

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 18 OF 2023

ON

ADDITIONAL INCOME FOR CIVIL APPARATUSES IN THE

ENVIRONMENT OF THE REGENCY OF GRESIK GOVERNMENT

BY THE BLESSINGS OF ALMIGHTY GOD

The Regent of Gresik,

Considering: a. that the provisions for granting Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government have been regulated in the Regulation of the Regent of Gresik Number 7 of 2020 on Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government, as amended several times, lastly by Regent Regulation Number 10 of 2022 concerning the Second Amendment to Regent Regulation of Gresik Number 7 of 2020 concerning Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government;

b. that the Regent Regulation as referred to in letter a is no longer in accordance with the developing conditions and in order to facilitate reading of the policy, the Regent Regulation as referred to in letter a needs to be revoked;

c. that based on the considerations as referred to in letter a and letter b, it is necessary to issue a Regent Regulation on Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government;

Considering: 1. Law Number 12 of 1950 on the Formation of Regency Areas within the Province of East Java (State Gazette of the Republic of Indonesia of 1950 Number 41) as amended by Law Number 2 of 1965 on the Change of Boundary Area of Surabaya Municipality and Level II Surabaya

Region by Amending Law Number 12 of 1950 on the Formation of Regency and Metropolitan Areas within the Provinces of East Java, Central Java, West Java and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

2. Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended several times, lastly by Law Number 13 of 2022 concerning the Second Amendment to Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2022 Number 143, Supplement to the State Gazette of the Republic of Indonesia Number 6801);

3. Law Number 5 of 2014 on Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

4. Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, lastly by Law Number 9 of 2015 (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

5. Government Regulation Number 11 of 2017 on Civil Servant Management (State Gazette of the Republic of Indonesia of 2017 Number 63, Supplement to the State Gazette of the Republic of Indonesia Number 6037) as amended by Government Regulation Number 17 of 2020 concerning Amendment to Government Regulation Number 11 of 2017 concerning Civil Servant Management (State Gazette of the Republic of Indonesia of 2020 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 6477);

6. Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendment to Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);

7. Government Regulation Number 11 of 2017 on Civil Servant Management (State Gazette of the Republic of Indonesia of 2017 Number 63, Supplement to the State Gazette of the Republic of

Indonesia Number 6037);

8. Government Regulation Number 12 of 2019 on Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to the State Gazette of the Republic of Indonesia Number 6322);

9. Government Regulation Number 30 of 2019 on the Performance Appraisal of Civil Servants (State Gazette of the Republic of Indonesia of 2019 Number 77);

10. Government Regulation Number 94 of 2021 on the Discipline of Civil Servants (State Gazette of the Republic of Indonesia of 2021 Number 202, Supplement to the State Gazette of the Republic of Indonesia Number 6718);

11. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 13 of 2019 concerning Guidelines for the Determination and Development of Functional Positions (State Gazette of the Republic of Indonesia of 2019 Number 834);

12. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 6 of 2022 concerning the Management of the Performance of Civil Apparatuses (State Gazette of the Republic of Indonesia of 2022 Number 155);

13. Decision of the Minister of Home Affairs Number: 900-4700 of 2020 concerning the Procedure for the Approval of the Minister of Home Affairs Regarding Additional Income for Civil Apparatuses in the Environment of the Regional Government;

14. Regulation of the Corruption Eradication Commission Number 7 of 2016 concerning the Procedure for Registration, Announcement, and Examination of the Wealth of State Officials (State Gazette of the Republic of Indonesia of 2016 Number 985) as amended by the Regulation of the Corruption Eradication Commission Number 2 of 2020 concerning Amendment to the Regulation of the Corruption Eradication Commission Number 7 of 2016 concerning the Procedure for Registration, Announcement, and Examination of the Wealth of State Officials (State Gazette of the Republic of Indonesia of 2020 Number 572);

15. Regional Regulation of Gresik Regency Number 12 of 2016 on the Formation of Regional Apparatus of Gresik Regency (Regional Gazette of Gresik Regency of 2016 Number 18) as amended several times, lastly by Regional Regulation Number 8 of 2021 concerning the Second Amendment to Regional Regulation Number 12 of 2016 concerning the Formation of Regional Apparatus of Gresik Regency (Regional Gazette of Gresik Regency of 2021 Number 24);

