

## 42. WORKMEN'S GROUP

- 42.1 Based on the nature of their duties, skills and competencies required, employees in the Workmen's Group are classified under two broad occupational categories, namely Workmen's Group – General and Workmen's Group – Tradesmen. The Workmen's Group – General relates to employees who normally undertake elementary tasks requiring little or no work experience in contrast to employees of the Workmen's Group – Tradesmen whose specialised competencies are demonstrated through a trade test.

### WORKMEN'S GROUP-GENERAL

- 42.2 Homogenised in the 1998 PRB Report, the Workmen's Group – General encompasses unskilled and semi-skilled workers, including their supervisors. It constitutes a substantial size of the workforce in the Public Sector. Considering the spectrum of the grades which are scattered across Ministries and Departments and for efficient retrieval, the literature pertaining to this category of employees has been consolidated under one Chapter. Common representations from stakeholders have been highlighted in the Introductory part with the General Recommendations that are applicable across the Civil Service followed by the Specific Proposals alongside the recommendations which have been spelt out under the respective Ministry and Department in the same Chapter.
- 42.3 Recurrent submissions from both staff side and Management were centred mainly on: adjustment of salary to factor in the minimum wage; provision of new levels; merging/ restyling of grades; review of salary; provision of training/ health surveillance/personal protective equipment; amendments of schemes of service; grant/review of allowances; grant of additional increments upon promotion; change in occupational classes/pattern of work; filling of vacancies; implementation of task work; and provision of duty free facilities. Some implementation and administrative issues were also brought to our attention. The Bureau equally took note that Unions replicated their demands made in the previous PRB Reports though most of these issues have already been addressed in the 2021 PRB Report.
- 42.4 During discussions, adequate justifications were provided to the stakeholders on all issues which could not be entertained or which should be channelled to other instances. In arriving at its recommendations, all information furnished by the stakeholders as well as those captured in the newly filled in Job Description Questionnaires have been taken into account.

## GENERAL RECOMMENDATIONS

### Human Resource Planning

- 42.5 As reported by Unions, a common issue facing most organisations is lack of manpower resulting from non-filling of vacant posts. Considering the importance of Human Resource Planning, **we are reiterating that all organisations should mandatorily carry out a Human Resource Planning exercise in line with provision made in the Chapter on Observations and General Provisions of this Volume.**

### Health Surveillance

- 42.6 Health surveillance is a system of ongoing health checks, meant to protect individual employees through early detection of work-related adverse effect on health. Management, therefore, has the statutory obligations to ensure that regular occupational safety and health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer in order to identify risks associated with safety and health. In the last Report, a provision on Health Surveillance was made. While a few categories of employees have already benefitted from this provision, others have aggrieved that same is yet to be implemented. Given its relevance, we are replicating the recommendation.

### Recommendation 1

- 42.7 **We recommend that Management should make necessary arrangements with Health Authorities, wherever the need arises, for employees of the Workmen's Group – General to undergo a Health Surveillance including regular health check-ups, free of charge.**

### Personal Protective Equipment

- 42.8 According to the provision of the Occupational Safety and Health Act (OSHA) 2005, an employer is required to provide suitable and appropriate personal protective equipment and clothing so as to protect the employee from the risk of injury. Staff side has raised qualms on the quality of protective equipment, the non-timely supply of these equipment and in some instances, the non-provision of protective equipment. As ensuring the welfare of its employees is an obligation for the employer, we hold that the current arrangement should prevail.

### Recommendation 2

- 42.9 **We recommend that officers whose duties necessitate the use of protective clothing/item and equipment should promptly be provided with such items that are of good quality and designed to safeguard them against the health and safety risks they may encounter in the course of their duties.**

### **Training to employees in the Workmen's Group – General**

- 42.10 In its successive Reports, the Bureau has inculcated the culture of training and development emphasising on its relevance and importance. It has been reported that to keep trend with latest technology, new equipment having digitalised system is being introduced at the workplace. However, employees are being required to operate such equipment on their own without any training. In this regard, request for payment of an allowance has been made. They were informed that the introduction of new equipment and work processes do not necessarily entail payment of specific allowance. Considering the importance of training, we are making a provision to this effect.

### **Recommendation 3**

- 42.11 **We recommend that Supervising Officers should ensure that employees of the Workmen's Group-General are provided with appropriate training as per the provisions made in the Chapter on Observations and General Provisions of this Volume.**

### **Training Programme in Defensive Driving for Drivers**

- 42.12 In collaboration with the Mauritius Institute of Training and Development, the Ministry of Public Service and Administrative Reforms (MPSAR) has mounted a training programme in Defensive Driving which is being dispensed by the Atal Bihari Vajpayee Institute of Public Service and Innovation. The aim is to sensitise the Drivers on the aspects of safety and security on the roads with a view to reducing road accidents. So far, around 1500 Drivers have benefitted from this training course. The MPSAR has requested that a 'Note' be included in the scheme of service of the grade of Driver requiring incumbents to follow an approved training programme in Defensive Driving. Additionally, Drivers requested for a training on the protocols to be followed when receiving delegates upon their arrival to Mauritius. This request has been supported by the MPSAR. We are making a provision in that direction.

### **Recommendation 4**

- 42.13 **We recommend that the schemes of service of all categories of Drivers be amended with the inclusion of a "Note" requiring incumbents to follow an approved Training programme in Defensive Driving, as mounted by the MPSAR.**
- 42.14 **We also recommend that Drivers who are called upon to receive delegates should be provided with a Training on the Protocols to be followed.**

**Scheme of Service – Handy Worker (Special Class)**

- 42.15 The post of Handy Worker (Special Class) is filled by selection from among serving employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or Primary School Achievement Certificate as well as reckoning at least three years' service in a substantive capacity in their respective grade. The fact that the existing qualifications requirement would debar certain categories of employees, the scheme of service of the grade was amended in a few organisations such that the requirement to hold the relevant years of service in a substantive capacity was waived. For the sake of harmonisation, we are making a recommendation.

**Recommendation 5**

- 42.16 **We recommend that, henceforth, the grade of Handy Worker (Special Class) should be filled by selection from among serving employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or the Primary School Achievement Certificate and reckoning at least three years' service.**

**Assistance to Driver (Heavy Vehicles)**

- 42.17 As per existing provision, organisations should continue to consider the advisability of having a Lorry Loader now restyled Lorry Attendant or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations. The rationale behind this provision was for security measure. Unions have reported that in most organisations, the Drivers of Heavy Vehicles are not provided with any assistance, and hence, they reiterated their demand for the creation of a grade of Lorry Helper. As a grade of Lorry Loader now restyled Lorry Attendant exists in some organisations, we are making a provision for this grade in organisations equipped with vehicles categorised as Heavy Vehicles and where the latter grade does not exist with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations.

