

# PSC CIRCULAR

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## PSC Circular No. 41/2006

To: Chief Executive Officers and Heads of Departments File: C29/167/50

Subject: 2005 INDUSTRIAL RELATIONS FRAMEWORK Date: 23<sup>rd</sup> October, 2006  
PAYMENT FOR CIVIL SERVANTS

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### 1.0 PARTNERSHIP AGREEMENT

- 1.1 As part of the Partnership Agreement signed between Government and the Public Service Unions, the parties agreed to an Industrial Relations Framework (IRF) covering the period 2005 to 2007. The parties agreed that pending the introduction of the new mechanism of annual pay review, an interim arrangement of 4% across-the-board payment be effected to all Public Officers as the sole basis for the annual pay review for each of the three years of the IRF from 2005 – 2007.
- 1.2 PSC Circular No. 23/2006 dated 27<sup>th</sup> June 2006 explains the objectives, principles and components of the Partnership Agreement.

### 2.0 SCHEDULE OF PAYMENTS

In consideration of Government's cash flow position, the Public Service Commission and the Ministry of Finance and National Planning in consultation with the Public Service Unions have agreed to stagger the payments of the 4% 2005 IRF payment as follows:

- 2% of the 2005 IRF i.e. from 01/01/05 – 31/12/05 – scheduled for **Pay 22/06**;
- 2% of the 2005 IRF for the same period to be paid **in Pay 25/06**; and
- both payments are in-built into the salaries.

### 2.0 APPLICATION

- 2.1 The 4% across-the-board payment will apply to all established posts and postholders in the Public Service including the Police, Army, Prisons and Forest Guard Personnels.
- 2.2 The Chief Executive Officer for Home Affairs is requested by this Circular to where necessary and appropriate, make amendments to the relevant Regulations to effect the 4% across-the-board payment for those in the Disciplined Services, and the Chief Executive Officer for Justice for those in the Fiji Prisons Service.
- 2.3 Specifically, the 4% across-the-board payment will apply to:-
  - (a) Permanent Officers including those on probation;

- (b) Officers serving on contract terms;
- (c) Temporary Officers; and
- (d) Officers, who resigned or retired after 1<sup>st</sup> January 2006.

3.4 The 4% across-the-board payment will not, however apply to:-

- (i) Civil Servants who have deemed to have resigned or had their appointments terminated for abscondment from duties or suspended from duty for disciplinary charges as stipulated under the provisions of Regulation 20 and Regulation 23 of the Public Service Regulations 1999;
- (ii) Civil Servants on fixed salaries that are governed by the Prescription of Salaries Act, the Judges Remuneration and Emoluments Act and the Public Service (SES) Regulations 2003.

#### **4.0 PAYMENTS**

4.1 All eligible Civil Servants will be paid the 4% across-the-board payment for the 2005 IRF as follows:

- (i) - The first 2% payment of the 2005 IRF i.e. from 01/01/05 – 31/12/05, scheduled for payment on Pay No. 22 of 2006 will be payable on November 02<sup>nd</sup> 2006;
- (ii) - The second 2% payment of the 2005 IRF for the same period to be paid on  
Pay No. 25 of 2006 will be payable on December 14<sup>th</sup> 2006.

4.2 The 4% across-the-board payment will be consolidated into officer's basic annual salary with effect from 1<sup>st</sup> January 2005. The 2006 arrears of salary for the total 4% of the 2005 IRF will be paid in 2007 as part of the staggered arrangement.

4.3 The respective salaries incorporating the increase are shown in **Appendix A**.

4.4 The respective salaries for officer's in the Disciplined Services, and the Fiji Prisons Services, incorporating the increase with the implementation of the Job Evaluation Exercise is shown in **Appendix B**.

#### **5.0 ALLOWANCES**

5.1 All deductions linked to salaries including rent on Government Quarters and PSC Scholarship loan deductions should be adjusted to the revised levels with effect from 1<sup>st</sup> January 2005.

5.2 All allowances linked to salaries, such as the housing allowance, acting allowance, consolidated allowance, etc should be adjusted to the revised level of salaries with effect from 1<sup>st</sup> January 2005.

## **6.0 OVERTIME**

- 6.1 The revised overtime rates which are effective from 1<sup>st</sup> January 2005 are attached as **Appendix C**.
- 6.2 Where the funds are not specifically provided in the budget estimates, time-off in lieu shall continue to be granted on an hour to hour basis to officers who are eligible and who are authorized to, claim overtime payment. Officers who cannot be released to utilize their time-off in lieu of overtime payment, are permitted to utilize time-off in lieu with their annual leave at the end of their current leave year.

## **7.0 AMENDMENTS TO GENERAL ORDERS**

- 7.1 The amendments to the General Orders necessitated by this increase is set out as **Appendix D** and are effective from 1<sup>st</sup> January 2005.
- 7.2 This Circular supercedes PSC Circular No. 24/2006 dated 5<sup>th</sup> July 2006 and PSC Circular No. 32/2006 dated 18<sup>th</sup> August 2006.

## **8.0 CLARIFICATIONS**

- 8.1 Please ensure that this circular is brought to the attention of all Officers in your Ministry/ Department. Further clarification may be obtained from Losana Ravuso, Principal Employee Relations Advisor, Public Service Commission, on email [lravuso@psc.gov.fj](mailto:lravuso@psc.gov.fj) or telephone 3314588 ext 246 or Filipe Nagera, Senior Employee Relations Advisor, on email [fnagera@psc.gov.fj](mailto:fnagera@psc.gov.fj) or telephone ext 227.



**Tom Lee**  
for **Chief Executive Officer, Public Service**