

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 5/1994

REFERENCE NO. PS: 18v

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

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers
And Chief Statistician, Bureau of Statistics

SUBJECT:

Authorised Inventory of Positions – gradings in the
Revised GS1-GS14 Salary structure.

DATE: 1994-05-05

Please refer to my Circular No. 4/1994 dated 5th May 1994, on the subject 'Further increases in Salary/Wage for 1993' and "Implementation of Revised Salary Structure".

2. Consequent upon the approval outlined therein for the implementation of the revised GS1 to GS14 salary structure, I now forward for your immediate use a copy of the Authorised Inventory of Positions on your establishment. This Inventory indicates where those positions have been graded in the new GS1 to GS14 salary structure and their commencing rates consequent upon consideration and ratification of the recommendations of the Job Evaluation Panels.
3. All payments or salary and salary-tied remuneration shall be made only on the basis of the amounts authorized in the Inventory except those cases which are submitted to the Office of the President, Public Service Management for consideration and approval of other rates, or other cases with particular rates resulting from approved contracts. In the latter regard, I am taking this opportunity to remind you of memorandum No. HPS:8/1 dated 1993-05-12 from the Head of the Presidential Secretariat, instructing that all draft contracts be submitted for his approval.
4. it will be necessary for each employee to be informed of the particular salary scale on which his/her position has been graded in the revised GS1 to GS14 salary structure. In this regard, a specimen letter is also attached for your attention and necessary action. Where an employee's salary/wage or salary/wage plus "grossed-up" allowance/s is above the amount which represents the maximum of the revised salary scale or wage rate to which his/her job was assigned, that employee must be considered as being "red-circled". In that case, the incumbent shall continue to receive his/her level of salary at 1993-07-01 as a personal condition.
5. A mechanism for entertaining appeals against any of the gradings, where this may be considered to be necessary, is being devised in consultation with the Unions. I will notify you of the details later.

6. Please bring this Circular to the attention of the relevant staff in your Personnel/Accounting Sections.

G. Husbands
For Permanent Secretary
Office of the President
Public Service Management.

SPECIMEN LETTER

Address:

Date:

Dear Mr./Ms.,

Consequent on the results of the Job Evaluation Exercise and the Implementation of the new GS1-GS14 salary structure, your new employment particulars are listed below:

Job Title: Previous

Job Title: Present

2. With effect from 1st July, 1993, your grade in the new structure will be _____ your new basic salary will be G\$_____ per month. Any arrears of payment due to you as a result of the above will be paid to you by 31st May, 1994. Your allowances if any, will remain at their present level, with the exception of those which were grossed-up and eliminated from 1st July, 1993.

3. Your job title has been:

(i) changes; or

(ii) remains unchanged as a result of the unclosure of your Ministries/Departments or consequent upon certain peculiarities highlighted during the Job Evaluation Exercise. Your grade in the 14 grade structure has been derived using the fair and objective process of job evaluation. The duties, and responsibilities of your post were evaluated, using your job description, by a panel comprising both Public Servants and Union members.

4. In implementing the new arrangements, every effort has been made to ensure the process has been fair, objective and accurate. However, in the event that you believe an error has been made you should ask your Personnel Officer for an appeals' registration form. This should be completed and submitted to your Personnel Officer within three months of the date of notification of your new and grading arrangements.

5. Your Personnel Officer will check and clarify your new arrangements. Should you wish to continue your appeal, your Personnel Officer will provide you with details of the Appeals Tribunal.

6. Please contact your Personnel Officer if you have any queries about these new grading arrangements.

Yours sincerely,

.....

Name of Employee:

Designation:

Ministry/Department/Region

N.B. The Personnel Officer should indicate the present condition of the employee's Job Title at paragraph 3 by inserting a tick as appropriate.