

Responses to the Recommendations relating to Personnel Department outlined in the Report of the Public Administration and Appropriations Committee (PAAC) - Examination into the Processing of Payment of Pension and Gratuity to Retired Public Officers and Contracted Employees

The Report of the Public Administration and Appropriations Committee (PAAC) highlighted recommendations specific to the Personnel Department on the Processing of Payment of Pension and Gratuity to Retired Public Officers and Contracted Employees. The recommendations and responses from the Personnel Department are as follows:

Recommendation: The Chief Personnel Officer should meet with the Board of Permanent Secretaries by June 30, 2020 to provide training with the aim of clearly outlining the requirements for Circulars.

Response: The Chief Personnel Officer is of the view that the focus for training in matters of increments and clarification of relevant Circulars should not be Permanent Secretaries but those officers in Human Resource Units in Ministries/Departments who are directly involved in the preparation of Pension and Leave Records and determination of matters related to increments. However, at present, the Personnel Department does not have the capacity to engage in this training on a continuous basis across Ministries and Departments and as such, service providers will be utilised to conduct the training sessions in the interim. It is to be noted that the Personnel Department is expected to have seventeen (17) Human Resource Adviser II's appointed within the next two (2) months. Some of the officers will be assigned to train and develop staff of Ministries and Departments. The Personnel Department has also issued a Circular dated December 5, 2019, on "Guidelines for the determination of salary and incremental dates on promotion, acting appointment and secondment of offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01." This Circular provides comprehensive guidance and clarification on the subject matter as well as examples to facilitate better understanding of concepts, procedures and principles to be applied in the determination of increments. (Copies are enclosed)

Recommendation: The Personnel Department should develop a brochure with Frequently Asked Questions (FAQs) for Ministries and Departments. A copy of this brochure should be submitted to the Parliament by June 30, 2020.

Response: A brochure with Frequently Asked Questions (FAQs) for Ministries and Departments was developed and is attached. It is envisaged that the brochure together with the examples displayed in the 2019 Circular will provide better clarification and direction in understanding increment matters.

Recommendations: The Personnel Department should provide an update on the following by June 30, 2020:

i. **Standardisation of the remaining positions listed above inclusive of specific dates**

Response: The remaining contract positions mentioned in the Report were standardized in 2019 as indicated in Table 1 below.

Table 1 **Contract positions standardized by the Personnel Department**

Job category	Number of positions	Date Standardised
Facilities Management	4	Personnel Department Circular No. 1 of 2019 dated November 29, 2019
Project Management	4	
Monitoring and Evaluation	7	

There are two (2) positions in the Pension and Leave category which are currently being standardised and the completion date is estimated to be August 30, 2020.

ii. **The filling of the approved positions at the Department**

Response: The Personnel Department sought to address the delay in the processing of terms and conditions of employment for persons on contract through the recruitment of Human Resource Specialists. This measure facilitated an increase in the number of staff available to work on determining the terms and conditions of persons employed on contract. In light of the above Cabinet approved the creation of contract positions for the Contracts Unit, Personnel Department identified in Table 2 below. These positions have been filled.

Table 2 **Filling of vacancies of Cabinet approved contract positions**

No.	Position	Cabinet Minute	Contractual Periods
1.	Senior Human Resource Specialist	746 of April 02, 2015 (2 positions created)	01.06.2020 to 31.05.2021 19.03.2019 to 18.03.2022
2.	Human Resource Specialist	1592 of September 20, 2018 (10 positions created)	01.07.2019 to 30.06.2022 01.07.2019 to 30.06.2022 01.07.2019 to 30.06.2022 01.07.2019 to 30.06.2022

No.	Position	Cabinet Minute	Contractual Periods
			01.07.2019 to 30.06.2022 12.08.2019 to 11.08.2022 05.08.2019 to 04.08.2022 02.09.2019 to 01.09.2022 02.09.2019 to 01.09.2022 09.12.2019 to 08.12.2022
3.	Human Resource Specialist	178 of January 31, 2019 (3 positions created)	01.07.2019 to 30.06.2022 01.07.2019 to 30.06.2022 01.07.2019 to 30.06.2022

- iii. **A progress report to the Committee on whether the core technical positions were filled inclusive of the specific dates. The report must include expected timelines to fill the vacancies (if vacancies were not filled by December 31, 2019).**

Response: The Service Commissions Department (SCD) was requested by memorandum dated March 19, 2019 to advertise for the filling of the offices of Human Resource Adviser I, II and III in the Personnel Department. The status of the filling of the core technical positions identified in the Report are as follows:

- Human Resource Adviser I - The positions were advertised on February 28, 2020 and the closing date for applications is June 30, 2020.
- Human Resource Adviser II - Interviews for these positions were held during the period February/March 2020. The Personnel Department is currently awaiting the appointment of successful candidates by the Service Commissions Department.
- Human Resource Adviser III - The SCD has not yet advertised these positions.

Recommendation: An update on the completion of the standardisation and the relevant terms

and conditions of all positions stated by June 30, 2020.

Response: The completion of the standardisation and the relevant terms and conditions of all positions are outlined in Table 3 below:

Table 3: **Standardized positions with terms and conditions**

Job category	Number of positions	Date Standardised	Effective date of Salaries and other Terms and conditions
Communication	8	Standardised by Personnel Department Circular Memorandum dated January 18, 2013	Salaries and other terms and conditions were effective on or after February 15, 2013
Human Resource Management	6	Standardised by Personnel Department Circular Memorandum dated January 18, 2013	Salaries and other terms and conditions were effective on or after February 15, 2013
Clerical/Secretarial/ Administrative	3	Standardised by Personnel Department Circular Memorandum dated January 18, 2013	Salaries and other terms and conditions were effective on or after February 15, 2013
Manipulative	3	Salaries and other terms and conditions were effective on or after February 15, 2013	Salaries and other terms and conditions were effective on or after February 15, 2013
Central Legal	6	Standardised by Personnel Department Circular No. 5 of 2014 dated July 14, 2014	Salaries and other terms and conditions were effective on or after June 1, 2014
Legal	6	Standardised by Personnel Department Circular Memorandum dated January 18, 2013	Salaries and other terms and conditions were effective on or after February 15, 2013
Information and Communication Technology (ICT)	22	Standardised by Personnel Department Circular No. 1 of 2015 dated October 16, 2015	Salaries and other terms and conditions were effective on after November 1, 2015

Job category	Number of positions	Date Standardised	Effective date of Salaries and other Terms and conditions
Procurement	3	Standardised by Personnel Department Circular No. 3 of 2018 dated April 30, 2018	Salaries and other terms and conditions were effective on or after May 1, 2018
Facilities Management	4	Standardised by Personnel Department Circular No. 1 of 2019 dated November 29, 2019	Salaries and other terms and conditions were effective on or after December 1, 2019
Project Management	4		
Monitoring` and Evaluation	7		

Recommendation: The Personnel Department should submit a status update on the note submitted for approval by June 30, 2020.

Response: Cabinet by Minute No. 209 dated November 5, 2015, agreed to the review of the existing policy arrangement for the management of Contract Employment in the Public Service and the establishment of a Committee for that purpose. The revised policy on Contract Employment in the Public Service is one of the recommendations contained in the Committee's Report which was submitted to Cabinet in August, 2017. Further, Revised Guidelines for Contract Employment in Ministries, Departments, the Tobago House of Assembly (THA) and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 have been drafted by the Personnel Department. These revised guidelines are currently being reviewed with a view to its submission to Cabinet through the Minister of Public Administration.

Personnel Department

June 23, 2020.

Are there policies that provide guidelines in determining incremental dates on promotion and acting appointments? If yes, where can I find examples?

Yes. The policies are outlined in the Civil Service Regulations Chapter 23:01 and the following Personnel Department Circulars:

- No. 5 of 1976,
- No. 5 of 2004;
- No. 1 of 2017;
- No. 1 of 2018; and
- Personnel Department Circular Memoranda (2) dated December 5, 2019. .

Examples of determining incremental dates on promotion and acting appointments using a step by step approach can also be found in Personnel Department Circular Memoranda (2) dated December 5,



Any questions ?

Please call Compensation Management Division at

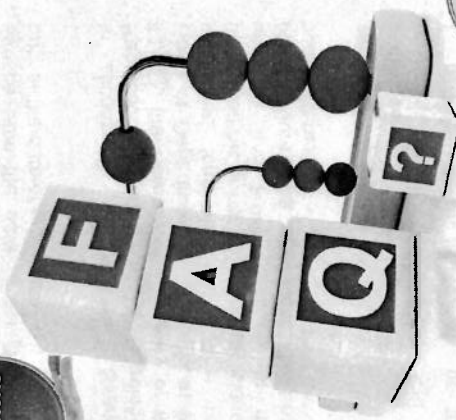
**Personnel Department
No. 3 Alexandra Street
St. Clair**

Phone: 623-7125



Personnel Department

**Determination of
Increments in the
Public Service**





Increments in the Public Service

What is a salary increment?

A salary increment is simply a small increase in salary which is tied to job performance

Are increments in salary automatically paid every year?

No. Increments are awarded on the completion of 12 months satisfactory service from the date of assumption of duty or the date of promotion.

In accordance with the Civil Service Regulations, Chapter 23:01, Regulation 41 (2), the Permanent Secretary or the Head of Department must certify in the prescribed form that the Officer has performed his or her duties with efficiency, diligence and fidelity and his or her conduct during the 12 months period has been satisfactory.

What is the value of an increment?

The value of an increment is the difference between the officer's salary and the next immediate higher incremental point in the relevant salary scale.

What is an Incremental Credit?

An Incremental Credit is given when an officer's salary is moved along the salary scale to the next incremental point on the date that he would normally have been awarded an increment in that office and is treated as if he had been awarded an increment, although, no actual payment is made since he has not actually carried out the functions of the office. Personnel Department Circular Memorandum dated December 5, 2019 provides more guidelines

What is an Incremental Adjustment?

An Incremental Adjustment occurs where an officer's salary is adjusted to the next incremental point of the salary scale on the date that an increment would normally be granted, and where the officer would not have completed twelve (12) continuous months in that office. Instead the officer's incremental year would have included performance in two (2) or more offices.

Personnel Department Circular Memorandum dated December 5, 2019 provides more guidelines

What is an incremental certificate?

Why do I need one to be completed especially when I have attained a satisfactory grade in my performance appraisal?

An incremental certificate is a document signed by the Head of the Organization or Permanent Secretary, to enact payment of salary increments and is a requirement of Section 42(4) of the Civil Service Regulations Chapter 23:01 which states that "Permanent Secretaries or Heads of Departments shall sign incremental certificates on the prescribed form, effective from the dates when the officer's increments become due, and shall attach the said certificates to the pay sheets for the months in which the increments accrue".



Does extended sick leave change my incremental date in the office in which I am acting?

