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1. GENERAL**101 DEFINITION**

In this Chapter of these Orders –

“Non-established employee” means a semi skilled or skilled worker, artisan or craftsman employed by the Government on a daily rate of pay in any of the categories set out in Appendix 1 to this Chapter of these Orders but does not include an apprentice or a labourer.

“Labourer” means an unskilled worker employed by the Government on a daily rate of pay, and includes a cleaner;

“Due notice” means one month’s notice or one month’s wages in lieu of notice or –

- (a) where the worker has been engaged under Section 2 of this Chapter on weekly terms, one week’s notice or one week’s wages in lieu of notice; or
- (b) where the worker has been so engaged on day to day terms, at the end of the day without further notice;

“quarter” means a quarter as defined in Section 1 of Chapter H of these Orders;

“Act” means the Labour Act;*

The term “Employee” or “Worker” means either non-established employee or labourer where applicable.

Amendment No. 65/75
Amendment No. 240/85

102 EMPLOYMENT AND DISCIPLINARY CONTROL

Authority to employ, to terminate the employment of and to exercise disciplinary control over workers in accordance with the terms and conditions set out in this Chapter of these Orders is delegated to Responsible Officer or such officers as they may nominate under GO B 110.

Amendment No. 240/185

103 APPLICATION OF THE LABOUR ACT

Employees are workers as defined in the Act and Responsible Officers are required to comply with the provisions of the Act governing workers conditions of employment where these are not covered by this Chapter.

Amendment No. 240/85

104 APPLICATION OF GENERAL ORDERS

For the purpose of General Orders, non-established employees and labourers are not Public Officers and, save as may be expressly provided in any one of them, with the exclusion of this Chapter, all other Chapters in these Orders shall not apply to non-established employees and labourers.

Amendment No. 240/85

*Cap 75, Laws of Solomon Islands

2. TERMS OF ENGAGEMENT**201 NON-ESTABLISHED EMPLOYEES**

Non-established Employees shall normally be engaged on a month to month basis and this shall be deemed to be the basis of the contract unless the contrary be agreed at the time of the engagement. Where the contract is for a shorter period, this must be established and mutually agreed by the employer and the employee at the time of the engagement. Any such agreement must be recorded in writing in the form set out in Appendix 2 at the time of appointment.

Amendment No. 240/1985

202 LABOURERS

Labourers shall always be engaged on a day to day basis when the contract may then be terminated by either party at the end of the day without notice. After one month's continuous employment the basis of the engagement may be extended to one week and after one year's continuous employment to one month. Where the basis of the contract is to be for a period of less than one month this must always be established with the employee at the time of the engagement. In the absence of any agreement to the contrary, the contract is deemed to be from month to month and determinable only by one month's notice or payment of one month's wages in lieu of notice under GO S502.

Amendment No. 240/1985

3. WAGES**301 WAGE RATES**

The rates of wages of non-established employees and labourers shall be as set out in the wage scales published by the Ministry of the Public Service from time to time.

Amendment No. 240/85

302 HOW TO BE CALCULATED

1. Wages shall be calculated on a daily basis but unless agreed otherwise at the time of engagement, shall be paid fortnightly in arrears. Whenever wages are calculated with reference to a period which is other than a fortnight this shall be clearly stated in the terms of employment at the time that the worker is engaged.

2. The full appropriate rate of pay shall be paid for each day worked including any public holiday, and any other day except any Saturday and Sunday or other rest day during the pay period on which no work is performed through no fault of the worker. Save that any worker who absents himself from duty, other than on authorised sick leave under GO S705 or annual leave under GO S701 on a working day immediately prior to or following a public holiday shall not be entitled to pay in respect of such holiday.

Amendment No. 26/86

303 DEDUCTIONS FROM WAGES

1. Responsible Officers may not, save as is expressly permitted by Sections 9, 10 and 22 (as amended) of the Labour Act, make any deductions from the wages of employees in respect of any debt due to the Government. Workers must be paid the full wages to which they are entitled at the end of the pay period subject only to such deductions as may lawfully be made.

2. Notwithstanding the provisions of paragraph 1 of this Order, Responsible Officers are required to take such steps as are necessary to recover over-payments and other debts due to the Government. Where necessary the advice of the Permanent Secretary of Finance should be sought.

304 STARTING RATES

1. Non-Established Employees and Labourers may only be engaged at the minimum rate in terms of GO S301.

2. Non-Established Employees may be engaged by Responsible Officers at any rate within Level 1A wage scale, taking into account any relevant previous experience. After six months the Responsible Officer shall reassess the employee's wage in the light of the degrees of proficiency exhibited. He may then vary the rate payable:-

- (a) to any other point in the Level 1A wage scale; or
 - (b) where the employee is qualified and eligible for advancement to level 2, to the bottom point of the Level 2 wage scale but no higher.
3. No person may be appointed direct to the level 2 scale on first engagement unless he has passed on approved trade test, or any other suitable test of proficiency recognised by the Responsible Officer as equivalent to such test, done in accordance with the prescribed proficiency trade test as given in Appendix 3.

Amendment 240/85

305 MAXIMUM WAGE

The full wage range of level 1B to level 2 published in terms of GO. S301 is not open to all non-established employees and Labourers and no employee may be advanced beyond the maximum of the wage scale within those levels.

Amendment No. 240/85

306 INCREMENTS

1. The incremental steps within the wage scales published under the provisions of GO S301 each represent one year's service and subject to the remaining paragraphs of this Order one increment, but no more, shall be awarded annually.

2. Following the first engagement, re-assessment or promotion the incremental date of a non-established employee shall be -

(a) If the date of such engagement, re-assessment or promotion is between the 1st and 15th of the month, the 1st of that month; or

(c) if the date of such engagement, re-assessment or promotion is between the 16th and 31st of the month, the first of the following month.

Amendment No. 240/85

307 AWARD OR WITHHOLDING OF INCREMENTS

1. Increments within a Level may be awarded by the Responsible Officer provided that the worker has performed his duties with the required degree of skill and diligence.

2. The Responsible Officer may at his discretion withhold an increment where he is satisfied after due enquiry that a non-established employee has not by his work and conduct merited an increment. The employee must be advised in writing of the reason why the increment is being withheld. Where an increment is withheld it may subsequently be restored but not retrospectively.

