

MAURITIUS PORTS AUTHORITY

CIRCULAR NOTE OF 03 OF 2017

TO: ALL EMPLOYEES

DATE: 6 APRIL 2017

HUMAN RESOURCES DEVELOPMENT PLAN (HRD 2016)

Management is pleased to inform all employees that the Board has at its meeting held on 03 April 2017 approved the recommendations contained in the Human Resources Development (HRD) Report 2016. These include amongst others the following:-

- (a) New Organisation Structure.
- (b) New Pay and Grading Structure.
- (c) Master Conversion Table.
- (d) New Job Guidelines.
- (e) Revised Terms of Conditions of Service.

Messrs BDO & Co Ltd have recommended a new grading structure with twelve grades.

Messrs BDO have also proposed a restructuring of the organisation with some high level changes to the organigram that are strategically driven and geared for the future.

The range of salary increases recommended by the Consultants is between 8.2% to 13.3 %. The weighted average salary increase proposed is of the order of 9.7%.

Moreover, the effective date of the implementation of the New Salary Structure is set at 01 January 2016.

As approved by the Board, the next salary review at the MPA will be carried out in five years time, that is, in 2021.

Action is now being initiated to ensure the smooth implementation of recommendations made. In this respect, several actions are being initiated:-

(i) IMPLEMENTATION COMMITTEE

An Implementation Committee has been set up to examine in depth the recommended conversions, Conditions of Service and its applications and interpretation.

This Committee shall look into the following issues:-

- (a) New Salary Scales and recommended conversions;

- (b) Amended Terms and Conditions of Service;
- (c) The necessary interpretation and application;
- (d) Possible genuine errors and omission;
- (e) Procedures for implementation including signature of Option Form, time limits..etc;
- (f) Any other related aspect.

(ii) ERRORS AND OMISSIONS COMMITTEE

An Errors and Omissions Committee has also been set up to examine representations, if any, from employees concerning their **personal grading**. If an employee is not agreeable with his/her grading, he or she may submit an appeal in writing to the Director General, who after consideration, will submit same to the Errors and Omission Committee. A further communication regarding the works of that Committee will be addressed in due course.

(iii) JOB GUIDELINES

Job Guidelines have been reviewed to reflect the roles and functions of each Job position. Respective Job Guidelines will be attached to individual Option Form.

(iv) CONDITIONS OF SERVICE

The existing Conditions of Service have been reviewed and the main changes in Conditions of Service are set out as hereunder:-

- **Early Voluntary Retirement Scheme**

Messrs BDO & Co. Ltd have proposed the introduction of an early Voluntary Retirement Scheme whereby employees proceeding on retirement would be given the option to cash in full his/her accumulated vacation leave computed on the officer's salary provided he/she retires from the day he/she would normally have proceeded on leave prior to retirement.

- **Annual Increments/Incentive Bonus**

Pending the implementation of a full-fledged Performance Management System (PMS), the Consultants have proposed that annual increments will not be automatic but such payments be linked to certain Performance & Conduct criteria during the transitory period.

The same principle will apply for payment of any Incentive Bonus.

- **Biometric Attendance System**

The Consultants have recommended that the Biometric Attendance System be reinstated to monitor more effectively employees' attendance.

In this context, a consent form will be circulated to all employees for them to signify their acceptance to the biometric attendance system.

- **Long Service Increment (LSI)**

Messrs. BDO & Co. Ltd have recommended as a matter for recognition of long service, that officers who have stayed in a single grade for 25 years and who were already drawing the top salary of their salary scales for the past two consecutive years would be eligible to a one-off meritorious Long Service Increment (LSI) equivalent to two increments in the previous Master Salary Scale subject to satisfactory performance.

- **Travelling Allowances**

The Consultants have reviewed the payment of monthly travelling allowances to Rs 11,500 (for employees graded at level 3 to 5) and Rs 7,250 (for employees graded at level 6).

- **Refund of Accumulated Sick leave**

Messrs BDO have recommended that when the maximum of 90 days bank sick leave has been reached, a maximum of 16 unutilised sick leave would be payable at the rate of 1/22 of monthly salary per day.

(v) PERFORMANCE MANAGEMENT SYSTEM

Messrs. BDO & Co. Ltd have made recommendations for a Performance Management System and have elaborated on guidelines to be adopted for the proper implementation of the system.

(vi) RODRIGUES

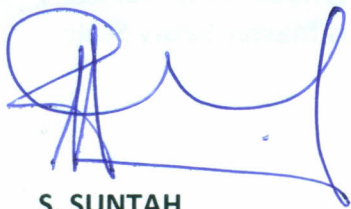
Messrs. BDO & Co. Ltd have proposed a new organisation structure for Port Mathurin to adapt to the local labour market particularly in terms of maritime skills.

A new salary, grading structure and a set of Job Guidelines have been recommended for Rodriguan staff.

(vii) OPTION FORM

All employees will be required to sign an irrevocable Option Form stipulating whether they accept the New Salaries, Job Guidelines and Conditions of Service in toto. Option Forms will be circulated to all employees shortly.

Management wishes to re-assure all employees that every endeavour will be made to effect payment of the new salaries and salary arrears in the month of May 2017.



S. SUNTAH
Director General