

Circular No. 4
Ref. No. 59/20^{VIII}

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

June 27, 2011

To: Permanent Secretaries
Heads of Departments,
Agencies and Public Bodies

Implementation of 2009/2010 Revision of Salaries and Allowances

Your attention is drawn to the Ministry of Finance and the Public Service Circular No. 12 Ref. No. 59/20^{VII} dated April 17, 2009 regarding discussions between the Government and the Joint Confederation of Trade Unions (JCTU) concerning the directive not to implement the second year (2009/2010) of the 2008/2010 Heads of Agreements on behalf of Public Sector employees.

This serves to inform that based on the discussions held, the Trade Unions and certain Staff Associations have indicated acceptance of the Government's offer to implement the 2009/10 revisions during the 2011/2012 financial year.

Consequent on the acceptance of the offer, approval is now given for the salaries and allowances that should have been paid effective April 1, 2009 to be implemented with effect from April 1, 2011.

Conversion to the revised salary scales should be on a point to point basis starting from minimum to minimum.

Details of the payment schedules are as set out below:

1. The new rates (April 1, 2009) along with the arrears for April 2011 are to be paid in September 2011; and
2. The remaining arrears for May to August 2011 are to be paid in December 2011.

Where applicable the details of the additional cost to implement the revised rates are to be submitted to the **Public Expenditure Division** and copied to the **Public Service Establishment Division** of this Ministry. The costing is to be broken down by the number of posts/positions involved at each classification grade/level and should be submitted in the formats attached. **Please return completed form before or by July 22, 2011.**

Please ensure that the necessary arrangements are put in place to meet this obligation.

Kindly note that you will be further advised on the payment of the arrears for the period April 1, 2009 to March 31, 2011

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


Wesley Hughes
Financial Secretary

NOTE: THIS FORM SHOULD BE SUBMITTED BEFORE ON JULY 22, 2011

SALARIES COSTING SUBMISSION
DATA CAPTURE FORM 1

No.	Classification/Grade/Level	Existing Cost as at March 31 st , 2011 (per annum)	New Cost as at April 1 st , 2011 (per annum)	Additional Cost as at April 1 st , 2011 (per annum)	Retroactive Cost for April – August 2011
5	PIDG/RIM 3	\$2,689,350.00	\$3,592,750.00	\$903,400.00	\$376,416.60
3	GMG/SEG 1	\$3,552,240.00	\$4,935,070.00	\$1,382,830.00	\$576,179.10
Total:8		\$6,241,590.00	\$8,527,820.00	\$2,286,230.00	\$952,595.70

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

NOTE: THIS FORM SHOULD BE SUBMITTED BEFORE ON JULY 22, 2011

SESSIONS & DUTY COSTING
DATA CAPTURE FORM 2

Example

Total Session paid as at March 31 st 2011	Total Session paid April –June 2011 at existing rate (08/09)	Total Additional due for Total Session for April –June 2011 at new rates (09/10)	Total Duty paid as at March 31 st , 2011	Total Duty paid for April – June 2011 at 2009/2010 rate	Total Additional Duty for April – June 2011 at new rate if applicable

NOTE: THIS FORM SHOULD BE SUBMITTED BEFORE ON JULY 22, 2011

STATUTORY DEDUCTIONS COSTING SUBMISSION
DATA CAPTURE FORM 3

Example

Employer's Contribution - N.I.S. as at March 31 st , 2011	Employer's Contribution - N.I.S. as at April 1 st , 2011 (per annum)	Employer's Contribution - N.H.T. as at March 31 st , 2011	Employer's Contribution - N.H.T. as at April 1 st , 2011	Employer's Contribution - Education Tax as at March 31 st , 2011	Employer's Contribution - Education Tax as at April 1 st , 2011
\$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.