

HR NEWS - OCTOBER 2008
FROM THE DESK OF THE TEAM AT PSC

HR SYSTEM EXPECTED TO BE ON LINE BY THE FIRST WEEK IN DECEMBER



Following key-user training the next phase in the implementation is entering data into the system.

This will occur centrally at the PSC commencing on 28th October and finishing on 7th November.

With each Ministry/Office responsible for their own data it is crucial that the information that is enter is both accurate and relevant. If time is taken now to input the data accurately then this will benefit all end users in the next phase of the project. **"Testing & Trialling"**. Don't forget **GIGO** (Garbage In Garbage Out!). Accurate information entered now will enable all end users to use the system to its maximum capacity when it becomes fully operational.



With a target go live date of the first week of December 2008. It is great to see these key milestones being ticked off on our project plan and the work of all Ministries to support this is greatly appreciated by the PSC so well done..



DID YOU KNOW?

Helen Vines' article in the September 2008 edition of hrMONTHLY advises that in Australia about 50% of women in the workforce do not receive and are not eligible to paid maternity leave of any description.

So how does this compare with the public service in Samoa?

The Government of Samoa is committed to meet its obligations as signatory to the International Convention on the Elimination of Discrimination against Women and provides paid period of maternity leave for all female employees except term employees:-

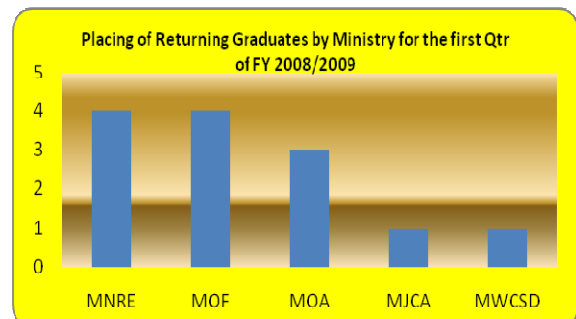
- 2 weeks - female wage workers
- 8 weeks - all other female workers

RETURNING GRADUATES



The HR Policy and Legal Section of the PSC manage

the placement of returning graduates. In the first quarter of the current financial year the section has directly placed 13 graduates into a variety of Ministries. A breakdown of where these 13 graduates have been placed follows.



HR NEWS - OCTOBER 2008

FROM THE DESK OF THE TEAM AT PSC

WHAT AGE ARE AN EMPLOYEE'S RETIREMENT BENEFITS PAID?



Recently there have been a number of cases where the PSC have discovered that employees have not received their retirement benefits in accordance with Employment Instruction 14B.

This instruction outlines the process that is to be used when an employee reaches the retirement age of 55. In **all cases** regardless of whether or not the employee has had approval to work beyond the age of 55 the employee is to be paid their retirement benefit.

Please be mindful of this requirement. In the case of an employee being allowed to work beyond the age of 55 they cease employment on a permanent basis and become a term employee on terms and conditions applicable to that category of employee.

IMPORTANT RECRUITMENT REMINDER



In the August HR News we outlined the need for diligence when short listing applicants for advertised positions. A number of appeals have been lodged recently where applicants who clearly did not meet the essential criteria were interviewed. We would like to **reiterate** what was said before on this matter.

During the pre-interview assessment of applications you need to:-

- 👁 Review the formal application that addresses the selection criteria
- 👉 If an applicant doesn't address the selection criteria - then they should **not** be interviewed - it is unfair to other applicants who have taken time and effort to submit a proper application for the position
- ☒ Just because either you know an applicant personally or professionally is not good enough grounds to interview them. They have to demonstrate in their application that they meet all of the criteria in the same way as other applicants.
- 👉 If an applicant does not meet **all** of the essential criteria then they should be excluded from the interview process *It is wrong to give people false hope by interviewing them if they do not have the minimum experience or qualification for the role. This may also result in an appeal being lodged with the PSC unnecessarily*

Finally look at the Job Application Form. Has the applicant declared any of the following:-

- A discipline record
 - Criminal convictions
 - Current legal proceeding against them
- If they have, then they should provide details regarding the context of this under separate cover. All this information is relevant and pertinent to the assessment process and needs to be taken into account during short listing. If in doubt contact the HR Policy and Legal section of the PSC for advice.



WATCH OUT FOR THE NOVEMBER EDITION OF THE HR NEWS

PSCNL/04