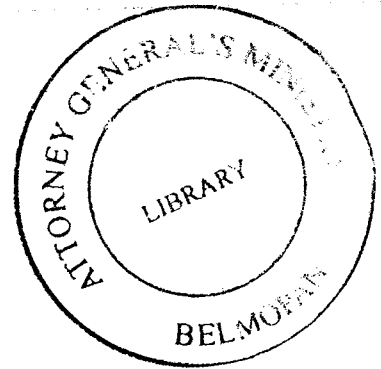




BELIZE



NATIONAL ASSEMBLY STAFF
(CONDITIONS OF SERVICE)
REGULATIONS, 2003

BELIZE:

NATIONAL ASSEMBLY STAFF (CONDITIONS OF SERVICE)
REGULATIONS, 2003
NO. 19 OF 2004

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

1. Short title.
2. Interpretation.

PART II

APPOINTMENTS AND PROMOTIONS

3. Authority for appointments.
4. Nationality requirements.
5. Rules for appointment and promotion.
6. Medical examination on appointment.
7. Medical examination for persons recruited abroad.
8. Further medical examination in appropriate cases.
9. Procedure for filling vacancies.
10. Exemption from probation.
11. Principles to be observed during probation.
12. Confirmation of appointment.
13. Overseas appointments; travel arrangements.
14. Signing of bond or contract.
15. Criteria for appointment.
16. Appointment on absence pending relinquishment of post.
17. Vacation leave earned prior to secondment.
18. Acting appointments.
19. Seniority as between posts.
20. Seniority between Officers in the same grade.
21. Period of secondment.
22. Salary of Officer returning from secondment.
23. Record of particulars.

24. Report of marital status and beneficiary.
25. Resignation.
26. Retirement of Officers.
27. Premature retirement.
28. Re-employment of pensioners.
29. Officers retired under section 6(1) (a) (iii) of the Pensions Act.

PART III

CONDUCT OF OFFICERS

30. Conduct of Officers generally.
31. Hours of duty.
32. Absence from work during working hours.
33. Absence from duty without permission.
34. Performance appraisal report.
35. Attendance Register.
36. Strict punctuality and attendance.
37. Private employment.
38. Acceptance of gifts.
39. Private property.
40. Use of National Assembly vehicles.
41. Auditorship or directorship of companies.
42. Conduct in financial matters.
43. National Assembly Officers and the media.
44. Unauthorised disclosure of information.
45. Broadcast talks by Officers.
46. Disclosure of confidential documents.
47. Access to personal records.
48. Representations from Officers.
49. Engagement in political activities.
50. Legal proceedings against Officers.
51. Industrial action.
52. Strikes by Officers.
53. Officers to be properly attired.
54. Uniforms.
55. Conduct, decorum, etc., of Officers.

PART IV

DISCIPLINE OF OFFICERS

- 56. Authority to discipline Officers.
- 57. Abuse of National Assembly vehicles.
- 58. Appeal to Committee.
- 59. Inefficiency and misconduct.
- 60. Conviction on criminal charges.
- 61. Procedure in cases of dismissal.
- 62. Compulsory retirement.
- 63. Interdiction.
- 64. Suspension.
- 65. Disciplinary procedures while on secondment.
- 66. Officer on interdiction not to leave country.
- 67. Stoppage, deferral, or suspension of increment.
- 68. Senior Officers responsible for acts of junior Officers.

PART V

LEAVE OF ABSENCE

- 69. Officers entitled to leave as of right.
- 70. Authority for grant of leave.
- 71. Application for leave and leave roster.
- 72. Deferment of leave.
- 73. Annual leave.
- 74. Compulsory leave.
- 75. Extension of leave.
- 76. Leave not to entail extra staff.
- 77. Leave on urgent private affairs.
- 78. Leave prior to normal or compulsory retirement.
- 79. Leave prior to voluntary resignation or dismissal.
- 80. Vacation leave entitlement.
- 81. Method of calculating leave days.
- 82. Minimum service for vacation leave.
- 83. Maximum accumulable leave.
- 84. Refusal of leave and periods during which leave is not earned.
- 85. Payment of leave eligibility on death of Officer.
- 86. Sick leave.

- 87. Medical Board
- 88. Sick leave during vacation leave.
- 89. Maternity leave.
- 90. Maternity and paternity leave entitlement.
- 91. Maternity leave without pay.
- 92. Special leave.
- 93. Maximum special leave.
- 94. Leave without pay.
- 95. Duty leave.
- 96. Leave to Officers on secondment.
- 97. Compassionate leave.
- 98. Leave to attend training courses.
- 99. Study leave.
- 100. Extension of study leave.
- 101. Study leave without pay.
- 102. Leave for part-time study courses.

PART VI

EDUCATION TRAINING AND CAREER DEVELOPMENT

- 103. Authority for the grant of training awards.
- 104. Medical examination.
- 105. Proposals for overseas training.
- 106. Nominations for in-service training.
- 107. Applications from individual Officers.
- 108. Annual report.
- 109. Training expenses.
- 110. Training agreement.
- 111. Obligations while on training.
- 112. Reports.
- 113. Suspension or termination of training awards.
- 114. Unsuccessful completion of part-time studies.
- 115. Training awards.
- 116. Penalty for termination.
- 117. Assistance for correspondence courses.
- 118. Training at local institutions.
- 119. Non-refundable expenses for a self-initiated course.
- 120. Selection criteria for training in the National Assembly Service.
- 121. Passages for family.

PART VII

SALARIES, ALLOWANCES AND FINANCIAL BENEFITS

- 122. Salaries for Officers.
- 123. Salaries for temporary staff.
- 124. Incremental date.
- 125. Grant of increments.
- 126. Salary payable on promotion.
- 127. Increments for qualifications.
- 128. Merit award.
- 129. Promotion after a period of acting.
- 130. Retention of services of an Officer in former Department.
- 131. Seniority allowance.
- 132. Salary conversion.
- 133. Acting allowance.
- 134. Responsibility allowance.
- 135. Extent of the payment of acting allowance.
- 136. Relocation allowance.
- 137. Housing allowance.
- 138. Payment of other allowances during leave.
- 139. Subsistence and meal allowance.
- 140. Subsistence allowance and other allowances for Clerk and Deputy Clerk.
- 141. Special arrangements.
- 142. Commuted subsistence allowance.
- 143. Reimbursement of lodging expenses.
- 144. Allowances in respect of travel abroad on duty.
- 145. Travel abroad.
- 146. Subsistence allowance to Officers on study leave.
- 147. Warm clothing allowance.
- 148. Travel allowance.
- 149. Maintenance allowance.
- 150. Resettlement grant.
- 151. Mileage allowance.
- 152. Motor vehicle maintenance allowance.
- 153. Bicycle allowance.

PART VIII

PENSIONS, GRATUITIES AND OTHER RETIRING ALLOWANCES

- 154. Procedure on retirement.
- 155. Claims for pensions.
- 156. Qualifications for pensions.
- 157. Computation of Officer's retiring benefits.
- 158. Statutory declaration as to Officer's service.
- 159. Retirement on medical grounds.
- 160. Submission of pension documents.
- 161. Death-in-harness gratuity.
- 162. Requirements as to other pensionable service.
- 163. Claims under the Widow's and Children's Pensions Act.
- 164. Resignation gratuities.

PART IX

ADVANCES

- 165. Advances (salary, household items, bicycle, etc.).
- 166. Proof of purchase and insurance coverage.
- 167. Other advances.
- 168. Interest on advances.
- 169. Refusal of advance application.
- 170. Repayment of advances.
- 171. Vehicles not to be sold or disposed of without permission.
- 172. Proceeds of sold vehicle to be used in purchase of new vehicle.
- 173. Advance not to be granted within three years of previous loans.

PART X

TRANSFERS, POSTING AND RESIDENTIAL QUARTERS

- 174. Authority to transfer.
- 175. Right of appeal.
- 176. Notice of transfer.
- 177. Effective months of transfer.
- 178. Tour of duty.

179. Transfer not to be used as a punitive measure.
180. Rental of official quarters.
181. Occupation of official quarters during leave.
182. Transfer or death of Officer occupying official quarters.
183. Quarters to be kept clean.
184. No alteration by occupiers of quarters.
185. In the event of damage, Officer to make good such damage.
186. Yearly reports on quarters.

PART XI

MISCELLANEOUS

187. Certificate of service.
188. Loss of private property.
189. Disaster preparedness.
190. Disaster Coordinator.
191. Purchaser of stationery.
192. Care of stationery.
193. References on forms.
194. Need for economy.
195. Economy labels.
196. Official seal or stamp.
197. Franking stamps.
198. Answering of telephone calls.
199. Avoidance of correspondence.
200. Prior permission for overseas communications.
201. Prior permission for overseas communications.
202. Identification.
203. Single subject communication.
204. Correspondence with Government.
205. Correspondence to National Assembly.
206. Reference to laws, etc.
207. Circulars.
208. Copyright and royalties.
209. Other instructions in guard book.
210. Gazette notices.
211. Officers to acquaint themselves with Gazette, Acts, etc.
212. Precedent book.
213. Inclement weather gear.

- 214. Surcharge in case of damage or loss.
- 215. Staff representative on Committee; term of office.
- 216. Negative resolution.
- 217. Commencement.

FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE

FOURTH SCHEDULE

FIFTH SCHEDULE

SIXTH SCHEDULE

SEVENTH SCHEDULE

BELIZE:

STATUTORY INSTRUMENT

No. 19 of 2004

REGULATIONS made by the National Assembly Staff Committee in exercise of the powers conferred upon it by section 13 of the National Assembly Staff Act, Chapter 14 of the Substantive Laws of Belize, Revised Edition 2000, and all other powers thereunto it enabling.

(Gazetted 17th January, 2004.)

PART I

PRELIMINARY

1. These Regulations may be cited as the

Short title.

NATIONAL ASSEMBLY STAFF (CONDITIONS OF SERVICE) REGULATIONS, 2003.

2. (1) In these Regulations, unless the context otherwise requires:-

Interpretation.

(a) "Clerk" means the person holding office of Clerk to the National Assembly pursuant to section 67(1) of the Belize Constitution;

CAP. 4

(b) "Committee" means the National Assembly Staff Committee appointed under section 3 of the National Assembly Staff Act;

No. 1 of 2000.

(c) "Deputy Clerk" means the person holding the office of Deputy Clerk to the National Assem-

CAP. 4.

(d) “Minister” means the Minister for the time being responsible for Finance.

PART II

APPOINTMENTS AND PROMOTIONS

Authority for appointments.

3. (1) The Committee shall make all permanent appointments in the National Assembly and shall exercise disciplinary control over persons holding or acting in such offices, including the power to remove such persons from office, except where it is otherwise stipulated in the National Assembly Staff Act:

CAP. 14.

Provided that the provisions of this subregulation shall not apply to Officers appointed under section 5 of the National Assembly Staff Act.

CAP. 14.

(2) The power to appoint and confirm persons to the post of Office Assistant is delegated to the Clerk.

(3) Every member of staff shall, if and when required by the Clerk, but as far as possible immediately after joining the National Assembly staff, subscribe to the oath or affirmation of office and secrecy set out in the Seventh Schedule to these Regulations.

Seventh Schedule.

Nationality requirements.

4. Only Belizeans shall be eligible for permanent appointment in the National Assembly.

Rules for appointment and promotion.

5. (1) The educational or professional qualifications and other requirements for appointment to permanent posts in the National Assembly shall be published by the Clerk after consultation with the Committee.

(2) No person who has been dismissed or whose appointment has been terminated as a result of disciplinary measures from the National Assembly shall be re-employed.

(3) Every appointment to the permanent establishment of the National Assembly shall be subject to a probationary period of one year.

(4) An interim performance appraisal report shall be submitted after the first six months to the Committee, and at the end of a second six month period. The latter performance appraisal (at the end of twelve months) shall form the basis of the Officer's assessment for confirmation in his appointment.

(5) If, on the basis of the report, the Officer's performance is considered unsatisfactory, his appointment shall be terminated by the Committee.

(6) Before any recommendation is made to the Committee for the termination of an Officer's appointment, the Clerk shall inform the Officer of this recommendation and of the specific reasons therefor and he shall invite the Officer to submit any representations he may wish to make why his appointment should not be terminated.

6. (1) Every appointment to the permanent establishment of the National Assembly shall be subject to passing the prescribed medical examination which shall include a test for the use of illegal drugs before, or at the latest, during the first four weeks of the probationary period. Such examination, inclusive of the drug test, shall be carried out by a Government Medical Officer.

Medical
examination
on
appointment.

(2) The Clerk is required to arrange with the Director of Health Services for the medical examination, inclusive of the drug test, and to see that the Officer undergoes the examination and drug testing in accordance with the "Public Service Drug Testing Protocol".

(3) The Director of Health Services is required to see that the medical examination and drug testing are performed without delay. The medical report, inclusive of the drug testing result, should be sent under CONFIDENTIAL cover to the Clerk, National Assembly, by the Director of Health Services.

Medical examination for persons recruited abroad.

7. A person selected for appointment in the National Assembly from outside Belize shall be required to pass the prescribed medical examination which shall include a test for the use of illegal drugs performed by a medical practitioner selected by the Government of Belize in the country where he is residing before taking up his appointment in Belize.

Further medical examination in appropriate cases.

8. (1) An Officer whether or not on leave, may be required by the Committee to present himself for examination, including a drug test, to an approved medical practitioner or medical board. The objective is to ascertain whether he is physically and/or mentally fit to perform the duties of his office. The cost of such examination shall be paid by the National Assembly. The Officer shall be permitted, at his own expense, to have his medical practitioner present at such examination in a consultative capacity only, and such medical officer shall not be a member of the Board, nor shall he have any say in the Board's findings.

(2) In case of examinations under subregulation (1) above, the following shall apply:-

- (a) the Clerk, on the direction of the Committee, shall request the Director of Health Services to appoint a Medical Board to examine the Officer;
- (b) a Medical Board shall consist of three medical Officers appointed by the Director of Health Services (the term medical Officer includes specialist medical Officers);

(c) the report of the Board shall be submitted to the Director of Health Services who shall pass it, with comments if necessary, to the Clerk under CONFIDENTIAL cover;

(d) if the Officer is absent from Belize, the agency representing the National Assembly in the country where he currently is residing shall arrange for a Medical Board.

(3) The Officer shall be informed at the earliest possible date of the decision reached upon his case after consideration of the report. If the Officer is dissatisfied with that decision he shall be at liberty to make representations to this effect. In this event, the Committee shall decide at its discretion whether further medical evidence is required.

9. When a vacancy occurs in a post, the Clerk shall report it to the Committee on the form prescribed in the First Schedule to these Regulations and submit therein his recommendations for filling the post. Vacancies in the National Assembly shall be filled by the Committee, subject to section 5 of the National Assembly Staff Act.

Procedure for filling vacancies. First Schedule

10. An Officer of the National Assembly, on first appointment to an office in which he has satisfactorily performed the duties of a temporary capacity for a period equal to or of longer duration than the period of probation prescribed by Regulation 5 (3) above, shall not be required to serve on probation and shall be confirmed on appointment.

No. 1 of 2000. Exemption from probation.

11. The following principles shall be observed for the treatment of an Officer of the National Assembly during his period of probation, namely:-

Principles to be observed during probation.

(a) the Officer on probation shall be given an opportunity to learn his work and be tested as to his suitability for it;

- (b) he shall be afforded all possible facilities for acquiring experience in his duties;
- (c) he shall be subject to continual, effective and sympathetic supervision;
- (d) so far as the exigencies of the service permit, he shall be assigned to duty only where observation and supervision is possible; and
- (e) if at any time during his period of probation he exhibits tendencies which render it in any way doubtful that he is likely to become fit for confirmation in his appointment, these shall at once be drawn to his attention in writing by the Clerk and he shall be given such assistance as may be possible to enable him to correct such tendencies.

Confirmation
of
appointment.
No. 1 of 2000.

12. Subject to section 5 of the National Assembly Staff Act and to Regulation 3 (2) of these Regulations, if, after consideration of the final report of the Clerk, the Committee is satisfied that the service of an Officer on probation has been satisfactory, the Committee shall confirm his appointment with effect from the date of such appointment.

Overseas
appointments;
travel
arrangements.

13. (1) Where appropriate, the provisions of this Regulation shall apply to a person who is selected from overseas for appointment to an office in the National Assembly. The term "child" in these Regulations means any children of the Officer, including legally adopted children and stepchildren of the person appointed who are below the age of eighteen years, unmarried and wholly dependent on the person. The term "passage" means a passage by a route approved by the Committee, as a normal route which may include journeys necessarily undertaken in any process of transshipment.

(2) The person appointed:-

- (a) shall, in the absence of any arrangements to the contrary, receive passage at the expense of the to Belize for the Officer, spouse and dependent children, not exceeding four persons in all, if they accompany or follow the person appointed within twelve months of appointment;
- (b) may be required to execute an agreement in the form prescribed by the Committee to refund the cost of the passage, including the cost of transporting his baggage and personal effects as provided in paragraph (c) below, in certain contingencies. For the purpose of this Regulation, the term "country of residence" means the country from which the person was recruited;
- (c) shall normally be granted the following allowances for transport of baggage and personal effects:-
 - (i) ocean freight charges up to the maximum of two tons (2,000 kgs) weight, exclusive of the baggage allowance provided on the passenger tickets issued to the Officer and family, where furnished quarters are not provided; or one ton (1,000 kgs) weight, exclusive of the baggage allowance provided on the passenger tickets issued to the Officer and family, where furnished quarters will be provided;
 - (ii) the cost of transporting baggage and personal effects from the person's home to the place of embarkation and from the port of disembarkation to final destination; and

- (iii) reasonable expenditure in respect of bill of lading charges, export shipping charges and agency fees. Claims for packing, crating, storage at the point of embarkation and disembarkation and claims for insurance shall not be met by the National Assembly.

**Signing of
bond or
contract.**

14. Persons appointed from overseas to permanent posts in the National Assembly who have received the entitlement outlined in Regulation 13 above, shall sign a bond to work in the National Assembly for a minimum period of three years. Persons who are employed on contract basis shall sign a contract to work for a minimum period of three years.

**Criteria for
appointment.**

15.(1) No Officer shall be appointed or promoted to a post for which he is not qualified.

(2) The promotion of Officers to fill vacancies shall be approved by the Governor-General or the Committee, as the case may be, and they shall base their decision on the following factors in descending order of importance:-

(a) Performance Track Record;

(b) Integrity; and

(c) Experience.

**Appointment
on absence
pending
relinquishment
of post.**

16. Whenever an officer is on leave of absence pending relinquishment of his post -

(a) another officer may be appointed to that office; and

(b) the officer appointed under paragraph (a) shall, for the purpose of any function of that office, be deemed to be the sole holder of that office.

17. An officer shall utilize or be paid in lieu of all vacation leave earned prior to his departure on secondment.

Vacation
leave earned
prior to
secondment.

18. (1) An Officer who fulfills the criteria outlined in Regulation 15 and is appointed to act in a vacant post shall not be allowed to act for more than one year.

Acting
appointments.

(2) An Officer who is appointed to act in a post that is *not* vacant and for which he is qualified may be allowed to act in that post for a specified period.

(3) Where more than one serving Officer, subject to performance and other relevant criteria, are eligible for appointment to act, the appointment may be rotated between the eligible Officers.

(4) Quarterly evaluation forms shall be submitted to the Committee for everyone who is acting.

(5) If an Officer's performance is considered unsatisfactory, his acting appointment shall be terminated.

19. Seniority among posts in the Service of the National Assembly shall be determined by salary scale, the post with the higher salary scale being the senior. Where the scales of two posts overlap, the one with the higher maximum will be the senior. In cases where the maxima are the same, the post with the higher minimum salary will be the senior.

Seniority as
between
posts.

20. An Officer's seniority shall be determined by the date of his appointment to a particular grade; provided that an Officer shall be considered to be of the same seniority as other Officers appointed to the same grade within six months of the date of appointment of the Officer concerned.

Seniority
between
Officers in
the same
grade.

21. (1) An Officer may be seconded up to a maximum period of two years to an office or post outside the National

Period of
secondment.

Assembly. Such secondment, save in exceptional cases, shall not be renewable. The secondment shall be on a contractual basis and the Officer shall be governed by the rules and regulations of the receiving organisation.

(2) An Officer shall continue to pay the usual contributions during the period of his secondment.

(3) Subject to subregulation (4) below, the service of an Officer while on secondment shall account for superannuation purposes.

(4) All applications for secondment shall be made by the Officer concerned, through the Clerk, to the Committee. Approval for secondment shall be contingent on the exigencies of the Service.

Salary of
Officer
returning
from
secondment.

22. An Officer who has completed a period of secondment shall normally revert to the point in the salary range of his substantive office which he would have reached if he had not been seconded.

Record of
particulars.

23. (1) The Clerk is required to keep a record of the following particulars of Officers in the Service of the National Assembly on the assumption of duty of such Officers:-

(a) addresses and any changes thereto;

(b) next-of-kin and their addresses.

(2) The Clerk is responsible for ensuring that records of the service of every Officer are maintained in personal files.

Report of
marital status
and
beneficiary.

24. An Officer shall declare his marital status and any changes thereto immediately and may declare his beneficiary to the Committee, through the Clerk, to facilitate the processing of any benefits provided for under these Regulations.

25. An Officer wishing to resign must give at least one month's notice in writing to the Committee of his intentions to do so. A person whose resignation is accepted is entitled to all benefits due him. Failure to give adequate notice may result in his dismissal. The Clerk is responsible for ensuring that steps are taken to recover all outstanding advances owing to the Government or the National Assembly by the resigning Officer.

Resignation.

26. All Officers, with the exception of the Clerk and the Deputy Clerk, without exception shall retire on reaching the compulsory age of retirement (50 years) and shall not be re-employed except where there is a chronic and existing shortage in a technical or professional field and where in such circumstances a serving Officer would not be denied an opportunity for advancement to a higher post.

Retirement of Officers.

27. Officers appointed to permanent posts in the National Assembly may be permitted or called upon to retire before attaining the age of fifty years, in the public interest.

Premature retirement.

28. (1) No pensioner shall be employed in the National Assembly Service, whether or not that pensioner is to be held against an established post or paid from open vote unless the prior permission of the Committee has been obtained.

Re-employment of pensioners.

(2) Where a pensioner is employed he shall have:-

(a) a contract for a period not exceeding two years, in the first instance, with a gratuity of 20% of total basic salary earned; and

(b) similar terms and conditions of service attached to the post to which he is appointed.

(3) Save in exceptional cases, no one who is retired from the National Assembly Service on medical grounds will be rehired. Any such person will be required to once again go before a Medical Board to determine his fitness to resume duties.

Officers
retired under
section 6(1)
(a)(ii) of the
Pensions Act.
CAP. 22.

29. If a person to whom a pension has been paid under section 6 (1) (a) (ii) of the Pensions Act is appointed to an office in the National Assembly Service, the payment of his pension may, with his consent, if the Governor-General thinks fit, be suspended during the period of his employment.

PART III

CONDUCT OF OFFICERS

Conduct of
Officers
generally.

30. (1) In accordance with section 12 of the Act, all Officers shall conduct themselves in such a way as not:-

- (a) to place themselves in positions in which they have or could have a conflict of interest;
- (b) to compromise the fair exercise of their official functions and duties;
- (c) to use their office for private gain;
- (d) to demean their office or position;
- (e) to allow their integrity to be called into question;
- (f) to endanger or diminish respect for, or confidence in, the integrity of the National Assembly.

(2) All officers shall therefore:

- (a) demonstrate the highest level of professional conduct and personal integrity in the performance of their duties and in serving the Members of the National Assembly;
- (b) treat everyone, including public officers, clients and members of the general public with courtesy, respect, fairness and objectivity;

(c) display a positive attitude and be pro-active in the exercise of their duties; seek to understand and to satisfy the real needs of Members of the National Assembly;

(d) in the exercise of their official duties, not confer any special benefit and/or give preferential treatment to anyone on the basis of and special relationship; and

(e) render service in a timely, efficient and effective manner.

(3) The use of alcohol, controlled drugs, intoxicants, narcotics or any other illegal substance is prohibited at the workplace.

(4) Arriving at work under the influence of any of the substances set out in subregulation (3), or using any such substance whilst on duty, is prohibited.

(5) Sexual harassment at workplace is forbidden. Officers who engage in sexual harassment shall be liable to disciplinary action, including dismissal.

(6) For the purpose of these Regulations, the term "sexual harassment" has the meaning assigned to it in the Protection Against Sexual Harassment Act.

CAP. 107.

31. The minimum hours of attendance at work for the various categories of Officers shall be as determined by the Committee. All Officers shall be required to work a minimum of thirty-nine and one half hours per week. No permanent alteration of the determined hours of work of any category of Officers may be effected unless the Committee so approves, but the Clerk may require any or all of the staff of the National Assembly to work temporarily for longer hours than those determined whenever the public interest so requires. Addi-

Hours of
duty.

tional hours worked shall be compensated for by overtime for which prior approval shall be given by the Committee, or by time off in lieu of overtime.

**Absence from
work during
working
hours.**

32. No Officer may absent himself from duty during working hours without the permission of the Clerk. An Officer who absents himself from work without permission shall render himself liable to disciplinary action.

**Absence from
duty without
permission.**

33. An Officer shall make every effort to contact his supervisor in the case of illness or other unavoidable circumstances on the first day of his absence. An Officer who absents himself from duty without permission shall render himself liable to disciplinary action. Aggravated cases could lead to dismissal.

**Performance
appraisal
report.**

34. Every Officer shall be assessed on a bi-annual basis and a Performance Appraisal Report shall be submitted to the Committee by the Clerk not later than the 31st January and 31st July of each year.

**Attendance
Register.**

35. Every Officer, except the Clerk and the Deputy Clerk, shall sign his name in the Attendance Register kept in the National Assembly for this purpose and insert the time of his arrival and departure from duty. The Clerk shall depute the Deputy Clerk to examine and initial this Register every day and bring to his notice any case of habitual or frequent unpunctuality or absenteeism on the part of any Officer. The Clerk or the Deputy Clerk shall examine this Register at least once every month.

**Strict
punctuality
and
attendance.**

36. (1) Strict punctuality shall be observed in attendance at the office and absence from place of work shall be authorized by the Clerk or the Deputy Clerk. Any Officer who is late or absent in any one day without an adequate excuse to the satisfaction of the Clerk may be subject to a deduction from his salary.

(2) The deduction shall be recovered from the Officer's salary at the end of the month following that for which the penalty is imposed. It shall be calculated on the basis of the Officer's regular hourly rate of pay and shall be equivalent to the salary for the period during which he was late or absent without permission.

(3) In addition to the deduction referred to in (1) and (2) above, an Officer may be subject to other additional penalties set out in these Regulations if the Clerk recommends the imposition by the Committee of such penalties, due to an Officer's persistent late attendance or absenteeism from work.

37. (1) An Officer, whether on leave of absence or not is forbidden, without the consent of the Committee or the Governor-General, as the case may be:-

Private
employment.

(a) to undertake any private work for payment or gain;

(b) to engage in a trade, business, employment or in any commercial undertaking; or

(c) to accept any commission in any matter connected with the exercise of his duties.

(2) Approval may be granted by the Committee where there is no conflict of interest and shall be considered on a case by case basis after consultation with the Clerk.

38. Officers are prohibited from receiving gifts in their line of duty whether in the form of money, goods, free passages or other personal benefits or from giving such gifts.

Acceptance of
gifts.

39. Except with the prior sanction of the Governor-General or the Committee, no Officer may sell, rent, hire or allow to be sold, rented or hired his private property to the National Assembly.

Private
property.

Use of
National
Assembly
vehicles.

40. (1) Subject to subregulation (2) below, Officers appointed under section 6 of the Act are prohibited from using National Assembly vehicles for private purposes.

