

# HUMAN RESOURCE ADMINISTRATIVE PROCESSES IN THE CIVIL SERVICE

Presented by  
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# Employment

## ▶ POLICY

- ▶ The Government of St Christopher and Nevis is committed to providing equal employment opportunity for all citizens in compliance with applicable laws.
- ▶ No personal decisions concerning any term or condition of employment shall be unlawfully based upon colour, religion, sex, national origin, age, marital status, disability and any other protected class protected by law.

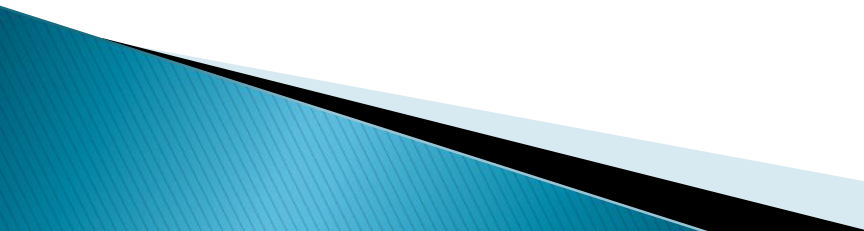
# Employment

- ▶ Selection of applicants for open positions will be evaluated on the basis of qualifications, skills and abilities.
- ▶ Applicants should meet the minimum eligibility requirement which is three (3) subject passes at the CXC General level including English
- ▶ All potential employees, as a condition of employment, shall be required to complete the Civil Service application or P/1 form and provide documents that prove identity and employment eligibility.

# Employment

- ▶ Document checklist
- ▶ Completed application form with photo
- ▶ Birth certificate
- ▶ Academic certificate (highest level of education achieved)
  - CXC certificate or
  - University degree

# TERMS OF EMPLOYMENT

- ▶ Rate of salary based on the position and salary scale
  - ▶ Number of vacation days based on position and salary scale
  - ▶ Officers are allowed two (2) consecutive sick days without a Medical Certificate up to a maximum of ten (10) days without a medical certificate for the calendar year.
  - ▶ During any certified sick leave period salary will be paid.
  - ▶ Deductions of 5% for social security and 3.5% for social levy will be deducted from one's salary
  - ▶ During employment one will be covered under new contributory pension plan which requires on one's part a contribution of 3% of salary (not yet enforced)
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# Employment

## ▶ PROCEDURE

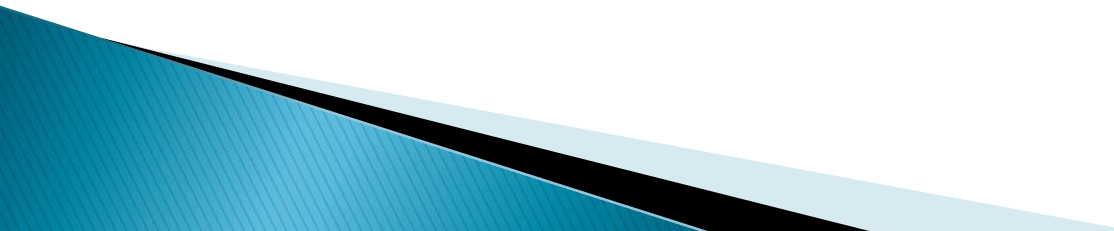
- ▶ Step 1 After interviews, ranking and assessments of applicants, a request for employment form must be completed on behalf of the selected officer by the Ministry responsible for recruiting the officer.
- ▶ Step 2 The form should then be forwarded to the Office of Human Resources.
- ▶ Step 3 Request will be forwarded to the Ministry of Finance for approval

# Employment

**Step 4** Upon approval of the Ministry of Finance the following will be done:

- Officers to be employed in the scale below K33 will be sent a letter of employment outlining the conditions of employment
- New employee form with banking information will be requested from the relevant Ministry/Department
- Upon receipt of the new employee form an authority to pay will be completed and forwarded to Pay Roll
- Pay Roll will then forward the information to the Director of Audit for recording
- Employment in the scale K33 and above will be sent to the Hon Prime Minister for further approval before i, ii, iii and iv can be completed

