

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 11/1989

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 1989.

DATE: 1989-04-07

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1. **AUTHORITY** During his 1989 Budget Speech delivered in the National Assembly on Friday 1989-03-31, the Cde Minister of Finance announce a 20% increase in wages / salaries. This Circular therefore sets out the terms and conditions for wage and salary adjustments in 1989 for all employees in central Government Ministries, Departments and Regional Administrations herein after 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 the Public Corporations Group (formerly Guystac).
 2. **GUIDELINES FOR 1989** The guidelines for wage and salary adjustments which within the Public Service and related Agencies in respect of 1989 are as follows:-
 - 2.1 **GENERAL** General wage and salary adjustments are to be effected to time-rated and piece-rate workers with effect from 1989-04-01 by the payment of an across-the-board increase of 20% on their wages / salaries at 1989-03-31 (inclusive of 1988 merit awards).
 - 2.2 **APPLICATION OF ACROSS-THE-BOARD INCREASE**
 - (a) All approved scales within the Public Service and for Public Service related Agencies for 1989 have been adjusted by increasing each minimum and maximum by 20% of the respective numbers with effect from 1989-04-01. Each resulting figure has been rounded to the nearest dollar;
 - (b) the minimum wage for 1989 is \$29.93 per day (i.e. 20% over the level at 1989-03-31).

Please see the Appendix hereto for the appropriate schedules.

- (c) The salary or wage of a person in employment at 1989-03-31 (inclusive of the 1988 Merit Award) must be converted on the adjusted GS scale by increasing it by 20% of the 1989-03-31 level. The exact resulting figure must be paid.
- (d) All persons who gained employment after 1989-03-31 are to be paid wages / salaries on the revised salary scale.

3. BASIC WAGE,
OVERTIME AND
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. Payment in respect of any other employment overhead 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.

4. ELIGIBILITY FOR
ACROSS-THE-
BOARD
INCREASE

- (a) All persons who were in employment at or after 1989-04-01, including those holding contract appointments in respect of positions carrying similar titles as those on the authorized establishment, qualify for payment in accordance with this Circular. The question of any adjustment for any other types of contract appointees should be referred to the Ministry of Finance for consideration and approval.
- (b) Employees whose services were terminated subsequent to 1989-04-01 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.
- (c) Employees who retired on attaining retirement age or on medical grounds subsequent to 1989-04-01 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.

5. NON-
ELIGIBILITY FOR
ACROSS-THE-
BOARD
INCREASE

Employees who have been dismissed subsequent to 1989-04-01 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 of the increases.

6. FUNDING

Payment of the increased rates of wages / salaries in accordance with this Circular should be made from funds under your control and charged to the relevant Sub-heads.

7. PAY DATE

Heads of Agencies are asked to ensure that all workers covered by this Circular receive the increased rates of wages / salaries by 1989-04-30.

8. 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. Enquires should be directed to the Personnel Administrator or the Senior Assistant Personnel Administrator (Wages and Salaries) on telephones Numbers 72292, 62963 and 65851.

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J.E. Sinclair,
Permanent Secretary,
Public Service Ministry.

APPENDIX

SCHEDULE OF GS SCALES ADJUSTED

WITH EFFECT FROM 1st APRIL, 1989

1988 UP TO 1989-03-31

REVISED SALARY SCALES

A. MONTHLY SCALES

GS : 16	\$4,593.00 - \$6,837.00	\$5,512.00 - \$8,204.00
GS : 15	\$3,845.00 - \$5,716.00	\$4,614.00 - \$6,859.00
GS : 14	\$3,233.00 - \$4,797.00	\$3,880.00 - \$5,756.00
GS : 13	\$2,703.00 - \$4,002.00	\$3,244.00 - \$4,802.00
GS : 12	\$2,267.00 - \$3,347.00	\$2,720.00 - \$4,016.00
GS : 11	\$1,981.00 - \$2,920.00	\$2,377.00 - \$3,504.00
GS : 10	\$1,738.00 - \$2,553.00	\$2,086.00 - \$3,064.00
GS : 9	\$1,526.00 - \$2,233.00	\$1,831.00 - \$2,680.00
GS : 8	\$1,343.00 - \$1,961.00	\$1,612.00 - \$2,353.00
GS : 7	\$1,179.00 - \$1,717.00	\$1,415.00 - \$2,060.00
GS : 6	\$1,044.00 - \$1,513.00	\$1,253.00 - \$1,816.00
GS : 5	\$ 921.00 - \$1,329.00	\$1,105.00 - \$1,595.00
GS : 4	\$ 820.00 - \$1,173.00	\$ 984.00 - \$1,408.00
GS : 3	\$ 723.00 - \$1,030.00	\$ 868.00 - \$1,236.00
GS : 2	\$ 643.00 - \$ 906.00	\$ 772.00 - \$1,087.00
GS : 1	\$ 595.00 - \$ 832.00	\$ 714.00 - \$ 998.00

B. DAILY WAGE RATES

GS : 10	\$36.75 - \$48.00	\$44.10 - \$57.60
GS : 9	\$35.45 - \$47.00	\$42.54 - \$56.40

GS : 8	\$34.19 - \$45.00	\$41.03 - \$54.00
GS : 7	\$32.88 - \$43.00	\$39.46 - \$51.60
GS : 6	\$31.44 - \$41.00	\$37.73 - \$49.20
GS : 5	\$29.91 - \$39.00	\$35.89 - \$46.80
GS : 4	\$28.31 - \$36.00	\$33.97 - \$43.20
GS : 3	\$27.10 - \$34.00	\$32.52 - \$40.80
GS : 2	\$26.20 - \$33.00	\$31.44 - \$39.60
GS : 1	\$24.94 - \$32.00	\$29.93 - \$38.40