

Government of Sierra Leone

DRAFT

Civil Service Code,

Regulations and Rules

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Introduction

1. The Personnel Regulations and Rules of the Civil Service are a code of instructions applicable to all employees of the Civil Service except where they conflict with specific terms written into the contract or letters of appointment of certain employees. The Regulations and Rules set out clear directions regarding the required ethical behaviour of Civil Servants including permanent, contract employees, their relationships and dealings with their stakeholders, namely the Government and the general public to promote transparency and accountability in the conduct of the Civil Service. In this regard, provisions have been made for appropriate administrative sanctions to be applied where a Civil Servant is found wanting and disciplinary measures instituted.
2. Every Civil Servant should make it a point of duty to acquaint himself/ herself with the Code, Regulations and Rules of the Civil Service and other regulations and circulars germane to the Civil Service.
3. Where any circular or similar instruction, issued prior to the publication of these Regulations and Rules is contradicted by them, these Regulations and Rules shall be regarded as cancelling the previous circulars or letters.
4. Where the provisions of these Regulations and Rules are in any way at variance with the terms of any legislation the terms of such legislation shall prevail. The provisions of legislation dealing with aspects of conditions of employment which are not dealt with in these Regulations and Rules apply to public officers to such extent as is laid down in the legislation concerned. These Regulations and Rules should therefore be read in conjunction with any relevant legislation.
5. In the case of employees of the Police Force and Prisons Service, the Police Act and the Prisons Act and Rules made thereunder should be consulted, respectively.
6. The conditions of service outlined hereunder, except where so stated, does not constitute a formal contract between Government as employer and its employees.
7. In each Government Office to which copies of these Regulations and Rules are issued, the Head of the Ministry or Department shall be responsible for ensuring that those copies are kept up to date by inserting all amendments. It shall also be the duty of the officer responsible for human resource matters to keep official copies in their care up to date.
8. These Regulations and Rules shall enter into effect on a date fixed by the President and shall be subject to occasional reviews and amendments by the Director-General as and when deemed necessary. A comprehensive review of the Regulations and Rules shall be carried out through a consultative process after every five years.

DEFINITIONS

In these Regulations and Rules, unless the context requires otherwise:

1. “**Civil Service**” means the executive arm of the Government and comprises all employees of Government, whether appointed on permanent or on contract basis (other than holders of political positions, members of the Judiciary, Armed Forces, Police, Teachers in Schools and Tertiary Institutions and staff of Parastatals) that advice the Ministers and implement all decisions and policies that are formulated by Government or enacted by the Legislature.

2. The Sierra Leone Civil Service is characterised by “permanence”, “impartiality” and “anonymity”.

“**Permanence**” This means that the Civil Service can be a career. Civil Servants, once appointed, are sure of their post even if there is a change of Government or Ministers; except in cases of misbehaviour, corruption, or gross inefficiency. This is to ensure that there are permanent, experienced Civil Servants available to ensure continuity and assist the Ministers, who are political appointees (and therefore likely to change).

“**Impartiality**” Civil Servants shall at all times serve the Government of the day and shall therefore not get involved in party politics.

“**Anonymity**” The fact that Civil Servants are anonymous means that they can advice on, and carry out policies and decisions of Government without fear of censure from the public.

3. “**Administrative Service**” means the group of senior employees referred to in the First Schedule of the Public Service Commission’s Regulations I (I) of 1982 that carry out administrative duties of the Ministries/Departments/Agencies (MDAs) and include: the Permanent Secretary (Head of the Ministry), Deputy Secretary, Senior Assistant Secretary and Assistant Secretary who:

- a. implement the policies and decisions of the Government;
- b. co-ordinate, manage and control the administrative duties of the Civil Service;
- c. assist the Minister in the formulation of Government policies.

4. “**Permanent Secretary**” means an Administrative Officer appointed by the President under Section 154 Subsection 2 of the Constitution of Sierra Leone (Act No.6 of 1991).
5. “**Executive Cadre**” means the immediate subordinate group that support the Administrative Staff and includes Higher Executive Officers and Executive Officers, who:
 - (a) carry out the policies of Government within the limits of specific instructions;
 - (b) keep records of the details of the decisions and work of Government.
6. “**Head of Department**” means the categories of officers listed in the Second Schedule of the Public Service Commission’s Regulations I (I) of 1982 and include the Professional Head of a Ministry or Department who provide technical and professional advice to the Permanent Secretary and the Minister.
7. “**Sub Professional and Technical Cadre**” means a varied middle group of posts that support the Professional Cadre and include sub-professional staff in the Engineering, Medical, Agricultural, Forestry, Fisheries, Accounting, Surveying, Country Planning, Social Welfare, Tourism, Sports etc.
8. “**Clerical Cadre**” includes Staff Superintendents, Stenographers, Graded Clerks and Clerical Assistants. Their duties call for intelligence, smartness, accuracy, handling of documents and typing correspondence.
9. “**Minor Cadre**” includes Staff in Grades I and 2 that invariably have little education, training or experience. Training for their responsibilities is elementary as their duties are simple.
10. “**Pensionable Officer**” means an officer in the permanent establishment.
11. “**Non-Pensionable Officer**” means an officer serving under a contract or agreement which does not provide for the payment of a pension.
12. “**Public Service**” means service of the state in respect of the Government of Sierra Leone in a civil capacity.
13. “**Commission**” means the Commission established under the provisions of Section 151 of the Constitution of Sierra Leone (Act No.6 of 1991).

14. “**Director-General**” shall refer to the person appointed as Establishment Secretary under Section 154 Subsection 2 of the Constitution of Sierra Leone (Act No.6 of 1991).

15. “**Constitution**” means the Constitution of Sierra Leone (Act No.6 of 1991).

16. “**Public Office**” means an office in the public service, the emoluments attaching to which are paid directly from the Consolidated Fund or directly out of monies provided by Parliament.

17. “**Public Officer**” means a person holding or acting in a public office.

18. “**Office of Emolument**” in relation to a public officer means any established post in the public service.

19. “**Appointment**” means:

- (a) the conferment of an office of emolument in the public service upon a person not in the public service whether or not such appointment is subject to subsequent confirmation;
- (b) the grant of permanent and pensionable terms of service in a public office to a person recruited or serving on contract in a pensionable or non-pensionable office;
- (c) the engagement in a public office of a person on contract for a further period of service on the conclusion of his/her previous period of engagement in the same or other public office;
- (d) the paid appointment of an officer to any public office other than the office to which that officer is substantively appointed;
- (e) the promotion of a public officer to a higher substantive post.

20. “**Promotion**” means the conferment on a person holding a public office to which is attached a higher salary or higher salary scale than that attached to his last substantive post.

21. “**Re-grading Committee**” means the Committee responsible for reviewing salary grades and the creation of new posts in the Civil Service.

22. “**Salary**” means basic salary, unless otherwise stated.

23. “**Grade**” means a salary grade that is currently in force.
24. “**Official Document**” means any document prepared by a public officer in the course of the discharge of his/her duties or any document which an officer has access to in the course of the performance of his/her duties.
25. “**Spouse**” means the legal partner of an officer, under the laws and customs of Sierra Leone. A spouse may be a wife or a husband.
26. “**Child/Children**” means a child who is under the age of 18 years and:
- (i) is the officer’s biological off-spring; or
 - (ii) the officer’s step-child (i.e. the biological off-spring of the spouse of an officer), or
 - (iii) a child adopted by the officer in accordance with the law who is wholly dependent upon the officer for his/her maintenance.
- The definition of “children” shall not be extended to children who are “wards” of an officer or who have been given to an officer to bring up in the officer’s household.
27. “**Subordinate Officer**” means an officer below the next higher grade.
28. “**Sick**” and “**Illness**” means incapacity arising from injuries as well as from diseases certified by a Government Medical Officer.
29. “**Declared Place of Residence**” means the town or village given by an officer as his/her normal place of residence in joining the Service which should be stated on his/her Record of Service.
30. “**Conduct**” means behaviour, attitudes, and character exhibited, within and outside the place of work.
31. “**Misconduct**” means any act/omission by a Civil Servant in violation of this Code, Regulations and Rules.
32. “**Secondment**” means the temporary release of an officer to the service of a Local Government, approved body or any recognised International Organisation or body for a specified period.

PRINCIPLES OF THE CIVIL SERVICE CODE

The Code of Conduct, Regulations and Rules of the Civil Service have been drawn up in accordance with the following principles of public life which shall serve as a guide to Civil Servants in their work and conduct:

(a) SELFLESSNESS

The role of the Sierra Leone Civil Service is to assist the Government in formulating its policies, in carrying out its decisions, and in administering public services. To this end, Civil Servants shall take decisions solely in the best interest of the country. They shall not take such decisions in order to gain financial or other material benefits for themselves, their families or their friends, but for the benefit of the people of Sierra Leone.

(b) PROFESSIONALISM

- i) Civil Servants shall always be loyal to the Government and shall to the best of their ability, implement Government's policies and decisions impartially, transparently and diligently at all times and shall not seek to frustrate or impede the implementation of the decisions or actions of the Government;
- ii) Civil Servants shall exhibit a high degree of competence and best practices in the discharge of their duties;
- iii) Civil Servants shall deal with the affairs of the public promptly, efficiently, and without bias, according them empathy and respect;
- iv) Civil Servants shall strive for professional excellence, strengthening individual capabilities, encourage professional development of others and continually improve the quality of service delivery;
- v) Civil Servants who are members of professional bodies or organisations with codes of conduct or rules governing the profession shall respect the ethical standards of their profession as stipulated in their Codes of Conduct.

(c) TRANSPARENCY AND ACCOUNTABILITY

- i) Civil Servants are personally and institutionally accountable to the Government (employer) and the public (customer) for their decisions, actions and/or inaction, and shall therefore be as open as possible about all the decisions and actions that they take. They shall give reasons for their decisions and restrict access to information only when the wider public interest clearly demands that the information should not be released.
- ii) Civil Servants shall endeavour to optimally use public resources including financial, material and human as well as time in the attainment of organisational objectives, targets or tasks and must

ensure that work-related decisions, as far as possible, are transparent and based on sound judgement.

(d) INTEGRITY

- i) Civil Servants shall demonstrate strong moral principles, be honest, faithful, dedicated and just in the discharge of their duties and shall not act in a manner that would demean the honour and dignity of the Service. They shall demonstrate at all times personal/professional integrity and shall not place themselves under any financial obligation to individuals or organisations that might influence or compromise their judgment, impartiality or integrity in the performance of their official duties;
- ii) Civil Servants shall discharge their duties within the framework of the law and shall not knowingly follow a directive that is contrary to the law;
- iii) A Civil Servant shall not sexually harass a fellow Civil Servant or a member of the public;
- iv) Civil Servants shall guard against conflict of interest. A Civil Servant whose personal interest conflicts with his/her official duties shall:
 - a) declare his personal interests to his superior and comply with any directives to avoid the conflict; and
 - b) refrain from participating in any deliberations with respect to any matter where his personal interests may conflict with his official duties.
- v) A Civil Servant who has a duty to give advice shall give honest and impartial advice without fear or favour;
- vi) A Civil Servant shall not knowingly give false or misleading information to members of the public or to any public officer.

(e) IMPARTIALITY

- i) Justice, fairness, equity and impartiality are the prime values of the Civil Service. Therefore, in carrying out public business, Civil Servants shall not display partiality as a result of personal or family ties or of gender, religion, or ethnic background. They shall treat all people fairly, in making appointments, awarding contracts, or recommending individuals for rewards, promotions and other benefits and shall make choices based solely on merit;
- ii) Civil Servants shall not take part in political party activities such as canvassing on behalf of candidates or causes, writing letters to the press on party political matters, accepting any office in any political party organisation and must not be influenced by partisan political considerations to compromise their impartiality and neutrality in the

discharge of their official duties. Officers are however entitled to their own views on political matters and if so qualified may vote in elections.

- iii) Civil Servants may not be required to give up or alter their personal views and convictions, including their political and religious convictions. However, they are required to ensure that these views and convictions do not in any way adversely affect their integrity, independence and impartiality in the performance of their official duties.

Chapter 1

Structure of the Civil Service and Grading of Positions

Regulations

Regulation 1.1 All positions within the Civil Service are classified by professional or occupational job category and by grade levels within a common grading structure based on the principles of clarity and simplicity.

Regulation 1.2 The Director-General with the concurrence of the Re-grading Committee, shall determine the categorization of positions into grades, with a view to increasing the efficiency, effectiveness and productivity of the Civil Service.

Regulation 1.3 The Director-General shall decide what method or combination of methods of job evaluation may be used to determine the categorization and grading of positions in the structure.

Rules

CATEGORISATION, STRUCTURE AND GRADING

OF POSITIONS

Structure

Rule 1.1 In the classification of positions into a grading structure:

- (a) **Professions** and occupations are subdivided into Categories;
- (b) **Categories** are divided into Divisions that are based on related professions or occupations with basically similar characteristics;
- (c) **Divisions** are divided into Groups within the same professional or occupational field with various levels of difficulty and responsibility;
- (d) **Groups** are divided into Classes of positions that are sufficiently similar as to kind and level of work to justify using the same job title, qualification requirements and salary range for all;
- (e) **Classes** may consist of one or more **Positions**.

Rule 1.2 Classes of positions shall be assessed to determine their relative levels in terms of qualifications required, complexity of work, impact and other relevant factors, and on the basis of this assessment Classes of positions shall be allocated their places in a system of appropriate grades.

Rule 1.3 The grading system is the basis for determining salaries and other remuneration.

Rule 1.4 The structure of the Civil Service, by Category, Division and Group, is shown in the Civil Service Administrative Manual.

*Creation, Re-grading,
Conversion and Abolition
of Positions*

Rule 1.5 The structure, including the number of positions and their grading shall be reflected in the personnel emoluments estimates of each Ministry or Department.

Rule 1.6 Changes in the classification plan should be done by means of:

- a) creation of positions;
- b) revision of positions;

- c) abolition of positions.

It is the responsibility of the concerned Ministry or Department to report to the Director-General any changes that may affect the classification of positions.

Rule 1.7 Where such conversion or re-grading takes place, the incumbent, if any, shall not as of right be appointed to the created position. Normal recruitment procedures shall be observed. This rule shall also apply where a position is upgraded.

Rule 1.8 Where it is necessary to create a position or positions during the financial year, the Head of Ministry or Department shall make appropriate recommendations to the Director-General for the consideration of the Re-grading Committee and the provision of funds by the Ministry of Finance.

Grades of Positions

Rule 1.9 The appropriate grade for a position should be determined based on the following factors:

- (a) responsibility of work;
 - i. risk involved in the job;
 - ii. consequences or effect of error or work failure;
- (b) independence of action and initiative expected in accomplishment of work;
 - i. supervision over others;
 - ii. special qualifications required for successful performance of work;
 - iii. nature, extent and availability of detailed guidelines for the work.

Complementary analytical systems may be used or devised to establish such appropriate grading of positions in the Civil Service.

Rule 1.10 For senior positions, the following factors are considered as significant indicators in addition to the factors in Rule 1.9, above, and should be given appropriate weight:

- (a) knowledge required for performance of complex duties at senior level;

- (b) complexity of work;
- (c) scope and effect of decisions and actions;
- (d) independence of action.

Rule 1.11 All positions within the Civil Service shall be allocated to grades containing pay ranges from Grade 1 to Grade 14, of which Grade 14 shall be the highest. Within each of the 14 grades, there are multiple incremental points.

Rule 1.12 The following definitions of grades that are applied within the Civil Service, describe the scope, depth, accountabilities and responsibilities of positions in a descending order.

GRADE 14 This is the highest level of work in the Civil Service.

GRADE 13 Positions in this grade formulate, direct, implement and evaluate policies, programmes and activities of critical importance to the achievement of national objectives and priorities. They may also advise on, coordinate and implement the decisions and policies of high government bodies and officials. Positions at this level affect missions and programmes that have national impact.

GRADE 12 Positions in this grade provide overall direction and control of national organizations, programmes and activities of unusual complexity, scope, impact and/or independence. Work is governed by legislation, government mandates, policies and priorities or guidelines received from the political directorate. Responsibilities entail the establishment of ministry or department policies and priorities to achieve goals and objectives. Supervision is provided by ministerial direction or external board and is normally confined to broadly defined missions and functions. Supervision is exercised through subordinate executive and professional managers.

GRADE 11 Positions in this grade direct and control organizations of major national importance through a large staff of subordinate managers. In the professional area this grade is applicable to positions that are responsible for the direction of all professional services in a broad field such as engineering, educations, or accounting. This grade may also include positions serving as deputies to executives in a higher level. Such deputies are responsible for the day-to-day administration of a major ministry or department.

GRADE 10 Positions in this grade provide executive or professional direction of significant divisions or sub-organizations of a ministry or department of major importance. This grade also includes positions of deputies to executives and directors of professional services in higher-level positions. Positions in this grade manage all aspects of significant projects and programmes, including making administrative and technical decisions, determining the quality of services provided, establishing internal policies and procedures, and utilizing subordinate officers effectively.

GRADE 9 Positions in this grade direct and manage important programmes and projects under higher-level executive or professional direction. Work involves the coordination and supervision of subordinate staff engaged in various related administrative and professional tasks. This grade may include positions of deputies to higher-level executive or professional managers. Positions in this grade are held accountable for achieving important work assignments effectively and with the most economical and effective use of financial and human resources.

GRADE 8 Positions in this grade are responsible for the performance of senior supervisory, executive and professional work with considerable latitude for the use of independent judgment. Such positions supervise subordinate administrative, professional and technical staff in carrying out programmes and projects in accordance with stated objectives, work schedules, budgets and staffing resources.

GRADE 7 This is the entry grade for university graduates. Positions in this grade work under general supervision and assume personal or supervisory responsibility for providing management or professional services. Positions in this grade may be responsible for the management of a distinct segment of work or for distinct area of professional service. Supervision may be exercised over a small number of staff.

GRADE 6 Positions in this grade work under close supervision, performing support tasks in the organization. This is also the grade responsible for administrative, professional or technical work that involves responsibility for segment of work. Such positions may supervise a small number of subordinates.

GRADE 5 Work at this level is administrative, sub-professional or technical in nature, involving responsibility for a specific segment of work or separate work assignment. Work is performed under general supervision and requires both theoretical and practical knowledge of standard rules, procedures or operations as well as considerable training and/or experience in their application.

