



Government of Fiji

PUBLIC SERVICE COMMISSION

**TERMS AND
CONDITIONS OF
EMPLOYMENT FOR
GOVERNMENT WAGE
EARNERS**

2010

TERMS AND CONDITIONS OF EMPLOYMENT FOR GOVERNMENT WAGE EARNERS [GWE]

REVISED BY

**THE PUBLIC SERVICE COMMISSION
IN CONSULTATION WITH
THE NATIONAL UNION OF PUBLIC WORKERS**

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FOREWORD

The Terms and Conditions of Employment for Government Wage Earners [GWE] provide a uniform direction to the more than five thousand [5,000] Government employees across the Civil Service.

These special employees perform the most important and basic role behind the scene in the successful operations of various Government Ministries and Departments. They represent various diverse cultures and backgrounds, however, they are uniform in the compliance of the revised Terms and Conditions of Employment, which captures a wide range of work related issues that govern their employment in the Public Service.

The reforms and the restructuring of various Government entities as part of Governments initiative to bring about change, has introduced a new work culture within the Civil Service to minimize costs and improve productivity through higher levels of efficiency.

The implementation of the Employment Relations Promulgation, 2007- ERP, [Labour Reforms] and the Legislative Reforms with the issuance of the 2009 Decrees are some of the many changes that have necessitated the review of the Terms and Conditions of Employment for GWE. Through the past few years, many PSC Circulars were also issued, providing up-dates to the changes which have now been incorporated in this composite document.

As the employer, the Public Service Commission is committed to the enhancement of the Terms and Conditions of Employment for Government Wage Earners. It is anticipated that through this change, the work culture and performance of all GWE throughout Ministries and Department will certainly improve and contribute to the achievement of Government's Road Map for a more leaner, productive and efficient Civil Service.

With best wishes.

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Parmesh Chand
Permanent Secretary for Public Service

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Abbreviations

- i. ERP - Employment Relations Promulgation
- ii. GWE - Government Wage Earner
- iii. JIC - Joint Industrial Consultative
- iv. HOD - Head of Department
- v. PS - Permanent Secretary
- vi. PSH - Permanent Secretary for Health
- vii. SSD - State Service Decree

PART I

INTRODUCTION

1. Interpretation

- (i).Camps means tents, cabins, used as temporary lodging by employees on outstation duty.
- (ii).Casual Worker a worker as defined in PART 1, Section 4 Employment Relations Promulgation, 2007,
- (iii).Commission means the Public Service Commission constituted under PART 6, Section 11 of the State Service Decree, 2009.
- (iv).Day Worker means an employee who does not work shift or rostered duties but performs normal work within the normal hours laid down during the normal working day.
- (v).Department means a Ministry or a division of a Ministry as defined in the Public Service Act 1999 or succeeding legislation.
- (vi).District means an area of land marked off for administration or other purposes.
- (vii).Employee a Government Wage Earner [GWE]
- (viii).Gambling means any activity of playing games of chance for money or to risk something in the hope of gaining money.
- (ix).Government Wage Earner means an employee paid an hourly rate
- (x)Head of Department-means an officer designated by the Commission to exercise supervision over a Ministry or a Department within a Ministry for the purpose of his Agreement.

- (xi) .Higher Responsibility means a Government Wage Earner appointed to relieve a Civil Servant.
- (xii) .Inclement Weather means weather conditions that will make normal work practically impossible.
- (xiii) .Intoxicant any type of substance that causes physical and/or psychological intoxication making that person drunk and unfit to work.
- (xiv) Leave year means a period of twelve months of resident Service according to the anniversary of the date on which employee joined the Service.
- (xv) .Normal Place of Work means a base station where an employee normally reports for work.
- (xvi) .Normal Week shall mean seven (7) consecutive days for the purpose of notice/termination of employment
- (xvii) .Officer-in-Charge means the holder of any senior post designated by the Head of Department to deal with government wage earners.
- (xviii) .Outstation-means a station or depot at a distance from the base station.
- (xix) .Personal Rates -means rates of pay which are personal to employees and which vary from the evaluated rate for the grade
- (xx).Project Worker -means a person who is engaged specific project and duration.
- (xxi).Quarters means graded and ungraded institutional or other pool quarters under the allocation of Divisional Commissioners/Heads of Departments maintained and furnished either by Departments or by the Public Works Department.
- (xxii).Roster means a list or register showing the order of employees assigned for duty outside the normal hours worked by day worker.

- (xxiii).Redundancy in the context of the Government Redundancy Policy for the Public Service as referred to in Clause 81.
- (xxiv).Re-grading means the re-classification of an employee status to another.
- (xxv).Shift Worker means an employee whose hours of work are determined by a shift Roster.
- (xxvi).Shut down periodmeans the closing down of workshops in some departments, especially the Public Works Department during the Christmas break (normally for about two weeks).
- (xxvii).smoking, with its grammatical variations, means puffing or inhaling and expelling the smoke of any tobacco product and includes the holding of, or control over, any ignited tobacco product;
- (xxviii).Station means an employee's normal place of work within the declared limits of a town or city.
- (xxix).Temporary Employee means an employee engaged to undertake specific assignments of fixed short time duration not exceeding three (3) months
- (xxx).Temporary Re-grading means Government Wage Earner regarded to carry out the duties of another Government Wage Earner's post for a period not exceeding 3 months.
- (xxxi).Temporary Relieving means an employee whose contract of Employee service is of a temporary nature and the contract which expires at the end of the temporary period specified in the contract.
- (xxxii).Transfer means the "permanent transfer" from one station to another proposition of which has been put in writing to an employee in clear terms giving not less than 28 days prior notice ,i.e. it means. situation in which an employee does not have to maintain two homes.

(xxxiii).Union In this context means any union duly registered under the Employment Relations Promulgation 2007. [ERP]

(xxxiv).Wage means basic wage.

(xxxv).Watchman means an employee who is required to patrol and ensure the security and safety of property and whose normal hours of duty is separately defined.

(xxxvi).Week's pay is defined as remuneration for normal hours worked within the 7 days of the week, except where special conditions apply.

2. Application

- (a) This Agreement is applicable to all Government Wage Earners, including part-time, temporary employees, and Trade Apprentices.
- (b) The words and expression in this Agreement referring to male employees shall equally apply to female employees
- (c) This Agreement may be supplemented or amended from time to time
- (d) It is the duty of all employees to be thoroughly acquainted with this Agreement. and the contents of all amendments and addition to it.
- (e) This Agreement must be made available in every Ministry and Department for reference by all employees and it is the duty of the Heads of Department to ensure that all the employees have reasonable access to a copy.
- (f) Like all official documents, copies of the Agreement provided for the use of the Departments are not to be regarded as the property of individuals, but as part of the equipment of the Government Office for which copies are provided.

3. Amendments

- (a) All amendments to the existing agreement shall be made through PSC Circulars.

- (b) Heads of Departments are to ensure that amendments and additions to the Agreement are made immediately.

4. Employment of Part-time Employment

- (a) Part-time employees shall be served a Letter of Appointment detailing the terms and conditions of employment.
- (b) Part –time employees shall be required to sign the duplicate copy of the letter of appointment when accepting this appointment.
- (c) Part-time employees shall be granted all benefits that they have accrued on or before the end of their appointment.

5. Engagement of Project Workers

- (a) Project Workers shall be engaged for a specific project in accordance with their letter of appointment detailing the terms and conditions of employment.
- (b) If the project worker is subsequently engaged in other projects, he should be issued with a new Letter of Appointment specifying the terms and conditions of the new appointment.
- (c) Issuance of this new appointment nullifies the previous appointment in (a).
- (d) The project worker shall be required to sign the duplicated copy of the letter of his engagement.
- (e) The Project Worker shall be paid all accrued benefits at the end of the appointment or contract prior to re-engagement.

PART II

APPOINTMENTS

6. Medical Examination and Police Report

- (a) Persons selected as GWE must first undergo Medical Examination and be certified medically fit by a Registered Medical Practitioner(s) prior to being appointed.
- (b) The selected applicant must have a satisfactory police record provided that there is no unlawful discriminations within the meaning of Rehabilitation of Offenders (Irrelevant Conviction) Act 1997.

7. Documentation on Entry

- (a) On appointment an employee is required to complete all statutory requirements in terms of Superannuation and Income Tax Regulation.
- (b) A Service Record Card and other required information e.g. birth certificate and academic records, must be filed in a personal file for each employee and maintained by the Ministry from the date of recruitment.
- (c) Re engaged applicant(s) is also required to furnish details of any previous Government Service Record and include reasons for the termination of appointment.

8. Effective Date of Appointment

The date of appointment is the date on which the employee assumes the duty of the post as stated in the letter of appointment.

9. Contractual Appointment

- (a) An employee on appointment to the Public Service shall be required to sign a contract of employment specifying

job responsibilities and terms and conditions of employment.

- (b) The Head of Department may extend the employee's period of contract subject to annual performance assessment.

10. Resignation

- (a) An employee wishing to terminate his or her contract will be required to give one (1) week's notice or one (1) week's pay in lieu of notice.
- (c) Resignation of an employee serving under bond shall be accepted by the Head of Department provided all bond obligations have been fulfilled.

11. Compulsory Retirement

- (a) An employee shall be required to retire on attaining the age of fifty five (55) years, as stipulated in the State Services Decree or any other changes from time to time.

12. Retirement on Grounds of Ill- Health

- (a) The Officer-in Charge makes a submission to the Head of Department recommending that an employee be medically boarded in the following circumstances:-
 - (i) to determine whether an employee should be granted sick leave with pay after exceeding his or her inpatient sick leave entitlement of 20 days and up to a maximum of 40 days stipulated under Clause 62 (b) of this Agreement.
 - (ii) to ascertain whether the employee is capable of performing the duties of the post or any other post to which the employee may be posted.
 - (iii) the submission by the Head of Department should include medical report(s) medical certificate and sick leave details and to state how the sickness is adversely affecting the employees attendance and/or performance.

