

## WORKMEN'S CLASS

### GENERAL RECOMMENDATIONS

#### Duties of General Worker and Handy Worker

1. Unions have reported that General Workers in most organisations are called upon to perform a series of duties normally belonging to the grades of Office Auxiliary/Senior Office Auxiliary, Caretaker, Handy Worker and Tradesman, among others. During consultations, the Bureau emphasised 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. Their 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.
2. In the same breath, the Bureau has been informed that owing to lack of staff or unfunded posts, Handy Workers are equally being requested, on a regular basis, to carry out duties belonging to the grades of Gardener/Nursery Attendant, Office Auxiliary/Senior Office Auxiliary, Receptionist/Telephone Operator, Stores Attendant and Tradesman's Assistant. It should be highlighted that the former grade of Handyman, subsequently restyled Handy Worker, was created as a polyvalent and multifunctional grade in the 1998 PRB Report such that incumbents would be required to perform a series of duties requiring little or no skill/competency.
3. 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 grades of General Worker and Handy Worker are in conformity with their schedule of duties and scheme of service respectively.

#### Insecticide Sprayer Operator

4. The staff side has submitted that the Insecticide Sprayer Operators are regularly exposed to noxious chemicals in the performance of their duties, which are indeed dangerous to their health. They added that due to regular exposure to chemical products, most of the incumbents suffer from severe and even chronic health problems. Additionally, candidates do not show interest to join the grade owing to the high risk involved. The Bureau was also apprised that no applications were received for the last advertisement. Hence, Union members urged for the grant of an allowance to attract and retain candidates in the said grade.
5. After examining the request and 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 1**

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

**Surveillant *formerly Security Guard* - Caverne Patate**

8. A monthly non-pensionable allowance of Rs 500 is presently payable to the Surveillant *formerly Security Guard* posted at Caverne Patate. Management has informed that Caverne Patate is now being managed by the Discovery Rodrigues Ltd which is a private company. **Hence, we are not replicating this provision as it would no longer be applicable.**

**SPECIFIC RECOMMENDATIONS****DEPUTY CHIEF COMMISSIONER'S OFFICE  
(DEPARTMENT OF WATER RESOURCES-PLANT EQUIPMENT UNIT)****Water Supply Operator (on roster)  
*formerly Water Supply Attendant (on roster)***

9. The former grades of Reservoir Keeper and the Valve Operator were restyled to a polyvalent appellation of Water Supply Attendant (on roster) since there was major overlapping of duties. The new set of duties as stipulated in the scheme of service of the grade of Water Supply Attendant (on roster) requires incumbents, among others, to operate valves and stop cocks along pipe lines; test, locate and clean faults on the pipe lines; look after reservoir and take reading of water level; diagnose in and out flow of water in reservoirs; and read and record flow meter readings from the reservoirs.
10. Representation has been made from the staff side for a change in appellation to be in consonance with the set of duties devolving upon incumbents in the grade. A scrutiny of the Job Description Questionnaires revealed that the core duties of incumbents pertain to the operation of valves and main tap to ensure continuity in the supply of water. We are, thus restyling the grade to a more appropriate appellation.

**Recommendation 2**

11. **We recommend that the grade of Water Supply Attendant (on roster) be restyled Water Supply Operator (on roster).**

## COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES AND CIVIL STATUS

### Health Sterile Services Assistant (New Grade)

12. It has been reported that officers of the Midwifery Cadre and Attendants (Hospital Services) (on shift) are being called upon to perform the duties relating to sterilisation of tools, equipment and consumables over and above their normal set of duties in view of the fact that the Health Services do not have a specific grade to perform the aforementioned duties. Management has, therefore, represented that a specific grade be created similar to what obtains in the Ministry of Health and Wellness. Considering the importance of sterilisation of consumables, tools and equipment in the health services, the Bureau is in favour of creation of this level.

### Recommendation 3

13. **We recommend the creation of a grade of Health Sterile Services Assistant. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or Primary School Achievement Certificate. Selected candidates would be required to undergo an on-the-job training of not less than six months.**
14. Incumbents would, among others, be responsible for the sorting, cleansing, checking, packing, sterilising and distribution of all packaged sterile supplies.

### Senior Cook (New Grade)

15. Following the decentralisation of services and with the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospitals, additional Cooks (on roster) would be recruited as the number of posts has been increased and funds have been made available in the Budget Estimates 2020-2021. Management has submitted that the absence of a senior level often impedes the proper running of the Catering Unit. Hence, they requested for a new grade at senior level for the allocation of work and assisting in the training of Cooks (on roster) with a view to improving the quality of meals provided to patients and staffs in hospitals. We are supportive of their views and are providing for a grade of Senior Cook.

### Recommendation 4

16. **We recommend the creation of a grade of Senior Cook. The post should be filled 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.**
17. Incumbents would, *inter alia*, be responsible for organising and controlling the day-to-day work of the Cooks (on roster); ensuring care and cleanliness of all catering equipment and utensils; maintaining a high standard of hygiene in the kitchen and its immediate surroundings; assisting in the training of Cooks (on roster); and performing the duties of Cook (on roster), as and when required.

