

39. WORKMEN'S GROUP

- 39.1 Employees in the Workmen's Group are categorised into two broad occupational classifications namely Workmen's Group-General and Workmen's Group-Tradesman based on the nature of task, the skills and competencies required. The Workmen's Group-General comprises employees in grades as well as incumbents in corresponding supervisory grades who are generally engaged in or are directly associated with work of a routine nature, while the Workmen's Group-Tradesman englobes employees in grades as well as incumbents in corresponding supervisory grades who are required to perform skilled job in a panoply of trades.
- 39.2 The large number of grades under the Workmen's Group and their wide dispersion across the public sector render it difficult to deal with the literatures of these grades under their respective Ministries/Departments. Consequently, with a view to avoiding the risk of omission and repetition, this Chapter deals with salient issues pertaining to this important group. Issues of general nature are dealt with in the first instance, followed by those which concern specific Ministries/Departments and thereafter those that cut across several organisations.

WORKMEN'S GROUP-GENERAL

- 39.3 The Workmen's Group-General consists of some 175 grades and represents a sizeable proportion of the total labour force in the public sector. Certain grades are departmental ones while others cut across the various Ministries/Department. Employees in this group need to be literate but require little or no work experience as they normally perform elementary duties along with providing support to skilled workers and technicians with a view to enabling them to fulfill organisational objectives.
- 39.4 In this Report, recommendations have been made in respect of the various grades in this group based on submissions from both Management and Staff Associations of different Ministries/Departments, our own findings and survey results.

GENERAL RECOMMENDATIONS

Change of Appellation

- 39.5 The staff side representing the various grades in the Workmen's Group-General have made representations to change the grade appellations in this group from "Attendant" to, among others, "Assistant" or "Support Assistant". According to them the term "Attendant" is seen to be derisory. Union members were, during meetings at the Bureau, informed that the grade appellations and qualifications should reflect the nature of duties being performed and should not be in conflict

with other grades across the public service and in several instances they were requested to provide alternate job appellations.

- 39.6 The Management side of various organisations have also been approached with a view to obtaining alternate job appellations that would be in conformity with the above. However, in almost all cases both Management and the staff side have not submitted a suitable alternate job appellation. In cases where alternate job appellations have been provided to the Bureau, indepth study has been carried out and wherever possible/relevant changes are being recommended.

Laboratory Attendant Cadre

- 39.7 The grades of Laboratory Attendant and Senior Laboratory Attendant, which have been restyled in the EOAC Report 2013 into departmental grades in certain organisations, exist in various Ministries/Departments across the Civil Service. Incumbents in the various grades have requested for the change of appellation from “Attendant” to “Assistant” or “Support Assistant” or “Technician”. During meetings with the various stakeholders, requests have been made to both the staff side and Management of organisations concerned for the submission of a more appropriate appellation that would not be in conflict with other grades in the public sector and that reflect the nature of duties to be performed by incumbents. The representatives of the staff side, have upon request of the Bureau, submitted that the appellation of “Attendant” be restyled to “Auxiliary”. We have studied the submissions and as the job appellation is within the parameters set by the Bureau, we are making appropriate recommendation.

Recommendation 1

- 39.8 We recommend that the following grades be restyled as per the table below:

Grade	Restyled to
Assay Laboratory Attendant	Assay Laboratory Auxiliary
Computer Laboratory Attendant	Computer Laboratory Auxiliary
Forensic Laboratory Attendant	Forensic Laboratory Auxiliary
Laboratory Attendant	Laboratory Auxiliary
Laboratory Health Attendant	Health Laboratory Auxiliary
Laboratory Attendant (Ex SPI) (Personal)	Laboratory Auxiliary (Ex SPI)(Personal)
Senior Computer Laboratory Attendant	Senior Computer Laboratory Auxiliary

Senior Health Laboratory Attendant	Senior Health Laboratory Auxiliary
Senior Forensic Laboratory Attendant	Senior Forensic Laboratory Auxiliary
Senior Laboratory Attendant	Senior Laboratory Auxiliary

Allowance for Collection and Deposit of Keys at Police Stations

39.9 Incumbent in certain grades in the Workmen's Group-General, who are required to walk or travel by bicycle over and above the home to office journey and back for the purpose of collecting and leaving keys at the Police Station, are presently paid a non-pensionable allowance on the basis of the distance covered. Representations have been received to extend the payment of the allowance to other employees in this group who are called upon to collect and leave keys at Police Stations. The moreso, Management of certain organisations have, during meetings at the Bureau, confirmed that the payment of this allowance has also been extended to General Workers who have been entrusted this task on an *ad hoc* basis and have therefore requested for an appropriate recommendation in this respect. The Bureau has analysed the request and we are recommending accordingly.

Recommendation 2

39.10 We recommend that incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations be paid a monthly non-pensionable allowance of:

- (i) Rs 350 provided they have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily; and**
- (ii) Rs 500 for having to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.**

Leading Hand Cadre

39.11 The grades of Leading Hand and Senior Leading Hand have always existed as two distinct grade across the Civil Service prior to the EOAC Report 2013 which restyled the grades of Leading Hand and Senior Leading Hand on the establishment of the then Ministry of Local Government and Outer Islands only. In the context of this Report, several representations have been received from incumbents in the grades of Leading Hand and Senior Leading Hand for the merging/restyling of the two grades across the Civil Service. The views of appropriate Managements were sought by the Bureau and it was observed that all stakeholders concerned were favourable to the request given that there was

no supervision by incumbents in the grade of Senior Leading Hand whilst in some organisations only the grade of Leading Hand exists. Following a thorough examination of Job Description Questionnaires submitted by incumbents posted in the various Ministries/Departments and an indepth study carried out, the Bureau considers that in a spirit of parity as well as to have a harmonised cadre across the Civil Service, the request may be favourably considered.