Yes. Once the officer had acted in an office for a period of 12 continuous months and established an incremental date in that office, the incremental date of that Officer would be offset by the unexpired period of the incremental year which was outstanding at the date that the Officer proceeds on extended sick leave with full pay, half-pay or no pay.

If I have been granted a half-day no-pay leave, would this change my incremental date?

No. Once an Officer is paid for a half-day's work in his substantive office, the Officer's incremental date would not be set back by a half-day and will not be counted towards the unexpired period of the officer's incremental year.

Does extended sick leave immediately followed by vacation leave change my incremental date in the office in which I am acting?

Yes. The incremental date of an Officer who has been appointed to act in an office would be offset by the unexpired period of the incremental year as at the date the break occurred. Note that extended sick leave constitutes a break in an acting appointment and such a break will continue until the officer resumes duty in the acting office. Also note that an application for extended sick leave must be approved by the Permanent Secretary or Head of the Department.

CIRCULAR MEMORANDUM

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 5, 2019.

SUBJECT: Guidelines for the Determination of Salary and Incremental dates on Promotion,
Acting Appointment and Secondment of Officers in the Civil Service, including the
Tobago House of Assembly and Statutory Authorities subject to the Statutory
Authorities Act, Chapter 24:01

The Personnel Department has observed over time, a significant increase in the number of requests from Ministries and Departments for the determination of salary and incremental dates of public officers, on promotion or appointment to act in higher offices. In this regard, in an effort to address issues which have repeatedly arisen with respect to the interpretation of principles enshrined in Personnel Department Circulars No. 5 of 1976 dated August 3, 1976 and No. 5 of 2004 dated December 31, 2004, the Personnel Department has developed guidelines to clarify the interpretation of the principles that govern incremental matters with effect from January 1, 2004.

These guidelines are outlined in the Appendix attached to this Circular Memorandum as a document entitled "Guidelines for the Determination of Salary and Incremental dates on Promotion, Acting Appointment and Secondment of Officers in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01."

Ministries/Department are reminded that with the introduction of the principles outlined in Personnel Department Circular No. 5 of 2004 dated December 31, 2004, the retention of incremental dates as obtained in accordance with Personnel Department Circular No. 5 of 1976 dated August 3, 1976, is no longer applicable since, officers must receive increases of not less than the value of an increment in their substantive office on promotion/ appointment to act in a higher office.

Please be guided accordingly.

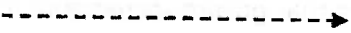
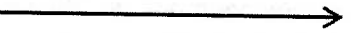

Ms. Angela Sinaswee-Gervais
Chief Personnel Officer

APPENDIX

Guidelines for the determination of salary and incremental dates on Promotion, Acting appointment and Secondment of officers in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01

It is envisaged that this document will clarify the interpretation of the principles that govern incremental matters with effect from January 1, 2004. In this regard, after each principle an example has been placed with a diagram showing, with the use of the Keys below, the movements along the relevant salary scales to enable a clearer understanding of the application of the principle.

KEY:

- Short dark arrows  Incremental movement
- Light arrow  Negotiated increase
- Long dark arrow  Promotion
- Long broken arrow  Acting appointment
- Time credited from acting in higher office  Shaded area
- Open headed arrow  Salary adjustment

DEFINITION/EXPLANATION OF TERMS

- A.** An acting allowance is the quantum determined by calculating the difference between the salary due to an officer in the higher office in which he is appointed to act and the salary of his substantive office or the office in which he holds a temporary appointment
- B.** Where an officer is appointed to act in an office in the **same** salary range as his substantive office or the office in which he holds a temporary appointment, he is not eligible for an acting allowance and the principles contained herein do not apply.
- C.** Where an officer is acting in a higher office he shall continue to be eligible for the award of increment(s) in his substantive office or the office in which he holds a temporary appointment during the period of his acting appointment. The actual award of such increment(s) shall be made in accordance with relevant regulations.
- D.** An officer on scholarship or full pay study leave is eligible for the award of an increment on the basis of satisfactory academic reports/transcripts to be submitted **annually** and directly by the academic institution attesting to the fact that the officer has passed all courses applicable to the particular year/s.
- E. An Incremental Credit** is where an officer's salary is moved along the salary scale to the next incremental point on the date that he would normally have been awarded an increment in that office and is treated as if he had been awarded an increment, although, no actual payment is made since he has not actually carried out the functions of the office. This usually occurs in respect of a stipulated period and in specific circumstances such as:
- where an officer has been promoted or appointed to act in an office lower than the one in which he had been acting. The officer shall be credited with that time that he acted in the higher office and is treated as though he had carried out the functions of the lower office in respect of that particular period. The officer's salary/acting allowance is adjusted along the relevant salary scale. However, no actual payment is made in respect of that period.
 - where an officer has been granted:-
 - i. Leave of Absence without pay on the grounds of Public Policy,

- ii. No Pay Study Leave and successfully completes all required courses for and in each particular year of study. Academic reports/transcripts must be submitted annually and directly by the University/Institution of Study.

In respect of the periods at (i) and (ii) above, on resumption of duty, the officer shall be credited with that time in his substantive office and is treated as though he had carried out the functions of that office. The officer's salary is adjusted along the relevant salary scale. However, no actual payment is made in respect of that period.

- F. An **incremental adjustment** occurs where an officer's salary is adjusted to the next incremental point of the salary scale on the date that an increment would normally be granted, and where the officer would not have completed twelve (12) continuous months in that office. Instead the officer's incremental year would have included performance in two (2) or more offices.
- G. **Promotion** is the appointment of an officer who holds a substantive office (i.e. an office to which he is permanently appointed) to an office in a higher salary range in the **same Service**.
- H. A **Salary Range** is the pay scale that has been established for performing the duties of a particular job. It generally consists of minimum and maximum points linked with a series of lettered incremental points and extended by three (3) **Longevity** points.
- I. A **Salary Range** that starts at a **lettered point** within another salary range (e.g. Salary Range 46D), although sometimes called a **Sub range**, is an **established salary range** with that lettered point (e.g. 'D') being the minimum point of the pay scale (e.g. Human Resource Officer I – Salary Range 46; Administrative Officer II – Salary Range 46D).
- J. A **Salary adjustment** occurs where, in order to adhere to existing principles and policies:
 - an officer's salary, on promotion, has to be adjusted to the next higher point in the higher salary scale;
 - on appointment to act in a higher office, the salary used to determine an officer's acting allowance has to be adjusted to the next higher point in the higher salary scale;

- the salary used to determine the officer's acting allowance has to be adjusted to the next higher point in the higher salary scale, during his acting appointment, as a result of the officer having had a movement in salary (e.g. having been awarded an increment) in his/her substantive office, which affects his/her acting allowance.

It should be noted that having had such an adjustment made to an officer's salary or the salary used to determine an officer's acting allowance prior to the date on which the he/she would have been due an increment in that office, the date on which such adjustment is made would become the officer's new incremental date in that office.

PROMOTION

PRINCIPLES

1. The increase in salary of an officer on promotion shall be not less than the value (quantum) of an increment in the office from which he has been promoted.
2. **The value (quantum) of an increment in the office from which an officer has been promoted** (former substantive office) would be equal to the difference between his salary in his former substantive office and the next incremental point in that salary scale except in the instance where an officer's salary is at the 3rd longevity point as explained at 3 below.
3. With effect from January 1, 2004, where an officer's salary in his former substantive office was at the 3rd longevity point of the salary scale, the value (quantum) of an increment would be equal to the difference between the salary at the 3rd longevity point and the salary at the 2nd longevity point of that salary scale.
4. The incremental date of an officer on promotion shall normally be the anniversary date of promotion.
5. The salary of an officer on promotion shall normally be converted to the minimum of the salary scale of the office to which he is promoted, provided that the increase in salary, on promotion, is not less than the value (quantum) of an increment in the office from which he has been promoted.

Example

Ms. C is a Clerk I, in receipt of a monthly salary of **\$5,357** (2011), at point G in salary range 14, with an incremental date of April 3. The officer has been promoted to the office of Clerk II, (salary range 20C) with effect from June 6, 2011. The value (quantum) of an increment in the substantive office of Clerk I is **\$110** ($\$5,467 - \$5,357 = \110). Consequently, on promotion to the office of Clerk II, the officer's salary should be adjusted to **\$5,531** (2011), the minimum point of salary range 20C, as the increase on promotion is $\$174$ ($\$5,531 - \$5,357 = \$174$), which is not less than the value (quantum) of an increment

(\$110) in the office from which promoted. Her incremental date in the office of Clerk II shall be **June 6**, that is, the date of her promotion. **Diagram 1** refers.

Diagram 1

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
Clerk II (Salary Range 20C)	2011				5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561

6. Where conversion to the minimum of the salary scale of the higher office results in the increase in salary on promotion being less than the value (quantum) of an increment in the office from which promoted, the officer's salary on promotion shall be adjusted to the next point in the higher salary scale, so as to ensure that the increase in salary is not less than the value (quantum) of an increment in the office from which promoted.

Example

Ms. A, Clerk I, is in receipt of a monthly salary of **\$5,467** (2011), at the first longevity point in salary range 14. Her incremental date is June 1. The officer has been promoted to the office of Clerk II, (salary range 20C) with effect from November 6, 2011. The value (quantum) of an increment in the substantive office of Clerk I is **\$107** (\$5,574 - \$5,467 = \$107). On promotion to the office of Clerk II, should Ms. A's salary be converted to the minimum of the higher salary scale i.e. **\$5,531**, the increase in salary of **\$64** (\$5,531 - \$5,467 = \$64) would be less than the value (quantum) of an increment (\$107) in the office of Clerk I. Therefore, to ensure that the increase on promotion is not less than the value (quantum) of an increment (\$107) in the office of Clerk I, the officer's salary should be adjusted to **\$5,678** (2011), point D in salary range 20C (\$5,678 - \$5,467 = \$211). Her incremental date in the office of Clerk II shall be **November 6**, that is, the date of her promotion. **Diagram 2** refers.

Diagram 2

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
Clerk II (Salary Range 20C)	2011				5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561

7. Where the officer's salary in his former substantive office is higher than the minimum salary of the office to which promoted, his salary shall be adjusted to the next higher point in the higher salary scale which will ensure that the increase in salary is not less than the value (quantum) of an increment in the office from which promoted.

Example

Ms. M, Clerk II, is in receipt of a monthly salary of **\$5,678** (2011), at point D in salary range 20C. The officer has been promoted to the office of Research Assistant I (salary range 23), with effect from May 2, 2011. The officer's salary in the office of Clerk II (i.e. **\$5,678**) is higher than the minimum of salary range 23 which is **\$5,409** (2011). The value (quantum) of an increment in the former substantive office of Clerk II is **\$146** ($\$5,824 - \$5,678 = \146). Consequently, the officer's salary on promotion should be adjusted to point C in salary range 23, i.e. **\$5,913** (2011), which would ensure that the difference in salary on promotion of **\$235** ($\$5,913 - \$5,678 = \235) is not less than the value (quantum) of an increment (\$146) in the office of Clerk II. Her incremental date in the office of Research Assistant I shall be **May 2**, that is, the date of her promotion. **Diagram 3** refers.

