



This Guide provides key information on the different types of employment and employees.

### FULL TIME EMPLOYEE

- An employee who works a minimum of 35 hours per week.
- Has a reasonable expectation of working those hours each week.
- Remuneration can be either salaried or a hourly rate.
- Employee has regular hours/days each week.
- Employee has an Employment Agreement outlining the terms and conditions of employment.
- Employee is entitled to 20 days Annual Leave and 10 days Sick Leave per year.
- Employee is entitled to additional Leave entitlements as set out in the CIGOV Leave Policy.
- Employee is eligible for Superannuation on a mandatory basis from the age of 18 years, and optional for employees 60 years and over.

### PART TIME EMPLOYEE

- An employee who works less than 35 hours per week.
- Has a reasonable expectation of working those hours each week.
- Remuneration can be either salaried or an hourly rate.
- Employee has regular hours/days each week.
- Employee has an Individual Employment Agreement outlining the terms and conditions of employment
- Employee is entitled to a pro rata of 20 days Annual Leave and 10 days Sick Leave per year.
- Employee is eligible for Superannuation on a mandatory basis from the age of 18 years, and optional for employees 60 years and over.

### CASUAL EMPLOYEE

- An employee who works irregular or intermittent hours.
- Is paid an hourly rate.
- Has no reasonable expectation of paid work.
- Is not entitled to Annual or Sick leave.
- Is entitled to be paid double time for working a Public Holiday.
- Employee is eligible for Superannuation on a mandatory basis from the age of 18 years, and optional for employees 60 years and over.

### FIXED TERM

- Appointments shall be for a specified period of time.
- Appointments shall be for a particular and genuine reason, including S30 & S31 employees.
- All terms and conditions of employment shall be outlined in the Letter of Offer of Employment and the Employment Agreement, including the start and end dates.
- Employee is eligible for Superannuation on a mandatory basis from the age of 18 years, and optional for employees 60 years and over.
- The reasons for a Fixed Term include, but are not limited to:
  - To relieve where the incumbent is away on approved leave for a period of time (e.g. Maternity Leave or extended periods of absence).
  - To complete a specific project, including donor funded projects for a specified time.
  - To fill a vacancy pending a permanent appointment (Refer to Acting Posts)
  - Any other genuine business or commercial reasons.
- Fixed Term appointments are not permitted to trial or establish the suitability of an employee.

- Employers will provide the employee with a review at least one month before the fixed term end date and advise whether their employment will end or the employee will be offered an extension. Any extension must be in writing using the Variation of Employment Agreement template letter and agreed to by both parties.

### EXPATRIATE EMPLOYEE (S30)

- Is not a Cook Islander or a Permanent Resident.
- Is employed on a Fixed Term Employment Agreement that outlines the terms and conditions of employment, including Leave, Benefits or Allowances.
- The Head of Ministry or Agency must consult with the Public Service Commissioner (PSC) in writing before making the appointment.

### SPECIALIST/EXPERT SKILLED EMPLOYEE (S31)

- The PSC must approve a specialised skilled employee before making an offer of employment to the preferred applicant.
- The position must be on the approved organisation structure.
- The position is regarded as being of a special nature requiring specialised skills or expertise.
- The position can only be filled by a suitably qualified and experienced employee.
- Can be remunerated at market based conditions.
- Is employed on a Fixed Term Employment Agreement that outlines the terms and conditions of employment, including Leave, Benefits or Allowances.

### ACTING POSITIONS

- An Acting Position is when an employee is appointed temporarily (due to a vacancy or the temporary absence of an incumbent) to an acting position of higher compensation and authority. The following guidelines apply:
- The position is temporary, up to six months and no longer than 12 months.
- The reasons an employee can assume the responsibilities of a higher level include but are not limited to:
  - Maternity Leave.
  - Extended Leave.
  - Official Overseas Travel.
  - Vacancy caused through unsuccessful recruitment or extended leave
  - Study Leave.
- If the employee is in an existing position within the Public Sector before the Acting Position, the employee is to be reinstated to original position and remuneration.
- All terms and conditions of the Acting Position must be included in the Variation to Employment Letter.

### INTERNSHIPS

- Internships are a recruitment mechanism targeted toward engaging Cook Islands secondary students, tertiary students, volunteers and graduates to work within the Cook Islands Public Sector.
- The two main types of Interns covered under this Policy include:
  - Casual or volunteer employees who can be employed to work for up to three months, paid or unpaid;
  - Full or part time employees who can be employed to work for a period over three months and for a maximum of two years in a paid capacity.
- Employer obligations relating to full or part time Interns include:
  - Full or part time intern positions, who are paid from the personnel budget line must be on the agencies organisational structure.
  - Full or part time Intern positions must be recruited using the Recruitment Policy.
  - The employment agreement with the Intern must include a training and development plan

## SECONDMENTS

- Secondments are a recruitment mechanism to assist Public Sector agencies to secure human resources on a temporary (fixed-term) basis to meet functional needs of the agency. It can also be used for capability development.
- Secondments can be used by Public Sector Employers and Employees:
  - Where agencies require additional resourcing on a temporary fixed-term basis.
  - To undertake Government functions on a periodic basis e.g. General Elections.
  - For employee capability development.
- A Secondment is the transfer of an employee either externally to a Host Agency, or internally to another division or section of the employees Home Agency.
- A Seconded Employee should return to their Home agency upon completion of the secondment, unless an extension or transfer of employment is agreed by all parties in writing, and the seconded period is no more than 12 months, including any extensions.
- Host Agency can advertise secondments using the Streamlined Recruitment process provided in the Recruitment Policy.

## ASSOCIATED DOCUMENTS & TEMPLATES

### Templates

The following documents can be found on the Government Shared Drive\Shared Data for Everyone\OPSC\HRM Policies, Guides, Standards and Pamphlets\Policies:

- Employment Agreement Template (used for all appointments).
- Offer of Employment Letter Template.
- Variation of Employment Letter Template.

### Associated Documents

- Recruitment Policy
- Leave Policy
- Secondment Policy
- Internship Policy

For policy queries or issues in the administration of this Policy, Contact the Office of the Public Service Commissioner on (682) 29 421 or email: [opsc.policy@cookislands.gov.ck](mailto:opsc.policy@cookislands.gov.ck)