

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 1981-08-27

SUBJECT:

**The application of the 1981 wages Policy
guidelines within the Traditional Public Service**

In keeping with Government's policy framework on wage and salary increases for 1981, as outlined in the Budget Speech by the Cde Vice President, Economic Planning and Finance of 20th February, 1981, and the Budget Review of 1st June, 1981, approval has been given for wages and salaries to be increased with effect from 1st January, 1981, as set out herein.

2. However, no payment is to be made until the following conditions are satisfied:-

(i) You submit to this Ministry not later than *15th September, 1981* –

(a) The cost of the actual increases in wages and salaries over the period 1st January, 1981 to 31st August, 1981;

(b) The monthly projected cost of the increases over the period 1st September, 1981 to 31st December, 1981.

(ii) A circular giving the financial authority for payment is issued by the Secretary to the Treasury.

A. Wage and Salary Increases

(i) Designated Categories below the A29 Scale.

The wages and *salaries* of all persons in the designated (skilled) categories contained in Appendix V, shall be increased by: 10% and 12.5% on basic wage or salary paid at 31st December, 1980, or the wage or salary which would have applied to the job at 31st December, 1980, the 10% to apply with effect from 1st January, 1981 to 30th June, 1981 and the 12.5% with effect from 1st July, 1981, inclusive. The new rates applicable to those categories are shown, in Appendices VI and VII.

(ii) General Categories below the A29 Scale

The wages and salaries of all categories below the A29 Scale (with the *exception of the designated categories*) shall be increased by 7%.and 10% on basic wage or salary paid at 31st December, 1980, or the wage or salary which would have applied to the job at 31st December, 1980, the 7% to apply with effect from 1st January 1981 to 30th June, 1981 and the 10% with effect from 1st July, 1981, inclusive. The new rates for these categories are shown in Appendices I, II, III and IV.

(iii) Special Fixed Income Categories above the A28 Scale

The new rates applicable to the above categories, with the exception of those on the A40 Scale, and those categories listed in appendix IX, shall be adjusted upwards as set out in appendices I and III, with effect from 1st January , 1981. The new rates are shown against the 1980 rates.

(iv) Permanent Secretaries and departmental Heads on the A40 Scale.

With effect from 1st January, 1981, all Permanent Secretaries, Heads and Deputy Heads of Departments and other workers on the A40 scale, except where otherwise stipulated herein, shall be paid - salary of two thousand, two hundred and fifty dollars (\$2,250.00) per month.

(v) Special Professional Categories

The salary of workers designated as "Special Professional Categories" and listed in Appendix IX shall be increased as shown therein.

B. Special Conditions of Wage and Salary Adjustments

(a) For Workers in organizations established under special statutory provisions, adjustments in wages and salaries may be made through the Incremental Procedure BUT ONLY UNDER THE FOLLOWING CONDITIONS:

(i) That written approval from the Chief Planning Officer, State Planning Secretariat, has been granted IN ADVANCE of any such payments.

(ii) That the Agency can satisfy the State Planning Commission that the award of increments are based on rigidly and efficiently applied appraisal systems, and

(iii) That overall payments do not exceed seven and ten percent (7% and 10%) of the wage bill ceiling for the periods January to June and July to December, respectively.

(b) Foreign Works:

Foreign Workers employed in the Agencies contained in the Coverage of this Circular under Technical co-operation Agreement or whose emoluments are subject to contractual or other special arrangements shall be excluded from adjustments under this Circular.

C. Incentive Schemes

1. As enunciated in the Government's 1980 and 1981 Budgets, Incentive Schemes are intended to be a vital and integral part of the Wage Packet, and a measure taken by the Government to improve overall efficiency in the .Public Sector.

2. Within the Traditional Public Service, and the Public Corporations, workers can realize substantial increases on their basic wages through the achievement of targets set under Incentive Schemes.

3. Public Sector managers should therefore ensure that Incentive Schemes which were developed in consultation with the Unions and approved by the Central Incentives Committee are pursued vigorously and that workers are always 'kept aware of the importance of target achievement.

4. The importance of Incentive Schemes to Workers' Wages becomes more significant when it is considered that all payments accruing under these schemes are free of Income Tax.

D. Monitoring the wage Payments

1. In order to ensure that wage adjustments are performed within the guidelines, Agencies covered by this Circular must monitor the following and submit a report to this Ministry at the end of October 1981.
2. (a) The basic wage bill for the months of January to June 1981, to which the increase must initially apply;
(b) The cost of increases made either by rate and scale adjustments or the application of the incremental procedure for the same period;
(c) The average minimum and maximum percentage salary increases paid in each salary scale;
(d) The number in each category initially benefiting from these increases.

