

USPSA ADMINISTRATION MANUAL 2018

JUNE 26

**The University of the South Pacific Students'
Association**
Federal Office



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Authority

The USPSA Federal Office is established by Article 12, Part V of the USPSA Constitution. The purpose of the USPSA Federal Office is to ensure that the administrative and personnel affairs of USPSA are conducted and achieved in an efficient and effective manner.

This Administration Manual sets out the operational and administrative policies and procedures of the Federal Office, including the responsibilities and rights of its employees. They apply to all employees and staff of the Federal Office including the Secretary General. Where compatible, they will apply to administrative support staff and offices in the affiliate branches of USPSA throughout the 12 campuses of USP.

These Policies and Procedures are subject to the USPSA Constitution and are administered under the authority of the Executive Committee of the USPSA Federal Council. In the event of any inconsistency between these policies and procedures and the USPSA Constitution, the USPSA Constitution will take precedent.

The Executive Officers may delegate any of the powers conferred upon them by the Administration Manual or otherwise, except for the power of appointment of Staff of the Federal Office.

These policies and procedures may be supplemented or amended by the Executive Committee on behalf of the Council without prejudice to the existing contract of staff members.

Interpretation

Employees	Also refers to Staff of the USPSA Federal Office
Federal Office	Refers to the USPSA Federal Office
Executive Officer(s)	Refers to the USPSA Chairperson and/or Deputy Chairperson
Executive Committee	Refers to the Executive Committee of the USPSA Federal Council
Federal Chair	Refers to the Chairperson of USPSA Federal Council
DC	Refers to the Deputy Chairperson of USPSA Federal Council
SG	Refers to the Secretary General of USPSA
DSG	Refers to the Deputy Secretary General of USPSA
USP	Refers to The University of the South Pacific
USPSA	Refers to University of the South Pacific Students Association
USPSA Staff	Refers to Staff of the USPSA Federal Office
USPSA Council	Refers to USPSA Federal Council

PART ONE: OPERATIONAL PROCEDURES

I. Generic Email Credentials

Once a new executive is elected into office at any USPSA branch, the Secretary General will








- (a) Ensure the new executive is provided with new credentials for the branch Generic Email;
- (b) Provide the new executive with induction materials, necessary for their adapting to the new roles;
- (c) Provide regular and appropriate support for the branch so as to facilitate the branches' compliance with their branch constitution and Federal USPSA policies and procedures.

II. Records and Archiving

Purpose

The purpose of this clause is to ensure that management of records assets is carried out in a systematic, efficient to ensure accountability and governance principles are upheld. USPSA Federal must also ensure that the 'principles of records management' in the USP Records Management Policy is upheld.

USP Records management Principles

-  Recordkeeping must ensure the University is compliant and accountable in all areas of business;
-  Recordkeeping must be monitored and audited for compliance;
-  Recordkeeping activity must be assigned (to specific officers) and implemented;
-  Recordkeeping must be managed;
-  Recordkeeping systems must be reliable and secure;
-  Recordkeeping must be systematic and comprehensive; and,
-  Full and accurate records must be made and kept for as long as they are required for business, legislative, accountability and cultural purposes. To meet this principle, records must be created, captured, adequate, complete, meaningful, accurate, authentic, inviolate, accessible, useable, retained and preserved.

Accountability

The Secretary General is accountable for information coming into and going out of USPSA Federal Office. The SG must keep the Executive Committee updated on records management.

Responsibility

The Secretary General with assistance of the Deputy Secretary General are responsible to manage how records are managed and processed. The SG shall work closely with the University Records Management in training his/her staff and keeping track of the records, retention and disposable.

- + *Digital Information* – Must be stored and allocated to digital folders. Ensure to consult USP Records Management Policy.
- + *Mails* – SG must ensure that there is a ‘filing index’ in place to properly number and store hard copies under ‘subject folders’.
- + *Phone Calls* – SG must ensure that there is a proper way to record and store queries or information from phone calls. A Phone record log should be formulated to record such information. After which, SG and DSG can allocate the notes into the ‘subject folder’.
- + *Face to Face* – Similar as Phone record log, SG and DSG must formulate a conversation record log as well. This should record and store any information passed verbally, either in office, or out of office. SG and DSG will then allocate the notes into the appropriate ‘subject folder’
- + *Personal Folders* – SG and DSG must ensure that each Federal Staff have a Personal Folder. This will store information about an incumbent: qualifications, age, trainings attended, workshops attended, CV etc.
- + *Subject Folders* – With the existence of subject folders, all correspondences whether it be internal or external, must be put inside subject folders before sending for action, to relevant officer or staff. If the correspondence is via email, then follow the ‘digital information’ clause above. If the conversation is via phone, follow the ‘phone call’ clause above and so forth.

Accessibility

Access to information shall be highly controlled and restricted.

a. For Digital folders:

- + The Chairperson and Deputy Chairperson shall have edit access to the Chair and Deputy folders. They shall only have ‘read only’ access to all other folders.
- + The SG shall have read only access for Finance folder and edit access to all other folders.
- + The DSG shall have read only access for all folders.
- + The FO shall have edit access for Finance folder and ‘read only’ access to all other folders.
- + The Chair, DC and SG shall decide accessibility level for other staff.

b. For Hard Folders:

-
- ✚ SG shall be the overall custodian. And will train DSG and Intern on how to store and allocate information contained therein.
 - ✚ Access is restricted, and permission must be sought from SG before a folder is 'moved'.

Confidentiality

All staff as per their contracts, agrees to protect information of the Federal Office. Apart from Chair and DC, only SG can share information pertaining to Federal. Other staff must seek permission from SG before disseminating any particular information. Any staff found infringing this clause, depending on the magnitude of 'infringement' caused, will be dealt with accordingly. It is of paramount importance that the integrity of the office is preserved at all times.

Copyright

The Association has a general claim of ownership of records created or received by Association staff and the USPSA Federal Committees in the course of their duties, and subject to its control. This does not invalidate other claims of ownership, such as copyright and/or intellectual property rights. Employees leaving the University, or changing positions within it, must undertake steps to ensure that all records created, received and used are returned, filed and secured appropriately, including electronic records.

PART TWO: ADMINISTRATIVE GUIDE

1.0 USPSA FEDERAL JOBS

1.1 Job Classification

- 1.1.1 Job classification for USPSA Staff is linked to USP's Job Classifications. See schedule 1 for job classifications. Classifications describe the nature of the job, the degree of knowledge and level of skill required by the respective position within the establishment.

1.2 Job Description

- 1.2.1 The Secretary General shall submit through policy proposal to the Executive Committee the creation of any position within the establishment.
- 1.2.2 The policy proposal shall have attached
- (a) a Job Description outlining the nature of the position, with
 - (b) clear lines of responsibility and place in the organizational chart; and
 - (c) level of remuneration.

Any policy proposal made under this section shall be submitted through the Executive Officers.

- 1.2.3 All Job descriptions of USPSA Staff must be guided by the USPSA Objectives as stipulated in the USPSA Constitution. Tasks of the Federal Office shall be distributed strategically amongst staff with the aim to achieve these common objectives.

