

WORKMEN'S CLASS

GENERAL RECOMMENDATIONS

Risk Assessment Exercise

1. In the last Report, the *modus operandi* for risk assessment, as a whole, was revisited favouring a more decentralised approach. For this review, staff side requested that a Risk Assessment Exercise be carried out to identify instances whereby employees of the Workmen's Group are exposed to higher than normal risks. We are, therefore, replicating the existing provision governing the conduct of Risk Assessment Exercise.

Recommendation 1

2. **We recommend that a Risk Assessment Exercise be carried out by the Departmental Safety and Health Committee of the relevant Commission in line with provisions made under Chapter Risk, Insurance and Compensation in Volume 1 of this Report.**

Chemical Sprayer Operator *formerly Insecticide Sprayer Operator*

3. Unions averred that the current appellation of Insecticide Sprayer Operator is a misnomer and, therefore, 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 2

4. **We recommend that:**
 - (i) **the grade of Insecticide Sprayer Operator be restyled Chemical Sprayer Operator;**
 - (ii) **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; and**
 - (iii) **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.**

Salary on Promotion

5. 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 3

6. **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.**

SPECIFIC RECOMMENDATIONS

CHIEF COMMISSIONER'S OFFICE

Environment Division

Environmental Laboratory Auxiliary (New Grade)

7. In order to conduct environmental tests for monitoring post PER/EIA parameters and pollution control exercises, the Commission is establishing an Environmental Laboratory within the Environment Division with the objective of adhering to the environmental standards and norms as stipulated in the Environment Act. In this respect, Management has requested for the creation of a grade of Environmental Laboratory Auxiliary which we are providing.

Recommendation 4

8. **We recommend the creation of a grade of Environmental Laboratory Auxiliary. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly and possessing a Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or an equivalent qualification.**
9. Incumbent would, *inter alia*, be required to: clean the laboratories, benches, glasswares and other equipment; assemble apparatus and prepare solutions for analytical work; perform simple analytical work; keep an updated register of chemicals, specimens, glasswares and other apparatus; accompany officers on site visits for sampling and field analysis purposes; monitor environmental conditions within the Laboratory by recording temperature and humidity level; and assist the Technical Officer (Environment) in the requisitioning of laboratory chemicals and equipment.

DEPUTY CHIEF COMMISSIONER'S OFFICE**Education (Administration)****Allowance for cleaning Computer Rooms/Specialist IT Rooms**

10. It has been submitted that ICT is being taught as a non-core subject from Grade I to Grade VI and that all Primary Schools are equipped with a Computer Room under the supervision of the ICT Support Officer. In the absence of an ICT Laboratory Auxiliary in Government Primary Schools, employees in the School Caretaker Cadre are entrusted the task of cleaning the Computer Room. Both Management and staff side have requested that an allowance be granted to employees in the School Caretaker Cadre. As an incentive, we are making a provision in line with what obtains in the Ministry of Education and Human Resource.

Recommendation 5

11. **We recommend that employees of the School Caretaker Cadre who are assigned the task of cleaning Computer Rooms/Specialist IT Rooms be paid a monthly allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary.**

COMMISSION FOR AGRICULTURE, FOOD PRODUCTION, PLANT AND ANIMAL QUARANTINE, COOPERATIVES, FORESTRY, FISHERIES AND MARINE PARKS**Laboratory Auxiliary**

12. One of the main representation from staff side was the creation of the grade of Laboratory Auxiliary. In the absence of a proposed scheme of service from Management, the Bureau is unable to further study the request.

Livestock Attendant Cadre

13. 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.**

Allowance to Gardener/Nursery Attendant

14. Management has informed that in the performance of their duties, incumbents in the grade of Gardener/Nursery Attendant are called upon to operate a power tiller as well as install, maintain and dismantle irrigation systems, as and when required. Consequently, Management requested for the grant of an appropriate allowance to

the concerned employees. After examining the request, we are recommending accordingly.

Recommendation 6

15. **We recommend that employees in the grade of Gardener/Nursery Attendant who are called upon to perform additional duties relating to operation of power tiller as well as installation, maintenance and dismantling of irrigation systems be paid a monthly allowance equivalent to one increment at the salary point reached in their salary scale.**

COMMISSION FOR HEALTH, HOUSING, SOCIAL SECURITY, PRISONS AND REFORM INSTITUTIONS, PROBATION AND SOCIAL REHABILITATION

Risk Allowance for Cook Cadre

16. Employees in the Cook Cadre are eligible for a monthly Risk Allowance equivalent to one and a half increments at the initial point of the respective salary scale. Given its relevance, we are retaining the provision.

Recommendation 7

17. **We recommend that employees in the grades of Senior Cook and Cook (on roster) 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.**

Chemical Sprayer Operator *formerly Insecticide Sprayer Operator*

18. Employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* are presently eligible for the payment of an allowance of Rs 85 per case for spraying insecticide on decaying corpses. As this provision is serving its purpose, we consider that same should continue to prevail.

Recommendation 8

19. **We recommend that employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* be paid a revised allowance of Rs 95 per case for spraying insecticide on decaying corpses.**

Senior Attendant (Hospital Services) (on shift)

20. The prevailing provision caters for Senior Attendants (Hospital Services) (on shift) who are posted in operation theatres for a whole month to be paid a monthly allowance of Rs 475. We are re-emphasising on this provision while revising the quantum of allowance.

