

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 17/1987**

**REFERENCE NO. PS: PS:18<sup>II</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

**Guidelines for Public Service Wage and Salary  
Adjustment in 1987 and 1988**

DATE: 1987-05-14

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1. **AUTHORITY** This Circular is issued pursuant to a joint Agreement between the Government and the Guyana Trades Union Congress which resulted from the satisfactory conclusion of negotiations between the parties. It sets out the terms and conditions for wage and salary adjustments in 1987 for all employees in Central Government Ministries, Departments and Regional Administrations hereinafter called the Public Service Ministry, and Public Service related Agencies (i.e., the Transport and Harbours Department, the University of Guyana, the Mahaica/Mahaicony/Abary Agricultural Development Authority, the Guyana School of Agriculture, the National Agricultural Research Institute, the Disciplined Services, the Guyana Manufacturing and Industrial Development Agency, the Guyana Natural Resources Agency, the Teaching Service, the Commissions and all other Agencies outside of Guymine, Guysuco and Guystac).
2. **GUIDELINES FOR 1987** The guidelines for wage and salary adjustments within the Public Service and related Agencies in respect of 1987 are as follows:-
- 2.1 GENERAL** General wage adjustment is to be affected (in two parts for time-rated workers and one part for piece-rated workers) as set out below:-
- (a) For Time-rated Workers
- (i) an “across-the-board” increase of \$16.3% plus \$100.00 per month (or \$4.20 per day for daily-paid employees); and
- (ii) an “average appraisal” component of between 5.5 to 7%.
- Both of these payments are to be based on wage/salary at 31<sup>st</sup> December, 1986, taking into account the 1986 wage policy adjustments.
- (b) Piece-rated Workers
- (i) an overall increase equal to the sum of the adjustments mentioned at sub-paragraph (a)(i) and (ii) above;

2.2 APPLICATION  
OF ACROSS-THE-  
BOARD  
INCREASE.

(ii) however, before any adjustments are granted, full details of the incidence of "piece-rated" workers in any Agency and their current level of pay etc, must be submitted to the Permanent Secretary, Public Service Ministry for more detailed instructions and approval to pay, with particular reference to the application of the "average appraisal" component of 5.5 to 7%.

- (a) All approved scales within the Public Service and for Public Service related Agencies, for 1987 have been adjusted firstly by increasing each minimum and maximum by 16.37% of the respective numbers and then adding \$100.00 per month (or in the case of daily-paid workers \$4.20 per day) to the adjusted minimum and maximum. This resulting figures have been rounded to the nearest dollar.
- (b) the minimum wage for 1987 is \$23.75 per day (i.e. 16.37% over the level at 31<sup>st</sup> December, 1986, plus \$4.20 per day);

Please see Appendices I and II hereto for the appropriate schedules.

© the salary or wage of a person in employment at 31<sup>st</sup> December, 1986 (inclusive of the 1986 wage policy adjustment) must be converted on the adjusted GS scales by increasing it by 16.37% of the 31<sup>st</sup> December, 1986 level, and then adding to it \$100.00 per month (or in the case of a daily-paid employee, \$4.20 per day).

2.3 EFFECTIVE  
DATE

(a) all persons in employment at 31<sup>st</sup> December, 1986, are to enjoy salary/wage adjustments as outlined in paragraph 2.2, retroactive to 1<sup>st</sup> January, 1987. However, where any such person is in receipt of salary at the minimum or commencing rate applicable to a position and the computation arising from the application of the "across-the-board" component mentioned at paragraph 2.2, results in an adjusted salary comprising a fraction of a dollar which is in excess of .49, such adjusted salary should be rounded upwards to the next dollar. Where the adjusted salary comprises a fraction of a dollar below .50, the actual amount should be paid;

(d) all persons who gained employment after 31<sup>st</sup> December, 1986, are to enjoy salary/wage adjustments as set out below:-

- the actual difference between the 31<sup>st</sup> December, 1986 salary/wage level of the position and the new adjusted minimum or commencing salary/wage level applicable to the position.

