

PANEL 6

Instructions given to the personnel of the Ministry of Finance to assist them in understanding their responsibilities and the ethical rules governing them.

Measures for providing instructions to personnel of the Ministry of Finance which ensure proper understanding of their responsibilities and the ethical rules governing their activities.

- Personnel are informed of their responsibilities, duties and functions verbally and in writing. This information is provided as an attachment to employment letter or contained in the letter itself. Such communication refer to the need for them to adhere to the Rules and Regulations of the Public Service.

Public Officers are required to acknowledge receipt of document/acceptance of terms, therein.

- Personnel are advised of responsibilities and functions prior to beginning/when begin/when there are changes.
- Verbally and/or in writing.

Personnel are required to sign “Secrecy Act” document
at the commencement of employment.
Prior to/time of processing employment or transfer to
‘sensitive’ ministries, personnel must complete
“Security Questionnaire”

VARIOUS RULES, REGULATIONS AND POLICY DOCUMENTS GOVERN PERSONNEL:

- ✓ General Orders
- ✓ Industrial Agreements
- ✓ Public Service Commission Regulations
- ✓ Bahamas Government Human Resource Policy Manual
- ✓ Financial Regulations
- ✓ Legislation/Rules relevant to particular agency

Documents are available on line at Bahamas.gov.bs; agency websites; general internet

Information on rules governing activities is shared verbally, hard copy or on line

From time to time agencies like Ministry of the Public Service and Treasury may remind personnel of such rules, policy or procedures via circular.

Circulars are issued hard copy and/or online via government website/government email system.

Orientation can take place for
large groups, small groups or
one-on-one

PANEL 7

Measures that take into account the relationship between equitable compensation and probity in public service.

Criteria currently used to determine pay for
the personnel under purview of Ministry of
Finance

Ministry of the Public Service and Public Service Commission are the agencies responsible for matters pertaining to salary, benefits, salary review and compensation.

Issues related to salary and benefits are also addressed at time of negotiations with Union

Salary Book is available on line; on Bahamas.gov.bs homepage, and Ministry of Public Service website

Ministry of the Public Service and Public Service Commission are the agencies responsible for matters pertaining to salary review and compensation studies

They compile information regarding salary scales; post qualifications/requirements and career paths.



