

# The Ministry for Education and Employment



## DIRECTIVE 8

# Regularisation of Directive 8



- 3 generic e-mails were created to channel all requests through these e-mails. These e-mails are shared between HR Director and a person nominated by herself.
- A Power Point Presentation for information purposes is being circulated.
- Directors, Assistant Directors and Head of Sections are to disseminate this information to their subordinates.

# Role of persons in charge of Generic E-mails



- The role of the persons in charge of the generic e-mails is to monitor all requests, meet deadlines and send reminders when necessary prior to any closure of deadlines.

# Generic E-Mails



Generic E-Mail	Areas of Queries	Responsible Officers	Contact Number
<a href="mailto:gqhr-d8.mede@gov.mt">gqhr-d8.mede@gov.mt</a>	General queries, Transfers, Leaves, Progressions, Pensions , Allowances and Promotions	Mary Scicluna, Chris Higgans	2598 2496
<a href="mailto:rqlhr-d8.mede@gov.mt">rqlhr-d8.mede@gov.mt</a>	Recruitment (Internal and External)	Mary Scicluna, Jacqueline Scerri	2598 2318
<a href="mailto:dslhr-d8.mede@gov.mt">dslhr-d8.mede@gov.mt</a>	Discipline and Study Leave	Mary Scicluna, Mario Azzopardi	2598 2331



# Recruitment

## *Status of Recruitment Application*

### **Contact Persons:**

Ms Mary Scicluna  
Ms Jacqueline Scerri

Tel No: 2598 2318

### **E-Mail Address:**

**[rqhr-d8.mede@gov.mt](mailto:rqhr-d8.mede@gov.mt)**

Employees request information in **WRITING** and inclusive of all required and relevant documents. *It is understood that wherever practicable, queries received over the phone should be answered in real time.*

The Delegated Officers are to provide a final reply to Employee within 3 working days of receiving query. If the submission is received by a party not in a position to provide a final reply, the responsible party should be notified within 1 working day, keeping the applicant in copy. This will ensure that queries are addressed within minimal timeframes and in full transparency to the applicant submitting the query.



### Contact Persons:

Ms Mary Scicluna  
Ms Jacqueline Scerri

Tel No: 2598 2318

### E-Mail Address:

**[rqhr-d8.mede@gov.mt](mailto:rqhr-d8.mede@gov.mt)**

## Recruitment

*Notification of Appointment Approval as per Directive 9*

- Permanent Secretary communicates to the recruitment section that an appointment has been approved.
- The Delegated Officer is to notify the successful applicant that his/her appointment was approved within 3 working days from receipt of Permanent Secretary's approval.
- Successful applicants are to indicate to the Ministry's HR Office whether they will accept or refuse the appointment within 1 week of being notified.
- The Delegated Officer is to inform the HOD of acceptances received from successful applicants within 1 working day of receiving the latter's reply.
- Recruitment section is to issue letter of Appointment not later than 1 month from receipt of approval from Permanent Secretary.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

# Transfers

## *Intra Ministerial Transfer*

- Notification of transfer to be sent to PAHRO within 1 working day of employee movement.

*Delegated Officers can include senior officers to whom powers have been delegated. PSMC established that the Delegated Officer needs to immediately notify PAHRO upon such intra-Ministerial movements.*

- PAHRO will only be involved in a regulatory and/or advisory function only.



# Transfers

*Centrally-Driven Deployment, Detailing or reversion*

## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

- Delegated officer is to notify employee of deployment/detailing/reversion. Implementation not later than 5 working days following approval by PAHRO
- PAHRO is to provide the sponsor and recipient Ministry's HR Office, with a notification of deployment/detailing/reversions. Implementation not later than 10 days communicated following approval.





# Transfers

*Employee-Driven Deployment/Detailing*

## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

- PAHRO to communicate to the Human Resources Section / Delegated Officer within 5 working days from receipt of the Prime Minister's Approval.
- The Human Resources Department / Delegated Officer is to notify employee not later than 2 working days from the receipt of the Prime Minister's approval from PAHRO

*An Employee might trigger the deployment/detailing process if s/he is selected for recruitment with a Public Sector Entity following a call for applications. In such circumstances, employee can be deployed/detailed with such entity in fulfilment of the call of applications.*

*Requests for deployment/detailing need to be 'demand-driven' and 'non-replacement' ie: the expected movements would not result in an increase in headcount. Moreover, the Public Service should be able to spare such capacity with the Public Sector requiring it.*



# Transfers

## *Employee-Driven Reversion to Public Service*

### Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### E-Mail Address:

**gqhr-d8.mede@gov.mt**

- For employee-driven reversion requests, employee is to submit a formal communication to the respective Head of Public Sector Entity.

