

**DEPARTMENT OF THE
PUBLIC SERVICE**

CIRCULAR NO. 1/2018

REFERENCE NO: PS:18 ix

FROM: Permanent Secretary
Ministry of the Presidency
Department of the Public Service

SUBJECT: Increase in
Salaries/ Wages for 2018

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

DATE: 2018-11-21

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1. Please be informed that Government has approved the payment of an increased minimum basic salary to each Public Servant of sixty four thousand two hundred dollars (\$64,200.00), to all those persons earning the old and current minimum basic wages of \$60,000.00 obtaining as at 31st December, 2017, for all workers in the Public Service including workers deemed to be “red-circled” with effect from 1st January, 2018.
 2. This Circular therefore authorizes payment of the **prescribed percentages increase** on salaries and wages falling within the ranges herein stated for 2018 for all workers referred to above in the Central Ministries, Departments not under Ministerial control and Regional Administrations (hereinafter called the Public Service).

Salary Ranges	Percentages
0-\$ 60,000	New Minimum basic salary - \$ 64,200
\$ 60,000 - \$ 100,000	7%
\$ 100,000 - \$ 299,999	6.5%
\$ 300,000 - \$ 499,999	5%
\$ 500,000 - \$ 699,999	3%
\$ 700,000 - \$ 799,999	2%
\$ 800,000 - \$ 999,999	1%
\$1,000,000 and above	0.5%

3. The increase is applicable to all Public Servants, defined to mean those employed in Ministries. Departments not under Ministerial control, Regional Administrations and Public Service related Agencies i.e. Commissions Secretariats and those who are engaged on contract against positions reflected on the inventory of authorized positions of the Traditional Public Service and persons on contract outside of the inventoried positions. This Circular should not be used by Heads of Agencies to whom it is not addressed. **It is not applicable to Teachers, Workers in the Disciplined Services and Workers employed on Projects.** For the latter categories the finance Secretary must be approached by the Head of each Agency for approval to pay workers in the institutions that are not within the traditional Public Service (e.g. NAREI, GSA, GLDA and the National Library). **The increase is not applicable to those employees who were dismissed for serious misconduct at any time during the year 2018, prior to the issuance of this circular.**

4. All approved scales within the Public Service and Public Service-related agencies have been adjusted by increasing each minimum, mid-point and maximum by the prescribed percentages (%) of the respective numbers with effect from 1st January, 2018, in keeping with the prescribed salary grouping as per this circular- please see Appendix 1 hereto. Each resulting figure has been rounded to the nearest dollar i.e., 49 cents and below have been dropped whilst 50 cents and above has been rounded to the nearest dollar.
5. However, in calculating the increased salaries and wages of the currently engaged workers in accordance with paragraph 1 above, their new monthly/ fortnightly/ daily, etc. rates should not be rounded up or down- the actual resulting amounts must be paid. This instruction must be carefully noted as it has been breached in previous salaries/ wages adjustments. However, when this results in an amount less than the minimum of the relevant salary scale on which the substantive position is graded, or less than the commencing salary of the position if this is greater than the minimum, then the higher amount shall be paid. This instruction must also be carefully noted and observed.
6. **The expenditure for salary increases will be met from Agency 03- Ministry of Finance, Programme 1: Chart of Accounts 6141, Other Employment costs. Permanent Secretaries, Head of Departments and Regional Executive Officers should immediately request the amount necessary to make payments of all arrears of salaries/ wages by way of memorandum to the Finance Secretary of the Ministry of Finance. This is to ensure that full and correct payments are made within the December payroll of 2018.**
7. **Accounting and Personnel/Human Resource Staff must take care to ensure that no employee whose position falls within the ranges set out in this circular is paid below the minimum of the salary scale of their position.**
8. You are requested to contact the Central Personnel Division, Ministry of the Presidency, Department of Public Service with respect to any clarification on the interpretation of the implementation of this circular.
10. This circular is not applicable to employees of the University of Guyana or to Ministers and Members of Parliament.
11. Please bring the contents of this circular to the attention of all accounting and personnel staff in your organization for appropriate actions to be taken.

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Permanent Secretary
Ministry of the Presidency

Schedule of Adjustment for Bands 1 – 14 effective January 1, 2018

Monthly Bands	Minimum		Midpoint		Maximum	
	2017 \$	2018 \$	2017 \$	2018 \$	2017 \$	2018 \$
1	60,000	64,200	62,370	66,736	65,489	70,073
2	60,000	64,200	62,727	67,118	67,339	72,053
3	62,817	67,214	66,112	70,740	71,136	76,116
4	65,683	70,281	69,258	74,106	74,666	79,893
5	71,951	76,988	81,274	86,963	90,604	96,946
6	82,823	88,621	93,604	100,156	104,369	111,153
7	95,381	102,058	116,036	123,578	133,432	142,105
8	114,145	121,564	137,439	146,373	164,894	175,612
9	133,149	141,804	170,244	181,310	207,351	220,829
10	164,663	175,366	217,102	231,214	269,538	287,058
11	207,093	220,554	275,726	293,648	337,911	354,807
12	254,936	271,507	345,338	362,605	440,519	462,545
13	319,648	335,630	437,101	458,956	547,017	563,428
14	385,293	404,558	545,071	561,423	701,767	715,802

Schedule of Adjustment for Bands 1 – 7 effective January 1, 2018

Daily Bands	Minimum		Midpoint		Maximum	
	2017 \$	2018 \$	2017 \$	2018 \$	2017 \$	2018 \$
1	2,371	2,537	2,533	2,710	2,651	2,837
2	2,566	2,746	2,767	2,961	2,941	3,147
3	2,762	2,955	2,975	3,183	3,182	3,405
4	2,878	3,079	3,106	3,323	3,326	3,559
5	3,214	3,439	3,545	3,793	3,780	4,026
6	3,600	3,852	3,901	4,174	4,326	4,607
7	3,977	4,255	4,879	5,221	5,789	6,165