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EB/CAM/83/44

November 21, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Assistant to Executive Director - Mr. Almeida

The attached memorandum from the Chairman of the Committee deals with a request by him for a waiver of the service rule on appointment salary for an Assistant to Executive Director.

In the absence of a request to the Committee Secretary by the close of business on Friday, November 25, 1983, that the matter be taken up in Committee, the request will be deemed approved by the Committee.

Att: (1)

Other Distribution:  
Members of the Executive Board



# Office Memorandum

November 18, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: Alexandre Kafka, Chairman

Subject: Assistant to Executive Director - Mr. Almeida

It is my intention to appoint Mr. José Roberto N. Almeida who has served as my Advisor for the last year, as my Assistant.

Mr. Almeida joined my office as an Assistant in February 1979. When he left the Assistant position on November 30, 1982 to become Advisor, his salary had reached the maximum of the regular scale applicable to Assistants. Had he remained an Assistant, he would have been eligible in February 1983 for an increase of up to 6% having, by then, met the four-year service rule for eligibility for salary progression beyond the minimum of Range I.

To establish the salary for Mr. Almeida on his reappointment as Assistant, I would like to propose to the Executive Board that he be given the present equivalent of the salary at which he left the Assistant position a year ago plus credit for the 6% increase for which he would have been eligible in February 1983, i.e., a salary of \$50,200. I would therefore request a waiver of the service rule because the proposed salary would be above the maximum of the regular scale.

It is my understanding that there has been one previous case in which the four-year service rule was waived to enable a former Assistant to be reappointed in that capacity at the individual's previous salary level. There have been other instances of former Assistants being reappointed after a break in service at salaries which included credit for experience gained in the interim.

I would appreciate the approval by the Committee of my request for a waiver of the rule in view of Mr. Almeida's continuous service with the Fund as Assistant and Advisor.