

November 3, 2006

To: Permanent Secretaries
Heads of Departments

**Performance Management Appraisal System (PMAS)
Implementation of One-Off Payment**

Further to this Ministry's circular number 17 dated June 24, 2005 and based strictly on the required performance standards as set out in the Performance Management Appraisal System (PMAS), effective April 1, 2006, a lump sum payment is approved for those officers who are at the maximum of their respective salary scales. **This payment is applicable only where the PMAS has been implemented within the entire Ministry or Department.**

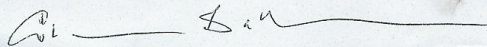
2. In this regard, the following guidelines should be followed.

- i) A lump sum payment equal to one seniority increment may be paid to an officer who has been at the maximum of his/her substantive salary scale for a period of one (1) year.
- ii) A lump sum payment equal to one seniority increment may be paid to an officer who has been at the maximum of his/her substantive salary scale for three (3) years and is in receipt of one (1) seniority increment (i.e. in the officer's third year at the maximum of the salary scale)
- iii) A lump sum payment equal to two seniority increments may be paid to an officer who has been at the maximum of his/her substantive salary scale for five (5) years and is in receipt of two (2) seniority increments (i.e. in the officer's fifth year at the maximum of the salary scale).
- iv) A lump sum payment equal to two (2) seniority increments may be paid to an officer who has been at the maximum of the salary scale for seven (7) years and each year thereafter that the officer remains at the maximum of that salary scale (i.e. in the seventh year and each year thereafter)

3. In applying the guidelines outlined above, the following terms and conditions are to be observed.

- i) The lump sum amount is a one off payment that is to be made at or subsequent to the anniversary date of the officer's appointment and must be based on the performance for the period immediately preceding.
- ii) The lump sum payment is a not-pensionable payment.
- iii) Eligibility for the lump-sum payment is to be based on a rating of 75% and above under the PMAS.
- iv) There is no change in the existing terms and conditions for the payment of Seniority Allowance.

4. In any instance of doubt or difficulty, please contact the Compensation Unit of this Ministry for advice **before any action is taken.**



Colin Bullock
Financial Secretary