16. Regulation of the Regent of Gresik Number 21 of 2018 on the Work Discipline of Civil Apparatuses in the Environment of the Gresik Regency Government (Regional Gazette of Gresik Regency of 2018 Number 21) as amended by Regulation of the Regent Number 1 of 2019 concerning Amendment to the Regulation of the Regent of Gresik Number 21 of 2018 concerning Work Discipline of Civil Apparatuses in the Environment of the Gresik Regency Government (Regional Gazette of Gresik Regency of 2019 Number 1);

17. Regulation of the Regent of Gresik Number 7 of 2020 on Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government (Regional Gazette of Gresik Regency of 2020 Number 7) as amended several times by Regulation of the Regent Number 10 of 2022 concerning the Second Amendment to Regent Regulation of Gresik Number 7 of 2020 concerning Additional Income for Civil Apparatuses in the Environment of the Gresik Regency Government (Regional Gazette of Gresik Regency of 2022 Number 10);

18. Regulation of the Regent of Gresik Number 71 of 2022 concerning the Procedure for Implementing the Settlement of Regional Loss Claims (Regional Gazette of Gresik Regency of 2022 Number 71);

Decides:

To enact: A REGULATION OF THE REGENT ON ADDITIONAL INCOME FOR CIVIL APPARATUSES IN THE ENVIRONMENT OF THE GRESIK REGENCY GOVERNMENT.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regent Regulation, the following terms mean:

1. Region means the Regency of Gresik.
2. Regional Government means the Gresik Regency Government.
3. Regent means the Regent of Gresik.

4. Regional Secretary means the Secretary of Regency of Gresik.
5. The Personnel Agency and Human Resource Development, hereinafter referred to as BKPSDM, means the Personnel Agency and Human Resource Development of the Gresik Regency.
6. Regional Apparatus means the assisting elements of the Regional Head and the Regional House of Representatives in the implementation of Governmental Affairs which are within the authority of the Region.
7. Civil Apparatus, hereinafter referred to as ASN, means civil servants and government employees with work agreements appointed by the personnel development official and entrusted with duties in a government position or entrusted with other state duties and are paid according to legislation.
8. Civil Servant, hereinafter referred to as PNS, means an Indonesian citizen who meets certain requirements, appointed as a permanent ASN by the personnel development official to hold a government position.
9. Prospective Civil Servant, hereinafter referred to as CPNS, means CPNS at the Regional Government.
10. Government Employee with Work Agreement, hereinafter referred to as PPPK, means an Indonesian citizen who meets certain requirements, who is appointed based on a work agreement for a certain period of time in order to carry out government duties.
11. Regional Budget, hereinafter referred to as APBD, means the Regional Budget of the Gresik Regency.
12. Position means a position that indicates the duties, responsibilities, authority, and rights of a Civil Servant in a state organizational unit.
13. Position Class means the level of structural positions and functional positions in a state organizational unit used as the basis for granting additional employee income.
14. Structural Official means a position that indicates the duties, responsibilities, authority, and rights of a Civil Servant in order to lead an organizational unit.
15. General/Implementing Functional Official means a position that indicates the duties, responsibilities, authority, and rights of a Civil Servant and Prospective Civil Servant in an organizational unit whose duties are based on specific skills and whose promotion is not required by credit points.
16. Specific Functional Position means a position that indicates the duties, responsibilities, authority,

and rights of a Civil Servant in an organizational unit whose duties are based on specific expertise and/or skills and are independent in nature, and whose promotion is required by credit points.

17. Administrator Position means a position that has the responsibility of leading the implementation of all public service activities as well as government and development administration.

18. Administrator Official means an ASN who holds an Administrator Position in the Regional Government.

19. Employee Performance Target, hereinafter referred to as SKP, means the performance expectations to be achieved by the Employee each year.

20. Performance Expectation hereinafter referred to as Expectation means the expectation of work results and employee work behavior.

21. Continuous Feedback means the response given to Employee performance.

22. Periodic Employee Performance Evaluation means the process where the Performance Appraiser reviews the overall work results and work behavior of the Employee during monthly or quarterly periods and determines the periodic performance predicate of the Employee based on the Employees performance quadrant.

23. Annual Employee Performance Evaluation means the process where the Performance Appraiser reviews the overall work results and work behavior of the Employee for one working year and determines the annual performance predicate of the Employee based on the Employees performance quadrant.

