

MANUAL ON THE PROCEDURE AND COMPUTATION OF SALARIES



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

MANUAL
ON THE PROCEDURE
AND COMPUTATION OF
SALARIES

Last updated 7 January 2019

Contents

1 Procedure for the Payment of Salaries

1.1	Payment of Salaries: on Appointment	4
1.2	Payment of Salaries: Probationary Period & Confirmation of Appointments	4
1.3	Confirmation of Increment for Salary Purposes	4
1.4	Reporting of Half Pay/No Pay Leave for Salary Deduction Purposes	5
1.5	Social Security	6
1.6	Retirements	6
1.7	Re-Engaged Pensioners	7
1.8	Payroll Amendments	7
1.9	Cash Payments	7

2 Computation of Payments

2.1	Calculation of a Normal Day's Pay both for Payment and Deduction Purposes	10
2.2	Calculation of One Hour's Pay both for Payment and Deduction Purposes	10
2.2.1	Deduction of Pay	11
2.3	Computation of Overtime Pay/TOIL	12
2.4	Computation of Salaries and Allowances for Pro-Rata Payment	13
2.5	Computation of Bonus	14
2.6	Computation of Income Supplement	14
2.7	Computation of Increments	15
2.7.1	Postponement of Increments	16

3 Categories of Pay

3.1	Pay on Appointment - New Entrants	20
3.2	Pay on Appointment/Promotion - Public Officers	20
3.3	Pay on Progression	22
3.4	Re-Engagement in a Lower Grade	22
3.5	Pay on Re-Instatement of Pensionable Ex-Public Officers	22
3.6	Pay on Re-Employment	23
3.7	Pay to Chairpersons and Members of Government Boards and Committees	23

Appendices 25

Appendix 1

Salaries Amendment Form

Appendix 2

Personal Record Sheet

Appendix 3

Re-employment of Government Pensioners

Appendix 4

24-Hour Shift Watchmen

Appendix 5

Night Watchmen "B"

Appendix 6

Night Watchmen "C"

Appendix 7

Declaration on Re-istatement into the Public Service of Pensionable Public Officers

01

1.1 Payment of Salaries: on Appointment¹

When a successful applicant is appointed to a grade or position, copies of letters of appointment are to be sent to the Central Salaries Section (MGOZ) on the Salaries Amendment Form (vide Appendix 1), including the following information:

- a. identity card number;
- b. information on previous appointment, if applicable;
- c. a 'certified true copy' declaration of the appointment; and
- d. Personal Record Sheet (GP 46), if applicable (vide Appendix 2).

Such information can also be uploaded on the salaries reporting system (SRS²) in respect of those departments whose salaries functions are performed by back-office sections within the Ministry for Gozo.

In appointments concerning officers in the legal grades, certified information should be given regarding the date of award and type of warrant, and the number of years of proven legal practice after obtaining the warrant.

1.2 Payment of Salaries: Probationary Period & Confirmation of Appointments

Two (2) months before an officer's probationary period is due to expire, the Central Salaries Section (MGOZ) asks the Department concerned whether the appointment is confirmed or otherwise. The respective department should confirm appointment or otherwise, at least one (1) month before the expiration of the probationary period. It is essential that departments follow these deadlines so that public officers receive their increments in due time.

1.3 Confirmation of Increment for Salary Purposes

Three (3) months before an officer is due for an increment, an Increment Warrant is issued by the Payroll Section of the Research and Personnel System Directorate, P&SD and referred for the respective DCS's approval. If the increment is not approved, the name of the officer is to be deleted and an appropriate note is to be inserted in the Increment Warrant. Warrants are to be duly signed and are to be sent to the Central Salaries Section (MGOZ), one (1) month prior to the date when the increment is due, at the latest.

¹ APPOINTMENT: initial recognition given as a result of success following a competitive selection.

² The Salaries Reporting System (SRS) is a new IT tool developed by the Office of the CIO, MGOZ and the Directorate General (Operations), MGOZ designed to facilitate the flow of salaries-related information from Salaries Sections within the Ministry for Gozo to the Central Salaries Section (MGOZ). The Procedural Manual of this system can be found at: https://srs.gov.mt/srs/frontEnd/docs/SRS_Procedural_Manual.pdf

If after the issue of the Increment Warrant an officer is transferred to or from another department, s/he should not be deleted from the Increment Warrant list. Where it is indicated that an officer is due for an increment, the respective Director Responsible for People Management should certify the Increment Warrant, after obtaining an appropriate report covering the work period performed at the other department. Directors responsible for People Management should ensure that all public officers due for an increment are listed in the Increment Warrant. The Central Salaries Section will not pay increments unless the warrant is received from the Departments on time.

1.4 Reporting of Half Pay/No Pay Leave for Salary Deduction Purposes

Leave records are kept by the Directorates responsible for People Management. Where officers exhaust their full pay sick leave entitlement, the respective Directorate for People Management is to report to the Central Salaries Section (MGOZ) any period/s of sick leave on half or on no pay so that the salary may be deducted accordingly. Grants of any special leave on no pay are also to be reported to the Central Salaries Section (MGOZ) on the Salaries Amendment Form or on the Salaries Reporting System (SRS) mentioned in section 1.1.

The relevant HR section should produce the exact number of sick days, which should include all sick leave taken during the year to facilitate computations in cases of overpayments.

In case of sick leave on half pay, deductions are to be made by the Salaries Sections of the respective departments since there will be no amendments to NI Contributions.

During continuous sick leave on half pay/no pay, weekends which fall in this period are to be considered as half pay/no pay, and not paid in full. This is not the case if an employee reports back to work on a Monday.

