



**REPUBLIC OF SEYCHELLES**

# **PUBLIC SERVICE ORDERS**

**January 2011**

**Government of Seychelles**

**PUBLIC SERVICE ORDERS**

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## CHAPTER I

### INTRODUCTION AND ORGANISATION OF GOVERNMENT

#### I. INTRODUCTION

##### 1. GENERAL

###### 1.1 Authority

- (a) The Public Service Orders (hereinafter referred to as "Orders") are Orders of the President, issued under his authority, by the Minister who has been assigned by the President, under Article 70 of the Constitution, with the responsibility of the organisation, development and management of the Public Service.
- (b) The terms and conditions of service of all employees shall, subject to the provisions of these Orders and to the direction of the President, be determined by the Chief Executive Officer of that organisation.
- (c) This, the 3<sup>rd</sup> revised edition of these Orders, contains the general conditions of service for the public service of the Republic of Seychelles and replaces all editions of the previous Orders as amended from time to time. Many of the changes that have been introduced in recent years and that have all been incorporated into these Orders have been published in circulars or promulgated under the relevant legislation. The provisions of the Public Service Orders are consistent with the laws of Seychelles.
- (d) These Orders are to be strictly adhered to in order to maintain equity and impartiality in handling personnel matters. However:
  - (i) where no provision exists, it should be assumed that there is no authority and therefore a request must be submitted to the Authority responsible for Public Administration for approval;
  - (ii) where special circumstance indicate that the provisions of the relevant Orders are inappropriate or would cause hardship, the Chief Executive Officer in this particular

instance should seek for a variation of the provision/s concerned from the Authority responsible for Public Administration.

- (e) The powers of constituting and abolishing offices and dissolving State Enterprises in the Public Service, of making appointments to offices, so constituted, and of promotion, termination of appointments, disciplinary control including dismissal of persons appointed to such offices are vested in the President in accordance with Article 66 of the Constitution.
- (f) The office of a Judge, Justice of Appeal, Attorney General, Auditor General, Chief Justice, Ombudsman, Public Service Appeal Board and Electoral Commissioner shall not, without consent, be abolished during continuance of office, as provided for under Articles 132, 76, 158, 144, and 115 of the Constitution.
- (g) It is emphasized that although these Orders have no legislative force, they are published by authority of the President. Where reference to an Act is made in these Orders, such reference shall be taken to include reference to any subsidiary legislation passed under or additional to the Act. If the Orders are in any way at a variance with the terms of any legislation, the terms of the legislation shall naturally prevail. Thus no amending legislation is required in order to vary the provisions of these Orders.

## **1.2 Use and Availability**

- (a) It is the responsibility of each Chief Executive Officer to ensure that these Orders and all government notifications and instructions, issued from time to time, are brought to the attention of employees and made readily available and accessible for consultation.
- (b) It is equally the duty of all employees to be acquainted with these Orders and any amendments and additions thereto. All copies of these Orders are and shall remain the property of Government. Public Service employees to whom a copy is issued shall be personally responsible for keeping their copies up to date with all amendments inserted.
- (c) Non-compliance with, abuse or disobedience of a Public Service Order shall form the basis of a disciplinary charge.

- (d) A public service employee shall not be allowed either to benefit or lose by any error or omission which may have occurred in the compilation of these Orders.
- (e) Where any expenditure has been incurred by the organisation as a result of any action done by an employee without authority, or in excess of authority, arising from either these Orders or any law, it shall be recovered from the person who benefited. The employee who has incurred such expenditure may be surcharged by the Chief Executive Officer of the organisation with all, or part of, the irregular payment.

### **1.3 Compliance**

These Orders and any regulations of Government or instructions established by the Authority responsible for Public Administration are applicable to all employees within government organisations, except, in so far as the contrary appears in alternative provisions made.

### **1.4 Applicability and Non-applicability**

- (a) In these Orders, the term "employee" has been used applying to all persons employed in the Public Service, irrespective of it being a Ministry, Department, Authority, Board or Public commercial enterprise organisation, except where provisions deem otherwise.
- (b) These orders shall not apply to the holders of the following offices in so far as they are inconsistent with the provisions of the Constitution, but it shall apply to all their support staff:
  - (i) The President, Vice President or Minister.
  - (ii) The President of the Court of Appeal.
  - (iii) Chief Justice, Justices of Appeal or Judges.
  - (iv) The Attorney General.
  - (v) The Auditor General.
  - (vi) The Ombudsman.

- (vii) The Electoral Commissioner.
- (c) Unless specifically excluded under particular Orders, these Orders shall, in so far as they are not inconsistent with any legislation, apply to members of the disciplined services.

## **2. INTERPRETATION**

### **2.1 Dispute regarding the Interpretation of the Orders**

In any dispute regarding the interpretation put on the Public Service Orders, the Authority responsible for Public Administration shall be the deciding authority in the first instance.

### **2.2 Appeals against the Interpretation of the Orders**

An appeal against the interpretation of the Public Service Orders lies with the Minister responsible for Public Administration.

### **2.3 Appeals to the Relevant Institutions**

An employee in the public service may appeal to relevant institutions as provided for by the Constitution such as the Public Service Appeals Board, Ombudsman and the Authority responsible for Public Administration.

Employees of public enterprises and agencies may appeal to the following: Ombudsman and the Authority responsible for employment. Judicial review shall be available from the decision of any of those Institutions.

### **2.4 Judicial Review**

A public service employee who has exhausted all of the above grounds for appeal may apply for judicial review at his/her own expense. An application for judicial review shall be made promptly and in any event within three (3) months from the date of the Order or decision sought to be challenged.

## **3-5 Unallocated.**

## **II. THE ORGANISATION OF GOVERNMENT**

### **6. GOVERNMENT VISION FOR THE PUBLIC SERVICE**

The public service must be made up of men and women who possess a high degree of professionalism, integrity and ability to assist the country's leadership to set standards in the management of the human and material resources in order to achieve good governance.

### **7. THE STRUCTURE OF THE PUBLIC SERVICE**

The Public Service is the principal executive arm of the Government and is organised into two main entities:

- (a) The Civil Service
- (b) State Agencies

The Civil Service comprises Ministries and Departments.

State Agencies consists of Companies, Corporations, Councils Agencies, Boards, Authorities and Foundations. Some State Agencies are commercial by nature of their operation while some are budget dependant. The assets of these companies are the general property of the state. Their employees are public service employees.

The Civil Service in a constitutional sense is indistinguishable from the state; its policies, functions and objectives are determined by the Cabinet of Ministers. The head of a Ministry or Department in the Civil Service, other than the political head being the Minister, is the Principal Secretary.

Public enterprises and agencies function as the corporate arm of government and are mandated to operate as a profitable and efficient business. The head of a state enterprise or public commercial enterprises other than the Minister being the political head is the Chief Executive Officer.

The public service is the mechanism of government through which national objectives are fulfilled. The business of government is conducted through established structures, the allocation of functions and funds and with the direction of government policies and regulations, thus providing for the establishment and management of an apolitical public service that is efficient and effective in serving the government and the general public.

### **8. THE EXECUTIVE AUTHORITY**

The Executive Authority of the Republic is vested in the President and shall be exercised in accordance with the Constitution. Subject to the Constitution, the executive authority may be exercised by the President either directly or through persons holding office in the service of the Republic.



## **9. FUNCTIONS OF PUBLIC SERVICE APPEALS BOARD**

The Public Service Appeals board is established in accordance with Article 145 of the Constitution of the Republic. Its main role is to hear complaints made by persons aggrieved by the following:-

- (a) An appointment made to an office;
- (b) A promotion to an office
- (c) Disciplinary proceeding taken in respect of an officer;
- (d) The termination of appointment of a person who was holding an office;
- (e) Any decision relating to the qualification of a person who has applied for an office or is serving an office in the public service.

## **10. FUNCTIONS OF THE AUDITOR GENERAL**

The Auditor General is appointed in accordance with Article 158 of the Constitution of the Republic who shall audit the accounts of the Cabinet office, the National Assembly, all Government departments and offices, all courts and those related to moneys withdrawn from the Consolidated Fund, all accounts of any statutory corporation or such other body as may be specified under and Act on which it shall report to the National Assembly. For that purpose the Auditor General or any person authorised or appointed in that behalf by the Auditor General shall have access to all books, records, returns, information and other documents relating or relevant to those accounts.

## **11. BOARDS OF PUBLIC SECTOR ORGANISATIONS AND AGENCIES**

The Boards of Directors of public sector organisations are constituted periodically and its members are expected to play a more dynamic role in guiding the management in the achievement of their strategic mission, in enhancing the corporate efficiency and effectiveness in the performance of their functions. It is essentially the role of all board members to monitor the performance of these organisations, which will require that:-

- (i) The Boards of public sector organisations and agencies meet regularly;
- (ii) The Minister of the parent ministry is kept informed of board meetings and decisions taken;

- (iii) Board members shall make it their responsibility to attend board meetings. Members who persistently fail to do so will have their memberships revoked.
- (iv) The Chief Executive Officer of a public sector organisation or agency should not draw an allowance/honorarium for attending meetings of the Board; as such attendance is considered part of the regular duties of the Chief Executive Officer.
- (v) It shall be the responsibility of the Chairman of the Board to ensure that the Board members adhere to such requirements.

## **12. FUNCTIONS OF MINISTERS**

- (a) A Minister has the political responsibility of Ministries and Departments and has such title, portfolio and responsibilities as are determined by the President from time to time. The President is politically responsible for any Ministry or Department that has not been specifically allocated a Minister.
- (b) When a Minister's function is temporarily exercised by the President, any decisions or rulings which the President gives in such circumstances are given in the President's capacity as the temporary Minister. Subsequently, if Presidential authority or ruling is necessary, such authority or ruling must be sought.
- (c) A public enterprise or agency falls under the portfolio of a Minister designated to a specific service of the public service. Thus, a Minister holding the portfolio of the respective parent ministry is responsible for the policy guidance of the enterprise or agency, while the Chief Executive Officer, through the Board of Directors is responsible for the day to day operation and performance of the public enterprise.
- (d) The execution of duties by officials may, occasionally, result in decisions being taken by them within the Ministry for which the Minister must publicly accept responsibility for all decisions taken in good faith in the execution of duties taken by officials of the portfolios they hold.

## **13. CLASSIFICATION AND STANDARDISATION OF PUBLIC BODIES**

The Public Sector bodies have been classified into three categories, as follows:

**(i) Public bodies providing essential Government services**

These bodies provide specialised essential services that are core to the running of the country. They shall operate with a legislated degree of arm's length from the main administration, carrying out public tasks assigned to it. They shall have a core staff of public servants, financed by the state budget, and be subjected to the administrative orders and procedures of government.

Its Board of Directors shall be appointed by the President and it shall contribute to the successful direction of affairs and operations of the agency, whilst the parent Ministry shall exercise supervisory powers over the agency.

**(ii) Regulatory Bodies**

These public bodies are the principal authority in Seychelles for licensing, regulating, introducing standards, exercising general supervision over a given sector. They shall operate with a legislated degree of arm's length from the main administration carrying out their responsibilities and shall transact their business on such terms and conditions as directed by the Board. They shall be fully budget dependent and shall therefore negotiate directly with the Ministry of Finance on their budget needs.

The staff of these public bodies shall not be considered to be part of central government, but rather as part of the general government.

**(iii) Public Bodies providing non-Government Services**

These public bodies provide a service primarily for government based on government's objectives that are essential to the socio-economic development of the country. They shall operate at arm's length from the main structure of government and on a not for profit basis. Some of their activities are partially funded through sponsorships, donations, sale of goods and services.

**14. VALUES TO BE UPHOLD BY CHIEF EXECUTIVE OFFICERS**

- (a) Chief Executive Officers are bound by the Code of Conduct and Discipline and thus by personal example and other appropriate means shall promote compliance with the Public Service Orders, and the Laws of Seychelles.

- (b) Chief Executive Officers shall provide their Minister with frank, honest, comprehensive, accurate and timely advice in initiating and implementing policies and programmes.
- (c) Chief Executive Officers shall have high ethical standards in carrying out their functions of head in an apolitical manner and be held accountable for their actions and that of their employees within the framework of the organisation they are responsible for.
- (d) Chief Executive Officers shall strive to increase the efficiency of Government through a transparent, professional and flexible system with effective practices ensuring the provision of an excellent service delivery, making their organisation more responsive to the people's needs. Equally, they shall not tolerate mediocrity, wastage, abuse and misuse of government assets.
- (e) Chief Executive Officers, in turn, in exercising the delegated authority with regards to employment in the public service, shall do so without prejudice, patronage or favouritism; providing a free and fair system of review of decisions taken in respect of public service employees within their organisation.
- (f) Chief Executive Officers shall ensure that employees under their responsibility strive to be the best and uphold the public service values of equity, impartiality, objectivity and integrity and discharge their responsibilities with competence and motivation and to the public, be conscientious and courteous.
- (g) Chief Executive Officers shall focus on achieving results and managing performance; ensuring that senior officers provide junior employees with training relevant to their position; thus guaranteeing conditions of service that is career-based; actively supporting and co-ordinating training and career development opportunities of their employees.
- (h) Chief Executive Officers shall establish relations that value employees' communication, consultation, co-operation and input on matters that affect their workplace; taking employment decisions based on merit and providing their employees with a flexible, fair, safe and rewarding work environment free from discrimination.

## **15. INTEGRITY IN PUBLIC OFFICE**

- (a) In order to achieve a high level of integrity from public service employees it is crucial that there exists a strong, honest and positive leadership culture in the public service.
- (b) For the purpose of discipline, all public service employees shall be subject to the Public Service Orders and to any regulations of Government, Orders or Instructions established by the Authority responsible for Public Administration, or that which is in force in respective organisations, which apply to posts held by them.

## **16. POLICE CLEARANCE**

*(Refer to the Procedures Manual No 2.)*

The purpose of a Police Clearance Certificate is to ensure that persons engaged in the public service are of high integrity, good conduct and character, capable of upholding the high standards of performance that will be expected of them. Prospective candidates, including expatriates, who are interested in a position within the public service, shall be subject to police clearance.

## **17. OFFICIAL SECRETS DECLARATION**

*(Refer to the Procedures Manual No 3.)*

On appointment to the public service every employee, whether permanent or temporary, shall be required to make and subscribe to the oath or affirmation of secrecy (State Security Act (Cap 229) as well as the Code of Conduct and Discipline.

This restriction applies not only during the tenure of office of the employee but also after the person has ceased to be employed in the public service.

## **18. TENURE OF OFFICE NOT AS OF RIGHT**

No employee holds his/her office as of right as any such office may be abolished by the President at any time without assigning any reasons. Exceptions are Chief Justice, the President of the Court of Appeal, Puisne Judges, Justices of Appeal, Attorney-General, Auditor-General, Ombudsman, Electoral Commissioner and the Commissioner of Police.

## **19. DELEGATION OF AUTHORITY**

*(Refer to the Procedures Manual No.1)*

### **1. Purpose**

- (a) A framework for the delegation of administrative authority may be issued to all public service organisations from time to time. Its purpose is to provide clarity of roles and responsibilities, primarily, between the public service organisation and the Authority responsible for Public Administration, and secondly, to the Chief Executive Officer.
- (b) Such framework highlights the policy responsibility of the Authority responsible for Public Administration with regards to the management and development of the Seychelles Public Service.
- (c) Delegation of administrative authority is granted subject to the conditions and safeguards established by the Authority responsible for Public Administration, and described herein.

### **2. Who is vested with delegated authority?**

Full delegation of administrative authority is granted by the Minister responsible for Public Administration, and vested to the Chief Executive Officer of public service organisations.

### **3. Responsibility**

- (a) The Chief Executive Officer of a public service organisation shall ensure that the exercise of delegated authority is correctly applied and monitored in accordance with the Government framework and its Orders.
- (b) The officer responsible for public administrative affairs in the public service organisations shall provide their Chief Executive Officer with advice and guidance on the rules, regulations, procedures and the administrative practice with regards the management and development of public service employees.
- (c) The employees within public service organisations vested with delegated authority shall accept both accountability and responsibility for decisions taken.

## **20. MANAGEMENT AUDITING**

- (a) The aims and objectives of management audit are to review, appraise and report on the application and adequacy of laid down procedures in the public service; report on the extent of compliance and non-compliance with government established policies i.e. identify waste, loss, extravagance, fraud and abuse in personnel emoluments; appraise the quality of management performance; advise on administration and personnel matters and recommend where necessary, improvements to systems and procedures in public administration.
- (b) A reporting mechanism on all matters on which authority is delegated, as laid down in the Procedures Manual, has been introduced to allow Government, through the Authority responsible for Public Administration, to monitor the implementation of the agreed administrative framework.

Monitoring and public management audits shall be carried out by designated officers of the Authority responsible for Public Administration to ensure that systems and procedures are operating effectively in the changing organisational environment.

**21-25 Unallocated.**

## **CHAPTER II**

### **ENTRY AND PROGRESSION IN THE PUBLIC SERVICE**

#### **26. EMPLOYMENT LEGISLATION**

The Employment Act in Seychelles applies to:

- (a) Contract of employment for service in Seychelles or on a Seychelles ship or aircraft;
- (b) Contract of employment entered into in Seychelles for service in an agency of the government or diplomatic mission of Seychelles abroad, and, accordingly, to people employed in the public service or desiring to do so.

#### **27. EMPLOYMENT POLICIES**

##### **1. Vision**

In view of the limited human resources, the success of Seychelles at work shall increasingly depend on the ability to place the right people, in the right job, through the right training, employee counselling, and an appropriate management approach.

##### **2. Policy**

- (a) The Government believes that in order for Seychelles to become a successful and harmonious nation with the right competitive edge to perform better nationally and look increasingly outwards, its people need to develop a serious commitment and attitude to work.
- (b) The country's education, social and administrative policies shall be geared towards encouraging optimum attitudes towards work, productivity and results. Hence, in light of the increasing need to give the country's national economy a competitive edge, the Government believes that no effort shall be spared in making the workforce more productivity oriented.



- (c) Whilst Government is committed to place all potential employees in jobs, the ability to keep a job must depend on:
  - (i) the input of the individual;
  - (ii) the employer's sensitivity to individual training needs and
  - (iii) worker education, training and value development.
- (d) The development of sound, capable and committed senior and middle management cadres is the key to the performance of the country's workforce.
- (e) Where an expatriate workforce is required in key areas, emphasis shall be placed on their ability to train the local workforce.
- (f) The Government will continue to pursue a policy of providing a decent and safer working environment.

## **28. APPOINTMENT PRINCIPLES**

All appointments of citizens, expatriates married to a Seychellois and non-citizens recruited locally to offices in the public service, shall be on local terms and conditions of employment.

## **29. THE ESTABLISHMENT REGISTER**

*(Refer to the Procedures Manual No. 9)*

All positions in the public service shall feature on the establishment register that is to be approved and issued by the Authority responsible for Public Administration. Public Service Organisations shall update and maintain their respective establishment register.

Employees being appointed in the public service are to be allocated to a vacant position on the establishment register.

Organisations must ensure that the same post titles allocated on the approved establishment register are used for employees on the payroll so as to facilitate reconciliation between the establishment register and the payroll.

### **30. VARIATIONS TO THE ESTABLISHMENT REGISTER**

*(Refer to the Procedures Manual No. 10)*

Any variation to the establishment register of Ministries, Departments and budget dependent agencies shall be submitted for approval to the Authority responsible for Public Administration.

### **31. APPOINTMENTS LIMITED BY THE ESTABLISHMENT REGISTER**

*(Refer to the Procedures Manual No. 11)*

- (a) For public service organisations, no expenditure shall be incurred on the employment of personnel over and above the approved establishment unless adequate funds are available in the authorised estimates of the organisation.
- (b) On an annual basis public service organisations shall undertake a Manpower Budgeting Exercise (MBE) prior to the submission and release of budgets by the Authority responsible for Finance. This exercise, undertaken in collaboration with the Authorities responsible for Public Administration and Finance, is essential to establish the personnel emolument needs for the following year and to ensure that organisations operate within their budget allocation.

### **32. CATEGORIES OF APPOINTMENTS IN THE PUBLIC SERVICE**

*(Refer to the Procedures Manual No. 12)*

Employees in the public service shall be engaged into one of the following categories:

- (i) On contract of continuous employment;
- (ii) On a fixed term contract of employment;
- (iii) Under the provisions of a multilateral or bilateral agreement;
- (iv) On a casual basis;
- (v) Part-time employment;

(vi) On a consultancy basis

**33. CITIZENS NOT TO BE APPOINTED ON EXPATRIATE TYPE OF CONTRACT**

Citizens or resident expatriates may not be appointed in the Public Service on contract terms and conditions of employment which are normally applicable to expatriates recruited from overseas.

The Public Service Commission contracts are reserved for Seychellois citizens only.

**34. RECRUITMENT AND SELECTION PRINCIPLES**

*(Refer to the Procedures Manual No. 13)*

Recruitment shall be based on merit; educational qualifications, training, skills and interests of the candidate, the leadership qualities, motivation and commitment to serve. The same principles shall apply for promotions, transfers and acting appointments.

Unless there are exceptional circumstances, no person will be appointed, promoted or transferred to a public office unless the person holds the qualifications approved by Government in the relevant Scheme of Service, or as stipulated by the requirements of the post. If it is considered necessary to employ, promote or transfer a person who does not hold the required qualifications, the case should be fully justified and forwarded to the Authority responsible for Public Administration.

**35. MEDICAL EXAMINATIONS BEFORE APPOINTMENT**

All candidates for appointment /re-engagement may be required to undergo a medical examination by a registered medical practitioner or a medical practitioner. Appointments of drivers, expatriate employees and food handlers will be subject to a certificate of medical fitness being granted.

The requirements for medical examination for all expatriate employees shall apply to all public sector organisations irrespective of their organisational status. Locally recruited expatriates shall be required to undergo a medical examination and produce a medical certificate attesting to good health, at their own cost.

**36. HEALTH SERVICES FOR EXPATRIATE EMPLOYEES**

*(Refer to the Procedures Manual 125)*

Government is responsible to meet the primary health care costs of expatriates in Government employment and that of their dependants who are provided with special identification cards to be issued by the Authority responsible for Public Administration, which shall be presented at government health facilities for this purpose. An expatriate who does not present the designated government employee identification, will be charged for services provided at government health facilities. The cards will remain the property of the government.

Each card will be valid for the duration of the expatriate's contract of employment with government. It must be surrendered, together with those of any dependants, to the Authority responsible for Public Administration upon completion or determination of the contract, or upon the demand of Government.

**37. APPOINTMENTS ON CONTRACT**

Any person appointed to the public service must be given the appropriate form of contract for acceptance and signature. This form of contract must be in accordance with the laws of Seychelles. This form of contract may be varied in any individual case at the discretion of the Principal Secretary of the Authority responsible for Public Administration to meet the requirements of any technical cooperation agreement under which the person is recruited.

**38. CASUAL EMPLOYMENT**

The national minimum rate for casual employees is prescribed under the Employment Act 1995. Casual employment should be avoided as far as possible unless there are valid grounds for doing so and in any case should not exceed three months.

**39. EMPLOYEES ENGAGED ON CONTRACTS OF THE PUBLIC SERVICE COMMISSION (PSC)**

*(Refer to the Procedures Manual No. 15)*

- (a) The appointments of public service employees occupying positions at SG 9 level and above shall be made by the Public Service Commission. It is a renewable fixed term contract system of two years for senior level employees, on mutual agreement.

- (b) Employment on PSC contract is not automatic and must be recommended by the employer who shall reserve the right to withdraw the employee from the contract position.
- (c) Such employees shall be required to submit their plans and targets, progress and end of contract reports. However, the Public Service Commission may exempt certain categories of employees from submitting plans and targets.
- (d) The PSC may exercise appropriate sanctions against contract holders who, without valid reason, fail to submit their plans and targets and end-of-contract reports.

#### **40. APPOINTMENT OF LOCUM TENENS**

The Principal Secretary of the Authority responsible for Health shall be empowered to appoint a locum tenens Medical Officer against a vacant post on terms and conditions agreed with the Principal Secretary of the Authority responsible for Public Administration.

#### **41. ACTING APPOINTMENTS**

- (a) Acting appointments will be confined to employees required to undertake the full duties and responsibilities of a post on a temporary basis. Thus an employee, who is selected to act in a higher post, should have already reached a level very close to the post in which the employee will act.

Where the acting appointment is for a period exceeding one month, and provided that the approval of the Authority responsible for Public Administration has first been obtained, the employee will be eligible to draw a responsibility allowance with immediate effect. This shall be at the rate of the difference between the employee's current salary and the salary grade of the higher post in which the employee is acting or two incremental points over and above the salary currently earned by the employee, whichever is the greater.

- (b) Acting appointments shall not be for longer than twelve consecutive months, and they shall be considered only if there is no substantive post-holder, or if the substantive post-holder would be absent from duty for such length of time as would justify an acting appointment to be made. An acting appointment must be seen not only as a temporary staffing measure in organisational terms, but as an opportunity to extend the performance capabilities of the acting employee.

- (c) An acting appointment occurs when an employee is required to undertake the full duties and responsibilities of a higher level post.
- (d) Acting appointments are a major component in the career development of every employee. It is for this reason that wherever possible a citizen employee should be recommended for the acting appointment.
- (e) In the case of absence on annual leave (twenty one days) or short absence due to illness or other cause there shall be, in general, no need for an acting appointment and no acting allowance shall be payable.
- (f) Where it is necessary for statutory reasons for an employee to be required to assume the duties of a post for a short period for which normally acting appointments are made, the approval of the appropriate authority shall be obtained before the date on which the employee is called upon to perform the statutory functions. No acting allowance will be payable in such cases.
- (g) An acting appointment shall be made, in special circumstances, for example, owing to the length of the absence or to the fact that by law or regulation certain matters can be dealt with only by the officer holding the senior post or an officer acting in that post.

## **42. NON-DISCRIMINATION**

### **Gender Equality**

All avenues of employment in the Public Service shall be opened to both men and women who are suitably qualified. There shall be no difference between the salary, or other terms and conditions of service, for men and women employees of equivalent qualifications and experience.

