

Errors and Omissions of the 2018 Review of Pay and Organisation Structure and Conditions of Employment



2019

Chapter 4: Organisation Structure

Administration Department

Page 30

To insert after paragraph 4.41

Driver/Handy Worker (on roster) (New Grade)

4.41 A At present, the grades of Driver/Office Attendant and Driver/Cleaner (MPU) exist on the establishment of the NEF. Management has submitted that there is need for a grade of Driver/Handy Worker (on roster) to make optimal use of its human resources. It has also proposed that employees in the grades of Driver/Office Attendant and Driver/Cleaner (MPU) be given the option to join the new grade. We are, therefore, making an appropriate recommendation in that direction.

Recommendation 10 A

4.41 B We recommend the creation of a grade of Driver/Handy Worker (on roster). Appointment thereto should be made by selection from employees of the NEF possessing the Certificate of Primary Education with a valid driving licence (manual gear) to drive cars/vans/lorries up to five tons; a basic knowledge of mechanics and ability to attend to minor repairs; have good eyesight; and who reckon at least five years' experience.

4.41 C Incumbents would be required to work on a pattern of roster as determined by Management. This element has been taken into consideration in arriving at the salary recommended for the grade.

4.41 D In the performance of his duties incumbent would be required, *inter-alia*, to: drive the vehicles of the NEF for the conveyance of staff and visitors, materials and equipment; carry out simple checks/maintenance tasks; report any defect observed to responsible officer; attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, among others; open and close offices, perform messengerial duties; usher in/guide visitors to the schedule officers; operate a telephone switchboard/PBAX console; carry out spraying and fogging; trim hedges, mow lawn, etc; and clean the environment; and to paint as and when required.

4.41 E We further recommend that:

- (i) incumbents in the grades of Driver/Cleaner, MPU and Driver/Office Attendant *formerly Driver, Office Attendant cum Driver* who possess the required qualifications and experience should be given the option to join the new grade of Driver/Handy Worker (on roster) and on joining be granted one additional increment at the point reached in their respective salary scale, subject to the top salary of the grade; and
- (ii) the grades of Driver/Cleaner, MPU and Driver/Office Attendant *formerly Driver, Office Attendant cum Driver* be made evanescent. We are providing personal salaries to incumbents in these posts.

Communication Department

Page 45

To add after paragraph 4.93

4.93 A It has been represented that the Communication Manager, in addition to his normal set of duties, is also called upon to advise the CEO on communication strategies and policy issues. A case has, accordingly, been made for the incumbent to be compensated for the additional duties performed. We are making an appropriate recommendation to this effect as well as amending the scheme of service of the grade.

Recommendation 24 A

4.93 B We recommend that the Communication Manager should be granted one additional increment on conversion for performing additional and higher duties such as advising the CEO on communication strategies and policy issues. The scheme of service of the grade should be amended to include the additional duties.

NEF Rodrigues

Page 57

To insert after paragraph 4.133

Driver/Handy Worker (NEF Rodrigues) (on roster) (New Grade)

- 4.133 A In line with Management's submission to create a grade of Driver/Handy Worker (on roster) on the establishment of NEF, we are extending this provision to NEF Rodrigues.

Recommendation 38 A

- 4.133 B We recommend the creation of a grade of Driver/Handy Worker (NEF Rodrigues) (on roster) on the establishment of NEF Rodrigues. Appointment thereto should be made by selection from employees of the NEF Rodrigues possessing the Certificate of Primary Education with a valid driving licence (manual gear) to drive cars/vans/lorries up to five tons; a basic knowledge of mechanics and ability to attend to minor repairs; have good eyesight; and who reckon at least five years' experience.
- 4.133 C Incumbents would be required to work on a pattern of roster as determined by Management. This element has been taken into consideration in arriving at the salary recommended for the grade.
- 4.133 D In the performance of his duties incumbent would be required, *inter-alia*, to: drive the vehicles of the NEF Rodrigues for the conveyance of staff and visitors, materials and equipment; carry out simple checks/maintenance tasks; report any defect observed to responsible officer; attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, among others; open and close offices, perform messengerial duties; usher in/guide visitors to the schedule officers; operate a telephone switchboard/PBAX console; carry out spraying and fogging; trim hedges, mow lawn, etc; and clean the environment; and to paint as and when required.
- 4.133 E We further recommend that:
- (i) incumbents in the grade of Driver/Office Attendant (NEF Rodrigues) *formerly Office Attendant cum Driver (NEF Rodrigues)* who possess the required qualifications and experience should be given the option to join the new grade of Driver/Handy Worker (NEF Rodrigues) (on roster) and on joining be granted one

additional increment at the point reached in their salary scale, subject to the top salary of the grade; and

- (ii) the grade of Driver/Office Attendant (NEF Rodrigues) *formerly Office Attendant cum Driver (NEF Rodrigues)* be made evanescent. We are providing personal salaries to incumbents in post.

Chapter 5 : Conditions of Employment

Acting and Responsibility Allowance

Page 65

To insert after paragraph 5.24

- 5.24 A It has been submitted that following the implementation of the new Report whereby a new formula has been recommended for the payment of acting and responsibility allowance, the majority of employees who were acting in a higher position for the period January 2018 to August 2018 against payment of an allowance would have to refund any overpayment.
- 5.24 B We have analysed the request and are making an appropriate recommendation to address the situation.

Recommendation 42 A

- 5.24 C We recommend that the additional payment of acting and responsibility allowance to employees of the NEF who were acting in a higher position for the period January 2018 to August 2018, as a result of the formula used by the NEF, should be considered as technical overpayment and employees concerned should not be made to refund same. However, the new formula for computing the payment of acting and responsibility allowance as recommended in the Report should apply as from September 2018.

Injury Leave

Page 69

Paragraph 5.39

2nd and 3rd Lines

To delete the words "Such leave is, however, on no pay"

End of Year Bonus

Page 70

Paragraph 5.46

2nd Line

To delete the words "one month's salary" and replace by "one-twelfth of his earnings for that year".

Chapter 6 : Other Pertinent Issues and General Recommendations

Page 86

To insert after paragraph 6.30

Future Entrants in Managerial Positions

Recommendation 70 A

- 6.30 A We recommend that future entrants in managerial positions, under salary code NEF 20, should be paid a negotiable flat salary within the recommended salary scale taking into consideration, among others, the qualifications held, experience reckoned and expected contributions of the candidates to the organisation.

Driver/Office Attendant *formerly Driver*

Recommendation 70 B

- 6.30 B We recommend that the Board of the NEF considers the advisability of granting two additional increments, on conversion, to the Driver/Office Attendants *formerly Drivers* at the salary point reached in their salary scale subject to the top salary.

Annex I : Recommended Salary Structure

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Under Salary Code NEF 5

To add : Driver/Handy Worker (on roster) (New Grade)
Driver/Handy Worker (NEF Rodrigues) (on roster) (New Grade)

Under Salary Code NEF 4

To delete : Driver/Cleaner, MPU
Driver/Office Attendant
formerly Driver
Office Attendant cum Driver
Driver/Office Attendant (NEF Rodrigues)
formerly Office Attendant cum Driver (NEF Rodrigues)

To replace by : Driver/Cleaner, MPU (Personal)
Driver/Office Attendant (Personal)
formerly Driver
Office Attendant cum Driver
Driver/Office Attendant (NEF Rodrigues) (Personal)
formerly Office Attendant cum Driver (NEF Rodrigues)