With regards to public holidays, if one falls during continuous sick leave on half pay, it is to be paid in full, however if it falls during continuous sick leave on no pay, it is not paid.

Example

An Assistant Principal on scale 10 maximum and working on a schedule of 40 hours per week, has commenced sick leave on no pay on Monday 5th March and resumed duties on Wednesday 14th March 2018. The applicable sick leave on no pay deduction is worked out as follows:

Daily deduction rate: Annual salary/365 - €21,777/365 = €59.66 per day

Number of continuous days of unpaid sick leave availed of between 5th March 2018 and 13th March 2018 = 9 days

Total applicable sick leave deduction on no pay = €59.66 x 9 or €536.97

If the same employee had resumed duties on Monday 12th March 2018, the preceding weekend days will not be subject to applicable deductions and consequently the applicable deduction would be of 5 days or €298.32

1.5 Social Security

Where in a particular four (4)-week period, public officers are not entitled to a salary in full, the Salaries Section of the respective Department is to notify the Central Salaries Section (MGOZ) accordingly. This is done by completing the Salaries Amendment Form (vide Appendix 1), or filling the respective fields on the SRS, which serve to amend the salary due, whilst ensuring that any national insurance benefit entitlement is paid.

1.5.1 Important information on National Insurance contributions:

- Employees who have worked a minimum of 1 day in a given 7-day week are liable to pay the full applicable National Insurance weekly rate;
- The applicable weekly rate is in accordance with the employees' salary scale and working hours basis on that applicable Monday, irrespective if such an employee has changed to a different salary scale or working hours schedule during the remainder of the same week;
- Employees on half pay sick leave for the entire duration of the week are still liable to pay the full applicable rate;
- Employees who have been on no pay for the entire calendar week are not liable to pay the applicable National Insurance weekly rate;
- Part-time employees can choose to pay a flat rate of 10% of their basic salary as their National Insurance weekly rate;
- Part-time employees employed full time elsewhere and paying applicable NI contributions are not liable to pay further NI contributions on their part-time employment.
- Employees aged 65 and over are exempt from paying National Insurance contributions.

The National Insurance weekly rate is computed as follows:

$$\frac{\text{Annual Basic Salary}}{52 \text{ weeks}} \times 10\% \quad \text{OR} \quad \text{Annual Basic Salary} / 520$$

Example

A newly appointed Clerk on scale 16 step 1, working on a 40hour basis has a weekly National Insurance rate of:

$$\frac{€13,156}{520} = €25.30 \text{ per week (rounded to 2 decimal places)}$$

The resultant weekly rate is to be verified against both the national minimum rate and the applicable maximum rate to ensure it does not fall below or above such rate. If this is the case the rate is to be adjusted to either the national minimum or the national maximum of the stipulated rates for the year.

This employee is due to pay €25.30 x 4 weekly or €101.20 per pay of 4 weeks.

Worked Example

An employee on scale 16 maximum is currently working on a reduced 20 hour weekly schedule.

The weekly applicable National Insurance rate is calculated as follows;

Step 1 - The annual basic salary is adjusted in accordance with the working hours' schedule.

Scale 16 maximum for 2018 or €14,734 per annum x 20 divided by 40 - €7,367

Step 2 - The resultant salary is divided by 520 to derive weekly NI rate - €7,367/520 = €14.17

Step 3 - Since the derived weekly rate of €14.17 is below the established National Minimum for 2018, that is €17.25, the applicable rate is moved forward to the National Minimum and hence the applicable 4 weekly National Insurance applicable is €17.25 x 4 = €69.00 per pay.

1.6 Retirements

With regard to pensionable public officers, that is, those who had entered the Service prior to 15 January 1979, three (3) months prior to their retirement, the respective Directorate responsible for People Management is required to prepare and forward the officer's pension/gratuity papers to the Salaries and Pensions Section in Gozo. If the officer is being retained beyond retirement age, the Central Salaries Section (MGOZ) is to be notified without delay on the Salaries Amendment Form. The Directorate responsible for People Management is also to inform the Central Salaries Section (MGOZ) without delay, on the Salaries Amendment Form or on the SRS if applicable, whether non-pensionable public officers are being retained beyond retirement age or otherwise.

1.7 Re-Engaged Pensioners

Re-engaged pensioners should not receive an amount of pay which, together with their uncommuted Government service pension, plus cost of living or pension increase, exceeds the actual amount of salary or wages they were receiving in their last substantive post. For this purpose, the officers' last salary is to be the prevailing salary at the time of re-engagement, irrespective of their retirement date from the service. All doubtful cases are to be immediately referred to P&SD for direction.

In light that re-engaged pensioners have a deduction in salary, on re-engagement, departments should obtain the amount of Treasury pension that is being paid from the Salaries and Pensions Section in Gozo, so that the appropriate rate of pay is established. A return, as per specimen at Appendix 3, is then to be forwarded in duplicate to the Salaries and Pensions Section (MGOZ). One copy, showing the officer's rate of pension and the amount of salary to be paid, will be returned to the department concerned.

All transfers and any other changes that take place during the pensioner's re-engagement are likewise to be immediately notified to the Central Salaries Section (MGOZ).

1.8 Payroll Amendments

Any amendments required to the salaries of officers are to be reported to the Central Salaries Section (MGOZ) on the Salaries Amendment Form or on the SRS, by not later than the closing dates specified by P&SD. Forms should be invariably signed by the respective Director responsible for People Management, or by any public officer not below the grade of Assistant Principal, as delegated by the respective Director responsible for People Management in terms of Regulation 52(1) of the General Financial Regulations.

