

## 18.9 INCREMENT AND INCREMENTAL CREDIT

### Increment

- 18.9.1 Most of the grades in the Public Sector have the salaries which are in scales. A salary scale has an initial and a top salary point. Movement from the initial to the top salary point is incremental. A few grades have a flat salary (one point salary). When the salary of an officer is on an incremental scale, the holder is not entitled to draw any increment as of right. An officer, on appointment, is granted the initial salary of the salary scale of the grade. The guaranteed salary for an incumbent in the grade is the initial salary and any movement in the scale has to be earned. Increment is a method for rewarding those who have demonstrated adequate yearly progress and whose work and conduct have been satisfactory.
- 18.9.2 Besides annual incremental movement by virtue of good performance, provision exists for the grant of incremental credits for (i) previous experience/s acquired under supervision; (ii) temporary service completed in the same capacity prior to substantive appointment; and (iii) additional relevant qualification/s obtained that are higher than those mentioned in the scheme of service.

### Incremental Credit for Experience

- 18.9.3 Currently, incremental credits up to a maximum of three are granted to specific categories of employees for experience acquired, under certain conditions, before entry into the service. In areas of scarcity, provision has also been made to grant more than three incremental credits for experience. Further, incremental credits, up to a maximum of three, are also granted to officers who have gained experience in a similar capacity and who move from one institution to another, both being covered by the PRB. We are maintaining these recommendations.

### Recommendation 1

- 18.9.4 **We recommend that one incremental credit for each year of relevant experience acquired before entry into the service up to a maximum of three should be granted in respect of the following categories:**
- (a) **post-registration experience of professionals** such as in the case of Medical and Health Officer/Senior Medical and Health Officers and Dental Surgeon/Senior Dental Surgeons;
  - (b) **experience after having obtained the right to practice from the appropriate registered professional body or Council** as in the case of Architects, Engineers and others;
  - (c) **post-qualification relevant experience acquired by other categories of graduates** who may not normally require registration or authorisation before practice; and

- (d) **post-qualification experience** in a recognised hospital for fully qualified nurses.

**18.9.5** Applicants should, however, provide evidence of their experience, which should have been acquired locally or internationally, under licensed private practice or in a legally recognised institution or firm.

**18.9.6** We also recommend that, incremental credit for experience beyond three increments may be granted in cases where an organisation encounters difficulty in the recruitment and retention of officers in a grade, subject to the approval of the Ministry of Civil Service and Administrative Reforms (MCSAR).

### **Movement between institutions reported upon by the PRB**

#### **Recommendation 2**

**18.9.7** We recommend that officers who move to the Civil Service be eligible to the grant of one incremental credit, up to a maximum of three, for each year of experience acquired in a similar capacity in a Local Authority or Parastatal Body and Other Statutory Body reported upon by the PRB. This recommendation should also apply to employees of the Private Secondary Schools, covered by the PRB, and joining the Civil Service. However, the incremental credits due under this recommendation would be payable on confirmation.

**18.9.8** We also recommend that the provision under paragraph 18.9.7 be extended to officers of a Local Authority, a Parastatal Body and Other Statutory Body reported upon by the PRB and the Private Secondary Schools, covered by the PRB, who move from one institution to another.

**18.9.9** We further recommend that the Standing Committee under the Chairmanship of the MCSAR continues to examine applications for incremental credit for experience acquired prior to joining the service and make awards as appropriate.

#### **Incremental Credit for Temporary Service**

**18.9.10** At present, one incremental credit is granted for each year of temporary service in the same capacity as for the substantive position to all officers, whether on first appointment or not, under certain conditions. We are maintaining this provision.

### Recommendation 3

**18.9.11 We recommend the grant of one incremental credit for each completed year of temporary service in the same capacity as for the substantive position, to all officers whether on first appointment or not, provided that:**

- (a) such service is continuous;**
- (b) the adjusted salary is not higher than what the officer would have drawn had he been appointed in a substantive capacity on joining the grade concerned;**
- (c) in case of first appointment, eligible officers appointed on or after 01 January 2013 do not draw a higher salary than officers appointed in the same capacity before 01 January 2013 and having a similar period of service or more;**
- (d) such incremental credit is payable as from the date the officer is appointed substantively in the post or the date of confirmation, as applicable; and**
- (e) where the temporary service, in the case of a confirmed officer, is less than one year, one incremental credit is payable as from the date the officer completes one year service in the grade or on 01 January, whichever is the earlier.**

### Incremental Credit for Additional Qualifications

**18.9.12 Incremental Credit for additional qualification has come into effect since 01 July 1995 following recommendations made by a Standing Committee set up, at that time, to look into this issue. In successive Reports, the recommendations have been fine-tuned and improved with incremental credits granted also for partially relevant qualifications and lateral/horizontal qualification; and non-pensionable lump sum to officers who have reached the last point in their salary scale or are on flat salary. We are maintaining all existing provisions whilst improving and streamlining a few of them to facilitate implementation.**

### Recommendation 4

**18.9.13 We recommend that the Standing Committee set up under the chairmanship of the MCSAR and comprising representatives of the Ministry of Finance and Economic Development, the Mauritius Qualifications Authority, the Tertiary Education Commission, the Pay Research Bureau and, where necessary, the Ministry/Department/Organisation concerned be maintained, to look into the award of incremental credit for additional qualifications and to consider all related cases of disputes. However, straightforward cases should continue to be dealt with at the level of the Ministry of Civil Service and Administrative Reforms.**

