



FREQUENTLY ASKED QUESTIONS

ADVANCEMENTS

Following engagements within the context of National Joint Negotiation Council with workers' representatives, Government resolved to reactivate the advancement of all Civil Servants by placing them in their correct respective grades in line with their years of service, performance and qualifications. This is in terms of The Principal Appointment, Performance, Advancement, Regrading, Transfer, Promotion and Training Procedures in the Public Service of 2018 (The Principal Procedures).

Below is a collection of frequently asked questions (FAQs) whose answers unpack what advancement is as well as explain other issues related to it.

1. What is advancement?

Response: The movement of a member within the grade or from one grade to another higher grade after having satisfied conditions laid down in the relevant advancement procedures. The conditions are as follows: relevant qualifications, experience, satisfactory performance and the Public Service Commission Approval.

2. What do you mean Government has re-activated the advancement system? Has this not been there always?

Response: The Public Service Commission in its minute dated 11 March 2013 suspended the processing of performance advancements service-wide. The Commission in its minute dated 29 September 2022 re-activated the processing of advancements with effect from 2012 and placed the members on correct grades effective 1 January 2023.

3. What criterion is used for a member to qualify for advancement?

Response: Relevant qualifications, experience and satisfactory performance (ratings) and the Public Service Commission Approval.

4. How does the Grading System work?

Response: It is a result of the job evaluation exercise adapted in July 2003 (Paterson grading system). Jobs are evaluated based on predetermined criteria. The system analyses decision-making in job tasks and categorises jobs into six groups (A to F) that are graded and grouped into one to two sub-grades. Band A is for the unskilled group e.g., domestic workers, B for the semi-skilled, for example, drivers, and C and D for the various kinds of skilled workers e.g., nurses and teachers. B and E are for deputy directors and F is for Directors. These bands are further broken into sub-grades e.g., B1-B5, C1-C5, D1-D5 and E1-E5. There are five sub-grades per band. e.g., D1, D2, D3, D4, D5

5. What is a grade? A sub-grade? A band? A notch?

Response: A **grade** is a pay level for a job e.g., D1 for a diploma holder and D3 for degree holder.

A **sub-grade** is a performance grade. For example, A senior teacher diploma holder in D2 has performance sub-grades D3 and D4.

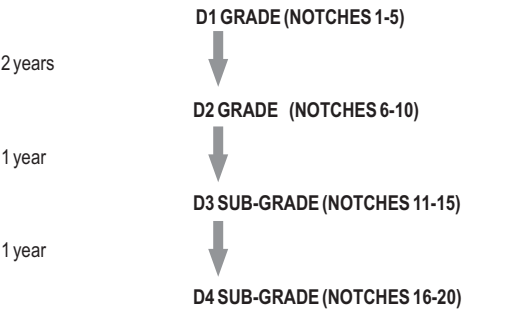
A **band** is a pay range created for similar roles. PSC uses Paterson job grading system as a method of evaluating jobs. All employees within these jobs reside in the same salary band. Salary bands rank job pay by experience, education, level of responsibility and decision-making requirements. The system analyses decision making in tasks and categorises jobs into six groups (Bands A to F).

A **notch** is a salary step of any particular grade or sub grades. For example, D1 has notches 1 to 5.

6. How many grades are there and each with how many notches?

Response: The grades vary from one profession to the other e.g., for a Teacher Diploma holder there are two grades and two sub-grades:

FOR EXAMPLE: TEACHER DIPLOMA HOLDER



There are five notches within a grade.

7. Does every advancement come with a salary increment?

Response: Yes. Every advancement comes with an upward salary movement except for members who are on the ceiling of their advancement grades. However, such members are awarded a once off performance allowance equivalent to the difference between the maximum annual salary step of that grade and the annual salary step immediately below the maximum salary step. A ceiling is the highest salary step of the highest advancement grade which is below the promotional grade.

8. What happens if a member is in a substantive grade without a performance grade and is entitled to progress within?

Response: The member is advanced step by step after completion of one year within the grade until he or she gets to the ceiling.

9. How are members recognised for their excellent performance throughout the review period?

Response: The member is advanced within or to the next higher grade.

10. What happens to a member who would have reached the maximum point of the highest grade?

Response: The member is paid the annual difference between the maximum salary step and the step immediately below the

maximum.

11. How does a member reach the highest performance advancement grade?

Response: The member has to perform satisfactorily and advance through the advancement grades up to the highest level.

12. Does performance advancement affect the promotion of members?

Response: Yes, to qualify for promotion one should be in the relevant grade immediately below the promotional grade. Such a grade is reached through movements brought about by performance advancements.

13. What qualifies members for promotion?

Response: Relevant qualifications, experience and exceptional performance.

14. If one is confirmed, is one confirmed straight away for the promotion or is there a probation period for this?

Response: There is what is known as Promotion Probation and this is where a member's performance will be assessed. After successfully completing this period the member will retain the position to which they would have been promoted.

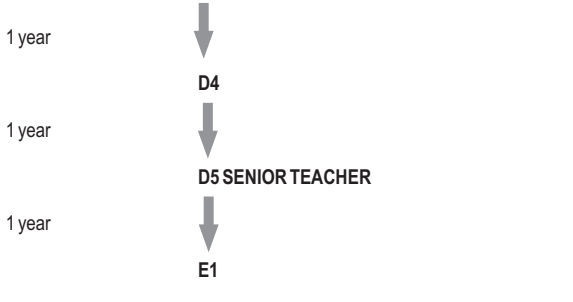
15. How long is the Promotion Probation?

Response: Up to one year.

16. What is Parallel Progression?

Response: A member would have reached the maximum salary step of his/her grade immediately below the promotional grade, has successfully completed a year of service on the ceiling and has shown exceptional work performance. The member is then allowed to enjoy the salary and allowances of the next promotional grade except for promotional allowances.

FOR EXAMPLE: CERTIFICATED GRADUATE



Once the senior teacher is in E1, he or she will progress by moving step by step to the maximum notch. When the senior teacher gets to the maximum salary step of E1 and completes one year, upon exceptional performance the member may be advanced through parallel progression to the next higher promotional grade of the deputy headmaster (E2).

NB: Parallel progression needs express authority from the Public Service Commission. Its provision is there in the Principal Procedures but the green light to implement has not been given by the Commission.

17. How can a member be eligible for parallel progression?

Response: A member who has reached the ceiling of the highest performance advancement grade may be advanced to the bottom salary step of the next highest grade which is parallel to the promotional grade when he/she has successfully completed a year's service on the ceiling and has shown exceptional work performance.

18. Can a member facing disciplinary proceedings be considered for advancement?

Response: No, advancement can only be considered after determination of the case.

19. Since the re-activation of advancement this month some people have claimed not to have seen any increases in their salaries, is this true? And if so, what could be the reasons?

Response: Yes this is true because the members would have reached their ceiling by 2012.

20. To what extent is advancement a motivator to personnel?

Response: Advancement is an acknowledgement of an employee's satisfactory performance by the employer. It rewards the employee for their efforts and hard work.

21. What kind of work culture does advancement inculcate amongst the workforce?

Response: It encourages a culture of high performance which is results oriented. It also inculcates motivation amongst staff.

22. How does advancement contribute to the greater goal of Vision 2030?

Response: Advancement rewards employees' satisfactory performance. The employees' performance will improve the efficiency and effectiveness of the government's internal operations and administration thereby leading to the achievement of Vision 2030 goals e.g., enhanced public service delivery. Advancing employees to higher salaries have the effect of increasing their disposable income. Extreme poverty is reduced through improved access to better social services.