

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 4/1985

REFERENCE NO. PS:24/3<sup>111</sup>

FROM: Permanent Secretary,  
Public Service Ministry

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

SUBJECT:

Superannuation Benefits for non- pensionable  
Government employees.

DATE: 1985-02-13

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This circular consolidates and replaces Establishment Circular No. 52/1959 dated September, 1959, as amended by Public Service Ministry Circular No. 17/1974 dated 16<sup>th</sup> May, 1974, regarding the payment of superannuation benefits to persons holding non -pensionable appointments in the Public Service as authorised by legislative Council Resolution No. LII of the 6<sup>th</sup> July, 1951, No. LVI of the 8<sup>th</sup> May, 1957, and No. XXXIII of the 8th May, 1974.

2. The rates and condition of payment are as follows:-

A.

- i. An employee who at the date of his/ her retirement holds an “approved appointment”, and has served in an approved appointment for at least 20 continuous years immediately preceding the date of his/her retirement will be eligible for an annual allowance.
- ii. The rate of annual allowance will be two- thirds of the normal pension payable under the pensions law applicable to Public Officers in force at the date of the employee’s retirement.
- iii. Approved appointments are those declared as such by parliament. Positions that have so far been declared as “approved appointments” are shown at Appendix I.
- iv. An employee to whom an annual allowance is granted may, at his/her option exercisable as provided in sub- paragraphed (v), be paid in lieu of such annual allowance at the rate of three- fourths of such allowance together with a gratuity equal to twelve and one-half times the amount by which such allowance is reduced. This provision applies to an employee in the employ of the Government on or after 1st January, 1973.
- v. An option in terms of sub- paragraph (iv) shall be exercised or revoked by notice in writing addressed to the accountant General, and shall be deemed to have been exercised or revoked on the dated on which such notice is received. An option shall be exercised, and if exercised, may be revoked on or before the date of the employee’s retirement or, with the permission of the Accountant General, at any time between that the date and the date of the final award of the annual award granted to him/her under this Circular.

- B. An employee who retires from an “approved appointment” after serving for at least 7 continuous years and who has less than 20 years’ service in an “approved appointment” will be eligible for a gratuity calculated at the rate of 1/18<sup>th</sup> of a month’s pay for each complete month of service.
- C (i) An employee not holding an ‘approved appointment” who has served for at least 7 continuous years will be eligible for gratuity calculated at the rate of 1/26<sup>th</sup> of a year’s pay for each year of service, limited to a maximum equivalent to the amount payable In respect of 33 1/3 years’ service.
- (ii) in the case of employees paid at hourly, daily, weekly or fortnightly rates, the number of working days to constitute one year’s service will be taken as 225 days, including Public Holidays and days on paid sick leave, but not Sundays; provided that where an employee’s service is less than 225 days in each of any two consecutive calendar years, such service shall constitute one year’s service if aggregating 225 days or more.
- D when there is no official record of any part of an employee’s service, the secretary, Public Service Commission may, on being satisfied beyond all reasonable doubt that such service was given, approve of such service being admitted for the purpose of superannuation benefits.
- E in regard to broken service, account shall not be taken of:-
- A. Any service (under 55 years of age) previous to an interval of three years or more during which there was a service whatever, unless an employee subsequently serves for a period of three consecutive years prior to retirement;
  - B. Any service previous to the end of any period of service which was terminated by resignation or by dismissal for misconduct.
- F An allowance or gratuity will be paid in respect of service after the age of 18 years and on, voluntary retirement on or after the age of 55 years, or retirement on account of ill- health, incapacity, inefficiency, abolition of post, or termination of employment in the public interest.
- The age of 18 years from which service may be counted for superannuation purposes shall apply to an employee in the employ of the Government on or after 3<sup>rd</sup> December, 1971.
- G The dependants or legal personal representative of the estate of an employee who dies in service after qualifying for (a) an allowance or (b) a gratuity, will be eligible for a gratuity equal to the amount which would have been payable to the employee in respect of his/her service up to the date of his/her death, limited to a maximum equivalent to the amount payable in respect of 33 1/3 years’ service.
- H- At the discretion of the Minister responsible for the Public Service, payment of an allowance or gratuity may be made to an employee whose service are terminated

on the grounds of inefficiency, or in the public interest, subject to such reduction as the Minister may consider just and proper in any particular case.