This Ministry is responsible for implementing this exercise within the Agencies coming under its control.

E. Commencing Salary of certain Categories

Consequent upon the increase in salary and wages, the new commencing salaries of certain positions within the Public Service are indicated in Appendix VIII.

F. Adjustments as shown on Appendices.

The top figures shown against the letter "A" on all the relevant appendices represent the new salary/wages payable with effect from 1st January, 1981 to 30th June, 1981, while those shown against the letter "B" relate to the period commencing from 1st July, 1981, inclusive.

G. Omission of figures from some Salary Scales.

(i) The figures hereunder represent the initial salaries of the scales shown, which were advertently omitted from my Circular No.10/1978 dated 8th April, 1978.

\$ 384.72 \$427.94	A18/22
\$417.84 \$458.41	A20/22
\$559.52 \$588.76	A25
\$581.60 \$609.07	A26
\$769.00 \$781.48	A27
\$793.00 \$803.56	A28

With the exception of the A20/22 Salary Scale, all the above figures were adjusted vide my Circular No. 12/80. However, all the figures now catered for in this Circular. It follows therefore that upon appointment to a position graded on one of the above scales, which does not attract a higher commencing salary, and in the case of the payment of an acting allowance comprising the difference between an employee's substantive salary and the initial salary of one of the above scales, the above initial salary as adjusted in 1980 and 1981, will apply. All such cases should be regularized with effect from 1st January, 1981, inclusive and all cases of overpayment prior to 1st January, 1981 should be brought to the attention of this Ministry for resolution.

(ii) The following figures representing the second points were also omitted from the E and P Scales in my Circular No. 10/78. They are applicable to persons who were in service and who should have been paid an increment instead of the adjustment, in terms of paragraph 3 of that Circular.

\$563.20 \$593.20	E13
\$600.00 \$630.00	E14
\$630.00 \$660.00	E15
\$660.00 \$690.00	E16
\$730.00 \$765.00	P17A
\$769.00 \$804.00	P19

These figures which were subject to 5% adjustment with 1st January, 1980, inclusive, are now included in this Circular.

H. Difficulties

Permanent Secretaries and Heads of Departments shall refer any apparent difficulties relating to this exercise to this Ministry for clarification and resolution.

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K.S Williams

For Permanent Secretary

A1		270.90									
	A	289.86									
	B	297.99									
A2		270.90	277.82	286.70							
	A	289.86	297.27	306.77							
	B	297.99	305.60	315.37							
A3		270.90	276.93	286.70	296.48						
	A	289.86	296.32	306.77	317.23						
	B	297.99	304.62	315.37	326.13						
A4		270.90	271.59	281.37	291.14	300.92	310.70				
	A	289.86	290.60	301.07	311.52	321.98	332.45				
	B	297.99	298.75	309.51	320.25	331.01	341.77				
A5		270.90	276.05	285.81	295.59	305.36	315.15	324.92			
	A	289.86	295.37	305.82	316.28	326.74	337.21	347.66			
	B	297.99	303.66	314.39	325.15	335.90	346.67	357.41			
A6		271.59	281.37	291.14	300.92	310.70	320.47	330.25	340.02		
	A	290.60	301.07	311.52	321.98	332.45	342.90	353.37	363.82		
	B	298.75	309.51	320.25	331.01	341.77	352.52	363.28	374.02		
A7		276.05	285.81	295.59	305.36	315.15	324.92	335.58	346.25	356.92	
	A	295.37	305.82	316.28	326.74	337.21	347.66	359.07	370.49	381.90	
	B	303.66	314.39	325.15	335.90	346.67	357.41	369.14	380.88	392.61	
A8		280.49	290.26	300.04	309.81	320.47	331.14	341.81	352.46	363.13	373.80
	A	300.12	310.58	321.04	331.50	342.90	354.32	365.74	377.13	388.55	399.97
	B	308.54	319.29	330.04	340.79	352.52	364.25	375.99	387.71	399.44	411.18
A9		287.60	300.04	312.48	324.92	337.37	349.81	362.25	374.68	387.12	399.57
		307.73	321.04	334.35	347.66	360.99	374.30	387.61	400.91	414.22	427.54
		316.36	330.04	343.73	357.41	371.11	384.79	398.48	412.15	425.83	439.53
A10		304.48	317.81	331.14	344.47	357.80	371.13	384.47	397.79	411.13	424.45
	A	325.79	340.06	354.32	368.58	382.85	397.11	411.38	425.64	439.91	454.16
	B	334.93	349.59	364.25	378.92	393.58	408.24	422.92	437.57	452.24	466.90
A11		329.36	342.69	356.02	369.36	382.68	396.02	409.34	422.68	436.01	449.34
	A	352.42	366.68	380.94	395.22	409.47	423.74	437.99	452.27	466.53	480.79
	B	362.30	376.96	391.62	406.30	420.95	435.62	450.27	464.95	479.61	494.27

