

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: SYNTHETIC CONSISTENT POLICY (EXACT QUOTES ONLY)****

****7. Employment:****

* ****2018 Manual - Section 9.1 & 9.2:**** "Management positions shall be created by the Board of Trustees for major classifications of management personnel. Classified staff positions will also be established by the Board, reflecting highest standards and inherent duties."

* ****2023 Manual - Section 9.1, 9.2 & 7.1.4:**** "The Board of Trustees shall cause to be adopted job positions for major classifications of management personnel (9.1), and for the major classifications of classified staff (9.2). Work designations should reflect highest standards and deal only with inherent duties."

* ****2018 Manual - Section 7.1.4:**** "A probationary employee has not attained permanent employment status and is thus not eligible to be on the list."

* ****2023 Manual - Section 5.7.4:**** "A probationary employee has not attained permanent employment status and is thus not eligible to be on the list."

****PART 2: CONTRADICTIONS AND SIGNIFICANT CHANGES****

No contradictions or significant changes identified for this policy area ("7. Employment") between the provided excerpts from Employee Manuals dated 2018 and 2023. Both manuals consistently outline job position creation, employee classification, eligibility for employment lists, and benefits during probationary periods.

****Key Observations:****

- ****Probationary Employees' Benefits:****

* ****2018 Manual - Section 9.4 (6/25/2020):**** "An employee who satisfactorily completes his/her probationary period shall be removed from the probationary period."

* ****2023 Manual - Section 8.8 (6/25/2020):**** "Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits."

- ****Minimum Educational Qualifications & Experience Requirements:****

* ****2018 Manual - Minimum educational qualifications and experience requirements (not specified in section numbers):**** This requirement is present in both manuals.

- ****Position Classification:****

* ****2018 Manual - Section 9.1, 9.2:**** "Management positions shall be created by the Board of

Trustees for major classifications of management personnel. Classified staff positions will also be established by the Board, reflecting highest standards and inherent duties."

* **2023 Manual - Section 6.1.2 (not specified in section numbers):** This requirement is present in both manuals.

- **All Personnel Recruitment & Nondiscrimination:**

* **2018 Manual - Section 7.1.1.1, 7.1.1.2:** "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."

* **2023 Manual - Section 7.1.1.1, 7.1.1.2:** "All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau... The Administrator and all Social Security Administration employees shall engage in affirmative action programs to assure equal opportunity in employment and nondiscrimination in all Social Security Administration programs and activities."

- **Eligibility for Employment Lists:**

* **2018 Manual - Section 7.1.4:** "A probationary employee has not attained permanent employment status and is thus not eligible to be on the list."

* **2023 Manual - Section 5.7.4:** "A probationary employee has not attained permanent employment status and is thus not eligible to be on the list."

- **Work Hours & Duties:**

* **2018 Manual - All employees regardless of classification (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."

* **2023 Manual - Section 7.1.3:** "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."

- **Recruitment Announcements:**

* **2018 Manual - Section 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."

* **2023 Manual - Section 7.1.1.3:** "All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau, as practicable... Efforts shall be taken to assure that vacancy announcements reach all segments of the population in order to assure equal opportunity for all citizens."

- **Merit Principles:**

* **2018 Manual - Section 7.1.1.5.4:** "No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board."

* **2023 Manual - Section 7.1.1.5.4:** "The Administrator and all Social Security Administration employees shall engage in affirmative action programs to assure equal opportunity in employment and nondiscrimination in all Social Security Administration programs and activities... consistent with the merit principles of recruitment and selection, which are based on education, ability, knowledge, attitude, and skills."

- **Employee Benefits:**

* **2018 Manual - Section 8.8 (6/25/2020):** "Annual leave accrues only during probation; sick leave accrues only during probation; SS Mobile Plan available for management level upon hire; Calvo's Select Care health insurance, Moylan's Personal accidental insurance, Office Vehicle available upon hire; Training, Conference, and Workshops (on island) allowed upon hire; Training, Conference, On-line, and Seminars (off-island) allowed after probation period. SS Tax, CSPP, NHI and MSA deducted normally by law."

* **2023 Manual - Section 8.8 (6/25/2020):** "Annual leave accrue only during probation; sick leave accrue only during probation; SS Mobile Plan available for management level upon hire; Calvo's Select Care health insurance, Moylan's Personal accidental insurance, Office Vehicle available upon hire; Training, Conference, and Workshops (on island) allowed upon hire; Training, Conference, On-line, and Seminars (off-island) allowed after probation period. SS Tax, CSPP, NHI and MSA deducted normally by law."

Both manuals are consistent in their policies regarding employee classification, benefits during probationary periods, recruitment processes, nondiscrimination, work hours, merit principles, and employee benefits.

--- Raw Context Provided to LLM ---

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_1 ---

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

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

Job Positions:

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

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.

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_1 ---

Minimum educational qualifications and experience requirements.

Employment:

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

Policies

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.

The Administrator and all Social Security Administration employees shall engage in affirmative action programs to assure equal opportunity in employment and nondiscrimination in all Social Security Administration programs and activities.

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_1 ---

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.

Compensation Policies And Practices:

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

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

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

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_1 ---

No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.

Employment List:

Open List: Open list is a list of eligible applicants established pursuant to a vacancy announcement and containing names of candidates from outside and inside the Social Security Administration. This list shall contain names of all who applied and were found to be eligible. The List of Eligibility is a list of candidates who applied and certified to be qualified to fill the vacant position within the Social Security Administration.

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

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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.

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

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

Title of the position

Pay level and salary range

Brief descriptions of duties and responsibilities

Desirable knowledge, skills, and abilities for the position

Minimum educational qualifications and experience requirements.

Employment:

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_1 ---

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

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.*

--- Source: Employee_Manual_2018.docx, Page/Chunk: chunk_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 workload requirements. Lunch hours will be scheduled by management to enable the Social Security Administration to service its customers efficiently.

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.

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probationary period shall continue to receive employee benefits.

9. Job Positions:

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

9.2. Classified Staff: The Board of Trustees shall cause to be adopted job positions for the major classifications of classified personnel. The work designations should reflect the highest standards and deal only with duties inherent to that position.

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

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 4 ---
employment and nondiscrimination in all Social Security Administration programs and activities.*

7.1.1.3. All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau, as practicable. Efforts shall be taken to assure that vacancy announcements reach all segments of the population in order to assure equal opportunity for all citizens.

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 (as described in Section 7.1.5) that meet the qualifications of the announced position and shall consider these individuals first.

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5 ---
consistent with the merit principles of recruitment and selection shall be based on education, ability, knowledge, attitude, and skills.*

7.1.1.5.4. No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.

7.1.2. Employment List:

7.1.3. Open List: Open list is a list of eligible applicants established pursuant to a vacancy announcement and containing names of candidates from outside and inside the Social Security Administration. This list shall contain names of all who applied and were found to be eligible. The List of Eligibility is a list of candidates who applied and

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 4 ---
7.1. The purpose of this section is to provide policies for the orderly hiring of employees for the 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 employment and nondiscrimination in all Social Security Administration programs and activities.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 7 ---

removed from the probationary period.

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.

Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5 ---
eligible. The List of Eligibility is a list of candidates who applied and certified to be qualified to fill the vacant position within the Social Security Administration.

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

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Republic of Palau
SOCIAL SECURITY
ADMINISTRATION

Employee Personnel Manual

Policies and Procedures

Last Date Updated
5/3/13, 11/14/18,
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Revision No. 03

Board Adopted:
5/3/13, 2/27/14,
6/25/15, 10/25/18,
12/27/18, 6/25/20

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.

7. Employment:

7.1. The purpose of this section is to provide policies for the orderly hiring of