3. APPRAISALS  
3.1

As in 1986, only actual appraisal would be tolerated in 1987. The timing of actual appraisals should be such as to reflect properly an estimate of the employee's performance for the whole year. The actual payment of awards obtained from the appraisals should be made during the last quarter of 1987 with retroactivity to 1<sup>st</sup> January, 1987. Such payment should however commence only after the submission of the distribution of the awards is approved in writing, by the Cde. Minister of Finance.

3.2

Appraisal shall apply to all time-rated workers on the payroll at 30<sup>th</sup> June, 1987. Persons who enter after 30<sup>th</sup> June, 1987 should have their initial salaries set in accordance with the administrative practiced of the organization and should not there-after have their salaries adjusted on the basis of appraisals during the same

calendar year.

- 3.3 In preparation for the exercise outlined at sub-paragraph 3.1 above, the Heads of all Agencies are requested to ensure that an approved appraisal mechanism is in place and that the relevant record keeping systems are up-to-date and are being monitored and supervised on an on-going basis.
4. BASIC WAGE AND OVERTIME ALLOWANCES Payments made to workers under the terms, conditions and procedures of this circular, shall be restricted to the basic wage or salary, overtime, acting and responsibility allowances and direct salary-tied allowances, (i.e., where the Allowances as a result of contractual arrangements are defined as a percentage of Wage or salary). Payment in respect of another employment overhead expense, in particular, personal allowances associated with basic salary/wage are not to be applied or otherwise construed as being applicable as a result of the issuance of this circular. The written permission of the Minister of Finance should be sought or any variation from these instructions.
5. ELIGIBILITY FOR ACROSS-THE-BOARD INCREASE
- 5.1 All persons who were in employment at or after 1<sup>st</sup> January, 1987, qualify for payment in accordance with the circular.
- 5.2 Those employees whose services were terminated subsequent to 1<sup>st</sup> January, 1987, at the initiative of the employer, (i.e., for economic, structural or technological reasons, or for reasons OTHER than those of serious misconduct resulting in dismissal) are to be paid up to the date prior to the termination of employment. Workers who were transferred or seconded within the Public Sector or who resigned are also to be paid.
- 5.3 Employees who retired on attaining retirement age or on medical grounds subsequent to 1<sup>st</sup> January, 1987, or whose retirement was due to economic, structural or technological reasons or reasons other than those of serious misconduct resulting in dismissal, are also eligible to be paid in accordance with this circular.
6. NON- ELIGIBILITY FOR ACROSS-THE-BOARD INCREASE Employees who have been dismissed subsequent to 1<sup>st</sup> January, 1987, for valid reasons relating to serious misconduct causing the contract of employment to be repudiated (i.e., for acts of theft, fraud, dishonesty and other offences warranting summary dismissal in accordance with the accepted disciplinary code) do not qualify for payment.
7. ACCOUNTING
- 7.1 The increases payable under the provisions of this Circular are to be charged to Funds allocated under Head 57: Ministry of Finance, Sub-head III – Revision of wages and salaries. Payments in respect of Central Government Ministries, Departments and Regions should be made on the basis of Inter-Departmental warrants issued by the Accountant General to whom application should be made in the form set out at Appendix III hereto. The initial issues of Inter-Departmental Warrants would cover arrears for the period 1<sup>st</sup> January, 1987 to 30<sup>th</sup> April, 1987 and increases for the months of May and June, 1987. Thereafter warrants would be issued on a quarterly basis during the first week of each quarter. All other Agencies should apply directly to the Accountant General for payment to be made by him.

