

AMENDMENTS TO GENERAL ORDERS

Section 1.7 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 are hereby amended as follows:-

Delete General Order 2.11 and replace it with:-

2.11 It is the responsibility of Heads of Department to ensure that Line Managers pay special attention to the training of officers on probation. If at any time during the period of probation, officers should exhibit tendencies which render it in any way doubtful that they will be suitable for permanent retention, they should at once be warned, in writing, and given such assistance as may be possible to correct the faults.

Officers' probationary period may be extended where they have not had proper opportunity, either through illness or for other good reason, of displaying fitness/suitability for confirmation.

Amend General Order 4.1 by deleting paragraph 1 and replacing it with:-

4.1 A disciplinary matter is where the officer's conduct or performance falls short of expected standards. An officer may not avoid disciplinary action merely because the standard of conduct or performance is not written down or referred to in General Orders. Examples of misconduct and substandard performance may be categorized as follows:-

Amend General Order 4.1 by deleting the section/paragraph captioned Insubordination and replacing it with the following:-

- **Insubordination**: Refusal to obey a reasonable instruction given by or on behalf of a superior officer or deliberate disrespect shown to a superior officer. Non-compliance with a reasonable request from a superior officer would constitute a refusal. Failure to participate in a professional development programme when required to do so by a superior officer would also constitute a refusal.

Amend General Orders 4.1 by inserting the following below the section/paragraph captioned Insubordination:-

- **Non-completion of Professional Development Programme**: Failure to successfully complete a professional development programme in accordance with the success criteria established for that programme.

Amend General Order 4.1 by adding the following at the very end:-

- **Non-compliance with the Vehicle Usage Policy which governs the use of government vehicles**: Failure of public officers to comply with the guidelines and instructions as stated in the Vehicle usage Policy. (See also Chapter 10 Section 10.7)

Delete General Order 7.33 and replace it with:-

Compassionate leave

7.33 Compassionate leave will be granted only in the event of dangerous illness or death of a close relative i.e. spouse, child (including stepchild or adopted child), parent, sibling, legal guardian or other recognized next of kin. Compassionate leave, which will not exceed five (5) working days per annum, is at the discretion of the Governor. It must begin within the four-week period of the event that necessitated the compassionate leave. In the case of death, compassionate leave must begin within the four-week period after the death.

Any leave in addition to the five (5) working days must be taken from an officer's annual vacation leave. However, where an officer has exhausted all of his/her leave, any additional leave which may be granted, would be without pay.

Applications for compassionate leave along with supporting documentation and/or acceptable information must be submitted to the Permanent Secretary, Public Administration via the Head of Department and Permanent Secretary.

Delete General Order 10.7 and replace it with:-

- 10.7 a) The use of official vehicles is governed by the Vehicle Usage Policy.
- b) Official vehicles may only be driven by an authorized driver. Permanent Secretaries/Heads of Department are responsible for ensuring that drivers of official vehicles, including persons specially authorized in that behalf, hold a valid driver's licence. Unless authorized under the Vehicles Usage Policy, officers should refrain from using government vehicles for their private use.

The above amendments are made by H.E The Governor on this ^{26th}..... day of April, 2013 and take effect as of the 1st day of May 2013.



Alistair Harrison
GOVERNOR OF ANGUILLA