PERTINENT ISSUES associated with the proposed Pay Package and applicable to RCEA Primary Schools Staff.

Part 1.

1. PAY CONSIDERATION & STRATEGY
The main considerations that have led to the setting up of the pay package, conditions of service, benefits and other compensation for this review exercise range from external comparisons to the need to link reward to performance, compensation for additional input through the demonstration of expected attitudes and behaviours.

1.1 The Purpose
The aim of the review is to develop a pay package for the employees of the RCEA that contains warranted remuneration (financial and non financial reward), conditions of service and benefits and such incentive schemes (Performance Related Scheme) which would enable the RCEA to attract, recruit, motivate and retain people of desired competence, experience, qualification, skills and personal attributes to efficiently achieve the Authority’s set strategic objectives.

1.2 The Challenge
The main challenge for the review of pay has been to evolve a socially acceptable and sustainable pay structure that
(i) cater for the expectations of all employees for a reasonably good salary, fair working conditions and opportunity for career development.
(ii) motivate employees to deliver on targets and inculcate a result-oriented culture for greater efficiency and effectiveness; and inducing desired employee behaviours.

1.3 The Total Remuneration Package
The Proposed Remuneration package consists of a basic pay and other financial and non-financial benefits. Viewed globally, career in the RCEA is more appealing that it might first appear. Besides security of employment and career development opportunities, RCEA employees enjoy benefits such as leave, passages and duty exemption/concession, among others.

1.4 Assessment and Report on Performance
The introduction in the RCEA of a Performance Management System (PMS) and a Performance Related Incentive Scheme (PRIS) with objective to meet its upsurging challenges.
1.5 **Professional Development**

Training and Development of RCEA officers is considered an essential feature to inculcate the right mindset and attitude with a view to developing capacity.

1.6 **The Review of Schemes of Service and Qualifications, Recruitment and Promotion, and Recruitment and Retention in the RCEA respectively.**

1.7 **The Retirement and Retirement Benefits and the Pension Scheme.**

1.8 **The Conditions of Service and Benefits which form part of the total compensation package.** They vary from additional payment in the form of allowance, leave, pension benefits to provision of such facilities as duty remitted cars, telephone etc.

A holistic approach has been adopted and the whole review exercise must be treated as an organic whole since the pay and conditions of service, benefits, are inextricably intertwined. They are part of a package (pay, grading and conditions of service) and they cannot be treated separately nor can they be implemented piecemeal.

2. **School Management Reforms**

The need for reforms in the RCEA to meet its upsurging challenges with the various reform initiatives in line with the Ministry of Education.

3. **Grading Structures**

The RCEA schools structure are designed for the optimum use of human resource in line with the conceptual framework designed for Government Primary Schools.

4. **Performance Management System**

Performance Management System (PMS) focuses on the development aspect of Performance Management, provides guidelines for performance measurement and introduces a new reporting system through the use of the Performance Appraisal Report of the officer with a view to inculcating a performance culture in the RCEA.

5. **Performance Related Incentive Scheme.**

The annual increment should be earned on the basis of performance. Provision will be made to grant more than the normal annual increment and a one-off bonus to officers for high level performance (with very good rating) for more than two years. There is need to compensate individuals or teams for their contributions in meeting the targets.
6. **Training and Development**

   A systematic approach to training and development focusing on the acquisition of both technical and attitudinal competencies will be considered. Lifelong learning has to be encouraged.

7. **The Performance Appraisal Report - “the Report on Fitness for Promotion” is to be used as a basis for promotion purposes as from January 2013.**

8. **Retirement and Retirement Benefits**

8.1 **Defined Contribution Pension Scheme**

   A single Defined Contribution Pension Scheme will be introduced in respect of new entrants as from 01 January 2013.

8.2 **Special Provision for officers who reckon at least 33 1/3 years of pensionable service**

   Employees reckoning more than 33 1/3 years of service continue to work up to the normal date of retirement as per the transitional table without any additional compensation although they continue to contribute 6% of their emoluments.

   **At time of Retirement** - a one-off payment equivalent to 2% of their annual pensionable emoluments to employees appointed on or before 30 June 2008 and in post as at 01 January 2013 for each completed year of pensionable service beyond 33 1/3 years of service as from 01 January 2013 will become effective.

9. **Retirement Age**

   The normal retirement age of an officer joining the service as from 01 July 2008 is 65 years. For those in post as at 30 June 2008, the retirement age has been gradually raised from 60 to 65 years by adding one month to the retirement age to every two months. **This provision is being maintained.**

10. **Pension**

    Pension of retired RCEA employees would be recomputed on the basis of the revised emoluments as from 01 January 2013.

**Conditions of Service**

1. **End of year bonus.**

   The present provision governing the End-of-Year bonus is maintained.
2. **Travelling and Car Benefits**

2.1 Travelling and Car Benefits continue to be a major component of the remuneration package and this helps to facilitate the recruitment, retention and motivation of employees.

