



**OFFICE OF THE PRESIDENT
Department of Public Administration**

CIRCULAR No.1 of 2014

31 March 2014

TO:

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

**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**

IMPLEMENTATION OF THE PUBLIC SERVICE SALARY ACT 2013

1.0 INTRODUCTION

- 1.1 With effect from **1 April 2014** the public service will adopt a new salary table by virtue of the Public Service Salary Act, 2013 (Act 25 of 2013). The Act provides for a uniform salary structure for the public service of Seychelles and matters connected therewith or incidental thereto.
- 1.2 The new salary structure (salary table) will supersede the wage grid which has been in use from up to **31 March 2014**.
- 1.3 The adoption of a new salary structure seeks to motivate employees and develop their capacity. It will also offer salary progression opportunities to increase their basic pay level through good performance.
- 1.4 The basic salaries of post in the general public service are determined based on a system of job evaluation which will be maintained from Salary Bands **1 to 10**. The table spreads between **1000 to 2354** points of **150** steps.
- 1.5 The number of points from one step to another on the job evaluation table is the same for all consecutive steps on the table. See **tables 1 and 2**.

1.6 The job evaluation system takes into account factors such as:-

- | | |
|------------------------------------|-----------------------|
| (a) Education | (b) Experience |
| (c) Work complexity | (d) Accountability |
| (e) Supervisory responsibility | (f) Advisory |
| (g) No. of subordinates supervised | (h) Internal contacts |
| (i) External contacts | (j) Accuracy |
| (k) Physical fatigue | (l) Mental fatigue |
| (m) Working conditions | |

1.7 With regard to more senior posts above Salary Band 10, other important factors such as the general demand in the country for specialist skills, comparison with other sectors, leadership capabilities, marketable skills and qualities amongst others are taken into consideration.

TABLE 1

EXISTING JOB EVALUATION POINT RANGES (MINIMUM 1,000 AND MAXIMUM 2,354) SPREAD EVENLY ON A TEN LEVEL STRUCTURE

Band 10	2,227	2,236	2,245	2,254	2,263	2,272	2,281	2,290	2,299	2,309	2,318	2,327	2,336	2,345	2,354
Band 9	2,090	2,100	2,109	2,118	2,127	2,136	2,145	2,154	2,163	2,172	2,181	2,190	2,200	2,209	2,218
Band 8	1,954	1,963	1,972	1,981	1,991	2,000	2,009	2,018	2,027	2,036	2,045	2,054	2,063	2,072	2,081
Band 7	1,818	1,827	1,836	1,845	1,854	1,863	1,872	1,881	1,891	1,900	1,909	1,918	1,927	1,936	1,945
Band 6	1,682	1,691	1,700	1,709	1,718	1,727	1,736	1,745	1,754	1,763	1,772	1,781	1,791	1,800	1,809
Band 5	1,545	1,554	1,563	1,572	1,582	1,591	1,600	1,609	1,618	1,627	1,636	1,645	1,654	1,663	1,672
Band 4	1,409	1,418	1,427	1,436	1,445	1,454	1,463	1,473	1,482	1,491	1,500	1,509	1,518	1,527	1,536
Band 3	1,273	1,282	1,291	1,300	1,309	1,318	1,327	1,336	1,345	1,354	1,363	1,373	1,382	1,391	1,400
Band 2	1,136	1,145	1,154	1,164	1,173	1,182	1,191	1,200	1,209	1,218	1,227	1,236	1,245	1,254	1,264
Band 1	1,000	1,009	1,018	1,027	1,036	1,045	1,055	1,064	1,073	1,082	1,091	1,100	1,109	1,118	1,127
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

TABLE 2

Differences in levels and steps

Band 10	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 8	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 7	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 6	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 5	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 4	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 3	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 2	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Band 1	0	9	9	9	9	9	9	9	9	9	9	9	9	9	9
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

2.0 PRINCIPAL FEATURES OF THE NEW SALARY TABLE

The salary table consists of:-

2.1 20 Bands arranged vertically from Band 1 to Band 20.

2.2 The term "Band" will replace "Grade" and the Band classification in the new salary table is not comparable with the "Grade" classification on the current wage grid.

- 2.3 Within each Salary Band there are 15 horizontal “steps” that is, a total of 300 steps from Band 1 step 1 to Band 20 step 15 which represent the salary of posts.
- 2.4 The steps will also be used for horizontal salary progression in circumstances necessitating a review of the base pay or on grounds of good performance.
- 2.5 The percentage salary progression from one step to another is the same for all consecutive steps in the table.
- 2.6 The minimum salary in the public service at Band 1 step 1 is **SR5,485** per month and is higher than the National Minimum wage.
- 2.7 The ratio of the starting salary in Band 20 to the starting salary in Band 1 is 15:1.

