

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 25/1989

REFERENCE NO. PS: 20/66

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Refreshment Allowance to Public
Servants when working overtime.

DATE: 1989-12-01

Public Servants who are required to work in excess of the normal working hours and are eligible to receive overtime payment are paid at the existing overtime rates. Over the years, the practice has evolved whereby Heads of Agencies have been purchasing meals or authorizing the payment of an allowance for the purchase of meals in lieu of overtime payment based on rates of substantive salary.

2. The above situation was reviewed and it has been decided that provision should be made for the payment of a non-accountable refreshment allowance to assist employees in the purchase of refreshments, in addition to payment for overtime work approved by a duly authorized officer.
3. Approval is therefore given, with effect from 1989-12-01, for the following arrangements to be put in place in respect of those Public Servants, who are required to work overtime and are eligible to receive overtime payment:-
 - (a) Payment of overtime at the appropriate rate when working overtime under two (2) hours, except in the case of (d) below.
 - (b) A refreshment allowance at the rate of \$16.00 when working overtime for two (2) hours and over continuously, but under four (4) outside of normal working hours, plus payment of overtime at the appropriate rate.
 - (c) A refreshment allowance at the rate of \$32.00 when working overtime for four (4) hours and over continuously, outside of normal working hours, plus payment of overtime at the appropriate rate.
 - (d) A refreshment allowance at the rate of \$32.00 when working through the lunch-break (i.e. for a period of one (1) hour at mid-day), plus payment of overtime at the appropriate rate. Request for such work must be duly authorized beforehand.
4. The refreshment allowance is non-accountable. The presentation of valid receipts or honour certificate in support of the purchase of refreshment would not be required.

5. Please bring this Circular to the attention of all staff in your organization, particularly those attached to the Personnel and Accounting Units.

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