- I part time employees (other than postal Agents) shall be eligible for superannuation benefits on the same basis as full time employees.
- 3 Please bring the contents of this circular to the attention of all officers who process superannuation matters as well as all non- pensionable employees in your Ministry/Department/Region.

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(J.E Sinclair)  
Permanent Secretary  
Public Service Ministry

LIST OF APPROVED APPOINTMENT THE FOLDERS OF WHICH MAY BE ELIGIBLE FOR ANNUAL ALLOWANCE ON RETIREMENT OTHER THAN TRANSPORT AND HARBOURS DEPARTMENT EFFECTIVE 1/1/79

GENERAL

All non-pensionable /open vote appointment on the salary range A12 and above.

Appointments which carry the same Job Title and salary classifications as those on the Permanent Pensionable Establishment.

Appointments occupying various levels in the semi-technical/artisan fields, comprising the following (excepting apprentices and trainees):-

Carpenter/Cabinet-making  
Fitting/ Machining/Turning  
Electrical Trade (wiring and lineswork and automotive electrical work)  
Mechanics ( all type)  
Blacksmithing  
Painting  
Masonry  
Welding  
Steel Fabricating

Appointments whose job titles include or comprise the term “Foreman” “Chargehand”, “Supervisor”, “Technician”, “ Technical Assistant” or “Field Assistant”.

Other Appointment:

Bothhand, Engineer I & II, launch Coxswain

Boat and Launch Captain, Outboard Motor Operator and Sailor I & II

Equipment Operator I, II & III, Bitumen Equipment Operator I, II & III and Machine Operator

Chauffeur, Drive, Vehicle Driver and Heavy Vehicle Driver, Driver

Projectionist and Projectionist

Checker I & II and gateman Checker

Laboratory Attendant, Laboratory Aide and Laboratory Assistant I & II

Office Assistant and Senior Office Assistant

Librarian I

Duplicator Operator

Clerk I (Accounts & General)

All Rangers

Storekeeper I, II & III, Stores Clerk I & II

Stores Attendant

Expediter I & II (supply)

Customs Clerk

Sign/Spray painter

Sign Artist

Photographer

All Caretaker and Assistant Caretakers

House Keeper I & II, Janitor & Cleaner

Handyman

Serviceman

Vulcanizer

Lighting Plant Operator

Receptionist

All Levels in the Supernumerary Constabulary

Watchman and Security Guard

Head cook, Cook/ Mess Cook, Kitchen Maid

Assistant Cook /Maid, Maid and kitchen Assistant

Telephonist I & II, Radio Operator

Survey Crew member, And Upholsterer

#### OFFICE OF THE PRESIDENT AND CABINET

Head Butler

Butler

Head Maid

Chambermaid and maid

Laundress

#### OFFICE OF THE PRESIDENT

Personal attendant to the prime Minister

JUDICIARY

Supernumerary Magistrate who serves as Chairman of an Assessment Committee

MINISTRY OF FOREIGN AFFAIRS

Foreign Service Executive Officer I & II

MINISTRY OF HOME AFFAIRS

Positions in the special constabulary

Record Officer

Barrack Labourer

Prison Mess Cook

Prison Warder

Assistant prison Warder

Registration Clerk I

Registration Typist

Photo Dark Room Technician I & II

Registration Clerk (Georgetown Hospital)

MIISTRY OF AGRICULTURE

Propagator

Senior Propagator

Nurseryman I, II, III

Pump Operator

Market Attendant

Sluice Attendant

Crop Reporter

Assistant Bee Officer

MINISTRY OF INFORMATION

Binder Repairer

Negative Filing Clerk

Assistant editor, Assistant Audio Visual Technician

Driver grip

Secretary ( Board of Film Censors)

