

## 41. WORKMEN'S GROUP

- 41.1 The Workmen's Group comprises the Workmen's Group – General and the Workmen's Group – Tradesmen. The Workmen's Group – General includes all those categories of employees who perform work of a comparatively routine nature while the Workmen's Group – Tradesmen includes those categories of employees possessing a skill measured by a trade test.

### WORKMEN'S GROUP – GENERAL

- 41.2 Employees in the Workmen's Group – General perform all the elementary duties and provide support to skilled workers and technicians. In terms of degree of skills, these employees are classified into two categories namely the unskilled and the semi-skilled workers including their supervisors as well. The grades in this group represent a sizeable proportion of the total labour force in the public sector which cut across invariably all Ministries and Departments in the Civil Service. Certain grades being departmental ones are specific to their respective organisations while the generic ones form part of a pool operating under the administrative control of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR).
- 41.3 For this review exercise, various meetings were held with Unions whereby employees from almost all Ministries/Departments were given the opportunity to depose at the Bureau. Their main representations were geared towards creation of additional levels/posts; merging/demerging of grades; filling of vacant posts; amendment of qualifications requirements; provision of allowances, training, and duty free facilities; grant of personal protective equipment; and other enhanced benefits. These requests were lengthily discussed during meetings and parties were apprised that issues having technical implications would not be considered.
- 41.4 Additionally, the Bureau refrained from restyling grades which were considered to be gender bias as one of the objectives of the Bureau is to ensure that job appellations should, to the extent possible, be gender neutral. It was also remarked in some cases that staff side was not aware that their grades are already listed in Annex III of Chapter on 'Travelling and Car Benefits' for the grant of loan facilities to purchase an autocycle/motorcycle which, they took cognizance of, during meetings.
- 41.5 Though certain requests of staff side related to administrative, management and implementation issues which could have been dealt with at the level of the organisations, the Bureau, in a spirit of transparency, nevertheless deemed it necessary to seek the views of Management. These views were solicited both prior to and even after meetings held with Unions. The Bureau acknowledges the prompt response of Ministries/Departments and is thankful for the additional information submitted thereon which have been of paramount help in framing its recommendations. In some cases, though Management could not submit their views, we have, to the extent possible, made recommendations accordingly.

- 41.6 The Bureau has equally noted with much concern that the grade of Library Attendant/Senior Library Attendant in the Ministry of Education, Tertiary Education, Science and Technology has been restyled Library Auxiliary/Senior Library Auxiliary in the Civil Establishment Order of 2019 without following the appropriate procedures. It is worth pointing out that restyling of grades is considered only in the context of a general review or acceded to with the approval of the High Powered Committee. Organisations should, therefore, refrain from so doing at their level as high sounding appellations may not be appropriate. Pursuant to the foregoing, **we strongly recommend that all requests for restyling should imperatively be submitted to the Bureau through the MPSAIR and the latter, being the sole authority responsible for updating of Civil Establishment Order, should ensure that the appellations of grades be strictly in accordance with our recommendations, or otherwise, as approved by the High Powered Committee.**

## GENERAL RECOMMENDATIONS

### Human Resource Planning

- 41.7 Increasing the number of posts of non-teaching staff with the advent of increase in the number of schools from 42 to 62 as well as filling of vacant posts, both at base and supervisory levels have been the common representations made by almost all the Unions of the Ministry of Education, Tertiary Education, Science and Technology. During meeting, union members raised their qualms on the inequality of treatment between teaching and non-teaching personnel in view of the fact that with the increase in the number of schools, the number of teaching staff has increased considerably while non-teaching staff has remained almost the same. Schools, therefore, face difficulties for replacement whenever non-teaching staff proceed on vacation leave. The non-filling of vacant posts creates demotivation since the heavy workload is distributed among the remaining staff and lack of supervisory level in most schools is hindering the efficient and effective service delivery. On the other hand, staff side of the Ministry of Health and Wellness have repeatedly requested for filling of vacant posts and reported that due to lack of staff, employees of the Workmen's Group – General are often granted half an hour for lunch while those who perform the night shift are at times not granted the two hours lying-in period as there are no staff for relief. During consultations, the Bureau observed that the common demand of staff side of almost all organisations was geared towards increasing of posts and filling of vacancies.
- 41.8 Though in its last Report, the Bureau had recommended the conduct of a Human Resource Planning exercise by all organisations, it is noted that only a few organisations have implemented same. We reiterate that Human Resource Planning is the most important managerial function to ensure that the right type of people, in the right number, at the right time and place are motivated to do the right kind of work which would benefit both the organisation and the individual. We are, therefore, replicating the existing recommendation on Human Resource Planning.

## Recommendation 1

- 41.9 We recommend that all organisations should mandatorily carry out a Human Resource Planning exercise to assess the adequacy of staff to deliver successfully on their respective mandate.**

### Medical Surveillance

- 41.10 One of the statutory obligations of Management is to have regular occupational safety and health audits carried out by a Safety and Health Officer/Senior Safety and Health Officer so as to identify risks to safety and health. Subsequently, employees who run the risk of contracting occupational diseases are placed under a Health Surveillance Programme. Representations to this effect have been made by various Unions consisting, among others, the grades of Driver, Insecticide Sprayer Operator, Field Supervisor, Police Attendant Cadre, Computer Laboratory Auxiliary Cadre, Mortuary Attendant (on Roster) and Nursery Attendant (Fisheries) (Roster) Cadre. To ensure the safety and health of employees of the Workmen's Group – General, we are making provision for the conduct of a medical surveillance.

## Recommendation 2

- 41.11 We recommend that Management should make necessary arrangements with Health Authorities, wherever the need arises, for employees of the Workmen's Group – General to undergo a medical surveillance including regular health check-ups, free of charge.**

### Personal Protective Equipment

- 41.12 Employees, whose nature of work exposes them to risk of injury or health hazards or damage to clothing, are provided with protective clothing and/or equipment. Employers, therefore, have an obligation to ensure that suitable Personal Protective Equipment (PPE) is provided to their employees while it is the responsibility of the employees concerned to wear/use them in the performance of their duties with a view to protecting them from any health hazards. The Bureau has, however, noted that, in most organisations, there is a common problem on the issue of PPE as expressed by union members viz irregularity in the supply of PPE and inadequate quantity as well as provision of PPE which are of poor quality. It has also been reported that employees in some organisations are being called upon to make their own arrangements to purchase the PPE as they are provided with uniform allowance. The Bureau objects to this practice as the uniform allowance is granted to eligible officers in lieu of uniforms rather than PPE. The genuineness of the requests of the staff side was confirmed by the different Management who were consulted. The Bureau views that this issue should imperatively be regularised for the well-being of the employees and is recommending accordingly.

### Recommendation 3

**41.13 We recommend that Supervising Officers should ensure timely supply of good quality personal protective clothing/equipment in adequate quantity to employees whose nature of work warrants the wearing of protective clothing/item to protect them from bodily injury or health hazards.**

#### **Training to employees in the Workmen's Group - General**

41.14 The Bureau has, in its successive Reports, emphasised on the importance of training and development of staff as part of an overall strategy to inculcate a performance culture in Public Sector employees to better serve the citizen's demands and raise the level of professionalism of the Public Service. Though provision exists for a minimum of 40 hours of training per year for employees in the Workmen's Group, Unions have submitted that in most cases, training courses have not been mounted while in certain Ministries, employees in this category are required to make use of sophisticated equipment without being provided with any training. Management of the Ministries concerned informed that needful would be done for the provision of on-the-job training. Following numerous representations made by all Unions on the different training requirements, **a list has been compiled and included as Annex to the Chapter on Training and Development of Volume 1 of this Report.**

#### **Provision when sailing on boat**

41.15 Employees in certain cadres/grades namely Gardener/Nursery Attendant Cadre, Police Attendant Cadre, Survey Field Worker Cadre, Field Supervisor, Woodcutter, and other manual grades, are required to sail on boat/ship in the performance of their duties or when posted to Islets. A request was made by staff side for the provision of some form of compensation when traveling by sea. During discussion, the Bureau was informed that in some cases, employees who sail on boat/ship are not provided with appropriate personal protective equipment such as lifesaving jacket on account of short trip to be covered. The Bureau reacted that as per the law, it is the responsibility of the employer to ensure the safety, health and welfare of work of all his employees. **The Bureau therefore recommends that Management should, as per provision of paragraph 41.13 above, imperatively provide the appropriate personal protective equipment to employees whose nature of duties require them to sail on boat/ship.**

#### **Attendance of manual grades performing field work**

41.16 Staff side of various organisations have requested that employees who perform field duties should, after completion of their work, be allowed to depart for their place of residence from the site of work instead of returning to office to record their time of departure electronically. They proposed that the departure time of field workers should instead be recorded on the site of work by the Field Supervisor or Immediate Supervisor. In the course of consultations, staff side was informed that the Bureau is receptive to their demand but as the request pertains to an internal issue, **this matter should be dealt with administratively in a win-win manner.**

### Laboratory Auxiliary Cadre

- 41.17 In the 2016 PRB Report, the appellation "Auxiliary" was granted to all grades pertaining to the former Laboratory Attendant Cadre which was, thereafter, extended to the former Office Care Attendant Cadre in the Addendum Report 2016. The extension of the appellation to the other cadre has given rise to qualms from staff side as it was initially meant for the former Laboratory Attendant Cadre only. Hence, there is still a bone of contention on the appellation "Auxiliary". Parties were, therefore, requested to suggest appropriate appellations not in contradiction with the existing technical/departmental grades. Various appellations have been proposed by the staff side *viz* Laboratory Collaborator/Facilitator, Science Laboratorian, Science Education Laboratorian and School Science Laboratorian, among others.
- 41.18 After giving due consideration to all proposals from the staff side and in the absence of a more appropriate appellation, **the Bureau considers that the present one better reflects the nature of duties and should, therefore, be maintained.** However, this does not preclude Management and the Unions to submit their proposal anew through the established procedures after consultation with relevant stakeholders, provided a consensus is reached on the agreed appellation.

### Driver (Mechanical Unit)

- 41.19 Drivers (Mechanical Unit) have averred that a major part of their duties relate to driving and operating heavy equipment including dredgers, bulldozers, excavators, tico-cranes, rollers heavy tractors, track tractors, dumpers, skid loaders and bell loaders elevators. Incumbents should imperatively possess a goods vehicle driving licence to be able to acquire the Licence to drive tractors, dumpers or track tractors. This has prompted both the staff side and Management to request for an upgrading in salary as there has been an evolution in the complexity of the duties. A scrutiny of the Job Description Questionnaires has confirmed the averment of both parties and a fresh job evaluation has also been conducted for this review exercise. **The Bureau has taken into account all these elements in arriving at the salary recommended for the grade.**

### Qualifications requirements of the grades of Field Supervisor and Gardener/Nursery Attendant

- 41.20 The posts of Field Supervisor and Gardener/Nursery Attendant in different Ministries/Departments are presently filled by selection from among employees in the grade of General Worker reckoning relevant years of service and/or experience. Various representations have been made by staff side to enlarge the qualifications requirements of these grades to enable selection from a wider pool of candidates belonging to different grades in the Workmen's Group – General. During consultations, parties were informed that the onus to amend schemes of service rests with Management. Nevertheless, **the Bureau recommends that Management may consider the advisability of amending the qualifications requirements of the grades of Field Supervisor and Gardener/Nursery Attendant such that in future, the posts be filled by selection from among serving employees of the Workmen's Group – General on the permanent and pensionable establishment of the**

**Ministries/Departments concerned, with the relevant number of years of service and/or experience.**

**Duties of Handy Worker**

41.21 The grade of Handyman, subsequently restyled as Handy Worker, was created as a polyvalent and multifunctional grade in the 1998 PRB Report with a view to absorbing certain minor grades requiring little or no skill and the list of duties was clearly spelt out therein. During consultations, Unions of various organisations have reported that the Handy Workers, based on their posting, are called upon to perform additional duties which normally belong to other grades namely Gardener/Nursery Attendant, Office Auxiliary/Senior Office Auxiliary, Receptionist/ Telephone Operator, Stores Attendant and Tradesman's Assistant, among others. They added that owing to a lack of staff or unfunded posts, the Handy Workers are performing the additional duties on a regular basis. Hence, they requested for the abolition of the grade of Handy Worker such that these employees be absorbed in the higher grades, based on the qualifications presently possessed by incumbents. After examining the request, the Bureau has come to the conclusion that the grade of Handy Worker cannot be abolished as its services are still being required in numerous organisations.

**41.22 Pursuant to the foregoing, the Bureau considers that it is the responsibility of Management to ensure that the duties being performed by employees in the grade of Handy Worker are consistent with those prescribed in their scheme of service.**

**Schedule of Duties - General Worker**

41.23 As at date, the grade of General Worker in the Civil Service does not have a proper schedule of duties save for those who have been redeployed from Parastatal Bodies. Staff side has complained that the General Workers in various Ministries/Departments are called upon to perform a series of duties belonging to the grades of Office Auxiliary Cadre, Caretaker, Handy Worker and Tradesman, among others. It was agreed that the General Workers should not perform duties requiring a trade test which is of a higher level as they are classified as unskilled workers and the main duties include, *inter alia*, cleaning and maintaining the physical environment of offices and premises at a good standard; performing unskilled manual work; loading, unloading and moving stores items, equipment and furniture; and carrying out weeding and trimming works.

41.24 Consequently, Unions stated that these employees cannot continue to operate as such and it is high time that a proper list of duties be worked out for them. The fact that the grade of General Worker falls under the administrative control of the MPSAIR, **the Bureau recommends that the latter considers the advisability of framing a schedule of duties for the grade of General Worker.**

### **Assistance to Driver (Heavy Vehicles)**

41.25 In line with government policy to provide a safer work environment as well as to reduce the number of accidents, provision was made in the last Report for the posting of a Lorry Loader or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles). For this review, staff side of few Ministries have requested for the creation of a grade of Lorry Helper to assist the Driver (Heavy Vehicles) during operations. Management of the respective Ministries were, however, not in favour of an additional level on account of overlapping of duties between the grades of Lorry Loader and Lorry Helper. We are, therefore, replicating the existing provision.

### **Recommendation 4**

**41.26 We recommend that organisations should continue to look into the advisability of having 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.**

### **Risk Allowance**

41.27 In the last review exercise, provision was made for the conduct of a Risk Assessment Exercise by Ministries/Departments in view of the numerous representations made by staff side for the extension of the risk allowance to employees of the Workmen's Class notwithstanding whether they are exposed to higher than normal risk or not. Unions have submitted that this recommendation has, however, not been implemented in various Ministries/ Departments. In some instances, they have reported that the recommendations made by Safety and Health Officers through risk assessments and safety audits are not taken on board.

41.28 Considering the fact that one of the statutory obligations of Management is to have regular occupational safety and health audits carried out by Safety and Health Officers with a view to identifying risks to safety and health, we are making appropriate recommendation to address the issues reported thereon.

### **Recommendation 5**

**41.29 The Bureau recommends that Ministries/Departments should mandatorily ensure that a Risk Assessment Exercise is carried out by their Departmental Safety and Health Committee in line with provision made in Chapter 'Risk, Insurance and Compensation', of Volume 1 of this Report.**

### **Insecticide Sprayer Operator**

41.30 The staff side has submitted that the Insecticide Sprayer Operators are regularly exposed to noxious chemicals in the performance of their duties. These chemicals include, among others, Abed, Fendona, Oscar, Endona, Samda, Alphamoss, Aqua Kaotrine and Sulphur Dioxide. They added that due to regular exposure to chemical products, most of the incumbents suffer from severe and even chronic health problems. During consultation, the Bureau took cognisance of two vivid examples

where incumbents are suffering from skin disease and partial loss of eyesight due to continuous exposure to chemicals.

- 41.31 Union members also averred that their clothes get dirty and wet in the process of spraying the chemicals which is dangerous to their health as well as those who come in contact with them. They also contended that they are not provided with bathroom facilities or any such facilities to keep themselves clean. In line with the provision of the Mauritius Pesticides Control Act of 1972, **the Bureau considers that Management should make provision for adequate and suitable washing facilities, wherever possible, to keep the Insecticide Sprayer Operators clean.**
- 41.32 After indepth examination of all the requests as well as the Job Description Questionnaires, the Bureau concludes that there is merit in the demand for the grant of an allowance on account of regular exposure to noxious chemicals. We are recommending accordingly.