**Recommendation 6**

- 42.18 **We recommend the creation of a grade of Lorry Attendant in organisations equipped with vehicles categorised as Heavy Vehicles and where the latter grade does not exist.**

**Risk Allowance**

- 42.19 During meeting, employees in various grades expatiated on the occupational risks they are exposed to, emphasising on the injuries some have sustained in the course of their duties, thereby justifying their request for the grant of a Risk Allowance. Parties were apprised of the philosophy underlying the compensation of risk and were requested to submit their request to the

Departmental Safety and Health Committee for assessment. We are maintaining the existing provisions governing Risk Allowance.

#### **Recommendation 7**

- 42.20** We recommend that Ministries/Departments should ensure that a Risk Assessment Exercise is carried out by the Departmental Safety and Health Committee for employees of the Workmen's Group - General in line with provisions made in the Chapter on Observations and General Provisions of this Volume.

#### **Chemical Sprayer Operator formerly Insecticide Sprayer Operator**

- 42.21** Unions averred that the current appellation of Insecticide Sprayer Operator is a misnomer and accordingly, requested to restyle the grade to Chemical Sprayer Operator. We consider that the proposed appellation is broader and are recommending accordingly while maintaining the existing provisions.

#### **Recommendation 8**

- 42.22** We recommend that the grade of Insecticide Sprayer Operator be restyled Chemical Sprayer Operator and Management should continue to ensure that incumbents are provided, wherever possible, with adequate and suitable washing facilities, in accordance with the Mauritius Pesticides Control Act of 1972.
- 42.23** We also recommend that employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* should continue to be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale for being regularly exposed to and handling noxious chemicals.
- 42.24** We further recommend that Management should continue to make necessary arrangement with Health Authorities for Chemical Sprayer Operators *formerly Insecticide Sprayer Operators* and their immediate supervisors to undergo a Health Surveillance, free of charge.

#### **Cook Cadre**

- 42.25** Employees in the Cook Cadre across the Civil Service are eligible for a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale. We are keeping up with this arrangement.

#### **Recommendation 9**

- 42.26** We recommend that employees of the Cook Cadre across the Civil Service should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial salary point of their respective salary scale.

### **Collection and deposit of keys at Police Station**

42.27 Current provision entitles the payment of an allowance, at applicable rates, to employees in the Workmen's Group – General for the collection and deposit of keys at the Police Stations. Both staff side and Management have proposed to review the quantum of the allowance so as to compensate incumbents for shouldering the responsibility of keeping the office key in their possession without an insurance cover and the out-of-pocket travelling expenses they incur from their residence to the Police Station and back. During consultation, the Bureau was apprised that incumbents are presently being refunded the bus fares incurred for collecting and depositing keys at the Police Station. Unions also sought clarifications as to whether the time they collect/deposit keys at the Police Station is considered as their effective hours of work. Pursuant to the foregoing, the Bureau is reviewing the mode of compensation and is recommending accordingly.

### **Recommendation 10**

42.28 **We recommend that:**

- (i) **employees in the Workmen's Group who are called upon to collect and deposit keys at Police Stations should be refunded the bus fares provided they travel by bus for a distance of not less than 1.6 kilometres per trip, over and above their residence to office and back, on a daily basis; and**
- (ii) **these employees are deemed to have attended duty as from the time they collect the office keys from the Police Station in the morning and to have departed from duty at the time they deposit same in the afternoon.**

### **Salary on Promotion**

42.29 Normally, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, the serving employees applying for the grade, on appointment, join the initial salary scale or receive one increment if they were drawing the same salary point as the initial or more. Following numerous qualms raised by the staff side on this issue, the Bureau has further studied the existing provision, including its technical implications. Subsequently, we are, in this Report, reviewing the number of increments to which serving employees in the said Class would be entitled to.

### **Recommendation 11**

42.30 **We recommend that, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, a serving employee applying for the grade, should on appointment, join the grade at the initial salary scale or be granted a maximum of three increments worth at the incremental point**

reached in the lower grade (to be read from the Master Salary Scale) whichever is higher, provided the total emoluments of the employee should not be more than the maximum salary of the higher grade.

- 42.31 The above provision should, on a case-to-case basis, equally apply in Local Authorities and Parastatal Bodies.

## SPECIFIC RECOMMENDATIONS

### OFFICE OF THE PRESIDENT

#### Personal Attendant

- 42.32 The prevailing recommendation provides that the post of Personal Attendant should not be filled in a substantive capacity. Hence, provision has been made for an employee of the Office of the President to be assigned the duties of Personal Attendant against payment of an allowance equivalent to the difference between the salary of the Personal Attendant and his salary. **As this provision is fit for its purpose, it should continue to prevail.**

### NATIONAL ASSEMBLY

#### Allowance to employees in the Office Auxiliary/Senior Office Auxiliary Cadre

- 42.33 Employees in the Office Auxiliary/Senior Office Auxiliary Cadre are presently eligible for the payment of an *ad hoc* allowance of Rs 200 per sitting for performing work over and above their normal set of duties during Parliamentary sittings. Given its relevance, we are, while maintaining this provision, revising the quantum.

#### Recommendation 12

- 42.34 **We recommend that incumbents in the Office Auxiliary/Senior Office Auxiliary Cadre be paid a revised *ad hoc* allowance of Rs 220 per sitting for performing work beyond their normal set of duties during Parliamentary sittings.**

### PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY OF FINANCE AND MINISTRY OF RODRIGUES AND OUTER ISLANDS

#### REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE

#### Surveillant (New Grade)

- 42.35 Pursuant to a request made by staff side for the reinstatement of the grade of Surveillant, the views of Management were sought thereon to which they subscribed. Upon scrutiny, the Bureau noted with much concern that the said grade was abolished in the Civil Establishment Order 2022. The Bureau views that organisations should refrain from abolishing grades unless strongly

justified. Nevertheless, on the basis of functional requirements of the Rehabilitation Youth Centre, we are creating the grade.

### **Recommendation 13**

**42.36 We recommend the creation of a grade of Surveillant. Appointment thereto should be made by selection from among employees who reckon at least three years' service on the permanent and pensionable establishment of the Rehabilitation Youth Centre and who possess the Certificate of Primary Education or Primary School Achievement Certificate and have knowledge of security/watchkeeping duties. In the absence of qualified internal candidates, the post should, thereafter, be filled by selection from among serving employees on the permanent and pensionable establishment possessing the aforementioned qualification.**

**42.37** Incumbent would be required, *inter alia* to: guard the premises, buildings, materials, plants, vehicles and other property and equipment of the Rehabilitation Youth Centre against fire, theft and illegal entry; make periodic inspections tours around buildings and grounds, and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with; and to report any case of fire, theft or vandalism.

