

Circular No. 9

Ref. No. C11300^{VIII}

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

March 15, 2005

To: Permanent Secretaries
Heads of Departments

Re: 2002/2004 Revision of Allowances in the Civil Service

1. In keeping with the agreement with the Jamaica Civil Service Association (JCSA) approval is hereby given for certain allowances to be revised as follows:

Allowances	Existing	Revised 1/4/2002	Revised 1/4/2003
\$	\$	\$	
(i) Shift Premium			
6:00 p.m. – 10:00 p.m.			
2:00 p.m. – 10:00 p.m.	6.00 per hour	6.40 per hour	6.60 per hour
10:00 p.m. – 6:00 a.m.			
11:00 p.m. – 7:00 a.m.	9.00 per hour	9.50 per hour	9.80 per hour
(ii) Subsistence	870 per 24 hr.	950 per 24 hr.	1,002 per 24 hr.
(iii) Taxi Allowance	250 per occasion	258 per occasion	270per occasion
(iv) Meal/Supper	250 per occasion	258 per occasion	270per occasion
(v) Refreshment	500 per day	520 per day	550 per day

Allowances	Existing	Revised 1/10/2002	Revised 1/4/2003
	\$	\$	\$
(vi) Location Incentive	22,008 per annum	22,500 per annum	28,050 per annum

Location Incentive is payable to administrative employees and those technical officers whose classifications are detailed in this Ministry's Circular No. 6 dated April 17, 2003 and who work at the locations listed below:

Kingston Public Hospital
Victoria Jubilee Hospital
Bellevue Hospital
Comprehensive Health Centre
Blood Bank
National Public Health Laboratory
West Indies School of Public Health
Seaview Gardens Health Centre
Denham Town Health Centre

(vii) Honorarium is to be calculated at the rate of 90% of time and a half for additional work done on Mondays to Saturdays and 90% of double time for additional work done on Sundays and Public Holidays

2 In implementing the payment of these allowances Ministries/Departments should ensure that the following are observed:

i) **Honorarium** is payable in accordance with staff order 6.7.4. Honorarium is paid when an officer who is not eligible for overtime rates of pay, is assigned special duties which are extraneous to his/her normal duties and which necessitate the performance of official duties beyond normal working hours, for a period of not less than one (1) month. Officers in receipt of duty allowance are not to be paid honorarium. The request for the performance of such duties should be made to the Permanent Secretary/Head of Department well in advance of the commencement date and should

include a statement of the work to be done a work plan, the necessary justification, the proposed duration, the number and categories of staff to be assigned and an estimate of the cost. The officer(s) involved should not be relived of their normal duties for the duration of the assignment.

ii) **Subsistence allowance** is payable in accordance with Staff Order 11.7.1, 11.7.2, and 11.7.3. Subsistence is payable when an officer travels in excess of eighteen (18) kilometers from his/her official place of work and must have been absent for a period of at least six (6) hours.

iii) **Taxi allowance** This allowance is payable to non-shift employees who are required to work beyond 7:00 p.m. It is also payable to employees who work on the swing and graveyard shifts. It is not payable to any employee whose post attracts a motorcar allowance, travelling allowance, allowance in lieu of travelling, commuted taxi, transport allowance or who is transported to and/or from work.

iv) **Supper allowance** is payable to non-shift employees who are required to work beyond 7:00 p.m. and who are not in receipt of overtime payments, duty allowance, or honorarium. Where meals are provided a supper allowance is not payable

v) **Refreshment allowance** is payable to employees who are required to work on weekends (Saturday/Sunday) and public holidays and who are not in receipt of duty allowance, sessional rate, overtime or honorarium. An officer should be working a minimum of four (4) hours before being eligible for this allowance. This allowance is not payable to shift workers. Any assignment that will occasion the payment of refreshment allowance is to be pre-authorized by the officer's Supervisor and Head of Department.

5 **The rates set out in this circular supersede all other rates previously sent out in other memoranda for the same allowances.**

6 The new rates effective April 1, 2003 may be paid in April 1, 2002.
Retroactive payments may be made in September 2005.

7 The additional cost to implement these allowances and the payment of the
retroactive amounts should be sent to the Public Expenditure Division and copied to the
Public Service Establishment Division of the Ministry of Finance and Planning

A handwritten signature in black ink, appearing to read 'Maria Walters', enclosed within a large, loopy oval shape.

Maria Walters
for Financial Secretary