Diagram 3

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
					5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561
Research Assistant I (Salary Range 23)	2011	5,409	5,574	5,748	5,913	6,077	6,246	6,414	6,602	6,769	6,933	7,099

8. The promotion principles outlined above are **not applicable** where promotion is to an office assigned to a **salary range carrying a flat rate**. In such a case, the salary to be paid shall be the flat rate applicable to the office to which promoted and the officer's incremental date in her new office shall be the date of promotion.

Example

Ms. J, Tax Officer V (salary range 58F), is in receipt of a salary of **\$11,931** (2011), the 1st longevity point in the salary scale and her incremental date is October 3. The officer has been promoted to the office of Tax Officer VI (salary range 61) with effect from January 3, 2011. Her salary would therefore be **\$13,321** (2011). The principle that the increase in salary on promotion should be not less than the value (quantum) of an increment does not apply, since the office to which the officer has been promoted carries a flat rate. Ms. J's incremental date in the office of Tax Officer VI shall be **January 3**, that is, the date of her promotion. **Diagram 4** refers.

Diagram 4

Office	Year	Min	A	B	C	D	E	F	1st Long	2nd Long	3rd Long
Tax Officer V (Salary Range 58F)	2011	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
								11,631	11,931	12,219	12,513
Tax Officer VI (Salary Range 61)	2011	13,321 (flat rate)									

9. Where an officer is promoted on the **same** date on which he is eligible for the award of an increment in his former substantive office, he shall **first** be granted an increment in that former office, and then his salary shall be adjusted to such point in the higher salary scale so as to ensure that the increase in salary is not less than the value (quantum) of an increment in the office from which promoted.

Example A

Mr. D, Clerk II (salary range 20C), is in receipt of a salary of **\$5,824** (2011) (point E). The officer's incremental date is March 2. The officer is promoted to Clerk III (salary range 24E), with effect from March 2, 2011. The officer shall **first** be granted the increment for which he would have been eligible in the office of Clerk II and his salary moved to point F in salary range 20C, i.e. **\$5,968** (2011). The value (quantum) of an increment in the office of Clerk II is **\$152** ($\$6,120 - \$5,968 = \152). On promotion, the officer's salary shall be converted to the minimum point in salary range 24E, i.e. **\$6,424** (2011) which would ensure that the difference in salary on promotion of **\$456** ($\$6,424 - \$5,968 = \456) is not less than the value (quantum) of an increment (\$152) in the office of Clerk II. His incremental date in the office of Clerk III shall be **March 2**. **Diagram 5** refers.

Diagram 5

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331

Example B

Mr. E, Clerk II (salary range 20C) is in receipt of a salary of **\$6,267** (2011) (1st longevity point). Having been at that point for two (2) years, he was due his 2nd longevity increment on March 2, his incremental date. Mr. E is promoted to Clerk III (salary range

24E), with effect from March 2, 2011. The officer shall **first** be granted the increment for which he would have been eligible in the office of Clerk II and his salary moved to the second longevity point of salary range 20C i.e. **\$6,415** (2011). The value (quantum) of an increment in the office of Clerk II is **\$146** (\$6,561 - \$6,415 = \$146). On promotion, Mr. E's salary shall be converted to point F in salary range 24E i.e. **\$6,602** (2011) which would ensure that the difference in salary on promotion of **\$187** (\$6,602 - \$6,415 = \$187) is not less than the value (quantum) of an increment (\$146) in the office of Clerk II. His incremental date in the office of Clerk III shall be March 2. **Diagram 6** refers.

Diagram 6

Office		Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk II (Salary Range 20C)		2011	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
						5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561
Clerk III (Salary Range 24E)		2011						6,424	6,602	6,810	6,980	7,156	7,331

- 10.** Where an officer is promoted to the same office in which he is acting or an office in the same salary range as the office in which he is acting, his salary on promotion shall be at the same salary point at which his acting allowance was determined in the acting office. On promotion, his incremental date shall be that date previously established when he acted in that office.

Example A

On April 7, 2011, Mr. B, Clerk IV (salary range 30C), in receipt of a salary of **\$7,518** (2011) (point D) was appointed to act in the office of Human Resource Officer I (salary range 46) and was paid an acting allowance based on a salary of **\$8,578** (2011) (minimum point). His incremental date in the office of Human Resource Officer I was April 7. On May 1, 2013, Mr. B was promoted to the office of Human Resource Officer I. At that time, his acting allowance was based on the salary at point B in salary range 46, i.e. **\$10,020** (2013). As a consequence, on promotion to the office of Human Resource Officer I Mr. B's salary shall be at the same point at which his acting allowance had been

determined i.e. **\$10,020** (2013). The officer's incremental date in the office of Human Resource Officer I shall be April 7, the date previously established when he acted in that office. **Diagram 7** refers.

Diagram 7

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk IV (Salary Range 30C)	2011	\$	\$	\$	\$ 7,274	\$ 7,518	\$ 7,751	\$ 7,994	\$ 8,242	\$ 8,477	\$ 8,704	\$ 8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013					8,019	8,288	8,545	8,813	9,086	9,345	9,781
Human Resource Officer I (Salary Range 46)	2011	8,578	8,851	9,089	9,285	9,479	9,674	9,869	10,083	10,287	10,484	10,706
	2012	8,921	9,205	9,453	9,656	9,858	10,061	10,264	10,486	10,698	10,903	11,134
	2013	9,456	9,757	10,020	10,235	10,449	10,665	10,880	11,115	11,340	11,557	11,802

Example B

On March 17, 2011, Mr. F, Clerk IV (salary range 30C), in receipt of a salary of **\$7,518** (2011) (point D) was appointed to act in the office of Human Resource Officer I (salary range 46) and was paid an acting allowance based on a salary of **\$8,578** (2011) (minimum point). His incremental date in the office of Human Resource Officer I was March 17. On July 11, 2013, Mr. F was promoted to the office of Planning Officer I, which is in the same salary range (salary range 46) as the office in which he was acting (Human Resource Officer I). At that time, his acting allowance was based on the salary at point B in salary range 46, i.e. **\$10,020** (2013). As a consequence, on promotion to the office of Planning Officer I, Mr. F's salary shall be at the same point at which his acting allowance had been determined i.e. **\$10,020** (2013) since both offices are in the same salary range. The officer's incremental date in the office of Planning Officer I, shall be **March 17**, the date previously established when he acted in the office of Human Resource Officer I. **Diagram 8** refers.

Diagram 8

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk IV (Salary Range 30C)	2011	\$	\$	\$	\$ 7,274	\$ 7,518	\$ 7,751	\$ 7,994	\$ 8,242	\$ 8,477	\$ 8,704	\$ 8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781
Human Resource Officer I	2011	8,578	8,851	9,089	9,285	9,479	9,674	9,869	10,083	10,287	10,484	10,706
	2012	8,921	9,205	9,453	9,656	9,858	10,061	10,264	10,486	10,698	10,903	11,134
Planning Officer I (Salary Range 46)	2013	9456	9757	10,020	10,235	10,449	10,665	10,880	11,115	11,340	11,557	11,802

- 11.** In instances where an officer is promoted to an office which is lower than the office in which he is acting, he shall be credited with the period of time spent in the higher office in which he had been acting prior to his promotion. That is, he shall be treated as though he had functioned in the office to which promoted from the date of his assumption of acting in the higher office. **His incremental date in the office to which promoted shall normally be the incremental date established in the higher office in which he had been acting.** His salary on promotion shall be converted on the basis of the salary of his former substantive office. Further, he shall receive incremental credit(s), **where necessary**, in the office to which promoted for the period he acted in the higher office. The increase in salary shall be not less than the value (quantum) of an increment in his former substantive office.

Example A

Ms. P, Clerk II (salary range 20C) is in receipt of a salary of **\$5,678** (2011) (Point D). Her incremental date is January 3. She was appointed to act in the higher office of Clerk IV [**\$7,274** (2011) (Point C) salary range 30C] with effect from September 1, 2011. On March 2, 2013, she was promoted to the lower office of Clerk III (salary range 24E). In accordance with the above principle, Ms. P would be credited with the time she acted in the office of Clerk IV (September 1, 2011 to March 1, 2013, [one year and six months (1 yr. 6 mths.)], that is, she shall be treated as though she had functioned in the office of

Clerk III, salary range 24E, with effect from the date of her assumption of continuous acting in the higher office of Clerk IV (September 1, 2011). Given that her salary in the office of Clerk II in 2011 was \$5,678, her salary in the office of Clerk III would have to be converted to the point in salary range 24E, i.e. \$6424 (2011) (minimum) so as to ensure that the increase in salary of **\$746** (\$6,424 - \$5,678=\$746) is not less than the value of an increment in the office of Clerk II of **\$146** (\$5,824 - \$5,678=\$146). Given the time spent in the higher office of Clerk IV (1 yr. 6 mths.), Ms. P shall be granted an incremental credit in the office of Clerk III and her salary on promotion as Clerk III from March 3, 2013, shall be **\$7278** (2013) (Point F) salary range 24E. Her incremental date in that office shall be **September 1**, the date which was previously established in the higher office of Clerk IV. **Diagram 9** refers.

Diagram 9

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk IV (Salary Range 30C)	2011				7,274	7,518	7,751	7,994	8,242	8,477	8,704	8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081

Shaded area = Credited time spent in the office of Clerk IV

Example B

Mr. H, Human Resource Officer I (salary range 46), in receipt of a salary of **\$9,674** (2011) (point E) with an incremental date of March 3, was appointed to act in the office of Human Resource Officer II [salary range 53E **\$10,362** (2011) minimum point] with effect from June 20, 2011. In 2013, Mr. H. applied for and successfully interviewed for the office of Human Resource Adviser I (salary range 53). He was subsequently promoted to that office with effect from September 15, 2013. At the time of his promotion, Mr. H's salary in the office of Human Resource Officer I was **\$11,115** (2013). Mr. H would be credited with the time he acted in the office of Human Resource Officer II (June 20, 2011 to September 14, 2013), that is, he shall be treated as though he had functioned in the office of Human Resource Adviser I, salary range 53, with effect from the date of his assumption of continuous acting in the higher office of Human Resource Officer II, salary range 53 E (June 20, 2011). Given that his salary in the office of Human Resource Officer I in 2011 was **\$9,674**, his salary in the office of Human Resource Adviser I would have to be converted to the point in salary range 53, i.e. **\$9,975** (2011) (point C) so as to ensure that the increase in salary of **\$301** ($\$9975 - \$9674 = \301) is not less than the value of an increment in the office of Human Resource Officer I of **\$195** ($\$9869 - \$9674 = \195). Given the time spent in the higher office of Human Resource Officer II, Mr. H shall be granted incremental credits in the office of Human Resource Adviser I and his salary on promotion with effect from September 15, 2013, shall be **\$11,423** (2013) (Point E) salary range 53. His incremental date in that office shall be June 20, the date which was previously established in the higher office of Human Resource Officer II. **Diagram 10** refers.

