

GHQ Circular 63/93

1st September 1993

PS/160/91

NEW SALARY STRUCTURE AND CONDITIONS FOR THE POLICE FORCE

1. In the light of the onerous duties and responsibilities, the members of the Force are expected to carry out, a review of the salaries and conditions of service of the Police Force has been carried out. The new grading structure and ancillary benefits are meant to build, through adequate compensation and career prospects a better motivated and effective Police Force.

2. **Structure and Assimilation of Serving Officers**

2.1. The Police Force will be structured as follows:-

<u>RANK</u>	<u>SCALE</u>
Commissioner	2
Deputy Commissioner	3
Assistant Commissioner	4
Superintendent	5
Inspector	7
(with 7 years service in the grade)	8
Inspector	9
Sergeant Major	10
(one post)	11
Sergeant Major	12
Sergeant	13
Constable	14
(after 10 years service)	
(after 2 years service/probation)	
(on completion of Apprenticeship/ Traineeship)	

2.2. Officers holding an appointment on or before the 23rd June 1993 will be definitively assimilated in the above new grading structure. This assimilation will be backdated to 1st January 1991 or to the date of appointment, whichever is the later.

2.3. All serving Sergeant Majors, (both first class and second class) will be assimilated into Scale 10 as per item 2.2 above. It is envisaged that in future the Force will have only one Regimental Sergeant Major, who will be placed in Scale 9.

2.4. In the case of Sergeants the present three tier classification (Third, Second and First Class) within the same scale will be retained. Movement from one tier to a higher position will be subject to assessment and is no way automatic.

2.5. Police Officer Cadets will be paid at the entry point (bracketed minimum) of the Constable salary scale 14.

3. Allowances and other conditions of work

3.1. Pay for Performance Bonus Scheme.

3.1.1. A Performance Bonus of 0, 5, 10, 15% of actual basic salary will be paid to senior officers upon annual assessment of performance.

3.1.2 The scheme will apply to Superintendents (Scale 5) and higher officers. The percentage award will be determined by the Commissioner and, in the case of the Commissioner himself, by an ad hoc Board consisting of the Permanent Secretary O.P.M. and the Permanent Secretary of the Ministry responsible for the Police. The latter will also be an Appeals Board for appeals from the assessments made by the Commissioner.

Officers eligible for this Performance Bonus will be under continuous assessment by the Commissioner throughout the year. However, they will also be invited by the Commissioner to report on their work performance during the year. These reports will be partially used for assessment purposes in determining the award of Performance Bonuses.

3.2. Special Duty Allowance

3.2.1. An allowance will be paid to those members of the Police Force who are engaged in the riskier and more demanding operational duties.

3.2.2. This allowance will be of Lm60 per month to Officers and of Lm45 per month to the other ranks. This allowance will be all inclusive and will replace all existing allowances.

3.2.3. Those attached to the following branches and units will receive the allowance mentioned in 3.2.2.

The Special Assignment Group

The members of the Fire Fighting Unit

The non-uniformed personnel in the following Branches:

Security

Criminal Investigation

Vice, Fraud and Drug Squads (including Police personnel attached to the NDIU)

Forensic Laboratory

3.3. Disturbance Allowance

3.3.1. There will be a Disturbance Allowance payable to non-overtime Officers in Scales 9 to 5 (Sergeant Major in Scale 9 to Superintendent) to compensate them for attendance beyond normal working hours.

3.3.2. This allowance will range from Lm10 to Lm20 per month and is to be authorised by the Superintendent in respect of Inspectors and Sergeant Majors and by the appropriate Assistant Commissioner in respect of Superintendents.

3.4. Qualifications/Specialisation Allowance.

3.4.1. The payment of a relevant qualification (degree) allowance will be made as follows:-

Doctorate	Lm400 per annum
Master's	Lm300 per annum
Good Honours	Lm250 per annum
Degree	Lm200 per annum
(or equivalent qualification recognised by the University of Malta)	
Diploma	Lm150 per annum
(or equivalent qualification recognised by the University of Malta)	

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Provided that:-

- (a) only ONE Qualification Allowance (the highest) shall be paid;
- (b) where a degree/diploma is pre-requisite qualification for appointment it shall not attract the relative allowance;
- (c) the allowance is not payable to officers in Scale 5 and higher scales.

3.4.2. A lower allowance of Lm120 per annum will be paid to personnel who satisfy the Commissioner that they have attained a qualification or a high level of proficiency in a particular specialisation related to police work (e.g. forensic duties, fingerprints) and are actually performing such duties. This allowance is subject to approval by the Commissioner.

3.5. OVERTIME

3.5.1. At present, members of the Police Force are paid for overtime work performed beyond seven hours in any one month and time off in lieu is also being utilised whenever practicable.

3.5.2. Now that the Lm10 monthly allowance payable across the board to all members of the Police Force is being abolished, payment of overtime at 1.5 times the rate of pay will be made for any hours worked in excess of forty-six (46) hours per week, when time off in lieu cannot be given.

3.6 SUNDAYS/PUBLIC HOLIDAYS ALLOWANCE.

3.6.1. The members of the Police Corps will start to benefit from the double rate of pay for Sundays and 1.5 times the rate of pay for public holidays which is earned by all other public officers on shift work.