## **MAURITIUS POLICE FORCE**

### **Cook Cadre**

**42.38** Representations from the staff side focused primarily on amendment of schemes of service of the Cook Cadre which dates back to 1980's; creation of a grade of Kitchen Steward; and the provision of training. The views of both Management and the Prime Minister's Office were sought thereon and they have relayed that: recruitment of Senior Cook is made on the basis of merit and experience of Cook (on roster), as and when vacancy occurs; General Workers are already posted in the Catering Unit; and they have no objection to provide training to the Cooks (on roster) when posted in vessels. We are recommending to this effect.

### **Recommendation 14**

**42.39 We recommend that:**

- (i) the schemes of service of grades in the Cook Cadre should be amended to reflect the actual requirements of the job; and**
- (ii) appropriate training should be provided to Cooks (on roster) whose nature of duties requires them to sail on vessels.**

## MAURITIUS PRISON SERVICE

### Prisons Driver (on shift)

- 42.40 In the last PRB Report, we recommended the grant of a monthly allowance equivalent to one increment at the initial salary to Prisons Drivers (on shift) for driving the ambulance in emergency cases when conveying detainees and staffs to hospitals. We are not bringing any change to the existing provision.

### Recommendation 15

- 42.41 We recommend that employees in the grade of Prisons Driver (on shift) who are called upon to drive the ambulance of the Mauritius Prison Service in emergency cases for the conveyance of detainees and staff to hospitals should continue to be granted a monthly allowance equivalent to one increment at the initial of the salary scale.**

### Meal Allowance

- 42.42 In view of the operational exigencies, Prisons Drivers (on shift) who are required to double their shift, are provided with either a meal where catering services are available or granted a Meal Allowance. As this provision is fit for its purpose, we are maintaining same while revising the quantum of the allowance.

### Recommendation 16

- 42.43 We recommend that Prisons Drivers (on shift) who, due to exigencies of the service, are required to double their shift, be provided with either a meal where catering services are available or granted a Meal Allowance of Rs 175 for each meal.**

## FORENSIC SCIENCE LABORATORY

### Stores Attendant (New Grade)

- 42.44 Unions reiterated their request to restyle the grade of Handy Worker to Forensic Stores Attendant as incumbent in the said grade is performing the duties of Stores Attendant when posted at the Procurement and Supply Section. Management, whose views were sought thereon, relayed that the services of the Handy Worker be maintained while a grade of Stores Attendant would be more appropriate to respond to the activities of the Forensic Science Laboratory. We are recommending in that direction.

### Recommendation 17

- 42.45 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees on permanent and pensionable service of the Forensic Science Laboratory possessing the Certificate of Primary Education or**

**Primary School Achievement Certificate and having a good knowledge of stores duties and items of stores.**

- 42.46 Incumbent would be required, among others, to: open and close store apertures; clean the store premises; collect, load, unload and convey stores items; collect and despatch stores correspondence; place and arrange items of store on shelves and maintain cleanliness; and assist in inventories.

**MINISTRY OF HOUSING AND LANDS**

**Survey Field Worker Cadre**

- 42.47 For this review, staff side replicated their demand for the provision of on-the-job training when handling heavy and sophisticated equipment in the course of their duties. Management, however, informed that no formal training is required given that the employees of the Survey Field Worker Cadre work under supervision of a Land Surveyor *formerly Surveyor* who provides on-the-job precautions to ensure proper handling of these equipment.

**MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE**

**Commuted Allowance for Driver**

- 42.48 A monthly Commuted Allowance of Rs 345 is currently paid to Drivers who are required to be on-call to attend to environmental hazards/emergencies. We are, while upholding this provision, revising the quantum of the allowance.

**Recommendation 18**

- 42.49 **We recommend the payment of a monthly On-call Commuted Allowance of Rs 380 to Drivers who are required to be on-call to attend to environmental hazards/emergencies.**

**MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES**

**AGRO-INDUSTRY AND FOOD SECURITY DIVISION**

**Livestock Attendant Cadre**

- 42.50 While examining the newly submitted Job Description Questionnaires of the grades in the Livestock Attendant Cadre, the Bureau has observed that there has been a change in the work complexity such that incumbents work in tedious conditions and challenging environment with a view to ensuring that animals are being well fed and kept in a tidy and clean manner. **All these elements have been taken into consideration in arriving at the recommended salary for the grades.**

**Commuted Allowance for Driver**

- 42.51 The present provision caters for Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals. We are retaining this allowance with an enhanced rate.

**Recommendation 19**

- 42.52 **We recommend that the monthly On-call Commuted Allowance payable to Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals be revised to Rs 380.**

**Walking Allowance for Survey Field Worker Cadre**

- 42.53 A monthly Walking Allowance of Rs 300 was introduced in the last PRB Report for employees in the Survey Field Worker Cadre who are required to pole out and measure survey lines in areas which are accessible only by foot. Given that the present allowance is apt for the continued performance of the job, we are maintaining the existing provision while revising the quantum.

**Recommendation 20**

- 42.54 **We recommend that employees in the grades of Survey Field Worker/Senior Survey Field Worker and Head Survey Field Worker should be paid a monthly Walking Allowance of Rs 330.**

**BLUE ECONOMY AND FISHERIES DIVISION****Laboratory Auxiliary Cadre****Nursery Attendant (Fisheries) (on roster) Cadre**

- 42.55 For this review, staff side reiterated their request for the provision of training which is paramount in the performance of their duties. Management, whose views were solicited, informed that training on swimming could be provided to incumbents of the Nursery Attendant (Fisheries) (on roster) Cadre. However, no formal training on diving is required since the tasks performed by either the Laboratory Auxiliary or Nursery Attendant (Fisheries) (on roster) Cadres do not require diving, the moreso, that the Ministry has a team of qualified Divers undertaking diving tasks, as and when required.

**Sea-Going Allowance**

- 42.56 A Sea-Going Allowance is payable to employees in the Laboratory Auxiliary Cadre who, in the performance of their duties, are required to accompany Scientific/Technical staff at sea. This provision was extended to employees in the grades of General Worker and Nursery Attendant/Senior Nursery Attendant (Fisheries) (on roster), on an *ad hoc* basis, as they are also involved in the aforementioned tasks. We are making appropriate provision to cater for same.

**Recommendation 21**

**42.57** We recommend the payment of a Sea-Going Allowance to employees in the Workmen's Group – General who, in the performance of their duties, are required to assist and accompany Scientific/Technical staff of the Ministry at sea as hereunder:

- (i) One day's pay for working in the open sea for four hours up to 12 hours on working days;
- (ii) 1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours; and
- (iii) One day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.

**MINISTRY OF NATIONAL INFRASTRUCTURE****Mounting and Dismantling Tarpaulin Tents**

**42.58** As an incentive to compensate employees in the Workmen's Group who are engaged in the mounting and dismantling of tarpaulin tents on a regular basis, Management requested for the grant of an allowance taking into account the complexity of the tasks. We are recommending accordingly.

**Recommendation 22**

**42.59** We recommend that employees in the Workmen's Group who are called upon to mount and dismantle tarpaulin tents should be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.