E-Scales

APPENDIX II

E1	270.90													
A	289.86													
B	297.99													
E2	270.90													
A	289.86													
B	297.99													
E3	270.90													
A	289.86													
B	297.99													
E4	275.15													
A	294.41													
B	302.67													
E5	270.90	275.15	284.04	292.93	301.81	310.70	319.59	328.47	337.37	346.25				
A	289.86	294.41	303.92	313.44	322.94	332.45	341.96	351.46	360.99	370.49				
B	297.99	302.67	312.44	322.22	331.99	341.77	351.55	361.32	371.11	380.88				
E6	275.15	284.04	292.93	301.81	310.70	319.59	328.47	337.37	346.25	355.13				
A	294.41	303.92	313.44	322.94	332.45	341.96	351.46	360.99	370.49	379.99				
B	302.67	312.44	322.22	331.99	341.77	351.55	361.32	371.11	380.88	390.64				
E7	284.04	294.70	305.37	316.03	326.70	337.37	348.02	358.69	369.36					
A	303.92	315.33	326.75	338.15	346.57	360.99	372.38	383.80	395.22					
B	312.44	324.17	355.91	347.63	359.37	371.11	382.82	394.56	466.30					
E8	301.81	314.25	326.70	339.14	351.58	364.02	376.47	388.91	401.35	413.79	426.24			
A	322.94	336.25	349.57	362.88	376.19	389.50	402.82	416.13	429.44	442.76	456.08			
B	331.99	345.68	359.37	373.05	386.74	400.42	414.12	427.80	441.49	455.17	468.86			
E9	355.13	368.47	381.80	395.13	408.46	421.79	435.12	454.44	473.76	493.08	512.40	531.72	541.77	
A	379.99	394.26	408.53	422.79	437.05	451.32	465.58	486.25	506.92	527.60	548.27	568.94	579.69	
B	390.64	405.32	419.98	434.64	449.31	463.97	478.63	499.88	521.14	542.39	563.64	584.89	595.95	
E10	390.68	404.02	417.34	435.12	454.44	473.76	493.08	516.26	539.45	562.63	585.82	585.82	612.86	
A	418.03	432.30	446.55	465.58	486.25	506.92	527.60	552.40	577.21	602.01	602.01	626.83	655.76	
B	429.75	444.42	459.07	478.63	499.88	521.14	542.39	567.89	593.40	618.89	618.89	644.40	674.15	
E11	497.33	512.40	541.38	570.36	599.34	630.00	661.50	686.28						
A	532.14	548.27	579.28	610.29	641.29	674.10	707.81	734.32						
B	547.06	563.64	595.52	627.40	659.27	693.00	727.65	754.91						
E12	596.86	621.60	653.10	684.60	716.10	736.51								
A	638.64	665.11	698.82	732.52	766.23	788.07								
B	656.55	683.76	718.41	753.06	787.71	810.16								
E13	621.75	622.86	651.00	682.50	714.00	745.50	777.00	808.50	821.52					
A	665.27	666.46	696.57	730.28	763.98	797.69	831.39	865.10	879.03					
B	683.93	685.15	716.10	750.75	785.40	820.05	854.70	889.35	903.67					
E14	657.30	661.50	693.00	724.50	756.00	787.50	819.00	850.50	860.16					
A	703.31	707.81	741.51	775.22	808.92	842.63	876.33	910.04	920.37					
B	723.03	727.65	762.30	796.95	831.60	866.25	900.91	935.55	946.18					
E15	686.28	693.00	724.50	756.00	787.50	819.00	850.50	882.00	889.14					
A	734.32	741.51	775.22	808.92	842.63	876.33	910.04	943.74	951.38					
B	754.91	762.30	796.95	831.60	866.25	900.91	935.55	970.20	978.05					
E16	715.26	724.50	756.00	787.50	819.00	850.50	882.00	913.50	918.12					
A	765.33	775.22	808.92	842.63	876.33	910.04	943.74	977.45	982.39					
B	786.79	796.95	831.60	866.25	900.91	935.55	970.20	1,004.85	1,009.93					