Diagram 10

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Human Resource Officer I (Salary Range 46)	2011	\$ 8,578	\$ 8,851	\$ 9,089	\$ 9,285	\$ 9,479	\$ 9,674	\$ 9,869	\$ 10,083	\$ 10,287	\$ 10,484	\$ 10,706
	2012	8,921	9,205	9,453	9,656	9,858	10,061	10,264	10,486	10,698	10,903	11,134
	2013	9456	9757	10,020	10,235	10,449	10,665	10,880	11,115	11,340	11,557	11,802
Human Resource Officer II (Salary Range 53E)	2011						10,362	10,582	10,849	11,104	11,351	11,607
	2012						10,776	11,005	11,283	11,548	11,805	12,071
	2013						11,423	11,665	11,960	12,241	12,513	12,795
Human Resource Adviser I (Salary Range 53)	2011	9,381	9,577	9,775	9,975	10,166	10,362	10,582	10,849	11,104	11,351	11,607
	2012	9756	9960	10,166	10,374	10,573	10,776	11,005	11,283	11,548	11,805	12,071
	2013	10,341	10,558	10,776	10,996	11,207	11,423	11,665	11,960	12,241	12,513	12,795

Shaded area = Credited time spent in the office of HRO II

- 12.** Where an officer is promoted to an office which is higher than the office in which he is acting, his salary on promotion shall be determined on the basis of the salary of the lower office in which he was acting and on which his acting allowance was calculated. On promotion, the increase in salary shall be not less than the value of an increment in the former substantive office. His incremental date shall be the date of his promotion.

Example A

Ms. Y, Human Resource Officer I (salary range 46), in receipt of a salary of **\$10,287** (2011) (1st Longevity point) with an incremental date of January 31, was appointed to act in the office of Human Resource Officer II [salary range 53E **\$10,582** (2011) point F] with effect from April 7, 2011. In 2013, Ms. Y. applied for and was successfully interviewed for the office of Human Resource Officer III (salary range 58E). She was subsequently promoted to that office with effect from March 15, 2013. At the time of her promotion, Ms. Y's salary in the office of Human Resource Officer I was **\$11,557** (2013). However,

on promotion to the office of Human Resource Officer III, her salary shall be determined utilizing the salary point in salary range 53E on which her acting allowance in the office of Human Resource Officer II had been calculated (i.e. **\$11,960** (2013) at point G). In addition, the increase in salary shall be not less than the value (quantum) of an increment in the former substantive office of Human Resource Officer I, i.e. **\$245** (\$11,802 - \$11,557 = \$245). Therefore, Ms. Y's salary in the office of Human Resource Officer III would be **\$12,474** (minimum point E salary range 58E (2013)). Her incremental date in that office shall be the date of promotion i.e. **March 15**. **Diagram 11** refers.

Diagram 11

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Human Resource Officer I (Salary Range 46)	2011	\$ 8,578	\$ 8,851	\$ 9,089	\$ 9,285	\$ 9,479	\$ 9,674	\$ 9,869	\$ 10,083	\$ 10,287	\$ 10,484	\$ 10,706
	2012	8,921	9,205	9,453	9,656	9,858	10,061	10,284	10,486	10,698	10,903	11,134
	2013	9,456	9,757	10,020	10,235	10,449	10,665	10,880	11,115	11,340	11,557	11,802
Human Resource Officer II (Salary Range 53E)	2011						10,362	10,582	10,849	11,104	11,351	11,607
	2012						10,776	11,005	11,283	11,548	11,805	12,071
	2013						11,423	11,665	11,960	12,241	12,513	12,795
Human Resource Officer III (Salary Range 58E)	2011						11,315	11,631		11,931	12,219	12,513
	2012						11,768	12,096		12,408	12,708	13,014
	2013						12,474	12,822		13,152	13,470	13,795

Example B

Mr. G, Field Auditor I (salary range 41E), in receipt of a salary of **\$10,293** (2012) (3rd. Longevity point) with an incremental date of January 31, was appointed to act in the office of Field Auditor III [salary range 55E **\$11,009** (2012) minimum point E] with effect from September 27, 2012. In 2013, Mr. G. applied for and successfully interviewed for the office of Audit Senior (salary range 55F). He was subsequently promoted to that office with effect from July 15, 2013. At the time of his promotion, Mr. G's salary in the office

of Field Auditor I was **\$10,911** (2013). However, on promotion to the office of Audit Senior, his salary shall be determined utilizing the salary point in salary range 55E on which his acting allowance in the office of Field Auditor III had been calculated (i.e. **\$11,670** (2013) at point E). In addition, the increase in salary shall be not less than the value (quantum) of an increment in the former substantive office of Field Auditor I i.e. **\$216** (\$10,911 - \$10,695 = \$216).

Therefore, Mr. G's salary in the office of Audit Senior would be **\$11,939** (minimum point F salary range 55F (2013). His incremental date in that office shall be the date of promotion i.e. **July 15**. **Diagram 12** refers.

Diagram 12

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Field Auditor I (Salary Range 41E)	2011						\$ 8,921	\$ 9,117	\$ 9,311	\$ 9,509	\$ 9,702	\$ 9,897
	2012						9,278	9,482	9,683	9,889	10,090	10,293
	2013						9,835	10,051	10,264	10,482	10,695	10,911
Field Auditor III (Salary Range 55E)	2011						10,586	10,830	11,112	11,369	11,616	11,864
	2012						11,009	11,263	11,556	11,824	12,081	12,339
	2013						11,670	11,939	12,249	12,533	12,806	13,079
Audit Senior (Salary Range 55F)	2011							10,830	11,112	11,369	11,616	11,864
	2012							11,263	11,556	11,824	12,081	12,339
	2013							11,939	12,249	12,533	12,806	13,079

- 13.** In instances where an officer who has acted continuously in several higher offices is promoted to one of those offices, he shall be credited with the period of time he acted continuously, prior to his promotion, in the offices that are **higher** than the office to which he is now promoted. His salary on promotion shall be converted utilizing the salary on which his acting allowance was calculated when he last acted in the office to which now promoted. The increase in salary shall be not less than the value (quantum) of an

increment in his former substantive office. **His incremental date in the office to which promoted shall be the last incremental date established in that office.**

Example

Ms. S, Clerk I (salary range 14) is in receipt of a monthly salary of **\$5,013** (2011) at point D in the salary scale, with an incremental date of January 3. She was appointed to act in the higher office of Clerk II [salary range 20C **\$5,531** (2011) minimum point] with effect from June 5, 2011. This appointment terminated when Ms. S was appointed to act in the higher office of Clerk III [salary range 24E **\$6,681** (2012) point E] on April 12, 2012. Subsequently, the officer was appointed to act in the higher office of Clerk IV [salary range 30C **\$8,019** (2013) point C] with effect from January 31, 2013. Ms. S was promoted to the lower office of Clerk II (salary range 20C) on March 5, 2013. In accordance with the above principle, on promotion to the office of Clerk II, Ms. S would be credited with the time she acted continuously in the higher offices of Clerk III and IV (i.e. April 12, 2012 to March 4, 2013) that is, she shall be treated as though she had functioned in office of Clerk II during the period she acted continuously in those higher offices. It is to be noted that Ms. S acted in the office of Clerk II during the period June 5, 2011 to April 11, 2012 and at the time of termination of that acting appointment, her acting allowance was calculated on the basis of the salary **\$5,752** (2012) at minimum point of salary range 20C. As a consequence, her salary in the office of Clerk II shall be determined utilizing the salary **\$5,752** (2012) in salary range 20C. Given the time spent in the higher offices of Clerks III and IV, her salary on promotion as Clerk II from March 5, 2013, shall be **\$6,259** (2013) (Point D) salary range 20C. Her incremental date in the office of Clerk II shall be **June 5**, the date which was previously established when she acted in that office. **Diagram 13** refers.

Diagram 13

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
	2012	4,759	4,865	4,983	5,094	5,214	5,323	5,437	5,571	5,686	5,797	5,911
	2013	5,045	5,157	5,282	5,400	5,527	5,642	5,763	5,905	6,027	6,145	6,266
Clerk II (Salary Range 20C)	2011				5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081
Clerk IV (Salary Range 30C)	2011				7,274	7,518	7,751	7,994	8,242	8,477	8,704	8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781

Shaded area = Credited time spent in the offices of Clerks III & IV

14. Where an officer has acted in a higher office for **not less than twelve (12) continuous months**, and within six (6) months of a break in the acting appointment, is promoted to the office in which he had been acting or to an office in the same salary range as the office in which he had been acting, his salary on promotion shall be either:-

- at the same salary point of the salary scale of the higher office which was used to determine his acting allowance immediately before the break occurred in the acting appointment; **or**
- converted to the higher salary range on the basis of his salary in his substantive office

whichever is more advantageous to the officer.

In order to establish his new incremental date in the office to which promoted, the officer shall be required to serve the unexpired period of the incremental year, which would have been outstanding at the time that the break occurred in the acting appointment.

Example A

Ms. X, Clerk II (salary range 20C), is in receipt of a salary of **\$5,678** (2011) (point D) with an incremental date of March 28. She was appointed to act in the office of Clerk III (salary range 24E) on April 1, 2011, and was paid an acting allowance based on a salary of **\$6,424** (2011) (point E of salary range 24E). On February 23, 2013, her acting appointment was terminated (her last day of acting). At that time, her acting allowance was based on the salary at point F in salary range 24E, i.e. **\$7,278** (2013). Ms. X was subsequently promoted to the office of Clerk III with effect from March 25, 2013. As a consequence, her salary on promotion shall be at the same point at which her acting allowance had been determined immediately before the break i.e. point F in salary range 24E **\$7,278** (2013). **Diagram 14 refers.**

Diagram 14

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk III. (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081

The officer's incremental date in the office of Clerk III was formerly established as April 1. However, at the time that the break occurred in Ms. X's acting appointment she still had **36 days** (February 24, 2013 – March 31, 2013) to serve in order to complete her incremental year in that office. As a consequence, **with effect from the date of her promotion to the office of Clerk III, Ms. X had to serve the unexpired period of the incremental year i.e. 36 days** (March 25, 2013 – April 29, 2013) in order to be eligible for the award of an increment and to establish her new incremental date in the office of Clerk III. As a result, Ms. X's new incremental date in the office of Clerk III shall be April 30.