**MINISTRY OF HEALTH AND WELLNESS****Scheme of Service – Senior Cook**

**42.60** In assessing the grade of Senior Cook across the Civil Service, the Bureau observed that a 'Note' exists exclusively in the scheme of service of the said grade at the Ministry of Health and Wellness requiring incumbents to work on a roster basis. The fact that the grade is not classified to work on a roster pattern, **the Bureau recommends that the 'Note' in the scheme of service of the grade of Senior Cook should be waived.**

**Risk Allowance**

**42.61** A monthly allowance equivalent to one and a half increments at the initial of the salary scale is being paid to employees in the Workmen's Group-General who are exposed to risks while working in constant and close contact with mental patients, TB patients and drug addicts. Given its relevance, we are retaining the provision.

## Recommendation 23

- 42.62** We recommend the continued payment of a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale to employees in the Workmen's Group - General who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts.

### Ambulance Driver (on shift)

- 42.63** Unions averred that the working conditions and nature of duties being devolved upon Ambulance Drivers (on shift) differ from that of Drivers posted in other Ministries/Departments. **The grade was re-assessed and the averments brought forward by incumbents have been taken into consideration while determining the salary for the grade.**

### Bank Scheme – Attendant (Hospital Services) (on shift) Cadre

- 42.64** A Bank Scheme for Attendant (Hospital Services) (on shift) Cadre was introduced in the 2013 PRB Report with a view to ensuring the smooth delivery of services. The Bureau views that the existing arrangement should continue and is recommending accordingly.

## Recommendation 24

- 42.65** We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 440 per day session of four hours and Rs 495 per night session of four hours to employees in the grades of Attendant (Hospital Services) (on shift) and Senior Attendant (Hospital Services) (on shift) who are off duty or on leave or on retirement and whose services are required to perform the duties of Attendant (Hospital Services) (on shift) on Weekdays, Sundays and Public Holidays. In case the employees are required to work for more or less than the specified number of hours, the allowance should be *pro rated*.
- 42.66** We additionally recommend that, in compensating employees in the Attendant (Hospital Services) (on shift) Cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work, the Ministry should resort to the payment of overtime rate as per provision in Chapter Conditions of Service – Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report instead of Bank rate.

### Allowance to Senior Attendant (Hospital Services) (on shift) posted in Operation Theatre

- 42.67** Senior Attendants (Hospital Services) (on shift) posted in Operation Theatre for a whole month are entitled to a monthly allowance of Rs 475. We are maintaining the present arrangement and revising the quantum.

**Recommendation 25**

- 42.68** We recommend that the monthly allowance payable to Senior Attendants (Hospital Services) (on shift) posted in Operation Theatre for a whole month be revised to Rs 525.

**Risk Allowance to Attendant (Hospital Services) (on shift) posted at the Detainees Ward of Jawaharlal Nehru Hospital**

- 42.69** A Risk Allowance equivalent to one and a half increments at the initial of the salary scale is presently granted to Attendants (Hospital Services) (on shift) when working at the Detainee Ward of Jawaharlal Nehru Hospital. **This provision should continue to prevail.**

**Allowance to Ambulance Driver (on shift) posted in SAMU**

- 42.70** Ambulance Drivers (on shift) driving SAMU Ambulances which are not equipped with the services of Ambulance Attendants are currently eligible for a monthly allowance of Rs 475. We are maintaining the present arrangement and revising the quantum.

**Recommendation 26**

- 42.71** We recommend that the monthly allowance payable to Ambulance Drivers (on shift) who drive SAMU Ambulances which are not provided with the services of Ambulance Attendants be revised to Rs 525.

**Allowance for Mortuary Attendant (on roster)**

- 42.72** As per existing provisions, Mortuary Attendants (on roster) are entitled to an allowance for each post mortem case where their services are required whether during normal working hours or while in-attendance during on-call period. They are equally eligible for appropriate allowances for being on-call and in-attendance. These provisions, being adequate, are being retained with revised quantum.

**Recommendation 27**

- 42.73** We recommend that the allowances payable to Mortuary Attendants (on roster) be revised as hereunder:
- (i)** Rs 550 for each post mortem case where their services are required either during normal working hours or while in attendance during “on-call” period;
  - (ii)** Rs 95 for being “on-call” from 1800 hours to midnight; and
  - (iii)** Rs 120 per hour for actual attendance during “on-call” period.

**Allowance for Delivery of Corpse in the absence of Mortuary Attendants (on roster)**

- 42.74** In the absence of Mortuary Attendants (on roster), employees in the Attendant (Hospital Services) (on shift) Cadre who, are called upon to help in the delivery

of dead bodies are granted an allowance of Rs 55 for each dead body delivered. We are providing the revised quantum of this allowance.

#### **Recommendation 28**

- 42.75** We recommend that the allowance payable to employees in the Attendant (Hospital Services) (on shift) Cadre who, in the absence of Mortuary Attendants (on roster), are called upon to help in the delivery of dead bodies be revised to Rs 60 for each dead body delivered.

#### **Allowance to Stores Attendant posted at the Central Supplies Division**

- 42.76** Pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, a monthly allowance of Rs 325 is granted to Stores Attendants for performing duties relating to retrieval of pharmaceutical products. During meeting, the Bureau took cognisance that the practice still holds. Hence, we are reiterating this provision while revising the quantum of the allowance.

#### **Recommendation 29**

- 42.77** We recommend that, pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, the Stores Attendants who are called upon to retrieve pharmaceutical products be paid a monthly revised allowance of Rs 350.

### **MINISTRY OF YOUTH AND SPORTS**

**Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster)  
formerly Swimming Pool Attendant (Roster)**

#### **Recommendation 30**

- 42.78** We recommend that the grade of Swimming Pool Attendant (Roster) be restyled Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster). This element has been taken into consideration in arriving at the recommended salary.

### **MINISTRY OF EDUCATION AND HUMAN RESOURCE**

#### **Physical Education Attendant (New Grade)**

- 42.79** Unions requested for the creation of a grade of Physical Education Attendant to provide support to Educator (Secondary) (Physical Education). Management views were solicited thereon, to which they subscribed. The proposed scheme of service as submitted by the latter was perused and the Bureau is recommending accordingly.

#### **Recommendation 31**

- 42.80** We recommend the creation of a grade of Physical Education Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the

**Ministry who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level". In the absence of qualified employees of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level".**

- 42.81 Incumbent would, *inter alia*, be required to: open and close the gymnasium/Physical Education room; ensure cleanliness of the gymnasium/Physical Education room/Activity Area/physical education facilities as well as sports equipment; assist Educators (Secondary) (Physical Education) in providing and transporting sports equipment; and maintain a logbook of equipment usage, maintenance and repairs.

