

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: Introduction

****Part 1: Synthesized Policy - Comparison of Social Security Administration Employee Personnel Manuals****

****Section 7.1.1.3.1 - Prior to an external announcement of a position vacancy, the qualifications of the announced position and shall consider these individuals first.****

- Employee Manual 2018: This section emphasizes that prior to announcing a new position, the Social Security Administration (SSA) should consider the qualifications of the announced position and prioritize considering individuals who meet those qualifications.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 7.1.1.5 - Evaluations shall be held for all initial appointments and promotions, and shall be job related in nature designed to reveal the capacity of the applicant.****

- Employee Manual 2018: This section states that evaluations for initial appointments and promotions should be job-related and designed to assess the applicant's capacity.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 9 - SS Tax, CSPP, NHI and MSA – normal deductions by law is applied.****

- Employee Manual 2018: This section mentions that new employees under probationary period are not entitled to normal deductions for SS tax, CSPP, NHI, and MSA.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 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.****

- Employee Manual 2018: This section discusses the kind of working conditions, including adverse, difficult, or strenuous working environments and physical conditions.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 12 - Introduction (12/27/18, 6/25/20)****

- Employee Manual 2018: This section serves as an introduction to the manual, with no specific content

related to employee personnel policies.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 19.2 - Line of Duty Injury - is defined as a result of on the job injury, related medical treatment of the injury, or death as the result of an on the job injury.****

- Employee Manual 2018: This section defines a line of duty injury as a result of an on-the-job injury, related medical treatment, or death due to an on-the-job injury.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 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.****

- Employee Manual 2018: This section emphasizes that original standards of performance should be developed and used as a major factor in an employee's orientation to a new job.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 25.1 - Basic Principles****

- Employee Manual 2018: This section outlines basic principles for the SSA, but the specific content is not provided in the given text.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

****Section 25.3 - Acceptance of Gifts****

- Employee Manual 2018: This section discusses the acceptance of gifts by employees, but the specific content is not provided in the given text.

- Employee Manual 2023: The section is identical to the 2018 manual, with no changes in content.

Policy Area: 1. Purpose and Scope

****Part 1: Synthesized Policy - Verbatim****

****1. Purpose and Scope****

The purpose of this manual is to provide a comprehensive guide for the employee personnel policies of the Social Security Administration of the Republic of Palau.

This manual covers various categories of leave, including annual leave, sick leave, paternity leave, administrative leave, and line of duty injury. It also outlines the procedures for requesting and approving leaves, as well as the conditions for donating sick leave to another employee.

****2. Annual Leave****

Annual leave with pay may be granted as vacation leave at least two weeks before the application is made to the employee's immediate supervisor for approval, followed by approval from the Administrator.

The purpose of annual leave is to allow employees to conduct personal business during their working hours and to protect their physical and mental health.

****3. Sick Leave****

Sick leave is intended to protect employees from illness and to observe other customary obligations deemed necessary.

Employees must provide true information about their medical condition and may be required to undergo medical research to ensure they were seen at a clinic and duly under medical care.

Supervisors are required to verify the employee's sick leave information.

****4. Paternity Leave****

Employees may be granted paternity leave for the birth or adoption of their child, with the actual date being tentative.

This leave is granted without charge against the employee's leave balance.

****5. Administrative Leave****

Administrative leave is authorized for employees to participate in development activities, conferences, or community service, such as helping the state or national government with activities or national disaster declared.

The work load and availability must be taken into consideration when requesting administrative leave.

****6. Personal Attributes Assessment****

The above policies apply for the duration of each fiscal year, and employees' conduct is evaluated under Personal Attributes Assessment at the end of the fiscal year.

Employees' conduct is reset to zero or a clean record as they enter the next fiscal year with new targets set forth in their Performance Evaluation Report (PER).

****7. Line of Duty Injury****

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

Employees are encouraged to report any line of duty injuries promptly to the appropriate authorities.

****3. Comparison of Employee Personnel Policies****

The Social Security Administration of the Republic of Palau has two versions of the Employee Personnel Policy Manual: one from 2018 and one from 2023.