*Reversion to the Public Service can include reversions triggered by employees, Heads of Entities as well through PAHRO on grounds of Public Service exigencies.*

- Delegated Officer to communicate his/her decision to PAHRO, copying employee, within 20 working days from receipt of employee request

*Employee might trigger the deployment /detailing process if s/he is selected for recruitment with a Public Sector Entity following a call for applications. In such circumstances, employee can be deployed/detailed with such entity in fulfilment of the call of applications.*

- PAHRO to communicate to the Human Resources Section/Delegated Officer within 5 working days from receipt of the PPS approval.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

## *Progressions & Promotions*

### *Processing of Progressions / Promotions (Departmental Grades)*

- Progressions: The Delegated Officer is to notify employee of outcome within 20 working days from receipt of approval from Director General.
- Progression primarily involves the Delegated Officer and the Human Resources Section. No obligation on the Employee except to follow up and ensure that requested reports are being completed.
- PAHRO: PAHRO is not responsible for progressions in Departmental Grades.
- Promotions: The Delegated Officer is to provide PSC, copying in PAHRO, with a Statement outlining recommendation (and justifications) within 20 working days from receipt of notification from the Human Resources Section.
- Promotions primarily involves the Delegated Officer and the Human Resources Section, PAHRO and PSC. No obligation on Employee except to follow up and ensure that requested reports are being completed.
- PAHRO: PAHRO verification to be finalised within 30 working days of receipt of HODs Statement, following which the PSC's decision is sought accordingly.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

## Progressions & Promotions

*Processing of Progressions/Promotions Gen. Service Grades & Messengers*

Three (3) months prior to the due dates, the delegated officer requests Appraisal Reports and last 3 PMP reports from respective department of eligible candidates.

In such a case no obligation on employee other ensuring that PMPs are being completed on a yearly basis.

The Human Resources Office following the Director General's approval is to inform employee on outcome within 10 working days.

The notification sent by the Human Resources Section depends on whether the employee has been promoted or qualified for a progression. A letter of Progression is issued for progressions, whilst a letter of appointment (for new Grade) is issued for promoted officers.



# General Queries

## *Pay & Allowances*

### **Contact Persons:**

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### **E-Mail Address:**

**gqhr-d8.mede@gov.mt**

Requests should be in writing and inclusive of all required or relevant documents.

It is understood that, wherever practicable, queries received over the phone should be answered in real-time. Where a response cannot be provided due to high-level of complexity, the standard would in turn apply for an interim reply providing indicative time frames for a final response.

The delegated officer is to decide and submit a response not later than 5 working days from receipt of all required documentation.

IPDTS (Implementation People Development Training and Standards Division) is to offer advice if requested. Responses are to be submitted to the delegated Officer queries within 3 working days.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

# General Queries

*“Government Salaries” – E-Mail Account*

Requests should be in writing and inclusive of all required or relevant documents.

The Government Salaries e-mail account should not be first line of contact for public service employees – rather, queries should be submitted to the respective human resources and/or line departments.

PAHRO: PAHRO is to provide an interim of final reply within 5 working days, depending on level of complexity.

Given that queries would be of mixed level of complexity, PAHRO’s replies might be of an ‘interim’ nature, possibly directing the employee to other avenues and/or indicating a late date for a final reply on the matter.



# General Queries

## *Retirement and Statutory Pension*

### **Contact Persons:**

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### **E-Mail Address:**

**gqhr-d8.mede@gov.mt**

Requests should be in writing and inclusive of all required or relevant documents.

The government Salaries e-mail account should not be first line of contact for public service employees – rather, queries should be submitted to the respective human resources section and /or line departments.

The Human Resources Section is to respond to queries within 10 working days from receipt of query.

Such queries typically attract additional effort for successful resolution, justifying the need for an additional 5 working days to the benefit of the delegated officer when compared with other General Queries.

IPDTS is the advisory function.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

## General Queries

### *Treasury Pension Entitlements*

Requests should be in writing and inclusive of all required or relevant documents.

The Government Salaries e-mail account should not be first line of contact for public service employees – rather, queries should be submitted to the respective human resources section and /or line departments.

The delegated Officers are to submit documentation and/or cooperate with PAHRO when required. No time frames apply.

PAHRO: An employee can expect an interim or final reply with a maximum of 20 working days depending on the complexity of circumstances.

Queries with respect to eligibility or otherwise for a Treasury Pension vary in terms of their complexity. In general PAHRO is required to carry out research, request evidence related to the case, as well as hold consultations with the Attorney General, the Treasury, the respective employee's Head and/or the Office of the Prime Minister.

Depending on the level of complexity, expected timeframes would vary. Regardless, PAHRO should regularly update the employee with any progress registered throughout the process.

