



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>

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
KINGSTON 4
JAMAICA

Circular No. 2

Ref. No: 59/20^{VIII}

February 13, 2018

To: Permanent Secretaries
Heads of Departments

2017/2021 Revision of Salaries – Weekly and Daily Paid Staff

In keeping with the Agreement reached between the Government of Jamaica and the Jamaica Confederation of Trade Unions, the rates of pay for the classification groups listed on the attached schedule are to be revised with effect from April 1, 2017, April 1, 2018, April 1, 2019 and April 1, 2020.

Conversion to the new salary scales is to be on a point-to-point basis starting from minimum to minimum.

Details of the additional funds required to implement the increases should be submitted to the Public Expenditure Division and copied to the Strategic Human Resource Management Division (Compensation Unit) of this Ministry. The costing is to be broken down by the number of positions involved at each classification grade/level and should be submitted in accordance with the formats attached. Please ensure that all the forms are fully completed and returned by **February 20, 2018**. Additionally, the costings are to be approved by the Permanent Secretary/Head of Department.

The retroactive amounts for the period April 1, 2017 to March 31, 2018 are to be paid in **March 2018** and new rates effective April 1, 2018 will be paid in **April 2018**. Kindly ensure that the necessary arrangements are put in place to implement the payment schedule as stated herein.

Further instruction will be provided regarding the submission of costings for subsequent years.

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

Darlene Morrison (Miss)
Financial Secretary (Acting)

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

	Basic minimum					Salary maximum		
LMO/TS 6								
Existing	\$ 11,274	\$ 11,556	\$ 11,845	\$ 12,141	\$ 12,445	\$ 12,756	per week	
With effect from April 1, 2017	\$ 11,838	\$ 12,134	\$ 12,437	\$ 12,748	\$ 13,067	\$ 13,393	per week	
With effect from April 1, 2018	\$ 12,074	\$ 12,376	\$ 12,686	\$ 13,003	\$ 13,328	\$ 13,661	per week	
With effect from April 1, 2019	\$ 12,557	\$ 12,871	\$ 13,193	\$ 13,523	\$ 13,861	\$ 14,208	per week	
With effect from April 1, 2020	\$ 13,185	\$ 13,515	\$ 13,853	\$ 14,199	\$ 14,554	\$ 14,918	per week	
LMO/TS 5								
Existing	\$ 10,406	\$ 10,666	\$ 10,933	\$ 11,206	\$ 11,486	\$ 11,774	per week	
With effect from April 1, 2017	\$ 10,926	\$ 11,199	\$ 11,479	\$ 11,766	\$ 12,061	\$ 12,362	per week	
With effect from April 1, 2018	\$ 11,145	\$ 11,423	\$ 11,709	\$ 12,002	\$ 12,302	\$ 12,609	per week	
With effect from April 1, 2019	\$ 11,591	\$ 11,880	\$ 12,177	\$ 12,482	\$ 12,794	\$ 13,114	per week	
With effect from April 1, 2020	\$ 12,170	\$ 12,474	\$ 12,786	\$ 13,106	\$ 13,434	\$ 13,769	per week	
LMO/TS 4								
Existing	\$ 9,713	\$ 9,956	\$ 10,205	\$ 10,460	\$ 10,721	\$ 10,989	per week	
With effect from April 1, 2017	\$ 10,199	\$ 10,454	\$ 10,715	\$ 10,983	\$ 11,257	\$ 11,539	per week	
With effect from April 1, 2018	\$ 10,403	\$ 10,663	\$ 10,929	\$ 11,202	\$ 11,483	\$ 11,770	per week	
With effect from April 1, 2019	\$ 10,819	\$ 11,089	\$ 11,366	\$ 11,651	\$ 11,942	\$ 12,240	per week	
With effect from April 1, 2020	\$ 11,360	\$ 11,644	\$ 11,935	\$ 12,233	\$ 12,539	\$ 12,852	per week	
LMO/TS 3								
Existing	\$ 9,210	\$ 9,441	\$ 9,677	\$ 9,918	\$ 10,166	\$ 10,421	per week	
With effect from April 1, 2017	\$ 9,671	\$ 9,912	\$ 10,160	\$ 10,414	\$ 10,674	\$ 10,941	per week	
With effect from April 1, 2018	\$ 9,864	\$ 10,111	\$ 10,363	\$ 10,622	\$ 10,888	\$ 11,160	per week	
With effect from April 1, 2019	\$ 10,258	\$ 10,515	\$ 10,778	\$ 11,047	\$ 11,323	\$ 11,607	per week	
With effect from April 1, 2020	\$ 10,771	\$ 11,041	\$ 11,317	\$ 11,600	\$ 11,890	\$ 12,187	per week	
LMO/TS 2								
Existing	\$ 8,431	\$ 8,641	\$ 8,857	\$ 9,079	\$ 9,306	\$ 9,538	per week	
With effect from April 1, 2017	\$ 8,853	\$ 9,074	\$ 9,301	\$ 9,533	\$ 9,772	\$ 10,016	per week	
With effect from April 1, 2018	\$ 9,030	\$ 9,255	\$ 9,487	\$ 9,724	\$ 9,967	\$ 10,216	per week	
With effect from April 1, 2019	\$ 9,391	\$ 9,626	\$ 9,866	\$ 10,113	\$ 10,366	\$ 10,625	per week	
With effect from April 1, 2020	\$ 9,860	\$ 10,107	\$ 10,360	\$ 10,618	\$ 10,884	\$ 11,156	per week	

