



Employee Handbook

Government of the Federated States of Micronesia

Dear Employee:

As an employee of the Government, you are in a service business. You serve the public— all the people of the Federated States of Micronesia. You are a member of a unique team. You work for the citizens of the Federated States of Micronesia in providing the vital services of government.

Efficient service depends upon your doing your job correctly and promptly. No matter what your job may be, each job in the government is an important one to the people of the Federated States of Micronesia. The manner in which you and your fellow employees do your work is our measure of how well we serve.

Bailey Olter President
Federated States of Micronesia

CODE OF ETHICS FOR GOVERNMENT SERVICE

A person in government service should:

I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government.

II. Uphold the laws applicable in the Federated States of Micronesia and in all subdivisions thereof and never be a party of their evasion.

III. Give a full day's labor for a full day's pay; given to the performance of his duties his earnest effort and best thought.

IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

VI. Make no private promises of any kind bringing upon the duties of office, since a government employee has no private word which can be binding on public duty.

VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

IX. Expose corruption wherever discovered.

X. Uphold these principles, ever conscious that public office is a public trust.

This pamphlet attempts to cover most of the information an employee should know about his rights and obligations. Some personnel policies are described in more detail than others. The Personnel Office has published a Personnel Services System Regulations Manual which describes our personnel administration program. It is constantly being revised and kept up to date. The technical information contained in this pamphlet is subject to change. It is recommended that employees consult the Personnel Office at the National Government for more specific current information. The Regulations are available to all employees at the Personnel Office of the National Government.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the FSM National Government to afford equal opportunity to all qualified persons and to prohibit discrimination against any employee or applicant for employment, promotion or training because of race, color, religion, sex or national origin.

EQUAL OPPORTUNITIES FOR WOMEN

Women are considered for appointment, promotion, or training on an equal basis with men when they meet the applicable experience, education, skills and physical requirements for the training or duties of the position. The objective of the Federated States of Micronesia Public Service systems Act (Public Law No. 1-47, October 1, 1979) is to ensure that employment in the Executive Branch of the Government is based on merit and fitness, with equal opportunity to all. You were selected and appointed as a person qualified to handle the duties of the position you now occupy, in accordance with this principle. Promotion is based on your growth and progress in the job.

YOUR SUPERVISOR

your supervisor is the person who assigns you're your work and evaluates your performance. He is your instructor, and you should regard him as a friend and a general source of information.

Your supervisor is interested in your success. Problems and questions concerning your work should be taken to him—he will give you the answer. or help you solve the problem yourself.

YOUR OFFICIAL PERSONNEL FOLDER PAY ALLOWANCES

Your personnel folder contains all official papers in connection with your employment and is the permanent record of your service in the government. Most of the material in your folder will be forms you filled out when you reported for and copies of notices that were sent to you concerning your position. Your application for employment, letters of reference, notice of appointments, changes in your position or salary, a description of your duties, your physical exam and school transcripts are a part of your official Personnel Folder.

Some of the material in your folder will be of a confidential nature and may be seen only by persons authorized to do so in the course of their official duties. You may inspect or copy any of the confidential materials in your official personnel folder with the permission of your FSM Personnel Officer.

It is important to keep your personnel folder current. A record of additional experience, education or training as you acquire it should be placed in it. Your qualifications for a more responsible position may be materially increased by such items.

PAY

The position, the duties and responsibilities of the job determine your pay. Employees should keep it clearly in mind that it is the position which is classified, not the employee who is in the position. The FSM Government is under a single classification plan. Pay is based on a 40-hour work week. Pay checks are received on alternate Wednesdays commencing about three weeks to one month after hire for Pohnpei employees and four to six weeks for other state-stationed employees. An employee always has two weeks on the books. The standard employee work week is Monday through Friday, daily 8:00 a.m. to 12:00 noon, and 1:30 p.m. to 5:00 p.m. Differentials and allowances are extra pay to compensate for certain conditions of employment. These are:

DIFFERENTIALS:

NIGHTWORK: If your regular schedule of duty hours includes hours falling between 7:00 p.m. and 6:00 a.m. you can be paid a differential of fifteen percent for all those hours which fall during that period.

HAZARDOUS WORK: If the occupation involves unusual and extreme hazards to health and safety, the differential is twenty-five percent times the salary.

OVERTIME: An employee in the Public Service who is directed to work in excess of forty hours a week is paid overtime at the rate of one and one-half times his basic pay. Overtime must be authorized in advance by the supervisor.

HOLIDAY PAY: Work required on a legal holiday which falls during a regularly scheduled work week is compensated for at double time for hours worked. Work in excess of eight hours is compensated for at regular overtime rates.

TYPHOON: Employees who are required to work in a location and a period in which a typhoon or other natural catastrophe has been declared shall be compensated at the rate of two and one-half times the salary.