Example B

Mr. W, Records Officer I is in receipt of a salary of **\$5,531** at point C in salary range 20C since January 11, 2011, his incremental date. He was appointed to act in the office of Title Clerk I (salary range 23) **\$5,748** (2011) with effect from July 5, 2011. On January 11, 2012 Mr. W was awarded an increment in his substantive office and his salary moved to point D **\$5,905** in salary range 20C. This resulted in his acting allowance of \$73 ($\$5,978 - \$5,905 = \73) being less than the value of an increment in his substantive office \$152 ($\$6,057 - \$5,905 = \152). As a consequence, the salary on which his acting allowance was calculated had to be adjusted to \$6,150, point C (2012) of salary range 23 and his incremental date in the office of Title Clerk I now became January 11, the date of the adjustment. Mr. W's acting appointment was terminated on October 7, 2012 and he was

subsequently promoted to the office of Title Clerk I with effect from March 17, 2013. Mr. W was awarded an increment in his substantive office of Records Officer I on January 11, 2013. As a consequence, his salary was now **\$6,420** (point E of salary range 20C). On promotion to the office of Title Clerk I should his salary be converted to \$6,519 (2013) point C, salary range 23 - which was the salary point on which his acting allowance was calculated when his acting appointment was terminated on October 7, 2012 - the increase on promotion would be \$99 (\$6,519-\$6,420=\$99) which would be less than the value of an increment in the office of Records Officer I \$159 (\$6,579-\$6,420=\$159). As a consequence, it was more advantageous to the officer to have his new salary in the office of Title Clerk I determined on the basis of his salary in his former substantive office of Records Officer I (**\$6,420**). Therefore, his salary on promotion to the office of Title Clerk I will be converted to **\$6,699** (2013), point D of salary range 23. To establish his new incremental date in that office Mr. W would have to serve the unexpired period of his incremental year which would have been outstanding when his acting appointment terminated on October 7, 2012 that is 95 days (8/10/12 – 10/1/13= 95 days). As a consequence, his new incremental date in the office of Title Clerk I would be **June 20**.

Diagram 15 refers

Diagram 15

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Records Officer I (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Title Clerk I. (Salary Range 23)	2011	5,409	5,574	5,748	5,913	6,077	6,246	6,414	6,602	6,769	6,933	7,099
	2012	5,625	5,797	5,978	6,150	6,320	6,496	6,671	6,866	7,040	7,210	7,383
	2013	5,963	6,145	6,337	6,519	6,699	6,886	7,071	7,278	7,462	7,643	7,826

ACTING

PRINCIPLES

1. 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 (quantum) of an increment in the salary scale of his substantive office or the office in which he holds a temporary appointment.
2. The value (quantum) of an increment would be equal to the difference between an officer's salary in his substantive office or the office in which he holds a temporary appointment and the next incremental point in that salary scale except in the instance where an officer's salary is at the 3rd longevity point as explained at 3 below.
3. With effect from January 1, 2004, where an officer's salary in his substantive office or the office in which he holds a temporary appointment is at the 3rd longevity point of the salary scale, the value (quantum) of an increment would be equal to the difference between the salary at the 3rd longevity point and the salary at the 2nd longevity point of the salary scale.
4. Where an officer has earned annual (vacation) leave in a higher office in which he held an acting appointment and he proceeds on such leave, he is not eligible to be paid an acting allowance during the period of leave. Instead, he shall be paid **an allowance equivalent to the acting allowance**, in respect of the leave earned in the higher office.
5. A break in an acting appointment normally occurs when an officer ceases, for any reason, to perform the duties of the office to which he is appointed to act.
6. Notwithstanding 5 above, an acting appointment shall not be considered to have been broken during the following periods:-
 - Ordinary sick leave;
 - Casual absences from duty not exceeding seven (7) consecutive working days;
 - Bereavement Leave;
 - Paternity Leave;
 - Injury Leave; and
 - Compensatory Time off.

In such cases, an acting allowance shall be paid in respect of those periods.

It is to be noted that any other type of leave taken constitutes a break in the acting appointment.

With respect to the grant of **Duty Leave** and **Special Leave**, for the purpose of determining eligibility for earning an increment in the higher acting office, the periods of acting service immediately before and after such Leave granted should be taken into account for calculating the required twelve (12) months continuous service in the higher office.

7. Annual (vacation leave) taken within the first twelve (12) months of a period of continuous acting shall result in a break in the acting appointment.
8. For the purpose of the grant of an increment, where an officer has acted continuously for a period of twelve (12) months in a higher office and continues to act in such higher office in excess of twelve months, any period of annual (vacation) leave granted thereafter shall not constitute a break in the period of acting. In other words, where an officer has acted continuously in a higher office for a period of twelve (12) months and more, the officer's incremental date in the office in which he is acting shall not be affected/changed by reason **only** of his proceeding on annual (vacation) leave. That is to say had the officer not proceeded on annual (vacation) leave he would have continued to act in such higher office or an office in the same salary range during the said period.

However, where such a period of vacation leave is interrupted by the grant of leave of any kind - ***including sick leave, bereavement leave etc. which, when granted during a period of acting does not constitute a break in the acting appointment and the officer is paid an acting allowance*** - that period of leave taken during a period of vacation leave constitutes a break in the acting office for the purpose of retention of the incremental date in the acting office, and such a break shall continue until he actually resumes duty in the acting office. In order to establish his new incremental date, the officer shall be required to serve the unexpired period of the incremental year, which would have been outstanding at the time that the interruption occurred during the period of vacation leave.

It must be borne in mind that when an officer proceeds on vacation leave, his acting appointment is terminated and he reverts to his substantive office. Where he proceeds on

annual (vacation) leave which he has earned in the acting office, he is **not** paid an acting allowance but rather, ***an allowance equivalent to*** an acting allowance.

It is to be noted however, that where an acting appointment is terminated/has ended and no vacancy exists to accommodate the continuation of the officer's acting appointment, the grant of annual (vacation) leave **shall not** be used to **link** acting appointments since, in this instance, it does not alter the fact that a break has occurred and continues to exist until such time that the officer is given a new acting appointment. In such instances, where the officer resumes acting within six months from the date that the break occurred, the officer would need to serve the unexpired period of the incremental year which would have been outstanding at the time the break occurred in the office in which he/she was acting.

Example

Ms. AV, Records Manager I (salary range 35F) who had been acting in the office of Records Manager II (salary range 46D) since November 23, 2011 proceeded on forty (40) working days' vacation Leave with effect from August 24, 2010 to October 6, 2010. While on vacation leave Ms. AV fell ill and was granted an Extension of Sick Leave for the period September 2, 2010 to October 19, 2010. Ms. AV had enjoyed only seven (7) working days' vacation leave prior to becoming ill (August 24, 2010 – September 1, 2010). She was allowed to continue on the remainder of her vacation leave (33 working days) with effect from October 20, 2010 to December 3, 2010. Ms. AV resumed duty on December 6, 2010 and was again appointed to act in the office of Records Manager II (salary range 46D) with effect from that date. For the purpose of the grant of an increment, Ms. AV's acting would have been broken with effect from September 2, 2010 when she proceeded on an Extension of Sick Leave. This break would have continued until her resumption of duty in the acting office. At the time the break occurred, Ms. AV still had to serve 82 days of her incremental year in the office of Records Manager II (i.e. September 2, 2010 to November 22, 2010 = eighty-two (82) days). On her appointment to act in the office of Records Manager II on December 6, 2010, she had to serve the unexpired period of her incremental year (eighty-two (82) days) to be eligible for the grant of an increment in that office (i.e. December 6, 2010 to February 25, 2011). As a consequence, Ms. AV's new incremental date in the office of Records Manager II shall be **February 26**, with effect from the year 2011.

9. An officer who has been appointed to act in an office which is higher than his substantive office or the office in which he holds a temporary appointment shall begin to earn increments in such higher office from the date of such acting appointment. As such, the grant of increments to an officer appointed to act in a higher office shall be subject to:-

a. The officer acting for a period of not less than twelve (12) continuous months in the higher office; and

b. The issue of an incremental certificate by the Permanent Secretary or Head of Department or Head of the Statutory Authority on the prescribed form, certifying satisfactory service.

10. The incremental date of an officer shall normally be the anniversary date of the acting appointment.

11. The acting allowance of an officer who is appointed to act in an office which is higher than his substantive office or the office in which he holds a temporary appointment shall normally be the difference between the minimum salary of the higher office and the officer's salary in his substantive office or the office in which he holds a temporary appointment. His incremental date in the office in which he is appointed to act shall normally be the anniversary date of the acting appointment.

Example

Ms. K is a Clerk I, in receipt of a monthly salary of **\$5,013** (2011) at point D in salary range 14, with an incremental date of May 4. The officer has been appointed to act in the office of Clerk II, in salary range 20C, with effect from August 6, 2011. The value (quantum) of an increment in the substantive office of Clerk I is **\$105** (\$5,118 - \$5,013 = \$105). Consequently, on appointment to act in the office of Clerk II, the officer shall be paid an acting allowance of **\$518** which is the difference between the minimum point (2011) **\$5,531** of salary range 20C and her salary as Clerk I (**\$5,013**) (2011) i.e. (**\$5,531 - \$5,013 = \$518**). Her incremental date in the office of Clerk II shall be **August 6**, the date of her acting appointment as Clerk II. **Diagram 1 refers.**

Diagram 1

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
Clerk II (Salary Range 20C)	2011				\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561

12. Where the acting allowance derived using the minimum point of the salary scale of the higher office is **less than** the value (quantum) of an increment in the officer's substantive office or the office in which he holds a temporary appointment, the acting allowance shall be determined on the basis of the salary at the nearest point in the higher salary scale which would ensure that the acting allowance is not less than the value (quantum) of an increment in the substantive office or the office in which he holds a temporary appointment. His incremental date shall be the date of the acting appointment.

Example

Ms. L, a Clerk I, who was granted her first longevity increment on August 3, 2011, is in receipt of a salary of **\$5,467** (2011) in salary range 14. She was appointed to act in the higher office of Clerk II (salary range 20C) with effect from November 1, 2011. Using the minimum salary of the office of Clerk II (**\$5,531**) (2011) would result in an acting allowance of **\$64** ($\$5,531 - \$5,467 = \64), which is less than the value of an increment in the office of Clerk I, **\$107** ($\$5,574 - \$5,467 = \107). Therefore, the acting allowance is to be determined on the basis of the salary at the next point **\$5,678** (2011) point D] in salary range 20C i.e. (**$\$5,678 - \$5,467 = \$211$**). This shall ensure an acting allowance of not less than the value (quantum) of an increment in the office of Clerk I i.e. **\$107**. Her incremental date in the office of Clerk II shall be November 1. **Diagram 2 refers.**

Diagram 2

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	5228	5,337	5,467	5,574	5,684
Clerk II (Salary Range 20C)	2011				5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561

- 13.** Where an officer's salary in his substantive office or the office in which he holds a temporary appointment is higher than the minimum salary of the higher office to which he has been appointed to act, the acting allowance shall be determined on the basis of the salary at the next higher point in the higher salary scale which would ensure that the acting allowance payable is not less than the value (quantum) of an increment in his substantive office or the office in which he holds a temporary appointment. His incremental date shall be the date of the acting appointment.