HR and Salaries sections in line departments should forward such information in advance, so that the Central Salaries Section (MGOZ) can update the system prior to issuing of the provisional paylists.

Salaries Sections in line departments are to check the provisional paylists in detail to ensure correct salary payment, and to alert immediately in case of errors.

The payroll process is undertaken by the Payroll Section of the Research and Personnel Systems Directorate within the People and Standards Division (P&SD). Paylists, together with all other reports generated by the payroll system with every payroll run, are uploaded on a network 'shared area', and may be accessed by the responsible salary officer in the respective Ministry/department.

Directors responsible for People Management should, at their discretion, make the most suitable arrangements in line with correct data protection practices for delivering the printed salaries statements (payslips) to employees.

For detailed information on how to process and amend salaries in the Dakar system, please vide the Manual on Procedures of the Government Payroll System.

1.9 Cash Payments

Cash payments are awarded annually to employees in Salary Scales 1 to 4 and 17 to 20, as shown at 'Appendix A' of the Collective Agreement for Employees in the Public Service - 1st January 2017 - 31st December 2024.

Cash payments are paid in two installments - one in January and one in June of every year. Persons whose salary scale is pegged to a percentage (e.g. 50% of Scale 1) or are on reduced hours, should have their cash payment apportioned accordingly. These payments are inserted into the payroll system by salaries sections in line departments through the web payroll screens.

When calculating allowances and performance bonuses, which are computed as a percentage of the person's basic salary, cash payments should not be taken in consideration, and such calculations should be based on the basic salary only.

02

2.1 Calculation of a Normal Day's Pay Both for Payment and Deduction Purposes

The computation of one (1) day's pay for the purpose of payment and deduction from salary is:

Annual Salary ÷ 365, and in the case of a leap year, Annual Salary ÷ 366.

Example of calculation of one day's pay of a Clerk in Scale 16 (Step 1)

Type of Year	Computation
Normal Year (365 days)	Annual Salary ÷ 365 €13,156 ÷ 365 = €36.04 per day*
Leap Year (366 days)	Annual Salary ÷ 366 €13,156 ÷ 366 = €35.95 per day*

*Computations should be rounded to 2 decimal places.

Rosters and worked examples of computing payment are given in Appendices 4 to 6.

2.2 Calculation of One Hour's Pay both for Payment and Deduction Purposes

Annual Salary ÷ (number of weeks in a year x number of hours per week).

Example of calculation of one hour's pay of a Clerk in Scale 16 (Step 1) working forty (40) hours per week:

Annual Salary ÷ (number of weeks in a year x number of hours per week)
€13,156 ÷ (52 x 40) = €6.33 per hour

2.2.1 Deduction of Pay

1 Late Arrivals

Unless approved flexible work arrangements are in force, employees who fail to provide a justifiable reason for their lateness, and/or no arrangements with management can be made to compensate for the lost hours, are to have a summary deduction from pay at the following rate:

Condition	Deduction of Pay
for signing in up to thirty (30) minutes after opening hours / the commencement of the daily flexible work schedule as approved by management.	a half (1/2)-hour's pay
for signing in more than thirty (30) minutes after opening hours / the commencement of the daily flexible work schedule as approved by management.	a deduction of pay 'pro-rata' to the nearest half (1/2) hour

2 Unauthorised Absences

The period of unauthorised absence is to start from the time officers are found to be absent to the time they are certified as having returned to their work place. The amount to be deducted shall be computed to the nearest half (1/2)-hour and shall not be less than the equivalent of half (1/2) an hour's pay.

Industrial staff⁴ who are not present when the roll-call is read, are to be considered as absent from work and pay is to be withheld, as per deductions outlined in the following table:

from 16 June to 30 September:

Absence up to 8.00 a.m.	1/4 day's deduction
Absence up to 9.30 a.m.	1/2 day's deduction
Absence up to 11.30 a.m.	3/4 day's deduction
Absence beyond 11.30 a.m.	1 day's deduction

⁴ OPM Circular No 6/98

from 1 October to 15 June:

Absence up to 9.00 a.m.	1/4 day's deduction
Absence up to 12.00 noon	1/2 day's deduction
Absence up to 3.00 p.m.	3/4 day's deduction
Absence beyond 3.00 p.m.	1 day's deduction

In instances where an employee has been called to substitute an officer on shift duty, the latter should not be allowed to commence duties and a day's payment is to be withheld, in full, accordingly.

2.3 Computation of Overtime Pay / TOIL

The hourly overtime/TOIL rate is calculated at one and a half ($1\frac{1}{2}$) times the basic hourly rate.

Watchmen working on a forty-four (44) / forty-eight (48)-hour basis should have their overtime rate calculated on forty-four (44) / forty-eight (48) hours, calculated as follows:

$$\frac{\text{Actual annual salary} \times 1.5}{52 \times \text{weekly amount of hours}}$$

Extra Duty Pay - Shift workers working on a 46.66 ($46\frac{2}{3}$) hour week schedule, receive extra remuneration in respect of the extra hours worked, calculated as follows:

$$(\text{Annual salary}) \div 313$$

2.4 Computation of Salaries and Allowances for Pro-Rata Payment

The daily rate of pay for an employee who has left or joined the service, is calculated as per the two examples included below:

Example 1: An employee who is currently being paid on the maximum of salary scale 7 (€26,618 in 2018) and was employed on 12th April, 2018. In view that 22nd April is the payday (4th payment out of 13 payments), the employee has to be paid for the period 12th to 22nd April - (11 days) The first payment is to be calculated as follows:

