

Circular No. 3

Ref. No. 59/20^{VII}

Ministry of Finance and the Public Service
Public Service Establishment Division
30 National Heroes Circle
Kingston 4

April 22, 2008

To: Permanent Secretaries
Heads of Departments


2008/2010 Revision of Salaries - Weekly and Daily Paid Staff

In keeping with the Memorandum of Understanding arrived at between the Jamaica Confederation of Trade Unions and the Government of Jamaica, the rates of pay for the classification groups listed on the attached schedule are to be revised with effect from April 1, 2008 and April 1, 2009.

Conversion to the new salary scales is to be on a point-to-point basis starting from minimum to minimum. The new rates effective April 1, 2008 and retroactive amounts are to be paid the first fortnight in June 2008.

Details of the additional funds required to implement the increases should be submitted to the Public Expenditure Division and copied to the Public Service Establishment Division (Compensation Unit) of this Ministry. The costing is to be broken down by the number of positions involved at each classification grade/level and should be submitted in accordance with the formats attached. Please ensure that the forms are fully completed and returned.

In any case of doubt or difficulty, please contact the Compensation Unit of this Ministry BEFORE payment is made.


D. E. Townsend
for Financial Secretary

2008/2010 REVISION OF SALARIES
WEEKLY AND DAILY PAID EMPLOYEES

LABOUR AND MECHANICAL OPERATIONS GROUP (LMO)

Trades and Services Series (LMO/TS)

| | Basic | | Salary | |
|--------------------------------|----------|----------|----------|-------------------|
| | minimum | | maximum | |
| LMO/TS 6 | | | | |
| Existing | \$8,145 | \$8,349 | \$8,557 | \$8,771 |
| With effect from April 1, 2008 | \$9,367 | \$9,601 | \$9,841 | \$10,087 |
| With effect from April 1, 2009 | \$10,023 | \$10,273 | \$10,530 | \$10,793 |
| | | | \$11,063 | \$11,340 per week |
| LMO/TS 5 | | | | |
| Existing | \$7,460 | \$7,647 | \$7,838 | \$8,034 |
| With effect from April 1, 2008 | \$8,579 | \$8,794 | \$9,013 | \$9,239 |
| With effect from April 1, 2009 | \$9,180 | \$9,409 | \$9,644 | \$9,885 |
| | | | \$10,133 | \$10,386 per week |
| LMO/TS 4 | | | | |
| Existing | \$6,914 | \$7,086 | \$7,264 | \$7,445 |
| With effect from April 1, 2008 | \$7,951 | \$8,149 | \$8,353 | \$8,562 |
| With effect from April 1, 2009 | \$8,507 | \$8,720 | \$8,938 | \$9,161 |
| | | | \$9,390 | \$9,625 per week |
| LMO/TS 3 | | | | |
| Existing | \$6,517 | \$6,680 | \$6,847 | \$7,018 |
| With effect from April 1, 2008 | \$7,494 | \$7,682 | \$7,874 | \$8,071 |
| With effect from April 1, 2009 | \$8,019 | \$8,219 | \$8,425 | \$8,636 |
| | | | \$8,851 | \$9,073 per week |
| LMO/TS 2 | | | | |
| Existing | \$5,902 | \$6,050 | \$6,201 | \$6,356 |
| With effect from April 1, 2008 | \$6,787 | \$6,957 | \$7,131 | \$7,309 |
| With effect from April 1, 2009 | \$7,282 | \$7,444 | \$7,630 | \$7,821 |
| | | | \$8,016 | \$8,217 per week |
| LMO/TS 1 | | | | |
| Existing | \$5,595 | \$5,735 | \$5,879 | \$6,026 |
| With effect from April 1, 2008 | \$6,435 | \$6,596 | \$6,761 | \$6,930 |
| With effect from April 1, 2009 | \$6,885 | \$7,057 | \$7,234 | \$7,415 |
| | | | \$7,600 | \$7,790 per week |
| DRIVER SERIES (LMO/DR) | | | | |
| LMO/DR 2 | | | | |
| Existing | \$7,541 | X | \$220 | - |
| With effect from April 1, 2008 | \$8,672 | X | \$253 | \$9,081 per week |
| With effect from April 1, 2009 | \$9,279 | X | \$271 | \$10,443 per week |
| | | | - | \$11,174 per week |

