



COMPENDIUM OF ALLOWANCES FOR THE BELIZE PUBLIC SERVICE

MINISTRY OF THE PUBLIC SERVICE AND MINISTRY OF FINANCE

**1st OCTOBER 2014
(Revised January 2015)**

COMPENDIUM OF ALLOWANCES FOR THE BELIZE PUBLIC SERVICE

PUBLISHED JOINTLY BY:

MINISTRY OF THE PUBLIC SERVICE AND MINISTRY OF FINANCE

This Compendium of Allowances was produced by the Joint Staff Relations Council and approved by the Minister of the Public Service after consultation with the Ministry of Finance.

It is the official document which incorporates all approved allowances for the Belize Public Service, inclusive of allowances for the Judicial and Legal Service and the Security Service. It is the sole source of reference for approval of allowances.

The Compendium depicts new allowances as well as new departments and posts approved for allowances previously in existence:

- Allowances with *** are new allowances
- Departments with ** are new departments approved for allowances previously in existence
- Posts with * are new posts approved for allowances previously in existence

Ministry of the Public Service and Ministry of Finance

October 2014

Compendium of Allowances – Ministry of the Public Service and Ministry of Finance 2014

NO.	NAME OF ALLOWANCE	AUTHORITY - NEW PSR/ CIRCULAR	ALLOWANCES DEFINED	DEPARTMENTS TO WHICH THEY APPLY	ELIGIBLE POSTS	QUANTA
1.	Acting Allowance	PSR, 2014 – (117)	Provided to officers who are required to act in a higher post for a period of more than 14 consecutive days.	All	All	The difference between the officer's salary and minimum of pay scale of post he/she is acting in; OR not less than 2 increments on the higher scale.
2.	Allowance in Lieu of Overtime		Provided where the nature of the work is such that it must be done beyond normal working hours including weekends and public and bank holidays Subject to PSR 2014: 32 (8) & (9)	i. Rural Development Department ii. Agriculture Department iii. Cooperatives Department iv. Department of the Environment v. Central Information Technology Office (CITO)	Rural Community Development Officer * Extension Officer Cooperative Officer * Environmental Officer * Environmental Technician * Network Administrator I & II * Systems Administrator I & II	\$300 per month

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						*Database Administrator I & II	
						*Software Developer I & II	
						* IT Technician I & II	
					vi. HRMIS/Payroll	Supervisor of Payroll	\$300 per month
						HRMIS Payroll Officer	\$150 per month
					vii. Police Department – IT Unit	IT Technician	\$200 per month
3.	Availability Allowance	(1) On Call Allowance		Provided to officers required to be 'on call' outside of normal working hours	(i) Belize Defence Force	Medical Officer	\$650 per month (GP)
					(ii) Medical Department	Medical Officer	\$750 per month (Specialist)
						Nursing Supervisor Grade I (Theatre Sister)	\$100 per month
						Nurse Specialist Grade II (Nurse Anesthetist)	
						Pharmacist	
					(iii) Human Development Department	Community Development Officer	\$150 per month
						Human Development Officer	

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				(iv) National Forensic Services	*Forensic Analyst I	\$150 per month
					*Forensic Analyst II	
				(v) Police Department	*Commander Operations	\$150 per month
					*Operations Regional Commander (Northern Commander, Southern Commander, Eastern Commander, Western Commander)	
					*Formation Commander (13)	
	(2) Detective Allowance		Provided for the indefinite engagement of an officer in line with the execution of his duties	(i) Police Department - Criminal Investigation Branch - Anti-Drug Unit - Special Branch - Joint Intelligence Coordination Center - Canine Unit - Special Patrol Unit - Mobile Interdiction Team	ALL	\$100 per month
	(3) Quick Response Allowance		Provided to officers required to report for duty during any emergency outside of normal working hours	(i) Police Department - Quick Response Team	ALL	\$200 per month

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4.	Canine Care Allowance			Provided to officers involved in the care of canine	(iii) Agriculture Department	*Extension Officer	\$150 per month
					(i) Police Department	All officers in Canine Unit	\$100 per month
					(ii) Customs and Excise Department	*All officers in Canine Unit	
					(iii) Immigration & Nationality Services	*All officers in Canine Unit	
					(iv) Belize Defence Force	*All officers in Canine Unit	
5.	Cashier Allowance		MPS Circular No. 10 of 2013	Provided to officers who collect revenue on a full-time basis	Departments that collect revenue	Full-time Cashier	\$75 per month
6.	Commuted Subsistence Allowance		PSR 2014 (120) (b)	Provided to officers who are posted for more than thirty consecutive (30) days	ALL	ALL eligible officers	\$ 600. per month
7.	Commuting Allowance		PSR 2014 – (122)	Provided to officers who are transferred but do not physically relocate to their new station but commute	ALL	ALL	\$300 per month
8.	Entertainment Allowance			Provided to facilitate networking in line with official functions	i. ALL	Chief Executive Officer	\$1,500 per month
					ii. Judiciary	Judge	\$1,000 per month

