

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Payment of Revised Salaries and Wages to
Government Employees.**

DATE: 21st October, 1977.

As a result of the conclusion of negotiations for the revision salaries with the Executive Members of the Trade Union Congress as the bargaining agents for the various classes of public sector/service employees, Government has agreed to a new minimum wage of \$1.05 per hour /\$8.40 per day / \$200.00 per month, and to consequential adjustments retroactively from 1st January, 1977, inclusive, for all such employees as qualify for increases within the parameters set out in the Agreement.

2. CONVERSION

The Salaries and Wages of those officers and employees of the Government to whom the revised salary and wages scales are applicable and who were employed by Government on the 31st December, 1976, and who continued to be so employed at 1st January, 1977, shall be payable in accordance with the following principles and the Conversion Tables attached hereto in respect of the "A" "E" and "P" Salary Ranges and the Daily Rates. (Please see Appendices I to IV).

- (i) Every such employee shall convert as at 1st January, 1977, to the equivalent point in the revised salary range applicable to his/her, having regard to his/her salary at 31st December, 1976. The increase to be earned by way of adjustment shall include the earned increment for 1977, but in those particular cases where an adjustment increase, after the revision is made, is less than an increment, the revised salary of the officer will be his/her salary at 31st December, 1976, plus an increment, provided that the resulting figure does not exceed what is the revised salary range. As such, an officer at his/her maximum converts to be corresponding figure shown in the relevant conversion schedule. The incremental date of all employees covered by this revision shall be 1st January.

FOR EXAMPLE:

- (i) Officer A is in receipt of \$314.00 (per month) on 31st December, 1976 in Salary Range A12. The Officer's incremental date is 1st May. According to the Schedule (Appendix I) \$314.00 converts to \$336.88.

Arrears of salary 1 st January, 1977 to 31 st October, 1977	=	\$228.80
Less increment already paid (1 st May, 1977 to 31 st October, 1977)	=	\$ 96.00
Arrears due	=	\$132.80

Incremental date become 1st January.

- (ii) Officer B is at maximum in salary range A16 i.e. he is in receipt of \$490.00 per month at 31st December, 1976.

According to the Schedule (Appendix I) \$490.00 converts to \$498.00 per month.

Arrears of salary (1st January, 1977 to 31st October, 1977) (10 X \$8.80).

- (iii) Officer C is at \$481.00 per month in the A1 salary range on 31st December, 1976. His/her incremental date is 1st April. According to the Schedule (Appendix I) \$481.00 converts to \$490.52. Since the difference (\$9.52) is less than an increment (\$23.00) in the salary range, the officer shall convert to \$504.00 per month on 1st January, 1977 and his/her incremental date becomes January 1.

Arrears of salary (1 st January, 1977 to 31 st October, 1977)	=	\$230.00
Less increment paid (1 st April, 1977 to 31 st October, 1977)	=	\$161.00
Arrears due	=	\$ 69.00

- (iv) Officer d is at \$481.00 per month on the A18 salary range on 31st December, 1976, but his/her incremental date is January 1. The officer shall convert to \$504.00 on January 1, 1977.

Arrears of salary (1 st January, 1977 to 31 st October, 1977)	=	\$230.00
Arrears due		Nil

3. DAILY WAGE RATE SCHEDULE

Daily-paid and weekly-paid employees who were employed by the Government on the 31st December, 1976, and who continued to be so employed at 1st January, 1977, shall convert to the new wage rates, as shown on the Conversion Table in respect of Daily Rates attached (Appendix IV refers).

A further circular shall be issued on the question of Acting appointments and Acting Allowance and on the computation of arrears for the incumbents of the positions of Typist Clerk II, Stenographer I and II Confidential Secretary and Clerk I which were reclassified with effect from January 1, 1977.

4. CLEANERS

The following rates of pay shall be applicable to all Cleaners throughout the Public Service:

- (i) All Cleaners on the existing Salary Range A1 shall convert to a monthly salary of \$200.00 per month (fixed).
- (ii) All cleaners who are employed for a full eight (8) hours day shall be paid at the new daily rate of \$8.40 per day.
- (iii) All Cleaners who work for less than eight (8) hours per day shall be paid for the actual hours worked; subject to a guaranteed minimum of 6 hours, i.e. \$6.30 a day.

Any employee who has been overpaid as a result of computational error or misapplication of the conversion principle will be required to refund such overpayment.

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C. E. Douglas,
Permanent secretary.