



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
**FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE & PLANNING**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

## **Circular No 6**

**REF NO: C59/43 II**

**March 28, 2013**

PERMANENT SECRETARIES  
HEADS OF DEPARTMENTS/AGENCIES  
CHIEF EXECUTIVE OFFICERS

### **One-off Payment to Public Sector Workers**

Permanent Secretaries and Heads of Departments, Agencies and Public Bodies are hereby advised that in keeping with the agreement reached on March 6, 2013 between the Government and the respective Trade Unions/Staff Associations representing public sector employees, approval is granted for three (3) one off payments of \$25,000 per annum to be made over the contract period 2012/15.

Payments are to be made as follows:

Contract period April 2012-13	August 2013	- \$25,000 per annum
Contract period April 2013-14	August 2014	- \$25,000 per annum
Contract period April 2014-15	August 2015	- \$25,000 per annum

The following guidelines are to be observed when the above payments are being made:

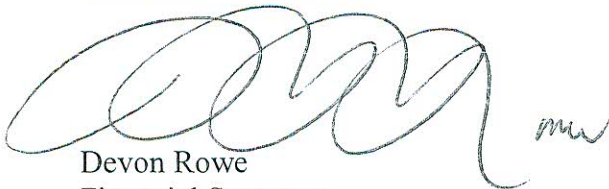
- (i) The one off payment of \$25,000 is a gross figure.
- (ii) This payment is subject to Statutory Deductions such as; Income Tax, Education Tax, deductions for National Housing Trust and where applicable, National Insurance.
- (iii) These payments are to be made to all full time employees who are permanent, temporary or on fixed term contracts in Central and Local Government and Public Bodies without exception over the period of the agreement.

- (iv) Part time workers working at least three days per week are to be paid \$12,500 per annum.
- v) Payments are to be prorated based on the period of service of each affected employee. **For example, if persons were employed from April 2012 – June 2012 they would be entitled to receive payment for three (3) months i.e.  $(25,000 / 12) \times 3 = \$6,250$ .**

For Ministries, Departments and Agencies funded directly from the Budget, details of this additional cost to make these payments 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 Activity, Name of employee, Post Title and Grade, Post Number, Type of Employment, Period of Payment and Amount to be paid. This should be submitted in the format attached. **Additionally, the costings are to be verified by the Internal Auditor and approved by Permanent Secretaries/Heads of Departments/Agencies and Chief Executive Officers.**

Permanent Secretaries are to ensure that the content of this circular is brought to the attention of all entities under your purview and that the necessary arrangements are put in place to meet this obligation. **Please return completed form before or by June 21, 2013.**

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

A large, stylized handwritten signature in blue ink, consisting of several loops and a trailing flourish.

Devon Rowe  
Financial Secretary

*Attch.*

# ONE OFF PAYMENT COSTING SUBMISSION

SHIPLE FORMAT

Activity Number and Name	Name of Employee	Post Title & Grade/Level	Post Number	Type of Employment	Period of Payment	Amount to be paid
0123 - Human Resource Management & Support Services	Mary A. Smith	Human Resource Officer GMG/AM 4	23456	Permanent	April 2012 – March 2013	\$25,000
	Suzan Black	Secretary – OPS/SS 2	50123	Temporary	May 2012 – October 2012	\$12,500
	Mark Brown	Consultant/Adviser	-	Fixed Term Contracts	January 2013 – March 2013	\$6,250
	Peter Adam	Cleaner	-	Part-time	April 2012 – March 2013	\$12,500
<b>TOTAL COST</b>						<b>\$56,250</b>

Approved by: \_\_\_\_\_  
 Permanent Secretary/Head of Department/Agencies  
 Chief Executive Officer

Verified by: \_\_\_\_\_  
 Internal Auditor