



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

Telephone No. 876-922-8600-16
Website: <http://www.mof.gov.jm>
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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

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Circular No. 10

REF NO: 59/20^{IX}

Cabinet Secretary
Permanent Secretaries
Heads of Department and Agencies

Further Instructions regarding the calculation of Acting Arrears - New Compensation System

Further to this Ministry's Circular No. 25 dated December 15, 2022 and titled *Further Instructions to New Compensation System*, please see below guidance for the calculation of acting arrears upon implementation of the new Compensation System and the treatment of acting in the specified situation moving forward. These instructions relate to the situation where calculation of arrears related to an acting arrangement results in a negative value. These instructions are **NOT** applicable to new acting arrangements.

Situation A

Where an officer is acting in a higher post that carries a travelling allowance, but the officer's substantive position does not; or where an officer is acting in a higher post which carries travelling and the officer's substantive position also carries travelling but at a lower rate;

The calculation of arrears should follow the steps described below:

1. The officer's acting position is to be converted using the current point in the old salary scale at which the officer was acting. (e.g. SEG 3 acting SEG 4 at the 4th point in the SEG 4 salary scale. The acting position – SEG 4 is to be converted using the 4th point of the SEG 4 salary scale as the existing salary and all relevant allowances applicable to the higher post).
2. The conversions for the acting position must be done in accordance with the Conversion Rules as outlined in this Ministry's Circular No. 20 dated November 18, 2022 or the relevant Pay letter and using the relevant Conversion Template.
3. The new salary and temporary allowance generated are to be used to calculate the new compensation for acting.
4. The new compensation for acting is derived by subtracting the officer's new substantive pay from the new salary and temporary allowance for the acting position generated from the conversion.
5. In instances where the officer is in receipt of a temporary allowance in their substantive position then the calculation should be the difference between the officer's substantive compensation (salary + temporary allowance) and the compensation of the acting position (salary + temporary allowance).
6. The acting allowance generated through the application of steps 1 – 5 is to be continued once the officer's acting assignment is continuing. This methodology ceases once the acting

assignment comes to an end. This is only applicable to officers who are in the situation described above.

7. Where there is still a negative outcome after implementing the steps at 1 – 5 detailed above, the details of that acting situation are to be entered into the Data Capture Sheet attached and returned to the Transformation Implementation Unit.

To determine whether the calculation is resulting in a negative amount for acting allowance, payroll managers are to review the payroll adjustment report for the month prior to the payment of arrears against the payroll adjustment report for the month after the payment of arrears.

Situation B

Where an officer was acting in a higher post but both positions are now in the same pay band; or where an officer was acting in a higher post but the officer's substantive position is now higher than the post in which that officer was acting then the amounts paid to an officer in this situation are to be treated as a Special Allowance for the period of the arrears and then discontinued. Where the officer is expected to continue the duties then the situation should be sent to the Strategic Human Resource Management Division of this Ministry for assessment and determination.

The Data Capture Sheet referred to above must be returned once it has been completed, to the email address executivedirectortiu@transformation.gov.jm.

In any case of doubt or difficulty the Compensation Unit of this Ministry should be contacted for clarification or advice before any action is taken.



Darlene Morrison, CD
Financial Secretary