- (b) Request the Permanent Secretary for Health (PSH) to convene a Medical Board on the officer.
- (c) Attach to that request, the medical report(s), medical certificates and sick leave details of the employee concerned and state how the sickness is adversely affecting the employee's attendance and/or performance.
- (d) Advise the employee concerned in writing the reasons for the Medical Board.
- (e) Require the employee to complete the appropriate requisition form and to submit the duly completed form to the Permanent Secretary for Health.
- (f) Advise the officer that the Medical Board will consider any written representation that the may wish to make, or made on his or her behalf, in addition to any medical reports placed before it.
- (g) Ensure that the details referred to in sub-clause (c) above are included with the requisition form required in paragraph (e) be completed and sent to the PSH within two (2) weeks of the request to convene the Medical Board.
- (h) The PSH shall, upon receipt of the requisition form, appoint the Medical Board to examine the officer. Such appointment shall be made within ten (10) days of the receipt of the requisition form.
- (i) The Medical Board shall comprise of not less than three medically registered, qualified personnel to administer the Medical Board.
- (j) The Medical Board shall consider any written representations made to it by the officer, or on his or her behalf in its assessment. The use of legal counsel to represent an employee and to make representations on his or her behalf is not allowed.
- (k) The Medical Board shall submit its report including its recommendations under confidential cover to the

Permanent Secretary or Head of Departments concerned within one (1) month from the date it completes its examination.

- (l) Where in the opinion of the Medical Board, some of its findings and recommendations may affect an employee's future employment; it should make it known its views/recommendations verbally to the employee. In such cases, the report of the Medical Board should indicate the date(s) the employee was interviewed.
- (m) The Permanent Secretary or Head of Department shall advise the employee in writing if the report of the Medical Board contains a recommendation that the employee be retired on medical grounds.
- (n) The Permanent Secretary or Head of Department shall advise the employee in writing of the effective date from which the Medical Board decision is to be implemented
- (o) The Permanent Secretary or Head of Department must ensure that the employee is retired after clearing all dues

13. Reporting on Employees about to Reach Retiring Age

- (a) Officers-in-Charge shall notify the Head of Department three months before an employee reaches the compulsory retiring age for necessary processing of the employee's retirement.
- (b) Officers-in-Charge shall send to the Head of Department on or before 15th September in each year, a list of his employees, who will reach the compulsory retiring age during the next calendar year.
- (c) In addition, they shall specifically bring to the notice of the Head of Department each case where an employee is due for leave and will reach the compulsory retiring age during the course of his or her leave.

14 Certificate of Service

- (a) An employee who, upon relinquishing his appointment, wishes to be furnished with a Certificate of Service, shall be provided with a Certificate in the form illustrated in **Appendix I**.
- (b) No form of testimonial other than the one shown at **Appendix I** may be given to an employee relinquishing his appointment except with the prior permission of the Permanent Secretary for the Public Service.
- (c) A Certificate as at sub-clause 14(a) above may be given to a temporary employee with not less than one year's service, if the employee so requests. The Certificate of Service should be signed by the Permanent Secretary.

PART III

HOURS OF WORK

15. Attendance Register/ Time Clock

- (a) An employee must :-
 - (i) sign an Attendance Register when arriving at work each day and indicate the time of arrival;
 - (ii) sign the Register when leaving work and indicate the time of departure;
 - (iii) In the space provided, give reason for late arrival or early departure.
- (b) Where time clocks are provided an employee is required to clock in on such clocks at the time of starting work and on finishing work. (Employees instructed to work overtime will clock off at the time of finishing overtime).
- (c) Where time clocks are not provided, departments will ensure that the exact times of each employee's starting and leaving are recorded.
- (d) An employee tampering with a time card/attendance register or with any clock, clocking another employee's card, or falsifying a time sheet, or deliberately failing to clock in, will be liable to serve disciplinary action and possible dismissal.
- (e) If an incorrect stamping or an alteration has been made to an employee's card or time-sheet or if he finds that it has been stamped by another employee, he must at once report it or be held responsible for the irregularity.
- (f) An employee is expected to stand by the consequences of his or her own lateness whatever the cause.

- (g) Deduction of pay of late arrivals will be made up to and including the quarter of an hour in which the employee arrives late.
- (h) Office Supervisors are required to check and initial daily the Attendance Register or Time Card under their control and to take appropriate advisory and disciplinary action in the case of persistent offenders and record appropriately employee's personal file.
- (i) In country districts the Senior Department Officer will be responsible to his or her Head of Department for keeping a local register as in (a) above.

16. Register of Absences

- (a) In every Part or Division or Department or Ministry, there shall be kept a Register of Absences in which shall be recorded information regarding the absences of employees from the office except in respect of absences on official duty. An employee must:-
 - (i) sign the Register of Absence or clock out when leaving the office and indicate the time of departure;
 - (ii) sign the Register or clock in when returning to the office and indicate the time of return;
 - (iii) in the space provided, give the reason for the absence.
 - (iv) If an employee is absent from his or her workplace for any reason other than duty, he shall ensure that a message explaining his absence is sent immediately to his Officer-in-Charge.

17. Normal Hours of Work

- (a) The normal working week will be 44 hours worked over 5 days except in the case of employees in respect of whom other arrangements have been agreed.

- (b) Where a messenger and any other employee (other than part-time employees) is required by his or her Head of Department to work less than 44 hours a week will continue to be paid 44 hours. He will not, however, be eligible for overtime pay or time off in lieu unless he works in excess of a total of 44 hours in a pay week.

18. Watchman

- (a) A watchman will work on alternate nights and under normal circumstances his or her hours of work will total 119 ½ hours in any fortnight. By way of example, the hours of a PWD watchman normally worked as follows:-

“A” Duty

Saturday	5.00pm – 7.00am	=	14 hours
Sunday	5.00pm-7.00am	=	14 hours
Monday		=	[Off]
Tuesday	5.00pm-7.00am	=	14 hours
Wednesday		=	[Off]
Thursday	5.00pm-7.00am	=	14 hours
Friday		=	[Off]

“B” Duty

Saturday	7.00am-5.00pm	=	10 hours
Sunday	7.00am-5.00pm	=	10 hours
Monday	5.00pm-7.00am	=	14 hours
Tuesday		=	[Off]
Wednesday	5.00pm-7.00am	=	14 hours
Thursday		=	[Off]
Friday	3.30pm-7.00am	=	15 ½ hours

* Each Watchman works alternate weeks “A” duty and “B” Duty.

- (b) Overtime:-
Watchman qualify for overtime rates only if they work in excess of the hours specified in (a) above, i.e. their

normal hours of 119 ½ per fortnight will be remunerated at their normal time rate (which includes a built- in overtime element).

- (c) Public Holidays & Rostered Days Off:-
The provisions of Clause 45 (a) (iv) and (v) regarding pay for working on paid public holidays and rostered days off are applicable to Watchmen.

19. Hours of Work for Other Class of Workers

- (a) An employee as defined hereunder may be rostered to work 5,5 ½ or 6 turns of duty in the week, with Sunday ranking as an ordinary working day:-
- (i) Employee (generally known as Stockman) whose duties are connected with animals and/or poultry
 - (ii) Employee in residential schools, hospital, old people' home and other essential service areas;
 - (iii) Ambulance driver;
 - (iv) Any other class of employees

Any time worked outside his or her fixed duty will be compensated in accordance with the normal overtime arrangements, with the exception that Sunday may rank as an ordinary working day and that if under such an arrangement the employee is required to work on his or her rostered day-off (i. e the day normally given in lieu of Sunday) the hours worked will be remunerated at double time rate.

- (b) Ambulance drivers required for emergency duties outside their fixed working hours will be paid at the recognized overtime rate for the time so worked; it being understood that employees coming within this arrangement would need to be located if required.

- (c) "The following are agreed fixed duty hours"

(i) **Queen Victoria School**

<u>Occupation</u>	<u>Normal Hours of duty</u>
*Head Stockman *Assistant Dairyman	} Any five days out of seven in the Week
	5.30am to 8.00am 9.00am to 12noon 2.00pm to 5.30pm (4.30pm on Wednesday)
*Fencer	Five days from Monday to Friday

Note: The Fencer would be required to relieve the Assistant Dairyman during annual leave or sickness when he would be rostered to work the same hours and be paid at the appropriate rate.

* Tractor driver Five (5) days out any seven (7) days as required

	<u>Alternate Week</u>
* Cook A (two)	5.30am to 9.00am 2.30pm to 8.00pm
* Cook B	9.00am to 1.30pm 2.30pm to 8.00pm

(with alternate Saturdays and Sundays free from duty)

(ii) **Ratu Kadavulevu School, Lodon**

<u>Occupation</u>	<u>Normal Hours of Duty</u>
* Head Stockman *Stockmen	} Any five days out of seven in the week made up of 4 periods totalling 9 hours and one of 8 hours
4.30am to 7.00am 9.00am to 12noon 2.30pm to 6.00pm	} (9 hour period)

*Cooks } any five days out of
*Kitchen Hands } seven in the week

Shift "A" 5.30am to 7.00am
9.00am to 12noon
2.30pm to 6.30pm

Shift "B" 6.00am to 8.30pm
10.00am to 1.00pm
3.00pm to 6.00pm

(iii) **Koronivia Research Station**

[To work five days out of seven days in the week, subject to modification]

*Dairyman

Monday to Friday Saturdays and Sundays

A: 3.00am to 8.00am A: 3.00am to 6.30am
2.00pm to 5.00pm 2.00pm to 4.30pm

B: 4.00am to 8.00am B: 4.00am to 7.00pm
9.00am to 11.00am 2.30pm to 5.30pm
2.30pm to 5.30pm

*Pig and Poultry-men

Monday to Friday Saturdays and Sundays

7.00am to 11.00am 7.00am to 10.00am
2.00pm to 6.00pm 3.00pm to 6.00pm

Note: Relief to work four (4) eight (8) – hours day and two (2) six (6) hours day

20. Meal Intervals

- (a) An unpaid meal interval of one hour will be allowed under normal conditions of work. In exceptional circumstances an employee may be asked to vary the time and duration of the meal interval.
- (b) Any variation to starting time either to begin earlier or later shall not affect the duration of the meal interval; if however an interval of not less than 30 minutes is taken then in such an event, work will continue until normal

finishing time and the extra period of duty will be treated as overtime.