Amendment No. 240/85

308 LABOURER'S WAGES

Increase in Labourer's wages shall be within the respective wage range published under the provision of GO S 301 to this Chapter and may be granted by the Responsible Officer. These increases are tied solely to length of continuous service normally after 12 months and provided that the employee has attended regularly and carried out his duties satisfactorily, shall be granted. It follows that where a labourer is re-engaged after previous service he may only be re-engaged at the minimum point.

Amendment No. 240/85

4. PROMOTIONS**401 PROMOTION OF NON-ESTABLISHED EMPLOYEES**

1. Where advancement opportunities exist an employee may be promoted from level 1A to level 2 -

- (a) where an approved trade test or other test of proficiencies has been prescribed, on his passing such test; or
- (b) to a vacant supervisory post, eg. Head Gardener, Overseer etc. where such posts have been approved, on merit; or
- (c) where no test has been prescribed, after spending 12 months at the top of the level 1A scale, subject to his being in all respects suitable to proceed to the level 2 range by the Responsible Officer without further reference.

2. Where advancement opportunities exist an employee may be promoted on restructuring from level 2 to a level 3 established post on recommendation by the Responsible Officer to the Public Service Commission through the Permanent Secretary for the Public Service where an employee is proficient to fill a vacant level 3 post.

Amendment No. 240/85

5 TERMINATION AND DISCIPLINE**501 Definition**

In this Chapter of General Orders “misconduct” means conduct inconsistent with the terms of a worker’s employment.

502 Normal Termination by due notice

A worker’s employment may not be terminated without giving due notice, except in the case of misconduct, duly dealt with under any of the Orders below. A worker may not terminate his employment without giving due notice. Either party may pay the equivalent wages in lieu of due notice.

Amendment No. 240/85

503 Procedure**(A) In a case of Unsatisfactory Conduct:-**

see the sections on ‘Warning’, Formal written warning’ and ‘Final Written Warning’, - under 503.2A, B and C of this Chapter.

(B) In a case of Misconduct or Disobedience:-

See the relevant sections on ‘Suspension’ and ‘Dismissal’ under 503.2 D, E, F and G of this Chapter.

Amendment No. 240/85

503.1 Penalties that may be Awarded under Delegation of Power

		Authorised Officer To award penalties
A	Warning	Supervisor
B	Formal Written Warning	Divisional Head
C	Final Written Warning	Responsible Officer
D	Suspension, pending investigation (with pay)	Supv. Div. Head
E	Suspension, without pay (up to 14 days)	Responsible Officer
F	Dismissal WITH notice	Responsible Officer
G	Dismissal WITHOUT notice	Responsible Officer

503.2 Warning, Suspension and Dismissal

A A warning may be given in cases of bad time keeping, poor attendance, or **unsatisfactory work**. In the first instance the worker’s supervisor will explain his shortcomings and give him an opportunity to improve over a period of time. The warning need not be committed to writing and in any case will not be entered on any discipline records.

B Formal Written Warning

If a 'warning' as above has been given previously, and yet the worker's conduct does not improve, he may receive a 'Formal Written Warning' from the Divisional Head.

C Final Written Warning

If after a 'Formal Written Warning' has been given there is still no improvement in the worker's conduct, the matter will be reported to the Responsible Officer, who may, if he thinks fit, issue a 'Final Written Warning'. A warning shall be deemed to have lapsed after a period of twelve months of the date of its imposition and shall be expunged from the record for disciplinary procedure.

D Suspension pending investigation (with pay)

1. Where it appears that a worker has misconducted himself, his Divisional Head may suspend him for such time as may be necessary for such investigation into the circumstances of the alleged misconduct to take place. During the period of suspension the worker will receive his normal rate of pay and remain subject to these Orders and be given an opportunity to state his case, but shall not carry out his normal duties unless requested to do so by his superiors in a case of urgent need. Notice of the suspension is to be given to the worker in writing.

decide whether or not the misconduct has been proved.

3. If the investigation proves the misconduct, the Divisional Head, on receipt of the report shall, if necessary, impose a punishment by either issuing a 'Warning' or a 'Formal Written Warning' and the worker shall then be reinstated.

4. If the investigation indicates that the misconduct has been serious the Divisional Head shall report the matter to the Responsible Officer who shall then decide whether to issue a final written warning and then reinstate the worker or impose some other form of punishment.

E. Suspension Without Pay (up to 14 days)

Suspension without pay for up to and including fourteen days may be awarded by the Responsible Officer upon receiving reports of an investigation proving an act of misconduct to the satisfaction of the Responsible Officer. Any suspension made under this Order shall be formally recorded with a copy of the details being sent to the worker.

F. Dismissal With Notice

Dismissal with due notice may be imposed by the Responsible Officer:

(a) In cases of proven misconduct at any time within one year after a 'Final Written Warning' has been given;

(b) at any time after receipt of the records of an investigation proving serious misconduct; and

(c) at any time after proof of misconduct is brought to the Responsible Officer, save where criminal proceedings are likely to eventuate from the incident.

G Dismissal Without Notice

The penalty of dismissal without notice will only be applied in extreme cases including gross misconduct, serious neglect of duty likely to cause or causing serious damage to property or danger to persons.

Amendment No. 240/85

504 Criminal Conviction

A worker convicted of a criminal offence may be dismissed without notice by a Responsible Officer if the Responsible Officer considers that the offence of which he is convicted makes him unfit for the type of work for which he is employed.

505 Right of Appeal

Any worker has the right to appeal to his Responsible Officer against any action taken by a Supervisor or Divisional Head in terms of this Section of General Orders or to the Permanent Secretary, Ministry of the Public Service, against any action taken by his Responsible Officer. When making any appeal a worker may be accompanied by a friend or an official representative of his Trade Union.

Amendment No. 240/85

6. HOURS OF WORK AND OVERTIME**601 HOURS OF WORK**

All workers shall work a 5 day week of 40 hours. The working days shall be of 8 hours but the Responsible Officer may arrange the hours of working in any way suitable for the work to be performed.

Amendment No. 240/1985

602 OVERTIME

All workers are employed on the understanding that they may be required to work overtime. Except as may be agreed mutually at the time of engagement, payment for overtime working shall be as follows:

- (a) for hours in excess of 8 from Mondays to Fridays – time and a half (1 ½);
- (b) Saturdays – two times the normal rate (2);
- (c) Sundays and Public Holidays – three times the normal rate (3).