**Senior Health Laboratory Auxiliary (New Grade)**

18. With the latest development in the Health Services, the volume of work in the laboratories has increased considerably. In this respect, Management has requested for a senior level to ensure allocation/supervision of work and training of the Health Laboratory Auxiliaries. The Bureau considers that a new level would indeed ease the proper coordination of work among staff in the health laboratories. We are recommending to this effect.

**Recommendation 5**

19. **We recommend the creation of a grade of Senior Health Laboratory Auxiliary. The post should be filled by promotion, on the basis of experience and merit, of officers in the grade of Health Laboratory Auxiliary reckoning at least 10 years' service in a substantive capacity in the grade.**
20. Incumbents would, among others, be responsible for: the organisation of work, supervision, control and training of subordinates posted in the laboratory and its general cleanliness; ensuring that all laboratory equipment and apparatus are kept clean and in good condition; and performing the duties of Health Laboratory Auxiliary, as and when required.

**Risk Allowance for Cook Cadre**

21. Presently, employees in the grade of Cook (on roster) are paid a monthly risk allowance equivalent to one and a half increments at the initial point of the salary scale. This provision, being appropriate, should continue to prevail. We are also extending this provision to the new grade of Senior Cook.

**Recommendation 6**

22. **We recommend that the employees in the grade of Cook (on roster) and new grade of Senior Cook should be paid a monthly risk allowance equivalent to one and a half increments at the initial salary point of their respective salary scale.**

**Insecticide Sprayer Operator**

23. Incumbent in the grade of Insecticide Sprayer Operator is currently being paid an allowance of Rs 80 per case for spraying insecticide on decaying corpses. Given its relevance, we are upholding the provision while revising its quantum.

**Recommendation 7**

24. **We recommend that the allowance payable to the Insecticide Sprayer Operator for spraying insecticide on decaying corpses be revised to Rs 85 per case.**

**Senior Attendant (Hospital Services) (on shift)**

25. Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month are paid a non-pensionable monthly allowance of Rs 450. The Bureau considers that this arrangement should continue and hence, we are revising the quantum of allowance.

**Recommendation 8**

26. **We recommend that the monthly non-pensionable allowance payable to Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month be revised to Rs 475.**

**Mortuary Attendant (on roster)**

27. At present, Mortuary Attendants (on roster) of the Rodrigues Regional Assembly are paid a monthly commuted non-pensionable allowance, in lieu of the allowance recommended for counterparts in Mauritius. We consider the present provision should continue.

**Recommendation 9**

28. **We recommend the payment of a monthly commuted non-pensionable allowance of Rs 750 to the Mortuary Attendant (on roster) of the Rodrigues Regional Assembly in lieu of the allowance recommended for counterparts in Mauritius.**

**Specific Conditions of Service for Health Sector****Recommendation 10**

29. **The recommendations made in the Ministry of Health and Wellness in respect of Specific Conditions of Service for Health Sector in Volume 2 Part I of this Report should equally apply to employees of the RRA.**

**COMMISSION FOR AGRICULTURE, ENVIRONMENT, FISHERIES, MARINE PARKS AND FORESTRY****Agricultural Implement Operator**

30. Management requested for the creation of a grade of Agricultural Machinery Operator such that the post would be filled by selection from among candidates possessing the Certificate of Primary Education; a Goods Vehicle Driving Licence (manual gear) and a licence to drive tractors; and having passed a test in the use and maintenance of agricultural implements and tractors.
31. Additional information furnished by Management revealed that employees in the new grade would be called upon to operate heavy equipment such as crawler tractors (D6), excavator and backhoe loader in clearing of invasive alien species, derocking of land, excavation of main drains and disilting of water points and rivers particularly in valleys. However, such equipment are presently being operated by Drivers (Heavy Vehicle above 5 tons) and Agricultural Implement Operators as they possess the required licence as spelt out for the proposed grade.
32. After analysing the proposed scheme of service of the grade of Agricultural Machinery Operator, it was observed that the duties are more or less similar to those of the existing grade of Agricultural Implement Operator save for a few new tasks which have been included in the proposed scheme of service. Hence, the Bureau considers that

creation of the grade of Agricultural Machinery Operator is not warranted and holds the view that the proposed duties should be included in the scheme of service of the existing grade of Agricultural Implement Operator. We are recommending accordingly.

