

FIJIAN CIVIL SERVICE

Job Evaluation Transition Procedures

Job Evaluation Transition Procedures

1. Objectives

- 1.1. Outline the procedures for movement of staff from their current salary scale to the new salary scales;
- 1.2. Outline the procedures for redeployment for those staff whose position changes in salary by greater than 15%.
- 1.3. Reach common agreement across ministries for the above procedures.

2. Background

- 2.1. The Fijian Constitution states that Permanent Secretaries, with the agreement of their Minister, have the authority to determine all salaries, benefits and allowances payable, in accordance with its budget as approved by Parliament (S127, (8) (c)).
- 2.2. To ensure consistency across the Fijian Civil Service, the Job Evaluation and Civil Service Remuneration Setting Guideline was approved in January 2017. A key policy included in the Guideline is that of position based pay, which requires that the position be considered separately from the incumbent post holder when setting the level and therefore remuneration for the position.
- 2.3. The Civil Service Reform program includes the modernisation of salary scales with fewer scales and levels utilising broad banding approaches and introducing a robust, internationally recognised Job Evaluation system for sizing and determining the level of jobs, benchmarked to the private sector.
- 2.4. The Fijian Government has contracted with Strategic Pay in partnership with PricewaterhouseCoopers to develop the new salary scales and to assist with evaluating and moving jobs across to the new scales.
- 2.5. These procedures provide consistency for the movement of staff onto the new salary scales, ensuring fair and transparent decision making for staff and ministries.

3. Definitions

- 3.1. Proprietary Job Evaluation Methodology is the approved and authorised methodology purchased by the Fijian Government for use by ministries.
- 3.2. Points Factor is the type of methodology to be applied for Job Evaluation.

3.3. A current staff member is defined as an employee with a valid contract of employment, including fixed term and wage earners.

3.4. Contract acceptance is the date the contract is signed by the Permanent Secretary and the Employee.

4. Job Documentation and Evaluation

4.1. The Fijian Civil Service will apply SP10[®], the now approved proprietary points factor methodology for our Civil Service Job Evaluation.

4.2. The CSRMU will coordinate with Strategic Pay to run training to accredit Job Evaluators.

4.3. Ministries will develop all required Job Documentation for benchmark positions to be evaluated.

4.3.1. Benchmark positions are those identified as providing a useful representative sample of jobs across the Fijian Civil Service.

4.4. Accredited Job Evaluators will work in Benchmark Evaluation Committees to evaluate (or size) the jobs based on the documentation provided according to the Strategic Pay Job Evaluation Methodology – SP10.

4.5. Benchmark Evaluation Committees will be approved by the Job Evaluation Leadership Team.

4.6. The Benchmark Evaluation Committee will be consistent with the Ministry level committees specified in the Job Evaluation and Civil Service Remuneration Setting Guideline (JECSR):

4.6.1. A minimum of three members, trained and accredited in the Job Evaluation methodology;

4.6.2. HR representative/s with knowledge of job relativities across the civil service;

4.6.3. Technical representative/s with detailed understanding of the job to be evaluated;

4.6.4. Management representative/s with an understanding of the context of the different ministries and work requirements;

4.6.5. Observers may be included at the discretion of the Job Evaluation Leadership Team (JELT).

4.7. The Job Evaluation Leadership Team will moderate a sample of jobs evaluated, the minimum sample will be 20% of jobs evaluated for benchmarking purposes.

5. Setting the Remuneration Rate for a Position

5.1. Draft salary scales will be developed by Strategic Pay for submission through JELT / CSRMU to the Hon Minister for Civil Service for consideration and approval.

5.2. Utilising the evaluation scoring for jobs, the JELT will independently confirm the new band for all current positions.

5.2.1. Draft bands will be consolidated onto a list, for discussion with a Permanent Secretary forum convened for the purpose.

5.2.2. Any concerns on particular positions will be discussed between CSRMU and JELT and the list finalised for submission to the Hon Minister for Civil Service approval.

6. Movement of Staff to the New Salary Scales

6.1. Positions and employees are treated separately for movement to the new salary scales.

6.2. Following agreement of the position movement to the new salary scale (Section 5), the JELT will confirm in writing the transition of positions from their current salary scale / level / step to the relevant band and step of the new salary scale.

6.2.1. E.g. SS01 positions move to band H.

6.3. Treasury (Payroll, Ministry of Economy) will map staff to the appropriate band and step of the new salary scales. This will generate a list for confirmation and approval by the Permanent Secretary of the respective Ministry, in agreement with their Minister.

6.4. Mapping will move employees to the step of their new band which will provide an increase of no more than 15% of their current substantive salary, in accordance with the JECRS Guideline.