NOTE: SDA employees may reverse Saturdays for Sundays.

Amendment No. 240/85

603 SHIFT ALLOWANCE

1. Nothing in this Section shall preclude a Responsible Officer, when the nature of the work so requires, from arranging shift work on any day including any Saturday, Sunday or public holiday, providing that the remaining provisions of this Section are not infringed. The rates of pay which shall apply to shift work are the normal rates of pay prescribed. Overtime rates shall not be paid unless hours in excess of eight are worked on any day or days in excess of five in any seven day period: subject in all cases to a minimum 40 hour week having been worked.

2. For each shift, the following rates are payable.

- (a) night shift \$1.50 per shift
- (b) day shift \$1.20 per shift

Effective date: 1/1/87

7. LEAVE**701 NON-ESTABLISHED EMPLOYEES AND LABOURERS**

1. Non-Established Employees and Casual Workers shall be eligible for paid leave in respect of each completed year of service at the following rates -

- (a) Level 1B – 20 working days
- (b) Level 1A – 22 working days
- (c) Level 2 – 25 working days

2. Leave is counted as working days and does not include Saturdays, Sundays and Public Holidays. It shall normally be taken annually in the twelve-month period following that in which it was earned. Exceptionally, with the approval of the Responsible Officer, it may be taken every second year.

3. Non-Established sea going staff of the Marine Division shall be eligible for 35 calendar days leave in one year of service.

Amendment No. 240/1985

703 TRAVEL TIME

1. Travel time up to a maximum of 14 working days paid leave may be given at the discretion of the Responsible Officer and this shall be added to leave entitlement under GOS 701. Where a worker takes leave on more than one occasion in any period of 12 months he shall qualify for travel time on only one such occasion.

2. Responsible Officers may in exceptional circumstances authorise leave without pay where a non-established employee's return to duty has been unavoidably delayed by circumstance which he would not reasonably have anticipated. Non-established employees should be warned, however, before going on leave that to overstay their earned leave will normally create a break in service which may adversely affect retirement benefits under the Pensions Act.

704 LEAVE ON TERMINATION

Workers may be granted earned leave and leave on a proportionate basis for an incomplete year of service except where employment has been terminated as a result of misconduct under GO S503.2 F and G and S504. Any part of a day resulting from this calculation shall be counted as a whole day.

Amendment No. 41, 17/9/83

Amendment No. 240/85

705 SICK LEAVE

1. Non-established employees and labourers who have completed six months' continuous service and are absent from work on grounds of sickness other than by their own default may on the authority of a medical certificate be granted sick leave as follows:

- (a) 32 days on full pay;
- (b) another 44 days on full pay and any unused leave;
- (c) further 44 days shall be granted on half pay subject to advice by Permanent Secretary, Ministry of Health and Medical Services. This is followed by no-pay and a Medical Board must be requested to investigate and advise the Permanent Secretary for the Public Service.

2. The Responsible Officer shall maintain a record of all absences on medical grounds of employees in his Ministry/Office in order to control the allowances for sick leave authorised under this Order.

706 TRAVEL EXPENSES

1.
 - (a) An employee travelling by road transport from the point of disembarkation to his respective village can claim up to five hundred dollars (\$500.00) one way or one thousand dollars (\$1000.00) both ways.
 - (b) An employee travelling by canoe (outboard motor) or small craft from the point of disembarkation to his respective village can claim up to five hundred dollars (\$500.00) one way or one thousand dollars (\$1000.00) both ways.
2. Claims for such allowance must be supported with receipted bills or relevant documentary evidence for approval by his Responsible Officer.

Amendment No. 1/06
Effective date: 29/09/06

707 MATERNITY LEAVE

A woman employee who ceases duty on the provision of a certificate by a Government Medical Officer stating that she is within six weeks of confinement shall be considered to be on maternity leave. She shall on ceasing work in anticipation of confinement, continue to receive full pay.

Effective date: 1/1/89
Amendment No. 3/89

708 FAILURE TO RESUME DUTY ON THE DUE DATE

A woman employee who is on maternity leave and who fails to resume duty on expiration of the total twelve weeks maternity leave during which the child was born, provided that the period after the birth of her child was not less than 6 weeks, shall be deemed to have terminated her employment with effect from the day following the expiration of the provision.

Effective date: 1/1/82
Amendment No. 240/83
Amendment No. 240/85

709 COMPASSIONATE LEAVE

1. A Responsible Officer may grant leave on compassionate grounds to a worker in the event of the death or dangerous illness of his wife, child of the whole blood, mother or father. Where such leave is granted it shall be reckoned against the worker's annual leave eligibility under GO S701. Where in any calendar year no or insufficient annual leave remains for this purpose the Responsible Officer may, at his discretion, permit up to half the worker's annual leave eligibility for the following calendar year to be taken.

2. The provisions of GO S801(d) shall apply in such cases.

8. PASSAGES**801 Following Engagement Elsewhere than at the Place of Employment**

A non-established employee who is engaged elsewhere than at the place of employment is eligible for passages at Government expenses to and from his or his spouse's home island by surface transport.

- (a) on first engagement;
- (b) on termination after not less than one year's work;
- (c) on leave approved under section 7 of this Chapter;
- (d) on compassionate grounds. When a worker qualifies for passages under (a), (b) or (c) above, similar passage rights may be awarded to his wife and dependants. Such rights may also be granted on repatriation on death of the worker during employment.

No passage under (a), (b), (c), or (d) above shall be commutable to cash.

Amendment No. 211 1983

Amendment No. 213 1983

Amendment No. 240/85

Amendment No. 22/86

802 LEAVE PASSAGE

1. Workers who do not qualify for passage privileges under GOS 801 shall be eligible for return passages at Government expense on one occasion in each year when proceeding on annual leave under GOS 701 to their or other spouse's home island.

2. Where a worker is eligible for leave passages under paragraph 1 of this Order he shall also be eligible for similar passages for his wife and all his legally dependent children.

3. Where a worker is eligible for leave passages under this Order spends his leave elsewhere than on his or his spouse's home island, passages at Government expense may be provided to his leave destination provided the cost is limited to his passage eligibility for the return journey between his work station and his home island by sea or the actual cost of passages, whichever be the lesser.

4. When workers travel long distances with their families on leave and a cabin is available then they will be allocated a Cabin.

