MANUAL
OF ALLOWANCES

OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

MANUAL
OF ALLOWANCES

Last updated 09 January 2023

People Relations Directorate People and Standards Division

By virtue of Amending Directive 1-1 which was issued on the 3rd November 2016, the legal status of a directive under the Public Administration Act which was assigned to the Public Service Management Code Through Directive 1 was extended to the Manual of Allowances

CONTENTS

01 About This Manual

1.1 Preface
1.2 How to use this Manual
1.3 Definitions

02 Procedures

2.1 When to pay an Allowance
2.2 Steps to be followed for the payment of an Allowance
2.3 Role of the respective Director
2.4 Role of the respective Director responsible for People Management
2.5 Deduction of Allowances

03 Standard Allowances (Payable Across All Ministries)

3.1 Allowances Related To Management
- 3.1.1 Acting Allowances for 'Acting' Heads of Department and Substitution Allowance for other 'Acting' Headship positions
- 3.1.2 Deputising Allowance
- 3.1.3 Expense Allowance to Heads of Department and Assistant Directors
- 3.1.4 Communication Allowance
- 3.1.5 Class Allowances to Assistant Directors, Directors and Directors General
- 3.1.6 Allowance to Drivers of the Principal Permanent Secretary, Permanent Secretaries and Cabinet Secretary
- 3.1.7 Allowances to Staff in Private Secretariats of Ministers and Parliamentary Secretaries

3.2 Allowances Payable To Public Officers Seconded As National Experts To European Institutions
3.3 Allowances Related To Work
- 3.3.1 Qualification Allowance
- 3.3.2 Clothing Allowance
- 3.3.3 Disturbance Allowance
- 3.3.4 Stand-by Allowance
- 3.3.5 Allowance for Obnoxious & Hazardous Duties
- 3.3.6 Shift Allowance
- 3.3.7 Regulation of Mobile Phones in the Public Service

3.4 Allowances Related To Study

04 Frequently Asked Questions (FAQs)

05 Appendices

01

About This Manual

1.1 Preface

Allowances are paid to cover specific/special situations or the provision of services not normally required from the employees in the particular grade. Allowances take up a large portion of government expenditure, and every effort should be made to regulate related expenditure, as well as rationalise and streamline allowances.

In conformity with Article 2.4 of the Collective Agreement for Employees in the Public Service 2017 - 2024, benefits stipulated in this Manual are not additional to any similar benefits stipulated by Law, or by the enactment of legislation or as provided for by the respective Sectoral Agreement. In circumstances where benefits may be similar or overlap, the respective parties shall agree on which benefits are to be retained.

These guidelines provide an outline of the relevant policies on the management of allowances. Worked examples are also given, where applicable, in order to further simplify the computation of allowances and make this manual more user-friendly.

1.2 How to use this Manual

This manual is intended for officers responsible for People Management, HR Managers, staff in HR Departments, as well as public officers who are interested in the subject. The aim of this handbook is to guide on the management and processing of allowances. It provides useful information which should be taken into account when considering requests for the payment of allowances.

An important section of the manual specifically addresses the Audit Mechanism on the payment of Allowances. This control mechanism is built on two major principles:

i. allowances are not meant to be paid throughout an officer's career and they should be withheld immediately if the conditions for the payment of the allowance are no longer applicable;

ii. allowances are also to be graded in terms of the degree of disturbance, risk or skill involved.

The allowances included in this manual are standard allowances which are not exclusive to particular career streams, but are payable to officers across various departments and/or grades. The manual does not include specific Departmental Allowances, or honoraria paid to Members on Government Boards and Committees.

This manual is updated periodically to include new allowances or to reflect any new policy or initiative in the management of allowances that comes into effect.

1.3 Definitions

In the interest of clarity and consistency, the following terms should be understood as follows:

Allowance	Financial remuneration paid in addition to the basic salary, which may also include expenses for travel, rent, and subsistence, or for the performance of higher or dangerous duties, special functions or the attainment of qualifications. Allowances do not count for pension purposes, unless otherwise stipulated.
Entitlement	The benefits and rights of a public officer which emanate from the Public Service Management Code (PSMC).
Public Officer	The holder of any public office or a person appointed to actin any such office. The appointment of a public officer in a substantive postor contractual position is endorsed by the Public Service Commission.
On grounds ofPublic Policy	A period of time which counts as service in the grade for thepurposes of promotion or progression. Officers on grounds of public policy will: - return to their substantive grade held immediately before the officer was granted leave on grounds of public policy; - retain all rights and privileges applicable to their public office and those arising from the respective ClassificationAgreement; - have their period of unpaid leave on grounds of public policy reckonable for pension purposes (this applies to pensionable officers under the Pensions Ordinance); - have their social security rights acquired under the Social Security Act (Cap 318).

