



Government of Samoa
Malo o Samoa

SPS Human Resource Management Monitoring And Evaluation Report: Employee And HRM Statistics

FY 2013- 2014

PUBLIC SERVICE COMMISSION

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1. INTRODUCTION

This Report presents *Employee and HRM Statistics* for the Samoa Public Service (SPS) for the FY 2013-2014, covering the periods 1 July 2013 – 30 Sept 2013, 1 Oct 2013 – 31 Dec 2013, 1 Jan-31 Mar 2014 and 1 Apr-30 June 2014. This is the second Financial Year (FY) report for the Monitoring and Evaluation Framework. The report for the Financial Year 2013-2014 includes the Employees Statistics, Recruitment and Selection, Working Conditions and Entitlements and all other HRM components of the Framework.

The statistics provided in the report gives a summary of all the Ministry Quarterly Reports submitted by Ministries, as well as information available on the HRMIS/PeopleOne System for the Financial Year 2013-2014. The accuracy of the data provided by the Ministries is verified through the HRMIS/ PeopleOne System as well as other available data within PSC.

The Audit Office’s statistical data is only recorded for the first and second quarter due to its independence from PSC jurisdiction. This became effective on the 15th October 2013 in accordance with the approval provided by the Legislative Assembly. Similar to the Audit Office’s Independence is that of the Office of the Attorney General’s hence why the data from the Report for the Financial Year 2012-2013 has slightly changed for the Financial Year 2013-2014

2. SPS CEO AND EMPLOYEE STATISTICS

Section 2 provides a summary of CEO and employee statistics with the *Number of Employees per Category, Age and Gender Distribution, Levels of Qualifications, Salary Distribution* as well as the *Years of Service for Officers* for the FY 2013-2014

2.1. Number and Categories of Employees:

In accordance with the Public Service Act 2004 section 20, the given statistics is constituted of the number Chief Executive Officers, Contract Employees, Officers and Temporary Officers which include term employees and wage workers as presented in Table 1 and Figure 1 below.

Table 1: SPS CEO and Employee Category for FY 2013-2014

CATEGORY	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
HOD (Chief Executive Officers)	19	18	18	18
Contract Employees	145	141	130	132
Officers	3513	3644	3544	3612
Wage Workers	466	303	298	296
Term Employees	56	79	64	74
TOTAL	4199	4185	4054	4132

Figure 1: SPS CEO and Employee Category for FY 13-14



The table above shows a slight decrease in the total number of Employees from Q1 to Q3 with the number of employees increasing again in Q4. An obvious decrease is seen in the number of Wage Workers throughout the FY. This is due to the Commission's decision on the 15th January 2013 to transfer Wage Workers with more than 5 years of service to Officer position. Similar to that of the FY 2012-2013 Officers comprised the largest part of the SPS (87%). Temporary Employees which includes Wage Workers and Term Employees make up 9% of the total workforce while the Senior Executive Group (SEG) which include CEOs and Contract Employees make up the remaining 4% of the workforce at the end of FY 2013-2014.

The remaining tables and figures will only cover statistics from Q2 which is the first 6 months for the FY 2013-2014 and the statistics from Q4. Table 2 below summarizes the number and categories of CEOs and Employees within the Ministries at the end of Quarter 2 and Quarter 4.

Table 2: Number of Employees per Category for FY 2013-2014

Ministry	HOD		CE		O		WW		TE		Total	
	Q2	Q4	Q2	Q4	Q2	Q4	Q2	Q4	Q2	Q4	Q2	Q4
AU	1	0	13	0	42	0	0	0	5	0	61	0
MAF	1	1	7	8	310	304	113	123	11	0	442	436
MCIL	1	1	8	9	61	72	0	0	1	2	71	84
MCIT	1	1	3	3	23	27	5	0	3	6	35	37
MESC	1	1	8	10	2002	1965	12	18	0	10	2023	2004
MFAT	1	1	5	6	39	42	0	0	0	2	45	51
MFR	1	1	12	12	151	158	10	4	0	0	174	175
MJCA	1	1	8	8	126	133	2	4	8	5	145	151
MNRE	1	1	13	13	314	304	111	106	6	13	445	437
MOF	1	1	13	13	135	134	23	23	17	20	189	191
MOH	1	1	11	10	94	102	8	6	11	7	125	126
MPMC	1	1	4	4	54	55	0	6	1	0	60	66
MWCSD	1	1	7	7	100	105	6	5	10	4	124	122
MWTI	1	1	6	6	47	55	8	0	0	0	62	62
PSC	1	1	7	7	35	40	0	0	4	3	47	51
OEC	1	1	2	3	33	34	1	1	0	0	37	39
OOTR	1	1	5	5	8	7	0	0	0	0	14	13
SBS	1	1	7	6	60	67	4	0	0	0	72	74
SLRC	0	1	2	2	10	8	0	0	2	2	14	13
Total	18	18	141	132	3644	3612	303	296	79	74	4185	4132

As seen in Table 2 above, there are no significant changes to the number of employees in each category resulting in a minimal change of the total number of employees from Q2 to Q4. The decrease can be a result of the Audit Office statistics removed from the total SPS. However, 11 Ministries (61%) show slight increases in the total number of employees while 6 Ministries (33%) show a decrease with the remaining Ministry (6%) with no change.