24. Discipline Level means compliance with the obligation to be present during working hours, attend roll call, participate in Physical Fitness Exercise (SKJ) activities, and not violate prohibitions determined in legislation.

25. Discipline Index means the measurement used to classify the level of discipline.

26. Annual Work Plan means a plan that contains annual activities and targets to be achieved as a description of the targets and programs that have been determined by the Regional Government.

27. Additional Employee Income, hereinafter referred to as TPP, means income obtained by ASN outside the legally received salary, in accordance with the provisions of legislation.

28. Performance Appraiser means the direct supervisor of the employee with the provision that the lowest is a supervisory official or other official who has been delegated authority.

29. Leader means the Performance Appraiser, other officials in one organizational unit,

cross-organizational units, cross-government agencies that own performance (outcome/inter-outcome/output/service), and/or other officials outside government agencies where the employee receives special assignments.

30. Civil Apparatus Allowance Measurement and Analysis Information System, hereinafter referred to as SI-PANTAS, is an application used to calculate the amount of TPP received by Employees in Gresik Regency.

31. Public Health Center, hereinafter referred to as Puskesmas, means the Public Health Center in Gresik Regency.

32. Regional Apparatus Index, hereinafter referred to as IPD, means a comparative measurement of one regional apparatus with another based on 5 (five) variables.

33. Regional Fiscal Capacity Index means the financial capacity of each region reflected through regional revenue minus revenue whose use has been determined and certain expenditures. Regional fiscal capacity is grouped based on the Regional Fiscal Capacity Index based on the Minister of Finance Regulation regulating the Regional Fiscal Capacity Map.

34. Construction Cost Index, hereinafter referred to as IKK, means a price index that describes the level of construction cost of a regency/city compared to the reference city.

35. Human Development Index, hereinafter referred to as IPM, measures human development achievements based on a number of basic components of quality of life.

## CHAPTER II

### PRINCIPLES OF TPP GRANTING

#### Article 2

The granting of TPP uses the following principles:

- a. legal certainty means that the granting of TPP prioritizes the basis of legislation, propriety, and justice;
- b. accountable means that TPP can be accounted for to the public in accordance with the provisions of legislation;
- c. proportionality means that the granting of TPP prioritizes the balance between the rights and

obligations of employees;

d. effective and efficient means that the granting of TPP is in accordance with the target or objective on time in accordance with the established performance planning;

e. justice and equality means that the granting of TPP must reflect a sense of justice and equality in obtaining opportunities for function and role as ASN;

f. welfare means that the granting of TPP is aimed at guaranteeing the welfare of ASN; and

g. optimization means that the granting of TPP is the result of the optimization of the budget ceiling for Regional Government expenditure.

### CHAPTER III

#### CRITERIA FOR TPP GRANTING

##### Article 3

(1) TPP is granted by considering Position Class, Regional Fiscal Capacity Index, Construction Cost Index, Regional Government Implementation Index and Regional Financial Capacity.

(2) The position class as referred to in section (1) is determined by a separate Regent Regulation in accordance with the approval of the Minister of State Apparatus Empowerment and Bureaucratic Reform.

(3) The Regional Fiscal Capacity Index, the Construction Cost Index, the Regional Government Implementation Index as referred to in section (1) are obtained based on the results of calculations or assessments by the Ministry/Institution authorized to calculate or assess in accordance with legislation.

(4) Regional Financial Capacity as referred to in section (1) is the availability of budget in the relevant budget years APBD.

##### Article 4

(1) The TPP as referred to in Article 3 section (1) is granted with the following criteria:

a. workload;

b. work performance;



- c. working conditions;
- d. profession scarcity; and
- e. other objective considerations.

(2) TPP based on the workload criteria as referred to in section (1) letter a, is given to ASNs who, in carrying out their duties, exceed the normal workload of 112.5 (one hundred twelve point five) hours per month or 1350 (one thousand three hundred fifty) hours per year.

(3) TPP based on the work performance criteria as referred to in section (1) letter b, is given to ASNs who have a minimum ASN performance predicate of needs improvement.

(4) TPP based on the working conditions criteria as referred to in section (1) letter c, is given to ASNs who carry out duties and responsibilities with high risks such as health risks, occupational safety, life safety, risks with auditors and law enforcement officials.

(5) TPP based on the profession scarcity criteria as referred to in section (1) letter d, is given to ASNs who, in carrying out their duties, require special skills, very few/almost no Regional Government employees meet the required qualifications and in the highest leadership positions in the Regional Government, a minimum of 10% (ten percent) of the basic TPP amount is given.

