

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: 24. Nepotism

****Part 1: Employee Performance Evaluation****

The Social Security Administration has a comprehensive employee performance evaluation system that includes the following key components:

1. ****Job Description and Duties:**** Each job at the agency is assigned a specific job description outlining the duties, responsibilities, and expectations of the role.
2. ****Performance Standards:**** Clear performance standards are established for each job, which align with the overall goals and objectives of the agency.
3. ****Performance Appraisal:**** Regular performance appraisals are conducted to assess an employee's progress towards meeting the established performance standards. These appraisals may include self-assessments, manager evaluations, and peer reviews.
4. ****Feedback and Coaching:**** Constructive feedback and coaching are provided to employees to help them improve their performance and achieve their goals.
5. ****Goal Setting:**** Employees work with their managers to set short-term and long-term performance goals, which are reviewed and updated regularly.
6. ****Performance Improvement Plans (PIPs):**** If an employee's performance is not meeting the expected standards, a Performance Improvement Plan may be implemented. This plan outlines specific steps the employee must take to improve their performance and includes a timeline for review and evaluation.
7. ****Disciplinary Action:**** If an employee continues to fail to meet the performance standards after receiving feedback, coaching, and a PIP, disciplinary action may be taken, up to and including termination.

****Part 2: Employee Conduct and Ethics****

The Social Security Administration has a strong commitment to maintaining a conduct and ethics policy that promotes fairness, integrity, and respect for all individuals. Key components of the policy include:

1. ****Conflict of Interest:**** Employees are prohibited from engaging in any activity that could create a conflict of interest with their employment with the agency. This includes personal or professional relationships with entities that may benefit or be harmed by the agency's decisions or actions.
2. ****Gifts and Gratuities:**** Employees are prohibited from accepting gifts, donations, or sponsorships from individuals or organizations that have a direct or indirect interest in the agency's activities. Any

gifts received must be declared to the Administrator or the Chairperson of the Board of Trustees.

3. ****Personal and Professional Behavior:**** Employees are expected to conduct themselves in a manner that is consistent with the agency's values and ethical standards. This includes avoiding conflicts of interest, maintaining impartiality, and treating all individuals with respect and fairness.

4. ****Public Comment and Use of Official Information:**** Employees are prohibited from disclosing information related to their employment or the agency's activities to the public without prior approval from the Administrator. This includes news releases to the media and the use of official facilities and equipment for personal use.

5. ****Outside Employment:**** Employees are allowed to engage in outside employment, but only if it does not conflict with their duties and responsibilities with the agency. Employees must notify the Administrator at least five (5) working days before commencing outside employment and may be required to provide a written agreement from their outside employer.

6. ****Political Participations and External Board Appointment:**** Employees are encouraged to exercise their right to vote in public office or political office, but active participation is prohibited except for appointment by the President of the Republic and States representative. Employees must ensure that their participation in political matters does not bring them into conflict with their primary duty as Social Security Employees.

7. ****Privacy and Confidentiality:**** Employees are prohibited from discussing any business or documents related to the agency or its customers with anyone outside of the agency. Employees must also obtain prior authorization from the Administrator before removing or allowing others to remove any documents related to the agency or its customers.

8. ****Workplace Safety:**** Employees are expected to work in a safe and healthy working environment and be considerate of the needs of customers and fellow employees.

9. ****Personal Conduct:**** Employees are expected to conduct themselves in a manner that reflects positively on the agency and its reputation. This includes avoiding behavior that may damage the agency's image or reputation.

10. ****Application of Code of Conduct:**** When an employee is faced with a situation where the code of conduct is silent or they are in doubt about the interpretation, they are encouraged to seek clarification from their supervisor.