Example

Mr. N is a Clerk I in receipt of a salary of **\$5,013** (2011) at point D in salary range 14. His incremental date is February 1. Mr. N has been appointed to act in the office of Cashier I in salary range 15, with effect from March 6, 2011. His salary in the office of Clerk I, is greater than the minimum salary of salary range 15 which is \$4,651 (2011). Further, the value (quantum) of an increment in the office of Clerk I is **\$105** (\$5,118 - \$5,013=\$105). Consequently, on appointment to act in the office of Cashier I, Mr. N's acting allowance shall be determined on the basis of the salary at the next higher point in the higher salary scale (salary range 15), **\$5,226** which will provide for an acting allowance [i.e. **\$213** (\$5,226 - \$5,013 =\$213) (2011)] that is not less than the value (quantum) of an increment in the office of Clerk I, i.e. **\$105** (2011). His incremental date shall be **March 6**, the date of his appointment to act as Cashier I. **Diagram 3 refers**

Diagram 3

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
Cashier I (Salary Range 15)	2011	4,651	4,766	4,882	4,996	5,111	5,226	5,341	5,469	5,585	5,698	5,820

14. Where an officer has been acting in a higher office and is awarded an increment in his substantive office or the office in which he holds a temporary appointment and this results in him receiving an acting allowance which is less than the value of an increment in his substantive office or the office in which he holds a temporary appointment, the acting allowance is to be reviewed and adjusted on the basis of the salary at the next point in the salary scale of the acting office so as to provide for a difference in salary of not less than the value of an increment in his substantive office or the office in which he holds a temporary appointment. In such a case, his new incremental date in the higher office shall be the effective date of the adjustment.

Example

Mr. V, Administrative Assistant earning a salary of **\$9,159** (2011) (2nd longevity point of salary range 35F) was appointed to act Administrative Officer II (**\$9,479**) (2011) (minimum of salary range 46D) with effect from October 5, 2011. On October 10, 2011, Mr. V was awarded an increment in his substantive office and his salary adjusted to **\$9,341** (3rd long. point). This resulted in the acting allowance in the higher office i.e. **\$138** ($\$9,479 - \$9,341 = \138) being less than the value of an increment in the substantive office i.e. **\$182** ($\$9,341 - \$9,159 = \182). Therefore, in accordance with the above principle, the salary at the next point in the higher salary scale i.e. **\$9,674** should be used to determine the acting allowance so as to provide for an acting allowance of not less than the value of an increment in his substantive office i.e. **\$333** ($\$9,674 - \$9,341 = \333). As a result, his new incremental date in the office of Administrative Officer II shall be **October 10**, the effective date of the adjustment. **Diagram 4 refers.**

Diagram 4

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Administrative Assistant (Salary Range 35F)	2011	\$	\$	\$	\$	\$	\$	8,570	8,797	8,974	9,159	9,341
Administrative Officer II (Salary Range 46D)	2011					9,479	9,674	9,869	10,083	10,287	10,484	10,706

Diagram 4 shows salary progression. An arrow points from the 2nd Long column of the first row to the 3rd Long column. Dashed arrows point from the 3rd Long column of the first row to the 1st Long, 2nd Long, and 3rd Long columns of the second row.

- 15.** Where an officer is appointed to act in an office carrying a flat salary, the acting allowance shall be the difference between that flat salary and the salary paid to the officer in his substantive office or the office in which he holds a temporary appointment.

Example

Ms. O, a Human Resource Adviser II, is in receipt of a salary of **\$12,641** (2011), 3rd longevity point of salary range 59D. The officer has been appointed to act in the office of Secretary, Registration, Recognition and Certification Board (salary range 60) with effect from January 3, 2008. Therefore, her acting allowance shall be the difference between the salary of **\$12,812** (2011) in salary range 60 and her salary of **\$12,641** (2011) salary range 59D i.e. \$171 (**\$12,812 - \$12,641 = \$171**). **Diagram 5** refers.

Diagram 5

Office	Year	Min	A	B	C	D	E	F	1st Long	2nd Long	3rd Long
Human Resource Adviser II (Salary Range 59D)	2011	\$	\$	\$	\$	11,145	11,445	11,746	12,049	12,344	12,641
Secretary, Registration, Recognition and Certification Board (Salary Range 60)	2011	12,812 (flat rate)									

Diagram 5 shows acting allowance calculation. A dashed arrow points from the 3rd Long column of the first row to the Min column of the second row.

16. Where an officer is appointed to act on the **same** date on which he is eligible for the award of an increment in his substantive office or the office in which he holds a temporary appointment, the officer shall first be granted an increment in his substantive office or the office in which he holds a temporary appointment. His acting allowance shall then be determined on the basis of the new substantive salary and the next higher point immediately above that salary in the salary scale of the office in which he is appointed to act, ensuring that the acting allowance payable to the officer is not less than the value (quantum) of an increment in his substantive office or the office in which he holds a temporary appointment.

Example

Mr. Q, is a Clerk II, in receipt of a salary of **\$5,824** (2011) point E salary range 20C. His incremental date is March 2. The officer is appointed to act in the office of Clerk III, salary range 24E, with effect from March 2, 2011. He shall first be granted the increment for which he is eligible in the office of Clerk II and moved to point F i.e. **\$5,968** (2011). The value (quantum) of an increment in the office of Clerk II is **\$152** (\$6,120 - \$5,968 = \$152). His acting allowance shall be determined on the basis of the salary at the minimum point in salary range 24E i.e. **\$6,424** (2011) which would ensure that his acting allowance i.e. **\$456** (\$6,424-\$5,968=\$456) is not less than the value (quantum) of an increment in the office of Clerk II. His incremental date in the higher office of Clerk III shall be **March 2. Diagram 6 refers.**

Diagram 6

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
					5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331

17. Where an officer has been appointed to act in another office higher than the one in which he has been acting, his acting allowance in that higher office shall be determined on the basis of the salary of the lower office in which he was acting. In addition, the acting allowance to be paid shall not be less than the value (quantum) of the increment in his substantive office or the office in which he holds a temporary appointment. His incremental date in the higher acting office shall be the date he commenced acting in that office.

Example

Ms. T, Clerk II has been in receipt of a salary of **\$6,267** (2011), at the 1st longevity point in salary range 20C since January 1, 2011, her incremental date. She was appointed to act in the office of Clerk III [salary range 24E **\$6,424** (2011) point E] with effect from May 5, 2011. She acted continuously in this office until June 30, 2013. Subsequently, she was appointed to act in the office of Clerk IV, salary range 30C on July 1, 2013. At that time, she was in receipt of a salary of **\$7,072** (2013) (2nd longevity point, salary range 20C) in her substantive office of Clerk II. Her acting allowance in the office of Clerk IV is to be determined on the basis of the relevant salary in the acting office of Clerk III, i.e. **\$7,507** (2013). In addition, the difference between the salary of Clerk IV and Clerk III should not be less than the value (quantum) of an increment in her substantive office of Clerk II i.e. **\$160** ($\$7,232 - \$7,072 = \160). Consequently, Ms. T's acting allowance on appointment to act in the higher office of Clerk IV shall be the difference between the salary of **\$8,019** (2013), minimum point of salary range 30C and the salary of **\$7,507** pt. G of salary range 24E. The acting allowance of **\$512** ($\$8,019 - \$7,507 = \512) is not less than the value (quantum) of an increment in her substantive office of Clerk II i.e. **\$160** ($\$7,232 - \$7,072 = \160). Ms. T's incremental date in the office of Clerk IV shall be **July 01. Diagram 7 refers.**

Diagram 7

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081
Clerk IV (Salary Range 30C)	2011				7,274	7,518	7,751	7,994	8,242	8,477	8,704	8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781

18. Where an officer is appointed to act in an office which is lower than the one in which he is acting, he shall be credited with the time that he acted continuously in the higher office prior to the acting appointment in the lower office. That is, he shall be treated as though he had functioned in the lower acting office during the period he acted in the higher office. In keeping with established principles, his acting allowance shall be the difference between the salary of the lower office in which he has now been appointed to act and the salary of his substantive office. His incremental date in the lower acting office would be the incremental date established in the higher office in which he had been acting.

Diagram 8

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk IV (Salary Range 30C)	2011				7,274	7,518	7,751	7,994	8,242	8,477	8,704	8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081

Shaded area = Credited time spent in the office of Clerk IV

- 19.** In instances where an officer who has acted continuously in several higher offices reverts to act in one of the lower offices, he shall be credited with the period of time he acted continuously in the offices that are **higher** than the office to which he is now appointed to act. That is, he shall be treated as though he had been functioning in the office to which he has now reverted during the period he was acting in those higher offices. His acting allowance shall be determined utilizing the salary on which his acting allowance was calculated when he last acted in that office. **His incremental date shall be the last incremental date established in that lower office.**

Example

Ms. BG, Clerk I (salary range 14) is in receipt of a monthly salary of **\$5,013** (2011) at point D in the salary scale, with an incremental date of January 3. She was appointed to act in the higher office of Clerk II [salary range 20C **\$5,531** (2011) minimum point] with effect from June 5, 2011. This appointment terminated when Ms. BG was appointed to act in the higher office of Clerk III [salary range 24E **\$6,681** (2012) point E] on April 12, 2012. Subsequently, the officer was appointed to act in the higher office of Clerk IV [salary range 30C **\$8,019** (2013) point C] with effect from January 31, 2013. Ms. BG was reverted to act in the lower office of Clerk II (salary range 20C) on March 5, 2013. In accordance with the above principle, on reversion to the office of Clerk II, Ms. BG would be credited with the time she acted continuously in the higher offices of Clerk III and IV (i.e. April 12, 2012 to March 4, 2013) that is, she shall be treated as though she had functioned in office of Clerk II during the period she acted continuously in those higher offices. It is to be noted that Ms. BG acted in the office of Clerk II during the period June 5, 2011 to April 11, 2012 and at the time of termination of that acting appointment, her acting allowance was calculated on the basis of the salary **\$5,752** (2012) at minimum point of salary range 20C. As a consequence, her salary in the office of Clerk II shall be determined utilizing the salary **\$5,752** (2012) in salary range 20C. Given the time spent in the higher offices of Clerks III and IV, her acting allowance on reversion as Clerk II from March 5, 2013, shall be calculated on the basis of the salary at Point D **\$6,259** (2013) salary range 20C. Her incremental date in the office of Clerk II shall be **June 5**, the date which was previously established when she acted in that office. **Diagram 9** refers.

