

Circular No. 19
Ref. No. 59/20^{VII}

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

March 28, 2002

To: Permanent Secretaries
Heads of Departments

**Replacement of Circular 15
Re: Calculation of Retroactive Payments 2000/2002**

Reference is made to the agreement arrived at with the Jamaica Civil Service Association, (JCSA) and the Jamaica Confederation of Trade Unions (JCTU) in respect of increases in the basic salary and allowances paid to the certain weekly and monthly paid staff in the civil service as detailed in circulars number 11 of 2001, 8 of 2002, 1 of 2002 and in the memoranda dealing with the administrative staff in schools and colleges and the staff in the Parish Councils.

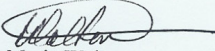
The circulars and memoranda under reference stated that uniform and laundry allowances have been rolled into salary and are no longer payable with effect from April 1, 2001. In this regard:

- a) For those officers who were in receipt of uniform at \$22,230 or \$16,536 and laundry at \$11,544 the calculations for their retroactive payments must take into account these amounts already paid since April 1, 2001.
- b) For those officers who were in receipt of laundry allowance of \$350 per week and received made up uniforms, uniform material or pay in lieu of uniform, the calculations for their retroactive payments must take into account the amount already paid for **laundry only** since April 1, 2001.

Selected examples of the calculation of retroactive pay for certain levels are attached at appendix 1. **Please note that these are examples only and do not reflect a specific officer's payments. The examples are based on the payments before taxation therefore they represent gross figures and not net figures.**

THIS CIRCULAR REPLACES THIS MINISTRY'S CIRCULAR NUMBER 15 DATED MARCH 12 2002 ENTITLED "CALCULATION OF RETROACTIVE SALARY 2000/02".

In any case of doubt or difficulty, please contact this Ministry before any payment is made.


Maria Walters
for Financial Secretary

**Examples of Retroactive Calculation for the
Contract Period 2000 - 2002**

OPS/SS 1 incremental date April 1, 2001

The officer is appointed at the 1st point w.e.f. April 1, 1999 at the salary \$159,844 p.a.

	Salary	Uniform	Laundry	Total
Existing as at April 1, 2000	\$163,840	\$11,544	\$16,536	
Increase w.e.f. April 1, 2000	\$170,394	\$12,006	\$17,197	
Total Arrears for April 1, 2000 - 31/3/2001	\$6,554	\$462	\$661	
	Salary	Uniform	Laundry	Total
Existing as at April 1, 2001	\$167,936	\$11,544	\$16,536	\$196,016
Increase w.e.f. April 1, 2001	\$232,129			\$232,129
Retroactive Amt. 1/4/2001 to 31/3/2002				\$36,113
is equal to \$232,129 (new rate) - \$196,016 (old rate + uniform & laundry)				

LMO/TS 1 incremental date April 1, 2001

Officer is appointed April 1, 1999 at the 1st point in the scale

	Salary	Uniform	Laundry	Total
Existing as at April 1, 2000	\$2,076		\$350	
Increase w.e.f. April 1, 2000	\$2,159		\$364	
Total Arrears per week	\$83		\$14	
Total Arrears for the period April 1, 2000 - 31/3/2001 is equal to the Total Arrears per week * 52	\$4,316		\$728	
	Salary	Uniform	Laundry	Total
Existing Rate as at April 1, 2001	\$2,128		\$350	\$2,478
Increase w.e.f. April 1, 2001	\$4,135			\$4,135
Retroactive Amt. 1/4/2001 to 11/1/2002				\$67,937
is = to \$4135 - \$2478* 41 weeks++				

++ 41 weeks applies to those persons who received their payments in the last pay period in January