

List of Updates made to the Manual on Resourcing Policies and Procedures as from 1st January 2025 onwards

Date of update	Section	Nature of update
06.01.2025	Section 7	Updates/clarifications to Section 7 regarding the Policy and the Engagement of Persons/Positions on a Trust Basis (version 4 of Section 7 effective as from 6 th January 2025 – vide separate document listing these updates/clarifications).
17.01.2025	Sub-para 5.1.4 (xviii)	Policy amended as per italic text – <i>“They are entitled to Pre-Retirement Leave, in accordance with the provisions in force from time to time as applicable to public officers, subject that in order to benefit from such Leave, they must first have their detailing revoked. Hence, such officers are to request revocation of their detailing at least three (3) months prior to the commencement of such leave. Upon revocation of detailing, they will be entitled to Pre-Retirement-Leave, on their immediately preceding Public Sector entity basic salary, i.e. they shall forfeit any allowances, where applicable. In such cases, the provision at Section 1.1 (ii) of the Manual on Special Leaves may NOT be availed of.”</i>
17.01.2025	Section 5.2.1	A new para was added to section 5.2.1 – “Furthermore, a detailed public officer is to request revocation of detailing for the purpose of availing himself/herself of Pre-Retirement Leave (vide section 5.1.4 [xviii]).”
21.02.2025	Section 2.2.5	The Section was amended by the addition of text in italics:- “Acceptance of an indefinite appointment signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are:- (i) applications for SAAC/ADAC positions; or (ii) applications for a definite position; or (iii) applications by Gozo-resident officers who have accepted an appointment in Malta while having a pending application for a post in Gozo; or (iv) <i>applications for a post/indefinite position which is higher than the one accepted.</i> Acceptance of a definite appointment signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are:- (i) applications for SAAC/ADAC positions; or (ii) <i>applications for a post/indefinite position;</i> (ii) applications by Gozo-resident officers who have accepted an appointment in Malta while having a pending application for a definite position in Gozo; or (iii) <i>applications for a definite position which is higher than the one accepted.”</i>

09.05.2025	Sub-para 2.2.11 (b)	The sub-paragraph was amended by the addition of text in italics:- “any language requirements tied to the particular post/position, provided that such requirements are proportionate and reasonably necessary for the proper fulfilment of the tasks involved <i>and in order to sufficiently and adequately carry out the duties applied for</i>”
09.05.2025	Sub-para 7.8.5 (g) (i)	The sub-paragraph was amended by the deletion of text in italics:- “Upon completing 4 years’ service in such positions in a higher scale in aggregate, they will be tenured as Officer in Grade in the applicable Class/Stream on a personal basis in the salary scale equivalent to the scale attached to the Secretariat position, <i>with tenure being granted retrospectively</i>”.
20.05.2025	Section 1.12.2	The following first sub-paragraph was inserted in Section 1.12.2 (by way of clarification and for reasons of streamlining of procedures):- “The processing of calls for expressions of interest is subject to the timeframes stipulated in Appendix 2 of the Manual on Industrial Relations and the Selection & Appointment Process under Delegated Authority.”
20.05.2025	Sub-para 3.6.7 (ii)	Sub-paragraph 3.6.7 (ii) was amended as per red text (for clarification purposes):- “(ii) When applying for a higher or equivalent grade within the said Class/Stream, the Officer in Grade must be in the same scale as, or higher than, the requisite eligibility level ~~that~~ required by the call for applications.”
03.07.2025	Section 1.8.6	The first paragraph was amended by the addition of the text in italics:- “Officers on their probationary/<i>trial period</i> who are authorised to avail themselves of unpaid leave <i>of less than one (1) year duration</i> will have their probationary/<i>trial period</i> automatically extended by the corresponding number of days utilised as unpaid leave. <i>Officers on their probationary/<i>trial period</i> who are authorised to avail themselves of unpaid leave of more than one (1) year duration will commence their probationary/<i>trial period</i> afresh upon resumption of duties.”</i>
03.07.2025	Section 3.6.4	A clarification was made to the effect that the required four (4) years plus one month are calculated as an aggregate.
05.08.2025	Section 1.3.3 (d) (ii)	Updated, by way of clarification, to read as follows:- “Ministries/Departments are to submit their recommendation to the Public Service Commission copying the People & Resourcing Directorate within P & SD and, should OPM approval be forthcoming, the People & Resourcing Directorate will proceed to verify the recommendation and refer for the consideration of the Public Service Commission.”

