

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 9/1986

REFERENCE NO. PS: 18/2/2 IV

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Guidelines for Public Service Wage and Salary
Adjustments in 1985 and 1986 – Bunching.

DATE: 1986-03-21

Further to paragraph 3 of my Circular No. 28/1985, dated 2nd December, 1985, I wish to advise that “Bunching” is deemed to exist within an organization where an employee, at 31st December, 1984, was holding his/her substantive position for three (3) years and over, with salary below, at or above the minimum of the specified grade. In such a situation, the following arrangement shall apply subject to what is stated at paragraph 2 below:-

- (i) Employees who, at 31st December, 1984, were holding their substantive positions for over three (3) years and under six (6) years should be granted a five (5) percent upward adjustment before conversion at 1st January, 1985.
 - (ii) Employees who, at 31st December, 1984, were holding their substantive positions for six (6) years and under seven (7) years should be granted a six (6) percent upward adjustment before conversion at 1st January, 1985.
 - (iii) Employees who, at 31st December, 1984, were holding their substantive positions for seven (7) years and under eight (8) years should be granted a seven (7) percent upward adjustment before conversion at 1st January, 1985.
 - (iv) Employees who, at 31st December, 1984, were holding their substantive positions for eight (8) years and over should be granted a eight (8) percent upward adjustment before conversion at 1st January, 1985.
2. Where it is perceived that ‘Bunching’ exists, it will be necessary for relevant particulars as at 31st December, 1984, to be submitted to this Ministry not later than 19th April, 1986, in the attached format for examination prior to an approach being made to the Cde Minister of Finance for approval to activate the above arrangement to ameliorate the problems of ‘bunching’. No payment is to be made until the approval of the Cde. Minister of Finance has been obtained.
 3. The contents of this Circular do not apply to the Disciplined Services since the ‘bunching mechanism’ was previously applied in their case.

4. Please bring this circular to the attention of all staff involved in the implementation and administration of the Guidelines for Public Service Wage and salary Adjustments so that the required response could be sent by the date set.

J.E. Sinclair
Permanent Secretary

PARTICULARS OF EMPLOYEES AFFECTED BY BUNCHING AT 31ST DECEMBER 1984

NAME OF EMPLOYEE	SUBSTANTIVE POSITION	DATE OF APPOINTMENT TO SUBSTANTIVE POSITION	COPY OF AUTHORITY FOR SUBSTANTIVE APPOINTMENT	YEARS OF SERVICE IN SUBSTANTIVE POSITION	SALARY RANGE OF SUBSTANTIVE POSITION	COMMENCING SALARY OF SUBSTANTIVE POSITION	ACTUAL SUBSTANTIVE SALARY