### **Workshop Assistant Cadre**

- 42.82 Further to the representations made by staff side of the Workshop Assistant Cadre, the Bureau conducted a site visit at Sir Abdool Razack Mohamed State Secondary School. It was observed that there has been an evolution in the work complexity of the said Cadre. The Bureau consequently carried out a re-assessment exercise based on the findings of the site visit and information captured in the Job Description Questionnaires submitted for the concerned grades. **All these elements have been taken into consideration in arriving at the recommended salary for the grades.**

### **Allowance for cleaning Computer rooms/Specialist IT rooms**

- 42.83 A monthly allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary is currently being granted to employees in the School Caretaker Cadre who are assigned the duties of cleaning Computer rooms/Specialists IT rooms. **We are maintaining the payment of the existing allowance.**

## **MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**

### **Office Auxiliary/Senior Office Auxiliary**

- 42.84 Following a request from Unions for the grant of an allowance to employees in the grade of Office Auxiliary/Senior Office Auxiliary for performing sub-clerical duties in specific Ministries/Departments, a site visit was conducted at the Registrar-General's Department. It was observed that due to lack of officers in dedicated grades, incumbents are performing a few tasks which are over and above those stipulated in the scheme of service. Officers of the Bureau lengthily expatiated on the implications underlying the grant of an allowance and after taking cognisance of same, **the President of the Government Office Auxiliary Union undertook the responsibility to take up the matter with the MPSAR.**

## MINISTRY OF ARTS AND CULTURE

### **Allowance to employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre**

- 42.85 Prevailing provision entitles employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre to a monthly allowance for performing specific duties, during and after normal office hours. We are revising the quantum.

#### **Recommendation 32**

- 42.86 **We recommend that employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre be paid a revised monthly allowance of Rs 825 for performing specific duties, during or beyond normal working hours. These employees should also be entitled to the payment of overtime, at applicable rate, for work performed beyond office hours.**

## OTHER RECOMMENDATIONS

### **Allowance for making and serving Tea/Coffee**

- 42.87 Under the existing provision, employees in the Office Auxiliary Cadre and Police Attendant Cadre as well as incumbents in the grades of Handy Worker and General Worker are granted an allowance for preparing and serving tea/coffee during official events at the rate of Rs 6.00 per cup. This provision was also extended to other grades within the Workmen's Group-General, on an *ad hoc* basis. Given the ongoing applicability of this provision, we are while revising its quantum, extending same to other grades.

#### **Recommendation 33**

- 42.88 **We recommend that employees in the Workmen's Group-General, who are required to make and serve tea/coffee for official meetings/functions be paid a revised allowance of Rs 6.60 per cup.**

### **Allowance for Washing of Towels/Tablecloth/Curtains/Carpets/Doormats**

- 42.89 Incumbents in the Office Auxiliary and Police Attendant Cadres and General Workers are being paid an allowance for washing of towels/tablecloth/curtains. This provision was extended to other grades within the Workmen's Group-General, on an *ad hoc* basis and a ruling was equally provided for the grant of an allowance for washing of carpets and doormats similar to what obtains for washing of tablecloth and curtains. We are revising the quantum and reviewing the provision.

**Recommendation 34**

**42.90** We recommend that employees in the Workmen's Group-General who are called upon to wash towels/tablecloth/curtains/carpets/doormats be paid a revised allowance as hereunder:

- (i) for washing of towels - Rs 12 per towel; and
- (ii) for washing of tablecloth/curtains/carpets/doormats - Rs 85 per kg.

**Allowance for making bulk photocopies**

42.91 Employees in the Office Auxiliary Cadre as well as in the grades of General Worker and Handy Worker are paid a monthly allowance of Rs 685 for making bulk photocopies. This allowance was also extended to other grades within the Workmen's Group-General, on an *ad hoc* basis. We are revising the quantum.

**Recommendation 35**

**42.92** We recommend that employees in the Workmen's Group-General be paid a revised monthly allowance of Rs 755 for making bulk photocopies.

**Cleaning of Lavatories**

42.93 Incumbents of the Workmen's Group-General are being paid a monthly allowance of Rs 500 for cleaning lavatories where the lavatories are used by members of the public and provided such cleaning is done twice daily, the allowance payable is Rs 1000. This arrangement should continue with a revised quantum.

**Recommendation 36**

**42.94** We recommend the payment of a monthly allowance to employees in the Workmen's Group-General as follows:

- (i) Rs 550 for cleaning of lavatories; and
- (ii) Rs 1100 wherever the lavatories are used by members of the public and the cleaning is done twice daily.

**Surveillant**

42.95 As per the existing provisions governing the standard working week, employees in the grade of Surveillant are required to work 60 hours per week instead of 40 hours. To this end, they are entitled to two days' paid leave each month over and above their casual or vacation leave. We are reproducing the current provision.

**Recommendation 37**

- 42.96** We recommend that employees in the grade of Surveillant should continue to be granted two days' leave with full pay each month over and above their casual and vacation leaves.

**Pool of Drivers in the General Services**

- 42.97** Existing provision allows the MPSAR to absorb redundant Drivers from one Ministry's vote item to another on vacancy arising. Upon query, the MPSAR has informed that this practice has ceased. **Consequently, we are not replicating this provision.**

**Allowance to Drivers**

- 42.98** A monthly allowance is currently being paid to Drivers who are called upon to drive, on a regular basis, vehicles weighing more than 3.5 tons but less than five tons. The weight refers to the load the vehicle can carry as authorised by the National Land Transport Authority and is exclusive of the tares of the vehicle. It was remarked that staff side was not aware of the said provision, and took cognisance of same during meeting. Given its relevance, this provision should continue with a revised quantum.

**Recommendation 38**

- 42.99** We recommend that the monthly allowance payable to Drivers who are called upon to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons be revised to Rs 470.

**Night Duty Allowance**

- 42.100** Employees in the Workmen's Group-General, including Surveillant, who effectively perform night duty are currently entitled to a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period. We are maintaining this provision.

**Recommendation 39**

- 42.101** We recommend that a Night Duty Allowance, equivalent to 25% of the normal hourly rate for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period be paid to employees in the Workmen's Group-General, including incumbents in the grade of Surveillant, who effectively perform night shifts.

