

Circular No. 6

Ref. No. C41

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  
Library Assistants, Archives and Records Management (Level 1-3),  
Technical Operators and Library Aides**

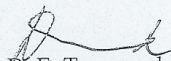
Consequent on the Memorandum of Understanding signed between the Jamaica Confederation of Trade Unions and the Government of Jamaica, the attached schedule details increased salaries for the period April 1, 2008 and April 1, 2009 for the following classification groups:

- Archives and Records Management Series (Levels 1 to 3);
- Technical Operators Series;
- Library Assistant Series;
- Library Aides.

The new rates effective April 1, 2008 and retroactive amounts are to be paid in June, 2008.

The additional cost to implement the increased rates and pay the retroactive amounts must be submitted to the Public Expenditure Division and copied to the Compensation Unit of the Ministry of Finance and the Public Service. The information should detail 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

PUBLIC INFORMATION AND DOCUMENTATION GROUP (PIDG)

	BASIC		SALARY									
	Minimum		Maximum									
Library Assistants Series (PIDG/LA)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PIDG/LA 2												
Existing	497,543	509,982	522,731	535,799	549,194	562,924	576,999	591,423				p.a.
With effect from April 1, 2008	572,174	586,479	601,141	616,169	631,574	647,363	663,549	680,136				p.a.
With effect from April 1, 2009	612,227	627,532	643,221	659,301	675,784	692,678	709,997	727,746				p.a.
PIDG/LA 1												
Existing	384,332	393,940	403,789	413,884	424,231	434,836	340,950	349,474				p.a.
With effect from April 1, 2008	441,982	453,031	464,357	475,966	487,865	500,062	392,093	401,895				p.a.
With effect from April 1, 2009	472,921	484,744	496,862	509,284	522,016	535,066	419,539	430,028				p.a.
Archives and Records Management Series (PIDG/AR)												
PIDG/AR 3												
Existing	10,388	10,648	10,914	11,187	11,466	11,753	12,047	12,348				p.w.
With effect from April 1, 2008	11,946	12,245	12,551	12,865	13,186	13,516	13,854	14,200				p.w.
With effect from April 1, 2009	12,782	13,102	13,430	13,765	14,109	14,462	14,824	15,194				p.w.
PIDG/AR 2												
Existing	8,435	8,646	8,862	9,084	9,311	9,543	9,782	10,027				p.w.
With effect from April 1, 2008	9,700	9,943	10,191	10,446	10,707	10,975	11,249	11,531				p.w.
With effect from April 1, 2009	10,379	10,639	10,905	11,177	11,457	11,743	12,037	12,338				p.w.
PIDG/AR 1												
Existing	7,228	7,409	7,594	7,784	7,978	8,178	8,382	8,592				p.w.
With effect from April 1, 2008	8,312	8,520	8,733	8,951	9,175	9,404	9,639	9,881				p.w.
With effect from April 1, 2009	8,894	9,116	9,344	9,578	9,817	10,063	10,314	10,572				p.w.



**2008/2010 REVISION OF SALARIES**

<b>Library Aides Series (PIDG/LD)</b>									
		\$	\$	\$	\$	\$	\$	\$	\$
<b>PIDG/LD 2</b>									
Existing		7,116	7,294	7,476	7,663	7,855	8,051	p.w.	
With effect from April 1, 2008		8,183	8,388	8,598	8,813	9,033	9,259	p.w.	
With effect from April 1, 2009		8,756	8,975	9,200	9,430	9,665	9,907	p.w.	
<b>PIDG/LD 1</b>									
Existing		6,325	6,483	6,645	6,811	6,982	7,156	p.w.	
With effect from April 1, 2008		7,274	7,456	7,642	7,833	8,029	8,230	p.w.	
With effect from April 1, 2009		7,783	7,977	8,177	8,381	8,591	8,806	p.w.	
<b>Technical Operator Series (PIDG/TO)</b>									
<b>PIDG/TO 3</b>									
Existing		466,410	478,070	490,022	502,273	514,829	527,700	p.a.	
With effect from April 1, 2008		536,372	549,781	563,525	577,613	592,054	606,855	p.a.	
With effect from April 1, 2009		573,918	588,265	602,972	618,046	633,498	649,335	p.a.	
<b>PIDG/TO 2</b>									
Existing		429,311	440,044	451,045	462,321	473,879	485,726	p.a.	
With effect from April 1, 2008		493,708	506,050	518,702	531,669	544,961	558,585	p.a.	
With effect from April 1, 2009		528,267	541,474	555,011	568,886	583,108	597,686	p.a.	
<b>PIDG/TO 1</b>									
Existing		369,641	378,882	388,354	398,063	408,015	418,215	p.a.	
With effect from April 1, 2008		425,087	435,714	446,607	457,772	469,217	480,947	p.a.	
With effect from April 1, 2009		454,843	466,214	477,870	489,816	502,062	514,613	p.a.	

**SALARIES COSTING SUBMISSION**  
**DATA CAPTURE FORM 1**

**Example**

No.	Classification/Grade/Level	Existing Cost as at March 31 <sup>st</sup> , 2008 (per annum)	New Cost as at April 1 <sup>st</sup> , 2008 (per annum)	Additional Cost as at April 1 <sup>st</sup> , 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 <sup>st</sup> , 2008	Employer's Contribution - N.I.S. as at April 1 <sup>st</sup> , 2008 (per annum)	Employer's Contribution - N.H.T. as at March 31 <sup>st</sup> , 2008	Employer's Contribution - N.H.T. as at April 1 <sup>st</sup> , 2008	Employer's Contribution - Education Tax as at March 31 <sup>st</sup> , 2008	Employer's Contribution - Education Tax as at April 1 <sup>st</sup> , 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

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 <sup>st</sup> , 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 <sup>st</sup> , 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.