Recommendation 3

39.12 We recommend that the grades of Leading Hand and Senior Leading Hand on the establishment of the various Ministries/Departments across the Civil Service be restyled Leading Hand/Senior Leading Hand.

Risk Allowance

39.13 Among the various factors considered for salary determination of a grade, risk is one of the compensable factors in the job evaluation scheme used by the Bureau. However, whenever certain officers by virtue of the nature of their work and posting to a workplace, are exposed to a higher than normal risk compared to their colleagues, these officers are compensated additionally.

39.14 In the context of this review exercise, there has been numerous representations from amongst others, Office Care Attendant cadre, Drivers, Social Security Attendants, Laboratory Auxilliary cadre *formerly Laboratory Attendant cadre*, Security Guards, Insecticide Sprayer Operators, Woodcutters, Mortuary Attendants and employees in the Workmen's Group on the establishment of the MOH and QL, etc, for the extension of risk allowance to incumbents in the various grades notwithstanding whether they are exposed to higher than normal risk or not. During meetings at the Bureau, the various Unions have been explained the philosophy governing the eligibility for risk allowance. **The Bureau considers that a Risk Assessment Exercise should be carried out by Ministries/Departments concerned to identify instances whereby incumbents in a particular grade are exposed to higher than the normal risk as compared to their colleagues and submit same to the Bureau for consideration.**

Training to employees in the Workmen's Group - General

39.15 The Bureau has in its 2013 Report (Volume 1) recommended that organisations should ensure that all their employees irrespective of grade be provided a minimum hours of meaningful work related training and a minimum of 40 hours of training per year was also recommended for employees in the Workmen's Group-General.

39.16 In the context of this Review exercise, representations have been received from all Unions representing the interest of employees in the Workmen's Group-General, that training was not being provided. The Bureau has raised the issue with the Management side of organisations concerned whereby the majority have confirmed that training has not been mounted whilst according to some only a few employees have benefited from appropriate training. During discussion with Management of MOH & QL, the Bureau was informed that the Ministry was agreeable to mount appropriate training courses for employees in this group. **Given that training plays a vital role in the improvement of the performance of individual employees as well as service delivery, the Bureau recommends that organisations should ensure that all their employees be provided with appropriate training as per provisions made in Chapter 9 of Volume 1 of this Report.**

Assistance to Driver (Heavy Vehicles)

39.17 The staff side have represented that there has been cases of accident due to poor visibility while operating lorries categorised as Heavy Vehicles and have requested for the assistance of a Lorry Loader or Handy Worker during operations with a view to avoiding/minimising accidents. The Bureau considers that the request is in line with government policy to provide a safer work environment as well as to reduce the rate of accidents and is, therefore, making appropriate recommendation.

Recommendation 4

39.18 We recommend that organisations should look into the possibility of posting a Lorry Loader or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations.

Cook Cadre

39.19 The EOAC Report 2013 introduced the payment of a risk allowance to incumbents in the grades of Cook (Roster) and Senior Cook on the establishment of the MOH and QL. Following representations from incumbents in the Cook cadre at the Mauritius Police Force and the Mauritius Prisons Service, the committee set up to look into the representations arising out of the Errors, Omission and Anomalies Committee (EOAC) Report 2013 extended the payment of the allowance to incumbents in the grade of Cook (Roster) only in these two Departments.

39.20 Staff side have represented that the payment of this allowance be further extended to incumbents in the grades of Senior Cook and Head Cook in organisations where these grades exist. Following a scrutiny of the Job Description Questionnaires submitted to the Bureau and an analysis of the schemes of service of the grades of Senior Cook and Head Cook, the Bureau

considers that the representation is justified and is making appropriate recommendation.

Recommendation 5

39.21 The Bureau recommends that incumbents in the grades of Cook (Roster), Senior Cook and Head Cook on the establishment of the various Ministries/Departments be paid a monthly risk allowance equivalent to one and a half increments of their respective salary scale.

SPECIFIC RECOMMENDATIONS

OFFICE OF THE PRESIDENT

Personal Attendant

39.22 The duties devolving on the grade of Personal Attendant are presently being performed by an employee of the Office of the President against payment of an allowance, representing the difference between the salary of the Personal Attendant and his salary. The present arrangement is considered to be appropriate by the Management and is, therefore, being maintained.

Recommendation 6

39.23 The Bureau recommends that the position of Personal Attendant should not be filled in a substantive capacity. The duties of the Personal Attendant should continue to be assigned to an employee of the Office of the President against payment of an allowance equivalent to the difference between the salary of the Personal Attendant and his salary.

NATIONAL ASSEMBLY

Allowance to employees in the Office Care Attendant/Senior Office Care Attendant Cadre

39.24 Employees in the Office Care Attendant/Senior Office Care Attendant Cadre who are called upon to perform work over and above their normal duties during parliamentary sittings are paid an *ad hoc* allowance of Rs 180 per sitting. We are revising the quantum of the allowance.