Amendment No. 240/85

803 TRAVEL GRANTS

Non-Established employees in level 1A and 2 who do not qualify for passage privileges under GO S801 shall be eligible to receive a non-accountable travel grant of \$12 on one occasion in each year when travelling on annual leave of not less than 7 days exclusive of travel time.

Amendment No. 240/85

804 LABOURERS

A labourer engaged elsewhere than at the place of employment shall have the same eligibility for passages as a labourer under GO 801. Otherwise a labourer is eligible neither for passages at Government expense nor for a travel grant when travelling on leave.

805 CARRIAGE OF PERSONAL EFFECTS

A Government vehicle may be supplied at no cost to a non-established worker or labourer for the transportation of the worker's personal effects:

- (a) on transfer, posting or travel on duty from his house to wharf or vice-versa;
- (b) on proceeding on or returning from leave from wharf to his house;
- (c) from house to house on an authorised change of quarters.

Amendment No. 240/85

9. TRAVEL AND SUBSISTENCE**901 NON-ESTABLISHED EMPLOYEES AND LABOURERS**

1. Non-established employees and labourers shall be eligible to receive a taxable touring allowance at a rate of \$80.00 a day without ration being provided by the government. When ration is provided and accommodation met by the government, he shall receive a maximum of \$40.00 per day. Touring allowance may not be drawn unless a non-established employee or a labourer is unavoidably absent from his headquarters for at least 24 hours and may not be paid for broken periods of 24 hours which do not include a full night's absence from headquarters.

Amendment No. 1/06
Effective Date 29/06/06

2. Non-established employees and labourers employed in rural areas and housed in temporary works camps which can be regarded as their headquarters shall be eligible for the full rate of touring allowance as in paragraph 1 for the first 20 nights and 50% of that allowance thereafter.
3. The pay supplements authorised in paragraph 2 of this Order are not payable if the worker is able to return to his, or a relative's home at the end of each day's work nor if he is eligible to receive pay supplement under paragraph 1.
4. In addition to the allowance in (1) without accommodation, a hard touring allowance of 64¢ per night shall be paid.

Effective date: 1/1/83
Amendment No. 240/85

10. MEDICAL ATTENTION**1001 ELIGIBILITY**

Save as provided elsewhere in this section all employees, their wives and families are eligible to receive medical attention free of charge or at such charges and under such conditions as may be prescribed in the appropriate law* for the general public.

1002 LEGAL REQUIREMENTS

All employees fall within the scope of section 11(1) of the Act** and any employee who is injured or taken ill during the course of his employment, or when applicable, his dependents, is entitled to the benefits conferred by that section.

Amendment No. 240/85

*Public Hospitals and Dispensaries Rules
Cap. 51 Laws of Solomon Islands.

**Workmen's compensation Act, 1981

11. ACCOMMODATION**1101. ELIGIBILITY**

1. Non-established employees and labourers are eligible for married or single quarters when these are available. Where quarters are available preference shall be given to the housing of non-established employees in level 2.

1. Class X quarters are deemed appropriate for workers in L1B, L1A and L2.

3. Accommodation will be provided for labourers in accordance with the provisions of the Act* and of the subsidiary legislation made thereunder.

1102. RENT

1. No non-established employee housed by the Government has a right to free accommodation. When a worker is allocated a quarter other than a barrack type quarter by an allocating authority under the provisions of Chapter H of these Orders, he shall be required by the Government, in terms of section 107 of the Act* to pay rent. Such rent shall be at the following rates -

Class VI	quarter	\$40.04 per fortnight
Class VII	quarter	\$32.21 per fortnight
Class VIII	quarter	\$26.69 per fortnight
Class IX	quarter	\$16.10 per fortnight
Class X	quarter	\$ 6.90 per fortnight

And shall be paid by fortnightly deduction from wages in arrear.

2. When a number of employees with the approval of the allocating authority share a quarter each employee will pay a proportionate share of the full rent according to the number of employees sharing the quarter, save that no employee in such circumstances shall pay less than the appropriate share he is required to pay.

1103. SUBSTANDARD QUARTERS

The allocating authority may declare any quarter to be substandard because of any marked deficiency in structure and amenities compared with quarters generally of the same class and where the authority so declares the occupant will pay a reduced rent to fixed by the authority. Any such cases will be reported to the Permanent Secretary/MTWU through the allocating authority who may request the Permanent Secretary/MTWU to review the case.

Amendment No. 240/85

1104. APPLICATION OF GENERAL ORDERS

Where a Non-Established worker is allocated a quarter, other than a barrack type quarter, by an allocating authority, under the provisions of Chapter H of these Orders he shall be subject in all respects to the provisions of that Chapter as if he were an officer and not an employee.

*The Labour Act, 1982

1105 CHARGES FOR WATER

1. No employee is entitled to a water supply free of charge and when a worker in level 1B or above is allocated a quarter other than a barrack type quarter by an allocating authority under Chapter H of these Orders he shall pay the water charges in terms of Section 105 of the Act*

2. Where a number of employees with the approval of the allocating authority share a quarter each employee shall pay the appropriate proportion of such charges.

Amendment No. 42/1973

Amendment No. 240/85

1106 ELECTRICITY CHARGES

1. When a worker in level 1B or above is allocated a quarter other than a barrack type quarter by an allocating authority he shall be required to meet the electricity charges for the quarter.

2. When a number of employees share a quarter with the approval of the allocating authority each employee shall pay the appropriate proportion of such charges.

Amendment No. 240/1985

1108 UNCLASSIFIED QUARTERS

Where an employee occupies unclassified quarters including traditional leaf houses and barrack type quarters, allocated either by a Responsible Officer or allocating authority, he shall pay by deduction from wages a standard fortnightly rental charge as follows –

46¢ when neither water nor electricity are supplied;

78¢ when water is supplied;

96¢ when water and electricity are supplied

For the purpose of this order water supplied include those from stand pipes, tanks and bowsers as well as water supplied direct to quarters. PROVIDED that with the approval of the Permanent secretary for the Public Service on the recommendation of the Responsible Officer in each case the actual cost of electricity and water may be shared by the employees in lieu of the fixed rates prescribed.

Amendment No. 26/86

1109 RECORDS

Where employees are accommodated in unclassified quarters Responsible Officers are responsible for making appropriate administrative arrangements for recording allocations of accommodation to employees under their control and for ensuring that correct deductions from wages in respect of rent and services are made.