# ORIENTATION

- ▶ New Employees will attend a general orientation which is held once annually and is conducted by the Training and Development Unit of the Human Resource Management Department.
  - ▶ Topics include:
    - The Communication Process
    - Civil Service Rules and Regulations
    - The Compensation and Benefits Package
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# APPOINTMENT

## POLICY

- ▶ To be eligible for appointment in the Public Service a person shall
  - Not be less than sixteen years or more than fifty-two years;
  - Possess such educational qualifications as may be prescribed, from time to time;
  - Be certified by a District Medical Officer to be in sound health and mentally fit for employment
  - Produced two recent certificates of good character, of which one, if the candidate

# APPOINTMENT

- Has not previously been in employment, should be from the Head of the School or College he or she last attended;
  - Has been previously employed, from his or her last employer.
- ▶ (2) Notwithstanding the provisions of the subsection (1) (a), a person who is over the age of fifty-two may be appointed on contract for specialised work

# APPOINTMENT

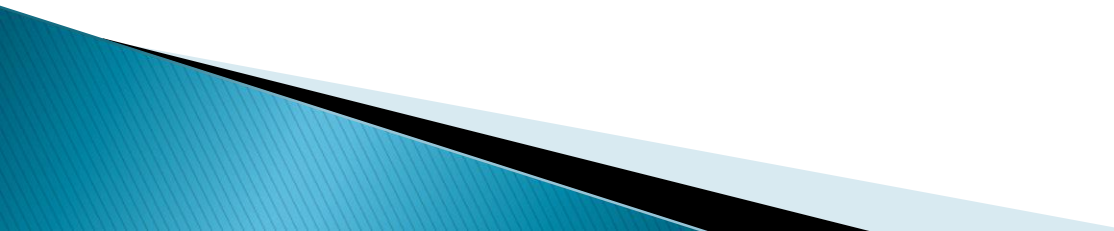
## ▶ PROCEDURE

- Step 1** Should an employee be selected for appointment, a request for appointment form must be completed by the Ministry responsible for recommending the officer.
- Step 2** The form should be forwarded to Human Resources with a report on performance and conduct.
- Step 3** If appointment is in the scale below K33, recommendation will be immediately forwarded to the Public Service Commission and if appointment is in the scale K33 and above, the request will first be forwarded to the Hon Prime Minister
- Step 4** The Service Commission shall recommend to the Governor-General that the appointment be approved.

# APPOINTMENT

- Step 5** Upon receipt of the approval from His Excellency the Governor General; the officer will be issued an initial letter informing of the approval of his/her appointment
- Step 6** He/she will then be issued an offer of appointment or P/3 form. This form will lay out the conditions of the appointment including the probationary period and request to complete the medical examination. He/she will also have a Personal File or PF which will be kept in the Registry
- Step 7** Upon receipt of the medical report from the Medical Officer, the officer will be issued with an appointment form or P/8 form.
- Step 8** Gazette notice will then be sent to the Government Printery to be published in the Official Gazette.

# EFFECTIVE DATE OF APPOINTMENT

- ▶ The effective date of appointment is the date on which a public officer assumes the public office to which he or she is appointed.
  - ▶ Where the public officer has been on probation, the date of appointment shall normally be the date on which he or she commended the probationary period.
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# APPOINTMENTS TO BE ON PROBATION

## POLICY

- ▶ The appointment of a person to a public office, in the first instance, shall be an appointment on probation, and the period of probation shall be for a period of twelve months.

# APPOINTMENTS TO BE ON PROBATION

- ▶ A probationary period must be successfully completed for retention as a certified employee. Civil Service employees must complete either a six-month or twelve-month probation, to be documented by the supervisor's completion of evaluations at two to three month intervals.