02

Procedures

2.1 When to pay an Allowance

As a general rule, a public officer should only be paid an allowance in exceptional circumstances. Allowances should only be paid when the work involves:

i. substantial extra attendance at hours which cannot be easily controlled and/or for which it would not be cost-effective to pay overtime;

ii. a strong element of disturbance, discomfort or risk;

iii. the use of some special skill which the holder of a post is not expected to possess and for which it is economically feasible to pay an allowance.

With regard to particular allowances, the concept of a graded rate has been introduced. Allowances are being graded in terms of the degree of disturbance, risk or skill involved.

When the conditions under which an allowance was granted change, it is the responsibility of the respective Head to withhold the allowance immediately. In this sense, allowances are paid in exceptional circumstances and should never be regarded as an automatic augmentation of the pay package/salary.

Whenever a job entails an element of risk and danger, the respective Head, in consultation with the Health and Safety officer, should first ensure that all the necessary Health and Safety measures are being taken (including protective clothing and equipment). If the nature of the work still carries an element of danger or inconvenience, consideration for the payment of an allowance should then be given.

When an officer qualifies for different allowances which are awarded for the same type of work/situation, the highest should be paid.

2.2 Steps to be followed for the payment of an Allowance

A request for a new allowance or review of an existing allowance is made by the respective Director and referred to the People Relations (PRD) Directorate within the People & Standards Division (P&SD) for consideration, through the respective Director responsible for People Management.

a. A request for a new allowance should include:

- Amount of allowance being recommended. In determining this amount, an allowance should not be tied to an officer's scale but to the actual situation for which the allowance is being requested (that is, the nature of the job, risk involved and/or expertise required).
- Justification for the need to pay an allowance.
- Estimated number of employees who will be receiving the proposed allowance, their grade / scale.

b. A request for a review of an allowance should include:

- Justified reasons why the allowance needs to be reviewed.
- Estimated number of employees who will be benefiting from the revised allowance, indicating their grade / scale.

As a general rule, the conditions for the payment of an allowance remain the same for a period of five (5) years, unless there is a request from the respective Director, with justified reasons, to review an existing allowance. Prior to final approval, the PRD Directorate may request the Ministry concerned to submit further documentation and/or clarifications.

The allowance may also be approved subject to particular conditions. (e.g. an allowance for performance of higher duties is approved subject to review within six (6) months).

2.3 Role of the respective Director

The respective Director is responsible for the systematic and periodic review of allowances paid to employees and to ensure:

i. that the original conditions for which an allowance has been granted still apply, and if not, to immediately withhold the payment of such an allowance.

ii. that the review is carried out on time, in respect of allowances which have been granted for a specific period of time. If it results that there is ample justification to continue with the payment of the allowance, the respective Director should make a fresh submission to the PRD Directorate three (3) months prior to the expiration of the period of approval. Directors are to state whether the conditions under which the allowance was paid still apply and to confirm that it is not possible to make other arrangements to suppress it.

iii. the reasonable grading of allowances in terms of the degree of disturbance, risk or skill involved. Whenever an officer who is in receipt of these allowances is transferred to other duties, the respective Director should decide whether the public officer should still receive the allowance. If the allowance is graded, the respective Director should carry out a review of the grading.

2.4 Role of the respective Director responsible for People Management

The responsibility for the approval of allowances has been delegated to Directors responsible for People Management who are responsible to:

i. Ensure that adequate documentation is obtained from the respective Director regarding each officer who receives an allowance. Such documentation should certify that the conditions pertaining to the allowances are still applicable. Audits on such matters should be carried out at the beginning of each calendar year.

ii. Exercise the necessary control and ensure that the guidelines on the payment of allowances are strictly adhered to before payments of allowances to the respective beneficiaries are made.

iii. Audits may be performed to ensure that allowances are paid to officers who are justifiably entitled to such, at the right levels and that the correct amount is paid.

