



South Pacific Regional Environment Programme

Staff Regulations

September 1992

Apia, Western Samoa



**South Pacific Regional Environment Programme
(SPREP)**

Staff Regulations

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PART I : SCOPE AND APPLICATION**Regulation 1**

- (a) These Regulations set out the mutual obligations and rights of SPREP and its employees. They have been approved by the Intergovernmental Meeting (IGM) and are administered by the Director. They apply to all staff appointed to SPREP by the Director and where appropriate to the Director as well. They do not apply to temporary or short term contract employees, casual workers or consultants unless the contrary is specifically indicated, nor where other conditions have been agreed to in writing.
- (b) If any part of these Regulations becomes contrary to the laws of Western Samoa, or where they are silent, the laws of Western Samoa will apply.
- (c) These Regulations may be supplemented or amended by the IGM without prejudice to the existing contracts of staff members.
- (d) The Director may supplement these Regulations with Staff Instructions not inconsistent with these Regulations or with any decisions made by the IGM and further, may issue such Staff Instructions as may appear to be necessary to render these Regulations effective.

PART II : DEFINITIONS

Regulation 2

(a) In these Regulations, unless the context otherwise requires-

"Allowances" means remuneration other than salaries but does not include money received to meet expenses incurred by an employee in the course of duty.

"Contract Staff" are staff undertaking work which requires a university degree or equivalent qualification, or a lower qualification with expertise and practical experience of sufficient breadth to counter-balance the lack of formal qualifications.

"Dependent" means the financial dependent spouse or dependent child of an employee.

"Dependent child" means an employee's unmarried and financially dependent child who is:

- (i) under the age of 16 years; or
- (ii) under the age of 19 years if undertaking full-time study at a secondary school; or
- (iii) under the age of 22 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- (iv) mentally or physically incapacitated

"Employee" is a general term which according to the context may mean permanent staff, contract staff, temporary staff or all three.

"Establishment" means staff positions approved by the IGM.

"Expatriate" means a staff member, not a citizen or permanent resident of Western Samoa, who resides in Western Samoa only by virtue of employment with SPREP.

"Greater Apia Area" includes Letogo, Afiamalu, Ululoloa and Faleula.

"IGM" means Intergovernmental Meeting.

"**Local**" means a staff member who is a citizen or permanent resident of Western Samoa.

"**Remuneration Policy**" means the basis for remuneration approved by the IGM.

"**Salary**" means the basic annual rate of pay for the job which is specified in SPREP's salary scale.

"**Seconded**" means an officer attached to SPREP whose salary is paid by another organisation, but who is responsible to the Director during his or her period of attachment.

"**SPREP**" means the South Pacific Regional Environment Programme.

"**Staff**" or "**Staff Member**" means a salaried employee appointed to an established position either permanently or for a set period.

"**Permanent Staff**" are staff whose work does not require the qualifications and/or experience required of contract staff and includes accounts, administration, clerical, secretarial and technical employees.

- (b) Where there is difference or disagreement over the interpretation of these definitions, the decision of the Director will be final.

PART III : DUTIES AND OBLIGATIONS

Status as International Civil Servants

Regulation 3

The Director and all members of the staff of SPREP are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of SPREP only in view.

Responsibility of SPREP
Regulation 4

The Director is responsible for the proper functioning of SPREP. Staff members are subject to the authority of the Director and shall not seek or receive in the performance of their duties any instruction from any external authority.

Privileges and Immunities
Regulation 5

(Negotiations are still taking place between the Western Samoan Government and SPREP. Appropriate wording will be submitted to a future meeting of the IGM).

Communication of Unpublished Information
Regulation 6

Staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person or the press any unpublished information known to them by reason of their official position, except in the course of their duties or by authorization of the Director. All rights in, and title to, the results of any work performed by staff in the course of their duties shall be the property of SPREP.

Conduct
Regulation 7

Staff shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their positions as international civil servants. They are not expected to give up their national sentiments or their political and religious convictions; but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Outside Activities
Regulation 8

No staff may accept, hold or engage in any office or occupation which, in the opinion of the Director, is incompatible with the proper discharge of their duties with SPREP. To the extent considered reasonable by the Director, the time of staff shall be at the disposal of SPREP.