## **43. ISSUANCE OF LETTER OF APPOINTMENT AND CONTRACT/ EFFECTIVE DATE**

All letters of appointments and forms of contract will be issued by the appropriate appointing authority. An appointment shall be effective from the date on which a person assumes duty.

It is also the responsibility of the appropriate appointing authority to draw up and issue to each employee on his/her appointment or any movement to a post, a job description, job specification, positions of officers for whom he/she is responsible and the position of the officer to whom he/she is responsible.

The duties of employees include the usual duties of the post in which they are engaged and any other related/cognate duties which the Chief Executive Officer or Head of Department or shall reasonably call upon them to perform in the public interest.

#### **44. INSTITUTIONAL FRAMEWORK FOR EXPATRIATE EMPLOYMENT AND THE LOCALISATION POLICY**

*(Refer to the Procedures Manual No. 16)*

##### **1. Policy**

It is recognised that Seychellois citizens may not always be available to fill in positions. Recruitment of non-Seychellois therefore may be considered.

##### **2. Objectives**

The objectives of this policy are to contribute positively in ensuring:

- (i) Control of employment of expatriates;
- (ii) Capacity building of local human resource;
- (iii) Localisation of post occupied by expatriates;
- (iv) Promotion of employment of Seychellois.

##### **3. Categories of expatriate personnel**

- (a) The main categories of expatriate personnel are:-
  - (i) Locally recruited expatriates
  - (ii) Expatriates recruited from overseas under contracts
  - (iii) Expatriates recruited under technical cooperation agreements
  - (iv) Consultants for specific projects – short term.

- (b) Where an expatriate work force is required, in key growth areas, emphasis shall be placed on the recruitment of persons with the commitment and the ability to contribute towards training of the local work force.
- (c) All employers recruiting expatriates shall develop a comprehensive training programme and localisation plan.
- (d) The constant monitoring of expatriate employment with regards number, position, renewal, and qualifications shall be undertaken.
- (c) Expatriates shall not be allowed to remain in employment in the country for more than three consecutive contracts of two year duration each that is, a maximum total of six years. Extension beyond that duration will only be considered in exceptional circumstances and with valid justifications.

#### **4. The Current Institutional Framework.**

- (a) The Authority responsible for Public Administration and the Authority responsible for Employment, together with the National Human Resource Development Council (NHRDC) are responsible to plan, create and sustain a skilled work force. In addition, they shall ensure that dependence upon expatriates is minimised in terms of numbers, categories and period of employment.
- (b) The National Human Resources Development Council (NHRDC) is responsible for estimating the demand and supply of different skilled employees and to see that the training effort is directed towards filling skills gaps. It has the overall responsibility for implementing the National Manpower Policy and for Human Resource Development.
- (c) The Authority responsible for Employment holds the portfolio responsibility for authorising a post to be filled by a non-Seychellois. It is vested with ensuring the correct implementation of the Employment Act; ensuring that vacancies are advertised so that eligible local candidates can have the opportunity to apply for available positions. The Authority responsible for Employment gives permission for a non-Seychellois to be employed provided that prescribed conditions for such engagement have been met.



- (d) The Authority responsible for Public Administration holds the responsibility for approving the appointment of an expatriate in the Public Service after the conditions in paragraph (b) have been met. It is also responsible to ensure that the Public Service organisations have a localisation programme in place and that they appoint a Seychellois counterpart where appropriate or provide training to suitable Seychellois to eventually replace the expatriate.
- (e) The Authority responsible for Immigration is mandated to provide Gainful Occupation Permits (GOP) once the Authority responsible for Employment has granted its approval for the post to be filled by a non-Seychellois after the appointment has been approved by the Authority responsible for Public Administration. The latter is to advise the Immigration Authorities of the employment status of expatriates in order to regularise their presence in the country in accordance with the Immigration laws.

#### **45. PUBLIC SERVICE CADRES: SCHEMES OF SERVICE**

*(Refer to the Procedures Manual No. 14)*

##### **1. Schemes of Service**

Public Service employees may be appointed in posts within common or closed cadres, known as Schemes of Service. They prescribe qualifications and experience related to the job requirements at each level within the cadre, and ensure as far as possible consistency in minimum entry requirements and salary grades for posts throughout the public service. An employee can only benefit from one scheme at any given time, unless the Authority responsible for Public Administration has approved otherwise.

##### **(i) Closed Cadre**

It consists of Schemes of Service in respect of employment classifications unique to a particular organisation.

##### **(ii) Common Cadre**

It consists of employment classifications common to more than one employing organisation.

## **2. Design, Approval and Implementation**

Chief Executive Officers shall be responsible for the design of schemes of service in respect of cadres unique to their organisation. This is to be carried out in collaboration with the Authority responsible for Public Administration.

The Authority responsible for Public Administration shall be responsible for the design, in collaboration with relevant employing organisations, of schemes of service in respect of common cadres. When developing schemes of service, the requirements of the Seychelles Qualifications Authority Framework in so far as setting the entry criteria must be taken into consideration.

Chief Executive Officers shall be responsible for the implementation of all schemes after they have been approved by the Authority responsible for Public Administration.

## **46. STAFF MOVEMENTS**

*(Refer to the Procedures Manual No. 17)*

Staff movement in the public service refers to appointments, internal/external transfers, promotions, secondments, resignations from the service and termination of appointments.

All matters relating to staff movements shall be dealt with under the delegated authority of Chief Executive Officers for all employees except for posts from SG9 and above falling in the Public Service Commission contract category.

## **47. POSTINGS AND TRANSFERS**

Any employee may be posted or transferred to other duties within his employing Ministry/Department in Seychelles or to another government Ministry or Department or any other Public Service organisation. All postings and transfers between Ministries and Departments will be authorised by the Authority responsible for Public Administration.

## **1. Postings**

A posting is a temporary movement of an employee which takes place within the same organisation but to a different duty station. It is usually undertaken in the following circumstances:

- (1) as part of a planned job rotation designed to broaden the employee's experience,
- (2) enhance promotion prospects,
- (3) provide a degree of staffing flexibility,
- (4) pending the recruitment of a permanent post-holder,
- (5) pending the return to office of a post-holder from leave, sickness or other absences.

## **2. Transfer**

Public Service employees may transfer to posts of the same level or to a different position at the same level within or outside the organisation or from a Ministry or Department to a public sector organisation/agency.

### **(a) Transfers occur in the following circumstances:**

- (i) Upon a re-organisation, the employees may be transferred within or to another organisation and the previous post abolished;
- (ii) In the interest of the organisation, in cases of ill-health (the employee has not been medically boarded);
- (iii) For technical reasons;
- (iv) As a result of re-training in line with a different post requirement;
- (v) Upon request by the employee;
- (vi) The abolition of a post which the employee held;
- (vii) Where it is in the interest of the Ministry/Department for the transfer to be made.

In all cases of transfer it shall be the duty of the immediate Head or a designated officer to ensure that a proper handing over to the incoming employee is performed.

**(b) Transfers between the Public Service and Commercial Public Enterprise Organisations**

Transfer of employees between public service organisations and commercial public enterprises and vice versa are not permitted. In such cases the employees will have to resign from the employing organisation.

**3. Secondment**

An employee may be seconded to any approved institution with the approval of the Authority responsible for Public Administration. Subject to the Minister's directions, secondment will be on such terms and conditions as will be determined in each individual case by the Authority responsible for Public Administration. During the period of secondment, the employee concerned shall be subject to the functional control of the institution, to which he/she has been seconded, in carrying out his/her duties and responsibilities. The deployment within that institution shall be at the institution's discretion.

For the purpose of this Order, an approved institution shall mean a Board, a Council, a Commercial Public Enterprise organisation, a Government undertaking, the Seychelles People's Defence Forces, a training institution, a regional or international body or any other institution declared as such by the Minister.

**4. Promotion**

Suitably qualified employees who have proved themselves through high performance output and good attitude may be eligible to move upwards.

**Date of promotion**

The effective date of promotion of an employee to fill a vacancy shall be the date from which the promotion is approved or another approved effective date, provided the employee is qualified for the post. No backdating shall be authorised.

### **Refusal of an offer of promotion**

The simple refusal of a promotion shall not prejudice an employee's prospects of further offers. An employee who receives an offer of promotion is at liberty to accept or refuse entirely in the light of the employee's own interest, though it is desirable that the employee should follow up a refusal with an explanation, confidential or otherwise, of his/her reasons, which would afford some guidance in determining whether any, or what kind of, further offer might be acceptable to the employee at a later date.

### **Seniority on promotion**

Seniority as between employees promoted to posts having a common salary band shall be determined by their promotion. Where two or more employees are promoted on the same date, their relative seniority shall be determined by their respective ages.

## **5. Held against the post**

- (a) An employee who does not fully meet the entry criteria for a post (lesser experience and/or lower qualifications) but has the potential shall be held against the post. The intention is to perform the full duties while receiving on the job training or while pursuing relevant training as required for appointment to the post.
- (b) A person who is being held against a higher post shall remain in his/her current post until he/she meets the full requirements of the higher position.
- (c) In such a case, an acting or responsibility allowance shall not apply.

## **6. Deputising**

In the case of short absence on official business overseas or due to illness or other cause of short duration there shall be no cause for an acting appointment. A senior officer shall be asked to deputise in the absence of the Chief Executive Officer. This is a temporary measure and therefore an allowance shall not apply. The person chosen to deputise shall hold a senior position.

**7. Re-employment**

An employee whose appointment in the service was terminated upon resignation or on grounds other than misconduct may be re-employed in the public service.

**8. Redeployment of incapacitated employees**

The performance of an employee may deteriorate for medical reasons to a point where the person is unable to fully discharge the responsibilities of the post. In such cases, if the medical condition is treatable and not serious enough for a medical board to recommend termination of appointment, the medical authorities shall provide the employing organisation with a report stating the capabilities of the person in order to facilitate re-deployment.

**48. VARIATIONS OF TERMS AND CONDITIONS OF APPOINTMENT**

*(Refer to the Procedures Manual No. 18)*

- (a) A variation in the terms and conditions of any employee for justifiable reasons other than disciplinary measure shall be undertaken in the following circumstances: restructuring/reorganisation, according to the capabilities or performance of the employee, in an occupational health circumstance, technological advancement, change of working hours and environment.
- (b) All variations in the terms and conditions of employment, whether or not these variations are less favourable to the employee, shall be in writing.
- (c) The matter shall be discussed and the employee's written agreement accepting the new terms and conditions shall be necessary. If the employee does not accept the new terms and conditions, the matter shall be subject to negotiations.
- (d) The procedure for negotiation shall be the same as that for any proposed termination of employment.
- (e) In circumstances where a staff movement is intended, consultation with the employee shall be made and not communicated to any third party until those concerned are in agreement and a final decision has been taken.

## **49. CONSULTANCIES AND CONSULTANTS**

*(Refer to the Procedures Manual No 19)*

- (a) Public Service organisations may, with the approval of the Authority responsible for Public Administration, engage either local or foreign consultants, to undertake projects for which their expertise is necessary and not available within the organisation.
- (b) Public Service employees are encouraged to undertake consultancies to support the advancement of their professional expertise provided that these are not in conflict with their work. They may undertake such work:
  - (i) through the government as a government contracted consultancy;
  - (ii) through a national, regional or international agency.

They shall, however seek the prior approval of their Chief Executive Officer and final approval of the Authority responsible for Public Administration which shall determine the terms and conditions under which such consultancy may be undertaken.

- (a) Consultancies shall be conducted without using government resources or infrastructure. Public Service employees, in undertaking consultancies, shall ensure that doing so does not generate a conflict of interest with the mandate of their employing organisation and their official duties and responsibilities as a public service employee.
- (b) In seeking to allow for consultancy activity the policy aims to ensure that appropriate attention is paid to:
  - (i) Legal and taxation issues,
  - (ii) Competitive neutrality,
  - (iii) Protection of the image and reputation of the government.

**50-54 Unallocated.**

## **CHAPTER III**

### **SALARIES AND ALLOWANCES**

#### **I. SALARIES**

##### **55. GOVERNMENT’S POLICY ON THE SALARY STRUCTURE**

The stability of the community relies on the ability of the people to maintain a good quality of life and therefore the salary structure will be constantly monitored to ensure that employees in the Public Service receive a fair remuneration for the work that shall be linked to performance and productivity.

##### **56. SALARY STRUCTURE AND POSTS WITHIN**

*(Refer to Appendix A)*

The current salary structure featuring a 12 grade structure arranged vertically from G1 – 12 is applicable to the public service and is designed on the principle of “equal pay for work of equal value” through the use of a new job evaluation plan which uses a number of factors to provide for a more equitable framework for setting basic salary levels. The new salary structure offers progression facilities designed to reward good performance and offer employees the opportunity to increase their basic salary level and should be used to offer career development potential.

Within each salary grade there are a number of “steps” which will be used for salary progression based on performance;

The band width consisting of 15 steps is broad and flexible enough to cater for horizontal progression.

It is specifically designed to fit the new job evaluation plan and to take into account the changing needs in the cost of living within financially sustainable limits;

The salary consists of the base pay in addition to the allowances that have been designated for consolidation in the base pay so as to reduce on the number of allowances being paid;



Allowances consolidated in the base pay are: graduate supplementation, milk, scheme of service related and French language;

Other allowances for consolidation in the base pay may be prescribed from time to time;

Existing allowances that have not been consolidated in the base pay shall continue to be paid under the appropriate code in accordance with the current practice;

The new salary structure is arranged as per the table at Appendix I.

The salary structure applies to:-

- (a) Employees of Government Ministries, Departments and other central Governmental bodies;
  - (i) Budget dependent public sector agencies.
  - (ii) Commercial public enterprises may wish to use the government salary structure as a guideline to determine the salary of their employees;
- (b) The salary point for the individual employee shall start on the minimum salary of the grade prescribed.
- (c) The appropriate salary grade for each post will be determined by the job evaluation procedure operated by the Authority responsible for Public Administration. The following factors are used in the job evaluation plan:-
  - (a) Education
  - (b) Experience
  - (c) Work Complexity
  - (d) Accountability
  - (e) Supervisory responsibility
  - (f) Advisory responsibility
  - (g) Number of subordinates supervised
  - (h) Internal contacts
  - (i) External contacts
  - (j) Accuracy

- (k) Physical fatigue
  - (l) Mental fatigue
  - (m) Working conditions
- (d) When making appointments to vacant posts allocated to SG 8 and below, employing organizations shall appoint the new employee on the grade allocated to the post on the first step.
- (e) If there are exceptional reasons for an employing organization to make an appointment on any step higher, justification must be submitted to the Authority responsible for Public Administration for approval. Organizations are expected to make appointments under delegated authority sensibly as it would not be appropriate to make every appointment at beyond the first step available within the grading of the various posts.

## **57. SALARIES**

*(Refer to the Procedures Manual No. 25 - 28)*

### **1. Payment of salary**

- (a) An employee shall receive the salary of the post from the date of assumption of duty and shall be paid in arrears before the end of each calendar month.
- (b) Salaries paid from public funds shall be paid to employees in Seychelles rupees. Employees whose duty station is abroad may be paid in the currency of the country in which they are residing at the exchange rate published by the Central Bank of Seychelles on the date of payment in Seychelles.
- (c) No salary shall be paid to an employee in respect of any period during which the person has been absent from duty without leave.
- (d) Where payment for a period of less than one month is to be made, it shall be calculated according to the number of days worked or pro-rata the calendar month, as the case may be.

- (e) Detailed Instructions about payment are contained in the Financial Instructions issued from time to time by the Ministry of Finance.

## **2. Part-Time Salary**

The salary for employees engaged on part time work shall be calculated as a proportion of the normal salary of the post according to the number of hours worked.

## **3. Salary Progression**

- (a) Under the new salary structure, one salary progression will represent one step higher than the employee's current salary;
- (b) The progression of an employee to the next salary step will not be automatic. Progression will depend on proven and meritorious performance. Employees must be appraised at least once a year;
- (c) The award of salary progression must be planned and budgeted for and shall not be backdated. Grade overlap will not be permitted;
- (d) An employee who reaches the maximum salary step within the grade allocated to their post may not be awarded further salary progression unless there is a general salary increase in which case the wage grid will be adjusted to reflect the increase.

## **4. Enhancement of salary**

Enhancement of salary is awarded to employees in the public service under schemes of service, upon obtaining higher relevant qualifications.

## **5. National Increment**

A national increment shall be given to public service employees after an announcement by the Government. Employees due for promotion shall also benefit from a national increment.

## **6. Salary Supplementation**

The salary of an employee may be supplemented in accordance with provisions of an approved scheme of service, approved terms and conditions of service or in line with the employee's contract of employment.

## **7. Salary upon promotion**

Where an employee is promoted to a vacant post allocated to a higher grade he/she shall move to the grade allocated to the post on the first step or to another appropriate step higher, within the same grade if the personal salary upon promotion is higher than the first step.

## **58. DEDUCTIONS FROM SALARY**

*(Refer to the Procedures Manual No. 29)*

- (a) Only Income Tax and Pension Fund contributions, overpayment of any kind, debt due to government e.g. as a result of any damage caused to government property and any deduction prescribed by law shall be deducted at source from the salary of an employee, unless the employee has given written authority to the Chief Executive Officer for other deductions to be made.
- (b) The salary of expatriate employees on local contract terms shall be subject to Income Tax deductions.
- (c) The deduction coding list is at Appendix II.

## **59. SUB-ASSIGNMENTS OF SALARY**

- (a) In cases of sub-assignments of salary presented by an employee, the employer is not obliged to accept an agreement unless it is satisfied that the prescribed conditions exist to accept same.
- (b) An employer who accepts a sub-assignment of salary must abide by all the conditions set by the financial institution including to inform the latter of the exit of the employee from the service.
- (c) Employees with commitments for sub-assignments of salaries should take full responsibility for all matters associated with their respective agreement upon exiting the service.
- (d) No Income Tax deductions shall be deducted from the allowances paid to expatriate employees under technical cooperation agreements.
- (e) Income Tax and Pension Fund contributions shall be deducted from salary paid to employees retained in service beyond 63 years of age.

## **60. PAYMENT OF SALARY IN ADVANCE**

*(Refer to the Procedures Manual No. 30)*

- (a) Requests for payment of one month salary in advance, may be considered at the discretion of the Comptroller General only where an employee proceeds on approved overseas training, official duty or for overseas treatment approved by the Authority responsible for Health.
- (b) Salary in advance shall not be granted in the case of employees proceeding on overseas leave.

## **61. SUSPENSION OF SALARY**

An employee who is suspended from duty without pay shall cease to be entitled to any salary or allowance, with effect from the date of suspension.

## **62. SALARY WHILST ON TRAINING**

*(Refer to the Procedures Manual No. 31)*

- (a) An employee, who proceeds on approved overseas training, of not more than three months, shall receive their full salary excluding any compensatory allowances.
- (b) An employee proceeding on overseas training for a period exceeding three months shall be entitled to payment of two-thirds of their salary inclusive of allowances.
- (c) An employee proceeding on approved full time local training shall be entitled to payment of the full basic salary excluding allowances for the duration of the training.
- (d) Payment of salaries or portion of salaries for in-service employees during training of any duration is the responsibility of the respective employing organisation, except where otherwise specified by the Government.
- (e) Pre-service students attending courses on government scholarships are paid by the Training Fund.

**63. REFUND OF TRAINING EXPENSES**

*(Refer to the Procedures Manual 31)*

Where an employee successfully completes any approved training which has been approved by the Chief Executive Officer of the Authority responsible for Public Administration as being directly related to his/her present and /or future work and in advance, he/she may be refunded the expenses connected with such training at the discretion of the Chief Executive Officer of the Authority responsible for Public Administration.

**64. WAGES/ALLOWANCES FOR STUDENTS ON TEMPORARY ATTACHMENT/EMPLOYMENT**

*(Refer to the Procedures Manual No. 32)*

Students should be encouraged to undertake work attachment in the public service. The wages/allowances are to be paid by the organisation employing them according to the following guideline.

- (a) In the context of this Order, the term “students” applies to:
  - (i) those persons whose overseas government sponsored studies are interrupted and are employed whilst waiting for another scholarship;
  - (ii) those persons who are on overseas training and take up a job whilst on holiday at home;
  - (iii) those persons undergoing practical training/attachment and this being a requirement of their syllabus/course;
  - (iv) those persons at secondary/post secondary level undertaking a holiday job.
- (b) Categories (i) and (ii) shall be compensated as follows:
  - (i) the salary of the post if they meet the requirements;
  - (ii) a lower salary as laid down in the scheme of service commensurate with the qualifications already obtained if they do not meet the requirements of the post;

- (iii) if they do not meet the requirements of the post and there is no relevant Scheme of Service a percentage of the salary of the post should be paid:-

**Year 1** - 70% of monthly salary

**Year 2** - 80% of monthly salary

- (c) Students at (a) (i) shall be paid their salary by the organisations employing them, but their stipend should cease during this period.
- (d) No payment of salary is required for those at Category (a) (iii).
- (e) Students undertaking holiday jobs, shall be compensated as follows:
  - (i) Post secondary - SR500/- per week
  - (ii) Secondary - SR300/- per week

(The amount is to be grossed up by 20% to cover payment of Income Tax.)

## **65-67 Unallocated.**

## **II. ALLOWANCES**

### **68. ALLOWANCES**

*(Refer to the Procedures Manual No. 38)*

An allowance is a monetary amount other than the basic salary, used as a temporary measure to compensate an employee for a specific purpose. There are different allowances being paid by organisations and the Allowance Coding List is at Appendix III.

- (a) All allowances shall be subject to the limit prescribed and approved by the Authority responsible for Public Administration and shall be effected based on criteria, circumstances for payment recorded data or as per the provisions of the schemes of service.
- (b) All new and revised schemes of service shall contain allowances specific to the profession. The allowances take into consideration educational qualifications and experience required for the post, the physical and mental fatigue exerted to do the work and the conditions under which the work has to be performed.

- (c) Employees on the Public Service Commission (PSC) contract are eligible to a supplementation allowance that shall be determined by the PSC Commission. No other allowances shall be paid unless approved by the Commission.
- (d) Similar to any other budgeted item, allowances have to be planned and provided for in the budgets.

**69. PAYMENT OF ALLOWANCES FOR DUTY JOURNEYS WITHIN THE REPUBLIC NOT INVOLVING TRANSFER**

*(Refer to the Procedures Manual No. 39)*

- (a) An employee travelling on duty to any island within the Republic who is required to be absent from his/her duty station for a period not exceeding three months will be eligible to receive subsistence allowance as follows:-
  - (1) For the first seven nights:
    - (i) Reasonable expenses for board and lodgings up to a maximum of SR650 per night where the employee stays at a hotel or guest house;
    - (ii) Reasonable expenses for board and lodgings up to a maximum of SR435 per night where the employee stays otherwise than in a hotel or guest house;
  - (2) For periods in excess of seven nights:
    - (i) Reasonable expense for board and lodging up to a maximum of SR500 per night;
    - (ii) Subsistence allowance in terms of paragraph (a) (1) (i) shall be paid by Accounting Officers only on the production of receipted bills, or in advance, in which case the employee will have to account for his/her expenses on return to his/her duty station. Any such advances must be cleared within seven days of his/her return. No claim will be submitted in respect of wine, liquor, additional meals for guests or for entertainment.



## **70. SUBSISTENCE ALLOWANCE**

*(Refer to the Procedures Manual No. 39)*

- (a) Subsistence allowance is paid out to an employee travelling on official duty either within or outside of the Republic to ensure that officers who do so are not out of pocket.
- (b) Circumstances for payment of subsistence allowance:
  - (i) Duty journeys within the Republic, not involving transfers.
  - (ii) Duty journeys outside the Republic. *(Refer to Appendix D)*
- (c) The concept of payment of full subsistence allowance is calculated to meet the cost of accommodation, meals, transport and incidental expenses when a duty is not funded by the organisers, whereas reduce per diem is paid to meet the cost of incidental expenses when the trip is fully funded.
- (d) Reduced per diem will be paid on specific missions when the requesting organisations can prove that such funds are needed. Depending on the nature of the requests, reduce per diem will not be paid for more than five days.
- (e) Where an employee is transferred to one of the inner or outlying islands and where his/her employing organisation is unable to provide accommodation for him/her, the employee will be eligible to receive subsistence allowance at the rate of SR1500 per month to assist him/her towards the accommodation expenses, until such time that his/her employing organisation is able to provide suitable accommodation.

## **71. REFUND OF MEAL CHARGES**

*(Refer to the Procedures Manual 40)*

- (a) In exceptional cases where an employee travelling on duty within the Republic is absent from the usual duty station during official hours and including the lunch break on any day but returns home at night, the employee will be eligible to be refunded the cost of meals, on the production of receipted bill with the cost of the lunch necessarily taken during the day at an hotel, guest house or restaurant, up to a maximum of SR200. The cost of tea or coffee or other beverages taken between meals is not reimbursable.

- (b) Where an employee travelling in circumstances described in paragraph (a) makes his/her own arrangements for meals, the employee will be eligible to claim subsistence allowance of SR75 without production of any receipted bill.
- (c) Officers whose job description makes provision for field/site visits shall not be entitled to payment of such refund.

## **72. GOVERNMENT HOSPITALITY**

- (a) All Accounting Officers are allocated funds for official entertainment. The object of providing such funds is to afford each Chief Executive Officer with the ability to offer official hospitality to those most directly concerned with his/her organisation's field of responsibility and generally, to enable him/her to establish personal contacts in social environments with those whose goodwill it is in the interest of the Government to cultivate.
- (b) All entertainment on behalf of government should be kept as simple as possible and no attempt should be made at pretentious hospitality.

## **73. REIMBURSEMENT OF ENTERTAINMENT COSTS**

- (a) Where an employee is authorised by his/her Principal Secretary or Head of Department to incur expenditure on official entertainment in his/her own home, he/she will be eligible to claim reimbursement of the expenditure up to the following limits:-
  - (i) Cocktail parties SR65 per head
  - (ii) Lunches SR150 per head
  - (iii) Dinners SR185 per head

The reimbursement specified for entertainment to lunches and dinners includes the cost of wine served with meals as well as pre-dinner drinks.

