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1. SALARY SCALES**101 SALARY LEVELS**

The salary levels for the Public Service shall be as published from time to time by the Permanent Secretary for the Public Service and reflected in the annual Establishment Register.

Amendment No. 229/85

102 SALARIES OF POSTS

The salary scale or the fixed salary attaching to a post shall be that allocated to it in the salaries Sub head of the Ministry concerned in the annual Estimates of Revenue and Expenditure for Solomon Islands, as from time to time amended in accordance with the procedures prescribed in Financial Instructions.

PROVIDED that, exceptionally, the Permanent Secretary for the Public Service may, for the purpose of facilitating re-organisation, approve that any post may be held by an officer at a salary, or in a salary scale, which is higher than that provided for the post in the annual estimates for such period as he shall prescribe and during such period the officer shall be paid salary at such higher rate.

Amendment No. 229/85

103 SALARY ON PROMOTION

1. Whenever an officer is promoted, his salary on promotion shall be -
 - (a) if the salary of the new office is a fixed salary, that fixed salary;
 - (b) if an officer is promoted from one scale to the next higher scale, the new salary point of the new office shall be the next higher salary point above the maximum of his pre-promotion scale;
 - (c) if an officer is promoted TWO scales above his pre-promotion scale, the new salary point of the new office shall be the minimum of the new scale.

2. MINIMUM ENTRY POINTS AND INCREMENTAL CREDIT**201 GENERAL RULE**

Save as may otherwise be provided in this Chapter of these Orders, an officer on first appointment shall enter the salary scale appropriate to his office at the minimum point of such scale.

202 ENTRY POINTS ON FIRST APPOINTMENT

1. An officer on first appointment will be given incremental credit for approved qualification as follows:

(a) School Leavers:

- (i) Form III with SICHE Foundation Certificates – Enter L2.1
- (ii) Form IV but without **SISC** or equivalent – Enter at L3.1
- (iii) Form V and obtained **SISC** or equivalent – Enter L3.2
- (iv) Form VI with **PSSC** or equivalent - Enter L3.3
- (v) Form VII Foundation Science or Social science– Enter L3.5

(b) Pre-service course up to 2 years for **Certificate** – Enter L4.1

(c) Pre-service courses of 3-4 years for **Certificate** – Enter L4.5

(d) Pre-service courses up to 2 years for **Diploma** – Enter L5.1

(e) Pre-service courses of 3-5 years for **Diploma** – Enter L5.5

(f) Pre-service undergraduate **Arts Degree** course of 3-4 years – Enter L7.1

(g) Pre-service undergraduate **Science Degree** course of 5 years – Enter L8.1

(h) Pre-service **Postgraduate Certificate** program – Enter L9.1

(i) Pre-service **Postgraduate Diploma** program – Enter L10.1

(j) Pre-service **Masters Degree** program – Enter L11.1

(k) Pre-service **Doctorate Degree (PhD)** – Enter L12.1

2. The minimum entry points provided in 1 (a) to (k) may not be inclusive for all cadres in the Service. Cadres whose minimum standard of qualification for entry points are not specified above may refer to relevant approved scheme of service. Where no scheme of service has been published, the alternative standards shall be prescribed by the Permanent Secretary for the Public Service with concurrence of the appropriate Commission.

3. INCREMENTS AND INCREMENTAL DATES**301 AWARD OF INCREMENT**

1. An increment is an increase of salary of a specified amount as shown in the salary scales, and which, provide certain conditions are satisfied, is granted at regular intervals until a stated maximum is reached. No officer, however, shall be entitled to any increment as of right.
2. An officer serving on an incremental scale may be granted an increment on his incremental date provided that -
 - (a) he has performed his duties with zeal and diligence;
 - (b) he has passed approved examinations; trade tests or other tests of proficiency; or obtained qualifications and skills during in-service training relevant to the job of his cadre; and
 - (c) his conduct has been satisfactory.
3. Where the Responsible Officer is at any time during the year of the opinion that an increment should be withheld, he shall follow the procedure prescribed in Public Service Commission Regulation 61.

Amendment No. 299/85

302 INCREMENTAL DATES

The incremental date of an officer shall be –

- (a) on first appointment -
 - (i) if he assumes duty on a date on or between the 1st and 15th day of the month, the 1st of that month; and
 - (ii) if he assumes duty on a date on or between the 16th and the last day of the month the 1st of the following month;
- (b) on promotion -

in accordance with (a) above.

