

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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All Department and Activity Heads are requested to post this Bulletin in all work places and ensure that all employees have access to this information.

CSC Bulletin 14-02

June 20, 2014

To: All Department and Activity Heads:

Subject: Public Service System Rules & Regulations (PSSR&R)

The Civil Service Commission wishes to ensure that all employees are aware of the rights, obligations and protections provided by their civil service status. These are established and promulgated by the Civil Service Commission in the Public Service System Rules & Regulations (PSSR&R), which are codified as §10-20.2 of the Northern Mariana Islands Administrative Code (NMIAC).

Accordingly, all Department Heads are directed to ensure that copies of these regulations are available to employees in their workplace, and also to ensure that managers, supervisors and administrative officers are able to answer questions and assist employees in their understanding of the various provisions of the regulations. These regulations are also available to all at the CNMI Law Revision Commission web-site, www.cnmilaw.org, under Administrative Code.

Knowledge of the content of the civil service regulations is of value to all civil service employees, as it explains the rights, obligations and protections guaranteed to the employees as a result of their civil service status, and also provides managers with the information and guidance that they need in order to manage their function and employees, to include disciplinary actions, as necessary, while ensuring that their employees receive their rights and protections while also fulfilling their obligations.

The regulations provide information on the following topics (simplified listing):

Part 1

- About the Regulations
- About the Office and Director of Personnel Management
- About the Civil Service Commission

Part 2

- The job announcement process
- The applicant examination process
- The employee selection process
- Types of positions and appointments
- The Merit promotion program
- The disciplinary process
- Reduction-in-Force
- The appeal procedure
- The grievance procedure

Part 3

- Employee Classification processes
- A variety of Compensation issues

Part 4

- Employee/Employer Communications
- Emotional and Mental Health
- Alcohol and Drug Free Workplace policy
- Employee Conduct and Responsibilities
- Political activities
- Equal Employment Opportunity

Part 5

- Incentive and Award programs

Part 6

- Leave Benefits
- Insurance Benefits

Part 7

- Performance Evaluation

Part 8

- Training and Employee Development

Part 9

- Personnel Management Evaluation

Part 10

- Personnel Management Plan
- Employee Records
- Personnel Reports

Part 11

- Financial Austerity Measures

The Office of Personnel Management is available to assist the Departments, as requested, with answers to questions regarding the regulations, or to provide training to management and administrative staff, as needed. One of the major responsibilities of the Commission is to

provide guidance and protection to civil service employees through the development of regulations. The Commission will enforce its regulations and will take action to protect its employees.

The effectiveness of these regulations depends upon both management and employees being knowledgeable of the rights, protections and obligations provided by the regulations. It is important that Departments make every effort to ensure that this knowledge is passed on to all staff through briefings and trainings, and that the department administrative staff be available to answer staff questions and assist in resolving regulatory issues that might arise. OPM is available, as mentioned above, to provide Departments with guidance and assistance, as needed.

I encourage all Department Heads to take steps to make sure that their employees are knowledgeable of the contents of these regulations.



Herman (HR) Deleon Guerrero
Chairman, Civil Service Commission

cc: Governor
Lieutenant Governor
All Members of the Senate
All Members of the House of Representatives
Public Auditor
Attorney General
Director of Personnel

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DATE: JUN 23 2014