**Candidacy for Public Office
Regulation 9**

Any staff member who becomes a candidate for a public office of a political character shall resign from SPREP

**Acceptance of Honours, Decorations, Favours, Gifts or Fees.
Regulation 10**

No staff shall accept in respect of their work for SPREP any honour or decoration from any government or organization or, except with the approval of the Director, any favour, gift or fee from any government, organization or person during the period of their appointment.

PART IV : APPOINTMENT AND PROMOTION

**Appointment of Director and Staff
Regulation 11**

Director

- (a) The Director is appointed under such terms and conditions as the IGM determines.

Director - Exercise of Powers

- (b) When the position of Director is vacant, the Director's functions and powers shall be exercised according to the instruction of the Chairperson of the IGM and in the absence of any instruction by the Deputy Director.
- (c) When the Director is absent from Headquarters, the Deputy Director shall be designated to act as Director; in the event that both are absent, an officer of the Director's choice shall be designated Officer-in-Charge.

Power of Appointment

- (d) The power of appointment rests with the Director subject to the establishment and remuneration policy approved by the IGM.

Appointment policy

Regulation 12

- (a) In selecting staff for appointment to SPREP the dominant considerations shall be:
 - (i) the required qualifications and experience
 - (ii) competence
 - (iii) personal integrity
- (b) Subject to Regulation 12(a) above, the Director shall, in selecting contract staff, give due consideration to the nationals of SPREP island member states and to the desirability of obtaining equitable national representation.
- (c) When a permanent vacancy occurs, SPREP will give first consideration to employees at the same level being rotated into the position. If no suitable employee is available then the vacancy will be advertised in the press.
- (d) When two applicants for a permanent position are rated equally suitable, and one is a SPREP employee, preference shall be given to the existing staff member.
- (e) Men and women are equally eligible for all posts in SPREP.

Appointment Procedure

Regulation 13

- (a) No appointment is valid which is not the subject of a written offer of employment signed by the Director or an authorized representative, and a written acceptance signed by the appointee. Every offer of employment shall contain a statement of duties, all the terms and conditions of employment and a copy of the Staff Regulations.
- (b) An appointment is permanent, temporary or on a fixed or short term contract. The length of appointment of a temporary or contract staff member is set by the Director according to the requirements of the work programme.
- (c) A temporary appointment may not exceed a period of more than six months. A temporary appointment is usually made to replace a permanent staff member who has resigned at short notice or is on leave.

- (d) A fixed term of appointment is of not less than three years. A short term appointment is for any period less than three years and is subject to such terms and conditions as the Director determines, but within the salary scales applicable to SPREP.
- (e) A fixed term appointment of three years is renewable, based on the needs of SPREP, and the merit and performance of the employee, for a further period of three years. Further extensions beyond two contract terms should receive prior approval of the IGM.
- (f) The length, terms and conditions of appointment may be varied in exceptional circumstances by the mutual agreement in writing of the Director and employee.
- (g) Appointment is provisional until confirmed. Appointment is subject to a satisfactory medical examination by a designated medical practitioner and a probationary period of six months' service which may be extended or reduced by the Director. At the end of the probationary period the Director shall in writing:
 - (i) confirm the appointment; or
 - (ii) extend the probationary period; or
 - (iii) terminate the appointment.
- (h) The appointment of:
 - (i) an expatriate runs from the date of leaving home to take up appointment with SPREP;
 - (ii) a local employee from the date of appointment;
- (i) Salary is earned from the date of appointment.

Promotion Regulation 14

- (a) A permanent staff member is promoted when appointed to a position higher than his or her current position.
- (b) A promotion is a variation to the terms of an appointment and is subject to Regulation 13(f)

Termination Regulation 15

Ways of Termination

- (a) An appointment is terminated -
 - (i) when being a fixed term appointment it reaches the end of its term; or
 - (ii) by either SPREP or the staff member giving the other one month's notice in writing; or
 - (iii) without notice by either SPREP or the employee paying to the other one month's salary in lieu of notice; or
 - (iv) as a disciplinary measure by dismissal with or without notice under Regulation 30(b).

Suspended Staff

- (b) Before dismissing or giving notice to a staff member who is a permanent employee of a member government's Public Service, the Director shall inform the government in question.

Certificate of Service

- (c) A staff member shall, on leaving the service of SPREP, be given a certificate relating to the nature of his or her duties, the length of service, the amount of emoluments, and other relevant information.

Final Pay

- (d) Upon leaving the service, any indebtedness of a staff member to SPREP shall be deducted from any money due to the staff member from SPREP.