(2) No Officer appointed under section 6 of the Act, other than an authorized driver, shall be allowed to drive a National Assembly vehicle and the Clerk shall ensure compliance with this subregulation.

Auditorship
or
directorship
of companies.

41. (1) Except in cases of companies in which the majority shares are held by or on behalf of the Government, Officers are not allowed to accept the auditorships or directorships of, or hold shares in, business organizations or companies without the approval of the Governor-General or the Committee.

(2) Approval may be granted by the Committee or the Governor-General for an Officer to be an auditor or director of a company where there is no conflict of interest and shall be considered on a case by case basis after consultation with the Clerk (if the Clerk is not the Officer concerned), or with the Minister in the case of the Clerk.

Conduct in
financial
matters.
CAP.5.

42. The Financial and Stores Orders, together with the Finance and Audit Act, shall govern the conduct of Officers in connection with the receipt, custody and disbursement of National Assembly funds and the custody of National Assembly stores.

National
Assembly
Officers and
the media.

43. (1) Officers are forbidden to be editors of newspapers or to take part in the management of newspapers, directly or indirectly. They may not, without the permission of the Clerk or the Governor-General in the case of the Clerk or the Deputy Clerk, contribute to any newspaper in Belize or elsewhere on questions which may be regarded as party-politics, though they may contribute articles upon subjects of general interest:

Provided that the Governor-General or the Committee shall determine whether an article deals with party-politics or not.

(2) An Officer, whether on duty or on leave, shall not allow himself to be interviewed on matters affecting the defence or military resources of Belize.

(3) Statements to the press involving public policy shall not be made by Officers without prior clearance from the Clerk or the Governor-General in the case of the Clerk or the Deputy Clerk.

(4) Statements for publication involving factual or technical information may be made by the Clerk or the Deputy Clerk and other senior Officers if authorized by the Clerk.

44. Subject to the Freedom of Information Act, an Officer shall not, without the prior written approval of the Clerk or the Governor-General in the case of the Clerk or the Deputy Clerk, make public or communicate to the press or cause to be made public or so communicated to the press or to unauthorized individuals any documents, papers or information which may come into his possession in his official capacity, or make private copies of any such documents or papers.

Unauthorised
disclosure of
information
No. 9 of 1994.

45. Officers are forbidden to give broadcast talks or to engage in any discussion of an administrative nature without the prior written approval of the Clerk or the Governor-General in the case of the Clerk or the Deputy Clerk.

Broadcast
talks by
Officers.

46. Except under an Order of court or where the law expressly provides, and with the written permission of the Clerk, or the Governor-General in the case of the Clerk or the Deputy Clerk, Officers shall not disclose or produce in evidence in any court of law or any other forum any official document of a confidential nature.

Disclosure of
confidential
documents.

47. (1) Officers shall have access to records personally relating to themselves but, before doing so, shall obtain the prior written permission of the Clerk. The Clerk may require the Officer to inspect the records in his presence or in the presence of the Deputy Clerk.

Access to
personal
records.

(2) Officers are entitled to make copies of official correspondence relating to themselves, upon application to the Clerk. The cost of such copies shall be borne by the Officer making the request.

**Representations
from
Officers.**

48. (1) Officers who may wish to make representations regarding matters affecting their conditions of service, should do so personally or through their staff representative to the Clerk and should not directly approach a Member of the National Assembly.

(2) Representations from Officers to members of the National Assembly concerning any aspect of their conditions of service are hereby prohibited. Officers should utilize the procedure outlined in subregulation (5) below.

(3) The Clerk shall:-

(a) respond within fourteen days, where the matter can be dealt with internally;

(b) forward such representation to the Committee and other appropriate authority within seven days, where the matter cannot be dealt with internally.

(4) The Clerk should state in a separate memorandum, if necessary, his own views on the representations made and make definite recommendations as to the merit of the representations.

(5) When the Officer has not received a reply within twenty-one days he shall forward a copy of his request directly to the Committee and the addressee.

**Engagement
in political
activities.**

49. (1) Officers are expressly forbidden to participate actively on behalf of any party or candidate in any National, Municipal or Village Election.

(2) Without prejudice to the generality of subregulation (1) above, an Officer is expressly forbidden to:-

- (a) accept appointment or election, whether paid or unpaid, as an Officer of a political party;
- (b) offer himself as candidate for election to the House of Representatives, City Council, Town Council, or Village Council, unless he has first resigned from the National Assembly Service;
- (c) make speeches or answer questions at public meetings in a manner which indicates support for, or antipathy towards, any political party or politician;
- (d) assist in the election campaign of political candidates;
- (e) write letters to the press which refer to political matters and indicate party bias;
- (f) distribute literature which advocates the pursuance of a particular party policy;
- (g) show favour to members of a particular party when dealing with the public or when dealing with any form of National Assembly business;
- (h) solicit funds for any candidate or any political party;
- (i) engage in any activity of a party political nature.

50. (1) Where legal proceedings are instituted against an Officer in respect of any act or omission committed in the performance of his duties, such Officer shall be entitled to the cost of legal assistance if the Chief Parliamentary Counsel

Legal
proceedings
against
Officers.

advises the Committee that it is a proper case for legal assistance and the Committee is of the opinion that it is in the public interest for such assistance to be given.

(2) Where proceedings brought against an Officer are defended by Government, and the Committee considers that it would be advisable to settle such proceedings, the Committee shall recommend to the Financial Secretary the amount for which it considers that efforts should be made to settle such proceedings and also the amount, if any, which the National Assembly should contribute towards such settlement. Upon receipt of the decision, the Officer shall be informed of what amount, if any, he shall be called upon to contribute towards such settlement. If the Officer agrees to make the contribution decided upon, he shall so state in writing and, thereupon, the Committee may take steps to settle such proceedings. If the Officer does not agree to contribute the amount decided upon, Government may refuse to continue to defend him.

(3) Where, as a result of the act of an Officer, legal proceedings are successfully brought against the National Assembly or any Officer thereof, and the Committee deems it desirable to settle such proceedings out of court, disciplinary action may, if the circumstances so warrant, be instituted against such Officer.

**Industrial
action.**

51. Disputes in the National Assembly Service which may involve or give rise to industrial action shall be determined in accordance with any law or enactment which makes provision for the determination of such disputes.

**Strikes by
Officers.**

52. (1) Without prejudice to the laws relating to essential services, if an industrial dispute results in a strike, salaries and wages of Officers who go on strike shall not be paid for any day or portion of a day during which they are on strike.

(2) Without prejudice to the generality of subregulation (1) above:-

(a) if an Officer merely reports for work on any day of a strike but does not work for the day, he shall not receive pay in respect of that day;

(b) if an Officer works only for a part of a day of a strike, he shall not be paid for that period of the day during which his services were withheld.

(3) Any Officer who engages in a strike not arising out of, or not resulting from, an industrial dispute renders himself liable to disciplinary action, including dismissal.

(4) At the commencement of a strike, the Clerk shall inform all Officers on leave of the existence of the strike and request them to report for duty immediately. Officers who fail to report to work shall, in the absence of satisfactory explanation, be deemed to be in support of the strike and shall not be eligible for pay from the date of the commencement of the strike until such time as they report for duty and commence to work, or until the strike is concluded, whichever is first. This provision applies to Officers on any type of leave except:-

(a) sick leave;

(b) maternity leave;

(c) leave on urgent private affairs;

(d) special leave;

(e) study leave;

(f) leave outside Belize:

Provided, however, that salaries and wages may be paid to persons who are absent on the grounds of illness where the entire period of such absence is supported by a satisfactory medical certificate.

(5) It is expected that there will be some workers who report for duty and are willing to work but are prevented from doing so because of circumstances beyond their control. A distinction should be made between this class of worker and the *bona fide* strikers and the former class may be paid if, after reference to the Committee, it is considered that the circumstances justify such action. In any case, where there is doubt whether an Officer was a *bona fide* striker, an enquiry shall be instituted by the Committee in order to determine the category in which his conduct places him.

Officers to be properly attired.

53. Officers are expected to be properly attired while on duty. From time to time, the Committee may specify dress that is not considered proper during official working hours. The Clerk shall ensure that an appropriate standard of dress, especially at public counters, reception desks and in every case in which members of staff come into contact with the public, is maintained.

Uniforms.

54. Where, in respect of any function discharged by an Officer, it is considered that uniforms are necessary for organizational reasons or for protective and identification purposes, the conditions applicable to the provision of such uniforms shall be determined from time to time by the Clerk.

Conduct, decorum, etc., of Officers.

55. (1) Officers shall conduct themselves with decorum while at work so as not to disturb others, and so as to maintain an atmosphere of efficiency and purposefulness at the workplace. In particular, Officers shall not engage in loud conversations, sing or play radios above a barely audible level at the workplace. They shall not eat or drink in areas to which the public has access.

(2) In no circumstances shall items which offend good taste or morals be displayed in a National Assembly Office. No picture, notice, or any other similar items shall be attached to the walls of a general office without the prior permission of the Clerk or a duly authorized Officer.

PART IV

DISCIPLINE OF OFFICERS

56. (1) The authority for the discipline of Officers other than the Clerk and the Deputy Clerk is vested in the Committee; provided that where there is a law which provides the necessary means of dealing with disciplinary offences in the case of any members of the National Assembly Service, proceedings shall be taken under such law. In all other cases not regulated under any law, the Committee shall deal with cases of discipline at its discretion.

**Authority to
discipline
Officers.**

Provided that the provisions of this subregulation shall not apply to Officers appointed under section 5 of the Act.

(2) The power to discipline persons appointed to the post of Office Assistant and to discipline Officers in respect of abuse of National Assembly vehicles is delegated to the Clerk.

57. (1) The Clerk may exercise disciplinary control over all Officers in the National Assembly, other than the Deputy Clerk, in respect of any matter arising from or connected with the abuse of the National Assembly vehicles and may, where the complaint of such abuse is proved:-

**Abuse of
National
Assembly
vehicles.**

(a) levy a surcharge by deduction from salary to recover cost of damage, gasoline, wear and tear and other expenses arising from such abuse; or

(b) administer an oral or written reprimand; or

(c) suspend or defer increment.

(2) In any case where the Clerk considers that a more severe punishment is justified that he is authorized to impose under sub-regulation (1) above, he shall refer such case to the Committee with his recommendations thereon.

**Appeal to
Committee.**

58. Any person against whom disciplinary action is taken by the Clerk in exercise of the powers under Regulation 57 may appeal to the Committee within twenty-one days of the date thereof.

**Inefficiency
and
misconduct.**

59. (1) If, after oral warning of inefficiency or misconduct, an Officer's work or conduct does not improve, he shall be warned in writing and required to acknowledge receipt of such warning in writing. In aggravated cases, a copy of the correspondence shall be sent to the Committee.

(2) Where disciplinary action is recommended in the correspondence sent to the Committee under subregulation (1) above, but dismissal or compulsory retirement is not contemplated, the Committee may cause an investigation to be made into the matter in such manner as it shall think proper, and the Officer shall be entitled to know the whole case made against him, and shall have an adequate opportunity throughout of making his defence. If, as a result, the Committee is of the opinion that the allegation is proven, it may impose such penalty upon the Officer as it thinks fit, such as demotion, stoppage of increment, fine, reprimand or caution.

(3) Where dismissal or compulsory retirement is contemplated on the correspondence sent to the Committee under subregulation (1) above, the Officer may, if he wishes, request that he appear before and be heard by the Committee with or without a union representative, attorney or some other person present to assist him at the hearing, and such a request shall be granted. However, before cases of this nature are considered, there shall be on file a record of instances or occasions on which the Officer was made aware of the unsatisfactory state of his work or conduct.

(4) An Officer whose appointment has been confirmed may be dismissed at any time on the grounds of misconduct, insubordination or gross inefficiency at work. He shall be entitled to payment in lieu of all vacation leave accrued to him. The procedure for dismissal is outlined in Regulation 61 below.

60. Where an Officer has been convicted on a criminal charge, no further proceedings are necessary before dismissal is effected. The Committee, after a consideration of the proceedings of the Court making the conviction and of the Superior Court, if any, to which an appeal has been made, may take action in accordance with Regulation 61 below.

Conviction on criminal charges.

61. An Officer may, subject to the provisions of subparagraph (f) below, be dismissed by the Committee only in accordance with the rules contained in paragraph (a) to (e) of this regulation as follows:-

Procedure in cases of dismissal.

- (a) the Officer shall be notified in writing of the grounds upon which it is intended to dismiss him or terminate his appointment, and he shall be given full opportunity of exculpating himself;
- (b) the matter shall be investigated by the Committee with the aid of the Clerk or such other Officer(s) or person(s) as the Committee may appoint;
- (c) if any witnesses are called to give evidence, the Officer, his union representative, or attorney shall be entitled to be present and to put questions to the witnesses;
- (d) no documentary evidence shall be used against the Officer unless he has previously been supplied with a copy thereof or given access thereto;
- (e) in lieu of dismissal the Committee may, at its discretion, impose some lesser penalty such as demotion, stoppage of increment, fine or reprimand. Alternatively, if the proceedings disclose grounds for so doing it may, without further proceedings, require the Officer to retire in accordance with Regulation 62;

- (f) if the Officer is convicted of a criminal charge, the Committee may, after a consideration of the proceedings of the court, dismiss the Officer or subject him to some lesser penalty. Alternatively, if the proceedings disclose grounds for so doing, the Committee may, without further proceedings, require the Officer to retire in accordance with Regulation 62. The action referred to may be taken under this regulation if an Officer is charged with a criminal offence and the Court finds the charge proved but exercises its powers under the laws of Belize and, on grounds of leniency, suspends the sentence.

Compulsory retirement.

62. Notwithstanding anything to the contrary in these regulations, if the Committee considers that it is desirable in the public interest that any Officer should be required to retire from the National Assembly Service on grounds which cannot suitably be dealt with by the procedure laid down in Regulation 61 above, it shall call for a full report from the Clerk. The Officer shall be given an opportunity of submitting a reply to the complaints by reason of which his retirement is contemplated. The Committee, if satisfied, having regard to the usefulness of the Officer and all the other circumstances of the case, that it is desirable in the public interest so to do, may require the Officer to retire, and the Officer's service shall accordingly terminate on such date as the Committee shall specify. In every such case, the question of pension shall be dealt with under the laws and regulations governing pensions as provided under section 9 of the Act.