GRADE 4 Work at this level is moderately complex clerical, sub-professional or technical work performed under general supervision. The work requires knowledge of a series of related rules, procedures or operations and the ability to apply clear guidelines to standard clerical assignments or recurring but related technical problems.

GRADE 3 Work at this level is routine clerical, technical or trades work that is carried out in a fixed or regular method by means of commonly used and understood rules, procedures or operations. Some previous training or experience is typically required to select the best method to accomplish assigned work. New or unusual situations or problems are referred to the supervisor for solution and instructions.

GRADE 2 Work at this level is simple requiring the performance of a variety of clearly understood tasks to assist or support higher level office, technical or trade personnel. Specific instructions are provided by the supervisor when new or different tasks are assigned. The knowledge and skills required to perform the work can be learned on the job in a short period, usually one month or less. This grade also includes positions involving physical labour that regularly requires physical exertion.

GRADE 1 Work at this level is repetitive in nature, and does not regularly require unusual physical exertion. Tasks are closely related to each other and are easily mastered. Little or no education, training or previous experience is required.

Chapter 2

Recruitment and Appointment

Regulations

Regulation 2.1 Recruitment means the appointment of persons into the Civil Service.

Regulation 2.2 Appointment to the Civil Service, at whatever level, is an opportunity, granting the selected candidate membership in a unique group selected for their individual talents and abilities and joined into a corps of employees dedicated to the service of the People of Sierra Leone. The paramount consideration in the appointment of members of the Civil Service shall be by merit.

Regulation 2.3 All appointments under these Regulations and Rules shall be made by the Commission or delegated by the Commission to other bodies except where it is otherwise provided in the Constitution.

Regulation 2.4 Selection and appointment of members of the Civil Service shall be on the basis of fair and open competition to ensure that the appointments are made on the basis of merit.

Regulation 2.5 The Director-General, in consultation with concerned Departments and Ministries, may set specific entry criteria in terms of educational, professional and vocational requirements or length and nature of prior experience.

Regulation 2.6 Selection and appointment of members of the Civil Service shall be made without distinction based on race, gender, religion or region and shall be citizens of Sierra Leone.

Regulation 2.7 When making an appointment to a vacant position, preference shall be given to candidates already employed in the Civil Service. In some cases, the need for fresh talent or skills and experience shall justify an exception to this regulation.

Regulation 2.8 An initial appointment shall be made to a post and a duty station. Officers may subsequently be reassigned or promoted to other posts and to other duty stations. It is the duty and obligation of all Civil Servants to serve at the duty station to which they have been assigned by the appropriate authority.

Regulation 2.9 Appointments, whether permanent or on contract, shall be made only when provision has been made in the estimates of expenditure for the current year. No increase in the number of posts shall be made above the establishment authorised in the current estimates without approval from the Regrading Committee.

Rules

Recruitment

Advertisement of Vacancy

Rule 2.1 In principle, unless the Commission directs otherwise, all vacancies shall be fully advertised by appropriate notice within the Civil Service or through the Gazette, the press, other media, employment exchanges, or other appropriate means for the information of the general public. There must be a reasonable period of time, with a minimum period of one month, between the date of advertisement and the deadline for applications to be received.

Rule 2.2 Notices and advertisements issued inviting applications for appointment to any vacant post must set out a clear job description and job specification, and instructions on how to apply. Applicants shall be instructed to obtain the relevant forms from the Secretary of the Commission, from District Offices, or from Embassies and High Commissions abroad and appropriate web site.

Selection Methods

Rule 2.3 The selection methods should be appropriate to the needs and requirements of the particular job.

Rule 2.4 Selection methods can include paper sifts, examinations, interviews and assessment centres. All methods should be valid and effective indicators of future performance.

Rule 2.5 Selection for employment in the Civil Service shall be on the basis of merit and in the context of fair and open competition. To this end:

- (a) prospective applicants must be given equal and reasonable access to adequate information about a vacant position and its requirements, the experience and/or qualifications required, and the selection process;
- (b) all eligible applicants must be considered equally on merit at each stage of the selection process;
- (c) selection must be based on criteria relevant to the post to which the appointment is to be made and applied consistently to all candidates;
- (d) selection procedures must be reliable and guard against bias, and equality of opportunity must apply throughout the recruitment process.

Rule 2.6 When the qualifications and experience of two or more of the highest-rated candidates are virtually identical, preference shall be given to candidates already employed by the Civil Service in any capacity. When two or more of the highest-rated candidates with virtually identical qualifications and experience are already employed by the Civil Service, preference will be given to the candidate with the best performance reports in personnel files maintained by the Civil Service, and in the case of equal performance, to the candidate with the longest period of employment in the Civil Service.

Rule 2.7 If a selected candidate declines to accept the position or for some other reason is not available for appointment, the next of the three candidates listed in order of merit must be offered the position. If all three candidates rated at the top of the order of merit in the selection process are unable to fill the post, the post must be re-advertised.

Employment of Unpaid Persons

Rule 2.8 The employment of unpaid persons is prohibited.

Types of Appointment

Rule 2.9 Appointments to the Sierra Leone Civil Service shall be:

- (a) into the permanent and pensionable establishment;
- (b) on non-pensionable contract to a non-pensionable post, or a pensionable post for a specified period;

Pensionable Appointment

Rule 2.10 All appointments to the permanent and pensionable establishment are made by the Commission, except where the Commission delegates its powers to other bodies or otherwise provided by the Constitution. Appointments to the permanent and pensionable establishment shall be on a probationary basis. See Rule 2.32 through Rule 2.53 inclusive, governing probation and confirmation of appointment.

Contract Appointment

Rule 2.11 A contract appointment is a temporary appointment which does not provide for the payment of a pension. The contract appointment must be recorded in a formal document and shall not be valid until both parties have signed it.

Rule 2.12 Candidates appointed to posts in the Civil Service on contract terms must sign a contract with the Director-General.

Rule 2.13 All contractual entitlements shall be strictly limited to those contained expressly or by reference in letters of appointment of the holder.

Appointments on contract may be terminated by the Government or by the holder at any time subject to the terms of the contract.

Rule 2.14 Unless the terms of the particular contract or letter of appointment otherwise specify, the Regulations and Rules of the Civil Service and other relevant regulations where applicable shall apply to all contract officers.

Rule 2.15 Contract appointments shall only apply when there is a genuine management need to make an appointment of limited duration where there is no suitable serving officer. When contracts are advertised or when the terms of reference are drafted, the requirements regarding qualification, experience, ability, health and character for appointments shall normally be adhered to.

Appointment

*Minimum and Maximum
Age for Appointment*

Rule 2.16 To be eligible for appointment to the Civil Service, a candidate must have attained the age of 18 years.

Rule 2.17 Persons 45 years of age or older shall not be appointed to permanent and pensionable service.

Background Check

Rule 2.18 To ensure against the appointment or re-appointment of undesirable or ineligible persons, all candidates applying for appointment to the Civil Service shall be required to furnish their background in the relevant section of the Application Form.

Rule 2.19 Before an unconditional offer of appointment is made, a careful enquiry should be made into the candidate's records and antecedents. The candidate must state whether or not they have previously been in Government employment and concealment of this or of any other material fact related to their previous employment, whether in Government or not, or any intentional false statement, or false or exaggerated claims as to the level of education achieved and/or degrees, diplomas and certificates earned shall be regarded as grounds for non-employment or termination of employment and even prosecution.

Rule 2.20 The Civil Service is a group committed to the highest standards of integrity, honesty and effective service to the people of Sierra Leone. No person who has been convicted of an offence involving fraud, theft, violence, or rape for which he has not been pardoned shall be appointed or re-appointed to the Civil Service in any capacity whatsoever. Persons dismissed from the Civil Service shall not be reappointed in any circumstances.

Nationality

Rule 2.21 In making appointments, other than those in the permanent and pensionable service, the Commission and appointing officers shall be guided by the principle that no consideration shall be given to the recruitment of non-Sierra Leoneans unless the Commission or the appointing officer is satisfied that no qualified and suitable Sierra Leonean candidate is available.

Medical Examination

Rule 2.22 Persons to be appointed in the Civil Service shall be physically fit for service to the state. A candidate for appointment therefore shall be examined by a Government Medical Officer with a view to ascertain whether he/she is of sound health and fit for employment in the Civil Service. If the candidate is not passed as physically fit for service, his/her appointment shall not be effected.

Rule 2.23 Civil Servants, once appointed, shall be required at any time to present themselves to a duly constituted Medical Board for medical examination, in order to satisfy the Civil Service that they are free from any ailment which prevents the effective performance of their duties or which is likely to impair the health of others, and they may be required to receive inoculations or treatment, including psychiatric treatment, necessary to preserve their own health or the health of others.

Medical Standards for Appointment

Rule 2.24 Physical disability does not automatically disqualify a candidate from appointment to the Civil Service, but the candidate to be appointed shall be free from any mental or physical disability or infirmity likely to interfere with the performance of his/her duties.

Letter of Appointment

Rule 2.25 A Letter of Appointment shall be issued to a candidate selected for appointment to the Civil Service by the Director-General and copies extended to the Accountant-General and the Auditor-General.

Rule 2.26 The Letter of Appointment shall contain expressly or by reference all of the terms and conditions of employment. All contractual entitlements of members of the Civil Service shall be strictly limited to those contained expressly in their Contracts.

Rule 2.27 Candidates appointed to posts in the Civil Service must accept the offer of appointment in writing.

Effective Date of Appointment

Rule 2.28 Appointment shall take effect from the date the officer reports for duty.

Duty Station

Rule 2.29 The duty station to which an officer is posted whether on first appointment or subsequently is determined by the requirements of the Service. No undertaking can be given in any circumstance that an officer on first appointment or thereafter shall be posted to any particular duty station. An officer who refuses to comply with an order regarding a posting or transfer to a duty station shall be liable to dismissal from the Civil Service, with forfeiture of all privileges and emoluments.

Rule 2.30 Since the posting of officers is carried out in accordance with the requirements of the Service, officers shall understand that while their family situation shall be taken into account to the extent possible when assigning them to a duty station, their family situation cannot be the basis for any claim to be posted to a duty station at which better social amenities, schools or accommodation are available. The family situation of an officer shall not be accepted as an excuse for any omission to carry out fully and in a timely manner the duties assigned to the officer.

Rule 2.31 All officers appointed to the Civil Service shall be required to comply with the normal conditions or practices of their employment, including regular attendance, respect of working hours, the working of overtime when necessary, and acceptance of the obligation to transfer to any part of the country at any given time.

Probation Period

Rule 2.32 On first appointment on permanent terms to a permanent and pensionable post, an officer shall normally hold his/her appointment on probation for two years.

Rule 2.33 Probation should be regarded as a means of ensuring, in the interests both of the Government and of officers themselves, that those appointed to the Civil Service meet the highest standards of competence, ethics and integrity, and are suited by temperament for a career in the service of the people of Sierra Leone. The first consideration therefore with regards to the confirmation of officers on probation in the Permanent Establishment, is that during their probationary period, they are required to pass the prescribed examination, if any, and should be evaluated on their conduct, ability to learn their work and their suitability for it. They should, therefore, be given every facility for acquiring experience of their duties and their performance should be kept under continuous review.

Rule 2.34 If during the first few months of service an officer shows failings which make it doubtful whether he or she will become suitable for permanent appointment, he or she should at once be warned in writing and given all possible assistance to correct his/her faults.

Rule 2.35 Any officer appointed from clerical or technical grades to a post carrying executive or administrative responsibility shall hold his/her appointment on trial for a period of 12 months.

Rule 2.36 If the Head of Department considers that, on the basis of the performance of the officer, the probationary period of an officer without previous non-pensionable service should be reduced, the Head of Department shall report to the Director-General, in writing with full justifications, and the Director-General shall reduce the probationary period by any period from 2 to 6 months.

Rule 2.37 Officers appointed under the provisions of Rule 2.32 and subject to a probationary period of two years should be evaluated by their supervisors at the following periods:

- (a) after 6 months of service;
- (b) after 12 months of service;
- (c) 3 months before the end of the probationary period, including a probationary period reduced or proposed for reduction under the provisions of Rule 2.36

A report under (a) may be accompanied by a memorandum giving the supervisor's general impression of the probationary officer during the initial period of service, and may note examinations passed with dates, relations with the public (where applicable) and with co-workers, and special aptitudes demonstrated. Reports under (b) and (c) shall be in the format of the performance reports used for confirmed civil servants.

Rule 2.38 Officers appointed under the provisions of Rule 2.35 and subject to a probationary period of one year shall be evaluated by their supervisors at the following periods:

- a. after 6 months of service;
- b. after 12 months of service.

Rule 2.39 Notwithstanding Rule 2.36, if at any time after the first 3 months of an officer's probationary period his or her supervisor has doubts about the suitability of the officer for retention in the Civil Service, the supervisor shall make one or more supplemental evaluation of the probationary officer.

Rule 2.40 All reports under the provisions of Rule 2.37, and Rule 2.38 by supervisors of probationary officers shall be

submitted to the appropriate Head of Department, who shall add his/her views and forward the reports to the Director-General. When the supervisor is the Head of Ministry, he or she shall submit the reports directly to the Director-General.

Rule 2.41 All reports made under the provisions of Rule 2.36, Rule 2.37 and Rule 2.38 shall be confidential.

Rule 2.42 At the end of the period of probation the officer will, unless his probationary appointment is terminated or extended, be confirmed in his appointment.

Rule 2.43 In principle, probationary periods may not be extended beyond the periods set out in Rule 2.36 and Rule 2.37. When a Head of Department has any doubt about the suitability of a probationary officer, it shall be the duty of the Head of Ministry to take the interests of the Civil Service fully into account when formulating his/her recommendation at the end of the probationary period. Heads of Ministries are expected to make firm recommendations about retention or dismissal of probationary officers three months before the end of the probationary period, and the Director-General shall be expected to take firm decisions taking the recommendations of Heads of Ministries fully into account. Only in the most exceptional circumstances can the Director General extend a probationary period. In such cases, there shall be only one extension, and it shall be for no more than one year.

*Recommendation for
Confirmation*

Rule 2.44 It shall be the duty of Heads of Ministries to furnish the Director General report on officers three months before the end of their probationary period. It shall not be left to officers to apply for confirmation. When a Head of Ministry is absent from the office for a period of two weeks or more, he or she shall review all probationary appointments in the Ministry and for cases in which recommendations are due during the Head of Ministry's absence, he or she shall leave definite written recommendations on these cases to be forwarded at the appropriate time by the officer appointed to act for the Head of Ministry.

*Confirmation of
Appointment*

Rule 2.45 An officer on probation shall be eligible to be confirmed in office at the end of the probationary period subject to:

- (a) satisfactory work;
- (b) satisfactory conduct;
- (c) satisfactory health;

and subject also to any prescribed conditions which may include:

- (d) passing of prescribed examinations and/or departmental tests;
- (e) satisfactory completion of a course or courses of instruction;
- (f) other conditions laid down for the particular appointment.

Rule 2.46 Prior to confirmation the Head of Ministry or Department shall furnish a medical and appraisal report on the officer.

Medical Clearance

Rule 2.47 The medical certificate obtained for purposes of appointment on probation and confirmation shall ordinarily be accepted for the purpose of becoming an established officer.

Pre-Confirmation Examinations

Rule 2.48 Pre-confirmation examinations shall be required to test the candidates' knowledge of administrative laws, regulations and rules as well as the knowledge relevant to specific professions and groups of jobs.

Rule 2.49 Information about pre-confirmation examinations, including the subjects to be covered by the examinations is provided for in the Administrative Manual.

Rule 2.50 Officers eligible to sit to an examination shall apply to the Director-General through their Heads of Department.

Rule 2.51 Success in the pre-confirmation examinations shall not be the sole basis for the confirmation of an officer's appointment. In determining the confirmation of an officer, all relevant facts shall be taken into account, notably the performance appraisals contained in the personnel file of the officer.

Confirmed Officers Status

Rule 2.52 Subject to these Regulations and Rules, a favourable recommendation from the Head of Ministry or Department, a satisfactory medical examination (see Rule 2.46 above) and a satisfactory examination result if required, an officer shall become a confirmed officer at the expiry of the applicable probationary period, unless:

- (a) the officer elects, before the expiry of the probationary period to resign his or her appointment;
- (b) the officer has not passed the required medical

examination, owing to injury, disease or ill-health suffered or contracted in military, naval, air or similar service and shall, if the Commission so determines, on the recommendation of the Medical Board become an established officer.

Letter of Confirmation **Rule 2.53** Confirmation of appointment in the Civil Service is a very important event. Admission to the Civil Service is restricted and competitive, and those who succeed in the selection process and perform well during the course of their probationary period deserve recognition for their accomplishments. Upon confirmation of appointment, the Head of Ministry or Department shall present an officer with a letter from the Director-General announcing the confirmation. To the extent practicable, the Head of Ministry or Department should hand the letter personally to the newly confirmed officer.

Chapter 3

Promotion, Transfer and Secondment

Regulations

Regulation 3.1 Promotion means the elevation of an officer from a lower post to a higher post resulting in an increase in salary.

Regulation 3.2 All promotions shall be based on considered decisions as to the fitness of an officer to undertake duties at the higher level. In assessing officers for promotion, Heads of Departments and the Commission shall be guided primarily by the criteria of merit and ability which shall be the over-riding consideration, and secondarily by seniority, experience and official qualifications of the officer.

Regulation 3.3 An officer shall be eligible for consideration for promotion only under the terms set out in the rules governing promotions. Promotion procedures and criteria shall be made known to staff, including the right to appeal.

Regulation 3.4 Officers may be transferred within Departments, between Departments and or between duty stations according to the needs of the Service.

Regulation 3.5 Transfers of Administrative Officers shall be initiated by the Administrative Officers' Postings Committee and transfers of Professionals within a Ministry shall be authorized by the Permanent Secretary based on recommendations from the Professional Head. Clerical and Executive staff shall be transferred by the Director-General.

Regulation 3.6 Officers may be seconded to entities outside the Civil Service.

Regulation 3.7 Heads of Ministries shall ensure that the list of officers eligible for consideration for promotion are transmitted to the Director-General annually before the Manpower Hearing is conducted by the Human Resource Management Office.