- (b) Where a formal entertainment takes place in a hotel or restaurant, the reimbursement will be on the basis of actual expenditure incurred.

- (c) An employee who, at the request of his/her Principal Secretary or Head of Department, accommodates an official visitor at his/her residence, will be entitled to receive an entertainment allowance at the rate of SR325 per night where the visitor is single or at the rate of SR450 per night where the visitor is accompanied by his/her family; this payment is intended to cover the provision of board and lodging. In addition the employee will be eligible to claim reimbursement of expenditure on lunches and dinners specified in paragraph (a).

#### **74. OUTFIT ALLOWANCE**

*(Refer to the Procedures Manual 41)*

- (a) Officers who are required to travel on duty outside the Republic to attend conferences, seminars, meetings, official functions and study visits related to their post irrespective of the duration of the visits, may, subject to availability of funds, be paid an outfit allowance at the following rates:-

Employees who travel once a year	SR3,000
Employees who travel four to six times a year	SR4,500
Employees who travel over six times a year	SR6,500

- (b) The outfit allowance is paid to enable the employee to purchase appropriate clothing to present a suitable image of Seychelles whilst overseas.

#### **75. CLOTHING ALLOWANCE**

- (a) An employee who proceeds on overseas training shall receive a clothing allowance of SR1500/- per annum regardless of the period or venue of training if the sponsoring organisation does not provide for such an allowance. Where the training is sponsored by the Government the allowance shall be payable by the Authority responsible for Training.
- (b) Where, however, the employing organisations are responsible to pay the employee's salary whilst on training, they should also pay the clothing allowance in that respect.

## **76. HOUSING ALLOWANCE FOR RETURNING GRADUATES**

*(Refer to the Procedures Manual 42)*

A housing allowance may be paid to all citizen returning graduates who are employed in the public service at the net rate of SR2000 per month for a period of 36 months. This allowance shall be paid to citizen graduates who satisfy the following criteria:

- (a) who have been absent from the republic on a training course of duration not less than 24 months;
- (b) who have graduated with a recognised university degree or equivalent professional qualification;
- (c) who have been appointed in a post at salary grade requiring a degree level entry criteria in the public service.

## **77. OVERTIME ALLOWANCE**

*(Refer to the Procedures Manual No. 43)*

The remuneration of all employees is determined on the assumption that their whole time is at the disposal of government. Payment for overtime can therefore only be justified by exceptional circumstances which cannot be met in any other way.

### **Commutated overtime allowance**

- (a) Where an employee is required to do:-

Regular overtime work to enable essential and urgent works to be carried out, he/she may be paid a commuted overtime allowance at such rate as may be determined by the Authority responsible for Public Administration in each individual case. Such commuted overtime allowance shall be authorised only where the Chief Executive Officer concerned certifies that time-off in lieu of overtime is not possible or practicable and that the employee understands that he/she will be eligible for the allowance only so long as he/she holds the particular post or so long as the need for overtime work continues to exist.

- (b) Where an employee in receipt of the commuted overtime allowance is absent on leave or on duty overseas, he/she will be paid a proportional allowance based on the number of days which he /she was at work.

#### **Time off in lieu of payment of overtime**

Where an employee qualifies for overtime payment, he/she may at the discretion of his/her Principal Secretary/Head of Department be given time off equivalent to the number of hours earned as overtime in lieu of payment.

### **78. TRANSPORT ALLOWANCE**

*(Refer to the Procedures Manual No. 44)*

An employee, who is authorised to use his /her own personal vehicle in respect of travel on official business, shall be eligible for payment of a transport or commuted transport allowance. This shall not apply to employees whose contract of service stipulates otherwise. The rates of allowances are as follows:-

- (i) Motor car

SR 4.15 per kilometre for the first 100kms of duty journey in any one calendar month, and thereafter SR3.50 per kilometre.

- (ii) Motor cycle

SR3.55 per kilometre for the first 100kms of duty journeys in any one calendar month, and thereafter SR2.98 per kilometre.

#### **Commuted Transport Allowance**

An employee who is in receipt of a commuted transport allowance may not use government transport except in special circumstances whereby the duty journey may reasonably require the use of a government vehicle or when their own vehicle is unavailable for a period not exceeding one week. Continued use of the government vehicle thereafter will result in the employee having to forgo the commuted transport allowance.

## **79. BICYCLE ALLOWANCE**

Where an employee is regularly required to use his/her own bicycle on duty and to cover a substantial distance, he/she may be paid, at the discretion of his/her Accounting Officer, a commuted bicycle allowance at the rate of SR120 per month. Accounting Officers should not approve the payment of bicycle allowances unless they are satisfied that the employee concerned is maintaining his/her bicycle in good running order and is uses it regularly on duty. No bicycle allowance will be payable in respect of any month during which an employee's bicycle was unserviceable for more than one month or during period that he/she was absent from duty for any reason, including leave, for more than one month.

## **80. DRIVING ALLOWANCE**

*(Refer to the Procedures Manual No. 45)*

- (a) As far as possible organisations should employ a driver to perform driving duties. An employee who is not appointed as a driver may in exceptional circumstances be required to perform driving duties and this should be on a temporary basis.
- (b) A driving allowance shall be paid when an employee who is not employed as driver is expected to undertake driving duties alongside his/her own duties. A driving allowance shall be paid at the rate of SR300 per month.
- (c) Where a driving licence is required for a particular job, the employee is not entitled to a driving allowance.
- (d) Where an employee in receipt of a driving allowance is absent for any reason including leave for more than one month, he/she will be paid a proportional allowance based on the number of days which the employee was at work.

## **81. BAGGAGE ALLOWANCE**

*(Refer to the Procedures Manual 46)*

- 1. An expatriate employee who is entitled to free passages from and to the country of origin at Government expense under the terms and conditions of the contract shall be entitled to an excess baggage allowance of 25 kilos by air freight for himself/herself and similarly for the spouse, over and above that which is allowed on the ticket.

2. The allowance will be granted on first engagement, on satisfactory completion of the period of engagement as well as on termination of appointment otherwise than by dismissal. There will be no additional allowance for an employee's children.
3. Excess baggage shall be granted upon non-renewal of contract only as follows:-
  - (i) At the end of one contract - 25kgs;
  - (ii) Upon non-renewal after two contracts - 35kgs;
  - (iii) Upon non-renewal after three contracts - 45kgs.
4. The baggage allowances shall not be converted into cash payments.
5. The baggage concession applicable to expatriate employees who are recruited under the terms of technical cooperation agreements will be governed by the terms of those agreements.

Employees to whom this Order applies will be responsible for insuring their own baggage and no liability for loss or damage will be accepted by Government.

## **82. DISTURBANCE ALLOWANCE**

- (a) An employee who is required by Government to change residence on transfer and re-transfer to a different duty station for a period exceeding three months will be eligible to receive a disturbance allowance once, upon transfer and re-transfer at the following rates:-
  - (i) From one duty station to another within Mahe or Praslin - SR800
  - (ii) Between Mahe, Praslin, La Digue, Silhouette or inner islands - SR1150
  - (iii) To the outer islands - SR1450
- (b) Where both husband and wife are employees and are both transferred, only one of them will be eligible to receive the disturbance allowance since the purpose of the allowance is to assist the employee towards the inevitable expenditure involved in such a move.

- (c) Disturbance allowance will not be payable:-
  - (i) when an employee is transferred at his/her own request or
  - (ii) when an employee is posted on a temporary basis (e.g. on relief duty) for a period not exceeding three months.
- (d) Claims for disturbance allowance will be submitted to the Accounting Officer concerned who shall examine each claim and approve it only if it is within the provisions of this Order.
- (e) Where an employee who had previously received a disturbance allowance is required to make a further move, he/she shall be eligible to receive the disturbance allowance provided for in this order.

### **83 RESPONSIBILITY ALLOWANCE**

*(Refer to the Procedures Manual No. 47)*

- (a) A responsibility allowance shall be paid only when the added responsibilities are performed over a period of one month and applies when an employee assumes the full functions or part of the functions of a post at a higher level in the same or in a different office. The allowance shall be the difference or a proportion thereof between the entry point of the employee's post and that of the higher post in which the employee is called upon to perform such higher level duties.
- (b) The same principle shall apply when an employee is required to act in a higher position in the absence of a substantive post holder.
- (c) Where an employee is paid a responsibility allowance, payment of an overtime allowance shall not apply.

### **84. DUTY ALLOWANCE**

*(Refer to the Procedures Manual No. 48)*

- (a) A duty allowance may be paid to an employee, who has to assume the duties of one or more members of staff provided the duties are related directly to the regular duties of the employee.



- (b) In such cases the employee shall draw a duty allowance based on the nature of the duties. The duty allowance shall be paid from the date that the officer assumes the extra duties and only when those duties are performed over a period of one month or more up to a limit of six months.
- (c) An employee who is in receipt of a duty allowance shall not be entitled to claim overtime in respect of the same work for which a duty allowance is being paid.

**85. ON CALL ALLOWANCE**

An On-call Allowance shall be payable to an eligible employee who is regularly required to be immediately available for duty if called upon to do so during any period beyond the established hours. If the employee is required to report on duty, overtime shall be payable in accordance with the prescribed rate. Payment of the on-call allowance is to compensate the employee for the inconvenience of being on-call.

**86 STAND BY ALLOWANCE**

A stand-by allowance shall be paid when an employee is required to be on stand-by either away from the workplace or is required to remain in the place of work on stand-by in case of an emergency.

**87. SHIFT ALLOWANCE**

Shift Allowance is to compensate an employee who has to work irregular hours as part of the terms and conditions of service.

**88-92 Unallocated.**

## CHAPTER IV

### LEAVE

#### 93. ANNUAL LEAVE

*(Refer to the Procedures Manual 54)*

##### 1. Concept of Leave and entitlement

- (a) The whole concept of granting leave is to allow the employees leisure time to recuperate after a sustained period of work and such leave shall be compulsory.
- (b) Public Service employees on full-time employment shall be entitled to 21 working days per annum.
- (c) Part-time employees shall be entitled leave in the proportion to the number of hours worked in relation to the number of hours which a full time worker in the same occupation would have worked.
- (d) Employees on casual basis who have worked for the same employer for 5 consecutive days is entitled to be paid, in lieu of leave, half day's pay for every five days worked.
- (e) Employees who are governed under specific agreements shall be entitled to such leave as is provided for in their specific agreements.
- (f) All leave periods are leave-earning in that they count as residential service except in circumstances in which an employee is on leave pending retirement, resignation or termination of appointment.
- (g) Where an employee has been employed by way of contract the person's leave year shall begin on the date the contract comes into force and on the date it ends.

- (h) There will be an annual leave cycle commencing on the 1<sup>st</sup> January of each year and leave due shall be taken as earned and in arrears. Employees shall be granted earned leave provided that no newly appointed employee should be granted leave before he/she completes six months service from the date of his/her first appointment.
- (i) A Chief Executive Officer proceeding on annual leave, local or overseas, shall first consult with his/her Minister and in the case of public service agencies with the Chairman of the Board of Directors.
- (j) In the case of overseas leave, applications shall be forwarded to the Authority responsible for Public Administration for further processing. When submitting the application for leave, Chief Executive Officers shall seek approval from the Authority of Public Administration for the officer designated to act during their absence.

## **2. Accumulation of leave**

An employee, may, in exceptional circumstances, be granted permission to accumulate leave only upon special consideration by the Chief Executive Officer.

## **3. Responsibility to resume duty**

- (a) It is the responsibility of every employee to resume duty from leave on the due date.
- (b) An employee who absents him/herself from duty without leave being granted or who fails to resume duty on the expiry of the approved leave shall be regarded as being absent without permission and shall be liable to disciplinary action. All such absences shall be reported to the Chief Executive Officer.

## **4. Extension of annual leave**

Except in cases of illness or other unforeseen cases of emergency, applications for extensions of leave will not be considered unless they are submitted in time for the organisation to convey its decision before the end of the leave.

**5. Extension of annual leave on medical grounds**

- (a) If an employee on leave falls ill so as to require medical attention and is unable to resume duty on expiry of such leave, the employee will report the matter to the Chief Executive Officer and at the same time forward a certificate from a Medical Practitioner stating the nature of the illness and, if possible, its probable duration.
- (b) Any additional sick leave granted under the provisions of paragraph (a) will be subject to the overall limitation laid down.
- (c) No extensions of leave on medical grounds will be granted to an employee who has proceeded on leave pending retirement, redundancy, termination of appointment or resignation.

**6. Leave upon termination / resignation**

Where an employee will not be resuming duty owing to resignation, retirement or termination of appointment including by dismissal the person shall be paid outstanding leave earned unless such leave is to be forfeited in lieu of notice.

**7. Leave in lieu of notice**

Upon resignation an employee who does not give the required notice, may surrender earned annual leave due in lieu of notice. Alternatively, the employer may deduct the number of days leave to cover the notice period.

**8. Address**

Before proceeding on overseas leave, Public Service employees shall provide an address and a contact number.

**94. CONVERSION OF ANNUAL LEAVE INTO CASH**

*(Refer to Procedures Manual No. 55)*

Conversion of leave into cash is not automatic and may be considered and approved by the Chief Executive Officer only after full and strong justification has been provided by the employee concerned.

**95. RECALL FROM OR DEFERMENT OF ANNUAL LEAVE**

- (a) An employee on leave may, with the approval of the Chief Executive Officer, be recalled from leave before its expiration, in the interest of the service. This shall not apply to an employee on leave pending retirement, resignation or on leave granted on termination of service.
- (b) The employee who has been recalled from leave shall be permitted to take leave as soon as possible.
- (c) A Chief Executive Officer may require an employee at any time to defer all or part of his/her leave, if the exigencies of the service so require. An employee whose leave has been deferred on account of having been recalled may be permitted to take leave at one time or by instalments, at the discretion of his/her Chief Executive Officer.

**96. ACCESSIBILITY WHILE ON LEAVE ABROAD**

Employees who hold positions that are critical to the national interest or who are employed in essential services must inform their Chief Executive Officer of their address while on leave or must make arrangements for them to be accessible at all times.

Chief Executive Officers must designate those employees who fall within the categories above in their respective organisation.

**97. FORFEITURE OF ANNUAL LEAVE**

Leave may be forfeited only in the following circumstances:

- (a) Any period during which an employee has been in lawful custody or under suspension unless he/she is later acquitted of a charge brought against him/her, or is on overseas training for a period exceeding one calendar year.
- (b) An employee who resigns from the Service without giving the required period of notice shall forfeit any leave for the notice period which shall have been earned, and shall be paid any outstanding balance of leave.

## **98. UNPAID LEAVE**

- (a) Where an employee has utilised all the leave due to him/her, the Chief Executive Officer, may, where justified, grant the employee unpaid leave up to a maximum of 48 calendar days in any leave cycle.
- (b) In exceptional circumstances, unpaid leave for a period above 48 days up to two years may also be granted, to an employee with the approval of the Authority responsible for Public Administration.
- (c) Where an employee has to accompany his/her spouse for long term training, a further extension up to a maximum of two years may exceptionally be granted with the approval of the Authority responsible for Public Administration.
- (d) An employing organisation may recruit to fill the post of an employee who has proceeded on two years unpaid leave.
- (e) In both cases of (b) and (c) the employee will be required to undertake to return to the Public service on completion of his/her leave. Where the employee fails to resume duty from the full period of leave the employee will be considered to have been absent without approval and may be liable to disciplinary action.
- (f) On resumption of duty, the employee may be transferred to any suitable post that may be available at the time where the previous post has been filled.
- (g) If the employee is not prepared to accept any position to which he/she may be transferred, he/she will have the option to resign from the service
- (h) Any changes in salaries whilst on unpaid leave will be effected from the date the employee resume duty.
- (i) Unpaid leave is not normally granted during a fixed term contract.

## **99. SABBATICAL LEAVE**

Under exceptional circumstances, an employee other than a PSC contract holder may be granted sabbatical leave for a maximum period of two years without pay to take advantage of professional development opportunities. Such leave shall be unpaid.

## **100. LEAVE ENTITLEMENT OF EXPATRIATE EMPLOYEES**

- (a) An expatriate employee may take earned leave during the period of his/her contract and this period of leave will not be added on to his/her contract.
- (b) An expatriate may receive payment in lieu of any outstanding earned leave at the end of the contract period.

## **101. MATERNITY LEAVE**

A female worker under a contract of continuous employment, fixed term contract, or on part-time employment shall be entitled to a total of 14 weeks paid maternity leave of which not less than 12 weeks shall be taken after the date of confinement.

- (a) A female employee who is appointed on part-time employment will be eligible for maternity leave.
- (b) A female employee shall be entitled, on request, to unpaid leave following paid maternity leave.
- (c) Where additional leave is necessary, this shall be taken from the employee's other leave entitlements. If there is no other leave remaining, a medical certificate shall be required under this proviso.
- (d) Where a female worker is employed under a fixed-term contract, her eligibility to maternity leave shall end upon the date of expiry of the contract.
- (e) A female worker entitled to paid, maternity leave shall, under no circumstances return to work before the end of her entitlement.
- (f) Maternity leave may not be converted into cash.
- (g) Where possible, at the discretion of the Chief Executive Officer, no night work (work at any time between 10 p.m. and 5 a.m.) and no overtime shall be undertaken by women employees during pregnancy. Night work and overtime shall be prohibited from the sixth month of pregnancy and up to at least three months after confinement. Any other work prejudicial to the woman's health or that of the child shall similarly be prohibited.

- (h) During pregnancy and up to at least three months after confinement a woman who presents a medical certificate stating that a change in the nature of her work is necessary in the interests of her health and/or that of her child shall have the right to be redeployed to appropriate duties without loss of pay. Should re-deployment not be possible, the woman shall be entitled to sick leave as laid down in Order 102.
- (i) A pregnant employee shall give to her employer at least three months notice of her expected date of confinement.
- (j) Where a female employee fails to return to work after the full period of maternity leave allowed, and without a medical certificate being provided, the contract of employment is deemed to have been terminated by the employee.

## **102. SICK LEAVE**

- (a) The absence of an employee from duty for a period covered by the medical certificate shall be regarded as sick leave.
- (b) Sick leave shall be granted:
  - (i) If the employee is sick; or
  - (ii) If the employee's child aged under 12 years is sick and a medical practitioner or official authorised by the Authority responsible for Health recommends that the employee attends to the child; or
  - (iii) In exceptional circumstances when an employee's dependent, other than a child under 12 years, is medically certified as sick and the medical practitioner certifies that the sick person requires the attendance of the employee.
- (c) Sick leave will be additional to leave entitlement and will not be deducted wherefrom.
- (d) Leave given for dental treatment shall be treated as sick leave.
- (e) Absences exceeding 24 hours, at one given time and not exceeding two days in a calendar year, must be supported by a certificate from a medical practitioner.



- (f) In such cases the certificate must be produced when the employee resumes duty. This however, does not prevent the employee from informing the immediate supervisor, after having seen a medical practitioner and granted sick leave. This will enable the immediate supervisor to plan and organise the workload whilst the employee concerned is on sick leave.
- (g) A medical certificate obtained from a medical practitioner directly related to the Public Service employee will not be accepted.
- (h) Failure by the employee concerned to obtain written approval for being absent for up to 48 hours or to produce a medical certificate for the period of absence, may result in non-payment of salary for those days or other disciplinary action may be instituted.
- (i) An employee is entitled to an aggregate maximum of 30 days' paid sick leave in any period of 12 months. When an employee is required by a medical practitioner to be confined to a hospital or similar institution if:
  - (i) the employee has not exhausted 30 days' paid sick leave, and
  - (ii) the employee is confined at the hospital or similar institution or at home for a continuous period which extends beyond the unexhausted part of the 30 days' paid sick leave, the employee shall be entitled to a further maximum 30 days' paid leave during that continuous period.
- (j) An employee shall also be entitled to a maximum of 60 days' unpaid sick leave after the exhaustion of paid sick leave under this Order.
- (k) Full details of all periods of sick leave granted must be maintained by the organisation in order to ensure that these limitations are not exceeded.
- (l) Sick leave granted during unpaid leave is to be treated as unpaid sick leave.
- (m) Employees on a fixed term contract are entitled to paid sick leave; however the entitlement is limited to the number of working days equivalent to the number of full days worked by the employee.

- (n) At the discretion of the immediate supervisor and depending on the circumstances, authorisation may be given for the employee to be absent for up to two days in one calendar year, on account of illness and without a medical certificate. This is to be confirmed in writing to the employee.

## **103. SPECIAL LEAVE OF ABSENCE**

### **1. Sporting Events**

- (a) Employees who are selected, by the proper authorities, to take part in sports competitions either within or outside the Seychelles, as competitors or as recognised team officials at National or International sporting events shall, subject to the exigencies of the service and approval of their Chief Executive Officer, be granted the leave necessary to participate in these events provided that this is recorded in the person's leave form. Such leave, for a period of three weeks per calendar year, shall be on full pay and shall not count against normal leave entitlement.
- (b) Leave for training in preparation for national or international events over and above three weeks per calendar year shall be at the discretion of the Chief Executive Officer, either without pay or deducted from the annual leave entitlement.

### **2. Local Conferences, seminars and other activities**

- (a) Employees selected by their organisations to attend conferences, seminars or other related activities shall, subject to the exigencies of the service, be granted special leave of absence. Such leave shall be on full pay and shall not count against normal leave entitlement.
- (b) Employees selected to attend non-governmental activities shall be requested to take unpaid leave or annual leave.

### **3. Leave or Time off on private affairs**

An employee may, at the discretion of the Chief Executive Officer, be granted leave of absence to attend to urgent private affairs and such leave shall be deducted from his/her leave entitlement.

#### **4. Compassionate leave**

- (a) Compassionate leave shall not exceed four working days per calendar year and is at the discretion of the Chief Executive Officer.
- (b) Compassionate leave shall be granted only in the following circumstances:-
  - (i) Critical illness or death of a close family member i.e. father, mother, brother, sister, spouse, child of the marriage including stepchild or adopted child, legal guardian, grandparents or other recognized next- of- kin.
  - (ii) For extensive damages to home and property.
  - (iii) Compassionate leave shall be on full pay and shall not count against normal leave entitlement.
  - (iv) Any leave in addition to the four working days shall be taken from the employee's annual leave. Where an employee has exhausted all leave, any additional leave which shall be granted shall be without pay.

#### **5. Education leave to attend training programmes**

- (a) Where there is an approved and relevant training programme, an employee who has not attended such a training programme shall be entitled to education leave for such a purpose and given the required days off to attend the training or programme.
- (b) Where education leave relates to local full-time training and extends beyond six consecutive calendar months the employing organisation shall pay the employee full salary, excluding any compensatory allowances during the period of training.
- (c) Where an employee wishes to attend a training that is not relevant to his/her duties and that has not been recommended by the employing organisation, he/she may apply for unpaid leave to follow such training programme.
- (d) Where education leave extends beyond twelve consecutive calendar months, the provisions of annual leave under Order 93 (b) shall not apply.

- (e) An employee shall be required to furnish, at such periods as may be prescribed, certificates from the appropriate authority at the institution at which the employee is pursuing the course of study as proof of the employee's regular attendance and of the employee's diligence in his/her studies.
- (f) A person engaged on PSC contract shall participate in training approved by the Government during the contract period. Where the period of training exceeds 3 months the supplementation allowance of the person engaged shall be discontinued during the whole period of training. If the contract expires whilst the person engaged is still on training, the contract shall be deemed to have been extended until resumption of duty and a new contract shall be negotiated when the employee resumes duty.

## **6. Study leave**

- (a) Study leave, of one day for each exam, shall be granted to an employee who:
  - (i) is nominated by the Chief Executive Officer to attend a training programme; or
  - (ii) who attends local training at any approved Institution at the employees own request with the approval of the Government;
  - (iii) who undertakes a course of study by distance.
- (b) If the employee is on a Government approved course, study leave shall be on full pay as the employee is regarded as being on duty, and shall not count against normal leave entitlement.

## **7. Leave to carry out civic duties**

An employee, may, at the discretion of the Chief Executive Officer be granted a total of 14 days paid leave in any period of 12 months for the purpose of fulfilling any approved civic duties.

## **8. Public Holidays**

- (a) The observance by Government of Public Holidays is governed by the Public Holidays Act Cap 190, which provides for the following Public Holidays:

New Year- the First and Second of January;  
Good Friday;  
Easter Saturday;  
Labour Day - 1st May;  
The Fête Dieu - Corpus Christi;  
Liberation Day - 5th June;  
National Day - 18th June;  
Independence Day - 29th June;  
Assumption Day - 15th August;  
All Saints' Day - 1st November;  
Feast of the Immaculate Conception - 8th December;  
Christmas Day - 25th December.

- (b) Where any Public Holiday except Sundays, falls on a Sunday, the following day, not being itself a Public Holiday, shall be deemed a Public Holiday.
- (c) For avoidance of doubt it is clarified that Sunday is not a public holiday for a shift worker.

#### **104. LEAVE RECORDS**

Organisations shall maintain leave records for every employee of the organisation, showing the amount of leave for which each employee is eligible and the amount of leave taken by each employee, within each employee's personal file.

#### **105. HANDING OVER WHEN PROCEEDING ON LEAVE**

- (a) When an employee proceeds on leave, he/she shall hand over to his/her immediate supervisor or whoever has been assigned to deputise any outstanding files, dossiers or projects for follow-up action as well as electronic information that may be required for the effective performance of duties.
- (b) When an employee proceeding on leave is responsible for cash, stores or other government assets, such assets shall be accounted for and handed over to the officer who has been assigned to deputise.
- (c) An employee taking over the post temporarily or permanently shall ensure that all assets are accounted for as the employee shall be liable for any irregularity which may be discovered subsequently.

