

# ***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\*\***

This document provides a comparison of the employment policies from two different versions of the Social Security Administration's employee manual: the 2018 manual and the 2023 manual. The analysis focuses on sections related to job positions, compensation, and employment benefits.

### **\*\*PART 1: SYNTHESIZED CONSISTENT POLICY (EXACT QUOTES ONLY)\*\***

#### **1. \*\*Job Positions:\*\***

- The 2018 manual states that the Board of Trustees is responsible for creating job positions for major classifications of management and classified staff, with duties reflected in the highest standards.
- The 2023 manual maintains the same policy but adds that all employees, regardless of classification, will be designated to work 40 hours per week.

#### **2. \*\*Compensation Policies:\*\***

- Both manuals do not have specific compensation policies mentioned in the provided excerpts. However, the 2023 manual mentions that all personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau.

#### **3. \*\*Employment Benefits:\*\***

- The 2018 manual does not explicitly mention employment benefits for probationary employees.
- The 2023 manual states that existing employees who are promoted to a new position and serving under the probationary period shall continue to receive employee benefits.

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

There are no contradictions or significant changes in the provided excerpts between the 2018 and 2023 manuals regarding employment policies. Both manuals maintain the same structure and information related to job positions, compensation, and employment 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.*

*--- Source: Employee\_Manual\_2018.docx, Page/Chunk: chunk\_1 ---*

*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\_2023.pdf, Page/Chunk: 7 ---*

*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.*

---