The three largest Ministries are MAF, MESC and MNRE make up 70% of the SPS with 2877 employees whilst the three smallest Ministries are still MCIT, OOTR and SLRC with 63 employees make up 2% of the SPS.

2.2. Age & Gender Distribution

Tables 3 provides the age and gender distribution for the SPS for Q4 of the Financial Year 2013-2014

AGE	FEMALES		MALES		TOTAL	
	#	%	#	%	#	%
<30	878	32.0%	603	39.1%	1481	35.8%
<40	561	26.2%	495	25.0%	1056	25.6%
<50	507	29.0%	546	22.6%	1053	25.5%
<55	154	8.5%	160	6.9%	314	7.6%
<60	88	3.1%	59	3.9%	147	3.6%
>60	55	1.2%	23	2.4%	78	1.9%
NS	3	0%	0	0.1%	3	0.1%
TOTAL	2246	100%	1886	100%	4132	100%

Table 4: Age and Gender Distribution by Category 4th Quarter FY 13-14

AGE	CEO		CE		O		TE		WW		SPS
	F	M	F	M	F	M	F	M	F	M	Total
<30	0	0	2	3	845	486	17	12	14	102	1481
<40	3	0	37	19	505	100	12	8	4	68	1056
<50	0	3	27	21	468	455	6	6	6	61	1053
<55	1	3	7	11	142	132	1	3	3	11	314
<60	1	5	1	3	81	37	2	0	3	14	147
>60	0	2	1	0	48	10	6	1	0	10	78
NS	0	0	0	0	3	0	0	0	0	0	3
TOTAL	5	13	75	57	2092	1520	44	30	30	266	4132
	18		132		3612		74		296		
Youngest	40	43	28	29	19	19	19	20	21	16	16
Oldest	60	63	65	59	66	65	73	56	57	73	73
Median Age	54		42		35		34		34		35
Mean Age	52		42		37		37		36		37
Below 30 (%)	0%		4%		37%		39%		39%		36%
Below 40 (%)	17%		42%		25%		27%		24%		26%
Above 50 (%)	67%		17%		12%		18%		14%		13%

At the end of the FY 2013-2014, 1886 (46%) of the SPS were males with the remaining 2246 (54%) were female employees. Officers remain the most occupied category in the SPS with 2092 females (58%) and 1520 males (42%). Female employees dominate the Contract Employee, Officers and Temporary Employees Category while male employees dominate the CEO and Wage Worker categories.

Table 4 shows that in Q4 the mean age for the SPS is 37 while the median is 35. The percentages given show that more than 30% of Officers, Term Employees and Wage Workers are below 30 years old indicating a young SPS. The percentages for the Contract Employee Category show a majority below the age of 40 while CEOs consists 67% over 50 years old.

The retirement age for Officers is 55 years old as stipulated in the PS Act 2004 Section 57 (1). Given in the above table 176 (5%) of Officers have reached the retirement age and are still employed in the SPS while 274 (8%) are due to retire during the next 5 year period.

Table 5: Gender Distribution by Ministry Q4 (FY 2013-2014)

MINISTRY	TOTAL				
	M		F		Total
	#	%	#	%	
MAF	330	75.69	106	24.31	436
MCIT	21	56.76	16	43.24	37
MCIL	37	44.05	47	55.95	84
MESC	624	31.14	1380	68.86	2004
MOF	92	48.17	99	51.83	191
MFAT	20	39.22	31	60.78	51
MOH	63	50.00	63	50.00	126
MJCA	74	49.01	77	50.99	151
MNRE	338	77.35	99	22.65	437
MPMC	24	36.36	42	63.64	66
MFR	81	46.29	94	53.71	175
MWCSD	61	50.00	61	50.00	122
MWTI	40	64.52	22	35.48	62
OEC	17	43.59	22	56.41	39
OOTR	6	46.15	7	53.85	13
PSC	19	37.25	32	62.75	51
SBS	36	48.65	38	51.35	74
SLRC	3	23.08	10	76.92	13

