

PERSONNEL DEPARTMENT CIRCULAR NO. 5 OF 2004

FROM : Chief Personnel Officer

TO : Permanent Secretaries,
Heads of Departments, Chief Administrator,
Tobago House of Assembly and Heads of
Statutory Authorities subject to the Statutory
Authorities Act, Chapter 24:01

DATE : December 31, 2004

SUBJECT

**Payment of salary/acting allowance to officers
promoted to/acting in a higher office in the
Civil Service or Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01**

Arising out of negotiations held with the Public Services Association for revised terms and conditions of employment for members of the Civil Service and of Statutory Authorities that are subject to the Statutory Authorities Act, Chapter 24:01, it was agreed that, **with effect from January 1, 2004**, the following new principles regarding the payment of salary/acting allowance to an officer promoted to/acting in a higher office shall apply:

- (i) the salary of an officer who is promoted to a higher office shall be adjusted to a point in the higher salary scale so as to provide for a difference in salary of not less than the value of an increment in the lower office from which he/she has been promoted;

- (ii) the acting allowance to be paid to an officer who is appointed to act in a higher office shall be not less than the value of an increment in the salary scale applicable to his/her substantive office;

The principles at (i) and (ii) above are not applicable where the promotion/acting is to/in a higher office assigned to a salary scale carrying a flat salary. In such a case, the salary to be paid shall be the flat salary applicable to the higher office or in the case of the acting office an acting allowance based on the difference between that salary and the salary of his/her substantive office.

2. With the introduction of the arrangements, at paragraph 1(i) and (ii) above, the incremental date of the officer involved would be the anniversary date of promotion/acting appointment.
3. In order to clarify how salaries are to be adjusted to give effect to the agreed arrangements, the following example is provided:

Example A

Mr. "A" is a Clerk II, salary range 20C, in receipt of a monthly salary of \$3,743.00 at the 2nd point in the salary scale with an incremental date of October 1. The officer has been promoted to/appointed to act in the office of Research Assistant I, salary range 23 with effect from May 2, 2004. The value of an increment in the lower office of Clerk II is \$111.00. Consequently, on movement to the office of Research Assistant I, the officer's salary should be adjusted to \$3,923.00, the point in the salary scale which would ensure that the difference in salary is not less than \$111.00, i.e. the value of the increment applicable in the lower office of Clerk II. The officer's incremental date would be May 2.

	Min	A	B	C	D	E	F	G	1st	2nd	3rd
Research Assistant I (Salary Range 23)	\$3,539	\$3,664	\$3,794	\$3,923	\$4,047	\$4,175	\$4,302	\$4,445	\$4,575	\$4,697	\$4,824
Clerk II (Salary Range 20C)				\$3,630	\$3,743	\$3,854	\$3,964	\$4,079	\$4,191	\$4,303	\$4,415

Example B

Mr. 'B is a Clerk II, salary range 20C, in receipt of a salary of \$4,415 at the 3rd longevity point in the salary scale. The officer has been promoted to/appointed to act in the office of Research Assistant I, salary range 23 with effect from July 1, 2004. The value of the increment last received in his substantive office of Clerk II is \$112.00. Consequently, on movement to the office of Research Assistant I, the officer's salary should be adjusted to \$4,575, the point in the salary scale which would ensure the difference in salary is not less than \$112, i.e. the value of the last increment received in the substantive office. On movement to the higher salary range the officer's new incremental date would be July 1. The existing arrangements regarding incremental movements would apply thereafter.

	Min	A	B	C	D	E	F	G	1st	2nd	3rd
Research Assistant I (Salary Range 23)	\$3,539	\$3,664	\$3,794	\$3,923	\$4,047	\$4,175	\$4,302	\$4,445	\$4,575	\$4,697	\$4,824
Clerk II (Salary Range 20C)				\$3,630	\$3,743	\$3,854	\$3,964	\$4,079	\$4,191	\$4,303	\$4,415

4. **Secondment**

Where an officer is seconded from the Civil Service to a Statutory Authority subject to the Statutory Authorities Act, Chapter 24:01 or vice-versa, to a position that is higher than his/her substantive office, he/she shall be treated as though he/she had been promoted to the higher office for the period of his/her secondment and the principles outlined at paragraph 1 above shall apply.

5. The provision set out in this Circular replace those relating to adjustment of salaries and determination of incremental dates of the officers identified at paragraph 1 above and outlined at Sections I (1) (i), (ii), (2) (i), (ii), (iii) and (iv) and III (1) of the Appendix attached to Personnel Department Circular No. 5 of 1976 dated August 3, 1976.

6. Permanent Secretaries, Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities are requested to bring the contents of this Circular to the attention of all members of staff and to take steps to implement the agreed arrangements.
7. This Circular is issued with the concurrence of the Public Services Association.


Chief Personnel Officer (Ag.)