2.0 RECRUITMENT PROCEDURES

The recruitment process is to ensure appointments are based on merit and substantive equality. In appointing employees or interns of the Federal Office, consideration will be given to:

- a. The prerequisite qualification and experience
- b. Proven competence
- c. Personal integrity
- d. Equal eligibility for men and women

Where the advertisement is for a Staff vacancy, and applications are of equal merit, preference may be given to existing staff that have acted in the position satisfactorily continuously for 6 months. Recruitment process shall be as in Fig 1 below:

Fig 1: Recruitment Process



2.1 Advertising

- 2.1.1 Vacancies will be advertised using all mediums possible. The advertisement should be active for two weeks. The Secretary General will directly oversee the advertisement process.

2.2 Short listing

- 2.2.1 After the closing of the advertisement, the Secretary General in consultation with the Officers,
- a. will proceed with making a shortlist of applications received.
 - b. Appoint an interview panel of 3 members.
 - c. Appoint the Chair of the panel and the dates of sitting in consultation with the panel.
 - d. Notify the shortlisted candidates of the interview schedule.

2.3 Interview Panel

- 2.3.1 The panel composition must achieve a fair representation of Gender and the Region.
- 2.3.2 The panel must have as an ex officio either, a USPSA Federal Office Staff; or USPSA Federal Council Officer; or USPSA Co-opted member; or USPSA Federal Council member.
- 2.3.3 Non-staff members of the Panel will be remunerated in accordance with USPSA Financial policies.

2.4 Finalization of Winning Candidate

- 2.4.1 The interview panel may use the matrix system for interviews in order to identify the preferred candidate.
- 2.4.2 In its final report of the interviews, the panel
 - a. Must outline in order of preference the candidates so that there are at least 3 recommended as suitable candidates, but in order of preference; or
 - b. Recommend a re-advertising of the vacancy; or
 - c. Recommend the preferred candidate where applications are equal to or less than 3.
- 2.4.3 Upon receipt of the Interview Panel's report, the Secretary General may in consultation with the Officers:
 - a. Notify the preferred candidate in writing; or
 - b. Proceed with re advertising the vacancy

2.5 Acting Appointments

- 2.5.1. A vacant position must be filled within 6 months of it becoming vacant.
- 2.5.2. Acting appointments for higher positions must not be for more than 6 months.
- 2.5.3. Staff in Acting capacity may be awarded a Higher or Extra Duty Allowance which must be calculated depending on the degree of additional responsibilities undertaken.
- 2.5.4. Acting allowance will only be paid if there is a formal appointment from SG or Federal Officers.

2.6 Direct Appointments

- 2.6.1 Direct appointments can be made by the Secretary General only.
- 2.6.2 Any direct appointment must only be on the basis for the immediate need on delivering special projects (funded externally) or urgent office services. This includes direct appointment of consultant(s).

2.6.3 For direct appointments, form 5.6.08A – Casual appointment form from the USP HR must be used.

2.6.4 Such appointment(s) should not exceed 1 year in the case of urgent office services. For those appointment(s) made in relation to externally funded projects, these can remain in place until the completion of the project.

2.7 Interns

2.6.5 USPSA Federal can recruit one or two interns at a time, should the need arise.

2.6.6 The Interns will only be engaged for the duration of 2 months at a time. This is to allow opportunities for other students to benefit from similar experience as well.

3.0 DONOR FUNDED PROJECTS AND GRANTS

The Federal Office may receive grants and funds from donors or other agencies for the implementation of activities as agreed via a Letter of Agreement or other such agreement made between the USPSA Federal Council and the respective agency funding such activities.

3.1 Engagement of Staff

3.1.1 Upon agreement of project activities, the SG must appoint a staff from within the Federal Office to lead the project on behalf of the USPSA Federal in consultation with the Officers. If no staff is available internally from the office, the SG may directly appoint a consultant in line with 2.6 above to lead the project.

3.1.2 The Project lead shall be fully responsible for the planning, design and implementation of the project and must keep the SG and Executive Officers updated as reasonably possible from time to time.

3.1.3 The Project lead will also be the main liaison person for the Association and will be responsible for the proper running of the Project and final reporting.

3.1.4 The SG must also determine a flat rate allowance per hour, payable to the Project lead which shall be paid from the project funds in accordance with hours worked. This shall be done in consultation with the Project lead and must be agreed between the SG and the Project lead.

3.2 The SG, in consultation with the Project lead must also determine if additional staff needed from within the Federal office who will assist the Project lead and determine their allowances accordingly.

3.2.1 The additional allowances payable to the Project lead and internal office staff who are assisting with the project must be paid separately from the staff's normal wages/salaries as the additional allowances are funded by the project specifically for work related to the project and not of the Association.

3.2.2 No funds of the Association shall be expended towards any donor funded activities unless explicit approval is provided by the Executive Officers on the advice of the SG.

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- 3.2.3 All Federal Office staff and project staff working on donor/externally funded project(s) must keep a proper record of their timesheets which shall be approved by the SG.
 - 3.2.4 All financial policies and procedures of the Association shall apply to the project funds disbursements.
 - 3.2.5 Where Project timelines are longer (more than 6 months), the Project lead may recommend to the SG for the hiring of additional staff on short-term contracts which shall be funded from the Project funds.

4.0 TERMS & CONDITIONS OF EMPLOYMENT

This section covers the terms of employment (ToE) for USPSA Federal Staff. ToE will be as per contract types below.

4.1 Probation

- 4.1.1 Probation will be 6 months for those contracted for 3 years and 3 months for those contracted for 12 months.
- 4.1.2 SG as head of staff is responsible to develop probation management for any new staff.
- 4.1.3 Any appointment may be terminated during the probationary period, upon which the Federal Office is only obliged to pay for time worked.

4.2 Contract

- 4.2.1 Contract for Staff shall not be longer than 3 consecutive years.
- 4.2.2 Any extension or renewal of contracts shall be based on the biannual performance appraisals.
- 4.2.3 The Federal Office staff will use the standard contract template at Schedule 2.
- 4.2.4 Every new employee will be appointed on a probationary basis for no more than 6 months. At the of the 6 months a decision must be made as to whether a substantive appointment is made, or the contract terminated for failure of the employee to satisfactorily perform the roles and duties of the position.
- 4.2.5 Staff on rollover or renewed contracts are not subject to further probationary periods.

4.3 Performance Appraisal

- 4.3.1 Staff will be appraised on a biannual basis, that shall be conducted every 6 months from the date of commencement of the employee.
- 4.3.2 The performance review will be done according to USPSA Federal Staff appraisal guideline, in schedule 3.

4.3.3 Rewards for the appraisal are as outlined in table 1 below:

Appraisal Score (%)	Reward
90 – 100	1 Increment ¹ + (short-term training, bonus leave). <i>High Chance of contract renewal.</i>
61 – 89	1 Increment ² OR (bonus or; extra leave <i>chance of contract renewal.</i>
50 - 60	Training on weak areas
0 – 49	First step is try helping to improve performance various ways including training on weak areas; if score does not improve, termination of contract.

