

Circular No. 28

Ref. No. 59/40

MINISTRY OF FINANCE AND PLANNING

(Public Service Establishment Division)

30 National Heroes Circle

Kingston 4

November 10, 2005

Permanent Secretaries

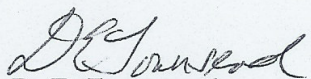
Heads of Departments

Seniority Allowance

This refers to circular no. 16 dated June 29, 2005 concerning the payment of seniority allowance. The circular indicated that the new policy to pay seniority allowance at two (2) year intervals was specifically aligned to the Performance Management and Appraisal System (PMAS).

2. It should therefore be noted that the new seniority allowance regime is a performance based pay policy. Within this context other Ministries/Departments/Agencies (MDAs) are allowed to adopt the policy on condition that there is a formal staff performance evaluation system in place. Permanent Secretaries and Heads of Departments/Agencies or the relevant officers in the MDAs are consequently required to attest in writing or on the prescribed forms to the satisfactory performance of employees before payment can be effected.

3. The other terms as set out in circular no. 16 of June 29, 2005 remain unchanged.


D. E. Townsend
for Financial Secretary