

“YEAR OF RESOURCEFULNESS”

PUBLIC SERVICE MINISTRY: CIRCULAR No. 17/1984

GUIDELINES FOR PUBLIC SERVICE WAGE AND SALARY ADJUSTMENTS ISSUED TO THE VICE-CHANCELLOR, UNIVERSITY OF GUYANA

1. AUTHORITY

This Circular sets out the terms and conditions for 1984 wage and salary adjustments for ALL WORKERS employed at the University of Guyana. This Circular is issued pursuant to an order by the President to move the MINIMUM WAGE from \$12.71 per day to \$15.10 per day EFFECTIVE FROM JANUARY 1, 1984, BUT THAT this salary and wage adjustment IS NOT INTENDED to prejudice further representation or the outcome of continued negotiations with the Trade Union Congress.

2. NEW SALARY SCALES

Salary scales of all Central Government agencies have been rationalized. These include the Public Service A Scales; the Disciplined Services P Scales; the Teaching Service E Scales and the University of Guyana UA/UB Scales. The number of salary bands on these scales has been reduced or otherwise adjusted to sixteen salary scales to achieve an among-grade relativity of about 15% such that each succeeding grade is 15% higher than the one below it. The new salary scales are to be referred to as the Government Schedule (GS 1 – 16) and will apply to all Public Service Agencies and Employment grades (unless otherwise specified by Cabinet) with EFFECT FROM JANUARY 1, 1984.

3. PAYMENTS

Payments to workers employed at the University of Guyana must be made in accordance with the Terms, Conditions and Procedures set out in this Circular and Appendix 1 thereto.

4. BASIC WAGE AND ALLOWANCES

Payments made to workers under the terms, conditions and procedures of this Circular SHALL BE RESTRICTED to the basic wage or salary, overtime and acting or responsibility allowances. Payments in respect of ANY OTHER employment overhead expenses associated with the basic wage ARE NOT TO BE APPLIED and are NOT TO BE OTHERWISE CONSTRUED as being applicable as a result of the issuance of this Circular. The advice of the Public Service Ministry should be sought on the conversion of current rates of acting or responsibility allowances.

5. ELIGIBILITY

Workers in employment at or after January 1, 1984, workers who retired by virtue of age or on Medical Grounds, who transferred or were or seconded within the Public Sector, and workers who resigned during the current year are eligible to

receive the benefits accruing as a result of the issuance of this Circular.

6.EFFECTIVE DATE

All payments to workers shall be retroactive to January 1, 1984.

7. APPLICABLE SALARY OR WAGE

Where there has been no change of appointment or change in the rate of salary or wage received by an employee during the period January 1, to November 30th, 1984, the wage or salary to be used for purposes of converting and establishing increases or arrears accruing as a result of the issuance of this Circular SHALL BE the salary or wage which the employee receives at November 30, 1984, prior to any adjustments.

However, where there has been a change of appointment or an increase in the rate of pay to an employee during the period January 1 to November 30, 1984 the wage or salary to be used for purposes of converting or establishing increases or arrears accruing to the employee shall be the salary or wage which the employee received at the material time of the change and also the salary or wage which he receives at November 30, 1984

8. TAXES

All workers covered by this Circular whose wages or salaries are \$600 per month or less at November 30, 1984 shall be paid the ARREARS of wages or salaries due to them for the period January 1 to November 30 1984 inclusive, FREE OF INCOME TAX AND SURTAX. ALL OTHER workers shall be taxed in the normal manner. For the purpose of granting the tax concession mentioned above the unrevised basic wage at November 30, 1984, TOGETHER WITH any acting, responsibility or duty allowances shall be taken into consideration in order to determine whether the gross pay of the worker is \$600 per month or less.

9.PAY DATES

The Vice-Chancellor, University of Guyana, is to ensure that all workers covered by this Circular receive relevant payments between November 30 and December 15, 1984.

10.ACCOUNTING

Payments of arrears for the period January 1, to November 30, 1984 and the Wage Bill increases for the period December 1, 1984, to December 31, 1984 are to be charged it a special item of Expenditure under the control of the Accountant General. Inter-Departmental Warrants would be issued to the Permanent Secretary, Ministry of Education UPON APPLICATION to the Accountant General. The Vice- Chancellor University of Guyana should provide the Permanent Secretary, Ministry of Education with the relevant information that would facilitate the making of the application. Applications must indicate separately:

- i. Arrears for January 1, 1984 to November 30, 1984
- ii. Increases in the basic Wage Bill for December 1, 1984 to December 31, 1984.

Applications for remittances from the Accountant General's Account No. 405 should also be submitted with the Applications for the Inter-Departmental Warrant for the TOTAL AMOUNT REQUIRED for the period January 1, 1984 to December 31, 1984 so as to ensure the availability of funds in the relevant MAIN BANK ACCOUNTS.

11.REPORTING

The Vice-Chancellor University of Guyana, must arrange for the attached form – ANNEX 1 to P.S.M. Circular No. 14/1984 to be completed and returned to the Permanent Secretary, Ministry of Education with copies to the Secretary to the Treasury; Chief Planning Officer, State Planning Secretariat and Permanent Secretary, Public Service Ministry by 4th December 1984. Payments are not to commence until numbers have been submitted and costing effected

12.LIABILITY

The Vice-Chancellor, University of Guyana, is liable for errors arising out of non-compliance with the terms and conditions of this Circular.