4.4 Hours of Work

- 4.4.1 All Staff are required to work 37 hours a week with the working week defined as five days from Monday to Friday.
- 4.4.2 Standard Reporting times shall be from 8am to 5pm. Reporting times may be varied by the Secretary General or an Executive Officer as the case may be, provided the staff completes 8 hours per day.
- 4.4.3 Unless leave has been granted prior, in accordance with section 5.4, staff may be afforded a grace period of 30 minutes after which late arrival shall render the staff marked absent without leave.
- 4.4.4 Under this section, the Secretary General shall be the approving authority for all other staff except the Secretary General which is subject to the Officers' approval.

4.5 Overtime

- 4.5.1 No staff may work overtime unless an application for overtime work has been made at least 1 day prior, by submitting the OT application form on schedule 4 to the Secretary General.
- 4.5.2 A staff working overtime are entitled to meal allowance of \$15 once they worked two hours over normal hours.
- 4.5.3 Overtime rates will be 1.5 times the normal rate during working days and Saturdays, and 2 times the normal rate for Sundays and Public Holidays
- 4.5.4 A staff working overtime can claim transport allowance when provide taxi receipts.
- 4.5.5 Payment of any overtime worked shall be made only upon receipt by the Secretary General of evidence of completion of work that the overtime was applied for.
- 4.5.6 Salaried staff are not entitled to paid overtime, but may be awarded Time-Off in Lieu for any overtime worked and applied through the process outlined under this section.

¹ In the event the last increment is already reached, a one off paid bonus will be paid instead.

² In the event the last increment is already reached, a one off paid bonus will be paid instead.

- 4.5.7 Any Time-Off in Lieu accrued under the preceding sub section shall be capped at 48 hours upon which the salaried staff shall be released on leave, unless otherwise approved by the Officers.

4.6 Long Service Benefit

- 4.6.1 With all staff on contract, the likelihood of staff getting Long Service Benefit is minimal. However, if any situation arose, that calls for such benefit, the guideline below can be used.

Number of years	Benefit
9 years mark. *Entitlement can be received every 6 years afterwards.	A 1-month vacation on any chose Federal office to fund a one week vac Staff and family at any resort or hotel ir
12 years and over	On retirement, entitle to receive one off of FJ\$10,000 and a final 3 paydays. *in the case the staff is deceased, this payment is given to l

4.7 USPSA Handover Notes

Definition:

Handover Notes are documents created by staff members who are about to leave their positions, either temporarily or permanently, to assist their successor to carry out their duties.

Purpose:

To provide the staff member's successor with key knowledge and information regarding the position so that the transition period is as short and smooth as possible.

- 4.7.1 Any USPSA staff member/ Officer who is about to leave his/her position permanently is required to write a Handover Note. They shall be written even when a staff member/ Officer is leaving his/her position to assume new duties within the same office or University. In the case of a temporary absence, particularly if the absence is longer than four weeks, it is strongly suggested that the staff member shall agree with the supervisor on whether a Handover Note should be written and if so how detailed it needs to be. A staff member/Officer who was temporarily covering the functions due to a colleague's absence shall also write a Handover Note to ensure a smooth transition back.
- 4.7.2 Handover notes shall be finalized during the week before the staff member/ Officer leaves his/her position. Ideally, there should be a period of overlap with the staff member's successor. If this is not possible, the staff member/ Officer should send

the handover note to his/her successor before departing and supplement the note with phone conversations or by e-mail. If the successor has not yet been appointed, the staff member/ Officer should leave a handover note with his/her supervisor. When staff members/Officers assume duties at new positions, they should request a Handover Note from their predecessors, if one was not received already.

- 4.7.3 Handover Notes should be no longer than 3-4 pages, excluding attachments. They should be factual rather than analytical. The **attached template in Schedule 7** should be used. Sections of the template that do not apply to the staff member may be ignored.
- 4.7.4 Handover Notes do not need to be cleared by supervisors. The departing staff member/Officer should provide a copy of the Handover Note to his/her successor and his/her supervisor. Handover Notes are a required step of the office check-out process. The supervisor should indicate that they received a Handover Note from the staff member/ Officer during the check-out process (for example, on check out forms or in a separate note to Personnel).
- 4.7.5 The successor, his/her office and the office's Personnel section shall maintain a copy in the files. If the information and knowledge is still valid and relevant, the successor may pass it on to the next successor, along with his/her own Handover Note. Handover Notes may be widely shared, with the consent of the author. They are not intended as confidential documents.

5.0 REMUNERATION

5.1 Pay Scales

5.1.1 USPSA Federal Office staff pay scale is aligned to USP's Staff pay-scales.

5.1.2 This is outlined in schedule 5 of these orders.

5.2 Payment Arrangements

5.2.1 Salaries including overtime or other relevant allowances will be paid on a fortnight basis into a nominated bank account.










5.2.2 During annual leaves, the salary can either be paid as normal, or advanced (paydays falling within the periods of such leave), if requested. The request must be made when submitting the leave application.

5.3 Deductions

5.3.1 The Federal office will deduct from staff payments any amount due for tax, contribution to superannuation or any levies imposed or ordered by law.

6.0 LEAVE

Subject to this Section, Federal Office Staff are entitled to the following:

	Annual Leave
	Sick Leave
	Compassionate Leave
	Sporting Leave
	Special Leave
	Maternity Leave
	Paternity Leave
	Leave without pay
	Public Holidays

Apart from Annual Leave, all other types of leave are non-cashable.

6.1 Annual Leave

- 6.1.1 All Federal Office Staff are entitled to 24 days annual leave per annum. Leave accrues at 2 days per month of active service and may be taken upon completion of 6 months of active service.
- 6.1.2 The Federal office will ensure all necessities attached to this particular leave is effected.
- 6.1.3 USPSA Finance shall maintain updated records of staff leave balances and provide regular updates to Staff.
- 6.1.4 Applications for leave shall be made to the Secretary General. If by the Secretary General, application is made to the Officers.
- 6.1.5 All applications of Annual leave must be made using the Leave form at Schedule 6.
- 6.1.6 Any unjustified absences can be deducted from leave entitlement.
- 6.1.7 Leave accumulated from a previous year may be rolled over to the New Year. The maximum accumulated leave is 30 days.

6.2 Sick Leave

6.2.1 Definition

- a. Sick leave is defined as the leave staff takes when unable to attend work due to illness, injury or incapacity.
- b. It's aimed on ensuring and maintaining the health and well-being of all staff.
- c. As such, it is a paid leave, provided that relevant justifications are provided.

6.2.2 Authority

- a. Federal Chair approves SG's sick leave and
- b. The SG approves sick leave for all staff.
- c. However the overall authority rests with the Federal Chairperson.

