

# ***Edited Content for document chunk Chunk 1 from section 101-112.docx***

## **PART I. GENERAL PROVISIONS**

### **\*\*Section 101. Authority\*\***

The rules and procedures outlined below are established in accordance with RPPL No. 2-29, as amended by RPPL No. 3-64, and codified in Title 41 of the Palau National Code (hereafter referred to as "PNC"). These regulations have been issued by the Republic of Palau Social Security Board (hereafter referred to as "Board") and carry the force of law. They serve as supplements to 41 PNC, unless otherwise specified by the Board.

[Source: 41 PNC § 711 and § 712(d)]

### **\*\*Section 102. Purpose\*\***

The purpose of these operational rules and procedures is to ensure the efficient and economical operation of the Social Security Administration as a governmental administrative agency responsible for administering a compulsory, self-supporting, and self-financing national insurance system known as the Social Security System.

[Source: 41 PNC § 701]

### **\*\*Section 103. Applicability\*\***

These operational rules and procedures apply to all employees of the Social Security Administration (hereafter referred to as "Administration") of the Republic of Palau, as they pertain to all employers and employees covered by and subject to the provisions of 41 PNC.

[Source: 41 PNC § 703]

### **\*\*Section 104. Definitions\*\***

Unless otherwise specified, the definitions provided in 41 PNC § 702 are incorporated herein by reference for all purposes.

[Source: 41 PNC § 702]

### **\*\*Section 105. Amendment\*\***

Any provision of these rules and procedures may be amended by a majority vote of the Board's membership. The Board shall not take official actions that are contrary to these rules and procedures, only to retroactively amend them in accordance with these rules and procedures.

[Source: 41 PNC § 711, § 712(d), & SSA By-Laws]

**\*\*Section 106. Sovereign Immunity\*\***

The Administration, when acting on behalf of the National Government in its official capacity, is protected by the doctrine of sovereign immunity, unless otherwise provided. [Doctrine of Sovereign Immunity]

**\*\*Section 107. Record Keeping\*\***

The Administrator shall maintain records of all employees and contributors, including self-employed persons, for a minimum of ten (10) years. Records may be maintained for more than ten (10) years when the Administrator deems it necessary for purposes such as ongoing or future legal actions, debt collection, settlement agreements, estate proceedings, or other essential purposes.

[Source: 41 PNC § 711, § 712(d), § 724, & SSA By-Laws]

**\*\*Section 108. Funds\*\***

All funds received by the Administration shall be deposited on a daily basis. No funds shall be held overnight. For safety purposes, deposits made after 4:30 p.m. shall be accompanied by two (2) Administration employees.

[Source: SSA By-Laws]

**\*\*Section 109. Discretion of the Administrator\*\***

The Administrator has the discretion to deviate from these rules and procedures as they deem necessary to best serve the interests of the Administration. In such cases, the Administrator shall inform the Board in writing during the next regular meeting. This section does not approve any actions committed by the Administrator that are contrary to law.

[Source: 41 PNC § 724 & SSA By-Laws]

**\*\*Section 110. Uniformity\*\***

All provisions of these rules and procedures shall be interpreted and applied in a uniform, nondiscriminatory manner.

[Article IV, Section 5. ROP Constitution]

**\*\*Section 111. Severability\*\***

If any provision of these rules and procedures is held to be invalid, the remainder of the rules and procedures shall not be affected.