**Shift/Roster**

- 42.102** Employees in the ensuing grades work either on shift or on a roster basis (including Sundays and Public Holidays). **This element has been considered in arriving at the recommended salaries of the corresponding grades.**

Shift	Roster	Roster – Day and Night
Ambulance Care Attendant (on shift)	Assistant Chef (on roster)	Driver (on roster – day and night)
Ambulance Driver (on shift)	Assistant Butler (on roster)	Driver (Heavy Vehicles above 5 tons) (on roster - day and night)
Attendant (Haemodialysis)	Cook (on roster)	
Attendant (Hospital Services) (on shift)	Driver (on roster)	
Driver (on shift)	Field Supervisor (on roster)	Handy Worker (on roster – day and night)
Operator Waste Water Pumping Station (on shift)	Head Nursery Attendant (Fisheries) (on roster)	
Prisons Driver (on shift)	Health Laboratory Auxiliary (on roster)	
Sanitary Attendant (on shift)	Irrigation Operator (on roster)	
Surveillant (on shift)	Laundry Attendant (on roster)	
Senior Attendant (Hospital Services) (on shift)	Livestock Attendant (on roster)	
Ward Assistant (Male and Female)	Mortuary Attendant (on roster)	
	Nursery Attendant/Senior Nursery Attendant (Fisheries) (on roster)	
	Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster) <i>formerly Swimming Pool Attendant (Roster)</i>	
	Waste Water Pipe Cleaner (on roster)	

### Miscellaneous

- 42.103** The underlying provisions made under this Chapter should equally apply to employees of the Workmen's Group-General on the establishment of the Parastatal and Other Statutory Bodies and Private

**Secondary Schools, Local Authorities and the Rodrigues Regional Assembly.**

<b>Conditions/Allowances</b>	<b>Paragraph</b>	<b>Recommendation</b>
<b>Collection and deposit of keys at Police Stations</b>	<b>42.28</b>	<b>10</b>
<b>Making and Serving Tea/Coffee</b>	<b>42.88</b>	<b>33</b>
<b>Washing of Towels/ Tablecloth/Curtains/ carpets/doormats</b>	<b>42.90</b>	<b>34</b>
<b>Bulk Photocopy</b>	<b>42.92</b>	<b>35</b>
<b>Cleaning of Lavatories</b>	<b>42.94</b>	<b>36</b>
<b>Surveillant</b>	<b>42.96</b>	<b>37</b>

## WORKMEN'S GROUP – TRADESMAN CADRE

- 42.104 The Workmen's Group – Tradesman Cadre refers to the category of employees who are engaged in skilled works. It is a three-level structure cadre, comprising grades of Tradesman Assistant; Tradesman and Chief Tradesman/Foreman. Employees in this group are posted in various Ministries/Departments such as the Ministry of National Infrastructure; Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries; Ministry of Youth and Sports; and the Ministry of Arts and Culture, among others.
- 42.105 Duties performed by the employees of the Tradesman Cadre are, *inter alia*, wiring electrical systems, plumbing installations, carpentry, welding or machinery repair; maintain, troubleshoot and repair equipment or infrastructure; and maintain and repair Government vehicles.
- 42.106 In the context of this review exercise, the Bureau has received various representations from stakeholders, namely individuals, Unions and Ministries/Departments. Based on analysis of the requests and subsequent findings, the Bureau is making appropriate recommendations for employees in this Group.

### General Issues

- 42.107 For this review, the common proposals from Individuals/Unions/Federations/Managements from the Tradesman Cadre were the: payment of Risk Allowance; filling of posts and increase in establishment size; provision of training; grant of duty remission and loan; restyling, creation and merging of grades; and upgrading of salaries and qualifications requirement. The issues have been examined and appropriate information was provided to parties concerned.

### Health Surveillance

- 42.108 Provisions exist for employees in the Tradesman Cadre who have the risk of contracting occupational disease to be placed under a Health Surveillance Programme. For this Report, the staff side of some organisations have requested for the provision of a regular Medical Health Surveillance. Stakeholders were informed that relevant provisions already exist and that ensuring the regular conduct of Occupational Safety and Health audits to identify related risks rests upon the Management concerned. By reason of its pertinence, we are repeating this provision.

### Recommendation 40

- 42.109 **We recommend that Ministries/Departments/Organisations should ensure that regular Occupational Safety and Health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer for incumbents in the grades of Tradesman Cadre on their establishment and upon advice, employees who run the risk of contracting**

**occupational disease are placed under a Health Surveillance Programme.**

#### **Creation of the grade of Chief Tradesman**

- 42.110 In the context of this exercise, the Unions have reiterated their demands for the creation of a Chief Tradesman in different trades, to ensure coordination and supervision of the work of Tradesman as well as for a career prospect for Tradesman in their respective trade.
- 42.111 The views of Managements concerned were sought anew. They averred that creation of an additional level is not envisaged taking into consideration the establishment size of the grades and/or the existence of the grade of Foreman to cater for supervision. The Bureau is of the view that where there are sufficient number of Tradesman in post and there is no grade to cater for supervision, organisations may on the basis of operational need, establish the grade of Chief Tradesman. We are, therefore, reiterating its recommendation.

#### **Recommendation 41**

- 42.112 We recommend that Ministries/Departments/Organisations should consider the advisability of creating a grade of Chief Tradesman in the respective trade, subject to having the adequate number of Tradesmen.**

#### **Tradesman's Assistant**

- 42.113 The Bureau has, in its last Report, made provisions to enable Tradesman's Assistants and other employees in the Workmen's Group –Tradesman Cadre meeting the eligibility criteria as well as those employees in the Workmen's Group who have been performing the duties related to respective trade but do not satisfy the eligibility criteria, to acquire the relevant qualification for trades. Since the provision is still valid, the Bureau is maintaining same.

#### **Recommendation 42**

- 42.114 We recommend that the Ministries/Departments/Organisations availing the services of Tradesman's Assistant and/or any other employee in the Workmen's Group to perform work related to any specific trade should arrange with the Mauritius Institute of Training and Development (MITD) for the conduct of an appropriate training leading to the obtention of relevant Trade Certificate (National Trade Certificate Level 3 (NTC L3) or National Certificate Level 3 (NC L3)) for the employees concerned.**
- 42.115 We further recommend that the Ministries/Departments/Organisations should arrange with the Mauritius Qualifications Authority and MITD to conduct a "Recognition of Prior Learning" exercise for those employees who do not possess the relevant Trade Certificate (NTC L3 or NC L3) and the qualifications required to enrol for the relevant trade course but have been performing work related to specific trade for at least 10 years with**

**a view to enabling them acquire the relevant Trade Certificate and postulate for the relevant position, whenever vacancies occur.**

#### **Allowance payable to Tradesman's Assistant**

- 42.116 Tradesman's Assistants who have successfully completed the NTC L3/NC L3 and are performing duties related to the trade are paid a monthly allowance, pending their appointment to the grade of Tradesman. The Bureau is maintaining the existing recommendation.

#### **Recommendation 43**

- 42.117 **We recommend that incumbents in the grade of Tradesman's Assistant who have obtained their Certificate after having successfully completed the NTC L3 or NC L3 be paid a monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**
- 42.118 **We also recommend that incumbents in the grade of Tradesman's Assistant having performed the duties related to the trade for at least four years after obtention of the NTC L3 or NC L3 be granted an additional monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**

#### **Rationalisation of Tradesman Cadre**

- 42.119 Following an Organisation's submission that it no longer requires the grade of Tradesman's Assistant in view of specific arrangement that exists thereat, the Bureau conducted a study to determine whether such a measure could be extended across the Public Sector. The findings have revealed that same cannot be extended to all Ministries/Departments/Organisations. We are, however, replicating the provision made in the previous Report for those organisations where the need is felt.