6.2.3 Entitlement to Sick Leave

- a. Staff are entitled to a maximum of 10 paid sick-leave days per annum that falls due on completion of the probationary period. Maximum of 4 consecutive days with sick sheet.
- b. For approvals these conditions apply:



A medical certificate from a USP certified or recognized Medical Officer is provided;



The date on the certificate is actual and not back dated;



The Period of sick-leave does not exceed a period of 3 months.

- 6.2.4 Continuous salary payment for illness beyond 3 months will be at the discretion of the Secretary General, or the Officers. However, dependent on Specialist Medical advice, a final decision must be made, such as leave without pay.

6.3 Compassionate Leave

6.3.1 Definition

- a. This leave may be granted in circumstances where a staff absence is necessitated by:



Deaths and Funerals of close blood relatives



Serious illness of a close blood relative



Natural disasters preventing the staff from attending work

6.3.2 Authority

- a. The Chairperson has the overall authority to approve this leave.

6.3.3 Entitlement

- a. Application should be sent to Federal Chair or SG for approval, using the relevant form in the Leave forms. Duration is outlined in the table below:

Table 1: Entitled days for compassionate leave

DURATION	REASON
5 DAYS	For death of immediate blood relative – spouse, children, mother, father
2 DAYS	For the death of grand-mother, grand-father, brother, sister, mother in-law, father in-law, brother/sister in-law
1 DAY	For uncles or aunt (blood – parents' siblings)
UP TO 4 HOURS (UP TO 12 HOURS PER YEAR)	To attend funeral of a distant relative

6.3 Special Leave

6.4.1 Definition

- a. The Secretary General may grant special leave to a staff member:



For attendance to short term courses or seminars;



For a regional or international gathering;



On invitation to visit other institutions or organizations;

6.4.2 Authority

- b. The Secretary General may exercise discretion in granting leave under this section.

6.4.3 Entitlement

- a. A staff may be granted leave up to one week, provided evidence is submitted to the Secretary General or the Officers.

6.5 Sporting Leave

6.5.1 Staff may be granted sporting leave, if s/he is officially requested by a legitimate or an established sporting body for international competition only. A total of 10 days per annum can be used for this leave.

6.6 Maternity Leave

6.6.1 A child bearing staff is entitled to 90 days of paid maternity leave upon completing 5 months of active service.

6.6.2 Entitlement

- a. All applications must be made to the Secretary General.
- b. This leave may be taken 10 days prior to the expected due date of delivery provided that a medical practitioner's recommendation accompanies the application.
- c. Any extension of leave on account of post-natal recovery after the 90 days may be granted without pay.

6.7 PARENTAL LEAVE

6.7.1 A staff whose spouse is in labour or post-natal recovery may be granted 10 days of paid leave.

6.7.2 A medical certificate of the spouses' medical condition must accompany the application.

6.8 LEAVE WITHOUT PAY

6.8.1 Subject to the discretion of the Secretary General, Staff may generally be granted leave without pay on the following grounds

- a. For personal reasons, but staff have no annual leave remaining;
- b. For personal development that falls outside the scope of the Federal Office training and development program.
- c. For circumstances necessary but not provided for in these Federal Orders;

6.9 PUBLIC HOLIDAYS

6.9.1. Staff will be paid normal rate for public holidays.

6.9.2 Any work done during public holidays will be paid in accordance with section 3.5.3



7.0 SEPARATIONS

A staff's service with the Federal Office may cease voluntarily or non-voluntarily.

7.1 Termination of Contract

- 7.1.1 The Federal Office may terminate the services of a staff member
 - a.
 - b. By giving notice of one month's salary in lieu of such notice.
 - c. Upon dismissal from service for misappropriation of USPSA assets or funds
 - d. Upon the death of the staff
- 7.1.2 The Secretary will oversee and ensure the proper exit arrangements are made so to minimize any disruption or adverse impacts on the Federal Office due to termination of a Staff.

7.2 Resignation

- 7.2.1 Staff members may resign from their position by giving one month's notice in writing to the Secretary General.
- 7.2.2 Accrued leave may be taken but subject to normal approvals.

7.3 Retirement

- 7.3.1 Staff will be retired from service upon reaching the retirement age under law.
- 7.3.2 Retired staff may be re-engaged on 1 year contracts for a further 3 years subject to health and other relevant considerations.
- 7.3.3 Staff re engaged under the preceding section will not be eligible to superannuation payments.

7.5 Retrenchment

- 7.5.1 Where redundancy occurs as direct result of restructural, technological or economical crises. The staff will be paid 2 fortnights worth of salary and conditions, but may not take annual leave during this period.
- 7.5.2 Any staff leaving the service will be awarded with a "certificate of Service" signed by Federal Chairperson and Secretary General.

8.0 and 9.0 as approved by Council on 4 December 2020- as attachments to this document.

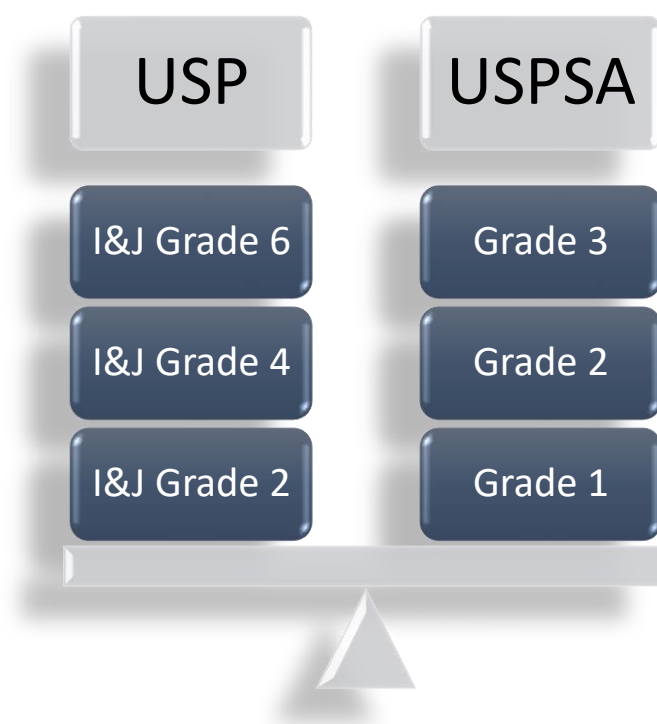
SCHEDULES

Schedule 1 – USPSA JOB CLASSIFICATION SYSTEM (ADOPTED FROM USP)

