

December 15, 2022

Circular No. 25

REF NO: 59/20^{IX}

Cabinet Secretaries
Permanent Secretaries
Heads of Department and Agencies

Further Instructions to New Compensation System

Further to Circular No. 20 Ref. No. 59/40 dated November 18, 2022, and on the implementation of the New Compensation System, it has been noted that a number of challenges have emerged. In this regard, please note the following:

▪ **Minimum Net Increase over the Three (3) year implementation period April 1, 2022 – March 31, 2025 –**

Please be advised that the previous minimum increase of 17.5% over the abovementioned period has been revised to 20% over the same period. Please note however, that the related re-calculations are to be done in January 2023. The updated templates will be provided by the Transformation Implementation Unit.

▪ **Acting**

Where the calculation of the arrears related to an acting arrangement results in a negative value, no action is to be taken until further advised by this Ministry. The related information should be provided to the Strategic Human Resource Management Division of this Ministry and copied to the Transformation Implementation Unit. Further instructions will be provided on the matter. **(This means no acting arrears should be calculated for these officers until further advised by the ministry).**

▪ **Conversion Rules for Employees with scales less than 8 points but no more than 6 points.**

Employees will convert to the new bands as follows:

- | | |
|--|---------------------------------------|
| a) Current points 1-4 go to the | 1 st point of the new band |
| b) Current points 5-6 go to the | 2 nd point of the new band |
| c) Current point 1 st and 2 nd Seniority go to the | 3 rd point of the new band |
| d) Current 3 rd Seniority go to the | 4 th point of the new band |

▪ **Conversion of Temporary Employees**

This is to be done in keeping with the conversion rules previously issued under Circular #20, dated November 18, 2022.

In case of doubt or difficulty the Compensation Unit of this Ministry should be contacted for clarification or advice before any action is taken.



Darlene Morrison CD
Financial Secretary