

Circular No. 1

Ref. No. C41

Public Service Establishment Division  
Ministry of Finance and Planning  
30 National Heroes' Circle  
Kingston 4

January 2, 2002

To: Permanent Secretaries  
Heads of Departments

**Re: 2000/2002 Revision of Salaries and Allowances TSS/HS**

Arising from the Heads of Agreement signed with the Jamaica Confederation of Trade Unions (JCTU), the attached schedule shows the revised salary scales approved with effect from April 1, 2000 and April 1, 2001 for those positions classified in the Technical Support Services Group, Health Service Subgroup (TSS/HS). Approval is also given for the following allowances to be revised.

Conversion to the new scales should be made on a point-to-point basis starting from minimum to minimum.

The following allowances have also been revised:

	Existing	Revised w.e.f. 1/4/2000	Revised w.e.f. 1/4/2001
	\$	\$	\$
<b>Tailoring</b>	18,276 p.a.	19,020 p.a.	19,788 p.a.
<b>Uniform</b>	16,536 p.a.	17,197 p.a..	The Uniform Allowance has been rolled into salary and is no longer payable with effect from this date.
<b>Laundry</b>	11,544 p.a.	12,006 p.a..	The Laundry Allowance has been rolled into salary and is no longer payable with effect from this date.

	Existing \$	Revised w.e.f. 1/4/2000 \$	Revised w.e.f. 1/4/2001 \$
<b>Laundry</b> To those in receipt of tailoring	24,000 p.a.	24,960 p.a..	The Laundry Allowance has been rolled into salary and is no longer payable with effect from this date.
<b>Sessional Rate</b>			
TSS/HS 2	401 per 4 Hour Session	417 per 4 Hour Session	568 per 4 Hour Session
TSS/HS 3	410.5 per 4 Hour Session	427 per 4 Hour Session	582 per 4 Hour Session
<b>Location Incentive Allowance</b>	7,968 p.a.	7,887 p.a.	14,436 p.a.

Increases in tailoring should be paid only to those employees currently in receipt of this allowance and should **not** be extended to any category of employees not now in receipt.

The Uniform allowance is only payable where uniform material is not provided.

#### **Uniform and Shoes**

Consequent on the rolling in of Uniform into salary with effect from April 1, 2001 material or made up uniforms and shoes will no longer be provided with effect from April 1, 2001. **Workers who are required to wear uniforms and shoes are required to provide these items in keeping with the specifications given. These employees should continue to receive their tailoring allowance.**

#### **Meal Allowance**

Meal allowance has been increased from \$200.00 per occasion to \$220.00 per occasion with effect from April 1, 2000 and to \$250.00 per occasion with effect from April 1, 2001. Please note that Supper allowance is payable to those employees working on the swing and graveyard shifts.

#### **Supper Allowance**

Supper allowance has been increased from \$200.00 per occasion to \$220.00 per occasion with effect from April 1, 2000 and to \$250.00 per occasion with effect from April 1, 2001. Please note that the meal allowance is payable to those employees who are not eligible for any type of overtime payment and who work beyond 7 p.m. on occasion.



### Taxi

Taxi allowance has been increased from \$200.00 per occasion to \$220.00 per occasion with effect from April 1, 2000 and to \$250.00 per occasion with effect from April 1, 2001.

### Subsistence

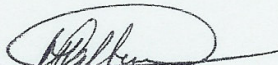
The subsistence allowance has been increased from \$798 per 24 hours to \$840 per 24 hours with effect from April 1, 2000 and to \$870 per 24 hours with effect from April 1, 2001. Where it is envisaged that an employee has to stay overnight an advance on the subsistence may be paid on the understanding that the appropriate bills will be submitted. Ministries and Departments are reminded that in keeping with Staff Order 9:15, where the actual expenditure exceeds the current rates of subsistence, officers may be reimbursed actual expenses in lieu of subsistence on the presentation of bona fide bills reflecting **reasonable rates**.

The new rates that is, those that are effective April 1, 2001 are to be paid in the last pay period in January 2002. For the weekly paid and monthly paid staff the arrears for the period April 1, 2000 to January 2002 and December 2001 respectively are to be paid in June 2002.

The Budget Division and the Public Service Establishment Division of this Ministry must be advised of the **additional funds** required to pay the new rates and the arrears. The information should be detailed on the attached form as follows:

- (i) The number of positions involved at each grade/level
- (ii) The **additional cost** involved are to be calculated as follows:
  - A) April 1, 2000 – March 31, 2001 that is the difference between the rates at March 31, 2000 and new rates effective April 1, 2000
  - B) April 1, 2001 – January 2002 that is the difference between the rates at March 31, 2001 and the rates effective April 1, 2001 for the weekly paid staff and,
  - C) April 1 2001 – December 31, that is the difference between the rates at March 31, 2001 and the rates effective April 1, 2001 for the monthly paid staff.

In any case of doubt or difficulty, the Public Service Establishment Division of this Ministry is to be contacted before payment is made.



Maria Walters  
for Financial Secretary

## REVISION OF SALARY FOR THE PERIOD 2000/2002

### TECHNICAL SUPPORT GROUP HEALTH SUPPORT SUBGROUP-TSS/HS

#### TSS/HS 7

Existing	\$203,617	X	\$5,195	-	\$219,202	p.a.
Proposed w.e.f. 1/4/2000	\$211,762	X	\$5,403	-	\$227,971	p.a.
Proposed w.e.f. 1/4/2001	\$322,000	X	\$5,619	-	\$338,857	p.a.

#### TSS/HS 6

Existing	\$182,090	X	\$4,212	-	\$198,938	p.a.
Proposed w.e.f. 1/4/2000	\$189,374	X	\$4,380	-	\$206,894	p.a.
Proposed w.e.f. 1/4/2001	\$300,000	X	\$4,555	-	\$318,220	p.a.

#### TSS/HS 5

Existing	\$162,674	X	\$3,153	-	\$178,439	p.a.
Proposed w.e.f. 1/4/2000	\$169,181	X	\$3,279	-	\$185,576	p.a.
Proposed w.e.f. 1/4/2001	\$278,500	X	\$3,410	-	\$295,550	p.a.

#### TSS/HS 4

Existing	\$145,217	X	\$2,147	-	\$166,687	p.a.
Proposed w.e.f. 1/4/2000	\$151,026	X	\$2,233	-	\$173,356	p.a.
Proposed w.e.f. 1/4/2001	\$255,000	X	\$2,550	-	\$280,500	p.a.

#### TSS/HS 3

Existing	\$139,281	X	\$2,014	-	\$145,323	p.a.
Proposed w.e.f. 1/4/2000	\$144,852	X	\$2,095	-	\$151,137	p.a.
Proposed w.e.f. 1/4/2001	\$238,000	X	\$5,950	-	\$255,850	p.a.

#### TSS/HS 2

Existing	\$136,211	X	\$1,896	-	\$141,899	p.a.
Proposed w.e.f. 1/4/2000	\$141,659	X	\$1,972	-	\$147,575	p.a.
Proposed w.e.f. 1/4/2001	\$217,000	X	\$4,340	-	\$230,020	p.a.

#### TSS/HS 1

Existing	\$126,397	X	\$1,896	-	\$132,085	p.a.
Proposed w.e.f. 1/4/2000	\$131,453	X	\$1,972	-	\$137,369	p.a.
Proposed w.e.f. 1/4/2001	\$204,635	X	\$4,093	-	\$216,913	p.a.

Compensation Unit  
Ministry of Finance and Planning/PSED

January 2, 2002