(6) TPP based on other objective considerations as referred to in section (1) letter e, is given to PNS as mandated by legislation.

## Article 5

(1) TPP is not given to:

- a. ASNs who clearly do not carry out duties/positions/work in the Regional Apparatus;
- b. ASNs who are temporarily dismissed or deactivated;
- c. ASNs who are honorably or dishonorably dismissed;
- d. ASNs who are seconded/employed in state institutions/agencies and/or other institutions outside the Regional Government; and
- e. ASNs who are given leave outside the states responsibility or are on leave to undergo their pension preparation period.

(2) TPP with the workload criteria as referred to in Article 4 section (1) letter a, is given to ASNs in the Regional Government environment, except:

- a. ASNs at Ibnu Sina Regional Public Hospital;

- b. ASNs at the Regional Revenue and Expenditure Budget Agency;
- c. ASN Teachers;
- d. School Supervisors; and
- e. PPPK at the Health Office.

(3) TPP with the work performance criteria as referred to in Article 4 section (1) letter b, is given to ASNs in the Regional Government environment, except:

- a. ASNs at Ibnu Sina Regional Public Hospital;
- b. ASNs at the Regional Revenue and Expenditure Budget Agency;
- c. ASNs who hold functional positions at the Agriculture Office;
- d. ASN Teachers;
- e. School Supervisors; and
- f. PPPK at the Health Office.

(4) TPP with the working conditions criteria as referred to in Article 4 section (1) letter c, is given to:

- a. ASNs at the Inspectorate;
- b. ASNs who hold functional positions in the Procurement of Goods/Services Section; and
- c. PNS who, based on the Regents Decision, serves as the Receiving Treasurer, Disbursing Treasurer, Assistant Disbursing Treasurer at the Regional Secretariat and Sub-district, and Asset Manager at the Regional Apparatus.

(5) TPP based on other objective considerations as referred to in Article 4 section (1) letter e, is given to:

- a. ASN Teachers;
- b. ASN School Supervisors;
- c. Employees in work units with BLUD status; and
- d. PNS at the Regional Revenue and Expenditure Budget Agency.

in accordance with the provisions of legislation.

(6) The percentage of TPP criteria based on workload as referred to in section (2), work performance as referred to in section (3), and working conditions as referred to in section (4) are as stated in Appendix I, which is an inseparable part of this Regent Regulation.

(1) The highest amount of ASN TPP as referred to in Article 3 section (1) is obtained using the following formula:

(Amount of Performance Allowance per position class according to the provisions of legislation) x (regional fiscal capacity index) x (Construction Cost Index) x (Regional Government Implementation Index)

(2) The Position Class as referred to in section (1) is determined based on the results of the position evaluation as a human resource management process used to systematically assess a position using the Position Factor criteria, consisting of:

a. Structural position factors, consisting of:

- 1) scope and impact of the program;
- 2) organizational arrangements;
- 3) supervisory and managerial authority;
- 4) personal relationships;
- 5) difficulty of directing work; and
- 6) other conditions.

b. Functional position factors, consisting of:

- 1) knowledge required by the position;
- 2) supervisor supervision;
- 3) guidelines;
- 4) complexity;
- 5) scope and impact;
- 6) personal relationships;
- 7) relationship objectives;
- 8) physical requirements; and
- 9) work environment.

(3) The Regional Fiscal Capacity Index as referred to in section (1) is determined based on the regions financial capacity reflected through regional revenue minus revenue whose use has been determined and certain expenditures, and is determined based on the Minister of Finance Regulation regulating the Regional Fiscal Capacity Map.

(4) The IKK as referred to in section (1) is used as a proxy to measure the level of geographical

difficulty of a Region, and is used as a correction factor for the level of regional cost, obtained from the comparison of the IKK of Central Jakarta City and DKI Jakarta Province in accordance with legislation.

(5) The Regional Government Implementation Index as referred to in section (1) consists of leverage variables and result variables related to Regional Government implementation, with weights of 90% (ninety percent) and 10% (ten percent) respectively.

(6) The components of the leverage variables as referred to in section (5) consist of:

- a. Financial Statement Opinion;
- b. Regional Government Implementation Report (LPPD);
- c. Maturity of Regional Apparatus Arrangement;
- d. Regional Innovation Index;
- e. Regional Government Work Performance;
- f. Ratio of Travel Expenses; and
- g. Regional Bureaucratic Reform Index.

