

MEMORANDUM

PERSONNEL DEPARTMENT CIRCULAR NO.1 OF 2017

PD(cm): 4/1/70 Vol. I

FROM: Chief Personnel Officer

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

DATE : February 24th, 2017

SUBJECT:

Clarification of the salary conversion and adjustment principles to be applied on promotion to/acting appointment in an office higher than that in which an officer is acting

The Personnel Department (PD) has been receiving queries from Ministries/Departments on the interpretation of Section II (12) of the Appendix to Personnel Department Circular No. 5 of 1976 dated August 3, 1976, in relation to paragraph 1(i) and (ii) of Personnel Department Circular No. 5 of 2004 dated December 31, 2004.

2. Section II (12) of the Appendix to PD Circular No. 5 of 1976 states:-

*"Where an officer is promoted to a post higher than that in which he is acting, he shall convert to such higher post **on the basis of the salary he was receiving in the post in which he is acting and not on the basis of the salary of his substantive post.**"*

3. Kindly note that Section II (12) of the Appendix to PD Circular No. 5 of 1976 dated August 3, 1976 was **not** rescinded by PD Circular 5 of 2004, and should be used in conjunction with paragraph 1 (i) and (ii) of PD Circular 5 of 2004 which states:

- (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."*

4. In this regard, I advise that where an officer has been promoted/appointed to act in an office higher than that in which he/she is acting, the salary/acting allowance in the higher office is to be determined on the basis of the salary of the office in which he/she is acting immediately prior to the date of promotion/acting appointment. However, the difference to be paid to the officer should be not less than the value of an increment in the salary scale of:

- (i) **His /her former substantive office** in the case of promotion; and
- (ii) **His/her substantive office** in the case of an acting appointment.

5. The principle is illustrated in the example shown below:-

Example

Ms. Christine Rose, Clerk II (Salary Range 20C), in receipt of a salary of \$5,245 (2010) with an incremental date of April 3, has been acting in the office of Administrative Assistant (Salary Range 35F). Having received increments in the office of Administrative Assistant, she was at the 1st longevity point with a salary of \$8,158 in 2010. She was successful in the interview for the office of Human Resource Officer I (Salary Range 46) and was promoted to this office with effect from October 25, 2010.

On promotion to the office of Human Resource Officer I (Salary Range 46), the officer's salary shall be determined utilizing the salary **\$8,158** (1st Longevity) in the office of Administrative Assistant, Salary Range 35F, the office in which she had been acting. In addition, the increase in salary shall not be less than the value of an increment in the former **substantive** office of Clerk II, i.e. **\$133** ($\$5,378 - \$5,245 = \133).

As such, on promotion to the office of Human Resource Officer I, the point in the salary scale of Salary Range 46 that is nearest to the salary of her former acting office of Administrative Assistant is **\$8,263** (point B). However, at this point the difference in salary of **\$105** ($\$8,263 - \$8,158 = \105) is less than the value of an increment in the former substantive office of Clerk II. Consequently, the officer's salary would be adjusted to **\$8,445** (point C, Salary Range 46), her new salary in the office of Human Resource Officer I. Her incremental date would be October 25, the date of promotion, in accordance with paragraph 2 of PD Circular 5 of 2004.

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2 nd Long	3 rd Long
Clerk II, (Salary Range 20C)	2008				4,828	4,961	5,091	5,221	5,357	5,489	5,621	5,753
	2009				4,876	5,011	5,142	5,273	5,411	5,544	5,677	5,811
	2010				4,974	5,111	5,245	5,378	5,519	5,655	5,791	5,927

Admin. Asst. (Salary Range 35F)	Year	Min	A	B	C	D	E	F	G	1st Long	2 nd Long	3 rd Long
Admin. Asst. (Salary Range 35F)	2008							7,555	7,759	7,919	8,085	8,248
	2009							7,631	7,837	7,998	8,166	8,330
	2010							7,784	7,994	8,158	8,329	8,497

HRO I, (Salary Range 46)	Year	Min	A	B	C	D	E	F	G	1st Long	2 nd Long	3 rd Long
HRO I, (Salary Range 46)	2008	7,562	7,808	8,021	8,197	8,371	8,547	8,722	8,914	9,096	9,274	9,473
	2009	7,638	7,886	8,101	8,279	8,455	8,632	8,809	9,003	9,187	9,367	9,568
	2010	7,791	8,044	8,263	8,445	8,624	8,805	8,985	9,183	9,371	9,554	9,759

6. The policy is to be applied retroactively from January 1, 2004, the effective date of Personnel Department Circular No. 5 of 2004.

7. Please be guided accordingly.


BERESFORD RILEY
 CHIEF PERSONNEL OFFICER (AG.)