Diagram 9

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk I (Salary Range 14)	2011	\$ 4,576	\$ 4,678	\$ 4,791	\$ 4,898	\$ 5,013	\$ 5,118	\$ 5,228	\$ 5,357	\$ 5,467	\$ 5,574	\$ 5,684
	2012	4,759	4,865	4,983	5,094	5,214	5,323	5,437	5,571	5,686	5,797	5,911
	2013	5,045	5,157	5,282	5,400	5,527	5,642	5,763	5,904	6,027	6,145	6,266
Clerk II (Salary Range 20C)	2011				5,531	5,678	5,824	5,968	6,120	6,267	6,415	6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,767	6,909	7,072	7,232
Clerk III (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081
Clerk IV (Salary Range 30C)	2011				7,274	7,518	7,751	7,994	8,242	8,477	8,704	8,872
	2012				7,565	7,819	8,061	8,314	8,572	8,816	9,052	9,227
	2013				8,019	8,288	8,545	8,813	9,086	9,345	9,595	9,781

Shaded area = Credited time spent in the offices of Clerks III & IV

20. Where an officer had been acting in a higher office for **not less than twelve (12) or more continuous months** and a break occurs in his acting appointment, the officer shall be credited with his previous service in the acting office provided that he resumes acting in the same office or an office in the same salary range within six (6) months from the date the break occurred in his acting appointment. **In order to establish his new incremental date, the officer shall be required to serve the unexpired period of**

the incremental year, which would have been outstanding at the time that the break occurred in the acting appointment.

Example

Ms. U, Records Manager I (salary range 35F) was appointed to act in the office of Records Manager II (salary range 46D) from November 23, 2011 to September 1, 2013. Ms. U was again appointed to act in the office of Records Manager II (salary range 46D) with effect from December 5, 2013. At the time the break occurred, Ms. U still had to serve 82 days of her incremental year in the office of Records Manager II (i.e. September 2, 2013 to November 22, 2013 = eighty-two (82) days). On her appointment to act in the office of Records Manager II on December 5, 2013, she had to serve the unexpired period of her incremental year (eighty-two (82) days) to be eligible for the grant of an increment in that office (i.e. December 5, 2013 to February 24, 2014). As a consequence, Ms. U's new incremental date in the office of Records Manager II shall be **February 25**, with effect from the year 2014.

- 21.** Where an officer has acted in a higher office for **not less than twelve (12) continuous months**, and within six (6) months of a break in the acting appointment, is appointed to act in the office in which he had been acting or to an office in the same salary range as the office in which he had been acting, his acting allowance shall be determined either:-

- at the same salary point of the salary scale of the higher office which was used to determine his acting allowance immediately before the break occurred in the acting appointment; or
 - on the basis of his salary in his substantive office,
- whichever is more advantageous to the officer.

In order to establish his new incremental date in the office to which promoted, the officer shall be required to serve the unexpired period of the incremental year, which would have been outstanding at the time that the break occurred in the acting appointment.

Example A

Ms. C, Clerk II (salary range 20C), is in receipt of a salary of **\$5,678** (2011) (point D) with an incremental date of March 28. She was appointed to act in the office of Clerk III (salary range 24E) on April 1, 2011, and was paid an acting allowance based on a salary of **\$6,424**

(2011) (point E of salary range 24E). On February 23, 2013, her acting appointment was terminated (her last day of acting). At that time, her acting allowance was based on the salary at point F in salary range 24E, i.e. **\$7,278** (2013). Ms. C was subsequently reappointed to act in the office of Clerk III with effect from March 25, 2013. As a consequence, her acting allowance shall be at the same point at which it had been determined immediately before the break i.e. point F in salary range 24E **\$7,278** (2013). **Diagram 10 refers.**

Diagram 10

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range- 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Clerk III. (Salary Range 24E)	2011						6,424	6,602	6,810	6,980	7,156	7,331
	2012						6,681	6,866	7,082	7,259	7,442	7,624
	2013						7,082	7,278	7,507	7,695	7,889	8,081

The officer's incremental date in the office of Clerk III was formerly established as April 1. However, at the time that the break occurred in Ms. C's acting appointment she still had **36 days** (February 24, 2013 – March 31, 2013) to serve in order to complete her incremental year in that office. As a consequence, **with effect from the date of her reappointment to the office of Clerk III Ms. C had to serve the unexpired period of the incremental year i.e. 36 days** (March 25, 2013 – April 29, 2013) in order to be eligible for the award of an increment and to establish her new incremental date in the office of Clerk III. As a result, Ms. C's new incremental date in the office of Clerk III shall be **April 30**.

Example B

Mr. I, Records Officer I is in receipt of a salary of **\$5,531** at point C in salary range 20C since January 11, 2011, his incremental date. He was appointed to act in the office of Title Clerk I (salary range 23) **\$5,748** (2011) with effect from July 5, 2011. On January 11, 2012 Mr. I was awarded an increment in his substantive office and his salary moved to point D **\$5,905** in salary range 20C. This resulted in his acting allowance of \$73 ($\$5,978 - \$5,905 = \73) being less than the value of an increment in his substantive office \$152 ($\$6,057 - \$5,905 = \152). As a consequence, the salary on which his acting allowance was calculated had to be adjusted to \$6,150, point C (2012) of salary range 23 and his incremental date in the office of Title Clerk I now became January 11, the date of the adjustment. Mr. I's acting appointment was terminated on October 7, 2012 and he was subsequently reappointed to act in the office of Title Clerk I with effect from March 17, 2013. On October 7, 2012 when his acting appointment was terminated his acting allowance was determined on the basis of the salary at point C of salary range 23 (**\$6,519**) (2013). However, Mr. I was awarded an increment in his substantive office of Records Officer I on January 11, 2013. As a consequence, his salary was now **\$6,420** (point E of salary range 20C). Should his acting allowance be calculated on the basis of the salary at point C \$6,519 (2013) in salary range 23) the difference **\$99** ($\$6,519 - \$6,420 = \99) would have been less than the value (quantum) of an increment in his substantive office of Records Officer I **\$159** ($\$6,579 - \$6,420 = \159). As a consequence, it was more advantageous to the officer to have his acting allowance in the office of Title Clerk I determined on the basis of his salary in his substantive office of Records Officer I (**\$6,420**) and using the salary **\$6,699**, at point D of salary range 23 ($\$6,699 - \$6,420 = \$279$). To establish his new incremental date in that office Mr. W would have to serve the unexpired period of his incremental year which would have been outstanding when his acting appointment terminated on October 7, 2012 that is 95 days ($8/10/12 - 10/1/13 = 95$ days). As a consequence, his new incremental date in the office of Title Clerk I would be **June 20**. **Diagram 11** refers.

Diagram 11

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Records Officer I (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Title Clerk I. (Salary Range 23)	2011	5,409	5,574	5,748	5,913	6,077	6,246	6,414	6,602	6,769	6,933	7,099
	2012	5,625	5,797	5,978	6,150	6,320	6,496	6,671	6,866	7,040	7,210	7,383
	2013	5,963	6,145	6,337	6,519	6,699	6,886	7,071	7,278	7,462	7,643	7,826

22. Where an officer has been acting for more than twelve continuous (12) months and a break occurs in his acting appointment, he shall be paid acting allowance at the same point in the higher salary range provided that the break was caused by him proceeding on any type of leave for a period not exceeding one year and the officer resumes duty in the higher post within six months of his resumption of duty. In this instance, there must be confirmation that the officer would have continued to act in the higher office for the entire one-year period had he not proceeded on leave of any type.

Example

Mr. Z, Clerk II is in receipt of a salary of **\$5,968** at point F in salary range 20C since January 25, 2011 his incremental date. He was appointed to act in the office of Research Assistant I (salary range 23) **\$6,246** pt. E (2011) with effect from March 5, 2011. Mr. Z's acting appointment was terminated on June 30, 2012 when he proceeded on one year No Pay leave with effect from July 1, 2012. Mr. Z resumed duty in his substantive office of Clerk II (**\$6,747** pt. G salary range 20C) on July 1, 2013 and was appointed to act in the office of Research Assistant I with effect from September 3, 2013. It was confirmed that Mr. Z. would have continued to act in the office of Research Assistant I during the period

July 1, 2012 to June 30, 2013 had he not proceeded on No Pay Leave. However, a break would have occurred in the acting appointment during the period July 1, 2012 to September 2, 2013. His acting allowance in the office of Research Assistant I will therefore be determined on the basis of the salary point in salary range 23 at which it was calculated in June 2012 that is point F, when he last acted in that office. As a consequence, his acting allowance will be calculated on the salary of **\$7,071** (2013).

At the time that the break occurred in Mr. Z's acting appointment he still had to serve 247 days (July 1, 2012 –March 4, 2013) of his incremental year (March 5, 2012 – March 4, 2013) in that office. As a consequence, with effect from the date of his appointment to act in the office of Research Assistant I, Mr. Z had to serve the unexpired period of the incremental year i.e. 247 days (September 3, 2013 – May 7, 2014) in order to be eligible for the award of an increment and to establish his new incremental date in the office of Research Assistant I. As a result, Mr. Z's new incremental date in the office of Research Assistant I shall be **May 8. Diagram 12** refers

Diagram 12

Office	Year	Min	A	B	C	D	E	F	G	1 st Long	2 nd Long	3 rd Long
Clerk II (Salary Range 20C)	2011	\$	\$	\$	\$ 5,531	\$ 5,678	\$ 5,824	\$ 5,968	\$ 6,120	\$ 6,267	\$ 6,415	\$ 6,561
	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232
Research Asst. I. (Salary Range 23)	2011	5,409	5,574	5,748	5,913	6,077	6,246	6,414	6,602	6,769	6,933	7,099
	2012	5,625	5,797	5,978	6,150	6,320	6,496	6,671	6,866	7,040	7,210	7,383
	2013	5,963	6,145	6,337	6,519	6,699	6,886	7,071	7,278	7,462	7,643	7,826

CIRCULAR MEMORANDUM

FROM : Chief Personnel Officer

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

DATED : December 05, 2019

SUBJECT

**Clarification of the application of the provisions of Section I (3) of Personnel
Department Circular No. 5 of 1976 dated August 3, 1976 and its application
with regard to Personnel Department Circular No. 5 of 2004 dated
December 31, 2004**

It has been brought to my attention that over the years, Ministries/Departments
/Tobago House of Assembly (THA) have applied different interpretations to
Section I. (3) of the Appendix to Personnel Department Circular No. 5 of 1976 dated
August 3, 1976.

