



# NEWSLETTER

## for Human Resource Practitioner & Staff

Issue : January—March, 2018

What on the  
inside?

Civil Servant of the Year 2017

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Delegation of Functions

Assignments—Secondment,  
Deployment and Acting Appoint-  
ment in the Civil Service

Jury Duty

### MESSAGE FROM THE ACTING CHIEF PERSONNEL OFFICER



I wish to convey belated Happy New Year to everyone.

Time has elapsed, but not stood still.

We have encountered challenges at various intervals throughout the previous year.

With resilience, optimism, faith and strength we have overcome.

It's a New Year, filled with hope, and new perspective,  
and with this comes obstacles, hindrances which we must and will overcome.

We should all strive to set achievable goals and set objectives which are attainable for the year.

The inner strength we possess will inspire, motivate and encourage us  
to do exceedingly more than we can imagine or anticipate.

A strategically positioned, strong and vibrant team committed to thrive for excellence,  
can only achieve great things.

Let us continue to be our brother's keepers, support each other, as we look forward to a  
productive and fulfilling year ahead.

Continue to share the vision, mission, goal, love and knowledge throughout the year and  
the Service.



**Jacqueline Mendez, JP (Mrs.)**  
**(Acting) Chief Personnel Officer**

# CIVIL SERVANT OF THE YEAR '2017'



## THE WINNER



**Mrs Kerry-Ann Alicia Spaulding**  
Actg. Director Corporate Services  
Ministry of Foreign Affairs and  
Foreign Trade

## FIRST RUNNER-UP



**Ms. Carol Jones**  
Ministry of Tourism

## SECOND RUNNER-UP



**Mr Dale Miller**  
Ministry of Local Government  
and Community Service

## CIVIL SERVICE WEEK 2017

November 19 to 25, 2017, was designated as Civil Service Week. The observance aims to highlight the work of teachers, firefighters, office administrators, garbage collectors and other workers in the Public Sector who continue to give excellent service to the country.

## CONGRATULATIONS!!!!

We salute the 2017 "Civil Servant of the Year" Mrs. Kerry-Ann Spaulding who with dedication and giving of self and time has accomplished much and made the MFA&FT proud of her outstanding achievement in copping the Civil Servant of the Year Award 2017 Trophy.

She is a Christian who believes in equity, justice, fairness and has used Zechariah 4:10 as a guiding force in her life. The scripture, which instructs us not to despise the day of the small beginnings, has helped Kerry-Ann Spaulding, 2017 Civil Servant of the Year, to structure her life.

Mrs. Spaulding says she believed she was nominated because "I work hard. I give of my best. I try to motivate others. I believe in what I do, and I'm really driven. I believe also in Jamaica, and I think others might have seen that in me. I've always got positive performance evaluation results, and that's perhaps why I was selected," she adds.

## Kerry-Ann Spaulding's Mantra of Excellence



"Whatever you have, use it for the benefit of others. I am also guided by Nehemiah chapters one to five which speak to the rebuilding of the walls of Jerusalem, and [the concept of] teamwork and cohesiveness comes out. Of course there will be distractions in life, but we have to work together and share in the dream and the vision. If you are leading a team, ensure that everybody stays together, ensure you do things well, that people are motivated, and you'll get the outlook you desire,"

CONGRATULATIONS



# PUBLIC SERVICE COMMISSION

## SIGNING THE ACCOUNTABILITY AGREEMENT



This brings the total number of entities (Ministries/Departments and Executive Agencies) in receipt of Delegation of Functions, to thirty-nine (39).

Seven (7) entities remain to receive Delegation and will be granted same as soon as they are deemed ready. These are:

- ◆ **Accountant General's Department;**
- ◆ **Court Management Services;**
- ◆ **Department of Correctional Services;**
- ◆ **Institute of Forensic Science & Legal Medicine;**
- ◆ **Government Chemist;**
- ◆ **Court of Appeal; and**
- ◆ **Supreme Court**

## GRANTS DELEGATION OF FUNCTION TO THE PERMANENT SECRETARY, MINISTRY OF LABOUR AND SOCIAL SECURITY

The Governor-General acting on the advice of the Public Service Commission, granted Delegation of Functions under the Public Service Regulations, 1961 to Mrs. Colette Roberts-Risden, Permanent Secretary, Ministry of Labour and Social Security.

The Permanent Secretary is now accountable to the Governor-General through the PSC for the management of the delegated functions in respect of ML&SS.

The Delegation of Functions took effect on January 1, 2018, and will allow the Permanent Secretary the authority to carry out certain Human Resource functions, aimed at improving internal customer service and the overall efficiency of the Ministry.

## HANDING OVER OF ACCOUNTABILITY AGREEMENT INSTRUMENT



# OFFICE OF THE SERVICES COMMISSIONS

It's that time of year again when the Office of the Services Commissions (OSC) has disseminated the Study Leave Application Form and Circular for the Academic Year 2018/2019, to all Human Resource Management Department in the various Ministries and Departments.

## THINGS YOU SHOULD KNOW ABOUT STUDY LEAVE

### Permanent Employee

- ♦ Applicant(s) should have at least three (3) years permanent service (date of first appointment) and a minimum of one (1) year Vacation Leave (14/35 days).
- ♦ Institution must be registered and the course of study accredited by the appropriate body. (This has implication for tuition refund and salary increment)

### AGE MATTERS IN THE GRANTING OF STUDY LEAVE

Heads of Entity and HR Practitioners are reminded that an individual's age matters in the granting of full-time Study Leave as this has implications for the serving of the bonding period after completion of the course of study.

