



## SECTION 15

# CIVILIAN ADMINISTRATION

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1. The civil servants working for the RSLAF comprises of two different categories. They are
  - a. Establishment Staff: Personnel employed in this category are on a permanent contract and are eligible for a pension.
  - b. Work Service Staff: These employees are not on a permanent contract and are not eligible for pension.
2. Civil Servants working for the Armed Forces are employed at the following grades. (Rates of pay as at Jan 02).
  - a. Principle Account. Salary scale of level 8. Net Pay Rate = LE194, 192.
  - b. Senior Accountant. Salary Scale of level 7. Net Pay Rate = LE144, 812.
  - c. Accountant. Salary Scale of level 5. Net Pay Rate = LE103, 063.
  - d. Sub Accountant. Salary Scale of level 4. Net Pay Rate = LE 88,740.
  - e. First Grade. Salary Scale of level 3. Net Pay Rate = LE 82,790.
  - f. Second Grade. Salary Scale of level 3. Net Pay Rate = LE77,390.
  - g. Third Grade. Salary Scale of level 2. Net Pay Rate = LE74,415.
  - h. Technical Staff. Staff who are employed as specialists. Examples are storekeeper, Foreman, Lab and Pharmacy Technician, Midwife, State Registered Nurse, Accountant.
  - i. Work Service. Non pensionable. Employed by the RSLAF and not by the government. Salary scale level 1. Net Pay Rate = LE 67,725.
  - j. Ancillary Professional. Semi-skilled and non pensionable. Salary scale of level 5. Net Pay Rate = LE102,073.

### Regulations

3. Working Times and Extension of Office Hours When Necessary. Normal working hours for all staff is 0800 – 1630 hrs Monday to Friday and 0800 – 1300 hrs Saturday. In emergencies and for work of great importance, Heads of Department may, if deemed necessary, authorize an extension to the working hours.
4. Attendance Register. An Attendance Register is to be maintained either in the unit or, if necessary, in each department. All civilian staff are to enter the following details every day:
  - a. Name,
  - b. Time-in and
  - c. Time-out.

The register is to be audited at least once a week and action taken against personnel who are absent or are habitually late.

5. **Discipline.**

a. **Establishment Staff.** Breaches of Discipline are to be staffed correctly: When establishment Staff personnel have committed a breach of discipline a 1<sup>st</sup> warning notice is to be served on the offender. Copies of the warning are to be sent to the MOD, Establishment Secretary's Office, AFPC and unit personal file. Example of Breaches of Discipline are:

- (1) Insubordination to Subordinates.
- (2) Sleeping during working hours.
- (3) Arriving late for work.
- (4) Inefficiency.

If after receiving the 1<sup>st</sup> Official Warning a person commits another breach of discipline a 2<sup>nd</sup> Official Warning is to be given stating that another breach of discipline will result in the person being transferred. More serious breaches of discipline i.e. Striking a person, Corruption, Fraud, Sexual offences etc, are to be dealt with through the normal channels i.e. Military Police, Civil Police.

b. **Work Service Staff.** When work service personnel commit a breach of discipline they are to be given a 1<sup>st</sup> written warning as above. However, in cases of absenteeism pay for the number of day absent may also be deducted. If after the 2<sup>nd</sup> official warning the person commits another breach of discipline his/her service may be terminated.

6. **Discharges.** An employee may terminate his/her service by writing to the unit commander. The unit are to forward the request to MOD who, on agreement, authorize a date of retirement. This date will also cover a period of Terminal Leave. On receipt of this information from MOD, the Discharge section in the civil administration at the AFPC will retrieve the individuals personal file and complete the relevant discharge documentation and forward all the documents to the Accountant General and Auditor General for verification and approval for payment of pensions.

7. **Death.** When a civilian employee dies the unit is to inform MOD by a NOTICAS signal. When the information is received by the civilian Administration at the AFPC they will contact the unit concerned and request the following:

- a. Death Certificate.
- b. Personal File containing SLAF C.334.
- c. List showing Next of Kin and dependants.

Compilation of any benefits payable will be produced by the civilian records officer and forwarded for verification to the Accountant General, Auditor General and Administrator General who will hold interviews with the beneficiaries.