

GENERAL ORDERS

Table of Contents

Chapter 1	–	Introduction
1.1 - 1.7	–	Validity of General Orders
1.8 - 1.10	–	Use and Availability of General Orders
1.11	–	Amendments
Chapter 2	–	Appointments, Promotions, Terminations and Retirements
2.1	–	Authority for Appointments
2.2	–	Temporary Staff
2.3	–	Application for Appointment
2.5 - 2.8	–	Appointments and Promotions Procedure
2.9 - 2.12	–	Probation
2.13 - 2.14	–	Re-Appointment
2.15	–	Confirmation to the Permanent Establishment
2.16	–	Termination of Probation
2.17	–	Letters of Appointment
2.18	–	Date of Appointment
2.19	–	Medical Examination prior to Appointment
2.20	–	Transfers and Mobility Obligation
2.21	–	Secondments
2.22	–	Acting Appointment
2.23	–	Promotion subject to Probation
2.24 - 2.26	–	Seniority
2.27	–	Annual Performance Appraisals
2.28	–	Officers to be notified of Appraisals
2.29	–	Personal Record Forms
2.30	–	Certificate of Service
2.31 - 2.34	–	Resignations
2.35	–	Termination of Appointment on Contracts/Month-to-Month
2.36	–	Leave on Termination
2.37	–	Retiring Age
2.38	–	Retirement before Normal Retiring Age
2.39 - 2.40	–	Retention beyond Normal Retiring Age
2.41	–	Notification of Officers Reaching Normal Retiring Age
2.42	–	Computation and Award of Pension and Gratuity

- 2.43 – ILL Health
- 2.44 - 2.45 – Pensions
- 2.46 – Termination of Appointment on Abolition of Office
- 2.47 – Re-engagement of Retired Officers
- 2.48 – Options for Gratuity and Reduced Pension
- 2.49 – Officers Injured or Killed in the Discharge of Duty

Chapter 3 – Conduct and Discipline

- 3.1 – Conduct and Discipline
- 3.2 – Duties
- 3.3 – Training of Other Officers
- 3.4 – Officers Liable to Make Good Damage
- 3.5 – Access to Records
- 3.6 - 3.7 – Giving Evidence in Court
- 3.8 – Subpoena
- 3.9 – Fees for Expert Evidence
- 3.10 – Absence from Anguilla
- 3.11 – Absence from Duty or Refusal to Perform Duties
- 3.12 – Hours of Work
- 3.13 – Public Holidays
- 3.14 – Attendance Register
- 3.15 - 3.16 – Private Work
- 3.17 – Work for Public Boards or Committees
- 3.18 – Officers not allowed to Undertake Private Agencies
- 3.19 - 3.20 – Publications
- 3.21 – Publication of official Information
- 3.22 – Declaration of Confidentiality
- 3.23 – Interviews on Public Policy
- 3.24 – Public Meetings and Petitions
- 3.25 - 3.27 – Engagement of Public Officers in Political Activities and Trade Union Affairs
- 3.28 - 3.29 – Soliciting Outside Influence
- 3.30 – Canvassing Members of the Public Service Commission
- 3.31 - 3.33 – Petitions
- 3.34 – Interviews with the Governor
- 3.35 – Loans by Public Officers
- 3.36 - 3.37 – Financial Embarrassment
- 3.38 - 3.40 – Bankruptcy and Insolvency
- 3.41 – Gifts

- 3.42 – Presents from Foreign Governments or Organisations
- 3.43 – Gifts to Mark Public Approbation of an Officer
- 3.44 – Presentation on Retirement
- 3.45 – Bribes
- 3.46 – Legal Proceedings by Officers
- 3.47 – Legal Proceedings against Officers

