

“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”

**OFFICE OF THE PRESIDENT,
PUBLIC SERVICE
MANAGEMENT**

**CIRCULAR
MEMORANDUM**

**REFERENCE NOS. PS: 18^{IV}
PS: 18^{VI} T1**

FROM: Permanent Secretary,
Office of the President,
Public Service Management.

SUBJECT:

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

Increase in Salaries/Wages for 1992 for special
categories of Health Personnel.

DATE: 1992-05-07

Further to paragraph 1 of my Circular No. 13/92 dated 27th April, 1992, and to paragraphs 1 and 2 of my Circular Memorandum dated 12th July, 1991, on the subject “Payment of salary increase to specified categories of medically qualified personnel”, I have to inform you that Government has approved payment of increased salaries and wages with effect from 1st January, 1992, for certain special categories of Health Personnel. Payment is to be effected on the level of salaries and wages received at 31st December, 1991.

2. In keeping with the proposals outlined in my Circular Memorandum dated 12th July, 1991, and also the undertaking given by Government for Nurses and other Medical Personnel to be accorded special treatment, new salary scales to be known as Medical Scales (MS) have been developed for use in effecting salary adjustments in 1992 for certain special categories of Health Personnel. These new Medical Scales are shown at Appendix I hereto and come into force from 1st January, 1992, inclusive.
3. Also attached at Appendix II is a list of the special categories of Health Personnel whose positions have been placed on the new Medical Scales. The gradings shown under the Medical Scales have been determined on the basis of the submission of revised Job Descriptions and Job Specifications for these jobs, and also the results of an evaluation done by the Job Evaluation panel which was set up during 1991 to evaluate all jobs in the restructured Public Service. In order to give effect to Government’s intention referred to at paragraph 2 above, approval has also been given for the gradings accorded by the Job Evaluation panel to be put into effect from 1st January, 1992, inclusive.
- 3.1 Please note that all persons who hold jobs which are not included in the list at Appendix II hereto should be paid increases on their salaries/wages for 1992 in accordance with my Circular No. 13/1992 dated 27th April, 1992.
4. The conversion of the salaries of the respective job holders from their previous grading on the GS salary ranges to the new Medical Scales should be done in accordance with the principles set out below: -

- (a) Where the mid-point of the new MS scale is less than the hypothetical midpoint of the existing GS scale, the officer should be paid an increase of ten percent (10%) on his/her salary at 31st December, 1991;
- (b) Where the mid-point of the new MS scale is greater than the hypothetical mid-point of the existing GS scale, the officer should be paid an increase equal to the percentage difference between the two mid-points, OR ten percent (10%) of salary at 31st December, 1991, whichever is the greater;
- (c) On conversion, no officer should receive salary below the minimum of the MS scale on which his/her post has been placed.

5. Consequently upon the payment of the salary increases of 50% and 30% with effect from 1st June, 1991, (as authorized in my Circular Memorandum No. CPS: 18/8 dated 12th July, 1991) which was in addition to the earlier across-the-board increase of 50% granted with effect from 1st January, 1991, it has become necessary to determine hypothetical mid-points on the existing GS scales which should be used in effecting the conversion to the new MS scales. The hypothetical mid-points, set out below, take account of the special increases of 50% and 30% paid with effect from 1st June, 1991, and are only applicable to positions previously graded on the GS 6 to 16 salary ranges which benefited from these increases:-

HYPOTHETICAL MIDPOINTS OF GS 6 TO GS 16 SALARY RANGES WITH EFFECT FROM 1ST JANUARY, 1992

A: For positions which received 50% increase

GS 16 - \$24,747.00

GS 15 - \$20,845.00

GS 14 - \$17,648.00

GS 13 - \$14,882.00

GS 12 - \$12,602.00

B: For positions which received 30% increase

GS 14 - \$16,124.00

GS 13 - \$13,609.00

GS 12 - \$11,536.00

GS 11 - \$10,184.00

GS 10 - \$ 9,027.00

GS 09 - \$ 8,017.00

GS 08 - \$ 7,152.00

GS 07 - \$ 6,378.00

GS 06 - \$ 5,735.00

- 5.1 The midpoints of the existing GS salary ranges (set out in the Appendix to my Circular No. 13/1992 dated 27th April, 1992) should be used to convert the salaries of the holders of positions which appear in Appendix II hereto, **but which did not benefit** from the special increases of 50% and 30% granted in 1991. In this respect, please see Appendix III for a list of such positions and the midpoints of the relevant existing scales.
6. Officers involved in converting the salaries are requested to follow the above-mentioned principles carefully so as to ensure that there is no overpayment. If there is need for any clarification or guidance, the officers are requested to get in touch with Ms. J. McCurdy, Chief Personnel Manager, or Ms. E. Ross, Principal Manager (Operations), on telephone Nos. 72292, 60412 or 62963. Action should also be taken to ensure that the correct amount of income tax is deducted from the arrears of salary due.
7. The increases payable should be charged to funds allocated to the existing Heads and Subheads under your control. Written requests should be submitted to the Secretary to the Treasury in cases where additional funds/releases are needed. You are also requested to submit by 15th June, 1992, a return as per format at Appendix IV to the Secretary to the Treasury with a copy to me.
8. Please note that all those areas and issues not dealt with in this memorandum, should be construed in the light of instructions given in Public Service Ministry's previous salary/wages adjustment circulars, in particular Circulars Nos. 11/1989 dated 7th April, 1989 and 20/1989 dated 27th September, 1989.
9. Kindly bring this document to the attention of all the relevant personnel in your organizations and make arrangements to pay the increases promptly.