USPSA JOB CLASSIFICATION GUIDE

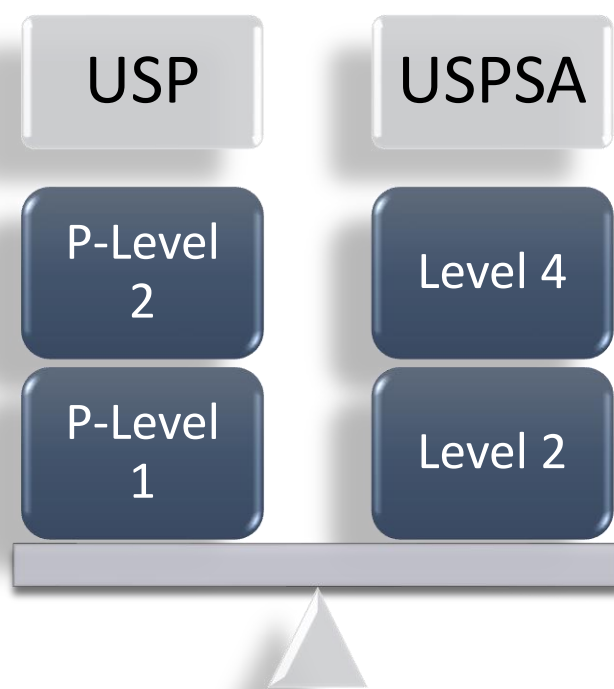
This classification is adapted from the University of the South Pacific's Intermediary and Junior (I&J) and Professional (P) staff job classification, policies and procedures. So the correlation is shown in the figure below:

Fig 1: correlation between USP and USPSA Grading



The above I& J scale is for the following staff positions:

- [1] Finance Officer**
- [2] Office Assistant**
- [3] Information Officer**
















The above Professional scale is for the following staff positions:




- [1] Secretary General
- [2] Deputy Secretary General

The **CLASSIFICATION CRITERIA** provide the sole means of determining the appropriate level of Intermediate and Junior staff jobs. The definitions of work at each level should be read as a whole, rather than simply looking at any particular dimension or example.







GRADE 1









CLASSIFICATION CODE	WHAT IS EXPECTED
1. Training Level/Qualification	<div>  </div> <p>Completion of a trade certificate;</p> <p>or</p> <div>  </div> <p>Completion of Fiji Junior certificate (form 4) with relevant work experience; or</p> <div>  </div> <p>equivalent relevant experience or combination of relevant experience and education/training</p> <p>Level 2 requires:</p> <div>  </div> <p>the application of additional skills gained by training and/or experience;</p>




	 specific skills and/or experience appropriate to the work to be undertaken; or  developed skills, experience and a good knowledge of equipment, materials, methods and procedures applicable to the work area concerned.  Use of stenographic or word-processing skills or of audio-typing ability, in association with other appropriate tasks, may be required at this level.
2. Task Level	 Apply a body of knowledge to straightforward tasks.  Perform tasks of some complexity involving the use of applied theoretical knowledge and motor skills; including diagnostic skills and assessment of the best approach to a given task.  This is the first level where supervision of other staff may be required.
3. Organizational Knowledge	 Perform tasks/assignments which require knowledge of the work area processes and how they interact with other related areas, rules, regulations.
4. Level of Supervision received	<p>Routine supervision, moving to general direction with experience and qualifications.</p>  Routine supervision: direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.  General direction: direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available.

	Performance is checked by assignment completion.
5. Judgement, Independent and Problem solving	<p>Will exercise judgement in straightforward tasks, independently solving straightforward problems with reference to established rules, procedures, practices or techniques.</p> <p> Judgement: exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures in straightforward tasks.</p> <p> Independence: independence in the use of established techniques and practices.</p> <p> Problem Solving: solve straightforward problems within established techniques and practices.</p>







Grade 2




CLASSIFICATION CODE	WHAT IS EXPECTED
1. Training Level/Qualification	<p>Persons employed at Grade 2 will typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:</p> <p> completion of a degree without subsequent relevant work experience; or</p> <p> completion of an diploma and at least 2 years subsequent relevant work experience; or</p> <p> completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or</p> <p> an equivalent combination of relevant experience and/or education/training.</p> <p>Grade 2 positions may require:</p> <p> expertise in areas relating to the management of specific functions, e.g. in computing, accounting, personnel, etc.;</p> <p> a proved capacity to exercise a degree of independence and judgement in the performance of work of a relevant nature, together with an ability to</p>

	<p>undertake supervisory functions where necessary;</p>  <p>a substantial knowledge of functions, policies, practices or subject matter.</p>
2. Task Level	 <p>Apply a body of broad knowledge and experience to a range of complex tasks.</p>  <p>Apply a body of broad knowledge and experience in the development of areas of specialist expertise.</p>  <p>New graduates at this level may apply theoretical knowledge in a straightforward way.</p>  <p>Provide instruction, advice and decisions on rules and entitlements.</p>  <p>May supervise other staff.</p>
3. Organizational Knowledge	<p>Will perform tasks/assignments of an advanced nature which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.</p>
4. Level of Supervision received	<p>Routine supervision to general direction, depending on tasks involved and experience.</p>  <p>Routine supervision: direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.</p>  <p>General direction: direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked by assignment completion.</p>
5. Judgement, Independent and Problem solving	<p>Will exercise judgement in a broad range of complex tasks, independently solving problems of</p>

	<p>a complex nature, perhaps in a team situation, with reference to established rules, procedures, practices or techniques.</p> <p> Judgement: exercise judgement in a broad range of complex tasks.</p> <p> Independence: independence in the use of established techniques and practices in performing relatively complex tasks.</p> <p> Problem Solving: solve problems of a complex nature, perhaps in a team situation.</p>
--	--

GRADE 3

CLASSIFICATION CODE	WHAT IS EXPECTED
1. Training Level/Qualification	<p>Persons employed at Grade 6 will typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:</p> <p> a degree with at least 4 years subsequent relevant experience; or</p> <p> extensive experience and management expertise in technical or administrative fields; or</p> <p> an equivalent combination of relevant experience and/or education/training.</p>
2. Task Level	<p>Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems.</p> <p> Develop or redefine procedures and interpret policy which may impact beyond the immediate work area.</p> <p> May be a recognised authority in a specialised area.</p> <p> May manage other staff in the performance of a function, involving their training and supervision combined with policy development responsibilities.</p>
3. Organizational Knowledge	<p>Detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities</p>

<p>4. Level of Supervision received</p>	<p>Broad direction: direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.</p>
<p>5. Judgement, Independent and Problem solving</p>	<p>Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand alone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.</p> <div data-bbox="858 797 922 869">  </div> <p>Judgement: exercise judgement in the application of existing policies and procedures.</p> <div data-bbox="858 931 922 1003">  </div> <p>Independence: independently adapt and innovate around existing complex systems.</p> <div data-bbox="858 1066 922 1137">  </div> <p>Problem Solving: solve problems associated with highly complex systems that impact beyond the immediate work area.</p>

For Professional level, USP's HR Policy on job classification is to be used.

Schedule 2 – USPSA EMPLOYMENT CONTRACT TEMPLATE

Employment Contract (Template)

THIS AGREEMENT made as of this _____ day of _____, 20__ ,
between **USPSA an association established by Ordinance of the University of the South Pacific, having its principal place of business at _____(the "Employer"); and [name of employee], of _____(the "Employee").**

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth

.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

1. Employment

The Employee agrees that s/he will at all times faithfully, industriously, and to the best of her/his skill, ability, experience and talents, perform all of the duties required of this position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that her/his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a _____, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- (a)-
- (b) -
- (c) -
- (d) -
- (e) Other duties as may arise from time to time and as may be assigned by the employer.