Amendment No. 42/1973

Amendment No. 240/1985

*The Labour Act, 1982

12. RETIREMENT BENEFITS**1201 ANNUAL ALLOWANCE**

1. Where an employee who has served continuously in the Public Service of Solomon Islands for a period of not less than fifteen years retires in circumstances which under the provision of the Pensions Act or the rules made thereunder could have qualified him for pension of the Pensions Act or the rules made thereunder could have qualified him for pension if he had been serving in a pensionable office, he may be granted an annual allowance by the Governor-General under the Pensions Act*.

Provided that an employee whose employment is terminated by his Responsible Officer for reasons other than misconduct under GO S503 and S504 and who has served continuously for no less than fifteen years may be eligible for severance pay on termination of employment.

2. An employee who entered the service on or after 1 October 1976 is not eligible for annual allowance.

Amendment No. 137 dated
dated 1 April 1976
Amendment No. 240/85

1202 RATE OF ALLOWANCE

Then annual allowance for which an employee may qualify is equal to half the pension for which the employee would have been eligible had his service been pensionable service in a pensionable office.

1203 PROCEDURE

Responsible Officers should follow the procedures prescribed in Chapter 15 of Financial Instructions in preparing submissions for the award of an annual allowance.

*Cap. 110 Laws of Solomon Islands

13. WORKMEN'S COMPENSATION**1301 APPLICATION OF THE ACT**

The provisions of the Workmen's Compensation Act* apply to all workers by virtue of section 4 of the Act and Responsible Officers are required to comply with any duty or obligations placed upon an employer by the Act.

1302 PROCEDURE

Where a Responsible Officer becomes aware that any accident, injury or disease has occurred which is reportable in terms of the Workmen's Compensation (Accident and Occupational Disease Return) Regulations he shall at once report the matter to the Commissioner of Labour as required by law. Every Responsible Officer shall ensure that all officers in his Ministry to whom authority has been delegated to employ persons in terms of this Chapter are aware of the responsibility of employers under Workmen's Compensation Legislation.

Amendment No 240/85

1303 PAY FOLLOWING A REPORTABLE OCCURRENCE

An employee shall remain on full pay following any occurrence which has been reported in terms of GO S1302 for the period of the sick leave together with any period of earned leave under GO S705. Pay shall then cease and any further period of absence shall be regarded as leave without pay.

1304 COMPENSATION AWARD

Any case reported under the Workmen's Compensation Act in which a compensation assessment is awarded by the Commissioner of Labour either under the provisions of sections 17 or 18 of this Act shall be copied to the Permanent Secretary for the Public Service before the Accountant-General is authorised to make any payment.

Amendment No. 240/85

*Cap. 77 Laws of Solomon Islands

15. PROFICIENCY AND TRADE TESTS**1501 PROFICIENCY AND TRADE TESTS TO BE ESTABLISHED**

1. Suitability for engagement in or for promotion between the different classes of worker shall where practicable be assessed by trade test or other proficiency test approved by the Responsible Officer.
2. Trade tests or tests of proficiency shall be set by Responsible Officers for the categories shown in Appendix 3 to this Chapter without further reference.

Amendment No. 240/85

1502 PROMOTION FOLLOWING PROFICIENCY AND TRADE TESTS

Where a trade test appropriate test of proficiency has been satisfactorily conducted as prescribed under Appendix 3 of this chapter the employee may be promoted in accordance with the provisions of FO S401 without further reference.

Amendment No. 240/85

1503 EXEMPTION FROM PROFICIENCY AND TRADE TESTS

1. An employee who has –
 - (a) in the course of an approved apprenticeship passed tests of proficiency under the appropriate law*; or
 - (b) in the course of an approved course of training or apprenticeship overseas, passed tests of an equivalent standard to those in (a); or
 - (c) passed any other approved trade tests in Solomon Islands;

may be exempted from the trade tests of an equivalent standard under this section and may enter the appropriate level without further examination.

2. The decision of the Responsible Officer as to equivalence of standards shall be final.

Amendment No. 65 1974

Amendment No. 240/85

*Labour (Apprenticeship) Rules 1970 (LN 106 OF 1970)

16. PART 1: ADVANCES**1601 BICYCLE ADVANCES**

An Employee in level 2 is eligible to apply for an advance for the purchase of a bicycle in accordance with the provisions of Chapter 11 of Financial Instructions.

Amendment No 240/85

1602 TOOL ADVANCES

1. An employee in any of the categories set out in Appendix 1 for which an approved standard tool kit is certified by the Responsible Officer to be essential is eligible 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 S1607 and is subject to the terms of Financial Instructions.

Amendment No 240/85

16. PART II. ALLOWANCES**1606 BICYCLE, MOTOR CYCLE, MOTOR CAR AND OUTBOARD MOTOR**

1. An employee may claim in respect of a bicycle, motorcycle, car and outboard motor which is frequently used by him on official duties provided that the Responsible Officer is satisfied that the use of such is essential for the efficient performance of the employee's duties. The following rates shall be payable:-

(a)	Bicycle	:	\$1.61 a fortnight
(b)	Motor Cycle	:	12 cents a mile or 7 cents kilometre
(c)	Car	:	34 cents a mile or 21 cents a kilometre
(d)	Outboard Motor (i)	:	30 cents a nautical mile when motor and fuel are used.
	(ii)	:	20 cents a nautical mile when motor and fuel are used.
(e)	Outboard Motor (iii)	:	10 cents a nautical mile when outboard motor is used

2. No claim shall be payable in respect of the bicycle, motor cycle, car or outboard motor if provided by Government if a privately owned bicycle, vehicle or outboard motor is used only occasionally.

3. Claims on the form prescribed by the Accountant-General must be submitted monthly and must be certified by the Responsible Officer or an officer duly authorised by him that the provisions of paragraph 1 of this Order have been satisfied.

4. An allowance under GOS 1606.1 (a) shall not cease only because an employee is on annual leave or approved absence from duty on full pay up to a limit of three consecutive months.