Recommendation 7

39.25 We recommend that the Head Office Care Attendants and Office Care Attendant/Senior Office Care Attendants, who, during Parliamentary sittings perform work over and above their normal duties, be paid an adhoc allowance of Rs 190 per sitting.

PRIME MINISTER'S OFFICE

MAURITIUS PRISON SERVICE

Risk Allowance

39.26 At present, incumbents in the grade of Vulcaniser at the Prisons Department are paid a risk allowance for performing duties in the same workshop or shed together with detainees. This allowance remains valid.

Recommendation 8

39.27 We recommend that incumbents in the grade of Vulcaniser at the Prisons Department be continued to be paid a risk allowance equivalent to one increment at the initial of their salary scale for performing duties in the same workshop or shed together with detainees.

Meal Allowance

39.28 In addition to the provisions made at paragraph 18.11.4 of Volume 1 of this Report Prisons Drivers (Shift) of the Mauritius Prison Service who are compelled to double their shift due to the exigencies of the service are either provided with meals where catering facilities are available or paid an allowance of Rs 125 for each meal. The recommendation is being maintained whilst the quantum of the allowance is being revised.

Recommendation 9

39.29 We recommend that Prisons Drivers (Shift) on the establishment of the Mauritius Prison Service, who are compelled to double their shift due to exigencies of the service should continue to be either provided with meals where catering facilities are available or paid an allowance of Rs 130 for each meal.

MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND SCIENTIFIC RESEARCH

Library Attendant Cadre

39.30 The Library Attendant cadre at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MOE & HR, TE & SR) consists of a two-level hierarchy namely Library Attendant and Senior Library Attendant. The staff side has represented that the element of supervision is not exercised by incumbents in the grade of Senior Library Attendant as there is only one established post. They have also pointed out that normally in schools the Library Officer or Librarian assumes the responsibility of supervision and as regards the other duties listed in the scheme of service of the grade of Senior Library Attendant same are being performed by incumbents in the grade of Library Attendant.

39.31 Request has, therefore, been made to merge and restyle the grades of Library Attendant and Senior Library Attendant with a view to compensating incumbents in the grade of Library Attendant for the work being performed as well as the lack of career prospects. During discussion at the Bureau, the Management side has confirmed that there was only one post of Senior Library Attendant on its establishment and was agreeable to the request made by the Union. After analysing the request and taking into consideration that the grade exists in other organisations, the Bureau is making appropriate recommendation.

Recommendation 10

39.32 We recommend that the grade of Library Attendant and Senior Library Attendant on the establishment of the MOE & HR, TE & SR be merged and restyled Library Attendant/Senior Library Attendant.

39.33 We further recommend that the grade of Library Attendant on the establishment of the National Assembly and the Rodrigues Regional Assembly be also restyled Library Attendant/Senior Library Attendant.

Home Economics Attendant (New Grade)

39.34 Both the Management side and the staff side have submitted that there is need for a dedicated grade on the establishment of the MOE & HR, TE & SR to service the Home Economics Room, the specialised equipment therein and also to assist the Educator (Secondary) in keeping constant watch over the security of pupils. The Bureau has studied the request and is making appropriate recommendation.

Recommendation 11

39.35 We recommend the creation of the grade of Home Economics Attendant on the establishment of the MOE & HR, TE & SR. Appointment, thereto should be by selection from among candidates who possess a Cambridge School Certificate with at least a pass in Food and Nutrition or Fashion and Fabrics; and are aware of the rudimentary safety precautions needed in handling equipment in the Home Economics Room.

39.36 Incumbent would, *inter alia*, be responsible for the general cleanliness of the Home Economics Room, equipment and furniture; general care and maintenance of utensils, materials and equipment in use in the room including the lubricating of sewing machines and other apparatuses; distribution and control of utensils and materials/foodstuff in use during practical class; and assisting the Educator (Secondary) in keeping constant watch over the security of pupils.

School Caretaker Cadre

39.37 The staff side has apprised the Bureau that no Computer Laboratory Attendants are posted in Government Primary Schools and, therefore, the task of cleaning specialised IT rooms/computer Labs is being performed by incumbents in the School Caretaker cadre. Representation has been received for the grant of appropriate compensation to incumbents in the cadre pending the posting of Computer Laboratory Attendants. During meeting with Management the latter concurred that the task of cleaning Computer room was being performed by incumbents in the School Caretaker cadre and supported the claim of School Caretakers for the payment of an appropriate allowance. We are recommending accordingly.

Recommendation 12

39.38 We recommend that incumbents in the School Caretaker cadre who are assigned the task of cleaning Computer rooms/Specialist IT rooms be paid a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale of the grade of Computer Laboratory Auxiliary formerly Computer Laboratory Attendant.