The main differences between the two versions are in the following areas:

* ****Annual Leave:**** The 2023 version requires employees to provide true information about their medical condition and may require medical research, while the 2018 version does not mention this requirement.*

* ****Sick Leave:**** The 2023 version requires supervisors to verify the employee's sick leave information, while the 2018 version does not mention this requirement.*

* ****Paternity Leave:**** Both versions allow employees to be granted paternity leave for the birth or adoption of their child, with the actual date being tentative.*

* ****Administrative Leave:**** Both versions allow employees to participate in development activities, conferences, or community service, such as helping the state or national government with activities or national disaster declared, but the 2023 version requires employees to take into consideration the work load and availability when requesting administrative leave.*

* ****Personal Attributes Assessment:**** Both versions apply the above policies for the duration of each fiscal year, and employees' conduct is evaluated under Personal Attributes Assessment at the end of the fiscal year. The 2023 version mentions that employees' conduct is reset to zero or a clean record as they enter the next fiscal year with new targets set forth in their Performance Evaluation Report (PER).*

* ****Line of Duty Injury:**** Both versions define line of duty injury as a result of an on-the-job injury, related medical treatment of the injury, or death as a result of an on-the-job injury.*

In summary, the main differences between the two versions are in the requirements for annual leave and sick leave information verification, as well as the consideration of work load and availability for administrative leave.

Policy Area: 2. Coverage

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

****Coverage:****

* Have used all accumulated sick leave, annual leave, maternity leave, compassionate leave, and any other available compensatory leave under EPM;

- * Employee must have a current minimum balance of 20 sick leave days on their accrual rate;
- * Sick Leave – accrue only during probation.

****2.1.** The policies, rules, and regulations shall apply to all persons employed by the Social Security Administration except the Social Security Administrator or consultants hired for specific purposes. The provisions of this manual are not meant to expand or limit the jurisdiction of the Social Security Board of Trustees.**

****20.1.3. Purpose:****

The performance evaluation system is designed primarily to evaluate an employee's job performance and abilities, and to provide 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.

****20.1.5. Responsibilities:****

The employee's immediate supervisor and the original standards of performance, in terms of what the employee's job demands are and the level of results to be achieved. In addition, the

****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. Performance evaluations shall be conducted at least once a year.

****20.1.6.3.2.** As a matter of Policy, employee's rating will determine the percentage of salary increase from year to year. Reference the Social Security Wage and Salary policies and procedures.**

****24.2. Exception:****

The Board may grant exceptions to the above prohibitions only when such exception is in the best interest of the Social Security Administration.

****25.2.1.** Employees must be aware of the risk of being placed in a situation where they are asked for a special treatment regarding benefit qualification by a family member or referring Social Security Administration customers to businesses in their vicinity.**

****25.6. Use of Official Facilities and Equipment:****

Employees are expected to use official facilities and equipment efficiently and economically, and in accordance with the rules and regulations governing their use.

****25.6.1. It is expected that employees will be:****

(1) Efficient and economical in the use and management of Social Security Administration resources; (2) Comply with all applicable laws, rules, and regulations.

****25.7. Outside Employment:****

Employees are prohibited from engaging in any outside employment or activity that could interfere with their duties to the Social Security Administration.

****25.9. Privacy & Confidentiality:****

Employees must maintain the confidentiality of all information related to the Social Security Administration and its operations.

****25.10. Workplace Safety:****

Employees are responsible for maintaining a safe work environment and for reporting any hazards or unsafe conditions to their supervisor.

****25.12. Application of Code of Conduct:****

The Code of Conduct applies to all employees of the Social Security Administration. Violations of the Code of Conduct may result in disciplinary action, up to and including termination of employment.

****Your Compiled Information and Analysis (Start with PART 1, then PART 2):****

* ****Coverage:**** The policies cover sick leave accrual, performance evaluations, and job responsibilities. They also address the use of official facilities and equipment, outside employment, privacy, workplace safety, and the application of the Code of Conduct.

* ****Differences between the 2018 and 2023 manuals:**** The 2023 manual does not have any explicit differences from the 2018 manual in terms of coverage and requirements. However, there might be minor updates or clarifications in the 2023 manual that are not reflected in the provided information.

* ****Potential conflicts or inconsistencies:**** There are no apparent conflicts or inconsistencies between the two manuals based on the provided information. However, a comprehensive comparison would require reviewing all sections and provisions of both manuals.

Policy Area: 3. Guiding Principles

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

3.1. The following will serve as guiding principles, which the Social Security Administration shall apply in the implementation of the Employee Personnel Manual (the Employee Manual).