2.2 **Travelling Allowances, Travel Grant and Refund of Travelling Expenses**

This section makes provisions for:

(i) the payment of travelling allowances to officers, at different salary levels, entitled to duty exemption to purchase a car;

(ii) payment of a travel grant to officers having reached salary cut-point of Rs 35400;

(iii) refund of mileage allowance to officers performing official travelling by car;

(iv) the payment of a commuted travelling allowance to officers on approved leave or during pre-retirement leave; and

(v) refund of travelling expenses by bus.

2.3 **Existing Provisions of Duty Exemption are maintained as hereunder.**

2.3.1 100% duty exemption on a car of up to 1500 cc to officers presently drawing Rs 50100.

2.3.2 Beneficiaries of duty exemption on a car are provided with options in lieu of duty exemption as hereunder:

- monthly car allowance in lieu of duty remission to beneficiaries of 70% and 100% duty exemption on a car of up to 1400 cc, 1500 c.c, 1601 cc and 1850 cc;
- duty exemption on a car of higher engine capacity and higher rate of duty exemption in case of deferred renewal;
- duty exemption to purchase a car within prescribed ceiling value together with payment of a monthly cash allowance in lieu of official car.

2.3.3 **Enlarged Base for 70% Duty Exemption**

Officers, aged 50 years or more, reckoning at least 22 years’ service who are entitled to a travel grant are allowed, once in a career, to take advantage of 70% duty-remitted car together with loan facilities.

2.3.4 **Motor Vehicles/Auto Cycles Loans**

The existing loan facilities have been maintained whilst the rate of interest is being reviewed to 4% per annum and will be applicable for new applications of loan facilities as from 01 January 2013.
3. Leave

The existing provisions for Leave are maintained. However, the quantum of Injury Leave has been increased for officers not holding a substantive appointment and some improvements have been made to render the leave scheme more effective.

4. Family Protection Scheme (Teaching Staff)

The rate of contribution to the CSFPS is being maintained at 2% and the provision governing membership, refund of contribution to and pensions of the CSFPS are also being maintained.

5. Risk Insurance and Compensation

There is need to protect the safety and health of employees. Obligations have been placed on both management and employees for ensuring that the workplace remains safe. The provision for compensation in respect of occupational accidents has been maintained. The ceiling for payment of compensation linked to:

(i) permanent incapacity is revised from Rs 1 million to Rs 1.3 million; and
(ii) fatal cases is revised from Rs 1.5 million to Rs 2 million.

6. Funeral Grant

Payment of a Funeral Grant to heirs/nearest relative of officers who hold substantive appointment or having completed one year’s continuous service and who pass away while still in service. The quantum is being revised from Rs 3000 to Rs 6000.

Implementation Process

1. Effective Date

The Proposed review will be implemented as from 01 January 2013.

2. Master Salary Scale and Conversion Table

2.1 All recommended salary scales (except flat salaries) are segments of the Master Salary Scale as hereunder:

\[
\begin{align*}
    \text{Rs} & \quad 7825 \times 225 - 8500 \times 250 - 12500 \times 300 - 14300 \times 350 - 16050 \times 450 - \\
    & \quad 18300 \times 600 - 19500 \times 750 - 28500 \times 900 - 33000 \times 1200 - 36600 \times 1500 - \\
    & \quad 57600 \times 1800 - 68400 \times 2400 - 78000 \times 3000 - 93000
\end{align*}
\]

2.2 The revised salaries effective from 01 January 2013 would be in accordance with the salary conversion table.
2.3 Salaries used for conversion (3rd column in the conversion table) are gross salaries as at 31 December 2012 including extra remuneration up to 31 December 2012. The cost of living compensation payable as from 01 January 2013 has equally been integrated in the recommended salaries. Conversion to the revised salaries would be effected after the grant of the annual increment due to officers on the 01 January 2013.

2.4 A full-time employee who, after payment of pension contribution and excluding normal increment, earns an increase of less than Rs 1000 will be paid a monthly allowance to bring the increase to Rs 1000. This allowance will lapse with the grant of subsequent annual increments.

2.5 Conversion

The converted salaries effective from 01 January 2013 will be in accordance with the conversion table as explained in the ensuing paragraphs:

(i) the first column of the conversion table indicates the numerical position of the different salary points as shown in the master salary scale.

(ii) the second column indicates the basic salary with effect from 01 July 2008.

(iii) the gross salaries as at 31 December 2012 inclusive of the extra remuneration are at the third column of the conversion table.

(iv) the fourth column indicates the basic salaries payable as from 01 January 2013.

3. Option

3.1 It is understood that acceptance of the revised emoluments and the terms and conditions of service contained in this Report implies that any related emoluments or allowance cannot be the subject of a labour dispute, in conformity with the Employment Relations Act 2008.

3.2 Employees, who had opted for the revised salaries and conditions of employment as proposed in the **2008 Circular Note RC/08/16** but did not opt for the new contributory pension scheme, will be eligible to a monthly pay equivalent to 92% of their revised basic salaries.

3.3 Employees who do not opt for the revised salaries and conditions of service will be paid the compensation as set out in the **Extra Remuneration Act** effective as from 01 January 2013.
4. Post Review Mechanism

4.1 The RCEA office will provide information to any concerned party (employees or union representatives) on any problem arising out of interpretation and/or implementation of this review exercise.