Rules

Promotion

*Promotions Linked
to Responsibilities
at a Higher Level*

Rule 3.1 Promotions are linked to an increase in responsibility and authority. To implement a promotion, there shall be a vacant post available at a level higher than the substantive grade level of the officer to be promoted, and the officer promoted shall be assigned to that post and made responsible for carrying out the duties attached to it.

Rule 3.2 Promotion is normally made one grade at a time. Where exceptionally, a promotion is made to a vacant post at two grades higher than the officer's grade before promotion, the employee shall be paid at the grade to which he or she is promoted.

*Criteria for
Promotion*

Rule 3.3 When considering officers for promotion, due regard shall be paid to two elements:

- a) merit;
- b) seniority

Merit

Rule 3.4 Merit is the primary consideration to be taken into account when deciding on promotions. Merit means demonstrated competence in the past as measured by an officer's performance appraisal reports. Merit also means objective assessment that the officer is competent to perform the tasks attached to a post at the higher level, including a review of successful completion of required pre-promotion training if any, and that the officer has a potential for future career development.

*Seniority and
Experience*

Rule 3.5 Since the acquisition of experience is expected to give an officer a higher level of competence, the minimum level of seniority shall be taken into account. However, the promotion of the most senior officer(s) for a position cannot be considered a foregone conclusion, and no promotion will be given solely on grounds of seniority; rather merit shall be the main criterion for promotion. .

Rule 3.6 When two or more candidates for promotion have equal merit, the most senior among them will be selected for promotion

*Appeal Against
Promotion
Decisions*

Rule 3.7 When an officer with less seniority than another officer or officer(s) is promoted, the more senior officer(s) shall have no super-session rights since seniority is not the main criterion for the selection of officers for promotion.

Rule 3.8 Notwithstanding Rule 3.7, an officer who believes a promotion decision was influenced by biased judgment, may petition the Commission to review the decision.

*Time in Grade
Requirements*

Rule 3.9 The minimum period of service in grades 7, 8, 9, and 10 in order to be eligible for consideration for normal promotion to the next higher grade shall be five years.

*Promotion
Procedures*

Rule 3.10 Selection of a candidate to be promoted in the Civil Service shall be:

- (a) on the basis of merit as documented by the performance record of the candidates and as demonstrated by a candidate using appropriate assessment methods as determined by the appointing authority.
- (b) based on relevant criteria applied consistently to all eligible candidates, including a review of successful completion of pre-promotion training requirements, and/or additional qualification requirements.
- (c) in accordance with practices which guard against bias, and which provide equality of opportunity for all eligible candidates throughout the promotion process.

Rule 3.11 In making recommendations to the Commission for the promotion of officers in the Public Service, Heads of Ministries shall be guided by the provisions of Regulation 3.2 and Rules 3.4, 3.5 and 3.7.

Rule 3.12 Promotion of officers may involve transfer from one Department to another.

Rule 3.13 When the qualifications and experience of two or more of the highest-rated candidates are virtually identical, preference shall be given to the candidate with the best performance reports in personnel files maintained by the Civil Service, and in the case of equal performance, to the candidate with the longest period of service.

*Accelerated
Promotions*

Rule 3.14 Accelerated promotions are promotions granted on the basis of sustained outstanding performance and an assessment of suitability for early advancement, to officers before they meet time in grade requirements for normal promotions, as set out in accordance with the provisions of Rule 3.9.

Rule 3.15 Officers holding confirmed pensionable appointments at Grade 6, 7, 8, 9, and 10 may be eligible for consideration for accelerated promotions.

Rule 3.16 Officers in the appropriate grades shall be eligible for consideration for accelerated promotion when:

- a) An officer in grades 6 through 8 is given an Overall Annual Performance Rating of "outstanding" for 3 consecutive years of the Annual Staff Performance Appraisal Report and this rating is endorsed by the Head of Ministry;
- b) An officer in grades 9 through 10 is given an Overall Annual Performance Rating of "outstanding" of the Annual Staff Performance Appraisal Report and this rating is endorsed by the Head of Ministry;
- c) The officer has received an "outstanding" rating in the previous year;
- d) The officer has successfully completed pre-promotion training requirements.

Rule 3.17 The Director-General shall establish a consolidated list of officers in all Ministries eligible for consideration for accelerated promotion, and transmit same to the Commission.

Rule 3.18 The Commission shall administer the Accelerated Promotion Assessment Process.

Effective Date of Promotion

Rule 3.19 The Director-General in consultation with the Commission shall determine the effective date of promotion of officers.

Transfers

Rule 3.20 An officer may at any time and without his/her consent be transferred from his/her current duty station to another station in the Civil Service by the Administrative Officers Postings Committee, Director-General or Head of Ministry.

Rule 3.21 The transferring authority shall, when deciding to transfer an officer to a new duty station, have regard to the social implications of the transfer provided that the needs of the Civil Service shall always take precedence in transfer decisions.

Rule 3.22 When an officer is transferred, management shall give him or her all reasonable support and information about conditions of service applicable upon transfer.

Refusal to Transfer

Rule 3.23 Failure by an officer to obey a lawful instruction regarding a transfer will result in a disciplinary action under the provisions of these Regulations and Rules.

*Separation of
Family upon
Transfer to New
Duty Station*

Rule 3.24 In the case of the transfer to a different duty station of an officer with dependent children of school age, every attempt should be made to implement the transfer on a date which avoids interruption of the children's school year. When this is not possible due to exigency of service and when the officer chooses to leave spouse and children behind until the end of the current school year while proceeding to the new duty station, a Family Separation Allowance shall be payable from the date of transfer to the new duty station to the end of the dependent children's school year, up to a maximum period of 8 months, to cover the cost of maintaining separate households.

Secondment

Rule 3.25 Civil Servants may be seconded to local or national government bodies or organizations, or to recognised international organizations. Secondments may be for the purpose of permitting external bodies or organizations to benefit from the skills and experience of Civil Servants, and/or to permit Civil Servants to broaden their experience and knowledge through temporary service outside of the Civil Service.

Rule 3.26 The secondment of an officer to the service of local or national government bodies or organisations at his own request shall be for a period of two years in the first instance after which the officer shall apply for an extension or return to his former post. The total period of such secondment shall not exceed four years.

Rule 3.27 Secondment of an officer to an international organisation at his own request shall be for five years, after which the officer may exercise the option to either revert to the Service or retire or resign.

Rule 3.28 Where it is considered to be in the public interest to second an officer to the service of an approved body or recognised International Organisation, the period of secondment shall not be limited, and the officer shall be treated as being on special duty. An officer on special duty shall be entitled to increment and promotion. The Heads of the Management of such bodies, organisations/institutions, are required to provide an appraisal/assessment report on the officers seconded to their institutions to the Heads of Ministries/Departments/Agencies as set out in Rule 8.15.

Rule 3.29 An officer on secondment at his/her own request shall continue to hold his/her substantive post.

Rule 3.30 No later than 4 months prior to the expiry of a secondment, the officer shall notify the Director-General as to whether he or she will revert to the Civil Service, or resign or retire from the Service upon expiry of the period of secondment.

Rule 3.31 All request for secondment shall be addressed to the Director-General and approved by the Head of the Civil Service.

Re-designation

Rule 3.32 Re-designation is defined as a move by an officer from one line function or group to another laterally. On re-designation to the new position, the officer shall be required to serve a period of not less than one year on trial.

Rule 3.33 If at the end of the trial period, the Head of Ministry or Department assesses the officer's performance as fully satisfactory; the officer will be confirmed in the new position. If at the end of the trial period the Head of Ministry or Department assesses the officer's performance as unsatisfactory, the officer shall revert to his/her former function or group at a duty station determined by the Director-General.

Chapter 4

Salary

Regulations

Regulation 4.1 There shall be a salary structure made up of salary scales for each approved grade in the Civil Service.

Regulation 4.2 In principle, there shall be a unified salary structure for all Civil Servants. If circumstances require, additional grades/structures for specific categories of Civil Servants may be approved by the Regrading Committee.

Regulation 4.3 The salary structure shall meet the following requisites:

- a. salaries shall be equal for substantially equal work;
- b. differences in salaries should be based on recognizable differences in the work performed, the responsibilities assigned, and the qualifications required;
- c. salaries should be determined after consideration of prevailing levels of pay for comparable work in other sectors of the Sierra Leone labour market taking account of the Government's ability to pay;
- d. salary structures are not static and must mirror actual work performed and must change as work changes. To that end, the Director-General shall undertake the necessary research into pay and conditions to justify any proposed general increase or other amendment to the existing pay and grading arrangements.

Regulation 4.4 Salaries for the Civil Service shall be determined by the Government of Sierra Leone.

Regulation 4.5 The Director-General shall issue approved salary grades for the Civil Service. Grades, once issued, shall remain in force until superseded by new grades and issued by the Director-General.

Regulation 4.6 Methods to be applied to determine the classification and grading of posts and the salary structure shall be decided by the Director-General through job evaluation or any other method or combination of methods considered to be appropriate.

Rules

Rule 4.1 The Government of Sierra Leone shall set the salary grade(s), including the value of salary increments. The Director-General shall issue the approved salary grades and conditions for the granting of salary increments within grades.

Initial Salary on Appointment

Rule 4.2 In principle, the initial salary on appointment to the Civil Service is the base spinal point appropriate to the grade to which the appointment is made.

Rule 4.3 The commencing salary at a higher incremental point may be applied to a person appointed to the Civil Service which shall be determined by the Director-General where the appointee can show higher than minimum requirement for the position in the following categories:

- (a) academic, professional and technical qualifications;
- (b) relevant training and/or experience;
- (c) attributes necessary for the efficient and effective execution of tasks attached to the post to which the appointment is made.

In-Grade Salary Increments

Rule 4.4 Satisfactory service for the purpose of awarding a salary increment is defined as satisfactory performance and conduct of staff members in their assignments, as evaluated by their immediate supervisors.

Rule 4.5 The award of salary increments for satisfactory service shall be made annually on the anniversary of the first day of the pay period following first appointment or most recent promotion, based on a satisfactory assessment covering the twelve months since the previous award or the satisfactory completion of twelve months probation.

Rule 4.6 Where a probation period is extended, the increment shall not be awarded until the satisfactory completion of the extended probationary period, and subsequent incremental dates shall then be the anniversaries of the new incremental date now established.

Rule 4.7 When no salary increment is awarded because of poor performance and/or unsatisfactory conduct the staff member shall not normally be eligible for a further increase until one year after the due date of the withheld increment. Exceptionally, where significant improvement is made, the increment may be awarded after six months

following the adverse review. The date will then become the new incremental date.

Rule 4.8 No further salary increment will be due once the maximum salary in the staff member's grade has been reached.

*Salary on
Promotion*

Rule 4.9 On promotion, an officer shall be given a salary in the new grade which is at least one annual increment above the officer's pre-promotion salary.

Rule 4.10 If promotion is implemented in the month in which the officer is due an increment, such increment will be included in the salary at the higher level.

*Deductions from
Salary*

Rule 4.11 Deductions from salaries may be made for the following purposes:

- (a) Pay As You Earn (P A Y E);
- (b) contributions to National Social Security and Insurance Trust Fund;
- (c) to pay debts owed to the Government;
- (d) to pay debts owed to third parties when such deductions are required by law or a judgement of a Sierra Leone court.

Chapter 5

Allowances and Provision of Quarters

Regulations

Regulation 5.1 There shall be a system of allowances available to eligible members of the Civil Service.

Regulation 5.2 Salaries payable under the provisions of Chapter 4 of these Regulations and Rules are compensation for the efficient performance of official duties. Allowances are additional to salaries and are intended to meet specific needs and requirements of groups or individuals within the Civil Service who meet eligibility requirements.

Regulation 5.3 The Government shall approve the value of allowances and the rules governing eligibility for allowances for the Civil Service.

Regulation 5.4 The Director-General shall issue approved rate(s) of allowances for the Civil Service. A rate, once issued, will remain in force until superseded by a new rate.

Rules

Allowances

Acting Allowance

Rule 5.1 An officer shall be regarded as duly appointed to act in a higher office if:

- (i) the appointment is considered essential.
- (ii) he/she is capable of performing the duties and responsibilities of the higher post;
- (iii) his/her acting appointment is published in the Sierra Leone Gazette.

Rule 5.2 An officer may be duly appointed to act in a higher office in any of the following circumstances:

- (i) when the office is vacant; or
- (ii) when the substantive holder of the office is on vacation leave or is absent from Sierra Leone on sick leave, or has been duly appointed to act in another office or has been placed on special duty; or
- (iii) when the substantive or acting holder of the office is incapacitated by illness.

Rule 5.3 All recommendations for acting appointments shall be submitted to the Director-General and approved by him or the Commission before the effective date of the acting appointment.

Rule 5.4 An officer on Gazetted Acting appointment shall be paid the base salary of the higher post, while an officer that is temporarily holding down the duties of a higher post shall not be eligible for the payment of any acting allowance.

Rule 5.5 No Acting Allowance will be paid for a period of Acting Appointment, which is less than one month (30 days). An officer who acts for more than a month will receive the Allowance retrospectively from the date of assumption of the duties of the higher post.

Rule 5.6 Where two periods of Acting appointments are broken by a period of less than one month (30 days), both periods will be taken as continuous for the purpose of Rule 5.5 above.

Rule 5.7 No officer shall be permitted to draw more than one acting allowance at any given time.

Shorthand Allowance

Rule 5.8 With the approval of the Director-General a Shorthand Allowance shall be paid to an officer who uses shorthand regularly in his or her work and who was not been recruited as a Stenographer.

Rule 5.9 The Shorthand Allowance shall be paid at the rate of 10% of the officer's basic salary provided that the allowance does not exceed the minimum step of the salary grade of a Stenographer.

Rent Allowance

Rule 5.10 Government may provide quarters for its officers. Where the supply of quarters is insufficient, a monthly rent allowance may be paid the quantum of which shall be determined by Government.

Remote Station Rent Allowance

Rule 5.11 Officers posted to remote areas where accommodation is not provided shall be paid a monthly rent allowance as follows:

- (i) Provincial Headquarters -15% of the officer's basic salary
- (ii) District Headquarters – 25% of officer's basic salary
- (iii) Outside of District Headquarters – 30% of officer's basic salary.

Transport Allowance

Rule 5.12 All Civil Servants shall receive a Transport Allowance that shall be determined by the Minister of Finance.

Medical Allowance

Rule 5.13 All Civil Servants shall receive a Medical Allowance to be determined by the Minister of Finance.

Interpreter's Allowance

Rule 5.14 An officer other than one specifically appointed as an interpreter who undertakes to interpret into a local language where the official interpreter for any language is unavailable, shall be paid an interpreter's allowance, with the approval of the Director-General.

Rule 5.15 The Interpreter's Allowance shall be 15% of the interpreter's daily minimum salary.

Warm Clothing Allowance

Rule 5.16 Officers who are nominated by Government to undergo courses of study in certain parts of the world for a period not less than three months shall be paid a Warm Clothing Allowance.

Rule 5.17 The Director-General shall determine the value of a Warm Clothing Allowance as and when the need arises.

Allowances for Assessors, Jurors, Witnesses, Interviewees

Rule 5.18 Serving officers who are called upon to perform duties outside their duty stations as assessors, jurors, or witnesses or are called upon to attend interviews within the Civil Service are regarded as being on duty and shall be eligible to claim travel and subsistence allowance.

Rule 5.19 The value of applicable travel and subsistence allowance shall be those currently in force.

*Entertainment
Allowance*

Rule 5.20 Senior Civil Servants in Grade 14 are provided an entertainment allowance as they are expected to entertain persons within or outside the Civil Service on behalf of the Government as a public relations exercise. The purpose of the entertainment allowance is to defray such official entertainment costs incurred by Senior Civil Servants.

Rule 5.21 Officers referred to in Rule 5.20 shall receive an entertainment allowance. Such allowances shall be paid monthly and are only payable in respect of the period during which the officer is occupying a designated post. Officers acting in a vacant post that carries an entertainment allowance shall receive such allowance for the period they act in the post.

Rule 5.22 The value of the entertainment allowance is 20% of the eligible officer's basic monthly salary.

*Domestic
Servants
Allowance*

Rule 5.23 Senior Civil Servants are expected to entertain persons within or outside the Civil Service on behalf of the Government as a public relations exercise. Some of the entertainment is done in the homes of the Senior Civil Servants. The purpose of the Domestic Servant Allowance is to defray the cost of servants needed to provide household assistance to support Senior Civil Servants and their spouses as they undertake such activities in the interest of the Government.

Rule 5.24 The Domestic Servants Allowance shall be paid to Senior Civil Servants in Grade 14.

Rule 5.25 The value of Domestic Servants Allowance shall be 20% of the eligible officer's basic monthly salary.

*Family
Separation
Allowance*

Rule 5.26 When:

- (a) an officer with dependent children of school age is transferred to a different duty station;
- (b) it is not possible to time the transfer in a manner that avoids interruption of the children's school year; and
- (c) the officer chooses to leave spouse and children behind until the end of the current school year while proceeding to the new duty station;

a Family Separation Allowance shall be payable from the date of transfer to the new duty station to the end of the dependent children's school year, up to a maximum period of 8 months, to cover the cost of maintaining separate households.

Rule 5.27 The value of the Family Separation Allowance shall be one-half of the officer's basic pay.

Leave Allowance

Rule 5.28 All officers shall be entitled to leave allowance equivalent to one month basic salary when they proceed on vacation leave. The allowance shall be paid prior to the departure of the officer and shall be charged to the officer's Ministry/Department/Agency's Vote.

Unused Annual Leave

Rule 5.29 Where the exigencies of the service prevent an officer from taking his/her full annual leave, he or she shall be entitled to his/her full annual leave allowance in lieu of the unutilized leave subject to the approval by the appropriate authority as provided for in Rule 6.10 and 6.11.

Uniforms and Protective Clothing

Rule 5.30 Government shall provide adequate and appropriate uniforms or protective clothing for officers who by virtue of their duties require uniforms or protective clothing.

Fuel Allocation

Rule 5.31 All officers in Grade 9 and above who have official vehicles or who use their private vehicles on official duties shall be entitled to two (2) gallons of fuel per working day.

Quarters

Rule 5.32 In principle, Government provides quarters for Civil Servants. Quarters are divided into two categories:

- (a) Class A: for officers on Grade 7 and above.
- (b) Class B: for all other grades.