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9.	Extraneous Allowance		Provided for special duty performed by police Officers during the months of September, December and at Easter Time	iii. ALL	Heads of Department	\$750 per month
				iv. Belize Defence Force	Pay scale 25 officer	\$500 per month
					Commander	\$750 per month
					Commandant	\$750 per month
				Police Department	ALL	Police Constable - \$12.50 per hour Sergeant - \$14.50 per hour Inspector & above - \$15 per hour
10.	Hardship Allowance	PSR, 2014 (121) (c)	Provided to officers required to work where the cost of living is high	Departments located in San Pedro, Caye Caulker, Hunting Caye, Big Creek and Toledo District, etc.	officers so assigned	\$350 per month
	(1) Rural Allowance	PSR, 2014 (123)	Provided to officers required to work where access to basic amenities is difficult	i. Medical Department	Nursing Assistant Grade I (Rural Health Nurse)	\$200 per month \$120 per month \$100 per month \$250 per month (<i>Criquet Sarco Area only</i>)
	(2) Bush Allowance	PSR, 2014 (123)	Provided to officers engaged in operations in the bush and	i. Forestry Department	*Rural Caretaker	\$100 per month
					PSR Schedule 4	\$100 per month

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		(3) Jungle & Maritime Allowance	PSR, 2014 (123)	Provided to officers required to work in the jungle and maritime areas	ii. Geology Department i. Police Department ii. **Fisheries Department iii. **Forestry Department	PSR Schedule 4 Officers so assigned Officers so assigned Officers so assigned	\$100 per month \$200 per month
					iv. Belize Coast Guard	Deployed Personnel	\$75 per month
11.	Hazard Allowance			Provided to officers exposed to risks and perils of a physical, chemical or biological nature in the course of their duties	i. Belize Archives and Records Service	Preservation Officer (Conservator I/II)	\$200 per month
						Preservation Assistant (Assistant Conservator II)	
						Assistant Preservation Officer (Assistant Conservator II)	
						Audio Visual officers I/II	
						Assistant Audio Visual Officer II	
						Records Officer I/II/III	
						Research Information Officer (Archives Officer I/II)	
						Audit Clerk I/II	
					ii. Audit Department		
					Police Department	Officers so assigned	
					i. Police Department	Officers so assigned	
		(1) Riggers Allowance					\$200 per month
		(2) Dead Body Allowance					\$50 per body

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				ii. **Vector Control Unit	Public Health Inspector	\$50 per body
	(3) Scuba Diving Allowance			i. **Fisheries Department	Enforcement & Fisheries Research Officer	\$200 per month
				ii. Belize Coast Guard	Certified Scuba Divers	
	(4) Scenes Assessment Allowance			i. Police Department	Officers so assigned including Dangerous Goods Unit	
				ii. **Fire Department	Officers so assigned	
				iii. **Forensics Department	Officers so assigned	
	(5) ***Ambulance Duty Allowance		Provided to officers assigned to accompany patients by air, sea and land	Medical Department	Nursing Assistant Grade II (Registered/Practical Nurses)	\$50 per trip
					Emergency Medical Technician (Belmopan)	
	(6)*** Waste Disposal Allowance		Provided to officers assigned to dispose of hazardous waste	Medical Department	Environmental Assistant	\$50 per disposal
	(7) Flying Allowance			Belize Defence Force	Officers so assigned	\$210 per month
	(8) Danger Allowance			i. Medical Department	Nurse Specialist Grade II (Nurse Anesthetist)	\$200 per month
					Nursing Assistant Grade I (Rural Health Nurses)	
					Radiographer	
					Medical Technologist	

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					Attendant	Maintenance Technician	
				ii. Agriculture Department	*Extension Officer		\$200 per month
				iii. Fire Department	*Officers so assigned		\$200 per month
				iv. Belize Defence Force	Ammunition/Bomb Expert		\$200 per month
				Police Department	Officers so assigned		\$500 per month
				- Gang Suppression Unit (GSU)			
12.	Housing Allowance	PSR, 2014 (121) (b)	Provided to officers who work under wet and dirty conditions	Department of Rural Development	Well Rig Operator		\$300 per month
			Provided to officers as assistance toward the payment of house rent	ALL	Eligible Officers		\$300 per month
				i. Police Department	ALL		\$300 per month
				ii. Fire Department	ALL		Home base - \$75 per month
							Transfer base - \$150 per month
			Provided to officers who live in camp	Belize Defence Force			\$250 per month