#### **106-110 Unallocated.**

## CHAPTER V

### CODE OF CONDUCT AND DISCIPLINE

#### I. RULES OF CONDUCT

##### 111. BEHAVIOURAL EXPECTATIONS

- (a) Incorporated in the Public Service Orders is a Code of Conduct which all public service employees shall be made aware of its contents. Employees shall sign a copy of the Declaration found within the Code of Conduct. A copy of the Code shall be made accessible to all public administration practitioners.
- (b) In the discharge of official duties public service employees shall be:
  - (i) courteous, polite, fair and objective both to members of staff and members of the public and be beyond corruption in all dealings;
  - (ii) prudent in the conduct of their private and financial affairs; and
  - (iii) at all times be prepared to bear the closest public scrutiny.
- (c) Any act of an employee that is likely to bring the public service into disrepute shall be reported forthwith to the Chief Executive Officer and the employee shall be liable to disciplinary proceedings.
- (d) A Public Service employee shall avoid actions, which may be regarded as circumstances which impair his/her efficiency and is likely to discredit the person or the image of the Public Service.
- (e) Any attempt to bribe, corrupt or threaten an employee shall immediately be reported by the employee, and vice-versa by the client, to the Chief Executive Officer who shall forthwith take appropriate action.
- (f) Acceptance of any bribe by a public service employee including a Chief Executive Officer is a serious offence and shall render the employee concerned liable to disciplinary action.

## **112. DISCREDITING THE PUBLIC SERVICE**

An employee shall avoid reckless or indulgent action, for example, heavy gambling, excessive drinking, speculation or rash borrowing likely to discredit his/her or the image of the Public Service.

## **113. RESTRICTION ON EXTERNAL INTERESTS**

*(Refer to the Procedures Manual 60)*

- (a) No public service employee may undertake or engage in any commercial or voluntary undertaking or occupation, part-time or full time that might in any way:
  - (i) be in conflict with the interest of the Government; or
  - (ii) is similar to the employee's official functions; or
  - (iii) is inconsistent with his/her position as an employee; or
  - (iv) impairs their usefulness as an employee and makes the employee unavailable for reasonable out of hours duties or official commitments; or
  - (v) places the employee or gives the appearance of placing the employee in a position where he/she is exploiting his/her status or privilege for private gain.

No employee shall engage in any activity for reward even if only part-time. Prior permission to engage in private work shall be sought from the Authority responsible for Public Administration.

- (b) Notwithstanding the provisions of paragraph (a) any employee may be employed on a remunerative basis by giving part-time instruction within or outside normal working hours, at any Government grant-aided education or training institution provided that:
  - (i) an employee desiring an appointment as a part-time instructor/teacher must apply to the head of the institution concerned through his/her employing organisation;

- (ii) the employee may only be appointed if his/her application has the support of his/her own employing organisation;
  - (iii) the rate of payment to be made for such part-time work shall be subject to the approval of the Authority responsible for Public Administration.
- (c) Every employee shall, on first appointment to the Public Service, disclose to the Chief Executive Officer of the Authority responsible for Public Administration particulars of any investment or share-holding which he/she may possess, in any business undertaking carrying on in the Republic.

If the said Chief Executive Officer shall decide by reason of the facts disclosed, the employee's private affairs might bring into real or apparent conflict with public duties or in any way influence him/her in the discharge of duties, the employee, shall to such extent as the Chief Executive Officer may direct, divest him/herself of such interest.

#### **114. FEES AND/OR ALLOWANCES PAID TO GOVERNMENT EMPLOYEES BY QUASI – PUBLIC BODIES**

- (a) An employee who, by virtue of his/her appointment in the Public Service, is nominated as an ex-officio member or director of a quasi-public body (e.g. Board, Commission, Corporation or Company) may be paid an honorarium by the Board. Notwithstanding this provision an employee who is nominated to serve as an ex-officio:
- (i) Chairman of the Board of Directors of a public sector agency (other than the public sector agency where the employee is a full time employee) may retain the honorarium paid by the Board.
  - (ii) Director of the Board of Directors of a public sector agency or any other organisation may retain the honorarium paid by the Board.
- (b) If such employee is required to be away from Seychelles in connection with the business of such organisation, he/she will be regarded to be travelling on official duty and be granted travelling privileges and allowances by that organisation.



- (c) Public Service employees requested to serve on a committee internal to their organisation or on one which is intergovernmental, shall not be entitled to be paid a fee.

## **115. RESTRICTIONS ON DISCLOSURE OF INFORMATION**

*(Refer to the Procedures Manual 119)*

- (a) Public service employees may, with the permission of their Chief Executive Officer make public or communicate to the Press or to individuals, copies of documents, papers or information which they may have obtained in their official capacity. Should they do so, they may become liable to prosecution under the Official Secrets Declaration Act and also to disciplinary action.
- (b) Every public service employee shall exercise due care and diligence and prevent unauthorised access to, or disclosure of Government documents and information.
- (c) No employee may disclose to unauthorised persons anything affecting the internal security, defence or military resources of the Republic or contravene the provisions of the State of Security Act, in any way.
- (d) It is emphasised that this restriction applies not only during the tenure of office of the employee but also after the person has ceased to be employed in the Public Service.

### **Restrictions on taking copies and removal of official documents**

- (e) No employee is allowed to take copies of minutes or correspondence for the person's own purpose even though such papers may pass through the employee's hand in the course of official duties. This order does not apply to a case in which a particular document relating to an officer is sent to the person expressly for noting.
- (f) An employee who takes copies of official documents for his/her own purposes or removes any document without permission the employee is guilty of a serious disciplinary offence and will be subject to the appropriate disciplinary action.

## **116. CONTRIBUTIONS TO THE MEDIA**

Whilst it is not desired to interfere with an employee's liberty, freedom of speech, any acts of indiscretion likely to embarrass Government may result in serious consequences for the individual concerned.

- (a) No public service employee, whether on duty or leave of absence shall:
  - (i) Act as the editor of any newspaper, pamphlets, magazine and periodicals or take part directly or indirectly in the management thereof, or contribute anonymously thereto.
  - (ii) Make communications to the media or give talks on questions of government policy or business. Such communications or talks may be given with the specific authority of the employee's Minister or Chief Executive Officer.
- (b) The term "communications to the media" refers not only to formal written communications or interviews, but also includes casual or indiscreet conversations with representatives of the media or other people wherever they may take place.
- (c) Disciplinary action shall be taken against any employee found guilty of disclosing information without authorisation.

## **117. PUBLICATION OF BOOKS OR OTHER WORKS BY EMPLOYEES**

- (a) As a general rule, a public service employee may not, without the prior approval of the Authority responsible for Public Administration publish a book or other work, the subject matter of which is connected with the person's official duties or those of other employees.
- (b) An employee may, with the prior approval of their Chief Executive Officer publish in their own name matters relating to subjects of general interest, technical or scientific papers, or give broadcast talks on the radio or television on such matters.
- (c) An employee receiving a fee for the publication of such papers may be allowed to retain such a fee subject to prior approval being granted for the publication.

**118. USE OF GOVERNMENT PROPERTY OR EMPLOYEE FOR PRIVATE WORK**

No public service employee, resource or property whatsoever shall be used for private tasks except where they have been hired out under an approved agreement.

**119. PRESENTS AND GIFTS**

*(Refer to the Procedures Manual 61)*

- (a) Public Service employees are forbidden to solicit, give or receive valuable presents for services rendered in their official capacity whether in the shape of money, goods, free passage, except where the free passage is given through government or by virtue of the position held by the employee ex-officio within a Commercial Public Enterprise organisation, or other personal benefits.
- (b) This Order applies not only to employees themselves but also to their immediate families, and the public service employee shall be held responsible for its observance by their families.
- (c) The restriction on the acceptance of a gift or advantage does not apply in the following circumstances:-
  - (i) where it is of insignificant value;
  - (ii) where it has been made collectively by a number of colleagues to mark an appropriate occasion such as marriage, departure from a post or retirement;
  - (iii) where it is in the form of private or official hospitality or entertainment given on an appropriate occasion or appropriate surroundings;
  - (iv) where it is received in circumstances in which it cannot be refused without detriment to the public interest and receipt of the gift is reported to the Principal Secretary concerned who will give instructions for its disposal.

Provided that if an employee feels any doubt about the propriety of accepting the gift or advantage in any of these circumstances, he/she should, in his/her own interests, report the matter without delay to his/her immediate supervisor.

## **120. PECUNIARY EMBARRASMENTS**

- (a) Serious pecuniary embarrassment, from whatever cause, will be regarded as necessarily impairing the efficiency of an employee and will render him/her liable to disciplinary proceedings.
- (b) An employee who is insolvent or gets into heavy debt must at once report the fact to the Chief Executive Officer of his/her organisation. Having reported the insolvency or indebtedness, the employee must then at the earliest possible time, submit a complete statement of the facts of his/her case to his Chief Executive Officer who will decide, in consultation with the Chief Executive Officer of the Authority responsible for Public Administration, where appropriate, whether the circumstances are such as to call for disciplinary action.
- (c) In no circumstances, may an employee who is insolvent or seriously in debt continue to be employed on duties involving the handling of public funds.

## **121. PARTICIPATION IN POLITICAL ACTIVITIES**

- (a) Public service employees, as citizens of Seychelles, are free to participate in political activities and may become office bearers of any political party. Such activities should be done outside official working hours unless the employee is on leave.
- (b) The public interest demands the maintenance of political impartiality by employees in the discharge of their duties. Public Service employees are expected to serve members of the public with dignity and respect regardless of their own affiliation or that of the members of the public.
- (c) A public service employee should not use the position they occupy for the advancement of their political views, those of a particular political party or those of any particular person. They should not use their office for political purposes or the promotion of political propaganda. The Government and the public should have confidence that the political views of employees do not influence the performance of their duties.
- (d) The display or use of political promotional materials or the wearing of badges, T-shirts or clothing bearing the insignia, name or slogans of political parties during working hours is also prohibited.

- (e) An employee is not permitted to seek political influence with a view to obtaining advancement in the public service, or with a view to furthering any ends which do not form part of Government's accepted policy.
- (f) A public service employee shall serve the Government of the day and implement all policies thereof regardless of their own political affiliation or opinion.
- (g) Blatant disregard of the proviso of this Order shall result in disciplinary action.

## **122. DISPOSAL OF PERSONAL PROPERTY**

In cases where an employee wishes to dispose of any of personal property or effects by sale to Government, the sanction of the Chief Executive Officer responsible for Finance shall first be obtained for the transaction. Such sanction shall be given only if it is in the interest of Government to make such a purchase.

## **123. PARTICIPATION IN TRADE UNIONS**

It is the policy of Government to encourage active participation by employees in the affairs of trade unions. Such active participation shall not prejudice an employee's official career in the public service.

## **124. LEGAL PROCEEDINGS AGAINST EMPLOYEES**

*(Refer to the Procedures Manual 63)*

- (a) When a criminal prosecution or civil action is instituted against any employee acting in his/her official position for an act committed or omitted in the course of his/her official duties, the employee will be at liberty to apply to his/her Chief Executive Officer for assistance in his/her defence.
- (b) If the Principal Secretary/Head of Department is satisfied that:
  - (i) The act was committed or omitted in good faith in the execution of official duties of the employees concerned and was not in contravention of any of the organisation regulations or instructions; or

- (ii) That the charge is malicious and is brought solely on account of the official position which the employee holds; and
  - (iii) That it is in the public interest that the employee should be defended at Government expense, he/she will immediately report the matter to the Attorney-General and ask for arrangements to be made for the employee's defence.
- (c) Subject to the provisions of this Order, the Government shall, unless advised otherwise by the Attorney General in any particular case, accept responsibility for the defence of a public service employee against whom legal proceedings are threatened or instituted in respect of acts committed, omitted or liabilities incurred in the execution of his/her official duties.
- (d) Where any such legal proceedings are threatened or instituted, the fact thereof shall be reported forthwith to the Office of the Attorney General and no legal or other expenses shall be incurred by the public service employee against whom the proceedings have been threatened or instituted, or other steps taken in connection with any such proceedings until the directions of the Office of the Attorney General have been received by the Chief Executive Officer of the employee concerned.

## **125. PROCEEDINGS FOR DEFAMATION**

Employees are permitted to institute proceedings against any person or persons for defamation of character or other similar offence arising out of their official position but shall inform their Chief Executive Officer of the action they intend to take and may apply for legal assistance.

## **126. EMPLOYEES MAY BE REQUIRED TO UNDERTAKE ANY RELATED DUTIES**

- (a) A public service employee shall discharge the duties assigned to the post to which he/she has been appointed and any other related duties that the Chief Executive Officer may, at any time, call upon the employee to discharge, and such other special duties performed in the public interest.
- (b) It is an essential part of the duties of an employee to assist and guide the subordinate staff and a positive approach shall be developed towards this responsibility.

## **127. ABSENCE FROM DUTY**

- (a) Absence from duty due to illness or other emergencies must be communicated to the appropriate authority within the organisation as soon as possible, but not later than the end of the first day of absence.
- (b) Where an employee is absent from duty without leave or reasonable cause for a period exceeding 2 days, the employee shall be liable to disciplinary action. If the employee returns to duty before any action is taken, disciplinary proceedings shall still be instituted against the person.

## **128. OFFICE HOURS**

*(Refer to the Procedures Manual No.62)*

- (a) Public service offices shall normally be open during the following hours:-  
Monday to Friday - 8.00 a.m. to 12.00 noon and 1.00 p.m. to 4.00 p.m.
- (b) Certain public service offices shall arrange their official hours of opening and closing to suit their particular needs, bearing in mind the requirements of the public.
- (c) All offices shall be opened at the official times, both in the morning and the afternoon, and an employee shall attend punctually at these times, or earlier where required, and shall not absent himself/herself during official duty hours without the approval of his/her supervisory officer. Unpunctuality in attending for duty shall be considered to be a reflection on the efficiency and conduct of an employee and prompt disciplinary proceeding shall be taken against him/her who is frequently late for work and who has a poor attendance record.
- (d) Employees are paid for the quality and quantity of the work they produce and not merely for the time they are present in the work place. A high standard of discipline, efficiency and output is necessary for the effective delivery of services in the public service.
- (e) Any employee may, if the exigencies of the service so demand be required by the Chief Executive Officer to work, within reason, outside or beyond the prescribed hours.
- (f) Notice of temporary closure of an office or change of location/contact shall be made within a reasonable time-frame.

## **129. DRESS CODE**

### **1. Dress Code**

Dress Code rules at work are an important part of creating a safe, productive work environment and maintaining the organisation's public image. It is important for employees to be appropriately dressed; in a manner which demonstrates professionalism, decency and sensitivity to others and respect towards oneself, colleagues, clients and members of the general public.

### **2. Uniforms and Protective clothing**

In the context of this Order, uniforms and protective clothing may be issued at Government's expense, to certain categories of public service employees only. Uniforms shall include such items of clothing necessary to:

- (i) Distinguish employees from the general public; and
- (ii) Protect employees.

As a result of the above only the following categories of employees shall be eligible to receive uniforms/protective clothing at Government's expense:

- (i) Officers who need to enforce law and order/authority towards the public i.e. Police, Armed Forces, Security Personnel, Prison Officers, Inspectors, Customs and Immigration Officers (at Entry/Departure points only);
- (ii) All employees who need protective clothing such as nurses, certain category of health workers, laboratory workers and fire officers, artisans, conservancy labourers and cooks.

For those officers who require identification in pursuance of their duties, identity cards (and NOT Uniforms) bearing such personal details as is considered necessary will be provided by Government.



- (a) A uniform shall consist of items such as dresses, skirts and blouses, trousers and shirts, overalls and complementary items such as caps/hats, shoes, socks handbags and belts. Except when required for protection purposes, (e.g. as in the case of Conservancy labourers) and except for certain categories of staff, shoes, socks, handbags and belts will be purchased by employees. The only employees who will be exempted from buying such items are members of the Police and Armed Forces, Security Personnel, Prison Officers, Immigration and Customs Officers.
- (b) There is also the need to limit the number of uniforms to be provided by Government. In all cases each officer will receive, in the case of women: 3 dresses or 3 skirts/trousers and 3 blouses per year, in the case of men: 3 pairs of trousers and 3 shirts per year.
- (c) For those Officers requiring supplementary items at Government's expense the following will be provided:
- |                 |                    |
|-----------------|--------------------|
| Shoes           | = 2 pairs per year |
| Socks/stockings | = 6 pairs per year |
| Cap             | = 1 every 2 years  |
- (d) Protective clothing such as Laboratory coats, overalls etc., will be provided according to needs and with the approval of the Chief Executive Officer Officer.
- (e) During the period stipulated an officer may augment his/her stock of uniform at his/her expense. All uniformed officers must surrender old uniforms and accessories upon replacement or when they leave the service. Proper maintenance of uniforms is mandatory; if at any time an item of uniform is lost/destroyed or damaged through negligence of the officer concerned, he/she shall be bound to replace such items, at his/her expense.
- (f) Each organisation shall prepare a Uniform Manual detailing the types of uniform and how they should be worn and maintained. In addition staff should be made aware of the code of conduct whilst they are in uniform.

- (g) This policy applies to uniforms and protective clothing issued by Government; if staff members who do not qualify for free issue of uniforms feel that they wish to have one, they may do so, with the approval of the Chief Executive Officer of the relevant organisation.
- (h) All employees, including those in uniform, are expected to behave and dress to an image acceptable by the public in general. Clothing and grooming should suit the occasion and culture. The most common expectation is that an officer will appear clean and dressed in a manner that will avoid silent criticism.

**130-132 Unallocated.**

## **II. CODE OF DISCIPLINE**

### **133. DISCIPLINARY AUTHORITIES**

The powers of disciplinary control of persons appointed to offices in the public service are vested in the President who has delegated these powers to the following:

- (i) Chief Executive Officers
- (ii) The Commissioner of Police
- (iii) The Prisons Superintendent

The delegated powers shall not be exercised by those whom they have been delegated without consultation and the consent of the Minister responsible for that given organisation.

This paragraph shall not apply to the Chief Justice, Auditor General, Attorney General, Ombudsman and Electoral Commissioner.

The maintenance of good order, discipline and efficiency is a major management responsibility and Chief Executive Officers should not hesitate to take prompt disciplinary action when this is necessary in line with disciplinary procedures.

#### **134. DISCIPLINARY OFFENCE**

- (a) Any act, omission, misconduct, failure to take reasonable care or failure to discharge his/her duties in a reasonable or satisfactory manner by or on the part of an employee which, in the opinion of the disciplinary authority, warrants disciplinary proceedings being taken against the employee, shall constitute a disciplinary offence.
- (b) A public service employee shall be liable to disciplinary action for any misconduct including general misconduct to the prejudice of discipline or the proper administration of Government business and contraventions of specific rules and regulations.
- (c) A minor disciplinary offence is considered a serious disciplinary offence, when preceded by two or more disciplinary offences, whether of the same nature or not, in respect of which some disciplinary action has been taken.
- (d) Where a minor disciplinary offence is not followed by another disciplinary offence within the twelve months of its charge, that offence is deemed not to have been committed and is discounted for the purpose of this Order.

#### **135. CATEGORIES OF DISCIPLINARY OFFENCES**

*(Refer to the Procedures Manual No. 65)*

Disciplinary offences are divided into two different categories, minor disciplinary offences and serious disciplinary offences.

#### **136. DISCIPLINARY PROCEDURES**

*(Refer to the Procedures Manual 64)*

- (a) No disciplinary action shall be taken against an employee for a disciplinary offence unless there has been an investigation of the alleged offence, or where the act or omission constituting the offence is self-evident, unless the person is given the opportunity of explaining the act or omission.

- (b) The disciplinary authority shall ensure that the investigation in respect of a minor disciplinary offence, even when it consists of no more than requiring an explanation for a self-evident act or omission, is conducted fairly and that the employee has, if so wished, the assistance of a colleague or a representative of a Trade Union, if any, and of such witnesses as the person may wish to call.
- (c) The entire process covers the following:
  - (i) Suspension from duty;
  - (ii) Summary proceedings;
  - (iii) Formal proceedings;
  - (iv) Disciplinary Measures;
  - (v) Punishment for disciplinary offences;
  - (vi) Criminal charge not connected with employment;
  - (vii) Appeals against disciplinary punishments.

### **137. SUSPENSION FROM DUTY**

*(Refer to the Procedures Manual 66)*

- (a) Where formal proceedings have been instituted, the employee may be suspended from duty without pay, depending on the circumstances of the case. The suspension should not exceed forty days except in the circumstances of formal proceedings.
- (b) Where a case involving an alleged serious offence has been reported to the Police for their action, the employee shall be suspended from duty forthwith without pay. The suspension may continue till the outcome of the trial.

### **138. TERMINATION IN THE PUBLIC INTEREST**

*(Refer to the Procedures Manual 71)*

- (a) The President may remove an employee from a public office if he/she considers it in the public interest to do so. The decision of the President shall be signified through the Authority responsible for Public Administration.

- (b) Any pension or gratuity due, where appropriate, shall be dealt with in accordance with the appropriate legislation.

**139. MONITORING OF DELEGATED DISCIPLINARY POWERS**

*(Refer to the Procedures Manual 79)*

Each case of disciplinary action by the Chief Executive Officers under their delegated powers shall be reported immediately in writing to the Authority responsible for Public Administration and in the case of dismissal, the prescribed form should be completed. Any irregularity observed by the Authority responsible for Public Administration, will be communicated to the Chief Executive Officer of the organisation concerned with a view to its rectification.

**140. RECOMMENDATIONS FOR DISCIPLINARY ACTION IN CASES WHERE PRESIDENTIAL POWERS ARE NOT DELEGATED**

Recommendations for disciplinary action in cases where Presidential powers have not been delegated shall be submitted to the Chief Executive Officer of the Authority responsible for Public Administration, on the prescribed form.

**141. APPEALS AGAINST DISCIPLINARY PUNISHMENTS**

*(Refer to the Procedures Manual 72)*

An employee who, as a result of disciplinary proceedings is aggrieved by reason of a disciplinary punishment has the right to request for a review in the employee's organisation within fourteen days from the date of the notification of the punishment awarded.

An employee who fails to appeal within the time limit specified at paragraph (a) loses the right to do so, unless the Chief Executive Officer is satisfied that it was impracticable for the employee to do so in the time limit specified.

If the employee is not satisfied with the outcome, he/she may appeal to the Public Service Appeal Board.

## **142. CRIMINAL CHARGES NOT CONNECTED WITH EMPLOYMENT**

- (a) Where an employee is charged with a criminal offence which is not connected with his/her employment, any action to be taken by his/her employer will depend on the seriousness of the offence.
- (b) In the event that the employee is detained in police custody, the employee shall be suspended without pay until such time as the case has been decided. Where the employee is not detained in police custody, the employer shall decide whether or not the employee may be permitted to continue to work until the case has been decided. In either case the Authority responsible for Public Administration shall be immediately informed of the decision taken.
- (c) Where an employee has been found guilty by a court, whether he/she is sentenced to imprisonment or not, the Chief Executive Officer shall decide what action, if any, should be taken. Where the Chief Executive Officer decides the employee should have the employment terminated on the basis of a serious disciplinary offence having been committed, the appropriate action shall be taken.

**143–146 Unallocated**

## **CHAPTER VI**

### **HUMAN RESOURCES DEVELOPMENT AND TRAINING**

#### **147. NATIONAL HUMAN RESOURCES DEVELOPMENT POLICY**

Government recognises that if it is to achieve its development objectives, great emphasis must be placed on human resources development and the availability of skilled manpower. Government therefore assumes overall responsibility for national training and human resources development.

The Government of Seychelles recognizes the value of human resources in achieving sustainable socio-economic development and the need for institutional and human capacity building interventions.

Government and its partners are committed to develop a learning culture that promotes life-long learning and personal/self-development.

Cognisant of the impact of globalization, all training providers and employing organizations shall develop generic skills for employment e.g. communication, responsibility to work, good work ethics, adaptability, team work, problem solving, decision making, interpersonal skills and opportunities for learning.

All employing organizations are required to have a competent person responsible for training and development.

#### **148. RESPONSIBILITY FOR PUBLIC SERVICE TRAINING**

- (a) The Management of the Public Service organisations are fully responsible for the attainment of these organisational goals and the fullest development of the human resource available. Training of employees is part of their career development, the enhancement of which enables jobs to be carried more efficiently, thereby enabling the Public Service organisation's development objectives to be reached more quickly and more completely.
- (b) The Authority responsible for Public Administration shall be responsible for Public Service training, for monitoring its implementation and for assisting individual Public Service organisations in executing their own training programme. It will also design and execute training programmes for the common cadres as part of its management responsibility for the development of these cadres.

- (c) The functions of the Authority responsible for Public Administration includes:-
- (i) The identification of training needs and determining how best they can be met;
  - (ii) Evaluation of training effectiveness;
  - (iii) Career counselling;
  - (iv) Design and review of Schemes of Service;
  - (v) Job rotation;
  - (vi) Localisation programmes.

#### **149. IN-SERVICE TRAINING AND HUMAN RESOURCES DEVELOPMENT**

- (a) Wherever possible all necessary training shall be conducted locally. Overseas training shall be considered when all local resources have been exhausted or are not available. Chief Executive Officers shall arrange such in-service training of their staff locally to meet training shortfalls in their respective Organisations. In this connection they may seek the advice and support of the Authority responsible for Public Administration.
- (b) An employee who is nominated by his/her Public Service Organisation to follow a particular type of in-service training should be allowed to complete such training uninterrupted. The employee should not, except in an emergency, be required to report to his/her place of work or to undertake other duties whilst he/she is under full-time training
- (c) Employees released to attend full-time training locally, will be required to enter into a formal agreement with the Government or sponsoring organisation.
- (d) All employees should be provided with the opportunity and support to be trained and developed to enable them to perform efficiently and contribute to the missions and goals of the organisation.
- (e) Organisations shall keep training and human resources development records in accordance with relevant legislations.
- (f) Each employee in the organisation shall be responsible for his/her personal growth and development in the enhancement of his/her career.



## **150. BONDING POLICY**

*(Refer to the Procedures Manual 81)*

- (a) On award of a scholarship, all candidates must sign a bonding agreement before they proceed on training, as a guarantee to complete the studies and return to work for the country for a specific period of time. In-service students will be bonded to serve the Government or the sponsoring organisation.

Pre-service students sponsored by a Commercial Public Enterprise or private organisation may be bonded to and work for that organisation. Those benefitting from such training shall enter into a formal bonding agreement to work either with the Government or the sponsoring organisation as applicable, following completion of his/her training, for a specific minimum period.

