

Amendments to General Orders

Section 1.6 of General Orders provides for the amendment to or supplementing of General Orders by the direction of the Governor from time to time.

Such additions and amendments have equal validity with, and are issued under the same conditions as, General Orders.

The General Orders December 2010 are hereby amended by deleting General Orders 2.27, 6.10, 7.3, 7.24 and 7.26 and replacing them with the provisions listed below:-

ANNUAL PERFORMANCE APPRAISALS

2.27 The Annual Performance Appraisal for **ALL** officers will be prepared using the prescribed form. Appraisals should be completed and returned to Public Administration by December 10, each year.

- Reports on Permanent Secretaries will be prepared by the Deputy Governor in consultation with the relevant minister(s).
- Performance Review Forms for Department Heads will be completed by the Permanent Secretary of the Ministry concerned. Reviews on other officers will be prepared by the Supervisor and/or Department Head and the Permanent Secretary.
- Where an officer's performance is exceptional (**Rating 5**) the supervisor may make recommendations in relation to performance recognition in the relevant section of the review form. Available options may include special training, nomination for any existing special award scheme, acting opportunities, promotions or progression - two (2) points within the grade.

- Where an officer's performance exceeds requirements (**Rating 4**) the supervisor may make recommendations in relation to performance recognition in the relevant section of the review form. Available options may include acknowledgement of a job well done; special training and career development opportunities, work assignments and nomination for any existing special award scheme.
- Where the officer's performance **Needs Improvement (Rating 2)** or is **Inadequate (Rating 1)** the supervisor will work with the officer to develop a Performance Improvement Plan which should become part of the officer's new Work Plan and should include strategies such as coaching, mentoring and training with realistic deadlines for implementation and expected improvements. The officer will not be awarded an increment for the year.
- If after six (6) months (into the next appraisal period) agreed performance outputs and behaviour standards, in keeping with **Rating 3**, are not achieved, the normal disciplinary processes, outlined in Chapter 4, will be followed.
- Officers who have been uncooperative or obstructive to the implementation of the Performance Management System will be liable to disciplinary action.

RECOURSE AND REDRESS

- If an officer is dissatisfied or disagrees with the supervisor's/manager's assessment then the next level manager will investigate and try to resolve the matter.
- If the matter remains unresolved, the appraisal report, with all relevant comments and documentation (showing attempts of resolution), will be sent to Permanent Secretary, Public Administration for review.
- If the officer is still dissatisfied with the resolution of this matter, the normal grievance process (Chapter 5) should be followed.

INCREMENTAL DATE

- 6.10 Annual increments will be granted on January 1 for all officers for which provision has been made in the annual estimates until the maximum of the scale is reached, except in any case where it has been determined that, in keeping with the Annual Performance Review and Development Plan, an officer's performance is unsatisfactory.

If an officer's performance is unsatisfactory then the Department Head/Permanent Secretary/Deputy Governor will notify the Permanent Secretary, Public Administration no later than one (1) week before the date on which the increment falls due.

The Permanent Secretary, Public Administration will notify the Accountant General of recommendations to withhold increments as a result of unsatisfactory performance.

Where necessitated by extraordinary financial circumstances, Executive Council may determine that no increments will be paid in any given year.

VACATION LEAVE FOR TEACHERS

- 7.3 Teachers, Reading Recovery Tutors, Education Welfare Officers, School Health Nurses, Guidance Counsellors and Speech Therapists may avail themselves of the normal school holidays unless required to remain on duty or to attend training seminars; every Teacher/Reading Recovery Tutor, Education Welfare Officer, School Health Nurse, Guidance Counsellors and Speech Therapists will be granted not fewer than thirty-five days' leave a year during school holidays provided that, where such leave or portion thereof is to be spent outside Anguilla, prior authority must be obtained from the Chief Education Officer.

Vacation leave spent outside school holiday periods will only be granted in exceptional circumstances by the Permanent Secretary, Public Administration on the recommendation of the Department Head and Permanent Secretary, Education. The Education Psychologists and the Substance Misuse Counsellor will be subject to the normal vacation entitlement in accordance with Appendix IV.

MATERNITY LEAVE

- 7.24 Women officers will be eligible for the grant of thirteen weeks maternity leave with full salary of which not fewer than four (if the officer is physically on the job) and not more than six weeks may be taken before the estimated date of confinement. Officers who have served less than one year will have their maternity leave prorated accordingly. An officer who is not entitled to thirteen weeks maternity leave, may, in addition to the maternity leave granted, be granted leave without pay up to an aggregate of thirteen weeks.

An officer who is eligible for thirteen weeks maternity leave and whose baby is born prematurely will commence leave (thirteen weeks) from the day on which the baby is born.

PATERNITY LEAVE

- 7.26 Male officers who serve for more than 1 year will be eligible for the grant of a maximum of ten (10) working days paternity leave in any one year with full salary which should begin within the six-week period after the baby's birth. Applications with supporting documentation should be submitted to Permanent Secretary, Public Administration via the officer's Department Head and Permanent Secretary. The officer must present the baby's original birth certificate bearing the officer's name as father.

The above amendments are made by H.E. The Governor on thisday of December 2011 and take effect as of the 1st day of January 2012.

**Alistair Harrison
GOVERNOR OF ANGUILLA**