



*Independent State of Papua New Guinea*

**GENERAL ORDER NO. 7**

**PART-TIME AND CASUAL EMPLOYEES**

*This General Order contained in the Third Edition dated 1<sup>st</sup> June 2002, covering the procedures for appointing casual or part-time staff, and determining their terms and conditions of employment in the Public Service has been superseded, and the policy on temporary employment is catered for by General Order No 10. The directions in this General Order now relate to the absorption of casual employees into the Public Service Salary Structure and onto Government Payrolls.*

Made under the:-

*Public Services (Management) Act 1995 (as amended)*

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, **hereby determine that part-time and casual employees may be engaged under provisions of General Order No 10 as described herein**, as part of the Fourth Edition of General Orders effective on and from 1<sup>st</sup> January 2012 and to remain in force until further notice.

  
**JOHN M KALI OBE**  
Secretary



## GENERAL ORDER NO. 7

### PART-TIME AND CASUAL EMPLOYEES

#### EMPLOYMENT OF PART-TIME AND CASUAL EMPLOYEES

- 7.1 The provisions of this General Order cease the employment of Part-Time and Casual employees under provisions of the *Employment Act* and provide for their engagement under General Order 10 on short term contracts. A major objective is to transfer the payment of all employees from the PGAS into the Government payroll system.
- 7.2 By virtue of Government employment policy, all long time serving casual employees are to be transferred into the Public Service Performance Based Salary Structure (PBSS) and paid through Government payroll.
- 7.3 Therefore, in order to comply with this directive, all agencies are required to phase out the employment of casuals through the PGAS by taking the following actions:

**Step 1. Identify and Categorise All Casual Employees into Positions and Pay Grades**

Identify casual employees and their job categories and pay levels, and select the most appropriate position within the range of PBSS graded positions into which their current salary can be accommodated in the PBSS scale for the grade. The selected salary point must not be less than the employee's current salary.

**Step 2. Identify and/or Create Established Positions Within the Organization Structure Sufficient to Absorb the Casual Employees**

A Departmental Head has been delegated the powers to vary the organization structure, within the annual personnel emoluments budget approved by Treasury Department. Following consultation with the Department of Personnel Management, a revised establishment is to be configured in the Integrated HR & Payroll Management System (HRPMS), and at the same time, individual payroll file numbers are to be allocated to each casual employee transferring into the PBSS paid through Government payroll.

**Step 3. Adjust Personnel Emoluments Budget (Item 111) to Reflect Changes to the Treasury Approved Establishment in the Payroll System**

In the event that the cost of revised establishment of positions will exceed the annual budget appropriation for personnel emoluments, then the department must obtain an increased cash ceiling for personnel emoluments, Item 111, from the Treasury Department. On receipt of Treasury authorization for increased funding (in this or subsequent budget years), the department will configure the increased establishment in the HRPMS, and transfer the casual employees from PGAS (Item 112) into the HRPMS (Item 111).

**Step 4. Progressively Remove Personnel Emoluments from PGAS (Item 112)**

A major objective of this exercise is to bring all establishment and personnel emoluments

under strict budgetary control through the HRPMS. Therefore, as casual employees are progressively brought into the payroll, the PGAS (Item 112) must be correspondingly reduced by the Treasury Department.

#### **Step 5. Transferred Employee Data in the Integrated HR & Payroll System**

Employee details required in GO 3 for entry into the Integrated HR Payroll & Management System must include the commencement date as a casual employee, where service has been continuous. Continuous service as a casual employee will be counted as service in the Public Service for the purpose of calculating termination benefits. Membership of the superannuation fund will start from the date of transfer to the Government payroll. A casual employee transferred into the Government payroll be entitled to receive annual increments related to performance and progress through the salary scale in the same manner as other permanent officers of the Public Service.

- 7.4 Wherever possible, consistent with availability of budgeted funds, agency heads may hire unskilled labour for short periods through service contracts following a tender process to engage a labour hire organisation.
- 7.5 All future temporary staff in the Public Service are to be engaged under General Order No 10 governing short term contracts pursuant to Section 37 of the *Public Services (Management) Act*, and paid on the Public Service salary scales through Government payrolls.



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**NATIONAL PUBLIC SERVICE  
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO  
APPROVE GENERAL ORDER NO. 7 OF 1<sup>ST</sup> JANUARY 2012**

**CANCELLATION OF PART-TIME AND CASUAL EMPLOYEES UNDER  
GENERAL ORDER NO 7**

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 7 of 1<sup>st</sup> January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of **Organic Law** the **Public Services (Management) Act**, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1<sup>st</sup> June 2002 to 31<sup>st</sup> December 2011;
- (b) all changes to the **Constitution**, the **Organic Law on Provincial & Local Level Governments** and the **Public Services (Management) Act 1995**, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the **Public Services (Management) Act 1995**, which have been brought into force since 1<sup>st</sup> June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

**AGNES FRIDAY**  
Executive Manager, HRAS

**ISIKEL MESULAM**  
Director, Legal & Investigations

**RAVU VERENAGI**  
Deputy Secretary, Policy

**RAVU VAGI**  
Deputy Secretary, Operations