#### **Recommendation 44**

- 42.120 **We recommend that:**
- (a) Ministries/Departments/Organisations should, depending on their operational requirements, consider the advisability of making the grade of Tradesman's Assistant evanescent on their establishment and increase the establishment size of Tradesman in the relevant field by the corresponding number; and**
  - (b) upon complete phasing out of the grade of Tradesman's Assistant on the establishment, the scheme of service of the grade of Tradesman in the different fields should be reviewed such that appointment thereto is made by selection from among employees**

**on the permanent and pensionable establishment possessing the NTC L3 or NC L3 in the relevant field.**

## **MINISTRY OF NATIONAL INFRASTRUCTURE**

- 42.121 Proposals from the representatives of the Tradesman Cadre were, among others: to restyle the grades of the Automotive Trades Cadre; eligibility for full pension after 30 years of pensionable service; grant of incremental credit for possessing additional qualification; provision of loan facilities for the purchase of motorcycles; allowing Multi-Skilled Tradesman to be eligible for the post of Foreman; and provision of personal protective equipment.
- 42.122 During consultations, the staff side was apprised of those requests that could not be taken on board and that the provision of personal protective equipment rests upon Management. As regards eligibility for full pension and provision of loan facilities, same have been discussed with Federations.

### **Foreman**

- 42.123 At present, appointment to the grade of Foreman is by selection from among employees in the grades of (i) Chief Tradesman; and (ii) Tradesman who possess the Certificate of Primary Education and at least eight years' experience in a substantive capacity in the grade. The attention of the Bureau was drawn to the fact that employees in the grade of Multi-Skilled Tradesman are debarred from applying to the post of Foreman and hence, the grade has no promotional avenue. The Bureau has examined the issue and is reviewing the mode of appointment to the grade of Foreman.

### **Recommendation 45**

- 42.124 **We recommend that, henceforth, appointment to the grade of Foreman should be by selection from among employees in the grades of: (i) Chief Tradesman; and (ii) Tradesman, Multi-Skilled Tradesman (Building Construction) and Multi-Skilled Tradesman (Automotive Electricity and Electronics) reckoning at least eight years' service in a substantive capacity in the grade and possessing the Certificate of Primary Education or Primary School Achievement Certificate.**

## **ENERGY SERVICES DIVISION**

- 42.125 For this review, Ministries/Departments/Organisations have requested the creation of a dedicated grade of Tradesman (Electrician) on their establishment on the ground that their requests for the services of an Electrician of the Energy Services Division (ESD) are not attended to in a timely manner. However, the Bureau observes that the creation of a stand-alone grade is not warranted in most cases in view of associated implications. **In the circumstances, the ESD should consider increasing the establishment size of the grade of Tradesman (Electrician) so that it can**

**provide its services as and when required, thus ensuring smooth service delivery across the Civil Service.**

### **Plant Mechanics Cadre**

- 42.126 The requests of employees of the Plant Mechanics Cadre were geared towards, among others, increase in the On-Call Allowance; change of appellation of the grade of Chief Plant Mechanic; grant of duty-free facilities; increase in salary; obtention of overseas training; and classification of the grades as essential service. During consultation, the staff side was provided with ample explanations on those requests that could not be retained.

### **Electrician Cadre**

- 42.127 The proposals of the Unions for the Electrician Cadre were, *inter alia*, to: upgrade the qualifications of the grades of Electrician and Electrician (Shift); separate the roster for Electricians and Plant Mechanics whenever their services are required; demarcate their salary vis-à-vis of other Tradesmen; fill vacant positions; and pay the On-Call Allowance on a pro-rated basis wherever they are called upon to remain on-call for a shorter duration. During consultative meetings, stakeholders were provided appropriate explanations for those requests that could not be acceded to and were informed of issues that should be dealt with administratively.

### **Night Duty Allowance**

#### **Recommendation 46**

- 42.128 **We recommend that upon effective implementation of shift system by the ESD, a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period should be paid to officers who effectively perform night shift.**

### **On-Call Allowance and In-Attendance Allowance for Electrician and Plant Mechanic Cadres at the Energy Services Division**

- 42.129 Provision was made for employees in the Electrician and Plant Mechanic Cadres who are required to be on-call during the nights, Weekends and Public Holidays, to cater for emergencies at Government buildings, hospitals and prisons, to be granted an On-Call Allowance and an In-Attendance Allowance inclusive of travelling time, pending the implementation of a shift system with the recruitment of Electrician (shift) and Plant Mechanic (shift).
- 42.130 As per information received from Management, the recruitment of employees on shift have not yet been effected. The Bureau is, therefore, providing for the revised quantum of On-Call Allowance and In-Attendance Allowance to ensure continued delivery of service.

**Recommendation 47**

- 42.131** We recommend that employees of the Electrician and Plant Mechanic Cadres of the ESD who are required to be on-call during nights, Weekends and Public Holidays and attend to emergencies while on-call be paid an On-Call Allowance and an In-Attendance Allowance inclusive of travelling time as hereunder:

Cadre	Period	On-Call Allowance (Rs)	In-Attendance Allowance Rs/hour
Electrician and Plant Mechanic Cadres	(i) Weekdays between 1630 hours and 0730 hours the following day	185	115
	(ii) Saturday, Sunday and Public Holiday  From 0730 hours to 0730 hours the following day	290	115

- 42.132** We also recommend that whenever the employees are on-call for less than the hours prescribed in a given period, the On-Call Allowance should be pro-rated.
- 42.133** We further recommend that the payment of On-Call Allowance and In-Attendance Allowance to the incumbents in the Electrician and Plant Mechanic Cadres should lapse upon the implementation of a proper shift system.

**MINISTRY OF HEALTH AND WELLNESS****Tradesman Cadre**

- 42.134** For this review exercise, the demands of the Unions pertain to the creation of Chief Tradesman in each trade; addressing alleged distortion in salary relativity; creation of a few grades; provision of personal protective equipment; and employees of the Workmen's Group be eligible for three increments upon being promoted to the higher grade in the Cadre. Certain issues could not be taken on board because of technical impediments and parties were apprised accordingly. Concerning the creation of the grade of Chief Tradesman, they were guided towards recommendations thereto related in the 2021 PRB Report.

### Tradesman (Healthcare Technology Workshop) (New Grade)

- 42.135 For this review exercise, both Union and Management have apprised the Bureau that there is no dedicated grade at the Ministry to cater for maintenance of medical furniture such as medical beds, trolleys, wheelchairs in hospitals. At present, these duties are being undertaken by General Workers who are trained and posted to the Healthcare Technology Workshop of each regional hospital against payment of an allowance. They have submitted that whenever there is change of posting of the General Workers, new employees have to be trained again resulting into wastage of time. They have, hence requested for the creation of a grade of Tradesman (Healthcare Technology Workshop). On the basis of functional needs, the Bureau is recommending accordingly.