Table 6: SPS Age and Gender Distribution for Q4 of the FY 2013-2014

MINISTRY	MAF	MCIT	MCIL	MESC	MOF	MFAT	MOH	MICA	MNRE	MPMC	MFR	MWCSD	MWTI	OEC	OTR	PSC	SBS	SLRC
AGE	NUMBER OF EMPLOYEES																	
<20	1	0	0	7	3	0	0	0	11	0	1	2	0	0	0	1	0	0
<25	49	1	18	241	52	13	14	19	68	11	54	22	8	3	1	12	12	4
<30	96	2	22	410	45	12	34	22	77	12	26	26	11	9	3	15	17	7
<35	67	6	7	253	32	14	17	32	65	8	35	24	6	11	3	6	12	0
<40	62	10	13	200	14	5	16	18	35	9	19	18	10	7	2	12	11	1
<45	62	5	9	301	20	5	7	22	75	12	15	10	13	3	2	2	13	1
<50	52	7	9	271	10	1	16	18	49	4	11	10	7	3	0	3	5	0
<55	40	2	5	163	8	0	14	13	39	7	11	0	5	2	1	0	3	0
<60	7	1	1	102	5	1	1	4	15	2	3	4	1	0	1	0	0	0
<65	0	1	0	55	2	0	2	0	2	1	0	4	1	0	0	0	1	0
>65	0	2	0	1	0	0	5	0	1	0	0	2	0	1	0	0	0	0
NS	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0
TOTAL	436	37	84	2004	191	51	126	151	437	66	175	122	62	39	13	51	74	13
Youngest Age	20	25	21	16	20	21	21	21	18	21	20	20	21	23	25	19	21	22
Oldest Age	59	67	55	62	65	58	73	59	71	61	58	73	63	64	57	50	62	41
Median Age	36	40	33	38	30	30	35	36	35	37	31	31	37	33	34	29	33	27
Mean Age	37	43	34	39	33	32	38	40	37	37	33	34	38	36	37	31	35	29

Tables 5 and 6 highlight the following facts:

- 12 out of 18 Ministries are dominated by female employees, 5 of which are comprised of more than 60% female employees
- SLRC has the highest percentage (76.92%) of females compared to males while the MESC holds the second highest percentage of females (68.86%) to males
- The youngest employee in the SPS (16 years) is employed in the MESC as a Wage worker in a stationary casual position as noted in the Ministries 3rd and 4th quarter reports which coincides with the beginning of the school year 2014 to assist with the distribution of stationary to schools and are only required to work at that time period.
- The eldest employees in the SPS (73 years) are employed in the MOH as a mentor for the nurses as a Temporary Employee and the MWCSD as a night watchman on a Wage Worker position. They are hired on these positions due to their age exceeding the retirement age of 55 in accordance with the PS Act section 57.
- Similar to that of the FY 2012-2013 statistics the majority of employees who have reached 55 years or more are employed in the MESC

2.3. Highest Level of Educational Qualifications

Educational qualifications have been categorized into the 7 levels described below with Table 7 providing data on Levels of Qualification for the whole SPS and Table 8 for male and Table 9 for female level of qualifications:

Qualification Level	Description
Level 0	Secondary School/College Certificates which include SSC and PSSC;

Level 1	Certificate Level (completed at formal institutions including UPY/UE/Foundation Year Certificates;
Level 2	Diploma
Level 3	Bachelor, Graduate Diplomas, Graduate Certificates, Advanced Diploma
Level 4	Post Graduate Diplomas, Post Graduate Certificates, Bachelor Degree with Honors.
Level 5	Masters Degree
Level 6	PhD, Professorship

Table 7: Levels of Educational Qualification 4th Quarter FY2013/2014

QUAL CODE	QUAL TYPE	CEO	CE	O	TE	WW	TOTAL	
		#	#	#	#	#	#	% of Individuals with Quals
6	DOCTORATE	0	2	0	0	0	2	0.06%
5	MASTERS	8	43	20	1	0	72	2.13%
4	PD, PC, BHON	1	9	27	1	0	38	1.12%
3	B,GD, GC	6	58	619	21	0	704	20.79%
2	DIP	1	6	764	17	0	788	23.27%
1	CERT	2	7	500	8	11	528	15.59%
0	Secondary School/College	0	3	1122	4	126	1255	37.05%
	Total Individuals with Qualifications	18	128	3052	52	137	3387	100.00%
	NS	0	4	560	22	159	745	
	Total individuals in SPS	18	132	3612	74	296	4132	

Of the 81.9% of employees in the SPS whose qualifications were stated:

- Only 112 (3.31%) hold qualifications above level 4
- Majority of the SPS hold a level 2 qualification and below with 1255 (37.05%) holding a Secondary School/College Qualification
- For the SEG majority hold level 3 qualification and above
- For the Officer, Term Employee and Wage Worker Category, majority hold level 2 qualification and below
- 745 (18%) of Employees do not have their qualifications recorded

