

Circular No. 15

Ref. No. 59/11

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

June 1, 2005

To: Permanent Secretaries
Heads of Departments

Re: Clarification to Staff Order 6.7.1 (vi) Acting Allowances

Staff Order 6.7.1 seeks to address the situation that occurs when the difference between the salary in the higher scale and the salary of an officer's substantive post is less than an increment in the higher scale. It is understood that there is some misunderstanding of this Staff Order. The wording below seeks to clarify the issue.

Should, upon acting in a higher post, the difference between the officer's substantive salary and the minimum salary of the higher scale is less than an increment in the higher salary scale then the acting allowance is to be calculated between the officer's substantive salary and the next higher point of the salary of the post in which the officer is acting.

For example, should an officer while acting in a higher post and the difference between the substantive salary and the minimum salary of the higher post is less than an increment in the higher salary scale, then that officer's acting allowance should be calculated from the second point in the higher scale; that is, the difference between this point in the higher scale and the officer's substantive salary. If that calculation is still less than an increment in the higher scale then the acting allowance is to be calculated from the third point in the higher scale.

See illustrations below

(i) Substantive Scale \$1,100,000: \$1,127,000: \$1,155,688: \$1,184,580: **1,214,194**

(ii) Higher Scale \$1,200,000: \$1,230,000: \$1,260,750: \$1,292,269: \$1,324,575

(iii) Increment in higher scale is \$30,000 (difference between the 1st and 2nd points in the higher scale)

(iv) Difference between substantive salary and 1st point in the higher scale:
\$14,194

(v) Difference between substantive salary and 2nd point in the higher scale:
\$15,806

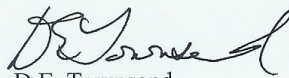
(vi) Difference between substantive salary and 3rd point in the higher scale:
\$46,556

The acting allowance would then be \$46,556 since this difference is the amount that is, at least greater than or equal to the \$30,000 illustrated at (iii) above.

The rules set out above are similarly applicable to situations whereby the difference between the officer's substantive salary and any other point in the higher salary scale is less than the increment between the second and first points of the higher salary scale.

In cases where a proficiency or qualification bar (PB or QB) is involved the Compensation Unit of this Ministry should be contacted for advice before any action is taken.

In any case of doubt or difficulty please contact the Public Service Establishment Division (Compensation Unit) for advice before any form of implementation.



D.E. Townsend
for Financial Secretary