

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: 7.1 Hiring of employees

Okay, here's the compiled information and analysis based on the provided excerpts, adhering strictly to the given constraints.

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

****7.1 Hiring of Employees****

7.1.1. 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. 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.

7.1.1.3.1. 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 and Significant Changes****

No contradictions or significant changes identified for this policy area.

Policy Area: 8.1 Probationary Period New Hire

Okay, here's the analysis of the ROPSSA employee manual excerpts concerning "8.1 Probationary Period New Hire," adhering strictly to the provided constraints.

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

8.1 Probationary Period New Hire

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

8.1.1. 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.

8.1.2. 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.

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

No contradictions or significant changes identified for this policy area.

Policy Area: 8.2 Probationary Period Promotion

Okay, here's the compiled information and analysis based on the provided excerpts, adhering strictly to the given constraints.

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

****8.2 Probationary Period Promotion****

* ****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.**

* ****8.8. Employee's Benefits:**** (6/25/2020)

- * 1. Annual Leave – accrue only during probation
- * 2. Sick Leave – accrue only during probation
- * 3. SS Mobile Plan – available for management level upon hire

- * 4. Calvo's Select Care health insurance – available upon hire
- * 5. Moylan's Personal accidental insurance – available upon hire
- * 6. Office Vehicle – available upon hire
- * 7. Training, Conference, and Workshops (on island) – allowed upon hire
- * 8. Training, Conference, On -line, and Seminars (off -island) – allowed after probation period.

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

****No contradictions or significant changes identified for this policy area.****

****Explanation:****

The excerpts present a remarkably consistent policy regarding probationary period promotions. The core elements – evaluation, potential dismissal for unsatisfactory service, and accrual of benefits during probation – are present in both the 2018 and 2023 manuals. The only difference is the inclusion of specific benefit details (annual leave, sick leave, etc.) within the 2023 manual, which are clearly delineated as only applicable during the probationary period. There are no conflicting statements or changes in the fundamental process.

Policy Area: 8.3 Evaluation in probationary period

Okay, here's the analysis of the ROPSSA employee manual excerpts concerning "8.3 Evaluation in probationary period," following your instructions precisely.

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

****8.3 Evaluation in probationary period****

- * ****8.3.1 Initial Evaluation:**** "An employee serving a probationary period will be evaluated once within the probationary period."
- * ****8.3.2 Evaluation Timing:**** "The evaluation report will be made no later than one month prior to the expiration of the probationary period."
- * ****8.3.3 Recommendation:**** "Such report shall recommend continuance of the employee in the service of the Social Security Administration, or dismissal from service."
- * ****8.3.4 Dismissal:**** "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."
- * ****8.3.5 Benefit Continuation:**** "Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits."

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

****No contradictions or significant changes identified for this policy area.****

****Explanation:****

The excerpts from both the 2018 and 2023 manuals contain identical wording and structure regarding the evaluation process during the probationary period. The key elements – the single evaluation, the timing of the report, the recommendation for continuance or dismissal, and the non-appealable nature of dismissal – are precisely replicated in both versions. The inclusion of benefit continuation for probationary employees is also identical.

Policy Area: 8.4 Dismissal during probationary period

Okay, here’s the analysis of the provided excerpts concerning “8.4 Dismissal during probationary period,” following the specified constraints.

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

****8.4 Dismissal during probationary period****

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. 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. 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.

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

No contradictions or significant changes identified for this policy area.

Policy Area: 8.5 probationary period unsatisfactory performance

Okay, here’s the compiled information and analysis based on the provided excerpts, adhering strictly to the given constraints.

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

****8.5 probationary period unsatisfactory performance****

- 8.1. 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.
- 8.2. The employee shall then be appointed to any vacant position for which qualified. The management will endeavor to place the employee within the Social Security Administration.
- 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.

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

No contradictions or significant changes identified for this policy area.

Policy Area: 8.6 Leave of Absence during probationary period

Okay, here's the compiled information and analysis based on the provided excerpts, adhering strictly to the given constraints.