Table 8: Levels of Educational Qualification for Males- 4th Quarter FY2013/2014

QUAL CODE	QUAL TYPE	CEO	CE	O	TE	WW	TOTAL	
		#	#	#	#	#	#	% of Male Individuals with Quals
6	DOCTORATE	0	2	0	0	0	2	0.14%
5	MASTERS	5	8	9	0	0	22	1.54%
4	PD, PC, BHON	1	3	9	0	0	13	0.91%
3	B,GD, GC	5	32	237	6	0	280	19.65%
2	DIP	1	4	270	9	0	284	19.93%
1	CERT	1	3	202	3	5	214	15.02%
0	Secondary School/College	0	3	491	1	115	610	42.81%
	Total Individuals with Qualifications	13	55	1218	19	120	1425	100.00%
	NS	0	2	302	11	146	461	
	Total individuals in SPS	13	57	1520	30	266	1886	

Table 9: Levels of Educational Qualification for Females- 4th Quarter FY2013/2014

QUAL CODE	QUAL TYPE	CEO	CE	O	TE	WW	TOTAL	
		#	#	#	#	#	#	% of Female Individuals with Quals
6	DOCTORATE	0	0	0	0	0	0	0%
5	MASTERS	3	35	11	1	0	50	3%
4	PD, PC, BHON	0	6	18	1	0	25	1%
3	B,GD, GC	1	26	382	15	0	424	22%
2	DIP	0	2	494	8	0	504	26%
1	CERT	1	4	298	5	6	314	16%
0	Secondary School/College	0	0	631	3	11	645	33%
	Total Individuals with Qualifications	5	73	1834	33	17	1962	100%
	NS	0	2	258	11	13	284	
	Total individuals in SPS	5	75	2092	44	30	2246	

Tables 8 and 9 presents the following facts about male and female qualifications:

- More female (4%) hold level 4 qualification and above than male employees (2.6%)
- Majority of female and employees hold a Secondary School/College qualification
- Majority of male CEOs hold level 3 and 5 qualifications while the majority of female CEOs hold a level 5 qualification
- The majority of female Contract Employees hold level 5 qualification to that of male Contract Employees

2.4. Salary Distribution

Statistics on Salary and Wage Distribution within the SPS as at the end of FY 2013-2014 are summarized in Table 10 and Figure 2 below.

CEOs, Contract Employees, Officers and Term Employees are paid annual salaries which are classified in the salary grade in the first column with minimum and maximum salary rates listed respectively. Wage workers are paid wages which are based on hourly/daily rates. The new SPS Salary scale came into effect on the 1st of January 2014

Table 10: Salary Distribution in the SPS for Quarter 2 & 4 FY 2013/2014

SPS SALARY DISTRIBUTION (CEO, CE, O, WW & TE) - Q2 & Q4						
Salary Grade	SALARY RATE		Quarter 2		Quarter 4	
	MIN	MAX	#	%	#	%
WW4-WW6	\$ 28.13	\$ 36.13	12	0	12	0
WW1-WW3	\$ 21.69	\$ 26.29	291	0	284	7
A1-A4	\$ 6,756.00	\$ 10070.00	564	7	556	13
A5-A7	\$ 10,458.00	\$ 16,765.00	1053	13	981	24
A8-A10	\$ 17,344.00	\$ 24,728.00	1127	25	1216	29
A11-A13	\$ 25,413.00	\$ 34,026.00	446	27	551	13
A14-16	\$ 34,841.00	\$ 53,055.00	497	11	360	9
A17-A19	\$ 54,180.00	\$ 81,252.00	38	12	25	1
ACEO	\$ 81,600.00	\$ 84,048.00	138	1	129	3

DCEO	\$ 94,544.00	\$ 94,544.00	0	3	0	0
CEO	\$ 113,465.00	\$ 117,667.00	18	0	18	0
NS	-	-	1	0	0	0
TOTAL			4185	100	4132	100

Figure 2: Salary Distribution for SPS CEOs and Employees for 2nd & 4th Quarter



As seen in the above table and figure

- 2753 (66%) of all employees earning salaries are paid between A1-A10
- Majority of Wage workers 284 (7%) are paid between WW1-WW3

2.5. Years of Service

Table 11 below summarizes Officers years of service in the SPS for FY 2013-2014. Years of service for all other employee categories are not provided due to inaccurate data given in Ministry Quarterly Reports.

