

Circular No. 7

Ref. No. C33^{III}

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 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, 2002 and April 1, 2003 for those positions classified in the Technical Support Services Group, Health Service Subgroup (TSS/HS).

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			
	\$	\$	\$
Tailoring	19,788 p.a.	20,382 p.a.	20,993 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. 1/4/2000	Revised w.e.f. 1/4/2001
	\$	\$	\$
Sessional Rate			
TSS/HS 2	708.00 per 4 Hour Session	729.00 per 4 Hour Session	751.00 per 4 Hour Session
TSS/HS 3	793.00 per 4 Hour Session	817.00 per 4 Hour Session	841.00 per 4 Hour Session
TSS/HS 4	858.00 per 4 Hour Session	883.00 per 4 Hour Session	910.00 per 4 Hour Session

	Existing	Revised w.e.f. 1/4/2000	Revised w.e.f. 1/4/2001
	\$	\$	\$
Location Incentive Allowance	20,465 p.a.	21,952 p.a.	22,620 p.a.

This allowance is payable to those categories of staff listed in the attached schedule 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. Please note that Meal allowance is payable to those employees working on the 2:00 p.m. – 10:00 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. Please note that the 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. Please note that for the taxi allowance is payable under two conditions:

Shift Workers:	The Taxi allowance is payable on the 2:00 p.m. – 10:00 p.m. and the 10:00 p.m. – 6:00 a.m. shifts
Non-Shift Workers	The Taxi allowance is payable to those employees who are not eligible for any type of travelling allowance and who work beyond 7:00 p.m.

Subsistence

The 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

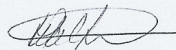
subsistence may be paid on the understanding that the appropriate bills will be submitted. Ministries and Departments are reminded that in keeping with Staff Order 9:15, where the actual expenditure exceeds the current rates of subsistence, officers may be reimbursed actual expenses in lieu of subsistence on the presentation of bona fide bills reflecting **reasonable rates**

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



Maria Walters
for Financial Secretary

Revision of Salary
Technical Support Services Group - Health Support Subgroup

TSS/HS 7							
Existing	\$360,000	\$369,000	\$378,225	\$387,681	\$397,373	\$407,307	p.a.
w.e.f. 1/4/2002	\$370,800	\$380,070	\$389,572	\$399,311	\$409,294	\$419,526	p.a.
w.e.f. 1/4/2003	\$381,924	\$391,472	\$401,259	\$411,290	\$421,573	\$432,112	p.a.
TSS/HS 6							
Existing	\$330,000	\$338,250	\$346,706	\$355,374	\$364,258	\$373,365	p.a.
w.e.f. 1/4/2002	\$339,900	\$348,398	\$357,107	\$366,035	\$375,186	\$384,566	p.a.
w.e.f. 1/4/2003	\$350,097	\$358,849	\$367,821	\$377,016	\$386,442	\$396,103	p.a.
TSS/HS 5							
Existing	\$306,000	\$313,650	\$321,491	\$329,529	\$337,767	\$346,211	p.a.
w.e.f. 1/4/2002	\$315,180	\$323,060	\$331,136	\$339,414	\$347,900	\$356,597	p.a.
w.e.f. 1/4/2003	\$324,635	\$332,751	\$341,070	\$349,597	\$358,337	\$367,295	p.a.
TSS/HS 4							
Existing	\$279,000	\$285,975	\$293,124	\$300,452	\$307,964	\$315,663	p.a.
w.e.f. 1/4/2002	\$287,370	\$294,554	\$301,918	\$309,466	\$317,203	\$325,133	p.a.
w.e.f. 1/4/2003	\$295,991	\$303,391	\$310,976	\$318,750	\$326,719	\$334,887	p.a.
TSS/HS 3							
Existing	\$258,000	\$264,450	\$271,061	\$277,838	\$284,784	\$291,903	p.a.
w.e.f. 1/4/2002	\$265,740	\$272,384	\$279,193	\$286,173	\$293,327	\$300,660	p.a.
w.e.f. 1/4/2003	\$273,712	\$280,555	\$287,569	\$294,758	\$302,127	\$309,680	p.a.
TSS/HS 2							
Existing	\$230,250	\$236,006	\$241,906	\$247,954	\$254,153	\$260,507	p.a.
w.e.f. 1/4/2002	\$237,158	\$243,086	\$249,164	\$255,393	\$261,778	\$268,322	p.a.
w.e.f. 1/4/2003	\$244,272	\$250,379	\$256,639	\$263,054	\$269,631	\$276,372	p.a.
TSS/HS 1							
Existing	\$213,150	\$218,479	\$223,941	\$229,539	\$235,278	\$241,160	p.a.
w.e.f. 1/4/2002	\$219,545	\$225,033	\$230,659	\$236,425	\$242,336	\$248,394	p.a.
w.e.f. 1/4/2003	\$226,131	\$231,784	\$237,579	\$243,518	\$249,606	\$255,846	p.a.