

S.P.O.

STAFF ORDERS
FOR THE
PUBLIC SERVICE



GOVERNMENT OF JAMAICA

1976

S.P.O.

PREFACE

The Staff Orders were last revised in 1965. During this decade the rising tide of human expectations has continued unabated and the rate of change in technology as well as in economic, political and social structures has continued to accelerate.

In a social milieu where governments are committed both to initiate and manage social change, the challenge facing public administration, and the Civil Service in particular, is to acquire the techniques and ethics of modern administration which will make it possible to narrow the gap between the promise and realization of economic betterment and social equality.

Perhaps the most urgent demand being made on the Civil Service is to achieve greater effectiveness in the implementation of programmes and policies and by the same token the achievement of levels of technical competence so that the public administration will not serve to inhibit or frustrate the activities of the private sector.

One way of revitalizing the Civil Service is to build a service which defines the jobs and tasks to be done, the qualifications and skills required to do them and then to establish a system of rewards, incentives and advancement based on actual performance. To this end, new personnel policies and procedures have and are being introduced into the Civil Service to give effect to Government's decision to bring the merit system to fruition.

The revised Staff Orders are intended therefore to point the way towards more flexible operational procedures and to give effect to continuing improvement in conditions of service. They are also intended to reflect some of the changes which have taken place in the administrative milieu as well as in organisational theory and practice. At the same time, they embody features of the previous regulations which have proved useful.

The revised Orders have been prepared in loose leaf form so that changes can be made on an on-going basis. The revised Orders are to take effect from 1st June, 1976.

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Deputy Prime Minister
and Minister of Finance and the Public Service.

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CHAPTER 1

PRELIMINARY

1.1 In these Staff Orders except the context otherwise requires:

- (a) reference to a Department includes reference to a Ministry; and
- (b) the expression "Head of Department" means in relation to a Ministry, the Permanent Secretary of that Ministry.

Definitions.

1.2 (a) All Public Officers are required to familiarise themselves with the Staff Orders and any amendments or additions thereto which may from time to time be issued. The Orders should therefore be readily available to all officers in every Department.

(b) It is the duty of the Head of Department to ensure that a sufficient number of copies of the Staff Orders are available to meet the needs of his own Department.

1.3 (i) The provisions in these Orders shall apply to all Public Officers provided that in cases where special regulations are made in regard to a particular category of officers such special regulations shall have precedence over related provisions in these Orders.

(ii) The provisions of the Orders do not constitute a contract between the Crown and its servants.

Application of Staff Orders.

1.4 Copies of the Staff Orders issued to Public Officers are not to be regarded as the property of any individual officer. Heads of Departments should therefore ensure that an officer who is in possession of a copy of the Orders surrenders it in the event of his transfer to another Department or of his retirement or resignation from the Service.

1.5 Public Officers are required to make themselves acquainted with all Government notifications and orders, whether published in the Jamaica Gazette or conveyed by Circulars or any other means of communication, and Heads of Departments will be held responsible for seeing that this is done.

1.6 Public Officers may be liable to disciplinary action under the regulations of the appropriate Service Commission in respect of breach of any of these Orders.

CHAPTER II

APPOINTMENTS

Authority for Appointments.

2.1 Save as may otherwise be provided in the Constitution of Jamaica or in regulations made under the Constitution, appointments in the Public Service are made by the Governor-General acting upon the recommendation of the appropriate Service Commission.

Nationality requirements.

2.2 As a general rule, only persons of Jamaican nationality will be appointed permanently in the Public Service. Persons of foreign nationality may, however, in special cases be appointed to the Service but shall only be so appointed where there is no available suitably qualified Jamaican national.

Rules for appointment.

2.3 Rules setting out the educational or professional qualifications and other requirements for appointment to permanent posts in particular branches of the Service, may be made by the Minister responsible for the Public Service, and may be amended or revised by him from time to time. Copies of such rules may be obtained upon application to the Office of the Services Commissions.

Married women in the Service.

2.4 A married woman who is appointed to the Public Service shall not be exempt, by reason of her marital status, from any of the normal requirements and conditions of her employment, including regular attendance, working of overtime when required and the liability to transfer.

Temporary increase of staff.

2.5 (a) As a general rule, the approval of the Minister responsible for the Public Service is required for the expenditure of funds for the employment of temporary staff otherwise than in clear vacancies on the approved establishment. The Minister has, however, given a general authority for such expenditure to be incurred without his specific approval during the absence from duty of the substantive holder of a post, provided that funds are available to meet the expenditure involved.

(b) This general authority does not extend to the employment of temporary staff over and above the approved establishment of the particular Department. In every such case the specific authority of the Minister responsible for the Public Service is required.

Recruitment through the Local Employment Services.

2.6 The services of the Local Employment Services shall be utilised, as far as possible, by Departments in engaging the services of employees such as Messengers, Watchmen and Labourers.

2.7 (1) Every first appointment to the permanent establishment will be subject to the passing of the prescribed medical examination during the first six months of the probationary period, such examination to be undertaken by a Government Medical Officer. This period may, however, be extended on the recommendation of the Medical Officer. If an officer has already passed the prescribed medical examination in respect of an earlier appointment immediately preceding his appointment on the permanent establishment a further examination may be dispensed with.

Medical reports on appointment.

(2) The Head of Department concerned is required to arrange with the Chief Medical Officer for the medical examination of the officer and to see that the officer undergoes the examination. The Chief Medical Officer is required to see that the medical examination is performed without delay.

In case of appointments made by the Governor-General acting upon the recommendation of a Service Commission, the report should be sent to the Chief Personnel Officer through the Permanent Secretary of the Ministry responsible for Health. In all other cases, the report should be sent to the Head of Department.

(3) A person selected for appointment from outside Jamaica will be required to pass the prescribed medical examination performed by a medical practitioner selected by the Agent of the Government of Jamaica in the country where he is residing before taking up his appointment in Jamaica.

2.8 An officer, whether or not he is on leave of absence at the time, may be required by the person or authority empowered to make appointments to the post held by such officer, or at his own request, may be permitted to present himself for examination to an approved medical practitioner, or medical board, with a view to its being ascertained whether he is physically fit to perform the duties of his office or of any other office in Jamaica to which his appointment might be contemplated. The cost of such an examination, if any, will be paid from Jamaican Government funds. The officer will be permitted at his own expense to have his medical practitioner present at such examinations.

Further medical report.

2.9 In cases of examinations under the preceding Order, the following applies:

Procedure in regard to examinations.

- (a) the person or persons appointed to conduct the examination shall have discretion to call a specialist into consultation, and any fee due to the specialist for assistance in rendering a report shall be charged as provided in that Order.
- (b) The report of the examination shall be furnished to the appropriate authority and shall not be communicated to the officer concerned but shall be communicated to the officer's medical practitioner if present at the examination.
- (c) The officer shall, however, be informed at the earliest possible date of the decision reached upon his case after consideration of the report, and if the officer is dissatisfied with that decision he shall be at liberty to make representations to this effect.

Record of
particulars
of officers.

2.10 Heads of Departments are required to keep a record of the following particulars of officers in their Departments—

- (a) next-of-kin and their addresses;
- (b) addresses and telephone numbers of the officers.

Seniority
of officers.

2.11 An officer's seniority shall be determined by the date of his appointment to a particular grade provided that an officer will be considered to be of the same seniority as all other officers appointed to the same grade at any time during the 12 months preceding the date of appointment of the officer concerned.

Claims for
promotion.

2.12 (i) The claims of all public officers to promotion are matters for the consideration of the appropriate Service Commission.

(ii) Application for promotion from public officers shall be forwarded by the officer through his Head of Department.

Retirement
at 60 years.

2.13 Public Officers whether or not on the fixed establishment will be required to retire on attaining the age of 60 years; provided that where the exigencies of the service so require, a public officer may be permitted by the appropriate Service Commission to remain in the Service after he is 60 years old.

Under the provisions of the Pensions Act, officers may be permitted, or called upon, to retire before attaining the age of 60 years. Heads of Departments should ensure that an annual return is submitted of officers who will attain the age of 59 years in each year, to the Chief Personnel Officer by the 31st of January that year.

Overseas
appoint-
ments
travel
arrange-
ments.

2.14 The provisions of this Order shall apply to a person who is selected from overseas for appointment to a public office in Jamaica. The term 'children' in this Order means the legitimate, illegitimate, the legally adopted children and step-children of the person appointed who are below the age of eighteen (18) years, unmarried and wholly dependent on him/her. The term 'passage' means a passage by a route approved by the Minister responsible for the Public Service as a normal route which may include journeys necessarily undertaken in any process of trans-shipment.

The person appointed will:

- (i) in the absence of any arrangements to the contrary receive passage at the expense of the Government of Jamaica by the most direct route from the country of residence to Jamaica for officer, spouse and children—not exceeding five (5) persons in all—if they accompany or follow within twelve (12) months. The person appointed will be required to execute an agreement in the form specified by the Minister responsible for the Public Service to refund the cost of the passages in certain contingencies;

- (ii) as a general rule be paid half salary as from the date of embarkation and full salary as from the date of his arrival in Jamaica provided that he proceeds direct to Jamaica and assumes duty within seven (7) days of his arrival. If he

does not proceed direct to Jamaica he will be paid half salary for such time only as is ordinarily required to undertake the journey between the ports of embarkation and disembarkation;

- (iii) normally be granted the following allowances for transport of his baggage and personal effects:—

(a) (Ocean) Freight Charges

Not exceeding three (3) tons (6,720 lb) weight, exclusive of the baggage allowance provided on the passenger tickets issued to the officer and his/her family;

Not exceeding one and one-half (1½) tons (3,360 lb) weight exclusive of the baggage allowance provided on the passenger tickets issued to the officer and his/her family where furnished quarters will be provided;

No additional consideration will be given for the transportation of the officer's motor-car.

(b) "Transport"

The cost of transporting baggage and personal effects from his/her home to the place of embarkation and from the port of disembarkation to final destination;

(c) "Incidental Expenses"

Such incidental expenses as are approved by the Minister responsible for the Public Service will be reimbursed. Claims in respect of insurance and storage are not included.

(d) "Crating of Furniture and Personal Effects"

The cost of crating not exceeding \$300;

He/she will be required to submit vouchers in support of claims for the payment of the above allowances and Government's liability in respect of the items at (b) to (d) will be limited to that portion of the baggage falling within the volume limitation set at (a).

CHAPTER III

CONDUCT OF PUBLIC OFFICERS

Hours of
duty.

3.1 The hours of work of public officers shall be as determined by the Minister responsible for the Public Service for each category of staff. No permanent alteration of the determined hours of work of any category of public officers may be effected unless the Minister responsible for the Public Service so approves, but Heads of Departments may require any or all of the staff of their Departments to work temporarily for longer hours than those determined whenever the public interest makes this desirable.

Absence
from office
during
duty hours.

3.2 No officer may absent himself from duty during working hours without the permission of the relevant senior officer of the Department in which he works.

Absence
from duty
without
permission.

3.3 An officer who absents himself from duty without permission, except in the case of illness or other unavoidable circumstances shall render himself liable to disciplinary action.

Attendance
Register.

3.4 (i) Every officer save those who may be exempted by the Head of Department shall sign his name in the Attendance Register kept for this purpose and insert the time of his arrival and departure from duty. The Head of Department shall depute an officer to examine and initial this Register and bring to his notice any case of habitual or frequent unpunctuality or absenteeism on the part of any officer. The Head of Department or such senior officer as he may designate shall examine this Register at least once every month.

(ii) Where an exemption is granted to an officer from signing the Attendance Register the exemption shall apply to all officers within the named category and not only to the individual officer.

Absences
on duty
from Head-
quarters to
be reported
by
Permanent
Secretaries
and Heads
of Depart-
ments.

3.5 Permanent Secretaries are required to notify their respective Ministers of any intended absence on duty from Headquarters 24 hours before leaving. In the case of Heads of Departments the notification should be forwarded to the Permanent Secretary of the Ministry concerned who should at once inform his Minister.

Private
investments.

3.6 (a) An officer, whether or not his whole time is at the disposal of the Government, shall on appointment to the Service of Jamaica disclose for the information of the appropriate Service Commission

particulars of any investment or shareholding which he may possess in any Company, occupation or undertaking, or any other direct or indirect interest in such organisation. If it is disclosed that the officer's private affairs might be brought into real or apparent conflict with his public duties or in anyway influence him in the discharge of his duties, the officer shall to such extent as may be directed, divest himself of such investments or interests or arrange to have the investments placed in trust.

(b) An officer shall not directly or indirectly acquire investments or interests of the nature mentioned in this Order without the express permission of the appropriate Service Commission.

*3.7 (a) Public Officers are forbidden—

Private work.

(i) to undertake any private work for payment or engage in trade or employ themselves in any commercial or agricultural undertaking without the consent of the appropriate Service Commission.

(ii) to undertake any commission in any matter connected with the exercise of their public duties.

* (b) Nothing in this Order shall be construed so as to prohibit public officers from making arrangements for undertaking work for payment for statutory or corporate bodies established or operated by Government for public purposes.

3.8 (i) Any public officer desiring to obtain a loan from any Government-owned institution dispensing credit shall notify the Head of Department of his intention to apply for the loan.

Loans from Government-owned Institutions.

(ii) If a Head of Department desires a loan from any such institution, he should first notify the Permanent Secretary of the Ministry responsible for the Public Service of his intention to apply for it.

3.9 Except in cases of companies in which the majority shares are held by or on behalf of Government public officers are not allowed to accept the auditorship or directorships of societies or companies without the approval of the appropriate Service Commission.

Auditorships or Directorships of Companies forbidden.

3.10 Public Officers are forbidden to sign or procure signatures to any public petition to the Government which may require executive action or which relates to any action or proposals of the Government of Jamaica or of any other Government. In particular, public officers are not to be identified with applications for Certificates of Naturalisation.

Public Officers not to sign public petitions.

* 3.11 (i) Public Officers are forbidden to be editors of newspapers or directly or indirectly to take part in the management of newspapers. They may not without permission of the Head of Department or the Minister contribute to any newspaper in Jamaica or elsewhere on questions which can properly be called political or administrative though they may furnish articles upon subjects of general interest.

Public Officers and the Press.