Conditions for Occupancy

Rule 5.33 Civil Servants shall be required to pay rent for any Government Quarter or hostel occupied by him/her, at rates stipulated from time to time by a designated authority.

Officers on Secondment/No-pay leave

Rule 5.34 It is the responsibility of officers on secondment or no pay leave to pay the rents on their quarters, failing which they will be liable to eviction.

Rule 5.35 An Officer occupying Government quarters shall not sub-let or assign such quarters. Any officer who violates this rule shall be liable to eviction.

Rule 5.36 Items of furniture belonging to Government shall not be transferred from or to any quarter without prior written permission of a designated authority.

Rule 5.37 Any officer who fails to vacate a quarter after due notice shall be guilty of gross misconduct and shall be liable to disciplinary action as well as legal eviction.

*Grace period for
Officers to
vacate
government
quarters*

Rule 5.38 Retired/Deceased/Officers posted abroad shall be granted a grace period to vacate a government quarter.

*Retired
Officers*

Rule 5.39 The grace period for a retired Civil Servant to vacate a Government quarter shall be six months with effect from the date of his/her retirement .

*Officers
Posted
abroad*

Rule 5.40 Officers posted abroad shall be given a grace period of six months to vacate the quarters with effect from the date of assumption of duty in his/her duty station abroad.

*Deceased
Officers*

Rule 5.41 In the event of the demise of an officer occupying a quarter, a period of grace not exceeding one year shall be allowed to the spouse and/or recognized dependants of the deceased officer before they must vacate the quarters; provided that the spouse and/or dependants were residing with the deceased officer at the time of his/her death.

Rule 5.42 In the Western Area, quarters are allocated by the Ministry of Works, and in the provinces, by the Provincial Secretary, subject to right of appeal to the Head of the Civil Service.

Chapter 6

Leave

Regulations

Regulation 6.1 Civil Servants may be granted the following types of leave:

- a. Annual Vacation Leave
- b. Study Leave;
- c. Sick Leave
- d. Maternity Leave
- e. Special Leave
- f. Terminal Leave

Regulation 6.2 It is in the interest of the Civil Service that officers who are eligible under these Regulations and Rules are granted appropriate types of leave, for appropriate periods.

Officers are eligible for *Annual Vacation Leave (AVL)* with pay after a year's work to allow them to rest from their duties and return refreshed with renewed energy to serve the people of Sierra Leone in an effective and efficient manner.

Special Leave meets the personal needs of officers from time to time.

Study Leave allows officers to undertake various courses of study to enhance their knowledge, skills and efficiency.

Terminal Leave is any leave for which an officer is eligible prior to retirement.

(For the Regulations and Rules governing Sick Leave and Maternity Leave, see Chapter 9, Social Security).

Regulation 6.3 Leave for which an officer is eligible may be granted upon application by the officer at times and for periods governed by the exigencies of the Service. Officers shall not as a rule be recalled from approved leave unless absolutely necessary due to the exigencies of the Service.

Regulation 6.4 Government shall establish rules governing the duration of annual leave to be granted annually to officers in the Civil Service.

Rules

Leave: General Provisions

Rule 6.1 Every Head of Ministry or Department shall ensure that a leave plan is prepared for every calendar year. Heads of Ministries or Departments shall supervise the implementation of the annual leave plan. It is the duty of Heads of Ministries and Departments to encourage officers to take their annual leave. Leave shall normally be approved and taken in accordance with the annual plan, unless the exigencies of the Service dictate otherwise.

Rule 6.2 An officer who is granted leave may not, upon resumption of duty, automatically be placed in the position held by the officer prior to proceeding on leave. The officer may be offered a similar position in line with the officer's experience and qualifications and at a location where the officer's services are required according to the needs of the Service. Except that an officer who has acquired or possesses specialized technical or professional knowledge and skills for a particular post, may be allowed to resume duty in the post or position held by him/her after the expiration of his/her leave.

Rule 6.3 Vacation leave and Terminal leave granted shall exclude Saturdays, Sundays and Public Holidays. Casual leave enjoyed by an officer shall be deducted from his/her earned vacation leave. Officers shall inform their Ministry or Department of their postal address and telephone numbers, if any, before proceeding on leave, and of any subsequent change of addresses or telephone numbers.

Rule 6.4 No officer is allowed to travel out of the country without notifying the Director-General.

Leave Records

Rule 6.5 Records of all types of leave taken by officers must be kept in the respective Ministry or Department, as well as in the office of the Director-General.

Annual Leave

Rule 6.6 No officer shall be allowed to proceed on Annual Leave within the officer's probationary period.

Rule 6.7 All Civil Servants shall be entitled to thirty (30) working days annual leave after a period of twelve months of service.

Rule 6.8 Part of an officer's Annual Leave can also be utilised for shorter periods for personal reasons under the appropriate provisions of these Rules.

Requests for Annual Leave

Rule 6.9 An application for leave shall be submitted in the appropriate form and a decision on the request shall be placed in the officer's personnel file.

Rule 6.10 Leave may be applied for and granted as follows:

Category I Heads of Departments and Administrative Officers shall be required to apply for their earned annual leave to the Head of the Civil Service for approval through the Director-General;

Other Civil Servants in Grade 7 upwards are required to apply for their earned annual leave in accordance with the leave plan in their Ministries or Departments, to the Director-General, for approval through their Heads of Ministries or Departments.

Category II Civil Servants in Grades 1-6 shall be required to apply for their earned annual leave in accordance with the leave plan in their Ministries or Departments, to their Heads of Department or Ministry for approval, through their Section Heads. The Director-General shall be informed about all such leave approved.

Rule 6.11 The personal circumstances and preferences of officers shall, as far as possible, be considered when making leave plans and when approving annual leave. However, all arrangements for annual leave shall be subject to the exigencies of the Service, which may require leave to be taken by an officer during a period designated by the Director-General or Head of Ministry.

Rule 6.12 In the case of death of a serving Civil Servant, allowances due the deceased officer for all unutilised leave entitlements as in Rule 5.28 shall be paid to the spouse of the deceased officer or to his/her designated next-of-kin.

Rule 6.13 When cash compensation for unutilised annual leave is authorized, payment shall be based on the applicable basic salary of the officer.

Rule 6.14 Officers dismissed from the Civil Service shall forfeit any claim to annual leave earned but not utilised. In such cases, no compensation for the forfeited annual leave shall be payable in any circumstances.

Sick Leave

Rule 6.15 An officer that is not on leave of absence who absents from duty on the grounds of ill-health will, provided such absence is covered by proper authority, be regarded as being absent on sick leave.

*Absent from duty
on account of
illness*

Rule 6.16 If an officer is ill and unable to report for duty, he/she shall notify his/her Supervising Officer in writing or by any other means of communication.

*Sick Leave
During Annual
Leave*

Rule 6.17 Officers who fall sick during a period of annual leave are entitled to record such a period as sick leave, provided that:

- (a) the period of illness seriously incapacitates the officer for 7 days or more;
- (b) the officer's Ministry or Department is notified immediately on the 8th day of the officer's incapacitating illness;
- (c) the officer produces a statement by a qualified medical practitioner certifying that the officer was incapacitated for 7 days or more during the period of annual leave.

Study Leave

Rule 6.18 The Civil Service seeks to constantly improve the knowledge and skills of its officers. An important tool for achieving this institutional objective is the granting of Study Leave. Study Leave shall be granted for the purposes of enhancing the knowledge, efficiency, effectiveness and motivation of civil servants. Study Leave may be granted by the Director-General to deserving officers who have been identified and recommended by their Heads of Ministries or Departments.

Rule 6.19 Study Leave shall be granted to achieve the institutional objectives of the Civil Service, and shall not be granted in the interest of, or as a reward to individual officers.

Rule 6.20 Study Leave may be granted with pay or without pay, and may be for studies in Sierra Leone or abroad.

Rule 6.21 No study leave may extend beyond 5 years unless the Director-General grants an extension up to a limit of 2 additional years, upon application by the officer on study leave.

Rule 6.22 Whether an officer is studying in an overseas institution or in Sierra Leone, a progress report shall be prepared in respect of him or her and submitted to the Director-General, every year. It is the responsibility of the officer on study leave to make available to his Head of Department a progress report by the institution when due.

Rule 6.23 An officer shall not earn annual leave while on Study Leave with pay for studies in Sierra Leone or abroad.

*Eligibility for
Study Leave*

Rule 6.24 Only confirmed officers are eligible for Study Leave, except in special circumstances as may be decided by the Director-General.

Rule 6.25 Officers who possess potential for development should be identified on the basis of formal assessments of their performance by their supervisors. Qualified candidates for Study Leave are recommended through Heads of Ministries or Departments to the Director-General for consideration for Study Leave.

Rule 6.26 In identifying officers to be recommended for Study Leave, the following criteria should be applied:

- (a) the field of study should be relevant to the training needs of the Civil Service;
- (b) the training shall be within the training plan of the Civil Service;
- (c) the nominated candidate must be appropriately qualified for the training proposed for him or her, in terms of the skills, knowledge and experience possessed by the candidate and in terms of the training and staff development policies of the Civil Service;
- (d) the choice of the candidate must be fully justified in terms of the performance record of the selected candidate in relation to the performance records of other candidates;
- (e) funds must be available for the proposed course of study;
- (f) the training must be undertaken in a recognised institution.

Study Leave with Pay

Rule 6.27 All officers on approved study leave with pay shall be eligible for payment of normal salaries as well as annual salary increment subject to satisfactory progress report on the officer. Other expenses and materials required by the institution which are not covered by the study grant may be provided by Government subject to request in that regard by the institution.

Bonding

Rule 6.28 Bonding is a contractual agreement between an officer and Government whereby the officer agrees to serve for a stipulated period after completion of a course of study paid for by Government. When a Civil Servant is awarded Study Leave with pay, a bonding agreement shall be prepared and signed by the officer.

Rule 6.29 Officers granted Study Leave with pay shall be bonded to serve the Government upon completion of their studies as follows:

- (a) study leave up to six months: No bonding unless the Director-General considers it necessary;
- (b) study leave over 6 months up to 1 year: 1 year bonding;
- (c) study leave over 1 year up to 3 years: 3 years bonding as may be appropriate;
- (d) study leave over 3 years: Minimum of 3 years bonding plus one additional year for each year of study above 3 years.

Rule 6.30 When Study Leave with pay is funded from foreign awards made to the Government of Sierra Leone by organizations or individual countries, the conditions pertaining to such awards are generally accepted, and the bonding provisions set out in Rule 6.28 and Rule 6.29 will apply.

Rule 6.31 Officers granted Study Leave with pay and who sign bonding agreements with the Government must return to duty in the Civil Service at the completion of their approved studies or even if they fail to complete their studies. Officers who fail to return to duty shall be required to refund to Government the full amount expended by Government on their studies. Failure to do so will necessitate legal action against them, and they will forfeit any accrued service benefits.

Rule 6.32 Heads of Ministries and Departments should inform the Director-General, when an officer returns from a period of Study Leave, whether with pay or without pay.

Study Without Pay *Leave*

Rule 6.33 An officer who wants to pursue a course of study, which does not fall within the training plan, but is relevant to the country, may apply for Study Leave without pay.

Rule 6.34 Supervisors shall forward an application for Study Leave without pay, with their recommendations, through their Head of Ministries or Departments to the Director-General for consideration. In making their recommendations, supervisors and Heads of Ministries or Departments will assess the requested Study Leave without pay in light of the exigencies of the Service.

Special Leave

Rule 6.35 Special Leave for the purposes of these Regulations and Rules is defined as any leave not covered by the provisions set out above or by the provisions governing sick leave set out in Chapter 9, Social Security.

Rule 6.36 Special Leave with or without pay is granted at the discretion of the Director-General.

Rule 6.37 When considering a request for Special Leave, the Director-General shall take into account the exigencies of the Service. The Director-General must also be satisfied that the circumstances behind a request for Special Leave justify its approval, especially when Special Leave with pay is under consideration.

Rule 6.38 Ministries and Departments shall provide the Director-General with appropriate justifications and any relevant background regarding applications for Special Leave. In normal circumstances, Special Leave with or without pay shall not be granted unless recommended by the relevant Ministry or Department.

Rule 6.39 Special Leave is normally granted by the Director-General for the following purposes:

- (a) ***Official assignment:***
Special Leave is applicable to officers of the Civil Service who are nominated or selected to represent Sierra Leone in national or international events. Special Leave granted for these purposes will normally be Special Leave with pay.
- (b) ***Accompany a spouse on official mission or assignment abroad:***
Special Leave to accompany a spouse abroad shall normally apply to officers whose spouse works for the Foreign Service or is performing any other duty abroad that is in the national or general interest of Sierra Leone. Special Leave to accompany a spouse abroad may be granted for a period corresponding to the duration of the spouse's mission or assignment abroad, and may be renewed. Special Leave granted for these purposes will be without pay.
- (c) ***Leave for Compassionate reasons:***
Special Leave for compassionate reasons may be granted if an officer has compelling circumstances, normally related to family matters, which make his/her presence at work extremely difficult or impossible. Special Leave may also be granted for compassionate reasons if an officer has exhausted his/her accrued annual leave. Special Leave for compassionate reasons shall be with pay and for a period not exceeding 21 days.
- (d) ***Leave for other reasons:***
The Director-General may grant Special Leave for other reasons in exceptional circumstances.

Rule 6.40 Ministries and Departments shall regard staff to be on official duty when they, in their official capacity, are called upon to

give evidence in criminal or civil proceedings or to attend other official functions.

Rule 6.41 Ministries and Departments are required to grant nominated or selected members of recognized staff associations time off with pay from their official duties to allow them to perform their functions properly, to attend meetings and to attend approved training courses.

Rule 6.42 When Civil Servants have been officially nominated by Government to be members of Boards or Committees, they normally perform such duties in an official capacity, and the conditions of service related to attendance at meetings of such bodies shall be defined at the time of nomination. A specific decision with regard to Special Leave is not normally required.

Chapter 7

Travel and Subsistence

Regulations

Regulation 7.1 Official travel means travel for the purpose of carrying out Government business, or the exercise by officers of travel entitlements set out in these Regulations and Rules.

Regulation 7.2 The Government of Sierra Leone shall meet travel and subsistence expenses for the following types of travel:

- a. official travel;
- b. travel between duty stations on transfer within the Civil Service;
- c. travel to obtain medical and dental treatment by officers in remote duty stations;
- d. travel on retirement.

Regulation 7.3 There shall be no duplication of travel and subsistence benefits paid by Government and external sources for approved official travel.

Regulation 7.4 Travel shall be by the most economical and efficient means, taking into account the costs of subsistence and the period of travelling time.

Regulation 7.5 Travel paid for by the Government shall be authorized before it is undertaken.

Rules

General Rules

Rule 7.1 When an officer is required to travel on official duty or on transfer from one duty station to another, or for official medical or dental treatment, or on retirement, such travel shall be considered official travel.

Rule 7.2 The Director-General shall be notified about all official travel overseas.

Rule 7.3 Civil Servants in senior grades may be issued cars for official use as a condition of service.

Non-Duplication of Payments

Rule 7.4 When an external source pays travel costs and subsistence allowance at a rate below the approved rate currently in force, Government shall pay the difference.

Travel by Road

Rule 7.5 Travel within Sierra Leone on official business may be by Government vehicle, by public transport, by transport on hire, or by an officer's own vehicle. When an officer is authorized to drive a vehicle on official business:

- (a) the officer must hold a current and valid driver's licence for the class of vehicle he or she will drive;
- (b) the vehicle must be insured;
- (c) no unauthorized passengers are permitted.

Rule 7.6 When an officer is authorized to use his/her own vehicle for official travel:

- (a) the vehicle must be insured and licensed;
- (b) the officer must have prior approval of the Head of Department.

Rule 7.7 When an officer is authorized by the Head of Ministry or Department to hire a vehicle for a purpose set out in Rule 7.5, payment shall be made to the officer.

Rule 7.8 When an officer is authorized to drive a government vehicle, or to use his/her own vehicle for official travel, the officer shall be protected by Government when involved in a traffic accident provided that the following conditions are met:

- (a) the accident occurs during performance of official duties;
- (b) the trip must have been authorized;
- (c) the officer holds a valid driver's licence for the class of

vehicle he or she is driving;

- (d) the officer is not under the influence of any intoxicating liquor or drugs.

Rule 7.9 Civil Servants in senior grades who, under the provisions of Rule 7.3, are issued cars for official use as a condition of service may transport their spouses and dependants in their Government-provided cars. Spouses and dependants shall be considered authorized passengers for the purposes of these Regulations and Rules.

Travel by Air

Rule 7.10 When travel by air is authorized for official travel, the class of travel shall be economy class for officers below Grade 14, and Business Class for officers on Grade 14; save some officers accompanying the President.

Rule 7.11 When an officer is authorized to travel by air for a purpose set out in Rule 7.10 payment shall be made to the approved travel agent or airline and not to the officer.

*Travel for
Medical or
Dental
Treatment*

Rule 7.12 Civil Servants and their immediate families and approved dependants stationed in areas where specialist medical and/or dental facilities are not available shall be entitled to reimbursement of transport expenses to the nearest centre with such facilities.

Rule 7.13 Officers should obtain prior written approval for travel under the provisions of Rule 7.12 for themselves, members of their immediate families and approved dependants. However, in cases of medical or dental emergency, the requirement for prior written approval of travel shall be waived, and approval will be granted retrospectively upon production by the officer of a medical certificate attesting to the emergency nature of the treatment provided by a medical or dental practitioner.

*Travel for
Training*

Rule 7.14 When an officer is required to undergo training at a location away from his/her duty station, travel to the location of the training in Sierra Leone or abroad shall be considered official travel and the provision of the rules governing official travel shall apply.

*Subsistence
Allowance*

Rule 7.15 Officers travelling locally or abroad on official duty are entitled to a subsistence allowance as determined by Government from time to time.

Rule 7.16 The subsistence allowance shall cover the average costs of an officer's meals and accommodation and incidental expenses while on official travel status away from his/her duty station. When such travel requires an overnight stay away from the duty station, subsistence allowance shall be paid for each night away. In the event an officer who has received subsistence allowance fails to travel, the officer must pay back to revenue the full amount received by him/her.

*Reimbursement
of claims
for extended
official
travel*

Rule 7.17 If the travel period is extended beyond the period foreseen when travel was authorized and the subsistence allowance payment was calculated and paid, the officer may claim a reimbursement of subsistence allowance for the duration of the extended stay.

