

**SAMPLES OF PROPOSED AMENDMENTS  
SPREP STAFF REGULATIONS  
July 2011**

	Staff Regulation	Secretariat's Comments
1	<p><b>Regulation 13</b> <b><i>Appointment Procedures</i></b></p> <p>No appointment is valid which is not the subject of a written offer of employment signed by the Director or an authorized representative, and a written acceptance signed by the appointee. Every offer of employment shall contain a statement of duties, all the terms and conditions of employment and a copy of the Staff Regulations.</p> <p>(b) An appointment is either temporary or on a fixed or short term contract. The length of appointment of a temporary or contract staff member is set by the Director according to the requirements of the work programme and available funding.</p> <p>(c) The term of appointment of a support staff member shall not exceed a maximum of three years. Such period may be extended for a term or terms of up to the same duration, subject to the work programme requirements and available funding and provided the employee's work performance has been satisfactory.</p> <p>(d) A temporary appointment may not exceed a period of six months. A temporary appointment is usually made to replace a support staff member who has resigned at short notice or is on leave.</p> <p>(e) A fixed term appointment for professional staff shall not exceed a maximum of three years. A short term appointment for professional staff is for any period less than three years and is subject to such terms and conditions as the Director determines, but within the salary scale applicable to SPREP. Subject to Regulation 13(g) a short term appointment may be renewed for a further term or terms.</p> <p>(f) Subject to Regulation 13(g), a fixed term appointment of three years for professional staff is renewable, based on the needs of SPREP, and the merit and performance of the employee, for a further period not exceeding three years.</p>	<ul style="list-style-type: none"> <li>• A Recruitment &amp; Selection policy approved by the Executive exists. It covers all the details and more as outlined in Regs 13.</li> <li>• Some of these details should be able to be amended by the Director to make the process more efficient</li> </ul>

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	<p>(g) When an aggregate period of six years has been served by professional staff it shall be mandatory for that position to be re-advertised. The incumbent is eligible to apply and should the Director decide to reappoint the incumbent on merit he/she may do so provided a report is made to the next SPREP Meeting.</p> <p>(h) The length, terms and conditions of appointment may be varied by the mutual agreement in writing of the Director and employee subject to the establishment and remuneration policy set by the SPREP Meeting. Duties of staff may be revised at any time by the Director in accordance with changes in work priorities.</p> <p>(i) Appointment is provisional until confirmed. Appointment is subject to a satisfactory medical examination by a designated medical practitioner and a probationary period of six months' service which may be extended or reduced by the Director. At the end of the probationary period the Director shall in writing:</p> <ul style="list-style-type: none"> <li>(i) confirm the appointment; or</li> <li>(ii) extend the probationary period; or</li> <li>(iii) terminate the appointment.</li> </ul> <p>(j) The appointment of:</p> <ul style="list-style-type: none"> <li>(i) an expatriate runs from the date of leaving home to take up appointment with SPREP;</li> <li>(ii) a local employee from the date of taking up duties with SPREP.</li> </ul> <p>(k) Salary is earned for an expatriate staff from the date set in accordance with Regulation 13 (j)(i) and for a local employee from the date set in accordance with Regulation 13(j)(ii).</p>	
	<p><b>Regulation 16(a)</b> <b>Removal Expenses</b></p> <p>(ii) The reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects as follows-</p> <ul style="list-style-type: none"> <li>(a) a maximum of one 20 ft container for the staff member and dependants</li> <li>(b) up to 20 kilos of excess baggage per staff member and individual family members of all staff recruited from outside Samoa.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor issues like 20ft container and 20 kilos require change from time to time.</li> </ul>

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3	<p><b>Regulation 20</b></p> <p><b>Performance Increments</b></p> <p>(d) (i) The Director may authorise an increment to a staff member at the completion of each year's of service based on the staff member's annual performance assessment and where he/she has not reached the maximum of the salary grade for his/her position. Where the staff member's performance has not been considered highly satisfactory, the Director or his/her delegate will explain to the staff member why he/she will not receive an increment, or in the case of poor performance, why his/her salary will be reduced by an increment.</p> <p>(ii) For support staff, the Director may authorize an increment in recognition of permanent increases in formal skill levels of that staff, relevant to his/her duties in SPREP; or where the Director is satisfied that the staff has permanently increased his/her capacity to accept responsibility in his/her duties within SPREP.</p> <p><b>Performance Bonus</b></p> <p>(e) Where a support staff has reached the maximum salary point in his/her approved salary scale and where that employee's work performance is assessed as having been highly satisfactory on completion of a particular year's service, the Director may grant a fixed sum performance bonus payment to that staff, provided that any such bonus:</p> <p>(i) is not made as a permanent increase in the salary of the staff;</p> <p>(ii) can be fully financed from available budgetary provision in that year; and</p> <p>(iii) shall not exceed 5% of the staff's current salary.</p>	<ul style="list-style-type: none"> <li>• No longer relevant in line with the new Performance Development System where no more increments are granted.</li> <li>• Same for support staff – no bonus is granted once they reach the maximum.</li> </ul>
4	<p><b>Regulation 25</b></p> <p><b>Annual Leave</b></p> <p>(a) The annual leave entitlement is: Professional Staff : 25 working days. Support Staff : 15 working days</p> <p>(b) For each staff member the leave year runs from the date of appointment to its anniversary and thereafter from anniversary to anniversary. Leave accumulates with the passing of the leave year with the full entitlement, minus any leave taken, falling due on the anniversary of</p>	<ul style="list-style-type: none"> <li>• Administrative details are included in relevant Leave policies. Some of the details included in Staff Regs, e.g. Each staff has to apply to carry forward leave and Director has to approve all leave carried forward are impractical and no longer relevant.</li> </ul>

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	<p>appointment.</p> <p>(c) If a Samoan public holiday is observed on a normal working day while a staff member is on annual leave or duty travel that day shall be added to his or her entitlement.</p> <p>(d) Applications for leave should where possible be received by the Director 30 days before the leave applied for begins.</p> <p>(e) Annual leave does not carry over from one leave year to the next without written approval from the Director. Subject to this provision, annual leave may be accrued up to 50 working days at each anniversary of appointment. In considering applications to carry over annual leave, the Director will have regard both to the requirements of SPREP and the situation of the staff member.</p> <p>(f) SPREP will only pay salary in lieu of unexpended leave at the end of a contract. Cases involving dismissal under Regulation 30(b) will not receive salary in lieu of unexpended leave.</p>	
5	<ul style="list-style-type: none"> <li>• All the salary scales, allowances and COLDA index – exact figures are built into the Staff Regs.</li> <li>• Procedures on support staff overtime, transport and meal allowances.</li> </ul>	<p>These figures change every year.</p> <ul style="list-style-type: none"> <li>• These are procedural issues covered under internal policies.</li> <li>• For example: in 2010, SPREP Meeting approved an increase of meal allowance from \$10 to \$12. An increase of \$2 and had to go to the SPREP Meeting for approval.</li> <li>• The COLDA Index is supposed to change every 6 months but it is set in the Staff Regs.</li> <li>• The Staff Regs should cover the overarching principle that SPREP should follow when determining these issues but details to be in the internal policies.</li> </ul>