21. Task Work

When the task work system is issued by a department, the following rules will apply:

- (a) Tasks shall be fixed with regard to the nature of the work performed and shall be based on the expected output of an employee with regard to local conditions and the tasks.
- (b) The general application for task work is related to work performed on road maintenance and associated tasks.
- (c) The tasks fixed at sub-clause (a) above shall usually be on general standard that an employee will complete the task – 7/9 of a normal working day.

22. Inclement Weather Minimum Payments

Where in any pay week, an employee has reported for work but has been prevented from starting work by reason of inclement weather, and for whom suitable alternative work is not found the following rules will apply:-

- (a) Provided the employee has reported for work at normal times:-
 - (i) if work is not started or if he has worked for any period less than three hours on any one day and the job rained-off he will receive pay for the difference between his actual working time and the three hours; although he may have completed his actual thirty-two hours in that week .
 - (ii) Where an employee is unable to work a minimum of thirty-two hours in any pay week, the difference between the times actually worked and the thirty-two hours will be paid as a minimum working week inclusive of any allowance made under sub-clause (i) above.

- (b) If an employee does not report at normal starting time on any one or more days the guaranteed minimum week will be reduced proportionately as shown below:-

No. of days on which employee Failed to report at normal starting time	No. of hours to be taken as minimum weekly payment
1	25 ½
2	19
3	12 ½
4	6
5	Nil

PART IV

OVERTIME

23. ALL employees, other than those who are subject to special conditions (see Clauses 18 and 19) will receive overtime payments in the following circumstances:-

(a) Day Workers

After completing their normal hours of work irrespective of what the normal starting time may be, if required to continue working they will then become eligible for overtime.

- (i) For all hours worked up till midnight at the rate of time and half;
- (ii) For all hours worked between midnight and normal starting time or the finishing time of continuous overtime at rate of double time-unless the terms of sub-clauses (iii), (iv), (v) or (vi) below apply;
- (iii) For all hours worked between mid-day Saturday and midnight Sunday at the rate of double time;
- (iv) For all work performed on paid public holidays at the rate of time and a half (in addition to holiday pay);
- (v) For any work performed on a Sunday or rostered day off given in lieu (but not for both), or a paid public holiday or between normal starting time and mid-day Saturday, employees will be paid a minimum payment equivalent to three hours work at the appropriate overtime rate;
- (vi) All overtime worked on recall after the normal day's work shall be paid from the time of reporting for duty at the rate that would have

been paid had the employee worked continuously without a break;

- (vii) Employees who are required to work night shift will be paid at the rate of time and one-fifth for the number of hours they would normally work in a day. If an employee continues at work, the first seven hours of overtime will be paid at the rate of time and half, and any further hours worked will be at a double time;
- (viii) An employee must work through night shift hours for not less than three consecutive nights to qualify for night shift payment of time and a fifth;
- (ix) An employee who has worked overtime will normally have an interval of not less than 8 clear hours off work.

e.g. Assume (a) Overtime ends at 3 am

(b) Normal starting time is 7 am

Then the 8 hour break will end at 11am and the employee will receive normal time rate for the period 7am to 11am:

- (x) An employee who is required to start work before the normal starting time, shall be paid as follows:-
 - (1) From the time he actually started working till his normal starting time he will receive, in addition to his or her normal rate, an allowance of 5 cents per hour.
 - (2) After the employee has worked a period equal to his normal working hours, he will be permitted to continue working until normal finishing time and the hours worked in excess of normal working day will be paid at normal overtime rates.
 - (3) This allowance of 5cents per hour is designed to compensate an employee

who is called upon to start work earlier than his normal time due to flood damage, etc also to compensate an employee who, for a limited period is called upon to start work early (such as tarboilers while bitumen works are in progress).

- (4) It will not be paid to an employee, who owing to the requirements of the job, must start regularly either before or after normal starting time.

(b) Shift Workers

- (i) Employees who are required by virtue of their duties, to work on a regular rotating shift system will be paid an allowance of 5 cents per hour for all hours worked provided that the normal shift hours for that pay week have not been exceeded
- (ii) When the normal shift hours in any one pay week are exceeded, normal overtime rates will be paid on excess hours but the 5 cents allowance will not be paid for hours worked in excess of normal shift hours.
- (iii) Shift workers will be paid at the rate of time and a half for hours worked on paid public holidays in addition to holiday pay.

PART V

DISCIPLINE

24. General

- (a) Heads of Department and other Officers responsible for instituting disciplinary proceedings should refer to this agreement when ever the question of disciplinary action arises, and seek advice from the office of the Solicitor General before any action is taken.
- (b) The Disciplinary Procedure is shown at PART XI of this Agreement.

25. Official Secrets Act

- (a) It is an offence under the Official Secrets Act for any employee to disclose without authority, any official information, whether confidential or not, acquired during the course of his or her duties.
- (b) The provision of the Official Secrets Act shall apply similarly to former Government Wage Earners in so far as information is concerned which they obtained or to which they had access to while employed by Government.
- (c) The relevant extract from the Official Secrets Act must be printed in a register kept in all Department and Ministries and Heads of Department are responsible for ensuring that every employee appointed signs a declaration that he has read the extract.

26. Employee Liable to Disciplinary Proceedings

- (a) An employee who is alleged to have committed a disciplinary offence is liable to disciplinary proceedings in accordance with the procedure prescribes in this Agreement at Clause 73, PART XI.

- (b) Where an offence against any law appears to have been committed by an employee, the Head of Department shall ascertain from the Commissioner of Police or other enforcement agency concerned whether criminal proceedings are contemplated against the employee.

27. Disciplinary Offences

An employee will be charged with a disciplinary offence if he performs or act in a way contrary to any of the following conduct;

- (a) An employee must behave honestly with integrity in the course of employment in the public service.
- (b) An employee must act with care and diligence in the course of employment in the public service
- (c) An employee, when acting in the course of employment in the public service, must treat everyone with respect and courtesy, and without coercion or harassment of any kind.
- (d) An employee , when acting in the course of employment in the public service, must comply with all applicable Acts and subordinate legislations
- (e) An employee must comply with all lawful and reasonable directions given by persons in authority in the employee's ministry, department or parliamentary body.
- (f) An employee must maintain appropriate confidentiality about dealings that the employee has with any Ministry or any member of the staff of a Minister
- (g) An employee must disclose, and take reasonable steps to avoid, any conflict of interest real or apparent) in connection with employment in the public service.
- (h) An employee must use Government resources and asset in a proper way
- (i) A person must not, in the course of or in connection with employment in the public service, provide false or

misleading information in response to a request for information that is done for official purpose.

- (j) An employee must not make improper use of official information or of the employee's duties, status, power or authority in order to gain, or seek to gain a benefit or advantage for the employee or for anyone else.
- (k) An employee must not , except in the course of his or her duties as an employee, or with the express authority of the Permanent Secretary of his or her Ministry, Department or parliamentary body, give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.
- (l) An employee must at all time behave in a way that upholds the Public Service Values and the integrity and the reputation of the public service
- (m) An employee on duty overseas must at all times behave in a way that upholds the good reputation of the state.
- (n) An employee must comply with any other conduct requirement prescribed by regulations, specified in directions or required of the employee by his Permanent Secretary.

28. Transfer or Suspension

- (a) When the Head of Department becomes aware of any indiscipline or misconduct and is of the opinion that in the public interest or the repute of the Public Service requires it, then the Head of Department may:
 - (i) transfer the employee to other duties; or
 - (ii) direct the employee in writing to cease to report for duty until further notice and an employee so directed shall cease to perform his or her duties forthwith.
- (b) An employee directed to cease to perform his or her duties in accordance with sub-clause (a) above shall continue to draw full wages until notice is given to him or her by the Head of Department under Clause 31 (c).

29. Discipline Procedure for Minor Offences

- (a) If a Head of Department has reason to believe that an employee has committed a disciplinary offence which is regarded as a minor offence, the Head of Department shall charge and serve the employee with a copy of the charge(s).
- (b) The employee charged shall, by notice in writing, be required to state in writing within fourteen (14) days of the receipt of the charges whether he admits or denies the charges and must give the Head of Department an explanation.
- (c) Where an employee fails to state in writing under sub-clause (b) above whether he admits or denies the charge, he shall be deemed to have admitted the charge.
- (d) If after consideration, the explanation and any evidence bearing on the alleged offence, the Head of Department is satisfied that the offence has been proved he may caution or reprimand the employee and may, in addition order that a sum not exceeding \$100 be deducted from the employee's wage.
- (e) Any action taken under this provision shall forthwith be recorded in the employee's personal file.
- (f) Any employee aggrieved by a decision shall follow the steps set out in the Grievances Procedure under this Agreement.
- (g) Nothing in this provision shall prevent the Head of Department from treating a series of minor offences as a major offence under Clause 30.

30. Discipline Procedure for Major Offences

- (a) If a Head of Department has reason to believe that an employee has committed a disciplinary offence, which the Head of Department regards as a major offence (or one of a series of minor offences which should be treated as a major offence), he shall charge the employee with having committed the alleged offence and shall forthwith serve the employee with a

written copy of the charge against him and the particulars of the alleged offence, in which event the following provisions will apply

- (b) The employee charged shall by notice in writing be required to state in writing within fourteen [14] days whether he admits or denies the charge and shall be allowed to give the Head of Department an explanation.
- (c) Where an employee fails to state in writing under sub-clause (b) above whether he admits or denies the charges, he shall be deemed to have admitted the charge.
- (d) The Head of Department shall require those persons who have direct knowledge of the allegation to make written statements concerning it.
- (e) The Head of Department shall as soon as possible without delay deal with the matter taking into account the relevant documents and the charge on the matter and of any reply thereto to arrive at a prompt decision.
- (f) Any employee aggrieved by a decision shall follow the steps set out in the Grievance Procedure contained in this Agreement.

31. Suspension

- (b) Where there have been institute against an employee:
 - (i) Disciplinary proceedings in respects of a major offence; or
 - (ii) Criminal proceedings

and where the Head of Department is of the opinion that the public interest requires that an employee should forthwith cease to perform his duties, he shall suspend the employee concerned from such performance.