Note: The employee's entitlement to the 5 preceding differentials (Night Work, Hazardous Work, Overtime, Holiday Pay, and Typhoon) when combined may not exceed 30 percent of the current salary rate for the employee concerned

PREMIUMS

TRANSFER ALLOWANCE/PER DIEM: When employees are recruited or transferred beyond normal recruiting distance from their places of residence for work elsewhere in the Federated States of Micronesia, all expense of travel for their immediate families (spouse and children including legally adopted who are 18 and under years old) and their household effects are paid. Such employees are also entitled to per diem at established rates for the new location as follows: Single status three days; Married with one dependent - with two days; Married with five or more dependents - nine days.

WITHIN-GRADE SALARY INCREASE: Within-Grade increases may be granted upon completion of not less than twelve full months of satisfactory service. For an increase to step 2, 3, or 4, the required period shall be 52 calendar weeks; for an increase to 5, 6, or 7, the required period shall be 104 calendar weeks.

MERIT INCREASE: Employees may be granted additional merit increase (not to exceed one such additional increase in a twelve-month period) for sustained superior performance over a period of one year or more.

PERFORMANCE EVALUATION: Your performance is constantly observed by your supervisor. He will discuss with you performance requirements of your job, how well you are doing and how your performance can be improved. Performance is the factor that is considered in promotions, demotions, transfers, salary increase, and removals. Supervisors usually consider these factors in performance evaluation: volume of work, quality of work, work habits and attitudes. In addition, if you are a supervisor, you will be evaluated on "supervisory ability". Each factor is rated outstanding, satisfactory or unsatisfactory. Each department shall rate quarterly each new employee and annually each permanent employee under its jurisdiction and shall transmit the final rating to the Personnel Officer. Employees are provided a copy of the rating.

OUTSTANDING: A summary rating of "outstanding" means that each aspect of the performance of the employee not only exceeds normal requirements but is outstanding in the fullest sense of the word and deserves special commendation. The rater must list performance standards and prepare detailed statements pointing out the manner in which the employee clearly exceeded the standards. All "outstanding" ratings must be approved by the Personnel Officer.

SATISFACTORY: Satisfactory rating means that each aspect of the performance of the employee meets the normal requirements of the job.

UNSATISFACTORY: An employee who is given an unsatisfactory performance rating must be given a written warning at least 90 days prior to the date that performance rating is done. During this 90-day period the supervisor will do all he can to assist the employee to better his performance; however, if the performance is still unsatisfactory after the warning period, a summary rating of "Unsatisfactory" must be given. The employee will be discharged or transferred to another position where his performance could be expected to be satisfactory. The supervisor will list performance standards and prepare a detailed statement pointing out why the employee failed to meet standards.

DISCIPLINARY ACTIONS

SUSPENSION: A management official may suspend any employee without pay for such length of time as he considers appropriate for disciplinary purposes. Suspension may not exceed thirty (30) days at any one time nor more than sixty (60) days in any calendar year. An employee, with the approval of the Personnel Officer, may be suspended for a period longer than thirty days pending an investigation of charges against him. If the charge is dropped or not substantiated, the employee is reinstated in his position without loss of pay or other benefits. A suspension of three or more working days must be written and set forth the specific reasons therefor. A copy must go to the Personnel Officer.

DISMISSALS, DEMOTION: A manager may, for disciplinary reasons, dismiss or demote an employee when he considers the good of the service will be served by so doing.

APPEALS FROM SUSPENSION, DISMISSAL, DEMOTION: A regular employee who is suspended for more than three working days, dismissed, or demoted, may appeal to the FSM Ad Hoc committee within fifteen (15) calendar days after receipt of written notice of suspension, dismissal, or demotion. The appealing employee and responsible manager have the right to a hearing before the Ad Hoc committee to present evidence and be represented by counsel. The Ad Hoc committee may subpoena witnesses and renders its decision in writing to the President, Speaker or the Chief Justice as appropriate.

ACCIDENT REPORTING

It is the employee's responsibility to report any accident resulting in personal injury or property damage to his supervisory official immediately, and in no case later than the end of the work day. Supervisors must provide Accident Report Form-68 for your completion.

OUTSIDE EMPLOYMENT

No employee may engage in outside employment or other outside activity to the detriment of the proper performance of his position. Employees may not accept any fee, compensation, gift, payment or any other thing of monetary value which may create the appearance of

- * use of public office for private gain
- * preferential treatment to any person
- * loss of completion independence and impartiality
- * making of a government decision outside official channels
- * any adverse effect on the confidence of the public in the integrity of the government.

DEDUCTIONS

INCOME TAX: Six percent of the first \$11,000 and 10 percent of any excess of \$11,000 of your total salary will be deducted for FSM income tax (subject to change without notice).

In accordance with US Economic Recovery Tax Act of 1981, the first \$75,000 a US citizen makes in a foreign country is tax free provided he/she has resided in a foreign country for more than 330 days.

SOCIAL SECURITY: Your deductions for Social Security are matched by the government as your employer. As of July 1, 1980, the total of the deduction and matching amount was two percent to your salary. Legislation increases this amount to four percent by 1983. Deductions are never returnable, but remain credited to your Social Security account.

