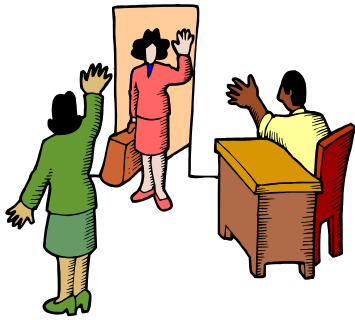


HR NEWS - SEPTEMBER 2008 FROM THE DESK OF THE TEAM AT PSC



CHANGES AT THE PSC

After a long and distinguished career the team at the PSC is saddened to lose its CEO Fa'amausili Dr Matagi alofi Lua'iufi. She has resigned after 24+ years of loyal service to the Samoan public sector. As the driving force behind public sector reforms she has guided and formed our team in many ways and when we reflect upon her attributes the following words spring to mind:-

- Direct
- Innovator
- Explorer
- Supporter
- Developer

Direct in her leadership style in that she is a hard task-master and always demanded the best from her staff. Innovative in the way that she conceptualised and guided us to creative problem solving. Exploring in the way that she has not been afraid to try new and different ways of doing things always seeking best practise human resource management in the public service in Samoa and the wider Pacific Region. Supporting and developing in the way that she has encouraged the team to learn and grow and "fly the nest" encouraging staff to apply for promotion when the time was right.

We will miss her tremendously and know that many of her colleagues in the service will too and wish her well for the future. She will be greatly missed.



21ST OCTOBER 2008

Just a reminder from the Contractual Employment section of the PSC that Chief Executive Officer's Performance Review and Performance Agreement documentation **must** be lodged with the Commission by Tuesday, 21st October. If this does not occur then the incumbent will be in breach of their employment contract. It is the role of the HRC to support their CEO to ensure that they meet the timelines set by the Commission.

The performance review period is retrospective (2007/2008) and the performance agreement is prospective (2008/9). Should clarification be required about what needs to be done or the format required please contact Rita Ale at the PSC on ext 19 or by email rale@psc.gov.ws who will be happy to assist.

REVIEW OF WORKING CONDITIONS AND ENTITLEMENTS



For some time the PSC has been reviewing the Working Conditions and Entitlements Manual to ensure that it meets both legislative and regulatory requirements. The team has been working to provide a manual that incorporates all relevant Commission Determinations, providing practical examples of how they should be applied. In

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In addition, the team has considered how to continually update the manual to minimise the need for future major revisions. It is because of this that a register of updates will be introduced in the body of the document to ensure that superseded Determinations can be replaced and filed in the future in a systematic way. Thus ensuring that the most recent and up-to-date information can be referred to.

Whilst we acknowledge there has been limited consultation with Ministries about the content and form of the manual an opportunity will be provided to all HRC's to comment on the draft manual prior to its official distribution.

Future reviews planned include the Recruitment and Selection Manual and the Grievance Manual



RETRIEVING INFORMATION IS GOING TO BE SO MUCH EASIER!

The long awaited HR System is nearly ready to become operational across the Public Sector. Key user training commenced on 22nd September and will be completed by 10th October. It is vital that all Ministries support the release of the participants in this training and the HRMIS division of the PSC thank you for your continued support of this project.

PERFORMANCE REVIEWS - YEARLY OR TWICE YEARLY?

Clarification has been sought about the frequency of performance reviews for contract employees. In all cases, the

employee must refer back to their original contract of employment. In other words for all current contracts the performance review intervals will be contained within that document. As a rule all contracts signed in 2005, 2006 and until June 2007 have a requirement for performance to be reviewed every 6 months. From that date onwards, the performance review requirement changed to an annual requirement but this was **only** for new contracts. It is the responsibility of the contractee to ensure that they meet these requirements and that all relevant documentation is submitted to the Commission within specified time lines. When a contract's term finishes and the position is advertised the performance of the current incumbent is reviewed as part of the recruitment and selection process. Therefore, the completion of performance review documentation is vital. For further information, contact Rita Ale on ext 19 or by email rale@psc.gov.ws

YOUR INPUT IS VALUED

Did you know that this newsletter was developed to provide not only information about working conditions and entitlements but also to share with other Ministries the real issues that affect you daily in the execution of your duties. If you have an issue that you would like to read about in future editions please let us know. Contact Mika at this office on ext 23 or email him on mkelekolio@psc.gov.ws



WATCH OUT FOR THE OCTOBER EDITION OF THE HR NEWS - WHY NOT SUBMIT A STORY FOR PUBLICATION?