- (b) The “specified minimum period” referred to in (a) shall also be linked with training investment costs to be determined by the National Human Resources and Development Council from time to time.
- (c) The bonding period will take effect on the date that the employee or graduate assumes duty from training.
- (d) The provisions at (a), (b), (c) and (d) will also apply to employees released to attend full-time training locally.
- (e) Failure to complete the specified maximum period of bonding will result in the employee being called to refund to Government or sponsoring organisation expenses incurred in respect of training (including passages stipulated in Order 156), in proportion to which the employee’s terms of office falls short of the specified period of bonding.
- (f) The bonding Agreement shall be revised should there be any extension of the study period or change in the cost of the training.

## **151. TRAINING REPORTS**

- (a) An employee for whom a training course is authorised is required to submit reports at intervals, to the Authority responsible for Training, during the course he/she is attending.
- (b) Additionally, an employee who is required to submit a final report should do so at least three weeks after his/her return to the workplace, to the Authority responsible for Training.

- (c) Every in-service candidate who attends a short course should submit a report within two weeks of their return, to their employing organisation.
- (d) A candidate who attends short term training may be required to disseminate the knowledge acquired during the course through presentations or other means to the management committee or other groups of workers.

## **152. SALARY WHILST ON OVERSEAS TRAINING**

- (a) When an employee proceeds on overseas or on full time local training they are not undertaking the exigencies of the service and therefore should not be paid full salary. Hence, requests for full salary whilst on training shall be considered only in exceptional circumstances.
- (b) The policy for payment of salary whilst on overseas training shall be as follows and shall be strictly adhered to:-
  - (i) An employee, who proceeds on approved overseas training of the duration of which is not more than three months, shall receive the salary in full inclusive of any allowance attached to their post.
  - (ii) An employee proceeding on overseas training for a period exceeding three months shall be entitled to payment of two-thirds of their salary during the training period.
- (c) For self-financing or foreign funded courses whereby students receive a salary whilst on training, the bonding period shall be based on the total salary received during the training period.

### **Remuneration components for the calculation of salary whilst on training**

- Basic salary.
- Supplementation allowance (if any),
- Scheme of service allowance, consolidated in the base pay.

Other allowances made through a scheme of service or incentive scheme that are not consolidated in the base pay shall not be included.

**153. ADVANCE OF SALARY**

An employee may, with the approval of the Chief Executive Officer of the Authority responsible for Finance, be granted an advance of salary repayable at such rate as prescribed by that Authority.

**154. LEAVE ENTITLEMENT WHILST ON TRAINING**

Full time courses above one academic year's duration shall not be leave-earning.

**155. RESPONSIBILITY FOR RETURNING GRADUATES**

The Chief Executive Officer of the Authority responsible for Public Administration shall, after being notified by the Authority responsible for Human Resources Development of returning graduates, be responsible for the first appointment of returning employees and pre-service students who wish to be employed in the Public Service.

**156. PAYMENT OF AIRFARES ON AWARD OF A SCHOLARSHIP**

On award of a scholarship, only the candidate shall be provided with return air passages from the Republic of Seychelles to the course venue. The Government shall not be responsible for air fares for accompanying spouse, children and immediate families.

**157-161 Unallocated.**

## CHAPTER VII

### EXIT FROM THE PUBLIC SERVICE

#### I. EXIT

#### 162. RETIREMENT

*(Refer to the Procedures Manual No. 88)*

##### 1. Retirement

- (a) An employee shall retire at the age of 63 years in accordance with Employment Act.
- (b) The Social Security (Retirement Age) (Amendment) Regulations, 2005 allows for voluntary retirement at 60 years of age.
- (c) Under the Pensions Act (Cap. 159) employees qualified, by virtue of service prior to 1st January 1979, to benefit under that Act, may, subject to the approval of the President, commence to draw a pension or gratuity, on attaining the age of 55 years. An employee may retire, on or after attaining the age of 45 years or on the completion of 25 years continuous service, whichever is the earlier, or on grounds of ill-health or redundancy.
- (d) Organisations shall prepare a succession plan two years before an employee retires and during this period the person shall be prepared for retirement through counselling sessions.

##### 2. Retention beyond normal retirement age and pensioners in employment

- (a) Retention of an employee in the public service, beyond retirement age or re-engagement, may be considered in exceptional circumstances only, subject to the approval of the Authority responsible for Public Administration and shall be limited to one year depending on the circumstances. Retention or re-employment of retired persons shall in no way prejudice the prospects of serving employees.

- (b) The exception to (a) above, the retention of a person in the public service beyond retirement age or re-engagement after having retired, shall take place in the following circumstances only:
  - (i) in highly technical areas and
  - (ii) where there is clearly no Seychellois available.
  
- (c) In the event of the re-engagement of an employee who retired under the Social Security (Retirement Age) Regulations 2005 before attaining the national retirement age of 63 years, the Social Security Fund shall be advised to suspend payment of the retirement pension accordingly.

### **163. RESIGNATION**

*(Refer to the Procedures Manual No.89)*

- (a) Any employee, excluding those serving on contract terms but including those who held pensionable offices as at 31<sup>st</sup> December 1978, may resign his/her appointment by giving to Government one month's notice in writing or by paying to Government one month's gross salary in lieu of such notice.
- (b) An employee, serving on contract or agreement terms may resign his/her appointment in accordance with the relevant provisions of his/her contract or agreement. Where no such specific provision has been made, he/she shall be required to give not less than three months' notice of his/her intention to do so or, alternatively, he/she will be required to pay two months' gross salary in lieu of such notice.
- (c) Notwithstanding the terms of paragraph (b), an employee who is required to give three months' notice but who resigns for justifiable reasons at short notice will be eligible to have two months' salary due from him reduced proportionately.
- (d) A resignation will be accepted only when the Chief Executive Officer is satisfied that satisfactory arrangements have been made to refund any outstanding liabilities to Government. In this context special attention must be paid to resignations of bonded employees which must all be

referred to the Authority responsible for Public Administration for approval. Any amount of money due to the employee must be withheld and applied towards any sum due by him/her.

- (e) On resignation from the public service, the employee forfeits all the privileges of his/her office but he/she may take outstanding leave or be paid salary in lieu, provided that the required period of notice has been given.
- (f) An employee who has been confirmed in post shall give one month's written notice of his/her intention to resign whilst an employee on probation shall give seven days notice in writing to the Chief Executive Officer who may accept the resignation if this falls within his/her delegated authority. Resignation which does not fall under delegated authority shall be referred to the Authority responsible for Public Administration, for approval.
- (g) Resignation of a bonded employee shall be submitted to the authority responsible for Public Administration for approval.
- (h) He/She is also paid compensation for past continuous service.

#### **164. TERMINATION OF APPOINTMENT OTHERWISE THAN BY MISCONDUCT**

*(Refer to the Procedures Manual No. 90)*

##### **1. Public Service**

Public Service organisation shall seek approval from the Authority responsible for Public Administration in all instances of termination not involving misconduct.

Circumstances under which termination may be effected:

- (a) On medical grounds following the decision of a Medical Board.
- (b) Following marked deterioration in work and personal standards where remedial measures taken have been to no avail.
- (c) In the public interest and justified by the Chief Executive Officer.

- (d) In the case where a government entity ceases to be a Public Service organisation or the post ceases to exist, redundancy takes place.
- (e) In the case of a Public Service organisation, the Chief Executive officer, shall comply with the Negotiation Procedures under these Orders.
- (f) In the case of an employee on a fixed-term contract.
- (g) On grounds of localisation.

Notwithstanding points (a) to (f) above, the Chief Executive Officer may terminate the appointment of an employee if during probationary level or on fixed term employment.

## **2. Public Sector Agencies (Corporate Bodies)**

Public sector agencies may terminate the contract of employment only upon determination by the Competent Officer of the Authority responsible for Employment, following the negotiation procedure.

## **165. DETERMINATION OF TERMS OF APPOINTMENT**

The authority for determining the terms to be offered to any person, other than a serving officer, on his/her appointment to a post in the public service is, subject to the provisions of these Orders and to the discretion of the President, vested in the Principal Secretary of the Authority responsible for Public Administration. In approving the appointment of a person to an office in the Public Service, the appropriate appointing authority will specify the commencing salary and other terms of service in accordance with the provisions of these Orders.

## **166. DEATH GRATUITY**

*(Refer to the Procedures Manual No. 92)*

- (a) Where an employee dies whilst in the service of Government there may be paid to his/her legal heirs the following:-
  - (i) A gratuity equal to three month's basic salary. i.e. excluding any compensatory allowances.

- (ii) Pro-rata gratuity under Order 176
- (iii) Compensation under Order 175
- (iv) Earned leave

Payment of (ii) and (iii) is effected for services rendered from 1<sup>st</sup> January 1979 or thereafter.

#### **167. RESPONSIBILITY FOR RECOVERIES**

- (a) The Accounting Officer of the Public Service organisations shall ensure that any amount owed to Government, are collected before the date on which the employee ceases duty or be deducted from accrued benefits.
- (b) In the event of any complication, the matter shall be reported to the Authority responsible for Finance.

#### **168. PENALTIES INCURRED WHEN EMPLOYEES LEAVE THE SERVICE IN EXCEPTIONAL CIRCUMSTANCES**

- (a) An employee who fails to take up the appointment shall be liable to refund any cost incurred by Government in respect of the transportation of the person's family and or themselves and personal effects from the place of engagement to the duty station.
- (b) An employee who has signed an agreement with Government to continue in the service of Government for a fixed period on being selected to attend a course of study wholly or partly at the expense of Government, and who resigns without completing the period for which he has undertaken to serve Government, shall be liable to refund that proportion of the expenditure specified below by which his/her service following the course of study falls short of the total period for which the employee had undertaken to serve:-
  - (i) all expenditure incurred by Government in connection with the employee's course including any sums paid to him/her or on his/her behalf by way of salary, allowances, fees or expenses; and
  - (ii) the cost of the employee's transport between the Republic and his/her place of training and vice-versa.



## **169. CERTIFICATE OF EMPLOYMENT AND RECOGNITION**

*(Refer to the Procedures Manual No. 91)*

A Certificate of Employment in the prescribed form shall be given to an employee not later than two weeks after the employee's exit. The issue of a Certificate of Employment is a legal requirement under the Employment Act and shall be issued in a manner that does not jeopardise the chance of a person in securing future employment.

## **170-174 Unallocated.**

## **II. COMPENSATION AND GRATUITY**

### **175. PAYMENT OF COMPENSATION**

*(Refer to the Procedures Manual No. 93)*

- (a) Payment of compensation for past period of service from 1st January 1979 or thereafter is an accrued benefit, applying to employees in continuous employment in the public sector.
- (b) Authorised absence on leave without pay in accordance with Order 98 for period not exceeding twenty four months will not constitute a break but will be discounted for the purpose of the length of service.

Period of suspension without pay in accordance with Order 61 should also be discounted for that purpose.

- (c) Notwithstanding the provisions of paragraph (b), where an employee has left the service under the following circumstances:-
  - (i) Resignation
  - (ii) Termination of appointment
  - (iii) Redundancy

- (iv) After completion of fixed term contract (as per Employment Act 1995 Section 19 but excluding employees on the Public Service Commission contract) and within 90 days from the date of leaving, was re-appointed on fixed-term contract to the Public Service, the employee's period of service prior to and after the break will be considered continuous. The period of the break will however be discounted for payment of compensation.
- (d) The length of service of employees who proceed on training sponsored by Government will not constitute a break for the purpose of calculating compensation and will not affect continuity of service.
- (e) Transfers between the public service and budget dependent public sector agencies/organisations will not affect eligibility for the payment of compensation. Transfer of funds from one organisation to another will not arise.
- (f) Requests for payment of compensation should be referred to the Chief Executive Officer of the Authority responsible for Public Administration for approval, on the prescribed form.
- (g) An employee (including an expatriate on local letter of appointment) who has continuity of service and who leaves the Public Service in one of the following circumstances, is eligible for payment of compensation:-
  - (i) Resignation;
  - (ii) on reaching national retirement age of 63 years;
  - (iii) death (payable to legal heirs);
  - (iv) appointment on contract terms under the Public Sector Commission for period prior to taking up a PSC contract;
  - (v) termination on grounds of failing probationary period;
  - (vi) premature and voluntary retirement;
  - (vii) redundancy;
  - (viii) completion of part-time employment;

- (ix) on medical grounds following the decision of a Medical Board;
  - (x) in the public interest;
  - (xi) following marked deterioration in work and personal standards where remedial measures have been to no avail;
  - (xii) localisation.
- (h) For avoidance of doubt, it is declared that an employee who leaves the Public Service in one of the following circumstances:-
- (i) Completion of fixed term contract
  - (ii) Completion of Apprentice Scheme, Unemployment Relief Scheme and Youth Training Scheme;
  - (iii) On termination of appointment on grounds of misconduct. is not eligible for payment of compensation under this Order.
- (i) Employees who have been in the service from 1<sup>st</sup> January 1979 and thereafter shall be paid compensation at the rate of five-sixth (5/6) of one day's wage for each completed month of service upon exit on grounds not involving misconduct.

The salary to be used for the calculation of compensation will be the gross basic salary of the employee at the time when payment is due. Income Tax will not be deducted. The following elements, if they appear on the last pay slip, should be included with the basic salary:-

- (i) Basic salary (inclusive of allowances consolidated in the base pay);
- (ii) Responsibility, duty or acting allowance (above 6 months);
- (iii) Allowances that do not constitute a reimbursement of expense, paid under schemes of service. Examples of such allowances are: on- call, shift, night, stand-by, inducement, commuted overtime if attached to a scheme of service.

The formula for payment of compensation as at 1<sup>st</sup> July 2010 is as follows:-

$$\frac{A \times B \times C \times 5}{52 \times D \times 6}$$

Where: A = Salary per annum  
 B = Working hours per day  
 C = Number of days entitled as period of continuous service  
 D = Number of working hours per week.  
 5/6 of one day pay

- (j) The formula to be used for calculation of compensation for employees who work above the standard 35 hours per week eg. Security Officers, is as follows:

$$\frac{A \times B \times C \times 1.2 \times 5}{52 \times D \quad 6}$$

- (k) Part-time employees are eligible for payment of compensation on a pro-rata basis in relation to the number of hours worked. The formula to be used is :

$$\frac{K \times 7 \times W \times J \times 5}{52 \times 35 \quad 6}$$

Where: K = Annual salary  
 7 = Standard Working hours per day  
 W = X/M – X = Actual hours worked per week  
 M = No. of standard hours per week  
 J = Day for each month  
 5/6 of one day pay

The Weight system provides for a variation in the calculation depending on the number of hours.

- (l) Notwithstanding the above provision, a public service employee who is paid compensation under the Employment Act 1995 shall not be entitled to receive compensation under this Order.

## 176. PAYMENT OF GRATUITY

*(Refer to the Procedures Manual No. 94)*

- (a) Payment of gratuity for past years of continuous service shall apply to all employees who were in the service from 1st January 1979 except for those whose gratuity payment is specified in their Scheme of Service.

- (b) Gratuity for continuous service shall be paid every five years under delegated authority.
- (c) Continuous service gratuity shall be paid to Public Service employees who do not fall within specific Schemes of Service, at the following rates:
- |       |                           |   |            |                     |
|-------|---------------------------|---|------------|---------------------|
| (i)   | First 5 years }           | - | SR6,666.67 | (05yrs= 6,666.67)   |
| (ii)  | Next 5 years } 180months  | - | SR6,666.67 | (10yrs=13,333.33)   |
| (iii) | Next 5 years }            | - | SR6,666.66 | (15yrs=20,000.00)   |
| (iv)  | Next 5 years }            | - | SR10,000   | (20yrs=30,000.00)   |
| (v)   | Next 5 years } 120 months | - | SR10,000   | (25yrs=40,000.00)   |
| (vi)  | Next 5 years } 60 months  | - | SR15,000   | (30yrs = 55,000.00) |
| (vii) | Next 5 years } 60 months  | - | SR15,000   | (35yrs= 70,000.00)  |
- (d) Members falling under specific Schemes of Service e.g. Teaching, Nursing, Police, and Prison etc. will not be eligible for payment of gratuity under this Order as provisions have already been made for payment under their respective schemes. This also applies to employees on contract under the Public Sector Commission.
- (e) Payment of gratuity should be effected by the employing organisation. Copy of the computation form and document acknowledging payment of gratuity by the employee must be submitted to the Authority responsible for Public Administration for record purposes.
- (f) An employee (including an expatriate on local letter of appointment) who has continuity of service and who leaves the Public Service in one of the following circumstances, is eligible for payment of proportionate gratuity:-
- (i) Termination of appointment on medical grounds
  - (ii) Termination of appointment in the public interest (as approved by the Authority responsible for Public Administration);
  - (iii) Following a review where the Minister with portfolio responsibility for Public Administration determines that the employee's appointment should be terminated on grounds other than misconduct;
  - (iv) For period of service prior to the appointment on PSC contract or any other specific contract;

- (v) Redundancy;
  - (vi) On reaching national retirement age of 63 years;
  - (vii) Premature retirement (as approved by the Authority responsible for Public Administration under Order 164);
  - (viii) Termination on grounds of localisation under Order 164;
  - (ix) Death (payable to legal heir(s) under Order 166.
- (g) For avoidance of doubt, it is declared that an employee, including an expatriate on local letter of appointment, who leaves the Public Service in one of the following circumstances is not eligible for payment of gratuity under this Order:-
- (i) Completion of fixed term contract;
  - (ii) An employee employed on contract terms including that under the Public Service Commission;
  - (iii) Completion of Apprentice Scheme;
  - (iv) Those employed under a Scheme of Service which provides for a gratuity;
  - (v) Termination of Appointment on grounds of misconduct;
  - (vi) Dismissal;
  - (vii) Resignation.
- (h) Part-time employees are also eligible to payment of gratuity on a proportional basis in relation to the number of hours worked. The following formula shall be used for calculation of part-time gratuity:-

$$\frac{K \times L \times I}{7 \times J}$$

Where K = Hours worked per day  
 L = Amount (e.g. SR20, 000)  
 I = Number of months qualifying for gratuity  
 J = Number of months (e.g. 60 months = 5 years)

## **177. CONTINUITY OF SERVICE**

Continuity of service for the purpose of payment of gratuity is necessary and only the following breaks shall be considered as continuity of service:-

- (a) Authorised absence on leave without pay in accordance with Order 98. For period not exceeding twenty four months will not constitute a break but will be discounted for the purpose of calculating payment.
- (b) Period of suspension without pay in accordance with Order 61 should also be discounted for the purpose of calculating payment.
- (c) The period of absence of employees who proceed on training sponsored by Government will not constitute a break and will not affect continuity of service.
- (d) Unpaid sick leave falling within the limit provided under the Employment Act Regulations will not be deducted from the gratuity.
- (e) For avoidance of doubt, it is declared that where an employee leaves the Service in circumstance outlined at (g) (i) to (vii), his/her period of service will not be counted as continuous even if he/she re-joins within thirty one days, but will be counted from the date of re-joining.

Additionally:

- (i) an employee, including an expatriate on local letter of appointment, who resigns from the Public Service and rejoins within thirty one days shall not be eligible for payment of gratuity under this Order and
- (ii) An employee on PSC contract who reverts to a contract of continuous employment shall be eligible for gratuity from the date of re-joining on continuous terms and conditions of service.

## **178. PENSION AND SOCIAL SECURITY**

### **1. The laws relating to the grant of pensions, gratuities and social security benefits**

- (a) The current laws relating to the grant of pensions and/or gratuities to person employed in the Public Service including

those in the teaching service are contained in the Pensions Act (Cap.159), as amended.

- (b) Notwithstanding the provisions of the pensions legislation referred to in paragraph (a), no pension, gratuity or other payment under the said legislation shall be paid in respect of service under government or as a teacher after 31<sup>st</sup> December, 1978 in terms of the provisions of the Pensions (Special Provisions) Decree, (Cap. 161). The Decree referred to provides that, with effect from 1<sup>st</sup> January 1979, service in the Public Service or as a teacher shall cease to be pensionable and that a pension, gratuity or other payment under the Pensions Act referred to shall be payable in terms of that Act only in respect of service under Government or as a teacher prior to 1<sup>st</sup> January, 1979.
- (c) The Police Force Act (Cap. 172) provides that the President may in his/her absolute discretion grant a gratuity of such sum and at such time to a police officer who was serving in the Force on 26<sup>th</sup> May, 1982 in respect of his/her service before that date.
- (d) The grant of social security benefits to every person who is a resident in Seychelles and is in receipt of an income (including persons in the Public Service) is governed by the Social security Act, (Cap. 225)./
- (e) The information contained in this Chapter shall be regarded only as a general guide to the award of pensions, gratuities and social security benefits and must not be construed as superseding or replacing the provisions of the relevant laws which shall always override the provisions of these Orders.

## **2. Public Sector Special Pension Act, 2005**

- (a) An employee shall be granted a special pension under this Act only if the employee has completed a period of not less than ten years of continuous employment in the Public service immediately prior to retirement or an aggregate period of 20 years of employment in the Public service prior to retirement.
- (b) An employee shall apply for the special pension to the Seychelles Pension Fund.



- (c) An application shall be supported by the employee's record of employment in the Public service and proof of such employment.

### **3. Social Security Fund**

The Social Security Fund has been established under the Social Security Act, (Cap 225). All claims for benefits earned under the Fund must be made in writing to the Director of the Social Security Fund.

### **4. Social Security Benefits**

- (a) The following benefits payable are under the Social Security Act 11 Of 1987 :-

- (1) Sickness Benefit
- (2) Maternity Benefit
- (3) Invalidity Benefit
- (4) Disablement Benefit
- (5) Survivor's Benefit
- (6) Retirement's Benefit
- (7) Dependent's Benefit
- (8) Injury Benefit
- (9) Funeral Benefit
- (10) Orphaned and Abandoned Child's Benefit

- (b) Sickness and Maternity benefits which are presently being paid to employees may be refundable to Government in part from the Social Security Fund. It is the responsibility of the Accounting Officer of each Ministry/Department to ensure that action is taken, where appropriate, to claim such funds.

### **5. Contribution to the Seychelles Pension Scheme**

In accordance with the Seychelles Pension Scheme Act, (Cap 220) the Government as an employer contributes according to the prescribed rate in respect of all its employees. Government employees are encouraged to make voluntary employee contributions to the Scheme.

### **6. Scheme of Service Gratuities**

The Government, may, from time to time include gratuity payments to certain schemes. Employees who benefit from a gratuity under a Specific Scheme of Service are not entitled to the continuous service gratuity under Order 176.

**7. Pension not of right**

All pensioners (i.e. those who have been paid their retiring benefits upon attaining the age of 55) under Cap 159 who are still employed in the Public Service, should continue to draw their salary provided it is a salary within the salary structure.

**179. REGULATIONS REGARDING PENSIONS AND GRATUITIES AND METHOD OF CALCULATIONS OF BENEFITS**

The Government has issued a Manual of Administration of Pensions and Gratuities which explains the Regulations governing the various Pensions Acts and the methods of calculating pensions and gratuities.

**180-184 Unallocated**

## **CHAPTER VIII**

### **TRANSPORT, TRAVELLING AND ACCOMMODATION**

#### **I. TRANSPORT**

##### **185. TRANSPORT**

- (a) "Transport" in this context shall mean the approved method of transport which an employee is permitted to use when making an essential journey for the performance of his/her duties. This shall include those occasions when the employee is authorised to make a journey whilst on official duty overseas.
- (b) The approved method of transport may be by air, road, rail or sea. Road transport shall include travel in the employee's own motor vehicle as well as by public road transport services.

##### **186. TRAVEL IN MOST ECONOMICAL MANNER**

Journeys shall be undertaken in the most economical manner, considering the need for the expeditious dispatch of Government business, and efficient performance of an employee's duties on arrival at destination. Accounting Officers shall ensure that public funds are not wasted in this regard.

##### **187. CIRCUMSTANCES FOR PAID/FREE TRANSPORT**

*(Refer to the Procedures Manual No. 100)*

Subject to the provisions of these Orders a public service employee shall be granted officially paid transport when travelling on official duty. Circumstances may occur whereby transport of personal effects is provided.

##### **188. AIR TRANSPORT**

*(Refer to the Procedures Manual No. 101)*

- (a) A Public Service employee shall be required to travel by air when proceeding on duty overseas, this, subject to prior approval by the Chief Executive Officer of the President's Office and/or the employing organisation, where appropriate.

- (b) Employees shall travel by economy class or at the most economical rate when travelling by air and by the national carrier as may be available. Public Service employees at the level of Chief Executive Officers, and above may be considered to travel business class subject to the exigencies of the mission and availability of funds. If in any particular case authority is given for an employee's spouse to accompany the employee on an official journey, the spouse shall travel on the same basis as the employee.

#### **189. REPATRIATION ON DEATH OF THE EMPLOYEE**

- (a) Government shall bear the cost of repatriation of the body of an employee who dies whilst in service. Similarly, this provision covers a member of his/her family entitled to passages under his/her contract.
- (b) This provision also applies to employees who are on Government sponsored training or on official duty, overseas.

#### **190. USE OF GOVERNMENT VEHICLES**

*(Refer to the Procedures Manual 102)*

- (a) For the purpose of this Order, vehicles shall include motor car, motor cycles, buses, trucks, boats, bicycles, helicopters, aeroplanes, ships etc.
- (b) Public Service organisations possess vehicles to enable them to carry out certain functions, as per established regulations and procedures. Chief Executive Officers shall ensure that vehicles are driven only by authorised licensed drivers, skippers, pilots, captains specifically identified.
- (c) Chief Executive Officers shall ensure that vehicles of their respective organisations have identification, road licence, insurance cover and appropriate number plates.
- (d) Chief Executive Officers shall designate a competent officer within the organisation as Transport Officer.
- (e) Chief Executive Officers shall ensure that disciplinary action is taken against any employee who contravenes the use of public service vehicles.