05.08.2025	Section 3.10.3 (1)	The deleted text was replaced by the text in italics:- “In the case of an officer who is summarily suspended or suspended for precautionary purposes in terms of ~~paragraphs 3.2.1 and 3.2.3 respectively of the Manual on Disciplinary Procedures~~ in the Public Service Commission <i>Disciplinary Regulations applicable from time to time</i>, and the officer is found guilty of the charges brought against him/her, then the period of suspension is not reckonable as service in the grade.”
05.08.2025	Section 5.1.4 (xvi)	The following text was added for clarification purposes:- “furthermore, service with the entity will count towards satisfying the probationary/trial period, if applicable, related to their Public Service grade/ indefinite status, subject to their performing duties not below their Public Service grade/indefinite status and subject that the duties performed with the entity are of the same nature;”
19.08.2025	Section 1.8	Amendments were made to clarify the distinction between a probationary and a trial period.
30.09.2025	Section 5.1.4 (xviii)	In order to further clarify the process to be followed in the case of pre-retirement leave of detailed public officers, the text in italics was added:- “They are entitled to Pre-Retirement Leave, in accordance with the provisions in force from time to time as applicable to public officers, subject that in order to benefit from such Leave, they must first have their detailing revoked. Hence, such officers are to request revocation of their detailing at least three (3) months prior to the commencement of such leave. <i>The Line Ministry responsible for the entity from which the officer’s detailing is to be revoked, is to fill and submit the respective e-Form (https://workflow.gov.mt/RuntimeCORP/Runtime/Form/Revocation+of+Detailing+of+Public+Service+Officers?language=en), channelled through the Office of the Permanent Secretary, to the People & Standards Division, at least six (6) weeks prior to the commencement of the Pre-Retirement Leave.</i> Upon revocation of detailing, they will be entitled to Pre-Retirement Leave, on their immediately preceding Public Sector entity basic salary, i.e. they shall forfeit any allowances, where applicable. In such cases, the provision at Section 1.1 (ii) of the Manual on Special Leaves may NOT be availed of.”
20.11.2025	Section 3.11.1	The section was amended as follows (amendments in italics):- “Previous <i>proven</i> experience is reckonable for the purpose of satisfying eligibility criteria when a person is applying through a call for applications for a post or position in the Public Service and is also taken into consideration when awarding marks during the selection process. <i>Previous proven experience includes:-</i> <i>i. Experience gained within the Public Administration;</i> <i>ii. Experience gained with a local or foreign employer; and</i> <i>iii. Experience gained during a student/traineeship Institute for the Public Services (IPS) scheme, provided that such experience was carried out in a mature relevant environment and that it is proven that such experience was carried out at the appropriate level. In this case, when the eligibility requisites include a number of years of experience, the “full-time” equivalence principle should apply, i.e. if the eligibility requisite stipulates 2 years’ experience, a candidate who has been working a 20-hour working week would need 4 years on a 20-hour working week as experience.”</i>

20.11.2025	Section 3.11.2	The section was amended as follows (amendments in italics):- “Unless stipulated otherwise in Classification Agreements, previous <i>proven</i> experience, wherever gained, is not reckonable for the purpose of determining the salary point upon appointment in the Public Service or for progression to higher salary scales / promotion to higher grades, <i>when such progression/promotion is based on satisfactory service in the grade.</i> <i>Nonetheless</i>, subject to the approval of both the respective Permanent Secretary and the Principal Permanent Secretary, appointees following a selection process may be placed on different salary steps within the entry salary scale. This concession may be granted on the basis of previous proven experience and is subject that, under no circumstances, can an appointee be placed on the maximum of the salary scale.”
06.01.2026	Sections 1.14.7 and 1.14.18	The sections were re-worded as follows:- “Public officers who resign whilst on long leave of absence are subject to the notice period 1.14.17 Public officers who tender their resignation, whilst on approved long leave of absence, including absences in terms of the Manual on Special Leaves and the Manual on Work-Life Balance Measures, are still subject to give the prevailing applicable notice period. Hence, public officers who resign from the Public Service have to communicate their intended resignation, at own volition, to their parent ministry/department, in advance of the due onset of their applicable notice period, pre-resignation. This, without having to perform the actual duties of their grade if on long leave of absence; or, should they be attached to an organisation or body, beyond the Public Administration, they are to honour their notice period obligations thereat. 1.14.18 Failure on the part of such public officers to scrupulously observe and abide by their applicable notice provision, renders them liable to payment of the imposed pecuniary penalty provision, in part or in full, as applicable.”
06.01.2026	Section 1.14.20	The section was amended by the addition of the text in italics:- “A public officer who is detailed with a Public Sector entity, who resigns from his/her employment with the Public Sector entity as well as from the Public Service, shall be subject to the notice provisions applicable to the actual appointment with the entity being performed by the officer at the time of resignation, as spelt out in his/her contract with the entity or the entity’s collective agreement, whichever is applicable. <i>In the absence of a contract with the entity/applicable collective agreement, the detailed officer is subject to the notice provision applicable to the substantive grade held in the Public Service, with the applicable notice period being worked within the entity.</i> The officer is to inform his/her respective Director responsible for People Management and the Research & Personnel Systems Directorate within P&SD of his/her resignation from the Public Service.”
06.01.2026	Sections 3.4 and 3.5	The contents were deleted and, instead, a cross reference to the Manual regarding Headship and Assistant Director Positions in the Malta Public Service was inserted.