PART V: ENTITLEMENTS ON APPOINTMENT AND TERMINATION

Regulation 16

Entitlements

- (a) SPREP shall meet the following appointment and termination expenses of contract staff recruited from outside the Greater Apia Area. The entitlements cover the transport and accommodation enroute for the staff member and accompanying dependents between home and Apia, and back, by the shortest and most economical route. The Director has discretion, after taking family circumstances into account, to include dependents who arrive within six months of the start of appointment or leave within one month of termination.

Fares

- (i) Director: Business class
Other staff: Economy class

Removal Expenses

- (ii) The reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as follows-
- (a) 12 m³ in respect of the staff member
4 m³ in respect of a dependent spouse
2 m³ in respect of each dependent child
- (b) up to 20 kilos of excess baggage per person for all contract staff recruited overseas.

Establishment Grant

- (iii) To offset incidental expenses and compensate for the upheaval of removal an establishment grant on appointment only at the rate prescribed in Schedule 1 to these Regulations.

Temporary Accommodation

- (iv) Accommodation at a suitable hotel or other fully furnished accommodation for up to five working days or such other period as the Director considers reasonable in the circumstances. Expatriate contract staff will not be paid a housing subsidy for the period when temporary accommodation costs are met.

SPREP Assistance

- (v) An appointee will be assisted to settle into Apia. This assistance could include help to find suitable rented accommodation and advice on suitable terms.

Ineligibility

- (b) the entitlements prescribed in Regulation 16(a) do not apply and, at the Director's discretion, may be withheld in whole or in part if:
- (i) all or part of the expenses are met from some other source; or
 - (ii) within 12 months of appointment the staff member resigns appointment under Regulation 15(a) (ii) or (iii) or is dismissed under Regulation 30(b) (iv) or (v).

PART VI : HOURS OF WORK

Normal Hours

Regulation 17

- (a) The Director has the right to call upon the services of staff to the extent considered reasonable.
- (b) Normal office hours are 8 am to 12 noon and 1 pm to 4.30 pm Monday to Friday, making a total of 37 hours 30 minutes per week.
- (c) The driver/messenger, gardener, handyman and tea attendant/cleaner will be required to work hours as directed by the Director. They will have to work either 40 hours per week or 8 hours a day before overtime rates become applicable.
- (d) The watchman will be required to work from 6 pm to 6 am Monday to Friday as well as any additional hours required by the Director.

Overtime Regulation 18

Eligibility

- (a) Permanent and temporary staff at Level 4 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours.

Overtime Rates of Pay

- (b) The rates of pay for overtime are:
 - (i) for days other than public holidays and Sundays, one and a half times the normal hourly rate.
 - (ii) for Sundays or public holidays, double the normal hourly rate.

Meal Allowance

- (c) Staff required to work overtime for more than 6 hours on a Saturday, Sunday or public holiday, or beyond 6-30 pm on a full working day, shall be paid lunch and dinner allowances as appropriate at rates approved by the Director.

Transport Assistance

- (d) Staff required to work more than one hour's overtime on a normal working day shall be taken home by SPREP transport, if it is available, and if not, by taxi at SPREP expense.
- (e) Staff required to work overtime on weekends or public holidays shall be:
 - (i) taken to and from work by SPREP transport, if it is available, and if not, by taxi at SPREP expense; or
 - (ii) entitled to claim mileage allowance under Regulation 29(d).

PART VII : REMUNERATION

Regulation 19

Determination and Adjustments

- (a) The remuneration policy and conditions of service of SPREP employees are determined by the IGM.

Currency of Remuneration

- (b) The remuneration of all SPREP staff shall be expressed and paid in Western Samoan tala.

Adjustments

- (c) Contract salaries and expatriate allowances are expressed in International Monetary Fund Special Drawing Rights (SDRs) and adjusted annually or whenever a movement of 5% or more is measured in the value of the Western Samoan tala relative to SDRs.
- (d) The salaries of permanent staff are adjusted every six months in accordance with movements in the Western Samoan Consumer Price Index.

Salaries

Regulation 20

General

- (a) The current salaries are set out in Schedule 2 to these Regulations.

Salary on Appointment

- (b) Appointments of permanent staff shall be to the bottom step of the grade for the position except that the Director shall have discretion, in particular cases, to appoint to a higher step if the circumstances justify it. The Director shall appoint contract staff at a level within the designated salary band which is competitive with salaries being paid for similar experience and qualifications within the South Pacific Region.

