Literal b	
Medical Exam	



Remuneration System	Location in Staff Rules
Paragraph 1	It is eliminated from the SR because it has not been an Institutional practice and if applied it will generate additional costs to the Institute.
Literal a	
7. Literal b	
Literal c	Se elimina del RP debido a que no ha sido práctica Institucional y de aplicarse se generarán costos adicionales al Instituto. Chapter IV. Article 4.15.1
Social security and insurance system	
Literal a	
Literal b	
8. Training	
Single paragraph	Moved to Chapter V. Human Development articles from section 5.6. Glosary
Paragraph 1	
9. Salary scales	
Paragraph 1	Chapter IV. Remuneration System: Salaries and Emoluments, artículo 4.1.2