Amendment No. 220/85 16/4/85
Amendment No. 240/85

1607 TOOL ALLOWANCES

1. An employee who is in possession of an approved standard tool kit appropriate of his trade or skill and which is certified by the Responsible Officer to be essential for the efficient performance of his duties shall be eligible to receive a tool allowance at the rate prescribed and published by the Permanent Secretary for the Public Service on 1 January each year.
2. The allowance shall be paid for such days as an employee receives wages including approved holiday periods and any periods of paid sick leave.
3. The allowance will be paid in the same way and at the same time as wages are paid, and shall be entered on time sheets (Treasury form 28).
4. The Responsible Officer shall appoint a senior technical officer of the appropriate cadre within the Ministry to be responsible for assessing an employee's entitlement to the allowance and its continued payment by initial and thereafter quarterly inspections to ensure that the full approved standard tool kit is in the possession of the employee.
5. Employees in receipt of tool allowance must ensure that their tool kits are properly maintained to the approved standard by replacing worn or missing tools from normal commercial sources as the need arises.
6. The approved standard tool kit'' in respect of which tool allowance is paid shall be prescribed for the trade or skill by the Responsible Officer on the advice of the senior professional or technical officer of the cadre concerned.

Amendment 65 1974

1608 DIRT MONEY

Dirty money shall be payable at the rate of \$10.00 a day for tasks of an excessively dirty or noisome character. The tasks shall be as prescribed from to time by Permanent Secretary for the Public Service.

1609 SEAGOING RATION ALLOWANCE

1. A seagoing allowance of \$28.00 per month is payable of all marine floating staff for all levels.
2. The allowance is payable as a flat rate per month to all seagoing staff. However, it is not payable to any member of staff who is posted to a shore position or is on leave.

Amendment No. 218/1985
Amendment No. 240/1985

1610 COMMAND AND CHARGE ALLOWANCE

1. Employees in the Marine Division of the MTWU posted to command of a seagoing vessel or in charge of engine rooms are eligible for command or charge allowance at the following rates:

Marine Division Vessel Category Rating	Master \$ per fortnight	Engineer in charge \$ per fortnight
1	9¢	46¢
2	1.84¢	0.92¢

for such time as the posting continues.

2. An allowance under this order shall not cease only because an employee is on annual leave.

Amendment No. 19/86

1611 OVERSEAS ALLOWANCE

1. An employee who is a member of the crew of a Government vessel on an overseas voyage shall be eligible to draw subsistence allowance as set out in Section 12 of Chapter F of these Orders when the ship is in a foreign port, save that the following modification shall apply -

GO F1202.1: The time is reckoned from arrival to departure in the foreign port.

GO F1202.2: Accommodation on a ship or at a shore establishment.

GO F1202.3: Where the crew are accommodated by the ship's or Government agent at no cost to the officer.

GO F1202.6: Does not include the transit time on the voyage in the Government ship but may include the transit time during other means of travel.

2. Where a victualling allowance is paid to the crew the subsistence allowance under GO F1202 may be abated by the amount of the allowance for the period covered.

Amendment No. 115/1974

1612 DANGER ALLOWANCE

Danger allowance shall be payable at the rate of 25¢ an hour for undertaking tasks of a dangerous nature. Tasks attracting such an allowance shall be as advised from time to time by the Permanent Secretary for the Public Service.

1613 DISTURBANCE ALLOWANCE

1. A non-established employee is eligible for the payment of disturbance allowance whenever he is required to move his household effects to his new assignment on compulsory posting from one station to another whether or not he occupies official quarters.

2. The allowance is not payable in respect of temporary posting or on tour where the worker retains his quarter or normal place of residence.

3. The allowance is at the rate of $1/60^{\text{th}}$ of the worker's annual basic wage subject to a maximum of \$50. The allowance is obtained by the application of following formula -

$$\text{Daily wage} \times 260 = \text{annual wage} \times 1/60 = \text{allowance}$$

Amendment No. 240 1985

1614 CHARGE ALLOWANCES

Whenever a worker undertakes -

- (a) duties substantially more onerous than those attached to this substantive level; or
- (b) duties substantially in addition to those of his substantive level; or
- (c) any other duties in any circumstances in which the Divisional Head or the Responsible Officer considers it appropriate that the worker should be paid an allowance,

the provision of section 4 of Chapter F of these Orders shall apply, providing that the period concerned exceeds fourteen working days.

Effective date: 1 November 1985
Amendment No. 240/85

1615 UNDERWATER ALLOWANCE

Where a worker is required, in the course of his duties, to dive underwater, he may claim an underwater allowance at the following rates:

- (a) when using air diving equipment – 50¢ of his normal hourly rate,
- (b) when free diving – 25% of his normal hourly rate.

This allowance will apply to each completed hour or part thereof.

Amendment No. 156 dated 1/12/77

1616 WATCHMEN'S ALLOWANCE

Employees who are engaged as security guards around office premises shall be paid a watchmen's allowance at five dollars (\$5) per night

Effective date: 1/1/84

1617 HOUSING ALLOWANCES

1. With effect from 1 July 1985, an employee who is not residing in Government Pool, Government leased house, labour line accommodation, Institutional or Provincial quarters or quarters built from public or aid funds or built by Community purposely for the employee who holds the post, and who is in level 1B to level 2 is eligible for a housing allowance of 20% of gross wages.

2. An employee who purchases a Government quarter is eligible for the above prescribed allowance as from 1 July 1985 or from the date on which the transfer title of property is duly registered, whichever is later.

3. In the circumstances where both the husband and wife are employed by Government only one of them is eligible for the allowance.
4. Where an employee claims an allowance under paragraph 2 of this Order and falls in 3 above, only the title holder of the property is qualified for the above allowance.