Interdiction.

63. (1) Where the alleged offence committed by the Officer is of a criminal nature, and in any case, if the Committee considers that the public interest requires that an Officer should cease to exercise the powers and functions of his office instantly, he may be interdicted from the exercise of the powers and functions of his office provided that legal proceedings are being taken or are about to be taken against him. He shall be

allowed to receive such portion of the emoluments of his office not being less than one half as the Committee shall approve.

(2) If criminal proceedings are instituted against him, proceedings for his dismissal upon any grounds involved in the criminal charge shall not be taken, pending the criminal proceedings and the determination of any appeal arising therefrom.

(3) If he is convicted on a criminal charge serious enough to warrant his dismissal from the service, he shall not receive any emoluments from the date of conviction, pending consideration of his case by the Committee.

(4) If he is acquitted of the criminal charges, he shall not be dismissed on any charge upon which he had been acquitted, but nothing in this regulation shall prevent his being dismissed or otherwise punished on any other charges arising out of his conduct in the matter, provided that they do not raise substantially the same issues as those on which he has been acquitted and if the Committee thinks fit, the usual proceedings may be taken for the purpose.

(5) If he is dismissed, he forfeits all claim to retiring benefits.

(6) If the proceedings against such Officer do not result in disciplinary action, he shall be entitled to the full amount of the emoluments which he would have received if he had not been interdicted.

64. Where the alleged offence committed by the Officer is of such a nature that the Committee considers that in the public interest an Officer should cease to exercise the powers and functions of his office instantly, he may be suspended from the exercise of the powers and functions of his office pending an investigation into the case:

Suspension.

Provided that an Officer who has been suspended shall be allowed to receive such portion of the emoluments of his office not being less than one half as the Committee shall

approve. If the proceedings against such Officer do not result in disciplinary action, he shall be entitled to the full amount of the emoluments which he would have received if he had not been suspended:

And provided further that every effort should be made to resolve the case expeditiously.

**Disciplinary
procedure
while on
secondment.**

65. (1) An Officer who, while on secondment, is alleged by the receiving organization to have committed an offence, shall be returned by the receiving organization back to the National Assembly and shall be interdicted or suspended by the Committee or the Governor-General from the exercise of the powers and functions of his office pending an investigation into the case. He shall be allowed to receive such portion of the emoluments of his office not being less than one half as the Committee or the Governor-General shall approve.

(2) The Officer shall appear before the Committee or the Governor-General accompanied by a representative of the receiving organization and his union representative or attorney if he so desires.

(3) If the Officer is acquitted of the charges, he shall be reinstated to his substantive post immediately, and shall receive the portion of his emoluments withheld from him while on suspension or interdiction.

(4) If he is found guilty as charged he may be dismissed, or the Committee or the Governor-General may, at its or his discretion, impose some lesser penalty in accordance with Regulation 59(2) above.

**Officer on
interdiction
not to leave
country.**

66. If an Officer is under interdiction or suspension he shall not, without the written permission of the Committee or the Governor-General, leave the country during the interval before he is reinstated, dismissed, or otherwise disciplined.

67. (1) If the Clerk decides to recommend the stoppage or deferment of an increment, the Officer concerned shall be informed in writing precisely why his increment is not being granted in order that he may have as early an opportunity as possible to remedy matters. Before the increment becomes due, there should already be on record, and within the knowledge of the Officer concerned, any information about his behaviour or inefficiency which may provide the basis for the decision not to grant the increment when due.

Stoppage, deferment, or suspension of increment.

(2) An Officer whose increment is stopped or deferred but is subsequently approved shall draw the increment from the date of such approval.

(3) An Officer's increment may also be suspended. This is in the nature of a warning and merely postpones a decision as to whether the next increment should be granted. If the increment is subsequently approved, it shall be granted retroactively from the date on which it was originally due.

(4) If the increment was only deferred, the Officer's original incremental date remains unchanged, and he shall not lose seniority and his position on the incremental scale shall be computed as though there has been no deferment.

(5) If the increment is stopped, the Officer loses seniority for the period of stoppage. If it is subsequently approved, the date of such approval becomes the Officer's new incremental date.

68. A senior Officer authorized to issue instructions to a junior Officer and to compel his obedience shall be *prima facie* responsible for any act or omission on the part of the junior Officer performed during and in the course of his (the junior Officer's) employment. He shall be liable for appropriate punishment for any dereliction of duty on the part of the junior Officer working under his control or supervision, unless it can be shown that such act or omission arose through no neglect or

Senior Officers responsible for acts of junior Officers.

fault on the part of the senior Officer and that all proper and adequate steps were taken to prevent the occurrence.

PART V

LEAVE OF ABSENCE

Officers
entitled to
leave as of
right.

69. Subject to the exigencies of the National Assembly and to these Regulations, Officers shall be entitled to leave, as set out in this Part, as of right.

Authority for
grant of leave.

70. Authority for the grant of vacation leave to individual Officers is vested in the Committee. General authority is delegated to the Clerk, who may in turn, if he so wishes, delegate this authority to the Deputy Clerk. This regulation does not apply to leave without pay.

Application
for leave and
leave roster.

71. Officers wishing to apply for vacation leave shall do so at least one month before the date on which they intend to proceed on such leave and it shall be the responsibility of the Clerk to ensure that a leave roster, reflecting as far as possible the period of leave requested by each Officer, is prepared at the beginning of each calendar year. Applications should, as far as possible, be in conformity with the approved leave roster. Where an Officer applies for vacation leave, but does not give at least one month's notice, such application shall be considered only where it is in conformity with the roster, or where the Clerk is satisfied that the leave is required on the grounds of urgent private affairs.

Deferment of
leave.

72. (1) The granting of vacation leave to an Officer may be deferred if it is in the interest of the service to do so.

(2) Any leave granted under these Regulations may be deferred if it is desirable that an Officer returns to duty before the expiry of the leave granted. Further accumulation of leave shall, however, be subject to the limits prescribed in these Regulations.

73. It is mandatory that all Officers take at least ten (10) working days leave annually. Annual leave.

74. When an Officer is about to exceed his maximum leave entitlement, the Clerk may request the Officer to take leave. Compulsory leave.

75. An Officer on leave seeking an extension of such leave shall, in the absence of exceptional circumstances, apply in sufficient time to allow a reply to be received before the expiration of the original period of leave granted. Extension of leave.

76. The Clerk is expected to make an effort to arrange for the performance of an Officer's duties while that Officer is on leave for one month or less without extra cost to the National Assembly. Leave not to entail extra staff.

77. (1) Officers applying for leave on the grounds of urgent private affairs must satisfy the person authorized to grant such leave that the leave is unavoidable. This may be done confidentially if necessary. Leave on urgent private affairs.

(2) For the purposes of these Regulations, "urgent private affairs" relates to death in the family, illness in the family, and such other personal business of a nature which, in the opinion of the Clerk, reasonably necessitates the Officer's absence from duty.

78. Notwithstanding anything to the contrary in these Regulations, an Officer who is being retired from the National Assembly Service shall be granted, immediately prior to the effective date of his retirement, all vacation leave on full salary for which he is eligible. Leave prior to normal or compulsory retirement.

79. An Officer who resigns voluntarily or is being dismissed from the National Assembly Service shall be paid a sum equal to the remuneration which he would have received had he been granted all the vacation leave to which he was entitled immediately prior to his resignation or dismissal. Leave prior to voluntary resignation or dismissal.

Vacation
leave
entitlement.

80. Vacation leave shall be granted on full salary, at the rate of:-

(a) 30 working days per annum to any Officer who holds a post of Pay Scale 9 or above; and

(b) 20 working days per annum to any Officer who holds a post below Pay Scale 9.

Method of
calculating
leave days.

81. (1) In calculating leave under Regulation 80 above, any broken period of a month is taken into account, for example, where a senior Officer has served for 2 years 5 months 17 days he shall be eligible to leave calculated as follows:-

2 years 5 months = 29 months at 30 days per annum

$$(i) \quad \frac{29}{1} \times \frac{30}{12} = 72.5$$

17 days at 30 days per annum

$$(ii) \quad \frac{17}{30} \times \frac{30}{12} = \frac{1.4}{73.9}$$

(iii) TOTAL LEAVE DAYS DUE = 74 days.

(2) Where a junior Officer has served for 2 years 5 months 17 days he shall be eligible to leave calculated as follows:-

2 years 5 months = 29 months at 20 days per annum

$$(i) \quad \frac{29}{1} \times \frac{20}{12} = 48.3$$

17 days at 20 days per annum

$$(ii) \quad \frac{17}{30} \times \frac{20}{12} = \frac{.94}{49.2}$$

(iii) TOTAL LEAVE DAYS DUE=49 days.

(3) In the case of Officers on part time study, leave shall be granted in accordance with the provisions of the Second Schedule.

**Second
Schedule.**

(4) Leave (other than that taken prior to retirement) may be taken at any time convenient to both the Officer and the National Assembly.

(5) Officers shall not earn vacation leave while on study leave exceeding twelve weeks, or on sick leave exceeding fourteen calendar days. Public and Bank Holidays shall not be taken into account in the grant of vacation leave.

82. Officers shall not be granted vacation leave until they have served for six consecutive months from the date of first appointment, except on the grounds of urgent private affairs.

**Minimum
service for
vacation
leave.**

83. Officers who earn thirty working days vacation leave per year may accumulate leave up to a maximum of seventy days; Officers who earn twenty working days vacation leave per year may accumulate up to a maximum of fifty days.

**Maximum
accumulable
leave.**

84. (1) When an Officer has applied for leave for which he is eligible, but has not been granted the leave within two weeks of his formal application, he shall forward his request to the Committee which, after consultation with the Clerk, may approve the grant of leave or accumulation of leave, in excess of the maximum stipulated in Regulation 83 above.

**Refusal of
leave and
periods
during which
leave is not
earned.**

(2) Officers shall not earn vacation leave while on:-

(a) study leave exceeding twelve weeks;

(b) sick leave exceeding sixteen calendar days;

(c) suspension from duty;

(d) secondment;

(e) leave without pay;

(f) vacation leave in excess of 30 working days;

(g) maternity leave.

Payment of
leave
eligibility on
death of
Officer.

85. In the event of the death of an Officer while in the Service, there shall be paid to his legal personal representative or beneficiary, a sum equivalent to the salary and all the allowances that the Officer would have received had he been granted all vacation leave to his credit, at the date of death. Payment should be at the rates prevailing at the date of death.

Sick leave.

86. (1) The clerk may grant to Officers in the National Assembly up to sixteen days sick leave with full pay in any one calendar year. This may be granted for such period or periods as the Clerk shall consider necessary for the recovery of the Officer; provided that absence for more than one day on any occasion shall not be granted without satisfactory evidence of illness and that not more than six such days of paid sick leave shall be allowed without a medical certificate in any one year.

(2) Sick leave referred to in (1) above may also be used by Officers in the case of illness of their spouse or children up to a maximum of five days and in the case of fathers as paternal leave to assist at the time of the birth of their child up to a maximum of five days.

(3) An Officer requiring leave on the grounds of illness shall submit his application not later than the first day of absence unless prevented from doing so by circumstances beyond his control. Such application must be accompanied by adequate evidence of the nature of the illness, including the written opinion of a medical practitioner and Social Security Forms SB1 and SM2.

(4) If the Officer has already exhausted his sick leave for a particular year and requires further sick leave without a medical certificate, he shall be required to utilize vacation leave or may be granted leave without pay.

(5) Should the illness of the Officer necessitate his continuous absence beyond his normal sick leave eligibility, application may be made to the Committee accompanied by relevant medical evidence and the Committee may grant special sick leave up to a maximum of one hundred and eighty days on full pay. This shall be contingent on a prognosis of eventual recovery and return to duty by the Director of Health Services.

(6) If the illness of the Officer exceeds 180 days, the question of his fitness for further service shall be taken up with the Director of Health Services. On substantial evidence from a Medical Board that full recovery and return to duty is probable, the Officer may be granted further extension of special sick leave by the Committee up to a further 180 days on half pay.

(7) If the illness of the Officer exceeds three hundred and sixty days he shall re-appear before the Medical Board which shall determine his fitness to continue in service.

87. The Clerk may at any time where an Officer has been frequently absent on sick leave, request the Director of Health Services to advise whether the Officer should appear before a Medical Board to consider his fitness to continue in service.

Medical Board.

88. If an Officer falls ill while on vacation leave, and he produces satisfactory medical evidence to the Clerk proving such illness, he shall be entitled to an extension of his vacation leave for the number of days he was ill as shown in the medical report furnished by him.

Sick leave during vacation leave.

89. (1) All female officers are entitled to the grant of maternity leave.

Maternity leave.

(2) All applicants for maternity leave shall be:

- (a) submitted at least ten weeks prior to the officer's expected date of delivery; and
- (b) accompanied by Social Security forms MB and SM2.

(3) An officer who fails to observe the requirement of this Regulation and who applies for maternity leave after the date of delivery shall be subjected to disciplinary action.

(4) An officer may take vacation leave which is due to her at the expiration of her maternity leave.

(5) Maternity leave shall not be considered as sick leave and sick leave shall not be granted as a substitute for maternity leave.

(6) Sick leave shall be granted to run consecutive to maternity leave on the basis of a medical certificate.

**Maternity
and paternity
leave
entitlement.**

90. (1) An officer is entitled to a total of fourteen weeks maternity leave which shall be on full pay. Maternity leave shall be granted as follows:-

- (a) seven weeks before expected date of confinement on full pay;
- (b) seven weeks after the expected date of confinement on full pay;
- (c) the seven weeks before and the seven weeks after the date of confinement shall be mandatory.

(2) An officer who has completed less than one hundred and fifty (150) days service and requires maternity leave

shall be granted leave without pay. Such leave shall not be considered as "service" for pension purposes.