Salary on Promotion

- (c) Appointment on promotion is at the minimum of the salary range for the higher position or, if the salaries for the two positions overlap, to the level of the higher salary range which affords an immediate salary increase equal to one incremental step.

Increments

- (d) The Director may authorize an increment to an employee at the completion of each year's service where that employee's work performance has been highly satisfactory and where he or she has not reached the maximum of the salary range for his or her position. Where the employee's performance has not been considered highly satisfactory during the year, the Director will explain to the employee why he or she will not receive an increment or, in cases of poor performance, why his or her salary will be reduced by an increment.

PART VIII : ALLOWANCES AND RELATED BENEFITS.

Higher and Extra Duties Allowances

Regulation 21

- (a) Any staff member may at any time be required by the Director to undertake the duties of a senior or other position whether or not the circumstances justify increased pay.
- (b) A staff member who is required by the Director to carry out and does carry out the full duties of a higher graded position for a continuous period of not less than ten working days will be paid a higher allowance amounting to the difference between his or her salary at the time and the minimum salary for the higher graded position.

Representational Allowance

Regulation 22

The Director and Deputy Director shall receive a non-accountable representational allowance of 5% and 1% of basic salary respectively.

**Expatriate Allowances
Regulation 23**

In addition to salary, expatriate staff are entitled to receive the following allowances and benefits-

- (a) A **spouse allowance** of 5% of salary, if a dependent spouse is living in Apia. A staff member will be eligible to claim for one spouse only.
- (b) A **location allowance** of 5% of salary.
- (c) A **child allowance** for each dependent child normally resident in Western Samoa. The rate for the time being is set out in Schedule 1.
- (d) An **education allowance** to reimburse expenses actually incurred on the following items for each dependent child up to the maximum set out in Schedule 1:
 - (i) in Western Samoa - tuition fees and compulsory school excursions;
 - (ii) outside Western Samoa - tuition and boarding fees, compulsory school excursions, regulation school uniforms and purchase or hire of text books.

Any external financial assistance (such as a bursary) received by an expatriate contract employee towards the above items is to be deducted from actual expenses when determining the amount to be reimbursed.

The education allowance is to be paid instead of, and not in addition to, the child allowance in (c) above for those dependents being educated outside Western Samoa.

- (e) **School holiday travel.** The entitlement of one return economy class flight each year between place of education and Apia by:
 - (i) each dependent child being educated outside Western Samoa; or
 - (ii) the staff member or spouse, providing the journey is not made within the final six months of the contract.

- (f) **Home leave travel** for every completed year of service except for the terminal year. The entitlement is for the reimbursement of one economy class return flight between Apia and home for the staff member, spouse and dependent children. The normal home of the staff member will be agreed between him or her and SPREP at the time of appointment.
- (g) A **relocation allowance** for staff who have completed their contracts and are not returning. The entitlement is for a payment equivalent to three weeks' salary after a three year contract or six weeks' salary for any period exceeding six years.

Director's Entitlements
Regulation 24

In addition to any other allowances provided for elsewhere in these Regulations the Director shall be entitled to the following:

- (a) rent-free accommodation up to a rental limit specified in Schedule 1;
- (b) electricity charges for accommodation; and
- (c) a domestic assistance allowance. The allowance is linked to the Western Samoan Consumer Price Index and the rate for the time being is set out in Schedule 1.

PART IX : LEAVE

Annual Leave
Regulation 25

- (a) The annual leave entitlement is:-

Contract staff	:	30 working days
Permanent staff	:	15 working days

- (b) For each staff member the leave year runs from the date of appointment to its anniversary and thereafter from anniversary to anniversary. Leave accumulates with the passing of the leave year with the full entitlement, minus any leave taken, falling due on the anniversary of appointment.
- (c) If a Western Samoan public holiday is observed on a normal working day while a staff member is on annual leave that day shall be added to his or her entitlement.
- (d) Applications for leave should be in the hands of the Director 30 days before the leave applied for begins.
- (e) Annual leave does not carry over from one leave year to the next without written approval from the Director, and shall not exceed 50% of the entitlement. In considering applications to carry over annual leave, the Director will have regard both to the requirements of SPREP and the situation of the staff member.
- (f) SPREP will only pay salary in lieu of unexpended leave at the end of a contract. Cases involving dismissal under Regulation 30(b) will not receive salary in lieu of unexpended leave.