4. RETROACTIVITY

4.1. For the purposes of assimilation the retroactive date is 1st January, 1991, but for the purpose of career progression and the payment of new allowances and other benefits set out in this document the effective date will be the 1st June 1993. Assimilation will be worked out as per established procedure approved by M.P.O. and the Ministry of Finance.

INTERPRETATION

5. Shift Personnel: Sunday/Public Holidays Allowance

- 5.1. Compensation for personnel on a shift roster (including those on 24 hours on and 24 hours off duty) for Sundays is regulated by paragraph 3.2.6.3 of Estacode and for Public holidays by paragraph 4.6.1.2 of Estacode.
- 5.2. Officers whose off-duty moves according to a roster and includes working on Sundays are likewise to receive double pay for Sundays.
- 5.3. Personnel referred to at paragraph 5.1 and 5.2 above, when they are on duty on a public holiday are granted **extra** pay at the rate of time and a half, and one day vacation leave is deducted, as provided at paragraph 4.6.1.2 (b) of Estacode.
- 5.4. Personnel on 24 hours on and 24 hours off shift duty when working on Sunday will receive a double rate of pay for all the hours worked on Sunday. All Sunday hours are multiplied by double the plain hourly rate. Then a deduction of the salary element for the first eight hours is effected. The hourly rate is worked out on the basis of a 46 hour week.
- 5.5. Personnel working on the 24 hours on 24 hours off shift when working on Saturday receive a double rate of pay for the hours worked during the Saturday/Sunday night starting from 00.01 hours on Sunday to the time they finish their tour of duty. If their Sunday hours amount to less than eight hours they will be paid as if they worked a whole 8-hour day. If they work for more than eight hours the system at 5.4 above will then apply.
- 5.6. Personnel on the 24 hours on and 24 hours off shift duty will receive **extra** pay at the rate of time and a half when they are on duty on a public holiday and one day's vacation leave is deducted. If they are required to attend for work on a public holiday on which they are "off duty" they are granted **extra** pay at 1 1/2 time plain hourly rate, and no vacation leave is deducted. When a public holiday falls on a Sunday, any work on that day will be compensated at double rate as provided at paragraphs 5.4 and 5.5 above and no vacation leave is deducted.

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5.7. The rule set down at 5.6 above will also apply to all other personnel working on a shift roster.

6. Office Personnel: Sundays/Public Holidays Pay and Overtime

6.1 Office personnel up to overtime grade and others whose off-duty is normally on a Sunday will receive a double rate of pay whenever they are called to perform duty on a Sunday. They will get paid at double rate for all hours worked on an off-duty day as per Estacode 3.2.6.2.

The above-mentioned overtime payment is subject to a minimum of an ordinary day's pay as per Estacode 3.2.6.1. In effect this means that if the amount in overtime does not exceed the amount receivable for an ordinary day's work, the latter amount would be granted.

No other off-duties are granted in lieu of any off-duties lost because of overtime work.

6.2. Office personnel up to overtime grade will receive extra pay at 1 1/2 times if they are called to perform duty on any public holiday. This is also subject to a minimum of a day's pay as per Estacode 3.2.7.1. Likewise they will have one day vacation leave deducted from their entitlement whenever they are so paid at the rate of time and a half.

6.3. Non-overtime grades whose off-duty is normally on a Sunday and who are called for duty on a Sunday are not entitled to any overtime payment. Present procedure as adopted by the Commissioner will however not be disturbed.

7. Extra Duty on Payment

7.1. All personnel are reminded that they cannot perform any sort of extra duty on payment whilst they are on active or passive duty and for which they are normally compensated in their salary. Any funds generated from such an extra duty will be passed on as government revenue.

7.2. Paragraph 7.1 is particularly applicable to officers who have to attend to sporting and other activities whilst on duty. Any payment for their presence at these events will be passed on to government as revenue. A

very serious view will be taken of instances where this directive is in any way abused of.

8. General Directives

8.1. Detail Officers are to ensure a fair and equal distribution of any overtime and double pay duties to all members of the Force under their charge.

8.2. They are to keep, in an enclosed aluminium frame and in a prominent position near the telephone orderly, a roster showing extra duty on payment and/or overtime performed by members under their charge.

8.3 By the 5th day of each month, Detail Officers are to submit to the Accounts Section a detailed and correct return of all overtime and Sunday/Public Holiday duties performed by personnel under their charge during the previous month. This return is to be submitted on a form as per the sample at annex 1. Such forms are obtainable from the Supplies Section at Police Headquarters.

The above-mentioned returns, which are subject to auditing, are to be certified as correct by the district or branch Superintendent. In this regard, it is to be stressed that payments out of public funds will be made on the strength of these returns. Therefore, all Superintendents are enjoined to impress on their subordinates the need to compile faithful and reliable returns. A very serious view will be taken of any breach of these guidelines/directives.

8.4. Superintendents are to ensure that Detail Officers carry out their duties properly. They are also to assure that the daily detail of duties reflects the actual deployment of personnel in their district or branch.

9. Responsibility

9.1. Assistant Commissioners are in turn to ensure that all district/branch Superintendents are exercising their due diligence in the distribution of work among the other ranks and the supervision of same. Furthermore, they should effectively monitor the work being carried out in order to ensure that same is being carried out diligently and to the benefit of the Police Force and the general public.

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9.2. Breaches of any of the above-mentioned directives will not be tolerated and disciplinary action, before the Public Service Commission leading to dismissal from the Force, will be instituted against whoever contravenes same.

G A Grech
COMMISSIONER

JCG/EB