**Recommendation 5****18.9.14 We recommend that qualifications which:**

- (a) are fully, or part of which are directly relevant to the performance of the duties of the grade and which are higher than the qualifications specified in the scheme of service for the grade; and**
- (b) have been obtained as a result of studies, whether carried on one's own or as a result of a fellowship of at least one academic year duration, full-time or its equivalent in terms of contact hours/part-time studies would qualify for incremental credit subject to the following conditions:**
  - (i) the additional qualifications are obtained following an examination and duly recognised by the Mauritius Qualification Authority or the Tertiary Education Commission;**
  - (ii) where different qualifications are laid down in a particular scheme of service, the highest one would be taken as the basic qualification for the purpose of determining eligibility for incremental credit;**
  - (iii) only officers holding a substantive appointment would be considered for the grant of incremental credit for additional qualifications;**
  - (iv) officers who have already benefited from incremental credit for additional qualifications in one capacity would not be granted incremental credit for the same qualifications in another capacity;**
  - (v) the number of incremental credits granted for fully relevant additional qualifications would, in no case, exceed three depending on the duration of studies for obtention of the additional qualifications as follows:**
    - (a) up to two years' study - One increment**  
full-time or equivalent part-time
    - (b) above two years' up to - Two increments**  
three years study full- [inclusive of the  
time or equivalent part- increment at (a)]  
time
    - (c) above three years' study - Three increments**  
full-time or equivalent [inclusive of the two  
part-time increments at (b)].

### ***Lateral/Horizontal Qualification***

#### **Recommendation 6**

**18.9.15** We recommend, notwithstanding the provision at paragraph 18.9.14 (a) and (b) (ii), the grant of one incremental credit to officers having obtained an additional qualification equivalent to a degree or higher, which is in a different field from those specified in the scheme of service but is significantly relevant to the performance of the duties of the grade. Incremental credit for Lateral/Horizontal qualification should not, in principle, be granted in cases where the Lateral/Horizontal qualification is an alternative qualification in the scheme of service of the post or is a requirement for promotion in the cadre except where explicitly recommended otherwise, in this Report, for specific reasons.

#### ***Partly Relevant Qualification***

18.9.16 The grant of incremental credit for additional qualifications which are partly relevant to the performance of the duties of the grade was first introduced in our 2003 PRB Report. In the 2008 PRB Report, because of difficulties faced by the Standing Committee to determine the relevancy of qualifications, we defined the parameters for the grant of incremental credit, where the qualification was partly relevant, to be qualifications wherein 50% of the modules are relevant to the performance of the duties of the grade. Even then, the Standing Committee again reported having difficulties in determining the 50% relevancy of the modules as the modules and course contents differ from one awarding institution to another. This particular condition of service has also led to strained industrial relations at workplace and culminated to disputes before the Tribunals/Courts. The Bureau has once again examined the issue, held discussions with stakeholders and sounded different options in the wake of the current learning environment.

18.9.17 It is a fact that, in view of facilities available for tertiary education, many public officers are going for higher studies while new recruits are already highly qualified due to the oversupply of overqualified candidates in the market for most of the jobs. It has also been argued that a university level qualification, whether relevant to the duties of a grade or not, always directly or indirectly increases the potential of the officer in the performance of his duties.

18.9.18 With a view to facilitating implementation regarding partly relevant qualifications, we are therefore making new recommendations.

#### **Recommendation 7**

**18.9.19** We recommend the grant of one incremental credit for each level of additional qualification obtained, whether partly relevant or not, subject to a maximum of three, as follows:

- (a) Bachelor Degree - One increment

- (b) Master's Degree - Two increments [inclusive of the increment at (a)]
- (c) Doctorate and above - Three increments [inclusive of the two increments at (b)]

18.9.20 We further recommend that the combined number of incremental credits for additional qualifications, that are fully and/or partly relevant or not relevant and whether lateral/horizontal, should in no case exceed three in an officer's career.

*Officers who have reached the last point in their salary scale*

**Recommendation 8**

18.9.21 We recommend, in lieu of incremental credit, the payment of a non-pensionable lump sum equivalent to twelve times the value of the last increment to officers who have obtained an additional qualification after having reached the last point in their salary scale, subject to the conditions laid down at paragraph 18.9.14 above.

*Officers drawing flat salaries*

**Recommendation 9**

18.9.22 We recommend, in lieu of incremental credit, the payment of a non-pensionable lump sum equivalent to twelve times the value of the last increment read from the salary scale of the Principal Assistant Secretary, to officers drawing flat salaries and obtaining an additional qualification at post graduate level or above, subject to the conditions laid down at paragraph 18.9.14 above.

*Officers in the Workmen's Class*

**Recommendation 10**

18.9.23 We recommend that, notwithstanding the provision of paragraph 18.9.14(b) above, the Standing Committee may consider granting incremental credit to officers of the Workmen's Group even if the duration of the course or training course leading to an additional relevant Craft Certificate is of less than one academic year.

*Specialist Qualification*

**Recommendation 11**

18.9.24 We recommend that Medical and Health Officers/Senior Medical and Health Officers be granted two incremental credits on obtention of a specialist qualification provided that the criteria laid down at paragraph 18.9.14(b) (i) to (v) are satisfied.

**Recommendation 12**

**18.9.25 We also recommend that incremental credits for additional qualifications should be payable either as from the date of appointment in the grade or as from the date of confirmation or as from the date the additional qualification has been awarded, whichever is the latest.**

***Parastatal and Other Statutory Bodies and Local Authorities***

**Recommendation 13**

**18.9.26 We recommend that the provisions for incremental credit for additional qualifications should continue to be made applicable in Parastatal and Other Statutory Bodies and Local Authorities.**

**18.9.27 We also recommend that all cases of dispute in Parastatal and Other Statutory Bodies and Local Authorities, as regards the award of incremental credit for additional qualifications, should continue to be submitted through the Parent Ministry for consideration by the Standing Committee.**

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