3.0 **APPLICABILITY**

- 3.1 Provisions of the Public Service Salary Act will apply to all Arms of the Government in the Executive, Legislature, Judiciary and Constitutional Appointees. All budget dependent organizations are required to apply the salary table in all instances of salary payment in the following order to Seychellois and non-Seychellois alike:-
 - 3.1.1 Bands 1-10 (salary range **SR5,485** to **SR22,598** per month) will be used to determine the salaries of posts below Chief Executive Officer level.
 - 3.1.2 Bands 11-16 (salary range **SR22,813** to **SR53,145** per month) will be used to determine the salaries of Chief Executive Officers, Principal Secretaries, Special Advisors and above including certain Constitutional Appointees and Members of the National Assembly.
 - 3.1.3 Bands 17-20 (salary range **SR53,652** to **SR93,985** per month) will be used to determine the salaries of Constitutional Appointees, Designated Minister, Ministers, the President of the Court of Appeal, the Chief Justice, Judges, the Leader of Government Business and the Leader of the Opposition in the National Assembly, the Speaker and Deputy Speaker of the National Assembly, the President and the Vice President of the Republic.
 - 3.1.4 The starting salary and annual salary progression of Constitutional Appointees, Designated Minister, Ministers, the President of the Court of Appeal, the Chief Justice, Judges, the Leader of Government Business and the Leader of the Opposition in the National Assembly, the Speaker and Deputy Speaker of the National Assembly, Members of the National Assembly, the President and the Vice President of the Republic shall be determined in accordance with the provision of their specific Emoluments Act in conjunction with Public Service Salary Table.

4.0 **SALARY CONVERSION FROM THE WAGE GRID TO THE SALARY TABLE**

- 4.1 The wage grid will remain in use up to **31 March 2014**. Full-time employees who were in the service in **January 2014** have received a salary increase based on the wage grid as announced in the budget address 2014 at the following rates:

SG1-SG4	20%
SG5-SG8	15%
SG9-SG12	10%

- 4.2 From **1 April 2014**, individual salaries will be adjusted to the nearest progressive step on the new salary table where applicable and procedures for the necessary adjustments have been completed through the electronic payroll system.

- 4.3 It must be emphasized that the introduction of the new salary table on **1 April** will not result in any employee being worse off in terms of their current salary level.

5.0 **THE NEW SALARY TABLE**

Public Service Salary Act 2013 (Act 25 Of 2013)

First Schedule - Public Service Salary Table

POST	(Base) Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Band 20	82,278	83,064	83,857	84,657	85,465	86,281	87,105	87,937	88,776	89,624	90,479	91,343	92,215	93,096	93,985
Band 19	71,348	72,030	72,717	73,411	74,112	74,820	75,534	76,255	76,983	77,718	78,460	79,209	79,966	80,729	81,500
Band 18	61,871	62,461	63,058	63,660	64,267	64,881	65,500	66,126	66,757	67,394	68,038	68,687	69,343	70,005	70,674
Band 17	53,652	54,164	54,681	55,203	55,730	56,262	56,800	57,342	57,889	58,442	59,000	59,563	60,132	60,706	61,286
Band 16	46,525	46,969	47,418	47,870	48,327	48,789	49,254	49,725	50,199	50,679	51,163	51,651	52,144	52,642	53,145
Band 15	40,345	40,730	41,119	41,511	41,908	42,308	42,712	43,119	43,531	43,947	44,366	44,790	45,217	45,649	46,085
Band 14	34,985	35,319	35,657	35,997	36,341	36,688	37,038	37,392	37,748	38,109	38,473	38,840	39,211	39,585	39,963
Band 13	30,338	30,628	30,920	31,215	31,513	31,814	32,118	32,425	32,734	33,047	33,362	33,681	34,002	34,327	34,655
Band 12	26,308	26,559	26,813	27,069	27,327	27,588	27,851	28,117	28,386	28,657	28,930	29,207	29,485	29,767	30,051
Band 11	22,813	23,031	23,251	23,473	23,697	23,923	24,152	24,382	24,615	24,850	25,087	25,327	25,569	25,813	26,059
Band 10	19,783	19,972	20,162	20,355	20,549	20,745	20,943	21,143	21,345	21,549	21,755	21,962	22,172	22,384	22,598
Band 9	17,155	17,319	17,484	17,651	17,819	17,990	18,161	18,335	18,510	18,687	18,865	19,045	19,227	19,410	19,596
Band 8	14,876	15,018	15,162	15,306	15,452	15,600	15,749	15,899	16,051	16,204	16,359	16,515	16,673	16,832	16,993
Band 7	12,900	13,023	13,147	13,273	13,400	13,528	13,657	13,787	13,919	14,052	14,186	14,321	14,458	14,596	14,735
Band 6	11,186	11,293	11,401	11,510	11,620	11,731	11,843	11,956	12,070	12,185	12,301	12,419	12,537	12,657	12,778
Band 5	9,700	9,793	9,887	9,981	10,076	10,172	10,270	10,368	10,467	10,566	10,667	10,769	10,872	10,976	11,081
Band 4	8,412	8,492	8,573	8,655	8,738	8,821	8,905	8,990	9,076	9,163	9,250	9,339	9,428	9,518	9,609
Band 3	7,294	7,364	7,434	7,505	7,577	7,649	7,722	7,796	7,871	7,946	8,022	8,098	8,175	8,253	8,332
Band 2	6,325	6,386	6,447	6,508	6,571	6,633	6,697	6,760	6,825	6,890	6,956	7,022	7,089	7,157	7,225
Band 1	5,485	5,538	5,590	5,644	5,698	5,752	5,807	5,862	5,918	5,975	6,032	6,090	6,148	6,206	6,266

