

“YEAR OF RESOURCEFULNESS”

PUBLIC SERVICE MINISTRY: CIRCULAR No. 18/1984

GUIDELINES FOR PUBLIC SERVICE WAGE AND SALARY ADJUSTMENTS
ISSUED TO
THE PERMANENT SECRETARY, MINISTRY OF EDUCATION, SOCIAL
DEVELOPMENT & CULTURE

1. AUTHORITY

This Circular sets out the terms and conditions for 1984 wage and salary adjustments for ALL TEACHERS in the Ministry of Education, Social Development and Culture. 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 Trades Union Congress

2. NEW SALARY SCALE

Salary scales of all Central Government agencies have been rationalized. These include the Public Service A Scale; 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% higher than the one below it. The new salary scale 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 Teachers in the Ministry of Education must be made in accordance with the Terms, Conditions and Procedures set out in this Circular and Appendix 1 thereto.

4. BASIC WAGE AND

Payments to Teachers under the terms, conditions and procedures of this Circular SHALL BE RESTRICTED to the basic wage or salary, overtime and acting or

ALLOWANCES

responsibility allowances. Payments in respect to 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. Where necessary the advice of the Public Service Ministry should be sought on the conversation of current rates of acting or responsibility allowances.

5. ELIGIBILITY

Teachers in employment at or after January 1, 1984 workers and retired by virtue of age or on Medical Grounds, who transferred or were seconded within 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 Teachers 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 a Teacher during the Period of January 1 to November 30, 1984, the wage of salary to be used for purposes for converting and establishing increases or arrears accruing as a result of the issuance of this Circular SHALL BE the salary or wage which the teacher 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 a Teacher during the period January 1, to November 30, 1984, the wage or salary should be used for purposes of converting or establishing increases or arrears accruing to the Teacher shall be the salary or wage which the Teacher received at the material time of the change and also the salary or wage which he/she receives at November 30, 1984

8. TAXES

All teachers covered by this Circular whose wages or salaries are \$600 per month or less at November 30, 1984 shall be paid the ARREARS of wage or salaries due to them for the period January 1, to November 30 1984, inclusive, FREE OF INCOME TAX AND SURTAX. ALL OTHER Teachers 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 Teacher is \$600 per month or less

9. PAY DATES

The Permanent Secretary, Ministry of Education is to ensure that all Teachers covered by this Circular receive relevant payments between November 30, and December 15, 1984.

APPENDIX 1 P.S.M. CIRCULAR No. 18/1984

GUIDELINES FOR PUBLIC SERVICE WAGE AND SALARY ADJUSTMENTS

ALL TEACHERS – MINISTRY OF EDUCATION

1. This Appendix sets out the terms, conditions and procedures for wage and salary adjustments for ALL Teachers in the Ministry of Education.
2. Salary Conversation Table No. 1 attached to this Appendix sets out the approved conversion of monthly salaries from the old E scales (E1 – 18) to the new GS scale (GS 1 - 16)
3. Teachers on the old E 1 – E 4 Scales

ALL Teachers on the E 1 – E 4 Scales shall be converted to the GS 1 level and shall have their salaries or wage converted by the following principle. Find the difference between the employee's current salary or wage and the MIMIMUM of the old E 1 – E 4 Scale on salary conversion table No. 1 (\$317.00 per month) and maintain that absolute Dollar Difference form the minimum of the new GS 1 Scale (\$360.00 per month).

Example

A Teacher on the E 1 – E 4 Scale currently receives \$330 per month. The difference with the minimum of the E 1 – E 4 Scale is $\$330 - \317 or \$13.00. The Teacher's new salary or wage is therefore $\$330 + \13 or \$375 per month on the new GS 1 Scale.

4. Teachers on the old E 5 Scale

ALL Teachers on the E 5 scale shall move to the MINIMUM of the GS 3 Scale (\$455.00 per month)

5. Teachers on the old E 6 Scale

All Teachers on the E 6 Scale who hold the Trained Teacher's Certificate and who have been substantively appointed shall have their salaries or wages adjusted as follows: -

- (i) Teachers on the E 6 Scales holding the Trained Teacher's Certificates for a period of up to three (3) years – an adjustment of 5% on their current salaries.
- (ii) Teachers on the E 6 Scale holding the Trained Teacher's Certificates for a period of up to three (3) years and up to six (6) years – an adjustment of 10% on their current salaries.
- (iii) Teachers on the E 6 Scales holding the Trained Teacher's Certificates for a period of up to three (6) years – an adjustment of 15% on their current salaries.
- (iv) All other Teachers on the E 6 scale – an adjustment of 5% on current salaries.

6. Teachers on the old E 7 – 18 Scales

All Teachers on the old E 7 – E 18 Scales shall have their wages or salaries adjusted by 5%.

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

11. REPORTING

The Permanent Secretary, Ministry of Education must arrange for the attached form – ANNEX 1 to P.S.M. Circular No. 14/1984 to be completed and returned to the Secretary to the Treasury with copies to the 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 Permanent Secretary, Ministry of Education 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

ATTACHMENT 1

TEACHERS: SALARY CONVERSION TABLE No. OF P.S.M. CIRCULAR No. 18/1984

E SCALE TO GS SCALE

OLD SALARY GRADE AND SCALE		NEW SALARY GRADE AND SCALE*	
GRADE	SCALE	GRADE (GS0)	SCALE
-	-	16	3300 - 4950
-	-	15	2750 - 4125
-	-	14	2300 - 3450
-	-	13	1910 - 2865
E17 - 18	1630 - 2030	12	1590 - 2385
E14 - 16	1400 - 1700	11	1380 - 2070
E11 - 13	1200 - 1550	10	1200 - 1800
-	-	9	1045 - 1565
E8 - 10	900 - 1300	8	910 - 1365
E7	800 - 1000	7	790 - 1185
-	-	6	690 - 1030
E6	600 - 810	5	600 - 900
-	-	4	525 - 785
E5	416	3	455 - 680
-	-	2	395 - 590
E1 - 4	317 - 354	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

Guyana: Public Service Ministry

November, 1984