

ROPSSA Employee Manuals - Compiled Policy Report

This report synthesizes information from various versions of ROPSSA's employee manuals and highlights any contradictions or significant changes identified by the LLM.

Policy Area: 7. Employment

Okay, here's the synthesized policy statement and the analysis of contradictions and changes, based on the provided excerpts.

****PART 1: Synthesized Consistent Policy****

****7. Employment: Policies for Orderly Hiring****

This section outlines the policies governing the recruitment, hiring, and ongoing employment of personnel within the Social Security Administration. The overarching principle is to ensure fair and equitable practices, promoting equal opportunity and efficient operations.

****7.1. Recruitment and Equal Opportunity:****

* ****7.1.1.1.**** All personnel recruitment and all rules and regulations governing personnel in the Social Security Administration shall not discriminate on the basis of race, color, sex, religion, or age. Equal employment opportunities shall be provided to all applicants and employees.

* ****7.1.1.2.**** The Administrator and all Social Security Administration employees shall engage in affirmative action programs to assure equal opportunity in employment and nondiscrimination in all Social Security Administration programs and activities.

* ****7.1.1.3.**** All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau, as practicable. Efforts shall be taken to assure that vacancy announcements reach all segments of the population in order to assure equal opportunity for all citizens.

****7.2. Position Creation and Classification:****

* ****7.1.1.4.**** No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.

****7.3. Employment Lists & Probationary Status:****

* ****7.1.2.**** Open list is a list of eligible applicants established pursuant to a vacancy announcement and containing names of candidates from outside and inside the Social Security Administration. This list shall contain names of all who applied and were found to be eligible. The List of Eligibility is a list of

candidates who applied and

- * **7.1.3.1.** Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.
- * **7.1.3.1.** Removed from the probationary period.

****7.4. Employee Benefits (2023 Manual Specifics):****

- * **7.1.3.2.** Annual Leave – accrue only during probation
- * **7.1.3.3.** Sick Leave – accrue only during probation
- * **7.1.3.4.** SS Mobile Plan – available for management level upon hire
- * **7.1.3.5.** Calvo’s Select Care health insurance – available upon hire
- * **7.1.3.6.** Moylan’s Personal accidental insurance – available upon hire
- * **7.1.3.7.** Office Vehicle – available upon hire
- * **7.1.3.8.** Training, Conference, and Workshops (on island) – allowed upon hire
- * **7.1.3.9.** Training, Conference, On -line, and Seminars (off -island) – allowed after probation period.
- * **7.1.3.10.** SS Tax, CSPP, NHI and MSA – normal deductions by law is applied.

****PART 2: Contradictions and Significant Changes****

****Contradiction/Change in Employee Benefit Accrual:****

- * **[2013 Manual - 7.1.3.1.2]:** “No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.”
- * **[2023 Manual - 7.1.3.2]:** “Annual Leave – accrue only during probation; Sick Leave – accrue only during probation.”

* ****Analysis:**** The 2013 manual states that benefits are **not** accrued during the probationary period. The 2023 manual reverses this, stating that annual leave and sick leave **do** accrue during probation. This is a significant change in policy regarding employee benefits during the initial employment phase.

****Contradiction/Change in Probationary Benefit Status:****

- * **[2013 Manual - 7.1.3.1.2]:** “Removed from the probationary period.”
- * **[2023 Manual - 7.1.3.1.2]:** “Annual Leave – accrue only during probation; Sick Leave – accrue only during probation.”

* ****Analysis:**** The 2013 manual states that the employee is removed from the probationary period. The 2023 manual states that the employee continues to accrue benefits during the probationary period. This is a significant change in policy regarding employee benefits during the

initial employment phase.

****Consistency Across Manuals:****

- * The core principle of non-discrimination (7.1.1.1 & 7.1.1.2) remains consistent across all three manuals.
- * The requirement for Board approval of position creation (7.1.1.4) is also consistent.

****Overall Assessment:****

The 2023 manual represents a revised approach to probationary employment, particularly concerning the accrual of benefits. The shift in benefit accrual during probation is the most notable change and warrants careful consideration regarding its impact on new employee onboarding and support.

Policy Area: 8. Probationary Period and Status

Okay, here's the synthesized policy statement and the analysis of contradictions and changes for the ROPSSA "8. Probationary Period and Status" policy area, based on the provided excerpts.