4.2 All cases considered to be genuine errors and omissions will be compiled and submitted to appropriate Authorities for examination and eventual recommendations.

Part 11 – Recommendations on SALIENT ISSUES for Government Primary Schools Staff and applicable to RCEA Teaching Staff upon implementation by the Ministry of Education and Human Resources

1. The need for higher learning and improving basic education standards in the Primary Sector has been recommended. The Ministry of Education and Human Resources has been advised to hold discussion with the staff side and the MIE to establish topping up programmes for Teachers/Educators leading to the obtention of a Degree. Teachers/Educators of the RCEA will be automatically included in this upgrading exercise.

2. Vacancies in the grade of Head Master would continue to be filled on the basis of the scheme of service prevailing as at 30 June 2008, pending the prescription of the revised scheme of service.

3. Payment of an allowance equivalent to one increment to Teacher/Senior Teacher who cannot get a promotion to the level of Deputy Head Master before retirement;

4. Trainee Educators (Primary) would henceforth be refunded travelling expenses by bus (currently they are paid an all-inclusive allowance).

5. Incumbents in the grade of Teacher/Senior Teacher who, after having benefitted from two long service increments and stagnated for a year, should, thereafter, be paid a monthly allowance equivalent to one increment at the salary point reached provided that the incumbents (i) have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and (ii) have not been adversely reported upon on ground of conduct.

6. Teacher/Senior Teachers who have successfully completed the Diploma in Educational Management should be granted, on promotion to the grade of Deputy Head Master, one increment over and above the salary they are entitled to on joining the higher grade AND another increment on the incremental date of the next
financial year provided that they have been consistently efficient and effective in their performance, as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct;

7. Teacher/Senior Teachers who have successfully completed the Diploma in Educational Management should be granted, when promoted directly to the grade of Head Master, one increment over and above the salary they would be entitled to on joining the higher grade AND another increment on the incremental date of the next financial year provided that they have been consistently efficient and effective in their performance, as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct;

8. Deputy Head Masters in post as at 30 June 2008, should benefit from one increment on obtention of the Diploma in Educational Management AND another increment on the incremental date of the next financial year provided that they have been consistently efficient and effective in their performance, as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct AND be allowed to move incrementally over and above their top salary by the corresponding number of increments as defined above;

9. Deputy Head Masters in post as at 30 June 2008, possessing the Certificate in Educational Management (CEM) on obtention of the Diploma in Educational Management (DEM), should, on a personal basis, qualify for one increment and be allowed to move over and above their top salary by one increment provided that they have drawn their revised top salary for a year; and

10. Mentors and Health and Physical Education Instructors should, on obtention of the Diploma in Educational Management, be granted one increment and, after having stagnated on their top salary for a year, be allowed to move by one additional increment over and above their top salary AND, on promotion to the grade of Head Master, benefit from another additional increment over and above the salary they would be entitled to.

11. Teacher/Senior Teachers possessing a Teacher’s Diploma (Primary) in addition to holding an Advanced Certificate in Education should proceed incrementally in their salary scale up to salary point Rs 32100 in the master salary scale.

12. Pending the finalisation of the scheme of service for the post Head Master and considering the need for proper manning and smooth running of primary schools, appointment to the grade of Head Master should continue to be made on the basis of the scheme of service prevailing as at 30 June 2008.
13. The monthly ZEP allowance payable to the staff of ZEP schools should be revised as hereunder:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monthly ZEP Allowance (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Master</td>
<td>3630</td>
</tr>
<tr>
<td>Mentor</td>
<td>3410</td>
</tr>
<tr>
<td>Deputy Head Master</td>
<td>3190</td>
</tr>
<tr>
<td>Teacher/Senior Teacher</td>
<td>2860</td>
</tr>
<tr>
<td>Health and Physical Education Instructor</td>
<td>1000</td>
</tr>
<tr>
<td>School Clerk</td>
<td>1000</td>
</tr>
<tr>
<td>Ancillary Staff</td>
<td>730</td>
</tr>
</tbody>
</table>

14. Trainee Educators (Primary) will, henceforth, be refunded travelling expenses incurred by bus from residence to the place of work/training and back.

15. Appointment to the grade of Educator SEN should be made from among Educators (Primary) reckoning at least four years’ experience in a substantive capacity and possessing the Diploma (Special Education Needs).

16. Educators (Primary), who have successfully completed the Diploma (Special Education Needs) and have been appointed to the grade of Educator (SEN) with the salary scale below

Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000

17. In view of the new challenges facing the education sector and the emergence of new service activities/disciplines (behavioural, sociological, psychological, environmental, civic), ascribed to the Educators’ role, there is a case to upgrade the training provided to Teachers/Educators. The Ministry of Education and Human Resources in consultation with the staff side should establish the need for higher learning and improving basic education standards and work out with the Mauritius Institute of Education or any other tertiary institution for topping up programme to Degree level for officers in the field.

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