

Circular No 17

Ref. No. 59/40

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

June 24, 2005

Permanent Secretaries
Heads of Departments

Payment of Increments

As you are aware the payment of increments is to be based on **fully satisfactory performance** as stipulated in the 2004 Staff Orders at Chapter 6.4.1.

2. For those Ministries/Departments/Agencies (MDAs) which have implemented the Performance Management and Appraisal System (PMAS), the agreed and approved instruments are to be used to determine satisfactory performance for the payment of increments.

3. In conjunction with the PMAS the following guidelines should be observed.

- i. One (1) increment within the relevant salary scale is payable to employees who meet the required performance standards (that is, scoring an overall 75% and above).
- ii. Employees whose performance appraisal falls below 75% are not to receive the increment.
- iii. The increment is payable on the anniversary date of an employee's appointment.

iv. The payment of the increment is to be based on the performance appraisal for the preceding evaluation year.

v. No further annual increment is payable to employees who are at the maximum of their respective salary scales. The principles relating to the payment of seniority allowance will then become the applicable criteria for the payment of increment on the basis of performance.

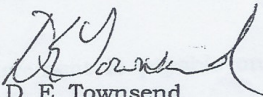
4. MDAs which have not yet implemented the PMAS should ensure that increments are paid strictly on the basis of satisfactory performance in accordance with Staff Order 6.4.1. Employees who do not perform satisfactorily are not eligible for increments.

5. The terms and conditions for the payment of increments as set out in Staff Order 6.4 are to be taken into consideration when the guidelines as outlined above are being implemented.

6. Agencies which have had other incentive/performance pay regimes approved should not add the provisions in this circular to their existing schemes.

7. In any case of doubt or difficulty with regard to these guidelines, the Ministry of Finance and Planning (Compensation Unit) should be contacted for advice.

cc DFS
Divisional Heads
Financial Controllers (salaries)
Chief Ins Auditor
Dir of Personnel
SPO
PO


D. E. Townsend
for Financial Secretary

Pl. bring to the attention of
all members of staff