PUBLIC SERVICE MINISTRY

Canteen Attendant and Assistant Canteen Attendant

MINISTRY OF EDUCATION, SOCIAL DEVELOPMENT AND CULTURE

Hostel assistant

Teacher

ATTORNEY GENERAL'S CHAMBER – DEEDS REGISTRY

Vault Attendant

ECONOMIC PLANNING

Investigator

Crop Reporter I& II

Assistant Proof Reader

MINISTRY OF REGIONAL DEVELOPMENT

Hinterland Development officer  
Craft Production and Design Officer

HOUSING

Investigating officer

HEALTH

Senior laboratory Attendant  
Dispensary Assistant  
Head and Chief Hospital Attendant, Senior Hospital Attendant, Hospital Attendant, female attendant, and Out- Patient Attendant

Head laundress I & II, Senior laundress and laundress  
Laundry Operator I & II  
Nursing Assistant, Midwife, Senior nurse Aide, Nurse Aide  
Head Hospital Porter and Hospital Porter, Head Ward Maid, Ward Maid, Ward Orderly  
Theatre Orderly  
Head Tailor , Tailor , head Seamstress I and Seamstress  
Nutrition Auxiliary Worker  
Orthopedic Shop Assistant  
Out – Patient Attendant  
Hospital Gateman

Chief Baker and Baker  
Bed Maker, Mortuary Maid, Handicraft Aide, farm Attendant, Barber  
Head and Senior Shoemaker, and Shoemaker  
Plaster Technician  
All Printers, Compositor, Assistant Compositor, Binder And Assistant Binder  
Health Assistant Attendant, Dental Nurse and Dental Aide

Physiotherapy Auxiliary  
Cab Operator

MINISTRY OF WORKS

Assistant locksmith  
Power Plant Operator  
Electrical Assistant  
Tug engineer I & II, sailor I & II, and sailor/ cook  
Dark Room Technician  
Vault Clerk and Vault Attendant

FINANCE

Customs Guard I & II  
Senior Customs Guard

REVISED LIST OF APPROVED APPOINTMENTS  
THE HOLDERS OF WHICH MAY BE ELIGIBLE FOR ANNUAL  
ALLOWANCES ON RETIREMENT- TRANSPORT AND HARBOUR DEPARTMENT.

Light House Attendant  
Blacksmith I & II  
(Boiler-Maker)  
(Leading Hand Boiler-Maker)  
Transport and Harbours Department Clerk I, II, III Senior Clerk  
Carpenter; carpenter Foreman, cabinet maker Foreman, cabinet Maker  
Chauffeur  
Checker I & II  
(Coppersmith, Leading Hand Coppersmith)  
Crane Operator  
Automotive Electrical I & II, (Wireman)  
Electrician Chargehand, Foreman Electrician  
Linesman Chargehand, Electrical Assistant Foreman, Plant Foreman, Dockyard,  
District Foreman, Engineering Ways and Works, Gang Foreman, Plate Layer,  
Porter Foreman, Foreman, Store Dock Foreman  
Greaser, Serviceman, Handyman  
Transport and Harbours Department Gateman  
Machinist I, II, III, Machinist Chargehand, Machinist Fitter Chargehand  
Charge hand Painter, Leading Hand Painter, Painter Foreman  
(Not in new structure i.e., it did not exist at 31.12.72)  
Welder I, II & III, Mechanic I, II & III  
Sail maker  
Mate Coxswain, Junior Coxswain, Boatswain  
Leading Seaman, Ordinary Seaman, Ordinary Seaman/Cook; Deck hand, Tugmaster  
Shipwright and Chargehand, Leading Hand, Shipwright  
Stoker  
Blacksmith Striker  
All other Foreman and Chargehands Not Specified in this List.