(ii) An officer, whether on duty or on leave of absence, shall not allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of Jamaica.

(iii) Statements to the Press involving policy shall not be made by public officers without the prior permission of the Minister concerned.

(iv) Statements for publication involving factual or technical information may be made by Heads of Departments and other senior officers if authorised by the Minister concerned.

(v) No public officer may, without the written approval of the Minister concerned make public or communicate to the Press or to unauthorised individuals any documents, papers or information which may come into his possession in his official capacity, or make private copies of any such documents or papers.

Broadcast
talks by
Public
Officers.

3.12 Public Officers are forbidden to give broadcast talks or to engage in any discussion which is being broadcast on any subject which may properly be regarded as of a political nature without the prior permission of the Minister concerned.

Disclosure
of con-
fidential
documents
in court.

3.13 (i) Heads of Departments prior to disclosing or producing in evidence any official document of a confidential character in any court of law shall inform their Minister of the nature of the documents and shall also consult with the Attorney General prior to such disclosure.

(ii) When the official documents concerned relate to matters which affect other Ministries, such other Ministries should be consulted.

Personal
records.

3.14 (i) Public Officers may have access to records personally relating to themselves but before doing so shall obtain the permission of their Head of Department. The Head of Department may require the public officer to inspect the records in his presence or in the presence of some other officer.

(ii) Public Officers are not permitted to take copies of official correspondence relating to themselves except with the permission of their Head of Department.

Representa-
tions from
Public
Officers.

3.15 Public Officers who wish to make representations regarding promotion, transfer or increased emoluments, should only do so through the Head of their Department or their accredited representatives and should not directly or indirectly approach a Member of Parliament or a member of a Municipal or Parish Council except in the case of the Minister responsible for their Department.

Engagement
in political
activities.

3.16 Public Officers are expressly forbidden to participate actively on behalf of any party or candidate in any Parliamentary elections or any Municipal or Parish Council elections. They are expressly forbidden to act as agents, sub-agents or canvassers at elections of this nature.

3.17 Public Officers are forbidden to solicit or accept presents (other than the ordinary gifts from personal friends) whether in the form of money, goods, free or reduced passages, or other personal benefits and from giving such presents. Retired officers who have severed all connections with Government are exempt from the provisions of this Order.

Acceptance
of gifts.

3.18 (a) When any matter is being submitted to the Attorney General for legal advice, the submission should clearly state in a comprehensive form, the points on which advice is required and giving wherever possible, a précis or statement of the facts and in which all unnecessary matters have been eliminated. Where the submission is being accompanied by a file, there should be appropriate cross-references to the enclosures which are relevant to the matters on which advice is being sought.

Legal
proceedings
by officers.

(b) Heads of Departments are responsible for ensuring that the procedure outlined in paragraph (a) is strictly followed.

(c) No steps may be taken by public officers to institute civil proceedings in any court in connection with matters arising out of the discharge of their public duties, or against a Minister or the Head of any Government Department or other public officers for anything done in the performance of his duty, unless and until the sanction of the appropriate Service Commission has been obtained.

3.19 (i) Subject to the provisions of this Order, Government will, unless otherwise advised by the Attorney General in any particular case, accept responsibility for the defence of public officers against whom proceedings are threatened or brought in respect of acts done or liabilities incurred in the execution of their duty.

Legal
proceedings
against
public
officers.

(ii) Where such proceedings are threatened or brought the facts thereof shall forthwith be reported to the Attorney General and no legal or other expenses shall be incurred by the officer against whom the proceedings have been threatened or brought, or other steps taken in connection with any proceedings until the directions of the Attorney General have been received by the officer.

(iii) Where, as a result of the act of a public officer, legal proceedings are successfully brought against the Government or the Head of Department, or the Government deems it desirable to settle such proceedings out of court, disciplinary action may, if the circumstances warrant such action, be instituted against such officer.

(iv) (a) Where any such proceedings are threatened or brought against the officer whose acts are the subject of the proceedings, such proceedings shall not be defended by Government unless the officer makes a written request through the Head of his Department to the Attorney General for legal assistance.

(b) Where legal assistance is afforded to such officer and the Attorney General considers that it would be advisable to settle such proceedings, the Attorney General shall

recommend to the Financial Secretary the amount for which he considers that efforts should be made to settle such proceedings and also the amount, if any, which Government should contribute towards such settlement and, upon receipt of the decision shall inform the officer of what amount, if any, he will be called upon to contribute towards such settlement. If the officer agrees to make the contribution decided upon, he shall so state in writing and thereupon the Attorney General may take steps to settle such proceedings. If the officer does not agree to contribute the amount decided upon, Government may refuse to continue to afford legal assistance to him.

Bankruptcy.

3.20 (i) In the event of an officer filing a petition in bankruptcy or of bankruptcy proceedings being taken against him, or of his entering into a composition with his creditors under the Bankruptcy Act, or of any other serious financial embarrassment on his part, the officer shall immediately notify the Head of his Department who will report the fact to the Chief Personnel Officer.

(ii) In every instance of bankruptcy proceedings against a public officer, the officer of the Court before whom the proceedings are taken shall forthwith report the matter to the Chief Personnel Officer giving particulars of the officer's indebtedness. On the conclusion of the examination the officer of the Court shall furnish a further report to the Chief Personnel Officer showing whether or not in his opinion the officer's difficulties were occasioned by (a) imprudence or extravagance or (b) unavoidable misfortune or other extenuating circumstances.

Clerk of Courts to furnish quarterly returns.

3.21 Clerks of the Courts shall furnish to respective Heads of Departments a quarterly return, in triplicate, on officers against whom judgment summonses have been issued, giving particulars of the indebtedness of such officers. In all cases where the officer's indebtedness exceeds \$1,000 or where the name of the officer has appeared repeatedly on previous returns the Head of Department concerned shall report the matter to the Chief Personnel Officer.

3.22 Officers whose indebtedness has been the subject of correspondence with the Chief Personnel Officer shall report to him through the Head of their Departments when the indebtedness in question has been liquidated.

Postage and revenue stamps not currently on sale.

3.23 Public Officers are forbidden to purchase from a Post Office postage and revenue stamps which are not currently on sale across the counter to the public, or to use their official position to obtain, or aid anyone else to obtain, unfair advantage over the public in the purchase of stamps. Dealing in postage stamps by Postmasters or other officers for private profit is forbidden.

3.24 (1) Disputes in the Civil Service which may involve or give rise to industrial action shall be determined in accordance with any law or enactment which makes provision for the determination of such disputes. Industrial action.

(2) For the purpose of Chapter III industrial action includes the following—

- (a) any lock-out, or
- (b) any strike, or
- (c) any course of conduct (other than lock-out or strike) which in contemplation or furtherance of an industrial dispute, is carried on by one or more employees with the intention of preventing or reducing the provision of services.

3.25 Salaries and wages of officers who participate in industrial action may not be paid for any day or portion of the day during which they are engaged in industrial action.

3.26 It is expected that there will be some workers who report for duty and are willing to work but are precluded from doing so because of circumstances beyond their control. A distinction should be made between this class of worker and the *bona fide* class which has resorted to industrial action and the former class may be paid if after reference to the Permanent Secretary in their Ministry it is considered that the circumstances justify such action. In any case where there is doubt whether a worker was in the *bona fide* class resorting to industrial action an enquiry shall be instituted in order to determine the category in which his conduct places him.

3.27 Any public officer, on leaving the Government Service shall, if he so desires, obtain a formal certificate of service in the prescribed form. When an officer has been dismissed for reasons reflecting upon his good conduct or efficiency, the certificate should contain a note in the appropriate cage to the effect that a reference should be made to the Head of Department concerned. Certificate of Service.

3.28 A record of service in the prescribed Period of Service Form is to be prepared and maintained by each Head of Department in respect of every permanent officer. Instructions as to the preparation of this Form are contained therein and care should be taken to ensure that the particulars furnished are correct. These Forms should be kept under lock when not in use. When an officer is transferred, his Period of Service Form should be forwarded immediately to the new Head of Department. Period of Service Form.

CHAPTER IV

SALARIES AND ALLOWANCES

GLOSSARY OF TERMS

1. *Post:* A position of employment in an organisation in which a person is employed to perform specified duties.
2. *Duties:* The main functions attached to a particular post indicating what is done.
3. *Category:* A general grouping of posts having broad similarities of characteristics and requirements.
4. *Occupational Group/ Sub-group:* A collection of posts, each with similar characteristics and requirements in terms of knowledge, skills and experience—for example, the General Services Group.
5. *Standard:* Clearly stated written criteria setting out the requirements that each post must have in order to qualify for classification in a particular category, group and grade.
6. *Grade:* One of the levels in an occupational group or sub-group indicating how posts fall in terms of duties and responsibilities. For example, the higher the number of the grade the more difficult or responsible the job becomes.
7. *Classification:* The occupational group or sub-group and the grade within the group or sub-group which is given to a post by means of job evaluation.
8. *Pay Plan:* Means the salary scales for all the grades in an occupational group or sub-group.
9. *Salary Scale:* The salary attached to a grade beginning with a minimum and advancing by an incremental rate to a maximum. For example, \$3,000x120-3,480 per annum.
10. *Salary:* The actual pay of an employee which is one of the steps or points in a salary scale.

11. *Steps or points in a salary scale:*

Are arrived at by adding the incremental rate to the minimum of the salary scale progressively until the maximum is reached.

12. *Allowance:*

An additional sum of money in addition to salary which is attached to a post to take account of considerations such as entertainment, housing, travelling, etc.

Salaries
provided in
Civil
Service
Establish-
ment Act.

1. Salaries—

4.1 The salaries attached to public offices are as provided in the Civil Service Establishment Act and Orders made thereunder from time to time.

Incremental
Scales.

4.2 It shall be normal for an officer appointed on a permanent basis to be paid initially the minimum salary of the scale and for the salary to be increased by annual increments at the rates approved until he reaches the maximum salary of the scale. In special circumstances, however, appointments may be made at a salary higher than the minimum by either:

- (a) the appropriate Service Commission; or
- (b) the Head of Department, if authority for such appointment has been delegated to the Head of Department.

Salary of
Temporary
Staff.

4.3 (i) Except as otherwise provided for in this Order, Temporary Staff employed under the general authority given in Staff Order 2.5 should be paid salary at the minimum rate appropriate to the recruiting grade of the particular category, even if the permanent officer whose absence from duty made the employment of such temporary staff necessary was not himself in the recruiting grade. For example, a person employed temporarily during the absence of a Senior Agricultural Assistant (PST/GN II) should be paid the minimum salary of an Agricultural Assistant (PST/GN I). In special circumstances, however, appointments may be made at a salary higher than the minimum of the recruiting grade.

(ii) Persons who possess the prescribed qualifications for permanent appointment to *particular posts* and are appointed temporarily to such posts should be paid the minimum salary of the post.

(iii) Persons who *do not* possess the prescribed qualifications for permanent appointment to particular posts and are appointed temporarily to such posts should be paid the minimum salary of the recruiting grade.

(iv) In any case in which it is proposed that the person to be employed temporarily should receive salary higher than the minimum of the grade, the specific approval of the appropriate Service Commission or where delegated, the Head of Department, must be sought.

Incremental
dates.

4.4 (i) With effect from the 1st April, 1975, the incremental dates for all Public Officers will be on the 1st of April of each year unless otherwise specified.

(ii) Increments due before the 1st of April, 1975, will be paid on the due date. Increments due after that date will be advanced to the 1st of April, 1975.

X (iii) In view of (i) and (ii) above, officers who are appointed during the course of any year will receive their first increment on the 1st April following although they will not have completed twelve months service.

(iv) Temporary service on the part of an officer even though continuous with permanent appointment, will not be regarded as service qualifying for the grant of an increment to his salary without the approval of the appropriate Service Commission.

4.5 (i) All normal increments will be paid on the 1st of April of each year as a matter of course save in the cases where the Head of Department considers that the increment should not be paid to an officer for reasons prescribed in the regulations of the appropriate Service Commission or unless otherwise specified.

Grant of
Increments.

(ii) When the Head of Department considers that an officer's increment should not be paid, he should forthwith give notice in writing to the officer and if the Department is not a self accounting Department, inform the Accountant General (or other paying authority) and the Auditor General as early as possible, and in any event not later than four weeks before the date on which the increment falls due. The Accountant General or other paying authority should, immediately on receipt of the notification that an increment should not be paid, acknowledge the receipt thereof, and if no acknowledgment is received within three days of notification the Head of Department should forthwith investigate the matter with a view to ascertaining whether or not the notification was received. If not received, a duplicate notification should be sent.

(iii) In the case of self-accounting Departments, the procedure outlined above should be followed where applicable, except that the notification should be sent to the Auditor General only.

4.6 A certificate in the prescribed form is necessary before an officer can be considered to have passed a qualification bar. Advancement beyond the point in a salary scale at which a qualification bar is fixed is equivalent to promotion, except that it does not depend on the occurrence of a vacancy in the establishment of the higher grade.

Qualifica-
tion bar.

When a certificate referred to in this Order is withheld but subsequently granted it will become effective from the latter date only, and the officer must serve one year from that date before proceeding to the next incremental step. An officer who fails to pass the qualification bar will fall, in seniority, below an officer who was junior to him, but who succeeds in passing the same bar before him.

4.7 (i) A Public Officer who holds a post to which an annual scalar salary is attached, and who has served at the maximum salary of the scale for three years or more will be granted a seniority allowance at a rate equivalent to the highest incremental rate of his salary scale, provided the Head of his Department is able to certify that his services have been satisfactory in all respects subject to paragraph (iii) of this Order.

Seniority
Allowance.

(ii) A weekly paid officer who holds a post to which a scalar salary is attached, and who has served at the maximum salary of the scale for a period of two years, will be granted a seniority allowance

at a rate equivalent to a further increment in his scale, provided the Head of Department is able to certify that his services have been satisfactory in all respects subject to paragraph (iii) of this Order.

(iii) The grant of any Seniority Allowance will only be made if there is no increase in the number of increments attached to the particular scale.

(iv) All officers who have been granted a seniority allowance will be considered for the grant of a further increment if, in the absence of promotion opportunity he serves three more years in the same post, provided the Head of his Department is able to certify that his services have been satisfactory in all respects.