Step 1	Annual Salary ÷ 365 days (366 days in a leap year) x 264 - i.e. the number of days from 12th April till the 31st December, 2018 = €26,618 ÷ 365 x 264 = €19,252.47
Step 2	Divide the annual salary by thirteen equal payments (up to 2 decimal places) and multiply by nine (9 payments from April to December) = €26,618 ÷ 13 = €2,047.53846153 x 9 = €18,427.85
Step 3	Deduct the amount in Step 2 from the first amount (Step 1). The difference is the amount due to the employee for his/her first payment. €19,252.47 less €18,427.85 = €824.62

Therefore, salary due for the first payment is equal to €824.62

Note: Salaries are as per 2018 rates

Example 2: An employee resigns or retires on 28th July, 2018 i.e. after 208 days from 1st January 2018, and was being paid on the maximum of salary scale 7 (€26,618 in 2018). This employee is entitled to pro-rata payment from 16th July till 27th July, 2018 - 27th July being the last working day.

Step 1	Ensure that this employee has been paid from 1st January to 15th July, 2018 with seven equal installments, amounting to €14,332.78 (€2,047.54 x 7 payments)
Step 2	Calculate the day's pay (annual salary ÷ 365 (366 in a leap year) and multiply by 208 (the days in employment from 1st January) so as to get the amount to be paid for the whole period worked. €26,618 ÷ 365 = €72.9260 per day x 208 days = €15,168.61
Step 3	Deduct the amount in Step 2 from the first amount (Step 1). The difference is the amount due to the employee for his/her last payment. €15,168.61 less €14,332.78 = €835.83

Therefore, salary due on retirement/resignation during the 8th payment is equal to €792.926

Note: Salaries are as per 2018 rates

Calculation of the daily rate for the payment of allowances, progressions, promotions, placements and assimilations, follows the same pattern as shown in examples 1 and 2 above.

2.5 Computation of Bonus

The Government statutory bonus is €135.10 every 6 months. However, public officers who have been in the public service for a period of less than twelve (12) months, between 1st January and 31st December, are entitled to receive a pro-rata amount of this bonus, calculated at €0.74 per calendar day.

In the case of public officers who work less than forty (40) hours per week and whose weekly schedules are irregular, the Bonus is to be calculated as follows:

- a. Mid-Year Payment: $€135.10 \times 2 = €270.20 \div 2080 = €0.130$, and multiplied by the number of hours worked during the period 1st January to 30th June;
- b. End-of-Year Payment: $€135.10 \times 2 = €270.20 \div 2080 = €0.130$, and multiplied by the number of hours worked during the period 1st July to 31st December.

Example:

The bonus payment of an employee, who worked an aggregate of 200 hours during the period 1st July to 31st December, is to be calculated as follows:

Step 1	$€135.10 \times 2 = €270.20 \div 2080 = €0.130$ in order to obtain the hourly rate
Step 2	Multiply the hourly rate by the number of hours worked: $€0.130 \times 200 \text{ hours} = €26.00$ €26.00 is the bonus payment to be paid in December

This bonus is paid in full during sick leave on half pay and is not to be paid during sick leave on no pay.

2.6 Computation of Income Supplement

For every working week during which an employee is in employment during the six (6) months immediately preceding the last working day of March and September, an allowance at the rate of €4.66 per week or €0.664 daily is received. With regard to public officers on a reduced/part-time basis, their income supplement is paid pro-rata according to the number of hours worked.

In case of public officers who work less than forty (40) hours per week and whose weekly schedules are irregular, the income supplement is calculated as follows:

- a. March Payment: $\text{€}4.66 \div 40 = \text{€}0.1165$, and multiplied by the number of hours worked during the period 1st October to 31st March;
- b. September Payment: $\text{€}4.66 \div 40 = \text{€}0.1165$, and multiplied by the number of hours worked during the period 1st April to 30th September.

Example:

The income supplement of an employee who worked an aggregate of 200 hours during the period 1st October to 31st March, is to be calculated as follows:

Step 1	$\text{€}4.66 \div 40 = \text{€}0.1165$ in order to obtain the hourly rate
Step 2	Multiply the hourly rate by the number of hours worked: $\text{€}0.1165 \times 200 \text{ hours} = \text{€}23.30$ €23.30 is the income supplement to be paid in March

The income supplement is paid in full during sick leave on half pay and is not to be paid during sick leave on no pay.

2.7 Computation of Increments

Subject to satisfactory performance, public officers in Scale 5 and lower receive a yearly increment up to the maximum of one's respective salary scale. Public officers who are not on a fixed salary (such as part-timers working irregular hours per week), are entitled to periodical pro-rata increments.

Increments are paid on one of the four (4) incremental dates below:

Appointments between	Incremental Date
1 January and 31 March	1 January
1 April and 30 June	1 April
1 July and 30 September	1 July
1 October and 31 December	1 October

For example, an appointment dated 30 June will be paid the next increment on 1 April of the following year, while an appointment dated 16 July will be due for an increment on 1 July of the following year.

An increment due on the date of assimilation to a new scale should be awarded on the old scale, and then assimilation to the new scale is to follow.

Officers are to start earning increments not before the successful completion of the probationary period. There may be cases where an incumbent's salary, prior to his/her appointment, was higher than the minimum of the scale of the new grade or position. Such officers are now to start earning increments on the new scale after one year's service from the date of appointment, and according to the incremental dates established (as per table above), whichever is the earlier.

In cases where the new grade or position includes a progression to a higher scale - example: **Principal on scales 10/9/8/7**, employees will continue to earn increments on the next higher salary scale/s after confirmation and when the next increment becomes due. Previously, such officers did not earn increments in the new higher scale, until they became entitled by years of service. This new policy was established by means of Letter Circular to DCSs dated 16th February 2016 entitled 'Pay on Appointment and Increments'.

