

13 LOCALLY ENGAGED STAFF [LES]

- A. Are regular meetings held with LES or their representatives and do I participate on occasion?
- B. Are terms and conditions of appointment, local laws, benefits, pension plans, health plans, etc, incorporated into a Locally Engaged Handbook which is distributed to all LES?
- C. Has an LES compensation and benefits review been conducted during the past year by a Canada-based staff member using the required number of markers and appropriate job matching?
- D. Are vacant positions being staffed by competition, with the merit principle being respected and with the required documentation being maintained on a staffing file? Is a check made to determine if the applicant has relatives already working at the Mission?
- E. Are LES being hired given medical examinations, if necessary, prior to beginning employment and annually thereafter?
- F. Do all LES prior to being employed take and subscribe to an Oath of Allegiance or Affirmation of Allegiance and an Oath of Office and Secrecy?
- G. Are appraisal reports prepared annually for all LES?
- H. Is the Accountant taking annual leave of at least a two to three weeks continuous period? Employees in positions of trust who do not take annual vacations, could be manipulating accounting records.
- I. If payment of LES salaries is in cash, is there a rotation of paymasters with a Canada-based employee performing the function on occasion and do the LES check the cash they receive in front of the paymaster?