(7) The components of the result variables as referred to in section (5) consist of:

- a. Human Development Index; and
- b. Gini ratio index.

(8) The calculation of the basic TPP amount for each ASN position class as referred to in section (1) is obtained from the TPP approval application of the Ministry of Home Affairs.

(9) The amount of TPP received by ASN is in accordance with the calculation results in the SI-PANTAS application.

## CHAPTER IV

### PERFORMANCE APPRAISAL OF REGIONAL APPARATUS

#### Article 7

(1) The Performance Appraisal of Regional Apparatus is an assessment of the level of achievement of programs and activities of the Regional Apparatus as a description of the goals and strategic targets of the Regional Apparatus that have been determined in the Regional Apparatus Strategic

Plan.

(2) The Guidelines for the Performance Appraisal of Regional Apparatus as referred to in section (1) are regulated in a separate Regent Regulation.

## CHAPTER V

### IPD

#### Article 8

(1) IPD consists of 5 (five) variables, namely:

- a. the value of the Government Institution Performance Accountability System (SAKIP);
- b. bureaucratic reform index;
- c. ratio of travel expenses;
- d. organizational innovation index; and
- e. achievement of the integrity zone development performance.

(2) The IPD as referred to in section (1) is used as one of the bases for calculating TPP.

(3) The calculation of IPD as referred to in section (1) is carried out in December of the relevant year.

(4) The IPD as referred to in section (1) is determined by the Regents Decision.

## CHAPTER VI

### REDUCTION OF TPP

#### Article 9

(1) TPP reduction is applied to:

- a. ASNs who do not work without a valid reason in the current month;
- b. ASNs who are late for work in the current month;
- c. ASNs who leave work before time in the current month;
- d. ASNs who do not attend morning roll call without valid reason on working days are subject to a

TPP reduction of 2% (two percent).

(2) The reduction of ASN TPP as referred to in section (1) letters a, b, and c, is calculated from the points of work discipline assessment, based on the employee discipline index data from the employee attendance application.

#### Article 10

Administrator Officials who do not yet have a government goods/services procurement certificate are subject to a TPP deduction of 10% (ten percent) of their position class basic TPP.

### CHAPTER VII

#### ADDITION OF TPP

#### Article 11

Provisions regarding additional ASN TPP, namely:

- a. Officials of the same level who concurrently hold other acting, temporary, or acting positions receive a higher ASN TPP, an additional 20% (twenty percent) of the lower ASN TPP in the definitive position or the position they concurrently hold;
- b. Officials one level below the definitive official who are permanently or temporarily absent and concurrently hold the position of acting, temporary, or acting official only receive the ASN TPP of the highest Employee TPP Position;
- c. Additional ASN TPP for Employees who concurrently hold acting, temporary, or acting positions is paid from the date they take office as acting, temporary, and acting officials;
- d. Additional ASN TPP for Employees who concurrently hold acting, temporary or acting positions from other institutions is paid from the date they take office as acting, temporary, and acting officials; and
- e. The payment of ASN TPP for Employees who concurrently hold acting, temporary, or acting positions is realized based on the percentage of working days in the position they concurrently hold.

## CHAPTER VIII

### PAYMENT OF TPP

#### Article 12

(1) The monthly payment of ASN TPP is calculated based on:

- a. work performance; and
- b. workload.

(2) The calculation of work performance as referred to in section (1) letter a, is 60% (sixty percent) of the basic TPP amount received by ASN.

(3) The calculation of workload as referred to in section (1) letter b, is:

Percentage of workload x basic TPP amount of each position class x discipline index.

(4) Formulation of the calculation of ASN TPP payment:

Monthly TPP Payment = IPD x Basic TPP Position Class x (Work Performance + Workload) - Reducing Factor (Regional Apparatus + Individual).

(5) The discipline index as referred to in section (3) is based on the level of ASN discipline in following the provisions of working hours, accumulated every month based on the ASN discipline index data from the Employee Attendance application.

#### Article 13

(1) ASN cannot be given TPP based on the value of work performance and workload as referred to in Article 12 section (1), if:

- a. the monthly ASN performance predicate is poor/misconduct and very poor, then the ASN concerned is not entitled to receive TPP from work performance in the relevant month; and
- b. the ASN who, in carrying out their duties, does not exceed the normal workload of 112.5 (one hundred twelve point five) hours per month, then the ASN concerned is not entitled to receive TPP from workload in the relevant month.