On **re-engagement, retired employees** will earn an increment as from the incremental date within which their appointment falls, as indicated above, if:

1. employees had earned part of an increment before their retirement; and
2. when the number of days worked and the amount of days following re-engagement equal one (1) year.

2.7.1 Postponement of Increments

Increments are paid for periods of actual service, including such periods as vacation leave, sick leave on full or half pay, or special leave with pay, that would have attracted pay. The **retardation of increment** is effected in the following instances:

1. When an employee avails oneself of unpaid leave;
2. In the case of training courses related to duties of serving officers, the entire period of any special unpaid leave is reckoned for incremental purposes. However, extensions of such training courses because of failure in final examinations, or failure to achieve the required degree of satisfaction at the end of the course, as well as courses unrelated to the public officer's duties, involve a retardation of increment.

The procedure for the retardation of increments is as follows:

1. Unpaid absence of ninety-one (91) days or less: no retardation.
2. When unpaid leave exceeds ninety-one (91) days, the incremental date is retarded by a period corresponding to the excess leave over ninety-one (91) days taken during the incremental period, but should fall on one (1) of the four (4) fixed incremental dates. The next incremental date is therefore arrived at by deducting the ninety-one (91) days grace period from the unpaid absence, adding the resulting number of days to the date the increment falls due, to arrive at one of the four (4) fixed incremental dates, as indicated in the table above.

Example:

An employee who has availed himself/herself of 365 days parental leave, and will resume duties on 1st August of the following year will receive his/her increment as follows:

Step 1	Deduct the 91 days grace from the unpaid absence $365 - 91 = 274$
Step 2	Add the resulting number from the effective date when one resumes duty $1st\ August + 274 = 1st\ May$ This date falls within the 1 April to 30 June increment period. So, the new increment date would be the 1 April.

3. In cases when unpaid leave exceeds one (1) year, the incremental date is retarded by the whole period less the ninety-one (91) days period of grace and paid on the applicable fixed incremental date.

In no circumstances should these regulations be applied so as to give a public officer less than the minimum or more than the maximum of a scale.

Increments should be postponed when a Director/Head of Department considers that a public officer within one's respective office is providing an unsatisfactory service. In such cases, the Director/Head of Department may withhold the respective public officer's increment and postpone it for a period not exceeding one (1) year. If at the end of the period, the Director/Head of Department does not restore the increment that was withheld, or is of the opinion that the withheld increment should continue to be postponed, s/he shall make a report on the matter to the PSC, who shall make a recommendation to the Prime Minister.

When a Director/Head of Department authorises the award of a withheld/postponed increment, the increment to be restored should be that due before postponement. In such cases the incremental date remains unchanged.

03

3.1 Pay on Appointment - New Entrants

On their first appointment, new entrants are paid the minimum of the salary scale tied to their grade or position. They will be awarded increments on their respective salary scale (when this becomes due), provided that:

1. the respective public officer has worked one's probation period, and is confirmed in one's appointment; and
2. salary scale is incremental.

There may be instances when an employee cannot start performing his/her new duties on the date of appointment shown on the relative Letter of Appointment. In such cases, the appointment date would be the date when s/he was supposed to have started performing the new duties, while the effective date would be the date when the employee actually started performing duties. In such cases, increments and progressions would need to follow the original appointment date, while payment and confirmation would need to follow the payment date. Both dates should be clearly visible on the Letter of Appointment given to the respective employee.

3.2 Pay on Appointment/Promotion - Public Officers

Public officers who are promoted from one grade/position to another should not be placed on a salary step less than the third of the new scale.

Public officers already in service, who enter a lower grade or position through an appointment, will retain their current salary, which may in no case exceed the maximum salary of the highest scale of the new grade or position.

Public officers already in service who are appointed to a higher grade or position and whose salary in the previous grade is higher than the minimum of the new grade or position, are to be assimilated into the higher grade or position by carrying their own salary into the scale of the new post, and if resulting out of step, they are to be placed immediately on the next higher step of the higher scale.

The Administration may, subject to the approval of both the respective Permanent Secretary and the Principal Permanent Secretary, engage employees following a selection process on different salary steps within the entry salary scale. Under no circumstances can an employee be placed on the maximum point of the salary scale.

When an officer is promoted, s/he should be given the salary increase, which is equivalent to one increment in the scale of the higher post. If the resulting salary is less than the third step of the new scale, the officer should be placed on the third step of the new scale as per example 1:

Example:

Salary*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Scale 15	€13,970.00	€14,268.00	€14,566.00	€14,864.00	€15,162.00	€15,460.00	€15,758.00
Scale 12	€17,026.00	€17,380.00	€17,734.00	€18,088.00	€18,442.00	€18,796.00	€19,150.00

Scale 15 Increments at €298.00
Scale 12 Increments at €354.00
An officer on salary scale 15 is promoted to salary scale 12. His/her salary in scale 15 was €15,758.00. The effective date of the promotion is 1st April 2018. The officer is granted a promotion increase equal to one increment of the new scale, i.e. €354.00. The 'old' salary + the promotion increase = €15,758.00 + €354.00 = €16,112.00
Considering the Officer is already a Public Officer, s/he is entitled to the third step of the new scale which at €17,734.00 is higher than €16,112.00. S/he is therefore placed on Step 3 of Scale 12 at €17,734.00 and the officer receives his/her next increment on 1 April 2019.

*Salaries are as per 2018 rates

If the salary, resulting from the addition of the promotion increase, is higher than the third step, the officer will be placed immediately on the next higher step of the new scale.