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13.	Honorarium	Approved by Financial Secretary, CEOs and other Accounting Officers	An honorarium is granted as a "one off" payment for extraordinary duties performed. Such payment is to be made only at the completion of the assigned duties. No duties performed that qualify for an acting or responsibility allowance should be compensated for by an honorarium	ALL	ALL	Maximum of \$300 Honoraria in excess of \$300 must be approved by the Financial Secretary
14.	Lodging	PSR 2014 (126)(1)	Provided to officers who, while on duty, are required to sleep away from the place where they reside.	ALL	All eligible officers	\$40 per night in districts \$50 per night in Placencia/Caye Caulker/San Pedro
15	Longevity Award	Circular No. 9 of 2012	An allowance equivalent to one increment (paid in monthly installments) provided to an officer for every two years at the end of his/her pay scale; up to a maximum of three increments (maximum of six years at the end of the scale).	All	Posts for which no career path exists	Determined by pay scale
16.	Mileage Allowance	PSR, 2014 (124)	Provided to officers who are authorized to use their private motor vehicle or motorcycle in the course of official duties.	ALL	Eligible officers authorized by Accounting Officers	Motor Vehicle - \$1.30 per mile Motorcycle - ** \$0.60 per mile

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17.	Relocation Grant	PSR 2014(125)(a)	Provided to officers whose office has been relocated from one station to another station	ALL	Eligible officer	\$1,200
18.	Resettlement Grant	PSR 2014(199)(1)(a)(b)	Provided to officers who relocate back to Belize after successful completion of study leave.	ALL	Eligible Officer	\$1,100
19.	Responsibility Allowance	PSR, 2014 (118) (a)	Provided to officers required to undertake the duty of a higher post in which he/she is not qualified to act	ALL	Eligible officer (on PS 9 and above)	Amount not exceeding an acting allowance
		PSR, 2014 (118)(b)	Provided to officers required to undertake any duty over and above that of his/her current post	ALL	Public officers on Pay Scale 9 and above	Amount equivalent to two (2) increments on existing pay scale
		(1) Instructor's Allowance	Provided to officers who are engaged as instructors in a learning environment	i. ** Fire Department	Officers so assigned	\$200 per month
				ii. Police Department	Officers so assigned	
				iii. Belize Defence Force	Officers so assigned	
		(2) SICCA Secretariat Allowance		Ministry of Education	Officer so assigned	\$200 per month
20.	Revenue Collector's Allowance	MPS Circular No. 10 of 2013	Provided to officers who collect revenue in addition to other substantive duties	ALL	Revenue Collector	\$50 per month
21.	Specialist Allowance		Allowance provided to officers who possess skills and competencies of a highly	i. Belize Defence Force	Pilot	10% of salary
					Mechanic	

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			technical nature which is in short supply		IT Personnel	
					Signaler	
				ii. Belize Coast Guard	Coxswain	
					Outboard Mechanic	
					Diver	
					IT Technician	
					Electronic Technician	
					Food Specialist	
					Gunners Mate	
					Welder	
		Traditional	Provided to the Chief Medical Officer responsible for the National Health System	Medical Department	Director of Health Services	\$1,200 per month
		Health Sector Reform Policy Option (2000) approved by Cabinet	Provided to officers who possess skills and	Medical Department	Medical Chief of Staff	\$1000 per month

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			competencies of a highly technical nature which is in short supply		Regional Health Manager Deputy Regional Health Manager	\$425 per month
	(1) Non-Private Practice Allowance		Allowance payable to medical officers who do not engage in private practice	i. Belize Defence Force	Medical Officer	10% of salary
		Approved by Ministry of Finance (1986) Tripartite Agreement		ii. Medical Department	Medical Officer	10% of salary
22.	Subsistence Allowance	(1) Subsistence and Meal Allowance	A post-paid allowance provided for the subsistence of officers who are required to work away from their station	ALL	ALL	\$40 per day \$50 per day – Placencia, San Pedro & Caye Caulker, Big Creek, Hunting Caye