Amendment No. 229/85

303 SALARY INCREMENTS FOR ADDITIONAL QUALIFICATIONS

Further to Section 301 (b), serving officers who have successfully acquired additional qualifications and skills which are recognized and demanded by the Public Service shall be awarded salary increments within the following categories of academic achievements:

- | | | |
|-------------------|---|------------------|
| (a) Certificate | - | One increment. |
| (b) Diploma | - | Two increments |
| (c) Higher degree | - | Three increments |

Amendment No. 01/07

4. PROMOTION AND PROFICIENCY BARS**401 PROMOTION BAR DEFINED**

When two or more offices, each of which has its own grading, are grouped together within a single establishment, an officer may not proceed from a lower to a higher graded post within the group except on promotion. In such circumstances, the highest salary point of the lower post constitutes a bar to further advancement and crossing of such a bar constitutes a promotion as defined in the Public Service Commission Regulations. **PS Form 15** shall be used to seek approval from the Service Commission for promotion from lower to upper segment.

403 QUALIFICATIONS FOR PROMOTION

1. No officer is permitted to pass from the lower to the higher level in the composite levels. A Responsible Officer must be satisfied that the officer's work, conduct, qualifications, character and general ability including his capacity to undertake the higher duties, properly justifies the progress to the next level before he recommends to the Public Service Commission. An officer's promotion can only be decided by the Public Service Commission on the recommendation of a Responsible Officer under the Public Service Commission Regulations.

2. Most professional posts have composite grading i.e. level 6/7. Before promoted from level 6 to level 7 an officer is required to satisfy a professional panel of his overall competence in his profession. The professional panel will be appointed by the Permanent Secretary for the Public Service and will consist of three permanent members each of whom will be a professional officer graded level 8 or above from one of the following Ministries:

Ministry of Agriculture and Lands
Ministry of Infrastructure and Development
Ministry of Health and Medical Services

In addition, an extra member will be appointed in each case from the Ministry of the officer considered by the panel. Any Ministry wishing to have an officer considered for promotion from a Level 6 to Level 7 professional post should submit a vacancy form to the Ministry of the Public Service in the normal way requesting examination by a professional panel. The Permanent Secretary of the Public Service will then nominate the extra member and request the Chairman of the Panel to convene a meeting

Amendment No.01/07
Amendment No. 229/85

404 PERSONAL MERIT PROMOTION

A personal merit promotion is given to an officer in exceptional cases where an officer's performance fully justifies it although there is no promotional opportunity to a vacant higher post. **PS Form 17** shall be used to seek approval from Service Commission for accelerated promotion.

Amendment No. 01/07
Amendment 229/85

405 EFFECTIVE DATE FOR PROMOTION AND SENIORITY

The effective date of an officer's promotion shall be decided on by the relevant Commission. His seniority will be determined as in GO B 301.

6 PAYMENT OF SALARIES**601 CURRENCY IN WHICH PAYABLE**

Salaries and allowances are payable in Solomon Islands currency which is the official currency of Solomon Islands. Payments to officers outside Solomon Islands will be made in the currency of the country in which the officer is residing, converted at the approved Government rate of exchange prevailing on the date of payment.

602 PAYMENT OF SALARY

Salaries and allowances may be paid to a bank account or in cash as the officer may request. Applications for salaries and allowances to be paid to a bank account should be made on Treasury Form 63.

603 PROCEDURE

The procedure for the payment of salaries is as prescribed in Chapter 13 of Financial Instructions.

604 FULL SALARY

The fully salary of the appointment is payable to an officer with effect from the date of his assumption of duty on first appointment, except where the conditions of his appointment prescribe otherwise.

Amendment No. 229/85

605 APPOINTMENT DELAYED BY SICKNESS

If an officer should fall sick in the period between his date of appointment and that on which he takes up his duties, he shall receive such salary as the Permanent Secretary for the Public Service may see fit.

606 PAYMENT OF SALARY ON PROMOTION

1. An officer who is promoted shall, except where the conditions of his appointment prescribe otherwise, receive the full salary of the new office from the date on which the vacancy occurred even if he is on leave at the time in question.