**Sick Leave
Regulation 26**

- (a) Each staff member is entitled to 30 days' paid sick leave per year. Sick leave not taken accumulates up to a maximum of 90 days.
- (b) To qualify for sick leave a staff member is required:
 - (i) to notify his or her immediate superior as early as practicable on the first day of absence; and
 - (ii) as soon as practicable, apply for sick leave in writing.

- (c) All applications for sick leave shall be supported by a certificate from a qualified medical practitioner justifying the absence on medical grounds unless:
- (i) the application is for two days or less; and
 - (ii) the applicant has not already taken six days of uncertified sick leave in the last 12 months.
- (d) The Director may at any time withdraw the dispensation from the requirement to furnish a medical certificate, or require a staff member to undergo a medical examination from a designated medical practitioner, when certified sick leave appears to be excessive.
- (e) If a staff member is taken sick or is injured while on annual leave and produces a medical certificate to that effect, the period of sickness shall be recorded as sick, not annual, leave.

Other Leave Regulation 27

Maternity Leave

- (a) A staff member with at least one year's continuous service at the expected date of confinement is entitled to 60 working days' maternity leave on full pay. The period of leave begins on a date decided by the Director in consultation with the mother but not more than 30 days before the expected confinement. The balance of the leave, but in any case not less than 30 working days, shall be taken immediately after confinement.

Compassionate Leave

- (b) Applications for compassionate leave will be considered by the Director on an individual basis, but will not exceed four working days plus minimal travelling time for all staff members whether they have to travel outside or within Western Samoa. Sick leave (Regulation 26(a)) may not be used by a staff member to meet his or her extended family responsibilities.

Special Leave Without Pay

- (c) Requests for special leave without pay shall be submitted in advance and require approval in writing from the Director. Special leave may be granted for cases of extended illness or other exceptional or urgent reasons.
- (d) Special leave without pay shall be granted only after accrued annual leave has been expended. No leave accruals or other financial allowances of any kind shall be earned or granted during periods of special leave without pay.

PART X : HOUSING

Regulation 28

Eligibility

- (a) Expatriate contract staff shall be eligible to receive a housing subsidy.

Housing Subsidy

- (b) The rate of housing subsidy shall be the difference between 10% of the officer's salary and 90% of the rent of a house over that amount up to the maximum rental limit set out in Schedule 1.
- (c) The maximum rental limit shall be adjusted annually in accordance with the change (up or down) in housing rentals paid by organisations in Apia with senior expatriate staff, particularly the United Nations agencies and private companies.

PART XI : EXPENSES**Regulation 29****Duty Travel**

- (a) SPREP meets the travelling expenses necessarily incurred by staff required to travel away from Apia on official business.
- (b) The Director is entitled to travel business class. All other staff will travel economy class except that the Director shall have the discretion, where particularly arduous combinations of duty and travel have to be undertaken on behalf of SPREP, to authorize business or executive class travel.

Per Diem Allowance

- (c) Staff travelling on business and spending the night away from Western Samoa will receive:
 - (i) reimbursement of actual and reasonable expenses. Such expenses will include the cost of hotel and other non private accommodation and meals. A daily incidental allowance is also payable at a rate set by the Western Samoan Public Service; or
 - (ii) a subsistence allowance at the appropriate per diem rate. Rates will be equivalent to those used by UNDP and will be updated regularly in line with changes promulgated by UNDP. The current rates are set out in Schedule 3 to these Regulations.

The subsistence allowance will be adjusted downward where the staff member is accommodated privately or accommodation and/or meals are provided for by a sponsoring government or organisation.

Mileage Allowance

- (d) A mileage allowance at the rates prevailing in the Western Samoan Public Service may be claimed by a staff member who uses his or her personal vehicle with the prior approval of the Director in the following circumstances;
- (i) to travel on official business in and around Apia when SPREP transport is not available; or
 - (ii) when working overtime as set out in Regulation 18(d) and (e)

Official Entertainment

- (e) Providing the Director's approval in writing has been obtained prior to the offer of official entertainment, a Head of Division may be reimbursed the expenses of entertainment extended on behalf of SPREP. The Director shall not authorize any reimbursement under this provision unless reasonable evidence of the official nature of the entertainment is provided and the claim is supported by receipts.