Driver (Roster)

Driver (Roster – day and night)

39.39 In the context of this review exercise, the Management side has submitted that the grade of Driver (Roster) which was made evanescent by the EOC Report 2009, be reestablished whilst the grade of Driver (Roster – day and night) created in the same report would no longer be required in view of the hours of operations of the Ministry. **The Bureau has analysed the request and recommends that the grade of Driver (Roster) be reinstated and that of Driver (Roster – day and night) be made evanescent.**

MINISTRY OF HEALTH AND QUALITY OF LIFE

Bank Scheme for Attendant (Hospital Services)

39.40 The Bank Scheme was introduced in the 2013 PRB Report for employees in the grade of Attendant (Hospital Services) *formerly Hospital Care Attendant*. In the context of this review exercise, the Management side has requested for the extension of the Bank Scheme to other grades in the Workmen's Group on the establishment of the MOH and QL with a view to curbing the payment of overtime. As regards the staff side, one union has requested for maintaining the Bank Scheme along with reviewing the quantum of the Bank rate whilst the other remaining Unions have requested for a complete removal of the system and were against the extension of the scheme to other grades in the Workmen's Group-General. Most of the unions have also reported that the Bank Scheme was wrongly being used. During discussion at the Bureau, all stakeholders including

Management were apprised that the philosophy for the introduction of the Bank Scheme was to ensure the smooth delivery of services by having recourse to employees in the Attendant (Hospital Services) cadre who are off duty or on leave or on retirement. They were also apprised that the Bank System was not meant to replace the payment of overtime but was rather a tool to tap the services of additional manpower.

Recommendation 13

39.41 The Bureau recommends that:

- (i) the services of Attendant (Hospital Services) and Senior Attendant (Hospital Services) who are off duty or on leave or on retirement be enlisted to perform Attendant (Hospital Services) duties on sessional basis of four hours duration on weekdays, Sundays and public holidays against payment of an all-inclusive allowance of Rs 375 per session during the day and Rs 425 per session during the night. The allowance should be paid on a prorata basis whenever the employees are required to work for more, or less, than the specified number of hours.**
- (ii) the Ministry should resort to the payment of overtime rate as per provision at Chapter 18.5 of Volume 1 of this Report instead of Bank rate to employees in the Attendant (Hospital Services) cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work.**

Allowance for Mortuary Attendants

39.42 At present, Mortuary Attendants are paid Rs 300 for each post mortem case where their services are required either during normal working hours or after. They are also paid an allowance for being on-call and in-attendance. These allowances are being revised.

Recommendation 14

39.43 We recommend that the non-pensionable allowances paid to Mortuary Attendants be revised as follows:

- (i) Rs 500 for each case where these services are required whether during normal working hours or while in attendance during “on-call” period;**
- (ii) Rs 80 for being on call from 1800 hours to midnight; and**
- (iii) Rs 105 per hour for actual attendance during ‘on-call’ period.**

Allowance for Delivery of Corpse in the absence of Mortuary Attendants

39.44 The staff side has requested for an allowance to compensate incumbents in the Attendant (Hospital Services) cadre who are called upon to deliver dead bodies in the absence of Mortuary Attendants. The Management of MOH and QL has confirmed that the delivery of dead bodies in the absence of Mortuary Attendants is conducted with the help of incumbents in the above cadre and that there is a case for an adequate compensation. The Bureau has analysed the issue and is making appropriate recommendation.

Recommendation 15

39.45 We recommend that incumbents in the Attendant (Hospital Services) cadre who, in the absence of Mortuary Attendants, are called upon to help in the delivery of dead bodies be paid a non-pensionable allowance of Rs 50 for each dead body delivered.

Stores Attendant

39.46 Incumbents in the grade of Stores Attendant posted at the Central Stores Department of the MOH and QL have reported that certain stores items are kept in cold rooms and have requested for an allowance for exposure to variations in temperature in the course of their duties. **The Bureau has analysed the issue and considers that Management should ensure that employees posted/having access to cold room should be provided with appropriate protective equipment.**

Sanitary Attendant

39.47 The MOH and QL has submitted that following Government's decision, cleaning services in hospitals and other institutions have to be carried out in-house. The Ministry has therefore requested that the grade of Sanitary Attendant be restyled Sanitary/Cleaning Attendant with a view to ensuring that incumbents in the grade may be called upon to perform all cleaning works in addition to the cleaning of toilets and bathrooms. The Bureau has studied the request and is making appropriate recommendation.

Recommendation 16

39.48 The Bureau recommends that the grade of Sanitary Attendant on the establishment of the MOH and QL be restyled Sanitary/Cleaning Attendant and the scheme of service of the grade be amended to include other cleaning works. This element has been taken into consideration in arriving at the salary recommended for the grade.

Ambulancier

39.49 With the development in the Health Sector and the acquisition of ambulances equipped with latest technology, the Management side has requested for the creation of a dedicated polyvalent grade of Ambulancier (on shift) against the abolition of the grade of Ambulance Driver (on shift). Incumbent in the grade would, along with driving duties, called upon to provide support to patients. The Bureau has analysed the proposed qualifications' requirements as well as the set of duties that would be devolving upon the new grade of Ambulancier (on shift). Based on Management submission, it has been found that the duties and responsibilities are similar to those of the grade of Ambulance Driver (on shift). In view thereof the Bureau is refraining from creating the grade and is maintaining the current arrangements.

Ambulance Driver (SAMU)

39.50 Ambulance Drivers working in the SAMU Ambulance are required to clean and look after the vehicles themselves as no Ambulance Attendants are attached to the SAMU team. They are currently being paid a monthly non-pensionable allowance of Rs 450. We are maintaining this provision.

Recommendation 17

39.51 The Bureau recommends that Ambulance Drivers driving SAMU Ambulance, not provided with the services of Ambulance Attendant, be paid a monthly non- pensionable allowance of Rs 450.

Senior Attendant (Hospital Services)

39.52 Senior Attendant (Hospital Services) posted in Operation Theatre for a whole month are presently being paid a non-pensionable allowance of Rs 450. We are maintaining the quantum of the allowance.

Recommendation 18

39.53 The Bureau recommends that Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month be paid a monthly non pensionable allowance of Rs 450.

Risk Allowance to Attendant (Hospital Services) posted at the Detainees Ward of Jawaharlall Nehru Hospital

39.54 A risk allowance equivalent to one and a half increments at the initial of the salary scale is presently being paid to Attendants (Hospital Services) working at the Detainees Ward of Jawaharlall Nehru Hospital. We are maintaining this provision.

Recommendation 19

39.55 We recommend the payment of a risk allowance equivalent to one and a half increments at the initial of the salary scale of employees in the grade of Attendant (Hospital Services) working at the Detainees Ward of Jawaharlal Nehru Hospital.

Risk Allowance

39.56 Employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts are exceptionally paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale. The payment of this allowance should continue and therefore the Bureau recommends accordingly.

Recommendation 20

39.57 The Bureau recommends that employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts should continue to be paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of their salary scale

MINISTRY OF AGRO- INDUSTRY AND FOOD SECURITY

39.58 Following the setting up of the Mauritius Cane Industry Authority (MCIA) which has, among others, the responsibility for exercising the powers and performing the function of the ex-Cane Planters and Millers Arbitration and Control Board, the grades of Sampler and Senior Sampler were granted personal salaries in the 2013 PRB Reports. Incumbents in these two grades have, upon option exercised by them, either been granted VRS or redeployed within the Ministry of Agro Industry and Food Security.

39.59 In the context of this review exercise, the staff side has requested that the grade of Sampler (Personal), which has become a misnomer as incumbents are performing simple clerical duties on a full time basis, be restyled to a more appropriate job appellation. The Management side has also confirmed that incumbents in the grade of Sampler (Personal) were performing simple clerical duties on a full time basis instead of performing same during off crop season only and have in line with the reorganisation of the Agricultural Services at the Ministry, requested that the grade of Sampler be restyled to Office Assistant with a view to reflect the nature of duties being performed by incumbents and that of Senior Sampler (Personal) be abolished as there is no one in post. The Bureau has analysed the issue and is making appropriate recommendation **along with abolishing the grade of Senior Sampler (Personal).**

Recommendation 21

39.60 We recommend that the grade of Sampler (Personal) be restyled Office Assistant and the scheme of service of the grade be amended, such that incumbents would be required to be responsible to the Senior Technical Officer, and/or Officer in Charge of the Station/Division/Laboratory where they are posted for, *inter alia*, performing the duties of the sale of agricultural produce; collecting of fees and remittance into bank; keeping records, stores and stores ledgers; providing assistance during conferences, seminars, exhibitions and other related activities; putting into operations audio visual equipment; performing clerical duties; and carrying out simple surveys under supervision.

MINISTRY OF ARTS AND CULTURE

Allowance to employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre

39.61 Employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre who are required, during and after normal office hours, to open and close the curtain, lift/pull doors to/from the attic during plays, move and/or change decors on stage while plays are on; mount and dismantle decors during blackouts; bring down the giant screen prior to film festivals and place loud speakers on stage, among others are paid a monthly allowance of Rs 750 for these extra duties. We are maintaining the quantum of the allowance.

Recommendation 22

39.62 We recommend that employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre be paid a monthly allowance of Rs 750 for performing the duties outlined at the above paragraph during or beyond normal office hours and such employees be additionally entitled to the payment of overtime for work performed beyond normal working hours.

MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION

Legal Metrology Services

39.63 Employees in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* play a vital role in the functioning of the Legal Metrology Services of the Ministry of Industry, Commerce and Consumer Protection. The staff side has represented that the absence of career prospect for employees in the grade usually result in an exode of employees to other Ministries/Departments where a proper career path exist thereby disrupting the work of the Division. Management has submitted that a supervisory level to supervise the work of incumbents in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* is essential to ensure the proper functioning of the organistion. The Bureau, after analysing the request

and considering the current staff size along with the need for proper coordination of work among Laboratory Auxiliary *formerly Laboratory Attendant* and the need for career prospect, is making appropriate recommendation.

Recommendation 23

39.64 We recommend the creation of a grade of Senior Laboratory Auxiliary on the establishment of the Ministry of Industry, Commerce and Consumer Protection. Appointment thereto should be by promotion, on the basis of experience and merit, of Laboratory Auxiliaries *formerly Laboratory Attendants* on the establishment of the Ministry reckoning at least five years' service in a substantive capacity in the grade.

39.65 The Senior Laboratory Auxiliary would, among others, be responsible for the organisation of work, supervision, control and training of Laboratory Auxiliary *formerly Laboratory Attendant*; the cleanliness of laboratories, workshops, verification room, benches, glassware and other equipment; and performing the duties of Laboratory Auxiliary *formerly Laboratory Attendant*, as and when required.

MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES, SHIPPING AND OUTER ISLANDS

Nursery Attendant (Fisheries) Cadre

Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster)

formerly Nursery Attendant (Fisheries) (Roster)

Senior Nursery Attendant (Fisheries) (Roster)

39.66 The Nursery Attendant (Fisheries) (Roster) cadre at the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands comprises a three levels hierarchy namely Nursery Attendant (Fisheries) (Roster), Senior Nursery Attendant (Fisheries) (Roster) and Head Nursery Attendant (Fisheries) (Roster). In the context of this Report, the staff side has apprised the Bureau that the level of Senior Nursery Attendant (Fisheries) (Roster) is vacant and the duties as well as responsibilities devolving upon the grade are being performed by incumbents in the grade of Nursery Attendant (Fisheries) (Roster). As such, request has been made for the grades of Nursery Attendant (Fisheries) (Roster) and Senior Nursery Attendant (Fisheries) (Roster) to be merged and restyled. Management has supported the request and has also pointed out that according to the latest scheme of service the mode of appointment to the grade of Head Nursery Attendant (Fisheries) (Roster) is by promotion, on the basis of experience and merit, of Nursery Attendant (Fisheries) (Roster) holding a substantive appointment in the grade. After analysing the issue and taking into consideration that supervision is exercised by the Head Nursery Attendant (Fisheries) (Roster), the Bureau is making appropriate recommendation.

Recommendation 24

39.67 We recommend that the grades of Nursery Attendant (Fisheries) (Roster) and Senior Nursery Attendant (Fisheries) (Roster) on the establishment of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands be merged and restyled Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster).

Sea-Going Allowance

39.68 Presently, a Sea-Going Allowance is payable, among others, to the Scientific/Technical staff who are required to go out at sea for the placing and maintenance of Fish Aggregating Devices, for research work and training of those fishermen working in the Aquaculture Division, the Marine Conservation Centre, the Import/Export Quarantine Clearance Unit and the Licensing Unit. Request has been received for extension of this allowance to incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* who in the performance of their duties are required to accompany the above mentioned officers at sea. Management has confirmed that incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* effectively accompany and assist officers concerned whenever they go out at sea and that there was need for appropriate compensation. The Bureau has examined the request and is making appropriate recommendation.

Recommendation 25

39.69 We recommend the payment of a Sea-Going Allowance to incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* who, in the performance of their duties; accompany and assist the Scientific/Technical staff of the Ministry, at sea as follows:

- (a) one day's pay for working in the open sea for four hours up to 12 hours on working days.**
- (b) 1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**
- (c) one day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.**

MINISTRY OF ENVIRONMENT, SUSTAINABLE DEVELOPMENT, DISASTER AND BEACH MANAGEMENT

Senior Laboratory Auxiliary (New Grade)

39.70 The National Environmental Laboratory is staffed with employees in the Scientific Officer cadre, Technical Officer cadre and Laboratory Auxiliary *formerly Laboratory Attendant*. The staff side has represented that there is no career prospect for employees in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* and most often employees apply for the post of Laboratory Auxiliary *formerly Laboratory Attendant* in other institutions where a proper career path exists, thus hampering service delivery upon their departure. We have studied the request and taking into consideration the staff size in the grade of Laboratory Auxiliary *formerly Laboratory Attendant*, as well as the need to ensure proper coordination of work among these employees, we are making appropriate recommendation.

Recommendation 26

39.71 We recommend the creation of a grade of Senior Laboratory Auxiliary on the establishment of the Ministry of Environment, Sustainable Development, Disaster and Beach Management. Appointment, thereto should be by promotion, on the basis of experience and merit, of Laboratory Auxiliaries *formerly Laboratory Attendants* on the establishment of the Ministry reckoning at least five years' service in a substantive capacity in the grade.

39.72 The Senior Laboratory Auxiliary, would, among others, be responsible for the organisation of work, supervision, control and training of Laboratory Auxiliary *formerly Laboratory Attendant*; the cleanliness of laboratories, benches, glassware and other equipment; and performing the duties of Laboratory Auxiliary *formerly Laboratory Attendant* as and when required.

On-Call Monthly Commuted Allowance

39.73 A monthly commuted allowance of Rs 325 is presently being paid to the Drivers at the Ministry of Environment, Sustainable Development, Disaster and Beach Authority whenever they are required to be on-call to attend to environmental hazards/emergencies. We are maintaining the payment of the allowance.

Recommendation 27

39.74 We recommend that the monthly on-call commuted allowance payable to Drivers who are required to be on call to attend to environmental hazards/emergencies be continued to be paid a monthly on-call commuted allowance of Rs 325.

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Office Care Attendant Cadre

39.75 The Office Care Attendant cadre comprises the grades of Office Care Attendant/Senior Office Care Attendant and Head Office Care Attendant. In the context of this review exercise, the staff side has among others requested for an increase in the establishment size of the grades in the cadre. As incumbents in both the grades are posted in the various Ministries/Departments across the Civil Service, **the Bureau recommends that the MCSAR should conduct a Human Resource Planning/Audit exercise with a view to determining the appropriate establishment size required.**

OTHER RECOMMENDATIONS

Allowance for Making Tea

39.76 At present employees in the grade of General Worker and in the Office Care Attendant cadre who are called upon to prepare and serve tea/coffee for official meetings/functions are paid an allowance of Rs 5.00 per cup. We are maintaining the quantum of the allowance.

