



# **The Charter of Employee Rights and Responsibilities**

## **Foreword**

The Charter of Employee Rights and Responsibilities aims to ensure that you are given the best opportunity at excelling at your new job whether you are a recent employee to the Public Service of Barbados or a public officer or temporary employee entering a new phase of your career.

Excellence in this context refers to your ability to master the tasks which you are assigned and to be able to shine at all times. In other words, to be the very best at the job you do.

The Charter of Employee Rights and Responsibilities therefore provides you with a brief summary of the information you require in understanding how the Public Service functions and your role in contributing to the overall business process. It will empower you to take charge of your public service career and to know your rights and responsibilities.

I encourage you to make it your constant companion and to use it as a quick reference tool to find and gather critical information you require to make informed decisions during your public service career.

I wish you every success now and in the years to come as you embark or continue on your public service journey.



Gail Atkins

Director General

## The Charter of Employee Rights and Responsibilities

As a public officer holding a permanent or temporary appointment, or a temporary employee assigned to a permanent or temporary office you are afforded a number of rights. This *Charter of Employee Rights* provides a summarized version of your primary rights and responsibilities. You are however encouraged to thoroughly review the relevant documents (*The Public Service Act, Cap 29, the General Orders as well as the current Guidelines for Orientation of Public Sector Officers*) to gain a deeper understanding of your rights and responsibilities.

### The Rights of the Public Officer

You have the *Right* to:

1. access the Public Service Act, Cap 29, the General Orders and any other relevant legislation and regulations which prescribe and or govern the terms and conditions of your employment and the discharge of your duties;
2. be on-boarded and provided with ongoing orientation in every new job to which you are assigned;
3. a job description, detailing the tasks and performance standards attached to your job;
4. access your Ministry's strategic plan, programme budget document, organization chart, procedural manuals as these form the basis for your performance and **achieving excellence** in job performance;
5. a performance review and development (PRDS) process which includes meetings to agree to your annual work-plan, progress meetings, the appraisal meeting and a final report;
6. request relevant training or any other appropriate learning intervention to assist you in improving your current job performance;
7. ensure that performance reports accompany applications you may submit for posts within the Public Service, as well as all requests relating to extensions of your temporary and or acting assignments;
8. be remunerated as agreed;

9. a safe and secure workplace in accordance with the Safety and Health at Work Act; and
10. invoke the procedures for handling grievances where it is perceived that you are being treated unfairly or in a manner which contravenes the terms and conditions of your employment.

### **The Responsibilities of the Public Officer**

You are *Responsible for*:

1. ensuring that you understand the vision and mission of the Government of Barbados as well as the vision, mission and mandate of your Ministry/Department;
2. becoming familiar with your position and your role in your assigned Ministry/Department and the wider Public Service;
3. actively participating in onboarding and orientation activities;
4. adhering to the policies, rules, regulations and procedures set out in the Public Service Act, Cap 29 and the General Orders, particularly provisions relating to leave eligibility, the Recruitment Code, the Code of Conduct and Ethics and the Code of Discipline;
5. ensuring that you take the relevant Oath;
6. ensuring that you have a letter of authority so that you are aware of the terms and conditions of your assignment; and
7. providing service that can be described as excellent.

**Know Your Rights and be Responsible!**

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