Table 11: Years of Service for the Officers Q4 FY13-14

YOS	Q4					
	M	%	F	%	Total	%
<5	687	45.20	938	44.84	1625	44.99
<10	308	20.26	411	19.65	719	19.91
<15	176	11.58	176	8.41	352	9.75
<20	113	7.43	134	6.41	247	6.84
<25	104	6.84	133	6.36	237	6.56
<30	63	4.14	103	4.92	166	4.60
30+	68	4.47	195	9.32	263	7.28
NS	1	0.07	2	0.10	3	0.08
TOTAL	1520	100	2092	100	3612	100
AVERAGE YOS	9.15		11.5		9.74	

Based on the above table

- 1625 (44.99%) of Officers have worked in the SPS for a period of less than 5 years of service
- 2344 (64.9%) of Officers have less than 10 years of service

- 1238 (35.03%) of Officers have 10 or more years of service making them eligible for long service leave entitlements

3. RECRUITMENT AND SELECTION

This section provides information on recruitment and selection processes completed for the FY 2013-2014 for CEOs, Contract Employees and Officers.

3.1. CEOs and Contract Employees

Table 12 indicates the number of completed R&S processes for the SEG for the FY 2013-2014.

Table 12: Completed R&S Processes for SEG - FY 2013-2014

EC	QUARTER				FY13-14
	Q1	Q2	Q3	Q4	TOTAL
CE	14	11	11	10	46
CEO	2	1	2		5

Data Source: R&S Processes for SEC July- June FY 2013-2014.

A total of 51 R&S processes were completed for the Senior Executive Group over the FY 2013-2014. That is, 46 appointments for Contract Employees and 5 for CEO positions. The Chief Auditor's position is recorded in the first quarter's statistics.

3.2. Officers

Table13: Completed R&S Processes for Officer Positions - FY 2013-2014

MINISTRY/OFFICE	Q1	Q2	Q3	Q4	TOTAL	%
Agriculture & Fisheries	14	10	12	14	50	9.9
Commerce, Industry & Labour	6	12	9	7	34	4.9
Communications & Information Technology	2	0	0	1	3	0.7
Education, Sports & Culture	10	17	26	18	71	12.7
Electoral	0	1	6	2	9	1.4
Finance	11	6	12	14	43	9.9
Foreign Affairs & Trade	4	1	3	5	13	3.5
Health	6	5	9	10	30	7.0
Justice & Courts Administration	8	14	8	6	36	4.2
Law Reform Commission	2	1	0	2	5	1.4
Natural Resources & Environment	13	18	12	17	60	12.0
Prime Minister & Cabinet	5	1	2	4	12	2.8
Public Service Commission	9	2	6	4	21	2.8
Regulator	2	1	1	0	4	0
Revenue	24	25	17	21	87	14.8
Samoa Bureau of Statistics	0	3	1	6	10	4.2
Women, Community & Social Development	6	7	5	8	26	5.6
Works, Transport & Infrastructure	2	4	2	3	11	2.1
TOTAL	124	128	131	142	525	100

Data Source: PSOC Issues July- June FY 2013-2014.

A total of 525 R&S processes were completed for Officer Positions for the Financial Year 2013-2014. The Ministry with the highest number of vacancies filled within the Financial Year 2013-2014 is the Ministry for Revenue with 87 vacancies (14.8%) of the total R&S processes completed while the Ministry of Communication and Information Technology has the least number with only 3 vacancies (0.7%)

4. WORKING CONDITIONS AND ENTITLEMENTS

4.1. Determination 9: Attendance and Flexible Hour Arrangements

For the FY 2013-2014 a total of 24 Officers and 5 Contract Employees utilized Flexible Hour Arrangements in order for them to participate in rugby trainings, the Health Fitness Challenge, and take time to drop and pick up their children from school as well as starting and finishing work early.

4.2. Determination 10: Holidays

There were eleven (11) holidays observed for the FY 2013- 2014. Presented in the table below are the numbers of Contract Employees, Officers, Term Employees and Wage Workers who were required to work during the holidays

Table 14: Number of Employees working per Holiday FY 2013-2014

Public and Commission Holidays from 1 July 2013 – 30 June 2014	Number of Employees working on Public and/or Commission Holidays			
	CE	OF	TE	WW
Q1				
Father's Day 12/08/13 (1 Day)		34		9
Q2				
White Sunday 14/10/13 (1 Day)	2	31		5
Christmas Day 25/12/2013 (1 Day)		44		5
Boxing Day 26/12/2013 (1 Day)		46		5
New Years Day 1/1/2014 (1 Day)				
Day After New Year's Day 2/1/2014 (1 Day)				
Commission Holidays 27/12/2013,30/12/2013-3/01/2014 (6 days)	2	60		6
Q3				
Good Friday 18/04/14 (1 Day)				
Q4				
Easter Monday 21/04/2014 (1 Day)	1	35	3	8
Mother's Day 13/05/2014 (1 Day)	1	14	1	5
Independence Day 01/06/14 (1 Day)	5	152	3	7

Employees worked during the above holidays for various reasons which include:

- On duty announcing jobs;
- Night watchmen;
- Drivers picking and dropping off employees;
- Immigration Officers at Faleolo and Fagalii Airports;
- Conducting inspections and monitoring the UNSIDS conference hall
- Attending to diplomatic duties for VIPs arriving into the country.

