

---

**SALARIES AND SALARY SCALES****Section****1 Salary Scales**

- 101 Salary Levels
- 102 Salaries of Posts
- 103 Salary on Promotion

**2 Entry Points and Incremental Credit**

- 201 General Rule
- 202 Entry Points on First Appointment

**3 Increments and Incremental Dates**

- 301 Award of Increment
- 302 Incremental Dates

**4 Promotion**

- 401 Promotion Bar Defined
- 403 Qualification for Promotion
- 401 Personal Merit Promotion

**6 Payments of Salaries**

- 601 Currency in which Payable
- 602 Payment of Salary
- 603 Procedure
- 604 Full Salary
- 605 Appointment Delayed by Sickness
- 606 Payment of Salary on Promotion
- 607 Salary on Dismissal
- 608 Salary on Renewal of Contract
- 610 Officer Detained in a Foreign Country

**7 Advance of Salary**

- 701 General Authority
- 702 Purposes for which Advances may be Made
- 703 Purchase of Motor Vehicles
- 704 Tool Advances

**1. SALARY SCALES****101 SALARY LEVELS**

The salary levels for the Public Service shall be as published from time to time by the Permanent Secretary for the Public Service and reflected in the annual Establishment Register.

Amendment No. 229/85

**102 SALARIES OF POSTS**

The salary scale or the fixed salary attaching to a post shall be that allocated to it in the salaries Sub head of the Ministry concerned in the annual Estimates of Revenue and Expenditure for Solomon Islands, as from time to time amended in accordance with the procedures prescribed in Financial Instructions.

**PROVIDED** that, exceptionally, the Permanent Secretary for the Public Service may, for the purpose of facilitating re-organisation, approve that any post may be held by an officer at a salary, or in a salary scale, which is higher than that provided for the post in the annual estimates for such period as he shall prescribe and during such period the officer shall be paid salary at such higher rate.

Amendment No. 229/85

**103 SALARY ON PROMOTION**

1. Whenever an officer is promoted, his salary on promotion shall be -
  - (a) if the salary of the new office is a fixed salary, that fixed salary;
  - (b) if an officer is promoted from one scale to the next higher scale, the new salary point of the new office shall be the next higher salary point above the maximum of his pre-promotion scale;
  - (c) if an officer is promoted TWO scales above his pre-promotion scale, the new salary point of the new office shall be the minimum of the new scale.

**2. ENTRY POINTS AND INCREMENTAL CREDIT****201 GENERAL RULE**

Save as may otherwise be provided in this Chapter of these Orders, an officer on first appointment shall enter the salary scale appropriate to his office at the minimum point of such scale.

**202 ENTRY POINTS ON FIRST APPOINTMENT**

1. An officer on first appointment will be given incremental credit for approved qualification as follows:-

- (a) School Leavers:-
    - (i) who have reached Form V but have not obtained the S.I. School Certificate or equivalent, will enter at Level 3 point 1.
    - (ii) who have reached Form V and have obtained the S.I. School Certificate or equivalent, will enter at Level 3 point 2.
    - (iii) who have reached Form VI or overseas Preliminary will enter at Level 3 point 3 or 4 according to the years or course.
  - (b) those who do pre-service course up to two years for certificate will enter at L3 point 5.
  - (c) those who do pre-service courses of 3-5 years for higher certificate will enter at L4 point 1.
  - (d) those who do a 2 year pre-service course for diploma will enter at Level 5 point 3.
  - (e) higher Diplomates will enter at Level 5 point 5.
  - (f) graduates who do a 2-4 years pre-service degree course will enter at Level 6 point 4.
  - (g) graduates who do a 5 years or more pre-service degree course will enter at Level 7 point 1.
  - (h) officers who enter the service with relevant work experience after qualifying will be given incremental credits (one increment for one completed year) counted from the bottom of the first new entry level.
2. Incremental credit will only be given for relevant training, qualifications and experience. The relevance will be to the job the officer is expected to do in the service.

**3. Increments and Incremental Dates****301 AWARD OF INCREMENT**

1. An increment is an increase of salary of a specified amount as shown in the salary scales, and which, provide certain conditions are satisfied, is granted at regular intervals until a stated maximum is reached. No officer, however, shall be entitled to any increment as of right.
2. An officer serving on an incremental scale may be granted an increment on his incremental date provided that -
  - (a) he has performed his duties with zeal and diligence;
  - (b) he has passed approved examinations; trade tests or other tests of proficiency; or obtained qualifications and skills during in-service training relevant to the job of his cadre; and
  - (c) his conduct has been satisfactory.
3. Where the Responsible Officer is at any time during the year of the opinion that an increment should be withheld, he shall follow the procedure prescribed in Public Service Commission Regulation 61.

Amendment No. 299/85

**INCREMENTAL DATES**

The incremental date of an officer shall be –

- (a) on first appointment -
  - (i) if he assumes duty on a date on or between the 1<sup>st</sup> and 15<sup>th</sup> day of the month, the 1<sup>st</sup> of that month; and
  - (ii) if he assumes duty on a date on or between the 16<sup>th</sup> and the last day of the month the 1<sup>st</sup> of the following month;
- (b) on promotion -

in accordance with (a) above.

Amendment No. 229/85

**4. PROMOTION AND PROFICIENCY BARS****401 PROMOTION BAR DEFINED**

When two or more offices, each of which has its own grading, are grouped together within a single establishment, an officer may not proceed from a lower to a higher graded post within the group except on promotion. In such circumstances, the highest salary point of the lower post constitutes a bar to further advancement and crossing of such a bar constitutes a promotion as defined in the Public Service Commission Regulations.

**403 QUALIFICATIONS FOR PROMOTION**

1. No officer is permitted to pass from the lower to the higher level in the composite levels. A Responsible Officer must be satisfied that the officer's work, conduct, qualifications, character and general ability including his capacity to undertake the higher duties, properly justifies the progress to the next level before he recommends to the Public Service Commission. An officer's promotion can only be decided by the Public Service Commission on the recommendation of a Responsible Officer under the Public Service Commission Regulations.

2. Certain professional posts are graded at level 6 or level 7 and before being promoted from level 6 to level 7 an officer is required to satisfy a professional panel of his overall competence in his profession. The professional panel will be appointed by the Permanent Secretary for the Public Service and will consist of three permanent members each of whom will be a professional officer graded level 8 or above from one of the following Ministries:

Ministry of Agriculture and Lands  
Ministry of Transport, Works & Utilities  
Ministry of Health and Medical Services

In addition, an extra member will be appointed in each case from the Ministry of the officer considered by the panel. Any Ministry wishing to have an officer considered for promotion from a Level 6 to Level 7 professional post should submit a vacancy form to the Ministry of the Public Service in the normal way requesting examination by a professional panel. The Permanent Secretary of the Public Service will then nominate the extra member and request the Chairman of the Panel to convene a meeting.

Amendment No. 229/85

**404 PERSONAL MERIT PROMOTION**

A personal merit promotion is given to an officer in exceptional cases where an officer's performance fully justifies it although there is no promotional opportunity to a vacant higher post.

Amendment No. 229/85

**6 PAYMENT OF SALARIES****601 CURRENCY IN WHICH PAYABLE**

Salaries and allowances are payable in Solomon Islands currency which is the official currency of Solomon Islands. Payments to officers outside Solomon Islands will be made in the currency of the country in which the officer is residing, converted at the approved Government rate of exchange prevailing on the date of payment.

**602 PAYMENT OF SALARY**

Salaries and allowances may be paid to a bank account or in cash as the officer may request. Applications for salaries and allowances to be paid to a bank account should be made on Treasury Form 63.

**603 PROCEDURE**

The procedure for the payment of salaries is as prescribed in Chapter 13 of Financial Instructions.

**604 FULL SALARY**

The fully salary of the appointment is payable to an officer with effect from the date of his assumption of duty on first appointment, except where the conditions of his appointment prescribe otherwise.

Amendment No. 229/85

**605 APPOINTMENT DELAYED BY SICKNESS**

If an officer should fall sick in the period between his date of appointment and that on which he takes up his duties, he shall receive such salary as the Permanent Secretary for the Public Service may see fit.

**606 PAYMENT OF SALARY ON PROMOTION**

1. An officer who is promoted shall, except where the conditions of his appointment prescribe otherwise, receive the full salary of the new office from the date on which the vacancy occurred even if he is on leave at the time in question.

2. If the appointment of an officer who is acting in a vacant office is confirmed, he shall receive the full salary of that office from the date from which he first discharged the duties of the vacant office, but from the date from which he receives such full salary he shall not be entitled to salary on account of any other office which he may have held at the same time.

3. Officers promoted to the next higher level will enter that level at the point immediately above the maximum of the pre-promotion level. Where officers are promoted two levels above their pre-promotion level the principles of the provisions of GO. E201 shall apply.

Amendment No. 229/85

**607 SALARY ON DISMISSAL**

The salary of an officer whose appointment is terminated by dismissal shall be paid up to and including the day immediately prior to the date of dismissal and shall then cease.

**608 SALARY ON RENEWAL OF CONTRACT**

If a contract officer is re-engaged for a further term of duty without a break in service full salary at the rate prescribed in the contract shall, where appropriate, be payable as from date of the embarkation of the officer for Solomon Islands.

**610 OFFICER DETAINED IN A FOREIGN COUNTRY**

If an officer is detained in a foreign country on the grounds of public interest he may be granted full salary.

Amendment No. 229/85

**7 ADVANCES OF SALARY****701 GENERAL AUTHORITY**

Advances of salary may only be made in accordance with the provisions of Part II of Chapter 11 of Financial Instructions.

**702 PURPOSES FOR WHICH ADVANCES MAY BE MADE**

Under Financial Instructions an officer may seek an advance of salary in the following circumstances:-

- (a) in cases of serious illness, unexpected domestic calamity or other circumstances which the could not have foreseen and for which he could not have made prior provision; provided that approval for such an advance would be against the public interest;
- (b) on first appointment -
  - (i) to an officer graded level 3, not exceeding four fortnights' salary repayable over a period not exceeding 52 fortnights;
  - (ii) in other cases, not exceeding two fortnights' salary repayable over a period not exceeding 26 fortnights.
- (c) on leaving Solomon Islands on duty or for a course of instruction overseas or for extended touring within Solomon Islands.
- (d) when proceeding on leave;
- (e) for the purchase of essential tools of trade;
- (f) for the purchase of a bicycle; and
- (g) to meet the cost of an air passage for his wife when he has married whilst on duty or on a course of instruction overseas.

Amendment No.26/86

**703 PURCHASE OF MOTOR VEHICLES**

Advances of salary are not made to enable officers to purchase motor vehicles. The attention of officers is drawn to Part III of Chapter 11 of Financial Instructions which sets out the conditions under which the Accountant General may issue a loan guarantee to a bank in support of an officer's application for a bank loan for this purpose.

**704 TOOL ADVANCES**

1. An officer appointed to a post graded level 3 or 4 for which an approved standard tool kit certified by the Responsible Officer to be essential is eligible to apply for a tool advance.
2. The amount of the advance shall not exceed the actual cost of the tools purchased within the scale prescribed under GO F804 and is subject to the terms of FI 1123
3. Officers who prior to appointment have received a tool allowance under the provision of section 16 of Chapter S of these Orders are not eligible for an advance under this order.

Amendment No. 229/85