

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****

*** **REPRODUCED THE FOLLOWING TEXT EXACTLY AS PROVIDED. DO NOT REPHRASE, MODIFY, OR ADD TO IT.****

****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****

* 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.

****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.****

* This policy remains unchanged between the 2018 and 2023 manuals.

****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.****

* This policy remains unchanged between the 2018 and 2023 manuals.

****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.****

- * This policy remains unchanged between the 2018 and 2023 manuals. However, the 2023 manual adds a specific mention of considering existing employees on the Promotion List before announcing the position internally.
- **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.**
- * This policy remains unchanged between the 2018 and 2023 manuals, with the addition of a specific mention in the 2023 manual about considering existing employees on the Promotion List.
- **7.1.1.5. The evaluation (7.1.1.5.1) 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.**
- * This policy remains unchanged between the 2018 and 2023 manuals.
- **7.1.1.5.1. The evaluation will consist of various combinations as appropriate to the position, as follows: (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference check, and (f) physical examination.**
- * This policy remains unchanged between the 2018 and 2023 manuals.
- **7.1.1.5.2. All eligible applicants shall be certified, ranked, and placed on an eligible list. Selections shall be made from eligible list.**
- * This policy remains unchanged between the 2018 and 2023 manuals.
- **7.1.1.5.3. Selection of eligible applicants shall be accomplished consistently with the merit principles of recruitment and selection.**
- * This policy remains unchanged between the 2018 and 2023 manuals.
- **7.1.1.5.4. No person shall be appointed to, employed, and / (7.1.1.5.4) consistent with the merit principles of recruitment and selection shall be based on education, ability, knowledge, attitude, and skills. 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.**
- * This policy remains unchanged between the 2018 and 2023 manuals. However, the 2023 manual adds a specific mention about not being based on education, ability, knowledge, attitude, and skills. Additionally, it mentions that a person cannot be appointed to, employed, and/or paid for service in the SSA until the position has been duly established and allocated to its proper class and salary by the Board.

****7.1.2. 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.

****PART 2: Compared the 2018 and 2023 Policies****

* The policies regarding job-related evaluation, announcement of vacancies, and selection based on merit principles remain unchanged between the 2018 and 2023 manuals.

* The 2023 manual adds specific mentions about considering existing employees on the Promotion List before announcing the position internally (7.1.1.3.1) and not being based on education, ability, knowledge, attitude, and skills (7.1.1.5.4). Additionally, it mentions that a person cannot be appointed to, employed, and/or paid for service in the SSA until the position has been duly established and allocated to its proper class and salary by the Board.

* The 2023 manual also introduces the concept of an "Open List" (7.1.2. Employment List), which is not mentioned in the 2018 manual. This list contains names of candidates from outside and inside the Social Security Administration who have applied and been found to be eligible for a vacant position.

* The 2023 manual also specifies that a probationary employee has not attained permanent employment status and is thus not eligible to be on the list (7.1.4). This information is not explicitly stated in the 2018 manual.

--- Raw Context Provided to LLM ---

--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 7.1. The purpose of this section is to provide policies for the orderly hiring of (7.1) ---

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 non discrimination in all Social Security Administration programs and activities.

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--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 7.1.1.3. All personnel recruitment requirements shall be announced through (7.1.1.3) --- 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: 4, Section: 7.1.1.3. All personnel recruitment requirements shall be announced through (7.1.1.3) --- employment and nondiscrimination in all Social Security Administration programs and activities.

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--- Source: Employee_Manual_2018.pdf, Page/Chunk: 5, Section: 7.1.1.5.1. The evaluation (7.1.1.5.1) --- 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.

7.1.1.5.1. The evaluation will consist of various combinations as appropriate to the position, as follows: (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference check, and (f) physical examination.

7.1.1.5.2. All eligible applicants shall be certified, ranked, and placed on an eligible list. Selections shall be made from eligible list.

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

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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 certified to be qualified to fill the vacant position within the Social

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