

Circular No. 21

Ministry of Finance and Planning
(Public Service Establishment Division)

Ref. No. C11300^{VIII}

30 National Heroes Circle
Kingston 4

May 31, 2006

To: Permanent Secretaries
Heads of Departments

Re: 2006/2008 Revision of Allowances

In keeping with the agreement reached with the Jamaica Confederation of Trade Unions (JCTU) approval is hereby given for certain allowances to be revised as set out below:

Allowances	Existing	With Effect From 1/4/2006	With Effect From 1/4/2007
	\$	\$	\$
(i) Shift Premium			
6:00 p.m. – 10:00 p.m.			
2:00 p.m. – 10:00 p.m.	6.60 per hour	7.80 per hour	8.35 per hour
10:00 p.m. – 6:00 a.m.			
11:00 p.m. – 7:00 a.m.	9.80 per hour	11.50 per hour	12.50 per hour
(ii) Night Premium	9.80 per hour	11.50 per hour	12.50 per hour
(iii) Subsistence	1,002 per 24 hr.	1,200 per 24 hr.	1,284 per 24 hr.
(iv) Taxi Allowance	270 per occasion	320 per occasion	345 per occasion
(v) Meal/Supper	270 per occasion	320 per occasion	345 per occasion
(vi) Refreshment	550 per day	650 per day	700 per day

Allowances	Existing	With Effect From 1/4/2006	With Effect From 1/4/2007
	\$	\$	\$
(vii) Discomfort	35.00 per day	40.00 per day	45.00 per day
(viii) Tailoring Allowance			
(TSS/HS)	20,993 p.a.	25,800 p.a.	26,600 p.a.
<i>Only to those TSS/HS employees who are currently in receipt of this allowance</i>			
Weekly paid	7,000 p.a.	8,260 p.a.	8,840 p.a.
<i>To groups currently in receipt</i>			
(ix) Location Incentive			
Monthly Paid	28,050 p.a.	35,028 p.a.	36,780 p.a.
<i>TSS/HS)</i>			
Weekly Paid)	22,620 p.a.	27,508 p.a.	28,860 p.a.

Location Incentive is payable to full time employees who are stationed at the locations listed below:

Kingston Public Hospital
Victoria Jubilee Hospital
Bellevue Hospital
Comprehensive Health Centre
Blood Bank
National Public Health Laboratory
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 these 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 relieved 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. This allowance 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** 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.

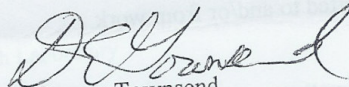
iv) **Supper allowance** is payable to non-shift employees who are required to work beyond 7:00 p.m. and who are not in receipt of overtime payments, duty allowance, or honorarium. Where meals are provided a supper allowance is not payable.

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.

vi) **Discomfort allowance** is payable to those employees working in water on a continuous basis in the Ministry of Agriculture. Requests for the extension of the discomfort allowance to workers in other Ministries and Departments are to be submitted to the Ministry of Finance and Planning for consideration on a case-by-case basis. In respect of the Departments, requests are to be sent through their respective line Ministries.

3. The new rates effective April 1, 2006 may be paid in June 2006. The additional cost to implement the increases in these allowances and the payment of the arrears should be sent to the Public Expenditure Division and copied to the Public Service Establishment Division of the Ministry of Finance and Planning.

4. In any case of doubt or difficulty the Compensation Unit of this Ministry should be contacted before payment is made.


Dennis Townsend
for Financial Secretary