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

LMO/TS 1

Existing	\$ 8,042	\$ 8,243	\$ 8,449	\$ 8,661	\$ 8,877	\$ 9,099	per week
With effect from April 1, 2017	\$ 8,444	\$ 8,655	\$ 8,872	\$ 9,093	\$ 9,321	\$ 9,554	per week
With effect from April 1, 2018	\$ 8,613	\$ 8,828	\$ 9,049	\$ 9,275	\$ 9,507	\$ 9,745	per week
With effect from April 1, 2019	\$ 8,958	\$ 9,181	\$ 9,411	\$ 9,646	\$ 9,887	\$ 10,135	per week
With effect from April 1, 2020	\$ 9,405	\$ 9,641	\$ 9,882	\$ 10,129	\$ 10,382	\$ 10,641	per week

DRIVERS (LMO/DR)

LMO/DR 2

With effect from April 1, 2017	\$ 10,508	X	\$307	-	\$ 12,657	per week
With effect from April 1, 2018	\$ 11,033	X	\$322	-	\$ 13,290	per week
With effect from April 1, 2019	\$ 11,254	X	\$329	-	\$ 13,556	per week
With effect from April 1, 2020	\$ 11,704	X	\$342	-	\$ 14,098	per week
	\$ 12,289	X	\$359	-	\$ 14,803	per week

LMO/DR 1

Existing	\$ 9,191	X	\$247	-	\$ 10,920	per week
With effect from April 1, 2017	\$ 9,651	X	\$259	-	\$ 11,466	per week
With effect from April 1, 2018	\$ 9,844	X	\$265	-	\$ 11,695	per week
With effect from April 1, 2019	\$ 10,237	X	\$275	-	\$ 12,163	per week
With effect from April 1, 2020	\$ 10,749	X	\$289	-	\$ 12,771	per week

MAIL CARRIERS

PTO/CA 2

Existing	\$ 9,975	X	\$ 193	-	\$ 10,544	P.B
	\$ 10,925	X	\$ 252	-	\$ 11,681	per week
With effect from April 1, 2017	\$ 10,474	X	\$ 199	-	\$ 11,071	P.B
	\$ 11,471	X	\$ 265	-	\$ 12,265	per week
With effect from April 1, 2018	\$ 10,683	X	\$ 203	-	\$ 11,293	P.B
	\$ 11,701	X	\$ 270	-	\$ 12,510	per week
With effect from April 1, 2019	\$ 11,111	X	\$ 211	-	\$ 11,744	P.B
	\$ 12,169	X	\$ 281	-	\$ 13,011	per week
With effect from April 1, 2020	\$ 11,666	X	\$ 222	-	\$ 12,332	P.B
	\$ 12,777	X	\$ 295	-	\$ 13,661	per week