Effective date: 1 July 1985
Amendment. No. 240/85

**SCALE OF UNIFORM ISSUES
(GO S1701)**

Ministry/Office	Category	Uniform Issue Per Annum								Hat
		Shirt	Shoes	Sulu	Belt	Sandals	Bolero	Sash	Dresses*	
Common	Bossboy	2	2							
	Carpenter	2	2							
	Cleaner	2	2							
	Cook	2	2							
	Driver	2	2							
	Messenger	2	2							
	Orderly	2	2							
	Storeman	2	2							
Agriculture	Extension Worker	4	2							
Geological Survey	Classified Survey Worker	2	2							
Government House	Gardener	2	2							
	Servant	4**	2	2	1		2	2	2	
Lands and Survey	Classified Survey Worker	2	2							
Marine	Classified sea-going deck and engine room hand	3/3	3/3			1				1
Medical	Wardmaid/Orderly	3	3					3		
	Other classified hospital and malaria project workers	2	2							
Public Workers	Electrician	2	2							
	Mechanic	2	2							
	Meter Reader	2	2							
	Plumber	2	2							

*Female employees issued with dresses only

**Includes 2 singlets

17 UNIFORMS AND PROTECTIVE CLOTHING**1701 UNIFORMS**

1. Responsible Officers may, subject to availability of funds, issue uniforms at their discretion up to the scale and to the employees listed in Appendix 4 to this Chapter.
2. Issues in excess of or to employees other than those prescribed shall only be made with the approval of the Permanent Secretary of the Public Service with the concurrence of the Permanent Secretary to Finance. Uniforms may only be worn during working hours which shall include the time necessarily taken travelling to and from the employee's place of work.
3. Employees may retain items of worn uniform clothing when they fall due for normal replacement. Items replaced prematurely, however, may not be retained but shall be handed in to the Responsible Officer at the time of replacement.
4. Uniform issues may not be commuted for cash payments in lieu of such issues.

Amendment 65 1974
Amendment No 240/85

1702 PROTECTIVE CLOTHING

1. Where there is a need to protect personal clothing against abnormal risks of soiling or wear or to protect the employee from an exceptional degree of exposure to adverse working conditions or to risks against which he might not reasonably be expected to provide from his own resources, the Responsible Officer may issue appropriate protective clothing, including footwear, on loan to employees.
2. Wherever possible issues of protective clothing; shall not be personal issues and the employee should return the clothing in as clean a condition as possible. Protective clothing shall not be provided merely because an employee is engaged on outdoor duties.

18 CONSULTATIVE COMMITTEES**1801 POLICY**

It is the policy of the Government to establish through Joint Consultative Committees a means of communication between Responsible Officers and their non-established employees. Accordingly, where non-established employees are employed in numbers exceeding 20 the Responsible Officer may be encouraged to establish appropriate consultative machinery.

Amendment No. 240/85

1802 FUNCTIONS OF COMMITTEES

Where Committees are established they shall have the following functions –

- (a) to enable the Responsible Officer to acquaint employees with the general plans and policies of the Ministry/Office;
- (b) to enable employees to submit to Responsible Officers matters upon which they wish to receive or impart information;
- (c) to discuss the conditions of service of non-established employees, but excluding wage rates and grievances of a personal nature.

1803 EMPLOYEES' REPRESENTATIVES

The size and composition of committees shall be at the discretion of Responsible Officers who should invite the principal categories of employees to select their own representatives. The names of the representatives should then be notified to the Responsible Officer.

1804 MEETINGS AND RECORDS

Meetings of Committees should be held at regular intervals, but not less frequently than quarterly, and records shall be kept of the proceedings. Copies of the records of meetings shall be sent to the Permanent Secretary for the Public Service and to the Commissioner of Labour as may be required.

Amendment No. 240/85

19 TRANSPORT**1901 TRAVEL TO AND FROM WORK**

1. The Government is under no obligation to transport officers or other employees of Government between their places of residence and work.
2. The transport of officers and other employees between their place of residence and work by Government transport is limited to occasions when a vehicle is being engaged on that route for other specific duty.

20 GRIEVANCE PROCEDURE

2001 PROCEDURE TO BE FOLLOWED: The following procedure will be followed whenever a worker wishes to present a grievance of a personal nature:

First Step: The worker will discuss the grievance with his immediate supervisor who will arrange for the discussion to be held within 24 hours, excluding weekends and public holidays.

Second Step: If the grievance is not satisfactorily resolved at the first step and the worker so requests the supervisor will refer the grievance to the Head of the Division who will arrange to discuss it with the worker within 24 hours, excluding weekends and public holidays.

Third Step: If the grievance is not satisfactorily resolved at the second step and if the worker so requests it will be referred by the Divisional Head to the Responsible Officer/Head of Office who will discuss it with the worker within 48 hours, excluding weekends and public holidays. The Responsible Officer/Head of Office may, at his discretion, delegate this function to the officer within the Division of Ministry charged with the responsibility for the personnel function.

Fourth Step: If the grievance is still not satisfactorily resolved and if the worker so requests it will be referred to the Permanent Secretary for the Public Service who will consider it within 48 hours, excluding weekends and public holidays, and who will decide what further steps should be taken to settle it.

- NOTES:**
- (i) At any stage of procedure the worker may be accompanied by a colleague of his choosing or, if he is a member of a Trade Union, by a representative of the Trade Union concerned. If the grievance involves several workers those concerned may nominate not more than three colleagues or Trade Union representatives, as appropriate, to represent them in the discussions.
 - (ii) Details of grievances which reach the Second Step and beyond must be recorded in writing by the employer's representative.

Amendment No. 106/22 March 1976
Amendment No. 240/1985

CATEGORIES OF NON-ESTABLISHED EMPLOYEES
(GO S 101)**PART A**

The following general categories of non-established employees and labourers have been recognised for the purpose of GO S 101. The levels applicable to each category are set out in Part B.

Accounting Machine Operator	Meteorological Observer Motor Mower Operator
Boat Builder	Office Cleaner
Book Binder	Oiler
Boss Boy	Overseer
Brickmaker	Packer (DDT)
Builder	Painter
Caretaker	Pharmacy Attendant
Carpenter	Physiotherapy Attendant
Chairside Aide	Plant Operator
Civil Engineering Artisan	Plasterer
Cleaner/Gardener	Plumber
Clerk (Junior)	Postal Clerk
Cook	Prison Farm Supervisor
Press Worker	Printer's Assistant
Deckhand	Prospecting Worker
Draughtsman (Junior)	Receptionist
Drawing Office Worker	Registry Clerk (Junior)
Driver	Rigger
Electrician (Junior)	Rock Collector
Engine Room Hand	Rodent Operator
Enumerator	Seaman
Extension Worker	Senior Squad Leader
Fisheries Enumerator	Slide Cleaner
Fitter (Marine)	Sprayman
Fitter (Water Supply)	Squad Leader
Forest Worker	Steward
Furniture Polisher	Stockman
Gardener	Storeman
Gatekeeper	Survey Worker
Greaser	Switch Board Operator
Health Worker	Technical Worker
Hospital Aide	Timekeeper
Hospital Worker	Typist (Junior)

