

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of monthly salary to Cleaners.

DATE: 15/05/1981

Reference is made to paragraph four (4) of my Circular No. 18/1974 dated 17th May, 1974, which is reproduced below for ease of reference.

"Still on the subject of remuneration of charwomen, I am to inform you that it has been decided that those charwomen who had completed ten (10) years' continuous service or more as at /1972 31st December/and have been working four (4) hours or more daily, shall be paid \$5.00 a day with effect from January 1st 1973. Further, any charwoman who works four (4) hours or more daily shall, on completion of ten (10) years service, automatically become eligible for remuneration at the rate of \$5.00 a day".

and to my Circular Nos. 58/1976 dated 30th December, 1976 and 65/1977 dated 3rd December, 1977, on the subject "Payment of monthly salary to full-time temporary employees who satisfy the qualifying service requirements" and 'Remuneration for Cleaners", respectively.

2. In terms of the above Circulars, Cleaners employed on a part-time basis i.e. those who work for less than eight (8) hours per day but who are paid guaranteed wages for six (6) hours per day, automatically become eligible for a full day's pay after the completion of ten (10) years' service and for placement on the monthly basis after an additional five (5) years' service, by virtue of holding an 'approved appointment'.

3. The matter has been reviewed and approval is now given for such part-time employees to automatically qualify for monthly remuneration after the completion of ten (10) years' service, calculated as follows:-

Full daily rate x 286 days ÷ 12 months = Monthly rate.

Placement to be at the next higher point in the relevant scale.

4. The above provisions do not apply to daily paid full-time cleaners who actually work for a full eight (8)-hour day and who are paid a full day's pay. Such employees qualify for monthly remuneration after the completion of five (5) years' service in terms of my Circular No. 58/1976 dated 30th December, 1976.

5. Please bring this circular to the attention of all especially your Personnel and Accounting staff.

Sgd. H. Ali

For Permanent Secretary