	HOURLY RATE DURING 1980	NEW HOURLY RATE	DAILY RATE DURING 1980	NEW DAILY RATE
	\$. ¢	\$. ¢	\$. ¢	\$. ¢
Band 1	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
Band 2	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
Band 3	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
Band 4	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
	1.48	A 1.58 B 1.63	11.80	A 12.63 B 12.98
Band 5	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
	1.45	A 1.55 B 1.60	11.57	A 12.38 B 12.73
	1.50	A 1.61 B 1.65	11.99	A 12.83 B 13.19
Band 6	1.44	A 1.54 B 1.58	11.55	A 12.36 B 12.71
	1.48	A 1.58 B 1.63	11.80	A 12.63 B 12.98
	1.52	A 1.63 B 1.67	12.21	A 13.06 B 13.43
Band 7	1.45	A 1.55 B 1.60	11.57	A 12.38 B 12.73
	1.50	A 1.61 B 1.65	11.99	A 12.83 B 13.19
	1.55	A 1.66 B 1.71		A 13.27 B 13.27
Band 8	1.47	A 1.57 B 1.62	11.76	A 12.58 B 12.94
	1.52	A 1.63 B 1.67	12.18	A 13.03 B 13.40
	1.58	A 1.69 B 1.74	12.58	A 13.46 B 13.84
Band 9	1.60	A 1.71 B 1.76	12.77	A 13.66 B 14.05
	1.67	A 1.79 B 1.84	13.32	A 14.25 B 14.65
	1.73	A 1.85 B 1.90	13.89	A 14.86 B 15.28
Band 10	1.72	A 1.84 B 1.89	13.82	A 14.79 B 15.20

	1.80	A 1.93 B 1.98	14.37	A 15.38 B 15.81
	1.87	A 2.00 B 2.06	14.93	A 15.98 B 16.42

Designated Categories below the A29 Scale Effective January 1, 1981.

(A) General Categories

BAND 4		BAND 7 CONT'D	
1	Steel Bender 1	42	Saw Bencher
2	Equipment Operator 1	43	Wood Machinist
3	Bitumen Equipment Operator 1	44	Cooper
4	Laundry Operator 1	45	Mason
		46	Mason/Tiler
		47	Sign Spray Painter
		48	Leading Hand Painter
BAND 5		49	Vehicle Driver
5	Serviceman	50	Chauffeur
6	Power Station Operator	51	Water Treatment Plant Operator
7	Lighting Plant Operator	52	Outboard Motor Operator (mechanic)
8	Power plant & Water Pump Operator	53	Timber Grader
9	Sign Artist (Agriculture)	54	Laundry Supervisor (palms)
10	Dental Aide	55	Seamstress
BAND 6		56	Upholsterer
11	Photographer 1	BAND 8	
12	Binder Repairer	57	Foreman, Survey Crew
13	Printer	58	Mechanic Operator (Pumping Station)
14	Binder	59	Mechanic-in-Charge (Sterilizer)
15	Blacksmith 1	60	Welder 11
16	Welder 1	61	Plumber/Guttersmith 11
17	Steel Bender 11	62	Cabinet Maker
18	Plumber/Guttersmith 1	63	Carpenter 11
19	Carpenter/Joiner 1	64	Diesel Hyster Operator
20	Painter	65	Drill Operator
21	Quarry Plant Operator 1	66	Heavy Vehicle Driver
22	Bitumen Equipment Operator 11	67	Bitumen Equipment Operator 111
23	Outboard Motor Operator	68	Boiler Operator
24	Staffman	69	Head Laundress 11
25	Chairman	70	Boiler Operator (Palms)
26	Linesman (Surveys)	71	Equipment Operator 11
27	Instrument Man		
28	Barber		
29	Hairdresser		
30	Laundry Operator 11		
31	Head Laundress		
32	Baker		
33	Shoemaker maker		
BAND 7			
34	Senior Binder Repairer		
35	Mechanic 1		
36	Refrigeration Mechanic		
37	Mechanist 1		
38	Bench Fitter 1		
39	Electrician 1 (Wireman)		
40	Automative Electrician 1		
41	Linesman		

BAND 9		119	Boat Captain 11 (River)
72	Photographer 1	120	Microscopist
73	Projectionist	121	Driver Grip
74	Driver/Projectionist	BAND 11	
75	Engineer 1	122	Mechanic Chargehand
76	Mechanic 11	123	Vehicle Inspector
77	Body Repairer	124	Senior Drilling Mechanic
78	Assistant Locksmith	125	Engineer 11
79	Senior Refrigeration Mechanic	126	Refrigeration Mechanic Foreman
80	Mechanist 11	127	Mechanist Fitter Chargehand
81	Automotive Electrician 11	128	Power Plant Chargehand
82	Blacksmith 11	129	Electrician Chargehand
83	Sanitary Plumber	130	Automotive Electrician Chargehand
84	Leading Hand Plumber	131	Linesman Chargehand
85	Carpenter 111	132	Blacksmith Chargehand
86	Chargehand Mason	133	Welder Chargehand
87	Chargehand Painter	134	Plumber Chargehand
88	Quarry Driller	135	Cabinet Maker Foreman
89	Quarry Plant Operator 11	136	Chargehand Carpenter
90	Equipment Operator 111	137	Boat Builder
91	Captain Engineer	138	Mason Foreman
92	Boat Captain 1	139	Painter Foreman
93	Launch Engineer	140	Chargehand Operator, Crushing Plant
94	Tug Engineer 1	141	Driller Foreman
95	Senior Laundry Foreman	142	Tug Engineer 11
96	Chief Baker	143	Dental Mechanic
97	Head Baker	144	Head Seamstress 11
98	Tailor	145	Head Tailor
99	Head Seamstress 1 (Other Hospitals)	BAND 12	
100	Head Shoemaker	146	Projectionist, information
101	Chief Photographer (Registration & Elections)	147	Supervisor, Photographic Section
102	Mechanic 111	148	Photographer 11
103	Printing Press Operator Geological Surveys	149	Foreman Mechanic 1
104	Mechanic Operator 11 (Pumping Stations)	150	Mechanic Operator-in-Charge (Pumping Station)
105	Maintenance Mechanic C.T.M.P	151	Operator-in-Charge (Tail Regulator)
106	Mechanic Janitor, Dental Mobile Unit	152	Locksmith
107	Mechanist 111	153	Head Printer, Mahaica Hospital
108	Bench Fitter 11	154	Foreman, Power Stations
109	Power Station Mechanic	155	Carpenter Foreman
110	Electrician 11	156	Resident Carpenter
111	Welder 111	157	Construction Foreman
112	Quarry Foreman (Blaster)	158	Construction Foreman (Embankment)
113	Foreman Tractor Operator	159	General foreman (Blaster Quarry)
114	Driver Mechanic	160	Water Treatment Plant Foreman
115	Junior Bitumen Plant Superintendent	161	Foreman Tractor Operator, Central Agricultural Station, Mon Repos
116	Plant Foreman	162	Master Baker (Prison)
117	Coxswain	163	Assistant Cameraman
118	Plant Superintendent (Asphalt)		

BAND 13			
164	Foreman Mechanic 11		
165	Foreman Electrician		
166	Plumber Foreman		
167	Senior Construction Foreman		
168	Senior Bitumen Plant Superintendent		
169	Tug Captain		
	Captain, Hydrographic Launch – Tug Engineer		
BAND 14			
171	Supervisor, Re- Build Workshop		
172	Clerk-of-Works 1		

DESIGNATED CATEGORIES BELOW THE A29 SCALE EFFECTIVE JANUARY 1,1981(B) Designated Categories Applicable ONLY to Transport and Harbours Department:

BAND 7	
173	Coppersmith
174	Steel Fabricator 1
BAND 8	
175	Shipwright
BAND 9	
176	Leading Hand Coppersmith
177	Steel Fabricator 11
178	Marine Fitter
179	Leading Hand Steel Bender
BAND 10	
180	Leading Hand Shipwright
181	Leading Hand Marine Fitter (Dockyard)
182	Third Engineer (Steamer)
183	Mason Chargehand (Civil Engineering)
BAND 11	
184	Fuel Pump Injector Mechanic
185	Marine Fitter, Chargehand
186	Steel Fabricator, Chargehand
187	Coppersmith Chargehand
188	Leading Hand Boiler- Maker
189	Shipwright Chargehand
190	All Chargehands (Civil Engineering)
191	Machinist Chargehand
192	Junior Coxswain
BAND 12	
193	General Foreman (Civil Engineering Workshop)
194	Foreman Mechanic (Bartica Garage)
195	Steel Fabricator Foreman (Mazaruni Dockyard)
196	Welder Foreman (Dockyard)
197	Boatswain
BAND 13	
198	Second Engineer
199	Foreman (Civil Engineering Branch)
200	Plant Foreman (Dockyard)
201	Docking Foreman
BAND 14	
202	Coxswain
203	Mate