(3) Fathers may be granted paternity leave up to five (5) calendar days at the time of the birth of their child. The grant of this leave will be based on the presentation of the certificate of birth.

(4) In the event of the death of the mother before the expiration of the post natal leave, the father of the child shall be entitled to take leave of a duration equal to the unexpired portion of the post natal maternity leave.

91. Any extended absence by an Officer due to illness resulting from her pregnancy shall be allowed as leave without pay, unless the Officer has to her credit sick leave (up to sixteen days) which may be allowed with pay.

**Maternity
leave without
pay.**

92. (1) Special leave on full salary may be granted by the Clerk for such purposes and for such periods as he may deem to be in the public interest, such as:-

Special leave.

- (a) to enable Officers who belong to the Belize Defence Force to attend Training;
- (b) to enable Officers who are selected by the proper authorities to represent Belize in international sporting and cultural events and to attend training and to represent Belize as aforesaid;
- (c) to enable Officers selected by recognized Unions or Associations to attend trade union training courses or conferences; and
- (d) to enable Officers in such other instances as may be considered reasonable by the Clerk to do such things which are considered to be in the public and national interests.

(2) Appeals against the decision of the Clerk concerning refusal of special leave shall be made to the Committee.

**Maximum
special leave.**

93. Special leave on full pay granted under Regulation 92 above shall be limited to one month in any one year and any leave required over and above this maximum shall be treated as vacation leave, if the Officer is eligible therefore, or otherwise as leave without pay:

Provided that in any special case where hardship is likely to arise, the Clerk may grant to any Officer additional leave on full or half pay.

**Leave without
pay.**

94. Authority is hereby vested in the Clerk for the grant of leave without pay to Officers who have submitted one month's prior written notice, up to a maximum period of ninety days on any one occasion, but subject to renewal for further like periods. All leave granted without pay shall not be considered as service for pension purposes.

Duty leave.

95. The Clerk may grant duty leave to Officers who have to be away on official duty. All cases of duty leave shall be reported in writing to the Committee.

**Leave to
Officers on
secondment.**

96. (1) When an Officer is seconded he shall be paid for all vacation leave earned prior to his departure on secondment.

(2) Leave earned by an Officer while on secondment shall not be credited to the Officer's leave entitlement on his return to the National Assembly Service. The Officer should make adequate arrangements with the receiving organization on how to deal with the issue of leave due to him.

**Compassionate
leave.**

97. The Clerk shall grant compassionate leave to an Officer up to three days on the death of an immediate family member (i.e. mother, father, husband, wife, children, brother or sister). Such leave shall not be charged against an Officer's earned leave.

98. An Officer who has been selected to attend, on a full time basis, a course of training approved by the National Assembly shall be granted leave on full pay together with appropriate training allowances where the duration of the course is for not more than one year. Where the course is of a longer duration, maintenance allowance in accordance with Regulation 149 shall be paid together with the appropriate allowances.

Leave to attend training courses.

99. (1) Only Officers confirmed in their appointment shall be considered for study leave.

Study leave.

(2) The Committee shall approve study leave to Officers selected for training exceeding twelve weeks. Requests for study leave not exceeding twelve weeks shall be approved by the Clerk.

(3) An Officer, after successful completion of a course of study approved by the Committee, shall be required to fulfill the requirements of his bond before study leave to pursue a further course of study can be approved.

100. Extension of study leave may be granted if it is considered that such a grant is in the interest of the Service. Any application for extension of study leave must be supported by the Clerk before being submitted to the Committee.

Extension of study leave.

101. (1) Leave without pay for the purpose of training may be granted to an Officer who, on his own initiative, gains entry to or is registered as a student of a university or other institution of learning and whose course of training is not based primarily on the needs of the National Assembly Service. Such approval is subject to the exigencies of the Service.

Study leave without pay.

(2) Officers granted study leave without pay shall not be required to sign bonds.

(3) Study leave without pay shall not be granted to Officers who are not yet confirmed in their appointments.

(4) Study leave without pay shall only be granted for fulltime study (except in cases where on-the-job training is required as part of the course).

(5) Should an Officer on study leave without pay cease full-time study at any time without approval, his leave shall be deemed to have been terminated and he shall be required to resume duty forthwith.

(6) Approval for any change in the course of study or the institution of study as originally approved must be obtained from the Committee.

Leave for
part-time
study courses.

102. Where an Officer wishes to undertake a course of study at an approved tertiary institution, one or two days per week, the Officer shall forward his application to the Clerk for transmission to the Committee. Such application shall be accompanied by a statement by the Clerk, as to whether or not it is considered that the course of study would be one of benefit to the National Assembly Service and, if so, whether the Officer should be released for the purpose. The grant of study leave for this purpose shall be considered only where evening classes are not available for the particular course and shall be granted in accordance with the rules specified in the Second Schedule to these Regulations.

Second
Schedule.

PART VI

EDUCATION TRAINING AND CAREER DEVELOPMENT

Authority for
the grant of
training
awards.

103. The general direction of training policy for the National Assembly Service, including the types and levels of training, is hereby vested in the Committee. Subject to such

regulations as may be made by the Committee, the Committee may select Officers for overseas training awards.

104. The selection of a candidate to attend any course of training shall be dependent on his passing a medical examination.

**Medical
examination.**

105. The Clerk shall issue annually as appropriate, a circular inviting Officers to submit their training needs for overseas training during the following year.

**Proposals for
overseas
training.**

106. The Clerk shall notify each Officer of all in-service training programmes organised and managed by the Public Service Training Unit to be conducted during the following year and invite nominations of Officers for such training. The Committee may select Officers for training, in the horizontal cadres (i.e., accounting, clerical and administrative grades).

**Nominations
for in-service
training.**

107. Applications by individual Officers for training which is not the subject of a National Assembly award shall be submitted to the Committee by the Clerk through the Chairman of the Committee.

**Applications
from
individual
Officers.**

108. An annual report from the institution of study shall be submitted on behalf of an Officer granted study leave to ensure that the Officer is making good use of the leave granted to him and is pursuing with success the course of training for which leave has been approved.

**Annual
report.**

109. (1) If otherwise not provided for, expenses directly related to training approved by National Assembly shall be met out by moneys allocated for that purpose in the budget of the National Assembly.

**Training
expenses.**

(2) Expenses referred to in subregulation (1) above shall include (where appropriate), the following items of expenditure:-

- (a) passage from Belize to the place of training and return passage;
- (b) an intransit allowance;
- (c) a warm clothing allowance;
- (d) tuition, examination and other approved fees;
- (e) book and material allowances;
- (f) maintenance or subsistence allowances; and
- (g) incidental expenses as approved from time to time by the Clerk.

(3) Returning Officers not eligible for allowances under Regulation 121 shall be eligible for a token sum of one hundred dollars (\$100.00) towards excess baggage. This applies only to students whose scholarship does not provide for such incidental expenses.

**Training
agreement.**

110. (1) All Officers who receive training sponsored by National Assembly or a donor agency shall sign a bond to serve on completion of their training. No bond shall be required in the case of training for less than six calendar months duration.

(2) The duration of service required by the bond shall vary depending on the duration of the course of training in accordance with the following table:-

<i>Duration of course</i>	<i>Period</i>
(a) less than six calendar months.....	NIL
(b) six calendar months to less than one calendar year.....	one calendar year

- (c) one academic year to less than
two academic years.....two calendar years
- (d) two academic years to less than
three academic years..... 3 calendar years
- (e) three academic years to less
than four academic years..... 4 calendar years
- (f) four academic years and over..... length of study
computed in
calendar years.

(3) The amount of an Officer's bond shall be the estimated cost of his training, including the salary and allowances payable during the period of training; and the total amount of such expenditure shall be the extent of an Officer's indebtedness.

(4) If the scholarship is terminated or suspended, or if the Officer abandons the scholarship for any reason whatsoever, the Officer shall immediately resume duty and shall serve the National Assembly for a period for which he enjoyed the benefit of the scholarship.

(5) If the Officer fails to complete the requisite amount of years in the service of the National Assembly, he shall pay to the National Assembly the sum of money which is proportionate to the time of service for which he is in default.

111. Officers to whom awards have been made to enable them to attend a course of training shall be required:-

**Obligations
while on
training.**

- (a) to devote their whole time to following the course in respect of which the award was made;

(b) to sit for any examination and to write such papers or reports as may be required by the training authorities; and

(c) to resume duty or take up employment in the National Assembly Service, without undue delay, after the completion of the course of training, or at the expiry of any vacation or other leave which may have been granted to them.

Reports.

112. (1) Reports shall be required on the completion of training courses and such reports shall be submitted to the Committee, through the Clerk, within a reasonable time after the completion of training or the expiry of any leave. Periodical reports may be requested from the appropriate authority in respect of every Officer on training or study leave.

(2) Every Officer shall, within a reasonable time after successful completion of his course of study, submit to the Committee, two copies of his final report, dissertation, thesis, etc. The reasonable cost for said copies shall be borne by the National Assembly. One of the copies shall be submitted to the Chief Archivist and the other to the Clerk's Office for record.

(3) Every candidate who is the recipient of a training award may be requested to disseminate the knowledge and skills acquired.

**Suspension
or
termination
on training
awards.**

113. A scholarship or other training award may be suspended or terminated if:-

(a) reports of the Officer's work or conduct on the course is unsatisfactory;

(b) the Officer, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he may be attending;

- (c) the Officer engages in any activity which is detri-mental to his progress in the course of study prescribed to him;
- (d) the Officer becomes unfit to complete his stud-ies owing to illness or is absent from his studies for more than three months owing to illness;
- (e) the Officer fails to reply to correspondence or to keep the Committee through the Clerk, in-formed of his whereabouts; or
- (f) the Officer is convicted on criminal charges.

114. If an Officer on part-time study does not successfully complete a course of study because of failure to attend regularly or to pursue his course with diligence or abandons his course or because he has had his course suspended or terminated as provided for in Regulation 113 above, he may be required to refund any study leave entitlement received in excess of the vacation leave with pay, if any, for which he would ordinarily have been eligible, as determined by the Committee.

Unsuccessful
completion of
part-time
studies.

115. Offers of scholarships from international or other organizations shall be dealt with on a service basis and not on an ad hoc or individual basis.

Training
awards.

116. An Officer who prematurely terminates his course of training without the prior approval of the Committee shall be required to pay the National Assembly a sum of money equal to the commitments he received prior to the premature termination, and any other amounts actually spent by the National Assembly in connection with his training, whether or not the National Assembly was responsible for paying for the training for that Officer.

Penalty for
termination.

117. (1) An Officer shall be eligible for financial assistance up to a maximum of three thousand dollars (\$3,000.00) from

Assistance for
correspondence
courses.

the National Assembly for a correspondence course training; provided the approval of the Clerk is obtained before the Officer attempts such course or training. Approval shall be granted where the training is of value to the National Assembly Service but shall be subject to the availability of funds.

(2) All applications for financial assistance shall be forwarded through the Clerk to the Committee.

(3) The nature of the financial assistance above shall be one-half tuition fee plus one-half the total cost of books and materials of the course. This financial assistance shall be paid to the Officer after approval of his application by the Committee, as provided in subregulations (1) and (2) above. If the Officer successfully completes the course of training he shall be reimbursed for the remaining half of the cost of the course. If he does not successfully complete the course he shall be required to refund the grant.

(4) An Officer who receives financial assistance for a correspondence course shall submit a report at the end of each year indicating his progress on the course. If the Committee is not satisfied that an Officer is pursuing his course diligently, then the Officer may be required to repay the National Assembly the amount spent on his training.

**Training at
local
institutions.**

118. (1) Officers who attend an approved course of training at a local institution shall be eligible for a tuition grant, subject to the availability of funds.

(2) All applications for grants must be supported by, and forwarded through, the Clerk to the Committee. The approval of leave to attend the course must be made by the Committee.

(3) Officers who receive grants are expected to submit a report to the Committee, through the Clerk, at the end of each academic year.

119. An Officer who on his own initiative applies for and is approved study leave to pursue a self-funded course of study, shall not be considered, *post facto*, for a refund or grant for any portion of the expenditure incurred for the training.

Non-refundable expenses for a self-initiated course.

120. The Clerk is required to follow the guidelines shown in the Third Schedule to these Regulations whenever he is nominating Officers for study which lasts for more than one year.

Selection criteria for training in the National Assembly Service. Third Schedule

121. (1) A scholarship holder shall be provided with half the cost of passages to the place of study for the spouse and unmarried children below the age of eighteen years up to a maximum of four passages if they accompany him abroad within a period of one year and the cost of full passages from the place of study. No such assistance shall be given if the scholarship-holder shall be absent from the country for less than three academic years.

Passages for family.

(2) The passages, which shall be arranged by the National Assembly, shall be by air at economy rates. Reasonable out-of-pocket expenses (but not tips) where necessary to stay overnight shall be reimbursed. Reimbursement towards the cost of overland fares to reach the port of embarkation and transportation of baggages shall be made in accordance with the provisions of Regulation 13.

PART VII

SALARIES, ALLOWANCES AND FINANCIAL BENEFITS

122. (1) The salaries attached to National Assembly Offices are and shall be as specified in circulars and Regulations which may from time to time be issued or made for that purpose.

Salaries for Officers.

(2) Where the salary of any post is scalar, subject to the provisions of these regulations, it shall be normal for an Officer appointed to a post on a permanent basis to be paid initially the minimum salary of the scale and for his salary to be increased by annual increments subject to performance at the rate provided in the scale until he reaches the maximum salary.

(3) In special circumstances with the prior approval of the Committee, appointments may be made at a salary higher than the minimum salary of the scale of the recruiting grade.

**Salaries for
temporary
staff.**

123. (1) Except as otherwise provided for in this Regulation, temporary staff shall be paid salary at the minimum rate appropriate to the recruiting grade of the particular category. In special circumstances, and subject to subregulation (2) of this Regulation, appointments may be made at a salary higher than the minimum of the recruiting grade.

(2) In any case in which it is proposed that the person to be employed temporarily should receive salary higher than the minimum of the grade, the specific prior approval of the Committee shall be sought.