Public officers who are promoted to a grade or position on the effective date of the introduction of a new scale, should first be placed on the old scale at the appropriate point, in accordance with the existing commencing salary rules, and then be assimilated to the corresponding point of the new scale.

An appointee granted a promotion increase will not benefit from any subsequent increments as a result of his/her previous office except from any increments and promotion increases resulting from the new office.

A promotion to a higher grade or position but having the same salary scale - example:- an officer is promoted from Assistant Principal on salary scale 10 to Principal on salary scale 10, is also considered a promotion, and so the incumbent should also benefit from the promotion increase.

3.3 Pay on Progression

The starting salary of public officers who progress from one scale to another **on the basis of years of satisfactory service** should not be less than the third step of the new scale. A letter of progression should always be issued, and signed by the relative Director General or Director.

In the case of progressions resulting from academic achievement/on obtaining a warrant, and therefore, **not on account of years of satisfactory service**, the public officer is to be placed on the minimum of the new scale tied to the level of qualifications/warrant obtained. However, in cases where the **minimum** of the new scale is lower than the officer's previous salary, the public officer is to be assimilated into the next higher step of the new scale so as to ensure that s/he is not paid less than the salary received prior to the progression.

3.4 Re-Engagement in a Lower Grade

A public officer who is re-engaged in a lower grade (not on disciplinary grounds) is to be placed on the maximum scale of the lower grade or at the rate of pay one was formerly enjoying, whichever is the lesser amount.

3.5 Pay on Re-Instatement of Pensionable Ex-Public Officers

Pensionable ex-public officers who have been medically boarded out, may be re-instated in the same grade or position, scale and salary point on being found fit for duties. Their seniority is however forfeited. On the gratuity received, re-instated pensionable public officers shall be charged a sum which shall be deducted from their salary on a four (4)-weekly basis. This deduction shall be based on the current European Central Bank (ECB) rate for financing at the point of re-instatement and adjusted accordingly in terms of the ECB rate for financing applicable thereupon. A specimen declaration form that the re-instated pensionable public officers are required to fill is at Appendix 7.

This provision is also applicable in respect of pensionable police officers who had retired from the Police Force on completion of twenty-five (25) years service and are re-instated on grounds of public interest in terms of the Police Act.

Police officers who had resigned from the service and are re-instated in the public interest, are to be placed in the same grade or position and salary point, and retain the seniority of their previous appointment. Previous service is reckonable for pension purposes.

In establishing the incremental date, the total days for the particular year worked before retirement and total days worked after re-instatement should always equal to 365 days. However incremental dates must always be moved to the nearest statutory incremental date.

3.6 Pay on Re-Employment

Public officers who had resigned or were dismissed and are re-employed, after having applied to the Re-Employment and Re-Integration Committee (RRC)⁶, are to be placed on the same salary and step occupied prior to leaving the Service, with due award of increments. If they opt to rejoin the Service in a lower grade/position/indefinite status, they will be placed on the maximum point subject that the salary point on leaving the Service is not exceeded. Previous satisfactory service also counts for progression and promotion purposes. Salaries sections in line departments should determine and submit to Central Salaries Section (MGOZ) the salary scale and step occupied by such persons prior to leaving the Public Service, so that these persons can be placed on the correct salary and step on re-employment.

3.7 Pay to Chairpersons and Members of Government Boards and Committees

The framework regarding remuneration to chairpersons and members of Government boards and committees is explained in the Manual for Setting the Categorisation, Classification and Remuneration of Government-appointed Boards and Committees.

⁶ Section 6 of the Manual on Resourcing Policies and Procedures applies.



SALARIES AMENDMENT FORM

Payroll Number

Department

Compiled By

RECRUITMENT

(Copy/ies of Letter/s of Appointment/Contracts and Declarations on Commencement of Duties forms attached)

ID Number	Surname	Name	Grade/Position	Paypoint	e-mail (if available)	Remarks

NEW APPOINTMENTS/PROMOTIONS (Copy/ies of Letter/s of Appointment/Contract attached)

ID Number	Surname	Name	Grade/Position	Paypoint	Remarks

TRANSFERS

ID Number	Surname	Name	Grade/Position	Paypoint	New Department Code	New Paypoint

TERMINATIONS

ID Number	Surname	Name	Grade/Position	Paypoint	Termination Date	Cause

OTHER AMENDMENTS

ID Number	Surname	Name	Grade/Position	Paypoint	Details

Information Protected - Personal information provided on this form is protected, and used in accordance with the provisions of the Data Protection Act.

The information shown on this form will be used for payment purposes by the employing department, by the People and Standards Division (P&SD), and by the Central Salaries Section in Gozo.

Appendix 2.

Personal Record Sheet

PERSONAL RECORD SHEET

Information Protected - Personal Information provided on this form is protected, and used in accordance with the Data Protection Act.

ID Number:	Name:		
Date of Birth:	Surname:		
Address:	Tel No.	Pers. File No.:	
Address:	Tel No.	NI Number:	
Address:	Tel No.		

Grade	Status	Department	Salary Scale	From	Salary €	c	Additional Emoluments

continued overleaf...

continued from opposite page ...

The information shown on this form will be used by the employing department and the People and Standards Division (P&SD) for HR Management purposes.

Allowances	Nature	From	To	Rate			Authority

Special Educational Courses and Qualifications

Remarks (Besides other general remarks, any break in service and official commendation are to be invariably entered in this space). Discipline records in terms of PSC Disciplinary Regulation 19 to be shown on a separate sheet.

Year of service in which a non-pensionable employee worked less than 156 days		Dept.	From	To	Signature of Certifying officers	Grade
Year of service	No of Days					

Appendix 3.

