

Circular No. 19

Ref. No. C11300 Vol. VIII

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

September 1, 2009

To: Permanent Secretaries
Heads of Departments

Re: 2008/2010 Revision of Allowances

In keeping with the agreement reached with the Jamaica Confederation of Trade Unions (JCTU) approval is hereby given to revise certain allowances payable in the Public Service.

2. In implementing these allowances Ministries/Departments should ensure that the conditions for payments are observed as set out at paragraph 4 of this circular. The payment of these allowances **should not** be extended to any category of employees which is not currently in receipt of these allowances. In such cases, where extension is necessary prior approval should be sought from this Ministry before payment is made.

3. The existing and revised rates are set out below

Allowances	Existing \$	With effect from 1/4/08 \$
(i) Shift Premium (payable after 6:00 p.m.) 2:00 p.m.-10:00 p.m.	8.35 per hour	11.00 per hour
10:00 p.m.-6:00 a.m. 11:00 p.m.-7:00 a.m.	12.50 per hour	16.00 per hour
(ii) Night Premium (payable to those employees normally working from 6:00 p.m. to 8:00 a.m.)	12.50 per hour	16.00 per hour
<i>Please note that Night Premium and Shift Premium are not payable simultaneously.</i>		
(iii) Subsistence	1,284.00 per 24 hour	1,608.00 per 24 hr.
(iv) Taxi – <i>Round Town or in rural areas within 15 kilometers from base</i>	345.00 per occasion	550.00 per occasion
<i>(New) Out of Town or in rural areas beyond 15 kilometers from base</i>		With effect from 1/1/09 900.00 per occasion

N.B. See Paragraph 4(iii) below

Please read this circular in its entirety before implementation.

Allowances	Existing \$	With effect from 1/4/08 \$
(v) Meal/Supper	345.00 per occasion	550.00 per occasion
(vi) Refreshment	700.00 per day	1000.00 per day
(vii) Discomfort	45.00 per day	75.00 per day
(viii) Tailoring (TSS/HS) <i>Only to those TSS/HS Employees who are currently in receipt of this allowance.</i>	33,000.00 per annum	45,000.00 per annum.
Weekly Paid <i>To groups currently In receipt</i>	12,000.00 per annum.	18,000.00 per annum.
(ix) Location Incentive		
(a) Monthly Paid	36,780.00 per annum	42,300.00 per annum
TSS/HS		
(b) Weekly Paid	28,860.00 per annum	33,228.00 per annum

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
Edna Manley Health Centre
Olympic Gardens Health Centre

(x) Special Duty Allowance (New)

**With the effect
from 1/1/09**

\$750 per occasion

Payable to Officers Working at National Events, e.g. Denbigh, Festival etc

(xi) **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.

4. Conditions for Payments of Allowances

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 necessitates 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. Where it is envisaged that an employee has to stay overnight, an advance on the subsistence may be paid on the understanding that the appropriate bills will be submitted. Ministries and Department are reminded that in keeping with Staff Order 9:15, where the actual expenditure exceeds the subsistence allowance, the officer may be reimbursed actual expense in lieu of subsistence on the presentation of bona fide bills reflecting **reasonable rates**.

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, that is, **those employees who are coming on or going off duty at 10 p.m. or 11 p.m. Please note that it is not payable to employees who are going off duty at 6 a.m. or 7 a.m.** It is also 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.

Out of Town Taxi - Please note that this taxi rate is applicable for distances from Kingston to Spanish Town, Portmore and rural areas and other distances 15 km from base and beyond.

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. **Meal Allowance** is payable to employees working on the 2:00 p.m. to 10:00 p.m., the 10:00 p.m. to 6:00 a.m., the 3:00 p.m. to 11:00 p.m. or the 11:00 p.m. to 7:00 a.m. shifts.

vi. **Refreshment Allowance** is payable to employees who are required to work on weekends (Saturdays/Sundays) 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.

vii 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 the Public Service for consideration on a case-by-case basis. In respect of the Departments, requests are to be sent through their respective line Ministries.

viii Special Duty Allowance is payable to officers who are officially assigned duties at National Events. Where the event extends beyond a day, the allowance is payable daily. The allowance is not payable where other payments are already in place for such events.

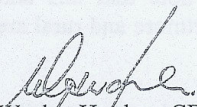
5. In respect of reimbursable expenses e.g. Meal, Taxi, Managers and Supervisors should ensure that the most cost effective measures are put in place so that public expenditure is contained.

6. The new rates effective April 1, 2008 may be paid in September, 2009 or soon thereafter. The retroactive amounts are to be paid in the first quarter of the 2010/2011 financial year. The additional cost to implement the increases 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 the Public Service. The information submitted should indicate the following:

(i) Existing cost as at March 31, 2007/2008; and

(ii) The number of employees paid the allowance(s) and the additional cost for the 2008/2009 financial year

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


Wesley Hughes, CD
Financial Secretary

Please read this circular in its entirety before implementation.