3.1.1. Recruiting, selecting, and promoting employees on the basis of abilities, knowledge, and skills including consideration of qualifications for initial appointment or promotion.

3.1.2. Providing equitable and adequate compensation.

3.1.3. Training employees, as needed, to ensure quality performance and services necessary to meet customer expectations and requirements.

3.1.4. Retaining employees on the basis of their performance and terminating employees whose inadequate performance cannot be corrected.

3.1.5. Ensuring quality management and employee relations.

3.1.6. Establishing a framework for professional, ethical behavior and responsibilities.

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

No contradictions or significant changes identified.

Policy Area: 4. Governance

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

4. Governance:

Not be receiving any other form of compensation including SS, CSPP, 401 and or worker's compensation;

Calvo's Select Care health insurance – available upon hire;

The donor sick leave rate should be higher than Recipient sick leave rate.

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

No contradictions or significant changes identified.

Policy Area: 5. Absence of Personnel Policies

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

5. Absence of Personnel Policies:

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

- Must provide evidence or certificate of illness by a physician;
- A donor must agree to donate a minimum of 5 days of accrued sick leave up to maximum of 60 days accrued sick leave during each fiscal year.

7.1. Definition:

- The absence of personnel policies refers to situations where there are no established guidelines or

procedures for handling specific employee-related matters.

5.1. The purpose of this section is to explain the requirements in the absence of (5.1)

- This section provides an explanation of the requirements when there are no existing policies.

5.1.1. In the absence of policy guidelines, the Administrator has the authority to (5.1.1)

- The Administrator can act upon consultation with the Board when there are no established policy guidelines.

5.1.2. Procedures for Actions in the Absence of Personnel Policies: Actions (5.1.2)

- Actions taken outside the Board policy guidelines must be reported to the Board in writing, including the action, parties involved, justification, and a proposed policy related to the action.

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

No contradictions or significant changes identified.

Policy Area: 6. Position and Classes of Positions

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

6. Position and Classes of Positions:

6. Office Vehicle – available upon hire

6. Maximum amount that may be transferred to an employee is limited to 60 days for which a recipient will be paid according to his/her existing pay rate.

6. Any leave donated to Recipient not used during specific timeframe will revert back to Donor at later date.

6.1. The purpose of this section is to authorize the creation of the various positions within the Social Security Administration.

6.1.1. Creation of Positions: The Board, upon recommendation by the Administrator, will create positions, which are necessary for the efficient performance of the duties and functions of the Social Security Administration.

6.1.1.1. The Administrator shall be responsible for the development of the job descriptions.

6.1.2. Position Classification: The creation of classes or classes of positions shall include the following:

6.1.2.1. Title of the position

6.1.2.2. Pay level and salary range

6.1.2.3. Brief descriptions of duties and responsibilities

6.1.2.4. Desirable knowledge, skills, and abilities for the position

6.1.2.5. Minimum educational qualifications and experience requirements.

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

No contradictions or significant changes identified.

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.

7.1.1.4. The hiring supervisor shall have the responsibility to evaluate the qualifications of applicants for employment in his/her respective section in the Social Security Administration.

7.1.1.5. Evaluations shall be held for all initial appointments and promotions, and 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.

7.1.2. Employment List: This list is established based on the eligibility of applicants who have applied and certified to be qualified to fill vacant positions within the Social Security Administration.

7.1.3. Open List: The open list is a list of eligible applicants established by the Social Security Administration for potential future hiring needs. A probationary employee has not attained permanent employment status and is thus not eligible to be on the list.

7.1.4. 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 were found between the 2018 and 2023 versions of the Social Security Administration's employment policies. The policies remain consistent in their core principles, such as non-discrimination, equal employment opportunities, affirmative action, and job-related evaluations. The only minor difference is the addition of "Notice of Position Vacancy" in the notice requirement for all personnel recruitment requirements in the 2023 version.

Policy Area: 8. Probationary Period and Status

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

8. Probationary Period and Status:

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 position.

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.

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.

8.5. If a promoted employee fails to render satisfactory service during the probationary period, the employee shall be served notice of the unsatisfactory performance and endeavored to place the employee within the Social Security Administration.

8.6. 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 the employee returns to the same position within a month. An employee who took a leave of absence without pay shall have the probationary period extended by the number of days taken without pay.

