

Circular No. 6

Ref. No. C33^{II}

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

March 4, 2004

To: Permanent Secretaries
Heads of Departments

**Re: 2002/2004 Revision of Salaries and Allowances in the Public Service
For Weekly, Daily, & Certain Monthly Paid Staff**

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, 2002 and April 1, 2003.

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. 1/4/2002	Revised w.e.f. 1/4/2003
	\$	\$	\$
<u>Tailoring</u>	6,000 p.a.	6,400 p.a.	7,000 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.

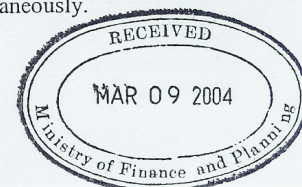
	Existing	Revised w.e.f. 1/4/2002	Revised w.e.f. 1/4/2003
	\$	\$	\$
<u>Shift Premium</u>			
2 p.m. – 10 p.m.	6.00 per hour	6.40 per hour	6.60 per hour

10 p.m. – 6 a.m.			
11 p.m. – 7 a.m.	9.00 per hour	9.50 per hour	9.80 per hour

<u>Night Premium</u>			
6 p.m. – 8 a.m.	9.00 per hour	9.50 per hour	9.80 per hour

The Night Premium is payable to employees normally working from 6 p.m. to 8 a.m.

Please note that Night Premium and Shift Premium are not payable simultaneously.



	Existing	Revised w.e.f. 1/4/2002	Revised w.e.f. 1/4/2003
	\$	\$	\$
<u>Discomfort</u>	25.00 per day	35.00 per day	35.00 per day

This allowance is payable to those employees working in water on a continuous basis in the Ministry of Agriculture.

	Existing	Revised w.e.f. 1/4/2002	Revised w.e.f. 1/4/2003
	\$	\$	\$
<u>Location Incentive</u>	20,436 p.a.	21,952 p.a.	22,620 p.a.

This allowance is payable to those categories of staff listed in the attached schedules and employed in the locations detailed below:

The Kingston Public Hospital
The Victoria Jubilee Hospital
The Bellevue Hospital
Comprehensive Health Clinic
The Blood Bank
National Public Health Laboratory
Seaview Gardens Health Centre
Olympic Gardens Health Centre
Denham Town Health Centre
Edna Manley Health Centre (w.e.f. April 1, 2000)

Meal Allowance

Meal allowance has been increased from \$250.00 per occasion to \$258.00 per occasion with effect from April 1, 2002 and to \$270.00 per occasion with effect from April 1, 2003. Meal allowance is payable to those employees working on the 2:00 p.m. to 10:00 p.m., the 10:00 p.m. to 6:00 a.m., the 11:00 p.m. to 7:00 a.m. or the 3:00 p.m. to 11:00 p.m. shifts.

Supper Allowance

Supper allowance has been increased from \$250.00 per occasion to \$258.00 per occasion with effect from April 1, 2002 and to \$270.00 per occasion with effect from April 1, 2003. Supper 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 \$250.00 per occasion to \$258.00 per occasion with effect from April 1, 2002 and to \$270.00 per occasion with effect from April 1, 2003.

Subsistence

Subsistence allowance has been increased from \$870 per 24 hours to \$950 per 24 hours with effect from April 1, 2002 and to \$1,002 per 24 hours with effect from April 1, 2003. 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**.

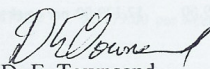
Payment Schedule and Costings

The new rates, and all retroactive amounts are to be paid in May 2004.

The Public Expenditure 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, 2002 - March 31, 2003 that is the difference between the rates at March 31, 2001 and new rates effective April 1, 2002
 - B) April 1, 2003 – April 30, 2004 that is the difference between the rates at March 31, 2002 and the rates effective April 1, 2003.