*Travel of
Dependants and
Transport of
Household
goods on
transfer*

Rule 7.18 Government shall not be responsible for costs incurred when spouses and/or dependent children are travelling with the officer on official duty, other than when the officer is on transfer or travelling home on retirement.

Rule 7.19 Transport provided to an officer for the purposes of travel on transfer shall be such that all immediate and eligible family members as well as the officer's household goods shall be accommodated at Government expense.

Rule 7.20 Travel on transfer may be by public transport, Government vehicle, hired vehicle or the officer's personal vehicle. When a transferred officer's family members are to accompany the officer in a Government, hired or personal vehicle driven by the officer, prior written authorization by the relevant Ministry or Department must be obtained. Only when prior authorization has been obtained and the officer driving the vehicle is not found to be at fault will Government take responsibility in the case of a road traffic accident leading to injury or death of authorised passengers.

*Travel to Seek
Accommodation*

Rule 7.21 Where housing, at the new duty station is not provided by Government, travel claims by an officer may be paid for a visit to a new duty station for the purpose of seeking accommodation.

*Disturbance
Allowance on
Transfer*

Rule 7.22 A Disturbance Allowance is payable to officers who are transferred to a new duty station. The Disturbance Allowance is a lump sum payment at the time of transfer, as follows:

- (a) married officers - 100% of officer's basic monthly salary
- (b) single parent - 100% of officer's basic monthly salary
with dependent child(ren)
- (c) single officer with no dependants - 50% of officer's
basic monthly salary.

*Travel on
Retirement*

Rule 7.23 Transport provided for the purposes of travel on retirement shall be such that all personal effects of the officer and his/her immediate and eligible family members shall be accommodated at Government's expense.

*Loss of Travel
and Transport
Entitlements*

Rule 7.24 Officers dismissed under the disciplinary provisions set out in this Code, Regulations and Rules, shall not be entitled to travel at Government expense nor transport of personal effects at Government expense.

Chapter 8

Performance Appraisal and Training

Regulations

Regulation 8.1 Civil Servants shall be evaluated periodically for their efficiency, competence and integrity, through performance appraisal procedures that shall assess the officer's compliance with the standards set out in these Regulations and Rules.

Regulation 8.2 The evaluation of performance shall be focussed on the achievement of pre-determined objectives and targets established in annual job plans agreed for individual officers, and the demonstration of competencies and skills required in the position.

Regulation 8.3 Performance appraisals shall identify officers' developmental needs to equip them to perform current tasks better and/or to prepare them for future responsibilities at a higher level, and they shall make specific recommendations for individual officer's training/development.

Regulation 8.4 Managers and Supervisors responsible for appraising officers must be competent to do so and should receive adequate training and instructions in all aspects of the performance appraisal process.

Regulation 8.5 The Managers and Supervisors shall ensure that the process of assessing individual performance is applied objectively and that standards are consistent.

Regulation 8.6 The individual performance appraisal shall include the award of a specific performance rating, recommendations for the officer's training and development needs, and may include recommendations for normal or accelerated promotion; and in cases of poor performance, particularly officers on probation, termination from the Service.

Regulation 8.7 Government shall adopt a Civil Service Training Policy that will serve as a guide for the development of the capacity of employees in the Civil Service to enhance their functional effectiveness.

Regulation 8.8 Government shall establish the management and funding mechanisms necessary for the effective implementation of the Civil Service training policy.

Rules

Performance Appraisal

General

Rule 8.1 There shall be a scheme of annual formal appraisal of the individual performance of all Civil Servants. The object of the Annual Performance Report is to provide a full record of each officer's work, conduct and capabilities from which his/her suitability for promotion may be determined.

Rule 8.2 It is essential that Annual Performance Reports on officers must be detailed, objective and candid.

Rule 8.3 The report shall:

- provide a structure for effective assessment of the individual officer;
- clarify objectives and targets to be met by the individual officer that accord with organisational objectives;
- identify appropriate competencies needed by the officer in his/her position;
- encourage performance improvement through regular appraisal discussion and feed-back between the officer and his/her nominated appraising manager (usually the line manager) throughout the year;
- assist in the officer's personal development through the identification of training and development needs and the encouragement of self development; and
- provide a regular rating of performance and proposals for career progression.

Rule 8.4 Any adverse comment on an officer's work or conduct included in a Report shall be conveyed to the officer in writing by the reporting Head of Department with the object of enabling the officer to overcome his/her short-comings.

Rule 8.5 Notwithstanding the provisions of Rule 8.1, performance appraisal is a continuing process and supervisors/countersigning officers should provide regular, objective and constructive guidance and feed-back to officers in the periods between annual, formal appraisals.

Rule 8.6 The performance evaluation system shall ensure that officers know in advance what is expected of them and how their performance shall be assessed.

Rule 8.7 Officers shall be given effective feed-back from the annual performance appraisal, opportunity to discuss with their supervisor and have access to any formal written assessment of their performance.

*Annual
Performance
Appraisal*

Rule 8.8 For the purposes of annual performance appraisals, officers shall be grouped into two categories:

- (a) Officers in grades 1 to 6 inclusive;
- (b) Officers in grades 7 to 14 inclusive, other than Permanent Secretaries that are Heads of Ministries.

Rule 8.9 Performance appraisal procedures and forms may be different for each of the categories of officers set out in Rule 8.8. Standards for assessing the performance of officers in each category should be consistent within the category and objectively applied.

Rule 8.10 Annual performance appraisals shall include assessment of the officer by the supervisor identified by the relevant Ministry or Department. In the context of Rule 8.2 and Rule 8.3 and in order to promote the efficiency and effectiveness of the Civil Service, there shall be discussions and a regular dialogue between the designated supervisor and the officer during the period between annual appraisals.

Rule 8.11 A reporting officer must not only be senior to the officer being reported on, but also the immediate superior officer under whom the officer being reported on directly works.

Rule 8.12 Where the immediate Supervising/Reporting Officer is not the Head of Department/Ministry, the former's report on the officer being reported on shall be countersigned by the Head of Department.

Rule 8.13 Where an officer has served in more than one Ministry/Department/Agency (MDA) before his/her report is rendered; the Reporting Officer shall be the immediate superior officer under whom he/she worked for the greater part of the period the report shall cover.

Rule 8.14 Annual performance appraisals shall be documented in the appropriate report forms. Performance appraisal reports shall be signed by the officer and the supervisor that assesses the officer and countersigned by the Head of Ministry or Department. A Countersigning Officer should therefore assess every report carefully and judiciously before countersigning.

Rule 8.15 Heads of Ministries/Departments/Agencies (MDAs) supervising State Owned Enterprises or that are points of contact with Local Government Institutions, Non-Governmental Agencies, approved body, any recognised International Organisations or body to which Officers are seconded, shall request the Head of the Management of such Institutions to furnish them with the annual appraisal report on the officers so seconded, on the appropriate annual report forms which shall be supplied to them for the purpose as though such bodies were Government Departments.

Rule 8.16 The performance of officers at Permanent Secretary Level and above shall be assessed by the Head of the Civil Service in the form of discussions to set objectives to be obtained and targets to be achieved for a specified period, and an annual discussion on the attainment of such objectives and targets.

Rule 8.17 With reference to Rule 8.8, all performance appraisal reports shall be submitted to the Director-General. The appraisal of an officer shall be made known to the officer before the report is submitted to the Director-General. A copy of the appraisal shall be placed in a confidential personnel file open to the officer concerned.

Procedures

Rule 8.18 The annual performance appraisal exercise to the extent practicable, shall have four phases:

- (a) discussion and agreement of a job plan between the supervisor and the officer which will form the basis of discussion of progress through the coming review period
- (b) assessment of the officer by the supervisor using official forms;
- (c) an appraisal interview between officer and supervisor to discuss the supervisor's assessment of the officer before the appraisal form is completed and signed;
- (d) follow-up on actions agreed during the appraisal interview to link the assessment to the work plan of the Ministry or Department and to meet any training needs identified during the appraisal exercise.

Rule 8.19 The Job Plan specifies what is expected of the officer over the review period through establishing the work priorities and the results to be achieved. The central component of the Job Plan is the list of objectives/targets agreed on. The number of objectives/targets shall depend on the number of duties in the job description and their level of importance. Where duties are listed by key responsibilities or main areas of activity then a specific

objective/target should be set for at least one priority duty within each key responsibility/area of activity. For most positions, up to four work objectives/targets will be sufficient. An additional 'personal improvement' objective may be set. The specific technical skills and job knowledge required in the position should also be specified at the time of agreeing on the job plan.

Rule 8.20 Throughout the year, the appraising supervisor shall have formal and informal discussions with the officer and keep a record of progress. Midway through the year the appraising supervisor and officer shall have a mid-term review to discuss progress, agree what needs to be done to achieve the plan and targets, and, if necessary, amend them.

Rule 8.21 At the end of the appraisal year the appraising supervisor shall prepare the appraisal report and arrange to discuss it with the countersigning officer who may add comments. The report shall then be shown to, and be discussed with the officer at the appraisal interview. This shall include the confirmation of an overall performance rating and identification of training and development needs and recommended training and development action to be taken.

Rule 8.22 The final appraisal rating shall be entered on a scale of 1 to 4:

1. Outstanding.
2. Above average
3. Average
4. Below average

Rule 8.23 The report shall be signed by the appraising supervisor and the officer, who may add comments, before being approved and signed by the counter-signing officer.

*Performance
Appraisal Forms*

Rule 8.24 Approved performance appraisal forms shall be incorporated in the Performance Management Manual.

Training Objectives

Rule 8.25 Government shall adopt a Civil Service Training Policy which shall have the following objectives:

- (a) to identify the training needs of the Civil Service;
- (b) to determine procedures that will guide the Civil Service in planning and implementing its training and career development activities;
- (c) provide for the creation of a Central Fund for Civil Service Training and an Annual Budget for the Fund;
- (d) establish criteria for research related to training, capacity building and career development.

*Management of
Training*

Rule 8.26 Government shall establish the management mechanisms necessary for the effective implementation of the Civil Service Training Policy.

Rule 8.27 The Human Resource Management Office shall be the focal point for Human Resource Development in the Civil Service and shall have overall responsibility for:

- (d) coordinating the implementation of Civil Service training programmes;
- (e) coordinating and collating training needs of Ministries/ Departments/Agencies (MDAs);
- (f) ensuring that all training activities undertaken by Civil Servants are demand-driven and fall within the National Training Plan;
- (g) processing applications for sponsorship and approving the release of officers for local or overseas training courses of instruction;
- (h) maintaining records of all training received by Civil Servants;
- (i) assessing the impact of training on the Service;
- (j) assessing the capacity of training providers/ institutions;
- (k) mobilising resources for the training of Civil Servants;
- (l) managing the Central Fund for training and capacity building in the Civil Service.

*Central Fund for
Civil Service
Training*

Rule 8.28 There shall be a Central Fund for Civil Service Training which shall be made up of:

- (a) annual appropriations in the budget; and
- (b) donations for Civil Service Training by local/international institutions/organisations.

Rule 8.29 The Central Fund for Civil Service Training shall be managed by the Director-General under the directions of the Civil Service Training Committee which shall be established to:

- (a) review all training plans/proposals submitted by Ministries/Departments/Agencies (MDAs);

- (b) prioritize the training needs of the Civil Service;
- (c) approve the training plans submitted by Ministries/ Departments/Agencies (MDAs);
- (d) conduct interviews for the selection of Civil Servants for both internal and external training courses.

Rule 8.30 The Members of the Civil Service Training Committee shall be:

- (i) The Head of the Civil Service (Chairman)
 - (ii) The Director-General;
 - (iii) The Financial Secretary;
 - (iv) The Chief Education Officer;
 - (v) The Chief Medical Officer
 - (vi) The Chief Agriculturist;
- (vii) The Head, Civil Service Training College.

The Director, Training and Career Development in the Human Resource Management Office shall serve as Secretary.

*Ministerial and
Departmental
Training
Committees*

Rule 8.31 Ministries and Departments shall establish Training Committees with the following functions:

- (a) Identification of Departmental training needs.
- (b) Preparation of training plans and budget.
- (c) Maintain Departmental training records.

Rule 8.32 Training Committees shall work in collaboration with the Heads of Ministries or Departments to assess training needs and prepare Ministry/Departmental training proposals or plans based on approved Government training policies and priorities. Such proposals/plans shall be submitted annually to the Civil Service Training Committee through the Director-General for consolidation into a National Annual Training Plan.

Chapter 9

Social Security

Regulations

Regulation 9.1 The Government shall provide medical benefits to all officers of the Civil Service.

Regulation 9.2 Officers of the Civil Service shall be granted Sick Leave and Maternity Leave subject to medical necessity.

Regulation 9.3 Government shall provide pension benefits to retired Civil Servants as set out in the Pensions Act as amended and under the National Social Security and Insurance Trust Act.

Rules

Medical Benefits **Rule 9.1** The Government shall provide medical benefits to all officers of the Civil Service to promote their health and well being and the effectiveness and efficiency of the Civil Service.

Rule 9.2 Medical Treatment abroad for Civil Servants shall be authorised by the Cabinet on the recommendation of a Medical Board constituted by the Chief Medical Officer.

Medical Examination **Rule 9.3** A candidate for appointment must be examined by a Government Medical Officer and declared to be of sound health and fit for employment in the Civil Service. Civil Servants, once appointed, may be required from time to time to satisfy the Civil Service, by medical examination, that they are free from any ailment which prevents the effective performance of their duties or which is likely to impair the health of others, and may be required to receive inoculations or treatment, including psychiatric treatment, necessary to preserve their own health or the health of others.

Rule 9.4 Medical examinations required by Government shall be at the expense of Government.

Rule 9.5 Medical examinations required by Government shall be carried out at a Government clinic or hospital. In special circumstances when further examination is required to be performed by a private practitioner or a specialist, or at a non-government medical facility, such examinations shall be subject to the prior authorization of the Chief Medical Officer.

Travel for Medical Examination **Rule 9.6** When an officer has to travel to obtain a medical examination required by Government, Government shall meet the costs of such travel.

Notification of Absence Due to Illness **Rule 9.7** Any officer who is prevented from performing his/her duties for reasons of sickness, injury, including injury received during the course of duty or any attack of a suspected disease must take immediate steps to obtain medical attention. The officer must also inform his/her Head of Ministry or Department within 48 hours of the start of the illness or the injury. Failure to comply with these requirements may result in the officer being regarded as being absent from duty without leave.

Medical Certificate **Rule 9.8** At the end of the period of illness, the officer must produce a medical certificate covering the whole period of illness. Ministries and Departments shall not allow absence on grounds of sickness without satisfactory evidence of incapacity.

Duration of Sick Leave

Rule 9.9 A permanent employee may be granted sick leave on full pay for a period of up to 183 days and half pay for the next 183 days. Initially, 30 days of sick leave is granted provided a medical certificate is produced to substantiate the illness.

Rule 9.10 If a permanent employee is unfit to resume duty after 183 days of sick leave on full pay, the Chief Medical Officer shall convene a Medical Board to ascertain whether the officer shall be declared unfit for further service or whether, there being a reasonable prospect of eventual recovery within the period of leave allowed, the officer may be granted a further period of sick leave. under the provisions of Rule 9.12. Similar procedures may be applied after each period of sick leave. It is the duty of the officer's Head of Ministry or Department to request the Chief Medical Officer to convene a Medical Board to report on the officer's fitness for further service.

Rule 9.11 If the Medical Board is of the opinion that the officer is not fit to resume duty, the officer is obliged to utilize any earned and unused annual leave to his/her credit, after which the officer may be granted sick leave on half pay for a further period of 183 days. An officer is entitled to a maximum period of 366 days sick leave.

Rule 9.12 Extensions of sick leave in excess of 366 days may be granted at the discretion of the Director-General subject to a maximum of 60 days for continuation of treatment of the original illness or to 40 days for minor ailments unrelated to the original illness or injury.

Rule 9.13 When an officer is suffering from any prolonged and serious illness, any period of sick leave granted under these Rules may, on application and when supported by a report from a Medical Board, be extended with pay at the discretion of the Director-General.

Medical Treatment Abroad

Rule 9.14 Permanent and pensionable Civil Servants shall be eligible for medical treatment abroad at Government expense subject to the provisions of Rule 9.2.

Administration of Sick Leave

Rule 9.15 Ministries and Departments shall make arrangements to monitor sick leave and staff absent due to health reasons, and set up systems to alert management when an absence due to sickness could be a cause for concern, e.g. due to a contagious disease or other public health issue.

Rule 9.16 An officer absent due to illness or injury shall be placed on a sick list kept in each Department and Ministry. If an officer is on sick list for more than 30 consecutive days, the Head of the Ministry or Department shall inform the Director-General with a medical report.

Rule 9.17 Proper records of sick leave taken must be kept in the respective Ministry or Department, and in the office of the Director-General.

Maternity Leave **Rule 9.18** All women employees in the Civil Service should make it a point of duty to make themselves familiar with the regulations and rules governing maternity leave at the time of their entry into the Civil Service.

Eligibility for Maternity Leave **Rule 9.19** Maternity Leave shall be granted to a woman who has been an officer of the Civil Service for at least one full year.

Rule 9.20 On production of a medical certificate from a Medical Officer certifying that she is pregnant, an officer may be allowed to proceed on maternity leave not later than thirty (30) calendar days prior to the expected date of delivery.

Rule 9.21 Maternity Leave is for ninety (90) calendar days with full pay.

Rule 9.22 When the birth of the child occurs later than the expected date of delivery, and in cases where more than 90 days of leave is required for medical reasons relating to the birth, the Director-General may grant accumulated annual leave or unpaid leave.

Eligibility for Proportionate Maternity Leave **Rule 9.23** A female officer who has served for less than one full year and who requires leave for maternity purposes may apply for proportionate maternity leave. On production of a medical certificate from a Medical Officer certifying that she is pregnant, an officer may be allowed to proceed on proportionate maternity leave not later than the 21st day prior to the expected date of delivery.

Rule 9.24 The officer granted proportionate maternity leave shall be placed on unpaid leave from the first day of proportionate maternity leave until the end of 90 days of maternity leave or the end of the officer's first full year of service in the Civil Service, whichever occurs first. If the officer is on unpaid maternity leave at the end of the officer's first year of service, from the first day of the officer's second year of service until 90 days after the proportionate maternity leave began, the officer shall be granted paid maternity leave.