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

PTO/CA 1

Existing	\$ 9,576	X	\$ 175	-	\$ 10,276	per week
With effect from April 1, 2017	\$ 10,055	X	\$ 184	-	\$ 10,790	per week
With effect from April 1, 2018	\$ 10,256	X	\$ 187	-	\$ 11,006	per week
With effect from April 1, 2019	\$ 10,666	X	\$ 195	-	\$ 11,446	per week
With effect from April 1, 2020	\$ 11,199	X	\$ 205	-	\$ 12,018	per week

MAIL COURIERS

Mail Courier 1 to 40 miles

Existing	\$ 6,835	per week
With effect from April 1, 2017	\$ 7,177	per week
With effect from April 1, 2018	\$ 7,320	per week
With effect from April 1, 2019	\$ 7,613	per week
With effect from April 1, 2020	\$ 7,994	per week

Mail Courier 41 to 60 miles

Existing	\$ 7,194	per week
With effect from April 1, 2017	\$ 7,554	per week
With effect from April 1, 2018	\$ 7,705	per week
With effect from April 1, 2019	\$ 8,013	per week
With effect from April 1, 2020	\$ 8,414	per week

Mail Courier 61 to 80 miles

Existing	\$ 7,215	per week
With effect from April 1, 2017	\$ 7,576	per week
With effect from April 1, 2018	\$ 7,727	per week
With effect from April 1, 2019	\$ 8,036	per week
With effect from April 1, 2020	\$ 8,438	per week

Mail Courier 81 to 100 miles

Existing	\$ 7,237	per week
With effect from April 1, 2017	\$ 7,599	per week
With effect from April 1, 2018	\$ 7,751	per week
With effect from April 1, 2019	\$ 8,061	per week
With effect from April 1, 2020	\$ 8,464	per week

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

Mail Courier 101 to 120 miles			
Existing	\$	7,264	per week
With effect from April 1, 2017	\$	7,627	per week
With effect from April 1, 2018	\$	7,780	per week
With effect from April 1, 2019	\$	8,091	per week
With effect from April 1, 2020	\$	8,495	per week

Mail Courier over 120 miles			
Existing	\$	7,299	per week
With effect from April 1, 2017	\$	7,664	per week
With effect from April 1, 2018	\$	7,817	per week
With effect from April 1, 2019	\$	8,130	per week
With effect from April 1, 2020	\$	8,536	per week

CASUAL DAILY PAID EMPLOYEES

Existing	\$	1,493	per day
With effect from April 1, 2017	\$	1,568	per day
With effect from April 1, 2018	\$	1,599	per day
With effect from April 1, 2019	\$	1,663	per day
With effect from April 1, 2020	\$	1,746	per day

PART TIME CLEANERS

6 hours or more but less than 8 hours per week			
Existing	\$	4,198	per week
With effect from April 1, 2017	\$	4,408	per week
With effect from April 1, 2018	\$	4,496	per week
With effect from April 1, 2019	\$	4,676	per week
With effect from April 1, 2020	\$	4,910	per week

8 hours or more but less than 10 hours per week			
Existing	\$	4,241	per week
With effect from April 1, 2017	\$	4,453	per week
With effect from April 1, 2018	\$	4,542	per week
With effect from April 1, 2019	\$	4,724	per week
With effect from April 1, 2020	\$	4,960	per week

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

10 hours or more but less
than 12 hours per week

Existing	\$	4,289	per week
With effect from April 1, 2017	\$	4,503	per week
With effect from April 1, 2018	\$	4,594	per week
With effect from April 1, 2019	\$	4,777	per week
With effect from April 1, 2020	\$	5,016	per week