Please be reminded that each individual who is granted Study Leave on full-pay is required to execute a Bonding Agreement with the Scholarship and Bonding Section, Strategic Human Resource Management Division, Ministry of Finance and the Public Service. If the individual after completing the course of study is unable to serve or complete serving the bonding period due to attaining the mandatory age of retirement, the outstanding amount will be deducted from his/her retirement benefits.

### DAY RELEASE

- ♦ Applicants should have a minimum of twelve (12) months' continuous employment (especially if temporarily employed).
- ♦ Must have Vacation Leave to his or her credit (at least one (1) year's eligibility)

### BONDING (Did you Know?)

**A guarantor must be between the ages of 18 to 60 years: employed/self employed and residing in Jamaica. However, at the discretion of the Bonding Officer, an upper age limit of sixty-five (65) years may be accepted.**

**Guarantor(s) cannot:**

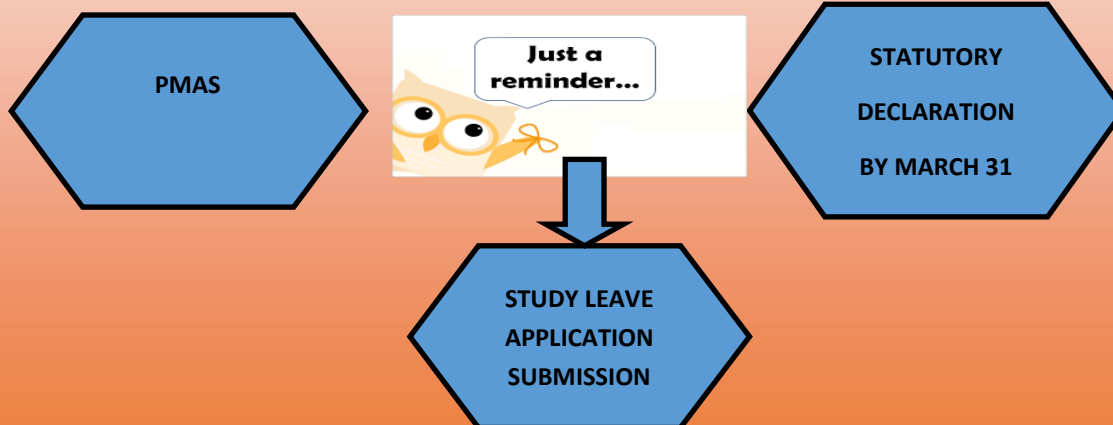
- ♦ **Sign for more than one person at a time**
- ♦ **Be currently serving a bond; and**
- ♦ **Be currently the recipient of an award**

### Bonding Range and Period

<b>Below \$300,000.00</b>	-	<b>No bond</b>
<b>\$300,000.00 – \$499,999.00</b>	-	<b>2 years service</b>
<b>\$500,000.00 – \$999,999.00</b>	-	<b>3 years service</b>

## DATES TO REMEMBER

**JANUARY— APRIL 2018**



# HUMAN RESOURCE MANAGER'S (CORNER)

## WORK PROGRAMMES OF HUMAN RESOURCE DIVISION

### What are some of the Functions of the HR Division?

- ◆ Management and Co-ordination of Delegated Functions: Appointments, Separation, Discipline, Training;
- ◆ Management of Employees Records;
- ◆ Management of Leave (Department, Sick, Vacation, etc.,)
- ◆ Job Orientation;
- ◆ General Needs Survey;
- ◆ Performance Management;
- ◆ Career Development;
- ◆ Communication of staffing matters;

### Functions of the HR Division cont'd?

- ◆ Employee Assistant;
- ◆ Succession Planning;
- ◆ Creation of an environment of learning;
- ◆ Employee Development/Socializing Activities; and
- ◆ Employee Incentive Programme

## WHAT IS AN ASSIGNMENT

An assignment is the upward or lateral allocation of both responsibility and accountability of an activity from one individual to another. Assignments can be either an acting appointment, deployment or secondment.

### Secondment

- ◆ A secondment is an assignment of an individual, usually outside the Central Government Civil Service into another part of the wider Public Service or to other organizations with the approval of the appropriate authority.
- ◆ A secondment may be either for a fixed term with a guarantee to return, or it may be an interim arrangement for a specified period leading to a permanent change in employment. As a result, the individual's position within the Civil Service must be protected until the secondment is concluded.

(Staff Order No. 1.9.4)

### Deployment

- ◆ A deployment is an assignment from one position to another that is similar in duties and equivalent in emoluments and benefits. Deployments are normally at the manager's discretion, to satisfy operational requirements; may be temporary in the first instance and could lead to a permanent transfer. (Staff Order No. 1.9.3)

### Acting Appointment

- ◆ An acting assignment is an appointment for a specified period (21 days or more), wherein an individual in one position is required to perform the duties of another position at a higher level.
- ◆ An acting assignment does not confer an automatic right of permanent appointment to the position.
- ◆ Opportunities for acting assignments should be managed in such a manner that they do not result in an unfair advantage to anyone, in any subsequent competitive process. (Staff Order No. 1.9.2)

# JURY DUTY

In Jamaica, persons accused of certain criminal acts, are judged by a jury of their peers. This was inherited from the British jurisprudence

## What is a Jury?

A Jury is a group of persons drawn from civil society and who brings commonsense, experience and wisdom into the matter of determining the guilt or innocence of a fellow citizen

## WHO IS DISQUALIFIED FROM JURY DUTY?

Persons under 18 years of age or over the age of 70

A person who is not a Commonwealth citizen

A person awaiting trial in the Parish Court or Circuit Court for an indictable offence i.e. serious offences such as murder, shooting with intent and unlawful wounding but not offences such as traffic violations

Persons serving or who have served a sentence of imprisonment of more than six (6) months