Recommendation 28

39.77 We recommend that employees in the Office Care Attendant cadre and in the grade of General Worker be paid an allowance of Rs 5.00 per cup for making and serving tea/coffee.

Allowance for Washing of towels/Tablecloth

39.78 Employees in the Office Care Attendant cadre are presently entitled to the payment of an allowance for washing of towels/table cloth. We are maintaining the provision.

Recommendation 29

39.79 The Bureau recommends that employees in the Office Care Attendant cadre and in the grade of General Worker who have to wash towels/tablecloth be paid the following allowance:

- (i) For washing of towels - Rs 10 per towel**
- (ii) For washing of tablecloth - Rs 70 per kg**

Allowance to Office Care Attendant Cadre for making Bulk Photocopies

39.80 The EOAC 2013 Report has introduced the payment of a monthly allowance of Rs 650 for incumbents in the Office Care Attendant cadre who are required to make bulk photocopies in the performance of their duties. We are maintaining the quantum of the allowance.

Recommendation 30

39.81 The Bureau recommends that incumbents in the Office Care Attendant cadre be paid a monthly non-pensionable allowance of Rs 650 for making bulk photocopies.

Cleaning of Lavatories

39.82 Employees in the Workmen's Group-General who are required to clean lavatories are presently paid a monthly non-pensionable allowance of Rs 500 for cleaning of lavatories and wherever the lavatories are used by members of the public and cleaning is effected twice daily, they are paid an allowance of Rs 1000 monthly instead. The Bureau is maintaining the quantum of the allowance.

Recommendation 31

39.83 The Bureau recommends that employees in the Workmen's Group General be paid a monthly non-pensionable allowance of Rs 500 for the cleaning of lavatories. Wherever the lavatories are used by members of the public and the cleaning is done twice daily, incumbents should be paid Rs 1000 monthly.

Security Guards

39.84 Unlike other employees in the Workmen's Group whose normal working week are 40 hours, Security Guards are required to put in 60 hours per week and are entitled to two days leave with full pay each month over and above casual or vacation leave. This provision is being maintained.

Recommendation 32

39.85 We recommend that Security Guards should continue to be granted two days leave with full pay each month over and above casual and vacation leave.

Pool of Drivers in the General Services

39.86 In the 2003 Report, it was recommended that all Drivers attached to beneficiaries of chauffeur-driven car in the Civil Service should be absorbed in the pool of drivers on the establishment of the Ministry of Civil Service and Administrative Reforms and classified in the General Services. However same was not implemented and the Ministry of Civil Service and Administrative Reforms has rather resorted to the practice that whenever a vacancy occurs in the grade of Driver under the vote of one Ministry/Department, a redundant Driver from another Ministry/Department is transferred to the other vote. This course of action has proved to be effective and is still valid.

Recommendation 33

39.87 We recommend that the current practice described in the above paragraph for Drivers be maintained for the optimum utilisation of these resources.

Allowance to Drivers

39.88 A monthly non-pensionable allowance of Rs 400 is presently paid to compensate those Drivers who drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons. This criteria refers to the weight the vehicle can carry (i.e. load only) as authorized by the National Transport Authority and is not inclusive of tares of the vehicle. We are maintaining the payment of this allowance.

Recommendation 34

39.89 We recommend that Drivers who are required to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons be paid a monthly non-pensionable allowance of Rs 400.

Shift Work and Night Duty Allowance

39.90 In the Workmen's Group, employees in certain grades are by the very nature of their duties required to work on shift in relays on a 24-hour basis. Though, the shift element is considered in determining the salary of the respective grade, as an inducement to those who actually perform night duty, a Night Duty Allowance is presently being paid to this category of employees. The payment of the Night Duty Allowance remains valid.

Recommendation 35

39.91 We recommend that the employees in the Workmen's Group who effectively work on night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

39.92 The above recommendation should also apply to Security Guards who effectively work at night.

Shift/Roster

39.93 Employees in the grades listed below normally work either on shift or on a roster basis (including Sundays and Public Holidays) and this element has been taken into consideration in the determination of the recommended salary scales. However, where appropriate, salary scales have also been provided to employees in those grades who are not required to work either on shift or on a roster basis.

Shift

Ambulance Care Attendant
Ambulance Driver
Attendant (Haemodialysis)
Barnman
Driver
General Worker
Senior Attendant (Hospital Services)
Attendant (Hospital Services)
Operator (Waste Water Pumping Station)
Sanitary Attendant
Senior Stockman (Rodrigues)
Shelter Care Attendant (Rodrigues)
Stockman (Rodrigues)
Ward Assistant (Male and Female)
Workshop Assistant
Sanitary/Cleaning Attendant
formerly Sanitary Attendant

Roster-Day and Night

Driver (Heavy Vehicles above 5 tons)
Driver (Ordinary Vehicles up to 5 tons)

Roster

Assistant Chef
Burial Ground Attendant (Rodrigues)
Caretaker (Youth and Sports)
Cook
Driver (Heavy Vehicles above 5 tons)
Driver (Ordinary Vehicles up to 5 tons)
Factory Operative
Factory Operative Assistant
Field Supervisor
Head Nursery Attendant (Fisheries)
Household Attendant
Irrigation Operator
Laundry Attendant
Mortuary Attendant
Nursery Attendant/Senior Nursery
Attendant (Fisheries)
*formerly Nursery Attendant
(Fisheries)
Senior Nursery Attendant
(Fisheries)*
Operator Pumping Station (Rodrigues)
Prisons Attendant (Rodrigues)
Stockman
Swimming Pool Attendant
Valve Operator (Rodrigues)
Wardress
Waste Water Pipe Cleaner
Water Supply Attendant (Rodrigues)
Youth Centre Attendant (Rodrigues)