### Recommendation 48

- 42.136 **We recommend the creation of a grade of Tradesman (Healthcare Technology Workshop). Appointment thereto should be made by selection from among serving employees, on permanent and pensionable establishment of the Ministry of Health and Wellness who possess the NTC L3 in Maintenance Fitting or Mechanical Engineering Craft Practice or Industrial Machine Maintenance issued jointly by the Mauritius Examinations Syndicate and the MITD or the NC L3 in Maintenance Fitting or Engineering Machining and Toolmaking or Industrial Machine Maintenance awarded by the MITD or an equivalent qualification and have a knowledge of First Aid.**
- 42.137 Incumbent would, *inter alia*, be required to repair and maintain Medical Furniture such as medical beds, trolleys, wheelchairs; assist in the repair of heavy medical equipment; carry out work on the basis of plan/design/sketch and instruction; use mechanic hand tools including electrical drilling, grinding/polishing machine; ensure that they are kept safe, clean and in good working conditions; and maintain tidiness of the workshop and its vicinity.

### Orthopaedic Appliance Maker Cadre

- 42.138 The main proposals of the staff side were to align the salary scale of the grade of Orthopaedic Appliance Maker (Seamstress) with those of the grades of Orthopaedic Appliance Maker (Wood, Metal and Leather); expedite the prescription of schemes of service for the grades of Orthopaedic Appliance Maker (Metal) and Orthopaedic Appliance Maker (Leather); and restyle the grade of Orthopaedic Appliance Maker (Wood).
- 42.139 Further, the request of Management for the creation of certain grades and change in the appellation of the grade of Orthopaedic Appliance Maker (Wood) have also been examined.

**Orthopaedic Appliance Maker (Orthosis/Prosthesis)**  
***formerly Orthopaedic Appliance Maker (Wood)***

42.140 During consultations, both the staff side and Management informed that Orthopaedic Appliance Makers (Wood) no longer use wood in the performance of their duties, hence they requested for a change in the appellation of the grade to better reflect the duties being performed. To this end, the Union requested the representatives of the Bureau to conduct a site visit at the Orthopaedic Appliance Workshop. During the site visit, it was observed that prosthesis is no longer manufactured in wood but with new materials and components such as polypropylene, resin and metal base components. The Job Description Questionnaires of incumbents were also examined. On this basis, the Bureau is restyling the grade of Orthopaedic Appliance Maker (Wood) to Orthopaedic Appliance Maker (Orthosis/Prosthesis).

**Recommendation 49**

**42.141 We recommend that the grade of Orthopaedic Appliance Maker (Wood) be restyled Orthopaedic Appliance Maker (Orthosis/Prosthesis).**

**Risk Allowance**

42.142 The Bureau, in its last Report made provision for Management to conduct a Risk Assessment exercise to determine the degree of risk faced by the employees of the Orthopaedic Appliance Maker Cadre. In view of its importance, the Bureau is reiterating its recommendation.

**Recommendation 50**

**42.143 We recommend that Management should arrange for the Departmental Safety and Health Committee to conduct a Risk Assessment Exercise at the Orthopaedic Appliance Workshop by as laid down in the Chapter Risk, Insurance and Compensation of Volume 1 of this Report with a view to determine the degree of risk faced by employees of the Orthopaedic Appliance Maker Cadre.**

**MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES**

42.144 In the context of this review exercise, the requests of the staff side pertain to the creation of a grade of Senior Plumber and Pipe Fitter for promotional prospects. However, same could not be entertained in the absence of functional needs. Management, on the other hand, proposed the creation of a grade of Electrician on its establishment. As this would result in the creation of a dead-end position, the Bureau did not accede to the request. However, for the services of an Electrician, appropriate provision has been made at paragraph 42.121.

**MAURITIUS POLICE FORCE**

- 42.145 The staff side has requested, among others, for: a review of the salary of certain grades; recruitment of Leather Worker and Gun Fitter; provision of new equipment; grant of Risk Allowance; creation of a grade of Senior Gun Fitter; regular Health Surveillance; assistance in the Medical Inspection Room for emergency issues; and grant of an allowance for additional duties being performed. During meetings, the staff side were provided with explanations for requests that could not be considered.
- 42.146 As regards the proposal for assistance of the Medical Inspection Room is concerned, the Bureau is of the view that **Management should consider the advisability of letting employees of the Workmen's Group including Tradesman to have access to the Medical Inspection Room for treatment purposes in case of emergency.**

**MINISTRY OF EDUCATION AND HUMAN RESOURCE**

- 42.147 The representatives of the staff side requested that employees in the Workmen's Group – Tradesman Cadre be provided with Risk Allowance; appropriate personal protective equipment; and training facilities to keep pace with updated tools and technologies. They also emphasised on the need for the creation of a grade of Chief Tradesman in each trade and increase in the establishment size of Foreman. During consultative meetings, they were apprised that relevant provisions exist in the 2021 PRB Report for each of the request.
- 42.148 The Ministry of Education and Human Resource has, following query of the Bureau, submitted that the creation of a grade of Chief Tradesman in each trade was not required given that incumbents in the grade of Assistant Inspector of Works and Foreman are currently performing supervisory duties. **To ensure judicious use of human resources and smooth delivery of service, the Bureau contemplates that the Ministry may consider the advisability of increasing the establishment size of the grade of Foreman and to post one employee of the grade in each zone.**

**MAURITIUS PRISON SERVICES**

- 42.149 For this review exercise, the Unions have proposed for, among others: the grant of two increments after completing 15 years of service; creation of a grade of Senior Tradesman; recruitment of staff; duty free facilities as Tradesmen are requested to attend outer station prison department where public transport is unavailable; increment for additional duties performed; and review the schemes of service. During consultative meetings, the staff side were guided towards the relevant provisions which exist.

**DEPARTMENT OF CIVIL AVIATION**

- 42.150 The proposals of the staff side were geared towards provision of adequate protective equipment to climb and work at heights up to 600 feet; officers proceeding on trips to outer islands to have access to proper travelling, working condition, safety, hygiene and food quality; and recruitment of staff. The Unions were informed of issues that should be dealt with by the Management. The request for the creation of a grade of Foreman (Electrical) could not be acceded to as there already exist other grades such as Technician (Electrical) and Senior Technician (Electrical), responsible for supervision.
- 42.151 Management, on its part, requested that employees proceeding on outer island missions who are required to travel and work on non-working days (off-days, Public Holidays) due to limited time the vessel stays on the island, be compensated. After seeking additional information, **it is observed that needful is being done at the level of Management.**

**MINISTRY OF ARTS AND CULTURE**

- 42.152 The requests of the staff side in the context of this review exercise pertain to, among others, the restyling of the grade of Electrician; creation of a grade of Chief Carpenter and Technical Assistant; and grant of loan facilities for the purchase of motorcycles. The requests have been examined and the proposal for restyling the grade of Electrician, which was also requested by Management, could not be acceded to in view of its repercussion across the Public Service.