2. This section states as follows:-

(3) Subject to the provisions of the preceding rules:

- (i) Where an officer has been at the normal maximum salary or
at an incremental point in the longevity scale for less than one
year, his incremental date in the higher post shall be the
anniversary date of his promotion; and
- (ii) Where an officer has been at the normal maximum salary or
at an incremental point in the longevity scale for one year or
more, he shall retain his incremental date in his lower post.

3. It has been observed that some Ministries/Departments/THA have been treating
this section as two stand-alone clauses not giving recognition to the opening sentence
which states "Subject to the provisions of the preceding rules". It is to be noted that "the
preceding rules" refer to Section I. (1) and (2) of the said Appendix which state: -

1. Promotion:

(1) In cases of clearly related promotional posts, an officer on promotion shall convert to the minimum of the higher post provided that: -

- (i) where the increase in salary on promotion is less than an increment in the lower salary range, the officer shall retain his old incremental date.
- (ii) where the increase in salary on promotion is equal to or greater than an increment in the lower post, the officer's incremental date shall be date of promotion.

(2) In cases of posts where there is overlapping in salary scales and where an officer's salary in the lower post is less than the minimum of the higher post, he shall convert at the minimum of the higher post, provided that: -

- (i) where the increase in salary on promotion is equal to or greater than an increment in the lower post, the anniversary date of his promotion shall be his incremental date;
- (ii) where the increase in salary on promotion is less than the value of an increment in the lower post, the officer shall retain his old incremental date;
- (iii) where at the time of promotion an officer's salary in the lower post coincides with a point in the higher post, he will continue to receive that salary in the higher post retaining his old incremental date;
- (iv) where the salary the officer is receiving in the lower post is greater than the minimum of the higher post, but does not coincide with a point in the higher salary range, then the officer's salary shall be adjusted to the point in the higher salary range immediately above his salary in the lower salary range and he shall retain his old incremental date.

Therefore, Section I. (3) is not a stand-alone clause but is dependent on the rules stated in Section I. (1) & (2) which have priority.

4. To treat with Section I (3) as a stand-alone clause may lead to an officer being placed in the disadvantageous position of being overpaid or underpaid as shown in the examples outlined in the Appendix to this Circular Memorandum.

5. In order to avoid continued occurrences of overpayments and underpayments, I advise that the correct interpretation of Section I (3) of Personnel Department Circular No. 5 of 1976 is as follows:-

(3) Subject to the provisions of the preceding rules:

(i) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale of the lower salary range for less than one year and:-

(a) where the increase in salary on promotion is less than an increment in that lower salary range, normally, he shall retain the incremental date in his lower post.

(b) where the increase in salary on promotion is equal to or more than an increment in the lower salary range his incremental date in the higher post shall normally be the anniversary date of his promotion.

(ii) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale of the lower salary range for one year or more and:-

(a) where the increase in salary on promotion is less than an increment in the lower salary range, normally, he shall retain the incremental date in his lower post.

(b) where the increase in salary on promotion is equal to or more than an increment in the lower salary range, his incremental date in the higher post shall normally be the anniversary date of his promotion.

6. I further advise that in accordance with Personnel Department Circular No. 5 of 2004 dated December 31, 2004, the current basic principles regarding the payment of salary/acting allowance to an officer promoted to /appointed to act in a higher office are as follows: -

- 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.

7. As a consequence, with effect from January 1, 2004, an officer is to be paid an increase in salary on promotion which is not less than the value of an increment in the salary range of the lower office from which he/she has been promoted, that is, his former substantive office, regardless of the incremental point at which the officer's salary had been paid.

8. Therefore, with effect from January 1, 2004, Section I (1) and (2) of Personnel Department Circular. No. 5 of 1976 are no longer relevant and the following applies with respect to the application of Section I (3) based on the principles outlined at paragraph 1 (i) and (ii) of Personnel Department No. 5 of 2004 (see paragraph 5), which replaced Section I (1) and (2) of Personnel Department Circular. No. 5 of 1976:

- (i) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale of the lower salary range for less than one year his incremental date in the higher office to which promoted/ appointed to act shall normally, be the anniversary date of his promotion/ acting appointment.
- (ii) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale of the lower salary range for more than one year his incremental date in the higher office to which promoted/ appointed to act shall normally, be the anniversary date of his promotion/ acting appointment.

Please be guided accordingly.


Chief Personnel Officer

Clarification of the application of the provisions of Section I (3) of Personnel Department Circular No. 5 of 1976 dated August 3, 1976 and its application with regard to Personnel Department Circular No. 5 of 2004 dated December 31, 2004

EXAMPLES

Interpretation and application prior to January 1, 2004

Scenario I (Incorrect interpretation and application)

Ms. B, Clerk I, is in receipt of a monthly salary of **\$3,044** (2001), at the first longevity point in salary range 14 since March 1, 2001 her incremental date. The officer had been promoted to the office of Clerk II, (salary range 20C) with effect from December 3, 2001.

Using Section I (3) as a stand-alone clause, on promotion to the office of Clerk II, Ms. B's salary would have been adjusted to **\$3,086** (2001) minimum point of salary range 20C. The increase in salary being **\$42** ($\$3086 - \$3044 = \42) which was less than an increment in the lower office of Clerk I (**\$72** ($\$3,116 - \$3,044 = \72)). Having been at the first longevity point for less than one year (1/3/2001 – 2/12/2001) she would have been given the date of her promotion as her incremental date in the office of Clerk II which would have been reflected as December 3. Subsequently, on December 3, 2002, Ms. B, would have been eligible for an increment and her salary moved to **\$3,304** (point D) in salary range 20C.

Scenario I (Correct Interpretation)

In accordance with the preceding rules at Section I. (1) (i) (which is the primary rule) Ms. B, should have retained the incremental date in the lower office that is March 1, since, the increase in salary **\$42** would have been less than an increment in the lower office of Clerk I (**\$72**). She therefore would have been entitled to an incremental adjustment in the acting office of Clerk II with effect from March 01, 2002 and moved to **\$3,304** (point D) in salary range 20C from that date. An incremental adjustment rather than an increment was applicable in this case since she would not yet have completed twelve (12) continuous months in the higher office of Clerk II from the date of her promotion. Her incremental year would have spanned the two (2) offices: Clerk I from March 1, 2001 – December 2, 2001 and Clerk II from December 3, 2001 – February 28, 2002.

The **incorrect interpretation and application** of Section I (3) (i) of Personnel Department Circular. No. 5 of 1976, as reflected in Scenario I above, would have resulted in Ms. B being underpaid with effect from Match 1, 2002. **Diagram 1 refers.**

Diagram 1

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2001	\$ 2,457	\$ 2,525	\$ 2,599	\$ 2,670	\$ 2,745	\$ 2,815	\$ 2,887	\$ 2,971	\$ 3,044	\$ 3,116	\$ 3,187
Clerk II (Salary Range 20C)	2001 2002				3,086 3204	3,184 3304	3,280 3402	3,375 3499	3,474 3600	3,571 3699	3,669 3798	3,766 3897

Scenario 2 (Incorrect interpretation and application)

Ms. G, Clerk I, was in receipt of a monthly salary of **\$2,971** (2001), at point G (max) in salary range 14 since July 10, 2000 her incremental date. The officer had been promoted to the office of Clerk II, (salary range 20C) with effect from December 3, 2001.

Using Section I (3) as a stand-alone clause, on promotion to the office of Clerk II, Ms. G's salary would have been adjusted to **\$3,086** (2001) at minimum point of salary range 20C. The increase in salary would have been **\$115** which was greater than an increment in the lower office of Clerk I (**\$63** (\$3,044 - \$2,971 = \$63). Having been at point G (max) for more than one year (10/7/2000 – 2/12/2001) she would have been allowed to retain her incremental date of the lower office and her incremental date in the office of Clerk II would have been reflected as July 10. Subsequently, on July 10, 2002, Ms. G, would have been eligible for an incremental adjustment to **\$3,184** (point D) in salary range 20C. An incremental adjustment rather than an increment was applicable in this case since she would not yet have completed twelve (12) continuous months in the higher office of Clerk II from the date of her promotion. Her incremental year would have spanned the two (2) offices: Clerk I from July 10, 2001 – December 2, 2001 and Clerk II from December 3, 2001 – July 9, 2002.

Scenario 2 (Correct interpretation)

However, in accordance with the preceding rules at Section I (1) (ii) (which is the primary rule) Ms. G's incremental date in the office of Clerk II should have been December 3, the date of her promotion, since, the increase in salary **\$115** would have been greater than an increment in the lower office of Clerk I (**\$63**). **Diagram 2 refers.**

The incorrect interpretation and application of Section I (3) (ii) of Personnel Department Circular. No. 5 of 1976, as reflected in Scenario 2 above, would have resulted in Ms. G, being overpaid with effect from July 10, 2002.

Diagram 2

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2001	\$ 2,457	\$ 2,525	\$ 2,599	\$ 2,670	\$ 2,745	\$ 2,815	\$ 2,887	\$ 2,971	\$ 3,044	\$ 3,116	\$ 3,187
Clerk II (Salary Range 20C)	2001 2002				3,086 3204	3,184 3304	3,280 3402	3,375 3499	3,474 3600	3,571 3699	3,669 3798	3,766 3897

Interpretation and application with effect from January 1, 2004

Scenario 3 (Correct interpretation and application)

Ms. B, Clerk I, is in receipt of a monthly salary of **\$5,686** (2012), at the first longevity point in salary range 14 since March 1, 2012 her incremental date. The officer had been promoted to the office of Clerk II, (salary range 20C) with effect from December 3, 2012.

In accordance with Personnel Department Circular No. 5 of 2004, on promotion to the office of Clerk II, Ms. B's salary would have been adjusted to **\$5,905** (2012) point D of salary range 20C, so as to ensure that she gets not less than the value of an increment in the office of Clerk I, which was \$111 (\$5,797 - \$5,686 = \$111). The increase in salary was **\$219** (\$5,905 - \$5,686 = \$219) which was more than an increment in the lower office of Clerk I (**\$111**). Ms. B's incremental date would be the date of her promotion to the office of Clerk II, that is, December 3. Subsequently, on December 3, 2013, Ms. B, would have been eligible for the award of an increment and her salary moved to **\$6,420** (2013) (point E) in salary range 20C. **Diagram 3 refers.**

Diagram 3

Office	Year	Min	A	B	C	D	E	F	G	1st Long	2nd Long	3rd Long
Clerk I (Salary Range 14)	2012	\$ 4,759	\$ 4,865	\$ 4,983	\$ 5,094	\$ 5,214	\$ 5,323	\$ 5,437	\$ 5,571	\$ 5,686	\$ 5,797	\$ 5,911
Clerk II (Salary Range 20C)	2012				5,752	5,905	6,057	6,207	6,365	6,518	6,672	6,823
Clerk II (Salary Range 20C)	2013				6,097	6,259	6,420	6,579	6,747	6,909	7,072	7,232