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

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

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

No contradictions or significant changes identified.

Policy Area: 9. Job Positions

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

7. Job Positions:

- Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.
- A new employee who is under the probationary period shall not be entitled to employee benefits.

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 workload requirements. Lunch hours will be scheduled by management to enable this.

9.4. The following employee classifications are used:

- Permanent full-time employee – Normally and consistently scheduled to work a 40-hour workweek and occupy a permanent position title in the Social Security Administration.
- Part-time – Normally and consistently scheduled to work less than a 40-hour workweek.
- Temporary – Hired to work for a limited, specified period of time regardless of the number of hours worked.

****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:

- * 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)

There are no contradictions or significant changes identified within the provided excerpts. Both manuals have the same information regarding the Social Security Administration pay period.

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.

12.2. 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 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:

* 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****

14. Overtime Pay:

- Overtime pay is granted only to non-management staff.
- Overtime is defined as hours of work assigned by a supervisor to an employee, which exceeds 40 regular hours in a workweek.
- For the purpose of overtime, the workweek is considered to be five consecutive days within the seven-day period between midnight Sunday to the following Saturday at 12 midnight.
- Only hours actually worked count towards the 40-hour weekly threshold. Regular hours are based on actual hours worked and do not include annual leave, sick leave, or holiday leave.
- 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.
- 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 does not require the application of overtime to replace the tardiness; however, if the employee's time card is stamped later than 8:00am, the employee shall be considered tardy.
- Excessive tardiness may lead to disciplinary action, including termination.
- Overtime shall be paid at the rate equivalent to one and half times the employee's hourly rate of pay.
- 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.
- 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

* 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****

The provided documents outline the leave types and entitlements for employees in the Social Security Administration. Here's a summary of the key points:

1. ****Leave without Pay (LWOP)****: This is a type of leave that allows employees to take time off without receiving their regular pay. The document does not provide specific details on how LWOP is implemented or managed.
2. ****Administrative Leave****: This is authorized absence from work for specific purposes such as voting in elections, attending meetings, or handling administrative tasks.

3. **Compassionate Leave**: This leave is restricted to absence necessitated by the death of an immediate family member. It is not deductible from the employee's annual leave entitlement.
4. **Personal Leave**: One day of personal leave is granted to an employee per calendar year.
5. **Absent Without Official Leave (AWOL)**: Employees can be absent for up to 15 consecutive working days during a 6-month period without official leave.
6. **Habitual Tardiness**: Habitual tardiness in reporting to work or leaving work early without authorization will be accumulated and charged against annual leave entitlement.

Part 2: Leave Management

The documents also provide guidelines on how leaves should be managed:

1. **Leave Roster**: Employees are required to submit a leave roster detailing their tentative leave plan for the following calendar year. This roster should be submitted to the Administrator before November 30.
2. **Leave Deductions**: Leave in excess of five (5) days will be deducted from the employee's normal annual leave entitlement.
3. **Special Circumstances**: In cases of retirement or resignation, the employee has the discretion to manage their leave. The document does not provide specific guidelines on how this should be handled.

In conclusion, the documents outline the types of leaves available to employees, their entitlements, and the management practices for these leaves. However, some details are missing or unclear, such as the process for managing LWOP, the specific rules for compassionate leave, and the guidelines for handling special circumstances like retirement or resignation.

Policy Area: 17. Retention of Leave

PART 1: Synthesized Policy - Verbatim

17. Retention of Leave:

- 17. Leave accumulated prior to implementation of this Manual, will be retained by each employee.

17.1. Definition:

- 17.1. Leave accumulated prior to implementation of this Manual, will be retained by each employee.

17.2. Accrual of Leave:

- 17.2. Leave shall be accrued on a regular basis as determined by the Company.

17.3. Leave Encashment:

- 17.3. Leaves once encashed cannot be re-encashed or refunded.

17.4. Leave Carry Forward:

- 17.4. Unused leave may be carried forward to the next year(s) with the prior approval of the Company.

17.5. Leave Settlement:

- 17.5. Upon termination of employment, any unused leave shall be settled in cash.

17.6. Leave and Attendance:

- 17.6. The Company reserves the right to take disciplinary action against an employee for misconduct or neglect of duty.

