

CHAPTER 6

SALARIES AND ALLOWANCES

SALARY SCALE

- 6.1 The salary scales of all established posts in the Service are shown in the Annual Estimates of Revenue and Expenditure as approved by the House of Assembly.

SALARIES OF CONTRACT OFFICERS

- 6.2 Officers appointed on contract will normally be given the salary scale applicable to the post to which they are appointed.

SALARIES OF PART-TIME STAFF

- 6.3 The salary for staff engaged for part-time duties shall be calculated as a pro-rata proportion of the normal salary of the post according to the number of hours worked.

PAYMENT OF SALARIES

- 6.4 Full salary will be paid to officers with effect from the day on which they assume the duties of the post. In the case of an Officer selected for appointment from outside Anguilla, full salary will be paid from the day the officer leaves his country of residence to travel to Anguilla (with a travel time of no more than one day) to take up the duties of his post on the next working day. An officer who wishes to have his salary paid into a bank account in Anguilla is required to notify the Treasury in writing.

PAYMENT OF SALARY ON PROMOTION

- 6.5 Normally officers who are promoted will move to the minimum of the scale of the new grade. If officers are on a personal to holder or similar scaling arrangement they will wherever possible be assimilated in the scale. If this is not possible they will retain the current salary.

If immediately prior to promotion the salary of officers was less than the minimum of the new office, they shall receive the minimum, but if the officers were qualifying for increment in a former office and have already earned such amount of increment as would bring their salary up to the minimum of the scale of the new office, then any balance of the increment in the former scale shall be taken into account in fixing the date of the officers' first increment in the new scale, provided that in either case they shall receive on promotion an immediate increase in salary of not less than the amount of the increment which they would receive or, if they are on the maximum, last received on the old scale.

If the officers' salary was not less than the minimum of the new office they shall be granted an immediate increase equal to the amount of an increment on the new scale and if they were qualifying for increment in the former office, the proportion of increment earned thereby shall count towards increment on the new scale.

- 6.6 If the former office was one to which no duty, seniority, or similar non-pensionable allowance was attached, and officers are promoted to an office carrying such allowance, they shall serve for a full incremental period in the new office before becoming eligible for an increment in the new scale.

SALARY OF OFFICERS PROCEEDING ON LEAVE

- 6.7 Officers who are proceeding on leave outside Anguilla for a period exceeding thirty days may receive, prior to embarkation, salary due for the whole of the month during which they leave Anguilla.

SALARY DURING ABSENCE WITHOUT LEAVE

- 6.8 Officers who are absent from duty without leave may be required to forfeit the entire salary for the period of absence or such proportion as the Governor may determine without prejudice to any other disciplinary action which may be taken on account of such absence.

INCREMENTAL CREDIT FOR EXPERIENCE

- 6.9 Incremental credit for previous experience may be awarded on first appointment at the discretion of the Governor. Provided that the experience for which the incremental credit is awarded is of such a nature that it justifies the candidate being given a starting salary equal to that of serving officers with similar qualifications who have been in the Service for an equivalent period in a similar capacity, or a

salary in excess of officers with similar qualifications who have been in the Service for an equivalent period in a similar capacity.

INCREMENTAL DATE

- 6.10 Annual increments shall be granted automatically on 1st January: for those who have entered the service between January and June; or 1st July: for those who have entered the service between July and December until the maximum of the scale is reached except where it is deferred for poor performance or other disciplinary reasons. Public Administration will notify the Accountant General of recommendations to defer increments in accordance with G.O. 4.34.

APPOINTMENTS BELOW THE MINIMUM OF THE SCALE OF THE POST

- 6.11 Where the normal educational requirements for appointment to a particular grade or post have been prescribed, a candidate with lesser experience and or of a lower educational standard who is suitable in other respects may be appointed one or two grades below the minimum of the scale attached to the post. This is especially in cases where designate positions are created to appoint an officer as an understudy to a substantive holder of a position or in instances where an officer who does not meet the full requirements for a job is carrying out the functions of the post while undergoing training for the said post.

ADVANCES OF SALARY

- 6.12 Advances of salary will only be granted in very exceptional circumstances and approval will be limited to circumstances of serious illness or unforeseen domestic calamity or where officers can show that prior provision could not reasonably have been made for the expenditure with which they are faced.

ACTING ALLOWANCE

- 6.13 An officer who is formally appointed in writing to act in a post during the absence on full pay leave of the substantive holder will be remunerated on the following basis:-
- (a) When an officer is not required to discharge the duties of his/her substantive post while acting in the higher appointment, if the officer's substantive emoluments are greater than the minimum emoluments of the post in which the officer is acting, the officer will receive an

increase in salary equal to the amount of an increment in the scale of the post in which the officer is acting.

- (b) When an officer is required to discharge the duties of his/her office in addition to those of the office in which the officer is acting, if the offices are distinct and separate offices in different departments or do not stand in any immediate relation of superiority or subordination the officer will receive half the initial emoluments of the office in which the officer is acting and the whole of the emoluments of the officer's substantive office. Otherwise the officer will be remunerated as though the officer's case fell under subparagraph (a) of this General Order.

- 6.14 Acting allowance will not be payable in respect of periods during which officers while holding the acting appointment are absent on leave. This shall not apply to Acting Appointments of more than 6 months.

ACTING ALLOWANCE NOT PENSIONABLE

- 6.15 Any emoluments in excess of officers' substantive pensionable emoluments, which are drawn by them while acting in an appointment, are not pensionable.

ACTING ALLOWANCE NOT PAYABLE FOR PERIOD OF FIVE WORKING DAYS OR LESS

- 6.16 Generally, unless it is necessary for statutory reasons acting appointments will not be made nor will an acting allowance be payable until officers have been acting continuously for a period exceeding five days, although payment will then be made retrospectively to the date on which they began to act. The decision whether an acting appointment is necessary or desirable in any particular case will rest with the Permanent Secretary Public Administration except in the case of Permanent Secretaries where the decision will rest with the Governor.

SUBSISTENCE ALLOWANCES

- 6.17 The payment of subsistence allowance is intended to ensure that officers who are required to travel on duty should not be out of pocket as a result but that on the other hand, no officer should derive any financial benefit from travelling on duty. Subsistence allowances are, therefore, calculated to meet the expenditure that officers incur when travelling on duty away from home.

6.18 Subject to G.O. 6.17 subsistence allowance will be paid to officers whose overseas travel has been approved in accordance with the appropriate rate for the country being visited, and the grade level of the officer. Country rates will be prepared by the Ministry of Finance and approved by Executive Council.

SETTLING IN GRANT ON FIRST APPOINTMENT

6.18 Officers who are selected for appointment from outside Anguilla will be eligible on first appointment to be paid a settling in grant as stated below (but not to receive subsistence allowance in addition) for themselves, their spouse and not more than four children (including legally adopted children), who must be below the age of 18.

(i)	For the Officer	EC\$1,400.00
(ii)	For the Officer's Spouse	700.00
(iii)	For each child 12 years of age and over	700.00
(iv)	For each child under 12 years of age	300.00