



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

April 1, 2025

Circular No: 3

Ref No: 59/40^V

Cabinet Secretary
Permanent Secretaries
Heads of Departments and Agencies
Chief Executive Officers

Advancements Along Substantive Salary Bands effective April 1, 2025

Consequent on the agreement reached with the Jamaica Confederation of Trade Unions (JCTU) regarding certain items flowing from the Restructured Compensation for the Public Sector, approval is granted for the advancement of applicable employees along their respective substantive salary bands effective April 1, 2025 as detailed below:

1. Employees who were in service prior to March 31, 2022 and who remain in service beyond March 31, 2025 to advance three (3) incremental points along their substantive salary bands.
2. Employees who do not fall in category 1 above but were in service as of April 1, 2023 and remain in service beyond March 31, 2025 to advance two (2) incremental points along their substantive salary bands.
3. Employees who do not fall in either category 1 or category 2 above but were in service as of April 1, 2024 and remain in service beyond March 31, 2025 to advance one (1) incremental point along their substantive salary bands.

The following are to be noted:

- Advancement along the substantive salary band, on this occasion, is not dependent on performance reviews and is applicable to temporary employees engaged in permanent positions as well as persons engaged on contract against established posts who are being paid in the applicable salary band.
- Where advancement along the salary band results in employees being placed outside the maximum of the bands' applicable salary scales, the amounts outside the scales¹ are to be converted to and paid as special pensionable allowances to the affected employees. These special pensionable allowances are to be taken into account in the event the affected employees' posts are upgraded or where the affected employees are promoted to a higher level. The standard rules governing special pensionable allowances are to be observed.
- The arrangements detailed above are **not** applicable to those Public Bodies that were not converted to the Restructured Compensation System **in keeping with the instructions detailed in Circular No. 20 dated November 18, 2022 issued by this Ministry.**

The additional cost to effect payment arising from this advancement along the salary bands must be submitted (where applicable) to the Public Expenditure Division and the Strategic Human Resource Management Division (Compensation Unit) of this Ministry in April 2025. The information should provide the number of positions involved at each grade as well as how many positions in each grade move one, two or three incremental points. The payroll run for the month of implementation must be sent to the Transformation Implementation Unit executivedirectortiu@transformation.gov.jm by the 15th of the month following implementation.

¹ Each incremental point represents 2.5% above the prior point.

Payment in respect of the advancement along the substantive salary bands will commence during the first quarter of fiscal year 2025/26.

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 action is taken.



Darlene Morrison, CD
Financial Secretary