## **1. Private use of Government Vehicles**

- (a) The use of a government vehicle, by an employee, for private purpose is prohibited, except as described in paragraph (b) below. An employee who contravenes the provisions of this Order will be liable to disciplinary action.
- (b) Where an employee, irrespective of level has been authorised to use a Government vehicle for private purposes, the employee will be required to pay for the private usage at the rate of SR5.70 per kilometre for the first 100 kilometres and thereafter SR5.30 per kilometre in any one month.
  - (i) The employee will record in the vehicle log book full details of all official journeys, but need not record the details of private use except kilometres travelled.
  - (ii) At the end of each month, the employee will submit to the Accounting Officer certified returns of official and private use of the vehicle and pay the amount due.
- (c) Expatriate employees serving under terms and conditions that specify the provision of a vehicle for private use, will not be charged in accordance with the provisions of the specific contract of employment.

## **II TRAVELLING**

### **191. OFFICIAL PASSPORT**

*(Refer to the Procedures Manual No. 103)*

In order to facilitate immigration formalities abroad for senior officers travelling on duty, the Government may issue official passports to citizens who holds the following positions within the Public Service:-

- (i) Head of Division;
- (ii) Employees working with diplomatic missions of the Government of Seychelles, and who are not entitled to diplomatic passports;
- (iii) Employees working with tourism offices of the Government of Seychelles.

## **192. MISSION REPORTS**

Public Service employees, travelling overseas on duty shall prepare a report on the purpose and results of their mission. Chief Executive Officers shall ensure that these reports are submitted to them within two weeks of the employee's resumption of duty. The reports by Chief Executive Officers and Director Generals are to be forwarded to the Authority responsible for Public Administration for records and use by other interested parties. Other employees must submit their report to the Head of their Organisation and same must be kept on the relevant file in their respective organisation.

## **193. INSURANCE FOR EMPLOYEES TRAVELLING OVERSEAS**

*(Refer to the Procedures Manual 104)*

An employee who travels on duty overseas at the request of Government is insured under a policy maintained by Government.

The insurance policy covers:-

- (i) Personal accident
- (ii) Medical expenses
- (iii) Loss of baggage and personal effects
- (iv) Repatriation.

## **194-198 Unallocated.**

### **III. ACCOMMODATION**

## **199. HOUSING POLICY**

It is Government's policy that public effort in the matter of housing shall be directed towards the provision of housing for the population in general rather than for its employees as such. Government recognises that it may be necessary to provide accommodation or assist with a housing allowance, where appropriate, to certain categories of public service employees.

## **200. HOUSING ADMINISTRATION**

The responsibility for the administration of accommodation provided by Government is vested in the Authority responsible for Public Administration. This responsibility, part of which may be delegated to respective Government organisations, includes inter-alia:

- (i) The maintenance of Government owned accommodation;
- (ii) The leasing of privately owned accommodation;
- (iii) The allocation of suitable accommodation to qualifying Seychellois employees referred by their employing organisation;
- (iv) The allocation of suitable accommodation to expatriate employees;
- (v) Institutional accommodation where applicable.

## **201. CRITERIA FOR GOVERNMENT ACCOMMODATION**

- (a) Government accommodation shall be provided if considered necessary for the following categories of employees:-
  - (i) Employees serving under a technical cooperation agreement negotiated with a foreign Government or international agency; and
  - (ii) Other expatriate employees recruited from overseas whose terms of appointment necessarily include an entitlement to housing;
  - (iii) Employees occupying a post allocated to the Senior Officer Grade and above, only in exceptional circumstances. Such accommodation shall be provided for a temporary period not exceeding 12 months;
- (b) The Authority responsible for providing Accommodation to government employees may under special circumstances consider payment of an allowance depending on its financial means. This allowance is subject to deduction of the appropriate tax as applicable.

## **202. HOUSING ALLOWANCE FOR EXPATRIATES**

- (a) Where an expatriate employee who qualifies for government accommodation is not provided with such accommodation and where, as a

result, is obliged to rent private accommodation, the expatriate shall be eligible to receive a housing allowance. The allowance shall be equivalent to the actual monthly rent of the accommodation up to a limit of SR4, 500. In exceptional circumstances a higher allowance may be considered. This allowance is subject to Income tax deductions as applicable.

- (b) The Head of Organisations shall be satisfied that:
  - (i) The rent charged is reasonable;
  - (ii) The accommodation occupied is in good condition and that it is in accordance with the employee's requirements based on the size of the family.
- (c) The housing allowance shall not be payable when an employee who qualifies for government owned accommodation refuses to occupy such accommodation that, in the opinion of the employing organisation, is adequate for the person.
- (d) In the event that the employee makes his/her own accommodation arrangements, the employee shall be responsible for the lease agreement with the landlord.

## **203. RENTAL ASPECTS FOR GOVERNMENT PROVIDED ACCOMMODATION**

*(Refer to the Procedures Manual No. 105 - 106)*

### **1. Rent contribution**

- (a) Except in cases where the employee's contract of employment or technical cooperation agreement provides for free housing, all employees shall be required to pay a rental contribution for the occupation of government provided accommodation at the rates prescribed from time to time. The current applicable rates are as follows:

Grade of accommodation	
Super Executive	SR1,500
Grade I	SR1,200
Grade II	SR1,000
Grade III	SR800
Grade IV	SR600



- (b) If an employee, for any reason, is granted permission to continue to occupy government accommodation provided by government beyond the maximum period specified in these Orders, the rental contribution shall be re-assessed.
- (c) Where the accommodation is authorised to be occupied by two or more qualifying employees, the rental contribution due shall be apportioned equally between them.
- (d) Where the accommodation is occupied by a married couple who are both employed by Government and who are both entitled to housing, the rental contribution due shall be equally apportioned. If it is the wish of the couple, the full rental contribution due may be payable by either one of them.
- (e) In the event of an extension beyond the specified period, the Chief Executive Officer of the Authority responsible for accommodation shall determine the revised rental contribution to be paid by the employee, which shall not be less than the rental contribution specified in 1.(a) and not more than the full open market rental value of the accommodation.

## **2. Rent contribution from salary**

- (a) The rent contribution payable by an employee for the occupation of an accommodation provided by government shall be deducted from the salary and Accounting Officers shall be responsible for ensuring that such deductions are made. Employees themselves shall bring to the notice of their Accounting Officers any omission or error.
- (b) Any employee who has been allocated government accommodation shall continue to be liable for the usual rent deduction during absence on leave.
- (c) Expatriate employees who do not receive a local salary, but who occupy accommodation for which a rental contribution is payable, shall be responsible for paying such rental contribution on a monthly basis to his/her employing organisation.

## **3. Care and Maintenance of Accommodation and Furniture**

- (a) An employee who is allocated government accommodation is responsible for maintaining same, together with its fittings and fixtures and furniture, in a clean and satisfactory condition.

He/she shall be responsible for keeping the premises and grounds neat and tidy. He/she shall be liable to make good any damage not caused by fair wear and tear.

- (b) An employee to whom accommodation is allocated is required to provide reasonable access for inspection by a duly authorised officer.

#### **4. Power to evict**

Government reserves the right to call upon an employee to vacate the accommodation allocated to him/her at any time without notice should such a course of action is considered necessary. All allocations of government accommodation shall be subject to this express condition.

### **204. SUB-LETTING GOVERNMENT PROVIDED ACCOMMODATION**

In no circumstances will an employee let or sub-let accommodation provided by Government or any part of such accommodation or its grounds. This prohibition applies in all circumstances including those where an employee has been permitted to retain the accommodation during absence on leave.

Furthermore, an employee who has been permitted to retain the accommodation during an absence on leave may not permit his/her accommodation to be used by any person during such absence without the prior approval of the employing organisation.

### **205. RESTRICTIONS ON PRIVATE ARRANGEMENTS WITH LANDLORD**

Under no circumstances may an employee, who has been allocated accommodation that has been leased by government, enter into any private arrangement with the landlord that might affect the terms of the tenancy agreement.

### **206. CONTRIBUTION TOWARDS HOTEL EXPENSES UPON APPOINTMENT AND DEPARTURE/COMPLETION OF CONTRACT**

*(Refer to Procedures Manual No.111)*

An expatriate employee who is entitled to accommodation shall, on first arrival in the country, be accommodated in a hotel or guesthouse approved by the Government on full board terms until the allocation of Government

accommodation. The employee shall contribute towards the hotel expenses at the following rates :

- |       |  |                 |
|-------|--|-----------------|
| (i)   | Unaccompanied  | SR100 per night |
| (ii)  | Accompanied by spouse  | SR150 per night |
| (iii) | Accompanied by spouse and up to two children   | SR175 per night |
| (iv)  | Accompanied by spouse and more than two children   | SR250 per night |
| (v)   | Any extra cost example bar, telephone calls, laundry, meals for friends will be the responsibility of the expatriate employee. |                 |

An expatriate employee leaving the country on completion or determination of contract by government may spend up to two nights in a hotel or guesthouse prior to departure. This accommodation shall be booked by government and the contribution towards hotel expenses shall be on the same terms and conditions.

## **207. HANDING OVER OF GOVERNMENT ACCOMMODATION**

*(Refer to the Procedures Manual No.109-110)*

### **1. Upon allocation**

The Organisation providing accommodation shall ensure that employees provided with government accommodation sign an inventory of all assets, fixtures, furnishings and furniture including all the keys to the accommodation upon allocation of the premises.

### **2. Upon Vacating**

Notice to vacate government accommodation must be given by the employee concerned at least one month in advance.

The Chief Executive Officer shall ensure that such employees hand over all assets, fixtures, furnishings and furniture including all the keys to the accommodation to the authorised officer from within its organisation and to sign the inventory on vacating the premises.

## **208-302 Unallocated**

## **CHAPTER IX**

### **CORRESPONDENCE AND MISCELLANEOUS ISSUES**

#### **I. CORRESPONDENCE AND OFFICE ROUTINE**

#### **303. FORMS OF CORRESPONDENCE**

*(Refer to the Procedures Manual No. 117)*

Conciseness and brevity shall be aimed at in all official communications, which shall be well considered and couched in a tone of courtesy, with the use of familiar and everyday words.

##### **1. Correspondence between Government Organisations**

- (a) Correspondence between Government organisations shall normally be conducted in the form of letters, which shall be on headed paper with the name, address, telephone, fax number and e-mail address of the originating organisation. Each communication should be confined to one subject only, the matter being either stated briefly as a heading or made clear in the first paragraph. Reference numbers and dates of previous correspondence (if any) should be quoted.
- (b) Succeeding paragraphs should logically and concisely:-
  - (i) Give a brief outline of the history of the subject;
  - (ii) Explain the points to be considered;
  - (iii) Refer to any relevant decisions on similar or allied subjects.
- (c) Where faxes and e-mail messages are used the correspondence shall be mailed and printed for filing purposes.
- (d) Important decisions forwarded by e-mail must bear the author's signature and sent as an attachment on the relevant letterhead.

## **2. Correspondence from Government Organisations**

Correspondence emanating from a Public Service organisation shall be issued under the authority of the Chief Executive Officer.

## **3. Letterhead**

*(Refer to the Procedures Manual No. 118)*

- (a) Government through the Authority responsible for Public Administration has developed the appropriate letterhead for all Ministries and Departments.
- (b) Public Sector organisations shall use their logo.
- (c) Mission statements and national theme for the year, where appropriate, are to be placed at the foot of the page.

## **4. Use of coloured ink**

For all ordinary correspondence blue or black ink shall be used. Other colours used are restricted to the following Offices:

- (i) The use of red ink in writing minutes or signing of documents shall be reserved for the President.
- (ii) The use of green ink in the transaction of official business shall be restricted to the staff of the Auditor General's Office.
- (iii) The use of purple ink in the transaction of official business shall be restricted to the Internal Audit staff of the Authority responsible for Finance.

## **304. CORRESPONDENCE WITH FOREIGN GOVERNMENTS AND AGENCIES**

- (a) Correspondence with foreign Governments and Agencies shall normally be conducted through the Authority responsible for Foreign Affairs.
- (b) Where matters being discussed are of a purely technical, professional or routine nature, such correspondence shall be conducted directly with Governments and Agencies concerned but copies of such correspondence shall be sent to the Authority responsible for Foreign Affairs.

### **305. INTERNATIONAL AGREEMENTS**

The President is responsible for the external policy of the Republic and the conduct of international relations. The authority for implementing all aspects of these relations is delegated to the Authority responsible for Foreign Affairs.

### **306. INTERNATIONAL NEGOTIATION**

- (a) International agreements shall be negotiated by the appropriate technical Ministry. The Ministry shall call for comments from Government Organisations or other Government body before drawing up the first draft which shall then be passed on to the Authority responsible for Foreign Affairs, for approval.
- (b) The Authority responsible for Foreign Affairs shall consult the Authorities responsible for Finance, Legal Affairs and Public Administration and any other bodies as deemed appropriate.
- (c) When a draft international agreement has been finalised and approved by the Authority responsible for Foreign Affairs, it shall be forwarded to the President for final approval. The acceptance of international agreements shall be authorised by the President in line with Article 64 (4) of the Constitution.

### **307. ACKNOWLEDGEMENT OF CORRESPONDENCE WITH THE GENERAL PUBLIC**

Correspondence received by public service organisations from public bodies, organisations and private individuals shall be dealt with promptly. All letters shall be acknowledged immediately upon receipt, providing the name of the officer dealing with the matter.

### **308. RECORD OF CORRESPONDENCE**

Chief Executive Officers shall ensure that the employees in charge of each division under their control are personally responsible for keeping record of all registered letters and mailed items received and dispatched are recorded in such a form that the responsibility for the loss of any item or the contents thereof shall be ascertained without difficulty.

**309. LEGIBILITY OF SIGNATURE**

To avoid the possibility of error, an employee shall have the name typed or stamped below the signature on all correspondence. Original letters, Government receipts, licences, etc. shall be properly signed by an authorised employee. Initials shall only be used on copies of letters.

**310. CLASSIFIED CORRESPONDENCE**

Security and confidentiality are essential factors in the efficient working of Government. All employees whose duties involve the handling of classified material shall ensure that security and confidentiality is maintained.

**311. GOVERNMENT DECISIONS**

When Government decisions have to be conveyed to members of the public, these shall be communicated as decisions of the public service organisations concerned and not as decisions of an individual.

**312. POLICY STATEMENTS**

It is essential that publication and information concerning Government's attitude and strategies about development programmes or statements which have a bearing on Government policy are cleared by the President. It will be the responsibility of the Authority responsible for Information to arrange for the clearance by the President of any such statements before they are released.

**313. CIRCULARS AND CIRCULAR MEMOS ON STAFF MATTERS**

Chief Executive Officers, to whom circulars and circular memos on staff matters are issued by Government from time to time, shall be responsible to bring them to the attention of all employees in their organisations.

**314. COMMUNICATIONS AND DECISIONS AFFECTING INDIVIDUAL EMPLOYEES**

Confidentiality shall be required when recommendations are made in respect of an employee and therefore, shall not in any circumstance be brought to the attention of the employee concerned, a third party or the media, until a final decision is made.

### **315. ACCESS TO PERSONAL FILE**

An employee may have access to view his/her personal file from the employing organisation upon request and in the presence of a Human Resource Officer or representative authorised by the Chief Executive Officer.

### **316. COMPLAINTS, REPRESENTATIONS AND PETITIONS**

*(Refer to the Procedures Manual No.121)*

- (a) Complaints, representations or petitions, whether they are of a private nature, or affect the public service, including the application of conditions of service generally or specifically, may be made by an employee through the normal official channels. They may be made by an individual employee, by a group of employees or by a trade union and shall be referred to the appropriate body. Any complaint, representation or petition made anonymously shall be disregarded.
- (b) Employees may make their own representations and they shall involve a trade union only if direct approaches fail to resolve particular issues.
- (c) Complaints, representations or petitions shall normally be made in writing explaining the issues clearly and concisely and be signed by the employee or the agent initiating it.
- (d) In the case where an agent initiates a complaint, representation or petition on behalf of an employee, the Agent shall state on whose behalf he/she is acting. The letter shall be addressed to the employee's immediate superior who shall investigate the issue promptly. If the recipient of the letter cannot within his/her superior authority resolve the issue, he/she shall forward it to his/her superior until, where necessary, it reaches the Chief Executive Officer of the Authority responsible for Public Administration in which case the comments of those dealing with the matter must be included.

### **317. SUGGESTIONS**

- (a) Suggestions aimed at improving the efficiency and effectiveness of the public service shall be encouraged. Employees who tender valid proposals shall be accredited accordingly and account taken of their contributions when their progress within the public service is considered.



- (b) Any scheme to encourage suggestions should be introduced after consultation with the Chief Executive Officer of the Authority responsible for Public Administration.

### **318. LEGAL ADVICE FROM THE ATTORNEY GENERAL**

*(Refer to the Procedures Manual No. 122)*

- (a) Legal advice should, except in abnormal circumstances, be sought in writing. The employee making the request should ensure that the full facts are given to the Attorney General, should draw attention to any previous legal opinions which might have a bearing on the case, and should set out in a separate paragraph the specific question or questions of law on which advice is desired.
- (b) Except for routine matters (such as scrutinising of minor documents) requests for legal advice should not be made by an employee below the level of the Head of a Division.
- (c) In the case where it is necessary for legal advice to be sought by a personal approach, an appointment should, whenever possible, be made with the Office of the Attorney-General. Wherever possible, advance notice of the questions upon which legal advice is desired shall be provided.

### **319. LEGISLATION**

- (a) All legal instruments, other than those of a routine nature issued under the authority of a law, will be drafted or scrutinised by the Office of the Attorney General. This also applies to all government contracts of high importance and to all government correspondence on legal matters with non-government legal practitioners.
- (b) All Government Bills and subsidiary legislation will be drafted by the Office of the Attorney General. The following notes of the stages which have to be gone through in preparing and enacting legislation will prove helpful to public service organisations:-

#### **(1) Memorandum for Cabinet of Ministers**

- (a) The policy on which the Bill is to be based shall be set out in a Memorandum, for approval by the Cabinet of Ministers. The Memorandum should give:-

Outline of Proposal  
Summary of present law/legislation  
Reasons for proposal  
Recommendations for proposed legislation  
Financial implications  
Comments of the Office of the Attorney General and other interested Organisations  
Summary of action to be taken by Cabinet

- (b) The Memorandum should always be referred in draft to the Office of the Attorney General and to other interested Organisations (e.g. Ministry of Finance). This allows points of difference to be resolved between Organisations at an early stage and saves the time of the Cabinet, leaving only major issues to be discussed.
- (c) The final memorandum should then be sent to the Secretary of the Cabinet of Ministers for inclusion on the agenda of a Cabinet meeting.
- (d) The Office of the Attorney General will under no circumstances proceed with the drafting of a Bill unless the policy has been approved by the Cabinet and the Cabinet has instructed the Attorney General to proceed.

## **(2) Drafting Instructions**

- (a) Public Sector organisations should not attempt drafting any Bills or other legislations.
- (b) A comprehensive set of instructions should be given by the organisation concerned on order to enable the draftsman to understand readily what is required and to ensure that the right objectives are incorporated in the draft.

The essential requirements to be provided by organisations are:-

- (i) Sufficient background information to let the draftsman see in perspective and in context the facts and problems which the legislative proposal is intended to meet;

- (ii) The principal objects of the legislation should be clearly and fully stated. In other words the very heart of the proposals and what they are intended

to achieve, expressed straightforwardly in plain and simple English;

- (iii) The means by which the principal objects are to be achieved – how the machinery is to work in practice;
- (iv) Comment on all known implications and difficulties whether legal, social or administrative; and
- (v) References to other similar legislation which could act as an example of the type of provision in mind, whether in Seychelles or, particularly, in other developing countries.

- (c) Once the instruction have been considered by the Legal Draftsperson, it will generally be advantageous to have a meeting with the Legal Draftsperson and the Organisation concerned to discuss questions arising, before drafting is started.

### **(3) Draft Bill**

- (a) Draft of Bills and lengthy legislations will be carried out according to a list of priorities decided from time to time by the President. When the Bill is sent in draft to the Organisation, it must be carefully scrutinised by the Organisation to ensure that it achieves what is desired and that it conforms to government policy. A further meeting at this stage may be helpful, especially for a lengthy Bill.
- (b) It is then the responsibility of the Organisation (and not the Office of the Attorney General or Legal Draftsperson) to ensure that the draft is seen and approved by other interested organisations.
- (c) Unless the Cabinet of Ministers exceptionally stipulates, the finalised Bill shall be approved by the Cabinet. It is for the Ministry to put it to the Cabinet as an Information Note.

**(4) Bill Publication**

When ready for publication, the Attorney-General will prepare the objectives/objects and reasons for the Bill and will arrange for its publication in the Gazette. No legislation will be accepted for publication unless it has been cleared by the Office of the Attorney General or Legal Draftsperson.

**(5) Amendments**

Should it be discovered after publication of a Bill that amendments may be necessary; the Legal Draftsperson should be consulted. No amendments on behalf of Government should be put to the National Assembly without prior consultation with the Office of the Attorney General.

**(6) Enactment**

Once a Bill, including any amendments, has been passed by the National Assembly, it is sent to the Clerk of the Assembly, then to the President for assent. Thereafter, the Attorney General will arrange for publication in the Gazette, on which the date the Act will come into operation unless subject to special provisions.

**320. TELEPHONE AND TELEPHONE CALLS**

*(Refer to the Procedures Manual No. 124)*

- (a) Whenever information or advice can be obtained by local telephone calls, this means of communication should be used and correspondence saved, although it is advisable that a brief record of the call should be made. In the case of decisions, a record is essential and should be confirmed later in writing.
- (b) Chief Executive Officers shall ensure that established guidelines have been established with regard to the provision, removal and transfer of telephone equipment for use in public service organisations. The guidelines also make provision for direct line telephones, switchboard extensions, mobile (cellular) phones and the use of a common pool of mobile phones, and official calls made from private telephones.

- (c) The responsibility for authorising the provision, removal and transfer of telephone equipment for use by public service employees, and the control of its use, lies with the Chief Executive Officer subject to the technical requirements specified by the Authority responsible for Information Technology.
- (d) Telephone equipment provided for the use of public service employees are only to be used for official business, except in the case of urgent personal business when no alternative means of communication are available. The use of such equipment for personal business should be kept to an absolute minimum.

### **321. STORAGE AND DISPOSAL OF GOVERNMENT RECORDS**

*(Refer to the Procedures Manual 123 and Appendix E)*

- (a) Chief Executive Officers shall ensure that a complimentary copy of every official publication produced by their organisation shall be provided to the National Archives.
- (b) To ensure that records worthy of permanent preservation are in fact preserved, Chief Executive Officers shall, in consultation with the Authority responsible for the National Archives, arrange for the annual transfer of all such records which shall as far as possible be electronic copies in view of shortage of space.
- (c) Public Service organisations shall regard the National Archives as a logical extension of their own registries. The files of each government organisation shall be kept separately and any file at any time shall be recalled by the government organisation from which it originated and also when necessary, by the Authority responsible for Public Administration.
- (d) All records transferred are treated as confidential and no documents can be referred to by any other organisation without the written authority of the depositing organisation or by the authority responsible for Public Administration.
- (e) Before transferring records to the National Archives, Chief Executive Officers should ensure that records that should not be destroyed, are transferred.

- (f) The list showing the type of records that may be destroyed by public service organisations, with appropriate disposal instructions are shown against each category is listed at **Appendix “E”**.

## **322. OFFICE ACCOMMODATION**

The provision and coordination of Government office accommodation shall be the responsibility of the Authority responsible for Public Administration. This responsibility may be delegated to other Chief Executive Officers in line organisations, but any renovation, extension, refurbishment and re-allocation of such offices shall be done in consultation with the Authority responsible for Public Administration.

### **1. Security**

Chief Executive Officers shall be required to keep a register of all keys to buildings. It is the responsibility of the Chief Executive Officers to ensure an effective security system is in place in the organisation to safeguard the premises, equipment and the employees.

### **2. Fire-Fighting Precautions**

- (a) All government organisations shall have fire-fighting appliances which shall be thoroughly tested at least once a year to ensure their efficiency.
- (b) Chief Executive Officers shall ensure that periodical examination of security and fire-fighting equipment and supply of refills are made. They shall ensure that staff members are familiar with the position and operation of any fire-fighting appliances installed and the procedures to be followed in case of fire. Chief Executive Officers shall ensure that regular fire drills are conducted.
- (c) Dangerous, inflammable and corrosive goods shall be stored in an extremely secure manner. The advice of the Chief Fire Officer shall always be sought regarding such storage.

### **3. Damage to Government Property**

- (a) Whenever any Government property or building is destroyed or damaged, a formal inquiry shall be held immediately.

- (b) A copy of the record of the inquiry, shall indicate whether the damage was attributable to negligence or not, and shall be sent to the Authority responsible for Finance.
- (c) The holding of an inquiry in terms of paragraph 3(a) shall not absolve the responsible officer from reporting, in accordance with the Financial Instructions, any losses of government cash or stores.

### **323. INFORMATION TECHNOLOGY**

- (a) The Authority responsible for Information Technology shall continue to hold the portfolio responsibility for all IT related issues (policies, strategic planning, project implementation and operation of government systems) of the public service, including electronic mail, etc. and shall therefore authorise the implementation of any IT project undertaken within the public service. It shall also authorise the purchase of all computer / network-device equipment and software (development of or off-the-shelf computer applications) for the public service.
- (b) The Authority responsible for Information Technology has established the equipment, systems design and architecture, software development, data/application integration and operational/procedural standards for Government.

### **324-328 Unallocated**

## **II. MISCELLANEOUS ISSUES**

### **329. INSURANCE TRANSACTIONS**

Public Service organisations may appoint an insurance broker who shall take care of their insurance transactions. The choice of a broker and insurance company shall be approved by the Chief Executive Officer of each organisation.