(v) Seniority Allowances are personal to the officers who have earned them and are taken into account in the calculation of retiring benefits.

Salary
payable on
promotion.

4.8 The following rules shall apply when an officer is promoted in the ordinary course to an office carrying salary on an incremental scale:—

- (i) If immediately prior to his promotion the salary of the officer was less than the minimum of that of the new office he shall subject to paragraph (ii) of this Order receive the minimum.
- (ii) If his salary (fixed salary) was not less than the minimum of that of his new office or his salary was in a scale which touches or overlaps the salary scale of the new office, unless his benefits under paragraph (i) of this Order will be greater, an amount equivalent to the value of an increment of the new scale shall immediately be added to his salary. However, if this sum so added is not within the scale of the new salary he should be awarded an amount equal to the difference as will bring him to the next higher incremental step in his new scale.
- (iii) Every officer on promotion shall receive an immediate increase of emoluments which is not less than the value of an increment of the higher office.
- (iv) If the salary scale of an individual office is altered, the salary of the holder shall be determined in accordance with the provisions of this Order as if the holder of the office had been promoted.
- (v) In the case of a revision of salaries which affects the entire Public Service or a grade or category of Public Officers the salaries of the officers will be determined on the basis of Order 4.9.

Salary
conversion.

4.9 If the scale of salary of an officer's post is altered, the officer shall enter the new scale in the manner prescribed by the conversion table provided.

Similarly, conversion tables will be prescribed whenever there is a general revision of salaries affecting the entire Public Service or whenever pay plans are approved in respect of particular Groups or Subgroups of Public Officers.

An officer who was at the maximum of a salary scale and was in receipt of Seniority Allowance, if on conversion is similarly placed at the maximum, shall continue to draw the Seniority Allowance.

4.10 An officer who is promoted in the ordinary course of the Public Service shall be eligible to receive salary in the scale of his new grade or category as from the date specified in his letter of appointment even if he is on leave of absence at the date in question. Appointment to a newly created office, however, will take effect only from the date on which the officer enters upon his new duties.

Effective date of promotion.

4.11 When an officer is promoted to another Department arrangements should normally be made whereby he can assume his new duties on the date of his appointment. If however, exceptional circumstances necessitate his retention in his old Department beyond his promotion date, he shall be regarded as holding his new office as from the date of his appointment, and seconded to his old Department. In any such case of retention the authority of the Chief Personnel Officer must first be obtained. The officer's salary at the new rate should be borne by the Department to which he is seconded and the cost of any extra staff, made necessary by the delay of his assumption of duty, by his new Department.

Retention of services of promoted officer in former Department.

4.12 (i) (a) An officer whose service has been outstanding may be granted a non-pensionable proficiency award by the appropriate Service Commission.

Proficiency Award.

(b) A Proficiency Award may be discontinued by the appropriate Service Commission in circumstances where the officer's standard of efficiency is not maintained.

(ii) Where the Head of Department considers that an officer's service merits the grant of a Proficiency Award the Head of Department shall in making the recommendation—

(a) prepare a review of the officer's work for the period of twelve months prior to the recommendation of the Award; and

(b) submit the recommendation direct to the appropriate Service Commission for consideration.

(iii) Where there has been a grant of a Proficiency Award the officer may be granted not more than two increments provided that such increments shall not be granted more than once every four years.

(iv) The appropriate Service Commission may in granting a Proficiency Award impose conditions as to the terms of such an Award.

(v) The grant of a Proficiency Award shall not be based on the officer's seniority.

(vi) Officers who are eligible for a merit award by the Rating Committee set up under the Public Service Commission may not be granted a Proficiency Award as provided for in this Order.

II. Allowances—

Acting
Allowances.

4.13 (1) An officer duly appointed to act in a grade higher than his own within an occupational group or subgroup, or in another occupational group, for a continuous period exceeding 28 days (subject to paragraph (3) of this Order) shall be granted in addition to his own substantive salary an acting allowance from the date on which he assumes the duties of the higher or other post up to the date preceding that on which he resumes his normal or other duties calculated on the following basis:

- (i) if the salary of the higher office is incremental, at a rate equal to the difference between the officer's own substantive salary and the minimum salary of the higher office;
- (ii) where the salary scale of the lower office touches or overlaps the salary scale of the higher office—
 - (a) if the actual salary drawn by the officer in respect of his substantive post is less than the minimum of the higher office he should be paid at the rate equivalent to the amount of one increment in the higher scale, whichever is the greater;
 - (b) if the actual salary drawn by the officer in respect of his own substantive post is equal to or greater than the minimum of the higher office at a rate equivalent to the amount of one increment in the higher scale.

Notwithstanding the provisions of sub-paragraphs (i) and (ii) above, every officer on being appointed to act shall receive an acting allowance which is not less than the value of one increment of the higher office.

(2) When an officer discharges the duties of another office, in addition to his own, for a continuous period exceeding 28 days the following rules shall apply:

- (i) if the two offices are distinct and separate offices in different departments, the officer shall be eligible for an acting allowance, on the approval of the Permanent Secretary of the Ministry responsible for the Public Service, in addition to his own substantive salary, not exceeding half the minimum salary of the office in which he is acting;
- (ii) if the two offices are distinct and separate offices in the same department but do not stand to one another in any immediate relation of superiority or subordination, the officer shall be eligible for an acting allowance at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service in addition to his own substantive salary not exceeding half the minimum salary of the office in which he is acting;
- (iii) if the two offices are distinct and separate offices in the same department, but stand to one another in immediate relation of superiority or subordination, the officer shall not be eligible for an acting allowance, unless the office in which he is acting is higher than his own, in which event he shall receive an acting allowance calculated as if his case fell under paragraph (1) of this Order.

(3) (i) A weekly paid officer acting in a post which is classified in a group other than that in which his substantive post is classified and required to perform duties of a higher order and different level of skill may be paid acting allowance on the basis set out at paragraph 1(i) to (ii) of this Order, provided that he is required to act for a continuous period of at least one work week.

X (ii) A weekly paid officer acting in a post which is classified at a higher grade than his own within the same occupational group may be granted an acting allowance on the basis of paragraph 1(i) to (ii) of this Order provided that he is required to act for a continuous period of at least two weeks.

(4) When a duty allowance is attached to any office, an officer appointed to act in that office shall, in the absence of any special arrangements, draw the duty allowance while so acting, in addition to any acting allowance as provided in this Order.

(5) The fees, if any, of a vacant office may be paid to the acting officer.

(6) For the purposes of this Order—

(i) an officer's own substantive salary comprises the whole of that officer's receipts from public funds by virtue of his occupation of his substantive office (including personal allowance, if any) but does not include duty allowance, house allowance, fees or allowances for out-of-pocket expenses;

(ii) "the salary of an office" means the salary attached to the office exclusive of fees or allowances of any kind;

(iii) "higher office than his own", except in the cases referred to in sub-paragraph (ii) of paragraph (3) hereof, means—

(a) an office the fixed salary of which exceeds the officer's own substantive salary, or

(b) an office the minimum or maximum salary of which is greater than the officer's own substantive salary;

(iv) "distinct and separate offices" include offices which are of similar designation either in the same or different Departments.

4.14 An acting allowance will be payable in respect of periods during which the officer while holding the acting appointment, is absent on periods of departmental leave or leave on medical grounds not exceeding 28 days at any one time. //x

Duty Allowance.

4.15 Duty Allowance may only be paid to the officer who actually performs the duties in respect of which the allowance is granted. Such allowance may be paid to the substantive holder of the post during any period of leave of absence not exceeding 28 days at any one time.

In the event of an officer who is in receipt of Duty Allowance being granted leave in excess of 28 days the acting officer will be paid the allowance for the duration of the acting appointment and the substantive holder of the post for the first 28 days only.

Entertainment Allowance.

4.16 The Minister responsible for the Public Service may authorise the payment of Entertainment Allowance to certain public officers the nature of whose duties make them particularly liable to substantial expenditure in respect of the entertainment of private individuals or the representatives of other Governments having business with the Government.

Such allowances should be regarded as covering:—

- (a) all entertainment in the officer's home;
- (b) all entertainment of persons not visitors to the island;
- (c) entertainment of visitors to the island at small luncheon, cocktail or dinner party.

Entertainment Allowance should continue to be paid during any period of leave which does not exceed 90 days. Where leave in excess of 90 days is granted the allowance should be paid to the substantive holder of the post for the first 90 days only. If an acting appointment is made in place of the officer on leave, the acting officer will draw the allowance for the duration of the acting appointment if the continuous period of acting exceeds 28 days.

This Order does not apply to officers serving at Overseas Missions of the Foreign Service.

Uniforms.

4.17 Where in respect of any function discharged by an officer it is considered that uniforms are necessary for organisational reasons or protective and identification purposes, the conditions applicable to the provision of such uniforms shall be determined from time to time by the Minister responsible for the Public Service.

Official quarters.

4.18 Public Officers who are not entitled to free quarters and who occupy Government quarters are required to pay such rental as may be fixed from time to time in monthly instalments.

4.19 (i) Public Officers who are required by the nature of their duties to reside in some particular location shall occupy such Government quarters as are available, on payment of rental at the approved rates. No objection is offered to officers making their own arrangements at their own expense when they refuse to occupy such quarters, provided that the arrangement in no way affects the efficient performance of their official duties.

(ii) Public Officers in receipt of house or rent allowance may be called upon to occupy such Government quarters as become available, and failure to do so may result in the withdrawal of such allowance.

4.20 The question of whether officers provided with official quarters should be permitted to continue in occupation of such quarters during leave of absence will be dealt with on the following basis—

Occupancy of official quarters during leave of absence.

- (i) subject to sub-paragraph (v) no officer will normally be required to vacate official quarters during periods of Departmental leave or leave on the ground of ill health;
- (ii) officers provided with free quarters will not be obliged to vacate such quarters during any period of vacation or other type of leave;
- (iii) officers provided with quarters on payment of subsidised rental as a condition of appointment to a category or grade will be permitted to retain such quarters during any period of vacation or other type of leave, provided that rental therefor will continue to be paid, whether or not the officer himself and his family remain in actual occupation;
- (iv) officers provided with quarters at subsidised rental to enable them to live in or nearby to an institution or station will normally be expected to vacate such quarters immediately upon proceeding on vacation leave in excess of 28 days so as to render them available for occupation by the relieving officers;
- (v) officers other than those referred to at (ii), (iii) and (iv) above may be permitted to remain in occupation of official quarters for the first 28 days of any period of vacation leave or any other type of leave which exceeds 28 days in duration—e.g. study leave, provided that in any case of hardship the Permanent Secretary of the Ministry responsible for the Public Service may approve of the continued occupation of the quarters for a period in excess of 28 days.

4.21 When an officer occupying official quarters is transferred at less than one month's notice, the Head of his Department may, at his discretion, authorise the continued occupation of the quarters by the officer's family for a period not exceeding one month from the date on which the officer received the notification of his transfer.

Transfer of Officers occupying official quarters.

4.22 (i) Public Officers eligible to be provided with official quarters as a condition of their appointment but for whom no quarters are available may be paid a house or rent allowance in lieu thereof at such rates as may be determined by the Minister responsible for the Public Service.

House allowance.

(ii) House or rent allowances should continue to be paid during any period of leave which does not exceed 28 days. Where leave in excess of 28 days is granted, the question of whether the allowance should continue to be paid should be determined on the basis which would have been applicable had the officer been provided with official quarters—see Order No. 4.20(ii).

(iii) House or rent allowance, if any, payable in respect of the office in which the officer is acting, shall, if the period exceeds 28 days be paid to him if there is no house or rent allowance payable in his substantive office or if the house or rent allowance in the post in which he is acting is at a higher rate than the house or rent allowance payable in respect of his substantive office. The latter shall, in that event, lapse or accrue to the person, if any, appointed to act in the lower office. In no case may a person receive house or rent allowance in respect of more than one office.

Payment of other allowances during leave.

4.23 An officer who is granted vacation leave in excess of 28 days will not be eligible for the payment of washing (uniforms), fuel or similar allowances. These allowances may, however, be paid during vacation leave which does not exceed 28 days, as well as during the first 28 days of leave on the ground of illness and any period of departmental leave. In cases however, of leave prior to retirement or separation from the Public Service the allowances will not be payable during such leave.

Officers on military service.

4.24 The payment of salary, wages and allowances to public officers while absent on military service, annual training or actual service when mobilised under the Defence Act is governed by the following rules—

- (a) when the military service or any portion of it is carried out in any period other than during vacation leave, the public officer concerned will receive his full civil pay and allowances and his full military pay and allowances during the first week of the period of such service, and thereafter he shall receive for the remainder of that period, either his military pay if it is greater than his civil pay or, if his military pay be less than his civil pay he shall receive, in addition to the former, the difference between his military pay and his civil pay;
- (b) when the military service or any portion of it is carried out during the course of vacation leave such officer shall be paid his full civil pay and any allowances for which he may be eligible under Staff Orders 4.16, 4.22 and 4.23 in addition to his full military pay and allowances;
- (c) in the foregoing Orders the term 'military pay' shall include additional pay, proficiency pay, long service and good conduct pay, family pay, family and dependents allowances, but shall not include field allowances, or any allowances or issues made in kind.

Injury sustained on duty.

4.25 In all cases where an officer suffers injury of a nature which is likely to lead to a claim for a special award under the Pensions Act or to any other claim against Government a Departmental Board should be appointed without delay by the Head of the Department concerned to enquire fully into the circumstances and report whether in its opinion the injury was sustained in the actual discharge of the

officer's duty and through no fault of his and was specifically attributable to the nature of his duty. The Board's report together with the notes of evidence taken and the statements of all witnesses should be submitted to the Permanent Secretary of the Ministry responsible for the Public Service as early as possible.

4.26 Public Officers who may be injured in the course of their duties will be afforded free medical treatment in any Public Hospital of the Ministry responsible for Health. In addition, Section 15 of the National Insurance Act includes Public Officers.

4.27 Public Officers who were eligible for compensation under the Workmen's Compensation Act, are now eligible for injury benefit under the National Insurance Act, except in cases where the officer is under 18 years or over 65 in the case of women and 70 in the case of men when the Workmen's Compensation Act would apply.

Workmen's
Compensation.

