

Civil Service Regulations 130 & 133

130 Pay on Substantive Appointment

Mar. 2000

(1) The entry pay of an appointee (including recruits on direct appointment, serving officers on appointment on transfer or promotion and retirees on re-employment with a break in service) on substantive appointment to an office with an incremental pay scale shall normally be offered at the minimum pay point of that rank commensurate with the prescribed entry qualifications and/or experience. Individual grades may offer a higher entry pay on the pay scale of that office to appointees to take account of relevant qualifications and/or experience above prescribed levels in accordance with any prevailing arrangements as may be promulgated by the Secretary for the Civil Service. Individual grades may also offer to an appointee an entry pay lower than the minimum pay point of that rank if he does not meet the full entry requirements of qualifications and/or experience prescribed for that office.

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(2) (a) Notwithstanding sub-paragraph (1), a serving officer appointed on transfer to an office with an incremental pay scale shall be offered a pay on transfer determined as follows, if this is higher than the pay offered under sub-paragraph (1) -

(i) $\text{minimum pay point of new grade} \times \frac{\text{existing pay in former office}}{\text{minimum pay point of former grade}}$

(ii) the above amount capped by -

(1) the next pay point immediately above the pay point on the pay scale of the new office nearest to the officer's existing pay in the former office; and

(2) maximum pay point of the new office.

(iii) the above capped amount rounded to the nearest pay point on the pay scale of the new office.

(b) For an officer appointed on transfer to another office on his incremental date, for the purpose of these rules his pay in the former office before transfer shall be taken as the pay he would have received on that date had he not been appointed on transfer.

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- Mar. 2000 (3) A serving officer who is appointed on transfer to an office with an incremental pay scale but does not meet the full requirement of experience of the new office shall proceed to the minimum pay point of the new office only after he has attained sufficient experience required for that office. If upon appointment he is offered a pay on transfer at or above the minimum pay point of the new office, he shall remain on his pay point on appointment on transfer until he has attained sufficient experience required for the office. He may thereafter be considered for increment and progress on the incremental pay scale.
- Mar. 2000 (4) Notwithstanding sub-paragraph (1), if the pay of an officer on promotion to an office with an incremental pay scale was no less than the minimum pay point of the new office, he shall be offered the next pay point immediately above the pay point on the pay scale of the new office nearest to the officer's existing pay in the former office, or the maximum pay point of the new office, whichever is the lower, if this is higher than the pay offered under sub-paragraph (1).
- Mar. 2000 (5) Nothing in these regulations affects the authority and discretion of the Secretary for the Civil Service to determine the pay to be offered to an appointee on substantive appointment to an office or to grant additional increments under exceptional circumstances.

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133 Incremental Dates

- Mar. 2000
- (1) Subject to any regulations providing otherwise, the incremental date of an appointee on substantive appointment to an office with an incremental pay scale shall be determined as follows -
- (a) if the date of appointment, or if the effective date of pay progression resulting from application of rules on regrading or restructuring, falls on or between the 1st and the 15th day of the month, the incremental date is taken to be the first day of that month;
 - (b) if the date falls on or between the 16th day and the end of the month, the incremental date is taken to be the first day of the following month.
- (2) Adjustment in incremental dates necessitated by the grant of unpaid leave not counting for increments is limited to full calendar months. Portions of a month of less than 16 days are disregarded; portions of 16 days or more count as a whole month.
- Mar. 2000
- (3) The incremental date of an officer who does not meet the full requirement of experience of the office with an incremental pay scale shall, upon the officer attaining sufficient experience required for that office, be adjusted as if he was appointed to that office on the date of attaining such experience.
- Mar. 2000
- (4) Notwithstanding sub-paragraph (1) above, the incremental date of an officer appointed on promotion to an office with incremental pay scale shall be his incremental date before promotion if -
- (a) the pay of the officer on promotion in the former office is less than the minimum pay point of the new office by no more than one pay point; or
 - (b) the pay of the officer on promotion in the former office is no less than the minimum pay point but lower than the maximum pay point of his new office,
- provided that the officer is not already receiving the maximum pay point of his former office at the date of his promotion.