3. Compensation

- a. As full compensation for all services provided the employee shall be paid at the rate of _____. Such payments shall be subject to such normal statutory deductions by the Employer.
- b. *(may wish to include bonus calculations or omit in order to exercise discretion).*
- c. The salary mentioned in paragraph (I)(a) shall be review on daily basis.
- d. All reasonable expenses arising out of employment shall be reimbursed assuming same have been authorized prior to being incurred and with the provision of appropriate receipts.

4. Vacation

The Employee shall be entitled to vacations in the amount of _____ weeks per annum.

5. Benefits

The Employer shall at its expense provide the Employee with standard Health Plan that is currently in place or as may be in place from time to time or as USP provides to its academics and staff.

6. Probation Period

It is understood and agreed that the first _____ days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

7. Performance Reviews

The Employee will be provided with a written performance appraisal at least twice per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

8. Termination

-
- (a) The Employee may at any time terminate this agreement and her/his employment by giving not less than one month written notice to the Employer.
- (b) The Employer may terminate this Agreement and the Employee's employment at any time, without notice or payment in lieu of notice, for sufficient cause.
- (c) The Employer may terminate the employment of the Employee at any time without the requirement to show sufficient cause pursuant to (b) above, provided the Employer pays to the Employee an amount as required by the Fiji Employment Act or other such legislation as may be in effect at the time of termination. This payment shall constitute the employee's entire entitlement arising from said termination.
- (d) The employee agrees to return any property of _____ at the time of termination.

9. Non- Competition

- (1) It is further acknowledged and agreed that following termination of the employee's employment with _____ for any reason the employee shall not hire or attempt to hire any current employees of _____.
- (2) It is further acknowledged and agreed that following termination of the employee's employment with _____ for any reason the employee shall not solicit business from current clients or clients who have retained _____ in the 6 month period immediately preceding the employee's termination.

10. Laws

This agreement shall be governed by the laws of the Republic of Fiji.

11. Independent Legal Advice

The Employee acknowledges that the Employer has provided the Employee with a reasonable opportunity to obtain independent legal advice with respect to this agreement, and that either:

- (a) The Employee has had such independent legal advice prior to executing this agreement, or;
- (b) The Employee has willingly chosen not to obtain such advice and to execute this agreement without having obtained such advice.

12. Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment

of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.

13. Severability

The parties hereto agree that in the event any article or part thereof of this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.

IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized officers and the Employee has set his hand as of the date first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

[Name of employee]

[Signature of Employee]

[Name of Employer Rep]

[Signature of Employer Rep]

[Title]

Schedule 3 – USPSA FEDERAL APPRAISAL GUIDELINE

The Performance Management system will enable measurement of performance for both Federal Staff and Office. For Federal staff, the appraisal system is a mixture of 360 degree and BARs systems. The forms will be called Performance Appraisal Forms (PA Form in short). PA Form 1 is the normal assessment of staff. PA Form 2 is peer assessment, PA Form 3 is supervisor's assessment by subordinates and PA Form 4 is Federal Office appraisal done by Council members (or Presidents of branches).

PA FORM 1

This is the normal appraisal form which is filled by supervisor with the subordinate. Scores should equals to 100 and converted to percentage. The total score will be added with PA Form 2 to give an overall percentage for the staff. Total of these two forms should equal 100%. Parts 1, 2 and 3 of this form should complete by June each year. Part 4 is the actual appraisal, done at the end of each year. Part 5 is also filled at the end of calendar year of 12 month mark of employment.

USPSA DRAFT Performance Appraisal – PA Form 1

Period report date:

Name:

Position:

Contract Start and End dates:

Leave:

Type of Leave	Days Used	Balance
Annual Leave		
Sick Leave		
Bereavement Leave		
Maternity Leave		

Part 1 - Key Performance Indicators

Note: Column 1 should be itemised by the appraiser before the appraisal.

1.1

Key Performance Indicators	Comments by the employee on whether & how they have been met (If not met, what is being done to meet them)	Comments by the appraiser on whether & how they have been met (If not met, what is being done to meet them)	Comments by the employee on factors easing or hindering the achievement of KPIs*

*** Appraiser to take note of these factors especially when conducting the final scoring**

1.2 How well have each of these Key Performance Indicators been met?*

Key Performance Indicators	Outstanding	Good	Satisfactory	Have not met requirements

*** KPIs to again be pre-itemised**

1.3 What duties have you been carrying out which lie outside your terms of reference?

KPIs*	Duties carried out outside of KPI scope**	Endorsement and comment by appraiser

***To be pre-itemised**

**** To be explained by the employee being appraised**

Part 2 – Setting of Goals

2.1 Describe 3 work-related goals which you have set for yourself at the beginning of this year and how you have or have not achieved it. You may describe factors that helped or hindered you to achieve these goals. [Appraiser note: these could be goals like coming to work on time, meeting deadlines, etc. It could be work-related goals outside of KPIs]

a. Goal 1:

Explanation:

b. Goal 2:

Explanation:

c. Goal 3:

Explanation:

Part 3 – Career Development and Personal Development

3.1 List and describe your career development goals achieved, in progress and being planned in the table below as you see fit.

Career development goals achieved	Career development goals currently in progress and projected end date	Career development goals being planned and timeline set to achieve them

3.2 List and describe your personal development goals achieved, in progress and being planned in the table below as you see fit.

Personal development goals achieved	Personal development goals currently in progress and projected end date	Personal development goals being planned and timeline set to achieve them

Part 4 – Assessment and Scoring of Performance

Assessment Area	Score	Appraiser comment
Accomplishment of KPIs	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
Teamwork	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Result orientation	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory	

	<input type="checkbox"/> Have not met	
Work done beyond terms of reference	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Timeliness	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Quality of work (including efficiency and output quality)	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Communications	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Career development i.e. upskilling	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Personal development	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Administrative approach	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
*Scores are out of 10 for each item, scores ranges from 0 to 10.		

Total score out of 100: _____

Part 5 – Forward Planning

5.1 Please set 3 long-term goals (may be personal, career development or work-related) you wish to achieve within the new financial year.

Goals set by employee	Goals suggested by appraiser for employee

Comments by Supervisor:

Comments by staff member:

.....

Signature of staff member

Date:

.....

Signature of appraiser

Name & Position:

Date:

Endorsement by appraiser's supervisor:

.....

PA FORM 2

This is peer review form, a peer gives assessment for another staff. The total is out of 100 and will be added with PA Form 1 to give an overall for a particular staff. Note that SG will not be peer reviewed. However all staff will use PA Form 3 to appraise SG. Hence SG's appraisal will be a PA Form 1 added with PA Form 3. Note that this form is only done at the end of each year or 12 month mark of employment.