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(R. Sivanand),
for Permanent Secretary,
Office of the President,
Public Service Management.

APPENDIX I

NEW MEDICAL SCALES WITH EFFECT FROM 1ST JANUARY, 1992

<u>GRADE</u>	<u>MINIMUM</u> \$	<u>MIDPOINT</u> \$	<u>MAXIMUM</u> \$
MS 14	21,262	26,578	31,894
MS 13	17,147	21,434	25,721
MS 12	13,941	17,426	20,911
MS 11	11,618	14,522	17,426
MS 10	9,846	12,307	14,768
MS 9	8,344	10,430	12,516
MS 8	7,193	8,991	10,789
MS 7	6,201	7,751	9,301
MS 6	5,392	6,740	8,088
MS 5	4,689	5,861	7,033
MS 4	4,113	5,141	6,169
MS 3	3,608	4,510	5,412
MS 2	3,165	3,956	4,747
MS 1	2,801	3,501	4,201

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Office Of The President,
Public Service Management.

MAY, 1992

APPENDIX II

SPECIAL CATEGORIES OF HEALTH PERSONNEL TO BE PLACED
ON NEW MEDICAL SCALES WITH EFFECT FROM JANUARY 1ST, 1992

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
Chief Medical Officer	16	14
Deputy Chief Medical Officer	16	13
Medical Director, Regional Health Care services	15	13
Medical Director, Communicable Diseases	15	13
Medical Director, Standards, and Technical Services	15	13
Medical Officer of Health (Vector Control)	15	11
Epidemiologist	15	11
Maternal and Child Health Officer	15	12
Director, National Blood Transfusion Service	15	12
Leprologist	15	12
Principal Tuberculosis Officer	15	12
Principal Dental Surgeon	15	12
Project Manager, National Aids Programme	15	12
Director of National Laboratory for Infectious Diseases	15	12
Director, Genito Urinary Medical Clinic	15	12
Director of Medical Laboratories	15	11
Director of Rehabilitation	15	11
Maxillo-Facial Surgeon	15	11
Periodontist	15	11

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
Orthodontist	16	13
Medical Superintendent (Georgetown Hospital)	15	13
Medical Superintendent	14	10
Medical Registrar	15	12
Regional Health Officer	13	10
Medical Officer	12	9
Medical Intern	13	10
Senior Dental Surgeon	13	10
Dental Surgeon	14	10
Coordinator, Dental Training School	15	12
Chiefs of Medicine/Surgery/Obstetrician and Gynaecologist	15	11
Senior Surgeon/Surgeon	15	11
Senior Physician/Physician	15	11
Senior Psychiatrist	15	11
Senior Obstetrician and Gynaecologist/Obstetrician/Gynaecologist	15	11
Senior Anaesthetist/Anaesthetist	15	11
Senior Ophthalmologist/Ophthalmologist	15	11
Senior Pathologist/Pathologist	15	11
Paediatric Surgeon	15	11
Emergency Room Officer	15	11
Paediatrician	15	11
Senior Radiologist and Therapy Officer	15	11

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
Radiotherapist	15	12
Director, Planning and Quality Assurance	12	11
Entomologist/Parasitologist	10	9
Chief Inspector (Vector Control Service)	7	7
Senior Inspector (Vector Control Service)	5	6
Charge Operator Inspector (Vector Control Service)	4	5
Senior Operator Inspector (Vector Control Service)	3	4
Operator Inspector (Vector Control Service)	3	2
Field Assistant (Vector Control Service)	4	6
Field Technician (Vector Control Service)	7	7
Senior Microscopist (Vector Control Service)	4	3
Microscopist I (Vector Control Service)	4	5
Microscopist II (Vector Control Service)	5	7
Senior Entomology Technician (Vector Control Service)	4	5
Entomology Technician (Vector Control Service)	11	10
Rehabilitation Officer	6	6
Senior Orthopaedic Technician	5	4
Orthopaedic Technician	2	3
Orthopaedic Shop Assistant	13	11
Principal Radiographer	10	8
Senior Radiographer	8	7
Radiographer	4	4
	3	3

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
X-Ray Technician	13	11
X-Ray Dark Room Technician	10	8
Principal Physiotherapist	13	10
Senior Physiotherapist	8	7
Superintendent, Division of Physiotherapy	6/4	4
Physiotherapist	3	2
Physiotherapy Assistant II/I	13	11
Physiotherapy Trainee	11	10
Chief Pharmacist	11	10
Deputy Chief Pharmacist	10	8
Superintendent of Pharmacy	8	7
Senior Pharmacist	1	2
Pharmacist	8	7
Pharmacist Assistant	6	6
Senior Dispenser	10	8
Dispenser	8	7
Registrar, Pharmacy and Poisons Board	12	10
Inspector of Pharmacies	10	8
Chief Medex	8	7
Senior Medex	13	11
Medex	12	10
Principal Nursing Officer	12	10
Nursing Supervisor	10	10