GROUP LIFE INSURANCE

The Employees Group Life insurance makes life insurance available at reasonable cost and without medical examination. You are given the option to insure or to waive upon employment. If you waived upon employment and later decide to enroll, you must undergo medical examination. The plan provides for low-cost insurance with a total benefit equal to two times your annual salary, with payment double the amount for accidental death and a schedule of payment for accidental loss of eyesight or one or more limbs(dismemberment).

The cost of your life Insurance is shared by you and the Government. You pay .13 cents each bi-weekly pay period per \$1,000 of insurance coverage.

Supplemental Plans with additional benefits are available for employees who are interested. Contact Office of Administrative Services for detailed information.

NATIONAL GOVERNMENT EMPLOYEE HEALTH INSURANCE

The National Government Employee Health Insurance Plan is available to **all** fulltime employees.

You are given 30 days to enroll upon employment. If you decide not to enroll during initial employment, you may also enroll during Open Session which is in August of every year.

BASIC HEALTH PLAN:

Basic Health Plan is used within FSM Hospitals and is also used outside of FSM when referred by State Hospitals. It is also used when health care is obtained outside of FSM as emergency off-island medical care when traveling for 30 days or less.

The cost of insurance is shared by you and the Government. You pay \$4.80 per adult biweekly plus \$4.80 for **all** children under the age of 18.

Insurance will pay benefits up to \$100,000 per year per covered person.

SUPPLEMENTAL FOR RESIDENT PLAN:

Employee must enroll under Basic Health Plan in order to be eligible for Supplemental for Resident Plan.

Supplemental for Resident Plan is used outside of FSM as self-referral to an approved Health Care facility when traveling 30 days or less.

Employee pays \$7.20 per adult/bi-weekly plus \$7.20 for all children under the age of 18.

Insurance will pay benefits up to \$100,000 per year per covered person after a \$100.00 deductible per incident.

SUPPLEMENTAL FOR NON-RESIDENT PLAN:

Employee must enroll under Basic Health Plan in order to be eligible for Supplemental for Non-Resident Plan.

Supplemental for Non-Resident Plan is used by enrollees stationed outside of FSM.

Employee pays \$12.00 per adult/bi-weekly plus \$12.00 for all children under the age of 18.

Insurance will pay benefits up to \$100,000 per year per covered person after annual deductible of \$100.00.

ALLOTMENTS

The Finance Officer will, upon request, mail your paycheck or a portion of it to the bank of your choice to be credited to a checking or savings account; to a credit union, or to pay private life insurance premiums. Only two allotments per person are permitted.

ANNUAL LEAVE

Accrues as follows: Thirteen (13) days a year (or four (4) hours per pay period) for employees with less than 3 years of service; twenty (20) days a year (or six (6) hours per pay period) with more than 3 but less than 10 years of service; twenty-six (26) days a year (or eight (8) hours per pay period) with more than 10 years of service.

Annual leave may not be authorized until an employee has earned a continuous period of 90 days without a break in service. It must be requested and approved in advance of taking the leave. No supervisor may approve annual leave after the fact, except for unforeseen personal emergencies, such as a death in the family, or hospitalization. The maximum hours of annual leave an employee can carry over from one leave year to the next is 240 hours. Annual leave accumulation not to exceed 240 hours payable in a lump sum cash payment upon separation from employment.

SICK LEAVE

Is earned at the rate of four(4) hours for each full bi-weekly pay period. Sick leave is granted to cover absence from duty for any of these reasons:

- * injury or illness of an employee
- * medical, dental or optical examination or treatment
- * a contagious disease in the immediate family

The absent employee must inform the supervisor of the illness by the fastest available means. An absence of three days or less for sick leave must be reported by the employee's initials on the time and attendance report; sick leave in excess of three working days must be supported by a leave slip signed by the Doctor or by acceptable evidence of incapacity to work.

Application for and grant of sick leave to cover absence not due to illness or other valid reason constitutes a fraud against the government and is cause for disciplinary action.

ADMINISTRATIVE LEAVE

Absence from duty in a pay status, without charge to annual or sick leave, is authorized by the supervisor for typhoon condition one, voting, court cases or to attend meetings or (in connection with official duty) conferences.

ADVANCE LEAVE

Employees must request advance annual or sick leave in writing from the Personnel office. The written request must carry the immediate supervisor and department head approval. Advance leave is authorized only for illness or compelling personal emergencies and when it is anticipated the employee will remain in employment long enough to repay the leave. Since it is in effect a pay advance, employees must either refund the advance in work or money

LEAVE WITHOUT PAY

LWOP is not granted to employees who have annual, or sick leave balances. It is an authorized absence for which the employee is not paid. It may be granted for educational purposes without regard to sick or annual leave balance.

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

An unexcused absence automatically places the employee in an AWOL standing which automatically stops pay. In addition to loss of pay, he is subject to disciplinary action, reprimand, suspension or removal, depending upon the length of frequent or unauthorized absence, and the hardship imposed by such absence on the government.

TRAINING

Employee development and training programs are administered by the Training Division, Office of Personnel. Training may be full or part-time, and on and off the job. It may be formal classroom sessions, seminars, workshops, correspondence courses, with all or part of the expense paid by the Government. Basically, training is job related and given to improve present job performance or future development.