USPSA DRAFT Performance Appraisal		
Period report date:		
Name:		
Position:		
PA Form 2 - Peer Review Form		
1.0 Approach to Work		
Assessment Area	Score	Appraiser comment
Time management	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
Teamwork	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Result orientation	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Work done beyond terms of reference	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Timeliness	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory	

	<input type="checkbox"/> Have not met	
Quality of work (including efficiency and output quality)	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Communications	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Correct prioritisation of work	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Personal development	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Administrative approach	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	

* Scores are out of 10 for each item, scores ranges from 0 to 10.

Total score out of 100: _____

2.0 Personal Character

Assessment Area	Score	Appraiser comment
Multi-tasking	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
People skills	<input type="checkbox"/> Outstanding	

	<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Reliability	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Level of professionalism	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Customer service	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
* Scores are out of 10 for each item, scores ranges from 0 to 10.		
Total score out of 100: _____		

PA FORM 3

This form is used by staff to appraise their supervisor. In this stead only the SG is assessed using this form. For DSG, peer assessment still applies. The score is out of 100, added with PA Form 1 to give the final score. This form will be filled at the end of each year or 12 month mark of employment.

USPSA DRAFT Performance Appraisal – PA Form 3

Period report date:

Name:

Position:

Ground-Up Appraisal Form (Subordinates' Assessment of Immediate Supervisor)

1.0 Approach to Work

Assessment Area	Score	Appraiser comment
Timeliness (are requests made with sufficient time given to produce an output, etc.)	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
Work etiquette towards subordinates	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Result orientation	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Initiative	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Communications	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory	

	<input type="checkbox"/> Have not met	
Quality of work (including efficiency and output quality)	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Administrative approach	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	

* Scores are out of 10 for each item, scores ranges from 0 to 10.

Total score out of 70: _____

2.0 Personal Character

Assessment Area	Score	Appraiser comment
Multi-tasking	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
People skills	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Reliability	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Level of professionalism	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Customer service	<input type="checkbox"/> Outstanding	

	<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
--	---	--

***0-1% is discretionary for the appraiser. Employee may get more than 0 and less than or equal to 1% if the factors impeding the achievement of goals is legit and endorsed by the appraiser as something out of the employee's hands, role or scope of work.**

Total score out of 100: _____

PA FORM 4

This appraisal is sent out to branches at the end of each semester, Presidents of branches are required to fill it to appraise Federal Office's performance. This appraisal is sent back to Federal office. It is out of 100, and the final score is converted to percentage (%).

USPSA Federal Performance Appraisal System 2018 – PA Form 4 **Performance Appraisal Form for Review of Federal's Performance by USPSA** **Branch Presidents**

1. Using the table below, please rate the performance of the USPSA Federal Office

2. Assessment Area	Score	Appraiser comment
Responsiveness to requests made by USPSA branch	<input type="checkbox"/> Outstanding (10) <input type="checkbox"/> Good (8) <input type="checkbox"/> Satisfactory (5) <input type="checkbox"/> Have not met (0)	
Level of professionalism	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Level of accountability	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Approach to administrative duties	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Level of transparency	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	

Advocacy at higher level on student grievances raised	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Raising awareness on USPSA roles, activities and responsibilities	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Capacity building provided	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Approach to address student welfare	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	
Work towards bridging a relationship between learners and teachers at USP	<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Have not met	

* Scores are out of 10 for each item, scores ranges from 0 to 10.

Total score out of 100: _____

IMPORTANT TO NOTE



Appraisal for SG is conducted by either Federal Chairperson or Deputy



All staff will have two appraisals each. For Deputy Secretary General, Finance officer, Info Officer and Office assistant, PA Forms 1 and 2 are applicable. For SG, PA Forms 1 and 3 are applicable.



All scores are added and converted to percentage. So if DSG scores 70 in PA Form 1 and 80 in PA form 2, which is 140 out of 200. Converted to percentage, DSG will have scored 70% for his/her appraisal.

LEFT BLANK INTENTIONALLY

Schedule 4 – OVERTIME APPLICATION FORM



OVERTIME REQUEST

To be filled by Staff	FOR OFFICIAL USE
Name [Full Name] Employment No. [Enter No.] Position [Enter Post] Grade [Enter grade]	Deliverables Checked: [to be verified and signed by SG] Approved/Not Approved [to be approved & Signed by Federal Chair or SG]
Overtime Date [Select Date] Supervisor [Supervisor Name]	Paid by Date [Select Date] Pay Method [Pay method]

Date	Task	Description of Task to be Actioned	X 1.5	X 2.0	X 3.0
Total Overtime Hours					
Total \$					
Total					

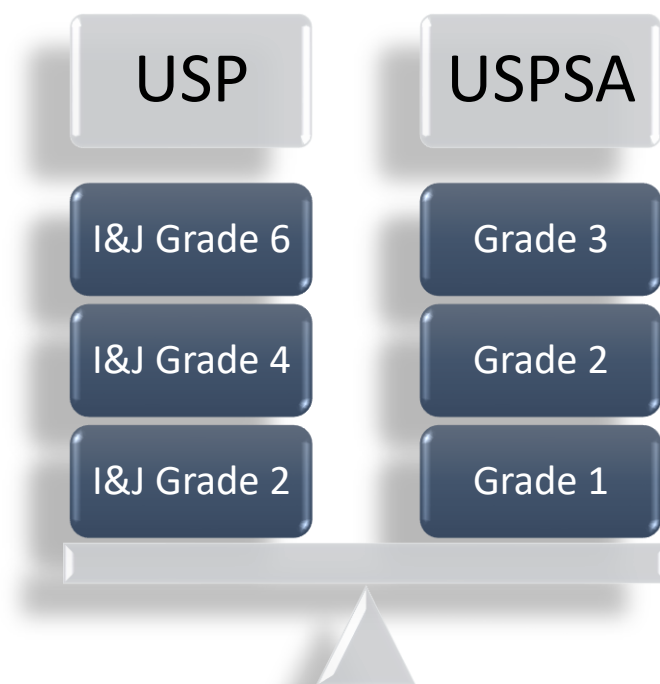
Please indicate how many hours worked in x 1.5 or x 2.0 or x 3.0.

