

# ***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**

**\*\*PART 1: Synthesized Policy - Verbatim\*\***

7.1. The purpose of this section is to provide policies for the orderly hiring of employees for various positions within the Social Security Administration.

### 7.1.1. Policies

7.1.1.1. All personnel recruitment and rules 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.

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. 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.

7.1.1.5.1. The evaluation 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. 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 the eligible list.

7.1.1.5.3. Selection of eligible applicants shall be accomplished consistently with the merit principles of recruitment and selection.

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: 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: 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. 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.

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

**\*\*PART 2: Contradictions & Significant Changes\*\***

No contradictions or significant changes identified.

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