(2) The performance predicate as referred to in section (1) letter a, is based on the employee performance quadrant which is a combination of work results and work behavior assessments.

#### Article 14

- (1) The Appraiser verifies and validates the work results.
- (2) The monthly work result assessment as referred to in section (1) is completed with supporting work result data uploaded to the SI-PANTAS application.
- (3) The monthly work result assessment as referred to in section (1) is printed and signed by the ASN with the Appraiser, complete with supporting performance data stored as the employees archive.
- (4) The appraiser as referred to in section (1) also reviews/assesses the employees work behavior.
- (5) The Appraiser as referred to in section (1) is listed in Appendix II, which is an inseparable part of this Regent Regulation.

#### Article 15

- (1) The assessment of ASN work behavior is carried out using a 360° (three hundred sixty degree) assessment system.
- (2) The assessors of ASN work behavior as referred to in section (1) consist of:
  - a. Appraiser/direct supervisor;
  - b. Colleagues of the same level; and
  - c. Subordinates.

#### Article 16

- (1) The ASN discipline level as referred to in Article 12 section (5) consists of:
  - a. punctuality in arriving at the workplace/office;
  - b. compliance with leaving time from the workplace/office in accordance with working hour provisions; and
  - c. leave of absence due to illness and without explanation on working days.
- (2) The working hour provisions as referred to in section (1) letter b, are guided by the provisions of legislation.
- (3) ASNs who are late in arriving at the workplace/office and/or leave earlier from the workplace/office must still carry out attendance in accordance with the arrival time and departure time.
- (4) ASNs who carry out out-of-region/country official travel, in-region official travel, participate in



official activities, and carry out official duties are counted as working days.

#### Article 17

Each Regional Apparatus processes the monthly ASN attendance data and is obliged to submit it to BKPSDM online no later than 5 (five) working days in the following month.

### CHAPTER IX

#### MUTATION

#### Article 18

(1) ASNs who have a position mutation are required to create new performance targets calculated based on the Statement of Carrying Out Duties.

(2) ASNs who have a position mutation as referred to in section (1), the payment of the new position TPP is calculated based on the Statement of Carrying Out Duties.

(3) For the transfer of positions for ASNs originating from Regional Apparatus that have been abolished and/or merged with other Regional Apparatus, the TPP payment follows the new position and/or the new Regional Apparatus.

(4) ASNs who move into the Region are given TPP in the following year since the Statement of Carrying Out Duties is issued.

(5) PNS who have a position mutation, the IPD provisions as referred to in Article 8 section (1) follow the old Regional Apparatus until the end of the budget year.

### CHAPTER X

#### BUDGET ALLOCATION

#### Article 19

TPP expenditure is charged to the APBD.

## CHAPTER XI

### MONITORING AND EVALUATION

#### Article 20

(1) The implementation of monitoring and evaluation of the granting of TPP to ASNs is carried out by the Regent, each Head of Regional Apparatus and the Monitoring and Evaluation Team.

(2) The Regent has the following authority:

- a. to set expectations for organizational level work results, in the form of Quality Expectations, Quantity, Time and other Expectations determined by the official concerned;
- b. to conduct Periodic Performance Evaluations on organizational apparatus work result expectations and to give organizational apparatus performance predicates; and
- c. to give awards or sanctions for the achievement of regional apparatus performance determined by the Regents Decision.

(3) Awards are given by the Regent if the Regional Apparatus performance is equal to or exceeds expectations.

(4) An award in the form of a 10% (ten percent) TPP bonus is given to ASNs who have innovations and receive recognition from the Ministry handling innovation affairs for 1 (one) month.

(5) ASNs who receive an award in the form of a TPP bonus as referred to in section (4) are determined by the Regents Decision.

(6) Sanctions are given by the Regent if the Regional Apparatus performance is below expectations, as follows:

- a. Small Discrepancy, the difference between target and realization is 10.01% (ten point zero one percent) to 25% (twenty-five percent), TPP is reduced by 5% (five percent);
- b. Moderate Discrepancy, the difference between target and realization is 25.01% (twenty-five point zero one percent) to 50% (fifty percent), TPP is reduced by 10% (ten percent);
- c. Large Discrepancy, the difference between target and realization is  $\geq$  50.01% (greater than or equal to fifty point zero one percent), TPP is reduced by 15% (fifteen percent); and
- d. TPP deduction applies to all ASNs in the relevant Regional Apparatus for 1 (one) month.