6.0 **STAFF MOVEMENTS**

The following staff movement principles shall apply:-

- 6.1 **Appointments** to vacant posts allocated to Salary Bands 1 to 5, have been delegated to employing organizations.
- 6.2 All new employees shall be appointed on the Salary Band allocated to the post on the **first step**.
- 6.3 Should there be **exceptional reasons** for an employing organization to make an appointment on any step higher, justification must be submitted to this Department for approval.
- 6.4 Organizations are expected to make appointments under delegated authority sensibly in accordance with set rules.

- 6.5 New appointments and starting salaries will be monitored especially in the light of budget constraints.
- 6.6 Where an employee is promoted to a vacant post allocated to a higher Salary Band he/she shall move to the Band allocated to the post on the first step or to the next step higher, within the same Band if the personal salary upon promotion is higher.
- 6.7 Where an employee's post is reclassified to a higher Salary Band through the job evaluation procedures, this will be treated as promotion for the employee.
- 6.8 All current PSC contract holders serving on SG 9 posts and above as at **31 March 2014** will retain their contract terms and conditions of service.
- 6.9 All vacant SG9 and above posts as at **31 March 2014** will be classified to the corresponding Salary Band.
- 6.10 From **1 April 2014** PSC contract appointments will be reserved to posts that obtain **1736** to **2354** points and above on the job evaluation scheme.
- 6.11 All appointments and promotions allocated to Salary Band 6 to 16 shall be referred to this Department for approval.
- 6.12 Contract appointment is not automatic. In all instances the Public Sector Commission will act upon a recommendation from the employing organization.

7.0 **SALARY PROGRESSION**

- 7.1 Under the Public Service Salary Act 2013, salary progression shall take effect on and from such date and in such manner as the Department of Public Administration may from time to time determine.
- 7.2 The progression of an employee to the next salary step will not be automatic. Progression will depend on proven and meritorious performance. Employees must be appraised at least once a year and the award of salary progression shall be in accordance with procedures contained in the Public Service Orders.
- 7.3 The award of salary progression must be planned and budgeted for and shall not be backdated.
- 7.4 An employee who reaches the maximum salary step within the grade allocated to his/her post may not cross to the next Salary Band unless a promotion occurs or the post level on the establishment makes provision for migration to a higher Salary Band.

8.0 **NOMINAL ROLLS**

- 8.1 All nominal rolls will be revised to reflect the Band classification. Organizations will be guided on the Salary Band to be used pending completion of work on nominal roll changes.
- 8.2 Organizations must ensure that the same post titles and post numbers allocated on the approved nominal roll are used for employees on the payroll so as to facilitate reconciliation between the nominal roll and the payroll.

9.0 SCHEMES OF SERVICE

The implementation of the new salary structure will necessitate amendments to all existing schemes of service to take into account the new Salary Band classification. As the exercise will take time to be completed, organizations should seek guidance on the Salary Band to be used in cases of new appointments and promotions.

10.0 PUBLIC SERVICE ORDERS

The Public Service Orders will be amended where necessary to take into account implementation of the new salary structure and procedures governing its administration.

11.0 CASUAL EMPLOYMENT

The National Minimum rate of pay for casual employees has been increased to **SR30.78** per hour with effect from **1 January 2014**. Organizations are reminded that casual employment in the public service is not encouraged unless there are valid grounds for doing so, which in any case should not exceed three months and is subject to availability of a funded post.

12.0 SALARY ANOMALIES

While every effort has been made to convert salaries automatically through payroll programming, it is appreciated that omissions might have occurred. All organizations should carry out checks on their respective payroll to ensure that anomalies are reported promptly to this Department for rectification.

13.0 CONCLUSION

Inevitably it will take some time for both the employing organizations and employees to adjust to the new salary structure and its method of administration. It is hoped that the flexibility offered by the new salary structure will prove to be beneficial to all concerned.

Attached is a copy of the Public Service Salary Act 2013 that will come into operation on **1 April 2014** for reference.

Please contact desk officers on telephone numbers **4383027/4383028/4383031** at National House for clarification regarding Salary Band and post grade.


Jessie Esparon (Ms)
CHIEF SECRETARY
PUBLIC SERVICE



International Year of Small Island Developing States:
Seychelles A Determined Island Nation