

Brincat Anna at Parliament-MT

From: Caruana Joseph at MEDE
Sent: 15 March 2016 11:39
To: Brincat Anna at Parliament-MT
Cc: Camilleri Alfred at MFIN; Mifsud Anthony at NAO; Deguara Charles at NAO
Subject: FW: Directive 7 - Malta Council For Science And Technology
Attachments: 151113 MCST Approved.pdf

Dear Ms Brincat

Following yesterday's PAC meeting.

Hereunder and attached please find the requested information as requested during yesterday's PAC meeting.

Kind regards

Joseph Caruana

Permanent Secretary

t +356 25982880 e joseph.caruana@gov.mt | www.education.gov.mt

MINISTRY FOR EDUCATION AND EMPLOYMENT

MINISTRO GĦALL-EDUKAZZJONI U EMPJEW

From: Woods Thomas at OPM
Sent: Friday, 13 November 2015 14:32
To: Caruana Joseph at MEDE
Cc: Fabri Francis at MEDE; Grixti Mario A at OPM
Subject: FW: Directive 7 - Malta Council For Science And Technology

Mr Caruana,

Following our exchange of correspondence on the subject we have issued the approved MCST salary structure. This is in line with Directive 7.

Regards,

Thomas

From: Woods Thomas at OPM
Sent: 13 November 2015 14:29
To: Pullicino Orlando Jeffrey at MCST
Cc: Zammit Denise at MCST; Capacity Building at MFIN; Psaila Janice at MFIN; Fiott Emily at OPM; Grixti Mario A at OPM; Formosa Therese at OPM
Subject: Directive 7 - Malta Council For Science And Technology

Date: 13th November 2015
Our Ref: PACBU/105/2014/II

Dr Jeffery Pullicino Orlando
Executive Chairman

Malta Council For Science And Technology

Following internal discussions and consultation, attached you may find the updated structure as discussed and agreed to between all parties.

Kindly be informed that the attached document shall henceforth constitute the entire and only document covering the pay packages of the officers concerned and shall supersede any prior documentation, exchange of letters, correspondence and written understandings related to pay packages for the officers covered by the attached documentation. The validity of the attached structure is up to 31st December 2017.

May I also remind you that at least six (6) months before the expiry of this approved structure, you may put forward a notice in writing expressing the entity's wish to review this structure. Until such time that a new approval is issued, the provisions established in this approval shall continue to apply.

For recruitment into the approved grades kindly be guided by the provisions established in Directive 7 and the "Manual for Public Sector Entities – Delegation of Recruitment Approval" and any other Central Administration's circulars/memos as in force from time to time.

Regards,

Thomas Woods

Head

Public Administration Collective Bargaining Unit

MCST - Grading & Salary Structure 2015 - 2017

Grade	Nomenclature	Salaries 2015 - 2017	Communication Allowance	An all inclusive car allowance (incl. fuel)
1	Chief Executive Officer	<i>outside PACBU's remit</i>		
2	Next Line of Management			
3	Deputy Director	Full Range Salary Scale 5	up to €500	€1,795
4	Senior Executive	Full Range Salary Scale 6	up to €240	Not applicable
5	Executive	Full Range Salary Scale 7	up to €240	Not applicable
* Allowances in force prior to Directive 7				

Salary Structure Notes for Grades 3 and 5 (both inclusive):

1. Employees shall be employed between the minimum and the maximum of their respective salary scale according to Management's prerogative. This is to be based on newly recruited employees' qualifications and relevant experience.
2. Employees shall be awarded an "annual increase", provided that the maximum of the salary range is not exceeded.
3. Employees who are requested by Management to utilise their mobile phone and other communication tools for work purposes on a regular basis may be awarded a communication allowance as established above to reimburse them for the expenses incurred.
4. This shall be in accordance with the established internal policies from time to time.
5. All figures are inclusive of COLA and are based on full-time employees.
6. The Management may recruit employees in the various grades according to different specialisations required from time to time.

Grade	Nomenclature	Salaries 2015 - 2017
6	Senior Administrator	Full Range Salary Scale 8
	Senior Officer	
7	Administrator	Full Range Salary Scale 9
8	Administrator	Full Range Salary Scale 10
	Assistant	
9	Front Office Personnel	Full Range Salary Scale 13
	- Explainers	
	- Box Office Receptionist	
	- Shop Attendant	

Grade	Nomenclature	Salaries 2015 - 2017
10	Skilled Tradesman	Full Range Salary Scale 14
11	Cook (Food Preparation)	Full Range Salary Scale 16
12	Operative Worker Clerical Assistant	Full Range Salary Scale 18

Salary Structure notes for Grades 6 to 12 (both inclusive):

1. Newly recruited employees shall be placed on the minimum of the respective salary scales.
2. Present employees shall be assimilated into this structure, according to their current grade by taking their salary as at 31st December 2014 + Collective Agreement Increase for 2015 according to their respective grade. Employees will then be placed on the equivalent notch of their respective grade. Should there be no equivalence the employee will enter into the next higher notch.
3. On the date of their anniversary of employment employees will be entitled to an increment, according to their respective grade, subject to satisfactory performance, which shall continue to be awarded annually until they reach the maximum of the Salary Scale.
4. When the maximum of the respective Salary Scale is reached the employee shall continue to benefit from the Annual Increase only.
5. In no circumstances is the maximum of the grade to be exceeded.
6. The computation of salaries upon promotion shall be as follows: salary as on the date prior to promotion + an increment of the new grade.
 - a. The employee shall then be placed on the equivalent notch on the new salary scale. Should there be no equivalence the employee will enter into the next higher notch. The employee will be entitled to a new Collective Agreement increase on the following 1st January and an increment on the date on the anniversary of the promotion, provided that the maximum of the salary scale is not exceeded.
7. All salaries are inclusive of COLA and are based on full-time employees.
8. The Management may recruit employees in the various grades according to different specialisations required from time to time.

Allowances

The award of existing allowances (which are currently in force prior to Directive 7) is a Management prerogative and are to be covered by the following provisions:

1. Employees in Grades 3 may be entitled to a "Disturbance Allowance", "Extra Duty Allowance", "Market Corrector" and "Communication Allowance" and "Car Allowance" as specified in this document.
2. Employees in Grade 4 and 5 may be entitled to a "Disturbance Allowance", "Extra Duty Allowance", "Market Corrector" and "Communication Allowance".
3. Employees in Grades 6 may be entitled to a "Disturbance Allowance", "Extra Duty Allowance", and "Market Corrector".
4. **Car Allowance:** This is an all inclusive allowance which employees in Grade 3 are entitled to for the use of their personal car for work purposes. It is to be noted that this allowance is all inclusive and as such incorporates all other related expenses such as fuel expenses.
5. **Disturbance Allowance (of up to 10% per annum):** The disturbance allowance is provided to employees who are called or are required to perform duties outside regular working hours and is in lieu of overtime pay.
6. **Extra Duties Allowance (of up to 10% per annum):** With regards to extra duties allowances, these are given to employees whenever they are assigned extra duties and/or projects, which fall outside their job description responsibilities. This allowance is payable during the period in which the employee would be carrying out the extra duties as indicated by Management.
7. **Market Corrector (of up to 10% per annum):** In view of the fact that MCST operations necessitate the need for specialised skills and competences, such as those relating to science, research, technology and EU affairs, market corrector allowance may be given to individual employees who possess particular expertise. This mechanism is a Management tool to be able to compete in the local labour market in engaging professional workers in MCST core functions.
8. **Communication Allowance:** The communication allowance is given to the employees who need to use mobile communications and other communication tools such as internet, telephone for work purposes, as established above.