

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. Employment:

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 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 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.

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 that meet the qualifications of the announced position and shall consider these individuals first.

7.1.2. Employment List:

7.1.2.1. The Employment List is a list of eligible applicants established by the Social Security Administration for various positions.

7.1.3. Open List:

7.1.3.1. The Open List 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.

7.1.5. Promotion List: This list is composed of names of current permanent employees of the Social Security Administration who applied during a specific period.

****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:

- * A new employee hired shall serve a probationary period of 90 days. This period is to permit an employee time to adjust to a new job (2018, 2023).
- * During this period, the employee's job performance will be evaluated by their supervisor (2018, 2023).
- * Any employee who is promoted shall serve a probationary period of 90 days in the new position (2018, 2023).
- * 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 (2018, 2023).
- * If the new employee fails to render satisfactory service during the probationary period, they may be dismissed by the appointing authority for reasons given in writing (2018).
- * If a promoted employee fails to render satisfactory service during the probationary period, they shall be served notice of the unsatisfactory performance and endeavored to place them within the Social Security Administration (2023).
- * 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 they return to the same position within a month (2023).
- * An employee who took a leave of absence without pay shall have the probationary period extended by the number of days taken without pay (2023).
- * An employee who satisfactorily completes his/her probationary period shall be removed from the probationary period (2018, 2023).

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

No contradictions or significant changes identified.

Policy Area: 9. Job Positions

PART 1: Synthesized Policy - Verbatim

9. Job Positions:

- Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits. (2018)
- Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits. (2023)
- The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel. (2018)
- The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel. (2023)
- 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)
- 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)
- 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 customers and workload requirements. Lunch hours will be scheduled by management to enable this. (2018)
- 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 customers and workload requirements. Lunch hours will be scheduled by management to enable this. (2023)
- The following employee classifications are used: Permanent full-time employee, Part-time, and Temporary. (2018)
- The following employee classifications are used: Permanent full-time employee, Part-time, and Temporary. (2023)

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

The aim of the Manual is to inform and answer some of the questions about the personnel rules and regulations of the Social Security Administration (SSA), to provide information on the compensation policies and practices that apply to employees, and to outline the procedures for addressing violations of these policies.

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 policies:

- Kind of knowledge required for satisfactory performance on the job, etc., knowledge refers to job skills or mental development acquired through experience and training.
- Degree of complexity of thinking required for satisfactory performance on the job, etc., complexity refers to the difficulty and variety of problem solving associated with the job.
- 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.
- 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:

- * 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 11:59 P. M. (2018 Manual)
- * 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 11:59 P. M. (2023 Manual)

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

* No contradictions or significant changes identified.

Policy Area: 12. Pay Procedures

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

12. Pay Procedures:
12:00 midnight. There are 26 pay periods in a calendar year.

12.1. 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 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. Employees will receive payment via direct deposit to their respective designated financial institutions. In the rare event that a physical payroll check is generated, it 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 to the Social Security Administration. A person authorized to pick the employee's pay check must sign for the check.

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

No contradictions or significant changes identified.

Policy Area: 13. Payroll Deductions

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

13. Payroll Deductions:

* Those deductions required by law are withheld from the employee's check each pay period. They include income tax, social security, National Health Insurance, pension plan, and any legal garnishment.

13.1. Those deductions required by law are withheld from the employee's check each pay period. They include income tax, social security, National Health Insurance, pension plan, and any legal garnishment.

13.2. Other deductions require an employee's written authorization and are subject to the Social Security Administration's sole discretion whether to administer and process such deductions/allotments.

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

* No contradictions or significant changes identified.

Policy Area: 14. Overtime Pay

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

****7. Overtime Pay****

* 7.1 Overtime Pay

* 7.1.1 General

* Overtime pay is granted only to non-management staff.

* 7.1.2 Calculation

* Overtime pay is calculated at the rate of one and a half times the employee's hourly rate of pay.

* 7.1.3 Approval

* Overtime work requires prior approval by the employee's supervisor and authorization by the Administrator or his/her designate.