- 7.2 The information in Appendix III as regards basic salaries/wages and allowance qualifying for increases should be submitted as quickly as possible so as to facilitate the issue of Inter-Departmental Warrants. Further follow-up action should also be taken to provide the information as regards overtime payments. Thereafter, quarterly requests for Inter-Departmental Warrants should be submitted not later than 19<sup>th</sup> June, 1987 and 18<sup>th</sup> September, 1987 so as to facilitate the release of funds and issue of warrants, for the third and fourth quarters respectively. Action should also be taken to submit the relevant applications for Remittances from the General Account No. 405 to the funds in the main Bank Accounts from which payments are to be effected. The monthly Financial Returns of Expenditure on Warrants should be submitted in the usual manner.
8. EXCLUSION The guidelines outlined in this Circular do not apply to workers who hold contract appointments. The question of any adjustment for such workers should be referred to the Ministry of Finance for consideration.
9. PAY DATE Heads of Agencies are asked to ensure that all workers covered by this circular receive the amounts due to them as soon as possible after its receipt.
10. GUIDELINES FOR 1988 The guidelines in respect of the agreed "across-the-board" and 'appraisal' increases for 1988 will be issued at the appropriate time.
11. LIABILITY The Heads of Agencies to whom this Circular is addressed are liable for errors and/or overpayments arising out of non-compliance with the terms and conditions outlined. The Public Service Ministry has been assigned responsibility for overseeing the implementation of the guidelines within the traditional Public Service and related agencies. The staff of the Public Service Ministry is therefore available to provide advice and give any clarification where needed. Administrator or the Senior Assistant Personnel Administrator (wages and salaries) on telephone nos. 72292 and 60412 respectively.
12. BRIEFING SESSION ON 1987-05-15 In keeping with the above, a briefing session will be held at the Sophia Auditorium from 1:15 pm on Friday, 15<sup>th</sup> May, 1987. Heads of Agencies and their appropriate Personnel and Accounting staff are invited to attend.

J.E. SINCLAIR  
Permanent Secretary  
Public Service Ministry

SCHEDULE OF GS GRADES FOR MONTHLY-PAID  
WORKERS ADJUSTED FROM 1986 TO 1987

1986 GRADES	1987 GRADES
GS: 16 \$3,673.00 - \$5,509.00	\$4,374.00 - \$6,511.00
GS: 15 \$3,061.00 - \$4,592.00	\$3,662.00 - \$5,444.00
GS: 14 \$2,560.00 - \$3,840.00	\$3,079.00 - \$4,569.00
GS: 13 \$2,126.00 - \$3,189.00	\$2,574.00 - \$3,811.00
GS: 12 \$1,769.00 - \$2,654.00	\$2,159.00 - \$3,188.00
GS: 11 \$1,536.00 - \$2,304.00	\$1,887.00 - \$2,781.00
GS: 10 \$1,336.00 - \$2,003.00	\$1,655.00 - \$2,431.00
GS: 9 \$1,163.00 - \$1,742.00	\$1,453.00 - \$2,127.00
GS: 8 \$1,013.00 - \$1,519.00	\$1,279.00 - \$1,868.00
GS: 7 \$879.00 - \$1,319.00	\$1,123.00 - \$1,635.00
GS: 6 \$768.00 - \$1,152.00	\$994.00 - \$1,441.00
GS: 5 \$668.00 - \$1,002.00	\$877.00 - \$1,266.00
GS: 4 \$585.00 - \$874.00	\$781.00 - \$1,117.00
GS: 3 \$506.00 - \$757.00	\$689.00 - \$981.00
GS: 2 \$440.00 - \$656.00	\$612.00 - \$863.00
GS: 1 \$401.00 - \$595.00	\$567.00 - \$792.00

**SCHEDULE OF GS GRADES FOR DAILY-PAID  
WORKERS ADJUSTED FROM 1986 TO 1987**

<b><u>1986 GRADES</u></b>	<b><u>1987 GRADES</u></b>
GS: 10 \$23.47 - \$36.00	\$35.00 - \$46.00
GS: 10 \$25.40 - \$35.00	\$33.76 - \$45.00
GS: 10 \$24.37 - \$33.00	\$32.56 - \$43.00
GS: 10 \$23.30 - \$32.00	\$31.31 - \$41.00
GS: 10 \$22.12 - \$30.00	\$29.94 - \$39.00
GS: 10 \$20.87 - \$28.00	\$28.49 - \$37.00
GS: 10 \$19.56 - \$26.00	\$26.96 - \$34.00
GS: 10 \$18.57 - \$36.00	\$25.81 - \$32.00
GS: 10 \$17.83 - \$23.00	\$24.95 - \$31.00
GS: 10 \$16.80 - \$22.00	\$23.75 - \$30.00