**330. OCCUPATIONAL ACCIDENTS/OCCUPATIONAL SAFETY AND HEALTH ACT**

*(Refer to the Procedures Manual No. 126)*

- (a) All employers shall take certain measures and precautions at their work premises to ensure the health, safety and welfare of their employees whilst at work. The necessary provisions are contained in the Occupational Safety and Health Decree (Cap 151).
- (b) Periodical medical examinations of employees working in hazardous conditions are statutory under the Occupational Safety and Health (Medical Examination) Regulations, 2003.
- (c) If an employee is injured as a result of an accident sustained whilst on duty, an immediate preliminary investigation shall be carried out by the Head of Division and the report forwarded to the Chief Executive Officer concerned.
- (d) Chief Executive Officers shall ensure that a health and safety officer is appointed or identified within the organisation and also that staff members are made aware of procedures to report on accidents and claims of compensation resulting from accidents whilst on duty.
- (e) In compliance with the Occupational Safety & Health Decree, Cap 151, an employer shall be obliged to provide a clean and safe place for the workers to have their lunch or refreshments.

**331. COMPENSATION FOR LOSS OF PRIVATE PROPERTY**

An employee shall not normally be entitled to compensation in respect of losses of, or damage, to private property incurred through fire, theft, or other causes, in the course of employment. In exceptional cases, compensation may be paid at the discretion and approval of the Chief Executive Officer.

Any payment which may be authorised by the Chief Executive Officer will be purely ex-gratia and, as a rule, not more than two thirds of the value of the property lost will be allowed. In exceptional cases, however, the whole amount may be granted when the total is very small or is of special circumstances, such as the efforts of the employee to save public property at the risk of his/her own. No claim will be entertained if the loss could have been affected by the exercise of prudence or if insurance against loss could have been affected on reasonable terms, but these will not debar consideration on cases in which prudence does not demand insurance.



**332. REPORTING OF CLOSE RELATIVE TO ANOTHER WITHIN THE SAME ORGANISATION**

As a principle and as far as possible, the reporting of a close relative to one another within a public service organisation shall be discouraged.

**333. TIME-BAR ON CLAIMS BY EMPLOYEES**

Any claim by an employee for an entitlement under these Orders or under any other regulations made more than one year after the claim became due, shall be treated as time-barred.

**334-338 Unallocated**

## CHAPTER X

### DEFINITIONS

For the purposes of these Orders, the following words, phrases or terms will have the meanings shown below unless the context otherwise requires:

Accountability	Being responsible for actions or decisions taken and being answerable to those in authority.
Accounting Officer	Any Principal Secretary or Chief Executive Officer or other employee whose duties involve having overall responsibility for any decisions taken in relation to personnel matters, public monies, public stores and all other assets of the Public Service organisation.
Acting Appointment	Appointing an employee to undertake/perform the full duties and responsibilities of a higher level post on a temporary basis whereby the post holder is absent or the post is vacant.
Allowance	An amount of money allowed or granted at regular intervals for a specific purpose.
Appointing Authority	Any person having power under these Orders to make appointments and promotions to any public office including those persons to whom such powers have been delegated.
Appointment	(a) Conferment of a public office or position upon a person whether or not that person is already in the public Service and shall include the exercise by Chief Executive Officers of authority delegated to them by the President; or (b) Conferment upon an employee of the same or other office by way of extension or renewal of the contracted terms and conditions of employment for a further specified period following the expiration of the original contract. or

Appointment	<ul style="list-style-type: none"> <li>(c) Conferment of an acting appointment upon an employee in respect of the discharge of the duties of an office.</li> <li>(a) Contract of continuous employment - Consecutive employment for an unlimited period of time.</li> <li>(b) Fixed-term contract of Employment - Consecutive employment for a fixed term.</li> <li>(c) Under the Provisions of a Multilateral or Bilateral Agreement - Expatriates funded or supplemented by foreign governments or agencies under technical cooperation agreements.</li> <li>(d) On a casual basis - A worker engaged by the day, and from day to day who is paid on a daily basis and whose engagement by one and the same employer does not exceed 3 consecutive months customary in the business in which the worker is engaged.</li> <li>(e) Part-time worker - A worker other than a casual worker who works for the same employer for a period up to 25 hours a week or irrespective of the period of work, for a period up to 3 days in a week.</li> </ul>
Authority	Having the power or right to command and enforce orders, policies and regulations.
Basic Salary	Remuneration for an employee using a salary point within the approved salary structure.
Bonding	Entering into a formal agreement binding one-self to work for Government or for an organization designated by Government or the Republic for a period of time following the completion of studies or training.
Chief Executive	The head of a Public Service organisation i.e. a Principal Secretary, Managing Director, Executive Chairman.

Children	Unmarried children of an employee and/or legally adopted children, including step-children who are wholly dependent on the employee and who have not reached the age of eighteen years.
Citizen	A citizen of the Republic of Seychelles by virtue of the provisions of the Constitution.
Civic Duties	Duty of care to serve one's country as required.
Closed Cadre	A group of public officers, so designated by the Authority responsible for Public Administration, as a cadre or employment classification confined to one particular public service organization.
Close Relative	Such persons as mother, father, spouse, common-law spouse, children/foster children, brother, sister, nephew, niece, aunt, uncle, cousins, in-laws.
Code of Ethics	Principles, values and rules of conduct for the Public Service.
Commercial Public Enterprise	A quasi government organisation or state enterprise; wholly or partly financed or owned and controlled by Government, and established through statutory regulation, e.g. Company Ltd., Authority, Council, Board, Bureau.
Common Cadre	A group of public officers, so designated by the Authority responsible for Public Administration, as a cadre or employment classification common to several public service organisations.
Compensation	The total amount of monetary or non-monetary pay provided to an employee by an employer in return for work performed as required.
Competencies	Skills, knowledge and aptitudes required for a particular job.
Conference	A pre-arranged meeting for consultation, exchange of information or discussion, with a formal agenda.

Confirmation	To put in writing discussions or agreements held between two or more parties.
Confirmation in Post	Confirming an employee's suitability in a given appointed office on completion of the probationary period.
Constitution	The Constitution of the Republic of Seychelles, Cap 42 of 1991 is the supreme law of Seychelles.
Constitutional Appointees	Persons appointed pursuant to the Constitution include the President, the Vice-President, Ministers, the Chief Justice, the president of the Court of Appeal, Justices of Appeal, Judges of the Supreme Court, the Auditor General, the Ombudsman, the Electoral Commissioner, members of the Public Service Appeal Board (PSAB) and members of the Constitutional Appointments Authority.
Consultancy	A consultancy is a specific project for which the services of a consultant are necessary because the skills and abilities are not available within the organization.
Consultant	A specialist providing expert advice, information or services.
Contract	Agreement between two or more parties that is legally binding.
Contract Terms	Those terms applicable to employees whose conditions of service are regulated by a contract, or agreement, covering a specific period of time.
Demotion	Lowering of an employee's position resulting in a reduction of salary due to a disciplinary measure.
Department	A Department of government within a Ministry or under the direct responsibility of the President or Vice-President.
Development	Instructional programmes designed to equip employees with knowledge, skills and aptitude to discharge a particular function.

Disciplined Services	Shall include members of the Defence Forces, the Police Force and the Prison Service.
Dismissal	The removal of an employee from the Public Service for disciplinary reasons and entails forfeiture of all privileges and benefits under his/her terms of service.
Duty Station	The place or area in which an employee normally performs his/her official duties.
Educational Institution	An institution providing education courses, learning facilities and promoting exchange of information.
Employee	A person holding or acting in a public office; employed in a Ministry, Department, Authority, Board or Parastatal Organisation.
Enhancement	An increase in salary that is due to obtaining higher qualifications necessary for the position or in line with the Scheme of Service.
Expatriate Employee	A employee who is not a citizen and who is employed on either local terms and conditions of employment, or on contract terms and conditions of employment, or, under the provisions of a multilateral or bilateral agreement.
Ex-gratia payment	Payment made out of goodwill.
Family	Includes an employee's legal spouse and, if any, the children of the employee as defined.
Government	The Government of the Republic of Seychelles.
Government-Accommodation	Accommodation provided by the Government whether or not it is the property of government.
Gratuity	A payment in recognition of past years of continuous service.

Graduate	An employee who has completed studies at tertiary level and who holds a recognized degree qualification.
Gross Salary	Remuneration of an employee before statutory deductions.
Head of Department	A person appointed to head a Ministry or Department and is also the Chief Executive Officer or Accounting Officer.
Held Against	Appointing an employee against a post on a trial basis for a period of time.
Human Resources	The totality of skills and knowledge available to a society; the prevailing attitude and resourcefulness of the members of that society to enhance natural, physical and other resources towards the production of socially and economically valuable goods and services.
Human Resource-Development	The policies and programmes that support and sustain opportunities for continuity in acquisition and application of knowledge and skills which promote individual autonomy and are beneficial to individuals, the organisation, the community and the environment.
Incentive Scheme	Provision of additional remuneration, based on productivity.
Job Description	An outline of the broad duties and responsibilities involved in a job.
Job Evaluation	An establishment of the relative worth of a given job, by considering their nature, complexity, the amount of training or experience required.
Job Specification	The personal characteristics stating the skills, experience and special aptitudes required for performing a job and highlighting the working conditions found in the job.
Judicial Office	The Office of the President of the Court of Appeal, Chief Justice, Justice of Appeal, Judge, Master, Magistrate, Registrar and Assistant Registrar of the Supreme Court/of the Court Appeal.

Letter of Appointment	Letter issued, on appointment, to all Public Service employees.
Leave	Time which an employee is entitled to spend away from work in accordance with existing regulations. This includes annual, sick, maternity, compassionate, unpaid and sabbatical leave.
Leave of absence	A period of time that an employee is allowed to spend away from work for a particular purpose e.g. sporting events, study leave or any other official reason.
Management	Employees who by virtue of their position are responsible for the process of handling public administration issues and ensures that an organization makes the optimum use of all its resources in order to achieve agreed objectives.
Minister	A political person appointed in the office of Minister by the President in terms of Article 69 (2) of the Constitution.
Misconduct	An act committed or omitted by an employee which amounts to a failure to perform any duty in a proper manner or which contravenes any performance relating to the public service or which is otherwise detrimental to the efficient conduct of the public service or brings the public service into disrepute.
Monitoring	Collecting and checking of information on public administration activities or decisions taken in line with set objectives and established laws, rules and regulations of the Public Service or the Code of Ethics.
Next-of-kin	A person related legally or deemed so by the employee, for the purpose of notification to be given to, in case of any serious accident, injury or death sustained by the employee during the course of the employee's duty.
Official Passport	A passport issued to a designated Public Service employee in accordance with the Passport Act, 1991 (Cap 155).
Official Travel	When an employee travels away from the usual duty station to conduct official business which may be within or outside the Republic.



Overtime	Approved hours worked over and above the normal working hours. Overtime is work which an employee is required to undertake in excess of their established working hours and of which the payment of an allowance shall only be justified by exceptional circumstances that cannot be dealt with in any other way.
Pensionable Employee	An employee who served, up to 31 <sup>st</sup> December 1978, on pensionable terms and conditions of employment in a pensionable office as defined in the Pensions Act (Cap. 159) and excludes an employee on contract terms and conditions of employment.
Performance Appraisal	Periodical review of an employee's performance on the quality and quantity of work carried out during a fixed period of time.
Police Office	An office in the Seychelles Police Force established under the Police Force Act (Cap. 172).
Police Officer	A person holding an Officer rank in the Police Force as established by the Police Force Act (Cap. 172).
Policy	A position adopted by the authority on a given matter used strategically to achieve set objectives.
Posting	Movement of an employee to a designated post with the same employer or within the same organization.
Prison Office	An office in the Prison Service established or deemed to have been established under the Prisons Act, 1991 (Cap. 180).
Prison Officer	A person holding or acting in a Prison Office in accordance with the Prison's Act 1991 (Cap. 180).
Probationary Period	A period on appointment, during which the performance of an employee is monitored and assessed with a view of confirmation in post.
Promotion	The movement and appointment of an employee, to a higher level position for which the salary point is higher than that which is currently held.

Public Holiday	Holidays established under the Public Holidays Act, (Cap. 190).
Public Office	Any office in the Public Service that is paid directly from public funds.
Public Service	<p>Paid service in a public office duly established under the provisions of the Constitution but does not include:</p> <ul style="list-style-type: none"> <li>(a) the office of President or Minister;</li> <li>(b) the office of a member of any Council, Board, Panel or Committee or other similar board established by or under any law;</li> <li>(c) the office of a member of the Seychelles People's Defence Forces.</li> </ul>
Public Service Commission	A governing body appointed by the President that regulates the appointment and progression of citizen employees at senior and Chief Executive Officers' levels of the public service of Seychelles.
Redundancy	Termination of the appointment of an employee as a result of the abolition of post.
Republic	The Republic of Seychelles.
Residential Service	The period when an employee is on duty locally and includes any authorised absences, unpaid leave except where a contract provides otherwise.
Resignation	To leave a post by one's own accord.
Responsibility	Being accountable / answerable for one's action to those in authority.
Restitution Payment	Compensation, in full or in part, for loss or damage proven to be caused by an employee.

Review	Re-assessing a case or re-examine decisions taken.
Sabbatical leave	Leave of absence granted to an employee without pay to take advantage of professional development opportunities.
Salary Band	A range of Salary Points representing the basic monthly salary allocated to a post.
Salary Progression	A reward by way of an increase in the personal basic salary of an employee based on the performance appraisal.
Scheme of Service	<p>An agreed and authorised document which defines a specific career progression or cadre in the Public Service whose features shall include:</p> <ul style="list-style-type: none"> <li>(a) posts in the cadre and the salary band attached to each;</li> <li>(b) the type of duties appropriate to each post in the cadre;</li> <li>(c) the mode or modes of entry into the cadre;</li> <li>(d) the procedures for advancement within the cadre including minimum experience, qualifications and specific professional and technical qualifications.</li> </ul>
Secondment	The attachment of an employee for a limited period of time to another public office, international organization or any other approved institution.
Seminar	A short intensive training-oriented programme that focuses on techniques and skills in a particular field.
Shift Worker	An employee who works outside regular standard work hours.
Spouse	A legally married wife or husband of an employee.
Statutory Obligation	A duty of care to comply with legislations.

Student	A person who is undergoing training approved by the Government or employing organization.
Suspension	Temporary removal from office without pay, as a disciplinary measure, or, pending investigation of an alleged offence that may lead to disciplinary action.
Supplementation	A payment made under a fixed term contract in addition to the basic salary.
Teaching Service	Full time service in a teaching capacity in a Government school in Seychelles or an approved institution.
Training	A structured learning experience directed towards acquiring specific knowledge, skills and aptitudes required for effective performance in current and future roles.
Training Need	The gap between the desired level of performance and the actual performance which can be corrected through a training and development intervention.
Training Needs Analysis	The process of assessing and prioritising training and development requirements.
Transfer	The movement of an employee to another post between or within Public Service organisations.
Unpaid leave	Approved leave for which the employee does not receive salary payments to attend to personal matters. This includes unpaid sick leave, unpaid maternity leave.
Wages of a Casual Worker	The remuneration or earnings payable on a one-off basis to a casual worker in respect of work done but does not include payment for overtime work or other payments.
Workshop	An educational series of meetings of a technical nature emphasizing interaction and exchange of information.

# APPENDIX A/1

## SALARY STRUCTURE (for Seychellois employees)

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
<b>SG12</b>	20,632	22,091	23,653	25,326	27,117	29,035	31,089	33,288	35,642	38,163	40,862	43,752	46,846	50,159	53,707
<b>SG11</b>	15,694	16,491	17,328	18,207	19,131	20,102	21,122	22,194	23,321	24,504	25,748	27,055	28,428	29,871	31,387
<b>SG10</b>	10,811	11,278	11,765	12,272	12,802	13,355	13,932	14,533	15,160	15,815	16,498	17,210	17,953	18,728	19,536
<b>SG9</b>	9,288	9,642	10,011	10,393	10,790	11,201	11,629	12,073	12,534	13,013	13,509	14,025	14,561	15,117	15,694
<b>SG8</b>	7,324	7,604	7,894	8,195	8,507	8,832	9,169	9,519	9,882	10,259	10,650	11,057	11,478	11,916	12,371
<b>SG7</b>	6,457	6,683	6,918	7,160	7,412	7,671	7,941	8,219	8,507	8,806	9,114	9,434	9,765	10,107	10,462
<b>SG6</b>	5,980	6,155	6,335	6,521	6,713	6,911	7,114	7,321	7,537	7,758	7,986	8,221	8,464	8,712	8,968
<b>SG5</b>	5,536	5,698	5,866	6,036	6,215	6,396	6,586	6,779	6,978	7,182	7,393	7,612	7,835	8,064	8,302
<b>SG4</b>	5,125	5,275	5,430	5,591	5,754	5,923	6,097	6,276	6,461	6,652	6,846	7,048	7,255	7,469	7,687
<b>SG3</b>	4,745	4,883	5,027	5,176	5,327	5,483	5,645	5,809	5,981	6,156	6,337	6,523	6,715	6,913	7,116
<b>SG2</b>	4,393	4,523	4,655	4,792	4,932	5,077	5,226	5,381	5,538	5,701	5,868	6,041	6,220	6,402	6,589
<b>SG1</b>	4,068	4,187	4,309	4,438	4,567	4,702	4,840	4,981	5,129	5,279	5,435	5,593	5,759	5,927	6,101

*Effective from 01 January 2011*

## APPENDIX A/2

### SALARY STRUCTURE

*(for non-Seychellois employees)*

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
<b>SG12</b>	19,720	21,115	22,609	24,208	25,920	27,753	29,716	31,817	34,068	36,477	39,057	41,820	44,777	47,944	51,335
<b>SG11</b>	15,001	15,762	16,562	17,403	18,286	19,214	20,189	21,214	22,291	23,422	24,611	25,860	27,173	28,552	30,001
<b>SG10</b>	10,333	10,779	11,245	11,730	12,237	12,765	13,316	13,891	14,491	15,116	15,769	16,449	17,160	17,900	18,673
<b>SG9</b>	8,878	9,179	9,490	9,811	10,144	10,487	10,843	11,210	11,590	11,983	12,389	12,809	13,243	13,691	14,155
<b>SG8</b>	7,000	7,237	7,482	7,736	7,998	8,269	8,549	8,838	9,137	9,447	9,767	10,097	10,439	10,793	11,158
<b>SG7</b>	6,172	6,362	6,558	6,760	6,968	7,183	7,404	7,632	7,867	8,109	8,359	8,617	8,882	9,156	9,438
<b>SG6</b>	5,716	5,883	6,055	6,233	6,416	6,606	6,799	6,998	7,204	7,415	7,633	7,858	8,090	8,327	8,572
<b>SG5</b>	5,291	5,446	5,607	5,769	5,940	6,114	6,295	6,479	6,670	6,865	7,067	7,275	7,489	7,708	7,935
<b>SG4</b>	4,899	5,042	5,190	5,344	5,500	5,662	5,828	5,999	6,175	6,358	6,544	6,736	6,935	7,139	7,348
<b>SG3</b>	4,535	4,667	4,805	4,947	5,092	5,241	5,396	5,553	5,717	5,884	6,057	6,235	6,419	6,608	6,802
<b>SG2</b>	4,199	4,323	4,449	4,580	4,714	4,853	4,995	5,143	5,293	5,449	5,609	5,774	5,945	6,119	6,298
<b>SG1</b>	3,888	4,002	4,119	4,242	4,366	4,494	4,626	4,761	4,902	5,046	5,195	5,346	5,505	5,665	5,831

*Effective from 01 January 2011*

## APPENDIX B

### DEDUCTION CODING LIST

<b>CODES</b>	<b>DESCRIPTION</b>
54	FINES (POLICE)
55	PENALTY
56	RENT
57	HOUSING LOAN PMC
58	ADVANCE SPECIAL
59	SAVING
60	CASH SHORTAGE
61	DEBTORS
62	BUS PASS
63	WATER CONTRIBUTION
64	LAND BANK
65	STAFF LOAN
66	REFUND OF SALARY
67	CRE-MEDICAL (EXPAT)

68	UNIVERSITY OF SEYCHELLES
69	JJ SPIRIT FOUNDATION
70	CAR LOAN
71	ADVANCE REPAYMENT
72	BICYCLE LOAN REPAYMENT
73	ARREAS OF TAX REPAY
74	DEVELOPMENT BANK LOAN
75	MINISTRY'S RENT
76	ALIMONY SUPREME COURT
77	ALIMONY SOCIAL SECURITY
78	MORTGAGE FINANCE
79	TEACHER MEDICAL
80	NOUVOBANQ LOAN
81	HOUSING FINANCE
85	UNPAID SICK LEAVE
86	CREDIT UNION
87	FOOD (S.S DEDUCTION)



88	CAR (S.S. DEDUCTION)
89	HOUSE (S.S DEDUCTION)
90	ABSENTEESIM
91	SUSPENDED PAY
92	UNPAID LEAVE
93	COMPULSORY PENSION
94	VOLUNTARY PENSION
95	SACOS LIFE INSURANCE
96	H. SAVY LIFE INSURANCE
97	CONCESSIONARY CREDIT AGENCY

## APPENDIX C

### ALLOWANCE PAYMENT CODING LIST

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#### Definition

An Allowance is a monetary amount other than the basic salary, used as a temporary measure, to compensate an employee for a specific purpose. There are different types of allowances currently being paid in organizations.

Certain specific allowances have been consolidated in base pay with the introduction of the new wage grid on the 1<sup>st</sup> January 2010. Others, not listed below are no longer to be used.

<b>CODES</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
04	OVERTIME RATES 2	Rate: 2 hour's pay for 1 hour's work on Sundays and Public Holidays.
03	OVERTIME RATES 1	Rate: 1.5 hour's pay for 1 hour's work over and above the normal working hours on weekdays.
06	OVERTIME RATES 3	Rate: rate of 3 hours' pay for 1 hour's work, in the case, of a shift worker which may include Saturdays, where works overtime on a Public Holiday.
09	EXPATRIATE HOUSING	Allowance paid to expatriate for rent of houses.
10	OVERTIME PAY	Rate: Lump sum paid for overtime. Hours worked over and above the normal working hours, <u>justified</u> by exceptional circumstances that cannot be dealt with at <u>any other time</u> ; Or that the work is of an irregular nature and <u>does not justify the engagement of additional staff</u> . Where there is no independent supervision or checking of the work done outside normal hours, claims for overtime payment cannot be entertained.
12	RESPONSIBILITY	A responsibility allowance is for a <u>temporary period</u> and applies:  (i) When an employee assumes the functions of a post at a <u>higher level</u> in the same or in a

		<p>different office;</p> <p>(ii) Where an employee is being held against a position through the lack of professional qualifications but has shown proven ability to perform the duties of the position being held against.</p> <p>The responsibility allowance shall be paid only when the added duties are performed over and above 42 days, for a period not more than twelve months.</p> <p>The Chief Executive should ensure that recruitment is carried out while the employee is undertaking extra duties; or in the case of (ii) decide after the 12months if the person is suitable for the post.</p> <p>Where an employee is paid a responsibility allowance, overtime shall not apply.</p>
13	SAL/ARREARS OF PAY	Proportionate salary owed to an employee as a result of a promotion/rise in pay level.
14	PSC SUPPLEMENTATION	<p>A public service employee who is employed on a fixed contractual term, referred to as the PSC contract, is provided with a supplementation allowance given to enhance the basic salary.</p> <p>This allowance incorporates an entertainment, transport, outfit and inducement allowances; these should not be given separately in any other form.</p>
15	LEAVE PAY	Conversion of accumulated leave into cash.
16	NOTICE PAY	Payment in lieu of notice made by employer to employee.
19	INDUCEMENT	<p>An allowance that compensates for:</p> <ol style="list-style-type: none"> <li>i. unpleasant working environment/location;</li> <li>ii. where it is hazardous to health;</li> <li>iii. in a particular location or job where recruitment and retention is difficult;</li> <li>iv. in exceptional circumstances to employees with very marketable skills.</li> </ol>

20	BONUS	Payments under a productivity based incentive scheme.
21	DRIVING	<p>A driving allowance shall apply when an employee is expected to undertake driving duties alongside the person's own duties e.g. in the case of inspectors or architects, engineers or surveyors, who have to drive from one venue/site to another.</p> <p>For a post where the possession of a driving license is a requirement of the post this allowance is not payable.</p>
22	SCHEME OF SERVICE	Allowances contained in an approved scheme, of a permanent nature, specific to the profession. The scheme of service allowance take into consideration educational qualifications and experience, the physical and mental fatigue exerted to do the work and the working conditions under which the job has to be performed.
24	OVERSEAS/FOREIGN SERVICE	An allowance given to public service employees, including diplomats, based overseas.
25	ACTING	<p>Acting appointments is limited to employees required to undertake the full duties and responsibilities of a higher level post for a continuous period of six months. Thus an employee who is selected to act in a higher post, should already have reached a level very close to the requirements of post in which the employee will act.</p> <p>This is undertaken pending the recruitment of a permanent post-holder, or the return to office of a post-holder from leave, sickness or other absences; Or the person may be confirmed in post or revert to the previous post if found unsuitable.</p>
26	COMMUTED OVERTIME	Where an employee is required to perform regular overtime work to enable essential/urgent work to be carried out, the person is paid a commuted overtime allowance. The eligibility for the allowance is as long as the person holds the

		<p>particular post or so long as the need for overtime work continues to exist.</p> <p>Where an employee, in receipt of the commuted overtime allowance, is absent on leave or on duty overseas he will be paid a proportional allowance based on the number of days which he was at work. If the leave exceeds 1 month, taking into consideration that the incumbent is not performing the duties or somebody else has to be paid to discharge the duties, the allowance will be stopped.</p>
27	EXPATRIATE SUPPLEMENTATION	An extra remuneration made, under a fixed term contract, in addition to the basic salary of a public service employee, who is not a citizen of Seychelles.
28	NIGHT SHIFT	An allowance paid to employees who are required to work regularly or continually at night and defined as being the hours between 6pm and 6am.
29	TRANSPORT	<p>An employee, except those whose contract of service otherwise stipulates, shall, with the approval of the chief executive, be paid a transport allowance in respect of travel on official business, for a specific period of time, where the employee uses their own vehicle.</p> <p>An employee claiming transport allowance is required to keep a log of duty journeys. Claims for transport allowances, accompanied by log sheets, should be submitted to the Accounting Officer concerned at the end of each month on the prescribed form.</p>
31	COMMUTED TRANSPORT	Where an employee in receipt of a commuted transport allowance is absent on leave, on training or on duty overseas for a period of more than one week, the employee will be paid a proportional allowance based on the number of days which the person was at work or during each month affected by the absence.