- (b) The effective day of suspension shall be where an employee has continue to perform his or her duties or in accordance with Clause 28 (a)(i), has been transferred to other duties, the date of receipt by him or her of the notification of his or her suspension.

- (c) An employee so suspended, subject to Clause 35 shall not be paid wages or granted such rights and privileges attached to his or her appointment during the period of his or her suspensions.
- (d) An employee under suspension, shall not have access to work place and shall not remove, destroy or add to, cause to be removed, destroyed or added to, any official document, instrument or matter.
- (e) If disciplinary proceedings against any such employee result in his being innocent, he shall be entitled to the full amount of the remuneration which he would have receive if he had not been suspended.
- (f) If the proceedings result in any punishment other than dismissal, the employee shall be allowed such wage as the Head of Department may in the circumstances determine.
- (g) An employee who is under suspension from duty shall not leave Fiji without the permission of the Head of Department and any such employee who leaves Fiji without such permission is liable to summary dismissal and shall forfeit all official rights and privileges.

32. Employee on Charge not permitted Leave

An employee who is charged with an alleged disciplinary offence but who is not suspended shall not, without the written approval of the Head of Department, take leave, other than sick leave or maternity leave until the determination of the case.

33. Penalties

- (a) Any other of the following penalties may be imposed by the Permanent Secretary or Head of Department by disciplinary proceedings brought against any employee in respect of misconduct or indiscipline:
 - (i) warning
 - (ii) suspension
 - (iii) fine not exceeding \$200

- (iv) Reduction of remuneration;
 - (v) Reduction in rank, that is, removal to another grade or job with an immediate reduction in wage;
 - (vi) Dismissal, that is, termination of appointment
- (b) Where a fine is imposed, the amount of such fine shall be deducted from the wage of the employee in such manner as may be specified at the time the penalty is imposed.

34. Disciplinary Action after Acquittal of a Criminal Charge

Subject to Clause 31 (a)(ii) an employee acquitted of a criminal charge in any court shall not be dismissed or otherwise punished in respect of any charge of which he had been acquitted, but nothing in this provision shall prevent him for being dismissed or otherwise punished in respect of any other charge arising out of his conduct in the matter, unless such other charge is substantially the same as that in respect of which he has been acquitted.

35. Employee Convicted of Criminal Charge

Subject to Clause 24, if any employee is convicted in any court of a criminal charge, the Head of Department may consider the relevant proceedings on such charge and if he is of the opinion that the employee ought to be dismissed or subjected to some lesser punishment in respect of the offence of which he has been convicted, the Head of Department may institute disciplinary action.

36. Non- Payment of Remuneration on Conviction of a Criminal Charge

- (a) An employee convicted of a criminal charge and sentenced to imprisonment without the option of a fine or convicted of a criminal charge involving:
- (i) dishonesty
 - (ii) fraud; or
 - (iii) moral corruption

Shall not receive any wage or allowance or any other rights and privileges after the date of conviction pending consideration of his or her case by the Head of Department on instituting disciplinary proceedings in accordance with Clause 73 of PART XI.

PART VI

OTHER ALLOWANCES

37. Country Allowance

- (a) The following rates of country allowance to an employee for a total period of absence on out station duty necessitating absence at night from his usual place of residence:-
 - (i) \$9.00 per night if accommodation is provided
 - (ii) \$21.00 per night if accommodation is not provided for the first 7 nights; \$18 per night thereafter
- (b) Where full accommodation at Government expense including on board a ship is provided, no allowance is payable.
- (c) Where an employee is required to work outside his normal district, 48 hours notice will be given in advance of the date he is required to move except in cases of emergency.

38. Transfer Allowance

- (a)
 - (i) A transfer allowance is payable to an employee when he is transferred from one station to another and where the transfer justifies and results in a change of residence.
 - (ii) In the case of an employee who requests for a transfer and has not served at a station for three years no transfer allowance and travelling expenses are payable.
 - (iii) The transfer allowance will be payable when an employee is posted to another station as a relieving employee provided that the posting is for not less than three months. In such cases, the allowance will be paid on posting to the station in

which the employee is to act as a reliever, but it will not be paid when he returns to his normal station. If unforeseen circumstances require him to be moved back again in less than three months, the transfer allowance will still be payable.

- (iv) Subject to sub-clause (a)(i) above, where the employee and his spouse are both Government employees, on transfer, only one set of transfer allowance will be paid.
- (v) An employee proceeding on approved training with pay of not less than one academic year will be paid transfer allowance if he is required to move his residence.

An employee "household effects" will normally be regarded as being confined to the following items: glassware, linen, cutlery, furniture, sewing machines and other household goods, provided that other items may also be regarded as household effects at the discretion of the Head of Department.

- (b) When an employee is transferred, a lump sum Transfer Allowance will be paid to the employee at the following rates:-
 - (i) Single employee - \$190
 - (ii) Married employee - \$385

39. Transport and Travelling Allowance

- (a) The existing daily transport for hourly paid employees will be maintained and any extension of the facilities will be at the sole discretion of Head of Departments.
- (b) In the event of daily transport being provided for a particular job, the transport will cease when the job has been completed..
- (c) The General rule covering travelling time by departmental transport is that both the journeys in and out made in the employees' own time when proceeding

to and from their homes or picking up points to Yards, Depots, etc.

- (d) When travelling from Yards, Depots, etc to the working points after reporting for work and when returning from work, the employees' journey shall be in the department's time.
- (e) Employees who are required to travel back to their Yard, Depot, etc., from their working point after their normal finishing time will be paid travelling time.
- (f) The first hour to be at their normal hourly rate, any time in excess to be at the appropriate overtime rate.
- (g) Employees on outstation duty within their district who can be conveyed by motor transport will be given transport to and from their normal place of duty every second weekend.
- (h) Travelling time will be one journey in the department's time. Subsistence allowance will not be paid for the period that the employee spends at his normal place of duty.
- (i) When employees are being conveyed by motor transport, seats and canopies will be provided.
- (j) Employees in (g) above may be allowed, provided all in the gang or group so agree, to fill time by working on Saturdays at normal time rates. Such arrangement shall be for the purpose of enabling the employees to accrue wages for using during their weekend at home.
- (k) Transport for Overtime Workers:
 - (i) When employees are required to work overtime after public transport on which they may travel has ceased running, they shall be provided with free transportation to a point nearest to their homes within a distance of 5 miles by road from the workplace.
 - (ii) Provided that the Officer-in-Charge shall have discretion, in appropriate circumstances to authorize that such 5 mile limitation may be exceeded.

40. Hotels, Accommodation and Meals

- (a) If the Head of Department authorises an employee to be accommodated overnight the employee may claim hotel expenses subject to limits prescribed by the Secretary for the Public Service Commission from time to time.
- (b) Where the charge for the only accommodation available, exceeds the limit, the Head of Department may authorise refund of the actual amount paid.
- (c) The allowance for three meals taken shall not exceed \$27.00 per day

41. Height Allowance

The following allowances are paid to all employees irrespective of grade when working at various heights which entail an unbroken fall:

<u>Height of Unbroken Fall</u>	<u>Allowance</u>
Up to 30 feet	No allowance
31 to 100 feet	10c per hour
101 to 150 feet	20c per hour
151 to 200 feet	30c per hour
201 feet and over	40c per hour

Such allowances are paid only for the actual hours worked at the respective heights.

42. Meal Allowance for Overtime Work

The rate of a meal allowance shall be \$9.00. The rate may vary at Government's directive.

An employee shall be paid meal allowance under the following circumstance:-

- (a) Day Worker:-
 - (i) If required to work or undertake official travel two (2) hours before or beyond normal working hours.

- (ii) If required to work or undertake official travel during the lunch meal period during normal working days.
 - (iii) An additional meal allowance for each successive period of 5 hours continuous work performed immediately after the initial meal break at sub-clause (a)(i) above.
 - (iv) In respects of Saturdays, Sundays and Gazetted Public Holidays, He shall be paid a meal allowance if he is required to work and or undertake official travel continuously for each period of not less than five hours.
 - (v) An additional meal allowance for each successive period of 5 hours continuous work and or official travel immediately after the initial qualifying period at sub-clause (a)(iv) above.
 - (vi) The provision in (a) (iv) above shall also apply to day workers during working days (but outside of normal working hours) in circumstances not covered under the provisions of sub-clauses (a) (i) to (iii) above.
 - (vii) An employee who qualified for meal allowance under (vi) above who is required to continue working after qualifying for the payment of the initial meal allowance shall be paid an additional meal allowance for each successive of five hours continuous work performed immediately after the initial qualifying period.
 - (viii) Except for sub-clause (a)(ii) above, no additional meal allowance is payable for work carried out during normal working hours.
- (b) Shift Workers:-
- (i) If required to work following the termination of his normal shift an employee shall be paid a meal allowance if he works more than two hours or through a meal time, whichever is earlier. He shall also be paid a meal allowance if he is recalled to work through a meal time.

- (ii) If required to continue working after qualifying for the payment of the initial meal allowance on completion of a full shift an employee shall be paid an additional meal allowance for each successive period of five hours continuous work performed immediately after his meal break.

43. Wet and Dirty Working Condition Allowance

- (a) An employee engaged for not less than *75 per cent* of his time in the cleaning of lavatories, or working in conditions which entail indirect contact with human excrement or any work which the Health authorities may classify as having serious health hazard shall be paid an allowance at the rate of \$0.25 a day.
- (b) If, however, the employee is only engaged on these duties as part of his normal daily duties (i.e less than *75 per cent*) the allowance payable shall be at the rate of \$0.15 cents a day.
- (c) An employee engaged in bailing out septic tanks or working in direct contact with human excrement or on the outlet rubble drain of a septic tank, shall be paid twice the normal rate. An employee working in conditions of other filthy areas such as septic effluent shall be paid an allowance of \$0. 10 cents per hour

44. Other Miscellaneous Allowances

- (a) Firing Explosive:
When an employee is engaged on placing and firing explosive the difference between his rate of pay and the quarryman's rate of pay will be paid as an allowance in addition to his rate during such time as this work is being performed.
- (b) M/T Drivers
When driving trucks of over five tons maker's rated capacity, M/T Drivers shall be paid 3 cents per hour extra during such time as this work is being performed and the employee is attached to this type of vehicle.

