



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: finsec@mof.gov.jm

MINISTRY OF FINANCE & THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

REF NO: C41^{II}

2021 October 29

Circular No: 22

Cabinet Secretary
Permanent Secretaries
Heads of Departments & Agencies

2021/2022 Revision of Salaries – Library Assistants, Archives and Records Management (1-3), Technical Operators and Library Aides

Consequent on the Heads of Agreement signed between Government of Jamaica and the Jamaica Confederation of Trade Unions (JCTU) the rates of pay for classification groups listed on the attached schedule are to be revised with effect from April 1, 2021.

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

Commencement of the payment of the revised rates and payment of the amounts due for the period April 1, 2021 through November 2021 will be in December 2021.

Details of the additional funds required to pay the increased rates and the related retroactive amounts must be submitted to the Public Expenditure Division and copied to the Strategic Human Resource Management Division (Compensation Unit) of this Ministry.

The information should detail the number of positions involved at each grade\level and should be submitted in the formats attached. Please ensure that all schedules are fully completed and returned no later than November 12, 2021. Additionally, the costings are to be verified internally and approved by the Permanent Secretary/Head of Department

In any case of doubt or difficulty, the Compensation Unit, Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice before any payments are made.

Darlene Morrison
Financial Secretary

PUBLIC INFORMATION AND DOCUMENTATION GROUP
Revision of Salaries for the contract period April 1, 2021 to March 31, 2022

Library Assistants Series (PIDG/LA)

PIDG/LA 2

With effect from 1/4/2020	819,414	839,899	860,897	882,419	904,480	927,092	950,269	974,026 per annum
With effect from 1/4/2021	852,190	873,495	895,333	917,716	940,659	964,175	988,280	1,012,987 per annum

PIDG/LA 1

With effect from 1/4/2020	651,608	667,898	684,596	701,711	719,254	737,235	755,666	774,557 per annum
With effect from 1/4/2021	677,673	694,614	711,980	729,779	748,024	766,724	785,892	805,540 per annum

Archives and Records Management Series (PIDG/AR)

PIDG/AR 3

With effect from 1/4/2020	16,973	17,398	17,833	18,279	18,735	19,204	19,684	20,176 per week
With effect from 1/4/2021	17,652	18,094	18,546	19,010	19,485	19,972	20,471	20,983 per week

PIDG/AR 2

With effect from 1/4/2020	14,079	14,431	14,792	15,161	15,540	15,929	16,327	16,735 per week
With effect from 1/4/2021	14,642	15,008	15,383	15,768	16,162	16,566	16,980	17,405 per week

PIDG/AR 1

With effect from 1/4/2020	12,289	12,597	12,912	13,234	13,565	13,904	14,252	14,608 per week
With effect from 1/4/2021	12,781	13,101	13,428	13,764	14,108	14,461	14,822	15,193 per week

Library Aides Series (PIDG/LD)

PIDG/LD 2

With effect from 1/4/2020	11,659	11,951	12,249	12,556	12,869	13,191	per week
With effect from 1/4/2021	12,125	12,429	12,739	13,058	13,384	13,719	per week

PIDG/LD 1

With effect from 1/4/2020	10,487	10,749	11,018	11,294	11,576	11,865	per week
With effect from 1/4/2021	10,907	11,179	11,459	11,745	12,039	12,340	per week

Technical Operator Series (PIDG/TO)

PIDG/TO 3

With effect from 1/4/2020	773,266	792,598	812,413	832,723	853,542	874,880	per annum
With effect from 1/4/2021	804,197	824,302	844,910	866,032	887,683	909,875	per annum

PIDG/TO 2

With effect from 1/4/2020	718,274	736,231	754,637	773,502	792,840	812,661	per annum
With effect from 1/4/2021	747,005	765,680	784,822	804,443	824,554	845,167	per annum

PIDG/TO 1

With effect from 1/4/2020	629,826	645,571	661,711	678,253	695,210	712,590	per annum
With effect from 1/4/2021	655,019	671,394	688,179	705,384	723,018	741,094	per annum

Compensation Unit

SHRMD

October 29, 2021

SALARIES COSTING SUBMISSION
DATA CAPTURE FORM 1

Example

No.	Classification/Grade/Level	Existing Cost as at March 31 st , 2021 (per annum)	New Cost as at April 1 st , 2021 (per annum)	Additional Cost as at April 1 st , 2021 (per annum)	Retroactive Cost of each Tranche
50	PIDG/RIM 3	\$32,689,350.00	\$37,592,750.00	\$4,903,400.00	\$817,233.00
30	GMG/SEG 1	\$36,552,240.00	\$42,035,070.00	\$5,482,830.00	\$913,804.00
Total:80		\$69,241,590.00	\$79,627,820.00	\$10,386,230.00	\$1,731,037.00

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

STATUTORY DEDUCTIONS COSTING SUBMISSION
DATA CAPTURE FORM 2

Example

Employer's Contribution - N.I.S. as at March 31 st , 2021	Employer's Contribution - N.I.S. as at April 1 st , 2021 (per annum)	Employer's Contribution - N.H.T. as at March 31 st , 2021	Employer's Contribution -N.H.T. as at April 1 st , 2021	Employer's Contribution -Education Tax as at March 31 st , 2021	Employer's Contribution - Education Tax as at April 1 st , 2021
\$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.

OVERTIME AND HONORARIUM COSTING
DATA CAPTURE FORM 3

Example

TOTAL OVERTIME PAID AS AT MARCH 31, 2021	TOTAL OVERTIME PAID APRIL 1,2021 TO MARCH 31, 2022	TOTAL ADDITIONAL OVERTIME DUE FOR APRIL 1, 2021 TO MARCH 31, 2022	TOTAL HONORARIUM AS AT MARCH 31,2021	TOTAL HONORARIUM PAID FOR APRIL 1, 2021 TO MARCH 31, 2022	TOTAL ADDITIONAL HONORARIUM FOR APRIL 1, 2021 TO MARCH 31,2022

Approved by : _____

Head of Ministry/Department

Prepared by: _____

Position:

Verified by: _____

Internal Auditor: