

PSC CIRCULAR

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PSC Circular 46/2008

To : Permanent Secretaries and
Heads of Departments

File: 29/58/33

Subject : MERIT/PERFORMANCE PAY IN THE PUBLIC
SERVICE

Date: 30/10/08

1.0 Cabinet in its meeting on 21st October, 2008 vide Cabinet Decision No.467 has agreed and approved Merit/Performance pay in the Public Service.

2.0 Details of the Cabinet decision are as follow :-

- (i) the adoption of the "Assessment for Merit Pay" tool, as attached;
- (ii) the adoption of the proposed merit pay of one [1] increment only consolidated into the salary; or the payment of merit pay the difference of salary for those sitting on the maximum to that of the maxima of that grade provided they fulfil all the requirements;
- (iii) for Government wage Earners, the adoption of a "one-off" 2.5% bonus pay, based on their substantive wages for achieving work targets set out in their "Duty Statements";
- (iv) that the assessment period is to be from the 1st of January to the 31st of December; and
- (v) that the payment of merit increment, if any, is to be made on the following year following the assessment period.

3.0 ASSESSMENT OF MERIT PAY FORM

3.1 The assessment tool approved for the assessment of merit is a two page "Assessment of Merit Pay" [AMP] form encapsulating the achievements of deliverables identified in the Individual Work Plan [IWP], linked to their Divisions Business Plan, the Permanent Secretaries Performance Agreement and the Ministry's Corporate Plan. The form also captures the necessary professional and personal attributes required in an officer.

3.2 This form is to be used by both the Established and Government Wage Earners [GWE] alike. GWE employees are expected to list down all their duties reflected in their Duty Statements [DS] as required by the AMP form (all GWE appointed into the service should have a duty statement listing down tasks that should be undertaken by the employee for a given time).

3.3 The Mechanics for the usage of the AMP is explained in **APPENDIX A** of this Circular

4.0 PERFORMANCE ASSESSMENT LINKED TO REMUNERATION

- 4.1 The “merit pay” to reward high achievers for established employees is the payment of one salary increment consolidated into pay. The mechanics of this is the upward movement from the officers’ substantive salary to the salary point immediately above. The quantum of the difference ranges from 2.5 % to 4%.
- 4.2 For employees already on the maximum of their salary grade, merit pay would be the difference between the substantive salary and the merit point above (above salary point ‘1’).
- 4.3 For GWE’s the adoption of a “**one-off**” 2.5% for rewarding high achievers was because GWE’s are on fixed hourly wages schedule as compared to established employees who are on annual salary scale. The 2.5% bonus is adopted from the minimum quantum of increase between two established salary points and added to the Government Wage Earners hourly wage pay.

5.0 AWARENESS AND TRAINING OF ASSESSORS

- 5.1 To carry out proper assessments of officers in the Public Service, the Commission has scheduled training for officers who are in supervisory roles in order to familiarize themselves to the task ahead.
- 5.2 The Training of Trainers/ Training Officers at Ministry and Departmental levels will be conducted first at the Centre for Training and Development on Monday the 3rd of November, 2008.
- 5.3 Further trainings will also be conducted at the conference rooms of the following venues, namely the Commissioner Central’s Office, the Commissioner Westerns Office, the Commissioner Northern’s office and at the PSC Centre for Training and Development [CTD].
- 5.4 Permanent Secretaries and Heads of Departments are urgently required to identify their officer’s including those at the Divisional levels and to submit their names to the Commission before the 3rd of November 2008.
- 5.5 The schedule of dates for training will be determined ones the names, including their designations and locations are received at the Commission on the 3rd of November.
- 6.0 For any queries relating to the above, please contact Jimaima Vilisoni or Asraf Maqbool at the Employee Relations Division on telephone 3314588 ext 227 or 218 OR email address jvilisoni@psc.gov.fj or aali@psc.gov.fj .



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