

GHQ Circular No. 50/2012
PS/160/91

NEW SALARY STRUCTURE AND CONDITIONS FOR THE POLICE FORCE

Part I

1. Preamble

1.1 Contribution by the Police Force

Whereas the Government acknowledges the contribution by the Police Force throughout the years in providing services to the Maltese community, and whereas the Police Force acknowledges the responsibility of its members to continue performing their duties responsibly and with due diligence, it is hereby being agreed that:

1.2 Employee Loyalty and Confidentiality

All categories of employees covered by this document are expected to be loyal to the Employer and to dedicate all their working hours to the Employer with loyalty.

No-one may, at any time during or after the termination of employment, give any information to any person, company, corporation or organisation of any type except in the normal course of their duties and as requested by the Employer for the proper execution of the work of the Employer, or as a result of a lawful order from a competent body that has statutory rights to require the disclosure of information to it.

1.3 Employee Undertaking

Employees who are proven to be acting against the interests of the Government, in breach of the code of ethics or working in conflict with their official duties with the Government shall be liable to disciplinary action that may lead to dismissal. For all intents and purposes, employees covered by this document are considered to be a disciplined force, and shall perform duties as emanating from the Police Act (Chapter 164 of the Laws of Malta) in force from time to time.

Part II

2. General Articles

2.1 New Conditions of Service

This document is being produced in the light of the onerous duties and responsibilities that the members of the Police Force are expected to carry out. Such duties and responsibilities are not confined to a normal working week but cover 24 hours for a 7 day week. The provisions of this document, together with the Collective Agreement for Employees in the Public Service dated 26th October 2005, and the subsequent Collective Agreements in force from time to time, except where otherwise stated in this Agreement, shall henceforth constitute the entire and only arrangement regulating the conditions of service for the Police Force.

2.2 Applicable Laws / Regulations

This document shall be governed, construed and interpreted in accordance with the Laws of Malta in force from time to time, and, in particular, the recruitment, engagement, appointment, career progression and functions of all employees covered by this Agreement shall be subject to the provisions of the Constitution, and any other relevant Laws or Regulations, and the regulations and procedures of the Public Service Commission wherever applicable.

2.3 Qualifications

In claiming a qualification or a comparable qualification for the purposes of any recruitment, appointment, promotion, benefit or allowance provided for under this document, it shall be the responsibility of the claimant to support, as required, by certificates and/or testimonials, qualifications claimed, and in the case of qualifications awarded by a private or foreign University, tertiary or other education institution as the case may be, to produce a recognition statement on comparability of qualifications issued by the designated and/or competent authority at law.

2.4 Duties and Obligations

All employees covered by this document shall assume all the duties and obligations at all times as is provided for in the terms of reference and job descriptions as established by the relevant Government Authorities subject to the relevant legislation regulating Industrial Relations in force from time to time.

2.5 Employment Conditions and Benefits

All employees as specified in Part III are covered by this document and shall enjoy the salary scales, career progression, the applicable benefits, allowances and conditions of work as provided for in this document, The Public Administration Act, the PSMC, the Collective Agreement for Public Service Employees and the Code of Ethics regulating the respective profession.

3. Definitions

3.1 Gender

Unless any provision of this Agreement indicates otherwise, words referring to the masculine gender shall include the female and vice versa.

3.2 Officer:

Wherever the term *Officer* or *Officers* is used in this document it is meant to refer to sworn officers of the Police Force.

3.3: Police Force

The Police Force is entrusted with the maintenance of internal security, law and order, the preservation of peace, the protection of life and property, the prevention and detection of crime and the enforcement of all laws which fall under its charge.

3.5 Employer:

"Employer" means the Government of Malta.

Part III

4. Grading Structure

4.1 The Police Force will be structured as follows:

Grades	Salary Scale
Commissioner	2
Deputy Commissioner	3
Assistant Commissioner	4
Superintendent	5
Inspector (with 7 years service in the grade)	7
Inspector	8
First Class Sergeant Major (one post)	9
Second Class Sergeant Major	10
Police Sergeant	11
Police Constable (after 6 years satisfactory service in Salary Scale 13)	12
Police Constable (after 2 years satisfactory service/probation in Salary Scale 14)	13
Police Constable (on completion of Apprenticeship / Traineeship)	14

- 4.2 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 in no way automatic.
- 4.3 Police Officer Cadets will be paid at the entry point (bracketed minimum) of the grade of Constable, Salary Scale 14.

