

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 16/1988

REFERENCE NO. PS: 18^{II}

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 1988

DATE: 1988-05-10

1. **AUTHORITY**

This Circular is issued pursuant to a joint Agreement between the Government of Guyana 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 1988 for all employees in central Government Ministries, Departments and Regional Administrations hereinafter called the Public Service, 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 1988**

The Guidelines for wages and salary adjustments within the Public Service and related Agencies in respect of 1988 are as follows:-

2.1 **GENERAL**

General wage adjustment is to be effected as set out below:

(a) **Time-Rated Workers**

An “across-the-board” increase of 5% to be paid to time-rated workers. Payment is to be based on wages/salaries at 31st December, 1987 (inclusive of 1987 merit awards); and

(b) **Piece-Rate Workers**

A similar increase of 5% is to be paid to piece-rated workers. However, before any adjustments are granted to this category of workers, full details of the incidence of such workers in any agency and their current level or pay, etc., at 31st December 1987, must be submitted to the Permanent Secretary, Public Service Ministry for more detailed instructions and approval to pay.

2.2 APPLICATION
OF ACROSS-
THE BOARD
INCREASE

(a) All approved scales within the Public Service and for Public Service relate Agencies for 1988 have been adjusted by increasing each minimum and maximum and maximum by 5% of the respective numbers. Each resulting figure has been rounded to the nearest dollar;

(b) the minimum wage for 1988 is \$24.94 per day (i.e. 5% over the level at 31st December, 1997).

Please see the appendix hereto for the appropriate schedules.

© the salary or wage of a person in employment at 31st December, 1987 (inclusive of 1987 Merit Award) must be converted on the adjusted G\$ scale by increasing it by 5% of the 31st December, 1987 level.

2.3 EFFECTIVE
DATE

(a) All persons in employment at 31st December, 1987, are to enjoy salary/wage adjustments as outlined in paragraph 2.2, retroactive to 1st January, 1988. 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 solar 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;

(b) All persons who gained employment after 31st December 1987, are to enjoy salary/wage adjustments as set out below:-

3.

3.1 APPRAISALS

the actual difference between the 31st December, 1987 salary /wage level of the position and the new adjusted minimum or commencing salary/wage level applicable to the position.

As in 1986 and 1987, only actual appraisals would be tolerated in 1988. 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 appraisal should be made during the last quarter of 1988 with

3.2

retroactivity to 1st January, 1988. Such payment should however commence only after the submission of the distribution of the awards is

4. BASIC WAGE, OVERTIME AND ALLOWANCES approved in writing, by the Cde Minister of Finance.
- 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.
5. ELIGIBILITY FOR ACROSS-THE-BOARD INCREASE 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. Payment in respect of any other employment over-head expenses, 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 for any variation from these instructions.
- (a) All persons who were in employment at or after 1st January, 1988, qualify for payment in accordance with this Circular.
- (b) Those employees whose services were terminated subsequent to 1st January 1988, 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.
6. NON- ELIGIBILITY FOR ACROSS-THE BOARD INCREASE © Employees who retired on attaining retirement age or on medical grounds subsequent to 1st January, 1988 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.
7. FUNDING Employees who have dismissed subsequent to 1st January, 1988, for valid reason 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.
8. EXCLUSION Payment of the increased rates of wages/salaries and arrears due in accordance with this circular should be made from funds under your control and charged to the relevant Sub-heads. Where such funds may be inadequate, requests for virement or additional provision as may be necessary should be submitted to the Secretary to the Treasury as soon as possible.
9. PAY DATE
10. LIABILITY The guidelines outlines 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.

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

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. Enquiries should be directed to the Personnel Administrators or the Senior Assistant Personnel Administrator (Wages and Salaries) on telephones Nos. 72292 and 60412, respectively.

J. E. Sinclair
for Permanent Secretary
Public Service Ministry

SCHEDULE OF GS GRADES FOR WORKERS

ADJUSTED FROM 1987 TO 1988

A. MONTHLY SCALES

	1987	1988
GS: 16	\$4,374.00 - \$6,511.00	\$4,593.00 - \$6,837.00
GS: 15	\$3,662.00 - \$5,444.00	\$3,845.00 - \$5,716.00
GS: 14	\$3,079.00 - \$4,569.00	\$3,233.00 - \$4,797.00
GS: 13	\$2,574.00 - \$3,811.00	\$2,703.00 - \$4,002.00
GS: 12	\$2,159.00 - \$3,188.00	\$2,267.00 - \$3,347.00
GS: 11	\$1,887.00 - \$2,781.00	\$1,981.00 - \$2,920.00
GS: 10	\$1,655.00 - \$2,431.00	\$1,738.00 - \$2,553.00
GS: 9	\$1,453.00 - \$2,127.00	\$1,526.00 - \$2,233.00
GS: 8	\$1,279.00 - \$1,868.00	\$1,343.00 - \$1,961.00
GS: 7	\$1,123.00 - \$1,635.00	\$1,179.00 - \$1,717.00
GS: 6	\$ 994.00 - \$1,441.00	\$1,044.00 - \$1,513.00
GS: 5	\$ 877.00 - \$1,266.00	\$ 921.00 - \$1,329.00
GS: 4	\$ 781.00 - \$1,117.00	\$ 820.00 - \$1,173.00
GS: 3	\$ 689.00 - \$ 981.00	\$ 723.00 - \$1,030.00
GS: 2	\$ 612.00 - \$ 863.00	\$ 643.00 - \$ 906.00
GS: 1	\$ 567.00 - \$ 792.00	\$ 595.00 - \$ 832.00

	1987	1988
GS: 10	\$ 35.00 - \$ 46.00	\$ 36.75 - \$ 48.00
GS: 9	\$ 33.76 - \$ 45.00	\$ 35.45 - \$ 47.00
GS: 8	\$ 32.56 - \$ 43.00	\$ 34.19 - \$ 45.00
GS: 7	\$ 31.31 - \$ 41.00	\$ 32.88 - \$ 43.00
GS: 6	\$ 29.94 - \$ 39.00	\$ 31.44 - \$ 41.00
GS: 5	\$ 28.49 - \$ 37.00	\$ 29.91 - \$ 39.00
GS: 4	\$ 26.96 - \$ 34.00	\$ 28.31 - \$ 36.00
GS: 3	\$ 25.81 - \$ 32.00	\$ 27.10 - \$ 34.00
GS: 2	\$ 24.95 - \$ 31.00	\$ 26.20 - \$ 33.00
GS: 1	\$ 23.75 - \$ 30.00	\$ 24.94 - \$ 32.00