### **Recommendation 6**

- 41.33 **We recommend that incumbents in the grade of Insecticide Sprayer Operator who are regularly exposed to and handling noxious chemicals should be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale.**
- 41.34 **We further recommend that Management should make necessary arrangement with Health Authorities, for Insecticide Sprayer Operators and their Immediate Supervisor to undergo a medical surveillance.**

### **Cook Cadre**

- 41.35 Incumbents in the Cook Cadre across the Civil Service are presently eligible for a monthly risk allowance equivalent to one and a half increments at the initial salary of their respective salary scale in view of the fact that they are prone to burns, injuries, back sprain and varicosis in the performance of their duties. As this provision is serving its purpose, **the Bureau recommends that the present arrangement should continue to prevail. However, in the event the new quantum of allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.**

### **Allowance for Collection and Deposit of Keys at Police Stations**

- 41.36 Incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations are paid a monthly non-pensionable allowance, subject to set criteria. We are, while maintaining the provision, revising the quantum of the allowance.



**Recommendation 7**

**41.37 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 375 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 525 for having to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.**

**SPECIFIC RECOMMENDATIONS****OFFICE OF THE PRESIDENT****Driver (Roster- day and night) (New Grade)**

41.38 Management has submitted that the activities/functions of the Office of the President are mostly organised after office hours which last till late at night and when public transport is not available. Drivers are consequently required to work till early the next morning for the conveyance of staff, thus leading to inadequate rest and excessive fatigue. Management has, therefore, requested for a grade of Driver (Roster – day and night) with a view to reducing the likelihood of safety, health and accident problems. We concur with the views thereof and are recommending accordingly.

**Recommendation 8**

**41.39 We recommend the creation of a grade of Driver (Roster – day and night). Appointment thereto should be made by selection from among serving employees, on permanent and pensionable establishment of the Office of the President, possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification and a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons.**

41.40 Incumbent would, *inter alia*, be required to drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Office of the President; carry out simple checks/maintenance tasks; report any defect observed to the Officer-in-Charge of transport and take the vehicle to workshop for repair/servicing; attend to minor repairs; and perform messengerial duties, as and when required.

41.41 Incumbent will also be required to work on a roster basis (day and night) including Sundays and Public Holidays.

**41.42 We also recommend that incumbents in the grade of Driver be given the option to join the new grade of Driver (Roster- day and night) and on joining be granted two increments in all, subject to the top salary of the new grade. The post of Driver should, thereafter, be abolished on vacancy.**

**Sanitary/Cleaning Attendant (New Grade)**

41.43 The main duties of the Sanitary Attendant are related to the cleaning of toilets and bathrooms. Management has informed that incumbent, in addition to his normal set of duties, is also performing all cleaning works. Hence, a request has been made to restyle the grade of Sanitary Attendant into Sanitary /Cleaning Attendant to reflect the actual duties devolving upon the incumbent. During meeting, Management was apprised that the request does not constitute a mere restyling but an amendment in the present conditions of service which would not be appropriate. The Bureau suggested that a grade of Sanitary/Cleaning Attendant may instead be created against abolition of the grade of Sanitary Attendant, to which Management subscribed.

**Recommendation 9**

**41.44 We recommend the creation of a grade of Sanitary/Cleaning Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the Office of President possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.**

41.45 Incumbent would, *inter alia*, be required to clean toilets and bathrooms; and perform all other cleaning duties.

**41.46 We further recommend that incumbent in the grade of Sanitary Attendant be given the option to join the new grade of Sanitary/Cleaning Attendant and the grade of Sanitary Attendant be abolished on vacancy.**

**Butler, Office of the President**

***formerly Butler***

**Senior Assistant Butler**

***formerly Senior Household Attendant***

**Assistant Butler (on Roster)**

***formerly Household Attendant (on Roster)***

41.47 Prior to the publication of this Report, a request was made by Management to restyle the existing grades of the Household Attendant Cadre such that henceforth, incumbents would form part of the Butler Cadre; and upgrade the existing qualifications requirement to include the National Certificate in Housekeeping. Management viewed that it is imperative to have knowledgeable staff with appropriate skills and competencies to improve efficiency and in the interest of the excellent hospitality extended by His Excellency to Heads of States and eminent personalities. We have analysed the requests and consider that there is merit in the case. After examining the Job Description Questionnaires duly filled in the context of this review exercise, we conclude that there is a need to bring amendments to both the appellation and qualifications requirement of these grades commensurate with the duties being performed by incumbents. We are making appropriate recommendations to this effect.

## Recommendation 10

41.48 We recommend that the following grades be restyled as hereunder:

From	To
Butler	Butler, Office of the President
Senior Household Attendant	Senior Assistant Butler
Household Attendant (on Roster)	Assistant Butler (on Roster)

41.49 We additionally recommend that, henceforth:

- (i) the grade of Butler, Office of the President *formerly Butler* should be filled by selection from among serving employees on the permanent and pensionable establishment of the Office of the President possessing a Certificate of Primary Education or Primary School Achievement Certificate and showing proof of having sat for the Cambridge School Certificate or General Certificate of Education. Candidates should also possess a National Certificate Level 4 in either Housekeeping or Restaurant and Bar Services awarded by the Mauritius Institute of Training and Development;
- (ii) the grade of Senior Assistant Butler *formerly Senior Household Attendant* should be filled by selection from among employees in the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)* reckoning at least five years' service in a substantive capacity in the grade; and
- (iii) the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)* should be filled by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate and showing proof of having sat for the Cambridge School Certificate or General Certificate of Education as well as possessing a National Certificate Level 3 in either Housekeeping or Restaurant and Bar Services or Villa Services awarded by the Mauritius Institute of Training and Development.

41.50 A Qualification Bar (QB) has also been inserted in the salary scale of the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)*. **Incumbents should possess the National Certificate Level 3 to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

### Personal Attendant

41.51 As per existing provision, an employee of the Office of the President is assigned the duties of Personal Attendant against payment of an allowance. Management has requested to maintain the position of Personal Attendant. We are, therefore, replicating the existing provision.

**Recommendation 11**

- 41.52 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 Auxiliary/Senior Office Auxiliary Cadre**

- 41.53 Provision exists for the payment of an *ad hoc* allowance of Rs 190 per sitting to employees in the Office Auxiliary/Senior Office Auxiliary Cadre who, during parliamentary sittings, perform work which are over and above their normal set of duties. This provision, being appropriate, should continue to prevail. The quantum of the allowance is, however, being revised.

**Recommendation 12**

- 41.54 We recommend that the *ad hoc* allowance payable to employees in the Office Auxiliary/Senior Office Auxiliary Cadre, who, during Parliamentary sittings perform work over and above their normal set of duties, be revised Rs 200 per sitting.**

**PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS AND MINISTRY FOR RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY****MAURITIUS POLICE FORCE****Cook Cadre**

- 41.55 Staff side has made representations for: the grant of specific allowances; creation of additional levels and posts; review of scheme of service; and provision of training. During meeting, union members submitted that Cooks (on Roster) who are posted at the Special Mobile Force prepare and serve food for around 900 Police Officers, on a daily basis. Thus, they requested for additional compensation for serving food. Parties were informed that these elements have already been considered in determining the salary of the grade and creation of one additional level to assist the Cooks (on Roster) is not warranted. Union members raised their qualms on the lack of promotional prospects for Cooks (on Roster) since the ratio of Senior Cook to Cook (on Roster) stands at 8:102. They added that they are not provided with meal or meal allowance whenever they perform overtime or two shifts at a stretch. **This issue was taken up with Management who has informed that henceforth needful would be done for the provision of meals to the Cooks (on Roster) whenever they would be unexpectedly retained on duty for at least three hours beyond their normal working hours.**

- 41.56 Union members apprised the Bureau that the scheme of service of the grade of Cook (on Roster) dates back to 1982 and should be reviewed to reflect the actual requirements of the job. It was agreed that onus for amending the scheme of service falls under the responsibility of Management. On the issue of training, parties were sounded that the Bureau has made ample provisions in its successive Reports on continuous training of public officers for effective service delivery.
- 41.57 The Bureau has studied the requests of staff side **and views that Management considers the advisability of increasing the number of posts of Senior Cook to exercise supervisory function; and also the number of Cooks (on Roster) to ease the heavy workload involved in the preparation and serving of meals.**

### **Police Attendant Cadre**

- 41.58 The main demands of Unions were focused on review of salary; grant of risk allowance and duty free facilities; increase in the number of posts; and review of conditions of service. It has been pointed out that due to lack of personnel in some Police Stations, the duties of Police Attendant/Senior Police Attendant are being performed by the Head Police Attendant, on a regular basis. Further, a few Police Stations have not been provided with a Police Attendant/Senior Police Attendant for the past few years and incumbents in the said grade are often called upon to serve two Police Stations concurrently without provision of an official transport to ease movement to the different site of work.
- 41.59 Certain issues pertaining to internal arrangement were also discussed during meeting where Unions were advised to take up same with Management. A request was also made for health surveillance as incumbents are exposed to detainees who may have contagious diseases. **The Bureau views that Management may stand guided by the provision on Medical Surveillance as recommended at paragraph 41.11 above.** To address the issue relating to lack of personnel, **we recommend that Management considers the advisability of carrying out a Human Resource Planning exercise for the rightsizing of its staff.**

### **FORENSIC SCIENCE LABORATORY**

#### **Forensic Laboratory Auxiliary Cadre**

- 41.60 The main demand from the staff side pertain to: merging of grades; creating additional levels/posts; filling of vacant posts; granting of risk allowance; provision of personal protective equipment and enhancing conditions of service. Requests which were found to have technical implications were discarded and the parties were so apprised during the consultative meeting. As regards provision of PPE, creation of additional posts as well as filling of vacant posts, they were informed that onus rests with Management.
- 41.61 A request was also made for the grant of an allowance for carrying out archiving, incineration of post-mortem samples and other hazardous items such as drug wastes. During consultation, the Bureau was informed that the archiving duties are time consuming and risky for which incumbent would be responsible in case a file is

lost/misplaced. **This issue was taken up with Management during the meeting and the latter informed that archiving duties are mostly performed by officers in the Forensic Technologist Cadre who are assisted by employees in the Forensic Laboratory Auxiliary Cadre.**

### **Handy Worker**

41.62 Submission has been made by staff side to restyle the grade of Handy Worker to Forensic Stores Attendant as the duties being performed by the only Handy Worker in post are over and above those prescribed in the scheme of service. During discussion, parties were informed of the technical implications in acceding to the request for restyling and viewed that **it is the responsibility of Management to ensure that the duties performed by the Handy Worker are adhered to what have been prescribed in the scheme of service.** A request for risk allowance was also made whereby the Bureau explained the philosophy behind the grant of such allowance.

## **MAURITIUS PRISON SERVICE**

### **Senior Cook (New Grade)**

41.63 The Prisons Catering Unit caters for the daily provision of breakfast, lunch and dinner for the detainees in all penal institutions. At present, the meals are prepared by the Cooks (on Roster) who work under the supervision and guidance of the Prisons Staff. Both Management and staff side have submitted that there is no career prospect for employees in the grade of Cook (on Roster) and the absence of a senior level often impedes the proper running of the Prisons Catering Unit. We are supportive of their views and are reinforcing the structure with the creation of a senior level for proper supervision and coordination of work among the Cooks (on Roster).

### **Recommendation 13**

**41.64 We recommend the creation of a grade of Senior Cook. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Cook (on Roster) reckoning at least five years' service in a substantive capacity in the grade.**

41.65 Incumbents would, among others, be responsible for organising and controlling the day-to-day work of the Cooks (on Roster) in penal institutions; ensuring care and cleanliness of all catering equipment and utensils; maintaining a high standard of hygiene in the kitchen and its immediate surroundings; receiving and delivering foodstuff and provisions handed over by the officers of the Catering Department/Stores Section; assisting in the training of Cooks (on Roster); and performing the duties of Cook (on Roster) in a senior capacity, as and when required.

**Cook (on Roster)**

- 41.66 The representations of the staff side pertained mainly to creating a grade of Senior Cook, upgrading of salary, increasing the existing allowances, payment of overtime as well as grant of trade and rent allowances. During consultation, union members were provided with ample explanations for requests which could not be acceded to.
- 41.67 Additionally, the Bureau was apprised that employees in the said grade are often called upon to work beyond their normal working hours, on a regular basis and are granted time-off instead of payment of overtime. They added that, at times, they are not even granted time-off or any form of compensation for additional hours of work put in on grounds of lack of human resources or disruption of services if time-off is granted. The views of Management which were sought confirmed that Cooks (on Roster) who put in additional hours of work beyond their normal weekly hours of work, are compensated by time-off, in lieu of payment of overtime which is in line with the provisions governing overtime.

**Prisons Driver (Shift)**

- 41.68 In view of the specific nature of duties at the Mauritius Prisons Service, the grade of Driver (Shift) was restyled Prisons Driver (Shift) in the EOAC Report 2013. In the context of this Report, the staff side vehemently requested to revert the grade of Prisons Driver (Shift) to its former appellation of Driver (Shift) on account of the risks involved in driving prison vehicles while escorting violent and high risk detainees. This request was lengthily discussed with the union members during meeting and the constraint involved in reverting the said grade to its former appellation was underscored and was, therefore, not receivable. The other demands of union members pertained to reviewing the existing conditions of service as well as grant of an allowance for driving the ambulance in emergency cases when conveying detainees to hospitals. The request for the grant of allowance has been supported by Management who confirmed that the Prisons Drivers (Shift) drive the prisons ambulance for the conveyance of detainees and staff to hospitals whenever instructed by the doctors. After giving due consideration to all these facts, we are providing an incentive to the Prisons Drivers (Shift) who are called upon to drive the ambulance in emergency cases.

**Recommendation 14**

- 41.69 We recommend the payment of a monthly allowance equivalent to one increment at the initial salary to Prisons Drivers (Shift) whenever they are called upon to drive the ambulance of the Mauritius Prisons Service in emergency cases for the conveyance of detainees and staff to hospitals.**

**Meal Allowance**

- 41.70 Presently, in addition to the provisions governing meal allowance, Prisons Drivers (Shift), who are required to double their shift due to the exigencies of service, are either provided with meals where catering facilities are available or paid an allowance of Rs 130 for each meal. We are revising the quantum of the meal allowance.

**Recommendation 15**

- 41.71 We recommend that Prisons Drivers (Shift), who are required 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 150 for each meal.**

**DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING AND LAND USE PLANNING AND TOURISM****MINISTRY OF HOUSING AND LAND USE PLANNING****Survey Field Worker Cadre**

- 41.72 Representations of the staff side pertained to: demerging the grade of Survey Field Worker/Senior Survey Field Worker; grant of risk allowance and duty free facilities; and provision of training. During meeting, parties were informed that the request for demerging cannot be retained in view of its technical implications. They were also made aware of the philosophy behind the grant of specific allowances. Unions reported that, in the performance of their duties, employees in the said cadre make use of expensive and sophisticated equipment *viz* GPS Rover. However, they learn by themselves as no specific training is provided to them. To this end, **the Bureau recommends that employees in the Survey Field Worker Cadre should be provided with appropriate on-the-job training in handling of heavy and sophisticated equipment which are essential in the performance of their daily tasks.**
- 41.73 Staff side was requested to furnish additional information on the various issues discussed during meeting, which were, however, not submitted. Hence, for want of information, we are maintaining the present structure.

**VICE PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY****ICT Laboratory Auxiliary Cadre*****formerly Computer Laboratory Auxiliary Cadre***

- 41.74 Request was made by the Unions to restyle the Computer Laboratory Auxiliary Cadre to ICT Laboratory Auxiliary Cadre which was supported by Management. As regards training, union members have drawn our attention that incumbents in this cadre are not provided with appropriate training in the use of new ICT equipment and they learn through 'trial and error'. Thus, keeping in view that training is an essential component in equipping the employees with upgraded skills and competencies, we are recommending accordingly as well as restyling the cadre to a more appropriate appellation.

**Recommendation 16**

- 41.75 We recommend that the grades of Computer Laboratory Auxiliary and Senior Computer Laboratory Auxiliary be restyled ICT Laboratory Auxiliary and Senior ICT Laboratory Auxiliary respectively.**



**41.76 We also recommend that Management should provide appropriate training to employees in the ICT Laboratory Auxiliary Cadre formerly Computer Laboratory Auxiliary Cadre, preferably during school holidays.**

41.77 The staff side have also made representations on: the hours of operation; increasing the number of posts/levels; provision of medical surveillance at regular intervals; as well as provision of training and duty free facilities. During consultation, union members were informed of requests which were not receivable by the Bureau. They pleaded that they should work five days a week instead of six days which would be cost effective for the Ministry to which Management was not agreeable owing to the operational needs of the schools. Union members also submitted that employees of this cadre have once been provided with a medical surveillance in line with the existing provision. The Bureau deems it imperative for these officers to undergo regular health check-ups and recommends that **Management should make necessary arrangements with Health Authorities, for employees in the ICT Laboratory Auxiliary Cadre formerly Computer Laboratory Auxiliary Cadre to undergo a medical surveillance in line with the provision of paragraph 41.11 above.**

### **General Worker**

41.78 The main requests of the staff side were related to change in appellation, provision of allowance, upgrading of salary and grant of loan facilities for the purchase of Motorcycles. It has been submitted that in most schools, the General Workers are performing the duties of School Caretaker on a full-time basis without any allowance. This issue has been cleared with Management and the Bureau has been informed that: the General Workers are performing manual work such as cleaning and weeding, among others which do not require any skill; and a responsibility allowance is granted to the General Workers who are called upon to perform the duties of School Caretaker.

