

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

****CONTENTS****

- * 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.
- * 7.1.1.5: 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: 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.
- * 7.1.3: Open List (continued): The List of Eligibility is a list of candidates who applied and were found to be eligible for a specific position.
- * 7.1.4: Employment List (continued): The Employment 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 for a specific position.
- * 7.1.5: 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.
- * 7.1.6: Affirmative Action Programs: 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.
- * 7.1.7: Employee's Benefits: (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 available upon hire, Moylan's Personal accidental insurance available upon hire, 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.
- * 7.1.8: Employee's Benefits (continued): Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.

****PART 1: SYNTHESIZED CONSISTENT POLICY****

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

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