

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****

* 7.1.1.5.4: 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.

* 7.1.1.5.1: 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.

* 7.1.1.3.3: 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.

* 7.1.2. Employment List: This list contains names of all who applied and were found to be eligible for a position within the Social Security Administration.

* 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.

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

****PART 1: SYNTHESIZED CONSISTENT POLICY (VERBATIM)****

*** **Hiring Process:****

* The Social Security Administration follows a merit-based hiring process, ensuring equal opportunity for all applicants and employees.

* Recruitment and selection are consistent with the merit principles of recruitment and selection.

* Applicants must meet job-related qualifications to be considered for a position.

*** **Evaluation:****

* Applicants undergo various evaluations, including practical written examinations, performance tests, oral interviews, rating of training and experience, background and reference checks, and physical examinations.

* The evaluation is designed to reveal the applicant's capacity to successfully perform the duties of the position.

*** **Eligible List:****

- * Applicants are certified, ranked, and placed on an eligible list for selection.
- * Selections are made from the eligible list, ensuring fairness and consistency in the hiring process.
- * **Internal Announcement:**
- * Before announcing a position vacancy externally, the Social Security Administration shall announce it internally to consider existing employees who meet the qualifications first.
- * **Open List:**
- * An 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.
- * **Probationary Employment:**
- * 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 were identified in the provided excerpts from the Employee Manuals. The policies and procedures for hiring employees within the Social Security Administration remain consistent across the 2018 and 2023 manuals.

--- Raw Context Provided to LLM ---

*--- Source: Employee_Manual_2018.pdf, Page/Chunk: 5, Section: 7.1.1.5.4 ---
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
certified to be qualified to fill the vacant position within the Social*

*--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 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.*

*--- Source: Employee_Manual_2018.pdf, Page/Chunk: 4, Section: 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.

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Republic of Palau
SOCIAL SECURITY
ADMINISTRATION

Employee Personnel Manual

Policies and Procedures

Last Date Updated
05/03/2013
11/14/2018
06/25/2020

Revision No. 02

Board Adopted:
05/03/2013
06/25/2015
10/25/2018

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 of intent to remove him/her from the position. The employee shall then be appointed to any vacant position for which qualified. The management will endeavor 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

--- Source: Employee_Manual_2018.pdf, Page/Chunk: 5, Section: 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

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 4, Section: 7.1.1.3 ---
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