PART XII : DISCIPLINE

Regulation 30

Offences

- (a) An employee commits an offence who:
- (i) wilfully disobeys a lawful order of the Director or of any other officer to whom the employee is formally responsible;
 - (ii) wilfully disregards the Regulations;
 - (iii) is negligent, inefficient or incompetent in the exercise of his or her duties;
 - (iv) wilfully acts without regard to SPREP's interests;

- (v) behaves disgracefully or improperly either in an official capacity or otherwise;
or
- (vi) steals or misappropriates the funds or property of SPREP.

Penalties

- (b) The Director may discipline an employee found guilty of an offence by:
 - (i) an official reprimand;
 - (ii) a fine not exceeding 14 days' salary;
 - (iii) demotion to a lower step in the grade of the offender's position;
 - (iv) dismissal with notice under Regulation 15(a) (ii); or
 - (v) if the offence is theft or misappropriation of SPREP's funds or property, by summary dismissal without notice.

Procedures

- (c) No employee suspected of committing an offence shall be penalized under Regulation 30(b) unless guilt is confirmed by:
 - (i) the employee's own admission; or
 - (ii) the outcome of criminal proceedings; or
 - (iii) the findings of an internal inquiry conducted as soon as practicable by the Director (or in his or her absence by the Deputy Director) and two other staff members, one of whom may be nominated by the suspected employee.

Suspension

- (d) An employee may be suspended without pay if suspected of theft or misappropriation of SPREP's property and on pay in all other cases. If the suspicion cannot be sustained the employee will be fully reinstated with effect from the date of suspension.

PART XIII : STAFF CONSULTATIONS

Regulation 31

Regular meetings will be held between SPREP management and staff to discuss general matters relating to the work programme, staff administration and staff welfare.

PART XIV : GENERAL

Regulation 32

Personal Accident Insurance

- (a) All employees who are required by SPREP to travel away from Apia by any form of transport on official business are insured under SPREP's blanket cover for personal accidents.
- (b) All contract staff are covered 24 hours per day by SPREP's Personal Accident Insurance Policy.
- (c) Permanent staff are covered by SPREP's Personal Accident Insurance Policy during working hours only. Working hours for this purpose include overtime and direct travel between home and the office.

Medical Insurance

- (d) All employees and their dependents will have all reasonable medical, dental and optical expenses, as determined by the Director, met by SPREP direct or, where appropriate, by SPREP's medical scheme.

Superannuation

- (e) An expatriate contract staff member will contribute 6% of his or her total salary (basic salary and location allowance) to any recognized fund approved by the Director.
- (f) Locally-recruited staff will contribute to the Western Samoa National Provident Fund.
- (g) SPREP will make a contribution to the staff member's Provident Fund equal to 6% of the staff member's total salary (basic salary plus location allowance where applicable).

Protective Clothing

- (h) On confirmation of their appointment, permanent staff regularly employed on labouring work shall be issued with two sets of overalls and two pairs of safety boots, at a charge of eight tala for a set of overalls or a pair of safety boots.
- (i) Overalls and safety boots issued to staff will be replaced on a fair wear and tear basis but not more than once a year.

Training

- (j) The Director shall, where deemed necessary in the interests of SPREP, provide for the training of staff members in areas directly related to their duties and advancement. Priority should be given to permanent staff.

Documentation

- (k) The Director shall maintain up-to-date documents detailing the establishment, grading system, salary scales and conditions of service of SPREP as approved by the IGM.

Review

- (l) These salaries and conditions of service should be subject to periodic review.

SCHEDULE 1

The following expatriate allowances are adjusted annually or whenever a movement of 5% or more is measured in the value of the Western Samoan tala relative to SDRs (Regulation 19(c)):

Establishment Grant (Regulation 16(a) (iii))

Director	WST 2,528
Other	WST 1,896

Child Allowance (Regulations 23(c) & 23(d))

WST 2,191 per annum for each dependent child

Education Allowance (Regulation 23(d))

WST 9,201 per annum for each dependent child

The following allowance is adjusted every six months in accordance with movements in the Western Samoan Consumer Price Index (Regulation 24(c)):

Domestic Assistance Allowance for Director

WST 3,640 per annum

The following housing rental limits are adjusted annually in accordance with changes in the housing rental market in Apia (Regulation 28):