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	(2) Ration Allowance		Provided to officers and soldiers who live in camp and go on annual leave	Belize Defence Force	Officers and Soldiers who live in camp and go on annual leave	\$6.50 per day
23.	Telephone Allowance		Provided to officers required to use their personal telephone for official purposes	i. ALL	Chief Executive Officers	\$250 per month
					Heads of Department	\$125 per month
					Pay scale 25 officers	\$75 per month
					Commander	\$250 per month
				ii. Belize Defence Force	Deputy Commander	
					Commanding Officer	
					Staff Officer	
					Commandant	\$250 per month
24.	Transfer Grant	PSR, 2014 (121)(a)	Provided to officers to assist with the cost incurred when relocating from one station to another	ALL	ALL	\$1200
25.	Transport Allowance	PSR, 2014 (127)	An allowance at the prescribed rate paid to officers who use their personal motor vehicles, motor cycles, or bicycles on a regular basis in	ALL	Eligible Officers	\$25 per month
					Eligible officers	**\$100 per month

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26.	Travel Allowance	(3) Motor Vehicle Allowance	discharging the duties of their offices	ALL	PSR 2014 Schedule 5 Departmental Sisters: Punta Gorda, Dangriga, Corozal Town	\$150 per month
		(1) Per Diem Allowance	Allowance provided to Heads of Department who are not assigned government vehicle	ALL	Eligible Officers	\$300 per month
		(2) Reduced Per Diem Allowance	Provided to officers for daily subsistence purposes whilst abroad on official travel	ALL	Eligible officers	US\$75 per diem
		(2) Intransit Allowance	Provided to officers for Intransit expenses on official travel aboard	ALL	Eligible Officers	US\$100
		(3) Overseas Allowance	Provided to officers on overseas courses of one month duration or more	Belize Defence Force	Eligible Officers	US\$350 per month (over 15 days)
		(4) Warm Clothing Allowance	Provided to officers required to travel on official duty to countries with cold or temperate climates	ALL	Eligible officers	US\$30 per diem (under 15 days) \$250 (payable after a period of 2 years from last travel)
27.	Uniform Allowance	Cabinet Secretary's memorandum dated 14 May 1992 (Nurses)	Provided to officers toward the purchase of uniforms	i. Medical Department	Nurse Lab Technician	\$300 per annum

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		Uniform)			Pharmacist	
					X-Ray Technician	
					Medical officer	
					Dental Surgeon	
					Public Health Inspector	
					Vector Control Officer	
					Senior Ranking Police Officer	** \$600 per annum
28.	(1) Robe Allowance			Judiciary	Judicial and Legal Officer	\$300 per annum
	(2) Underwear Allowance			Belize Defence Force	Female Ranking Officer	\$100 per annum
	Utility Allowance		Contribution toward the payment of utilities	Judiciary	Officers in the Judicial and Legal Service	\$500 per month
			Provided to facilitate research in the course of legal duties	Judiciary	Officers in the Judicial and Legal Service	\$300 per month



ADDENDUM TO CIRCULAR MEMORANDUM No. 5 of 2014

REF: GEN/4/01/01/15 Vol. II (54)

FROM: Chief Executive Officer, Ministry of the Public Service and Elections & Boundaries

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: REVISED COMPENDIUM OF ALLOWANCES FOR THE BELIZE PUBLIC SERVICE
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DATE: 12 February 2015

Circular No. 5 of 2014 introduced, for the first time, a Compendium of Allowances for the Belize Public Service. Since its publication, a revision of the Compendium has been undertaken by the Joint Staff Relations Council, resulting from feedback from various ministries and departments in respect of the allowances reflected.

During the prolonged process of developing the original Compendium, numerous efforts, through direct interventions, were made to obtain information from across the public service on allowances being received by public officers, to ensure their inclusion. Response, in some instances was not forthcoming. The publication of the document resulted in the submission of some of the information requested earlier.

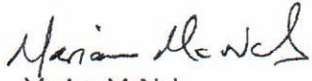
The Joint Staff Relations Council, at its meeting held in January 2015, conducted a review of the Compendium and recommended changes thereto, to the Minister of the Public Service and the Financial Secretary.

The changes reflected are as follows:

- Inclusion of allowances that were already being received by public officers but not submitted for inclusion in the Compendium;
- Inclusion of posts that were erroneously excluded;
- Inclusion of a limited number of new posts;
- Clarification of some information, (example, eligible posts and stations);
- Removal of Night Duty Allowance for Nurses (who are now eligible for overtime payment).

It is submitted that, in light of the substantial costs attached to the allowances, no further revision will be undertaken, in consideration of the current fiscal climate.

This revised version of the Compendium of Allowances comes into effect on 1 January 2015.



Marian McNab
Chief Executive Officer

- c: President, Public Service Union
- President, Association of Public Service Senior Managers
- Director, CITO