

PSC CIRCULAR

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PSC Circular No. 37/2006

To: Chief Executive Officers and Heads of Departments File: 29/06/17-03

Subject: **REVISED REIMBURSABLE AND WORK RELATED ALLOWANCES** Date: 25 September, 2006

1.0 **BACKGROUND**

- 1.1 The review of reimbursable and work related allowances for the Civil Service stems from the Confederation of Public Service Unions (CPSU) 2004 Log of Claims whereby the Fiji Public Service Association, Fiji Teachers Association and Fiji Nursing Association, claimed a 15% increase to all job related and reimbursable allowances.
- 1.2 Negotiations on the Public Service Unions' 2004 Log of Claims ended in a deadlock in November 2004 however the Parties (Public Service Commission and the Unions) reached an agreement in December 2004, that a 2% one-off payment be made before the Christmas 2004 and that the Log of Claims be pursued further through voluntary arbitration.
- 1.3 At the conclusion of the arbitration hearing on July 13th 2005, the parties agreed that the allowances claim be addressed outside of arbitration as the negotiation has not been exhausted by the parties.

2.0 **NEGOTIATIONS WITH THE CONFEDERATION OF PUBLIC SERVICE UNIONS**

- 2.1 The Public Service Commission met the Confederation of Public Service Unions to discuss the increased allowances claims that were common to all then met with them individually on job specific allowances. These allowances were listed down as those applicable to established employees, general civil service, teachers and nurses.
- 2.2 Since COLA was ruled out as a determinant factor, due to Government's "no COLA policy", the parties were requested to provide a comparative analysis of similar allowances paid by other employers in the private and public sectors and use this as the basis for the review.
- 2.3 The proposed allowances were accepted by the parties but were subject to Cabinet's approval.

3.0 PARTNERSHIP AGREEMENT

- 3.1 The review of reimbursable and work related allowances was part of the Partnership Agreement that was signed with the Unions in March and April 2006 respectively.
- 3.2 Cabinet at its meeting on Tuesday 12th August 2006 approved the revised reimbursable and work related allowances **[refer to Appendix I]**.

4.0 PAYMENTS

- 4.1 Addressees are informed that costs that will be incurred, due to the increases in allowances are to be sourced from within Ministries/ Departments allocated budget.
- 4.2 The revised reimbursable and work related allowances are **effective from 01/01/05**.
- 4.3 Addressees are to ensure that the contents of this Circular are brought to the attention of all officers in your respective Ministries/ Departments, particularly those responsible for processing these allowances.
- 4.4 This Circular supercedes PSC Circular No. 09/2000 dated 01/03/2000 and PSC Circular No. 28/2000 dated 05/06/2000.

5.0 CLARIFICATIONS

- 5.1 Further clarification may be obtained from Losana Ravuso, Principal Employee Relations Advisor, Public Service Commission, on email lravuso@psc.gov.fj or telephone 3314588 ext 246 or Filipe Nagera, Senior Employee Relations Advisor, on email fnagera@psc.gov.fj or telephone ext 227.



Anare Jale
Chief Executive Officer Public Service

APPENDIX I

1. Transfer Allowance – GO 407 & 408

Existing Rate	Revised Rate
Single - \$165.00	Single – \$190.00
Married - \$342.00	Married -\$395.00

2. Subsistence Allowance – GO 500 - 503

Existing Rate	Revised Rate
\$25.00 per night if accommodation is not provided	\$30.00 per night if accommodation is not provided
\$17.00 per night if accommodation is provided	\$20.00 per night if accommodation is provided

3. Meal Allowance – GO 510

Existing Rate	Revised Rate
\$7.50 per meal	\$9.00 per meal

4. Transport Allowance – GO 542 – 543

Engine Type	Existing Rate	Revised Rate
2001 cc and over	40c per km	45c per km
1451cc – 2000cc	37c per km	42c per km
1001cc – 1450cc	33c per km	38c per km
501cc – 1000cc	29c per km	34c per km
500cc and under	23c per km	28c per km
Motor cycles	11c per km	16c per km
Bicycle	\$5.00 per month	\$7.00 per month
Horses – 1 horse	\$200 per annum	\$230 per annum
2 horses	\$400 per annum	\$460 per annum

5. Sevusevu Allowance

Existing Rate	Revised Rate
\$10.00	\$13.00

6. Hotel Meal Allowance – GO 506(c)

Existing Rate	Revised Rate
\$37.00 per day	\$42.00 per day

7. Leave Allowance – GO 707

Existing Rate	Revised Rate
<p>Category A</p> <p>(i) \$275 payable before going on long service leave</p> <p>(ii) \$125 on the first anniversary date of the third leave year after qualifying for long service leave and thereafter after every their leave year</p> <p>(iii) If the long service leave is taken with the third leave year annual and the officer qualifies for the leave allowance under (i) and (ii), then both allowances (\$400 shall be payable</p>	<p>Category A</p> <p>(iv) \$300 payable before going on long service leave</p> <p>(v) \$150 on the first anniversary date of the third leave year after qualifying for long service leave and thereafter after every their leave year</p> <p>(vi) If the long service leave is taken with the third leave year annual and the officer qualifies for the leave allowance under (i) and (ii), then both allowances (\$450 shall be payable</p>
<p>Category B</p> <p>(i) \$275 payable before going on long service leave</p> <p>(ii) \$275 on th3 first anniversary date of the third leave year after qualifying for long service leave and thereafter after every third leave year</p> <p>(iii) If the first long service leave is taken with the third leave year annual leave and the Officer qualifies for the leave allowance under (i) and (ii), then both allowances (\$550) shall be payable</p>	<p>Category B</p> <p>(i) \$300 payable before going on long service leave</p> <p>(ii) \$300 on th3 first anniversary date of the third leave year after qualifying for long service leave and thereafter after every third leave year</p> <p>(iii) If the first long service leave is taken with the third leave year annual leave and the Officer qualifies for the leave allowance under (i) and (ii), then both allowances (\$600) shall be payable</p>
<p>Category C \$687 payable every third year</p> <p>Category D \$826 payable every third year</p>	<p>Category C \$720 payable every third year</p> <p>Category D \$880 payable every third year</p>

8. Examiners Fees – GO 817

Setting Examination	Existing Rate	Revised Rate
H (1) & H (2)	\$10.00 per question	\$11.50 per question
Exam "E"	\$15.00 per question	\$16.50 per question
Exam "U"	\$15.00 per question	\$16.50 per question
Exam "S"	\$15.00 per question	\$16.50 per question
Trade Test I	\$15.00 per question	\$16.50 per question
Trade Test II & III	\$12.00 per question	\$13.50 per question

Marking Examination	Existing Rate	Revised Rate
H (1) & H (2)	\$3.00 per script	\$4.50 per script
Exam "E"	\$4.00 per script	\$5.50 per script
Exam "U"	\$4.00 per script	\$5.50 per script
Exam "S"	\$4.00 per script	\$5.50 per script
Trade Test I, II & III	\$4.00 per script	\$5.50 per script

9. Shift Allowance

Existing Rate	Revised Rate
\$5.50 per shift	\$10.00 per shift

10. Ration Allowance

Existing Rate	Revised Rate
\$9.00 per day	\$10.35 per shift

11. Seagoing Allowance

Existing Rate	Revised Rate
20% of Annual Basic Salary	30% of Annual Basic Salary

12. Consolidated Allowance

Legislature	Existing Rate	Revised Rate
	12% of Annual Basic Salary	15% of Annual Basic Salary

Medical	Existing Rate	Revised Rate
Principal Medical Officer	12.5 % of Annual Basic Salary	15.5% of Annual Basic Salary
Senior Medical Officer	12.5 % of Annual Basic Salary	15.5% of Annual Basic Salary
Medical Officer	12.5 % of Annual Basic Salary	15.5% of Annual Basic Salary
Medical Intern	12.5 % of Annual Basic Salary	15.5% of Annual Basic Salary
Medical Assistant	12.5 % of Annual Basic Salary	15.5% of Annual Basic Salary

District Nurses	Existing Rate	Revised Rate
	12.5% of Annual Basic Salary	15.5% of Annual Basic Salary

13. On Call Allowance

	Existing Rate	Revised Rate
Medical Doctors	\$10.00 per appearance	\$12.00 per appearance
Other Groups	\$8.39 per week	\$10.00 per week

14. Environment Allowance

Existing Rate	Revised Rate
\$12.5%	15.5%

15. Duty Allowance – GO 406

Existing Rate	Revised Rate
\$24.00 per month	\$30.00 per month

16. Penal Rate Allowance

Existing Rate	Revised Rate
\$9.67 per hour	\$12.00 per hour

17. Relocation Allowance

	Existing Rate	Revised Rate
Single	\$165.00	\$190.00
Married	\$342.00 plus transportation	\$395.00 plus transportation

18. Repatriation/ Relocation (on death)

	Existing Rate	Revised Rate
Single	\$165.00	\$190.00
Married	\$342.00 plus transportation	\$395.00 plus transportation