34	MEAL	Paid to employees who are required to work away from the duty station (e.g. sent to an inner/outer island for the day)
36	SHIFT	The Shift Allowance is given to an employee who has to work irregular hours as part of the terms and conditions of service.
37	COMMUTED TELEPHONE/RENTAL	Paid to employees' who are required to be available by telephone outside normal working hours. This allowance is to be based on an average of three monthly returns.
43	DUTY	<p>A duty allowance applies in a <u>temporary situation</u> where:</p> <p>(i) an employee is required to take on additional duties <u>not covered by their job description</u>, but at the same level of the post held, discharging the duties of another office in addition to their own.</p> <p>(ii) an employee is required to take on additional duties of <u>one or more members of staff due to staff shortage that are similar</u> (post title), and in same or different station.</p> <p>This shall apply only in the case of sections that are short of staff and recruitment is difficult. The Chief Executive should ensure that recruitment is carried out while the employee is undertaking extra duties.</p> <p>Where the duties are over a long period the post should be re-evaluated on the basis of a revised job description.</p> <p>Where an employee is paid a duty allowance, overtime shall not be applicable; and</p>
44	ON-CALL	<p>Paid when an employee has to remain on call and available although not on site for twenty-four hours to attend to an emergency related to the duties of the post.</p> <p>The rate of payment is 5% of the incumbent basic salary. The hours that the person <u>actually responded</u> to a call should be paid in the form of</p>

		<p>overtime.</p> <p>A call out pattern for a three month period has to be logged to justify and assess the frequency pattern.</p>
45	SUBSISTENCE	<p>The payment of subsistence allowance is intended to ensure that officers who are required to travel on duty, either within or outside of the Republic (not involving transfers), and calculated to meet the expenditure that officers incur when travelling on duty away from home. In such instances a per diem subsistence allowance applies at prescribed rates.</p>
46	STAND-BY	<p>Where an employee is required to:</p> <p>(i) Remain <u>at the place of work</u> in standby in excess of the conditioned hours, a stand-by allowance shall be payable to the eligible employee.</p> <p>(ii) Called in to replace an absent employee (normally in a shift system).</p> <p>Before payment of a Standby allowance is considered a standby pattern for a three month period has to be logged by the employee to assess the frequency pattern.</p> <p>The rate of payment is 5% of the incumbent basic salary. The hours that the person actually remained on stand-by should be paid in the form of overtime.</p>
47	GRADUATE SUPPLEMENTATION	<p>An extra remuneration given, in addition to the basic salary, as a form of enticement to remain in the public sector.</p>
48	CLAIMED MILEAGE	<p>Payment of a mileage allowance for use of a private vehicle on official business based on an average of three months returns.</p>
49	BICYCLE	<p>Where an employee is uses a bicycle on duty to cover a substantial distance (e.g. postmen), the person may be paid, a bicycle allowance at the rate prescribed rate.</p>

50	EDUCATION MARKETABLE SKILLS.	Where an employee holds a qualification, as specified in the scheme, in a technical or vocational area most sought in private sectors, the employee will be paid an allowance in recognition of their highly marketable skills.
51	CLOTHING	<p>Officers who are required to travel on duty outside the Republic to attend conferences, seminars, meetings, official functions and study visits related to their post (less than one month) shall receive an outfit allowance at prescribed rates.</p> <p>The outfit allowance is paid to enable the employee to purchase appropriate clothing to present a suitable image of Seychelles whilst overseas. The allowance shall not apply to public sector employees on PSC Contract.</p>
52	OUTFIT	<p>Officer by virtue of the nature of their job (employees of Foreign Affairs, Met Officers) shall receive an outfit allowance rates prescribed in their scheme of service.</p> <p>The outfit allowance is paid to enable the employee to purchase appropriate clothing to present a suitable image of Seychelles whilst overseas. The allowance shall not apply to public sector employees on PSC Contract.</p>
53	TRANSFER ACCOMODATION	Where an employee is transferred to one of the inner or outlying islands and where the employing organization is unable to provide accommodation for the person, the employee will be eligible to receive subsistence allowance at the rate of R1000 per month to assist towards the accommodation expenses, until such time as the employing organization is able to provide suitable accommodation.
54	ISLAND POSTING INDUCEMENT	Where an employee is transferred to one of the inner or other islands, at the request of the employing organisation, the employee will be eligible to receive an allowance at the rate specified in the scheme as follows:



		<ul style="list-style-type: none"> <li>• Praslin SR400</li> <li>• La Digue SR600</li> <li>• Other Island SR800</li> </ul>
55	UNROSTERED DUTY	<p>(i) In essential services and as set down in the approved scheme of service, employees of a technical background, currently working in administrative or management posts may be allowed to undertake technical duties as/when required, and be paid an allowance based on the following rates:</p> <p style="margin-left: 40px;">a. Day Shift                      SR 200.00.</p> <p style="margin-left: 40px;">b. Night Shift                      SR 250.00.</p> <p>(ii) Upon demand, those who are requested to work <u>overtime</u> to cover for staff shortages will be paid an allowance based on the following rates:</p> <p style="margin-left: 40px;">a. Day Shift                      SR 200.00.</p> <p style="margin-left: 40px;">b. Night Shift                      SR 250.00.</p> <p>(iii) Upon demand, those not rostered for duty and called in to work to <u>cover for staff shortages</u> will be paid an allowance based on the following rates:</p> <p style="margin-left: 40px;">a. Day Shift                      SR 200.00.</p> <p style="margin-left: 40px;">b. Night Shift                      SR 250.00.</p>
56	ROTATING SHIFT	<p>Employees (mostly essential services) required to work the prescribed three rotating shifts, switching between morning shifts, afternoon and night shifts and rostered to work on public holidays and weekends, are to be paid a rotating shift allowance as prescribed by their scheme of service. The rotating shift covers the following three shifts:</p> <ul style="list-style-type: none"> <li>• Morning Shift - 7:30 a.m to 2:30 p.m.</li> <li>• Afternoon/Evening Shift - 1:00 p.m. to 7:30 p.m.</li> <li>• Night Shift - 7:30 p.m. to 7:30 a.m.</li> </ul>
57	NIGHT DUTY CONTRACT	<p>Night shifts are defined as shifts where the duty hours are between 7.30 p.m. and 8.00 a.m. established as regular night shifts on a roster of a</p>

		<p>minimum of three nights on and three nights off duty, and up to a maximum of one week on and one week off duty, for a period of three months, renewable, and will be paid a Night Duty Contract Allowance of SR 1000 per month. This is a shift normally reserved for essential services.</p>
58	OCCUPATIONAL ACCIDENT	<p>Accidents that are job-related occurring in the workplace and whereby Government is liable.</p>
59	EDUCATION PERFORMANCE ALLOWANCE	<p>This is a one-off allowance given to all teaching staff based on specific performance criteria laid down in the Teachers Scheme of Service.</p>

## APPENDIX D

### RATES OF PER DIEM

Country	Group	Public Servant Full Subsistence SR	Public Servant Reduced Subsistence SR	Head of Delegation Full Subsistence SR	Head of Delegation Reduced Subsistence SR	Minister Full Subsistence SR	Minister Reduced Subsistence SR
Afghanistan	D	1750	350	2100	420	2450	490
Albania	C	2500	500	3000	600	3500	700
Algeria	B	3750	750	4500	900	5250	1050
American Samoa	C	2500	500	3000	600	3500	700
Angola	B	3750	750	4500	900	5250	1050
Anguilla	B	3750	750	4500	900	5250	1050
Antigua & Barbuda	B	3750	750	4500	900	5250	1050
Argentina	B	3750	750	4500	900	5250	1050
Armenia	C	2500	500	3000	600	3500	700
Aruba	B	3750	750	4500	900	5250	1050
Australia	C	2500	500	3000	600	3500	700
Austria	B	3750	750	4500	900	5250	1050
Azerbaijan	B	3750	750	4500	900	5250	1050
Bahamas	B	3750	750	4500	900	5250	1050
Bahrain	B	3750	750	4500	900	5250	1050
Bangladesh	C	2500	500	3000	600	3500	700
Barbados	B	3750	750	4500	900	5250	1050
Belarus	C	2500	500	3000	600	3500	700
Belgium	B	3750	750	4500	900	5250	1050
Belize	C	2500	500	3000	600	3500	700
Benin	C	2500	500	3000	600	3500	700
Bermuda	B	3750	750	4500	900	5250	1050
Bhutan	D	1750	350	2100	420	2450	490
Bolivia	C	2500	500	3000	600	3500	700
Bosnia-Herzegovina	B	3750	750	4500	900	5250	1050
Botswana	C	2500	500	3000	600	3500	700
Brazil	B	3750	750	4500	900	5250	1050
British Virgin Islands	B	3750	750	4500	900	5250	1050
Brunei	B	3750	750	4500	900	5250	1050
Bulgaria	C	2500	500	3000	600	3500	700
Burkina Faso	D	1750	350	2100	420	2450	490

Burundi	C	2500	500	3000	600	3500	700
Cambodia	C	2500	500	3000	600	3500	700
Cameroon	B	3750	750	4500	900	5250	1050
Canada	C	2500	500	3000	600	3500	700
Canary Islands	D	1750	350	2100	420	2450	490
Cape Verde	D	1750	350	2100	420	2450	490
Cayman Islands	A	4500	900	5400	1080	6300	1260
Central African Republic	C	2500	500	3000	600	3500	700
Chad	C	2500	500	3000	600	3500	700
Chile	B	3750	750	4500	900	5250	1050
China	B	3750	750	4500	900	5250	1050
Colombia	B	3750	750	4500	900	5250	1050
Comoros	C	2500	500	3000	600	3500	700
Congo	B	3750	750	4500	900	5250	1050
Congo D.R.	B	3750	750	4500	900	5250	1050
Cook Islands	C	2500	500	3000	600	3500	700
Costa Rica	C	2500	500	3000	600	3500	700
Cote D'Ivoire	C	2500	500	3000	600	3500	700
Croatia	B	3750	750	4500	900	5250	1050
Cuba	B	3750	750	4500	900	5250	1050
Cyprus	D	3750	350	2100	420	2450	490
Czech Republic	B	3750	750	4500	900	5250	1050
Denmark	C	2500	500	3000	600	3500	700
Djibouti	B	3750	750	4500	900	5250	1050
Dominica	B	3750	750	4500	900	5250	1050
Dominican Republic	C	2500	500	3000	600	3500	700
East Timor	D	1750	3500	2100	420	2450	490
Ecuador	C	2500	500	3000	600	3500	700
Egypt	C	2500	500	3000	600	3500	700
El Salvador	C	2500	500	3000	600	3500	700
Equatorial Guinea	C	2500	500	3000	600	3500	700
Eritrea	C	2500	500	3000	600	3500	700
Estonia	C	2500	500	3000	600	3500	700
Ethiopia	C	2500	500	3000	600	3500	700
Fiji	C	2500	500	3000	600	3500	700
Finland	B	3750	750	4500	900	5250	1050
France	B	3750	750	4500	900	5250	1050
French Guiana	C	2500	500	3000	600	3500	700
Gabon	D	1750	350	2100	420	2450	490
Gambia	C	2500	500	2100	600	3500	700
Georgia	A	4500	900	5400	1080	6300	1260
Germany	B	3750	750	4500	900	5250	1050
Ghana	C	2500	500	3000	600	3500	700

Gibraltar	D	1750	350	2100	420	2450	490
Greece	C	2500	500	3000	600	3500	700
Greenland	B	3750	750	4500	900	5250	1050
Grenada	B	3750	750	4500	900	5250	1050
Guadeloupe	C	2500	500	3000	600	2100	700
Guam	C	2500	500	3000	600	2100	700
Guatemala	C	2500	500	3000	600	2100	700
Guinea	B	3750	750	4500	900	5250	1050
Guinea Bissau	C	2500	500	3000	600	3500	700
Guyana	C	2500	500	3000	600	3500	700
Haiti	C	2500	500	3000	600	3500	700
Honduras	B	3750	750	4500	900	5250	1050
Hong Kong	B	3750	750	4500	900	5250	1050
Hungary	C	2500	500	3000	600	3500	700
Iceland	B	3750	750	4500	900	5250	1050
India	B	3750	750	4500	900	5250	1050
Indonesia	C	2500	500	3000	600	3500	700
Iran	C	2500	500	3000	600	3500	700
Iraq	C	2500	500	3000	600	3500	700
Ireland	B	3750	750	4500	900	5250	1050
Israel	A	4500	900	5400	1080	6300	1260
Italy	B	3750	750	4500	900	5250	1050
Jamaica	B	3750	750	4500	900	5250	1050
Japan	A	4500	900	5400	1080	6300	1260
Jordan	B	3750	750	4500	900	5250	1050
Kazakhstan	B	3750	750	4500	900	5250	1050
Kenya	B	3750	750	4500	900	5250	1050
Kiribati	C	2500	500	3000	600	3500	700
Korea D.R. (North)	C	2500	500	3000	600	3500	700
Korea, Republic of (South)	A	4500	900	5400	1080	6300	1260
Kuwait	A	4500	900	5400	1080	6300	1260
Kyrgyzstan	C	2500	500	3000	600	3500	700
Laos PDR	D	1750	350	2100	420	2450	490
Latvia	B	3750	750	4500	900	5250	1050
Lebanon	C	2500	500	3000	600	3500	700
Lesotho	D	1750	350	2100	420	2450	490
Liberia	B	3750	750	4500	900	5250	1050
Libyan Arab Jamahiriya	B	3750	750	4500	900	5250	1050
Lithuania	C	2500	500	3000	600	3000	700
Luxembourg	B	3750	750	4500	900	5250	1050
Macao	C	2500	500	3000	600	3000	700
Macedonia FYR	C	2500	500	3000	600	3500	700
Madagascar	C	2500	500	3000	600	3500	700

Malawi	C	2500	500	3000	600	3500	700
Malaysia	C	2500	500	3000	600	3500	700
Maldives	D	1750	350	2100	420	2450	490
Mali	D	1750	350	2100	420	2450	490
Malta	C	2500	500	3000	600	3500	700
Marshall Islands	C	2500	500	3000	600	3500	700
Martinique	C	2500	500	3000	600	3500	700
Mauritania	D	1750	350	2100	420	2450	490
Mauritius	C	2500	500	3000	600	3500	700
Mayotte	B	3750	750	4500	900	5250	1050
Mexico	B	3750	750	4500	900	5250	1050
Micronesia	C	2500	500	3000	600	3500	700
Moldova, Republic of	B	3750	750	4500	900	5250	1050
Monaco	B	3750	750	4500	900	5250	1050
Mongolia	D	1750	350	2100	420	2450	490
Montserrat	C	2500	500	3000	600	3500	700
Morocco	B	3750	750	4500	900	5250	1050
Mozambique	C	2500	500	3000	600	3500	700
Myanmar, Union of	C	2500	500	3000	600	3500	700
Namibia	D	1750	350	2100	420	2450	490
Nauru	D	1750	350	2100	420	2450	490
Nepal	D	1750	350	2100	420	2450	490
Netherlands	B	3750	750	4500	900	5250	1050
Netherlands Antilles	B	3750	750	4500	900	5250	1050
New Caledonia	C	2500	500	3000	600	3500	700
New Zealand	C	2500	500	3000	600	3500	700
Nicaragua	B	3750	750	4500	900	5250	1050
Niger	C	2500	500	3000	600	3500	700
Nigeria	A	4500	900	5400	1080	6300	1260
Niue	D	1750	350	2100	420	2450	490
Norway	B	3750	750	4500	900	5250	1050
Oman	C	2500	500	3000	600	3500	700
Pakistan	C	2500	500	3000	600	3500	700
Palau, Republic of	C	2500	500	3000	600	3500	700
Panama	C	2500	500	3000	600	3500	700
Papua New Guinea	C	2500	500	3000	600	3500	700
Paraguay	C	2500	500	3000	600	3500	700
Peru	B	3750	750	4500	900	5250	1050
Phillipines	C	2500	500	3000	600	3500	700
Poland	B	3750	750	4500	900	5250	1050
Portugal	C	2500	500	3000	600	3500	700
Puerto Rico	C	2500	500	3000	600	3500	700
Qatar	C	2500	500	3000	600	3500	700

Reunion	B	3750	750	4500	900	5250	1050
Romania	B	3750	750	4500	900	5250	1050
Russian Federation	B	3750	750	4500	900	5250	1050
Rwanda	B	3750	750	4500	900	5250	1050
Saint Kitts & Nevis	B	3750	750	4500	900	5250	1050
Saint Lucia	B	3750	750	4500	900	5250	1050
Saint Vincent	B	3750	750	4500	900	5250	1050
Samoa	D	1750	350	2100	420	2450	490
Sao Tome & Principe	C	2500	500	3000	600	3500	700
Saudi Arabia	B	3750	750	4500	900	5250	1050
Senegal	C	2500	500	3000	600	3500	700
Seychelles	B	3750	750	4500	900	5250	1050
Sierra Leone	C	2500	500	3000	600	3500	700
Singapore	B	3750	750	4500	900	5250	1050
Slovakia	B	3750	750	4500	900	5250	1050
Slovenia	B	3750	750	4500	900	5250	1050
Solomon Islands	D	1750	350	2100	420	2450	490
Somalia	D	1750	350	2100	420	2450	490
South Africa	D	1750	350	2100	420	2450	490
Spain	B	3750	750	4500	900	5250	1050
Sri Lanka	D	1750	350	2100	420	2450	490
Sudan	B	3750	750	4500	900	5250	1050
Suriname	D	1750	350	2100	420	2450	490
Swaziland	C	2500	500	3000	600	3500	700
Sweden	B	3750	750	4500	900	5250	1050
Switzerland	B	3750	750	4500	900	5250	1050
Syria	B	3750	750	4500	900	5250	1050
Tahiti / French Polynesia	B	3750	750	4500	900	5250	1050
Tajikistan	C	2500	500	3000	600	3500	700
Tanzania	B	3750	750	4500	900	5250	1050
Thailand	C	2500	500	3000	600	3500	700
Togo	D	1750	350	2100	420	2450	490
Tokelau	D	1750	350	2100	420	2450	490
Tonga	D	1750	350	2100	420	2450	490
Trinidad & Tobago	C	2500	500	3000	600	3500	700
Tunisia	C	2500	500	3000	600	3500	700
Turkey	C	2500	500	3000	600	3500	700
Turkmenistan	B	3750	750	4500	900	5250	1050
Turks & Caicos Islands	B	3750	750	4500	900	5250	1050
Tuvalu	D	1750	350	2100	420	2450	490
U. S. Virgin Islands	C	2500	500	3000	600	3500	700
Uganda	B	3750	750	4500	900	5250	1050
Ukraine	B	3750	750	4500	900	5250	1050

United Arab Emirates	B	3750	750	4500	900	5250	1050
United Kingdom	A	4500	900	5400	1080	6300	1260
United States	B	3750	750	4500	900	5250	1050
Uruguay	B	3750	750	4500	900	5250	1050
Uzbekistan	A	4500	900	5400	1080	6300	1260
Vanuatu	B	3750	750	4500	900	5250	1050
Venezuela	B	3750	750	4500	900	5250	1050
Vietnam	D	1750	350	2100	420	2450	490
Wallis & Futuna Islands	C	2500	500	3000	600	3500	700
West Bank & Gaza Strip	D	1750	350	2100	420	2450	490
Yemen Republic	B	3750	750	4500	900	5250	1050
Yugoslavia	C	2500	500	3000	600	3500	700
Zambia	D	1750	350	2100	420	2450	490
Zimbabwe	C	2500	500	3000	600	3500	700



## TYPE AND RETENTION PERIOD OF RECORDS

### SEYCHELLES PUBLIC SERVICE

List showing type of Records which may be destroyed with appropriate disposal instructions shown against each category.

Where destruction after a specific period of years is indicated that is intended to be permissive and not mandatory. Running files, for example, containing the type of records listed below may be destroyed when they have reached the age of 2 years. If, however, it is desired to keep them longer than this period for the convenience of an office, this may be done. On the other hand nothing should be kept beyond the period stated unless there is a very clear reason for doing so.

TYPE OF RECORD	DISPOSAL PERIOD
Draft and contributory material of Annual reports	Destroy after two years
Correspondence relating to preparation, printing and distribution of Annual Reports	Destroy after two years
Unsuccessful applications for employment	Destroy after two years
Circulars, Inter-departmental	A department originating circulars should preserve a full set of them. All offices receiving circulars may dispose of them at their discretions.
Consignment notes	Destroy after two years from date of delivery
Contracts	See Tenders and Government Contracts
Delivery books, Messengers	Destroy after one year from last entry
Routine correspondence concerning Furniture and Equipment	Destroy after one year
Leave returns	Destroy after one year
Registers of Letters dispatched	Destroy after five years from the last entry
Registers of Letters received	Destroy after five years from the last entry
Transport allowance returns	Destroy after three years
Monthly returns and reports (excluding returns)	The office making the reports or returns may destroy them after two years. The office receiving the reports or returns must preserve them indefinitely.
Routine correspondence concerning postal matters	Destroy after one year
Publications	Printed publication no longer required should be transferred to the National Archives for sorting and possible re-distribution to other departments or to libraries
Registered letter books	Destroy after two years from the last entry
Annual Reports	See Annual Reports
Monthly Reports	See Monthly Reports
Cabinet of Ministers Papers	Destroy after five years
Routine correspondence concerning telephones	Destroy after one year

Tenders and Government contracts	Destroy when no longer applicable
Schedules of contracts (issued by the Tender Board)	Destroy after one year from the date of the award of the contract
All papers concerning unsuccessful tenders	Destroy after two years from the expiry of the contract
All paper concerning successful tenders	Destroy after two years from the expiry of the contract
All paper concerning successful tenders (i) for Services	Destroy after two years from the expiry of the contract
(ii) for the supply of goods where no guarantee is given	Destroy after two years from the expiry of the contract
(iii) for the supply of goods where a guarantee is given	Destroy after two years from the expiry of the contract
(Note:- Destruction of papers relating to successful tenders and contracts may in no case take place until all obligations pursuant to the contract have been satisfied).	
Routine correspondence concerning Tours and Visits	Destroy after one year completion of tour or visit
Routine correspondence concerning the provision of transport for the movement of officers	Destroy after one year

#### **B – Accounting Cadre**

Records specified in the following list may be disposed of in the manner stated without the necessity of any further authority.

Where destruction after a specific period of years is indicated this is intended to be permissive and not mandatory. Debtor's personal files, for example, may be destroyed at six years from the date the debt is fully paid up. If, however, it is desired to keep the files longer than this for the convenience of an office, this may be done. On the other hand nothing should be kept beyond the period stated unless there is a very real reason for doing so.

<b>TYPE OF RECORDS</b>	<b>DISPOSAL PERIOD</b>
Staff: casual routine correspondence	Destroy after five years after final termination of service.
Staff: casual staff and pay records	Destroy after five years after final termination of service.
Audit queries	Destroy after three years after completion.
Bank deposit slips	Destroy after three years after audit
Bank Statements	Destroy after three years after audit
Bin stock cards	Destroy after three years after date of last entry
Cash Book:-	
Appropriation account subject to	Destroy after ten years, of their having been audited
Imprest deposit and contingency	Destroy three years after audit
Income	Destroy three years after audit
Trust funds	Transfer to Records Centre to be permanently preserved.
Cheques:-	
Counterfoils	Destroy one year after audit
Paid	Destroy eight years from date thereof, subject to all audit requirements having been met.

Debtors' personal files (if fully paid up)	Destroy six years from final payment
Estimates of revenue and expenditure draft	Destroy two years from date thereof
Expenditure, voted monies:	
Appropriation ledgers	Destroy after ten years, subject to their having been audited
Cash books	Destroy after ten years, subject to their having been audited (except those concerning Trust Funds, which are to be preserved permanently).
Creditors' card (except Curator of Vacant Estate credits and deposits)	Destroy after ten years, subject to their having been audited.
Suspense memoranda; advances	Destroy after ten years, subject to their having been audited and not currently in use.
Temporary deposits, disallowances etc.	Destroy after ten years, subject to their having been audited and not currently in use.
Vouchers, cash and journal, and supporting documents.	Transfer to Records centre two years from date thereof; to be destroyed after eight years, subject to their having been audited (except those relating to Trust funds, which are to be preserved permanently).
Warrants, Paid	Transfer to Records centre two years from date thereof; to be destroyed after eight years, subject to their having been audited (except those relating to Trust funds, which are to be preserved permanently).
Ledgers;	
Appropriation	Destroy after ten years, subject to their having audited
Deposit and contingency accounts	Destroy after ten years, subject to their having audited
Trust Funds	Transfer to Records Centre to be preserved permanently
Moveable assets: Schedules and Correspondence	Destroy five years after date thereof, subject to all audit requirements having been met.
Receipts books	Destroy after three years after audit
Remittance advice	Destroy after one year after audit
Remittances received through the post, Register of Requisitions (duplicate copies retained by the requisitioning office, routine correspondence relating to Requisitions):-	Destroy after three years from date of last entry, subject to all audit requirements having been met
Inter-departmental	Destroy one year from date thereof, subject to audit requirements having been met.
Tradesmens'	Destroy three years from date thereof, subject to audit requirements having been met.
Stock Ledgers	Destroy five years from date thereof, subject to audit requirements having been met.
Time sheets	Destroy five years from date thereof, subject to audit requirements having been met.
Vouchers:-	
Cash and Journal	Transfer to Records centre two years from date thereof, to be destroyed after eight years, subject to all audit requirements having been met (except those concerning

	Trust Funds, which are to be preserved permanently)
Issue	Destroy three years from date thereof and after audit
Warrants Paid	Destroy eight years, subject to audit requirements having been met (except those concerning Trust Funds, which are to be preserved permanently)
Workshop, job sheets	Destroy after two years, subject to all audit requirements having been met

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