Miscellaneous

39.94 Certain provisions made in this Chapter, by their very nature, are also applicable to incumbents in the Workmen's Group General on the establishment of the Parastatal and Other Statutory Bodies and Private Secondary Schools, Local Authorities and the Rodrigues Regional Assembly. **We recommend that the provisions in the table hereunder be extended accordingly.**

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Station	39.10	2
Tea making	39.77	28
Washing of towels/table cloth	39.79	29
Cleaning of lavatories	39.83	31
Security Guard	39.85	32

WORKMEN'S GROUP – TRADESMAN CADRE

- 39.91 The Workmen's Group – Tradesman Cadre encompasses all grades performing skilled jobs in a wide range of trades under distinct appellation with a three-level structure with the grades of Tradesman's Assistant, Tradesman and Chief Tradesman/Foreman. Most of the tradesman grades are posted in the Mechanical and Building Sections of the Public Infrastructure Division of the Ministry of Public Infrastructure and Land Transport which is responsible, among others, for the implementation of infrastructural projects in respect of roads, bridges and Government Buildings. However, others are departmental grades which cut-across Ministries/Departments and are specific to their respective organisations.
- 39.92 Employees of the Tradesman Cadre carry out a wide range of activities and are involved in, *inter-alia*, repairs and maintenance of motor vehicles; construction works; repairs and maintenance of public buildings; hospitals as well as residential quarters of staff.
- 39.93 In the context of the present review exercise, representations have been made for the creation of grades, change in appellation, restyling of grades, revision of schemes of service, filling of vacant post and insertion of the line inclusive of travelling time in the recommendation for "In-Attendance" Allowance for ESD Electrician and Plant Mechanic cadres as well as duty exemption and loan to purchase a car and/or autocycle/motorcycle. We have examined all the proposals and are making appropriate recommendation.

MINISTRY OF PUBLIC INFRASTRUCTURE AND LAND TRANSPORT

Energy Services Division

'On-Call' Allowance and 'In-Attendance' Allowance for Electrician and Plant Mechanic Cadres at the Energy Services Division

- 39.94 Employees of the Electrician and Plant Mechanic Cadres are required to work beyond normal working hours during nights, weekends and public holidays on a system of "On-Call" and "In-Attendance" to cater for emergencies at Government buildings, hospitals and prisons.
- 39.95 At present, the employees of the Electrician and Plant Mechanic Cadres who are required to be "On-Call" during nights, weekends and public holidays are paid an "On-Call" Allowance of Rs 150 on weekdays between 1630 hours and 0730 hours the following day and Rs 240 on Saturday, Sunday and Public Holiday between 0730 hours and 0730 hours the following day. These employees are also paid an "In-Attendance" Allowance of Rs 100 to carry out emergency work while 'on-call'.

39.96 The Staff Association has represented that the travelling time should be included in the “In-Attendance” Allowance when required to attend to emergencies while “On-Call”. We are agreeable to this request and are making appropriate provisions to this effect while maintaining the present arrangement of “On-Call” and “In-Attendance” allowances for the Electrician and Plant Mechanic Cadres.

Recommendation 36

39.97 We recommend that employees of the Electrician and Plant Mechanic Cadres of the Energy Services Division who are required to be “On-Call” during nights, weekends and public holidays and attend to emergencies during “On-Call” be paid an “On-Call” Allowance and “In-Attendance” Allowance inclusive of travelling time as hereunder:

Cadre	Period	“On-Call” Allowance (Rs)	“In-Attendance” during “On-Call” Rs/hour
Electrician and Plant Mechanic Cadres	(i) Weekdays between 1630 hours and 0730 hours the following day	160	100
	(ii) Saturday, Sunday and Public Holiday From 0730 hours to 0730 hours the following day	250	100

MINISTRY OF HEALTH AND QUALITY OF LIFE

Operations Support Services

Risk Allowance

Orthopaedic Appliance Maker

Orthopaedic Appliance Maker (Leather)

Orthopaedic Appliance Maker (Metal)

Orthopaedic Appliance Maker (Wood)

39.98 Both Management and Staff Association have submitted that officers of the Orthopaedic Appliance Maker cadre are exposed to serious transmissible diseases like H1N1, HIV, TB, among others, especially when dealing with repairs of equipment in wards and units. Hence, request was made for the payment of risk allowance to these officers. However, given that we cannot pronounce on the degree of risk faced by officers of the Orthopaedic Appliance Maker cadre, we are making an appropriate recommendation to address this issue.

Recommendation 37

39.99 We recommend that Management should make necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by officers of the Orthopaedic Appliance Maker cadre. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.

Tradesman's Assistant

39.100 At present, Tradesman's Assistants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade are being paid a non-pensionable allowance equivalent to two increments at the point they have reached in the salary scale of the grade to be read from the Master Salary Scale, pending their appointment to the grade of Tradesman. **This recommendation is maintained.**