

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 subsequent analysis based on the provided excerpts.

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

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

This section outlines the policies governing the hiring process within the Social Security Administration, emphasizing equal opportunity, merit-based selection, and consistent benefits administration.

****7.1. General Principles:****

- * ****7.1.1. Non-Discrimination:**** All personnel recruitment and rules governing personnel within 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. (2013, 2018, 2023)
- * ****7.1.1. Affirmative Action:**** 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. (2013, 2018, 2023)

****7.2. Recruitment & Selection:****

- * ****7.2.1. Internal Recruitment Priority:**** Prior to external announcements, the Social Security Administration shall announce vacancy positions internally and consider existing employees on the Promotion List for suitable candidates. (2018, 2023)
- * ****7.2.2. Merit-Based Selection:**** Recruitment and selection processes shall be based on education, ability, knowledge, attitude, and skills, adhering to merit principles. (2013, 2018, 2023)

****7.3. Benefits & Probationary Status:****

- * ****7.3.1. Probationary Benefits:**** During the probationary period, employees are entitled to benefits, including annual leave, sick leave, SS Mobile Plan, Calvo's Select Care health insurance, and Moylan's Personal accidental insurance. (2018, 2023)
- * ****7.3.2. Benefit Progression:**** Benefits, such as office vehicles and training opportunities, are typically available upon successful completion of the probationary period. (2018, 2023)

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

****Contradiction/Change in Employment List Management:****

* **[2013 Manual - 7.1.1.5.4]:** “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.”

* **[2018 Manual - 7.1.2. Open List]:** “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 certified to be qualified to fill the vacant position within the Social Security Administration.”

* **[2023 Manual - 7.1.2. Open List]:** “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.”

* **Significance:** The 2013 manual emphasizes a formal Board-level approval process for position establishment, while the 2018 and 2023 manuals present a more operational definition of the “Open List” as a readily accessible roster of qualified candidates. The 2013 version implies a more rigid process, whereas the later versions focus on a practical, candidate-driven approach.

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

* **[2013 Manual - 7.3.1. Probationary Benefits]:** “During the probationary period, employees are entitled to benefits.” (No specific duration is defined.)

* **[2018 Manual - 7.3.1. Probationary Benefits]:** “During the probationary period shall continue to receive employee benefits.” (6/25/2020)

* **[2023 Manual - 7.3.1. Probationary Benefits]:** “During the probationary period, employees are entitled to benefits.” (No specific duration is defined.)

* **Significance:** The 2018 and 2023 versions explicitly state that benefits are provided *during* the probationary period, but do not define a specific duration. The 2013 manual lacks this clarity.

****Overall Observations:****

* The 2023 manual represents a consolidation of the core principles from the 2013 and 2018 manuals, streamlining the language and focusing on operational implementation.

* The shift in the “Employment List” description reflects a move towards a more practical, candidate-focused approach to recruitment.

* The lack of a defined duration for probationary benefits in the 2013 manual highlights a potential area for clarification and standardization.

Do you want me to elaborate on any specific aspect of this analysis, such as the implications of the changes or potential areas for policy development?

Policy Area: 8. Probationary Period and Status

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

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

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

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

8.1.1. The 90-day period is the standard duration for this probationary period.

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:**** During the probationary period, the employee's job performance will be evaluated by their supervisor. A formal evaluation report will be made no later than one month prior to the expiration of the probationary period. This report will recommend either the continuation of the employee in the service of the Social Security Administration or dismissal from service.

8.4. ****Termination:**** If the new employee fails to render satisfactory service during the probationary period, the appointing authority may dismiss the employee for reasons given in writing. Dismissal during 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. 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:** An employee who satisfactorily completes his/her probationary period shall be removed from the probationary period.

PART 2: Contradictions and Significant Changes

Contradiction/Change in Job Performance Evaluation Timing:

* **2013 Manual - Section 8.3:** "The evaluation report will be made no later than one month prior to the expiration of the probationary period."

* **2018 Manual - Section 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."

* **2023 Manual - Section 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."

* **Analysis:** This is a verbatim repetition of the 2018 manual. There is no change in the timing of the evaluation report.

Contradiction/Change in Employee Benefit Status During Probation:

* **2013 Manual - Section 8.6 & 8.7:** "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 satisfactorily completes his/her probationary period shall be removed from the probationary period."

* **2018 Manual - Section 8.6 & 8.7:** "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 satisfactorily completes his/her probationary period shall be removed from the probationary period."

* **2023 Manual - Section 8.6 & 8.7:** "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 satisfactorily completes his/her probationary period shall be removed from the probationary period."

* **Analysis:** This is a verbatim repetition of the 2018 manual. There is no change in the employee benefit status during probation.

Contradiction/Change in Job Positions:

* **2013 Manual - Section 9.1 & 9.2:** "Management: The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel. Classified Staff: The Board of Trustees shall cause to be adopted job positions for the major classifications of classified personnel. The work designations should reflect the highest standards and deal only with duties inherent to that position."

* **2018 Manual - Section 9.1 & 9.2:** "Management: The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel. Classified Staff: The Board of Trustees shall cause to be adopted job positions for the major classifications of classified personnel. The work designations should reflect the highest standards and deal only with duties inherent to that position."

* **2023 Manual - Section 9.1 & 9.2:** "Management: The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel. Classified Staff: The Board of Trustees shall cause to be adopted job positions for the major classifications of classified personnel. The work designations should reflect the highest standards and deal only with duties inherent to that position."

* **Analysis:** This is a verbatim repetition of the 2018 manual. There is no change in the job positions.

****Overall Observations:****

The core elements of the probationary period – the 90-day duration, the evaluation process, and the grounds for termination – remain consistent across all three versions of the manual. The differences are primarily in the formatting and the inclusion of additional details (e.g., the specific timing of the evaluation report). The 2023 manual appears to be a revised version of the 2018 manual, incorporating minor updates and clarifications.
