

MARCH/APRIL EDITION OF THE HR NEWS 2010 FROM THE DESK OF THE TEAM AT PSC

CEOs FORUM



A consultation with CEOs of Government Ministries and Corporations to inform of the Professional Development Strategy for the Senior Executive Service was held on April 9 2010 at Orator Hotel. As can be seen from the above photo the participation was fantastic. Discussions were lively and we look forward to the CEO Forum in October 2010. (E-copy of photo can be downloaded from PSC website)

Code of Conduct:

Ministries are to be commended for their efforts in ensuring that staff comply with the Code of Conduct. There has been a noted increase in the number of cases reported in the last six months.

Ministries are again reminded, of the **PSC CM 2009/13** which requires that all breaches of the Code of Conduct that



could also constitute crimes, the *Crimes Ordinance 1961* must be referred to the Ministry of Police for investigation.

E.g.1: An employee who uses the Ministry's funds for personal benefits whether it is \$5 or \$5000, or

it is repaid, his/her action constitutes theft. Theft as a PUBLIC servant constitutes a very serious breach of public trust and penalties imposed must reflect this.

E.g.2: Principals and teachers who inflict physical punishment on students is another example.



The offender should be charged under section 19 of the PS Act 2004, and the matter should also be referred to the Police for investigation. The MWCSO are to be commended for the initiative to require mandatory reporting of these incidents by Pulenu'u. MESC's swift actions being taken against the perpetrators are also noted. For our schools to be an environment that truly allows our children to learn and thrive there has to be zero tolerance for violence!

All public servants must familiarise themselves with the **Code of Conduct** as set out in **s19 of the PS Act 2004**. It states:

Every employee and every CEO shall:
(a) *Be honest and impartial;*
(b) *Work carefully and diligently;*

MARCH/APRIL EDITION OF THE HR NEWS 2010 FROM THE DESK OF THE TEAM AT PSC

(c) Treat everyone with respect and courtesy and without coercion or harassment;

(d) Comply with all laws that apply to them;

(e) Comply with all lawful and reasonable

directions given to them by persons who have authority to give those directions;

(f) Disclose and take all reasonable steps to avoid, any real or apparent conflicts of interest in relation to their employment;

(g) Use government resources properly;

(h) Use official information only for official purposes;

(i) Act with integrity and not misuse their status or authority to seek or obtain a benefit for themselves or any other person or body;

(j) Uphold the values of the public service as set out in section 17;

(k) Comply with any other conduct require-

ments set out in the regulations; and

(l) Uphold the good reputation of the public service



Long Term Study Leave Policy:

The Commission may, upon application from an Officer, grant special leave of absence upon such conditions as it sees fit to enable the officer to pursue an approved programme of vocational education and/or technical training in Samoa or elsewhere. Conditions for granting such leave are set out below:

i) Only applications from Officers who have been with the Public Service for a minimum of two (2) years may be considered.

ii) Only recipients of In-service training awards, in highly technical and vocational fields, of up to 6 months' duration, may be granted study leave with pay.

iii) Applicants who do not satisfy the requirements under 7.2(ii) above may be granted study leave without pay.



iv) The Officer shall sign a Scholarship Bond in accordance with the existing government policy on

Scholarship Bonds if he/she is away for more than 6 months.

v) Application for long term study leave shall be submitted to the Commission for consideration. The following are to accompany the Officer's application:

(a) Supporting documents such as letter of acceptance from institution or organisation and a detailed course outline or syllabus of the training to be attended by the Officer;

(b) A detailed list of training the officer had previously attended including a report of how these training have been applied to the Officer's work; and,

(c) An endorsement of the CEO for the application.

vi) A report from the CEO on the arrangement made for another/other staff to take over the Officer's duties and responsibilities while on leave.

vii) If the officer is away for more than 6 months, then it is up to the CEO to decide whether or not to advertise the position. Should the position remain vacant for more than 12 months, then the Commission will decide whether the position is still needed.

viii) If an officer resigns to take up study leave without pay, they are to be paid the usual resignation benefits of unused annual leave, 30% of their untaken sick leave, and long service leave if they are entitle to it.

Reminder #1 - For Chief Executive Officers:

Quarterly Reports on Procurement Guidelines are respectively due in:

March 2010, June 2010, September 2010, and December 2010. Furthermore, the Procurement Guidelines and template can be obtained from the Contractual Employment Branch of our Office.



Reminder #2 - For Assistant Chief Executive Officers/Consultants/Managers:

To submit their Annual Performance Reviews and Performance Agreements due in at four weeks from the anniversary date of their contracts.

AND, we're happy to answer any question or query you may have regarding the issues raised by emailing mavalii@psc.gov.ws