Re-employment of Government Pensioners

grade before retirement



RE-EMPLOYMENT OF GOVERNMENT PENSIONERS

ID Number	Surname	Name	Substantive grade before retirement	Last salary received before retirement	Grade to which pensioner is to be posted on re-employment	Salary to be paid on re-employment	Remarks

Signature Head of Department

Name & Surname in block capitals

Date

This form, duly filled, is to be sent to the Assistant Director, Salaries and Pensions, Ministry for Gozo.

Information Protected - Personal information provided on this form is protected, and used in accordance with the provisions of the Data Protection Act.

The information shown on this form will be used for payment purposes by the employing department, by the People and Standards Division (P&SD), and by the Central Salaries Section in Gozo.

Appendix 4.

24-HOUR SHIFT WATCHMEN

24-HOUR SHIFT WATCHMEN

Roster "A" (51 $\frac{1}{3}$ hour week)

Day	Time		Shift	Watchmen and hours of attendance			
	From	To		A	B	C	S
Monday	0700	1900	☀	12			
	1900	0700	☾		12		
Tuesday	0700	1900	☀			12	
	1900	0700	☾	12			
Wednesday	0700	1900	☀		12		
	1900	0700	☾			12	
Thursday	0700	1900	☀	12			
	1900	0700	☾		12		
Friday	0700	1845	☀				11 $\frac{3}{4}$
	1845	0700	☾	12 $\frac{1}{4}$			
Saturday	0700	1900	☀		12		
	1900	0700	☾			12	
Sunday	0700	1900	☀	12			
	1900	0700	☾		12		
Monday	0700	1900	☀			12	
	1900	0700	☾	12			
Tuesday	0700	1900	☀		12		
	1900	0700	☾			12	
Wednesday	0700	1900	☀	12			
	1900	0700	☾		12		
Thursday	0700	1900	☀			12	
	1900	0700	☾	12			
Friday	0700	1845	☀				11 $\frac{3}{4}$
	1845	0700	☾			12 $\frac{1}{4}$	
Saturday	0700	1900	☀	12			
	1900	0700	☾		12		
Sunday	0700	1900	☀			12	
	1900	0700	☾	12			
Monday	0700	1900	☀		12		
	1900	0700	☾			12	
Tuesday	0700	1900	☀	12			
	1900	0700	☾		12		
Wednesday	0700	1900	☀			12	
	1900	0700	☾	12			
Thursday	0700	1900	☀		12		
	1900	0700	☾			12	
Friday	0700	1845	☀		12		
	1845	0700	☾			12	
Saturday	0700	1900	☀			12	
	1900	0700	☾	12			
Sunday	0700	1900	☀		12		
	1900	0700	☾			12	
Total				156$\frac{1}{4}$	156$\frac{1}{4}$	156$\frac{1}{4}$	35$\frac{1}{4}$

Regular watchmen are indicated by letters "A", "B" and "C" and the substitute watchman by the letter "S".

24-HOUR SHIFT WATCHMEN

Three Watchmen, each working 13 attendances totalling 156 $\frac{1}{4}$ hours every 3 weeks.

Average weekly hours: 156 $\frac{1}{4}$ ÷ 3 = 52 $\frac{1}{12}$ hours

Hours of attendance include 24 hours on Sundays every 3 weeks.

Average hours of Sunday work: 24 ÷ 3 = 8 hours

Weekly Pay

Weekly Wage + (Weekly Wage ÷ 6) + 8 $\frac{3}{4}$ hours⁹ at time rates¹⁰

$$44 + 7\frac{1}{3} = 51\frac{1}{3}$$

⁹ 8 hours Sunday attendance plus $\frac{3}{4}$ hours (52 $\frac{1}{12}$ less 51 $\frac{1}{3}$) = 8 $\frac{3}{4}$ hours

¹⁰ Equivalent to one day's pay

Appendix 5.
NIGHT WATCHMEN “B”

NIGHT WATCHMEN “B”

Roster “B” (51 1/3 hour week) – Winter

Day	Time		Shift	Watchmen and hours of attendance		
	From	To		A	B	S
Monday	1645	0700	☾	14¼		
Tuesday	1645	0700	☾	14¼		
Wednesday	1645	0700	☾	14¼		
Thursday	1645	0700	☾	14¼		
Friday	1645	0700	☾	14¼		
Saturday	0700	1345	☀	6¾		
	1345	2000	☀	6¼		
	2000	0845	☾	12¾		
Sunday	0845	1515	☀	6¾		
	1515	0700	☾	15¾		
Monday	1645	0700	☾	14¼		
Tuesday	1645	0700	☾	14¼		
Wednesday	1645	0700	☾	14¼		
Thursday	1645	0700	☾	14¼		
Friday	1645	0700	☾	14¼		
Saturday	0700	1345	☀	6¾		
	1345	2000	☀	6¼		
	2000	0845	☾	12¾		
Sunday	0845	1515	☀	6½		
	1515	0700	☾	15¾		
Total				106	106	26½

Regular watchmen are indicated by letters “A” and “B” and the substitute watchman by the letter “S”.

Day	Time		Shift	Watchmen and hours of attendance			
	From	To		A	B	S1	S2
Monday	1300 1900	1900 0630	☀ ☾			6	
Tuesday	1300 1900	1900 0630	☀ ☾	11½			6
Wednesday	1300 1900	1900 0630	☀ ☾		11½	6	
Thursday	1300 1900	1900 0630	☀ ☾	11½			6
Friday	1300 1900	1900 0830	☀ ☾	6	13½		11¼
Saturday	0830 1900	1900 0845	☀ ☾	13¾		10½	
Sunday	0845 1515	1515 0630	☀ ☾		15¼	6½	
Monday	1300 1900	1900 0630	☀ ☾	11½			6
Tuesday	1300 1900	1900 0630	☀ ☾		11½	6	
Wednesday	1300 1900	1900 0630	☀ ☾	11½			6
Thursday	1300 1900	1900 0630	☀ ☾		11½	6	
Friday	1300 1900	1900 0830	☀ ☾	13½	6	12¼	11¼
Saturday	0830 1900	1900 0845	☀ ☾		13¾		10½
Sunday	0845 1515	1515 0630	☀ ☾	15¼			6½
Total				94½	94½	41	41

Method of payment for Roster "B"

Two watchmen each working:

	No. of weeks	Total no. of hours
53 hours per week (Winter)	37	1,961
47¼ hours per week (Summer)	15	709
Yearly total	52	2,670

$2670 \div 52 = 51\frac{2}{3}$ hours per week

Hours of attendance include $8\frac{3}{4}$ hours Sunday attendance.¹¹

Weekly pay

Weekly Wage + (Weekly Wage \div 6) + $8\frac{3}{4}$ hours Sunday attendance

$$44 + 7\frac{2}{3} = 51\frac{1}{3}$$

¹¹ Equivalent to one day's pay.

Appendix 6.

NIGHT WATCHMEN "C"

NIGHT WATCHMEN "C"

Roster "C" (44 hour week) - Winter

Day	Time		Shift	Watchmen and hours of attendance		
	From	To		A	B	S
Monday	1645	0700	☾	14¼		
Tuesday	1645	0700	☾		14¼	
Wednesday	1645	0700	☾	14¼		
Thursday	1645	0700	☾		14¼	
Friday	1645	0700	☾	14¼		
Saturday	0700	1645	☀		9¾	
	1645	0700	☾			14¼
Sunday	0700	1915	☀	12¼		
	1915	0700	☾			11¾
Monday	1645	0700	☾		14¼	
Tuesday	1645	0700	☾	14¼		
Wednesday	1645	0700	☾		14¼	
Thursday	1645	0700	☾	14¼		
Friday	1645	0700	☾		14¼	
Saturday	0700	1645	☀	9¾		
	1645	0700	☾			14¼
Sunday	0700	1915	☀		12¼	
	1915	0700	☾			11¾
Total				93¼	93¼	52

Day	Time		Shift	Watchmen and hours of attendance			
	From	To		A	B	S1	S2
Monday	1300	1830	☀				5½
	1830	0630	☾	12			
Tuesday	1300	1830	☀		5½		
	1830	0630	☾	12			
Wednesday	1300	1830	☀		5½		
	1830	0630	☾	12			
Thursday	1300	1830	☀		5½		
	1830	0630	☾	12			
Friday	1300	1830	☀		5½		
	1830	0630	☾	12			
Saturday	0630	1500	☀			8½	
	1500	2100	☀		6		
	2100	0900	☾				12
Sunday	0900	2100	☀			12	
	2100	0630	☾				9½
Monday	1300	1830	☀			5½	
	1830	0630	☾		12		
Tuesday	1300	1830	☀	5½			
	1830	0630	☾		12		
Wednesday	1300	1830	☀	5½			
	1830	0630	☾		12		
Thursday	1300	1830	☀	5½			
	1830	0630	☾		12		
Friday	1300	1830	☀	5½			
	1830	0630	☾		12		
Saturday	0630	1500	☀				8½
	1500	2100	☀	6		12	
	2100	0900	☾				
Sunday	0900	2100	☀				12
	2100	0630	☾			9½	
Total				88	88	47½	47½

Method of payment for Roster "C"

Winter: Two Watchmen each working $93\frac{1}{4}$ hours over two weeks or $46\frac{5}{8}$ per week made up as follows:

(Weekday hours ÷ $40\frac{1}{2}$) (Sunday hours ÷ $40\frac{1}{2}$)
 $40\frac{1}{2} + 3\frac{1}{2} + 2\frac{5}{8} = 46\frac{5}{8}$

Bringing up the 44 hour per week

Pay for Sunday work: $3\frac{1}{2} + (2\frac{5}{8} \times 2) = 8\frac{3}{4}$ hours at time rates¹²

Weekly pay = Weekly Wage + 1 day's pay.

Summer: Two Watchmen each working 88 hours over two weeks or 44 hours per week. No Sunday attendance is involved.

Weekly Pay

Normal weekly wage.

¹² Equivalent to one day's pay.

Appendix 7.
(Section 3.6)

DECLARATION ON RE-INSTATEMENT INTO THE PUBLIC SERVICE OF PENSIONABLE PUBLIC OFFICERS

I, _____(Name) (ID Card Number)_____ acknowledge that on re-instatement in the Public Service in my former grade of _____, I shall not refund to Government the gratuity of €_____ which was paid to me on my retirement on _____.

I therefore undertake that on re-instatement in the Public Service, I shall pay the Government a sum based on the current ECB rate of financing deducted from my salary on a four-weekly basis, which sum would be adjusted accordingly in terms of the ECB rate for financing applicable thereupon.

For this purpose, I hereby authorise the Assistant Director, Salaries & Pensions, to deduct this sum in thirteen instalments from my salary per year up to my retirement from the Public Service.

Signatures:

Name of Officer _____

Counter signed:

Director _____

Ministry _____

Date _____

Information Protected - Personal information provided on this form is protected, and used in accordance with the Data Protection Act. Information on this form will be used for record-keeping purposes by the employing department, and for salary adjustments by the Central Salaries Section, in Gozo.



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER