



INTERNAL MEMORANDUM

TO: All Staff Members **DATE:** 21 November 2008
[BY E-MAIL]
FROM: Director
SUBJECT: Compensation for SEAMES Staff filling in Responsibilities of a Vacant Post

To ensure the smooth and efficient operation in case of a post vacancy in the SEAMEO Secretariat, a staff member will be assigned to do the tasks under the responsibility of the vacant post. The staff assigned shall be entitled to receive compensation for the additional assignment, subject to the following conditions and the approval of the Director.

Conditions

1. The job of the vacant post needs to be done so that the function of the organization will not be affected.
2. The staff assigned to do the tasks should be at the same level as or lower level than the vacant post.
3. The assignment period must be at a minimum period of one month and not exceed six months.
4. An agreement will be prepared between the Secretariat and the individual staff assigned.
5. The tasks which need to be completed in each month will be provided by the supervisor and included in the agreement.
6. At the end of each month, a performance will be evaluated by the supervisor based on the tasks specified in the agreement.
7. If the staff assigned is unable to perform the duties for 14 consecutive days and/or his/her performance is not satisfactory, the Secretariat shall decide to discontinue the service or appoint another staff to do the job.
8. The Secretariat has the right to terminate the agreement at the discretion of the Director.
9. The staff may discontinue the agreement upon submitting the notice in writing at least 7 days in advance.

Compensation

For vacant post in Professional Category:

- Rate of monthly allowance is 25% of the first step salary (the 1st year salary) of the vacant post and will be paid in US\$.

For vacant post in General Service Category:

- Rate of monthly allowance is 25% of the first step salary of the vacant post when he/she first assumed the post and will be paid in Thai Baht.

Pre-requisites for Payment

- For the first month, the staff assigned must perform the jobs continuously for one month with a maximum of two-day annual leave.
- For the subsequent month, the amount of allowance payable to the staff assigned is prorated based on the period of time served.

The above-mentioned regulation and guidelines are to be implemented from now onwards and would be revised, subject to the discretion of the Secretariat Director.

For your information, please.

ORIGINAL SIGNED
Dato' Dr Ahamad Bin Sipon