### **Laboratory Auxiliary Cadre**

41.79 Union members made representations for: restyling of the cadre; upgrading of qualifications requirement and salary respectively; and merging of the two levels in the cadre. Ample explanations and justifications were provided to parties for requests which were not receivable. Union members averred that despite several requests made to Management, vacant posts have remained unfilled. Also, the ratio of Senior Laboratory Auxiliary to Laboratory Auxiliary is not appropriate and the laboratories in most secondary schools are operating without a Senior Laboratory Auxiliary. Although this relates to an internal issue, the views of Management were sought thereon to which they responded that a few secondary schools can operate without a Senior Laboratory Auxiliary on account of a decline in the number of students opting for science subjects.

41.80 During consultations, the staff side also voiced out that the responsibility for maintaining discipline during lunchtime is being entrusted to employees of the Workmen's Group - General only when in fact **maintenance of discipline within the school compound should be the concern of each and every member of the staff, both teaching and non-teaching.** Management on its side reacted that the

employees of the Laboratory Auxiliary Cadre are responsible for maintaining discipline in the respective laboratories, under the supervision of the Educator and such issues should be dealt with administratively.

**Library Auxiliary/Senior Library Auxiliary  
formerly Library Attendant/Senior Library Attendant**

- 41.81 Submissions of the staff side were mainly for pay parity, creation of Head Library Attendant and provision of training in Health and Safety and other fields relevant to the job. During meeting, Union members stated that due to lack of staff, the Library Attendant/Senior Library Attendant are, at times, required to serve two school libraries concurrently. In schools where there is only one Library Attendant/Senior Library Attendant, incumbent faces difficulties to break for lunchtime as the Library is open during short breaks and lunchtime. The views of Management were sought on the aforementioned administrative issues and the latter submitted that the increase in the number of post may be taken up in the next budgetary exercise whereas an internal arrangement has been made for the lunchtime of staff not to coincide. Management is, however, not in favour of a supervisory level as supervision is exercised by the technical staff of the library.
- 41.82 In light of the foregoing, we are restyling the grade to reflect the change in appellation which was made in the Civil Establishment Order 2019.

**Recommendation 17**

- 41.83 We recommend that the grade of Library Attendant/Senior Library Attendant be restyled Library Auxiliary/Senior Library Auxiliary.**
- 41.84 We also recommend that the grade of Library Attendant/Senior Library Attendant on the establishment of the National Assembly and the Rodrigues Regional Assembly be restyled Library Auxiliary/Senior Library Auxiliary.**

**School Caretaker Cadre**

- 41.85 Unions have represented for the creation of additional levels/posts, upgrading of salary, changing the appellation of the cadre, provision of training and loan facilities for the purchase of motorcycles. During meeting, parties were informed that the present hierarchical structure is fit for purpose and hence, creation of additional level is not warranted. Staff side also pleaded that the present mode of appointment to the grade of Senior/Head School Caretaker be maintained, to which the Bureau has no objection.
- 41.86 Union members further averred that incumbents in the School Caretaker Cadre provide assistance in handling of IT equipment and should, therefore, be provided with appropriate training. They were informed that onus for provision of training rests with Management. Additionally, Unions complained that a few schools do not have Security Guards and the School Caretakers are performing the duties of the latter grade on a full-time basis. They added that the schools should be equipped with a gatepost as the School Caretakers are often called upon to sit near the gate which is

not practical. As this request could be dealt with administratively, Union members were advised to take up same with Management. On the issue of conditions of service, parties were informed that these would be looked into by the Bureau.

### **Allowance for cleaning Computer rooms/Specialist IT rooms**

41.87 Incumbents in the School Caretaker Cadre who are assigned the task of cleaning Computer rooms/Specialist IT rooms are eligible for a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary *formerly Computer Laboratory Auxiliary*. **As this arrangement is appropriate, we recommend that it should continue to prevail.**

### **Stores Attendant**

41.88 Union members have requested to restyle the grade of Stores Attendant into Stores Auxiliary, increasing the number of posts, creation of a grade of Senior Stores Attendant, review of qualifications requirement, upgrading of salary, grant of risk allowance and request for site visit at the Central Supplies Division. Parties were informed of requests which were not receivable by the Bureau as well as issues which fall under the ambit of Management. As regards creation of a grade of Senior Stores Attendant, Management did not support the request. It is worth noting that the site visit at the Central Supplies Division had been scheduled by the Bureau. However, the Union members when contacted, informed that the Division could not receive the officers of the Bureau as the said office was being transferred to another location.

### **Workshop Assistant Cadre**

41.89 Both Management and staff side have pleaded for an upgrading of salary commensurate with the qualifications and evolution in the nature and complexity of duties shouldered by incumbents in the Workshop Assistant Cadre. The other requests of staff side pertained to restyling of the said cadre into Design and Technology Laboratory Auxiliary Cadre in line with reform in the education sector; creation of additional posts of Head Workshop Assistant; and provision of training. The request for restyling was turned down by the Bureau while Union members were enlightened on those requests which fall under the responsibility of Management.

41.90 On the issue of training, union members expressed their concern that students should not be unduly penalised as the services of the Workshop Assistant Cadre are of utmost importance in the conduct of practical classes and examinations. Hence, they proposed that the training programmes should be conducted during school holidays similar to the full-day workshop mounted by the Ministry for employees in the Laboratory Auxiliary Cadre in 2018. We are making an appropriate recommendation to this effect.

### **Recommendation 18**

**41.91 We recommend that Management should provide appropriate training to employees in the Workshop Assistant Cadre, preferably during school holidays.**

## VICE PRIME MINISTER'S OFFICE, MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT

### Handy Worker (Special Class) (New Grade)

41.92 Presently, the Field Services Unit of the Ministry is manned mainly by employees belonging to the Workmen's Group namely General Workers, Handy Workers and Tradesman's Cadre. Management has submitted that the Handy Workers are performing certain duties which do not form part of their scheme of service. With a view to regularizing this situation, they requested for the creation of a level of Handy Worker (Special Class) to which we are agreeable and are recommending accordingly.

### Recommendation 19

**41.93 We recommend the creation of a grade of Handy Worker (Special Class). Appointment thereto should be made by selection from among serving employees on permanent and pensionable service possessing the Certificate of Primary Education or Primary School Achievement Certificate and reckoning at least three years' service in a substantive capacity. In the absence of qualified serving officers, consideration will also be given to candidates who show proof of being literate.**

41.94 Incumbent would be responsible, *inter alia*, to: clean and upkeep all areas and sections including yards, floors, walls, windows, staircase, corridors, bathroom and toilets; answer telephone calls, take and transmit messages; perform any unskilled manual work and simple gardening duties, as and when required; operate and effect simple maintenance and repairs of equipment such as bush cutter; collect and dispose of refuse; carry out simple repair works and ensure that all tools and equipment are kept in good working condition; handle, carry, pack, load and unload store items, goods and materials; and assist Drivers in effecting minor repairs of the vehicles including unmounting and changing of tyres and performing other ancillary works associated with the day to day running of the vehicles.

### Leading Hand/Senior Leading Hand

41.95 The grade of Leading Hand/Senior Leading Hand is presently filled by selection from among employees on permanent and pensionable establishment in the grades of Handy Worker, Refuse Collector and General Worker possessing the Certificate of Primary Education and reckoning at least five years' service in a substantive capacity in their respective grade. It has been reported that the grade of Gardener/Nursery Attendant is a dead-end post and the rate of turnover in this grade is high due to lack of promotion prospects. Staff side has, therefore, requested that employees in the said grade be allowed to compete for the post of Leading Hand/Senior Leading Hand. As the onus for amending schemes of service rests with Management, their views were sought thereon to which they have no objection. **The Bureau therefore views that Management should consider reviewing the qualifications requirement of the grade of Leading Hand/Senior Leading Hand to include the grade of Gardener/Nursery Attendant and such amendment should be made after**

**consultation with all stakeholders in line with the general guidelines stipulated in the 'Handbook for Drafting Schemes of Service in the Public Sector.**

- 41.96 It has also been reported that, due to lack of employees in the grade of Foreman, those in the grade of Leading Hand/Senior Leading Hand possessing a trade certificate are required, on a regular basis, to perform the duties of the former grade, without any allowance. Union members were advised to take up the matter with Management as general provision exists for the payment of allowance for shouldering higher responsibilities over and above the normal set of duties.

**Task Work for employees posted in the Field Services Unit**

- 41.97 The Field Services Unit is responsible for the execution of minor repairs and maintenance of infrastructural works and projects for the Ministry and other public institutions. It is manned by employees in the grades of Leading Hand/Senior Leading Hand, Handy Worker, Refuse Collector and General Worker. The proposal of both Management and staff side was in the same vein viz employees of the Field Services Unit be allowed to operate on a task work basis in view of its specificity of operation. During meeting, parties were informed that **Management has the prerogative to implement the concept of task work in line with the existing provision of the Chapter on 'Task Work in the Public Sector' of Volume 1 of this Report.**

**MAURITIUS METEOROLOGICAL SERVICES**

**Stores Attendant (New Grade)**

- 41.98 Presently, the Mauritius Meteorological Services does not have staff for the upkeep of its stores section and incumbent in the grade of General Worker is being required to perform the duties of Stores Attendant, on a roster basis, without any allowance. Management has submitted that the Internal Control Report recommended that a Stores Attendant be posted therein to prevent leakage of information and they have thus pleaded for the creation of that grade, to which we subscribe.

**Recommendation 20**

- 41.99 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees on permanent and pensionable service possessing the Certificate of Primary Education or Primary School Achievement Certificate and having a good knowledge of stores duties and items of stores.**

- 41.100 Incumbent would be responsible, *inter alia*, for opening and closing of store apertures; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; collecting and despatching stores correspondence; placing and arranging items of store on shelves and maintaining them clean and in order; and assisting in any work relating to inventories and surveys.

**MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL SOLIDARITY****Social Security Attendant**

41.101 The main demands of Union were related to restyling of grade, alignment of salary, increasing the number of posts, creation of a grade of Senior Social Security Attendant and provision of risk allowance as well as training. All the requests were lengthily discussed with staff side and they were informed of requests which were not receivable by the Bureau. During the course of the meeting, the Bureau was apprised that, following the declaration of a cyclone warning Class 3, the services of the Social Security Attendants are retained which are often beyond three hours. These employees have to make their own transport arrangement as no official transport is provided to them to reach their place of residence. Additionally, they are not refunded the transport fee borne by them. This issue was raised with Management who informed that, in future, the refund of transport fee borne by incumbents may be considered. Moreover, Management is not in favour of creation of a senior level as only one Social Security Attendant is posted in each local office and the increase in the number of posts of Social Security Attendant would be considered in the next Budgetary exercise.

**MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE****Environmental Laboratory Auxiliary Cadre  
formerly Laboratory Auxiliary Cadre**

41.102 Submissions of the staff side pertained to restyling of grade, upgrading of salary, creation of additional levels and grant of risk allowance. Union members were informed that the issue of salary would be looked into holistically and that creation of additional levels depends on the operational needs of the organisation. They were also advised to submit the request for risk allowance to the MPSAIR. It should be pointed out that the views of Management were sought on this issue to which they did not subscribe. Further, staff side proposed a new appellation for the Laboratory Auxiliary Cadre which has been supported by Management. To reflect the duties devolving upon incumbents, we are restyling the grades in the Laboratory Auxiliary Cadre accordingly.

**Recommendation 21**

**41.103 We recommend that the grades of Senior Laboratory Auxiliary and Laboratory Auxiliary be restyled Senior Environmental Laboratory Auxiliary and Environmental Laboratory Auxiliary respectively.**

**On-Call Monthly Commuted Allowance**

41.104 Drivers who are required to be on-call to attend to environmental hazards/emergencies are presently paid a monthly commuted allowance of Rs 325. This provision being appropriate, should continue to prevail. We are revising the quantum.

**Recommendation 22**

**41.105 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 revised to Rs 345.**

**ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY****MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY****Apiculture Section**

41.106 Management has submitted that employees in the grades of Senior Laboratory Auxiliary, Laboratory Auxiliary and General Worker posted at the Apiculture Section perform specific duties when assisting the Apicultural Officer in the performance of his duties. These employees are being compensated by way of an *ad hoc* allowance which has been determined and approved by the MPSAIR. Management has, therefore, requested that these employees be granted a risk allowance as they are involved, among others, in: transportation of bee colonies, beekeeping equipment and materials; preparation of honey syrup for feeding of bee colonies; cleaning of sites where bee colonies are kept; providing assistance in honey extraction; and placement of varroa control products in bee hives. They also submitted that these employees are provided with protective clothing to protect them from bee sting. After examining the request, **the Bureau considers that Management should continue with the present arrangement regarding grant of *ad hoc* allowance.**

**Driver (Heavy Vehicles above 5 tons)****Driver (Mechanical Unit)****Driver (Ordinary Vehicles up to 5 tons)****Driver (on Shift)**

41.107 Representations from the staff side were mainly geared towards enhancing the conditions of service; upgrading of salary; and reinstating the grade of Lorry Helper. Union members complained that there is inequality of treatment as not all Drivers of respective Sections/Divisions of the Ministry are granted mobile cards. This issue was raised with Management and the Bureau has been assured that this request is being favourably processed at the level of the Ministry. Plea was also made for a Washing Point to be made available at the Transport Unit of Redit for washing of the government vehicles since the Drivers who have the vehicles under their custody have to wash same at their place of residence. Management, on its side, reacted that a washing bay with water tank and hose is already available at the said Unit. Further, union members have requested to increase the number of posts of Drivers (on Shift) performing the night shift. Parties were however informed during the meeting that this demand should be channelled to Management, to which they agreed.

41.108 A case was also made to reinstate the grade of Lorry Helper to provide help and support to the Driver (Heavy Vehicles above 5 tons) and Driver (Mechanical Unit). This was not receivable as there already exists a grade of Lorry Loader whose duties as per

the scheme of service provide that incumbent should, among others, accompany Drivers in lorries or other Government vehicles and assist in case of breakdown.

### **On-Call Commuted Allowance**

41.109 Staff side submitted that two Drivers are called upon, on a roster basis, to remain on call for a whole month to attend to emergency cases in relation to animals. They, therefore, requested for an appropriate allowance which has been supported by Management. The Bureau has analysed the issue and with a view to enhancing service delivery, we are making relevant provision to this effect.

### **Recommendation 23**

**41.110 We recommend that Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals be paid a monthly On-Call Commuted Allowance of Rs 345.**

### **General Development Workers**

***formerly Stores Attendant, Gangman, Timekeeper, Leaf Checker (TDA/Teafac)***

41.111 Requests of Unions related to alignment of salary and grant of allowances for assuming higher responsibilities. It has been represented that the General Development Workers who were formerly *Stores Attendant, Gangman, Timekeeper, Leaf Checker* at the defunct TDA/Teafac are being called upon to perform duties of a higher nature. However, only the ex-Gangman are being granted a monthly *ad hoc* allowance based on their posting and same has been confirmed by Management. The Bureau views that this issue should be looked into by Management as provision for the payment of a responsibility allowance already exists for employees performing duties of a higher level. As regards alignment of salary, Unions were informed that it would be looked into holistically.

### **Livestock Attendant Cadre**

***formerly Stockman Cadre***

41.112 Staff side pleaded for a gender neutral appellation of the Stockman Cadre to enable recruitment of female employees. They proposed that the present cadre be restyled Animal Husbandry Assistant Cadre. Additionally, Management has requested for a departmental appellation for those Stockmen (on Roster) posted at the National Parks and Conservation Service. After a thorough analysis, we are not in favour of providing a departmental appellation. However, we are restyling the Stockman Cadre to better reflect the services provided by the Ministry.

