



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE **FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**Circular # 20**

**REF NO: 59/40**

**November 18, 2022**

Cabinet Secretary  
Permanent Secretaries  
Heads of Department and Agencies

### **Implementation of the new Compensation System**

As part of its commitment to the transformation of the public sector, the Government of Jamaica (GOJ) is implementing a new compensation system. The new system will result in a more rational compensation structure for the Public Sector.

Key features of the new compensation system are:

- a single standard factor-based evaluation tool which will be used to evaluate all jobs across the public service (with the exception of the health sector which went through a similar exercise, implemented in 2013);
- a common pay spine;
- rationalisation and consolidation of allowances into basic pay, as far as possible;
- the new system is based on market level compensation as determined by a survey of public and private sector jobs.

Consequent on the agreement arrived at with various public sector unions and staff associations, approval is hereby given to implement the new pay as detailed in the attached schedule.

The new pay bands are being implemented over a three-year period, commencing April 1, 2022. Payments for December 2022 and retroactive amounts for April 2022 through November 2022 are to be made in **December 2022**. It should be noted that upon implementation no incremental movements are to be made against the new compensation structure over the three (3) year implementation period.

## Conversion to the restructured salary scales

Conversion to the restructured salary scales is outlined below:

A. Generally, employees will convert to the new bands as follows:

- |      |   |                                       |
|------|---|---------------------------------------|
| i)   | Current points 1-4 go to the                          | 1 <sup>st</sup> point of the new band |
| ii)  | Current points 5-7 go to the                          | 2 <sup>nd</sup> point of the new band |
| iii) | Current point 8 – 2 <sup>nd</sup> Seniority go to the | 3 <sup>rd</sup> point of the new band |
| iv)  | Current 3 <sup>rd</sup> Seniority go to the           | 4 <sup>th</sup> point of the new band |

B. Please note that all current pensionable allowances have been accommodated in basic salary.

C. Notwithstanding the above, employees who on conversion as outlined at A above, fall below the minimum net increase of 17.5% over the 3-year period, are to be moved along the salary scale to a point that meets the minimum increase.

Payment is also to be made to fixed term contract officers paid against an established post and who are being paid the exact salary and allowances in accordance with the classification and pay of the post. All other contract officers will be paid in keeping with the terms and conditions outlined in their contracts of employment until they expire.

Allowances will be treated as outlined in the table below:

These allowances are no longer payable with effect from April 1, 2022	
Fixed Motor Car Allowance	Discomfort Allowance
Partially maintained motor vehicle	Duty Allowance
Full Upkeep	Telephone Allowance
Commuted Upkeep	Qualification increments
Commuted Taxi	
Motorcycle Allowance	
Transportation Allowance	

Please note that a number of policies continue to be discussed with the public sector unions and staff associations. Until these discussions have concluded, the relevant Circulars and Staff Orders will continue to apply.

The additional cost to implement the restructured compensation must be submitted to the Public Expenditure Division and the Strategic Human Resource Management Division (Compensation Unit) of this Ministry by November 28, 2022. The information should detail the number of positions involved at each grade/level and should be submitted in the format attached. Please ensure that all schedules are fully completed and returned.

The payroll run and conversion listing are to be submitted to the Transformation Implementation Unit by email to [executivedirectortiu@transformation.gov.jm](mailto:executivedirectortiu@transformation.gov.jm) by December 21, 2022.

**In any 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