13.04.2026	Section 1.8.8 (ii)	The sub-paragraph was amended by the addition of the text in italics:- <i>“the Permanent Secretary is to inform the officer concerned, in writing as per template available on the Forms and Templates page, of his/her intention to extend or terminate the probationary / trial period before the officer’s probationary /trial period expires”.</i>
28.04.2026	Section 2.2.4	The text in italics was added by way of clarification:- <i>“All other things being equal (e.g. the salary package), lateral applications (i.e. applications by public officers who already hold an appointment in the same grade or position being advertised) are not allowed, except for instances when the area of specialisation of the advertised vacancy is different to the one held by the public officer and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.”</i>
15.05.2026	Section 1.8.2	A clarification was inserted at the end of the section reading as follows: <i>“An assimilation does not involve an appointment or a promotion, and, hence, is not subject to a probationary/trial period. However, in instances where, at the time of assimilation, an officer is still undergoing the applicable probationary/trial period and <u>not</u> yet confirmed in appointment in the original grade, on which basis assimilation is being effected, such probationary/trial period remains applicable and must be duly completed, irrespective of the assimilation.”</i>
02.07.2026	Section 7.8.5 (g)	A new sub-paragraph, numbered 7.8.5(g) (viii), was added, as follows:- <i>“Public officers serving in Private Secretariats and other designated Offices, who are appointed to an Assistant Directorship/Headship position, will be tenured at the level of the salary scale of their previous Secretariat position upon completing four years’ service in aggregate in both capacities (Secretariat conjoint with Assistant Director/Headship positions, in this order), provided that the Assistant Director/Headship position immediately follows their last Secretariat contract. This is subject to the following provisos:-</i> <i>i) such officers must have successfully completed the probationary/trial period attached to their Public Service appointment, and</i> <i>ii) if the salary scale of the Secretariat position is higher than that of the Assistant Director/Headship position, then such officers will be tenured at the level of the salary scale of the Assistant Director/Headship position, as applicable.”</i>
14.09.2026	Section 2.2.4	~~The following clarification was added:-~~ ~~<i>“For this purpose, it is clarified that the specialisations of Human Resources and People Management are to be considered as two different areas of specialisation and hence, the respective job descriptions are to reflect this distinction.”</i>~~ (vide entry below dated 16.10.2026)

18.09.2026	Section 1.8.2	The following clarification was added:- <i>“In the case of a lateral application (i.e. an application by a public officer who already holds an appointment in the same grade but in a different area of specialisation), the trial period is tied to the specialisation and hence the officer will be subject to a fresh trial period upon taking up the new appointment. Service in both grades will count for the purposes of progression, unless otherwise stated in the respective class agreement”.</i>
28.09.2026	Section 1.8.2	The following clarification was added:- <i>“Likewise, in instances where an officer is still undergoing the probationary/trial period and is awarded a progression as a result of an applicable Class Agreement/Document, the probationary/trial period remains effective and must be duly completed, irrespective of the progression.”</i>
16.10.2026	Sections 2.2.4	The following text was removed, to reflect contents of Letter-circular issued by DG (PRC) on 14.10.2026:- <i>“For this purpose, it is clarified that the specialisations of Human Resources and People Management are to be considered as two different areas of specialisation and hence, the respective job descriptions are to reflect this distinction.”</i>



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