CHAPTER V

LEAVE OF ABSENCE

Public Officers are entitled to leave as of right.

5.1 Public Officers shall be entitled to leave as set out in this Chapter. However, the grant of leave shall be subject to the exigencies of the Service and to the provisions of these Orders.

Authority for grant of leave.

5.2 Authority for the grant of leave to individual officers is vested in the Permanent Secretary of the Ministry responsible for the Public Service acting on behalf of the Minister responsible for the Public Service. General authority has, however, been given to Heads of Departments who may grant leave subject to the limitations set out in these Orders without reference to the Permanent Secretary of the Ministry responsible for the Public Service. The Auditor General and the Chief Personnel Officer should be notified of all grants of leave to officers other than departmental and short periods of sick leave, and the Accountant General where Departments are not self-accounting. Heads of Departments must obtain the approval of the Permanent Secretary responsible for their Ministry for the grant of leave to themselves.

Permanent Secretaries will consult with their Ministers before seeking approval of the Permanent Secretary of the Ministry responsible for the Public Service for the grant of leave to themselves.

Period regarded as leave.

5.3 Subject to Staff Orders 5.26 leave other than departmental leave will normally count from the working day after an officer has handed over his duties until the working day preceding that on which he resumes duty (both dates inclusive).

Cancellation of leave.

5.4 Any leave granted under these Orders may be cancelled if it is desirable that an officer or employee should return to duty before the expiration of the leave granted. The unexpired portion of such leave shall be regarded as Recalled Leave and shall be separate and apart from his normal leave entitlement under Staff Order 5.19.

Extensions of leave.

5.5 An officer on leave of absence seeking an extension of such leave must, in the absence of exceptional circumstances, apply in sufficient time to allow of a reply being received before the expiration of the original period of leave granted.

5.6 An officer who has been granted leave under these Orders may be required on public grounds to remain on leave after the expiration of the original period of leave.

5.7 As a general rule Heads of Departments are expected to arrange for performance of an officer's duties, while on leave and temporary personnel should only be employed on account of the grant of leave to an officer where this is unavoidable.

Leave not to entail extra staff.

5.8 Applications for leave of absence which need to be referred to the Permanent Secretary of the Ministry responsible for the Public Service should be accompanied by Leave Particulars in the prescribed form.

Form of Leave particulars.

5.9 Officers applying for leave on the grounds of urgent private affairs must satisfy the person authorised to grant such leave that the indulgence is indispensable. This may be done confidentially if necessary.

Leave on the ground of urgent private affairs.

5.10 The specific authority of a Permanent Secretary is required for officers to spend leave of absence overseas. The Permanent Secretary of the Ministry responsible for the Public Service must be informed in all cases of leave granted to officers with permission to proceed outside of Jamaica. The Ministry responsible for Foreign Affairs should be advised in cases where the leave granted is to—

Overseas leave.

(a) a Head of Department; and

(b) an officer of the rank of Administrator Grade III and higher.

5.11 In every case where leave for more than one month will be spent abroad, a Leave and Last Pay Certificate in the prescribed form, should be submitted in quintuplicate, to the Accountant General to enable particulars of the officer's leave and salary to be communicated to the Agent of the Government of Jamaica in the country where the officer proposes to spend his leave. The Permanent Secretary of the Ministry responsible for the Public Service, the Accountant General, the Auditor General and the Chief Personnel Officer should be notified of any variation in the original period of leave granted.

Leave and Last Pay Certificate.

5.12 Officers proceeding on leave, where such leave is to be spent away from their normal place of residence in the Island, should report their new address and any changes to the Head of their Department. If the leave is spent overseas, the Agent of the Government of Jamaica in the particular country should also be informed of any changes of address.

Addresses while on leave.

5.13 An officer will be required to embark for Jamaica by a vessel or aircraft leaving the country where he is spending his leave not later than the date on which his leave of absence expires. No pay will be allowed for any days which may elapse between the expiration of his leave and the departure of the vessel or aircraft until a satisfactory explanation is furnished to the Permanent Secretary of the Ministry responsible for the Public Service of his failure to embark on an earlier vessel or aircraft.

Resumption of duty.

5.14 Notwithstanding anything to the contrary in these Orders, an officer who is being retired from the Public Service may be granted, immediately prior to the effective date of his retirement on pension, the vacation leave on full salary to which he is entitled together with—

Leave prior to retirement.

- (a) the additional full pay leave earned in accordance with staff Order 5.24;
- (b) any deferred leave which he may have brought forward from another territory in accordance with Staff Order 5.25;
- (c) any lapsed leave to which he might be entitled at the 31st of December, 1960;
- (d) accumulated vacation leave to which he might be entitled at the 31st of May, 1964; and
- (e) recalled leave in accordance with Staff Order 5.4 provided however, that in no case shall an officer be granted a total period of more than 12 months leave prior to his retirement.

Leave prior to resignation.

5.15 An officer who resigns voluntarily from the Public Service (in circumstances other than retirement on pension or termination of agreement on contract) shall be paid a sum equivalent to the remuneration which he would have received had he been granted all the vacation leave to which he is entitled. Notwithstanding the provisions of Staff Order 5.20, such an officer must have served continuously for not less than three months to be eligible for the grant of leave on a proportionate basis in order to qualify for any remuneration.

Leave to be granted prior to dismissal.

5.16 An officer who is being dismissed from the Public Service shall be paid a sum equal to the remuneration which he would have received had he been granted all the vacation leave to which he was entitled immediately prior to his dismissal.

Retirement while on leave.

5.17 If an officer retires during his leave of absence without having originally given notice of his desire to do so, the date at which payment of his salary is to cease will be determined according to the circumstances of the case.

Payment in respect of leave entitlement on death of officer.

5.18 In the event of the death of an officer a sum equivalent to the emoluments he would have received for the number of days vacation leave at his credit shall be paid to his legal personal representative.

Vacation leave rates.

5.19 The rates of vacation leave to which the various grades of officers are entitled, and the extent to which the leave may be accumulated are set out in Schedule A at the end of this Chapter. Officers who accumulate leave should clearly understand that there can be no guarantee that when the maximum leave is accumulated such leave will be granted as from the date it is requested. Accumulation beyond the maximum will only be allowed in the circumstances described in Staff Order 5.24.

Officers will not be allowed to earn vacation leave during periods of sick leave and vacation leave exceeding 14 days, respectively. Good Friday, Christmas Day and a Public General Holiday shall not be reckoned in the grant of vacation leave.

5.20 No officer shall be granted vacation leave before he has completed 12 consecutive months of resident service from the date of first appointment, except on the grounds of urgent private affairs or serious indisposition.

Minimum Service for vacation leave.

5.21 If an officer who is not on the permanent and pensionable establishment is appointed to a post on the permanent and pensionable establishment, or if an officer is promoted to a post carrying a higher leave rate than that of his former post, then the whole period of his service will be taken into account in calculating the leave to which he is entitled, provided that the leave to which he is entitled in respect of service in his former post, will be calculated at the leave rate covering such service.

Basis of calculation on promotion of officers.

5.22 It is not necessary that any specific period should elapse between two successive grants of vacation leave. Subject to the exigencies of the Service Heads of Departments should arrange—

Arrangements for grant of vacation leave.

(a) that officers who are permitted to accumulate vacation leave do not go without leave for periods longer than it takes them to accumulate the maximum vacation leave for their particular grade;

(b) that other officers do not forfeit any of their vacation leave.

* 5.23 A Permanent Secretary may direct an officer to take vacation leave at any time.

Officers may be directed to take leave.

5.24 If an officer on the permanent establishment who has accumulated the maximum vacation leave in respect of his grade without having been granted such leave, should apply in writing for the vacation leave to which he is entitled or some portion thereof, but is not granted such leave owing to the exigencies of the Service, such officer shall be entitled to additional full-pay leave beyond the maximum accumulable for his grade. In such cases, however, the amount of additional leave which may be so accumulated shall be limited to leave in respect of service for a further period of two years subject to the approval of the Permanent Secretary of the Ministry responsible for the Public Service.

Accumulation beyond the maximum.

|| 5.25 (i) Where an officer is transferred from another Commonwealth territory and at the date of his transfer was entitled to vacation leave earned in respect of his service with that territory, he will retain entitlement for the period of leave involved, not exceeding 140 days. This will be known as Deferred Leave.

Deferred leave.

(ii) Where an officer is credited with deferred leave of not less than 105 days, he will be allowed to accumulate vacation leave in addition to deferred leave, for not more than one year's resident service subject to a maximum of 140 days being accumulable in respect of both deferred and vacation leave. In other cases the officer will be allowed to accumulate such an amount of vacation leave which together with deferred leave will not exceed 105 days unless approved in terms of Staff Order 5.24.

(iii) Deferred leave shall be granted to the officer at the first convenient opportunity with full salary at the rate which the officer is drawing at the time.

Travel Time. 5.26 Where officers who have completed two or more years service on the permanent establishment spend their leave in some place other than Jamaica, the time necessarily taken on the journey to and from such place (not exceeding fourteen days each way) shall be regarded as Travel Time in respect of which full salary will be payable, and will not count as part of the leave granted, provided that—

- (i) a period of at least two years resident service must be completed between successive grants of the Travel Time concession; and
- (ii) the concession shall not be granted to officers proceeding on leave prior to resignation or retirement.

Illness while on leave abroad. 5.27 An officer who falls ill and requires medical attention while on leave of absence abroad, and remains ill must report the fact to the Agents of the Government of Jamaica in the country in which he is spending his leave, and he shall, if required, send at his own expense periodical reports from his medical attendant so long as he remains under medical care.

Departmental Leave. 5.28 (i) Officers will be entitled to departmental leave on full salary at the rates set out in Schedule A at the end of this Chapter to enable them to attend to private affairs, and to cover periods of absence from duty due to indisposition in the circumstances referred to in Staff Order 5.29 (4). Saturdays, Sundays, Good Fridays, Christmas Day and Public Holidays will not count in the grant of departmental leave except in the case of officers who in terms of their service are normally required to be on duty on such days. Absence on departmental leave on Saturdays will count as leave for half day only in cases where the officer normally works only half-a-day on Saturdays.

(ii) Departmental leave will not normally be granted to run consecutively with vacation leave or vice versa except when such leave is granted on medical grounds or for urgent private affairs.

Leave on the ground of ill health. 5.29 The following procedure should be adopted in connection with applications for leave on the ground of ill health—

- (1) Sick leave to cover absence from duty owing to illness may be granted by Heads of Departments up to the limit set out in Schedule A at the end of this Chapter without affecting vacation or departmental leave. This leave may be taken in short periods or all at one time, provided that absence for more than three days on any one occasion should be supported by a medical certificate signed by a duly qualified medical practitioner. If the officer is entitled by the terms of his appointment to free medical attendance, he should obtain the certificate from a Government Medical Practitioner;

Circular No. 7

M.P.S. No. 11500^{VIIIITJ}

Ministry of the Public Service
Staff Relations and Conditions
of Service Division
Citibank Building
63-67 Knutsford Boulevard
Kingston 5.

28th April, 1983

Permanent Secretaries and Heads of Department
are hereby informed that with effect from 1st July, ^{amended} 1982, 1981
Staff Order No. 5.24 has been amended to include the follows

- iii) Where an Officer has been paid salary in lieu
of the additional vacation leave earned beyond
the maximum accumulable for his grade in accord
with Staff Order No. 5.24 (ii) he will be eligible
to receive permission to commence to earn leave
again on the date on which he would have resume
duty had he been granted the additional leave.

hampc 15.7.83

Officer [Signature]

15.7.83

Sgd, GORDON O. WELLS
PERMANENT SECRETARY

- (2) Officers requiring leave on the ground of illness should submit their applications not later than the first day of absence from duty;
- (3) Where medical certificates are submitted in support of applications for leave of absence on grounds of illness, officers are required to ensure that the certificates (whether issued in Jamaica or elsewhere) contain the following information—
 - (i) Date of issue.
 - (ii) Date of onset of malady.
 - (iii) A statement as to whether or not the officer is unable to perform his duties because of the nature of his illness.
 - (iv) If the officer is unable to perform his duties, an opinion as to the likely duration of his incapacity.

The certificate should be regarded as being effective from the date of its issue unless the medical practitioner specifies that the leave should commence on a particular date. In either case the leave recommended in the medical certificate should be regarded as being additional to any period on the ground of ill health which the officer may have already taken on that occasion and which is not covered by such certificate, due regard being given to the provisions at sub-paragraphs (1), (2), (4) and (5) of this Order;

- (4) If the officer has already exhausted his sick leave on the ground of ill health he will be required to utilise departmental leave for the required period if it be available;
- (5) If the amount of sick and departmental leave at credit is insufficient to cover the amount of sick leave required the officer will utilise vacation leave not exceeding 50% of such leave for which he was entitled on the date of commencement of the sick leave;
- (6) Should the illness of the officer necessitate his continuous absence beyond his normal full pay leave entitlement on the basis of sub-paragraphs (4) and (5) above, a Permanent Secretary, may grant special sick leave; subject to the provisions of sub-paragraphs 8-12 of this Order;
- (7) Where departmental leave has to be utilised in accordance with (4) above, the provisions in Staff Order 5.28 (i) will apply, although those days would be reckoned as part of the number of days recommended in the medical certificate. Where vacation leave has to be utilised in accordance with sub-paragraph (5) above, Good Friday, Christmas Day, and any Public General Holiday included in the period of the officer's absence from duty will not be charged as vacation leave;
- (8) If the officer requires an extension of leave which will make his continuous absence on account of illness more than 60 days, or if the original period of leave required is more than 60 days, the Head of his Department should forward all

medical certificates received to the Chief Medical Officer requesting him to consider the appointment of a Medical Board to examine the officer and the Chief Medical Officer shall, unless he is satisfied that a Medical Board is unnecessary, forthwith appoint the Board;

- (9) If the illness of the officer exceeds 180 days, the question of his fitness for further service should be taken up with the Chief Medical Officer;
- (10) An officer may at any time be required by the Head of Department to submit to examination by a Medical Board appointed by the Chief Medical Officer if the Head of Department considers that the officer's apparent state of health warrants such an examination;
- (11) The Head of Department may, if he thinks fit, require an officer to forward, under confidential cover, to the Chief Medical Officer a further medical certificate stating the nature of an illness. The Chief Medical Officer will forward his recommendation, after examination of this certificate, to the Head of the Department without indicating the nature of the illness;
- (12) When asking that a Medical Board be convened to examine an officer the Head of Department concerned should inform the Chief Medical Officer which of the following reasons has prompted the request for the Medical Board—
 - (a) the question of the fitness of the officer for further service;
 - (b) his disability;
 - (c) leave on medical grounds.

