



## OFFICE OF THE PRESIDENT

### Department of Public Administration

#### CIRCULAR NO. 12 of 2019

2 December 2019

TO:

Secretaries of State  
Attorney General  
Commissioner of Police  
Chairman Constitutional  
Appointments Authority  
Ombudsman

Chairman Electoral Commission  
Chairman, Public Service Appeal Board  
Chief Secretary Public Service  
Principal Secretaries  
Clerk of the National Assembly  
Master / Registrar, Supreme Court  
Chief Executive Officers

#### PUBLIC SERVICE SUPPLEMENTATION ALLOWANCE

The President has approved for all public service employees to benefit from a **5%** salary enhancement by way of a supplementation allowance, with retrospective effect from **1 April 2019**. Payments will be made with the **December 2019** salaries. The supplementation allowance is not binding on Public Enterprises.

#### 1.0 ELIGIBILITY

- 1.1 Employees who were in the service as **1 April 2019** will receive their allowance effective from that date. However employees who joined the service after **1 April 2019** will receive their allowance from the date of their employment. The supplementation allowance will also apply to employees who will join the service from **January 2020** and thereafter.

- 1.2 Employees of the following non-core and outsourced services will benefit accordingly:-

District Field Technicians, Victoria Market, Facilities Technician (NSC), Sensitive Building Security, Youth Hostel, School Meals, School Printing Text Books, Burial Services and Cleaners Cooperative.

## 2.0 NON-ELIGIBILITY

- 2.1 The supplementation allowance will not apply to all Constitutional Appointees and **others** whose salary is defined by law. These include all persons listed in Schedule 2 of the Public Service Salary Act, 2013 namely:-

(a) **Schedule 2 of the Public Service Salary Act**

The President, the Vice-President, the Designated Minister, the Ministers, the Chief Justice, the President of the Court of Appeal, the Judges and Justices of Appeal, the Master of the Supreme Court, the Speaker, the Deputy Speaker, the Leader of the Opposition, the Leader of Government Business, the Members of the National Assembly, the Chairman and Members of the Constitutional Appointments Authority, the Chairman and Members of Public Service Appeal Board, the Ombudsman, the Attorney General, the Auditor General; the Chairperson and Members of the Electoral Commission.

(b) **Others**

The Chief Electoral Officer, the Chief Executive Officer and Members of the Anti-Corruption Commission, the Chairperson and Members of the Truth, National Reconciliation and Unity Commission; the Chairperson and Members of the Human Rights Commission, the Chief Executive Officer, Chairperson and Members of the Information Commission, the Chief Executive Officer and Deputy Chief Executive Officer of the Prevention of Drug Abuse and Rehabilitation Agency, Ambassadors, Senior Magistrates and Magistrates.

## 3.0 BASIS FOR CALCULATION

- 3.1 The allowance shall be calculated at the rate of **5%** of the base pay and paid strictly under **code 101**. It shall in no circumstance be merged with any other allowance.

#### 4.0 PAYROLL PREPARATION

4.1 The Department of Information Communication Technology and the Treasury will prepare the draft payroll taking into consideration the following arrangement:-

4.1.1 The draft payroll will be submitted to organizations by **Thursday 5 December 2019**.

4.1.2 Heads of human resource with their team in each organization will be required to verify the draft payroll as a matter of high priority to ensure the following:-

- (a) Employees whose salary is prescribed by law **do not** feature;
- (b) Employees who were employed after **1 April 2019** are paid from the date of their employment;
- (c) Employees whose salary changed after **1 April 2019** up to December, are to have their allowance adjusted according to their revised base pay;
- (d) Employees who have taken unpaid leave during the period **April to December 2019** have their allowance pro-rated according to the number of months worked.

4.1.3 All organizations are to return the verified and amended payrolls to the Treasury by **Friday 6 December 2019**.

#### 5.0 EFFECT ON OTHER BENEFITS

5.1 The supplementation allowance paid under **code 101** will be included towards the computation of compensation for past continuous service, Public Sector Commission/Agency contract performance allowance, annual gratuity and end of contract payment and long service gratuities that are paid on a percentage basis.

The Public Service Salary Table that came into force on **1 April 2014** remains unchanged as a new Salary Table has not been approved by law.

  
Jessie Esparon (Ms)  
**CHIEF SECRETARY**  
**PUBLIC SERVICE**