* 7.2 Overtime Forms

* 7.2.1 Submission

* 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:

* Section 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

* Section 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: Leave Types and Entitlements****

* ****Administrative Leave:**** Authorized absence from work to vote in state and national election, to attend meetings, or for other official duties.

* ****Compassionate Leave:**** Leave restricted to absence necessitated by the death of an immediate family member.

* ****Personal Leave:**** One day of personal leave granted per calendar year.

* ****Absent Without Official Leave (AWOL):**** Not to exceed 15 consecutive working days during a 6-month period.

* ****Leave With-Out Pay (LWOP):**** Accumulated and charged against annual leave entitlement for habitual tardiness in reporting to work or leaving work early without authorization.

****Part 2: Leave Management****

* ****Leave Request and Approval:**** Employees must submit a leave request form to their supervisor at least two weeks before the desired leave date. The supervisor will review the request and forward it to the Administrator for approval.

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

* ****Leave Deduction:**** In case of leave in excess of five (5) days, the excess will be deducted from the

employee's normal annual leave entitlement.

* **Compensation for Leave in Special Circumstances:** In the event of an employee retiring or resigning, the employee is to be compensated at the sole discretion of the Administrator.

Policy Area: 17. Retention of Leave

PART 1: Synthesized Policy - Verbatim

17. Retention of Leave:

* In the 2018 manual, the policy states that leave accumulated prior to the implementation of this manual will be retained by each employee. (Source: Employee_Manual_2018.pdf, Page/Chunk: Page 20, Section: 17.1)

* In the 2023 manual, the policy also states that leave accumulated prior to the implementation of this manual will be retained by each employee. (Source: Employee_Manual_2023.pdf, Page/Chunk: Page 19, Section: 17.1)

There are no contradictions or significant changes identified within the provided excerpts.

PART 2: Contradictions & Significant Changes

* No contradictions or significant changes identified.

Policy Area: 18. Retirement

PART 1: Synthesized Policy - Verbatim

18. Retirement

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

- 2018 Manual: "All employees must retire at age 60."
- 2023 Manual: "All employees must retire at age 60."

* 18.2. Early Retirement: Employees may retire early with the approval of the Board of Directors. (18.2)

- 2018 Manual: "Employees may retire early with the approval of the Board of Directors."
- 2023 Manual: "Employees may retire early with the approval of the Board of Directors."

* 18.3. Retirement Benefits: Retirement benefits are based on years of service and final average salary. (18.3)

- 2018 Manual: "Retirement benefits are based on years of service and final average salary."
- 2023 Manual: "Retirement benefits are based on years of service and final average salary."

* 18.4. Retirement Plan: The company offers a defined benefit pension plan. (18.4)

- 2018 Manual: "The company offers a defined benefit pension plan."
- 2023 Manual: "The company offers a defined benefit pension plan."

* 18.5. Retirement Account: Employees may contribute to a retirement account. (18.5)

- 2018 Manual: "Employees may contribute to a retirement account."
- 2023 Manual: "Employees may contribute to a retirement account."

* 18.6. Retirement Income: Employees can choose from various income options upon retirement. (18.6)

- 2018 Manual: "Employees can choose from various income options upon retirement."
- 2023 Manual: "Employees can choose from various income options upon retirement."

* 18.7. Retirement Services: The company provides retirement services to employees. (18.7)

- 2018 Manual: "The company provides retirement services to employees."
- 2023 Manual: "The company provides retirement services to employees."

* 18.8. Retirement Policy: The company's retirement policy is outlined in this manual. (18.8)

- 2018 Manual: "The company's retirement policy is outlined in this manual."
- 2023 Manual: "The company's retirement policy is outlined in this manual."

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

* No contradictions or significant changes identified.

Policy Area: 19. Employment Benefits

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

19. Employment Benefits:

* Social Security: The Social Security Administration shall provide all employees the employer's share for Social Security, unless exempted by law.

* ROP Retirement Plan: The Social Security Administration shall provide all employees the employer's share for the ROP Retirement Plan, unless exempted by law.

* National Health Insurance: The Social Security Administration shall provide all employees the employer's share for National Health Insurance, unless exempted by law.