General Provisions Governing Maternity Leave **Rule 9.25** Sick Leave shall not be allowed once paid maternity leave has begun or during a period of unpaid maternity leave. The Director-General may grant extra leave for medical purposes.

Rule 9.26 If, at the end of a period of Maternity Leave or Proportionate Maternity Leave, an illness occurs that adversely affects the ability of an officer to return to her duties, whether the illness relates to the pregnancy and delivery of a child or not, the officer may apply for sick leave upon presentation of a medical certificate. This rule also applies to cases of premature birth or miscarriage. Officers who are ill at the end of a Maternity Leave or Proportionate Maternity Leave may also apply at the end of such leave for annual leave or leave

without pay.

Rule 9.27 Maternity Leave including Proportionate Maternity Leave may be granted only one time in any period of 24 months, calculated from the day the most recent maternity leave commenced.

*Return to Duty
after Maternity
Leave*

Rule 9.28 On resumption of duty after maternity leave, an officer shall retain grade, salary and conditions of service applicable prior to proceeding on maternity leave or leave without pay for maternity purposes, except that the officer may be eligible for dependent benefits under the applicable rules. The officer's eligibility for advancement and promotion shall not be affected by absence on leave taken for maternity purposes.

*Compensation
for Injury or
Death While
on Duty*

Rule 9.29 Compensation for injury or death while on duty shall be determined by the terms of the relevant Act(s).

*Pension
Eligibility and
Benefits*

Rule 9.30 The Government shall provide pension benefits for eligible members of the Civil Service to permit retired eligible Civil Servants to have security in their old age and to enjoy the benefits of retirement and a period of leisure after a career in the service of the People of Sierra Leone.

Rule 9.31 Eligibility and benefits shall be established by the Pensions Act, and the National Social Security and Insurance Trust Act as amended from time to time.

Chapter 10

Separation From The Service

Regulations

Regulation 10.1 Separation from the Service is a means by which the employer/employee relationship is brought to an end. It can take several forms including: retirement, resignation, termination, dismissal and retrenchment.

Regulation 10.2 Civil Servants may retire, or be required to retire, or be dismissed from the Civil Service, in accordance with the provisions of these Regulations and Rules.

Regulation 10.3 Civil Servants may resign from the Civil Service upon giving the required notice, having regard to the circumstances.

Regulation 10.4 Government may terminate the employment of Civil Servants, in accordance with the provisions of these Regulations and Rules.

Regulation 10.5 The minimum number of years of service for Civil Servants to become eligible for pension benefits is fifteen years of continuous service.

Rules

Retirement **Rule 10.1** Civil Servants shall retire on attaining the statutory retirement age of sixty (60) years.

Rule 10.2 An End of Service Certificate shall be awarded to Civil Servants on his/her exit from the Service if required by the officer.

Extension of Service **Rule 10.3** On the recommendation of the Head of the Civil Service the President may extend the services of an officer on contract beyond the mandatory retirement age of sixty when the Head of a Ministry or Department makes a recommendation that retention of the services of an officer is essential for reasons of efficiency, economy or other valid reasons. Each case shall be considered on its merit. Extensions shall be granted for one year at a time.

Retirement for Reasons of Public Policy **Rule 10.4** On becoming a Paramount Chief or Chiefdom Speaker, an officer must retire from the Service, irrespective of the age of the officer.

Retirement Before Statutory Retirement Age **Rule 10.5** The Director-General may require an officer to retire for health reasons, for disciplinary reasons, and for unsatisfactory performance of assigned duties.

Rule 10.6 An officer may, by giving one month notice in writing, request the Director-General to approve retirement on or at any time after attainment of the age of fifty-five years. A female officer may exercise her option to retire from the Service after marriage.

Retirement on Medical Grounds **Rule 10.7** The Director-General may require an officer to retire on grounds of the officer's continued ill health, mental or physical deficiency and infirmity, which render the officer incapable of efficiently performing his/her duties. A Medical Board constituted by the Chief Medical officer shall certify such incapacity.

Rule 10.8 Notwithstanding the provisions of Rule 10.7, when an officer fails to subject him or herself to a Medical Board examination within three months of receiving formal notice of the requirement to do so, the officer shall be retired on medical grounds without such examination.

Rule 10.9 If a Medical Board recommends, after examining an officer, that the officer is unfit for further service, the Head of Ministry or Department shall immediately report to the Director-General any particulars about any leave for which the officer is eligible. The Director-General shall thereafter inform the officer of the recommendation of the Medical Board before any action is taken on termination of service.

Rule 10.10 If an officer is to be retired on medical grounds, the officer shall be given the choice of:

- a. cash compensation for unutilised annual leave accrued up to the date of the Director-General's notification to the officer of the recommendation of the Medical Board; or
- b. a period of annual leave equivalent to his/her entitlement accrued up to the date of the Director-General's notification to the officer of the recommendation of the Medical Board.

If the officer selects Option (a) the officer's retirement shall take place two months after notification by the Director-General of the recommendation of the Medical Board. If the officer selects Option (b) the officer's retirement shall take effect two months after all accrued annual leave has been exhausted. During this period of two months, the officer shall be entitled to all salary and allowances applicable at the time he or she is notified of the recommendation of the Medical Board.

*Retirement on
Grounds of
Inefficiency*

Rule 10.11 Subject to these Regulations and Rules, an officer may be required by the Director-General to retire if the officer:

- a. becomes deficient or inefficient in the performance of his/her assigned duties;
- b. is demoted and fails or refuses to perform the duties of the lower post;
- c. is incapable of satisfactory performance of assigned duties for reasons other than physical or mental deficiency or infirmity;
- d. by his/her removal, facilitate improvement in the efficiency or economy of the operations of the Ministry or Department in which he or she is serving.

Rule 10.12 When a Head of Ministry or Department is of the opinion that an officer should be retired on grounds specified in Rule 10.11, he or she shall make a report to the Director-General indicating the circumstances of the case and submitting all relevant documentary evidence.

Rule 10.13 The Director-General shall consider reports submitted under the provisions of Rule 10.12, and shall:

- a. direct that no further action shall be taken in a case;
or
- b. initiate an inquiry.

Rule 10.14 When the Director-General initiates an inquiry:

- a. the officer concerned shall be informed of the contents of the report from the Head of Ministry or Department and shall be invited to make representations in writing within such reasonable period as may be specified by the Director-General;
- b. the officer concerned must appear in person before the commission or committee holding the inquiry. In the event of non-attendance, the commission or committee shall proceed to make a decision as to its recommendation to the Director-General.

Rule 10.15 After receiving a recommendation from a commission or committee and after giving full and careful consideration to written submissions by the officer, the Director-General shall take an appropriate decision and shall inform the officer and the Head of the relevant Ministry or Department in a timely manner.

*Retirement on
Abolition or
Redefinition
of Post*

Rule 10.16 An officer may be required to retire if he or she occupies a post that has been abolished and, in the opinion of the Director-General, no other suitable post is available at the appropriate grade level or one grade level below the grade of the officer.

Rule 10.17 An officer may be required to retire if he or she occupies a post the duties of which have been redefined, in an adjustment or reorganization of a Ministry or Department; in a way that makes the officer unsuitable to occupy the redefined post and, in the opinion of the Director-General no other suitable post is available at the appropriate grade level or one grade level below the grade of the officer.

Rule 10.18 An officer may be required to retire if the officer has been employed for a continuous period of not less than twelve months in a post of a lower grade than his/her own grade due to abolition or redefinition of his/her previous post and the Director-General, after consultation with the Commission, is satisfied that it is not possible to transfer the officer to another post at the officer's present grade.

*Retirement in
the Public
Interest*

Rule 10.19 An officer may be required to retire when, in the opinion of the Director-General after consultation with the Head of the Civil Service and the Commission, such retirement would be in the public interest.

Rule 10.20 An officer shall not be required to retire from the Civil Service under the provisions of Rule 10.19 unless the officer has been:

- a. notified of the proposal that he or she should be required to retire;

- b. given an opportunity to make written representations in relation to that proposal to the Director-General.

Resignation

Rule 10.21 An officer must give written notice of his/her intention to resign one (1) month before the resignation date.

Rule 10.22 The Director-General shall, when a resignation is accepted, notify the officer in writing.

Rule 10.23 The Director-General may reject the resignation of an officer when such resignation is submitted by an officer who is the subject of an inquiry or investigation under the provisions of these Regulations and Rules.

Termination

Rule 10.24 Termination within the meaning of Regulation 10.4 is a separation from service initiated by Government, other than retirement, non-renewal of a contract or summary dismissal for serious misconduct.

Rule 10.25 Abandonment of post is a separation initiated by the officer other than by resignation and is not considered a termination initiated by Government. Abandonment of post includes refusal to change duty station after reassignment.

*Termination
of Contract
Officers*

Rule 10.26 Where a public officer is serving under a contract that provides for the termination of the contract before its expiry date and the officer's Head of Ministry or Department believes a contract officer should be terminated; the Head of Ministry or Department shall report the facts to the Director-General. When the termination is proposed due to a change in the organization, a need to make economies, for reasons of inefficiency, or on medical grounds, the Director-General may act.

Rule 10.27 If the reasons given by the Head of Ministry or Department relate to disciplinary matters, the Director-General shall set out the reasons in writing and require the contract officer to show cause in writing why his/her appointment should not be terminated. If no reply is received or if the Director-General considers that a reply does not show cause why the officer should not be terminated, then the Director-General shall terminate the appointment.

Chapter 11

Discipline

Regulations

Regulation 11.1 Civil Servants shall at all times act in accordance with the laws of Sierra Leone, the provisions of the Civil Service Code, Regulations and Rules, and circulars issued by the Director-General. In carrying out their assigned duties, Civil Servants shall act with integrity, honesty, impartiality and objectivity.

Regulation 11.2 Failure to act in accordance with the requirements set out in Regulation 11.1 shall be considered to be official misconduct, and shall result in disciplinary action.

Regulation 11.3 Misconduct within the context of Regulation 11.2 means a specific act of wrong-doing or an improper behaviour which is inimical to the image of the Service and which can be investigated and proved.

Regulation 11.4 The following shall be deemed to be acts of misconduct:

- a. scandalous conduct such as:
 - (i) immoral behaviour;
 - (ii) unruly behaviour;
 - (iii) drunkenness;
 - (iv) use of foul language;
 - (v) assault;
 - (vi) battery;
- b. refusal to proceed on transfer or to accept posting;
- c. habitual lateness to work;
- d. unauthorized absence from duty, or any abuse of sick leave;
- e. refusal or failure to perform properly assigned tasks and duties;
- f. deliberate delay in treating official documents;
- g. refusal to take/carry out lawful instructions from superior officers, unauthorised removal of public records, including circulars, instructions or standing orders issued by competent authorities;
- h. hindering or obstructing any member of the Civil Service in the discharge of his/her duties;

- i. unbecoming or improper behaviour, including the use of any drugs in public or private places, or the consumption of intoxicating liquor, beer or wine to excess at any time or in any place in a manner or circumstance likely to bring the Civil Service or any part thereof into disrespect or disrepute;
- j. insubordination;
- k. discourteous behaviour to the public;
- l. dishonesty;
- m. sleeping on duty;
- n. improper dressing while on duty;
- o. malingering;
- p. hawking merchandise within office premises;
- q. failure to report improper conduct on the part of any officer of the Civil Service;
- r. knowingly making a false report, accusation or statement against any officer of the Civil Service;
- s. making any false claim or return including any claim for travel or subsistence;
- t. practising nepotism or any other form of favouritism in making recommendations for any appointment or promotion to any post or office within the Civil Service;
- u. making or offering or accepting or receiving a bribe, gift or any other favour in connection with the discharge of official duties;
- v. theft of, or failure to take reasonable care of, or making improper or unauthorized use of, State property, or failure to take adequate steps to ensure that reasonable care is taken of any such property, or failure to report at the earliest opportunity any loss thereof or damage thereto; or making improper or unauthorized use of public funds;
- w. falsification of any official document or recording or causing to be recorded therein any false or incorrect information;
- x. giving false or incorrect evidence or information or failure to disclose material evidence or information in relation to any inspection, examination, investigation or inquiry in terms of these regulations or rules or other general regulations;

- y. unauthorized or improper disclosure or use of classified or confidential information;
- z. engagement in any occupation or undertaking which may conflict with the interests of the State, and involvement in any contract or transaction which is likely to present a conflict between the private interests of the officer and his/her official duties;
- aa. undertaking or engaging in any other employment or service for remuneration without the written consent of the Director-General;
- bb. holding office in a political party or addressing any political party meetings.

Rules

Rule 11.1 Any case requiring disciplinary action against a Civil Servant that is not covered by the Civil Service Code or these Regulations and Rules shall be reported by the Director-General to the Commission or any delegated authority.

*Responsibilities
of Supervisors*

Rule 11.2 Supervisors must ensure that officers entering the Civil Service read this Code, Regulations and Rules.

*Responsibilities
of Officers*

Rule 11.3 It is the duty of newly appointed Civil Servants to familiarize themselves with their duties and obligations and the penalties officers may incur if they do not comply with the Civil Service Code and these Regulations and Rules.

Rule 11.4 Failure by a supervisor to act as required in Rule 11.2 does not diminish or eliminate the responsibility of officers to note and act in accordance with the Civil Service Code and these Regulations and Rules, and cannot be used as a defence against charges of misconduct.

Rule 11.5 Civil Servants are required to report the following to the Head of their Ministry or Department:

- a. insolvency or bankruptcy;
- b. arrests or convictions for criminal conduct, excluding traffic violations;
- c. any business interests or shareholdings (including directorships) which they hold.

Rule 11.6 When misconduct is alleged, investigation shall be conducted to prove or disprove the allegations as set out in Part IV Discipline of the Commission's Regulations.

Rule 11.7 When misconduct is proved, disciplinary measures as set out in the Regulations of the Commission and in these Regulations and Rules shall be applied.

*Procedure to
prove
misconduct*

Rule 11.8 When an officer is suspected of misconduct by a superior officer or a case of misconduct by an officer is brought to the attention of his/her supervising officer, it shall be the duty of that supervising officer to query the officer in writing, giving details of the alleged misconduct and requesting him/her to submit within a specific time, a written reply to exculpate himself/herself from disciplinary action. After due consideration of the officer's reply to the query, the supervising officer shall decide whether:

- (a) the officer has exculpated himself/herself in which case, the officer shall be informed in writing and no further action shall be instituted or
- (b) the officer has not exculpated himself/herself but it is considered that he/she should not be punished; in which case the officer will be warned/reprimanded (verbally or in writing), or
- (c) the officer has not exculpated himself/herself and deserves punishment; in which case the matter will be referred to the Head of Ministry or Department or the Director-General as may be appropriate if the latter is not the officer's supervising officer.

*Preliminary
Investigation of
Suspected
Misconduct*

Rule 11.9 The Head of Ministry or Department or the Director-General upon receipt of the report shall conduct or cause to be conducted a preliminary investigation as may be necessary in order to establish the officer's culpability or the extent of his/her complicity in the alleged act of misconduct, and the officer shall be required to answer all questions and disclose all information required from him/her.

Rule 11.10 If the nature of the alleged misconduct by an officer is deemed to be a criminal offence, and it is considered necessary that in the public interest, the officer should forthwith be prohibited from carrying out his/her duties, pending a disciplinary enquiry into the alleged misconduct, the Head of Ministry or Department may make recommendations to the Director-General that the officer concerned be suspended from duty.

Rule 11.11 When it appears to a Head of Department or an officer holding a disciplinary enquiry on an officer that a criminal offence may have been committed, the Head of Department or the officer conducting the enquiry, shall inform the Director-General who shall refer the case to the Attorney-General.

Rule 11.12 Once criminal proceedings have been instituted against an officer in any court, no disciplinary action shall be taken against him/her until the conclusion of the criminal proceedings and the determination of any appeal thereto.

*Interdicted
Officers*

Rule 11.13 An officer who is the subject of a criminal investigation may be suspended while an officer that is indicted in a court of law for a criminal offence shall be interdicted pending the conclusion of his/her trial. The interdiction shall be imposed by the Director-General, and shall take effect from the date the officer is charged to court.

Rule 11.14 An officer under interdiction shall receive one half of his/her basic salary. If at the end of the trial the officer is not convicted, his/her interdiction shall be lifted forthwith and one half of his/her

salary that was withheld while on interdiction shall be released.

Rule 11.15 Where an interdiction order has been imposed upon an officer, the order shall specify the reasons for such an order and, where possible, the nature of the allegations.

Rule 11.16 An officer who is under an interdiction order must remain at his/her habitual address or must inform the Director-General within two days of any change of address.

Rule 11.17 An officer who is under an interdiction order may not leave Sierra Leone without the prior permission of the Director-General.

Rule 11.18 Registrars in the Provinces, Magistrates in the Western Area and the Master and Registrar of the High Court shall notify the Head of the relevant Ministry or Department and the Director-General, if any Civil Servant is charged to court and or convicted/acquitted of any criminal offence other than a traffic offence. The records of the court proceedings shall be submitted to the Director-General.

*Charges of
Misconduct*

Rule 11.19 If an investigation demonstrates that a charge of misconduct against an officer is justified, the Head of Ministry or Department or the Director-General, shall define clearly the misconduct charge against the officer and shall:

- a. inform the officer, in writing, of the nature of the allegations against him or her;
- b. where possible, attach copies of any documentary evidence or other relevant documents and/or afford the officer charged with misconduct an opportunity to have access to any documentary evidence or other relevant documents;
- c. call upon the officer to submit a written reply to the misconduct charge within fourteen (14) calendar days of receipt of the communication from the Director-General set out in (a).

Rule 11.20 An investigation undertaken within the provisions of Rule 11.19 shall be completed within 21 days unless a further period of extension is authorised by the Director-General. If the officer being investigated fails to answer questions or disclose information in a timely manner, the Director-General may authorise that the investigation be completed and conclusions drawn.

Rule 11.21 If the Head of Department is certified that a prema facie case has been established against the officer, he shall make appropriate recommendations to the Director-General for onward transmission to

the Secretary to the Commission for the consideration of the Commission.