2. If the appointment of an officer who is acting in a vacant office is confirmed, he shall receive the full salary of that office from the date from which he first discharged the duties of the vacant office, but from the date from which he receives such full salary he shall not be entitled to salary on account of any other office which he may have held at the same time.

3. Officers promoted to the next higher level will enter that level at the point immediately above the maximum of the pre-promotion level. Where officers are promoted two levels above their pre-promotion level the principles of the provisions of GO. E201 shall apply.

Amendment No. 229/85

607 SALARY ON DISMISSAL

The salary of an officer whose appointment is terminated by dismissal shall be paid up to and including the day immediately prior to the date of dismissal and shall then cease.

608 SALARY ON RENEWAL OF CONTRACT

If a contract officer is re-engaged for a further term of duty without a break in service full salary at the rate prescribed in the contract shall, where appropriate, be payable as from date of the embarkation of the officer for Solomon Islands.

610 OFFICER DETAINED IN A FOREIGN COUNTRY

If an officer is detained in a foreign country on the grounds of public interest he may be granted full salary.

Amendment No. 229/85

7 ADVANCES OF SALARY**701 GENERAL AUTHORITY**

Advances of salary may only be made in accordance with the provisions of Part II of Chapter 11 of Financial Instructions.

702 PURPOSES FOR WHICH ADVANCES MAY BE MADE

Under Financial Instructions an officer may seek an advance of salary in the following circumstances:-

- (a) in cases of serious illness, unexpected domestic calamity or other circumstances which the could not have foreseen and for which he could not have made prior provision; provided that approval for such an advance would be against the public interest;
- (b) on first appointment -
 - (i) to an officer graded level 3, not exceeding four fortnights' salary repayable over a period not exceeding 52 fortnights;
 - (ii) in other cases, not exceeding two fortnights' salary repayable over a period not exceeding 26 fortnights.
- (c) on leaving Solomon Islands on duty or for a course of instruction overseas or for extended touring within Solomon Islands.
- (d) when proceeding on leave;
- (e) for the purchase of essential tools of trade;
- (f) for the purchase of a bicycle; and
- (g) to meet the cost of an air passage for his wife and children when on an approved study leave at institutions overseas.

Amendment No.1/07
Amendment No.26/86

703 PURCHASE OF MOTOR VEHICLES

Advances of salary are not made to enable officers to purchase motor vehicles. The attention of officers is drawn to Part III of Chapter 11 of Financial Instructions which sets out the conditions under which the Accountant General may issue a loan guarantee to a bank in support of an officer's application for a bank loan for this purpose.

704 TOOL ADVANCES

1. An officer appointed to a post graded level 3 or 4 for which an approved standard tool kit certified by the Responsible Officer to be essential is eligible to apply for a tool advance.
2. The amount of the advance shall not exceed the actual cost of the tools purchased within the scale prescribed under GO F804 and is subject to the terms of FI 1123
3. Officers who prior to appointment have received a tool allowance under the provision of section 16 of Chapter S of these Orders are not eligible for an advance under this order.

Amendment No. 229/85



PS FORM 15: PROMOTION FROM LOWER SEGMENT TO UPPER SEGMENT

This form is to be used for obtaining approval to promote an officer from the lower segment to the upper segment of a post..

1. PERSONAL INFORMATION

TPF No. Title: Family name: Other names: Date of Birth:

(Ms, Miss, Mrs, Mr)

2. CURRENT POST INFORMATION

NB: Post information MUST relate to post included in the current ASIG Approved Establishment

Post No. Post name: Post level:

Proposed Level and paypoint: Proposed effective date for promotion:

3. REASONS FOR RECOMMENDING PROMOTION TO UPPER SEGMENT

Respond YES or NO to the following.

- | | |
|-----------------------------------------------------------------------------------------------------------------------|---------|
| a) The officer's overall work performance has always been satisfactory since appointment to this post. | Yes/ No |
| b) The officer has demonstrated the ability to meet all requirements of the attached Job Description for this post. | Yes/ No |
| c) The officer has had the opportunity to perform higher responsibilities and this work has always been satisfactory. | Yes/ No |
| d) Since DAPL the officer has started additional study relating to his/her work. | Yes/ No |
| e) Since DAPL, the officer has completed additional study relating to his/her work. | Yes/ No |
| f) The officer has attended training relevant to his/her work | Yes/ No |

. If YES, complete
SECTION FOUR

If 'NO' to any of the above, provide reasons: _____

4. QUALIFICATIONS & TRAINING

(a) **List formal qualifications** started and/or completed since DAPL in the table below.