In cases of a question of fitness for further service, reasons should be given and any special circumstances explained. Any unusual traits or peculiar behaviour on the part of the officer while on duty should be stated.

In the case of disability its nature, when and how incurred, and all relevant circumstances, should be stated. Medical certificates, if any, from private practitioners, or otherwise, should be attached; in case of mental disorder a report should be furnished by the Head of Department indicating the amount of sick leave taken by the officer and the effect of his illness on his efficiency.

5.30 Heads of Departments may grant sick leave to run consecutively with vacation leave or vice versa on the production of satisfactory medical evidence as to the need for leave on medical grounds.

5.31 (a) A female officer who requires leave for maternity purposes may be granted leave as under— **Maternity Leave.**

- (i) special maternity leave on full salary for a period not exceeding 30 days, on the presentation of an appropriate medical certificate;
 - (ii) all the vacation leave to which she may be entitled;
 - (iii) leave without pay for an additional period not exceeding 90 days.
- (b) A female officer who has been temporarily employed in the Public Service for a continuous period of three years and upwards may be granted by the Head of Department the maternity benefits set out in Section (a) of this Order in respect of each confinement;
- (c) Notwithstanding the provisions of paragraph (a) of this Order, the Head of Department may in any particular case authorise the grant of leave without pay for maternity purposes in excess of 90 days;
- (d) Sick leave may be granted to run consecutively with leave granted for maternity purposes in accordance with (a) of this Order on the production of satisfactory medical evidence that the illness does not result directly or indirectly or specifically from pregnancy.

5.32 (1) (a) When an officer with the approval of the Governor-General acting on the advice of the appropriate Service Commission, undertakes any course of study in the interest of the Public Service, he will be required to utilise for this purpose, all vacation leave, accumulated vacation leave and recalled leave to which he is entitled and he may be granted by the Head of Department such additional full-pay study leave up to a maximum of six (6) months to enable him to complete the course. Should the combined period of vacation, accumulated vacation, recalled and full-pay study leave prove insufficient to enable the officer to complete the course of study, he may be granted a further period of half-pay study leave not exceeding a maximum of 24 months. Any further leave required would be without pay. An officer granted half-pay leave under this Order will not be entitled, in addition, to any half-pay leave under Staff Order 5.34; **Study Leave.**

- Recreation leave*
- ✓(b) On completion of the course a Permanent Secretary may grant an officer a period of full pay leave to be utilised for the purpose of recreation, not exceeding half the period of vacation leave, accumulated vacation leave and recalled leave which he devoted to the period of the course subject to the condition that such recreation leave is utilised not later than the first occasion on which the officer is granted vacation leave following completion of his course of study.

- (c) Persons selected for training at Government expense may be required to enter into an agreement undertaking to resume, or take up employment in the Public Service on the completion of their studies for a period of up to five years, at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service. Such agreement may require the person selected to pay to the Government on default such sum as may be prescribed therein or such lesser amount as may be determined by the Permanent Secretary of the Ministry responsible for the Public Service provided that there shall be a sliding-scale on which such sum is repayable with credits awarded for periods of service given.

(2) In exceptional circumstances, a public officer who fails to obtain study leave under Section (1) of this Order may be granted, by the Permanent Secretary of the Ministry responsible for the Public Service, leave of absence without salary, in addition to the vacation leave, accumulated vacation leave and recalled leave to which he is entitled for the purpose of undertaking a course of study, although the particular course of study may not be immediately in the public interest.

**Special
Leave.**

5.33 Special leave on full salary may be granted by a Permanent Secretary in the following circumstances:—

- (a) to enable officers who belong to the Jamaica National Reserve or the Jamaica Combined Cadet Force to attend Annual Training on the production of documentary evidence from their Commanding Officers;
- (b) to enable officers who are selected by the proper authorities to represent Jamaica or the West Indies in international sporting events;
- (c) to enable officers who belong to the Boy Scouts, Boys Brigade and similar organisations and are selected by the proper authorities, to attend gatherings of a world-wide or international character connected with such organisations. Special leave will however not be granted in respect of attendance at local training camps.

In the case of (b) and (c) special leave will normally be limited to two calendar months on any one occasion and any leave required over and above this maximum will be treated as vacation leave, if the officer is entitled thereto, otherwise, as leave without pay; provided that in any special case where hardship is established the Permanent Secretary of the Ministry responsible for the Public Service will consider the grant of additional leave on full salary where the leave required extends beyond two calendar months on any one occasion.

**Half-pay
leave.**

5.34 (i) Leave of absence on half-pay may be granted to pensionable officers by the Permanent Secretary of the Ministry responsible for the Public Service after six years resident service from first appointment, provided that such leave together with any full-pay vacation leave granted shall not, except as provided in Staff Order 5.32 or on the grounds of urgent private affairs exceed 105 days at any one time.

Half-pay leave may be granted after a less duration of service than six years in cases of urgent private affairs. In no case, however, shall half-pay leave exceed by more than 105 days one-sixth of the officer's resident service in the Public Service and no officer shall be allowed to receive half-pay continuously for more than twelve months. Any further leave granted will be without pay.

(ii) Officers not on the pensionable establishment may be granted by the Head of Department leave of absence on half-pay to cover absences from duty on the grounds of urgent private affairs in cases where the full-pay leave which would normally be granted has been exhausted. The amount of half-pay leave which may be granted under this Order shall be computed on the basis of seven days for each completed year of continuous service and shall be limited to 90 days at any one time.

5.35 When an officer receives, in addition to the salary of his appointment, an allowance granted to himself personally, and not permanently attached to his office, he may, when absent on half-pay leave, draw only half of such personal allowance.

5.36 When an officer is granted leave on half-pay no private arrangement made with the object of securing to him more than half-pay will be allowed.

5.37 Public Officers who are injured in the discharge of their duties may be considered by the Permanent Secretary of the Ministry responsible for the Public Service for the grant of leave of absence without affecting their normal leave entitlement.

Leave
in respect
of injury
in the
discharge
of duty.

MINISTRY OF THE PUBLIC SERVICE,
STAFF RELATIONS & CONDITIONS OF
SERVICE DIVISION,
8th FLOOR, CITIBANK BUILDING,
63-67 KNUTSFORD BOULEVARD
KINGSTON 5.

13th February, 1980

Permanent Secretaries and Heads of Departments are asked to note that, consequent on the promulgation of the Maternity Leave Act, Act 44 of 1979, the following should be substituted for Staff Order 5.31, with effect from the 31st of December, 1979:-

"(a) A female officer who requires leave for maternity purposes may be granted leave as under, provided that she has completed 12 months service at the date of application -

(i) special maternity leave on full salary for a period not exceeding 56 days, on the presentation of an appropriate medical certificate;

(ii) all the vacation leave to which she may be entitled;

(iii) leave without pay for an additional period not exceeding 90 days.

(b) notwithstanding the provisions of paragraph (a) of this Order, the Permanent Secretary or Head of Department may in any particular case authorise the grant of leave without pay for maternity purposes in excess of 90 days.

(c) sick leave may be granted to run consecutively with leave granted for maternity purposes in accordance with (a) of this Order on the production of satisfactory medical evidence that the illness does not result directly or indirectly or specifically from pregnancy.

(d) the provision of this Order are applicable both to permanent and temporary female officers.

GLAISTER G. DUNCAN
PERMANENT SECRETARY

w/c 1/2/89

b/c 1-8-1988

SCHEDULE A

ANNUAL RATES OF VACATION, SICK AND DEPARTMENTAL LEAVE

Categories of Staff	Vacation	Sick (Calendar Year)	Departmental (Calendar Year)
1. Pensionable Officers:			
(a) Officers in receipt of salary of \$3,240 p.a. and over 14,528 12,914	35 days accumulative to 105 days	14 days	14 days
(b) Officers in receipt of salary of less than \$3,240 p.a. 14,528 12,914	28 days accumulative to 84 days	14 days	14 days
2. Pensionable officers in receipt of salary of less than \$3,240 p.a. with a minimum of 15 years permanent service will be entitled to vacation leave at the rate set out at (a) above.			
3. Other Permanent Officers and Weekly-paid Staff:			
(c) Officers in receipt of salary of \$2,437 p.a. and over 11,248	21 days accumulative to 63 days	14 days	10 days
(d) officers in receipt of salary of less than \$2,437 p.a. 11,248 12,154	14 days accumulative to 42 days	14 days	10 days
4. Other Permanent Officers and Weekly-paid staff in receipt of salary of less than \$2,437 p.a. with a minimum of 15 years permanent service will be entitled to vacation leave at the rate set out at (c) above.			
5. Temporary Wholtime Officers:			

	Vacation	*Sick (each 12 months of service)	*Departmental (each 12 months of service)
(e) Performing the duties of Pensionable Officers.			
(i) officers in receipt of salary of \$3,240 p.a. and over 14,528 12,914	35 days accumulative to 105 days only.	14 days	14 days
(ii) officers in receipt of salary of less than \$3,240 p.a. 14,528 12,914	28 days accumulative to 84 days only.	14 days	14 days

*Leave to be granted on a pro-rata basis during the first year.



MINISTRY OF THE PUBLIC SERVICE
STAFF RELATIONS AND CONDITIONS
OF SERVICE
8TH FLOOR, CITIBANK BUILDING
63-67 KNUTSFORD BOULEVARD
KINGSTON 5.

June 4, 1984.

TO: All Permanent Secretaries
and Heads of Departments

Permanent Secretaries and Heads of Departments are hereby informed that effective immediately the following Order is included in Chapter 5 of the Staff Orders:

"No Pay
Leave

5.38 (i) Except as otherwise provided in these Orders no-pay leave may be granted by a Permanent Secretary or the Head of the Department up to a maximum of 90 days in any one calendar year, for illness or urgent private affairs.. Any request for no-pay leave beyond 90 days should be submitted to the Permanent Secretary responsible for the Public Service.

(ii) All requests for no-pay leave should be supported by documentary evidence, and should, in the case of urgent private affairs, be submitted in time for the matter to be examined before the officer proceeds on leave".

Urgent private affairs relate to death in the family, illness in family and business of such a nature which in the discretion of the Permanent Secretary or Head of Department necessitates the officer's absence from duty.

Permanent Secretaries and Heads of Departments are also reminded where an officer applies for no-pay leave beyond 90 days while on leave, the respective Ministry/Department should examine the application and submit it or if it is being recommended.

In cases where the leave is not approved the Ministry/Department should request the officer to resume within a specified time, failing which a report should be made to the appropriate Service Commission.

GORDON O. WELLS
PERMANENT SECRETARY

	<u>Vacation</u>	<u>*Sick (each 12 months of service)</u>	<u>*Departmental (each 12 months of service)</u>
(f) Performing the duties of Other Permanent Officers and Weekly-paid staff.			
(i) officers in receipt of salary of \$2,437 p.a. and over.	21 days accumulative to 63 days only	14 days	10 days
(ii) officers in receipt of salary of less than \$2,437 p.a.	14 days accumulative to 42 days only.	14 days	10 days

6. Temporary Wholetime Officers who have been continuously employed for three (3) years and over will be considered for the grant of 'special sick leave' in accordance with the provisions of Staff Order 5.29.

7. Daily-paid Employees:

- (g) Employees who work for 250 days or more in each year of service:

- | | |
|--|---|
| (i) in respect of the first year of employment. | (a) <i>Departmental Leave:</i>
A maximum of five (5) days earned at the rate of one (1) day for each period of 50 days service. |
| | (b) <i>Sick Leave:</i>
A maximum of 14 days earned at the rate of one (1) day for each period of 20 days of service, so, however, that any fraction of a day shall be reckoned as one day. |
| | (c) <i>Vacation Leave:</i>
14 days at the end of the period. |
| (ii) Where length of service is more than one year but less than five years. | In accordance with (i) above in respect of the first year and for each succeeding year—
14 days vacation leave accumulative to 42 days.
7 days departmental leave, 14 days sick leave. |
| (iii) Where length of service is five years or more. | In respect of each year after the first five years in accordance with the rates at 3. (c) and (d) above. |

*Leave to be granted on a pro-rata basis during the first year.

(h) *Employees who work from 221 to 249 days a year:*

(i) In respect of the first year of employment.

(a) *Departmental Leave:*

A maximum of four (4) days earned at the rate of one (1) day for each 50 days of service.

(b) *Sick Leave:*

A maximum of 14 days earned at the rate of one (1) day for each period of 20 days of service, so, however, that any fraction of a day be reckoned as one day.

(c) *Vacation Leave:*

14 days at the end of the period.

(ii) Where length of service is more than one year.

In accordance with (i) above in respect of the first year and for each succeeding year—

4 days departmental leave.

14 days sick leave.

14 days vacation leave accumulative to 42 days.

(i) *Employees who work 220 days or less (but not less than 110 days) a year:*

Vacation Leave:

At the end of each year of service one (1) day for every 22 days worked during the preceding year, so, however, that any fraction of a day shall be reckoned as one day.

Sick Leave:

During the course of each year's service a maximum of 10 days earned at the rate of one day for every 22 days worked, so, however, that any fraction of a day shall be reckoned as one day.

(j) *Part-time employees who work for not less than 220 days a year:*

(i) In respect of the first year of employment.

7 days casual leave for private affairs and illness during the course of the year and 7 days vacation leave at the end thereof.

(ii) Where length of service is more than one year.

In accordance with (i) above in respect of the first year and for each succeeding year—

7 days casual leave for private affairs and illness; and

7 days vacation leave.

CHAPTER VI

LEAVE PASSAGES

6.1 In the following Orders governing Leave Passages, which apply Interpretations.
only to officers on the permanent pensionable establishment, unless the
context otherwise requires—

“Children” means—

- (a) the legitimate or illegitimate children of an officer; and
- (b) the legally adopted children or the step-children of an officer, or spouse;
who are below the age of 18 years, unmarried and dependent upon him, or if attending full-time at a recognised educational institution below the age of 21 years.