Compensation Unit
TS&D/LMO/TS
4/23/2008

2008/2010 REVISION OF SALARIES

WEEKLY AND DAILY PAID EMPLOYEES

DRIVER (LMO/DR) Cont'd

| | | | | | |
|--------------------------------|---------|---|-------|---|------------------|
| LMO/DR 1 | | | | | |
| Existing | \$6,502 | X | \$175 | - | \$7,727 per week |
| With effect from April 1, 2008 | \$7,477 | X | \$201 | - | \$8,886 per week |
| With effect from April 1, 2009 | \$8,000 | X | \$215 | - | \$9,508 per week |

MAIL CARRIERS

| | | | | | |
|--------------------------------|---------|---|-------|---|------------------|
| PTO/CA 2 | | | | | |
| Existing | \$7,120 | X | \$137 | - | \$7,531 P.B. |
| With effect from April 1, 2008 | \$7,577 | X | \$175 | - | \$8,102 per week |
| With effect from April 1, 2009 | \$8,188 | X | \$158 | - | \$8,661 P.B. |
| | \$8,714 | | \$201 | - | \$9,318 per week |
| With effect from April 1, 2009 | \$8,761 | X | \$169 | - | \$9,267 P.B. |
| | \$9,324 | X | \$215 | - | \$9,970 per week |

| | | | | | |
|--------------------------------|---------|---|-------|---|------------------|
| PTO/CA 1 | | | | | |
| Existing | \$6,805 | X | \$124 | - | \$7,301 per week |
| With effect from April 1, 2008 | \$7,826 | X | \$143 | - | \$8,396 per week |
| With effect from April 1, 2009 | \$8,374 | X | \$153 | - | \$8,984 per week |

MAIL COURIERS

| | | | | | |
|--------------------------------|---------|----------|--|--|--|
| Mail Courier 1 to 40 miles | | | | | |
| Existing | \$4,643 | per week | | | |
| With effect from April 1, 2008 | \$5,339 | per week | | | |
| With effect from April 1, 2009 | \$5,713 | per week | | | |

| | | | | | |
|--------------------------------|---------|----------|--|--|--|
| Mail Courier 41 to 60 miles | | | | | |
| Existing | \$4,926 | per week | | | |
| With effect from April 1, 2008 | \$5,665 | per week | | | |
| With effect from April 1, 2009 | \$6,061 | per week | | | |

| | | | | | |
|--------------------------------|---------|----------|--|--|--|
| Mail Courier 61 to 80 miles | | | | | |
| Existing | \$4,943 | per week | | | |
| With effect from April 1, 2008 | \$5,684 | per week | | | |
| With effect from April 1, 2009 | \$6,082 | per week | | | |

| | | | | | |
|--------------------------------|---------|----------|--|--|--|
| Mail Courier 81 to 100 miles | | | | | |
| Existing | \$4,960 | per week | | | |
| With effect from April 1, 2008 | \$5,704 | per week | | | |
| With effect from April 1, 2009 | \$6,103 | per week | | | |

2008/2010 REVISION OF SALARIES
WEEKLY AND DAILY PAID EMPLOYEES

MAIL COURIERS Cont'd

Mail Courier 101 to 120 miles
Existing
With effect from April 1, 2008 \$4,981 per week
With effect from April 1, 2009 \$5,728 per week
\$6,129 per week

Mail Courier over 120 miles
Existing
With effect from April 1, 2008 \$5,008 per week
With effect from April 1, 2009 \$5,760 per week
\$6,163 per week

CASUAL DAILY PAID EMPLOYEES

Existing
With effect from April 1, 2008 \$1,028 per day
With effect from April 1, 2009 \$1,182 per day
\$1,265 per day

PART TIME CLEANERS

6 hours or more but less
than 8 hours per week
Existing \$2,563 per week
With effect from April 1, 2008 \$2,947 per week
With effect from April 1, 2009 \$3,153 per week