Qualification	Institution/ School	Donor or funding source	Year of graduation	Currently enrolled Yes/no
1.				
2.				

(b) **Identify training and other professional development** attended since DAPL in the table below.

Name of activity e.g Excel – Intermediate Course	Dates e.g 12-23 Feb 2006	Training Provider e.g Technisyst	Location e.g Honiara
1.			
2.			
3.			

5. COMMENTS RELATING TO JOB DESCRIPTION AND WORK ACHIEVEMENTS

Please provide comments directly related to the attached job description that explain why the employee is recommended for promotion to the upper segment.

6. CERTIFICATION BY SUPERVISING STAFF

I certify that:

- PSD has advised that the post is budgeted for at the upper segment.
- Work performance of the officer is satisfactory and all information provided is accurate.
- The officer concerned is aware of this submission.

Promotion to upper segment is recommended, effective from _____ *(insert date)*.

Signature: _____ **Date:** _____
(Supervising Officer or Head of Division)

Noted & endorsed: _____ **Date:** _____
(US or PS of Department)

PSD USE ONLY:	
Noted: PS/US Public Service Department	Date:
Signature:	
Noted: Establishment Unit- PSD	Date:
Signature:	


PS FORM 17: PROMOTION / ACCELERATED PROMOTION

This form is to be used for obtaining approval to promote an officer to a new job at a higher level.

PART ONE: TYPE OF SUBMISSION: PROMOTION ☐ ACCELERATED PROMOTION ☐

(Please tick type of Promotion).

A. PERSONAL INFORMATION

TPF No.

Title:

Family name:

Other names:

Date of Birth:

(Ms,
Miss,
Mrs, Mr)

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Current substantive Post:

Pay Level: Date at present level:

B. NEW POST INFORMATION

NB: Information MUST relate to the new post that is included in the current SIG Approved Establishment

Post No.	Post name:	Post level:
Proposed Level and paypoint	Proposed effective date of Promotion	

C. QUALIFICATIONS & TRAINING

List formal qualifications started and/or completed since DAPL in the table below.

Qualification	Institution/ School	Year of graduation	Currently enrolled Yes/no
1.			
2.			

List training activities completed since DAPL in the table below.

Name of activity e.g Excel – Intermediate Course	Dates e.g 12-23 Feb 2006	Training Provider e.g Technisyst	Location e.g Honiara
1.			
2.			
3.			

D. JOB DESCRIPTION FOR THE NEW POST

Please state the **main duties** from the attached job description for the **new post**.

E. APPRAISAL Complete the following table based on the officer's performance in their **current post**.

Criteria	Ratings				
	Outstanding	Good	Satisfactory	Requires improvement	General Comments
1. Performance					
2. Achievement					
3. Ability to perform duties with higher levels of responsibility					
4. Quality of work-planning and outputs					
5. Management of staff					
6. Relations with others (including other officers, general public)					
7. Response to pressure					
8. Alertness & foresight					
9. Power of analysis and judgement					
10. Constructive thinking					

Note: Additional information/ special report about the officer's work performance can be attached to this form. e.g comments about previous adverse reports.

F. SUPERCESSION/ ESTABLISHMENT INFORMATION

- The vacant post is identified in the attached page copied from the approved Establishment Register for this year.
- Establishment Unit in PSD has advised that the post is vacant and budgeted.

Officer contacted: _____ Date: _____

- If more than one officer has been considered for promotion to the vacant post, list the main reasons the officer in this submission has been recommended. _____

PART TWO: CERTIFICATION BY SUPERVISING OFFICER

I certify that:

- All information provided in this submission is accurate.
- The officer concerned is aware of this submission.
- Provisions of all Regulations have been satisfied.

Promotion ☐ or Accelerated Promotion ☐

is recommended to Level _____, effective from _____ (insert proposed date).

Signature: _____ Date: _____

(Supervising Officer or Head of Division)

Comments by US or PS: _____

Noted & endorsed: _____ Date: _____

(US or PS of Department)

*NB- This form and submission should be completed by Supervisor.
The complete submission should be forwarded to PSD.*

PSD USE ONLY:

Noted: PS/US Public Service Department

Date:

Signature:

Noted: Establishment Unit- PSD

Date:

Signature: