

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 - Verbatim****

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

7.1.1. Policies

7.1.1.1. All personnel recruitment and rules 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. 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.

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. 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 the eligible list.

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

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: 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.

7.1.3. Open List: An 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.

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

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 8. Probationary Period and Status

****PART 1: Synthesized Policy - Verbatim****

8. Probationary Period and Status

7.1. A new employee hired shall serve a probationary period as follows:

7.1.1. The duration of 90 days of employment is a probationary period for all employees. 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.

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

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

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.

8.4. 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.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 9. Job Positions

****PART 1: Synthesized Policy - Verbatim****

9. Job Positions:

9.1. Management: The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel.

9.2. 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.

9.3. All employees regardless of classification will be designated 40 hours of work per week. As a service organization, the time employees are to be on the job will normally be from 8:00 A.M. to 5:00 P.M. to accommodate our customers and

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 10. Compensation Policies And Practices

****PART 1: Synthesized Policy - Verbatim****

10. Compensation Policies And Practices:

10.1. The purpose of this section is to explain the compensation policies and practices that apply to employees of the Social Security Administration.

10.2. The Administrator and the Board of Trustees will consider the below job related factors in developing and establishing position and employee compensation policy, regulations, practices, and guidelines.

10.2.1. Kind of knowledge required for satisfactory performance on the job, etc., knowledge refers to job skills or mental development acquired through experience and training.

10.2.2. Degree of complexity of thinking required for satisfactory performance on the job, etc., complexity refers to the difficulty and variety of problems solving associated with the job.

10.2.3. Kind of accountability, i.e., accountability refers to the degree of supervision received and the degree of control over other employees. Accountability includes the position's assigned level of impact on the organization and the degree of responsibility for financial and/or physical resources.

10.2.4. Kind of working conditions, i.e., working conditions are the extent and frequency of adverse, difficult, or strenuous working environment and physical demands placed on incumbents in the position.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 11. Pay Periods

****PART 1: Synthesized Policy - Verbatim****

11. Pay Periods:

11.1. The Social Security Administration pay period is fourteen days long. It begins every other Sunday at 12:01 A. M. and ends on the second Saturday at 12:00 midnight. There are 26 pay periods in a calendar year.

11.2. Paydays are on the following week Wednesday (eleven days) after the payroll period and cover time worked during the current pay period. All employees will receive payment via direct deposit to their respective designated financial institutions. In the rare event that a physical payroll check is generated, employees will receive their paychecks from the staff designated to give out checks. Any problem regarding your pay should be directed to the Administrator who will report any error to an employee responsible for payroll. If there is a discrepancy, the necessary adjustments will be made.

11.3. If an employee is absent on payday, and a physical payroll check has been generated, his/her check will be held until it is picked up by the employee or someone who has been authorized by the employee. This can be done by signing an authorization letter advising SSA, who will pick up the paycheck. The authorization letter will be filed in employee's job folder and considered valid until changed by the employee. No check will be mailed, unless there is an error in the direct deposit information.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 12. Pay Procedures

****PART 1: Synthesized Policy - Verbatim****

12. Pay Procedures

14.2.1. Only hours actually worked count towards the 40-hour weekly threshold. Regular hours are considered to be based on actual hours worked and do not include annual leave, sick leave, or holiday leave.

14.3. If an employee works overtime with no annual or sick leave in a given week and was tardy to work, the employee must first use the overtime to replace the tardiness on that given week and the remaining time may be claimed as overtime. In no event may annual leave be applied against any tardiness on a given week.

14.3.1. When an employee clocks in on or before seven (minutes) past the SSA's official daily start time of 8:00am; the difference in time shall not require the application of overtime to replace the tardiness; however, and time an

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 13. Payroll Deductions

No information found for '13. Payroll Deductions' across any of the manuals.

Policy Area: 14. Overtime Pay

****PART 1: Synthesized Policy - Verbatim****

14. Overtime Pay:

14.1. Over time pay is granted only to non-management staff.

14.2. Overtime shall mean hours of work assigned by a supervisor to an employee, which is in excess of 40 regular hours in a workweek. For the purpose of the overtime, the workweek is considered to be five (5) consecutive days within the seven (7) days period between midnight Sunday to the following Saturday at 12 midnight.

14.2.1. Only hours actually worked count towards the 40 hour weekly threshold. Regular hours are considered to be based on actual hours worked and do not include annual leave, sick leave, or holiday leave.

14.3. If an employee works overtime with no annual or sick leave in a given week and was tardy to work, the employee must first use the overtime to replace the tardiness on that given week and the remaining time may be claimed as overtime. In no event may annual leave be applied against any tardiness on a given week.

14.3.1. When an employee clocks in on or before seven (minutes) past the SSA's official daily start time of 8:00am; the difference in time shall not require the application of overtime to replace the tardiness; however, and when an employee's time card is stamped later than 8:00am the employee shall be considered tardy.

14.3.2. Excessive tardiness may lead to disciplinary action, including termination.

14.4. Overtime shall be paid at the rate equivalent to one and half times the employee's hourly rate of pay.

14.5. Approval: Overtime work requires prior approval by the employee's supervisor and authorization by the Administrator or his/her designate. Without this approval and authorization, an employee is prohibited from performing overtime work.

14.6. Overtime forms must be completed and turned in on the Friday of the payday week or at the latest the following Monday no later than 2:00pm.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 15. Holiday Work Compensation

****PART 1: Synthesized Policy - Verbatim****

15. Holiday Work Compensation:

15.1. All employees are excused from duty with pay on holidays declared by the Board and/or the President of the Republic of Palau. An employee who is required to work on a holiday shall be paid at the rate equivalent to one and half times the employee’s hourly rate of pay. The following are recognized as paid holidays:

- New Year’s Day
- Youth Day
- Senior Citizens Day
- ROP Presidents’ Day
- ROP Constitution Day
- Labor Day
- Independence Day
- Memorial Day
- ROPSSA Anniversary
- United Nations (UN) Day
- Thanksgiving Day
- Family Day (created by RPPL No. 10-15)
- Christmas Day

15.2. Holidays will be observed on the day that the National Government designates.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 16. Leave Policies

****PART 1: Synthesized Policy - Verbatim****

****Excerpts from Employee Manuals (FOR YOUR REFERENCE AND VERBATIM COPY-PASTE):****

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 11, Section: 16.1.1. Annual Leave - Annual leave with pay may be granted as vacation (16.1.1) ---
16.1.1. Annual Leave - Annual leave with pay may be granted as vacation leave to be taken during working hours, and shall require approval by the respective supervisor and Administrator.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 12, Section: 16.1.1.1.4.1. For employees hired after the initial adoption by the (16.1.1.1.4.1) ---

calendar year in which such excess was accumulated.

16.1.1.1.4.1. For employees hired after the initial adoption by the Board of this employee manual, the maximum accumulation of annual leave for employees shall be two- hundred and forty (240) hours. Thereafter, any excess over such maximum shall be forfeited unless taken before the end of the calendar year in which such excess was accumulated.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.10. No sick leave entitlement applies in the first three months of (16.1.2.10) ---

16.1.2.10. No sick leave entitlement applies in the first three months of employment.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.11. Sick leave for part -time staff is pro -rata to the number of hours worked. ---

16.1.2.11. Sick leave for part-time staff is pro-rata to the number of hours worked.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.12. Temporary staff is not entitled to pay sick leave. ---

16.1.2.12. Temporary staff is not entitled to pay sick leave.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.13. Sick leave incident and measure is applicable for your spouse, child, parents and parent-in-law should you find yourself having to take sick leave to take care of your loved ones. ---

16.1.2.13. Sick leave incident and measure is applicable for your spouse, child, parents and parent-in-law should you find yourself having to take sick leave to take care of your loved ones.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.14. Accrual Sick Leave - Sick leave accrued during the year and unused at the end of the year may be carried over to the next year of employment. ---

16.1.2.14. Accrual Sick Leave - Sick leave accrued during the year and unused at the end of the year may be carried over to the next year of employment.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 15, Section: 16.1.2.15. Sick Leave Transfer - The purpose of sick leave transfer between employees is to help an employee who has used all accumulated sick leave, annual leave, maternity leave, and any other compensatory time under the EPM and that an employee is having serious illness, recurring diagnosed illness or accident, sole provider for immediate family illness, and to observe other customary obligations deemed necessary. ---

16.1.2.15. Sick Leave Transfer - The purpose of sick leave transfer between employees is to help an employee who has used all accumulated sick leave, annual leave, maternity leave, and any other compensatory time under the EPM and that an employee is having serious illness, recurring diagnosed illness or accident, sole provider for immediate family illness, and to observe other customary obligations deemed necessary.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 17, Section: 16.1.6.2. Leave in excess of five (5)

days will be deducted from the employee's normal annual leave entitlement. ---

16.1.6.2. Leave in excess of five (5) days will be deducted from the employee's normal annual leave entitlement.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 17, Section: 16.1.6.3. Leave for the Death of Other Family Members - Leave will be granted in special circumstances at Administrator's discretion and shall not exceed 15 consecutive working days during a 6-month period. You are deemed or required to turn in your resignation on the last day of your work immediately after you exceed 15 consecutive working days. ---

16.1.6.3. Leave for the Death of Other Family Members - Leave will be granted in special circumstances at Administrator's discretion and shall not exceed 15 consecutive working days during a 6-month period. You are deemed or required to turn in your resignation on the last day of your work immediately after you exceed 15 consecutive working days.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 18, Section: 16.1.9. Leave With-Out Pay (LWOP) - Eighty (80) hours per calendar year is allowed for new hires or those who have been with SSA for 1 to 3 years. This is allowed due to new hires not having accumulated leave available in event of unexpected family emergency or illness. ---

16.1.9. Leave With-Out Pay (LWOP)

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 18, Section: 16.1.9.1. Eighty (80) hours per calendar year is allowed for new hires or those who have been with SSA for 1 to 3 years. ---

16.1.9.1. Eighty (80) hours per calendar year is allowed for new hires or those who have been with SSA for 1 to 3 years.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 18, Section: 16.1.9.2. More than twelve (12) days LWOP per calendar year will prompt a warning letter from Administrator. ---

16.1.9.2. More than twelve (12) days LWOP per calendar year will prompt a warning letter from Administrator.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 18, Section: 16.1.9.3. More than sixty (60) days LWOP is a cause for termination. ---

16.1.9.3. More than sixty (60) days LWOP is a cause for termination.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 19, Section: 16.1.11. Compensation for Leave in Special Circumstances - In the event of an employee retiring or resigning, the employee at the sole discretion of the Administrator shall receive the proportionate salary for leave outstanding and accrued as a cash payment. ---

16.1.11. Compensation for Leave in Special Circumstances - In the event of an employee retiring or resigning, the employee at the sole discretion of the Administrator shall receive the proportionate salary for leave outstanding and accrued as a cash payment.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 19, Section: 16.1.12. A Leave Roster - A leave roster, providing details of the tentative leave plan for the following calendar year of each employee in the section, is to be submitted to the Administrator before November 30th of each year. ---

16.1.12. A Leave Roster - A leave roster, providing details of the tentative leave plan for the following calendar year of each employee in the section, is to be submitted to the Administrator before November 30th of each year.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 19, Section: 16.1.13. The above policies applied for duration of each fiscal year and you will note that at Sept XXXX, your performance will be assessed including the above measures under Personal Attributes Assessment. At which time, your

Policy Area: 17. Retention of Leave

No information found for '17. Retention of Leave' across any of the manuals.

Policy Area: 18. Retirement

****PART 1: Synthesized Policy - Verbatim****

18. Retirement

18.1. Age of Retirement: All employees must retire at age 60.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 19. Employment Benefits

****PART 1: Synthesized Policy - Verbatim****

19. Employment Benefits

1. Employees are required to participate in the ROP Retirement Program and National Health Insurance in effect at the time of employment. The employee may elect to participate in the Medical Health Plan available to Social Security Administration employees.

2. The Social Security Administration shall provide the employer’s share if the employee has his/her own retirement or medical health plan.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 20. Performance Evaluation

****PART 1: Synthesized Policy - Verbatim****

20. Performance Evaluation:

20.1.1. The performance evaluation of an employee is for improvement of the employee's job performance. The evaluation of the employee's work performance will be used to provide a measure of the employee's level of performance and effectiveness in providing service to the Social Security Administration and its customers. The evaluation report will be used as a basis for any of the following personnel related actions:

- Employee improvement program/staff development
- Granting of pay increase
- Determining employee's suitability for the job or promotion
- Determining performance bonus awards (if applicable)
- Providing career development counseling

20.1.2. All employees of the Social Security Administration shall be evaluated at least once a year. Such evaluation must occur at the end of the work (fiscal) year.

20.1.3. Purpose: The performance evaluation system is designed primarily for the purpose of appraising each employee on how well he is discharging his duties and responsibilities, and of indicating areas in his performance where he could be more effective in the application of his knowledge, skill, and abilities. It provides a means for letting the employee know where he/she stands with the organization.

20.1.4. Coverage: Every employee shall participate, with his supervisor, in periodic evaluations of the employee's achievement of established standards of performance.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 21. Separation

PART 1: Synthesized Policy - Verbatim

21.1.3. Termination of Employment

* The employee may be terminated or suspended without pay under the following conditions:

- * Embezzlement
- * Incompetence
- * Use of or trafficking of illegal substances/drugs
- * Inexcusable neglect of duty
- * Conviction of a felony
- * Under influence of drugs or alcohol during working hours
- * Willful damage to Social Security Administration property
- * Willful damage to the Social Security Administration's reputation
- * Upon separation, all employees shall return any and all Social Security Administration property, including pass codes, keys, documents, etc.

PART 2: Contradictions & Significant Changes

- * No contradictions or significant changes identified.
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Policy Area: 22. Employee Discipline

PART 1: Synthesized Policy - Verbatim

22. Employee Discipline:

22.1. The Administrator has the sole authority to take formal disciplinary action against an employee for the following reason(s):

- Any of the items spelled out under 21.1.3 above
- Dishonesty
- Insubordination
- Misuse of the Social Security's property
- Intemperance
- Inexcusable absence from work without leave

PART 2: Contradictions & Significant Changes

No contradictions or significant changes identified.

Policy Area: 23. Disciplinary Procedures

****PART 1: Synthesized Policy - Verbatim****

23. Disciplinary Procedures:

23.1. The Administrator has the sole authority to terminate or suspend an employee. The decision to terminate or suspend an employee must be in writing and must outline the reasons for such action.

23.1.1. Delivery of Notice: The employee shall be required to sign and date the notice as an acknowledgment of receipt.

23.1.2. Right to Dispute the Administrator's Action: The employee may challenge any disciplinary action by filing a written dispute for reconsideration with the Office of the Administrator within seven (7) days of the effective date of the disciplinary action. Upon the receipt of such a challenge, the Administrator must render his/her written decision reversing, modifying, or upholding the disciplinary action.

23.1.3. Appeal to the Board: To appeal the Administrator's decision, the employee must file a written request with the Chairman of the Board, stating the reasons why the reconsideration by the quorum/full Board is necessary. The employee must file a written request for reconsideration within seven (7) working days upon the receipt of the Administrator's decision. The Board must render its decision within seven (7) working days from the date of the receipt of the request.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 24. Nepotism

No information found for '24. Nepotism' across any of the manuals.

Policy Area: 25. Social Security Employee Code of Conduct

****PART 1: Synthesized Policy - Verbatim****

25. Social Security Employee Code of Conduct:

25.1. Basic Principles

- Public Confidence: Staff should treat all customers fairly, reasonably, and equitably.
- Conflict of Interest: Employees should avoid special treatment regarding benefit qualification and not refer customers to businesses with personal interests.
- Acceptance of Gifts: Employees should not seek gifts, donations, or sponsorships. If refusal causes offense, the gift should be declared to the Administrator or Chairperson of the Board of Trustees.
- Use of Official Facilities and Equipment: Employees should use resources efficiently, protect property, and consider environmentally friendly options. Personal use requires prior approval from the Administrator.
- Privacy & Confidentiality: Employees should not discuss business or customer matters outside the Administration and should seek Board approval for outside appointments.
- Privacy & Confidentiality (continued): Employees should not remove or allow others to remove documents without prior authorization from the Administrator.
- Safe and Healthy Workplace: Employees should work to ensure a safe and healthy working environment and be considerate to customers' and colleagues' needs.
- Personal Conduct: High standards of conduct are expected, as actions reflect on the Administration's image.
- Application of Code of Conduct: Employees should seek clarification from supervisors when unsure about the code's interpretation.

****PART 2: Contradictions & Significant Changes****

No contradictions or significant changes identified.

Policy Area: 26. Revisions or Amendments

No information found for '26. Revisions or Amendments' across any of the manuals.