“Free Passage” means—

A return passage, by sea or air or overland or any combination of these by a route approved as a normal route between Jamaica and such other country as the officer may be permitted to spend his leave in, provided by and at the expense of the Government for an officer, spouse and children, so, however, that, the cost to the Government shall not exceed \$580 in respect of each person nor shall the cost in respect of the children exceed \$1,160 where there are more than two (2) children. The full names and ages of the children should be included in each application.

“Government” means—

The Government of Jamaica.

“Tour” means—

A period of service in the Public Service in respect of which an officer may be considered eligible for the grant of a free passage (or portion thereof) and for the purposes of this definition “period of service” includes any period of leave which was not the occasion of the grant of free passage (or any portion thereof) under this Chapter.

6.2 The following shall be eligible for free passages under these Orders— Who are eligible.

- (i) Jamaican officers or other officers ordinarily domiciled in Jamaica who at the date of application for free passage were in receipt of a salary of not less than \$8,100 p.a. or officers with a minimum of not less than 20 years continuous service and in receipt of a salary of not less than \$6,900 p.a.

- (ii) Officers recruited or transferred from a territory outside Jamaica who are not Jamaicans or ordinarily domiciled in Jamaica provided that such officers are in receipt of such salary as the Permanent Secretary of the Ministry responsible for the Public Service may determine from time to time;

Minimum
tours.

6.3 Subject to Staff Order 6.5, before becoming eligible for a free passage, an officer who satisfies the requirements of Staff Order 6.2 shall have served a minimum tour of not less than six years, provided that, in the case of an officer recruited from outside Jamaica who is not a Jamaican or ordinarily resident in Jamaica, a free passage may be allowed after a minimum tour of three (3) years for the purpose of enabling him to visit the country in which he is ordinarily domiciled.

30 days to
be spent
outside
Jamaica.

6.4 Eligible officers who have served the necessary minimum tour may be granted a free passage for themselves and their families on the distinct understanding that they will spend a period of not less than 30 days outside Jamaica (inclusive of travel time). In exceptional circumstances the Permanent Secretary of the Ministry responsible for the Public Service may permit a stay of shorter duration outside the island.

Passage
granted to
facilitate
the con-
venience
of the
Govern-
ment.

6.5 Where an officer is granted vacation leave not earlier than six months prior to the completion of the appropriate tour to suit the convenience of Government or on the ground of public interest, he shall nevertheless be granted a full free passage provided that his next tour shall be lengthened by the period by which the preceding tour was shortened.

Tours
served
in other
territories.

6.6 The question of whether an officer recruited from overseas, who had qualified in whole or in part for a free passage in respect of service with the Government of another Commonwealth Territory, should retain eligibility for such free passage and to enjoy it at the expense of the Government of Jamaica will be considered on the merits of each case.

Family
may travel
in advance
of or after
the officer.

6.7 Subject to Staff Order 6.4 the spouse or children or both may travel either in advance of or after the officer, provided that—

- (a) if they travel in advance of the officer on the outward journey, not more than six months will elapse between the date of their departure from Jamaica and the departure of the officer himself;
- (b) if they travel after the officer on the return journey, not more than six months will elapse between the date of their departure for Jamaica and the departure of the officer himself.

Failure to comply with this requirement may result in the officer being called upon to refund the cost of passages for the spouse or children or both.

Passages
before
completion
of tour.

6.8 Where vacation leave is desired on grounds of ill-health, urgent private affairs or for purposes of study, an officer who has not completed the appropriate prescribed minimum tour may be granted such proportion of the cost of a free passage as the period of his services

MR. Anderson

Circular No. 8

M.P.S. No. C11530^{III}

MINISTRY OF THE PUBLIC SERVICE
STANDARDS & POLICY DIVISION
8TH FLOOR, CITIBANK BUILDING
63-67 KNUITSFORD BOULEVARD

3rd May 1990

Permanent Secretaries and Heads of Departments are hereby advised that where an officer has been granted a free passage under the Leave Passage Orders such officer may now be allowed up to a limit of \$3,600.00, instead of \$1,740.00, in respect of his children provided that -

- a) the officer has no spouse; and
- b) the officer has more than two children
who are included in the facility.

Accordingly, the definition of a free passage as set out in Staff Order 6.1 has been deleted and the following substituted therefor with effect from 1st April 1990:

"Free Passage" means -

"A return passage by sea or air or overland or any combination of these by a route approved as a normal route between Jamaica and such other country as the officer may be permitted to spend his leave, provided by and at the expense of the Government for an officer, spouse and children, so, however, that the cost to the Government shall not exceed \$1,200.00 in respect of each person nor shall the total cost exceed \$4,800.00. The full names and ages of the children should be included in each application."

This Circular supersedes Circular No. 14 - MPS No. C11530^{TJ} dated 19th July 1979.

P. A. EDWARDS

which might be taken into account in computing his minimum tour bears to the appropriate minimum tour. A similar facility may be granted where the passage is required on grounds other than ill health, urgent private affairs, or for study purposes, provided that the officer has served for at least one-half of a minimum tour since he began a new tour of duty.

6.9 An officer who is eligible for a free passage under these Orders may be granted such free passage to enable him to proceed abroad on leave prior to retirement on pension. If he has not, at the commencement of his leave, completed the appropriate minimum tour of duty he may be granted such proportion of the cost of a free passage as the period of his service which might be taken into account in computing his minimum tour bears to the appropriate minimum tour, provided however, that the officer has served for at least one-half of a minimum tour since he began a new tour of duty.

Passages
prior to
retirement.

A free passage will be granted only if the officer concerned leaves the island before the date on which his retirement takes effect. However, in special circumstances the Permanent Secretary of the Ministry responsible for the Public Service may modify this requirement provided that an appropriate application is submitted prior to the expiration of the officer's pre-retirement leave.

6.10 (i) The wife of an officer eligible for a free passage who is herself an officer eligible for a free passage under these Orders, may, if she so desires, be treated as a single person for the purpose of these Orders.

Passages
for female
officers.

(ii) Where the wife of an officer eligible for a free passage, who is herself eligible for a free passage is granted a passage in her capacity as a wife and desires at a subsequent date to avail herself of another passage as an officer in her own right, she will be required to complete a period of service commencing from the date of her last resumption of duty equivalent to the minimum tour appropriate in her case. Similarly, if she again desires at a subsequent date to receive a passage as the wife of an officer, her husband, may if he is otherwise qualified, be granted a free passage for her only if she herself has completed a period of service commencing from her last resumption of duty equivalent to the minimum tour which is applicable to her in her capacity as an officer.

Notwithstanding the provisions of this Order a married female officer who has not completed the prescribed minimum tour may be granted such proportion of the cost of a free passage as the period of her service bears to the appropriate minimum tour, provided that the officer has served for at least one-half of a minimum tour since she began a new tour of duty.

(iii) A female officer who is eligible for a free passage under these Orders will be granted passages for herself, her husband and her children provided that the cost in respect of the children does not exceed the cost of two adult passages as set out in Staff Order 6.1;

(iv) Where both parents are Public Officers eligible for passages in their own rights, passages for their children who accompany one parent on leave abroad, will not be paid until the completion of a period equivalent to a prescribed minimum tour, commencing from the date of the resumption of duty of the said parent whom they accompanied;

(v) Notwithstanding the above, if the other parent is granted a free passage or a portion thereof, passages for the children or a portion thereof may be paid after the first parent has served not less than one-half of a minimum tour.

Com-
mencing
date of a
new tour.

6.11 An officer who is granted a free passage under this Chapter will begin a new tour on his resumption from leave provided that the Permanent Secretary of the Ministry responsible for the Public Service may, in any special case, direct that a new tour may be deemed to have begun on some other date.

CHAPTER VII

TRAINING IN THE PUBLIC SERVICE

7.1 (1) Training courses will be provided for all levels of Staff in the Public Service to equip them to discharge their duties with maximum efficiency.

Authority for the grant of training awards.

(2) The approval of training programmes and the administration of training schemes for the Public Service are the responsibility of the Minister responsible for the Public Service.

(3) Responsibility for the selection of persons for training is vested in the appropriate Service Commission. Subject to the exercise of this function, authority for the selection of officers to undertake training courses is delegated to Heads of Departments in the case of local training courses of less than 28 days. The selection of Officers for training courses of 28 days duration and over, should be referred to the Chief Personnel Officer for approval.

7.2 The selection of a candidate to attend any course of training may be dependent upon his passing a medical examination as to his physical fitness.

Medical fitness.

7.3 (1) When the course of training for which an Officer has been selected is on a wholetime basis, he will be granted all vacation leave, accumulated vacation leave and recalled leave for which he is entitled, plus such additional leave on full salary as may be necessary to enable him to complete the course.

Leave to attend training courses.

On completion of the course the Officer may be granted recreational leave in accordance with Staff Orders 5.32 (1) (b).

(2) In cases where the course of training is attended for a part of each day only and the officer performs his normal duties during the remainder of the day, he will be treated as being on duty for the full day and the grant of leave will not be necessary.

(3) Where an Officer is selected for a period of local training of less than 28 days the Officer shall be regarded as being on duty.

7.4 The Minister responsible for the Public Service shall from time to time determine the expenses which may be paid from public funds in connection with the training of personnel for the Public Service.

Training expenses.

Passages.

7.5 Where the course of training is held outside of Jamaica the entire cost of passages by a normal route to and from the country in which the training is to be undertaken will be met from public funds for the officer. The extent to which assistance towards the cost of passage for the officer's family, if any, may be determined as follows:

- (a) if the duration of the course is three academic years or more, free passages will be allowed for the candidate's spouse and children to accompany or visit him/her provided that the cost will not exceed the cost of three adult persons;
- (b) where the duration of the course is less than three academic years free passage for the family of a male or female officer up to the extent of three adult persons will be allowed provided that, if the officer is at the time eligible for a 'free passage', this will be used to the extent applicable, any residue standing to the officer's credit. In every case under this Order where passage expenses are paid, the officer's spouse and children will be required to spend not less than 30 days with the officer;
- (c) where an officer is pursuing a course of training the duration of which will be more than one academic year and the officer is not eligible for a free passage the question of free passages for his family or a female officer's husband and children will be determined on the merits of each case. It should be noted that reference to free passages in this Order is subject to the provision of Staff Orders 6.1 and 6.8

Trainees
to execute
agreements
to return
to Jamaica.

7.6 Persons selected for training at Government expense may be required to enter into an agreement undertaking to resume, or take up employment in the Public Service on the completion of their studies for a period of up to five years, at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service. Such agreement may require the person selected to pay to the Government on default such sum as may be prescribed therein or such lesser amount as may be determined by the Permanent Secretary of the Ministry responsible for the Public Service, provided that there shall be a sliding-scale on which such sum is repayable with credits awarded for periods of service given.

Obligations
of the
trainee
while on
course.

7.7 Persons to whom awards have been made to enable them to attend a course of training will be required:—

- (a) to devote their whole time to following the course in respect of which the award was made;
- (b) to sit for any examination which may be set or to write such papers or reports as may be required by the training authorities;
- (c) to resume duty or take up employment in the Public Service without undue delay, after the completion of the course of study, unless an extension of leave is granted.

7.8 A scholarship or other training award may be suspended or terminated if—

Training
awards
may be
suspended
or
terminated.

- (a) reports on the officer's work or conduct on the course are unsatisfactory;
- (b) the officer, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he may be attending;
- (c) the officer engages in any occupation which is detrimental to his progress in the course of studies prescribed for him;
- (d) the officer becomes unfit to complete his studies owing to illness or is absent from his studies for more than six (6) months, owing to illness;
- (e) it is established that it is unlikely that the officer will return to Jamaica on completion of the course.

7.9 (a) Candidates with 'specialist' training should be assigned work compatible with their training wherever possible;

(b) every candidate who attends a course where the training involves new or additional techniques of a professional or technical nature and the dissemination of the knowledge gained is considered desirable must submit a written report to his Head of Department outlining the content of his course, and the generalities of his training. This is to be done within six weeks of his return and copies sent to the Training Division of the Ministry responsible for the Public Service;

(c) every candidate who is the recipient of a training award may be required to teach or offer lectures in the subject he has studied if called upon to do so.

Building
63-67 Knutsford Boulevard
Kingston 5.

November 7, 1983

CIRCULAR NO. 28

M.P.S. NO. 11819^{II}



TO: All Permanent Secretaries &
Heads of Departments

Permanent Secretaries and Heads of Departments are hereby informed that Staff Order No. 7.3 (3) has been amended to read:

7.3 (3) Where an Officer is selected for a period of In-Service or In-House training of three months or less or for any other period of local training of less than twenty-eight days, the officer shall be regarded as being on duty.

Gordon Wells
PERMANENT SECRETARY

CHAPTER VIII
PENSIONS, GRATUITIES AND OTHER RETIRING
ALLOWANCES

Claims for pensions.

8.1 (a) Pensions, gratuity or other retiring allowances of public officers shall be determined in accordance with the relevant provisions of the applicable Pensions Act.

Qualification for pensions.

(b) All claims to pensions, gratuities and other retiring allowances should be made on the appropriate form (obtainable from the Government Printing Office) and should be submitted to the Ministry responsible for the Public Service, Pensions Branch, as soon as the question of an officer's retirement has been settled. The form must be accompanied by the necessary supporting documents and must be certified by the Head of the officer's Department to the effect that all the particulars contained therein are correct. The supporting documents consist of the following—

- (i) Birth Certificate.
- (ii) Period of Service Form completed and signed by the Head of Department.
- (iii) Pension Particulars Form completed and signed by the Head of Department.
- (iv) Statutory Declaration when there are discrepancies in the Birth Certificate.

Submission of pension documents.

8.2 Submission of pension papers must not await the date on which retirement is due to take effect but should be made as soon as possible after approval has been given for retirement. When the date of retirement has been reached the Department concerned should immediately advise the Ministry responsible for the Public Service, Pensions Branch, in the form of a Last Pay Certificate indicating whether or not there have been any changes in particulars submitted in the original application. A copy of such certificate should be forwarded to the Auditor General.

Computation of officer's retiring benefits.