ISSUED BY:

PERMANENT SECRETARY
PUBLIC SERVICE MINISTRY

DATE ISSUED:

30TH NOVEMBER, 1984

REFERENCE:

PS: 18/2/2

APPENDIX 1A OF P.S.M. CIRCULAR No. 17/1984

Guidelines for Public Service Wage and Salary Adjustments

University of Guyana Workers

1. The Appendix sets out the terms, conditions and procedures for wage and salary adjustments for ALL workers employed at the University of Guyana.
2. The Schema attached to this Appendix sets out the classification of all workers at the University of Guyana on the new Government Schedule salary scale (GS 1-16)

3. (1) University Workers Earning under \$2000 per month (Except former UA scales)

All workers holding positions classified in the Schema and in receipt of salary under \$2000 per month shall have their salaries adjusted by moving to the MINIMUM of the salary scale corresponding to the GS level at which they are classified, OR shall receive an increase of 10% on their salary, WHICHEVER AMOUNT IS THE GREATER.

- (2) University Workers Earning over \$2000 per month (Except former UA scales)

All workers holding positions classified in the Schema and in receipt of salary above \$2000 per month shall have their salaries adjusted by moving to the MINIMUM of the salary scale corresponding to the GS level at which they are classified, OR shall receive an increase of 5% on their current salary, WHICHEVER AMOUNT IS THE GREATER

- (3) University Workers Formally on UA scales Except those now classified at GS 16 Level

Move to the minimum of the new scale at which they are now classified and then add the difference between their salary prior to the adjustment and the minimum of the old UA scale

- (4) University Workers Formally on UA scales BUT NOW classified at the GS 16 Level

All workers holding positions classified in the Schema and in receipt of salary above \$2000 per month shall have their salaries adjusted by moving to the MINIMUM of the salary scale corresponding to the GS level at which they are classified, OR shall have an increase of 5% on their current salary, WHICHEVER AMOUNT IS THE GREATER

4. Attachment 1 of this Circular shows the salary scale for the new Government Schedule (GS 1 – 16).

CLASSIFICATION OF UNIVERSITY OF GUYANA, PERSONNEL
ON THE GOVERNMENT SCHEDULE (GS 1 – 16)

GS Level	Categories of Workers		
16	Finance Controller	Professor, Registrar	Librarian
15	Deputy Registrar Reader Deputy Librarian	Deputy Finance Controller	
14	Snr. Lecturer Librarian IV	Snr Assistant Registrar Accountant 111	Works and Maintenance Officer Personnel Officer
13	Lecturer 11 Lecturer 111 Accountant 11	Assistant Personnel Officer 111 Public Relations Officer	Assistant Registrar Assistant Works/ Maintenance Officer
12	Lecturer 1 Accountant 1	Admin Officer 11 Librarian 11	Assistant Personnel Officer 11
11	Assistant Lecturer Admin. Officer 1 Admin. Secretary Food Service Manager	Assistant Librarian Supervisor Records Assistant Personnel Office 11	Technologist Bookshop Manager
10	Instructor Librarian Trainee Assistant Accountant	Nursing Officer Technical Services Officer 11	
9	Bookshop Supervisor Admin. Assistant Transport Officer	Snr. Bookbinder Snr. Library Assistant	Technical IV Technical Services Officer 1
8	Store Keeper Snr. Tradesman	Personal Assistant Technician 111	
7	Technician 11 Cartographic Drafting Assistant University Nurse	Snr. Library Assistant Tradesman 111	Carpenter-in-Charge
6	Secretary 11 Senior Clerk	Tradesman 11	
5	Technician 1 (LABS) Secretary 1 Supervisor, Telephone House	Technician 1 (Animal Husbandry)	Mechanic/Driver Clerk IV
4	Clerk 111 Clerk/Typist	Tradesman Staff Club Attendant	
3	General Clerk 11 Cafeteria Assistant Telephone Operator	Book Attendant Lab Attendant	Herbarium Attendant
2	General Clerk 1	Maid/Cleaner	Labourer 11
1	Cleaner	Labourer 1	

This classification is effective from January 1, 1984

Public Service Ministry

Government of Guyana

November, 1984

ATTACHMENT 1

GOVERNMENT SCHEDULE (GS 1 – 16)

SALARY SCALE

GRADE	SALARY SCALE
GS	
16	3300 – 4950
15	2750 – 4125
14	2300 – 3450
13	1910 – 2865
12	1590 – 2385
11	1380 – 2070
10	1200 – 1800
9	1045 – 1565
8	910 – 1365
7	790 – 1185
6	690 – 1035
5	600 – 900
4	525 – 785
3	455 – 680
2	395 – 590
1	360 – 535

The new Government Schedule (GS 1 – 16) is based on a minimum wage of \$15.10 per day or \$360. per month EFFECTIVE January 1, 1984.

Public Service Ministry

Government of Guyana

November, 1984