

**WORK PROCESS REGARDING FUNCTIONS/SERVICES TO BE OFFERED BY
MINISTRY OF THE PUBLIC SERVICE, ENERGY AND PUBLIC UTILITIES
DURING THE NATIONAL STATE OF EMERGENCY (COVID-19)**

The following is the list of prioritized functions/services the Ministry of the Public service, Energy and Public utilities (MPSEPU) will provide during the National State of Emergency. Please note the required documentations for each functions/service.

No.	<u>FUNCTIONS/ SERVICES</u>	<u>REQUIRED DOCUMENTS</u>	<u>Priority Ranking</u>
1.	Temporary employment of essential services staff	-Memo of request Supporting docs- - Qualification - Copy of Social security card - Source of fund - Minute of support from CEO/HODs	High
2.	Retirement approval	-Memo of request - Certified copy of B/Certificate or passport - Minute of support from CEO/HODs	High
3	Resignation approval	-Memo of request - Letter of officer resigning - Minute of support from CEO/HODs	High
4	Retirement or Resignation benefits	- Cover memo - Pension Form with calculated benefits from treasury	High
5.	Maternity Leave	-Memo of request - Application of the officer - Soc Sec Forms MB1 and SM2 - Minute of support from CEO/HODs	High
6.	Sick Leave	-Memo of request - Medical certificate along with SM2 or - report from CEO/HODs on sickness under Circular No. 13/ 2020 - Minute of support from CEO/HODs	High

The following list shows a secondary priority ranking and can only be reviewed as a case by case with adequate justification of its urgency.

7.	Discipline	- Memo of recommendation to discipline, - documentary evidence, - letter written to the officer asking for an explanation,	Medium
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		- officer's response	
8.	On-going Allowances	- Memo of request with justification - Minute of support from CEO/HODs	Medium
9.	Re-engagement	- Memo of request - Minute of support from CEO	medium

Note:

- ❖ The following HR activities will be suspended during the emergency period and will only be dealt with on a case by case basis with justification.
 - Study leave
 - Promotion
 - Transfers
 - Rentals and contracts
- ❖ The HRMIS and Payroll component of the Smart Stream will be of great priority in this time of crisis. HRMIS is to ensure that all public officers' salary is active and open for payment.
- ❖ The EAP servicers will continue to be available through teletherapy and home visit will be case by case where necessary.

WORK PROCESS FROM THE LINE MINISTRY

- It is expected that the AOs/ AAs at the line Ministry initiates the process either through a request from individual public officers or as due course. A minute is to be prepared on the case for the respective CEO's to sign on expressing support/approval as the case may be. This signed minute must accompany any submission or otherwise it will be considered null and void. If Necessary, a CEO may delegate a senior AO to sign on his/her behalf.
- The submission through an email will be forwarded to Director, Human Resource Management, Mr. Marcelino Choco and copied to Chief Executive Officer, Dr. Peter Allen at director.hrmd@mps.gov.bz and ceo@mps.gov.bz respectively.
- The necessary documents listed in the requirement above will be attached.
- It is to be noted that any copied documentation must be certified as correct by the AO or AA from the line Ministry before attaching to their submission. A scanned or a snapshot of the copy can then be accepted as attachments.

WORK PROCESS TO THE MPS HRMU

- The emailed submission will be forwarded to the respective Administrative Officer, Administrative Assistant or other Sr. Officers for action. These persons are referred to as Action Officers.

- CEO, MPS and DHRM may call upon an Action Officer, to process a case, even though it is not a part of their current assignment.
- The request will be analyzed by the Action Officer and a minute prepared addressed to CEO, MPS thru' DHRM.
- If necessary, the Coordinator, HRMIS will be asked to provide reports or to verify information which will assist in making an informed decision. In an extreme circumstance, someone will be identified to verify information in the physical files at the registry.
- The Minute will be prepared in a word document, electronically signed, and emailed to D, HRM copied to CEO, MPS. DHRM will provide comments through email to CEO, MPS who will do final review, approval or otherwise.
- An electronic file is to be created by the action officer for each case. the file index will be available electronically by accessing workstations that should be left on. Action Officers will be able to consult Ms. Kayla Tingling for personal files and Mr. Angel Castellanos for general files as it relates to file references.
- On approval or otherwise, CEO, MPS will email to the respective action officer such approval or otherwise.

WORK PROCESS FROM THE MPS HRMU TO LINE MINISTRIES

- The Action officer will prepare the memorandum/ letter of approval or otherwise and email to the CEO/HOD and AO of the respective Ministry/Department copied to Coordinator, HRMIS and Administrative Officer, Payroll, Accountant General and Auditor General must also be included in the memo of approvals.
- Action Officers are expected to maintain a spreadsheet (worksheet) with the requests, action taken/decision, date of receipt and date decision was disseminated.
- upon resumption to duty, the Action Officers will be expected to follow-up with the Administrative Officers, Administrative Assistance or other HR Officer, on the original submission.

EQUIPMENT NEEDED

Laptop/Tablet
 Printer/ink
 Copy Paper
 Signature pad (available on certain tablets)

IMPORTANT NOTES

1. Staff are expected to work in accordance with the hours specified in S.I. No. 46 of 2020.
2. Staff are to adhere to the Oath of Confidentiality taken, Code of Conduct and must also sign the attached work agreement.

3. Staff must be available for scheduled virtual meeting where necessary.
4. The provision included in the Telecommuting Policy/Work from Home Policy must be adhered to.
5. Any specific and related question to the Ministry of the Public Service is to be directed to AO Dona Mass at email dona.bethran@mps.gov.bz or telephone number 627-2847 who can then make referral to DHRM where necessary.
6. A drop box will also be available at the front desk of the Ministry of the Public Service for original documents.

The cooperation of all is appreciated considering the current circumstances.

Most of all please monitor official information on the state of emergency and keep yourself and your families safe.



Dr. Peter Allen
Chief Executive Officer