*Inquiry into
act of
misconduct
by the
Commission*

Rule 11.22 The Commission upon receipt of the recommendation from the Director-General, if it deems it necessary to further explore the matter, may cause a Disciplinary Panel to be constituted to conduct further investigations into the matter to determine whether application of disciplinary sanctions is warranted.

Rule 11.23 An inquiry to prove an act of misconduct by an officer shall be conducted in an informal manner and the rules of procedure and evidence applicable in criminal or civil proceedings need not be observed in such an inquiry. The chairperson of the Disciplinary Panel shall keep a written record of the evidence given at the inquiry and may in addition arrange for the proceedings to be otherwise recorded. The chairperson may administer or cause to be administered an oath to any person who gives evidence at the inquiry.

Rule 11.24 The officer under investigation shall be required to appear in person at the inquiry. Notwithstanding the above, the inquiry may be held in the absence of the officer against whom allegations of misconduct have been made if the officer fails to attend at the inquiry after due and reasonable notice.

Rule 11.25 It is the duty of any officer under investigation for misconduct to cooperate fully and promptly with any competent officer or Panel conducting an investigation into the alleged act of misconduct. The officer must answer all questions fully and honestly and disclose all information required from him or her in a timely manner.

Rule 11.26 At the conclusion of the inquiry, the Panel shall:

- (a) state its findings on the issue referred for determination by the Commission;
- (b) submit to the Commission:
 - (i) a record of the proceedings of the inquiry;
 - (ii) notification of its findings;
 - (iii) recommendations arising from its findings.

Rule 11.27 The Commission shall examine the results of the inquiry, and shall decide on the disciplinary action, if any, that shall be applied to the officer. The Commission shall notify the Director-General of its decision.

*Penalties for
Proven
misconduct*

Rule 11.28 The following penalties may be ordered by the Commission as a result of disciplinary proceedings, which result in proven misconduct:

- a. dismissal from the Service;
- b. termination of appointment;
- c. reduction in rank or seniority;
- d. reduction in salary;
- e. deferment of increment;
- f. stoppage of increment;
- g. reprimand.

Rule 11.29 The Director-General shall notify the officer concerned and the Head of the relevant Ministry or Department of the decision of the Commission, and shall oversee the implementation of the decision.

Rule 11.30 A Civil Servant adjudged by a Court of Law to be guilty of any criminal offence other than a traffic violation may be dismissed from the Civil Service, subject to the determination of the appeals process if any, and shall forfeit all benefits.

Rule 11.31 If the officer wholly succeeds in an appeal and the criminal conviction and sentence are quashed, the whole of the salary, allowances and benefits withheld shall be restored to the officer and, if the officer has been dismissed, the officer shall be reinstated in the Civil Service, with no loss of accrual of annual leave or service towards an increment.

Rule 11.32 A Civil Servant acquitted in any court of law for a criminal charge shall not be dismissed or otherwise punished on the basis of the charges for which the officer has been acquitted. Nothing in this rule shall however prevent an officer from being dismissed or otherwise sanctioned under these disciplinary procedures for conduct or actions related to the criminal charges when such conducts or actions constitute misconduct under these regulations and rules.

*Unauthorized
Absence*

Rule 11.33 When an officer is absent from duty without prior authorization or reasonable cause and the officer cannot be found or, if found, does not reply in writing to a charge of being absent without authority, the Head of Ministry or Department shall within 30 days report the facts to the Director-General, who shall inform the Secretary to the Commission. When after 30 days all attempts to find the officer or, if found, to get a reply from the officer to charges of unauthorized absence from duty have failed, the officer shall be dismissed from the

Civil Service with effect from the first day of the period of unauthorized absence.

Rule 11.34 If an officer dismissed from the Civil Service under the provisions of Rule 11.33 makes contact with the officer's Ministry or Department, or replies to charges of unauthorized absence from duty, within 4 months of the date of dismissal, the Commission may review the officer's case. The Commission may confirm the dismissal, impose any other penalty it deems fit, or re-instate the officer without penalty.

Rule 11.35 It shall be incumbent upon every Head of Department or Supervising Officer to report unauthorised absences to the Director-General within thirty (30) days of such absences, failing which he/she will be sanctioned.

*Termination
on grounds of
inefficiency*

Rule 11.36 If a Head of Ministry or Department considers that an officer should be terminated or removed for general inefficiency, the Head of Ministry or Department shall make a recommendation to the Director-General. The Head of Ministry or Department shall send a copy of the charges against the officer, a copy of the officer's reply thereto, the officer's performance evaluations, and a brief resume of the case with the reasons for the recommendation to the Director-General, who shall submit same to the Secretary to the Commission for consideration by the Commission.

Rule 11.37 In determining cases such as in Rule 11.36, the performance appraisal record in the officer's file shall be a major element in the decision of the Director-General or the Commission.

Rule 11.38 In so far as disciplinary actions and penalties are concerned this Code, Rules and Regulations shall be applicable to contract officers.

*Appeal against
disciplinary
Decisions*

Rule 11.39 Any appeal by an officer against a disciplinary decision shall be in the form of a petition to the Head of the Civil Service. An appeal shall be submitted within 21 calendar days from the day the decision was received by the officer making the appeal.

Rule 11.40 Submission of an appeal shall not have the effect of suspending application of the decision against which the appeal is made.

Chapter 12

Foreign Service

Regulations

Regulation 12.1 Government shall establish rules governing the conditions of service of Civil Servants appointed or posted to the Ministry of Foreign Affairs and assigned to duty stations outside of Sierra Leone.

Regulation 12.2 Government shall, in appropriate cases and in the context of relevant rules, pay the travel expenses of Civil Servants appointed or posted to duty stations outside Sierra Leone. Such expenses shall also be met for their spouses and dependent children.

Regulation 12.3 Government shall, in appropriate cases and in the context of relevant rules, pay the costs of transporting the personal effects of a Civil Servant assigned to a duty station abroad or reassigned to a new duty station abroad.

Rules

*Definition of
Terms Relating
to the Foreign
Service*

Rule 12.1 For the Regulations and Rules related to the Foreign Service, the following definitions shall apply:

- (a) “**Service**” means the Foreign Service of Sierra Leone.
- (b) “**Mission**” means and includes a High Commission, Embassy, Trade Mission, Consulate and Permanent Representation.
- (c) “**Head of Mission**” is the principal representative of the Republic of Sierra Leone, such as an Ambassador, High Commissioner or Permanent Representative, at a duty station abroad.
- (d) “**Head of Chancery**” is the head of administration and vote controller at a duty station abroad, and is answerable to the Head of Mission.
- (e) “**Officer**” means the holder of any public office and in these Regulations and Rules includes a person appointed to act in any office in the Ministry or Department of Foreign Affairs, in Sierra Leone or at a duty station abroad.
- (f) “**Tour of Duty**” is the period of an assignment to a duty station outside of Sierra Leone, normally 2 years.
- (g) “**Dependent Child**” means a natural child or a lawfully adopted child who has not attained his/her 18th birthday, provided that the number of dependent children for which an allowance payable under these Regulations and Rules shall not exceed three.
- (h) “**Officer-parent**” means an officer who has recognized dependent children.
- (i) “**Close relative**” means spouse, child, parents, parents-in-law, or appointed next of kin of an officer.
- (j) “**Marriage**” means:
 - i. a marriage solemnized within Sierra Leone in accordance with the relevant laws and customs of Sierra Leone;
 - ii. a marriage solemnized outside Sierra Leone in accordance with the relevant laws and customs of

the country in which the marriage is contracted, provided that such laws and customs are not in contradiction to the laws of Sierra Leone governing marriage.

- (k) “COLA” means Cost of Living Adjustment.
- (l) “**Hardship Station**” means states classified as conflict, immediate post- conflict, politically unstable and fragile.

*Structure of the
Ministry of
Foreign Affairs*

Rule 12.2

The Ministry of Foreign Affairs is composed of four Branches:

- a. **Branch A** consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of diplomatic and/or administrative duties and includes Heads of Missions whether career officers or otherwise.
- b. **Branch B** consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of executive duties and sub-professional duties.
- c. **Branch C** consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of secretarial or cipher duties.
- d. **Branch D** consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of messenger, technical (e.g. drivers) and security (e.g. guards) duties in a diplomatic or consular mission abroad.

Rule 12.3 The grading of officers in the Ministry of Foreign Affairs will be on the same grades as set out in these Regulations and Rules for the Civil Service.

Rule 12.4 The appointment of Principal Representatives is governed by the Constitution of Sierra Leone.

Rule 12.5 The power to assign and recall persons to duty stations abroad other than Principal Representatives shall rest with the Head of the Civil Service subject to the recommendation of the Director-General in consultation with the Director-General, Ministry of Foreign Affairs.

Rule 12.6 Only confirmed officers are eligible for postings to duty stations abroad.

Tour of duty **Rule 12.7** Assignment to duty stations outside of Sierra Leone shall normally be for two tours of two years each. Tours of duty to a foreign Mission may be shortened or lengthened as may be dictated by the exigencies of the Service.

Rule 12.8 The Director General, Ministry of Foreign Affairs shall submit a report to the Director-General on the work and conduct of staff of Missions on a quarterly basis.

Organization of Work **Rule 12.9** The Head of Mission shall direct the affairs of the Mission and shall ensure that it is carried out in conformity with the aims and objectives of the Foreign Policy of Sierra Leone.

Rule 12.10 The Head of Chancery shall be the Administrative Head of the Mission and shall ensure that the Mission is effectively and efficiently managed.

Rule 12.11 The number of hours of work per day shall be determined by the Head of Mission after consulting the Director-General of the Ministry of Foreign Affairs, and shall be based on climatic conditions and/or customs in the foreign country of assignment.

Foreign Service Salaries and Allowances **Rule 12.12** Government shall establish salaries and allowances payable to citizens of Sierra Leone assigned to its Embassies, High Commissions and Permanent Missions abroad. The wages of locally employed staff in Missions abroad shall be determined by the Mission in consultation with the Director General of the Ministry of Foreign Affairs.

Rule 12.13 Acting Allowances for officers assigned to Missions shall be governed by Rules 5.1 through 5.7 inclusive of the Regulations and Rules applicable to home-based staff.

Representation Allowance **Rule 12.14** A Representation Allowance shall be provided to Heads of Missions to assist them in fulfilling their social and/or other obligations in furtherance of Sierra Leone's national interests, to afford them the possibility to maintain a standard of living befitting their positions as the official Representatives of Sierra Leone abroad.

Rule 12.15 A Representation Allowance shall be paid to Heads of Missions or persons appointed to act in that capacity.

Rule 12.16 A Head of Mission shall draw the Representation Allowance from the date he or she arrives at the duty station abroad and shall cease to draw the Representation Allowance on the day he or she vacates the post of Head of Mission.

Rule 12.17 The rate of Representation Allowance shall be determined by the Ministry of Foreign Affairs in consultation with the

Ministry of Finance subject to the approval of Cabinet

Foreign Service Allowance

Rule 12.18 A Foreign Service Allowance shall be provided to Foreign Service staff assigned to Missions in order to mitigate the additional costs of living as an expatriate in a foreign location.

Rule 12.19 An officer shall draw the Foreign Service Allowance from the date he or she arrives at the Mission and shall cease to draw the Foreign Service Allowance on the day he or she vacates the post.

Rule 12.20 The rate of the Foreign Service Allowance shall be calculated on the basis of a comparison using approved methodology between the cost of living in Sierra Leone and the cost of living in the host country of the Mission to which an officer is assigned. The rate of the allowance shall be reviewed periodically.

Rule 12.21 The rate of the Foreign Service Allowance payable shall be differentiated between married officers and single officers. The rate of the allowance shall also be differentiated between three categories of officers:

- a. Principal Representatives;
- b. Administrative and Professional staff;
- c. Clerical staff.

Disturbance Allowance

Rule 12.22 A Disturbance Allowance shall be paid to Foreign Service staff to compensate such staff for the incidental costs arising from relocation to or from a mission abroad or between missions.

Rule 12.23 The rate of the Disturbance Allowance payable shall be differentiated in relation to the officer's family situation and number of dependent children, as follows:

- (a) single officer, no dependent spouse or children – 50% of the officer's basic monthly salary;
- (b) single officer with dependent child/children -70% of the officer's basic monthly salary;
- (c) married officer not accompanied by spouse and/or children to the mission duty station – 50% of the officer's basic monthly salary;
- (d) married officer whose spouse is also employed by the Foreign Service at the same duty station: each spouse may claim a Disturbance Allowance at the single rate – 50% each of the officers' basic monthly salary;

- (e) married officer with dependent spouse and/or children accompanying the officer to the mission – 100% of the officer’s basic monthly salary;
- (f) married officer whose spouse is also employed by the Foreign Service at the same duty station: one spouse may claim a Disturbance Allowance at the married rate – 100% of the officer’s basic monthly salary;
- (g) single officer with dependent child(ren) – 70% of the officer’s basic monthly salary.

Rule 12.24 An officer who is single, widowed, legally separated or divorced and who is the sole supporter of a dependent child or children may, subject to the approval of the Director-General, be paid the allowance applicable to a married officer with children.

*Allowances
Payable in
Respect of
Dependent
Children*

Rule 12.25 A Child Allowance shall be paid to Foreign Service Officers in respect of each dependent child as defined in Rule 12.1(g).

Rule 12.26 A Child Allowance shall not be paid to Foreign Service officers if the dependent child does not reside in the duty station of the parent officer.

Rule 12.27 Government shall be responsible for the payment of school fees for dependent children attending school at the Mission up to age 18.

Rule 12.28 The Head of Chancery shall select the school for the education of children of mission staff which shall be approved by the Director General, Ministry of Foreign Affairs to ensure that the fees payable are reasonable.

*Language
Tuition
Allowance*

Rule 12.29 An officer who is posted to a mission at which the officer cannot speak the local language may, subject to verification by the Head of Chancery that knowledge of the local language is essential for the efficient performance of the officer’s duties, receive language lessons paid for in full by Government. Lessons paid for by Government shall be at the institution approved by the Head of Chancery. The maximum period for Government payment for language lessons is twelve months.

Rule 12.30 The spouse of an officer who accompanies the officer to a mission may also benefit from lessons in the local language paid for in full by Government, provided that the lessons paid for by Government shall be at an institution approved by the Head of Chancery. The maximum period for Government payment for language lessons is twelve months.

Hardship Allowance

Rule 12.31 Hardship Allowance shall be paid to Foreign Service officers assigned to Hardship Stations. The Hardship Allowance shall be an aggregate of two elements, inducement to accept assignments in difficult duty stations, and compensation for the hardships at the duty station in the form of such factors as violence, political pressures, inadequate police protection etc.

Rule 12.32 An officer shall draw the Hardship Allowance from the date he or she arrives at the Mission and shall cease to draw the Hardship Allowance on the day he or she vacates the post in the Mission. Payment of the Hardship Allowance shall be suspended when an officer has been absent on approved leave from the Mission duty station for a period of thirty (30) consecutive days or more, and shall resume when the officer returns to the duty station.

Rule 12.33 The Ministry of Foreign Affairs in consultation with the Ministry of Finance shall fix the rate of the Hardship Allowance. The rate of the Hardship Allowance shall be reviewed periodically.

Travel and Subsistence Allowance

Rule 12.34 A Travel and Subsistence Allowance shall be payable to Foreign Service officers who are appointed or transferred:

- a. within a country other than Sierra Leone;
- b. between Sierra Leone and another country;
- c. between countries other than Sierra Leone.

Officers may claim Travel and Subsistence Allowance for themselves and their spouses who accompany them.

Rule 12.35 The rate of Travel and Subsistence Allowance shall be determined by Government from time to time.

Rule 12.36 An officer who is authorized by the Head of Chancery to use his/her private vehicle for official travel within the country in which the officer is assigned or to an adjoining country, other than Sierra Leone, shall be reimbursed the cost of travel and subsistence at the rates specified for foreign travel.

Annual Leave

Rule 12.37 Foreign Service officers assigned to a Mission shall retain the standard Civil Service leave entitlements set out in these Regulations and Rules. The rules governing the accumulation of leave apply.

Rule 12.38 The Ministry of Foreign Affairs shall ensure that officers to be posted to a Mission have taken their leave accrued in their previous posting, whether inside Sierra Leone or abroad, before proceeding to their new posting.

Rule 12.39 If leave is taken locally in the country to which the officer is assigned or any place other than in Sierra Leone, time spent travelling from and returning to the duty station shall be considered as part of the officer's period of leave.

Rule 12.40 If leave is taken during a tour of duty to travel to Sierra Leone for a period of relaxation and as a break from official duties, officers shall be allowed to count one day of travel to Sierra Leone and one day of travel to the Mission as work days. These two days shall not be deducted from the officer's leave credit.

Home Leave

Rule 12.41 Home Leave shall be granted to officers posted to a Mission in order to allow the officers and their families to retain contact with Sierra Leone, with their national culture, and with their families by spending on a regular basis a substantial period of annual leave in their home country.

Rule 12.42 Government shall pay the costs for one journey home to Sierra Leone and back to the Mission for leave purposes for the officer, the officer's spouse and the officer's dependent children after two years of service at a Mission, provided such payments shall be made once only during the officer's tenure in that Mission.

Rule 12.43 Home Leave travel for the officer, spouse and dependent children shall be in economy class.

Compassionate Leave

Rule 12.44 In the event of the death of an officer's mother, father, spouse or child, the Director-General, Ministry of Foreign Affairs shall grant permission for the officer to travel to Sierra Leone for the funeral. One return economy class air ticket shall be provided by Government for this purpose.

Rule 12.45 If a close relative of an officer is critically ill, the Director-General, Ministry of Foreign Affairs shall grant permission for him or her to be absent from the Mission to allow the officer to travel at his/her own expense to Sierra Leone.

Rule 12.46 The duration of stay for an officer who has been granted permission to travel to Sierra Leone on compassionate grounds shall be for an initial period of two weeks but shall not be extended beyond four weeks.

Travel Related to Postings Abroad General

Rule 12.47 Government shall meet the following travel costs related to postings abroad:

- (a) journeys to and from the post at the beginning and end of the posting;
- (b) journeys on official business during the posting;

(c) travel on home leave.

*Route, Mode and
Standard of
Transportation*

Rule 12.48 Official travel under these Rules should, in all instances, be by a route, mode and standard of transportation approved in advance by the appropriate authority.

Rule 12.49 The normal route for all official travel under these Rules shall be the most direct and economical route.