### **Recommendation 24**

**41.113 We recommend that the grades of Stockman (on Roster) and Senior Stockman be restyled Livestock Attendant (on Roster) and Senior Livestock Attendant respectively.**

41.114 The main requests of union members were: review of salary; provision of adequate protective equipment and on-the-job training; increase in number of posts; payment of overtime; grant of meal and risk allowances; and restyling of the cadre. The various



requests were lengthily discussed during consultative meetings and parties were apprised of issues which could not be acceded to and/or issues which should be dealt with at organisation level. The Bureau is convinced on the importance of on-the-job training and **considers that Management should provide on-the-job training to employees of the Livestock Attendant Cadre formerly Stockman Cadre with a view to enhancing their skills in handling of animals.**

- 41.115 Union members further averred that there is lack of staff as most Livestock are not provided with a Senior Livestock Attendant *formerly Senior Stockman* which impedes service delivery and quite often, there is only one Livestock Attendant (on Roster) *formerly Stockman (on Roster)* to perform the night shift. Hence, in emergency cases such as death or illness of animals, the only incumbent faces difficulty to leave the livestock unattended and proceed to the Office to make phone calls to inform the Senior Livestock Attendant *formerly Senior Stockman* and other officers concerned. The Bureau was also apprised that there is past records of employees of the Livestock Attendant Cadre *formerly Stockman Cadre* getting injured, while on duty, by the animals. However, due to absence of witness, they were not granted injury leave. In view thereof, **the Bureau is of the view that Management: considers the advisability of providing two Livestock Attendants (on Roster) formerly Stockmen (on Roster) in the Livestock for the night shift; and should carry out an HR audit to assess the adequacy of its staff.**

### Hatchery Operator

- 41.116 The Hatchery Operators requested for: upgrading of salary; amendment of qualifications requirement; creation of a senior level; and provision of training. During meeting, parties were informed of requests which could not be entertained and ample justifications were provided thereon. Union members averred that the duties have evolved with time whereby all the processes involved in hatching are very sensitive. Also, incumbents have the responsibility to set the incubator at the right temperature to prevent the eggs from getting burnt. They added that their services are often required at any time during the night and have to perform night duty on the eve of hatching and on any other night, as and when required. Hence, they pleaded for an upgrading of salary commensurate with the duties as well as the grant of loan facilities for the purchase of an autocytle/motorcycle to ease movement during the night. After studying the request as well as the newly filled in Job Description Questionnaire, **we are making provision for the grant of loan facilities to the Hatchery Operator for the purchase of an autocytle/motorcycle.**
- 41.117 A request was also made to amend the qualifications requirement of the grade such that the grade would, in future, be filled from Livestock Attendant Cadre *formerly Stockman Cadre* only as incumbents in the latter cadre have the relevant expertise. The views of Management were sought on this issue to which they reacted that employees in the Livestock Attendant Cadre *formerly Stockman Cadre* may also apply as the post of Hatchery Operator is filled from serving officers reckoning at least one year experience in a poultry hatchery.

41.118 It was also pointed out that no training is provided to the Hatchery Operators to operate the incubators and incumbents are learning through trial and error. The Bureau reiterates that it is the corporate responsibility of the Ministry to ensure sustained performance and productivity through training and development of its human resources. We are recommending accordingly.

### **Recommendation 25**

**41.119 We recommend that employees in the grade of Hatchery Operator should be provided with appropriate training in the effective use and handling of incubators.**

### **Survey Field Worker Cadre**

41.120 Submissions of employees in this cadre were mainly for: provision of training; review of salary; introduction of task work for those posted in the Forestry Service; walking allowance and specific allowance when posted in Islets; grant of hiking shoes; and loan facilities for the purchase of motorcycle. Most of these issues were cleared with Management and the latter averred that arrangements would be made with the Conservator of Forests for the provision of on-the-job training to the employees concerned in handling the heavy and sophisticated equipment in the performance of their daily tasks. The issue regarding introduction of task work system rests within the ambit of the Supervising Officer based on the operational requirements of the Ministry and union members were so apprised during the consultative meeting. Parties were also informed that their request for hiking shoes and other protective equipment should be channelled to the Standing Committee on Uniforms.

### **Walking Allowance**

41.121 It has been emphasised that, in the regular performance of their duties, employees in the Survey Field Worker Cadre are required to pole out and measure the survey lines in areas which are accessible only by foot and this was confirmed by Management. A study of the newly filled in Job Description Questionnaires has revealed that incumbents have to walk long distances in the performance of their duties. In view thereof, we are making appropriate provision to this effect.

### **Recommendation 26**

**41.122 We recommend the payment of a monthly Walking Allowance of Rs 300 to employees in the grades of Head Survey Field Worker and Survey Field Worker/Senior Survey Field Worker.**

### **Office Attendant (Ex-Tobacco Board) (Personal)**

41.123 The two Office Attendants (Ex-Tobacco Board) (Personal) in post have requested for an alignment of salary with that of the merged grade of Office Auxiliary/Senior Office Auxiliary. During meeting, they were informed that the request was not receivable and were provided with the reasons thereon. The Bureau was also apprised that one of them had already completed 24 years of service in the grade since 2005 but has not been granted the long service increment. Upon enquiry with Management, the

genuineness of the averment of the staff side was confirmed. **The Bureau was informed that the issue would be addressed at the earliest by the Ministry.**

#### **General Development Worker**

***formerly Warehouse Operative (Ex-Tobacco Board) (Personal)***

#### **General Development Worker**

***formerly Warehouse Worker (Ex-Tobacco Board) (Personal)***

41.124 Employees in the grades of General Development Worker *formerly Warehouse Operative (Ex-Tobacco Board) (Personal)* and General Development Worker *formerly Warehouse Worker (Ex-Tobacco Board) (Personal)* have submitted that they are performing the duties of Office Auxiliary/Senior Office Auxiliary, on a full time basis, without any allowance. They also submitted evidence of testimonials which have been granted to them by the Ministry acknowledging that these employees are performing the said duties. The views of Management were sought thereon and they have inadvertently reported that the salary scales of these two grades are higher than that of the grade of Office Attendant. **The Bureau is of the view that Management considers the advisability of providing some form of compensation to these employees.**

#### **Lorry Loader**

41.125 The proposals of the Lorry Loaders were related to: review of salary; amendment of scheme of service; and grant of risk allowance. During consultation, parties were sounded that the issue on revision of salary would be dealt with holistically. As regards amendment of scheme of service, they took note that the onus rests with Management after consultations with the relevant stakeholders. Staff side was invited to submit the request for risk allowance to the Risk Assessment Committee. Additional request on personal protective equipment was made during meeting to which the executive member of the Government Services Employees Association reacted that a comprehensive list of personal protective equipment would be worked out and same would be channelled to the Standing Committee on Uniforms.

#### **Sanitary Attendant**

41.126 Requests of the staff side pertained to: review of salary; creation of senior level; and grant of risk allowance. Parties were apprised of requests which cannot be entertained and ample explanations were provided during meeting. The Bureau was made aware that the Sanitary Attendants are not provided with face masks on a regular basis. The views of Management were sought on this issue who averred that face mask does not form part of the personal protective equipment granted to the Sanitary Attendants. However, following the outbreak of the Covid-19 pandemic, they were provided with washable face masks. Afterwards, provision of face masks has ceased since all employees have to make their own arrangements. In the course of the meeting, staff side also pleaded for a restyling of the grade on account of the stigma associated with the present appellation. Union members were requested to submit proposals for an appropriate appellation. Due to non-submission of relevant information, we are maintaining the present appellation.

### Woodcutter

41.127 The main demands of Woodcutters were to review the salary, create a senior level, and grant of risk allowance. Union members were informed that the issue on salary would be studied holistically while the creation of an additional level was not receivable as the element of supervision is being exercised by the Forest Conservation and Enforcement Officer. Parties were apprised of the philosophy behind the grant of risk allowance. Staff side also voiced out that, in the past, the Woodcutters were provided with milk and bananas for being regularly exposed to dusts in the performance of their duties. Such provision has however ceased. **The Bureau enquired on this issue and Management stated that arrangements would be made for the provision of milk and bananas to the Woodcutters.**

### Factory Operative Assistant

41.128 Requests of Unions related to merging and restyling of the grade of Factory Operative Assistant. Following the closure of the Richelieu Livestock Feed Factory, the Factory Operative Assistants have been redeployed in different Divisions of the Ministry. During consultation, staff side requested to restyle the grade of Factory Operative Assistant to Plant and Equipment Operator as most of them are performing the duties of the latter grade, on a full time basis. Union members were informed of the constraints for being unable to accede to the request which is technically not feasible. However, this does not preclude Management from considering other avenues for this grade.

### Toolskeeper

41.129 The grade of Toolskeeper is a promotional post for serving employees on permanent and pensionable establishment reckoning at least five years' service and possessing a Certificate of Primary Education. Union members have requested for a review of the salary to compensate for the lack of promotional prospects. During meeting, they were informed that this issue would be studied holistically.

### Gardener/Nursery Attendant Cadre

41.130 The Gardener/Nursery Attendant Cadre comprises three levels namely Gardener/Nursery Attendant, Senior Gardener/Nursery Attendant and Head Gardener/Nursery Attendant. Representations made by the staff side pertained to review of salary of the cadre, filling of vacant posts, provision of training and grant of risk allowance. Parties were informed that the grades would be re-evaluated based on information submitted in the newly filled in Job Description Questionnaires whilst filling of vacant posts rests with Management. On the issue of training, they were requested to prepare a list of training, which has, however, not been submitted. Additionally, they were advised to channel their request for risk assessment to the Risk Assessment Committee. After analysing the requests, the Bureau considers that the present structure is adequate and fit for its purpose.

**MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION****Swimming Pool Attendant (on Roster)**

- 41.131 Unions' representations were mainly geared towards upgrading of salary, creation of a senior level; restyling of grade; and grant of duty free facilities. The Bureau analysed the submissions made and parties were informed of requests which were not receivable.
- 41.132 In 2014, the scheme of service of the grade of Swimming Pool Attendant (on Roster) was amended to include an array of duties of the grade of Boiler Operator which comprise, among others, to: ensure the safe and efficient operation of the main boilers and associated plant, including routine attention; operate the boiler and feed manually in case of automatic systems fail; carry out minor repairs and maintain boiler house records. Union members therefore pleaded for a review of the initial salary to compensate for the additional duties. In the context of this review, a job evaluation exercise was carried out based on the newly prescribed duties. **All these elements have, therefore, been taken into consideration in arriving at the recommended salary.**

**MINISTRY OF LABOUR, HUMAN RESOURCE DEVELOPMENT AND TRAINING AND COMMERCE AND CONSUMER PROTECTION****LEGAL METROLOGY SERVICES****Driver (Mechanical Unit)*****formerly Heavy Vehicle/Mechanical Driver***

- 41.133 In the performance of his duties, the Heavy Vehicle/Mechanical Driver operates a crane on the lorry and a forklift as well. Management has, therefore, requested to restyle the grade to an appropriate appellation to reflect the actual nature of duties performed and to attract and retain incumbents. The Bureau, after due consideration, considers that the appellation of the grade of Heavy Vehicle/Mechanical Driver should be reviewed in consonance with the duties performed and responsibilities shouldered by incumbent and with a view to bringing uniformity in the appellation within the Civil Service. We are recommending accordingly.

**Recommendation 27**

- 41.134 We recommend that the grade of Heavy Vehicle/Mechanical Driver be restyled Driver (Mechanical Unit).**

**MINISTRY OF HEALTH AND WELLNESS****Health Laboratory Auxiliary (on Roster) (New Grade)**

- 41.135 Management has submitted that the services of Health Laboratory Auxiliaries are regularly required after their normal hours of operation for receiving and recording specimens for analysis purpose against payment of overtime. With a view to curbing down overtime costs, Management has requested for a change in their pattern of work and to restyle the grade of Health Laboratory Auxiliary into Health Laboratory

Auxiliary (on Roster). During discussion, they were informed of the technical implications of the request and were advised that a grade of Health Laboratory Auxiliary (on Roster) may instead be created, to which they were agreeable. We are making appropriate recommendation to this effect.

### **Recommendation 28**

**41.136 We recommend the creation of a grade of Health Laboratory Auxiliary (on Roster). Appointment thereto should be made by selection from among serving employees on permanent and pensionable establishment of the Ministry and possessing at least a pass in Biology or Chemistry or Physics obtained at the Cambridge School Certificate or at the General Certificate of Education "Ordinary Level" Examinations or an equivalent qualification acceptable to the Public Service Commission.**

41.137 Incumbent would, *inter alia*, be required to: clean the laboratory, benches, floors, glassware and other apparatus; be responsible for the first steps in almost all analyses; sterilise glasswares and culture media; help in the breeding of laboratory animals and in the preparation of culture media and various solutions; receive, sort and record specimens and channel them to sections concerned; destroy all infectious materials after analyses; keep all apparatus in good working condition; sort out and despatch urgent laboratory reports to wards and units; and operate the distilled water apparatus.

41.138 Incumbent will also be required to work on a roster basis including Saturdays, Sundays and Public Holidays.

**41.139 We also recommend that incumbents in the grade of Health Laboratory Auxiliary be given the option to join the new grade of Health Laboratory Auxiliary (on Roster) and on joining be granted one increment in all, subject to the top salary of the new grade. The post of Health Laboratory Auxiliary should, thereafter, be abolished on vacancy.**

**41.140 We further recommend that, with the creation of the grade of Health Laboratory Auxiliary (on Roster), the scheme of service of the grade of Senior Health Laboratory Auxiliary should be amended such that in future, the post of Senior Health Laboratory Auxiliary be filled by promotion, on the basis of experience and merit, of officers in the grades of Health Laboratory Auxiliary (Personal) and Health Laboratory Auxiliary (on Roster) reckoning at least 10 years' service in the respective grade or an aggregate of at least 10 years' service in the grades of Health Laboratory Auxiliary (Personal) and Health Laboratory Auxiliary (on Roster).**

### **Allowance when posted in Isolation Centre**

41.141 In the advent of a pandemic, staff side has requested that employees of the Workmen's Group – General Grades, who are posted in Isolation Centres for a specific period, be granted an allowance as, being frontliners, they are exposed to risk of

contamination. The Bureau has thoroughly analysed the request and considers that this issue may best be looked into, on an *ad hoc* basis, when the event will occur.

### Handling of Specimens

41.142 Numerous representations have been received from Ambulance Drivers (Shift), Drivers and employees in the Health Laboratory Auxiliary Cadre for the extension of the payment of a risk allowance, presently payable to officers in certain grades of the health sector who work in close and constant contact with mental patients, T.B Patients and drug addicts. The Ambulance Drivers (Shift) and Drivers contend that they take possession of specimen collected from patients and convey same to the Medical Laboratory while employees in the Health Laboratory Auxiliary Cadre claim that they are responsible for carrying out the first steps in almost all analyses. Hence, they are exposed to relatively higher risks than their colleagues in other grades. After study, **we recommend that a Risk Assessment Exercise should be carried out by the Departmental Safety and Health Committee with a view to determining whether Ambulance Drivers (Shift), Drivers and employees in the Health Laboratory Auxiliary Cadre are exposed to risks when handling specimens in line with provision made in Chapter 'Risk, Insurance and Compensation' of Volume 1 of this Report.**

### Refund of overtime

41.143 Employees of the Workmen's Group are normally eligible for one hour lunch. Numerous representations have been made by staff side to reduce the lunch time to half an hour as due to exigencies of the health services and lack of staff, these employees are quite often granted half an hour instead of one hour lunch. Similarly, those who effectively work on night shift are at times not granted the two hours lying-in period due to lack of employees for relief. However, it has been reported that, for the purpose of computation of overtime, one hour lunch and two hours of lying-in period are being deducted from overtime payment irrespective of the actual time granted for lunch or lying-in, which is not in order. During meeting, Unions were advised to channel this request to Management as it pertains to an implementation issue.

### Meal Allowance

41.144 It has been reported that for the past two years, there has been no provision of kitchen facilities at the Long Mountain Hospital as there has been a reduction in the number of patients. The meals of the patients are, therefore, being provided by the SSRN Hospital. Staff side has submitted that the employees of the Workmen's Group who are unexpectedly required to work after normal working hours are neither granted meal allowance nor provided with a meal. Management whose views were sought informed that these employees are provided with meals from the SSRN Hospital whenever they are retained to work after normal working hours.

**Attendant (Hospital Services) (Shift) Cadre**

- 41.145 The requests of staff side pertained to: the payment of a risk allowance to the Attendant (Hospital Services) (Shift) posted in the Labour Ward; grant of duty free facilities; upgrading of qualifications of Attendant (Hospital Services) (Shift); filling of the post of Senior Attendant (Hospital Services) (Shift) from Attendant (Hospital Services) (Shift) only; restyling of grades; revision of allowances; and filling of post. During consultations, parties were apprised of the philosophy behind the grant of risk allowance and duty free facilities. They were equally informed that the present qualifications requirement of the grade of Attendant (Hospital Services) (Shift) is appropriate and that the request for restyling and review of allowances would be studied holistically. It should be pointed out that the issue of restricting the post of Senior Attendant (Hospital Services) (Shift) to Attendant (Hospital Services) (Shift) only has not been supported by Management. During meeting, the Bureau was apprised that the wards are often provided with only one Attendant (Hospital Services) (Shift) for the night shift, thus posing difficulty for the only employee to take care of all the patients. In such a situation, incumbent is not provided with the two hours lying time. Management, when consulted, averred that there is presently a shortage of staff and upon recruitment, such a situation would not arise as the wards would be equipped with additional manpower.
- 41.146 On the other hand, as there is no right mix of male and female officers in the Attendant (Hospital Services) (Shift) Cadre, Management has requested to split the present appellation of the cadre into male and female which will eventually lead to separate recruitment in accordance with the requirement of the different Unit/Sections. This request was, however, not receivable by the Bureau and Management was apprised that job appellations have been rendered gender neutral, to the extent possible, in line with the gender neutral policies which aim at eliminating any form of discrimination.