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
Matron II	9	9
Matron I	8	8
Senior Departmental Sister	7	7
Junior Departmental Sister/Nurse	9	9
Ward Sister	7	7
Theatre Supervisor	6	6
Senior Male Nurse	9	8
Staff Nurse/Staff Nurse Midwife	7	7
Senior Quality Assurance Officer	3	4
Quality Assurance Officer	3	3
Midwife	3	3
Nursing Assistant	1	2
Senior Nurse Aide	6	6
Nurse Aide	1	2
Dental Nurse	7	7
Dental Aide	9	9
Epidemiology Nurse	7	8
Senior Health Visitor	11	7
Health Visitor	6	6
Dietician	11	7
Food Service Supervisor	12	10
Supervisor, Dietary Services	11	9
Laboratory Superintendent	10	8

<u>JOB TITLE</u>	<u>EXISTING GS SCALE</u>	<u>NEW MS SCALE</u>
Chief Medical Technologist	7	6
Senior Medical Technologist	-	5
Medical Technologist	-	3
Laboratory supervisor (Vector Control Service)	-	9
Laboratory Technician (Vector Control Service)	10	8
Supervisor, Genito Urinary Medicine	12	10
National Blood Donor Organiser	8	8
Head, Environment Health Unit	7	7
Senior Environmental Health Officer	11/10	9
Environmental Health Officer	8	8
Regional Environmental Health Officer II/I	1	3
Port Health Officer	4	3
Environmental Health Assistant	3	3
Cardiological Technician	12	10
Plaster Technician	15	11
Manager, Regional Laboratory Services	5	4
Radiologist and Therapy Officer	4	2
Multi Purpose Technician		
Community Health Worker		

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Office of the President,
Public Service Management.

May, 1992

APPENDIX III

LIST OF POSITIONS ON GS: 6 TO 16 SALARY RANGES WHICH
DID NOT BENEFIT FROM SPECIAL SALARY INCREASES IN 1991

	<u>EXISTING GS SCALE</u>	<u>EXISTING MIDPOINT OF GS SCALE</u>
Food Service Supervisor	6	\$5007
Senior Orthopaedic Technician	6	\$5007
Dental Nurse	6	\$5007
Quality Assurance Officer	7	\$5553
Senior Inspector (VCS)	7	\$5553
Senior Microscopist	7	\$5553
Senior Quality Assurance Officer	9	\$6947
Senior Medex	10	\$7804
Chief Inspector (VCS)	10	\$7804
National Blood Donor Organiser	10	\$7804
Rehabilitation Officer	11	\$8788
Chief Medex	12	\$9937
Medical Intern	12	\$9937
Manager, Regional Lab. Services	12	\$9937

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LIST OF POSITIONS ON GS: 1 TO 5 SALARY RANGES WHICH
DID NOT BENEFIT FROM SPECIAL SALARY INCREASES IN 1991

	<u>EXISTING GS SCALE</u>	<u>EXISTING MIDPOINT OF GS SCALE</u>
Field Technician	4	\$4098
Senior Operator Inspector (VCS)	4	\$4098
Microscopist I (VCS)	4	\$4098
Microscopist II (VCS)	4	\$4098
Entomology	4	\$4098
Senior Entomology Technician (VCS)	5	\$4511
Multipurpose Technician	5	\$4511
Senior Operator Inspector (VCS)	5	\$4511
Charge Operator Inspector (VCS)	5	\$4511
Senior Entomology Technician	5	\$4511
Entomology Technician	5	\$4511
Orthopaedic Technician	5	\$4511

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Office of the President,
Public Service Management.

May, 1992.

APPENDIX IV

Ministry/Region:

TO: Secretary to the Treasury,
Ministry of Finance,
Main Street,
Georgetown.

STATEMENT OF ACTUAL WAGE BILL FOR 1991 FOR SPECIAL CATEGORIES OF HEALTH PERSONNEL (LISTED AT APPENDIX II TO PSM CIRCULAR MEMORANDUM NO. PS:18IV DATED 7/5/92) AND AMOUNT REQUIRED TO MEET PAYMENT FOR 1992.

Head No. and description (Sub-head)	Actual Wage Bill - 1991		Amount payable 1/1/92 to 31/5/92	Amount payable for June – Dec 92	Total amount for Jan – Dec 92	Increase over 1991 Wage Bill	% increase on 1991 Wage Bill
	Categories of positions under each sub head	Amount paid					
		(\$)	(\$)	(\$)	(\$)		
							(\$)

TOTALS

CERTIFIED CORRECT

Permanent Secretary,
Ministry of Health/
Regional Executive Officer,
Region

Date, 1992.