12 hours or more but less
than 16 hours per week

Existing	\$	4,375	per week
With effect from April 1, 2017	\$	4,594	per week
With effect from April 1, 2018	\$	4,686	per week
With effect from April 1, 2019	\$	4,873	per week
With effect from April 1, 2020	\$	5,117	per week

16 hours or more but less
than 20 hours per week

Existing	\$	4,604	per week
With effect from April 1, 2017	\$	4,834	per week
With effect from April 1, 2018	\$	4,931	per week
With effect from April 1, 2019	\$	5,128	per week
With effect from April 1, 2020	\$	5,385	per week

20 hours or more but less
than 24 hours per week

Existing	\$	4,844	per week
With effect from April 1, 2017	\$	5,086	per week
With effect from April 1, 2018	\$	5,188	per week
With effect from April 1, 2019	\$	5,395	per week
With effect from April 1, 2020	\$	5,665	per week

24 hours or more weekly

Existing	\$	5,087	per week
With effect from April 1, 2017	\$	5,341	per week
With effect from April 1, 2018	\$	5,448	per week
With effect from April 1, 2019	\$	5,666	per week
With effect from April 1, 2020	\$	5,949	per week

WEEKLY AND DAILY PAID EMPLOYEES
Revised salaries April 1, 2017 to March 31, 2021

SPECIAL DISTRICT CONSTABLES (K.P.H.)

Existing	\$	1,493	per day
With effect from April 1, 2017	\$	1,568	per day
With effect from April 1, 2018	\$	1,599	per day
With effect from April 1, 2019	\$	1,663	per day
With effect from April 1, 2020	\$	1,746	per day

SALARIES COSTING SUBMISSION

DATA CAPTURE FORM 1

EXAMPLE

NO.	CLASSIFICATION/GRADE/ LEVEL	EXISTING COST AS AT MARCH 31, 2017 (PER ANNUM)	NEW COST AS AT APRIL 1, 2017 (PER ANNUM)	ADDITIONAL COST AS AT APRIL 1, 2017 (PER ANNUM) (RETROACTIVE COST)	NEW COST AS AT APRIL 1, 2018 (PER ANNUM)	ADDITIONAL COST AS AT APRIL 1, 2018 (PER ANNUM)
50 30	PIDG/RIM 3 GMG/SEG 1					
80						

Approved by: _____

Head of Ministry/Department

Prepared by _____

Position:

Verified by: _____

Internal Auditor

STATUTORY DEDUCTIONS COSTING SUBMISSION

DATA CAPTURE FORM 2

EXAMPLE

EMPLOYER'S CONTRIBUTION – N.I.S. AS AT MARCH 31, 2017	EMPLOYER'S CONTRIBUTION – N.I.S. AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.I.S. AS AT APRIL 1, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT MARCH 31, 2017 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – N.H.T. AS AT APRIL 1, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT MARCH 31, 2017 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT APRIL 1, 2017 TO MARCH 31, 2018 (PER ANNUM)	EMPLOYER'S CONTRIBUTION – EDUCATION TAX AS AT APRIL 1, 2018 (PER ANNUM)

Approved by: _____

Head of Ministry/Department

Prepared by _____

Position:

Verified by: _____

Internal Auditor

OVERTIME AND HONORARIUM COSTING

DATA CAPTURE FORM 3

EXAMPLE

TOTAL OVERTIME PAID AS AT MARCH 31, 2017	TOTAL OVERTIME PAID APRIL 1, 2017 TO MARCH 31, 2018	TOTAL ADDITIONAL OVERTIME DUE FOR APRIL 1, 2017 TO MARCH 31, 2018	TOTAL HONORARIUM AS AT MARCH 31, 2017	TOTAL HONORARIUM PAID FOR APRIL 1, 2017 TO MARCH 31, 2018	TOTAL ADDITIONAL HONORARIUM FOR APRIL 1, 2017 TO MARCH 31, 2018

Approved by: _____

Head of Ministry/Department

Prepared by _____

Position:

Verified by: _____

Internal Auditor