**Incremental
date.**

124. (1) The incremental date shall be the first day of a month if an Officer's date of appointment or promotion falls within the first to the fifteenth day of the month. An Officer whose date of appointment or promotion is after the fifteenth day as aforesaid, shall have his incremental date on the first day of the following month.

(2) Subject to any specific conditions of appointment, continuous temporary service for a year on the part of an Officer in a post to which an annual scalar salary is attached shall, subject to satisfactory performance, qualify such Officer for the grant of an increment to his salary.

**Grant of
increments.**

125. (1) A certificate authorizing an (annual) increment for an Officer shall originate with the Officer's immediate supervi-

sor. The Clerk, after consultation with the supervisor, shall submit this certificate (together with his comments) to the Committee for approval. Such certificate must be signed one month before it is due and, if it is not approved, action shall be taken at that time to withhold the increment in accordance with the provisions of these Regulations.

(2) An Officer, on return from study leave, is entitled to the grant of a normal increment for each successful year of study.

126. (1) An Officer, on promotion, shall receive as salary the minimum salary of the post to which he is being promoted; provided that the difference between his salary and the minimum of the higher post is not less than two (2) increments on the higher scale.

Salary payable on promotion.

(2) If by adding two increments as provided for in these Regulations, the Officer's salary falls between two points in the new scale, he shall be paid at the next higher point in the scale.

(3) An Officer who is promoted immediately on his return from study leave, shall receive salary at the point nearest to his adjusted salary in accordance with Regulation 125(2) above, plus one increment on the higher scale.

(4) On promotion, an Officer's incremental date shall change in accordance with regulation 124(1) above.

127. The grant of increments for the various types of qualifications shall be as outlined in the Fourth Schedule to these Regulations.

Increments for qualifications Fourth Schedule.

128.(1) An Officer whose service has been outstanding may be granted a merit award of a lump sum of money not exceeding two increments in the salary scale, by the Committee.

Merit award.

(2) Such an award shall not be granted more than once every three years or more than twice in a specific grade.

(3) Where the Clerk considers that an Officer's service merits the grant of a merit award, the Clerk shall, in making the recommendation:-

(a) prepare a review of the Officer's work for the period of twelve months prior to the recommendation for the award; and

(b) submit the recommendation to the Committee.

**Promotion
after a period
of acting.**

129. If the appointment of an Officer who is acting in a vacant office is confirmed, he shall receive the full salary of that office from the date on which he assumed duties in the post, or the date on which he became qualified for the post, or the date on which the post became vacant, whichever is the later.

**Retention of
services of an
Officer in
former
Department.**

130. When an Officer is promoted, arrangements should normally be made whereby he can assume his new duties on the date of his appointment. If, however, exceptional circumstances necessitate his retention in his old post beyond his promotion date, he shall be regarded as holding his new office as from the date of his appointment was approved. In any such case of retention, the authority of the Committee shall first be obtained.

**Seniority
allowance.**

131. (1) An Officer who holds a post to which an annual scalar salary is attached, and who has served at the maximum salary of the scale for three years or more, shall be eligible to receive a seniority allowance of one increment on his salary scale; except where there is established evidence that he has not been performing satisfactorily, subject to subregulation (3) of this Regulation.

(2) An Officer who has been granted seniority allowance shall be considered for a further increase equivalent to one

increment, if, in the absence of promotional opportunity, he serves three more years in the same post; except where there is established evidence that he has not been performing satisfactorily over the whole period.

(3) All recommendations for seniority allowance shall be submitted to the Committee by the Clerk.

132. If the salary of an Officer's post is revised, the Officer shall enter the new scale at a salary which corresponds to the salary he had reached in his old scale, subject to the condition that where the salary of the Officer is not reflected on the new scale, he shall enter the new scale at a salary nearest his old salary; provided that the Officer does not suffer any financial loss. In this case the Officer's incremental date shall remain unchanged.

**Salary
conversion.**

133. (1) The payment of acting allowance shall be approved if an Officer is required to act for a period of more than fourteen consecutive days.

**Acting
Allowance**

(2) The amount of acting allowance payable shall be the full difference between the salary which the Officer is receiving in his substantive post and the minimum salary of the office in which he is acting.

(3) Where the salary of the Officer appointed to act is more than the minimum of the post in which he is acting, an acting allowance of not more than one increment on the higher scale shall be paid.

134. (1) Where an Officer is not qualified for or cannot be entrusted with the full responsibility of a higher post, the payment of a responsibility allowance shall be approved to the Officer for performance in the post.

**Responsibility
allowance.**

(2) In the case of a junior Officer performing some of the duties in a senior post, the amount of responsibility allow-

ance shall be fifty dollars (\$50.00) per month, and in the case of a senior Officer, seventy-five dollars (\$75.00) per month.

**Extent of the
payment of
acting
allowance.**

135. In no case shall an Officer appointed to act in a higher post receive total pay during the period of acting (that is, salary plus acting allowance) in excess of the maximum of the salary scale of the senior post.

**Relocation
allowance.**

136. An expatriate Officer recruited from abroad shall be entitled to a once-and-for-all relocation allowance of six hundred dollars (\$600.00) for a single Officer and nine hundred dollars (\$900.00) for an Officer accompanied by his family. This allowance is to cover, among other things, initial lodging expenses on arrival in the country.

**Housing
allowance.**

137. (1) An expatriate Officer recruited from abroad shall be entitled to a monthly housing allowance equivalent to thirty percent of his basic salary for the life of his contract.

(2) A Belizean Officer recruited from abroad and on transfer from his station shall be entitled to a monthly housing allowance equivalent to thirty percent of his basic salary for a period of six months only, after which the allowance applicable to locally recruited Officers shall apply.

(3) A locally recruited Officer shall be entitled to a monthly housing allowance equivalent to ten percent of his basic salary for a period of twelve months only.

(4) An Officer shall not be eligible for housing allowance at the station in which he is recruited.

(5) Where it is ascertained that an Officer owns a house in the district, town, or city where he is employed, payment of housing allowance or provision of residential quarters, where available, shall not be provided.

138. An Officer who is granted vacation or sick leave shall continue to receive allowances for the first fourteen consecutive days of such vacation leave and the first sixteen consecutive days of leave on the grounds of illness. In cases, however, of leave prior to retirement or separation from the National Assembly Service, the allowances shall not be payable.

Payment of
other
allowances
during leave.

139. (1) Subsistence allowance and meal allowance shall be payable in accordance with the provisions of this Regulation and an officer wishing to claim such an allowance shall do so on the form prescribed in the Fifth Schedule of these Regulations. Subsistence or meal allowance shall be computed as follows:-

Subsistence
and meal
allowance.
Fifth
Schedule.

- (a) where the period of absence exceeds five hours but does not exceed nine hours, a meal allowance equivalent of $\frac{2}{3}$ of a full day's subsistence shall be paid:

Provided that where an Officer's absence does not exceed five hours but covers the lunch period, a meal allowance of $\frac{1}{3}$ of a day's subsistence shall be paid;

- (b) where the period of absence exceeds nine hours, a full day's subsistence allowance shall be paid; and
- (c) where an officer is required to perform duty in a tourism-oriented town or village, a higher rate of subsistence to be specified by the Financial Secretary, shall be paid.

(2) Where an Officer on duty is away from his station for more than twenty-four hours, the payment of subsistence allowance, or as the case may be, meal allowance, for the period of absence in excess of twenty-four hours shall be calculated on a *pro rata* basis as set out in subregulation (1) above.

(3) Absence of more than thirty calendar days shall be governed by Regulation 142.

Subsistence allowance and other allowances for Clerk and Deputy Clerk. Sixth Schedule.

140. Officers holding the posts listed in the Sixth Schedule shall receive a subsistence allowance of thirty-five dollars (\$35.00) for any period of absence from their station of duty exceeding nine hours, and the subsistence/meal allowance for a period up to nine hours shall be *pro rata* according to Regulation 139 (1) (a) and (b) above.

Special arrangements.

141. If the prescribed rates are insufficient to defray the actual reasonable expenses incurred by an Officer, an additional payment may be authorized. Any Officer wishing to claim such additional payment shall make application through the Clerk to the Financial Secretary. The application must be supported by receipts accounting for the expenditure in respect of which the claim is made.

Commuted subsistence allowance.

142. (1) An Officer, who of necessity is required to be away from his station for more than thirty consecutive days, shall receive subsistence allowance as provided for in Regulation 139 for the initial thirty-day period. The Officer shall thereafter become eligible for the receipt of a commuted subsistence allowance beyond the thirty-day period.

(2) Wherever it is necessary for an Officer to be away from his station for more than thirty days, the question of payment of commuted subsistence allowance beyond the initial thirty-day period should be cleared by the Committee.

(3) The payment of a commuted subsistence allowance shall only be considered on the following grounds:-

- (a) that approval of commuted subsistence allowance is sought beforehand;
- (b) that payment of the allowance is to be made only in cases of temporary assignments or postings;

- (c) that the period of such temporary assignments or postings is to be stated in making the submission for the allowance;
- (d) that in any case the payment of the allowance will normally be for not more than three months, subject to extension in exceptional cases to six months;
- (e) that the quantum of the commuted subsistence allowance shall not be less than fifty percent of the monthly rate.

143. Where an Officer is required to sleep away from his station while on duty, he shall be entitled to receive a reimbursement of all hotel or lodging expenses occasioned thereby. Such reimbursement shall be in accordance with circulars which may from time to time be issued by the Committee.

Reimbursement
of lodging
expenses.

144. Subsistence and other allowances which may be paid to Officers for travel on duty overseas shall be approved by the Minister, and shall be in accordance with circulars which may from time to time be issued for that purpose by the Ministry of Finance.

Allowances in
respect of
travel abroad
on duty.

145. Officers attending overseas conferences or travelling on other duty outside Belize may be reimbursed, on production of receipts, their reasonable hotel expenses in respect of room and three meals a day and necessary travelling expenses.

Travel abroad.

146. Subsistence allowance to Officers on study leave and duty leave is normally paid in addition to salary. Subsistence allowance paid during the period of study or duty are subject to review in individual cases by the Ministry of Finance in conjunction with the conditions of an award of training or allocation of duty, or on the representation of the Officer. The guiding principle is that an Officer should not exploit nor be materially out of pocket by reason of special training, study, or duty.

Subsistence
allowance to
Officers on
study leave.

**Warm
clothing
allowance.**

147. (1) A warm clothing allowance of five hundred dollars (\$500.00) shall be payable to an Officer who is required to proceed to a temperate or cold climate country or region for purposes of duty or study.

(2) A warm clothing allowance shall not normally be payable to an Officer who has already received it within a period of less than two years after his return from a previous course of study or duty abroad.

(3) An Officer whose stay abroad is for a period of less than three months shall receive the equivalent of fifty percent of the warm clothing allowance (i.e. two hundred and fifty dollars (\$250.00)).

**Travel
allowance.**

148. A travel allowance at a rate to be prescribed by the Ministry of Finance may be paid to an Officer for necessary travel and intransit expenses in connection with a required duty or study abroad. This allowance shall be in addition to the allowances referred to in Regulations 144 and 145 above.

**Maintenance
allowance.**

149. Maintenance allowance may be payable to Officers who are studying on an approved course of training and are not in receipt of their salary during the period of their training. Officers shall receive a monthly maintenance allowance at a rate of eighty percent of their salary.

**Resettlement
grant.**

150. (1) An Officer who successfully completes an approved course of training abroad lasting not less than two academic years and resumes duty immediately after completion of training (or after approved leave), shall be eligible for a resettlement grant of one thousand one hundred dollars (\$1,100.00).

(2) Where an Officer, by his own initiative, successfully completes a course within a shorter period but the scheduled period for the course is at least two academic years, he shall be considered to qualify for the resettlement grant.

(3) Any Officer who receives the resettlement grant and who fails to serve for one calendar year in the employ of the National Assembly shall be required to refund the full amount of the grant.

151. (1) An Officer who uses his private motor vehicle on approved official travel outside his station will be entitled to mileage allowance at the prescribed rate of one dollar and thirty cents (\$1.30) per mile.

**Mileage
allowance.**

(2) An Officer who uses his private motorcycle on approved official travel outside his station will be entitled to mileage allowance at the prescribed rate of fifty cents (\$0.50) per mile.

(3) Mileage allowance will not normally be approved in respect of travel to and from work. However, exceptional cases may, in certain circumstances where an Officer is compelled to live some distance away from his normal place of work, be given special consideration by the Ministry of Finance, upon application by the Officer concerned through the Committee.

152. (1) A motor vehicle maintenance allowance shall be paid at the rate of one hundred dollars (\$100.00) per month to those Officers specified in the Sixth Schedule who use their personal motor vehicles on a regular basis in discharging the duties of their offices.

**Motor vehicle
maintenance
allowance.
Sixth
Schedule.**

(2) Officers specified in the Sixth Schedule who use their personal motorcycles on a regular basis in the discharge of their duties shall receive a motorcycle maintenance allowance of fifty dollars (\$50.00) per month.

153. Office Assistants shall be entitled to receive a bicycle allowance of twenty-five dollars (\$25.00) per month to enable them to purchase transportation for use in their work.

**Bicycle
allowance.**

PART VIII**PENSIONS, GRATUITIES AND
OTHER RETIRING ALLOWANCES****Procedure on
retirement.**

154. (1) Subject to section 9 (6) of the Act, all Officers shall retire on reaching the compulsory retirement age of fifty years. In the month of January each year, the Clerk shall send to the Committee a return showing the names of all Officers who will attain the age of forty-nine during the year, together with their dates of birth. After the submission of these returns, the Committee shall inform the Clerk of the approval for the retirement of the Officer concerned.

(2) The Clerk shall prepare the claim for pension, gratuities and other retiring allowances on the prescribed form and submit it to the Accountant General for computation without delay.

**Claims for
pensions.
CAP. 30.**

155. Pensions, gratuities and other retiring allowances of Officers shall be determined in accordance with the relevant provisions of the Pensions Act and Regulations made thereunder from time to time.