8 hours or more but less
than 10 hours per week
Existing \$2,595 per week
With effect from April 1, 2008 \$2,985 per week
With effect from April 1, 2009 \$3,194 per week

10 hours or more but less
than 12 hours per week
Existing \$2,634 per week
With effect from April 1, 2008 \$3,029 per week
With effect from April 1, 2009 \$3,241 per week

12 hours or more but less
than 16 hours per week
Existing \$2,702 per week
With effect from April 1, 2008 \$3,108 per week
With effect from April 1, 2009 \$3,325 per week

2008/2010 REVISION OF SALARIES
WEEKLY AND DAILY PAID EMPLOYEES

PART TIME CLEANERS Cont'd

| | |
|--|------------------|
| 16 hours or more but less than 20 hours per week | |
| Existing | \$2,882 per week |
| With effect from April 1, 2008 | \$3,315 per week |
| With effect from April 1, 2009 | \$3,547 per week |
| 20 hours or more but less than 24 hours per week | |
| Existing | \$3,072 per week |
| With effect from April 1, 2008 | \$3,532 per week |
| With effect from April 1, 2009 | \$3,780 per week |
| 24 hours or more weekly | |
| Existing | \$3,263 per week |
| With effect from April 1, 2008 | \$3,753 per week |
| With effect from April 1, 2009 | \$4,016 per week |

SPECIAL DISTRICT CONSTABLES (K.P.H.)

| | |
|--------------------------------|-----------------|
| Existing | \$1,028 per day |
| With effect from April 1, 2008 | \$1,183 per day |
| With effect from April 1, 2009 | \$1,265 per day |

SALARIES COSTING SUBMISSION
DATA CAPTURE FORM 1

Example

| No. | Classification/Grade/Level | Existing Cost as at March 31 st , 2008 (per annum) | New Cost as at April 1 st , 2008 (per annum) | Additional Cost as at April 1 st , 2008 (per annum) | Retroactive Cost for April – May 2008 |
|-----------------|----------------------------|---|---|--|---------------------------------------|
| 50 | PIDG/RIM 3 | \$32,689,350.00 | \$37,592,750.00 | \$4,903,400.00 | \$817,233.00 |
| 30 | GMG/SEG 1 | \$36,552,240.00 | \$42,035,070.00 | \$5,482,830.00 | \$913,804.00 |
| Total:80 | | \$69,241,590.00 | \$79,627,820.00 | \$10,386,230.00 | \$1,731,037.00 |

N.B Please note that the figures stated above are for representational purposes only.

STATUTORY DEDUCTIONS COSTING SUBMISSION
DATA CAPTURE FORM 2

| Example | | | | | |
|--|---|--|--|---|--|
| Employer's Contribution - N.I.S. as at March 31 st , 2008 | Employer's Contribution - N.I.S. as at April 1 st , 2008 (per annum) | Employer's Contribution - N.H.T. as at March 31 st , 2008 | Employer's Contribution -N.H.T. as at April 1 st , 2008 | Employer's Contribution - Education Tax as at March 31 st , 2008 | Employer's Contribution - Education Tax as at April 1 st , 2008 |
| \$1,000,000.00 | \$1,000,000.00 | \$2,077,247.70 | \$2,388,834.60 | \$2,047,247.70 | \$2,358,834.60 |
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N.B Please note that the figures stated above are for representational purposes only.

NOTE: THIS FORM SHOULD BE SUBMITTED ON JULY 1, 2008

OVERTIME & HONORARIUM COSTING

DATA CAPTURE FORM 3

Example

| Example | | | | | |
|---|--|--|---|--|---|
| Total Overtime paid as at March 31 st , 2008 | Total Overtime paid April –May 2008 at existing rate (07/08) | Total Additional due for Overtime for April –May 2008 at new rates (08/09) | Total Honorarium paid as at March 31 st , 2008 | Total Honorarium paid for April - May 2008 at 2007/2008 rate | Total Honorarium for April - May 2008 at new rate |
| | | | | | |
| | | | | | |

N.B Please note that the figures stated above are for representational purposes only.