**Bank Scheme of Attendant (Hospital Services) (Shift) Cadre**

- 41.147 Due to shortage of employees in the grades of Attendant (Hospital Services) (Shift) and Senior Attendant (Hospital Services) (Shift) respectively, a bank scheme has been established whereby the services of these employees who are off-duty or on leave or on retirement are enlisted to same on a sessional basis against payment of an all-inclusive allowance per session of four hours during Weekdays, Sundays and Public Holidays. One of the Unions has requested for the removal of the bank scheme or to remove the element of 'All-inclusive' while revising the quantum. During the course of discussion, parties were informed that the bank scheme was introduced upon request made by various Unions to ease the smooth delivery of services.
- 41.148 The Bureau has also been apprised that despite the fact that there are clear recommendations, the provision of bank scheme is being wrongly implemented such that employees in the Attendant (Hospital Services) (Shift) Cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work are paid at bank rate instead of overtime rate. It was agreed that the current practice should be regularised.



We are, while revising the quantum, replicating the existing provision on payment of overtime.

### **Recommendation 29**

**41.149 We recommend that Attendant (Hospital Services) and Senior Attendant (Hospital Services) who are off duty or on leave or on retirement and whose services are required to perform the duties of Attendant (Hospital Services) on sessional basis of four hours duration on Weekdays, Sundays and Public Holidays be paid a revised all-inclusive allowance (excluding travelling) of Rs 400 per session during the day and Rs 450 per session during the night. The allowance should be paid on a *pro rata* basis whenever the employees are required to work for more, or less, than the specified number of hours.**

**41.150 We also recommend that the Ministry should resort to the payment of overtime rate as per provision in Chapter Conditions of Service – Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime 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 to Senior Attendant (Hospital Services) posted in Operation Theatre**

41.151 Currently, Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month are paid a non-pensionable allowance of Rs 450. We are revising the quantum of the allowance.

### **Recommendation 30**

**41.152 We recommend that Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month be paid a revised monthly non-pensionable allowance of Rs 475.**

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

41.153 Employees in the grade of Attendant (Hospital Services) who work at the Detainees Ward of the Jawaharlall Nehru Hospital are eligible for a risk allowance equivalent to one and a half increments at the initial of the salary scale. We are not bringing any amendment thereto.

### **Recommendation 31**

**41.154 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 Jawaharlall Nehru Hospital.**

**Attendant Nursing School**

41.155 Staff side have requested for change in appellation; alignment of salary with that of the grade of Laboratory Auxiliary; and grant of specific allowances. During consultations, parties were informed that the case for change in appellation would be studied holistically and that the demand for alignment of salary cannot be acceded to as the duties of the grade of Attendant Nursing School are not comparable to that of Laboratory Auxiliary. Additional proposals were made by Union for appropriate allowances for making of tea and bulk photocopies. A site visit was conducted by officers of the Bureau at the Nursing School of Victoria Hospital and it was observed that incumbents clean the classrooms, prepare and serve tea for students as well as make photocopies. To enable the Bureau to conduct its study, Management was requested to submit additional information on the number of cups of tea prepared by the Attendants Nursing School as well as the number of bulk photocopies made by them, on a daily basis. Due to non-submission of information, we are unable to make any provision to this effect. This issue may, however, be dealt with administratively and Management may consider the advisability of granting these allowances, on an *ad hoc* basis, subject to the approval of the MPSAIR.

**Ambulance Driver (Shift)****Driver (Ordinary Vehicles up to 5 tons)****Driver (Shift)****Driver**

41.156 The demands of Unions were mainly for: changing the mode of appointment; reduction of lunch time; grant of risk allowance; provision of first aid course; review of salary; provision of resting place; fitness test for government vehicles; grant of duty free facilities and night attendance bonus; equal treatment to all Drivers for payment of fine when exceeding speed limit; and enhanced conditions of service. During meeting, parties took note of implementation issues which should be channelled to Management. The request to change the mode of appointment of Ambulance Driver (Shift) from selection to promotion has not been supported by Management on account of difficulties being encountered in the recruitment exercise. Management also considers that the one hour lunch time is appropriate due to the nature of work of the Drivers.

41.157 To back their request for a risk allowance, the Drivers (Ordinary Vehicles up to 5 tons) averred that they collect clinical wastes, on a roster basis, from the different hospitals and convey same to the Incinerator Operator. Management, when consulted, informed that a Risk Assessment Exercise would be carried out to determine the level of risk involved therein. The Bureau was also apprised that the Drivers performing the night shift take rest in the government vehicle itself as they are not provided with an appropriate resting place. Parties were informed that it is the responsibility of Management to pay special attention to the ergonomics of the workplace, that is, layout and provision of basic office supplies and equipment.

41.158 Request was also made for all government vehicles to be tested for road worthiness. Management, when consulted, averred that the National Land Transport Division is considering the roadworthiness assessment of government vehicles and the financial aspects are being discussed at the level of the Ministry of Finance, Economic Planning and Development. Staff side also proposed to keep the vehicles that they drive in their custody while performing overtime in view of the fact that, very often, they end duty after midnight and have to resume early the next morning. However, they agreed that this issue pertains to an internal arrangement. Further, representations regarding conditions of service were lengthily discussed during consultations.

#### **Allowance to Ambulance Driver (Shift) posted in SAMU**

41.159 Provision exists for the payment a monthly non- pensionable allowance of Rs 450 to Ambulance Drivers (Shift) driving SAMU Ambulances whenever they are not provided with the services of Ambulance Attendants. We are revising the quantum of the allowance.

#### **Recommendation 32**

**41.160 We recommend that Ambulance Drivers (Shift) driving SAMU Ambulances, not provided with the services of Ambulance Attendants, be paid a revised monthly non-pensionable allowance of Rs 475.**

#### **Risk Allowance**

41.161 Presently, 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 eligible for the payment of a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale. As this allowance is serving its purpose, we are replicating it.

#### **Recommendation 33**

**41.162 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 risk allowance equivalent to one and a half increments at the initial of their respective salary scale. However, in the event the new quantum of allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.**

#### **Cook (on Roster) Cadre**

41.163 Staff side have made submissions for provision of training; review of existing allowances; filling of vacant posts; and enhancing the conditions of service. During discussions, Unions stated that only two Cooks (on Roster) were sponsored to follow a short course in Cooking in 1995 organised by the Centre de Formation en Hotellerie et Tourisme/IVTB in collaboration with the Mauritius Institute of Health. They pleaded for such a training to be once again organised for the Cook Cadre. It was agreed that

onus for provision of training rests with Management. Request was also made for rotation of staff within the different hospitals and to increase the number of posts in the Cook Cadre such that each hospital would be equipped with at least two Senior Cook, thereby increasing the probability for the Cooks (on Roster) for promotion avenues. Parties were, however, made to understand that creation of additional levels are based on the functional needs of the organisation and not for the mere sake of giving promotion. A few administrative issues were also raised by staff side and representatives of the Unions were advised to take them up with Management.

- 41.164 To assess the working conditions of this cadre, officers from the Bureau conducted a site visit in the kitchen of a hospital of its choice. It was observed that there is lack of staff in the Cook Cadre and no proper aeration in the kitchen. Also, due to lack of General Workers, employees in the Cook Cadre have to dispose the kitchen wastes in a damp area which is not hygienic as incumbents wear the same boots both inside and outside the kitchen. Additionally, it was observed that wearing of boots to prepare food is not practical. The advice of Management was sought on these issues who informed that the Safety and Health Officer would be requested to conduct a Risk Assessment Exercise and Safety Audit in light of which necessary action would be taken thereof. To address the issue relating to lack of personnel, **we recommend that Management should carry out an HRP exercise to assess the adequacy of its staff.**

#### **Health Sterile Services Assistant formerly CSSD Assistant**

- 41.165 Unions demands were mainly for upgrading of qualifications requirement, grant of risk allowance, restyling of grades and improving existing conditions of service. Presently, the qualifications requirement of the grade of CSSD Assistant is a Certificate of Primary Education together with successful completion of not more than 6 months' training under the supervision of the Health Sterile Services Superintendent *formerly Superintendent, Central Sterile and Supply Department*. Staff side has submitted that that the work complexity has evolved and incumbents possessing only a Certificate of Primary Education face difficulties in performing their tasks since they are required to sort, sterilise and properly label the items/tools which require a certain level of education. The genuineness of the request was confirmed during a site visit effected in a hospital by officers of the Bureau. During the site visit, it was also observed that incumbents are being provided with appropriate gloves to protect them from burns when operating the autoclave. Hence, the request for a risk allowance is set aside.
- 41.166 Pursuant to the foregoing, we are restyling the grade of CSSD Assistant to a more appropriate appellation commensurate with the nature of duties and responsibilities involved therein. We also acknowledge the evolution in the complexity of work performed by the CSSD Assistants and are reviewing its qualifications requirement.

#### **Recommendation 34**

- 41.167 We recommend that the grade of CSSD Assistant be restyled Health Sterile Services Assistant.**

**41.168 We also recommend that, in future, appointment to the grade of Health Sterile Services Assistant *formerly CSSD Assistant* should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification. Selected candidates would be required to undergo and on-the-job training of not less than six months under the supervision of the Health Sterile Services Superintendent *formerly Superintendent, Central Sterile and Supply Department*.**

**41.169 The Bureau has taken into consideration these elements in arriving at the recommended salary of the grade.**

#### **Ward Assistant (Male and Female)**

41.170 Representations of the Unions were geared towards review of salary; creation of a senior level; review of qualifications requirement; grant of duty free facilities; provision of training and meal allowance; and enhanced conditions of service. Appropriate justifications were provided to them during meeting on requests which would be studied holistically and those which cannot be acceded to. Management's views were sought on the creation of a senior level which was turned down as the Ward Assistants (Male and Female) work under the supervision of the Nursing staff. The request of Unions to restrict the post of Ward Assistants (Male and Female) to Attendant (Hospital Services) (Shift) of the Brown Sequard Hospital only was also not supported by Management as psychiatric patients are treated in other hospitals as well.

41.171 Management, on its side, requested to categorise the grade of Ward Assistant (Male and Female) into Ward Assistant (Male) and Ward Assistant (Female) as the Ministry encounters difficulties in the recruitment process. The Bureau was, however, not agreeable to the proposal on account that job appellations have been rendered gender neutral in line with the gender neutral policies which aims at eliminating any form of discrimination, to the extent possible. After studying all the requests, **we are making provision for the grant of loan facilities to the Ward Assistant (Male and Female) for the purchase of an autocyte/motorcycle.**

#### **Health Laboratory Auxiliary Cadre**

41.172 Proposals of union members pertained to: review of salary; grant of risk and retention allowances; provision of training as well as setting up of a Customer Care Desk in all Regional Health Laboratories. All the representations were thoroughly discussed during consultation and parties were provided with ample justifications for demands which were not receivable. Further, the request for the setting up of a Customer Care Desk has not been supported by Management as there already exists a Counter/Reception Desk in all the hospitals to guide the customers.

#### **Stores Attendant (Central Supplies Division)**

41.173 Stores Attendant posted at the Pharmaceutical Section of the Central Supplies Division have requested for restyling of grade, creation of additional levels and grant of risk allowance. During meeting, the Bureau was informed of the complexity in the nature

of duties performed by these employees who have to retrieve pharmaceutical products from the stores which are supplied to all the hospitals.

- 41.174 Upon request of the Union, a site visit was effected by officers of the Bureau where it was observed that the Stores Attendants retrieve the pharmaceutical products on their own from the stores due to lack of officers in the grades of Assistant Procurement and Supply Officer and Pharmacy Technician respectively. Incumbents are provided with the requisition form regarding the list of pharmaceutical products to be collected whereby they are also required to verify the expiry dates of the medicines and ensure the retrieval of the right quantity thereof. Additionally, they should know the generic name of each medicine to be able to take out the right one as the commercial name of same is provided in the requisition form. These products are then verified either by an Assistant Procurement and Supply Officer or a Pharmacy Technician prior to issuing them.
- 41.175 The Bureau acknowledges that these Stores Attendants are performing specific duties which are over and above their normal duties which should, however, be performed either by an Assistant Procurement and Supply Officer or a Pharmacy Technician or any appropriate officers. We are making specific recommendations to this effect.

### **Recommendation 35**

- 41.176 We recommend the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division to perform duties relating to retrieval of pharmaceutical products.**
- 41.177 We also recommend that pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, the Stores Attendants who are required to retrieve pharmaceutical products, be paid a monthly non-pensionable allowance of Rs 325.**

### **Ambulance Care Attendant (Shift)**

**General Worker**

**Field Supervisor**

**Incinerator Operator (Health Services)**

**Insecticide Sprayer Operator**

**Laundry Attendant**

**Rodent Control Attendant**

- 41.178 Similar requests have been made by employees in the grades of Ambulance Care Attendant (Shift), General Worker, Field Supervisor, Incinerator Operator (Health Services), Insecticide Sprayer Operator, Laundry Attendant and Rodent Control Attendant viz upgrading of salary; grant of risk allowance and duty free facilities as well as loan facilities for the purchase of a motorcycle/autocycle. During meeting, parties were informed that the salary would be reviewed based on fresh evaluation exercise and explanations were provided on the philosophy behind risk allowance as well as duty free facilities. They equally took note that the grades of Ambulance Care

Attendant (Shift), Insecticide Sprayer Operator and Rodent Control Attendant already appear in the list of grades eligible for loan to purchase an autocyce/motorcycle.

- 41.179 A case was also made by the General Workers, Insecticide Sprayer Operators and Laundry Attendants for the introduction of task work as their clothes get dirty and wet in the performance of their duties. Hence, they requested for early release after completion of their tasks. On this issue, Management opined that introduction of task work is not feasible due to exigencies of service as the General Workers and Laundry Attendants may be called at any time to clean premises while the services of Insecticide Sprayer Operators may be required even after normal working hours especially during larviciding, fogging exercises and disinfection.
- 41.180 Further, in the performance of their duties, the Field Supervisors while on field are often required to contact their Immediate Supervisors who are in office, to provide feedback and receive instructions. At times they are also required to contact members of the public. Hence, they pleaded for the grant of prepaid cards. **Management, when consulted, agreed that they would be provided with prepaid cards to ensure proper communication.**
- 41.181 Given the nature of their duties, the Insecticide Sprayer Operators averred that it is imperative for them to take a bath after completion of their tasks as their clothes get drenched in the process of spraying the chemicals which is dangerous to their health as well as those who come in close contact with them. They also informed that they are not provided with such facilities. The views of Management were sought who agreed that bathroom facilities should be made available at Office level for the Insecticide Sprayer Operators and that vehicles should be equipped with water tanks and soap for washing of hands after insecticide spraying exercise is carried out. Additional request was made for the grant of a special transport allowance to the Insecticide Sprayer Operators posted at Le Port Area Health Office as incumbents are not provided with an official transport to move to the site of work. Management on its side, agreed that transport facilities should be provided to those posted in the Port Area.

#### **Mortuary Attendant (on Roster)**

- 41.182 The main requests of the Unions were for: restyling of grade, upgrading of qualifications requirement, creation of supervisory level, increase of existing allowance, grant of risk allowance, provision of training and enhanced conditions of service. During discussion, staff side stated that there is a stigma attached to the present appellation and the Mortuary Attendants (on Roster) are often ignored by the senior officers. Parties were requested to propose an appropriate appellation which has, however, not been submitted to the Bureau. Unions raised their qualms that the Mortuary Attendants (on Roster), involved in the conduct of post mortem, are often required to perform certain duties which do not form part of their scheme of service to which Management, whose views were sought, informed that all employees should perform duties as prescribed in their respective scheme of service.

- 41.183 Presently, post mortems are conducted only in two Regional Hospitals namely Jawaharlall Nehru Hospital and Victoria Hospital and the Bureau was apprised that there is a limited number of Mortuary Attendants (on Roster) to serve these two hospitals which is not sufficient especially when there are several cases of post mortem to be carried out in a day. To palliate the shortage of staff, **the Bureau recommends that Management should carry out a Human Resource Planning exercise to assess the adequacy of its staff.**
- 41.184 Proposal has also been made to upgrade the qualifications requirement as the Mortuary Attendants (on Roster) are, in the performance of their duties, required to read and write the name of the patients. It was pointed out that the duties pertaining to 'embalming of dead bodies' have been included in the scheme of service of Mortuary Attendants (on Roster) whereby incumbents are required to handle a syringe to spray or eject liquid to or from the dead body. Hence, they pleaded for provision of specific training and medical surveillance. After analysing all the requests, we are making appropriate recommendations.

### **Recommendation 36**

#### **41.185 We recommend that:**

- (i) in future, appointment to the grade of Mortuary Attendant (on Roster) should be made by selection from among candidates who show proof of having read up to Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission. This element has been taken into consideration in arriving at the salary recommended for the grade;**
- (ii) the Mortuary Attendant (on Roster) should be provided with relevant training in embalming of dead bodies; and**
- (iii) Management should make necessary arrangements with Health Authorities for Mortuary Attendant (on Roster) to undergo a medical surveillance.**

### **Allowance for Mortuary Attendants (on Roster)**

- 41.186 Mortuary Attendants (on Roster) are presently eligible for the payment of an allowance for each post mortem case where their services are required either during normal working hours or while in-attendance during on-call period. Additionally, they are granted appropriate allowances for being on-call and in-attendance. The payment of these allowances, being appropriate, are being endorsed.

### **Recommendation 37**

#### **41.187 We recommend that the non-pensionable allowances payable to Mortuary Attendants (on Roster) be 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 85 for being on call from 1800 hours to midnight; and**



(iii) **Rs 110 per hour for actual attendance during 'on-call' period.**

#### **Allowance for Delivery of Corpse in the absence of Mortuary Attendants (on Roster)**

41.188 As per existing provision, incumbents in the Attendant (Hospital Services) Cadre who, in the absence of Mortuary Attendants (on Roster), are called upon to help in the delivery of dead bodies are paid a non-pensionable allowance of Rs 50 for each dead body delivered. We are revising the quantum of this allowance.

#### **Recommendation 38**

**41.189 We recommend that incumbents in the Attendant (Hospital Services) Cadre who, in the absence of Mortuary Attendants (on Roster), are called upon to help in the delivery of dead bodies be paid a revised non-pensionable allowance of Rs 55 for each dead body delivered.**

### **MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING**

#### **Nursery Attendant (Fisheries) (Roster) Cadre**

41.190 The main demands of Unions were to grant personal protective equipment, introduce task work system, make provision for medical surveillance and check-up, provide training as well as swimming and diving course, fill vacancies, grant duty free facilities for the purchase of a motor car and enhance conditions of service. Union members were informed of cases which could not be acceded to and ample explanations were provided thereon. They were equally informed of issues which should be addressed by Management. Union's request for the introduction of task work for certain activities such as removal of mud in ponds, furrowing of sand in ponds and fishing outside place of work when posted at the Albion Fisheries Research Centre has not been supported by Management. The Bureau has been apprised that the services of employees in the Nursery Attendant (Fisheries) (Roster) Cadre are required any time during official hours as incumbents deal with live organisms in the hatchery and ponds. Additionally, union members supported their request for medical check-up on grounds of regular exposure to dirty water in the performance of their duties. **We, therefore, recommend that Management should make necessary arrangement with Health Authorities, for employees in the Nursery Attendant (Fisheries) (Roster) Cadre to undergo a medical surveillance.**

#### **Sea-Going Allowance**

41.191 Incumbents in the Laboratory Auxiliary Cadre who, in the performance of their duties; accompany and assist the Scientific/Technical staff of the Ministry, at sea are presently eligible for a Sea-Going Allowance 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.

**41.192 As this provision is appropriate, we recommend that it should continue to prevail.**

#### **MINISTRY OF ARTS AND CULTURAL HERITAGE**

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

41.193 Currently, a monthly allowance is granted to employees in the grades of Carpenter and General Worker who are required, during and beyond normal office hours, to perform certain specific duties when posted at Serge Constantin Theatre and Pointe Canon Open Theatre respectively. During consultation, Management requested that this provision be extended to the grade of Handy Worker as there is one employee in the said grade who is also performing the backstage work at the Serge Constantin Theatre. In a spirit of fairness, we are extending this provision to employees in the grade of Handy Worker.

#### **Recommendation 39**

**41.194 We recommend that employees in the grades of Carpenter, Handy Worker and General Worker be paid a monthly allowance of Rs 750 for performing specific duties, during or after normal office hours, at Serge Constantin Theatre and at the Pointe Canon Open Theatre respectively.**

**41.195 We further recommend that these employees should additionally be entitled to the payment of overtime for work performed beyond normal working hours.**

#### **NATIONAL ARCHIVES DEPARTMENT**

41.196 The National Archives Department keeps Documentary Heritage of the Nation's history which must be stored in a clean environment for the long term preservation of its invaluable holdings. Management has, therefore, requested for the creation of a grade of Archives Attendant as the cleaning of documents and the repositories at the archives is an important component of archival administration and preservation program. An analysis of the proposed scheme of service submitted by Management revealed that the proposed duties were of a generic nature and similar to that of the existing grades of Attendant/Senior Attendant (Arts and Culture) and Office Auxiliary/Senior Office Auxiliary respectively. Hence, during meeting, Management was informed that creation of this grade is not warranted. **The Bureau recommends that Management considers the advisability of carrying out a Human Resource Planning exercise to assess the adequacy of its staff in the grades of Attendant/Senior Attendant (Arts and Culture) and Office Auxiliary/Senior Office Auxiliary respectively to serve the Department, on a rotational basis.**

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS****Office Auxiliary Cadre**

- 41.197 Representations of Unions were geared, among others, towards creation of additional posts and level, alignment of salary with that of the Laboratory Auxiliary Cadre, grant of loan facilities for the purchase of motorcycles, lateness to be offset against early arrivals, provision of 60 hours of training, grant of risk allowance and enhanced conditions of service. It should be highlighted that, upon request of Unions, site visits were conducted at the National Assembly and Civil Status Division respectively.
- 41.198 During consultations, staff side requested for an increase in the number of posts of Head Office Auxiliary. Additionally, they made a case for a grade of Chief Office Auxiliary who would supervise the duties of the Head Office Auxiliary. Parties were informed that creation of an additional level is not warranted and onus rests with Management to increase the number of posts based on its operational requirements. They were apprised of requests which could not be acceded to and appropriate justifications were provided thereon. Additionally, they were informed that requests pertaining to Conditions of Service and Benefits would be looked into holistically.

**OTHER RECOMMENDATIONS****Allowance for Making and Serving Tea/Coffee**

- 41.199 Employees in the grade of General Worker and in the Office Auxiliary 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. Upon request, this allowance has also been extended, on an *ad hoc* basis, to employees of the Police Attendant Cadre.
- 41.200 During interview exercise conducted at the Bureau, Handy Workers averred that they also prepare and serve tea/coffee for official meetings/functions without any allowance. A request has, therefore, been made to extend this provision to employees in the grade of Handy Worker. In all fairness, we are extending the allowance for making and serving tea/coffee to the Handy Workers while revising the existing quantum.

**Recommendation 40**

- 41.201 We recommend that employees in the Office Auxiliary and Police Attendant Cadres as well as employees in the grades of Handy Worker and General Worker be paid an allowance of Rs 6.00 per cup for making and serving tea/coffee for official meetings/functions.**

**Allowance for Washing of Towels/Tablecloth/Curtains**

- 41.202 As per existing provision, employees in the Office Auxiliary Cadre and in the grade of General Worker are granted an allowance for washing of towels/table cloth. Upon request, this allowance has also been extended, on an *ad hoc* basis, to the Police Attendant Cadre. The MPSAIR has requested that an allowance be granted for washing of curtains also. We are, while revising the quantum of allowance, making provision for payment of allowance for washing of curtains.

**Recommendation 41**

**41.203 We recommend that employees in the Office Auxiliary and Police Attendant Cadres as well as employees in the grade of General Worker who are required to wash towels/tablecloth/curtains be paid the following allowances:**

- |   |   |                 |
|---|---|-----------------|
| (i) For washing of towels               | - | Rs 11 per towel |
| (ii) For washing of tablecloth/curtains | - | Rs 75 per kg    |

**Allowance for making Bulk Photocopies**

41.204 Currently, employees in the Office Auxiliary Cadre who are required to make bulk photocopies are granted a monthly non-pensionable allowance of Rs 650. Union members have requested to increase the allowance as well as quantify the amount of photocopies classified as 'bulk' in view of the fact that in some organisations, the employees of the Office Auxiliary Cadre are being deprived of this allowance though making thousands of copies. During consultations, the Bureau emphasized that the word 'bulk' cannot be quantified and the onus for granting the said allowance rests with the Responsible Officer depending on the specificity and complexity of the organisation.

41.205 During interview exercise conducted at the Bureau, Handy Workers and General Workers averred that they are also called upon to make bulk photocopies without any allowance. They, therefore, requested that this allowance be extended to them. We are extending the allowance to employees in the grades of Handy Worker and General Worker respectively while revising the quantum.

**Recommendation 42**

**41.206 We recommend that employees in the Office Auxiliary Cadre and in the grades of Handy Worker and General Worker be paid a revised monthly non-pensionable allowance of Rs 685 for making bulk photocopies.**

**Cleaning of Lavatories**

41.207 Presently, employees in the Workmen's Group-General who are required to clean lavatories are paid a monthly non-pensionable allowance for cleaning of lavatories. The existing provision, being appropriate should continue.

**Recommendation 43**

**41.208 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.**

**Surveillant*****formerly Security Guard***

41.209 Unlike other employees in the Workmen's Group whose normal working week is 40 hours, employees in the grade of Surveillant *formerly Security Guard* 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. We are replicating the existing provision.

#### **Recommendation 44**

**41.210 We recommend that employees in the grade of Surveillant formerly Security Guard should continue to be granted two days' leave with full pay each month over and above their casual and vacation leaves.**

#### **Pool of Drivers in the General Services**

41.211 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 MPSAIR and classified in the General Services. This recommendation has not been implemented and the MPSAIR 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 should continue to prevail.

#### **Recommendation 45**

**41.212 We recommend that the current practice described in the above paragraph for Drivers attached to beneficiaries of chauffeur-driven car in the Civil Service be maintained for the optimum utilisation of these resources.**

#### **Allowance to Drivers**

41.213 Drivers who are required to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons are paid a monthly non-pensionable allowance of Rs 400. This criteria refers to the weight the vehicle can carry (i.e. load only) as authorized by the National Land Transport Authority and is not inclusive of tares of the vehicle. As this provision is appropriate, we are revising the quantum of the allowance.

#### **Recommendation 46**

**41.214 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 425.**

#### **Shift Work and Night Duty Allowance**

41.215 Employees in certain grades belonging to the Workmen's Group are, by the very nature of their duties, required to work on shift in relays on a 24-hour basis. The shift element is considered in determining the salary of the respective grade. As an inducement to those who effectively perform night duty, a Night Duty Allowance is presently being paid. We consider that that the payment of Night Duty Allowance should continue to prevail.

**Recommendation 47**

**41.216 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.**

**41.217 The above recommendation should also apply to employees in the grade of Surveillant *formerly Security Guard* who effectively work at night.**

**Shift/Roster**

41.218 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 determining the salary of the respective grade.

<b>Shift</b>	<b>Roster</b>	<b>Roster – Day and Night</b>
Ambulance Care Attendant (Shift)	Assistant Chef (Roster)	Driver (Roster – day and night)
Ambulance Driver (Shift)	Cook (Roster)	Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)
Attendant (Haemodialysis) (Shift)	Driver (Roster)	
Attendant (Hospital Services) (Shift)	Field Supervisor (Roster)	
Barnman (on Shift)	Head Nursery Attendant (Fisheries) (Roster)	
Driver (Shift)	Head Office Auxiliary (on Roster)	
Operator Waste Water Pumping Station (on Shift)	Assistant Butler (on Roster) <i>formerly Household Attendant (on Roster)</i>	
Prisons Driver (Shift)	Irrigation Operator (on Roster)	
Sanitary Attendant (Shift)	Laundry Attendant (on Roster)	
Surveillant (Shift) <i>formerly Security Guard (Shift)</i>	Livestock Attendant (on Roster) <i>formerly Stockman (on Roster)</i>	
Senior Attendant (Hospital Services) (Shift)	Mortuary Attendant (on Roster)	
Ward Assistant (Male and Female)	Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster)	
	Office Auxiliary/Senior Office Auxiliary (on Roster)	

Shift	Roster	Roster – Day and Night
	Swimming Pool Attendant (Roster) Wardress (Roster) Waste Water Pipe Cleaner (Roster)	

### Miscellaneous

41.219 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 as highlighted in the table below be extended accordingly.**

Conditions/Allowances	Paragraph	Recommendation
<b>Collection and deposit of keys at Police Stations</b>	<b>41.37</b>	<b>7</b>
<b>Making and Serving Tea/Coffee</b>	<b>41.201</b>	<b>40</b>
<b>Washing of Towels/Tablecloth/Curtains</b>	<b>41.203</b>	<b>41</b>
<b>Bulk Photocopy</b>	<b>41.206</b>	<b>42</b>
<b>Cleaning of Lavatories</b>	<b>41.208</b>	<b>43</b>
<b>Surveillant <i>formerly Security Guard</i></b>	<b>41.210</b>	<b>44</b>

## WORKMEN'S GROUP – TRADESMAN CADRE

- 41.220 Employees performing skilled jobs under distinct appellation in a range of trades are classified under the Workmen's Group – Tradesman Cadre. The cadre consists of a three-level structure, namely Tradesman Assistant; Tradesman and Chief Tradesman/Foreman in some Ministries/Departments. However, the establishment size and hierarchical structure varies from organisation to organisation on the basis of functional needs and their core attributions. The employees in the Tradesman Cadre are posted across the Public Sector namely, the Ministry of National Infrastructure and Community Development; Attorney-General's Office, Ministry of Agro-Industry and Food Security; Ministry of Environment, Solid Waste Management and Climate Change; and the Ministry of Health and Wellness, among others.
- 41.221 The employees in this cadre undertake an array of activities which include, among others, construction and maintenance of buildings, drains and roads; maintenance and repairs of government vehicles; carrying out complete power and lighting installations of all types of buildings and maintenance thereof; and maintenance of the plant and equipment in public buildings.
- 41.222 For this review exercise, the submissions of all stakeholders from different Ministries/Departments have been perused. Further, results from the various surveys conducted on different issues by the Bureau have been analysed. Based on the findings, appropriate recommendations have been made in respect of employees in this group.

### General Issues

#### Risk Allowance

- 41.223 The element of risk is generally taken into consideration while determining the salary of a grade. However, provisions have been made to additionally compensate certain officers who, by virtue of their nature of work and posting, are exposed to a higher than normal risk as compared to their colleagues in the same grade.
- 41.224 In the context of this review exercise, several Unions/Federations requested for the payment of a Risk Allowance to employees in the Workmen's Group – Tradesman Cadre. During consultative meetings, representatives of the Unions/Federations were apprised of the philosophy regarding the eligibility for the payment of a Risk Allowance. They were equally informed that provision already exists in our Reports for the grant of appropriate protective equipment to employees in this group to minimise risk at work. Nonetheless, the Bureau reckons that in certain instances, there are some employees who are exposed to higher than normal risk as compared to their colleagues in the same grade and is making appropriate recommendation.



**Recommendation 48**

**41.225 We recommend that a Risk Assessment exercise should mandatorily be carried out by the Departmental Safety and Health Committee of Ministries/ Departments concerned as laid down in Chapter Risk, Insurance and Compensation of Volume 1 of this Report.**

**Health Surveillance**

41.226 For this review exercise, the staff side from several organisations have unanimously requested for the introduction of a Health Surveillance Scheme for the employees in view of either the nature of duties. They have averred that, incumbents in certain trades are exposed to dust, filth and hazardous solutions/chemicals which have a direct impact on their health. They have also expressed that although protective equipment is provided they are exposed to such situations daily as they have to remove their equipment to take their lunch break and thereafter restart working. As a sequel, they fear that such action may have an incidence on their health.

41.227 The Bureau drew their attention that relevant provision already exists for the establishment of Departmental Safety and Health Committee. It is incumbent on their Management to ensure that the Committee is fully operational and carries out its functions as per the Occupational Safety and Health Act. They were also informed that it is their role to ensure that such Committee be established to cater for the safety of their members. The Bureau is reiterating its previous recommendation.

**Recommendation 49**

**41.228 We recommend that Ministries/Departments having incumbents in the grades of Tradesmen's Cadre on their establishment should ensure that regular Occupational Safety and Health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer and upon advice, employees who run the risk of contracting occupational disease are placed under a Health Surveillance Programme.**

**Filling of vacancies**

41.229 During consultations, the staff side have averred that there are many vacant positions on the establishment of various organisations which are not being filled, resulting in an increase in workload. They have also pointed out that supervisory positions are not being filled and certain employees have to shoulder higher responsibilities on an assignment/seniority basis. Proposal has, therefore, been obtained to increase the quantum of acting/responsibility allowance so that Management would be obliged to fill in vacant posts instead of paying Acting/Responsibility Allowance. The Bureau was apprised that at some point of time, employees retire from service without obtaining their due in terms of status and promotion. This is impacting on the service delivery and morale of employees.

41.230 The Bureau has taken note of the grievances and informed the staff side that filling of vacant positions and increasing in establishment size do not fall under its purview. Hence, the staff side was advised to take up the issue with their respective

Management. During consultative meetings with Management, representatives were acquainted of the qualms and were requested to take corrective measures. The Bureau concurs that the non-filling of vacant positions may hamper service delivery, thus affecting continuity of service.

### **Recommendation 50**

#### **41.231 We recommend that Management should:**

- (i) carry out a Human Resource Planning exercise to ensure that adequate staff are available at all times to continue dispatch of services; and**
- (ii) consider the advisability of filling vacant positions in a timely manner so that organisations are able to deliver on their mandate and employees are not debarred of their rights.**

### **Training**

41.232 The Bureau has, in its previous reports, recommended that a minimum of 40 hours of meaningful work related training per year be dispensed to employees in the Workmen's Group. In the context of this review, the staff side have submitted that employees of the Workmen's Group are deprived of such training facilities and, even if provided, the training are either inadequate or inappropriate.

41.233 The Bureau has flagged this issue with the Management/representatives of most of the organisations and it was agreed that appropriate training should be provided to all officers irrespective of the grade, as training plays a vital role in the improvement of the performance of individual employees as well as service delivery. The Bureau is making an appropriate recommendation.

### **Recommendation 51**

#### **41.234 We recommend that Ministries/Departments should ensure that all their employees are provided with appropriate training as per provision in Volume 1 of this Report.**

### **Creation of the grade of Chief Tradesman**

41.235 During consultative meetings with the different staff associations, several requests were received to create a grade of Chief Tradesman in different trades, normally for supervision purposes. These representations were motivated for ensuring a promotional avenue to incumbents in the grade of Tradesman under specific trades. Representatives of the different Unions were apprised that additional levels are created on the basis of operational needs.

41.236 The views of the different Ministries were sought on the functional needs to create the grade of Chief Tradesman on their respective establishment. The Bureau was apprised by some organisations that current establishment size of the Tradesman grades does not warrant a supervisory level, the moreso the grade of Foreman already exists on certain establishment to cater for supervision.

41.237 The Bureau, however, considers that in Ministries/Departments where there are sufficient number of Tradesman in post, the grade of Chief Tradesman may be established. We are recommending accordingly.

### **Recommendation 52**

**41.238 We recommend that Ministries/Departments should consider the advisability of creating a grade of Chief Tradesman in the respective trade, subject to having the adequate number of employees therein.**

### **Tradesman's Assistant**

41.239 The staff side has pointed out that with the introduction of National Minimum Wage, the salary of employees at the lower levels have been adjusted. However, this has defeated the purpose for certain categories of employees in the grade of Tradesman's Assistant where additional skills and knowledge are required compared to employees in the grade of General Worker. Therefore, a request was made for an adjustment in the salary of Tradesman's Assistant. Further, they have requested for additional training for the obtention of the NTC (Level 3) and submitted that all employees in the Workmen's group must be allowed to benefit from flexitime and recommendations must be made to clearly specify that employees performing task work are eligible for overtime irrespective of having covered 40 hours or otherwise.

41.240 During meetings, the staff side was informed that general issues pertaining to conditions of service have been dealt with either at the beginning of this Chapter or under the relevant condition of service; the request for upgrading of salary has been looked into holistically by the Bureau; and requests to be addressed by the Management, have to be taken up with their respective Ministries/Departments. The Bureau is making appropriate recommendations to allow the Tradesman's Assistant and other employees in the Workmen's Group – Tradesman Cadre, meeting the required eligibility criteria to acquire the relevant qualifications for trades and those who have been performing the duties related to respective trade but do not satisfy the eligibility criteria.

### **Recommendation 53**

**41.241 We recommend that the Ministry/Department/Organisation availing the services of Tradesman's Assistant and/or any other employee in the Workmen's Group to perform work related to any specific trade should arrange with the Mauritius Institute of Training and Development (MITD) for the conduct of an appropriate training leading to the obtention of relevant Trade Certificate (National Trade Certificate Level 3 or National Certificate Level 3) for the employees concerned.**

**41.242 We further recommend that the Ministry/Department/Organisation should arrange with the Mauritius Quality Assurance and MITD to conduct a "Recognition of Prior Learning" exercise for those employees who do not possess the relevant Trade Certificate and the qualifications required to enrol for the relevant trade course but have been performing work related to specific**

**trade for at least of 10 years with a view to enable these employees to acquire the relevant Trade Certificate and postulate for the relevant position, whenever vacancies occur.**

#### **Allowance payable to Tradesman's Assistant**

41.243 At present, Tradesman's Assistants who have successfully completed the NTC 3/NC 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. The Bureau is enhancing the existing provision.

#### **Recommendation 54**

**41.244 We recommend that incumbents in the grade of Tradesman's Assistant who have obtained their Certificate after having successfully completed the National Trade Certificate Level 3 or National Certificate Level 3 be paid a monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**

**41.245 Additionally, we recommend that incumbents in the grade of Tradesman's Assistant having performed the duties related to the trade for at least four years after obtention of the National Trade Certificate Level 3 or National Certificate Level 3 be granted an additional monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**

#### **Rationalisation of Tradesman Cadre**

41.246 The Bureau has received requests from certain organisations to review the Tradesman Cadre and recruitment in the grade of Tradesman be made by selection from among employees on the permanent and pensionable establishment holding the appropriate Trade Certificate i.e. NC Level 3 or NTC Level 3. With a view to rationalise the mode of recruitment to the grade of Tradesman across the Public Service, the Bureau has conducted a study and on this basis, we are making appropriate recommendations.

#### **Recommendation 55**

**41.247 We recommend that:**

- (a) Ministries/Departments/Organisations should, depending on their operational requirements, consider the advisability of making the grade of Tradesman's Assistant evanescent on their establishment and increase the establishment size of Tradesman in the relevant field by the corresponding number; and**

- (b) upon complete phasing out of the grade of Tradesman's Assistant on the establishment, the scheme of service of the grade of Tradesman in the different fields should be reviewed such that appointment thereto is made by selection from among employees on the permanent and pensionable establishment possessing the National Trade Certificate Level 3 or National Certificate Level 3 in the relevant field.

## MINISTRY OF NATIONAL INFRASTRUCTURE AND COMMUNITY DEVELOPMENT (ENERGY SERVICES DIVISION)

### Plant Mechanics Cadre

- 41.248 The representatives of the Plant Mechanics Cadre have requested, for a change in appellation of the grade of Chief Plant Mechanic to Supervisor; the provision of overseas training on air conditioning; grant of time off facilities for incumbents to attend courses; regular medical check-up due to exposure to dangerous chemicals on site of work; grant of monthly telephone allowance; grant of 100% duty remission to purchase a motorcycle once in their career and car loan to Plant Mechanics on reaching the top salary. In addition, they requested for the filling of existing posts and creation of additional posts; posting of a Chief Plant Mechanic in each section; grant of three increments to the Tradesman stagnating in a single grade for 15 years; a reduction in the number of working hours for the manual grades; and the provision of an additional increment to the Plant Mechanics over and above the Electricians.
- 41.249 During consultation, the staff side was apprised that grade appellation should reflect the nature of duties; appropriate recommendations have already been made in the previous PRB Reports to address issues such as training, health surveillance, communication facilities, and same should be dealt at the level of their Management; and issues pertaining to general conditions of service would be looked into holistically with appropriate recommendation under the relevant Chapters. **The qualms of the staff side were, however, communicated to the Management and the latter undertook to address issues falling under its purview.**

### Electrician Cadre

- 41.250 Requests from the representatives of the Electrician Cadre at the Energy Services Division pertain to, amongst others: the grant of monthly mobile card facilities whenever employees/officers are On-Call; grant of duty remission for the purchase of a car at least once in a career; loan facilities for the purchase of a motorcycle to be extended to the whole Electrician Cadre; maintaining the current ratio of Electricians and Plant Mechanic in post; provide for top to top conversion of the salary for incumbents in the Tradesman Cadre after the publication of the Report; and filling of existing vacancies. Additionally, they requested for the reintroduction of the payment of overtime while being On-Call; allowing employees of the Electrician Cadre to be On-Call due to the different nature of work of Electricians and Plant Mechanics; payment of Risk Allowance and Height Allowance to incumbents in the Electrician Cadre; elongation of salary scale; the provision of a yearly Training Program; and the introduction of a multi-skilled scheme of service as both the Electricians and Plant Mechanics are called upon to work together.

- 41.251 During consultation, the staff side was informed that the grant of duty remission and loan facilities will be subject to the policy of the Bureau and salary of grades in the cadre would be looked into holistically. As regards requests pertaining to On-Call, establishment size and conditions of service, the views of the respective Ministry were sought.
- 41.252 Management apprised the Bureau that it is imperative to have employees in both the Electrician and Plant Mechanics Cadres for On-Call duties. As regards the ratio of Electricians to Plant Mechanics, the Ministry pointed out that the establishment size of each grade depends on the number of outstations. The Bureau was also informed that requests/issues pertaining to conditions of service and working arrangement would be looked into by the Ministry.
- 41.253 Following request from the Union members for the payment of a Risk Allowance and Height Allowance, officers of the Bureau effected a site visit at the ESD namely at the Emmanuel Anquetil Building and New Government Centre to take cognisance "*de visu*" of the duties being performed and the work environment. During the site visit, the staff side stated that they have to work at high altitude at the New Government Centre for the reparation of air conditioners and changing of bulbs. The Officer-in-Charge informed that incumbents are provided with appropriate protective equipment and harness to ensure their safety. However, it should be noted that employees at the Mauritius Meteorological Services and Department of Civil Aviation work at a higher altitude.
- 41.254 Based on our observations, we consider it more appropriate for the Occupational Safety and Health Unit of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) to conduct a site visit and evaluate the element of risk at the ESD. To this end, the case was referred to the Director, Safety and Health Unit to carry out this exercise, assess the degree of risk and submit a report thereon. Therefore, the Bureau considers that the matter may be dealt with after obtaining the recommendation of the Occupational Safety and Health Unit of the MPSAIR together with the views of the Ministry concerned.

**Chief Electrician (Shift) (New Grade)****Chief Plant Mechanic (Shift) (New Grade)****Electrician (Shift) (New Grade)****Plant Mechanic (Shift) (New Grade)**

- 41.255 The Ministry of National Infrastructure and Community Development (Energy Services Division) has informed that, at present, incumbents in the grades of Chief Electrician, Chief Plant Mechanic, Electrician and Plant Mechanic on the establishment of the ESD are required to provide their services to other Ministries/Departments and some operate round the clock. As such the National Audit Office has, on several occasions, drew the Ministry's attention on the fact that the cost of overtime being paid to the staff are on the high side.

- 41.256 Management further averred that in some organisations, especially at the Hospitals and Health Centres, incumbents are requested to provide a 24/7 coverage. These incumbents are paid "On-Call" Allowance and "In-Attendance" Allowance for being "On-Call" at nights, during Weekends and Public Holidays to attend to emergencies.
- 41.257 With a view to provide a 24/7 coverage and ensure judicious use of resources, the Ministry requested for the creation of the grades of Chief Electrician (Shift), Chief Plant Mechanic (Shift), Electrician (Shift) and Plant Mechanic (Shift). To optimise use of human resources and ensure continuous delivery of service, the Bureau is recommending accordingly.

### Recommendation 56

#### 41.258 We recommend:

- (i) (a) **the creation of a grade of Electrician (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education; the National Trade Certificate (Level 3) in Electrical Installation Works (Modules 1, 2 and 3) issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or the National Certificate (Level 3) in Electrical Installation Works awarded by the Mauritius Institute of Training and Development (MITD) or an equivalent qualification acceptable to the Public Service Commission and have a knowledge of First Aid.**
- (b) Incumbents would be required, among others, to: carry out complete power and lighting installation of all types in buildings according to regulations, including outdoor power and lighting installations, installation of fire alarm system, call system, lighting prevention system, trunking system and other systems; perform maintenance work on all types of electrical power and lighting installations including yard lighting, fire alarm system, call system, lightning prevention system, trunking system and other systems and on electrical equipment; locate and remove faults and carry out repairs on electrical installations and electrical equipment; interpret wiring diagrams/ instructions and carry out work according to such diagrams/ instructions; and to give a practical demonstration of and to administer First Aid treatment in case of electric shock, whenever required.
- (ii) (a) **the creation of a grade of Plant Mechanic (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education; the National Trade Certificate (Level 3) in Refrigeration and Air Conditioning issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or the National Certificate (Level 3) in Refrigeration and Air Conditioning awarded by the Mauritius Institute of Training and**

**Development (MITD) or an equivalent qualification acceptable to the Public Service Commission and have a knowledge of First Aid.**

- (b) Incumbents would be required, among others, to: use properly and keep in good condition tools and instruments in general use in the trade; diagnose, locate, remove and repair faults (including simple electrical faults) on mechanical and air conditioning plants and equipment in Government Building; carry out cleaning and maintenance tasks; carry out test on plants and equipment; operate plant and equipment as and when required; read, interpret and carry out work on simple diagrams; and prepare estimates in regard to types and quantities of material for specific works.
- (iii) (a) **the creation of a grade of Chief Electrician (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Electrician (Shift) who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of eight years' service in a substantive capacity in the grades of Electrician and Electrician (Shift); and possess the Certificate of Primary Education and are able to control and supervise staff.**
- (b) Incumbent would be required, among others, to: organise and supervise the work of staff working under his responsibility; perform the duties of an Electrician, as and when required, especially in complex cases; exercise control over subordinate staff, promote discipline and report grievances to superior officers; prepare estimates and cost sheets; and keep inventory of loose tools issued to staff.
- (iv) (a) **the creation of a grade of Chief Plant Mechanic (Shift) on the establishment of the Energy Services Division. Appointment thereto should be by promotion, on the basis of experience and merit, of incumbents in the grade of Plant Mechanic (Shift) who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of eight years' service in a substantive capacity in the grades of Plant Mechanic and Plant Mechanic (Shift); and possess the Certificate of Primary Education and are able to control and supervise staff.**
- (b) Incumbent would be required, among others, to: organise and supervise the work of Plant Mechanics as and when required, especially in complex cases; exercise control over subordinate staff, promote discipline and report grievances to superior officers; prepare estimates and cost sheets; and keep inventory of loose tools issued to staff.



**41.259 We further recommend that:**

- (i) incumbents in the grades of Electrician, Plant Mechanic, Chief Electrician and Chief Plant Mechanic be given the option to join the shift pattern of work and be granted three increments at salary point reached in the salary scale of their respective grade on joining the shift pattern subject to the top salary of the respective new grade; and
- (ii) upon effective implementation of shift system by the ESD, a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300hrs and 0500hrs including up to a maximum of two hours lying-in period should be paid to officers who effectively perform night shift.

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

41.260 At present, employees in the Electrician and Plant Mechanic Cadres who are required to be “On-Call” during the nights, Weekends and Public Holidays, to cater for emergencies at Government buildings, hospitals and prisons, are paid an “On-Call” Allowance and an “In-Attendance” Allowance inclusive of travelling time.

41.261 With the filling of posts in the grades of the Electrician and Plant Mechanic Cadres on shift, the need for the payment of “On-Call” Allowance and “In- Attendance” Allowance will no longer be required. However, pending the recruitment of employees in the grades of Electrician and Plant Mechanic Cadres on shift, the Bureau is providing for a transitory period for the payment of “On-Call” Allowance and “In-Attendance” Allowance to ensure that delivery of service is not disrupted.

**Recommendation 57**

**41.262 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 while “On-Call” be paid an “On-Call” Allowance and an “In-Attendance” Allowance inclusive of travelling time as hereunder:**

Cadre	Period	“On-Call” Allowance (Rs)	“In-Attendance” Allowance during “On-Call” Rs/hour
Electrician and Plant Mechanic Cadres	(i) Weekdays between 1630 hours and 0730 hours the following day	170	105
	(ii) Saturday, Sunday and Public Holiday From 0730 hours to 0730 hours the following day	265	105

**41.263 The Bureau further recommends that the payment of "On-Call" Allowance and "In-Attendance" Allowance to the incumbents in the Electrician and Plant Mechanic Cadres should lapse upon the implementation of a proper shift system.**

### **Human Resource Planning**

41.264 Representations have been received from representatives of the Electrician Cadre regarding the number of Electricians and Chief Electricians in post and the non-filling of vacant posts on the establishment, resulting in an increase in their workload. The Bureau considers that non-timely filling of vacancies may impact on the morale of the employees, thus hampering proper service delivery. We are, therefore, making appropriate recommendation to address this issue.