**Qualifica-
tions for
pensions.**

156. All claims to pensions, gratuities and other retiring allowances shall be made on the prescribed form and shall be submitted to the Accountant General's Office, as soon as the question of an Officer's retirement has been settled. The form must be accompanied by the necessary supporting documents and must be certified by the Clerk to the effect that all the particulars contained therein are correct. The supporting documents shall consist of the following:-

- (i) birth certificate;
- (ii) pension form completed and signed by the Clerk;

- (iii) statutory declaration, where there are discrepancies in the birth certificate or where the birth certificate is not available;
- (iv) the Officer's election to receive either a full pension or a reduced pension and gratuity; and
- (v) a statement of the Officer's indebtedness, if any, to the National Assembly or the Government.

157. If there is any doubt whatever on any point which is likely to affect the computation and award of an Officer's retiring benefits, the Committee shall be consulted as early as possible with a view to ensuring correctness of the particulars raising the doubt, prior to submission.

**Computation
of Officer's
retiring
benefits.**

158. In cases where it is not possible to locate the necessary records in relation to an Officer's service, statutory declarations attesting to such service shall be submitted by three reliable and responsible persons who know the career history of the Officer in the National Assembly Service. The status of the declarant shall be stated and he should also be able to give the source of his knowledge of the facts contained in the declaration.

**Statutory
declaration as
to Officer's
service.**

159. (1) In cases of retirement on the grounds of ill-health, the recommendation of a Medical Board appointed by the Director of Health Services comprising of not less than two Medical Officers (one of whom shall be a specialist) shall be submitted. The report shall state clearly that the Officer is incapable by reason of an infirmity of mind or body of discharging the duties of his office efficiently and that such infirmity is likely to be permanent.

**Retirement
on medical
grounds.**

(2) If the Committee is satisfied with the medical advice given it shall approve the retirement of the Officer on such grounds.

**Submission
of pension
documents.**

160. The submission of pension papers shall be made immediately after approval has been given for retirement. When the date of retirement has been determined, the Clerk shall immediately inform the Accountant General's Office whether or not there have been any changes in the particulars submitted in the original application.

**Death-in-
harness
gratuity.
CAP. 30.**

161. (1) The legal personal representative or beneficiary of an Officer who dies while in the service of the National Assembly Service shall be entitled to a death-in-harness gratuity in accordance with the Pensions Act.

(2) In cases of application for death-in-harness gratuities, the death certificate of the deceased shall be submitted.

**Requirements
as to other
pensionable
service.**

162. In cases where an Officer has service under one or more employing bodies, (e.g. Government, National Assembly) a detailed statement of his service with each employing body shall be forwarded to the Permanent Secretary, Establishment, who shall recommend the approval for this service to be continuous.

**Claims under
the Widows'
and
Children's
Pensions Act.
CAP. 32.**

163. In accordance with the Widows' and Children's Pensions Act, pension shall be paid to the wife, children under sixteen years of age and children over sixteen years of age pursuing full-time education, in the event of the death of a pensionable Officer who contributed to the pension under that Act. To facilitate early payment, Officers shall submit certified copies of their marriage certificates and the birth certificates of their children to the Accountant General's Office as soon as possible, so that their details are recorded by that office. This will facilitate early payment of benefits in the event of death.

**Resignation
gratuities.
CAP. 30.**

164. Resignation gratuities shall be granted in accordance with section 7 of the Pensions Act, and any Regulations which may from time to time be made thereunder.

PART IX

ADVANCES

165. (1) An advance of salary may be approved, on application to the Financial Secretary, to an Officer who has been appointed to one of the posts set out in the current year's approved estimates, in the following circumstances:-

**Advances
(salary,
household
items, bicycle,
etc.).**

- (a) where the Officer is proceeding on or returning from vacation leave or is being transferred from one station to another. The advance shall be limited to the equivalent of one month's salary and shall be repaid in not more than four equal monthly installments; except in exceptional circumstances when the period of repayment may be extended;
- (b) for the purchase of refrigerator, stove, beds, dining or living room sets and washing machine for the use of the Officer in his home, or for medical or maternity purposes, and for the purpose of a motor vehicle. An Officer may be provided with advances that require payment of up to one-third of his gross monthly salary and, except for motor vehicle advances, all such advances shall be repaid in not more than twenty-four equal monthly installments. The Officer shall be required to produce receipts and to insure the articles purchased and furnish the Government with a Bill of Sale on demand;
- (c) to an Office Assistant for the purchase of a bicycle for use in the performance of his duties. The advance shall be repaid in not more than twenty-four equal monthly installments.

(2) Advances may be granted, on application to the Financial Secretary, for the purchase of an approved means of

transportation, such as a motorcycle or boat, appropriate to the duties of the Officer's post.

(3) (a) The period allowed for repayment of the advance referred to in subregulation (2) above, shall not exceed fifty months in the case of a new motorcycle and thirty-six months in the case of a second hand motorcycle.

(b) In all cases, the period of repayment shall be set by the Financial Secretary.

(4) Advances may also be granted, for the purpose of motor vehicles (e.g. car, land rover, pickup, etc.) considered appropriate to the duties of the Officer's post as follows:-

(a) the maximum repayment period in respect of advances for the purchase of motor vehicles shall be forty-two months;

(b) in the case of contract Officers or Officers on limited periods of engagement, repayment shall be limited to such period as to permit such a number of equal monthly installments as shall complete repayment of the advance on or before the date on which the Officer's contract of employment or other period of service expires.

Proof of
purchase and
insurance
coverage.

166. Officers in receipt of such a vehicle advance are required to produce a receipt to show that the money was used for the purpose for which it was advanced; to produce receipts from a recognized Insurance Company showing that the vehicle has been fully insured for the period during which the advance is being repaid and to give the Government a Bill of Sale on demand.

Other
advances.

167. Advances may be granted for any purpose not elsewhere provided for, which the Financial Secretary considers to be in the public interest. The terms of repayment shall be prescribed in each particular case.

168. All advances shall carry a nominal service charge of five percent recoverable at the time of issue of the advance except for advances of salary under Regulation 165(1) which shall be free of service charge.

**Interest on
advances.**

169. Applications for advances may be refused:-

**Refusal of
advance
application.**

- (a) where the amount of money required is greater than what the Officer can reasonably be expected to repay within the prescribed time;
- (b) where a similar advance was last approved within the prescribed repayment period in the case of motor vehicles;
- (c) where a previous advance has not been fully repaid; or
- (d) where an Officer has previously failed to meet the conditions of an advance.

170. (1) Repayment of all advances shall be made by monthly deductions from the Officer's salary at source unless otherwise authorized in writing by the Financial Secretary. The Clerk is responsible for ensuring that a proper record of the advance is kept and that repayments are being regularly deducted. In the event of the Officer being transferred to another department, particulars of the outstanding balance and rate of repayment shall be sent to the Head of the receiving Department who thereafter shall assume responsibility for ensuring regular payment.

**Repayment of
advances**

(2) An Officer leaving the Service shall be required to repay any outstanding sum due from him before he goes. Any salary due to an Officer who is about to leave the Service and who has not fully repaid an advance, shall be withheld and applied towards settlement of the outstanding balance. Any remaining balance which has not been settled through accept-

able agreement between the Officer and the Government shall be recovered from benefits due and/or through legal action.

Vehicles not to be sold or disposed of without permission.

171. A vehicle, on which any part of an advance remains out-standing, may not be removed from Belize, sold or disposed of in any way without the prior consent of the Ministry of Finance.

Proceeds of sold vehicle to be used in purchase of new vehicle.

172. An Officer who applies for an advance to purchase a vehicle while any part of a previous advance remains outstanding shall be required to pay the outstanding balance out of the sale proceeds of the sold vehicle, use the remainder, if any, of the sale proceeds in the purchase of the new vehicle and shall be granted an advance of the balance only.

Advance not to be granted within three years of previous loans.

173. An advance for the purchase of a vehicle shall not be approved within thirty-six months of the grant of a previous advance for a similar purpose, save in exceptional circumstances such as destruction of the vehicle by accident. Such an advance shall be granted on the merits of each case.

PART X

TRANSFERS, POSTINGS AND RESIDENTIAL QUARTERS

Authority to transfer.

174. (1) All Officers other than the Clerk and Deputy Clerk, are subject to transfer and posting by the Committee.

(2) The Committee shall approve all transfers in the National Assembly Service except where it is otherwise stipulated in the Act.

(3) Subject to subregulation (4), the power to transfer Officers within the clerical, secretarial, administrative and accounting grades is hereby delegated to the Clerk.

(4) In respect of the secretarial and accounting grades, the Clerk shall exercise the said power to transfer after consultation with the Committee.

175. Any Officer aggrieved by the decision of the Clerk to transfer him, may appeal to the Committee and the Committee may review and vary any such decision of the Clerk.

**Right of
appeal.**

176. Intention of transfer shall be given by the Clerk to an Officer and to the Committee between the months of January to March of each year.

**Notice of
transfer.**

177. (1) Transfers shall be effected during the months of July and August of each year to facilitate the smooth transfer of Officers with children attending school during a current school year.

**Effective
months of
transfer.**

(2) It is expected that the need to effect the transfer of some Officers outside the period stated will arise. This should be the exception rather than the rule and sound reason must be advanced in such cases.

178. A transfer in the National Assembly Service shall normally be for a tour of two to three years. It shall not be less than two years unless the exigencies of the Service otherwise require.

Tour of duty.

179. Transfers are for the benefit of National Assembly Service, as well as Officers, and shall not be used as a punitive measure by the Clerk. All Officers shall be transferred on a rotation basis to ensure equity and fairness.

**Transfers not
to be used as
a punitive
measure.**

180. (1) Officers who occupy official residential quarters shall be required to pay a monthly rental as follows:-

**Rental of
official
quarters.**

(a) in respect of Officers occupying official residential quarters in cities and towns, ten percent of their basic salary; and

(b) in all other areas not covered in subparagraph (a) above, five percent of their basic salary.

(2) Officers in receipt of housing allowances may be called upon to occupy such suitable official residential quarters as become available and failure to do so may result in the withdrawal of such allowances.

Occupation of
official
quarters
during leave.

181. (1) Officers provided with official residential quarters shall be permitted to continue in occupation of such quarters during their tenure in office.

(2) Officers on leave prior to retirement or termination of appointment in the National Assembly Service shall vacate official residential quarters within one month after the date of retirement or termination or date of commencement of leave, whichever is the earlier.

Transfer or
death of
Officer
occupying
official
quarters.

182. When an Officer is transferred or dies while officially occupying official residential quarters, the Officer's family may be permitted by the Clerk to continue occupying the quarters for a period not exceeding three months from the date of such transfer or death and paying rent at the rate previously paid by the Officer.

Quarters to
be kept clean.

183. Officers who occupy official residential quarters shall be required to keep such quarters and the surrounding area in a clean, tidy and sanitary condition at their own expense. Before vacating such quarters, Officers shall ensure that the quarters are in a clean and sanitary condition.

No alteration
by occupiers
of quarters.

184. Occupiers of official residential quarters shall neither make structural alterations or install electrical fittings or lighting equipment without the approval of the Clerk. This Regulation shall apply also to any addition, alteration or modification of any existing installation.

185. When any official residential quarters, furniture, electrical appliances, fixtures or the grounds have been damaged, and such damage, in the opinion of the Clerk, is due to carelessness or negligence on the part of the occupier, an account of the charges for making good such damages shall be rendered to the occupier by the Clerk and the amount of such account shall be paid by the occupier to National Assembly.

In the event of damage, Officer to make good such damage.

186. The Permanent Secretary in the Ministry of Works shall forward to the Financial Secretary yearly reports on the condition of all residential quarters occupied by Officers pursuant to these Regulations.

Yearly reports on quarters.

PART XI

MISCELLANEOUS

187. Any Officer, on leaving the National Assembly Service, if he so desires, may obtain a formal certificate of service from the Clerk.

Certificate of service.

188. An Officer may, in a proper case, be compensated for loss or damage to private property sustained through fire, theft, riot, an act of God or otherwise, in the course of his employment where such property is brought upon the National Assembly premises for the purpose of facilitating the Officer's performance of his duties. In considering whether or not an Officer shall be compensated, the Committee shall satisfy itself as to whether there was negligence on the part of the Officer causing the loss or damage.

Loss of private property.

189. (1) The Clerk shall ensure that an adequate emergency plan, including simulations and training in first aid is developed, circulated and undertaken throughout the National Assembly Service. The emergency plan should be in a standard format, as determined by the National Emergency Management Organization. Such an emergency plan should cover the following threats and hazards:-

Disaster preparedness.

- (a) hurricane;
- (b) flooding;
- (c) bomb threats;
- (d) earthquakes;
- (e) fire;
- (f) civil disorder.

(2) The plan should include the following measures:-

- (a) preparedness to be instituted in case of the occurrence of each disaster;
- (b) ensuring continuity of National Assembly activity following the emergency event;
- (c) ensuring security of documents and classified material during and following the emergency event;
- (d) activating the emergency plan during and outside of normal working hours;
- (e) ensuring continuity of communications with all staff during and following the emergency event; and
- (f) ensuring emergency attendance to injured employees.

(3) As a precaution against hurricanes, the Clerk should see that all National Assembly buildings are, as far as practicable, made hurricane resistant; that is, all doors, windows and other openings can be readily closed and made secure on receipt of a hurricane warning.

190. (1) An Officer shall be designated as the Disaster Coordinator for the National Assembly. He shall be either the Clerk or the Deputy Clerk.

**Disaster
Coordinator.**

(2) The Disaster Coordinator for the National Assembly shall be responsible to the Committee, through the Clerk in the case of the Deputy Clerk, for developing and implementing the disaster plan for the National Assembly.

(3) The Clerk shall ensure that all members of staff are conversant with the disaster plan and procedures.

191. (1) Stationery and supplies shall be purchased from the most economic sources. Every effort shall be made to minimize wastage in the National Assembly. Wherever possible, the National Assembly shall reproduce forms, etc., for use. Forms which are common to all Departments, e.g. vouchers, receipt books and order books, shall be available on requisition from the Government Printery.