6.4.1. Where the employee's new salary rate matches the band for the position they currently occupy, this becomes their new substantive position, band and step in the salary scale.

6.4.2. Where there is more than one step on the new band that meets the criteria in paragraph 6.4, the employee will move to the higher step that meets the criteria in paragraph 6.4.

6.4.3. Where the employee's new salary rate does not match the band of the position they currently occupy, they will be redeployed in accordance with Section 7 of these procedures. The employee's previous position will be declared vacant and advertised in accordance with the OMRS Guideline.

6.5. Permanent Secretaries will check the list as submitted by Treasury and will confirm / correct as required. Any corrections will be returned to Treasury for verification.

6.6. Where the proposed band and step are confirmed as correct, the Permanent Secretary will provide advice in writing to all employees of the new band for the position, their new salary and the effective date for payment of the new salary.

6.6.1. All employees will be offered a new contract of employment covering the amended terms and conditions including salary for the position.

6.6.2. The contract offered will not exceed the current term of the employee's contract or the maximum duration of contracts in accordance with the Civil Service Regulations, whichever is the lesser.

6.6.3. Where the employee does not accept the contract offered, they will stay on their current terms and conditions and if necessary will redeploy to a position where the position responsibilities match the salary paid.

6.7. Permanent Secretaries will confirm contracts accepted and submit their final list to CSRMU and Treasury for confirmation to Payroll to enable payments to be made.

6.8. Movement to the new salary scale for employees will take effect from the beginning of the first pay period of which commences in the month of confirmation of contract acceptance.

7. Procedure for Redeployment and Advertisement of Vacant positions

7.1. Where an occupied position is declared vacant (in accordance with para 6.4), the current occupant will be redeployed to a position with a salary rate that is equivalent to their salary as assigned through section 6.

7.1.1. Employees must be qualified and have suitable skills as specified in the job description for the position they are being redeployed to.

7.1.2. Employees cannot refuse a reasonable redeployment offer and Permanent Secretaries cannot refuse to accept a suitably qualified and skilled employee for redeployment.

- 7.2. Redeployment management is the responsibility of the employee's current Permanent Secretary.
- 7.3. Where there is no vacant position within the employee's current ministry, employees needing redeployment will be placed on a service wide redeployment list, which will be maintained by CSRMU.
- 7.4. Employees available for redeployment must be considered prior to any advertisement of positions.
- 7.5. Prior to advertisement of any vacant positions, Permanent Secretaries will consider any suitably qualified redeployees from across all ministries. The following steps will be undertaken by the PS / Ministry with the vacancy:
 - 7.5.1. Redeployment can only occur to a position where there is a salary point on the band that is equal to or but not more than 15% greater than the employee's current salary;
 - 7.5.2. Identify any employees on the redeployment list with potential knowledge, experience, skills and abilities (KESA) relevant to the vacant position as specified in the Job Description;
 - 7.5.3. Constitute a suitable panel and undertake any valid assessment of redeployees to confirm their suitability for the vacant position against the criteria as specified in the Job Description;
 - 7.5.4. Following assessment of the potential redeployees, confirm in writing to the current PS with a copy to the CSRMU, whether the employee is suitable or not, with statements against the KESA for the position as specified in the Job Description. If the redeployee is assessed as not suitable the assessing Panel / Permanent Secretary must provide feedback to the redeployee on areas for improvement;
 - 7.5.5. If suitable, confirm in writing to the current PS that the employee will be transferred to the vacant position, the salary rate to apply and the effective date for transfer;
 - 7.5.6. Redeployment transfers are not subject to the Procedure Review Process.
- 7.6. Following consideration of all potential redeployees, all positions which continue to be vacant must be advertised in accordance with the OMRS Guideline.

7.7. The Permanent Secretary may call an internal EOI to establish acting arrangements for declared vacant positions. Such expression of interest will be widely circulated across the Civil Service, utilising ITC's broadcast emails as a minimum and will follow all other requirements of the OMRS Guideline.

7.8. Employees remain on their ministry payroll until redeployed.

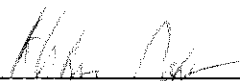
7.9. Permanent Secretaries are responsible for ensuring meaningful work for all employees on the redeployment list.

8. Review of Results

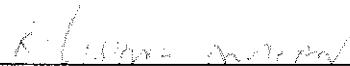
8.1. Where an employee does not agree with the evaluated level for their position, they can request an Evaluation in accordance with Section 7.2 of the JECSR Guideline.

9. Endorsement by the Public Service Commission

9.1. These procedures take effect from 01 July 2017 and remain in place until all redeployments are complete.

Signature: 

(Chair)

Name: 

Date: 15 June 2017