

Eighth Edition
of the PSMC (Public Service Management Code)
correct as on 31st May 2007

(To facilitate the updating, instructions are in bold-italic print, whereas actual text is in normal font.)

Replace the introduction with the introduction reproduced below:-

Introduction

Public Service Management Code

On the 7th January 2002, we published the PSMC (Public Service Management Code) for the first time, both in paper and electronic format. It is with pleasure that we are now issuing the eighth edition of the PSMC.

The PSMC brings together in concise form all the standing regulations, circulars, policies on HR Management, in the fields of Employee Relations and Resourcing in the Public Service. This edition is correct as on 31st May 2007.

Apart from the updates linked to the policies issued in the last five months, the eighth edition displays all monetary amounts in euros apart from Malta Liri, in accordance with standing instructions.

By means of the PSMC, the regulatory management aspect of the human resources function of the Public Service is constantly updated and communicated. The PSMC also enhances the customer care function both within the Public Service, and with clients and other persons outside the service. Public officers are urged to constantly refer to the PSMC as the handbook that guides them in Human Resources Management.

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May 2007

Chapter 1 – APPOINTMENTS, PROMOTIONS AND PROGRESSIONS

Replace sub-paragraph 1.2.8.1. with the following:

1.2.8.1. Appointments for posts in the public service are invariably to be subject to a period of probation performing the duties pertaining to the substantive appointment to the particular post, which is usually of one year's duration. Officers availing themselves of special unpaid leave and/or work on reduced hours during the probationary period would be required to:

- a) compensate for any **special unpaid leave** by working under probation the corresponding number of days utilised as unpaid leave;

and/or

- b) compensate for **work on reduced hours** by working under probation the corresponding number of days in proportion to their working schedule.

In all other cases, officers will be confirmed in their post when they actually perform the duties pertaining to their substantive appointment for a period equivalent (in aggregate) to the duration of the probationary period.

Chapter 2 – PAY AND ALLOWANCES

Add the word /Progression to the title of sub-section 2.2.2.

Replace paragraph 2.2.2.1. with the following:

2.2.2.1. Starting salary of employees who are **promoted** in the normal course from one grade to another should not be less than the third step of the new scale.

In the case of **progressions**, the starting salary of employees who progress from one scale to another within the same grade on the basis of years of satisfactory service should not be less than the third step of the new scale.

However, where serving officers enter a higher scale as a result of academic achievement or on obtaining a warrant and not on account of years of (satisfactory) service, such employees are to be placed at the minimum of the new scale tied to the level of qualifications/warrant obtained.

Provided that where the previous salary is higher than the minimum of the new scale, such serving officers are to be assimilated into the higher scale by carrying their previous salary, and if resulting out of step, be placed on the next higher step and the incremental date will be retarded or advanced proportionately, subject to the provisions of paragraphs 2.3.2.1 and 2.2.2.7.

Chapter 4 – LEAVE

Replace the last sentence of paragraph 4.3.4.3. with the following:

If the medical board recommends an extension of sick leave, the officer may be allowed half-pay, subject to the provisions of paragraph 4.3.4.6.

Delete the whole sub-section 4.4.2.

Insert new paragraph 4.6.1.5., as follows:

4.6.1.5. Officers in teaching grades who avail themselves of unpaid leave are allowed to resume duty by the end of February, or in September, at the end of the scholastic year, including the summer holidays. This is intended to minimize as much as possible the disruption of classes.

Re-number old paragraphs 4.6.1.5. and 4.6.1.6. as 4.6.1.6. and 4.6.1.7., respectively.

Replace paragraph 4.8.1.3. with the following:

4.8.1.3. If officers resume duty after unpaid leave, on the summer time-table, they should be paid for the hours worked, unless they opt to compensate for the shortfall in hours by working longer hours on the winter time-table.

Insert new sub-section 4.9.7. as follows:

4.9.7. Paid Leave for Development Work Abroad

4.9.7.1. *Entitlement – Paid Leave.* Full time Public Officers on a substantive appointment, who have completed at least 1 year's service, may be released on special leave with pay on grounds of public policy, for 1 year (renewable for successive periods of 1 year) to perform overseas development work in countries that are recipients of Official Development Assistance (ODA).

4.9.7.2. Public Officers on contract or a performance agreement may still benefit from this policy on condition that they relinquish their contract or performance agreement and revert to their substantive grade.

4.9.7.3. The number of officers to be posted on paid leave abroad will depend on Malta's ODA budget, to be calculated annually with the Ministry of Foreign Affairs and the Ministry of Finance. The paid leave will be on the basis of assignments. Unpaid leave (not on grounds of public policy) for voluntary service/missionary work in countries that are not recipients of ODA may still continue to be granted by the employee's Director, and in terms of PSMC 4.8.11.

4.9.7.4. Whether paid under this scheme or unpaid under Section 4.8.11, the leave for development work abroad may not exceed an overall maximum of eight (8) years leave. Applications accompanied by documentary evidence are to be submitted for approval to Director, Employee Relations at the MPO, through the officer's Head of Department. The Head of Department will give his/her views as to whether the officer may be released. Every year, officers on paid leave must send a report to their Head of Department, with details and documentary evidence regarding the assignment being undertaken. Heads of Department will then submit copies to the Employee Relations Department at the MPO, the Ministry of Foreign Affairs, the Ministry of Finance and the Ministry for Family and Social Solidarity (NGOs).

Chapter 6 – TREASURY PENSION ARRANGEMENTS

Add the words and creditable performance **after** Good conduct **in the title of sub-section 6.1.2.**

At paragraph 6.1.2.1., add the words and creditable performance **after the words** meritorious service **at the end of the first sentence.**

Replace paragraph 6.2.7.1. with the following:

6.2.7.1. The pensionable emoluments of Officers who retire from the offices referred to at paragraph 6.2.7.2 after having served for at least twelve months in such an office or retires from the public service after having served for a term of 3 years in such office, shall be those attached to the salary scale at the date of the officers' retirement, of the highest or higher of the offices referred to at paragraph 6.2.7.2 held by such officers at any time before their retirement.