8.3 If there is any doubt whatever on any point which is likely to affect the computation and award of the officer's retiring benefits the Ministry responsible for the Public Service, Pensions Branch, should be consulted as early as possible with a view to ensuring correctness of the particulars prior to submission.

Statutory Declaration as to officer's service.

8.4 (a) In cases where it is not possible to locate the necessary records in relation to an officer's service, a statutory declaration or statutory declarations should be submitted by one or more reliable

persons attesting to the continuity of such service. The status of the declarant should be stated and he should also give the basis of his knowledge of the facts contained in the declaration.

(b) When a statutory declaration or statutory declarations becomes necessary the following Schedule should be used:

"I AB, do solemnly and sincerely declare that.....
.....and I make this solemn declaration conscientiously believing the same to be true, under the Voluntary Declarations Act.

AB

Taken and acknowledged this.....day of.....
19.....before me.

CD

Justice of the Peace for
the Parish of.....

8.5 (a) The officer's birth certificate should always be furnished as satisfactory evidence of his age. Where, however, this is not possible, a statutory declaration by the officer himself or any other reliable person or persons may be submitted.

Statutory Declaration regarding age.

(b) In cases where the officer's name does not appear on the certificate or when the name on the certificate differs from that by which the officer is generally known a statutory declaration in support of the birth certificate should be furnished by the officer himself or any other reliable person.

(c) The statutory declaration required under Order 8.5(b) shall be in the form set out in the Schedule to Staff Order 8.4.

Form of Statutory Declaration.

8.6 In cases of retirement on grounds of ill-health a medical report from a Government Medical Board comprising not less than two Medical Officers should be submitted in the prescribed form. The report should state clearly that the officer is incapable by reason of an infirmity of mind or body of discharging the duties of his office efficiently and that such infirmity is likely to be permanent.

Retirement on the grounds of ill-health.

8.7 In cases of application for death gratuities the death certificate as well as the birth certificate of the deceased should be submitted.

Death gratuities.

8.8 The Pensions Form must be certified by the Head of Department that the officer discharged his duties with diligence and fidelity to his satisfaction. Where a Head of Department is unable to give a certificate of diligence because of unsatisfactory service he should—

Pension Form Certificate.

(a) give a brief history of the officers shortcomings;

- (b) state whether the officer was ever warned about the quality of his service and whether any charges were ever preferred and established against him, and, where charges have been established, furnish the Ministry responsible for the Public Service, Pensions Branch, with the results of such charges and the penalty imposed; and
- (c) state whether any reduction is recommended in the amount of benefits for which the officer is normally eligible and if so, what reduction is recommended.

Certificate as to period of service.

8.9 (a) A copy of the officer's Period of Service Record certified by the Head of Department should accompany the Pensions Form.

(b) Heads of Departments should make periodical checks to ensure that 'Period of Service Records' are kept up to date and not completed only when the officer is about to retire.

Service by more than one employing body.

8.10 In cases where an officer had service under one or more employing body e.g. Central Government and a Parish Council (including K.S.A.C.) or several Parish Councils, a detailed statement of his aggregate pensionable emoluments in respect of his service with each employing body should be forwarded to the Pensions Branch of the Ministry responsible for the Public Service. In preparing the statement of aggregate pensionable emoluments the following conditions shall apply—

- (i) during any period when the officer is on leave other than leave on full salary he should be deemed to be on duty on full salary in respect of his substantive appointment;
- (ii) during any period that he is acting in a higher office his aggregate emoluments shall be related to the salary payable in respect of his substantive office;
- (iii) during any period of secondment his emoluments shall be those payable in respect of his substantive office and shall be reflected in the statement of the lending employing body.

Officers connected with the preparation of pension and retirement particulars.

8.11 All officers who are in any way connected with the preparation of pension particulars, the computation, award and payment of pensions and other retiring benefits, should ensure that the preceding instructions are complied with as failure to do so may lead to disciplinary action.

CHAPTER IX

TRANSPORT AND SUBSISTENCE

GENERAL

9.1 Travelling allowances are divided into two categories viz: Transport and Subsistence, and are granted to cover the expenses actually incurred in the performance of official duties. No officer should be out of pocket as a result of having to travel on duty, but, on the other hand, he should not derive pecuniary advantage therefrom.

TRANSPORT

9.2 (i) When it is considered essential for the proper performance of the duties of an office that the holder thereof should possess his own means of transport an allowance for its upkeep will be granted to him, and he will receive in addition a mileage allowance in respect of actual travelling performed. In practice such allowance will be granted only to officers who are required to travel extensively on duty.

Officers may be paid allowances, if required to maintain their own means of transport.

(ii) In cases where it may be expedient and desirable that the officer should possess his own means of transport the officer may be granted a contribution towards the upkeep and running expenses of such means of transport in the form of a commuted travelling allowance.

(iii) The granting of upkeep and commuted allowances shall be the responsibility of the Permanent Secretary of the Ministry responsible for the Public Service.

9.3 (1) (i) The allowances payable in accordance with Staff Order 9.2 are set out in Schedule 'B' at the end of this Chapter.

Rates of allowances.

late claims (ii) Travelling claims should normally be submitted monthly but in special circumstances payment may be made by respective Departments for a period not exceeding three months, thereafter the specific approval of a Permanent Secretary will be required.

(2) As regards Commuted Allowances an additional Mileage allowance at the appropriate rate prescribed at Staff Order 9.4 is payable in respect of travel outside a radius of seven miles from the officer's normal place of work.

11.2 Kilometres

9.4 When an officer to whom neither an upkeep allowance nor a commuted allowance has been granted uses his own means of transport while travelling on Government business he will be paid mileage allowance at the rates set out in Schedule 'B' at the end of this Chapter.

Economy to be exercised in travelling on duty.

9.5 Heads of Departments should ensure that official travelling by officers is restricted to the minimum consistent with the efficient discharge of their duties. When determining itinerary and mode of conveyance, it should be borne in mind that the governing principle is the need for economy of public funds, taking into account transportation expenses, subsistence allowances and saving of time.

Refund of expenses for cab hire.

9.6 Disbursements for cab hire and portorage, if according to tariff or at fair and reasonable rates may be recovered without the production of vouchers.

Travelling between home and place of work.

9.7 (i) Except as provided in subsection (ii) of this Order, travelling allowance may not be drawn in respect of journeys between an officer's home and his office or place of business. For the purpose of this Order the office of a Resident Magistrate shall be deemed to be his chief station.

(ii) In cases where an officer occupies Government quarters at a distance in excess of 7 miles from his office or place of business, he may be paid travelling expenses at the existing rate appropriate to his mode of conveyance for the mileage travelled in excess of seven miles in respect of his journey to attend office and to return home each day. Only expenses incurred on one such round trip daily will be reimbursed. (This means that in case of an officer whose official residence is located twelve miles away from his office, he would be eligible for reimbursement of travelling expenses for ten miles a day in respect of those days on which he attends office). Subsistence allowance will not be paid to an officer who qualifies for the benefits of this subsection in respect of his attendance at office.

11.2 Kilos.

*19.2 Kilos

16 Kilos.

Officers to travel together where possible.

9.8 (i) Where it is necessary for more than one officer to proceed to any point on a particular duty the officers shall travel in one car, provided the arrangement is agreeable to the owner of the car and in such case the car to be used will whenever possible be one for which an upkeep allowance is paid.

(ii) Where an officer conveys in his own motor car other persons who would otherwise have to be transported at Government's expense he will be paid, in addition to any other transport allowance, a rate per mile per person up to the licence capacity of the car as set out in the Schedule 'B' at the end of this Chapter.

(iii) Whenever it is necessary for more than one officer of a Department to hire transportation for the purpose of travelling on duty from and to the same place on the same date those officers should arrange to travel by the same conveyance and payment for motor car hire will not be made for separate conveyances unless it can be clearly shown that travelling separately was justifiable in view of special circumstances.

Accommodation while travelling on duty.

9.9 Officers travelling on duty will be required to obtain accommodation, where possible, at the town to which they have travelled, but if such accommodation is not available they will be permitted to travel to the nearest place where accommodation can be procured.

9.10 (i) When an officer in receipt of motor car upkeep allowance is transferred permanently to a post where he would not be entitled to such allowance he may be permitted to continue to draw the full allowance for a period not exceeding three months. Thereafter, if special circumstances so warrant, he may be permitted, at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service to receive a reduced allowance.

Continuation of allowances when an officer is removed from travelling duties.

(ii) An officer in receipt of a commuted motor car allowance who is transferred permanently to a post where he would not be entitled to such allowance may similarly be permitted to continue receiving the full commuted allowance for a period not exceeding three months. Thereafter, if special circumstances so warrant, he may be permitted, at the discretion of the Permanent Secretary of the Ministry responsible for the Public Service to receive a reduced allowance.

(iii) When an officer in receipt of an upkeep or commuted motor car allowance is seconded or appointed to act in a post to which a smaller or no travelling allowance is attached, he may be paid the full allowance attached to his substantive post during the period of his secondment or acting appointment, subject to review of the position at the expiration of six months. The Permanent Secretary of the Ministry responsible for the Public Service will then determine whether the circumstances of the case warrant the continued payment at the full rate or at a reduced rate.

9.11 An upkeep or commuted allowance granted under Staff Order 9.2 shall be payable during leave of absence:

Continuation of allowance during leave

Provided that the period for which this allowance is paid during such leave shall not exceed— *you are paid for allowance while on leave whatever*

- (a) an aggregate of three months in any calendar year;
- (b) three months on any one occasion of leave.

When claiming for allowances during any leave period a certificate should be given on the claim as follows—

Certified that during the year.....I have drawn upkeep/commuted allowance at the rate of \$..... per annum for the following periods whilst on leave (including vacation, sick and departmental).

The provisions of this Order shall not apply in cases where an officer is granted leave prior to resignation or separation from the Service in any circumstances or prior to permanent transfer out of Jamaica. The allowance will also not be payable during the period of pre-retirement leave where the officer has been employed during such leave by a Statutory Body financed from Public Funds on terms which provide for the payment to him of a travelling allowance.

✓ 9.12 If it is necessary for an officer who draws an upkeep or commuted allowance to hire transport for a period in excess of seven days for the reason that his own means of transport is undergoing repairs, the claim will only be approved on the authority of the Accountant General after due explanation, provided that

- (a) no payments shall be made in respect of the first seven days;
- (b) payments shall be made for a maximum period of up to fourteen days following the initial seven-day period.

Notwithstanding the provisions of this Order the Permanent Secretary of the Ministry responsible for the Public Service may in any particular case authorise payments for a further period.

Advances to purchase means of transport.

9.13 The conditions on which Public Officers who are eligible for upkeep or commuted allowances may be advanced by Government the capital required to provide themselves with the means of transport approved are specified in the Financial Instructions.

SUBSISTENCE

Rates of subsistence allowance.

9.14 Public Officers when travelling on official duty will be paid a subsistence allowance at the appropriate rate as set out in Schedule 'C' at the end of this Chapter provided that the officer—

- (a) travels not less than ten miles from his headquarters;
- (b) is absent for a period of not less than six hours.

Personal, Duty, Entertainment, Acting Allowances and the value of free quarters up to one-sixth of salary or House Allowance in lieu will be regarded as salary for the purpose of this Order. Heads of Departments, Deputy Heads or Assistant Heads, are required personally to certify all claims for subsistence allowance and to ensure that no undue advantage is taken of the terms of this Order.

Refund of actual expenses in lieu of subsistence.

9.15 Heads of Departments may reimburse officers actual expenses in lieu of subsistence on the presentation of *bona fide* vouchers reflecting reasonable rates, where the actual expenditure exceeds the current rates of subsistence.

Basis on which allowance is calculated.

9.16 No subsistence will be allowed for periods of absence of less than six (6) hours. For a period of six (6) hours and over, the officer will be allowed 1/24th part of the rate a day for each completed hour absent from headquarters. If he sleeps away from his home, although not absent for 24 hours, he will be entitled to a full day's allowance, provided, however, that if the absence exceeds 24 hours the calculation will be 1/24th of the daily rate for each completed hour from the beginning to the end of the tour.

Bush Allowance.

9.17 An officer who, on account of the nature of his duties, is compelled to live in a forest or other similar area, remote from ordinary living conveniences and regarded for the purpose of these Orders as his headquarters, and is not entitled to subsistence allowance under these Orders, may be granted a "Bush Allowance" as set out in Schedule 'C' at the end of this Chapter.

Allowance for officers authorised to employ chauffeurs.

9.18 Travelling officers who are specially authorised to employ chauffeurs will be eligible for allowances as set out in Schedule 'C' at the end of this Chapter.

Claims for payment of these allowances must be supported by a certificate that a paid chauffeur was employed for the whole period in respect of which the claim is made.

9.19 (i) An officer temporarily transferred from his substantive station will be eligible for subsistence allowance in order to ensure that he is not rendered out-of-pocket by reason of the temporary assignment.

Subsistence allowance for officers on temporary transfer.

(ii) In the case of an officer who has to maintain an established home at his substantive station, the allowance may be paid for a period of 28 days at the rate prescribed in Schedule 'C' at the end of this Chapter. After the expiration of 28 days the allowance should be reduced to a rate not exceeding 75% of the rates prescribed in Schedule 'C' at the end of this Chapter. An officer should be regarded as maintaining an established home if he can show that he must necessarily continue to meet reasonable expenses over and above rental relating to a house previously occupied by himself at his substantive station which has not been let or sublet during his absence.

(iii) In the case of an officer who has no established home but lives in lodgings in his substantive area, subsistence allowance at the rate prescribed in Schedule 'C' at the end of this Chapter may be paid for the first seven (7) days of the temporary assignment. Thereafter, only such reasonable payments should be made as may be required to reserve the officer's lodgings at his substantive station and vouchers should be produced in support of any such claim.

(iv) Payment of subsistence allowance may be authorised by a Head of Department. The payment of subsistence allowance in the circumstances of this Order is a temporary measure and should be continually reviewed by the Head of Department. In making such reviews consideration should be given to whether the public interest would best be served by continuation of the assignment on a temporary basis taking account of such factors as the circumstances which made the assignment necessary, its likely duration, the cost involved in the payment of subsistence allowance and alternative arrangements which would not entail the payment of subsistence.

