

Circular No. 23

Ref. No. C11300 Vol. VIII

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

September 25, 2009

To: Permanent Secretaries
Heads of Departments

Re: Revision of Allowances 2008/2010 (Monthly Paid Staff)

In keeping with the agreement reached with the Jamaica Civil Service Association approval is hereby given to revise certain allowances payable in the Public Service.

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

The existing and revised rates are detailed below:

Allowances	Existing \$	With effect from 1/4/08 \$
Subsistence	1,284.00 per 24 hour	1,608.00 per 24 hr
Meal/Supper	345.00 per occasion	550.00 per occasion
Refreshment Allowance	700.00 per day	1000.00 per day
Taxi Round Town or in rural area within 15 kilometers from base	345.00 per occasion	550.00 per occasion
(New) Out of Town or in rural areas beyond 15 kilometers from base		With effect from 1/1/09 900.00 per occasion
Location Incentive allowance	36,780.00 per annum	42,300.00 per annum

Please be reminded that this allowance is payable **only** to full time employees who are stationed at the locations detailed below:

- Hospitals: Kingston Public Hospital, Victoria Jubilee Hospital and Bellevue Hospital.
- Health Centers: Comprehensive Health Centre, Seaview Gardens Health Centre, Denham Town Health Centre, Edna Manley Health Centre and Olympic Gardens Health Centre.
- Others: Blood Bank & National Public Health Laboratory

Please read this circular in its entirety before implementation.

Please note the conditions detailed for payment of the various allowances:

1. **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.
2. **Subsistence allowance** is payable in accordance with Staff Order 11.7.1, 11.7.2 and 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**.
3. **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. Please note that the out of town taxi rate is applicable for distances from Kingston to Spanish Town, Portmore and rural areas and other distances 15 km from base and beyond.
4. **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.
5. **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.

Please read this circular in its entirety before implementation.

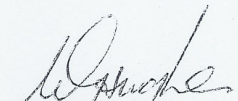
6. **Refreshment Allowance** is payable to employees who are required to work on weekends (Saturdays/Sundays) and public holidays and who are not in receipt of duty allowance, sessional rate, overtime or honorarium. An officer should be working a minimum of four (4) hours before being eligible for this 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.

In respect of reimbursable expenses for example meal and taxi allowances Managers and Supervisors should ensure that the most cost effective measures are put in place so that public expenditure is contained.

The new rates effective April 1, 2008 are payable with effect from September 1, 2009. Retroactive amounts for the period April 1, 2008 to August 31, 2009 are to be paid in the first quarter of the 2010\ financial year.

The Public Expenditure Division and the Compensation Unit of the Public Service Establishment Division of this Ministry should be advised of the additional cost to implement the revised rates. The information submitted should detail the following:

1. Existing cost as of March 31, 2007\2008; and
2. The number of employees paid the allowance(s) and the additional cost for the 2008\2009 financial year.


Wesley Hughes, CD
Financial Secretary