

Are there policies that provide guidelines in determining incremental dates on promotion and acting appointments? If yes, where can I find examples?

Yes. The policies are outlined in the Civil Service Regulations Chapter 23:01 and the following Personnel Department Circulars:

- No. 5 of 1976,
- No. 5 of 2004;
- No 1 of 2017;
- No. 1 of 2018; and
- Personnel Department Circular Memoranda (2) dated December 5, 2019. .

Examples of determining incremental dates on promotion and acting appointments using a step by step approach can also be found in Personnel Department Circular Memoranda (2) dated December 5, 2019. .



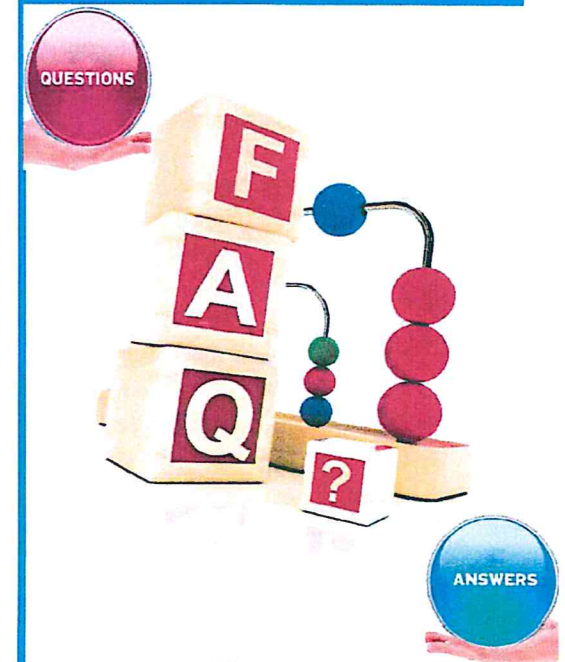
Any questions ?
Please call Compensation Management Division at
612-4CPO

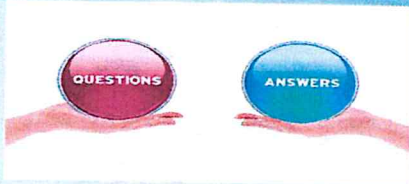
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Personnel Department

**Determination of
Increments in the
Public Service**





Increments in the Public Service

What is a salary increment?

A **salary increment** is simply a small increase in salary which is tied to job performance

Are increments in salary automatically paid every year?

No. Increments are awarded on the completion of 12 months satisfactory service from the date of assumption of duty or the date of promotion.

In accordance with the Civil Service Regulations, Chapter 23:01, Regulation 41 (2), the Permanent Secretary or the Head of Department must certify in the prescribed form that the Officer has performed his or her duties with efficiency, diligence and fidelity and his or her conduct during the 12 months period has been satisfactory.

What is the value of an increment?

The value of an increment is the difference between the officer's salary and the next immediate higher incremental point in the relevant salary scale.

What is an Incremental Credit?

An Incremental Credit is given when an officer's salary is moved along the salary scale to the next incremental point on the date that he would normally have been awarded an increment in that office and is treated as if he had been awarded an increment, although, no actual payment is made since he has not actually carried out the functions of the office. Personnel Department Circular Memorandum dated December 5, 2019 provides more guidelines

What is an Incremental Adjustment?

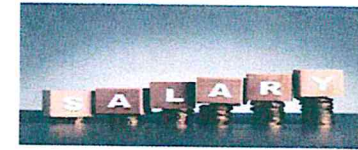
An Incremental Adjustment occurs where an officer's salary is adjusted to the next incremental point of the salary scale on the date that an increment would normally be granted, and where the officer would not have completed twelve (12) continuous months in that office. Instead the officer's incremental year would have included performance in two (2) or more offices.

Personnel Department Circular Memorandum dated December 5, 2019 provides more guidelines

What is an incremental certificate?

Why do I need one to be completed especially when I have attained a satisfactory grade in my performance appraisal?

An incremental certificate is a document signed by the Head of the Organization or Permanent Secretary, to enact payment of salary increments and is a requirement of Section 42 (4) of the Civil Service Regulations Chapter 23:01 which states that "*Permanent Secretaries or Heads of Departments shall sign incremental certificates on the prescribed form, effective from the dates when the officer's increments become due, and shall attach the said certificates to the pay sheets for the months in which the increments accrue*".



Does extended sick leave change my incremental date in the office in which I am acting?

Yes. Once the officer had acted in an office for a period of 12 continuous months and established an incremental date in that office, the incremental date of that Officer would be offset by the unexpired period of the incremental year which was outstanding at the date that the Officer proceeds on extended sick leave with full pay, half-pay or no pay.

If I have been granted a half-day no-pay leave, would this change my incremental date?

No. Once an Officer is paid for a half-day's work in his substantive office, the Officer's incremental date would not be set back by a half-day and will not be counted towards the unexpired period of the officer's incremental year.

Does extended sick leave immediately followed by vacation leave change my incremental date in the office in which I am acting?

Yes. The incremental date of an Officer who has been appointed to act in an office would be offset by the unexpired period of the incremental year as at the date the break occurred. Note that extended sick leave constitutes a break in an acting appointment and such a break will continue until the officer resumes duty in the acting office. Also note that an application for extended sick leave must be approved by the Permanent Secretary or Head of the Department.