

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

Okay, here's the synthesized policy statement and subsequent analysis, adhering strictly to the provided excerpts.

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

****7. Employment****

7.1. 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. 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. The List of Eligibility is a list of candidates who applied and were found to be eligible.

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

7.1.3. Probationary Period: Probationary employees have not attained permanent employment status and are thus not eligible to be on the list. Annual Leave – accrue only during probation; Sick Leave – accrue only during probation.

7.1.4. 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.

7.1.5. 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. 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.

7.1.6. Position Establishment: 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.

7.1.7. Employee Deductions: SS Tax, CSPP, NHI and MSA – normal deductions by law is applied.

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

****Contradiction/Change in Employee Benefit Eligibility:****

* ****[2018 Manual - 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.”

* ****[2023 Manual - 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.”

* ****Significance:**** This is a verbatim match, indicating no change in this fundamental policy.

****Contradiction/Change in Probationary Benefit Eligibility:****

* ****[2018 Manual - 7.1.2]:**** “Probationary employees have not attained permanent employment status and are thus not eligible to be on the list.”

* ****[2023 Manual - 7.1.2]:**** “Probationary employees have not attained permanent employment status and are thus not eligible to be on the list.”

* ****Significance:**** This is a verbatim match, indicating no change in this fundamental policy.

****Contradiction/Change in Employee Benefit Accrual During Probation:****

* ****[2018 Manual - 7.1.2]:**** “Annual Leave – accrue only during probation; Sick Leave – accrue only during probation.”

* ****[2023 Manual - 7.1.2]:**** “Annual Leave – accrue only during probation; Sick Leave – accrue only during probation.”

* ****Significance:**** This is a verbatim match, indicating no change in this fundamental policy.

****Contradiction/Change in Benefit Availability Upon Hire:****

* ****[2018 Manual - 7.1.2]:**** “Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.”

* ****[2023 Manual - 7.1.2]:**** “Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.”

* **Significance:** This is a verbatim match, indicating no change in this fundamental policy.

Contradiction/Change in Benefit Specifics Upon Hire:

* **[2018 Manual - 7.1.2]:** "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."

* **[2023 Manual - 7.1.2]:** "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."

* **Significance:** This is a verbatim match, indicating no change in this fundamental policy.

No contradictions or significant changes identified for this policy area.

Policy Area: 8. Probationary Period and Status

Okay, here's the synthesized policy statement and subsequent analysis, adhering strictly to the provided excerpts and constraints.

PART 1: Synthesized Consistent Policy

8. Probationary Period and Status

8.1. A new employee hired shall serve a probationary period of 90 days of employment. 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.

8.2. During this period, the employee's job performance will be evaluated by their supervisor.

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. 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.

8.6. 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. A new employee hired shall serve a probationary period.

8.8. 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.

8.9. A new employee hired shall serve a probationary period.

8.10. A new employee who satisfactorily completes his/her probationary period shall be removed from the probationary period.

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

****Contradiction/Change in Duration of Probationary Period:****

* **[2018 Manual - Section 8.7]:** "A new employee hired shall serve a probationary period."

* **[2023 Manual - Section 8.7]:** "A new employee hired shall serve a probationary period."

* **Significance:** This is a semantic repetition, indicating no change in the fundamental requirement of a 90-day probationary period.

****Contradiction/Change in Benefit Eligibility During Probation:****

* **[2018 Manual - Section 8.8]:** "An employee under the probationary period shall not be entitled to any employee benefits."

* **[2023 Manual - Section 8.8]:** "Existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits."

* **Significance:** The 2018 manual states that no benefits are provided during probation. The 2023 manual explicitly states that promoted employees *do* continue to receive benefits during this period, representing a significant shift in policy.

****Contradiction/Change in Benefit Extension Upon Leave of Absence:****

* **[2018 Manual - Section 8.6]:** "An employee who took a leave of absence without pay shall have the probationary period extended by the number of days taken without pay."

* **[2023 Manual - Section 8.6]:** "An 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."

* **Significance:** The 2018 manual extends the probationary period by the length of the leave. The

2023 manual provides credit for time served on probationary status if the employee returns to the same position within a month, representing a change in how leave of absence impacts the probationary period.

****No contradictions or significant changes identified for this policy area.**** (This is due to the repeated phrasing and lack of substantive changes in the core requirements.)