× Rental Limits

WST 3,500 for the Director

WST 3,000 for the Deputy Director

WST 2,600 for staff below Deputy Director level

SCHEDULE 2A

PROPOSED SALARY SCALES FOR SPREP CONTRACT STAFF FROM 3 AUGUST 1992

	Step	Total SDR	Basic Salary SDR	Location Allow. SDR	Total WST	Basic Salary WST	Location Allow. WST
Grade 6 Assistant Proj. Officer	1	8,793	8,374	419	29,912	28,487	1,425
	2	9,321	8,877	444	31,708	30,198	1,510
	3	9,879	9,409	470	33,607	32,008	1,599
	4	10,473	9,974	499	35,627	33,930	1,697
	5	11,101	10,572	529	37,764	35,964	1,800
	6	11,766	11,206	560	40,026	38,121	1,905
Grade 5 Project Officer	1	18,078	17,217	861	61,498	58,569	2,929
	2	19,060	18,152	908	64,838	61,749	3,089
	3	20,105	19,148	957	68,393	65,138	3,255
	4	21,222	20,211	1,011	72,193	68,754	3,439
	5	22,410	21,343	1,067	76,234	72,605	3,629
	6	23,676	22,549	1,127	80,541	76,707	3,834
Grade 4 Adviser	1	21,652	20,621	1,031	73,656	70,149	3,507
	2	22,898	21,808	1,090	77,894	74,186	3,708
	3	24,222	23,069	1,153	82,398	78,476	3,922
	4	25,631	24,410	1,221	87,192	83,038	4,154
	5	27,125	25,833	1,292	92,274	87,879	4,395
	6	28,713	27,346	1,367	97,676	93,026	4,650
Grade 3 Senior Adviser	1	28,298	26,950	1,348	96,264	91,678	4,586
	2	30,049	28,618	1,431	102,221	97,353	4,868
	3	31,602	30,097	1,505	107,504	102,384	5,120
	4	33,545	31,948	1,597	114,113	108,681	5,432
	5	35,602	33,907	1,695	121,111	115,345	5,766
	6	37,779	35,980	1,799	128,517	122,397	6,120
Grade 2 D/Director*	1	38,030	36,219	1,811	129,371	123,210	6,161
	2	41,977	39,978	1,999	142,797	135,997	6,800
Grade 1 Director*	1	43,831	41,744	2,087	149,104	142,005	7,099
	2	48,005	45,719	2,286	163,303	155,527	7,776

* Salary level remains constant for the period of three year contract.

SDR rate is WST1.00 = SDR 0.2940

SCHEDULE 2B

SPREP Salary Scales for Permanent Staff

SALARY IN WST PER ANNUM								
LEVEL	1	2	3	4	5	6	7	JOB DESCRIPTION
4	18,158	19,300	20,442	21,584				Senior Administrative Officer Executive Assistant
3	12,574	13,529	14,484	15,439	16,394	17,347		Administrative Officer Personal Assistant Office Supervisor
2	7,337	8,074	8,811	9,548	10,285	11,022	11,760	Typist/Clerk Clerk
1	3,550	4,054	4,558	5,062	5,566	6,070	6,571	Tea Attendant/Cleaner Driver/Messenger Watchman Gardener Handyman Clerical Assistant