- (c) Diving:
Every employee required to do diving duties will be paid \$2.00 for every task completed. [This will apply in connection with slipping vessels in Government Shipping Services, cleaning of Water Treatment Plants, clearing bridges during flooding] PSC Circular 40/76. When an employee is required to use self contained underwater breathing apparatus – double time shall be paid for the period during which the employee used the apparatus.
- (d) Jack Hammers:
When labourers are required to operate a pneumatic jack hammer, or any other similar hammer heavy power tools an allowance of 8 cents per hour shall be paid whilst so employed on road work.
- (e) Chipping Bridges:
When labourers are engaged on chipping bridges they shall be paid allowance at the rate of 4 cents per hour
- (f) Electricians:
An electrician who obtains a Wiremen's Licence will be paid *\$0.02 cents per hour* in addition to his or her normal rate of pay
- (g) Rice Transplanting:
An employee engaged in transplanting rice in paddy fields shall be paid allowance of 5 cents per hour whilst so engaged.
- (h) Confined Space:
An employee required to work in a chamber, tank, pipe, flue, or other similar confined place in which means of entry and egress are limited and which, in relation to his trade or job constitutes abnormal working conditions and the dimensions of such place necessitate working in abnormal stooped or cramped position productive of unusual discomfort shall be paid an allowance of 20 cents per hour or part thereof.
- (i) Stay Wire Painting:
An employee engaged on stay wire painting from a bosun's chair shall be paid an allowance of 6 cents per hour whilst so engaged.

- (j) **Driving Instructions:**
Drivers engaged on teaching others to drive shall be paid an allowance of 6 cents per hour or part thereof whilst so engaged.
- (k) **Higher Responsibility:**
An employee appointed to relieve a Civil Servant shall be paid an allowance of 20 cents per hour whilst engaged in such relieving duty
- (l) **Night Attendant**
An allowance of \$1.00 per night shall be paid to Electric Plant Attendant who are required to attend to such plants for a whole night
- (m) **Kabuta Miniature Cultivator Machine**
An allowance of 8 cents per hour shall be paid to an employee while operating on Kabuta Miniature Cultivator machine

PART VII

PAYMENT OF WAGES

45. Procedure for Payment of Wages

- (a) (i) The pay week and pay date will be specified by government
- (ii) Pay for crews of vessels will be available for payment at the homeport on normal paydays.
- (b) (i) An employee who is unable to collect his wages may authorise in writing a member of his family to collect it on his behalf.
- (ii) No person connected with the time keeping preparation and payment of wages, may receive pay on behalf of an employee.
- (c) Wages and leave pay shall be paid on termination of employment or resignation provided appropriate notice has been given, shall be paid as soon as possible on the day following the date of termination.
- (d) Any discrepancy of wages must be notified to the officer responsible for corrective action as soon as practically possible.

46. Grading of New Job

In the event of a new job being approved the grade classification and rate of pay shall be determined by the Permanent Secretary for the Public Service in consultation with the Union..

47. Re-grading

- (a) (i) Where an employee is to be re-graded for the purpose of rotation, the Head of Department after consultation with the employee shall at least give seven (7) consecutive days notice in writing to the employee concerned.

- (ii) The rate of pay shall remain the same
- (b) (i) The employee concerned shall then have the right to raise an objection in writing within seven (7) consecutive days on receipt of the notice.
- (ii) In case of such an objection the grievance procedure shall be applied.
- (c) (i) In the event the Head of Department upholds the objection, the effective date shall adjust to the date when the original re- grading was rejected.
- (ii) If, however, the Head of Department rejects the objection against the regrading, the regrading shall stand and be effective from the original date of regarding
- (d) Re-grading shall not be carried out in the case of an employee required to perform work that would entitle him or her to either a higher or lower rate of pay for periods of less than seven (7) consecutive working days unless a change of occupation is involved.
- (e) If a change of occupation is involved, then the employee shall be upgraded immediately
- (f) When an employee is downgraded to a new occupation, the downgrading will take place immediately but only if the employee spends seven (7) or more consecutive working days at the lower rate
- (g) The establishment shall not be affected as a result of any regarding
- (h) Subsection (d) does not apply to PWD and Agriculture operators and their pay will be directly tried to the type of plant they operate

48. Claims for Pay Discrepancies

- (a) An employee shall be required to check his pay packet immediately upon receipt, in the presence of the paying officer to verify the amount.

- (b) (i) Claim for discrepancies relating to pay and other benefits must be made within 30 days or unless the Head of Department for justifiable reasons waive such requirement.
- (ii) Once the claim is registered, the delay in settlement will not affect the claim, subject to sub-clause (c) below
- (c) (i) Payment in respect of claim in sub-clause (b) above shall be made as soon as practicable but not later than 90 days from the day the claim was approved.
- (ii) The department may recover any overpayment caused by it, within three months of detection.

PART VIII

LEAVE CONDITIONS AND PUBLIC HOLIDAYS

49. Applications

- (a) The following leave conditions apply from the commencement of this Agreement and apply to every employee other than
 - (i) Employees appointed under an agreement of service who will be governed by their terms of agreement; and
 - (ii) Temporary relieving employees who will be governed by the Employment Relation Promulgation 2007.[ERP]
- (b)
 - (i) No employee shall be granted leave with pay within the first three (3) months of his appointment to the Service
 - (ii) This provision shall not apply where an employee has served continuously for at least three (3) months as a temporary relieving employee immediately prior to his appointment on permanent terms.

50. Annual Leave

- (a)
 - (i) An employee, shall be granted annual leave as follows:-
 - (1) 12 working days for up to 10 years of service;
 - (2) 14 working days from 11 to 20 years of service; and
 - (3) 15 working days for an employee with 21 years of service

- (ii) Annual Leave will not be accumulative except as provided for in sub-clause (h) below.
- (b) Annual leave which has been earned may be taken by arrangement with the Permanent Secretary or Head of Department or supervisor during the leave year.
- (c) The following absences will not affect an employee's annual leave entitlement:
 - (i) periods of sick leave certified by a Registered Medical Practitioner or Government Medical Officer
 - (ii) absences on leave with pay, certified sick leave and absences caused by industrial accidents for which periodical payments are made under the provisions of the Workmen's Compensation Act. Cap 94 [1978 edition]
- (d) An employee who has been working for a period of more than three (3) months but less than one year, shall be granted annual on pro-rata for each completed month of service. An employee shall not be entitled for any leave in the first three months.
- (e)
 - (i) Watchman's leave pay (including public holiday pay) must be computed on the basis of the number of hours they are normally required to work subject to a minimum of 83 and to a maximum of 119 ½ hours per fortnight.
 - (ii) This means that where a watchman normally observes a working fortnight of 96 hours, his leave pay is to be calculated on 96 hours and, where his or her normal hours are 119 ½ on 119 ½ hours, and so on.
 - (h) In the case of part time watchman leave pay should be calculated without reference to the 88-hour minimum and on the basis of actual hours per fortnight that he is required to observe as normal
- (f) Payment in respect of annual leave shall be made a week in advance.

- (g) Annual leave must normally be assessed and taken when due. The Head of Department shall ensure scheduling of leave to avoid bulging of leave entitlement at any time of the year.
- (h) An employee who has his annual leave deferred either at his own request or by management for a period not to exceed six (6) months, shall not forfeit any leave from his entitlement.

51. Long Service Leave

- (a) An employee shall become entitled to Long Service Leave as follows:-
 - (i) on completion on 12 continuous years of service – 15 working days;
 - (ii) on completion of each continuous year of service in respect of year 13 up to and including year 20 – 1½ working days per year; and
 - (iii) on completion of each continuous year of service from years 21 onwards – 2 working days per year
- (b) Such Long Service Leave as may have accrued to an employee may be taken at any time after completion of the initial 12 years qualifying period, provided that having utilized such leave whilst in employment he shall not be permitted, save on determination of employment, to utilize any further days which he may have accrued until the completion of not less than 10 years of service from the date on which he last proceeded on Long Service Leave.

52. Bereavement Leave

- (a) Three days' paid leave per calendar year will be granted to an employee on the death of a close relative
- (b) An employee may take any accrued annual leave in addition to Bereavement Leave.

53. Maternity Leave

The maximum confinement period for a female to proceed on maternity leave is 84 days. A female employee shall not be permitted to return to work within a period of 42 days following her confinement.

- (a) (i) On the first three births employees, will be granted maternity leave on full wages up to a maximum absence of 84 consecutive days covering the period before and after confinement.
- (ii) In the event of the employee being unfit to return to duty as a result of illness arising out of pregnancy or confinement at the end of this time, she may be granted by the Permanent Secretary or HOD leave of absence without wage for a further period of up to 60 days.
- (iii) No further extension of leave may be granted without the prior approval of the Secretary for the Public Service
- (b) (i) At the fourth and subsequent births as in sub-clause (a) above, employees, both permanent and temporary, will be granted half the normal remuneration.
- (ii) In the event of the employee being unfit to return to duty as a result of illness arising out of pregnancy or confinement at the end of this period, she may be granted by the Permanent Secretary or HOD leave of absence without wage for a further period of up to 60 days.
- (c) An employee who has been granted maternity in accordance with sub-clause (b)(ii) above may be allowed to resume duty after at least a minimum of 30 days post-confinement on production of certificate from the registered Medical Practitioner that she is medically fit to resume duty and with the prior approval of the Secretary for the Public Service.
- (d) Any annual leave due to the employee before the commencement of the maternity leave shall not be absorbed into the maternity leave.

- (e) An employee taking maternity leave shall be granted annual leave on a pro-rata basis for the number of months served from the date of resumption of duty after maternity leave to the end of the employee's leave year.
- (l) An employee who is granted maternity leave without wage as in sub-clause (b) above, may on application utilise all or part of annual leave earned against her maternity leave.

54 Shut- Down Period

- (a) An employee who has no accrued annual leave owing to him or her, will be on leave without pay during any part of the annual shut-down period, if applicable.
- (b) This provision does not apply to Project workers.

55. Authorised Leave without Pay

- (i) After not less than ten (10) years continuous service an employee may, at the discretion of his or her Head of Department, be granted leave without pay for a period of up to three months.
- (ii) Such leave will be granted only once every four years thereafter and shall not count as leave earning.

