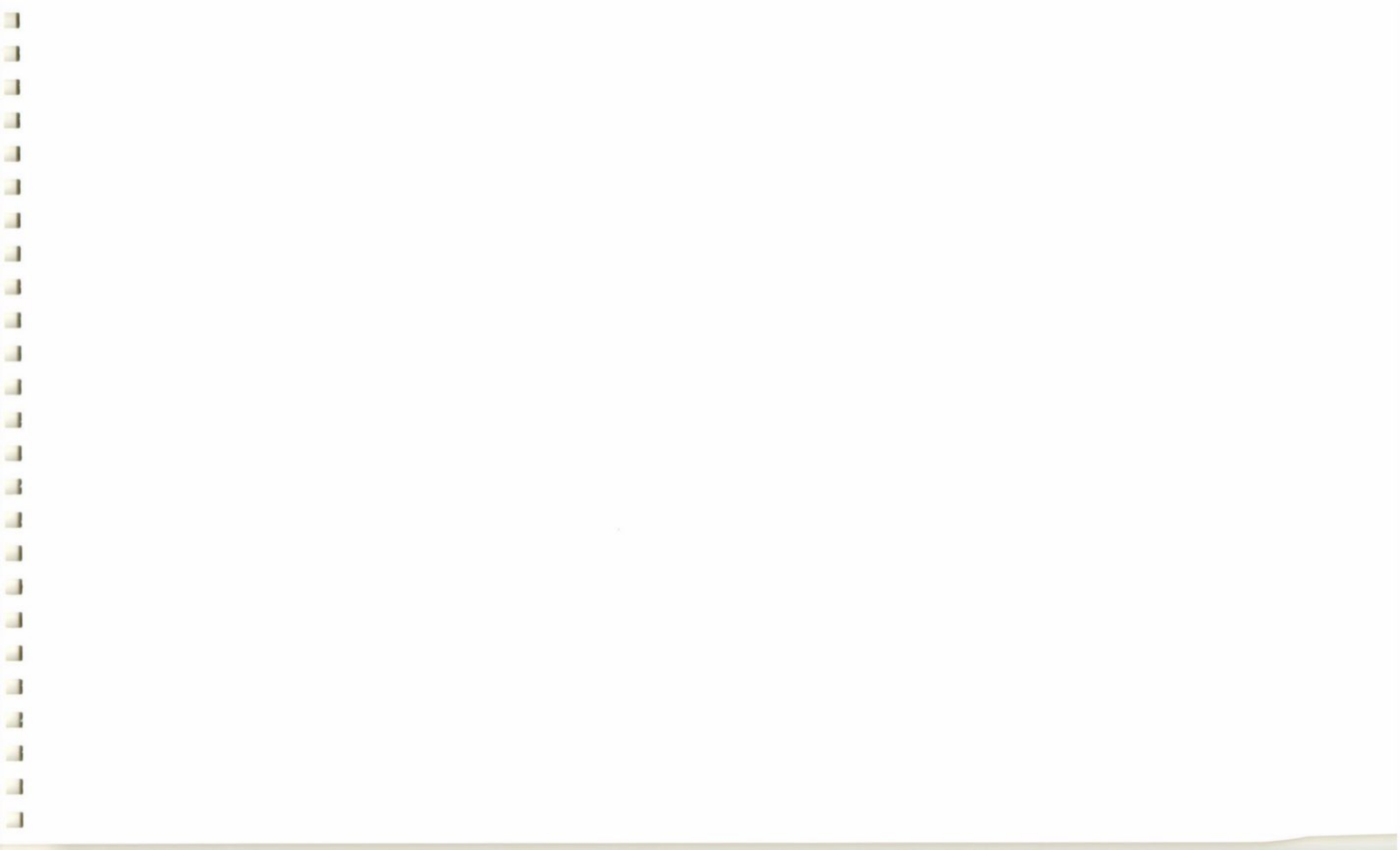




# **COMPENDIUM OF ALLOWANCES FOR THE BELIZE PUBLIC SERVICE**

MINISTRY OF THE PUBLIC SERVICE AND MINISTRY OF FINANCE

1<sup>st</sup> 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.	<b>Acting Allowance</b>	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.	<b>Allowance in Lieu of Overtime</b>		<p>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</p> <p>Subject to PSR 2014: 32 (8) &amp; (9)</p>	<p>i. Rural Development Department</p> <p>ii. Agriculture Department</p> <p>iii. Cooperatives Department</p> <p>iv. Department of the Environment</p> <p>v. Central Information Technology Office (CITO)</p>	<p>Rural Community Development Officer</p> <p>* Extension Officer</p> <p>Cooperative Officer</p> <p>* Environmental Officer</p> <p>* Environmental Technician</p> <p>* Network Administrator I &amp; II</p> <p>*Systems Administrator I &amp; II</p>	\$300 per month

## 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
						*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	

## 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
					(iv) National Forensic Services	*Forensic Analyst I *Forensic Analyst II	\$150 per month
					(v) Police Department	*Commander Operations *Operations Regional Commander (Northern Commander, Southern Commander, Eastern Commander, Western Commander) *Formation Commander (13)	\$150 per month
		(2) Detective Allowance		Provided for the indefinite engagement of an officer in line with the execution of his duties	<b>(i) Police Department</b> - 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	<b>(i) Police Department</b> - Quick Response Team	ALL	\$200 per month