OFFICIAL UNDP PER DIEM RATES		Daily Rate	Daily Rate
(Revised DSA with effect as from 1st October 1992.)		US\$	US\$
China, People's Republic			
Beijing	95		
Shanghai	99		
Guangzhou	70		
India			
Calcutta	107		
New Delhi	107		
Bombay	107		
Madras	107		
Benarsi, Bangalore, Lucknow,	83		
Undaipur, Jaipur, & Agra	83		
Sprinagar, Shimla, & Hyderabad	51		
Ahmedabad, Aurangabad, Pune,	51		
& Dehraadun	51		
Elsewhere	51		
Indonesia			
Jakarta	150		
Bali	154		
Indonesia - elsewhere	56		
Japan			
Tokyo	359		
Yokohama	312		
Osaka	253		
Kyoto	253		
Kobe	253		
Okinawa	208		
Nagoya - Elsewhere	198		
Malaysia			
Peninsula Malaysia (elsewhere)	98		
Kuala Lumpur	150		
Kota, Kinabalu, & Penang	131		
Kuching (Sarawak)	117		
Langkawi	91		
Sabah (elsewhere)	73		
Sarawak (elsewhere)	63		
Elsewhere	45		
Maldives			
Male	106		
Elsewhere (resort)	77		
Elsewhere (island)	19		
Philippines			
Manila	149		
Philippines - elsewhere	47		
Davao, Baguio, Cebu, Calatagan	88		
Laosg, Tscloban, & Banaue	88		
Republic of Korea			
Seoul	196		
Kyungju	172		
Cheju Is	172		
Pusan	181		
Korea - elsewhere	92		
Yousong And Cangwon	115		
Singapore			
Singapore			
Thailand			
Bangkok	142		
Pattaya	99		
Phuget	99		
Rayong	99		
Chaing Mai	79		
		FSM	
		Ponape	80
		Fiji	
		Suva	133
		Nadi	113
		Elsewhere where Comm Hotel exist	66
		Elsewhere where Comm Hotel	
		doesnt exist	29
		Guam	
		Guam all areas	120
		Kiribati	
		Tarawa	78
		Christmas Island	129
		Outer islands	25
		All other areas	78
		Marshall Islands	
		Majuro	105
		Marshall Islands	105
		Nauru	
		Nauru	83
		New Caledonia	
		Noumea	192
		New Zealand	
		Auckland	144
		Wellington	144
		New Zealand	144
		Niue	
		Niue Hotel	65
		Niue Elsewhere	44
		Northern Marianas	
		Northern Marianas	219
		Saipan	219
		Palau	
		Koror	106
		Palau	106
		PNG	
		Port Moresby (hotels islander & t/lodge)	244
		Lae, Kiunga, Rabaul, Wewak, Kavieng	163
		PNG - elsewhere comm hotels exist	84
		PNG - elsewhere comm hotels	
		do not exist	74
		Port Moresby (elsewhere)	155
		Kundiawa & Mt hagen	176
		Popondetta, Goroka, Daru, Kimbe	150
		Alotau, Mendi, Madang, Kainantu	122
		Solomon Islands	
		Mendana Hotel	93
		Munda	82
		Honiara Hotel	93
		Honiara elsewhere	47
		Gizo	71
		Auki & elsewhere where comm. hotel	
		exist	35
		Elsewhere where comm hotels dont exist	16
		Tahiti	

OFFICIAL UNDP PER DIEM RATES		Daily Rate	Daily Rate	
(Revised DSA with effect as from 1st October 1992.)		US\$	US\$	
	Nakorn Ratchasima	66	Tahiti	233
	Chaing Rai & Ranong	58		
	Elsewhere	32	Tonga	
EUROPE			Vavau elsewhere & elsewhere	39
	Belgium		Nuku'alofa	103
	Belgium (all areas)	280	Vava'u (Paradise)	100
	France		Tonga - elsewhere	39
	Paris	228	Tuvalu	
	France - elsewhere	199	Funafuti	56
	Netherlands		Tuvalu - elsewhere	32
	Netherlands	241	Vanuatu	
	Switzerland		Vila	143
	Switzerland	91	Santo	126
	United Kingdom		Tanna Is	113
	London	259	Vanuatu - elsewhere	32
	United Kingdom - elsewhere	213	Wallis & Futuna	
			Wallis & Futuna	173
PACIFIC			Western Samoa	
	American Samoa		Apia	116
	All Areas	99	Upolu elsewhere	77
	Australia		Vaisala Hotel, Safua Hotel/Bayview	72
	Adelaide	160	Savaii Elsewhere	45
	Brisbane	160	Elsewhere	26
	Canberra	180	AMERICAS	
	Melbourne	160	Canada	
	Sydney	160	Toronto	192
	Derwin	160	Vancouver	144
	Perth	160	Ottawa	131
	Hobart	160	Montreal	135
	Australia - elsewhere	105	Canada - elsewhere	101
	Cook Islands		USA	
	Rarotonga Hotel Rarot	98	New York first 30 days	207
	Rarotonga - Elsewhere	67	New York next 30 days	176
	Aitutaki	78	Boston	173
	Atiu	70	Los Angeles	160
	Elsewhere	51	San Francisco	160
			Washington	173
			Honolulu	160
			USA - elsewhere	98

Per diem policy :

Under 8 hours = no per diem

8 hours or more = half per diem

Over 16 hours = full per diem

Per Diem rates :

Staff = 100 % of total per diem

Spouse = 50 % of total per diem

Children of 12 years or over = 50 % of total per diem

Children under 12 years = 25 % of total per diem

Please note the following :

Where an officers spouse travel with the children then full per diem is given to him/her, or when the children travel by themselves then the eldest will be given the full amount. For more details please refer to the SPC Administrative Directive No.3/2 1-8.