Recommendation 9

21. **We recommend that Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month should be paid a revised monthly allowance of Rs 525.**

Mortuary Attendant (on roster)

22. Specific provision exists for Mortuary Attendants (on roster) of the Rodrigues Regional Assembly for the grant of a monthly commuted allowance, in lieu of the allowance recommended for counterparts in Mauritius. We are maintaining the payment of the existing allowance at an enhanced rate.

Recommendation 10

23. **We recommend that the monthly commuted allowance payable to the Mortuary Attendant (on roster) of the Rodrigues Regional Assembly, in lieu of the allowance recommended for counterparts in Mauritius, be revised to Rs 825.**

Provision of Equipment

24. Staff side requested that Laundry Attendants (on roster) be provided with industrial washing machines. Upon query, Management has informed that necessary is being done at their end for the provision of same.

Housing Unit**Posting of Office Auxiliary/Senior Office Auxiliary**

25. Management has requested for the creation of a grade of Housing Attendant. Whilst examining the proposed scheme of service, it was observed that the duties listed therein are similar to those of an Office Auxiliary/Senior Office Auxiliary. As the Bureau does not favour creation of stand-alone grades, **we consider that it would be more appropriate for employees in the grade of Office Auxiliary/Senior Office Auxiliary from the Central Administration to be posted at the Housing Unit.**

**Prisons and Reforms Institutions
Probation and Social Rehabilitation Unit****Posting of Cook (on roster)**

26. Unions requested for the creation of a grade of Cook (on roster) to serve the Prisons and Reforms Institutions and Rehabilitation Youth Centre. In examining the request, we have observed that this grade already exists on the establishment of the Commission for Health and Others. Hence, **we consider that Management should increase the establishment size of the grade of Cook (on roster) for onward posting in other Departments.**

Specific Conditions of Service for Health Sector

Recommendation 11

27. The recommendations made in the Ministry of Health and Wellness in respect of Specific Conditions of Service for Health Sector in Volume 2 Part I of this Report should equally apply to employees of the Health Sector at the RRA.

COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, MUSEUMS, ARCHIVES, HISTORICAL SITES AND BUILDINGS AND LIBRARY SERVICES

Centre Care Attendant (Sports Division) (on roster) (New Grade)

28. A proposal was made for the creation of a grade of Centre Care Attendant (Sports Division) (on roster) to be posted at the Sports Division of the Commission with a view to curtailing overtime costs and ensuring the smooth operations of sports training sites. The Bureau is recommending accordingly.

Recommendation 12

29. We recommend the creation of a grade of Centre Care Attendant (Sports Division) (on roster). Appointment thereto should be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education or Primary School Achievement Certificate. In the absence of candidates possessing the prescribed qualifications requirement, consideration should be given to candidates who show proof of being literate.
30. Incumbent, would be required, *inter alia*, to: open and close sports infrastructures/complex and control access thereto; take reasonable precautions to ensure protection of the buildings and appurtenances on the site; clean the buildings and water closets and keep them in a reasonable hygienic conditions; keep premises, lavatories and furniture clean and tidy; allocate and control the work of General Workers, as and when required; and run official errands and answer telephone calls.
31. Incumbent would also be required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which may include night duty. **This element has been taken into consideration in determining the salary of the grade.**

Cultural and Leisure Centre

32. Employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres are, over and above the payment of overtime, also eligible for a monthly allowance for performing

additional duties, during and after normal office hours. We are maintaining the present arrangement while revising the quantum of allowance.

Recommendation 13

33. We recommend that employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres should, in addition to the payment of overtime for work performed beyond normal working hours, be paid a revised monthly allowance of Rs 825 for performing additional duties during and after normal office hours.

Other Recommendations

34. The underlying existing provisions under Chapter 'Workmen's Group-General' of Volume 2 Part I of this Report are also applicable to counterparts in the Rodrigues Regional Assembly.

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

Shift/Roster

35. Normally, employees in the ensuing grades work either on shift or on a roster basis (including Sundays and Public Holidays), the element of which has been considered in salary determination of the respective grades.

Shift	Roster
Ambulance Care Attendant (on shift)	Attendant/Senior Attendant (Arts and Culture) (on roster)
Ambulance Driver (on shift)	Burial Ground Attendant (Rodrigues) (on roster)
Attendant (Hospital Services) (on shift)	Centre Care Attendant (Sports Division) (on roster) (New Grade)
Livestock Attendant (on shift)	Cook (on roster)
Senior Attendant (Hospital Services) (on shift)	Driver (on roster)
Senior Livestock Attendant (on shift)	Laundry Attendant (on roster)
Shelter Care Attendant (on shift)	Mortuary Attendant (on roster)
Surveillant	Museum Attendant (on roster)

Shift	Roster
	Operator Pumping Station (Rodrigues) (on roster) Prisons Attendant (on roster) Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster) <i>formerly Swimming Pool Attendant (on roster)</i> Water Supply Operator (on roster) Youth Centre Attendant (on roster) Waste Water Pipe Cleaner (on roster)

* * * * *