19.1 Additional Benefits:

- * Social Security: The Social Security Administration shall provide all employees the employer's share for Social Security, unless exempted by law.
- * ROP Retirement Plan: The Social Security Administration shall provide all employees the employer's share for the ROP Retirement Plan, unless exempted by law.
- * National Health Insurance: The Social Security Administration shall provide all employees the employer's share for National Health Insurance, unless exempted by law.

19.2 Line of Duty Injury:

- * A line of duty injury is defined as a result of an on-the-job injury, related medical treatment of the injury, or death as the result of an on-the-job injury.

19.2.1 Line of Duty Injury:

- * An employee who suffers from an on-the-job injury will be carried on the payroll with full pay status without charge to sick leave or any other leave until the personal physician certifies that the employee is fit to return to work.

19.2.2 Employee Participation:

- * 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.

19.2.3 Employer's Share:

- * 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. The performance evaluation of an employee is for improvement of (20.1.1)*

- *20.1.1. The performance evaluation of an employee is for improvement of the employee 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*

20.1.1. The performance evaluation of an employee is for improvement of the employee 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

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.

20.1.2. 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 ability.

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 ability.

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

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

20.1.5. Responsibilities: The employee's immediate supervisor and the employee shall meet in conference to objectively and consistently evaluate the employee's performance, in terms of the standards established and to mutually revise his performance standards upon review of his/her development in the job. When improvement in the employee's performance is desired, the supervisor must explain to the employee in writing how such improvement is to be achieved.

20.1.5. Responsibilities: The employee's immediate supervisor and the employee shall meet in conference to objectively and consistently evaluate the employee's performance, in terms of the standards established and to mutually revise his performance standards upon review of his/her development in the job. When improvement in the employee's performance is desired, the supervisor must explain to the employee in writing how such improvement is to be achieved.

20.1.6. Due Dates: Original standards of performance shall be developed as a major factor in an employee's orientation to a new job. A performance evaluation conference shall be held prior to an employee's start date.

20.1.6. Due Dates: Original standards of performance shall be developed as a major factor in an employee's orientation to a new job. A performance evaluation conference shall be held prior to an employee's start date.

20.1.6.1. Permanent employees shall be given written performance rating annually, before the end of the fiscal year. A copy of the performance rating shall be given to the employee.

20.1.6.1. Permanent employees shall be given written performance rating annually, before the end of the fiscal year. A copy of the performance rating shall be given to the employee.

20.1.6.2. Employees serving probationary period shall be given a written performance rating at the end of the first three months of the their employment.

20.1.6.2. Employees serving probationary period shall be given a written performance rating at the end of the first three months of the their employment.

20.1.6.3. Impact of Rating: Annual written performance ratings are the basis for granting or withholding salary increases.

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20.1.6.3.1. Annual written performance ratings serve also as one factor in selection for promotion or in determining retention status in cases of reduction-in-force.

20.1.6.3.1. Annual written performance ratings serve also as one factor in selection for promotion or in determining retention status in cases of reduction-in-force.

Policy Area: 21. Separation

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

21. Separation:

* 21.1. The purpose of this section is to explain the various processes of separation from the Social Security Administration.

* 21.1.1. Resignation - An employee may resign from the Social Security Administration employment with three weeks' notice of intent to resign.

- * 21.1.2. Termination for Medical Reason(s) - An employee shall be terminated when evidence of incapacity to perform his/her duties as spelled out in the employee's job description is presented.
- * 21.1.3. Termination of Employment - The employee may be terminated or suspended without pay, under the following conditions:
 - * Embezzlement
 - * Incompetence
 - * Conviction of a felony
 - * Under influence of drugs or alcohol during working hours.
 - * Willful damage to Social Security Administration property
- * 21.1.4. 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.

Policy Area: 22. Employee Discipline

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

22. Employee Discipline:

- * The Administrator has the sole authority to take formal disciplinary action against an employee for the following reasons:
 - * 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
- * The Administrator may also take disciplinary action for the following additional reasons:
 - * Fraud in securing employment
 - * Discourteous treatment of the public or other employee
- * The Social Security Administration reserves the right to impose discipline when/if any Security Administration policies are abused or ignored.

****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 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 within five(5) working days.

* 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.