### **Recommendation 11**

- 33. We recommend that the duties in the scheme of service of the grade of Agricultural Implement Operator be enlarged to include the following: mechanical land preparation tasks; proper execution of work by machine and equipment under the control of the Officer-in-Charge; regular care and maintenance of machine and equipment and ensuing provision of fuel, lubricants and other issues; handing over and taking over of fuel and other stock necessary to keep machines and equipment working; timely reporting of breakdown, shortage and accident to the Officer-in-Charge and taking appropriate action; and monitor the use of machine and equipment. These new set of duties have already been taken into consideration in determining the salary of the grade.**
- 34. We also recommend that Agricultural Implement Operators in post as at the eve of the publication of this Report should be granted one additional increment on conversion, subject to the top salary of the grade, for performing the above-mentioned additional set of duties.**
- 35. We further recommend that Management should consider increasing the number of posts of Agricultural Implement Operator to ease allocation of tasks.**

### **Livestock Attendant Cadre formerly Stockman Cadre**

36. It has been reported that during the past years, the Agricultural Sector was male dominant and hence, the appellation of the Stockman Cadre was fit for purpose. However, Management has submitted that there is an increase in the number of female employees classified under the Workmen's Group such that the ratio of male to female is equal. Both Management and staff side have, therefore, requested for a change of appellation for the Stockman Cadre to enable recruitment of female employees as there is a gender issue with the present appellation. Various appellations have been suggested namely Livestock Care Attendant, Livestock Handler and Care Attendant, Livestock Care Assistant and Livestock Handler among others. After a thorough analysis, we are restyling the Stockman Cadre to a more appropriate appellation.

### **Recommendation 12**

- 37. We recommend that the grades of Senior Stockman (on shift) and Stockman (on shift) be restyled Senior Livestock Attendant (on shift) and Livestock Attendant (on shift) respectively.**

**COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, LIBRARY SERVICES, MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS**

**CULTURAL AND LEISURE CENTRE**

38. In addition to the payment of overtime for work performed beyond normal working hours, incumbents in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres are also granted a monthly non-pensionable allowance for performing additional duties, during and after normal office hours. We are upholding on the present arrangement.

**Recommendation 13**

39. **We recommend that, in addition to the payment of overtime for work performed beyond normal working hours, employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres should be paid a monthly non-pensionable allowance of Rs 750 for performing additional duties during and after normal office hours.**

**Youth Centre Attendant (on roster)**

40. At present, access to the Youth Centres is controlled by the Youth Centre Attendants (on roster) who are responsible for the cleanliness of buildings, water closets and premises, among others. Management has submitted that a grade of Attendant (Sports) (on roster) be created to open the sports infrastructures viz football playground and gymnasium.
41. During discussion, Management was informed that creation of an additional level to perform similar duties as that of Youth Centre Attendant (on roster) is not warranted. In view of the fact that both the Youth as well as Sports Divisions require the services of the Youth Centre Attendants (on roster), **Management was advised to consider amending the scheme of service of the said grade to include the duties pertaining to both Divisions and to consider increasing the number of posts, to which they were agreeable.**

**Attendant/Senior Attendant (Arts and Culture) (on roster)**

42. The structure of the Arts and Culture Division has been reinforced with the creation of a grade of Attendant/Senior Attendant (Arts and Culture) (on roster), on an *ad hoc* basis in June 2019 and the post is filled by selection from among employees on permanent and pensionable employment possessing a Cambridge School Certificate.
43. For this review, Management has requested for the creation of a grade of Attendant (Cultural and Leisure Centre) (on roster) to serve the Cultural and Leisure Centre in Mont Plaisir which operates from 0700 hrs to 1800 hrs on a six-day week basis. Presently, for operational needs, an Office Auxiliary/Senior Office Auxiliary is posted to the Centre and is regularly working after normal working hours against payment of

overtime. This arrangement is resulting in high cost for the Centre, hence, the need for a new grade to curb overtime expenditure.

44. After examination, the request for the creation of an additional level could not be acceded to as a grade of Attendant/Senior Attendant (Arts and Culture) (on roster) already exists on the establishment of the Centre which is presently vacant. **During consultation, Management was advised to fill in the vacant post of Attendant/Senior Attendant (Arts and Culture) (on roster) as well as consider reviewing its scheme of service to include the specific duties to be performed when posted in the different Divisions/Units, to which they subscribed.**

### Other Recommendations

45. The following provisions made under Chapter 'Workmen's Group-General' of Volume 2 Part I of this Report, by their very nature, are also applicable to incumbents in the Workmen's Group-General on the establishment of the Rodrigues Regional Assembly.

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

### Shift/Roster

46. 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 grades.

Shift	Roster
Ambulance Care Attendant (on shift)	Attendant/Senior Attendant (Arts and Culture) (on roster)
Ambulance Driver (on shift)	Burial Ground Attendant (Rodrigues) (on roster)
Attendant (Hospital Services) (on shift)	Cook (on roster)
Livestock Attendant (on shift) <i>formerly Stockman</i> (on shift)	Driver (on roster)
Senior Attendant (Hospital Services) (on shift)	Laundry Attendant (on roster)
	Mortuary Attendant (on roster)



Shift	Roster
Senior Livestock Attendant (on shift) <i>formerly Senior Stockman</i> (on shift) Shelter Care Attendant (on shift) Surveillant <i>formerly Security Guard</i>	Museum Attendant (on roster) Operator Pumping Station (Rodrigues) (on roster) Prisons Attendant (on roster) Swimming Pool Attendant (on roster) Water Supply Operator (on roster) <i>formerly Water Supply Attendant</i> (on roster) Youth Centre Attendant (on roster) Waste Water Pipe Cleaner (on roster)