5. Allowances and other conditions of work

5.1 Pay for Performance Bonus Scheme

- 5.1.1 A Performance Bonus of up to 15% of actual basic salary will be paid to senior officers upon annual assessment of performance.
- 5.1.2 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 of the Ministry responsible for the Police, and the Principal Permanent Secretary. The latter will also be an Appeals Board for appeals from the assessments made by the Commissioner.
- 5.1.3 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 taken into consideration for assessment purposes in determining the award of Performance Bonuses.

5.2.1. An allowance of 129.01 Euros per Four weeks salary to Officers and 96.76 Euros per Four weeks salary to the other ranks will be paid to those members of the force who are engaged in duties having an element of specialization or specificity.

5.2.2 The following areas of work will attract the 'special duty' allowance:

Special Assignment Group

Police Academy

Information Technology Branch

Administrative Law Enforcement

Mobile Squad

Traffic Branch (applicable only to members of the Police Force deployed in this area to perform law enforcement duty)

Mounted Section

Dog Section

5.2.3 The 'special duty' allowance will also be payable to non-uniformed personnel in the following branches:

Special Branch

Criminal Investigation

Vice, Economic Crime and Drug Squads

Forensic Laboratory

Criminal Intelligence Analysis Unit

5.2.4 Personnel performing normal office hours shall also continue to benefit from an allowance equivalent to the 'special duty allowance'.

5.2.5 An allowance of €139.76 per month to Inspectors and higher grades in the areas referred to in Clauses 5.2.2 and 5.2.3, and of €104.82 to officers below Inspector grade in the areas referred to in Clauses 5.2.2 and 5.2.3, will be paid as inducement to attract the right persons to these special duties.

5.3 Disturbance Allowance

5.3.1 There will be a Disturbance Allowance payable to Officers in Scale 8 to 5 (Inspector in Salary Scale 8 to Superintendent in Salary Scale 5) to compensate them for attendances beyond normal working hours.

5.3.2 This allowance will range from €23.29 to €69.88 per month and is to be authorised by the Superintendent in respect of Inspectors and by the appropriate Assistant Commissioner in respect of Superintendents.

5.4 Qualification/Specialisation Allowance

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

Qualification Level	Description	Rate per Annum
8	Doctoral Degree	€931.75
7	Master's Degree Postgraduate Diploma Postgraduate Certificate	€698.81
6	Bachelor's Degree	€465.87
5	Undergraduate Diploma Undergraduate Certificate VET Higher Diploma	€349.41 per annum

Provided that:

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

5.4.2 In order to encourage Members of the Police Force to keep abreast of developments related to very specific police work, an allowance of €279.53 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.

5.5 Overtime

5.5.1 The working week applicable to all members of the Police Force is a 46 hour week.

5.5.2 Members of the Police Force as indicated hereunder shall benefit from overtime payment in line with the relevant provisions of the PSMC in force from time to time regulating overtime:

First Class Sergeant Major	Salary Scale 9
Second Class Sergeant Major	Salary Scale 10
Police Sergeant	Salary Scale 11
Police Constable	Salary Scales 14, 13 or 12

5.5.3 Members of the Police Force, indicated in clause 5.5.2, will be eligible for overtime payment for any hours worked in excess of forty-six (46) hours per week.

5.6 Overtime Payment for attendance on Sundays and Public Holidays

- 5.6.1 Members of the Police Force who are normally required to work on a Sunday or a public holiday as part of their shift roster will benefit from the rates of pay applicable in such cases to all other public officers as regulated by the relevant provisions of the PSMC in force from time to time.
- 5.6.2 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 applicable PSMC provisions in force from time to time.

The above-mentioned overtime payment is subject to a minimum of an ordinary day's pay as per applicable PSMC provisions in force from time to time. 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 an off-duties lost because of overtime work.

- 5.6.3 Office personnel up to overtime grade will receive extra pay at 1 ½ 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 applicable PSMC provisions in force from time to time. 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.
- 5.6.4 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.

