



Ministry of Works, Transport & Infrastructure
(MWTI)

Refresher Courses

**PSC Act 2004
&
PSC Regulation 2008**

9/4/2008

Prepared by CSU- MWTI



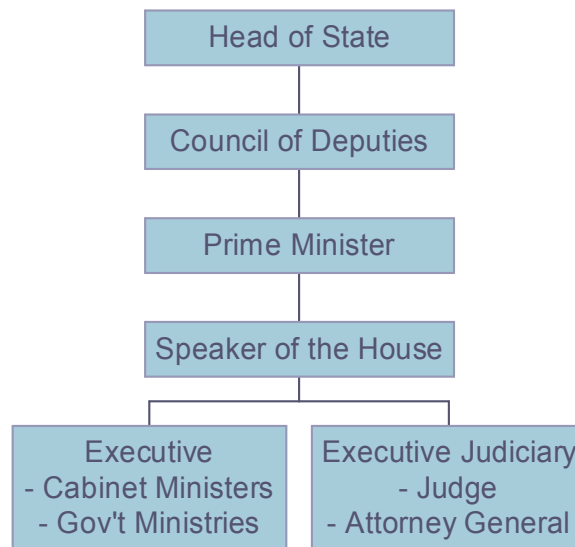
Contents

- Structure of the Public Service – Gov't Ministries
- Responsibilities of the Employer
- Responsibilities of the Employee
- PSC Regulations 2008 Provisions
- PSC Act 2004

Public Service Structure

-Chart

Structure of the Public Service





Public Service Structure - Government Ministries

Government Ministries

1. Ministry of Agriculture & Fisheries (MOA)
2. Ministry of Communication & Information Technology(MCIT)
3. Ministry of Education, Sports & Culture (MESC)
4. Ministry of Natural Resources, Environment & Meterology (MNRE)
5. Ministry of Finance (MOF)
6. Ministry of Foreign Affairs & Trade (MFAT)
7. Ministry of Health (MOH)
8. Ministry of Justice Courts & Administration (MJCA)
9. Ministry of Commerce Industry & Labour (MCIL)
10. Ministry of Police & Prisons & Fire Services
11. Ministry of the Prime Minister & Cabinet (MPMC)
12. Ministry for Revenue (MOR)
13. Ministry of Works, Transport & Infrastructure (MWTI)
14. Ministry of Women Affairs & Community Development (MWCD)

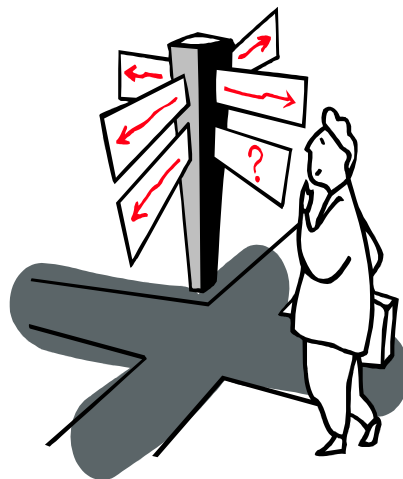
Constitutional Agencies

1. Attorney General (AG)
2. Audit Office (AD)
3. Public Service Commission (PSC)

Responsibilities of Employer

Part IV - Values, Principles and Code of Conduct .
(Refer attachments)

18. Principles of Employment (page 55) of the Public Service Act 2004

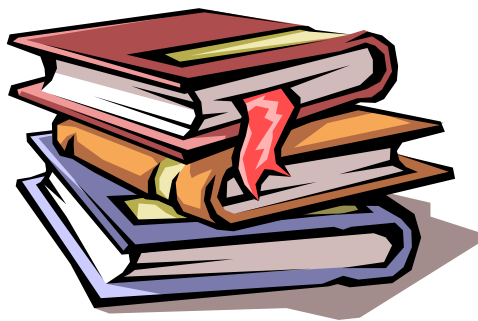


Responsibilities of the Employee

Part IV - Values, Principles and Code of Conduct .

17. Values of the Public Service (page 54) of the Public Service Act 2004

19. Code of Conduct (page 56) of the Public Service Act 2004



PSC Regulations 2008


Part 1. – Preliminary

- Title & Commencement of Regulation 25/2/2008
- Act – PSC Act 2004
- Determination – section 9 of Act
- Employment Instruction – Section 8 of the Act

Part 2 – General

- Familiarization with PSC Act 2004
- CEO functions





Part 3- Leave & Cash Grant Upon Discontinuation of employment

7. Annual Leave

8. Payment for untaken annual leave

9. Special Leave


10. Maternity Leave


11. Paternity Leave

12. Sick Leave

13. Bereavement Leave

14. Study Leave

- 
-
15. Long Service Leave
 16. Payment for Untaken Long Service Leave
 17. Leave for School Teacher
 18. Cash Grant on Death of employee or former employee
 19. Cash Grant on cessation of employment due to Disability
 20. Recognition of Service



Part 4 – Holidays

Observed as public holidays on full pay

Observed in addition to Public holidays

23. Working on P.Holiday

Equivalent period of leave convenient to the Ministry

To be paid at overtime rates

Part 5 – Overtime & Allowances

24-25 Ensure overtime is kept to a minimum

Rate 1 ½ of employees pay (after hours & Sat)

Rate 2 on Sunday or Public Holiday

26. Higher Duties

eg. Principal Officer as Acting ACEO

Refer amendments to HDA (PSC circular)



Part 6 – Appointments

All appointments are provisional prior to confirmation if there are no appeals lodged

Part 7 – Additional Conduct Requirements

- Statutory declaration 14 days of initial employment
- Approved by CEO – release of information to public (media)

34. Outside work – approved by PSC only

- not to accept any payment

36. Use of drugs & Alcohol – Prohibited

37. Absence from duty – approved leave or illness

38. Attendance – Flexi hour arrangement

- attendance book (arrival & departure)

39. Near Relatives –parent , child, brother & sister (whether by blood , Marriage or adoption)



Con'td

Part 8 Temporary Employees

- Wage workers – employed on casual basis (hire & fire)
- Term employees – hire on specified period for limited purpose

Part 9 Procedures for dealing with suspected Breach of Code of Conduct

44. Procedures for Investigation
45. Charges to be in writing
46. Notice Required
47. No Response from Charged Officer
48. Where Officer Denies Charges
49. Power of CEO to Decide Charges
50. CEO to invite Officer to Make Submission
51. Investigation Officer and CEO to be Unbiased



Part 10 – Procedures for Dealing with Employees Grievances

- 52. Procedures for Grievances
- 53. Entitlement to have a Grievance Considered and determined
- 54. Lodging a Grievance
- 55. CEO may Refer grievance to Commission
- 56. Notice that a Grievance is not Valid
- 57. Process for considering a grievance
- 55. CEO may refer grievance to Commission
- 56. Notice that a Grievance is not Valid
- 57. Process for considering a grievance
- 58. Consideration of grievance by CEO
- 59. Secondary consideration of grievance
- 60. Consideration of Grievance by Commission



- **Part 11 Miscellaneous Public Service Board of Appeal election**

- 61. Electoral list
- 62. Returning Officer & Scrutineer
- 63. Election Day
- 64. Nomination of candidate
- 65. Withdrawal of candidate

Part 12 Miscellaneous

- 73. Temporary Transfers
- 74. Occupational Health & Safety
- 75. Recovery of Overpayments
- 76. Cost of Medical examination
- 77. Repeal of Regulations
- 78. Transitional Provisions