4.3. Determination 11: Overtime and Penalty Rates

Table 15 below provides a summary of Ministries, the number of Employees who worked overtime during the period reported as well as the total amount paid for each Ministry

Table 15: Number of Employees working overtime and Overtime Payment

MINISTRY	# of Employees JUL-DEC FY13-14	# of Employees JAN-JUN FY13-14	Total Amount Paid (SAT\$) JUL-DEC FY13-14	Total Amount Paid (SAT\$) JAN-JUN FY13-14	TOTAL FY 13-14
MAF	8	4	\$5,029.54	\$1,894.32	\$6,923.86
MCIT	1		\$3,123.81		\$3,123.81
MESC	5	12	\$3,653.73	\$3,851.99	\$7,505.72
MOF	10	6	\$16,452.42	\$8,713.69	\$25,166.11
MFAT	2	1	\$3,155.46	\$298.22	\$3,453.68
MJCA		1		\$2,745.60	\$2,745.60
MOH	19	1	\$24351.63	\$2,798.84	\$27,150.47
MNRE	47	1	\$89,144.45	\$1,366.18	\$90,510.63
MFR	16	6	\$9,635.62	\$3,926.61	\$13,562.23
MPMC	3		\$2,264.79		\$2,264.79
MWCSD	2	2	\$411.9	\$216.81	\$628.71
MWTI	2		\$423.90		\$423.90
SBS	51	1	\$6,379.89	\$1609.99	\$7,989.88
OEC	1		\$851.60		\$851.60
TOTAL	167	35	\$164,878.74	\$27,422.24	\$192,300.98

Based on the above table:

- The MNRE as one of the largest Ministries has the largest number 48 (24%) of employees working overtime with the highest amount of money \$90,510.63 (47%) paid out to its employees
- It the first half of the FY (July- December) that paid out \$164,878.74(86%) of the total FY spending on Overtime

4.4. Determination 12: Counting of Service

Over the Financial Year 2013-2014, 39 requests for counting of previous service were given for Commission approval, 38 (97%) were approved and only 1 (3%) request was denied. Approximately 18 % of approved requests were for counting of previous service within Public Bodies, while 59% was for previous service within the SPS, 21% of requests were for recognition of an employee's previous service as a wage worker/casual employee.

4.5. Determination 13: Leave

Determinations 13A to 13I make provision for various types of leave that employees are or may be entitled to. These include:

- Annual Leave
- Sick Leave
- Leave for School Teachers
- Maternity and Paternity Leave
- Bereavement Leave
- Study Leave (Short and Long Term)
- Special Leave, including Special Leave for Election Candidates; and
- Long Service Leave

Table 16 provides information regarding leave entitlements accessed/utilized by employees over for the Financial Year 2013-2014, based on information provided by Ministries in their MQRs

Table 16: Number of Employees in the SPS accessing Leave Entitlements FY 2013-2014.

LEAVE ENTITLEMENT	NUMBER OF EMPLOYEES GRANTED ENTITLEMENT FOR FY 2013-2014	COMMENTS
Annual Leave (Carry Forward Requests)	220	Officers and Wage Workers are entitled under Determination 13A to request for unutilized AL entitlements to be carried forward for a further 6 months after the end of the leave year. There is currently no provision for the same entitlement for carrying forward of AL for Contract Employees. 96% of employees requesting to carry forward AL were approved
Sick Leave	-	Not Reported
Leave for School Teachers	-	Not Reported
Maternity Leave	134	91% of employees granted ML were Officers.
Paternity Leave	62	82 Officers and 2 Contract Employees were granted PL with pay over the FY. Wage Workers are not entitled to PL.
Bereavement Leave	688	94% of employees granted BL were Officers
Study Leave (Short Term)	120	96% employees granted ST-Study Leave were Officers
Study Leave (Long Term)	6	All employees granted LT-Study Leave were Officers
Special Leave, including Special Leave for Election Candidates; and	52WP 20WOP	72% are employees that were granted Special Leave With Pay, the remaining 28% were granted Special Leave Without Pay.
Long Service Leave	-	Not Reported

4.6. Determination 14: Cessation of Employment

Employment benefits for Untaken Annual, Sick and Long Service Leave together with other payments which include ex-gratia when an employee dies, severance pay as well as disability allowance are paid to employees upon resignation, retirement, death, disability or in the case of contract employees, due to end of their contract term, with the exceptions of CEOs and Contract Employees, employees are entitled to receive pay out for untaken annual leave entitlements and 30% of untaken sick leave entitlements. Officers are entitled to untaken long service leave entitlements and CEOs and contract employees are entitled to severance pay. Where cessation of employment is due to death or disability, employees are entitled to an ex-gratia payment or disability payment respectively. Cessations of employment benefits are not paid out when an employee is found guilty of Breaching the Code of Conduct

A comparison of similar entitlements paid out over the previous two FY (2011/2012 and 2012/2013) is provided in Table 17.