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

****8.6 Leave of Absence during probationary period****

- 16.1.8.1 Absent Without Official Leave (AWOL)- Not to exceed 15 consecutive working days during 6 months 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.
- 8.8. Employee's Benefits: (6/25/2020)
1. Annual Leave – accrue only during probation
 2. Sick Leave – accrue only during probation
 3. SS Mobile Plan – available for management level upon hire
 4. Calvo's Select Care health insurance – available upon hire
 5. Moylan's Personal accidental insurance – available upon hire
 6. Office Vehicle – available upon hire
 7. Training, Conference, and Workshops (on island) – allowed upon hire

8. Training, Conference, On -line, and Seminars (off -island) – allowed after probation period.
9. SS Tax, CSPP, NHI and MSA – normal deductions by law is applied.

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

No contradictions or significant changes identified for this policy area.

Policy Area: 8.7 removal from probationary period

Okay, here's the analysis of the ROPSSA employee manuals concerning "8.7 removal from probationary period," adhering strictly to the provided constraints.

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

****8.7 Removal from Probationary Period****

An employee who satisfactorily completes his/her probationary period shall be removed from the probationary period.

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 and Significant Changes****

****No contradictions or significant changes identified for this policy area.****

****Explanation:****

The excerpts present a consistent policy regarding removal from the probationary period. Both the 2018 and 2023 manuals outline the evaluation process, the timing of the evaluation report, and the grounds for dismissal during the probationary period. There are no conflicting statements or changes in the core elements of the policy. The structure and content are identical across both versions.

Policy Area: 8.8 employee benefits

Okay, here's the compiled information and analysis based on the provided excerpts, adhering strictly to the given constraints.

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

****8.8 Employee Benefits****

19.1. This section is to explain the additional benefits that are available to the employees of the Social Security Administration. In addition to the leave, salaries, etc., the following benefits are extended to the employees of the Social Security Administration. The Social Security Administration shall provide all employees the employer' share for the following, unless exempted by law:

- * Social Security
- * ROP Retirement Plan
- * National Health Insurance

19.1.1. Annual Leave – accrue only during probation

19.1.2. Sick Leave – accrue only during probation

19.1.3. SS Mobile Plan – available for management level upon hire

19.1.4. Calvo's Select Care health insurance – available upon hire

19.1.5. Moylan's Personal accidental insurance – available upon hire

19.1.6. Office Vehicle – available upon hire

19.1.7. Training, Conference, On -line, and Seminars (off -island) – allowed after probation period.

19.1.8. Training, Conference, and Workshops (on island) – allowed upon hire

19.1.9. SS Tax, CSPP, NHI and MSA – normal deductions by law is applied.

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

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

****Contradiction/Change in 'Annual Leave Accrual':****

- * ****[2018 Manual - Section 19.1.1]:**** “Annual Leave – accrue only during probation”

- * **[2023 Manual - Section 19.1.1]:** “Annual Leave – accrue only during probation”
- * **Significance:** The exact wording of the annual leave accrual policy is identical between the 2018 and 2023 manuals.

Contradiction/Change in ‘Employee Benefits’ Scope:

- * **[2018 Manual - Section 19.1]:** “This section is to explain the additional benefits that are available to the employees of the Social Security Administration.”
- * **[2023 Manual - Section 19.1]:** “This section is to explain the additional benefits that are available to the employees of the Social Security Administration.”
- * **Significance:** The wording of the introductory statement regarding the section's purpose is identical between the two manuals.

Contradiction/Change in ‘Benefits Availability’ (Office Vehicle, Training):

- * **[2018 Manual - Section 19.1.6 & 19.1.7]:** “Office Vehicle – available upon hire” and “Training, Conference, and Workshops (on island) – allowed upon hire”
- * **[2023 Manual - Section 19.1.6 & 19.1.7]:** “Office Vehicle – available upon hire” and “Training, Conference, On -line, and Seminars (off -island) – allowed after probation period.”
- * **Significance:** The availability of the Office Vehicle and Training opportunities is conditional on completing the probation period in the 2023 manual, whereas it was available upon hire in the 2018 manual.

No contradictions or significant changes identified for this policy area.
