

Circular No. 16

Ref. No. 59/40

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

June 29, 2005

Permanent Secretaries
Heads of Departments

Seniority Allowance

Staff Order 6.7.2 sets out the general terms and conditions for the payment of seniority allowance. With specific reference to the Performance Management and Appraisal System (PMAS) the allowance is now payable at two (2) year intervals in accordance with the guidelines set out in this circular.

2. In consideration of the performance standards as required under the PMAS, the following conditions for the payment of seniority allowance are now in force.

- i. Effective April 1, 2005 officers who have served at the maximum of a salary scale for two (2) years are eligible for seniority allowance.
- ii. Additional seniority allowances/increments are payable every two (2) years while officers remain at the maximum of the same salary scale.
- iii. In implementing (ii) above, officers should not be paid more than three (3) seniority increments.
- iv. When an officer is in receipt of three (3) seniority increments that officer can be awarded a one-off payment in lump sum equivalent to one (1) increment. This is payable at two (2) year intervals after the receipt of the third seniority increment. In all cases the officer must have earned the seniority increments in the same grade or salary scale.
- v. Seniority payments are to be based on the performance appraisal for the preceding evaluation year.
- vi. Qualification for seniority allowance and the lump sum payment are to be based on a rating of 75% and above under the PMAS.

3. In accordance with the conditions set out above, with effective from April 1, 2005 employees are eligible for seniority allowance as under:

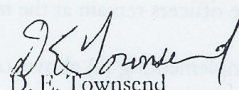
- i. Officers who would have served at the maximum of a salary scale for two (2) or more years prior to their next anniversary date of appointment.
- ii. Officers who would have been awarded one (1) seniority increment two (2) or more years prior to their next anniversary date of appointment.
- iii. Officers who would have earned two (2) seniority increments two (2) or more years prior to their next anniversary date of appointment.

Seniority payments as outlined above are to be effected at the respective anniversary dates of appointment during or after April 2005.

4. Subject to the provisions outlined above, the other principles outlined in Staff Order 6.7.2 continue to be applicable.

5. **Seniority allowance/increment is not to be paid where other arrangements for or forms of pay for performance/seniority are effected after employees reach the maximum of their respective salary scales.**

6. In any case of doubt or difficulty, please contact the Compensation Unit of this Ministry for advice before any payment is made.


D. E. Townsend
For Financial Secretary