Table 17: Cessation of Employment Benefits Paid out to Employees – JULY-DECEMBER FY 2013-2014

UNTAKEN LEAVE	TOTAL FY 11-12	TOTAL FY 12-13	TOTAL FY 13-14
ANNUAL	\$71,694.54	\$88,395.56	\$ 139,893.73
SICK	\$426,620.97	\$504,839.06	\$ 260,520.99
LONG SERVICE LEAVE	\$2,148,856.24	\$2,362,344.14	\$ 863,439.59
OTHER BENEFITS			
EX-GRATIA	\$207,450.85	\$122,664.90	\$ 110,499.00

SEVERANCE PAY	\$281,056.98	\$513,409.83	\$ 591,403.97
DISABILITY	NA	\$27,502.00	NA
TOTAL (SAT\$)	\$3,135,679.58	\$3,619,155.49	\$ 1,965,757.28

Data Source: People One System

4.7. Determination 15: Allowances

Determinations 15A – 15M make provisions for different types of allowances that employees are entitled to. These include:

- Overseas Travelling Allowance, which includes DSA, Clothing and Incidental Allowances;
- Local Travelling Allowance
- Cashiers’ Risk Allowance
- Higher Duties Allowance
- Part-Time Allowance
- Shift Allowance
- Transportation Allowance
- Responsibility Allowance
- Health Hazard Allowance
- Minister’s Secretarial Allowance; and
- Examination Allowance

Table 18 provides information on allowances paid out to employees over the FY 2013-2014. This information is from Ministries MQRs and Annual CEO HRM Report together with the available information on the People and FinanceOne Systems

Table 18 specifically provides information pertaining to allowances paid out to employees during the Financial Year 2013-2014. In comparing the data of the FY 13-14 to that of FY 12-13; there is an increase of more than 50% (\$2,436,127.71) that was spent for the FY 13-14. Table 19 provides a summary of DSA paid out to employees over the FY 2013-2014 in five different currencies.

Table 18: Allowances (excluding DSA) paid out to employees FY 2013-2014.

ALLOWANCES	FY2012/13	FY 13-14
LOCAL TRAVELLING	\$ 40,700.00	\$ 12,580.00
HIGHER DUTIES	\$ 472,623.11	\$ 489,841.10
INCIDENTAL	\$ 25,916.63	\$ 375,470.18
RESPONSIBILITY ALLOWANCE	\$ 691.48	
HEALTH HAZARD ALLOWANCE	\$ 38.45	\$ 893.42
EXAM		\$ 91,330.00
REMOTE		\$ 971.12
SHIFT		\$ 44,859.15
TOTAL ALLOWANCES	\$1,110,025.40	\$3,546,153.11

Data Source: PeopleOne System and Ministry Quarterly Reports FY 2013-2014

Table 19: Daily Subsistence Allowance paid out to employees FY 2012/13.

DSA	TOTAL # of CE	TOTAL # of O	OTHER	SAT	USD	NZD	FJD	AUD
Q1	29	29	3	\$ 132,812.66	\$6,576.25	\$4,139.00	\$9,106.40	
Q2	29	32	1	\$ 110,818.10	23,612.85	\$46,114.85	\$7,642.00	\$1,392.50
Q3	27	21	1	\$ 95,097.27	\$3,968.50	\$8,900.00	\$2,106.00	\$13,575.00
Q4	21	27		\$ 112,145.41	\$10,305.00	\$ 7,120.00	\$2,814.00	\$ 1,444.00
TOTAL	106	109	5	\$450,873.44	\$44,462.60	\$66,273.85	\$21,668.40	\$16,411.50

Data Source: Ministry Quarterly Reports FY 2013-2014

5. OTHER HRM COMPONENTS

5.1 Managing Breaches of the Code of Conduct

A total of 24 Employees as shown in Table 20 below were investigated for Breaching the Code of Conduct as stipulated in Section 17 of the PS Act 2004. The outcomes of all the investigations conducted resulted in 3 Officers having their services terminated, 3 cases with investigations pending and the remaining employees were given warnings and penalized with other relevant penalties. With the data provided by Ministries, the most common forms of breaching the Code of Conduct are:

- Section (g) not using government resources properly with 10 cases (48%);
- Not complying with sections (c) treat everyone with respect and courtesy and without coercion and harassment and (e) comply with all lawful and reasonable directions given to them by person who have authority to give those directions with 3 cases each (14%);
- Sections (a) be honest and impartial and (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, both had 2 cases (10%);
- And 1 case (5%) of not complying with section (l) uphold the good reputation of the public service.