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


D. E. Townsend
for Financial Secretary

REVISION OF BASIC SALARY

	Basic minimum				Salary maximum	
Trades and Services Series (LMO/TS)						
LMO/TS 6	\$5,801.00	\$5,946.00	\$6,095.00	\$6,247.00	\$6,403.00	\$6,563.00 p.w.
With Effect From 1/4/2002	\$6,051.00	\$6,202.00	\$6,357.00	\$6,516.00	\$6,679.00	\$6,846.00 p.w.
With Effect From 1/4/2003	\$6,351.00	\$6,510.00	\$6,673.00	\$6,839.00	\$7,010.00	\$7,186.00 p.w.
LMO/TS 5	\$5,219.00	\$5,350.00	\$5,483.00	\$5,620.00	\$5,761.00	\$5,905.00 p.w.
With Effect From 1/4/2002	\$5,469.00	\$5,606.00	\$5,746.00	\$5,890.00	\$6,037.00	\$6,188.00 p.w.
With Effect From 1/4/2003	\$5,744.00	\$5,888.00	\$6,035.00	\$6,186.00	\$6,340.00	\$6,499.00 p.w.
LMO/TS 4	\$4,740.00	\$4,859.00	\$4,980.00	\$5,104.00	\$5,232.00	\$5,363.00 p.w.
With Effect From 1/4/2002	\$4,990.00	\$5,115.00	\$5,243.00	\$5,374.00	\$5,508.00	\$5,646.00 p.w.
With Effect From 1/4/2003	\$5,260.00	\$5,392.00	\$5,526.00	\$5,664.00	\$5,806.00	\$5,951.00 p.w.
LMO/TS 3	\$4,429.00	\$4,539.00	\$4,653.00	\$4,769.00	\$4,888.00	\$5,010.00 p.w.
With Effect From 1/4/2002	\$4,669.00	\$4,785.00	\$4,905.00	\$5,027.00	\$5,153.00	\$5,282.00 p.w.
With Effect From 1/4/2003	\$4,909.00	\$5,031.00	\$5,157.00	\$5,286.00	\$5,418.00	\$5,554.00 p.w.
LMO/TS 2	\$4,179.00	\$4,283.00	\$4,390.00	\$4,500.00	\$4,612.00	\$4,728.00 p.w.
With Effect From 1/4/2002	\$4,379.00	\$4,488.00	\$4,600.00	\$4,715.00	\$4,833.00	\$4,954.00 p.w.
With Effect From 1/4/2003	\$4,634.00	\$4,749.00	\$4,868.00	\$4,990.00	\$5,115.00	\$5,243.00 p.w.
LMO/TS 1	\$3,935.00	\$4,034.00	\$4,135.00	\$4,238.00	\$4,344.00	\$4,452.00 p.w.
With Effect From 1/4/2002	\$4,135.00	\$4,239.00	\$4,345.00	\$4,453.00	\$4,565.00	\$4,679.00 p.w.
With Effect From 1/4/2003	\$4,355.00	\$4,464.00	\$4,576.00	\$4,690.00	\$4,807.00	\$4,928.00 p.w.
DRIVERS (LMO/DR)						
LMO/DR 2	\$5,221.00	X	\$131.00	-	\$6,138.00	p.w.
With Effect From 1/4/2002	\$5,496.00	X	\$135.00	-	\$6,441.00	p.w.
With Effect From 1/4/2003	\$5,816.00	X	\$142.00	-	\$6,810.00	p.w.
LMO/DR 1	\$4,300.00	X	\$108.00	-	\$5,056.00	p.w.
With Effect From 1/4/2002	\$4,575.00	X	\$112.00	-	\$5,359.00	p.w.
With Effect From 1/4/2003	\$4,895.00	X	\$118.00	-	\$5,721.00	p.w.

CASUAL DAILY PAID EMPLOYEES

Existing	\$750.00	per day
With Effect From 1/4/2002	\$800.00	per day
With Effect From 1/4/2003	\$860.00	per day

PART TIME CLEANERS

	Existing	With Effect From	
		1/4/2002	1/4/2003
6 hours or more but less than 8 hours per week	\$1,629.00	\$1,879.00	\$2,179.00 per week
8 hours or more but less than 10 hours per week	\$1,657.00	\$1,907.00	\$2,207.00 per week
10 hours or more but less than 12 hours per week	\$1,690.00	\$1,940.00	\$2,240.00 per week
12 hours or more but less than 16 hours per week	\$1,748.00	\$1,998.00	\$2,298.00 per week
16 hours or more but less than 20 hours per week	\$1,901.00	\$2,151.00	\$2,451.00 per week
20 hours or more but less than 24 hours per week	\$2,062.00	\$2,312.00	\$2,612.00 per week