17.7. Leave and Attendance (2023):

- 17.6. The Company reserves the right to take disciplinary action against an employee for misconduct or neglect of duty.

****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.

+ 2018 Manual: "All employees must retire at age 60." (Source: Employee_Manual_2018.pdf, Page/Chunk: Page 20, Section: 18.1)

+ 2023 Manual: "All employees must retire at age 60." (Source: Employee_Manual_2023.pdf, Page/Chunk: Page 19, Section: 18.1)

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)

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

20.1.1. The performance evaluation of an employee is for improvement of (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*
- *• Employee improvement program/staff development*
- *• Granting of pay increase*
- *• Determining employee's suitability for the job or promotion*
- *• Determining performance bonus awards (if applicable)*

20.1.2. All employees of the Social Security Administration shall be (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 (20.1.3)

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, (20.1.4)

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 (20.1.5)

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 (20.1.6)

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 commencement of duties.

****PART 2: Your Compiled Information and Analysis****

Employee Performance Evaluation Policy Comparison:

2018 Social Security Administration Policy:

- Employees are evaluated annually, with a written performance rating given at the end of the first three months of their probationary period.
- Performance ratings are used to determine salary increases, promotion selection, and retention status in cases of reduction-in-force.
- Employees have the right to discuss their performance ratings with their supervisors.

2023 Social Security Administration Policy:

- Similar to the 2018 policy, employees are evaluated annually, with a written performance rating given at the end of the first three months of their probationary period.
- Performance ratings are used to determine salary increases, promotion selection, and retention status in cases of reduction-in-force.
- Employees have the right to discuss their performance ratings with their supervisors.

Performance Differences:

- The 2023 policy does not explicitly mention that performance ratings are used to determine salary

increases, promotion selection, and retention status in cases of reduction-in-force. However, this is implied in the 2018 policy.

- The 2023 policy does not explicitly state that employees have the right to discuss their performance ratings with their supervisors. This information should be added for clarity.

Performance Similarities:

- Both policies require annual performance evaluations and written performance ratings for new hires during their probationary period.

- Both policies use performance ratings to determine salary increases, promotion selection, and retention status in cases of reduction-in-force.

- Both policies allow employees to discuss their performance ratings with their supervisors.

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.
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Policy Area: 23. Disciplinary Procedures

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

23. Disciplinary Procedures:

7. Nepotism: The Administrator is prohibited from granting preferential treatment to relatives or friends. Any violation of this policy will result in disciplinary action, up to and including termination.
- 7.1. Definition: Nepotism is the practice of favoring relatives or friends, especially by giving them jobs or other benefits, without regard to their qualifications.
- 7.1.1. Siblings: The Administrator will not grant preferential treatment to siblings, whether they are full siblings (brothers and sisters) or half-siblings.
- 7.1.1.5.1. Nepotism in Hiring: The Administrator will not hire a relative or friend without conducting a

fair and transparent hiring process, including job postings, interviews, and background checks.

7.1.1.5.2. Nepotism in Promotion: The Administrator will not promote a relative or friend without conducting a fair and transparent promotion process, including performance evaluations, interviews, and competitive assessments.

7.2. Conflict of Interest: The Administrator will not engage in any activity that creates a conflict of interest with the duties and responsibilities of the position. This includes, but is not limited to, owning or investing in a business that competes with the organization, or having a personal relationship with a client or customer that could influence the Administrator's decisions.

7.3. Gifts and Gratuities: The Administrator will not accept gifts or gratuities from employees, clients, or customers. Any such acceptance will be considered a violation of this policy and will result in disciplinary action, up to and including termination.

7.4. Political Activity: The Administrator will not engage in political activity while in office. This includes, but is not limited to, endorsing a political candidate or party, or using organizational resources for political purposes.

7.5. Harassment: The Administrator will not engage in any form of harassment, including sexual harassment, racial harassment, or any other form of discrimination. Any such conduct will result in disciplinary action, up to and including termination.

7.6. Discrimination: The Administrator will not discriminate against any employee based on their race, color, religion, sex, national origin, age, disability, or genetic information. Any such discrimination will result in disciplinary action, up to and including termination.

7.7. Leave of Absence: The Administrator will not grant a leave of absence for an employee unless the employee has exhausted all other leave options and the leave is necessary for a medical emergency or other compelling reason.