## Article 21

(1) The Monitoring and Evaluation Team as referred to in Article 20 section (1) is determined by the Regents Decision.

(2) The Monitoring and Evaluation Team as referred to in section (1) consists of elements of the regional government in charge of:

- a. supervision;
- b. planning;
- c. development;
- d. finance;
- e. personnel; and
- f. organization.

(3) The Monitoring and Evaluation Team as referred to in section (1) has the following duties and functions:

- a. to conduct evaluations and calculations of IPD at the end of each year;
- b. to conduct test checks on individual performance reports in the SI-PANTAS application against actual data and facts once a month; and
- c. to make recommendations to the Personnel Development Official/Regional Secretary regarding the results of test checks on individual performance reports for the granting of TPP deduction sanctions in the following month.

(4) Sanctions for TPP deduction based on the results of test checks by the Monitoring and Evaluation Team as referred to in section (3) letter c are regulated as follows:

- a. Small Inconsistency, the difference between actual performance and SI-PANTAS is 10% (ten percent) to 25% (twenty-five percent), TPP is reduced by 5% (five percent);
- b. Moderate Inconsistency, the difference between actual performance and SI-PANTAS is 25.01% (twenty-five point zero one percent) to 50% (fifty percent), TPP is reduced by 10% (ten percent); and
- c. Large Inconsistency, the difference between actual performance and SI-PANTAS is  $\geq$  50.01% (greater than or equal to fifty point zero one percent), TPP is reduced by 15% (fifteen percent).

## CHAPTER XII

## OTHER PROVISIONS

### Article 22

(1) The payment of ASN TPP for CPNS is paid at 80% (eighty percent) of the value of their position class TPP until the issuance of the decision on the appointment from CPNS to PNS.

(2) The payment of TPP for ASNs in functional positions is paid at 100% (one hundred percent) of the value of the functional position TPP after the issuance of the first Appointment Decision in their functional position.

(3) In the event that after the issuance of the decision as referred to in section (1), the position class has not been determined and/or there is no position box/container on the position map, TPP is given at 100% (one hundred percent) of the value of the lowest ASN position class TPP based on the type of position in accordance with legislation.

### Article 23

Specific functional officials who are the result of position equalization from structural positions are given the same position class as their structural position class.

### Article 24

(1) ASNs who hold specific functional positions at the Agriculture Office receive TPP based on workload of 40% (forty percent) of their position class basic TPP.

(2) ASNs who hold specific functional positions as PAUD Supervisors and Educators receive TPP based on workload of 40% (forty percent) and based on work performance of 20% (twenty percent) of their position class basic TPP.

(3) ASNs who hold specific functional positions in the Goods/Services Procurement Service Section receive additional TPP based on working conditions of 10% (ten percent) of their position class basic TPP.

(4) ASNs, based on the Regents Decision, who serve as the Receiving Treasurer, Disbursing Treasurer, Assistant Disbursing Treasurer at the Regional Secretariat and Sub-district, and Asset Manager at the Regional Apparatus receive additional TPP based on working conditions of 10% (ten percent) of the TPP they receive at their position class.

## Article 25

(1) ASNs who are given a minor disciplinary penalty in the form of:

- a. verbal warning, are given TPP of 90% (ninety percent) of what they should receive for 1 (one) month;
- b. written warning, are given TPP of 80% (eighty percent) of what they should receive for 1 (one) month; and
- c. written expression of dissatisfaction, are given TPP of 75% (seventy-five percent) of what they should receive for 1 (one) month.

(2) ASNs who are given a moderate disciplinary penalty in the form of:

- a. a reduction in performance allowance of 25% (twenty-five percent) for 6 (six) months, are given TPP of 75% (seventy-five percent) of what they should receive while undergoing disciplinary punishment;
- b. a reduction in performance allowance of 25% (twenty-five percent) for 9 (nine) months, are given TPP of 75% (seventy-five percent) of what they should receive while undergoing disciplinary punishment; and
- c. a reduction in performance allowance of 25% (twenty-five percent) for 12 (twelve) months, are given TPP of 75% (se