Rule 12.50 For all official travel by air, officers below Grade 13, their spouse and children shall be provided with economy class air tickets. Officers at Grade 13 and above and Heads of Missions, their spouse and children shall be provided with business class air tickets. Children under two years of age travelling by air at Government expense shall be provided with a ticket giving entitlement to a seat.

*Travel
Arrangements*

Rule 12.51 Arrangements for official travel, including obtaining necessary visas, shall be made by the Director-General, Ministry of Foreign Affairs.

Rule 12.52 Officers shall be responsible for ensuring that they are in possession of all necessary health and vaccination documents for themselves, their spouses and dependent children.

*Transport
Decedents*

Rule 12.53 Government shall be responsible for the repatriation of the body of a deceased officer, spouse or dependent child(ren) from the place of death to Sierra Leone.

Rule 12.54 Government shall pay the cost of return airfare from the Mission to Sierra Leone for the officer and children in the case of death of a spouse, or for the officer, spouse and children in the case of death of a dependent child, or for the spouse and children in the case of death of the officer, to permit them to attend the funeral of the deceased. A spouse who has been given return airfare to attend the funeral of an officer shall subsequently be eligible, along with any eligible dependent children, for one-way airfare from the Mission to Sierra Leone for repatriation.

*Transport
of Personal
Effects of an
Officer*

Rule 12.55 Government shall meet the cost for the transport of personal effects of an officer related to journeys to and from the Mission at the beginning and end of a postings abroad, including travel between consecutive postings at Missions abroad.

Rule 12.56 Officers, including Heads of Missions, shall be entitled to one 20-foot container for the transportation of personal effects at the end of a posting abroad, including consecutive postings at Missions.

Rule 12.57 The Ministry of Foreign Affairs shall approve the removal and storage firms for shipping and/or storing personal effects of Foreign Service officers.

Rule 12.58 Government shall meet the insurance premiums for the shipping and storage of the personal effects of Foreign Service officers.

Rule 12.59 Officers shall be responsible for ensuring that they obtain an exit visa for the removal of goods from the duty station.

Rule 12.60 An officer returning from a posting abroad shall be entitled to import one motor vehicle into Sierra Leone duty free.

*Use of Vehicles
at Missions
Abroad*

Rule 12.61 An appropriate Representational car shall be provided for the Head of Mission. In the absence of the Head of Mission, the Chargé d'affaires ad-interim or Acting Head of Mission shall use the official car for official purposes only.

Rule 12.62 Any officer in the Chancery may, with the permission of the Head of Chancery, use an official car for official duty.

Rule 12.63 Every official vehicle shall be provided with a logbook, which shall be periodically checked by the Head of Chancery to ensure that the vehicle is used for authorized purposes only.

Rule 12.64 All accidents, whether minor or major, shall be reported to the Head of Chancery on the day they occur or on the next working day. The Head of Chancery shall advise the Ministry of Foreign Affairs accordingly. A police report, if any, and recommendations of the Head of Chancery should be attached to the report to the Ministry of Foreign Affairs.

*Accommodation
at Missions
Abroad*

Rule 12.65 Officers serving at Missions shall be provided with furnished accommodation commensurate with the officer's status.

Rule 12.66 When negotiating a lease or a tenancy, the Head of Chancery shall ensure that the lease contains the "diplomatic clause" providing for the cancellation of the lease before its expiry date at short notice in the event of any unforeseen transfer of the officer occupying the accommodation. The maximum period of notice acceptable in a "diplomatic clause" is three months.

Rule 12.67 No officer shall vacate rented accommodation before expiry of the lease unless Government has given the officer notice of transfer to another duty station. Unless dictated by other factors, Government shall give three months notice of its intention to transfer an officer to another duty station.

Rule 12.68 The occupant of any furnished accommodation shall be personally and financially liable for replacing all losses and breakages

at current replacement costs and for making good any damage or deterioration to the accommodation not due to fair wear and tear.

Rule 12.69 The Head of Chancery shall ensure that adequate steps are taken to protect from damage the fixtures, fittings, furniture or effects of leased accommodation. The Head of Chancery shall be guided by advice tendered by the approved estate agent.

Rule 12.70 No alterations shall be made to leased accommodation or its contents. When premises are eventually vacated, they shall be left in a clean and habitable condition both within and without.

Rule 12.71 The Mission shall pay for installation and maintenance of telephones and for the costs of local calls. The Mission shall pay the bills for utilities for officers' accommodation, including water, gas, electricity, and heating, where no allowances are paid.

Health

Rule 12.72 Officers, their spouses and dependent children accompanying them on their posting abroad at public expense shall obtain a medical clearance certificate to certify their fitness to serve and live at a posting abroad. Medical examinations will be administered by a Government Medical Officer.

Rule 12.73 Officers, other than locally recruited staff, serving in Missions, their spouses and dependent children shall have appropriate medical and dental treatment at Government expense.

Rule 12.74 When officers are admitted to hospitals or clinics as in-patients it shall be the responsibility of the Mission to reimburse the costs of all prescribed treatment and general accommodation charges imposed by the hospital or clinic.

Rule 12.75 Notwithstanding the above, special personal medical demands of officers, such as cosmetic surgery, spa treatments, etc. shall not be covered under these Regulations and Rules.

*Transport of
Confidential
Documents
between
Missions*

Rule 12.76 Any classified document in an officer's charge at the time of the officer's transfer which shall remain in the officer's charge at the new duty station shall be submitted for transmission to the new duty station through the diplomatic bag.

*Behaviour of
Officer's Family*

Rule 12.77 All members of the family of an officer, including domestic workers from Sierra Leone, who may be residing abroad with the officer, shall refrain from any activities or actions forbidden to the officer under the Civil Service Code, Regulations and Rules or the laws of Sierra Leone. All members of the family of an officer who may be residing abroad with the officer shall be expected to conduct themselves in a manner which reflects credit on Sierra Leone and which does not run counter to local sensibilities or laws.

Rule 12.78 Failure by the members of an officer's family or domestic workers from Sierra Leone to comply with these requirements will make the officer liable for disciplinary proceedings under the provisions of these Regulations and Rules.

Employment of Spouses Abroad

Rule 12.79 The spouse of an officer posted to a Mission may accept remunerated employment in the host country provided that the prior permission of the Director General of Foreign Affairs has been obtained.

Rule 12.80 In considering a request for permission for spouse employment abroad, the Director General, Ministry of Foreign Affairs shall be guided by the following considerations:

- (a) the employment shall not bring the spouse's general immunity from jurisdiction into question if, in local circumstances, the loss of such immunity would be unacceptable;
- (b) assuming that general immunity shall not be lost or, if lost, such loss is acceptable, the employment will not bring the spouse's immunity from civil and administrative jurisdiction into question if, in local circumstances, the loss of such immunity would be unacceptable;
- (c) acceptance by the spouse of such employment is in accordance with the requirements of the host country and with national and local customs and laws;
- (d) acceptance by the spouse of such employment shall not give rise to any security concerns or objections by the Government of Sierra Leone;
- (e) acceptance by the spouse of such employment shall not give rise to any risk of embarrassment for the Government of Sierra Leone;
- (f) acceptance by the spouse of such employment is not inconsistent with other official responsibilities of the officer and/or the spouse.

Liability to Pay Host Country Taxes

Rule 12.81 The status of the officer in the host country does not normally exempt the spouse or dependent child(ren) who enter into employment in the host country from liability to pay local income taxes and other taxes or fees arising from employment in the local economy.

Decorations

Rule 12.82 It shall constitute an offence for an officer to accept without the prior consent of Government any decoration, honour or award granted, created or conferred by or on behalf of a foreign state.

Rule 12.83 In the event that the Government approves the acceptance by the officer of a decoration, honour or award from a foreign state, such approval shall be sent to the President of Sierra Leone for his assent and warrant.

Chapter 13

General Provisions

Rules

*Standards of
Propriety in
Awarding
Contracts*

Rule 13.1 In the procurement of goods and services officers are required to adhere strictly to the procurement law, and regulations that are currently in force.

Rule 13.2 In compliance with Rule 13.1, Heads of Ministries and Departments shall ensure that their staff report relevant business interests as required by Rule 11.5(c).

Rule 13.3 No officer shall give a contract, or play any role whatsoever, whether formal or informal, in awarding a contract to a company, partnership or firm in which the officer, or any member of the officer's family, has a financial interest, or of which the officer is a Director.

Rule 13.4 The only exception to Rule 13.3 shall be cases in which the officer has fully disclosed, under the provisions of Rule 11.5 (c), his/her financial interest in a company, partnership or firm competing for a Government contract and the Director-General has given permission for that officer to be involved in the process of awarding a contract as a normal part of his/her official duties.

*Financial
Responsibility*

Rule 13.5 Any officer may be required to reimburse Government either partially or in full for any financial loss suffered by Government as a result of the officer's negligence or of the officer having violated any Regulation, Rule or Administrative instruction of the Civil Service.

Other Provisions

Rule 13.6 An officer may not institute legal proceedings for libel or slander in connection with matters arising from his/her official duties, unless he or she has obtained the approval and advice from the Law Officer's Department through the Director-General and the Head of his/her Ministry or Department.

Rule 13.7 If an officer is required to attend a Court of Law in any capacity, he or she shall immediately notify the Head of his/her Ministry or Department in order that suitable arrangements may be made for the performance of the officer's duties during his/her absence.

*Proprietary
Rights*

Rule 13.8 All rights, including title, copyright, and patent rights, in any work performed by an officer of the Civil Service as part of the officer's official duties shall be vested in the Government of Sierra Leone.

Mineral Rights

Rule 13.9 A Civil Servant must report the discovery of what he or she may consider to be valuable minerals to Government. Civil Servants shall not report such discoveries to any syndicate, company or individual. It is within the discretion of Government to make public or withhold the report of any such discovery.

Ethical Standards

Rule 13.10 In dealings with clients/service users, a Civil Servant shall:

- (a) carry out his duties in a way that maintains public confidence in the integrity of his office;
- (b) treat the public and fellow public officers with courtesy and respect;
- (c) be altruistic and not use their authority or office for personal gain but must always seek to observe the ethics, uphold the dignity and esteem of the Civil Service;
- (d) to the extent appropriate to his office, seek to improve the standards of performance and level of professionalism in his organisation;
- (e) if he/she is a member of a professional body, observe the ethical and professional requirements of that body;
- (f) observe official working hours and not be absent without proper authorisation or reasonable cause;
- (g) maintain an appropriate standard of dress and personal hygiene;
- (h) discharge any professional responsibilities in a professional manner.

Work ethics

Rule 13.11 Civil Servants have personal responsibility for developing and exuding strong work ethics and must in that regard demonstrate commitment to:

1. Attendance to Duty

- (a) Civil Servants shall report for duty punctually and shall have strict regard to the working hours and not come late to meetings and official functions without reasonable cause, and shall always be available for official duty when called upon.
- (b) Civil Servants shall be result-orientated and commit working hours to the performance of official duties. They shall endeavour to accomplish planned activities satisfactorily and on time and shall desist from engaging in conduct or behaviour that

disrupts or interferes with their work.

- (c) They shall as far as possible avoid negative work habits such as:
 - (iv) perpetual lateness to work as well as attendance at meetings;
 - (v) absenteeism;
 - (vi) requesting for and utilizing more than the required number of sick leave, UPA/casual leave; and
 - (vii) using vagaries of the weather, poor transportation and/or domestic and personal problems as excuses for lateness and absenteeism

2. Devotion to Duty

Civil Servants shall devote their full time and attention to the business of the organizations they serve, during working hours. To this end, Civil Servants shall neither engage in nor encourage the following:

- i. rent-seeking;
- ii. sleeping on the job during working hours;
- iii. loitering;
- iv. being lackadaisical in carrying out an assigned duty;
- v. trading, selling or transacting private financial business during scheduled working hours;
- vi. engaging in frivolous conversations with colleagues during scheduled working hours;
- vii. receiving, encouraging and/or entertaining unofficial visitors;
- viii. bringing babies and children to office during working hours;
- ix. engaging in and/or performing unofficial activities during working hours;
- x. letting time pass without doing anything useful or constructive to the Service, such as working lotto numbers;
- xi. drunkenness or being under the influence of alcohol or drugs during working hours;
- xii. engaging in noisy, riotous conduct/behaviour that would distract other officers or disturb their concentration.

Rule 13.12 In the performance of their duties Civil Servants should aspire towards:

- 1. Highest standards of service delivery by:**
 - a. conscientiously, honestly and loyally serving the people, government of the day and other public institutions;
 - b. always acting within the law;
 - c. performing their duties with diligence and productivity

in mind.

2. Highest standards of behaviour at work by:

- a. responding to the public promptly and compassionately;
- b. treating superiors, colleagues and members of the public with dignity and respect;
- c. not engaging in verbal assault or physical assault on Government premises or public place to the embarrassment of the Civil Service;

3. Highest standards of probity by:

- a. acting responsibly, never seeking to use improper influence;
- b. abiding by guidelines in respect of offers of gifts or other benefits;
- c. avoiding conflict of interest.

4. Time Management

Absence or Break from duty

- All absences from duty and all movement of Civil Servants from their work premises during official working hours must be authorised by the designated supervising officers concerned.

5. Appearance and Public Image

(a) Dress Code

- i. Civil Servants on duty shall be suitably and decently dressed in clothing which is acceptable for the projection and promotion of a good image of the Civil Service.
- ii. Where a Civil Servant is in a service which is uniformed, such a uniform shall be provided at public expense. The Civil Servant shall wear the complete uniform during working hours, whilst on duty and maintain and keep it clean.
- iii. Where health and safety gears are provided to Civil Servants for specific jobs, these must be worn without fail during performance of those specific duties.

(b) Personal Hygiene

Civil Servants shall always maintain a high standard of personal hygiene and be well groomed at all times during working hours.

6. Regard for Public Resources

Civil Servants shall safeguard public property/assets entrusted to them and shall ensure that no wilful damage, loss or misappropriation occurs in the process of their procurement, storage, utilisation and disposal.

7. Human Resources

- a. Civil Servants shall, without favour, support staff under their supervision to enhance their competencies and self development and shall not oblige any staff under their supervision to do personal work.
- b. Civil Servants shall ensure respect for subordinates, colleagues and superiors.

8. Customer Care

Civil Servants shall serve customers with fairness, promptness, clarity, and respect with a view to ensuring customer satisfaction and enhancing the image of the Civil Service.

9. Communication of Information

Official correspondence by Civil Servants about any person or matter that is under consideration or is a subject of comment or response must be couched in a language that is courteous, decent, precise, and explicit.

(a) Use of Official Information

- i. Civil Servants shall at all times maintain the ethics/culture of confidentiality and shall not disclose official information that is held in confidence within the Government that they acquire during their tenure of office;
- ii. Civil Servants shall not use official information acquired in the course of the performance of their official duties to advance personal gain or the interest of their families or others.
- iii. Civil Servants shall not at any time engage themselves in loose talk and make unguarded statements.

(b) Publishing of Official Information

Civil Servants shall not publish any official information in any document, article, book, play, film or otherwise without explicit permission from the Director-General.

(c) Communication to the Press

Civil Servants shall not publish any official correspondence or information in the press or book without the prior permission in writing of the Head of Department or the Director-General.

(d) Anonymous Communication

Civil Servants are prohibited from writing or disseminating anonymous and malicious letters and printing of graffiti intended to demean the image of Government or public institutions, Civil Servants or any other persons.

(e) Removal, Destruction or Altering of Records

Civil Servants shall not, without the permission of the person immediately in charge, wilfully remove, destroy or alter public records from office premises.

10. Improper Influence

Civil Servants shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for themselves or others.

Rule 13.13 Except in pursuance of his/her official duties no Civil Servant shall, without the permission of the Director-General, whether on duty or leave of absence:

- a. act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof; or
- b. contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical in any manner, anything which may reasonably be regarded as of a political or administrative nature; or
- c. speak in public or broadcast on any matter which may reasonably be regarded as of a political or administrative nature; or
- d. allow himself/herself to be interviewed or express any opinion on any question of an administrative or political nature or any matters affecting the administration, defence or military resources of Sierra Leone.

Rule 13.14 When a Civil Servant believes he or she is being required to act in a way which:

- is improper or unethical;
- is in breach of a law or a professional code;
- is in any way inconsistent with this Code;
- raises a fundamental issue of conscience;

he or she should refrain from performing the given directive and report the matter to an appropriate authority.

Rule 13.15 When a Civil Servant has raised an issue under the terms of Rule 13.14 above and the matter has been reviewed by the appropriate authority, and if the officer is dissatisfied with the decision or action of the said authority, he or she may decide to report the matter directly to the Director-General, whose duty it is to take appropriate action to investigate the matter. It is the duty of the Director-General to inform, in a timely manner, the Civil Servant who raised the matter of the result of his enquiries. If the Civil Servant is not satisfied that appropriate action has been taken by the Director-General on the issue reported, he or she can either seek redress through official channels with the Head of the Civil Service, the Commission or the Ombudsman.

Rule 13.16 A Civil Servant shall report to the appropriate authority evidence of any criminal or unlawful activity that violates the principles of this Code by others within the Civil Service. Failure to do so shall result in disciplinary action against the Civil Servant who fails to act.

*Obligation
of officers*

Rule 13.17 Before taking up appointment, whether contract or permanent, at any level in the Civil Service, officers are required to acknowledge that they will at all times observe and comply with this Code, Regulations and Rules.

*Official Secrets
Oath*

Rule 13.18 All employees in the Civil Service who have access to classified or restricted documents shall be required to subscribe to the Oath of Secrecy and sign a declaration to the effect that they shall abide by its regulations.

Rule 13.19 A signed copy of the Official Secrets Oath shall be placed in the officer's personnel file.

*Effective date of
coming into
force of
Regulations
and Rules*

Rule 13.20 This Code, Regulations and Rules shall take effect from the date they are published by Government.

*Amendments to
Regulations
and Rules*

Rule 13.21 This Code, Regulations and Rules of the Civil Service may be supplemented or amended by the President on the advice of the Head of the Civil Service.

Rule 13.22 Amendments or supplements to the Regulations and Rules shall have effect from the date they are issued by the Director-General.

*Interpretation
of the Code,
Rules and
Regulations*

Rule 13.23 The interpretation of these Regulations and Rules rests with the Director-General.