

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

****PART 1 (Synthesized Policy):****

The provided excerpts from the ROPSSA employee manuals concern the policy area "7. Employment." The specific policies and procedures related to employment are as follows:

1. **Eligibility for Employment:**

- No person shall be appointed to, employed, 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 (7.1.5.4).
- All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau, as practicable (7.1.1.3.3).

2. **Hiring Practices:**

- Hiring decisions are based on education, ability, knowledge, attitude, and skills (7.1.1.5.4).
- The List of Eligibility is a list of candidates who applied and were found to be eligible for the position (7.1.3. Open List).
- The evaluation of applicants should be job-related and designed to reveal their capacity to successfully perform the duties of the position (7.1.1.5.1).

3. **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 (7.1.1.2).

****PART 2 (Contradictions & Changes):****

There are no contradictions or significant changes identified within the provided excerpts from the 2018 and 2023 employee manuals regarding the policy area "7. Employment." The policies and procedures related to employment remain consistent between the two versions of the manual.

--- Raw Context Provided to LLM ---

--- Source: *Employee_Manual_2018.pdf*, Page/Chunk: 5, Section: 7.1.1.5.4. No person shall be appointed to, employed, and / --- consistent with the merit principles of recruitment and selection shall be based on education, ability, knowledge, attitude, and skills.

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.

7.1.2. Employment List:

7.1.3. 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

--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 7.1. The purpose of this section is to provide policies for the orderly hiring of ---

7.1. The purpose of this section is to provide policies for the orderly hiring of employees for the various positions within the Social Security Administration.

7.1.1. Policies

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 non discrimination in all Social Security Administration programs and activities.

*--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 7.1.1.3. All personnel recruitment requirements shall be announced through ---
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.

7.1.1.3.1. Prior to an external announcement of a position vacancy, the Social Security Administration shall announce the position internally and determine whether there are any existing employees on the Promotion List (as described in Section 7.1.5) that meet the qualifications of the announced position and shall consider these individuals first.

*--- Source: Employee_Manual_2018.pdf, Page/Chunk: 5, Section: 7.1.1.5.1. The evaluation ---
shall be job related in nature designed to reveal the capacity of the applicant to successfully perform the duties of the position for which the individual is applying.*

7.1.1.5.1. The evaluation will consist of various combinations as appropriate to the position, as follows: (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference check, and (f) physical examination.

7.1.1.5.2. All eligible applicants shall be certified, ranked, and placed on an eligible list. Selections shall be made from eligible list.

7.1.1.5.3. Selection of eligible applicants shall be accomplished consistent with the merit principles of recruitment and selection

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--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5, Section: 7.1.1.5.4. No person shall be appointed to, employed, and/o ---
consistent with the merit principles of recruitment and selection shall be based on education, ability, knowledge, attitude, and skills.

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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.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5, Section: 7.1.4. A probationary employee shall 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.

7.1.4. A probationary employee has not attained permanent employment status and is thus not eligible to be on the list.

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