

# GENERAL ORDERS

## Table of Contents

<b>Chapter 1</b>	–	<b>Introduction</b>
1.2-1.7	–	Validity of General Orders
1.8-1.10	–	Use and Availability of General Orders
1.11	–	Amendments
<b>Chapter 2</b>	–	<b>Appointments, Promotions, Terminations and Retirements</b>
2.1	–	Authority for Appointments
2.2	–	Temporary Staff
2.3	–	Application for Appointment
2.4-2.8	–	Appointments and Promotions Procedure
2.9-2.12	–	Probation
2.3-2.14	–	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
2.24-2.28	–	Seniority
2.29	–	Officers to be notified of Appraisals
2.30	–	Personal Record Forms
2.31	–	Certificate of Service
2.32-2.35	–	Resignations
2.36	–	Termination of Appointment on Contracts
2.37	–	Leave on Termination
2.38	–	Retiring Age
2.39	–	Retirement before Normal Retiring Age
2.40-2.41	–	Retention beyond Normal Retiring Age.
2.42	–	Notification of Officers Reaching Normal Retiring Age
2.43	–	Computation and Award of Pension and Gratuity
2.44	–	Ill Health
2.45-2.47	–	Pensions
2.48	–	Re-engagement of Retired Officers
2.49	–	Options for Gratuity and Reduced Pension
2.50	–	Officers Injured or Killed in the Discharge of Duty
2.51	–	Pensions and Gratuities on Dismissal

<b>Chapter 3</b>	–	<b>Conduct and Discipline</b>
3.1	-	General
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
3.18-3.20	–	Publications
3.21	–	Publication of official Information
3.22	–	Official Secrets Act
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
<b>Chapter 4</b>	–	<b>Disciplinary Procedure</b>
4.1-4.2	–	General
4.3-4.16	–	Oral and Written warnings
4.17-4.21	–	Disciplinary Procedure
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
<b>Chapter 5</b>	–	<b>Grievances</b>
5.1	–	General
5.2-5.10	–	Procedure
<b>Chapter 6</b>	–	<b>Salaries and Allowances</b>
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	–	Settling in Grant on First Appointment
<b>Chapter 7</b>	–	<b>Leave</b>
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
7.4-7.5	–	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
7.22-7.24	–	Maternity Leave
7.25-7.27	–	Special Leave

- 7.28 – Leave Without Pay Counting for Increments
- 7.29-7.30 – Leave on Termination and Resignation
- 7.31 – Compassionate Leave
- 7.32 – Extension of Vacation Leave
- 7.33 – Employment of Substitutes During Leave
- 7.34 – Handing over of Cash, Stores or Furniture
- 7.35 – 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 – Official Purchases From Officers
- 10.10 – Oaths
- 10.11-10.12 – Flags
- 10.13 – Precedence

**Appendix I – Overtime**

**Appendix II – Subsistence and Travel Expenses**

**Appendix III – Transport Allowance**