Schedule 5 – USPSA STAFF SALARY SCALE

USPSA STAFF SALARY STRUCTURE

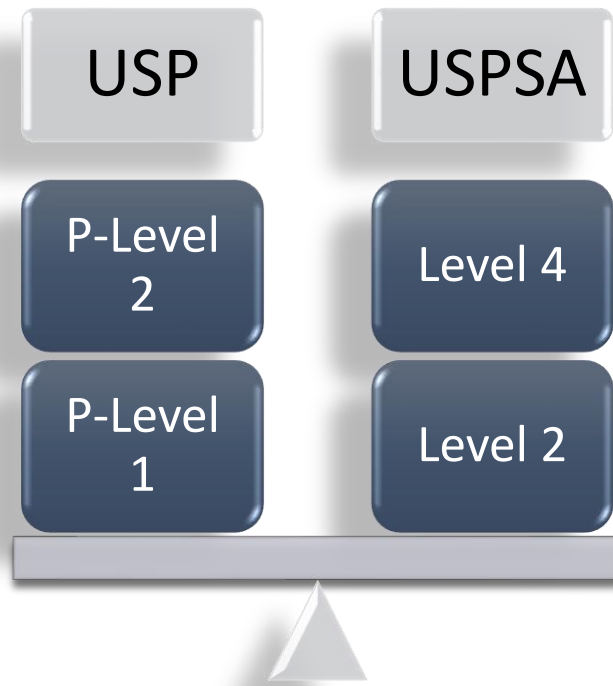
This classification is adapted from the University of the South Pacific's Intermediary and Junior (I&J) and Professional (P) staff job classification, policies and procedures. So the correlation is shown in the figure below:

Fig 1: correlation between USP and USPSA Grading



The above I& J scale is for the following staff positions:

- [1] Finance Officer
- [2] Office Assistant
- [3] Information Officer



The above Professional scale is for the following staff positions:

- [1] Secretary General**
- [2] Deputy Secretary General**

USPSA GRADING

The salary must be reviewed after three years, or if USP adjusts their intermediary & junior staff pay-scales. The increments are paid based on performance review and appraisal, which is conducted bi-annually.

Schedule 6 – USPSA GENERAL LEAVE APPLICATION FORM



LEAVE APPLICATION FORM

Staff Name: _____ Position Number: _____

	Inclusive		No. of working days
	From	To	
Annual Leave*			
Sick Leave (certified)**			
Sick Leave (uncertified)**			
Compassionate Leave***			
Other types of Leave* (please specify) (i.e. Maternity, Sports leave etc)			

My accrued leave balance as of end _____ is _____ days.

Signature: _____ Date: _____

Approval by immediate supervisor

Signature: _____	Date: _____
Name: _____	
Position: _____	

Please Note:

*Requires supervisor's approval

**Supervisor's approval not necessary, however staff must inform supervisor for attendance monitoring. For "certified" sick leave, medical certification should be submitted upon return. For "uncertified" sick leave, staff must note it can be counted as unpaid leave or deducted from annual leave

***The number of day is as specified on section 5 of the federal orders

Schedule 7 – USPSA Handover Template



USPSA Handover Template

Name: _____

Staff/ Student ID: _____

Job Title:

Date of Handover Note:

Duration of Assignment (include start and end date):

Brief Description of Duties:

This section may be kept brief when up-to-date terms of reference (TOR) are attached.

-
-

Supervisor and reporting procedures:

Regular/re-occurring meetings, reports or procedures:

-
-

Key Documents/reference material to read (attach when possible):

-
-

Status of recent and current projects/reports/meetings:

1. Name of project/report/meeting
 - Status
 - Action needed
 - Partners
 - Budget (if applicable)
 - Critical issues/challenges/priorities
2. Repeat as many times as necessary. Indicate priority projects.

Where to find files (hardcopy and electronic):

Calendar of major activities and/or events (optional):

Contacts (internal and external):

Name	Organization	Phone	E-mail	Comments

Your contact information after departure:

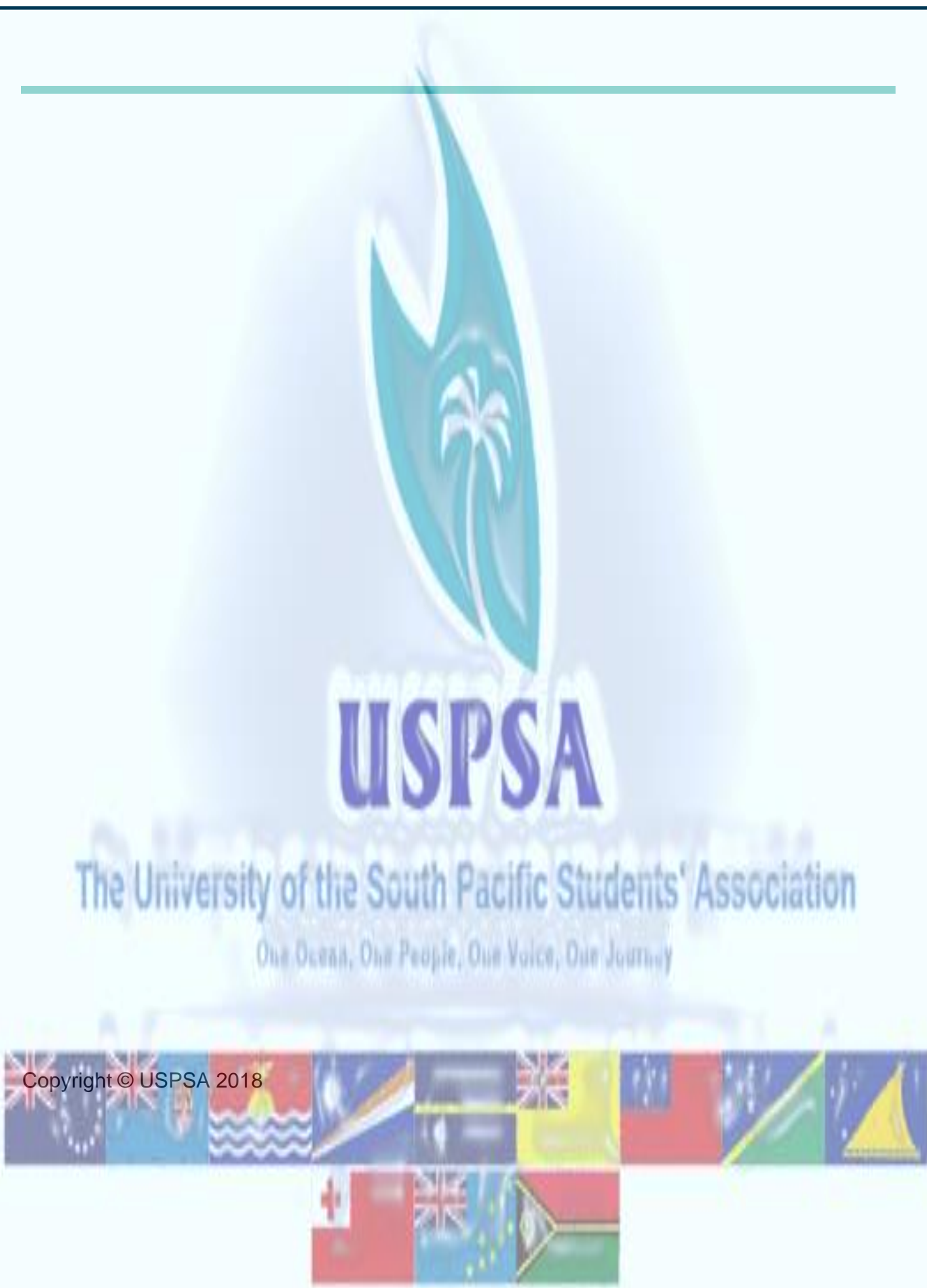
- Phone: _____
- E-mail: _____
- Fax: _____

Suggested attachments:

- TOR/Job description
- Office/Office staffing table
- Key documents relevant for the position

Signature:

Date:



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