## 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
				(ii) Fire Department	*Assistant Fire Chief *Operations Officer Under Instructor's Allowance *Chief Mechanic *Assistant Chief Mechanic	\$200 per month
				(iii) Agriculture Department	*Extension Officer	\$150 per month
4.	<b>Canine Care Allowance</b>		Provided to officers involved in the care of canine	(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.	<b>Cashier Allowance</b>	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.	<b>Commuted Subsistence Allowance</b>	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.	<b>Commuting Allowance</b>	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.	<b>Entertainment Allowance</b>		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

## 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
					iii. ALL	Heads of Department	\$750 per month
						Pay scale 25 officer	\$500 per month
					iv. Belize Defence Force	Commander	\$750 per month
					v. Belize Coast Guard	Commandant	\$750 per month
9.	Extraneous Allowance			Provided for special duty performed by police Officers during the months of September, December and at Easter Time	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>(Crique Sarco Area only)</i>
						*Rural Caretaker	\$100 per month
		(2) Bush Allowance	PSR, 2014 (123)	Provided to officers engaged in operations in the bush and	i. Forestry Department	PSR Schedule 4	\$100 per month



## 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
				required to camp away from station	ii. Geology Department	PSR Schedule 4	\$100 per month
		(3) Jungle & Maritime Allowance	PSR, 2014 (123)	Provided to officers required to work in the jungle and maritime areas	i. Police Department	Officers so assigned	\$200 per month
					ii. **Fisheries Department	Officers so assigned	
					iii. **Forestry Department	Officers so assigned	
					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)	
					ii. Audit Department	Audit Clerk I/II	
		(1) Riggers Allowance			Police Department	Officers so assigned	\$200 per month
		(2) Dead Body Allowance			i. Police Department	Officers so assigned	\$50 per body

**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
				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) Emergency Medical Technician (Belmopan)	\$50 per trip
	(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) Nursing Assistant Grade I (Rural Health Nurses) Radiographer Medical Technologist	\$200 per month

## 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
					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
	(9) Risk Allowance			Police Department - Gang Suppression Unit (GSU)	Officers so assigned	\$500 per month
	(10) Wet and Dirty Conditions Allowance		Provided to officers who work under wet and dirty conditions	Department of Rural Development	Well Rig Operator	\$300 per month
12.	<b>Housing Allowance</b>	PSR, 2014 (121) (b)	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
	(1) Living-out Allowance		Provided to officers who live in camp	Belize Defence Force		\$250 per month

## 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
13.	<b>Honorarium</b>	Approved by Financial Secretary, CEOs and other Accounting Officers	An honorarium is granted as a "one off" payment for <b>extraordinary duties</b> performed. Such payment is to be made <b>only</b> 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	<p>Maximum of \$300</p> <p>Honoraria in excess of \$300 must be approved by the Financial Secretary</p>
14.	<b>Lodging</b>	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	<p>\$40 per night in districts</p> <p>\$50 per night in Placencia/Caye Caulker/San Pedro</p>
15	<b>Longevity Award</b>	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.	<b>Mileage Allowance</b>	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	<p>Motor Vehicle - \$1.30 per mile</p> <p>Motorcycle - ** \$0.60 per mile</p>

## 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
17.	<b>Relocation Grant</b>	PSR 2014(125)(a)	Provided to officers whose office has been relocated from one station to another station	ALL	Eligible officer	\$1,200
18.	<b>Resettlement Grant</b>	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.	<b>Responsibility Allowance</b>	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) SICA Secretariat Allowance		Ministry of Education	Officer so assigned	\$200 per month		
20.	<b>Revenue Collector's Allowance</b>	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.	<b>Specialist Allowance</b>		Allowance provided to officers who possess skills and competencies of a highly	i. Belize Defence Force	Pilot	10% of salary
					Mechanic	

**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
				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

**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
				competencies of a highly technical nature which is in short supply		Regional Health Manager	\$425 per month
						Deputy Regional Health Manager	
		(1) <b>Non-Private Practice Allowance</b>		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.	<b>Subsistence Allowance</b>	(1) Subsistence and Meal Allowance	PSR, 2014 (119)	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

**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
		(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
					ii. Belize Defence Force	Commander	\$250 per month
						Deputy Commander	
						Commanding Officer	
						Staff Officer	
iii. Belize Coast Guard	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	(1) Bicycle 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
		(2) Motorcycle Allowance			ALL	Eligible officers	**\$100 per month



## 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	
	(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	
		(Cabinet's Approval)	Allowance provided to Heads of Department who are not assigned government vehicle	ALL	Eligible Officers	\$300 per month	
26.	Travel Allowance	(1) Per Diem Allowance	PSR, 2014 (128) (2)	Provided to officers for daily subsistence purposes whilst abroad on official travel	ALL	Eligible officers	US\$75 per diem
		(2) Reduced Per Diem Allowance					US\$30.00 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) US\$30 per diem (under 15 days)
		(4) Warm Clothing Allowance	PSR, 2014 (129) (1)	Provided to officers required to travel on official duty to countries with cold or temperate climates	ALL	Eligible officers	\$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	\$300 per annum	
					Lab Technician		

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

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.

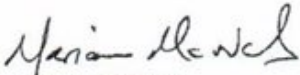
The Joint Staff Relations Council, at its meeting held in January 2015, conducted a review of the Compendium and recommended changes thereto, to the Minister of the Public Service and the Financial Secretary.

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