**Purchase of
stationery.**

(2) Requisitions for printed forms and books must be submitted to the Government Printery on memorandum or order forms.

192. All stationery shall be carefully put away, and its use, which must be confined to the National Assembly Service only, shall be closely supervised by the Clerk. It shall be placed under the custody of one Officer, who shall be responsible for its safe keeping and distribution, subject to the orders of the Clerk.

**Care of
stationery.**

193. All printed forms should bear a distinctive number or letter for convenient reference.

**References
on forms.**

194. Every possible care shall be exercised by all Officers to ensure economy in the use of stationery and forms.

**Need for
economy.**

**Economy
labels.**

195. "Economy labels" shall be used on envelopes for all interdepartmental correspondence. The labels shall be so affixed that the envelope may be used again. When an economy label is used, the flap of the envelope itself shall not be sealed.

**Official seal
or stamp.**

196. Impressions of the National Assembly official seals or stamps shall not be supplied to private persons.

**Franking
stamps.**

197. Officers shall not be permitted to make use of any stamp for franking letters, or to frank letters without the authority of the Clerk, and are required to keep such device under lock and key, except when in actual use.

**Answering of
telephone
calls.**

198. Officers answering telephone calls shall immediately state that they are from the National Assembly and their name, so that the caller knows at once to whom he is speaking.

**Avoidance of
correspondence.**

199. Any matter which can properly be disposed of by telephone or an interview should not form the subject of correspondence. The action taken and any decision reached therefrom should be recorded on the appropriate file.

**Prior
permission
for overseas
communica-
tions.**

200. (1) The Clerk is responsible for seeing that due economy is exercised in the use of the telephone and in particular that it is not used by Officers for their private affairs except in cases of real necessity.

(2) Where it is alleged that an Officer has abused the use of the telephone, he shall be given an opportunity to exculpate himself, if the Clerk is not satisfied with the explanation given, he may subject the Officer to a surcharge.

**Prior
permission
for overseas
communica-
tions.**

201. Facsimiles, telephone calls and e-mail from Officers to addresses abroad shall have the prior approval of the Clerk who should be absolutely satisfied that it would not be possible to expeditiously deal with the matter by an ordinary airmail letter.

202. All letters, minutes, reports and returns must be dated, numbered (where appropriate) and signed in full, with the official designation of the Officer signing being added. Plans, etc., must be signed and dated, and must bear a numerical reference to the documents (if any) which they accompany.

Identification.

203. Each communication should be confined as far as possible to a single subject.

**Single
subject
communication.**

204. Memoranda between the National Assembly and government Departments shall clearly indicate the official designation of its origin, the addressee, and the subject matter. All formal and informal commencements and conclusions included in ordinary letters should be dispensed with.

**Correspon-
dence with
Government.**

205. When an Officer finds it necessary to address the National Assembly or the government for the purpose of obtaining information or instructions on any subject, his letter should not be confined to a mere report of the difficulty which has arisen. The subject should be formulated, if possible, in such a way to enable the National Assembly or the Government to make an immediate decision on the principles in issue. The Officer should therefore ensure that all aspects of the subject are fully explained, that the view of other Departments affected are obtained and recorded in his letter, that his own views and recommendations are clearly set out, and that attention is directed to the implications or consequences of any action which he may propose. Letters received from subordinates, departmental correspondence or other similar enclosures should not be forwarded when the gist of them can be embodied in the correspondence.

**Correspon-
dence to
National
Assembly.**

206. Where reference has to be made in correspondence to an enactment, rule or regulation, the number and the date of publication should be quoted. If the enactment, rule or regulation is contained in any compiled volume of laws, the reference should be to the Volume, edition, chapter and page number.

**Reference to
laws, etc.**

Circulars.

207. Circulars should be initialed by the Officers of the National Assembly and should be kept bound together in a "Circular" book which should be indexed. The Clerk shall communicate his instructions conveyed by circulars to all subordinate members of his staff.

Copyright and royalties.

208. Any works produced by Officers as part of the duties for which they are engaged shall result in the copyright in respect of such works being vested in the Crown. Any such work required for the use of the National Assembly Service shall produce no financial benefits to the author, but the author may be allowed the royalties that might arise from sale of any such work outside of the National Assembly Service or the Public Service or outside Belize.

Other instructions in guard book.

209. The Clerk shall keep together, in a "guard book" to be kept for the purpose, all rules and regulations other than circular instructions forwarded to him for record and guidance in connection with every branch of the National Assembly Service. All such rules and regulations should be properly indexed and all amendments thereto promptly noted from information published in the *Gazette* or otherwise communicated to him.

Gazette notices.

210. (1) *Gazette* matters of a legal or semi-legal nature shall be submitted to the Attorney General's Ministry for vetting before being forwarded for publication.

(2) Notices and other matters for publication in the *Gazette* shall be delivered to the Government Printer no later than 4 o'clock on Wednesday. Any material forwarded after that time shall be held over for publication in the following week's issue of the *Gazette*, except in urgent or special cases, the publication of which will be left to the discretion of the Government Printer, who may, if necessary, consult his Ministry.

211. All *Gazettes*, Acts and other printed matter, which have been or may be issued from time to time to the Clerk, shall be carefully bound. Officers are expected to make themselves acquainted with notices published in the *Gazette* and Acts etc., affecting their duties. The fact that special notification or instructions have not been received shall not be accepted as an excuse for inattention to notices in the *Gazette*. Publication of any matter in the *Gazette* shall be sufficient notice to every Officer of the facts published therein.

Officers to acquaint themselves with *Gazette*, Acts, etc.

212. There shall be kept a "precedent book" in which shall be entered, from time to time, all instructions given by the Committee or the Clerk for the guidance of Officers. The book should be carefully indexed to facilitate reference to it.

Precedent book.

213. Office Assistants shall be provided with inclement weather gear which shall be the property of the National Assembly.

Inclement weather gear.

214. Where damage or loss occurs to National Assembly property purchased under Regulations 213, and where such damage or loss is proved to be the result of an Officer's negligence, such Officer shall be subject to a surcharge.

Surcharge in case of damage or loss.

215. The staff representative on the Committee shall be elected by the secret vote of Officers every two years, and may likewise be elected for a further period of two years.

Staff representative on Committee; term of office.

216. These Regulations shall be subject to a negative resolution of the National Assembly.

Negative resolution

217. These Regulations shall come into force on the 1st day of February, 2004.

Commencement.

MADE by the National Assembly Staff Committee this 8th day of December, 2003.


(HON. ELIZABETH ZABANEH)
Chairman

National Assembly Staff Committee

FIRST SCHEDULE

[Regulation 9]

No.

From:

To: National Assembly Staff Committee

SUBJECT: VACANCY FOR

Date:

Head Item

Post.....

Salary Scale

Date and Cause of Vacancy

Recommended Date of Filling

1. I recommend that this vacancy should be filled by:-

(a) the promotion of the following Officer of my department:-

Name

Post

Salary

(b) the appointment of a candidate from within or outside the Service as a result of a competitive selection after the advertisement of a vacancy by circulars, in the *Government Gazette*, the local newspapers and on the radio in terms of the attached draft;

(c) the re-appointment of contract for..... Tours plus consequential leave of the following former Officer:-

76 *National Assembly Staff (Conditions of Service)* [No. 19]

Name

Previous post

Previous Salary

2. I am unable to recommend that the vacancy should be filled by a local appointment under any of the methods referred to in paragraph 1 above because

.....

.....

3. I therefore recommend that the vacancy be filled by recruitment from abroad on a contract/gratuity basis.

.....

Signature of Clerk

NOTE:

1. Paragraphs 1 and 2 should be struck out as required by the terms of the recommendation.
2. If a promotion under paragraph 1(a) above involves the supersession of other Officers in the National Assembly, their names, posts and salaries should be stated on the back of the form with brief reasons to justify their supersession.

SECOND SCHEDULE**[Regulations 81 and 102]****PART-TIME STUDY COURSE**

1. Where an Officer wishes to undertake a course of study at an approved tertiary institution, one or more days per week, the Officer should forward his application through the Clerk to the Committee. Such application should be accompanied by a statement from the Clerk, as to whether or not it is considered that the course of study would be one of benefit to the National Assembly Service and, if so, whether the Officer should be released for the purpose. The grant of study leave for this purpose will be considered only where evening classes are not available for the particular course.
2. If the application is approved by the Committee the Officer would be eligible for leave on the basis of Regulations 82 and 103 and as indicated below:
 - (i) by attending courses, one or more days a week, the Officer will utilize the vacation leave earned up to the date prior to the first day of attendance at the course;
 - (ii) the Officer will cease to earn vacation leave from the date of commencement of the course until its termination;
 - (iii) when vacation leave as at (i) above is utilized, the Officer will enter a period of study leave which may be granted on full salary for a period of one hundred and eighty days;
 - (iv) on successful completion of the course, the Officer will be credited with the vacation leave which would have been earned in respect of the number of days on which he was not in attendance at the institution, subject to the proviso that vacation leave will not exceed the limits prescribed in Regulation 84.
3. Where a course of study requires the attendance of an Officer for a portion of a day (two to three hours, etc.) the Officer will be required to utilize one full day.

THIRD SCHEDULE

[Regulation 121]

**SELECTION CRITERIA FOR TRAINING
IN THE NATIONAL ASSEMBLY SERVICE**

1. **Relevance to needs**

The training being requested must be relevant to the National Assembly's development needs and the Officer's career intention.

Proposed training programmes should be designed to improve the technical, analytical, managerial and decision-making skills of individuals displaying potential for development.
2. **Academic eligibility**

Nominees for a proposed training programme must possess the requisite academic qualifications that will enable acceptance into tertiary level institutions.

Mature Officers who may not possess the requisite academic qualifications must obtain acceptance into the institutions.
3. **Overall performance**

Nominees should have above average performance records, display positive job attitudes and proficiency in the use of language.
4. **Seniority**

Where more than one Officer in the same post fulfills all the requirements, the most senior Officer should be given priority. Any supersession must be justified.
5. **Age**

Officers being nominated for training should normally not be more than forty-five years old by the end of the proposed training programme and be physically and mentally capable of undertaking the course of studies.

FOURTH SCHEDULE

[Regulation 127]

INCREMENT FOR QUALIFICATIONS

CERTIFICATE COURSES

An Officer who has pursued an approved course of studies, the minimum of which is one academic year, and at the end of which a certificate is awarded, will be eligible for the award of one additional increment.

DIPLOMA COURSES

An Officer who has pursued an approved course of studies, the minimum of which is two academic years, and at the end of which a diploma is awarded, will be eligible for the award of two additional increments.

BACHELORS DEGREE

An Officer who has pursued an approved course of studies at the end of which a first degree is awarded will be eligible for the award of three additional increments. This applies to those persons who acquire additional qualification but remain in their substantive post. Where the superior qualification is required for promotion, the Officer will be elevated to the higher scale and the matter of placement on the scale will be dealt with in accordance with Regulation 126.

The above does not, however, apply to persons who graduate with a diploma, degree or certificate which they intend to use in order to gain admission to another course of studies in the same or a related field of study.

MASTERS DEGREE

An Officer who was approved study leave to pursue a Masters Degree will be eligible for the award of two additional increments on successful completion.

An Officer who was approved study leave to pursue a First Degree but who returns with a Masters Degree will be eligible for the award of four additional increments.

DOCTORATE DEGREE

An Officer who holds a Masters Degree and on approved study acquires Ph.D., will be eligible for the award of three additional increments.

An Officer who was approved study leave to pursue a course of studies leading to a Masters Degree and who returns with a Ph.D. will be eligible for the award of four additional increments.

Where an Officer successfully completes a course of training for which a degree, diploma or certificate was awarded and subsequently successfully completes an equivalent or lower level course, the Officer shall not be entitled to additional increment(s).

EFFECTIVE DATE OF AWARD OF INCREMENTS

All increments will be awarded with effect from the date of expiration of study leave, and with the approval of the Committee.

FIFTH SCHEDULE
[Regulation 139]

**CLAIM FOR SUBSISTENCE ALLOWANCE,
MEAL ALLOWANCE**

An Officer wishing to claim a subsistence allowance, meal allowance or mileage allowance shall do so in the form prescribed below or as nearly thereto as possible:

NAME: _____
MILES TRAVELLED: _____
OFFICE: _____
TIME SPENT AWAY FROM STATION: _____
DATE & TIME OF LEAVING STATION: _____
MEANS OF CONVEYANCE USED (VEHICLE NO.) _____
PLACES VISITED (EN ROUTE) IF ANY: _____
NATURE OF OFFICIAL DUTIES PERFORMED: _____
FINAL DESTINATION: _____
DATE & TIME OF RETURN TO STATION: _____
NUMBER OF HOURS/DAYS CLAIMED: _____
RATE OF SUBSISTENCE/MILEAGE/
MEAL ALLOWANCE: _____
INCIDENTAL EXPENSE, IF ANY: _____
TOTAL AMOUNT CLAIMED:
(SHOW MILEAGE, SUBSISTENCE AND MEAL ALLOWANCE AND
OTHER EXPENSES SEPARATELY)

DATE: _____

SIGNATURE AND DESIGNATION OF CLAIMANT: _____

APPROVED BY: _____
(SIGNATURE) (DESIGNATION)

SIXTH SCHEDULE

[Regulations 140 and 152]

**OFFICERS ELIGIBLE TO RECEIVE A
MOTOR VEHICLE MAINTENANCE ALLOWANCE**

Clerk

Deputy Clerk

SEVENTH SCHEDULE

[Regulation 3 (3)]

**FORM OF OATH AND AFFIRMATION
OATH/AFFIRMATION OF OFFICE AND SECRECY**

I, do swear [or solemnly and sincerely affirm and declare] that I will bear true faith and allegiance to Belize, and will uphold the Constitution and the law, and that I will conscientiously, impartially and to the best of my ability discharge my duties as [.....] and do right to all manner of people without fear or favour, affection or ill-will, and that I will not divulge without lawful authority any information coming into my possession during the discharge of my duties [So help me God].