Chapter 4 – Disciplinary Procedure

- 4.1 - 4.2 – Disciplinary Procedure
- 4.3 - 4.16 – Oral and Written Warnings
- 4.17 - 4.21 – Disciplinary Procedure/Senior Officers
- 4.22 - 4.24 – Record of Warnings
- 4.25 - 4.28 – Criminal Offences
- 4.29 - 4.32 – Purpose of Disciplinary Proceedings
- 4.33 – When Dismissal Should be Considered
- 4.34 – Increment Deferred
- 4.35 – Disciplinary Procedure against Police and Prison Officers
- 4.36 – Delegation of Powers

Chapter 5 – Grievances

- 5.1 – Grievances
- 5.2 - 5.10 – Procedure

Chapter 6 – Salaries and Allowances

- 6.1 – Salary Scale
- 6.2 – Salaries of Contract Officers
- 6.3 – Salaries of Part-time Staff
- 6.4 – Payment of Salaries
- 6.5 - 6.6 – Payment of salary on Promotion
- 6.7 – Salary of Officers Proceeding on Leave
- 6.8 – Salary during Absence Without Leave
- 6.9 – Incremental Credit for Experience
- 6.10 – Incremental Date
- 6.11 – Appointments below the Minimum of the Scale of the Post
- 6.12 – Advances of Salary
- 6.13 - 6.14 – Acting Allowance

- 6.15 – Acting Allowance Not Pensionable
- 6.16 – Acting Allowance Not Payable for Period of Five Working Days or Less
- 6.17 - 6.18 – Subsistence Allowances
- 6.19 - 6.21 – Settling in Grant on First Appointment

Chapter 7 – Leave

- 7.1 – Leave Not a Right
- 7.2 – Leave which may be Granted
- 7.3 – Vacation Leave for Teachers
- 7.4 – Authority to Approve Vacation Leave
- 7.5 – Periods not earning Vacation Leave
- 7.6 – Forfeiture of Leave
- 7.7 - 7.11 – Sick Leave
- 7.12 – Medical Board and Medical Examinations
- 7.13 – Discretionary Sick Leave
- 7.14 – Sick Leave Outside Anguilla
- 7.15 – Officers falling Ill while on Vacation Leave
- 7.16 - 7.18 – Study Leave
- 7.19 – Bonds
- 7.20 – Certificates of Attendance at Course
- 7.21 – Distance Learning
- 7.22 - 7.25 – Maternity Leave
- 7.26 – Paternity Leave
- 7.27 – Adoption or Surrogate Parent
- 7.28 - 7.30 – Special Leave
- 7.31 – Leave Without Pay Counting for Increments
- 7.32 – Leave on Termination and Resignation
- 7.33 – Compassionate Leave
- 7.34 – Extension of Leave
- 7.35 – Employment of Substitutes during Leave
- 7.36 – Handing Over of Cash, Stores or Furniture
- 7.37 – Leave Records

Chapter 8 – Transport

- 8.1 – Transport Expenses on First Appointment
- 8.2 - 8.3 – Transportation Expenses On Termination

Chapter 9 – Correspondence and Public Business

- 9.1 - 9.3 – Classified Correspondence
- 9.4 – Replies to Correspondence
- 9.5 – Communications to the Governor
- 9.6 – Use of Official Stationery
- 9.7 – Franking of Envelopes
- 9.8 – Annual Reports
- 9.9 – Disclosure of Classified Documents
- 9.10 – Gazette
- 9.11 – Records

Chapter 10 – Miscellaneous

- 10.1 - 10.2 – Compensation for Loss of Officer's Property
- 10.3 – Fires
- 10.4 – Hurricanes
- 10.5 – Keys
- 10.6 – Official Seals
- 10.7 - 10.8 – Official Vehicles
- 10.9 – Access to Government Network
- 10.10 – Official Purchases From Officers
- 10.11 – Oaths
- 10.12 - 10.13 – Flags
- 10.14 – Precedence

Appendix I – Overtime

Appendix II – Subsistence and Travel Expenses

Appendix III – Transport Allowance

Appendix IV – Annual Leave Allowances

– Forms