

THE GENERAL SECRETARIAT

EXECUTIVE ORDER NO. 22-03

SUBJECT: AMENDMENT TO STAFF RULE 101.1 (A) AND (B) “HOURS OF WORK”

THE SECRETARY GENERAL,

Under the authority granted to him by Articles 109 and 113 of the Charter of the Organization of American States (OAS) and Articles 4, 8, 12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the OAS (General Standards), and

CONSIDERING:

That the Alternative Work Arrangements Policy of the General Secretariat, adopted through Executive Order No. 16-08 on December 20, 2016, included Situational Telework as one of the modalities of alternative work arrangements in order to respond to inclement weather, offices closures, and other emergencies;

That the shift to permanent telework forced upon the General Secretariat in response to the COVID-19 pandemic demonstrated that the workforce of the General Secretariat can maintain high productivity while working from another location other than the regular workplace;

That the majority of the human resources of the General Secretariat, as represented in a survey conducted by the General Secretariat, view telework as a positive option for providing services to the Organization and expressed a strong desire to continue telework;

That the General Secretariat is committed to helping workforce members balance the demands of work, family and other responsibilities while allowing the General Secretariat to maintain a progressive, inclusive, and productive work environment; and

That it is necessary to update the modalities of alternative work arrangements established by the Executive Order No. 16-08 by delegating to the Secretary for Administration and Finance the authority to modify and regulate the requirements, procedures, and necessary guidelines for the use of alternative work arrangements,

RESOLVES:

1. To adopt effective as of the date of this Executive Order Staff Rule 101.1 (a) and (b) “Hours of Work” attached hereto as Annex A.
2. To repeal all present norms, regulations, and practices to the contrary.

3. To authorize the Secretary for Administration and Finance to establish guidelines for the implementation of the Telework and Alternative Work Schedule Policy.
4. To declare this Executive Order effective on June 3, 2022.



Luis Almagro
Secretary General

Date: June 3, 2022
Original: English

ANNEX A

HOURS OF WORK STAFF RULE 101.1 (A) AND (B)

Rule 101.1 Hours of Work

- (a) The Secretary General shall set the regular working hours for each duty station away from headquarters and notify the staff of these hours. Alternative work arrangements may be authorized pursuant to the requirements, procedures, and guidelines established by the Secretariat for Administration and Finance.
- (b) Regular working hours at headquarters shall be from 9:00 a.m. to 5:30 p.m. Monday through Friday, including a period of one hour for lunch. Alternative work arrangements may be authorized pursuant to the requirements, specific circumstances, procedures, and guidelines established by the Secretariat for Administration and Finance.