56. Compassionate Leave

Leave without pay on compassionate grounds or for religious or cultural activities may be granted at any time at the discretion of the Head of Department for a total of four working days per year.

57. Sporting Leave

- (j) An employee who is selected to be an official or a member of a Fiji National Sporting team shall be granted leave on full pay of up to 60 days in any one calendar year,
- (ii) This period includes local and overseas training sessions.
- (iii) Leave in excess of 60 days shall be on leave without pay

58. Leave for Local & Overseas Training

The following conditions shall apply to local and overseas training courses:

- (a) An employee may undertake training locally and overseas, for up to eight (8) week's duration provided that the training required is directly related to the Ministry's Department work plans and programmes and applications for training should establish such direct relationship.
- (b) An employee recommended for short or long-term training is to be paid their wages for the duration of their training.
- (c) Where an employee is required to attend overseas training course and/or attachments exceeding eight (8) weeks shall be on leave with pay but subject to approval of the Secretary for the Public Service.
- (d) Where the training course exceeds eight (8) weeks, the normal bonding rules shall apply.

59. Duty Leave

An employee who by virtue of the Fijian Affairs Act Cap 120 and the Subsidiary Legislation enacted thereunder who is appointed to membership of Provisional Councils, Bose Levu Vakaturaga (Great Council of Chiefs) and Tikina Councils shall be granted duty leave with pay for the purpose of attending such meetings, including reasonable time for travelling to and from such a meetings.

60. Employee Summoned as Assessors, Witnesses, Plaintiff or Defendant

- (a) In any civil case where an employee is a plaintiff or defendant the employee concerned will be required to utilize his current annual leave entitlement.
- (b) (i) Where an employee is required to be a witness for the state in any court proceedings, the employee shall be granted paid duty leave and given reimbursement of reasonable out of

pocket expense only by his own Department.

- (ii) The employee shall not be permitted to claim payment of allowance under the Criminal Procedure Code – Cap 21.
- (c)
 - (i) An employee who is required to be a witness other than for the state in any court proceeding the employee shall be required to take his or her own leave.
 - (ii) Reimbursement of any out of pocket expenses is a matter between the party or the counsel of the party calling the witness.
- (d) Employees who are called to appear as Assessors or as State Witnesses in any court proceeding during his or her period of leave will not be granted an extension of leave as compensation for the time utilized for such proceedings, in view of the fact that attendance at these proceedings constitute civic duty which is obligatory on all citizens.
- (e)
 - (i) An employee attending trial at the High Court as Assessor, apart from his or her normal wages which shall be payable by the employing department, shall be allowed to receive from the Judicial Department any allowance payable including any reimbursement of reasonable expenses incurred.
 - (ii) Absence from duty for this purpose shall be regarded as paid duty leave

61. Public Holidays

- (a) All gazetted public holidays which fall on an employee's working day shall be paid public holidays.
- (b) An employee absent without leave during the whole day before or after a paid public holiday will be liable to forfeit payment for the holiday.

- (c) In the event of any rostered day-off coinciding with a paid public holiday, the employee shall be granted an additional day's leave.

62. Sick Leave

After the completion of three (3) months continuous service an employee shall become eligible for sick pay at the normal rate of pay under the following terms:-

- (a) 12 working days per annum on full pay for absences on account of sickness as an out-patient. This may be accumulated up to a maximum of 24 working days.
- (b)
 - (i) 20 working days per annum on full pay for absences on account of sickness as in-patient.
 - (ii) For this purpose, the term "in-patient" includes an employee undergoing properly certified post-hospitalization treatment at home.
 - (iii) That is to say, an employee discharged from hospital after in-patient treatment who is required to undergo a period of treatment or convalescence outside hospital immediately following his or her period as in-patient may count such treatment or convalescence as in-patient treatment for the purpose of this clause.
 - (iv) This may be accumulated up to a maximum of 40 working days
- (c) Sick leave will only be granted on the production of certificate for each illness from a registered Medical Practitioner or Government Medical Officer.
- (d) Subject to sub-clause (c) above, an employee must forward the certificate not later than the second day of absence, failing which he may be treated as an absentee.
- (e) The terms of sub-clause (b) above will also apply if a Government Medical Officer certifies that an employee would have been admitted as an in-patient but for lack of accommodation, and the employee will ,for the purpose of sub-clause (b) be deemed to have been receiving treatment as an in-patient.

- (f) Absences in respect of annual leave and absences caused by industrial accidents and for which periodical payments are made under the provisions for the Workmen's Compensation Act Cap 94 (1978 Edition) shall not affect continuous service for the purpose of sick leave.
- (g) Paid sick leave shall only be granted if the sickness is not occasioned by the employee's own neglect or misconduct.
- (h) A watchman's sick leave pay shall be calculated based on the number of hours he has been rostered to work in a particular day.
- (i) The three (3) months continuous service engagement of an employee shall be counted towards the 12 months service for sick leave entitlement.

63. Absences without Leave

- (a)
 - (i) An employee who is absent without leave renders himself liable to disciplinary action.
 - (ii) If an employee is absent from duty without leave or for any reason not acceptable to the Officer-in-charge and has not notified the Head of Department within seven (7) consecutive days of the beginning of such absence of his intended date to return to duty and the reason for his absence, he shall be liable for termination of appointment under the provision of Clause 78.
- (b) Application for leave of absence must be made to the Head of Department.
- (c) Subjects to sub-clause (a)(ii) above, an employee who, having been granted leave, fails to return to duty at the proper time without reasonable excuse is liable for disciplinary action.

PART IX

TRAINING AND DEVELOPMENT

64. Training

All employees are required to undergo the five mandatory programs as required by TPAF. The mandatory programs are:-

- | | |
|-------|-------------------------|
| (i) | Induction |
| (ii) | Disciplinary Procedures |
| (iii) | Employee Relations |
| (iv) | OHS |
| (v) | Personal Development |

65. Examination

- (a) All employees are eligible to sit for H1 and H2 Examinations whenever it is offered.
- (b) All employees who wish to sit for Departmental exams are at liberty to do so provided that they meet the prerequisite and must be approved by their respective HODs or PSs.

66. In-Service Training

- (a) An employee who is required by Government to undertake a training course or attachment will be eligible for all entitlements, approved by the Secretary Public Service.
- (b) An employee who is granted approval for In-service Training at an institution within Fiji will be granted full wages and all relevant fees and allowances designated to the program.

67. Bonding

An Employee proceeding on any training at Government expense, including any aid made available by donor countries and organizations, shall comply with the current PSC Bonding Policy.

68. Course Report

- (a) An Employee who undertakes a course of instruction, attachment or visit shall submit a report in duplicate within two weeks on resumption of duty, to the Secretary for the Public Service through his Head of Department.
- (b) Permanent Secretaries and Heads of Departments should examine the recommendations in the report and, wherever possible, take appropriate action and advise the Secretary for the Public Service accordingly.

PART X

OTHER FACILITIES

69. Facilities for Employees in Work Camps

- (a) The standard of construction of work camp shall, in cases, comply with the Public Health Regulations and the Health and Safety at Work Act 1996.
- (b) Adequate lamps, together with kerosene and /or gas will be supplied in departmental work camps.
- (c) Such issues will be made to employees who are temporarily accommodated in quarters belonging to permanent Yards or Depots.
- (d) An employee accommodated in departmental work camp will be provided with slat bed with mattress.

70. Facilities for Employees Working Outside Yards, Depots or Camps

- (a) All employees engaged on such work shall be provided adequate shelter for the purpose of having meals.
- (b) Adequate drinking water and utensils for making tea shall also be provided.

71. Accident Prevention

The HOD and employees are expected to do everything possible to prevent accidents happening in the workplace in accordance with Health and Safety at Work Act, 1996.

72. Uniforms and Protective Clothing

- (a) An employee will be supplied with the items of protective clothing as listed in **Appendix II**. Protective clothing will either be issued on permanent personal loan to an employee for use only in official; duties or provided when required for specific tasks at the

discretion of the Head of Department. All replacement items would be issued on wear and tear basis.

- (b) Where an employee is required to wear uniforms or aprons, these shall be provided by the Department.
- (c) All uniforms or aprons shall remain the property of Government

PART XI

DISCIPLINARY PROCEDURES

- 73.** (a) If an employee breaches employment rules or generally accepted standards of behaviour, the Officer-in-Charge is required to ensure that the employee is made aware of the infringement.
- (b) This will require counselling and subsequent recording in his or her Personal File (PF)
- (c) If the infringement is repeated, disciplinary action shall be taken as follows:
- (i) The Officer-in-Charge will discuss the infringement with the employee and outline the probable consequences, if the employee continues to breach employment rules and accepted behaviour.
 - (ii) This will constitute a verbal warning and his PF shall be endorsed accordingly.
 - (iii) In the event of another breach, the Officer-in-Charge will report the matter to the Head of Department who shall call in the employee and the Officer-in-Charge to review the case.
 - (iv) The employee may be accompanied by his or her union representative.
 - (v) If the HOD is convinced that there has been a repetition of the breach of employment rules or infringement he must be issued with a final written warning and be copied to his Union.
 - (vi) In case of further infringement, an investigation and confirmation of the offence will be carried out by the Head of Department. During the investigation the employee may be represented by his or her union representative.

- (vii) Once the offence is confirmed, the employee will be issued written notice of suspension or dismissal depending on the gravity of the offence and his or her Union shall be provided a copy of such notice.
 - (viii) In case where an employee was suspended and commits any further infringement, he shall have his appointment automatically terminated.
 - (ix) If an employee commits a gross misconduct(s), which is subject to summary dismissal, he will be liable for immediate Suspension and following an investigation and confirmation of the offence shall be dismissed.
 - (x) The Head of Department involved in the investigation of the breach of employment rules shall be required to keep proper and complete records of all investigation, findings and action taken.
- (d) Appeals against verbal and/or written warnings, final warnings, suspension and dismissal shall be processed through the grievance procedures as spelt out in this agreement between the Secretary for the Public Service and the Union.
- (e) This procedure is to be read in conjunction with PART V of this agreement which deals with Discipline.

