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## **Agenda item 2 (c) (i): Human Resource Committee - Employee Regulations Amendments Update**

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### **Proposed Recommendations:**

The Board is invited to:

- a) **consider** the proposed amendments made to the Employee Regulations in line with the Human Resources review recommendations in the HR Implementation plan that was approved by the Board; and
- b) **determine** the approach it would consider appropriate based on the explanation provided by the Secretariat.

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### **Purpose**

This paper seeks to identify revised changes in the Employee Regulations to accommodate the recommendations given in the Human Resources Consultancy report that was tabled to the Board in its previous meetings.

### **Background**

2. Members will recall that at the last Board meetings in March 2021, the Secretariat was tasked to consider revising the proposed text amendments for paragraph 35.1 of the Employee Regulations for the purpose of clarity on the responsibilities of the Head of the Secretariat in setting salaries for new recruits.
3. The Secretariat has reviewed the text and in effect, the draft amendments propose:
  - a) New staff, both professional (regionally engaged) and support (locally engaged) will as a general approach be engaged at 80% of the position salary;
  - b) The Head of Secretariat after negotiations can amend this salary upward to a more appropriate rate based on experience;
  - c) The Head of Secretariat can only amend the salaries of professional staff to any level below mid-point of the position salary.
4. The main issue is the conflict between (b) and (c) above.
5. The Secretariat understands that this amended approach is based on the understanding that for professional staff joining the Secretariat, no new officer can truly be 100% effective at a position that is usually unique to the PIDC environment. These positions often require a technical/immigration/ law enforcement background with experience as a regional public servant/diplomat. Even officers applying from the Oceania Customs Organisation Secretariat (which is very similar in size and membership to PIDC) are viewed as not being able to do a job to 100% effectiveness as these officers usually have no immigration specific experience. This contrasts with new officers taking up locally engaged positions such as the Finance Clerk for example who may have worked in similar positions previously with very similar duties and responsibilities.



Pacific Immigration Development Community  
2020/21 Board Meeting No. 3 (Videoconference)  
24/25 June, Apia, Samoa

**ANNEX 1: Table 1 – Discussion of specific paragraphs in PIDC's Employee Regulation Document with the recommended changes**

Document	Article/Section Employee Regulation Document	Recommended text insertion	Comments
	35.1 The Head of Secretariat retains the flexibility to appoint professional and support employees to whatever percentage on the salary scales considered appropriate by the Head of Secretariat having regard to the skills, knowledge and experience of the individual, budget and any other relevant factors.	35.1 The Head of Secretariat <b>has</b> the flexibility to appoint professional and support employees to an <b>appropriate</b> level on the salary scale based on the knowledge experience, skills and attributes of the individual subject to PIDC funding availability.	The review reflects the power that the HoS has during the recruitment process for each employee but as long as it is based on their knowledge, experience and qualification; and funding availability.
	35.1 In relation to the Head of Secretariat, The PIDC Chair will take on this role.	35.1 In relation to the Head of the Secretariat, the PIDC Chair will take on this responsibility. In the same spirit indicated in 35.1 the PIDC Chair has the flexibility to appoint the HoS at an appropriate percentage of the relevant salary grade but not at the mid-point. In exercising the discretionary authority in the case of Professional staff, the Head of Secretariat can award a percentage lower than the mid-point of the same salary band but not the mid-point or above the mid- point.	The change limits the flexibility the Head of Secretariat has to upgrading the starting salary of a new professional (regionally engaged) officer.