Joiner

Laboratory Attendant

Labourer

Laundry Worker

Linesman

Machinist

Machinist, Wood

Mechanic

Mechanic, Marine

Messenger

Meter Reader

Watchman

Water Station Attendant

Works Overseer

X-Ray Attendant

Amendment No. 160/12/1/85

Amendment No. 240/85

PART B

The levels applicable to non-established categories and advancement opportunities open to them are set out below:

1. Level 1

a. Categories restricted to level 1B wage range only

Cleaner (Office/gardener)	Packer (DDT)
Labourer	Slide Cleaner
Laundry Worker	

b. Categories restricted to level 1A wage range only

Brickmaker	Messenger (Office)
	Motor Mower
	Operator
Caretaker	
Chairside Aide	Oiler
Fisheries Enumerator	Rock Collector
Furniture Polisher	Timekeeper
Gatekeeper	
Greaser	Watchman
Hospital Worker	X-Ray Attendant
Meter Reader	

c. Categories for which there is advancement opportunity to L2

Boat builder's Mate (to Junior Boat builder)	Laboratory Attendant
Book Binder	Linesman
Boss Bay	
Builder	Machinist
	Machinist, Wood
Carpenter's Mate (to Junior Carpenter)	Mechanic's Mate (to Junior Mechanic)
Civil Engineering Artisan	
Cook (to Head Cook)	Overseer
Deckhand (to Seaman)	Painter
Draughtsman (Junior)	Pharmacy Attendant
Drawing Office Worker	Physiotherapy Attendant
Driver	Plant Operator
	Plumber's Mate (to Junior Plumber)
Electrician's Mate (to Junior Electrician)	Press Worker (to Printer's Assistant)

PART B (continued)

Engine Room Hand (to Junior Marine Mechanic) Extension Worker	Prison Farm Supervisor Prospecting Worker
Fitter's Mater (to Junior Fitter) Forest Worker	Receptionist Rigger's Mate (to Junior Rigger) Rodent Operator
Gardener (to Head Gardener)	Sprayman Squad Leader (to Senior Squad Leader) Steward (to Head Steward Stockman Survey Worker Switch Board Operator
Health Worker Hospital Aide	Technical Worker
Joiner's Mate (to Junior Joiner)	Welder

2. Level 2

a. Categories for which there is no advancement beyond level 2

Builder	Head Steward Stockman Survey Worker
Drawing Office Worker	Technical Worker
Head Cook Head Gardener Health Worker	Water Station Attendant Works Overseer
Hospital Aide	
Linesman	
Prospecting Worker	

b. On successful completion of the proficiency and trade tests and subject to vacancies the following categories for which there is limited advancement opportunity to established posts.

Civil Engineering Artisan (to Works Overseer II)	Junior Mechanic (to Mechanic II Junior Plumber (to Plumber II) Junior Rigger (to Rigger II)
Driver (to Plant Operator) Extension Worker (to Field Assistant II)	Laboratory Attendant

PART B (continued)

Forest Worker (to Forest Range II)	Machinist Machinist, Wood
Junior Boat builder (to Boat builder II)	Printer
Junior Carpenter (to Carpenter II)	Pharmacy Attendant
Junior Electrician (to Electrician II)	Plant Operator
Junior Joiner (to Joiner II Senior)	Plasterer
	Printer's Assistant (to Printer II)
	Squad Leader (to Squad Leader)
Junior Marine Mechanic (to Marine Mechanic II)	Welder

c. **Categories for which there is direct entry at level 2, with opportunity for advancement to established posts where there are vacancies and subject to satisfactory completion of the proficiency and trade tests.**

Junior Accountant Machine Operator	Junior Postal Clerk
Junior Clerk	Junior Storeman
Junior Meteorological Observer	Junior Typist
	Seaman

Amendment No. 240/85

SPECIMEN LETTER OF APPOINTMENT FOR NON-ESTABLISHED EMPLOYEES AND LABOURERS

Ms/Mr.....

.....

.....

Dear Madam/Sir,

I am pleased to offer you employment in terms of Section 2 of chapter S of the General Orders as in the Division of the Ministry/Office of with effect fromon the terms and conditions set out in this letter.

The non-established post to which you are appointed is graded.....and your starting wage will be \$..... a day. Subject to the requirements of the service and upon satisfactory work performance you will be eligible for an increment on 1st 20.....

Your will be eligible for vacation leave and sick leave in accordance with section 701 and 705 of Chapter S of General Orders respectively, a copy of which is held by the Personnel Officer at your Ministry/Office Headquarters.

For leave passage purposes your home island is deemed to be Your engagement is subject to one day's/week's/month's notice of termination of employment or payment of one day's/week's/month's wage in lieu of notice by yourself or by the Government.

The appointment is subject to the provisions and regulations of the Service for time to time in force.

If you are prepared to accept the offer please sign the duplicate copy and return it to your Supervisor who will despatch it to the Ministry's/Office's Personnel Officer without delay.

Yours faithfully,

Permanent Secretary (Employing Ministry/Office)
cc: Permanent Secretary/MPS

.....

ACCEPTANCE

I accept the above offer of employment with the terms and conditions specified therein.

..... (Name)

..... (Date)

PROFICIENCY AND TRADE TESTS (GO 2 1501)

Category	Responsible Officer
Drawing Office Worker	Permanent Secretary, MAL
Extension Worker (Agriculture)	”
Survey Worker	”
Accounting Machine Operator	Permanent Secretary, MOF
Storeman	”
Press Worker/Printer’s Assistant	Permanent Secretary, MOF, and PS/MAL
Hospital Aide	Permanent Secretary, MHMS
Laboratory Attendant	”
Pharmacy Attendant	”
Squad Leader	”
Forest Worker	Permanent Secretary, MNR
Deckhand/Seaman/Leading Seaman	Permanent Secretary, MTW&U
Driver	”
Seaman	”
Boat Builder	Permanent Secretary, MIL
Carpenter	”
Civil Engineering Artisan	”
Electrician	”
Engine Room Hand/Junior Mechanic/	”
Marine Mechanic II	”
Fitter, Marine	”
Fitter, Water Supply	”
Joiner	”
Mechanist	”
Machinist, Wood	”
Mechanic	”
Painter	”
Plant or Tractor Operator	”
Plumber	”
Plasterer	”
Rigger	”
Welder	”
Clerk	Permanent Secretary, Ministry of the Public Service
Typist	”