9.20 (1) Married officers on temporary or permanent transfer or prolonged tours of duty involving enforced separation from their families, should be reimbursed travelling expenses (at rates approved for travelling on duty) paid either in respect of a journey undertaken by the officer to visit his normal residence for a week-end or in respect of a journey by his wife to visit him at his temporary location subject to the following conditions—

Visits by officers on transfer to their families.

- (a) that visits by the officer to his home are made only if they do not entail absence from duty;
- (b) that reimbursement in respect of journeys made by an officer's wife should be limited to the actual expenses incurred on the following basis—

(i) in the case of the wife of a travelling officer a sum not exceeding the amount which would have been payable had the officer himself paid the visit, calculated on the basis of the distance covered for the purpose of the journey both ways, and at the rate applicable to the officer himself for travelling on official duty;

(ii) in the case of the wife or an officer who has not his own means of transport, a sum not exceeding the cost of travel by means as economical as possible and when feasible by Railway;

x | (c) that reimbursement of expenses may be claimed in respect of not more than twelve (12) visits (including those by a wife to her husband) in any one year; and not more than one in any one month;

(d) that the privilege will not be granted in respect of a visit undertaken within twenty-eight days of an officer's removal from his previous station and twenty-one (21) days prior to the termination of the period of detached duty; but that in the case of officers on prolonged tours of duty the duration of which is not pre-determined, the latter period will be reduced to ten days;

| (e) that the subsistence allowance paid to officers on temporary or on prolonged tours of duty should continue while they are on visit to their families. No other subsistence will be paid to them, however, nor will officers on permanent transfer be paid subsistence allowance while on visits to their families;

| (f) that in the case of an officer on permanent transfer, the Head of the officer's Department certifies that he is satisfied that the officer has made every effort to obtain, at reasonable cost, accommodation for his family at the station to which he has been transferred and has not been able to do so;

(g) the provisions of this Order shall apply to female married officers.

(2) Where a married officer is required to proceed abroad on an assignment for a period exceeding six weeks, there shall be paid the travelling expenses in respect of a return journey undertaken by the officer's spouse to visit him/her abroad for a period of not less than seven days.

Subsistence allowance for proceeding on duty abroad.

9.21 (i) An officer who proceeds on duty overseas will be eligible for subsistence at the appropriate rates as set out in Schedule 'C' at the end of this Chapter, in addition to the reimbursement of his hotel bill including the cost of meals.

(ii) A female officer who proceeds on duty overseas as a Secretary will be eligible for subsistence allowance at the appropriate rates as set out in Schedule 'C' at the end of this Chapter, in addition to the reimbursement of the cost of accommodation and meals at hotels.

(iii) The subsistence allowance payable under (i) and (ii) of this Order are intended to cover local transport, telephone calls and laundry expenses. Additional charges for entertainment are not reimbursable.

9.22 When an officer while on leave of absence abroad, is required to undertake public duties in the country in which he is spending his leave he will be paid subsistence allowance on the appropriate basis as set out below:

Officers who undertake duty on leave overseas.

- (i) if the duties to be performed necessarily entail the officer's absence overnight from the town in which he is spending his leave, he will be paid subsistence allowance at the appropriate rates as set out in Schedule 'C' at the end of this Chapter;
- (ii) if the officer's absence overnight from the town in which he is spending his leave is not entailed, he will be paid a subsistence allowance as set out in Schedule 'C' at the end of this Chapter.

9.23 The travelling expenses incurred by officers while on Government business overseas, which are directly connected with such business, will be reimbursed. Where travel by rail is entailed, officers in receipt of salary of not less than \$13,000 per annum will be eligible for reimbursement at first class rail fares. Other officers will be eligible for reimbursement at the lower rate.

Travelling expenses in connection with duties overseas.

9.24 The conditions on which officers travelling on duty in or away from the island may be advanced such sum as may be considered necessary to meet reimbursable expenses, are specified in the Financial Instructions.

Advances to cover estimated expenditure for travelling and subsistence.

9.25 If an officer's family does not accompany him on his transfer, the expenses of removal subsequently will only be allowed if his family follows him within six (6) months (unless there are special reasons for exception in the opinion of the Head of Department), and provided the maximum baggage specified in Staff Order 9.28 shall be the limit allowed for both removals.

Family to accompany or follow the officer within six months.

9.26 When an officer is transferred from one station to another in the exigencies of the Service, the following expenditure in connection with his removal will be met from public funds:—

Reimbursement of removal expenses.

- (i) travelling expenses in accordance with these Orders as if the officer were travelling on duty for the officer himself, his spouse and children and for not more than two household helpers if they travel along with him and his family;
- (ii) subsistence allowance in accordance with these Orders for the officer himself only in respect of the period reasonably required to perform the journey;

- (iii) cost of transporting his baggage, including household furniture not exceeding three 3-ton lorry loads in the case of married officers and two 3-ton lorry loads in the case of other officers;
- (iv) cost of crating and packing furniture, subject to Staff Order 9.29.

9.27 It shall be the duty of the Superintendent or other officer of the Ministry concerned with the removal arrangements to satisfy himself that the articles conveyed are such as come reasonably within the terms of Staff Order 9.26.

Officer
liable for
expenses in
connection
with excess
baggage.

9.28 Before removal of excess baggage including household furniture is undertaken the officer should be required to sign an undertaking to be delivered to the Permanent Secretary of the responsible Ministry indicating the officer's liability for the cost of the removal of such excess baggage.

Reimburse-
ment of
cost of
materials
used for
crating.

9.29 In any case in which the officer desires to be reimbursed the cost of materials purchased for the crating of his furniture, he will be required to surrender such material to the nearest Superintendent of the responsible Ministry who will place a value thereon and furnish him with a receipt. The officer will then be reimbursed an amount equivalent to the assessed value of the material surrendered.

Means of
conveyance
of baggage.

9.30 Whenever the transfer of an officer from one station to another at Government's expense involves the conveyance of the officer's baggage including household furniture, the Head of the officer's Department should request the Permanent Secretary of the responsible Ministry to provide for the necessary transport. The Permanent Secretary of the responsible Ministry will then arrange for such transport either by that Ministry's vehicles or by hired transport; provided, however, that if transportation by the responsible Ministry is not available, transportation may be arranged by the officer concerned under private contract subject to the prior approval of rates by a Superintendent of the responsible Ministry.

Liability
for damage
to baggage.

9.31 Officers must see that their baggage, including household furniture, is properly crated and wrapped before being placed on the lorries sent by the responsible Ministry for its conveyance. The responsible Ministry cannot accept liability for any damage to an officer's baggage, including household furniture, which is due to faulty packing. If damage occurs during transit, except such damage as may be due to faulty packing, such damage will be assessed after consideration of the report of a responsible officer of the responsible Ministry at the point of destination and the cost reimbursed to the officer concerned. Where, however, an officer arranges for transportation by private contract, as provided for in Staff Order 9.30, the officer will bear full responsibility for any damage which may occur.

9.32 It is imperative that the Permanent Secretary of the responsible Ministry should be advised (by telegram if necessary) at the earliest possible moment of an officer's impending departure in order that the necessary arrangements may be made for the conveyance of his baggage including household furniture.

The responsible Ministry to be notified early of impending transfers.

SCHEDULE B

TRANSPORT AND SUBSISTENCE

- (i) *Motor-car Upkeep Allowance* and related mileage rates—
- (a) Motor cars with an engine capacity of 1450 c.c. and over, or with rotary engines which have a manufacturers' maximum output exceeding 60 b.h.p. \$1,200 per annum plus .15c per mile
- (b) Other motor cars with an engine capacity of under 1450 c.c. or with rotary engines which have a manufacturers' maximum output of 60 b.h.p. and under \$840 per annum plus .12c per mile
- (ii) *Commuted Motor-car Allowance*
- (a) Motor cars with an engine capacity of 1450 c.c. and over or with rotary engines which have a manufacturers' maximum output exceeding 60 b.h.p. and under \$804 per annum
- (b) Other motor cars with an engine capacity of under 1450 c.c. or with rotary engines which have a manufacturers' maximum output of 60 b.h.p. and under \$600 per annum
- (iii) *Motor-cycle* \$180 per annum plus .5c a mile
- (iv) *Bicycle* \$ 18 per annum
- (v) *Buggy and one horse* \$450 per annum
- (vi) *Saddle horse* \$264 per annum
- (vii) *Casual Mileage Rates*
- (a) Motor cars with an engine capacity of 1450 c.c. and over or with rotary engines which have a manufacturers' maximum output exceeding 60 b.h.p. ^{43c}.28c per mile
- (b) Other motor cars with an engine capacity of under 1450 c.c. or with rotary engines which have a manufacturers' maximum output of 60 b.h.p. and under .21c per mile
- (c) for a motor-cycle — .7c a mile
- (d) for a bicycle — .2c a mile

(viii) *Passengers*

2c a mile per person up to the licensed capacity of the car.

(ix) *Hireage—Saddle Horse*

\$3.00 a day or part thereof.

SCHEDULE C

SUBSISTENCE ALLOWANCES

(a) Officers receiving salary of \$10,000 p.a. and over	...	15 \$10 a day
(b) Officers receiving salary of \$5,000 p.a. and over but less than \$10,000 p.a.	12 \$ 8 a day
(c) Officers receiving salary of \$2,000 p.a. and over or \$40 p.w. but less than \$5,000 p.a.	12 \$ 6 a day
(d) Other annually and weekly paid officers	...	12 \$ 5 a day
(e) Bush Allowance	12 \$ 1 a day
(f) Chauffeur's Allowance—		

(i) Wages

(a) \$20 a week payable where the travelling is extensive and of a regular nature.

(b) \$4 a day or part thereof payable in respect of specific assignments.

(ii) Subsistence —

\$5 a day payable on the basis of Staff Order 9.16 in cases where the officer and the chauffeur travel outside a radius of ten (10) miles from his chief station.

(g) *Duty Overseas*

1. *Officers:*

(i) In the United Kingdom and Europe	...	£7 (\$14) Ja.
(ii) In the U.S.A. and Canada	\$25 (U.S.)
(iii) In the West Indies	\$25 (W.I.)
(iv) In Latin America	\$25 (U.S.)

2. Secretaries (Female)

(i) In the United Kingdom and Europe	...	£4 (\$8) Ja.
(ii) In the U.S.A. and Canada	\$20 (U.S.)
(iii) In the West Indies	\$15 (W.I.)
(iv) In Latin America	\$20 (U.S.)

3. While on Leave of Absence—

(i) Officers in receipt of salary of not less than \$13,000 p.a. \$5.00 a day
(ii) Other officers \$4.00 a day

CHAPTER X

MISCELLANEOUS

10.1 Every officer who wishes to make any representations relating to his conditions of service to any person or authority, except his accredited Union representative, outside his Department shall forward the relative communication through the Head of his Department.

Communica-
tions from
Public
Officers—
Procedures.

10.2 Instructions as to the persons and authorities who may send and/or receive correspondence through the post, or by telegram free of charge, are issued from time to time by the Minister responsible for Post and Telegraphs who may also prescribe rules relating to the exercise of this privilege.

Postage
facility.

10.3 Impressions of official seals must not be supplied to private persons.

Official
seals.

10.4 No public officer will be permitted to make use of any stamps for franking letters or to frank letters, without the authority of the Head of his Department. Officers in possession of franking stamps are required to keep them under lock except when actually required for use.

Franking
stamps.

10.5 (i) Every memorial or petition by any public officer whatever his grade, or by any member of the public, should be acknowledged without delay by the Head of the Department concerned, with an intimation, if the memorial or petition is in order and couched in proper terms, that it is receiving attention.

Petitions
by public
officers.

(ii) Where the Head of Department is requested by a public officer in his Department to forward a communication which is addressed to any person or authority outside his Department, he shall do so forthwith, and advise the officer when this has been done. In every such case the Head of Department should embody in a separate memorandum his own views on the representations made and, where appropriate, should make a definite recommendation as to the terms of the reply that should be sent to the writer. In the case of representations regarding promotions, Heads of Departments should be guided by Staff Order 2.12.

10.6 (i) Heads of Departments are held responsible for the issue of routine orders to be followed by their respective staff in the event of a serious earthquake, fire or hurricane.

Earth-
quakes
fires and
hurricanes.

(ii) As a precaution against hurricanes, Heads of Departments should ensure that all public buildings under their charge are, as far as practicable, made hurricane-proof, that is, that all doors, windows and other openings can be readily closed and made secure on receipt of a hurricane warning.

(iii) Heads of Departments are responsible for the safe-guard of documents and equipment in their Departments.

(iv) Public buildings will be equipped, where necessary with fire extinguishers free of charge by the Ministry responsible for Public Works which will also periodically examine such equipment, supply refills and effect repairs where necessary. Heads of Departments are responsible for the safe custody and regular maintenance of such equipment in their possession.

**Loss of
private
property.**

10.7 An officer may be entitled to claim compensation in respect of losses of or damage to private property incurred through fire, theft, riot or otherwise in the course of his service. No payment shall be made in respect of losses which in the opinion of the Permanent Secretary of the Ministry responsible for the Public Service, were due to negligence for which the officer was responsible or could reasonably have been covered by Insurance.

**Copyright
and
royalties.**

10.8 Any books produced by public officers as part of the work for which they are engaged should result in the Copyright being vested in the Crown. All the units required for the use of the Public Service of Jamaica should produce no financial benefits to the author, but the author shall be entitled to the royalties that might arise from the sale outside the Public Service and outside of Jamaica.

Mr Anderson

Circular No. 2

M.P.S.C11530^{II}

MINISTRY OF THE PUBLIC SERVICE
STAFF RELATIONS AND CONDITIONS
OF SERVICE

8TH FLOOR, CITIBANK BUILDING
63-67 KNUTSFORD BOULEVARD
KINGSTON 5.

13th March 1989

Permanent Secretaries and Heads of Departments are hereby informed that Staff Order 5.18 should be deleted and the following substituted therefor:

Staff Order 5.18

In the event of the death of an officer while in the Service there should be paid to his legal personal representative a sum equivalent to the salary and all the allowances that officer would have received had he been granted all the vacation and recalled leave at credit at the date of his death. Payment should be at the rates prevailing at date of death.



C. K. BETHUNE
Acting Permanent Secretary