

## Reallocation to Higher Class

Department head may reallocate any regular employee to a higher class in the department if the employee has been assigned a new or different tasks or meets the minimum qualifications of the position which he/she is to be reallocated to. Use the Procedure checklist to ensure that you provide documents and information required for the Reallocation to Higher Class action process.

### REALLOCATION TO HIGHER CLASS CHECK LIST

- Personnel Action – Type of Action is Reallocation to Higher Class (sample attached)
- Position Description of the position being reallocated to (signed by department head, supervisor and the applicant)
- Acknowledgment and Agreement form (signed by both supervisor and applicant)
- Covering request letter/memo from the Department Head to Director of Bureau of Public Service to justify the action and request

#### Take Notes:

- Employee whose position is reallocated to a class assigned a higher pay level shall be compensated at the lowest step in the higher pay level which at least equals the amount of one (1)-step increase in the lower pay level.
- Employee whose position is reallocated to a class assigned a lower pay level shall be compensated at that rate in such lower pay level which does not exceed his existing rate.
- The Service Anniversary Date of an Employee retain in a reallocation position shall NOT change.
- The EFFECTIVE DATE of the Reallocation to Higher Class shall be effective the first pay period immediately following approval by the Director of BPSS.



PERSONNEL ACTION FORM
GOVERNMENT OF THE REPUBLIC OF PALAU

ROP-PERS-002

1. Name: (Last, First, Middle) 2. Birth Date: 3. Service Computation Date: 4. Employment Status:
5. Type of Action: 6. Authority: 7. Requested Effective Date:
8. Effective Date:
9. From Code # To Code #
Title
Grade Level and Step
Biweekly Official Base Salary
Department
Ministry
Duty Station
10. Requested By: 11. Social Security Number:
1. Requesting Official: Date
2. Bureau Head: Date
3. Appropriate Management Official Date
12. Account Number: Non-Lapsing Lapsing
13. Certification of Availability & Type of Funds:
Director, Bureau of Budget & Planning Date

14. Remarks:

15. Approved By:
1. Director, Bureau of Public Service System Date:
2. Minister of Finance Date:
3. President, Republic of Palau Date:
(As Appropriate)

16. Resignation (To be completed by employee)
I resign for the following reason(s):
The effective date of my resignation will be:
Signature

17. DISTRIBUTION: Original - Personnel Office; 2nd Copy - Payroll Section; 3rd Copy - Employee; 4th Copy - Department