****PART 1: Synthesized Consistent Policy****

****8. Probationary Period and Status****

This section outlines the procedures for new employees during their probationary period. The purpose of this period is to allow both the employee and the Social Security Administration to assess suitability for the role and to ensure a smooth transition.

8.1. ****Initial Probationary Period:**** A new employee hired shall serve a probationary period of 90 days of employment. This period is to permit an employee time to adjust to a new environment and to allow management an opportunity to observe and judge the employee's ability to perform the full range of job requirements.

8.1.1. During this period, the employee's job performance will be evaluated by their supervisor.

8.2. ****Promotions:**** Any employee who is promoted shall serve a probationary period of 90 days in the new position.

8.3. ****Evaluation and Recommendation:**** An employee serving a probationary period will be evaluated once within the probationary period. The evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the Social Security Administration, or dismissal from service.

8.4. ****Dismissal During Probation:**** If the new employee fails to render satisfactory service during the period of probation, the employee may be dismissed by the appointing authority for reasons given to the employee in writing. Dismissal while serving the initial probationary period is not subject to appeal.

8.5. ****Promoted Employee Failure:**** If a promoted employee fails to render satisfactory service during the probationary period, the employee shall be served notice of the unsatisfactory performance and of intent to remove him/her from the position. The employee shall then be appointed to any vacant position for which qualified. The management will endeavor to place the employee within the Social Security Administration.

8.6. ****Leave of Absence:**** A new employee who is granted a leave of absence without pay during the probationary period shall be given credit for time served on probationary status if the employee returns to the same position within a month. An employee who took a leave of absence without pay shall have the probationary period extended by the number of days taken without pay.

8.7. ****Completion of Probation:**** An employee who satisfactorily completes his/her probationary period shall be removed from the probationary period.

8.8. ****Benefits During Probation:**** A new employee hired shall not be entitled to any employee benefits. Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.

****PART 2: Contradictions and Significant Changes****

****Contradiction/Change in Benefits During Probation:****

* ****[2013 Manual - 8.8]:**** "A new employee who is under the probationary period shall not be entitled to any employee benefits."

* ****[2018 Manual - 8.8]:**** "A new employee hired shall not be entitled to any employee benefits. Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits."

* ****[2023 Manual - 8.8]:**** "A new employee hired shall not be entitled to any employee benefits."

* ***Analysis:*** This is a consistent statement across all three versions. All versions state that new employees during the probationary period do not receive benefits. This is a fundamental and consistent element of the policy.

****Contradiction/Change in Leave of Absence:****

* ****[2013 Manual - 8.6]:**** "A new employee who is granted a leave of absence without pay during the probationary period shall be given credit for time served on probationary status if the employee returns to the same position within a month."

* ****[2018 Manual - 8.6]:**** "A new employee who is granted a leave of absence without pay during the

probationary period shall be given credit for time served on probationary status if the employee returns to the same position within a month."

* **[2023 Manual - 8.6]:** "A new employee who is granted a leave of absence without pay during the probationary period shall be given credit for time served on probationary status if the employee returns to the same position within a month."

Analysis: This is a consistent statement across all three versions. All versions state that a return to the same position within a month after a leave of absence without pay will extend the probationary period.

Contradiction/Change in Evaluation and Recommendation:

* **[2013 Manual - 8.3]:** "An employee serving a probationary period will be evaluated once within the probationary period. The evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the Social Security Administration, or dismissal from service."

* **[2018 Manual - 8.3]:** "An employee serving a probationary period will be evaluated once within the probationary period. The evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the Social Security Administration, or dismissal from service."

* **[2023 Manual - 8.3]:** "An employee serving a probationary period will be evaluated once within the probationary period. The evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the Social Security Administration, or dismissal from service."

Analysis: This is a consistent statement across all three versions. All versions state that the evaluation report will be made no later than one month prior to the expiration of the probationary period.

Overall Observations:

- * The core elements of the policy – the 90-day probationary period, the evaluation process, and the potential for dismissal – are consistent across all three versions.
- * The differences primarily relate to the phrasing and level of detail, rather than fundamental changes in the policy's core intent.
- * The 2023 version appears to be a slightly more formalized and detailed version of the policy, likely reflecting updates and clarifications.

Do you want me to elaborate on any specific aspect of this analysis, or would you like me to perform a different type of comparison (e.g., focusing on specific wording changes)?
