

Circular No. 25

Ref. No. 59/40

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

September 15, 2005

Permanent Secretaries
Heads of Departments

**Policy re Increments for
Additional Qualifications**

In keeping with Staff Order 6.4.2 increments are payable to officers who acquire university level qualifications. In this regard effective September 1, 2005 the following revised conditions for the payment of qualification increments are to be implemented.

- (i) The qualification must be relevant to the public service.
- (ii) Officers should be employed in established posts in the public service for at least two (2) years to be eligible. This is applicable to temporary and fixed term contract officers who are appointed in established posts and receive the salary and allowances approved for the classification grade of the post.
- (iii) Officers should also attain the qualification while employed in the Ministry, Department or Agency.
- (iv) The qualification and the institution must be accredited by a body which has legal authority to grant university accreditation.
- (v) Increments are to be awarded on the following bases:

(a)	First Degree ACCA Level 2	-	Three (3) increments payable
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(b)	Masters Degree Doctorial Degree ACCA Level 3 Certified Public Accountant Post Graduate Diploma	-	Two (2) increments payable
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(c)	Associate Degree ACCA Level 1	-	One (1) increment payable
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Eligibility for other professional qualifications should be submitted for assessment.

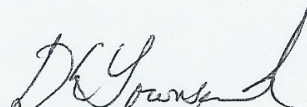
- (vi) Where an officer is promoted upon attaining the additional qualification, qualification increment is not to be paid.
- (vii) Qualification increments are to be paid within the officer's substantive salary scale.
- (viii) Where an officer is at the maximum of a salary scale or whenever the qualification increments flow over the maximum of the salary

scales those amounts are to be converted to a personal pensionable allowance.

- (ix) The personal pensionable allowance is to be taken into consideration when the officer acts in a higher post or is promoted, as explained below.
 - (a) Acting allowance should be determined on the basis of the difference between the relevant salary point of the higher post and the officer's substantive salary inclusive of the personal pensionable allowance;
 - (b) Upon promotion, the salary conversion principle as outlined in Staff Order 6.6 should be applied after the officer's salary and personal pensionable allowance have been consolidated.
- (x) The conditions set out at (ix) above are also applicable when a post is upgraded or reclassified,

The provisions outlined above supersede those issued in circular no. 22 dated August 11, 1994 from the then Ministry of the Public Service.

In case of any doubt or difficulty with regard to these guidelines, please contact the Compensation Unit, Public Service Establishment Division of this Ministry for clarification before any payment is made.


D. E. Townsend
for Financial Secretary