5.7 Shift Allowance

- 5.7.1 As from the date of signing of this document, the following members of the Police Force will benefit from Shift Allowance as provided by the relevant provisions of the PSMC in force from time to time:

First Class Sergeant Major	Salary Scale 9
Second Class Sergeant Major	Salary Scale 10
Police Sergeant	Salary Scale 11
Police Constable	Salary Scales 14, 13 and 12

5.8 Police Force Allowance

- 5.8.1 Due to the nature of work of all members of the Police Force, where the responsibility of the Police Force, continuous developments in the field, and evolving methods of investigations and crimes are becoming ever more complex; and cognisant of the fact that the Police Force must keep abreast of such developments to respond effectively and efficiently in order to adequately safeguard and protect society at large by being available 24 hours a day, 7 days a week, throughout which the Police Force deals with criminals and wrong-doers who are often of a hostile and dangerous nature; and taking account of the fact that the Police Force is alone vested with the authority to undertake searches of private persons and property within the community in accordance with legislation, the members of the Police Force shall be entitled to a specific Police Force Allowance per annum, as indicated hereunder, paid in four-weekly instalments:

<u>Nomenclature</u>	<u>Salary Scales</u>	<u>Annual Allowance (€)</u>
Commissioner	Scale 2	2,300
Deputy Commissioner	Salary Scale 3	1,700
Assistant Commissioner	Salary Scale 4	1,200
Superintendent	Salary Scale 5	800
Inspectors	Salary Scale 8 and 7	500
First Class Sergeant Major	Salary Scale 9	300
Second Class Sergeant Major	Salary Scale 10	300
Police Sergeant	Salary Scale 11	300
Police Constable	Salary Scale 14, 13 and 12	300

5.9 One Time Payment

5.9.1 In recognition of the sterling service rendered by the Police Force, a one-time cash payment shall be made to all serving officers as at the date of signing of this document, as indicated hereunder:

<u>Nomenclature</u>	<u>Salary Scales</u>	<u>One-Time-Payment (€)</u>
Commissioner	Salary Scale 2	1,900
Deputy Commissioner	Salary Scale 3	1,700
Assistant Commissioner	Salary Scale 4	1,500
Superintendents	Salary Scale 5	1,300
Inspectors	Salary Scale 8 and 7	1,200
First Class Sergeants Major	Salary Scale 9	1,100
Second Class Sergeants Major	Salary Scale 10	1,100
Police Sergeants	Salary Scale 11	1,000
Police Constables	Salary Scales 14, 13, 12	1,000

5.9.2 The applicable total one-time-payment due to each grade, as shown in the table within clause 5.9.1, shall be paid in two equal instalments. The first instalment will be paid in October 2012, whereas the second instalment will be paid in February 2013.

6. Effective Date

The conditions stipulated in this document shall be applicable to the Police Force as from the 07th August 2012.

John Rizzo
COMMISSIONER

Police General Headquarters
Floriana

4 March 2013

GHQ Circular no: 18/13
PS/160/91

**Re: New Salary Structure and Conditions for the Police Force –
Disturbance Allowance**

Reference is made to GHQ Circular no: 50/2012 dated 9 August 2012.

With effect from 1 January 2013, the disturbance allowance payable to Officers in Scale 8 to 5 (Inspector in Salary Scale 8 to Superintendent in Salary Scale 5) to compensate them for attendances beyond normal working hours, will be payable on a monthly basis and shall not exceed 10% of the basic salary.

This disturbance allowance shall be authorised by the Superintendent in respect of Inspectors and by the appropriate Assistant Commissioner in respect of Superintendents. Payment shall be made as per the following table:

10%	50 hrs +
9%	45 – 49 hrs
8%	40 – 44 hrs
7%	35 – 39 hrs
6%	30 – 34 hrs
5%	25 – 29 hrs
4%	20 – 24 hrs
3%	15 – 19 hrs
2%	10 – 14 hrs
1%	1 – 9 hrs

In view of the above, clause 5.3.2 of GHQ Circular no: 50/2012 has been repealed.

Lawrence Cauchi
Assistant Commissioner
(Administration)

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