### **Recommendation 58**

**41.265 We recommend that Management of the ESD should carry out a Human Resource Planning exercise to identify the need for additional human resources and initiate appropriate actions to promptly fill in vacant posts in line with provision made in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report.**

## **MINISTRY OF HEALTH AND WELLNESS**

### **Foreman**

### **Tradesman**

### **Tradesman's Assistant**

41.266 The proposals from the staff side pertain mainly to the filling of vacancies; provision of training; payment of risk allowance; and regular medical check-up as staff are exposed to infectious diseases. They also requested for the creation of a grade of Chief Tradesman in each trade; creation of additional posts of Foreman and the alignment of salary of Tradesman to that of Laboratory Auxiliary, Computer Auxiliary and Tradesman's Assistant to that of Workshop Assistant. Furthermore, the representatives submitted that the Bureau should provide a leeway to allow Tradesman's Assistant to be promoted to Tradesman in their respective trade.

41.267 During the consultative meeting, the staff side was informed that appropriate provision exists for the conduct of Risk Assessment and Health Surveillance; filling of vacant positions rests with Management and review of salary would be looked into holistically. As regards creation of additional post, same does not fall under the purview of the Bureau.

### **Orthopaedic Appliance Maker Cadre**

41.268 The Bureau was apprised by staff side that the Orthopaedic Appliance Maker at the Orthopaedic Appliance Workshop performs similar duties as the Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood) and Orthopaedic Appliance Maker (Metal) but each of these grades has a different salary scale.

- 41.269 The representatives requested for a change in appellation of the grade to Orthopaedic Workshop Technician; payment of risk allowance and the posting of a Foreman in the Orthopaedic Appliance Maker Section as is the case at the Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood) and Orthopaedic Appliance Maker (Metal). Requests were also made for the provision of a more conducive working environment due to health and safety hazards and poor ventilation at the workshop; and for provision of training on health and safety.
- 41.270 During consultation, the representatives of the staff side were informed that the specificity of functions of the two cadres differs and changing the title to 'Technician' would have certain implications.
- 41.271 The Ministry of Health and Wellness has, during the consultative meeting apprised the Bureau that incumbents in the grades of Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood), Orthopaedic Appliance Maker (Metal) and Orthopaedic Appliance Maker are provided with regular check-ups at the Hospital and follow up is done by the Occupational Safety and Health Unit. Further, no health issue has been reported as at date in respect of any employee and the workshops are equipped with electrical fans and electrical extractors. The Ministry has further informed that the construction of a new building for the Orthopaedic Workshop is envisaged; and training would be provided to employees of the Tradesman Cadre with the assistance of the MPSAIR.

**Orthopaedic Appliance Maker (Seamstress)  
formerly Orthopaedic Appliance Maker**

- 41.272 During consultation, the staff side informed that Orthopaedic Appliance Makers posted at the workshop perform duties of sewing of sacral belts while those posted to Hospital sew linen only. They draw a common salary scale while the duties differ. They, therefore, requested to change the appellation of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress) and to review its salary.
- 41.273 Management, during meeting, affirmed that incumbents in the grade of Orthopaedic Appliance Maker are not posted to Hospitals and sewing of linen is performed by Linen Health Officers. Additionally, the Ministry supported the request of staff side to change the appellation of the grade of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress).
- 41.274 The Job Description Questionnaires of both grades were examined to confirm the duties being actually performed. On this basis, the Bureau is restyling the grade of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress).

**Recommendation 59**

- 41.275 We recommend that the grade of Orthopaedic Appliance Maker be restyled Orthopaedic Appliance Maker (Seamstress).**

## Risk Allowance

41.276 In its last Report, the Bureau recommended that Management should make necessary arrangements for the conduct of Risk Assessment exercise to determine the degree of risk faced by the employees in the Orthopaedic Appliance Maker (OAM) Cadre. In the context of this review exercise, the staff side submitted that the said recommendation is not being implemented. In light of the foregoing, the Bureau is reiterating its recommendation.

## Recommendation 60

**41.277 We recommend that Management should initiate necessary action to conduct a Risk Assessment Exercise at the Orthopaedic Appliance Workshop by the Departmental Safety and Health Committee as laid down in Chapter Risk, Insurance and Compensation of Volume 1 of this Report with a view to determine the degree of risk faced by employees of the Orthopaedic Appliance Maker Cadre.**

## Foreman

41.278 The Ministry has informed that the scheme of service of the grade of Foreman provides for the posting of a Foreman in the five different units namely: Orthopaedic Workshop (Metal), Orthopaedic Workshop (Leather), Orthopaedic Workshop (Wood), Carpentry and General to ensure the good running of the different workshops. The Ministry has apprised the Bureau that the operational needs require the creation of the grade of Foreman (Seamstress), to be responsible for the Orthopaedic Appliance Workshop (Seamstress). The Bureau has studied the issue and considers that it would be more appropriate to review the scheme of service of the grade of Foreman to enable appointment of employees from the grade of Orthopaedic Appliance Maker (Seamstress) formerly *Orthopaedic Appliance Maker* to oversee the work at the Orthopaedic Appliance Workshop (Seamstress). Appropriate recommendation is, therefore, being made.

## Recommendation 61

**41.279 We recommend that the scheme of service of the grade of Foreman be amended to also allow appointment to the grade to be, by selection from employees in the grade of Orthopaedic Appliance Maker (Seamstress) formerly *Orthopaedic Appliance Maker* reckoning at least eight years' service in a substantive capacity in the grade and possessing the Certificate of Primary Education to oversee works at the Orthopaedic Appliance Workshop (Seamstress).**

41.280 Incumbent appointed as Foreman for the Orthopaedic Appliance Workshop (Seamstress) would be required, among others, to: organise the work in the Workshop; supervise the junior staff in making correct use of all instruments, equipment and plants and ensure that all operations relating to work in the workshop are performed correctly and expeditiously; order, receive and issue materials and keep records thereof; keep inventories of the tools, equipment and plants and issue tools thereof;

keep attendance book and record attendance; identify all materials used; and prepare materials for the manufacture of Orthopaedic appliances in the seamstress section.

## **ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY**

### **Workshop Supervisor**

- 41.281 In the context of this review exercise, the representatives of employees in the grade of Workshop Supervisor made requests to: restyle the grade of Workshop Supervisor to Workshop Superintendent; review the salary; and grant duty remission facilities to the incumbents.
- 41.282 During consultation, the staff side was apprised that request for restyling could not be entertained in view of the difference in the nature of duties incumbent upon a Workshop Supervisor and Workshop Superintendent. They were also informed that revision of salary would be looked into holistically and grant of duty remission facilities would be considered in line with the Bureau's policy for eligibility of duty remission facilities.

### **Foreman**

- 41.283 The attention of the Bureau was drawn by the staff side that in some Ministries Foreman are appointed from Chief Tradesman and both grades carry the same salary scale. Request was made to address the anomaly and the grade of Foreman be listed for duty remission.
- 41.284 During consultative meeting, the staff side were apprised that grant of duty remission facilities would be in line with the Bureau's policy. As regards the salary of the grade of Chief Tradesman and Foreman, same will be looked into holistically.

### **General Development Handy Worker (Personal)**

- 41.285 The staff side have submitted that the appellation of the grade of General Development Handy Worker is a misnomer and that despite being qualified Tradesman, the incumbents cannot postulate for appointment to other higher grades. Their proposal was to allow incumbent in the grade of General Development Handy Worker to apply for higher posts as their counterparts in the Civil Service.
- 41.286 The staff side was apprised that to avoid redundancy, it was through Government decision that their services have been retained and their redeployment in the Civil Service was made possible. Consequently, they have been appointed in a grade which is personal to them and being in service, they are not debarred from applying for any other post for which they are qualified.

### **General Assistant**

- 41.287 The proposals received from incumbents in the grade of General Assistant were, among others: review the salary scale of the grade; change the appellation of the grade to Technician (Carpenter), Technician (Panel Beater), Technician (Electrical) and Technician (Operator) as incumbents perform duties related to specific trades

allocated to them; and the introduction of Flexible Hours of Attendance for the employees in the Workmen's Group.

- 41.288 During consultation, the staff side was informed that review of salary would be looked into holistically while introduction of Flexible Hours of Attendance and other issues not falling under the purview of the Bureau should be dealt with administratively.

**MINISTRY OF LAND TRANSPORT AND LIGHT RAIL, AND FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE (TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT)**

- 41.289 Proposals from the representatives of the Workmen's Group – Tradesman Cadre at the Traffic Management and Road Safety Unit were, among others: the filling of the post of Chief Painter; creation of the grades of Chief Mason and Foreman; promotion of all Tradesman's Assistant to Tradesman; introduction of an allowance for specialised road marking task; and the provision of protective equipment in a timely manner. The staff side also requested for their hours of work to be reviewed to 14 00 hours.
- 41.290 During meeting with the staff side, they were apprised that filling of vacancies and provision of protective equipment rest upon Management. As regards the promotion of all Tradesman's Assistant to Tradesman, the representatives were informed that this is not within the purview of the Bureau and that the onus rests with Management. Further, since Tradesman is already a skilled job, the introduction of an allowance for performing specialised tasks cannot be envisaged.
- 41.291 The views of the Ministry were sought on the requests from the staff side. The Bureau was apprised that the post of Chief Painter could not be filled for want of funds and that the other issues falling under the ambit of Management would be dealt with administratively. As regards the review of the hours of work, Management informed that it has never received any such request from the staff, for consideration. Further, the feasibility of task work must be studied and recommended by the Director (Civil Engineering) to be approved by the Supervising Officer of the Ministry.

**MAURITIUS POLICE FORCE**

**Assistant Master Leather Worker (New Grade)**

**Master Leather Worker (New Grade)**

- 41.292 In the context of this review exercise, the staff side requested for the creation of the grade of Master Leather Worker and Assistant Master Leather Worker, as is the case in the Tailor Workshop of the Mauritius Police Force.
- 41.293 The views of the Management of the Mauritius Police Force were sought on the operational needs of these levels. In its submission, Management proposed that the grade of Chief Tradesman be restyled to Master Leather Worker and requested for the creation of the grade of Assistant Master Leather Worker, with a view to improving the services provided and provision of a career path for the employees. The Bureau

was further apprised that there are two Police Leather Workshops and Management considers that it is difficult for the Chief Tradesman to supervise both.

41.294 The Bureau considers that the request for the restyling of the grade of Chief Tradesman to Master Leather Worker cannot be entertained as this may cause prejudice to the incumbents in the Tradesman Cadre posted at the Mauritius Police Service. However, on the basis of operational needs, the Bureau is creating the grades of Assistant Master Leather Worker and Master Leather Worker while making the grade of Chief Tradesman evanescent.

### **Recommendation 62**

**41.295 We recommend the creation of a grade of Assistant Master Leather Worker on the establishment of the Mauritius Police Force. Appointment thereto should be made by promotion, on the basis of experience and merit, from Leather Workers who reckon at least five years' service in a substantive capacity in the grade; have a good knowledge of the trade; and possess good communication, organising and supervisory skills.**

41.296 Incumbents would be required, among others, to be responsible to the Master Leather Worker for: allocation of work and distribution of material to staff under his supervision and keeping proper records thereof; monitoring the progress of work of Leather Workers and ensuring that they are of good quality and as per instructions; ensuring that all tools and equipment are judiciously used and kept; simple maintenance/clearance are carried out; providing guidance and training to subordinates under his supervision; and ensuring Leather Workers comply to all safety and health measures in the performance of their duties.

**41.297 We also recommend the creation of a grade of Master Leather Worker on the establishment of the Mauritius Police Force. Appointment thereto should be made by selection from among employees in the grades of Chief Tradesman (Personal) and Assistant Master Leather Worker who has the technical know how to run a leather workshop, possess supervisory skills, and are conversant with administrative, finance and procurement and supply procedures.**

41.298 Incumbents would be, *inter alia*, responsible to the Officer-in-Charge of the Leather Workshop for: general supervision and administration of the Leather Workshop; allocation of work and distribution of material to staff under his supervision; proper execution and control of work; monitoring of work progress and keeping record of all work effected under his supervision; delivery of finished works to the stores; receipt of materials from stores; providing training to staff under his supervision; and being in charge for the safe keeping, issues, maintenance and proper use of all tools and equipment in the Leather Workshops.

**41.299 We further recommend that the grade of Chief Tradesman be made evanescent. A personal salary has been provided for incumbents in post.**

**MAURITIUS PRISON SERVICES**

- 41.300 The representatives of Tradesman at the Mauritius Prison Services have requested, among others, for: the grant of three increments after completing 15 years of service and review of the salary scale; provision of continuous training; payment of Performance Bonus to be extended to all employees working in the Mauritius Prison Services; and the grant of loan facilities to purchase motorcycles as Prisons are located in remote areas. Requests were also made for an increase in the hours of work during Weekdays, and Saturdays be declared as a day off; change in appellation of the grades in the Tradesman class; provision of good quality protective equipment; and increase in establishment size of Tradesman.
- 41.301 During meeting with the staff side, the representatives were informed of requests that ought to be dealt at the level of the Department. They were also apprised that salary will be looked into holistically by the Bureau; the Performance Bonus granted to officers of the Discipline Forces was specific to that organisation; and that Tradesman are usually known for their trade as a result of which change in appellation cannot be entertained.
- 41.302 The views of the Management were sought on the submissions of the staff side. The Bureau was informed that to enable the staff to upgrade their knowledge, continuous training is being provided by the Civil Service College Mauritius. Management also averred that the trade sections operate on Saturdays hence it would be inappropriate to reschedule the pattern of the working hours; and appropriate action was being initiated to increase the establishment size of grades in the Workmen's Group – Tradesman Cadre to cope with the increase of workload.

**VICE PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY****Foreman****Tradesman****Tradesman's Assistant**

- 41.303 The representatives of the staff side of the Vice Prime Minister's Officer, Ministry of Education, Tertiary Education, Science and Technology submitted that employees in the Workmen's Group - Tradesman Cadre should be provided with continuous training to upgrade their skills with new trend in pattern of work and regular medical check-up in view of the nature of task performed by incumbents. They also emphasised on the need for the creation of a grade of Chief Tradesman in each trade and increase in the establishment size of Foreman. As regards salary, the staff side requested for an alignment of salary of Tradesman with that of Laboratory Auxiliary and that of Tradesman's Assistant with that of Computer Laboratory Auxiliary. Additionally, they requested for the payment of risk allowance due to constant exposure to risks in the performance of their duties.



- 41.304 During consultative meeting, the representatives of the staff side were informed that appropriate recommendation exist for the conduct of Risk Assessment Exercise and the setting up of Department Health and Safety Committee to carry its functions as per the Occupational Safety and Health Act. They were also informed that salary will be looked into holistically by the Bureau and increase in establishment size rests with their Management.
- 41.305 The Ministry of Education, Tertiary Education, Science and Technology, in turn, submitted that the Ministry is not in favour of creating a grade of Chief Tradesman in each trade as supervision is currently being done by incumbents in the grade of Assistant Inspector of Works and Foreman. As regards training on Health and Safety, the Ministry will liaise with the Civil Service College, Mauritius for the mounting and conduct of appropriate inhouse training.

## **DEPARTMENT OF CIVIL AVIATION**

### **Rigger**

- 41.306 Incumbents in the grade of Rigger posted at the Department of Civil Aviation have, among others, requested for the provision of insurance cover and medical scheme in case of any mishap; and introduction of Risk Allowance. They also submitted that the incumbents in the grade of Rigger should not be classified as manual workers as the nature of work performed is different.
- 41.307 As regards the reclassification of the grade on the basis that the nature of work was different, the staff side was informed that the height at which an employee works is not a basis for job classification.

### **Supervisor (Rigging)**

#### **Foreman**

- 41.308 Request was received for the extension of the payment of Hardship Allowance and Height Allowance to the employees in the grades of Supervisor (Rigging) and Foreman as incumbents are required to supervise and carry out rigging works in Mauritius as well as the Outer Islands.
- 41.309 The Department of Civil Aviation supported that the payment of Hardship Allowance and Height Allowance be extended as incumbents in these grades effectively travel to Outer Islands and work at same height along with Riggers. The Bureau is, therefore, making appropriate recommendations at paragraphs 16.1.45 and 16.1.53 of this Report.