Failure by PAHRO to comply with these standards should not be assumed to imply that the employee is in fact entitled to the Treasury Pension





### Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### E-Mail Address:

**gqhr-d8.mede@gov.mt**

## General Queries

### *Payroll corrections*

Requests should be in writing and inclusive of all required or relevant documents. First line of contact should be the respective Human Resources responsible for the HR Matters.

The Delegated Officer is to decide and submit a response not later than 10 working days from receipt of all required documentation. The Delegated Officer is entitled to seek PAHRO advice on such matters.

PAHRO: PAHRO is to submit response to the delegated officer queries with 10 working days.

The responsibility for dealing with requests of this nature rests with the Human Resources Section and/or line departments. Such requests should only be escalated to PAHRO when the latter is required to furnish policy advice.



# Contracts

## *Renewals*

### **Contact Persons:**

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### **E-Mail Address:**

**gqhr-d8.mede@gov.mt**

Employee is to notify the respective Permanent Secretary (through the Human Resources Section) that contract is to about to terminate, not later than 2 months prior to contract termination.

The Human Resources Office solicits the HOD to submit a special report on the individual's performance within 5 working days from request. The Human Resources Office notifies PS through DG to renew an employee's contract within 10 days from receipt of HOD special report.



# Contracts

## *Change from Definite to Indefinite Contracts*

### **Contact Persons:**

Ms Mary Scicluna

Mr Chris Higgans

Tel No: 2598 2496

### **E-Mail Address:**

**gqhr-d8.mede@gov.mt**

HOD carries out verifications and notifies PSC copying PAHRO to recommend granting indefinite status to employee within 15 working days from employee notification.

The HOD is to notify the employee within 3 working days from being notified of the change in status.

PAHRO, PSC : PAHRO verify facts, and indicate findings to PSC within 15 working days. PSC recommendations/ notify Department accordingly.

For scales 6-20, the PSC notifies the HOD directly, whilst for change in status of officers in scale 5 and upwards, the PSC seeks the Prime Minister's approval prior to notifying the employee.

Employee entitled to get indefinite status after 4 years however for teaching grades employee must satisfy the requirements as established by MOU.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

# Increments

## *Processing of increments*

Increments fall due annually (on pre-established dated) to eligible employees who perform to a satisfactory standard.

PAHRO, PSC: PAHRO notifies the Human Resources Office with an “Increment Warrant” identifying officers due for an increment, approximately 3 months in advance.

The “increment warrant” is a list of employees due for an increment. This is sent by PAHRO to the Human Resources Section for internal processing and approval/refusals. The Human Resources Offices are required to solicit a statement with recommendations from the respective employees’ HOD, on the basis of which increments are then awarded or withheld depending on employee performance.

The HOD is to reply with a statement within 15 working days from receipt of the human resources ‘s notification. Finalised documentation sent to central salaries, (GOZO) not later than 15 working days prior to the incremental date.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

## Applications *Vacation Leave*

Vacation Leave **up to 3 consecutive days**, notify the delegated officer not later than 3 days prior to date applied for.

Ideally, decisions on whether to grant or refuse vacation leave should be provided immediately upon submission of the application by the employee.

The delegated officer is to approve application not later than 1 working day prior to date applied for.

PAHRO: Involved in a regulatory and/or advisory function only.

Ideally, management is to be notified by the employee at the beginning of the year of any long-term vacation leave envisaged for that year



## Applications

### *Vacation Leave*

#### **Contact Persons:**

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

#### **E-Mail Address:**

**gqhr-d8.mede@gov.mt**

Vacation Leave **more than 3 consecutive days**, notify the delegated officer not later than 1 week prior to date applied for.

Ideally, decisions on whether to grant or refuse vacation leave should be provided immediately upon submission of the application by the employee.

Vacation leave more than 3 days, to approve not later than 3 working days prior to date applied for.

PAHRO: Involved in a regulatory and/or advisory function only.



**Contact Persons:**

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

**E-Mail Address:**

**gqhr-d8.mede@gov.mt**

## Special Unpaid Leave

### *Unpaid Leave*

Relevant documentation to be submitted not later than 1 month before the date(s) applied for.

Entitlements under this category include special unpaid leave for holders of posts in political parties; leave to take up temporary employment with EU institutions, bodies and agencies and with international organisations.

DHR forwards request for the recommendation of the Permanent Secretary and request is to be approved by PAHRO.



## Special Paid Leave

### *Cultural Leave*

#### **Contact Persons:**

Ms Mary Scicluna

Mr Chris Higgans

Tel No: 2598 2496

#### **E-Mail Address:**

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

Relevant documentation and letter of request to be submitted at HR Leaves not later than 15 working days before the start date of the related event/performance. Request is to be endorsed by Head of Section and College Principal/Head of Section.