# CONFIRMATION OF APPOINTMENT TO THE PUBLIC SERVICE

## ▶ POLICY

- ▶ The Service Commission shall, after considering the probation reports made, decide whether it is satisfied that the public officer's service has been satisfactory.
- ▶ It should not be left to an officer to apply for confirmation; nevertheless persons are making the requests.



# CONFIRMATION OF APPOINTMENT TO THE PUBLIC SERVICE

## ▶ PROCEDURE

- ▶ **Step 1** The request is submitted to HR with a report on performance and conduct.
- ▶ **Step 2** The request is then submitted to the Public Service Commission for consideration.

# CONFIRMATION OF APPOINTMENT TO THE PUBLIC SERVICE

- ▶ **Step 3** The Service Commission shall recommend to the Governor-General to confirm the appointment of a public officer if:
  - The Service Commission is satisfied that the public officer's service has been satisfactory; and
  - The public officer has passed any prescribed or required examinations

# CONFIRMATION OF APPOINTMENT TO THE PUBLIC SERVICE

- ▶ **Step 5** Where the Service Commission does not recommend that the appointment of public officer on probation be confirmed, then the Service Commission may recommend to the Governor-General that
  - The public officer's period of probation be extended for a period not exceeding six months; or
  - The public officer's appointment be terminated
  
- ▶ **Step 6** Where a public officer's appointment to the Public Service is confirmed, such confirmation shall be in writing.

# PROMOTIONS

## ▶ POLICY

- An officer who wished to be considered for promotion can make a written application through his Head of his Department to the Chief Personnel Officer. The Head of Department must add a confidential report on the officer's suitability for promotion.

# PROMOTIONS

- ▶ An appointment on promotion shall not be made, unless
- ▶ The vacancy in the public service, or a vacancy in an office with the same duties, was advertised in a Public Service Official Circular.
- ▶ An assessment is made of the relative suitability of the candidates for the duties, after an interview or using another competitive selection process

# PROMOTIONS

- ▶ the assessment is based on the relationship between the candidate's work-related qualities and the work-related qualities genuinely required for the duties;
- ▶ the assessment focused on the relative capacity of the candidates to perform the duties.

# PROMOTIONS

- ▶ The following criteria of work-related qualities shall be taken into account in making an assessment
  - i skills and abilities;
  - ii qualifications, training and competencies;
  - iii standard of work performance;
  - iv capacity to perform at the level required;
  - v demonstrated potential for further development
  - vi ability to contribute to team performance; and
  - vii seniority and experience

# APPOINTMENT OF A PERSON ON CONTRACT

## ▶ POLICY

- A person may be appointed on contract to perform duties in the public service for a fixed period
- A person who has been serving on contract in the public service may, upon application, be appointed to an office in the Public Service on permanent terms.
- Notwithstanding the provisions of subsection (2), in computing benefits of such officers the period served by the officer while on contract shall not be taken into account



# APPOINTMENT OF A PERSON ON CONTRACT

## ▶ PROCEDURE

- ▶ **Step 1**      Should a person be selected for appointment on contract, a request for appointment form must be completed by the Ministry responsible for recommending the officer.
- ▶ **Step 2**      Form is then submitted to the Office of Human Resources
- ▶ **Step 3**      The request will be forwarded to the Hon Prime Minister for support
- ▶ **Step 4**      After it has been deliberated on at the Public Service Commission meeting, the recommendation will be forwarded to His Excellency the Governor General for approval.

# APPOINTMENT OF A PERSON ON CONTRACT

- ▶ **Step 5** Upon receipt of the approval from His Excellency the Governor General, the officer will be issued with a letter informing of the approval of his/her appointment.
- ▶ **Step 6** A request to draw up the contract will be sent to the Legal Department which will be sent to the Governor General for his signature
- ▶ **Step 7** Upon receipt of the contract from the Governor General, the Legal Department will advise HR that contract is ready signature
- ▶ **Step 8** HR will ask the Ministry to advise the officer, and the officer in turn will call at the Legal Department to affix his/her signature to the document.