PART XII

EMPLOYEE CONSULTATION

74. Section Representatives

- (a) (i) Employees may have Union representative known as Section Representative to act on their behalf.
- (ii) The appointment of the Section Representative shall be determined by the Union members concerned.

(b) Representative Role

Section representatives shall act in accordance with the rules and procedures laid down under the grievance procedures when dealing with grievance.

(c) Recognition

No Section Representative shall be recognized unless:-

- (i) He is formally appointed by employees concerned;
- (ii) He is a full time employee; and
- (iii) He only represents the employees in the section which he represents.

75. Facilities Afforded to Union Representatives

- (a) Union Section Representative with the prior consent of the Officer-in-Charge shall be afforded reasonable opportunity without adversely affecting normal work to discuss issues raised by an employee(s) in the Section.
- (b) In all other respects, Section Representative shall conform to the same rules, regulations and working conditions as other employees.

76. Notices and Meetings

- (a) (i) Where notice boards are provided in Government premises or places of work, the prior permission of the Officer-in-Charge must be obtained for any sign, bill or notice to be displayed.
- (ii) The use of official vehicles, materials, services or goods for union business shall be strictly prohibited.
- (b) Subject to the prior approval of the Officer-in-charge, Section Representatives or Officers of a recognized Trade Union may be given reasonable facilities for holding meeting in suitable departmental premises outside working hours to discuss legitimate and recognized trade union affairs.

PART XIII

GRIEVANCE PROCEDURES

77. Procedures for Dealing with Personal Grievance

Where an individual employee (or small group of employees) has a problem or grievance:

- (a) He should first approach his immediate supervisor. In making such an approach he may, if he wishes, be accompanied by either a fellow employee or a union representative.
- (b) If the employee is not satisfied with the decision, he may appeal direct to the Officer-in-Charge for a hearing (at which he may be accompanied by a trade union representative or a fellow employee), advising his immediate supervisor that he is doing so. Alternatively, he may refer his case to his union.
- (c) If the matter, having been dealt with under sub-clauses (a) and (b) above, is still not disposed of to the satisfaction of the employee or the union as the case may be, he or his union may appeal to the Head of Department who will consider the case and may require it to be stated in writing.
- (d) This procedure would not preclude a problem or grievance being raised by a trade union direct with the Department, in which case the approach would normally be made to the Officer-in-Charge.
- (e) If no settlement is reached under sub-clauses (a) to (d) above the union may take up the matter with the Secretary of the Public Service Commission.
- (f) All stages of process mentioned above must be dealt with expeditiously.

- (g) Matters concerning individual employees, or small groups of employees, may be brought before the Commission if they cannot be cleared by direct representation to management in accordance with the above grievance procedures.
- (h) In the case where an employee has a grievance arising out of the personal behavior of his or her supervisor towards him or her in his or her capacity as an employee, the same procedures and requirements set out above shall apply except that the employee may lodge his or her grievance direct to his or her Head of department.
- (i) Where an employee is aggrieved by an instruction, he shall nevertheless carry out the instruction, notwithstanding the lodgement of a grievance, unless and until the instruction is being revoked by the relevant authority.

PART XIV

TERMINATION OF SERVICE

78. Notice on Termination of Service

- (a) An employee whose appointment is terminated, other than being made redundant or for any other specific provision provided elsewhere will be given one (1) week's notice or one (1) week's pay in lieu of notice.
- (b) An employee wishing to terminate employment will be required to give one week's notice. In this connection attention is drawn to Clause 45 (c).
- (c) In the context of this section a week means seven consecutive days.

79. Provision of Wages and Passages on Termination of Employment of Employees on Out-Station Duty.

- (a) An employee engaged on out-station duty away from his or her normal place of duty will have his or her passages paid back to his or her normal place of duty in the event of termination or suspension. The passage provided under this provision will be given by means of a passage order and not in cash to the employee concerned.
- (b) In the case of termination of engagement of a project worker, he will also be granted passage order as in (a) above and paid his or her wages at normal rate for the period of the journey from the outstation back to his or her normal place of duty.

80. Deemed Resignation

An employee who absents him or herself without leave for seven (7) consecutive days may be deemed to have resigned. Provided that if at the earliest opportunity and not later than one (1) week after the fifth (5th) day of absence the employee provides explanation acceptable to the Officer-in-Charge, his status shall remain unchanged

PART XV

REDUNDANCY

81. Causes of Redundancy

Redundancy amongst other reasons may result from:-

- (a) abolition of office;
- (b) abolition of functions or activities of a department of the Public Service in effecting economy and facilitating responsible management of Government resources;
- (c) facilitating the commercialization, corporatisation and privatization of Government activities;
- (d) transfer of functions or activities from one Department to another where the staff employed in the functions is not also transferred;
- (e) administrative re-arrangements (reorganization or rationalization of departments); or
- (f) new or changed technology (change in entry requirements of jobs or skills to do them);

The above excludes the termination of appointment (lay-off) project worker

82. Redundancy Package

The redundancy package will be in accordance with the Redundancy Policy as approved by the Government.

83. Money Owing to Government

If an employee at the date of termination of appointment owes money to the Government for any reason, then the employee shall not be paid his or her redundancy entitlement until satisfactory arrangements are made with Government to settle the debt.

PART XVI

MEDICAL

84. Medical Examination

Permanent employees (not including casual employees) should undergo medical examination by a Government Medical Officer and be passed as medically fit for employment for which they are engaged. Employees may also be subject to Medical Board if considered necessary.

85. Accidents Involving Personal Injury to Employees

- (a) All such accidents, however trivial, should be reported as soon as reasonably possible to the Officer-in-Charge and should be entered in the accident book which is provided for the purpose.
- (b) Where necessary, the Department will provide transport to a hospital or clinic for treatment for employees injured at work.
- (c) Further claims are governed by the Workmen's Compensation Act Cap 94 (1978 Edition).
- (d) In any instance where a case for compensation may arise, the employee may be required to produce a certificate of medical fitness before resuming work.
- (e) Reasonable expenses incurred in the production of such a certificate shall be paid by the department.

86. Medical Facilities

An employee will be provided with the following medical facilities:-

- (a) (i) To meet cases of minor illness or injury, first aid equipment, as listed at **Appendix III**, will be provided including the provision of such drugs and dressing as may be necessary in such cases.
- (ii) This provision will extend to members of an employee's immediate family living with him or

her where they are quartered on Government property with the knowledge and consent of the Officer-in-charge. It will not apply in any case where the illness or incapacity is occasioned by the neglect or fault of the employee or the employee's immediate family members.

- (iii) The Officer-in-charge will take all reasonable steps to ensure that every case of illness of an employee who is living on Government property is brought to his or her notice.
- (iv) In urgent cases, this facility may be extended to an employee's immediate family members who are living with him or her at Yards or Depots.
- (b) Every employee during the course of his or her duties should have access to medical treatment when suffering from illness or injury, contracted as a result of his or her work.
- (c) Outpatient medical treatment shall be provided, if in continuous employment, a maximum period of 21 days provided the illness or injury was work-related.
- (d)
 - (i) First aid as in sub-clause (a)(i) above and medical treatment as in sub-clause (a)(ii) above, will be provided at Government expense except in cases where the illness or injury is proved to the satisfaction of the Permanent Secretary for Labour and Industrial Relations, have been contracted prior to employment, or to be attributable to illness or injury contracted prior to employment or contracted in circumstances not arising out of and in the course of his or her employment.
 - (ii) Medical treatment includes the cost of the employee's maintenance at a hospital, but does not include any charges for special medicines, dressings and other medical supplies, X-ray and laboratory examinations arising out of such treatment.
- (e)
 - (i) Where an employee is eligible under sub-clause (c) above for medical treatment at Government expense he will, in respect of each visit to a

dispensary or general out-patient clinic for outpatient treatment obtain form his Officer-in-Charge (or person authorised by him) a Government Wage Earner's Exemption Certificate.

- (ii) This is a serially numbered certificate which authorizes the Medical Officer to give free treatment and which is valid for one visit or admission only.
 - (iii) In the case of outpatient treatment the certificate, after cancellation by the Medical Officer, must be returned to the Officer-in-charge (or person authorized by him or her) immediately after treatment or as soon as possible thereafter.
 - (iv) In the case of inpatient treatment the certificate will be retained by the Medical Officer for attaching to the in-patient folder.
- (f) When an employee is required to be taken to a public hospital for medical treatment in accordance with sub-clause (b) above, or as a result of being injured at work, transport at Government expense will be provided to convey him or her to and from hospital.
- (g) Where numbers is less than 100 employees are working in any one yard, depot or place of work where not public hospital or dispensary facilities are available within 4 miles by road, a room for the treatment of the sick and registered nurse to supervise the treatment and care of the sick shall be provided.

87. Notification of Sickness

- (a) Subject to Clause 16(iv) an employee must forward a doctor's certificate not later than the fifth day of absence, failing which he may be treated as an absentee.
- (b) An employee may be required by the department in special circumstances to submit to medical examination or to furnish a medical certificate for retention by the department. Reasonable expenses incurred in the production of such a certificate shall fall on the department.

PART XVII

Miscellaneous

88. Record of service cards

A record of service card will be kept by departments for every employee as from the date of his or her recruitment.

89. Political Activities

- (a)
 - (i) Employees are not to indulge in any active political or party activities.
 - (ii). It is a disciplinary offence to take active part in political affairs other than in the exercise of his or her official functions.
 - (iii). Employees are to adhere to the Public Service Values and Code of Conduct
- (b) An employee who wishes to take active part in politics or considering themselves as a prospective candidate for an election shall before making a public announcement inform the Public Service Commission of their intention and resign from the service.

90. Political or Outside Influence Forbidden

Employees are forbidden to make representations to, or to attempt to influence directly or indirectly, Members of Parliament or members of any public body to bring their claims for promotion or increased emoluments to the notice of any Service Commissioner or otherwise to bring outside influences to bear in any matter connected with their status or official duties.

91. Pecuniary Embarrassment and Money Lending

In addition to Clause 92 (a) and (b), the Officer-in-Charge is responsible for reporting to the Head of Department any employee who is involved in the money lending at interest.