Applications must be recommended by the DHR and submitted by e-mail to MJCL (Ministry for Justice, Culture and Local Government) for approval.

Final decision to be issued not later than 5 working days from receipt of MJCL approval.





## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**gqhr-d8.mede@gov.mt**

## Special Paid Leave

*Special Paid Leave – Approved by Directors*

Employee rights and obligations for entitlements in this category vary. By way of general provision, applications should be submitted to the HR Leaves with full documentation required as follows:

Pre-Retirement: 3 months notice. International Sports Activities: Not later than 15 working days prior to the event.

Others: As soon as practicable given the applicable circumstances.

Once DHR approves, HR Leaves notifies employee within 5 working days.

Entitlements under this category include foreseeable and unforeseeable circumstances. Depending on the circumstances in question, other, entitlement-specific standards might apply. For additional detail, refer to PSMC Section 4.5



## Special Unpaid Leave (Chapter 4 of PSMC)

*Special Unpaid Leave – Approved by Directors*

### Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

Employee rights and obligations for entitlements in this category vary. By way of general provision, applications should be submitted to the HR Leaves with full documentation required as follows: Long Term Leave: 3 months notice. Others: 1 month in advance.

This category include: 6 months to settle abroad, unpaid study leave, 30 days, alternative employment in the private sector, missionary work, vocational leave and fishing and agricultural leave.

HR Leaves are to notify employee of outcome within 5 working days when applying for any of the above unpaid leave.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

## *Family reason Leave (Chapter 5 of the PSMC)*

*Unpaid leave – Approved by Directors*

By way of general provision, applications /letters should be submitted to the HR Leaves with full documentation required as follows:

Parental Leave/Career: Long Term: 3 month notice. Short term: 3 weeks notice. Others & Renewals@ One (1) month notice.

This category includes Parental/Career/Unpaid Maternity, Unpaid Adoption, Unpaid responsibility leave and 30 days.

DHR is to decide on application within three (3) workings days from receipt, or within five (5) working days for Parental Leave/Career Break, and submit it to respective Human Resources Office. The HR Leaves is to notify employee of DHR's decision within 5 working days from receipt of notification.

PAHRO is involved in a regulatory and/or advisory function only.



## Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

## E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

## *Family Reason Leave*

*Paid leave – Approved by Directors*

By way of general provision, applications should be submitted to the HR Leaves with full documentation required as follows:

Adoption /Maternity Leave: 4 weeks notice. Availing of Donated VL: When possible submit request at least 10 working days prior to day (s) needed. Others: Supporting documentation is provided on return to work.

Employees is to be notified via e-mail by the HR Leaves within 3 working days. Donated Vacation Leave is approved by either DHR/PAHRO. Employee is to be informed within 5 working days.



# Work Family balance

## *Other measures*

### Contact Persons:

Ms Mary Scicluna  
Mr Chris Higgans

Tel No: 2598 2496

### E-Mail Address:

**[gqhr-d8.mede@gov.mt](mailto:gqhr-d8.mede@gov.mt)**

Employee rights and obligations for entitlements in this category vary. By way of general provision, applications should be submitted to the HR Leaves with full documentation required at least 1 month in advance of the entitlement being solicited.

Reduced Hours: First line manager is to discuss arrangement with employee and decide within 10 working days.

Teleworking: The Human Resources Section to make recommendations to the Permanent Secretary, within 10 working days of receipt of full and complete documentation.

The Human Resources Section is to inform employee of outcome within 3 working days of receiving Perm Sec endorsement.

The whole process should be concluded within 6 weeks.



# Conduct & Discipline

## *General Queries*

### **Contact Persons:**

Ms Mary Scicluna  
Mr Mario Azzopardi

Tel No: 2598 2331

### **E-Mail Address:**

**[dslhr-d8.mede@gov.mt](mailto:dslhr-d8.mede@gov.mt)**

Requests should be in writing and inclusive of all required or relevant documents.

The delegated Officer is to provide a final reply within 3 working days of receiving the query, or notify PAHRO, copying the applicant, within 1 working day.

PAHRO is to provide a final reply within 3 working days of receiving the query, or notify the delegated officer copying the applicant, within 1 working day.



# Conduct & Discipline

## *Disciplinary Cases*

### **Contact Persons:**

Ms Mary Scicluna  
Mr Mario Azzopardi

Tel No: 2598 2331

### **E-Mail Address:**

**[dslhr-d8.mede@gov.mt](mailto:dslhr-d8.mede@gov.mt)**

Requests should be in writing and inclusive of all required or relevant documents.

It is understood that, wherever practicable, queries received over the phone should be answered in real-time

The delegated Officer is to provide a final reply within 3 working days of receiving the query.

PAHRO is involved in a regulatory and/or advisory function only.