7.8. Performance Improvement Plan: The Administrator will not implement a performance improvement plan without first conducting a thorough performance evaluation and providing the employee with a written plan outlining the expected improvements.

7.9. Termination: The Administrator will terminate an employee for cause, including, but not limited to, violation of this policy, gross misconduct, or illegal activity.

7.10. Disciplinary Action: The Administrator will take disciplinary action against an employee for any violation of this policy, up to and including termination.

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

No contradictions or significant changes identified.

Policy Area: 24. Nepotism

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

24. Nepotism:

* Section 24.1: The hiring of persons in a supervision-subordinate relationship is prohibited. This includes the following relationships:

- * Spouse
- * Child, including stepchild
- * Brother or sister

* Section 24.2: Exception: The Board may grant exceptions to the above prohibitions only when such exception is in the best interest of the Social Security Administration.

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

* No contradictions or significant changes identified.

Policy Area: 25. Social Security Employee Code of Conduct

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

****Social Security Employee Code of Conduct****

****25. Social Security Employee Code of Conduct****

****25.1 General Provisions****

* Employees are expected to conduct themselves in a manner that reflects positively on the Social Security Administration.

* Employees must not engage in any activity that could bring the Administration into disrepute.

* Employees must comply with all applicable laws, rules, and regulations.

****25.2 Nepotism****

* No employee shall be appointed to any position on account of being related to another employee or to any person in whose employ such employee has been employed.

****25.3 Gifts, Donations, and Sponsorships****

* Employees should not seek gifts, donations, or sponsorships from individuals or organizations that could reasonably be expected to influence their official duties.

****25.4 Political Matters****

* Employees must not participate in political matters that could bring them into conflict with their primary duty as Social Security Administration employees.

****25.5 Confidentiality****

* Employees must not discuss any of the Social Security Administration's business, or the business of any of its customers, with any unauthorized person.

****25.6 Workplace Safety****

* Employees must conduct themselves in a manner that ensures their own safety and the safety of others in the workplace.

****25.7 Outside Employment****

* Employees engaged in outside employment must notify the Social Security Administrator of such employment at least five (5) working days before commencing outside employment.

****25.8 Political Matters (Continued)****

* Employees need to ensure that their participation in political matters does not bring them into conflict with their primary duty as Social Security Administration employees.

****25.9 Confidentiality (Continued)****

* Employees must not remove, or allow others to remove, any documents of the Social Security Administration, or documents regarding the business of any of its customers, without authorization.

****25.10 Workplace Safety (Continued)****

* Employees must conduct themselves in a manner that ensures their own safety and the safety of others in the workplace.

****25.11 Personal Conduct****

* Employees must conduct themselves in a manner that reflects positively on the Social Security Administration.

****25.12 Application of Code of Conduct****

* No set of rules can be all encompassing. When an employee is faced with a situation, where the employee believes the code is silent or the situation is not covered by the code, the employee should consult with their supervisor or the Human Resources Department for guidance.

****PART 2: Your Compiled Information and Analysis****

*** **Differences between the 2018 and 2023 versions:****

* The 2023 version includes additional language in sections 25.9 and 25.10, which were not present in the 2018 version.

* The 2023 version includes a statement that no set of rules can be all encompassing and that employees should consult with their supervisor or the Human Resources Department for guidance when faced with a situation not covered by the code.

*** **Changes from the 2018 version to the 2023 version:****

* The addition of the statement in section 25.9 about removing or allowing others to remove documents without authorization.

* The addition of the statement in section 25.10 about employees conducting themselves in a manner that ensures their own safety and the safety of others in the workplace.

* The addition of the statement in section 25.12 about no set of rules being all encompassing and the need to consult with supervisors or the Human Resources Department for guidance.

Policy Area: 26. Revisions or Amendments

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

26. Revisions or Amendments:

The rules and regulations stated in this Manual may be revised or amended, provided such revision or amendment is submitted in writing to the Board through the Administrator, at least five (5) days prior to the next scheduled Board meeting, excluding the Annual Meeting of the Board, which agenda is limited to the organization of the Board.

26.1. The rules and regulations stated in this Manual may be revised or amended, provided such revision or amendment is submitted in writing to the Board through the Administrator, at least five (5) days prior to the next scheduled Board meeting, excluding the Annual Meeting of the Board, which agenda is limited to the organization of the Board.

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

No contradictions or significant changes identified.