92 Unauthorised Activities

- (a) (i) Unauthorised collection, trading, gambling, betting and forming lotteries in any yard, depot or place or work, whether during working hours or otherwise are strictly prohibited.
- (ii) No employee shall lend money at usurious rates, or participate in, or be connected with the business of a money lender.
- (b) Employees may not carry out in any work place any work of private nature including the manufacture or repair of articles for their own use.

93. Compensation for Loss of or Damage to Personal Effects

- (a) (i) While Government accepts no liability for an employee's loss of or damage to personal effects (including tools of trade) ex-gratia payments may be made where any necessary article is lost or damaged in the course of or as a direct result of employment.
- (ii) In general, payment will only be considered where it is established that the loss or damage has occurred in unavoidable circumstances through no fault or negligence on the part of the claimant and that the claimant had made every effort to avoid the loss or damage.
- (b) (i) No payment will be made in respect of money or other articles of value nor will Government accept any responsibility in respect of personal effects left overnight on departmental premises.
- (ii) Any ex-gratia payment, where made, will be calculated on the basis of a contribution towards the estimated actual value of the article at the time of loss or damage, and will not be the replacement cost.

94. Mineral Discoveries

An employee must report to his Head of Department any discovery of valuable minerals and is prohibited from deriving any benefits or taking any payment from any syndicate, company or individual as a reward for giving such information.

95. Subscriptions and Presents

- (a) (i) Subscriptions may not be collected by an employee from members of the Public Service on any pretext unless the prior permission of the Head of Department has been obtained.
- (ii) The collection of subscriptions from subordinate employees to defray the cost of testimonials and presentations to senior officers will not be undertaken without the prior permission of the Head of Department.
- (b) Presents from private individuals or groups of persons which cannot be refused without giving offence shall be handed over to the Head of Department, and a letter in appropriate terms shall be sent by the Head of Department to the donor.

96. Gifts or Presentations to an Employee

- (a) Voluntary collections may be organised for presentation of a gift to an employee leaving the Public Service on retirement or resignation.
- (b) Voluntary collections within a Ministry/Department are also permitted for presentation of a 'reguregu' to the family of a deceased employee or on death of a close family member of an employee.
- (c) Similar collections may also be organised by a Head of Department at his or her discretion to provide some form of assistance or relief to an employee where such presentation is, in the opinion of the Head of Department, warranted or desirable.

97. Intoxicants

- (a) The introduction into a Yard, Depot or place of work or the consumption of intoxicants during working hours is strictly prohibited.

- (b) An employee breaking this rule or found intoxicated shall be liable for disciplinary action.

98. Smoking

Smoking is prohibited at all Government Premises and vehicles or near locations specifically notified and prominently indicated by appropriate notices and any breach of this renders an employee liable for disciplinary action.

99. Government Tools and other Properties

- a)
 - (i) Employees are held responsible for the safe custody of any departmental tools or other property in their charge and should such tools or any property be lost, wasted or damaged through negligence, carelessness or any other act the employee will be liable for disciplinary action.
 - (ii) The Head of Department may allow an employee to refund the value of the property or part thereof.
- b) No tools or other property whether personal or departmental may be taken out of the Yard, Depot or place of work without a duly authorized pass.
- c) Employees are liable for disciplinary action of misappropriation of Government tools or other property or aiding or abetting.
- d) Before an employee is paid-off discharge from duty, the employee must return all Government tools or other property which may have been issued to him or her in the cause of his or her duties.

LETTERHEAD

CERTIFICATE OF SERVICE	
Name of Employee	
Date of Birth	
FNPF Number	
Position Held (Last grade upon departure)	
Ministry / Department	
Period of Service [specify dates vs position and Min/Dept]	
Reasons for Leaving the Service	
General Efficiency of work [performed by the employee]	
General Conduct of Employee	
Signature (Officer-in-Charge)	
Date	
Signature (Head of Department)	
Date	
Note: Efficiency and General Conduct are assessed as: Excellent (E), Good (G), Fair (F) or Poor (P)	

APPENDIX II

PROTECTIVE CLOTHING AND OTHER FACILITIES

Schedule of Protective Clothing

Employees will be supplied with the items of protective clothing as listed below. Protective clothing will either be issued on permanent personal loan to employees or provided when required for specific tasks at the discretion of the Head of Departments.

- | | | |
|------|---|--|
| (1) | Employees engaged on general surveying duties... | Malayan type canvas boots on a replacement basis |
| (2) | Fire Rangers... | Khaki drill trousers and shirts (2 pairs annually) |
| (3) | Drilling crew engaged in field work connected with geological survey... | Khaki overalls (2 pairs annually), boots and helmets on a replacement basis. |
| (4) | Employees handling wire, barbed wire and cable... | Suitable boots & leather gloves when required |
| (5) | Laboratory attendants... | Rubber aprons and other suitable equipment when required. |
| (6) | Linesmen.. | Rubber boots, protective gloves and rain coats on a replacement basis |
| (7) | Paint and varnish sprayers... | Overalls, goggles, respirators. |
| (8) | Stockmen... | Rubber boots & rain capes on a replacement basis. |
| (9) | Watchmen.... | Rain coats on a replacement basis. |
| (10) | Weed Control workers... | Overall, rubber boots and leather gloves on a replacement basis. |
| (11) | Wharf attendants... | Rain capes, leather boots and leather gloves on a replacement basis. |
| (12) | Workmen directly engaged on charging batteries... | Aprons. Rubber gloves and suitable boots on a replacement |

		basis
(13)	Blacksmiths and Blacksmiths' strikers...	Leather aprons, leather boots & goggles on a replacement basis.
(14)	Quarry employees or employees on similar work:-	
	(i) All quarry employees	Suitable boots
	(ii) Spallers & loaders	Leather gloves
	(iii) Drillers.....	Eye shield and respirators
	(iv) Crushers attendants	Leather gloves. respirators
(15)	Tar sprayers and tar boilers	
	(i) Attendants'..	Boots, goggles, overalls and leather gloves
	(ii) Labourers on tar spraying	Boots, overalls
(16)	Plumbers only when receiving dirty allowance	Rubber boots ad rubber gloves
(17)	Employees when engaged on chipping concrete...	Goggles
(18)	Welders	Welders – welders' mask or goggles when required (with effect from 20.8.76) overalls or safety boots or safety shoes whichever is more appropriate on a replacement basis
(19)	Plasterers....	Leather boots on a replacement basis
(20)	Employees engaged on poisoning plants...	Overall, suitable boots and gloves as necessary
(21)	Employees when required to work outdoors in the rain...	Rain capes or rain coats
(22)	Latrine Attendants...	Gum boots and hand gloves when required.
(23)	Laundry hand...	Long rubber aprons & rubber gloves when handling soiled linen at the intake end of the

		laundry & suitable ankle length boots, when required to work in wet conditions under foot. Where suitable storage facilities exist such boot shall be kept at the place of work.
(24)	Concrete Mixer Operator	Goggles and suitable boots as required
(25)	Employees engaged in concrete mixing by hand or on concrete screening....	Suitable gum boots as required
(26)	Employees – when required to work in drains & trenches containing water or mud..	Suitable gum boot
(27)	Floormen on ground	One pair suitable boots per annum on a replacement basis.
(28)	Labourers loading & unloading cement with effect from 6.6.75 from barges by hand...	Goggles and suitable gloves
(29)	Garage Hands and Mechanics....	Suitable coats when required (coats to be provided when an employee is working in a condition which makes his clothes dirty with grease etc.)

Notes

- (i) Garage employees will be provided with detergent for the removal of oil and grease.
- (ii) Employees who are engaged on duties not covered in the above list will, if necessary be provided with protective clothing with the discretion of the head of Department concerned.
- (iii) Wherein respect of any particular work an employee is directed by his/ her supervising officer to wear protective clothing, whether helmet, goggles or other safety device intended to prevent bodily injury, and the worker refuses or fails to comply with such direction, he will be liable to disciplinary action.

MEAL FACILITIES

- (1) It is agreed as a general principle that canteen facilities will be provided and that for the time being facilities in the form of meal tables and seats in yards depots or PART will be made available for the use of employees taking their meals in these places.
- (2) The provision of full canteen facilities will be dependent on the funds available and will have regard to the number of employees requiring them.

APPENDIX III

LIST OF FIRST – AID ITEMS

Pursuant to the Health and Safety at Work Act. 1996 (HASAW Act), the following first-aid items will be kept readily available for use in each department, including branches thereof, yards depot and work camps.

ITEMS	NO. OF PEOPLE EMPLOYED		
	10 or less	11 – 50	Over 50
Adhesive Plaster & Elasto-Plast 50mm	1 spool	2 spool	4 spool
Lint or Gauze	1 roll	2 rolls	4 rolls
Bandages:			
25mm gauze	2 rolls	6 rolls	12 rolls
50mm gauze	2 rolls	6 rolls	12 rolls
75mm gauze	2 rolls	6 rolls	12 rolls
Cotton wool	150 g	250 g	500 g
Antiseptic Wound Lotion*	250ml	250ml	500ml
Boracic Lotion for Eyes*	110ml	2 x 110ml	3 x 110ml
Band Aid	20	50	100
Triangular Bandage	3	6	10
Savlon/Detol*	125ml	250ml	250ml
Bandage –Elastic (50mm)	1	2	5
Twissors	1	1	1
Scissors	2pairs	4pairs	6pairs

Disposal Gloves	20	50	100
Pain Killer*	Nil	1	1
Folding Stretcher			

**Note- Not to be used
after the expiry date*

Terms and Conditions of Employment for Government Wage Earners.

These Terms and Conditions of Employment for Government Wage Earners shall come into effect on the 11th October, 2010 and shall cancel and supersede all previous conditions and rules issued.

**FOR AND ON BEHALF OF
THE EMPLOYER, THE
PUBLIC SERVICE COMMISSION**

**FOR AND ON BEHALF OF
THE EMPLOYEES, THE
NATIONAL UNION OF
PUBLICWORKERS**

.....
Parmesh Chand
Permanent Secretary for the
Public Service

.....
Alfred Manual
General Secretary
National Union of Public
Workers

Date:.....

Date:.....

.....
Josefa Seruilagilagi
Chairman
Public Service Commission

Date.....