Table 20: Breach of the Code of Conduct by Employees

O	TE	CE	WW	TERMINATION	PENDING INVESTIGATION	WARNING	UNKNOWN PENALTY	OTHER
16	0	6	2	3	3	6	12	0

5.2 Staff Training, Induction and Capacity Building

Table 21 provides information on the Trainings and Inductions attended by employees of all the Ministries over the FY 2013-2014

Table 21 Trainings and Inductions (Not including Meetings/Conferences/Forums/Consultations)										
Ministry	Total	Number of People that attended trainings	Number of People that attended workshops	Number of People that attended Courses	Number of Trainings (Local)	Number of Trainings (Overseas)	Number of Workshops (Local)	Number of Workshops (Overseas)	Number of Courses (Local)	Number of Courses (Overseas)
MAF	27	16	8	3	1	10	0	8	0	3
MCIL	33	19	12	2	4	12	2	8	0	2
MCIT	0	0	0	0	0	0	0	0	0	0
MESC	9	4	3	2	2	1	0	2	0	1
MFAT	22	18	1	3	6	8	0	1	0	3
MFR	119	94	6	19	13	11	0	6	3	3
MJCA	133	114	2	17	10	1	2	0	1	1
MWCSD	8	3	5	0	0	1	0	4	0	0

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MNRE	63	33	28	2	0	32	0	23	0	2
MOF	38	15	22	1	0	12	0	17	0	1
MOH	3	3	0	0	0	1	0	0	0	0
MPMC	8	2	6	0	0	1	0	4	0	0
MWTI	13	7	3	3	1	6	1	2	0	3
OEC	14	11	3	0	3	5	1	1	0	0
OOTR	28	25	1	2	0	16	0	1	0	1
PSC	41	21	19	1	6	6	1	0	0	1
SBS	21	8	13	0	0	4	0	7	0	0
SLRC	42	28	14	0	7	0	2	0	0	0
Total	622	421	146	55	53	127	9	84	4	21
%					29%	71%	10%	90%	16%	84%

As shown in Table 21 above:

- A total of 622 employees from all 18 Ministries had the opportunity to attend Trainings, Courses and Workshops throughout the FY 2013-2014 with 68%, 9% and 23% of employees attending respectively.
- Majority of these trainings, workshops and courses were conducted overseas
- The MJCA and MFR are the top 2 Ministries with more than a 100 employees assigned for trainings, workshops and courses
- The MWCSD is the only Ministry with the least numbers of employees assigned to capacity building
- The MCIT is the only Ministry that does not assign any of its employees to trainings, workshops and courses

The past FY 12-13 Report had 5 components of the HRM M&E Framework that were not reported, however with the FY13-14 only 2 of the 5 components are reported. Managing Grievances was the other component to be reported however, the data given in the MQRs indicated that there were no grievances for the FY 13-14 period. The two remaining components that are not recorded in the MQRs are Appeals and Organizational Structures and measures have been taken to collect the data for these components to be reported in future reports.

6. ACRONYMS

AU	Audit Office
AUD	Australian Dollar
CE	Contract Employee
CEO	Chief Executive Officer
DSA	Daily Subsistence Allowance
FJD	Fijian Dollar
FY	Financial Year
HRM	Human Resource Management
HRMIS	Human Resource Management Information System
MAF	Ministry of Agriculture and Fisheries
MCIL	Ministry of Commerce, Industry and Labour
MCIT	Ministry of Communication and Information Technology
MESC	Ministry of Education, Sports and Culture
MFAT	Ministry of Foreign Affairs and Trade
MFR	Ministry for Revenue
MJCA	Ministry of Justice and Courts Administration
MNRE	Ministry of Natural Resources and Environment
MOF	Ministry of Finance
MOH	Ministry of Health
MPMC	Ministry of the Prime Minister and Cabinet
MQR	Ministry (HR) Quarterly Report
MWCSD	Ministry of Women, Community and Social Development
MWTI	Ministry of Works, Transport and Infrastructure
NS	Not Stated
NZD	New Zealand Dollar
O	Officer
OEC	Office of the Electoral Commissioner
OOTR	Office of the Regulator
PSC	Public Service Commission
PSOC	Public Service Official Circular
Q1	Quarter 1
Q2	Quarter 2
Q3	Quarter 3
Q4	Quarter 4
R&S	Recruitment and Selection
SAT	Samoan Tala
SBS	Samoa Bureau of Statistics
SEG	Senior Executive Group
SLRC	Samoa Law Reform Commission
SPS	Samoa Public Service
TE	Term Employee
USD	American Dollar
WW	Wage Worker