

Circular No: 29

Ref. No. 12402

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

June 30, 2006

To: Permanent Secretaries
Heads of Departments/Agencies

Fees for Part-time Session Leaders/Lecturers

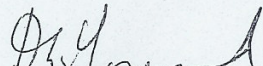
Approval is given for the fees to part-time Leaders/Lecturers engaged in Government training institutions and programmes to be revised with effect from July 1, 2006 as shown below:

- i) Management and professional programmes - \$1,500 per hour
- ii) General and other skills programmes - \$1,200 per hour
- iii) An amount of Four hundred and Fifty (\$450.00) per lecture hour for preparation time is also payable.

2. The following conditions are attached to the payment of these fees.

- i) Management and Professional programmes are programmes that provide training in management, administration and other professional disciplines.
- ii) General and other skills programmes are those that provide training in technical, practical and support skills, functions or subjects.
- iii) Public Sector employees have the option of leading sessions on official time or during their personal time (e.g. after working hours or during vacation leave).
- iv) Personnel whose substantive duties involve teaching are not eligible for the payment of fees for leading sessions or lecturing during official time.
- v) These fees are not applicable in colleges and schools where specific formulae/rates are agreed from time to time for determining part-time teaching rates.
- vi) Officers who lecture at in-house training programmes conducted by their respective Ministry/Department/Agency are not to be paid the fee.

3. This circular supersedes MOF&P circular No. 7 dated April 24, 2003. In any case of doubt or difficulty the Compensation Unit of this Ministry should be contacted for advice.



D. E. Townsend
for Financial Secretary