2.5 Deduction of Allowances

Allowances are paid for actual work performed and they should be immediately withheld when such work is not being performed. All allowances should cease immediately in the following instances:

1. When an officer is on leave without pay;
2. When the actual performance of particular work for which an allowance is paid is no longer performed, for example, when the performance of obnoxious duties or disturbance to perform duties outside one's normal working schedule ceases; and
3. During pre-retirement leave, officers on a performance agreement are not excluded from availing themselves of pre-retirement leave, but all allowances should be withheld while they are on pre-retirement leave. Allowances for officers on a performance agreement include all supplementary payments and other benefits payable in terms of the Performance Agreement, over and above the basic salary.

All automatic or fixed allowances, which are specifically incorporated in the pay package, will not be deducted for absences owing to vacation leave, public holidays, fifteen (15) days of sick leave (whether taken at a stretch or otherwise), marriage/civil union leave, parent leave, leave for medically assisted procreation (I.V.F. leave), adoption leave, bereavement leave and thirty (30) days special sick leave owing to injury specifically attributable to duty in every calendar year. Apart from arrangements covered by the Classification Agreements, payment of allowances should be withheld for any other absences, whatever the reason, apart from arrangements covered by the Sectoral Agreements.

In cases of maternity leave, all automatic or fixed allowances which are specifically incorporated in the pay package shall not be deducted during such leave with the exception of work and performance related bonuses or allowances, or attendance after normal office hours.

Allowances should be deducted when public officers are on un/paid leave on grounds of public policy. The qualification allowance should continue to be paid when officers are on paid leave on grounds of public policy. However, it should be withheld when officers, on paid leave on grounds of public policy, are absent beyond the limits set in the preceding paragraph. Allowances are not deducted during duty leave.

Allowances are to be deducted, as indicated in the formula below, for each day of absence.

Annual Allowance ÷ 365

Annual Allowance ÷ 366
(for a leap year)

Approval Documentation

OPM Circular 23/2002, dated 15 April 2002
OPM Circular 27/2000, dated 14 July 2000

03

Standard Allowances
(Payable Across All Ministries)

3.1 Allowances Related To Management

3.1.1 Acting Allowances for 'Acting' Heads of Department and Substitution Allowance for other 'Acting' Headship positions

Applicability

Acting Allowance – Senior public officers who are performing 'acting' duties in positions that are equal to or higher than their current positions, of Heads of Department or of other offices with statutory powers that are required by law, as per Schedule 2 of the Public Administration Act (PAA).

Substitution Allowance – Senior public officers who are performing 'acting' duties in positions that are equal to or higher than their current position, of 'other' Headship positions that are neither Heads of Department nor occupy offices with statutory powers that are required by law, as per Schedule 2 of the PAA.

Beneficiaries	**Remuneration Payable in Respect of Acting/Substitution Allowance**
Scenario 1 – Senior public officers appointed to perform duties in an acting capacity in a Headship position but ceasing to perform the duties of the substantive office.	
a) If the substantive salary is lower than the minimum salary of the acting position. [Director performing 'acting' duties of DG / AD performing acting duties of Director]	An acting/substitution allowance equivalent to half the difference between the salary of the acting position and the salary of the substantive office is to be paid. Increments earned in the substantive office, as well as other personal allowances to which officers may be entitled on account of their substantive office should still be paid, provided that the global emoluments (salary + increments + allowances) do not exceed the emoluments (salary + expense allowance) of the acting office.
b) If the substantive salary is equal to the salary of the acting position. [Director performing acting duties of Director]	Only the substantive salary is to be paid.

Beneficiaries	Remuneration Payable in Respect of Acting/Substitution Allowance
Scenario 2 – Senior public officers appointed to perform duties in an acting capacity in a Headship position and concurrently performing the duties of the substantive office.	
a) If the substantive salary is lower than the minimum salary of the acting position. [Director performing acting duties of DG or AD performing acting duties of Director]	An acting/substitution allowance equivalent to the difference between the salary of the acting position and the salary of the substantive office is to be paid. Increments earned in the substantive office, as well as other personal allowances to which officers may be entitled to, on account of their substantive office, should still be paid, provided that the global emoluments (salary + increments + allowances) do not exceed the emoluments (salary + expense allowance) of the acting office.
b) If the substantive salary is equal to the salary of the acting position. [Director performing acting duties of Director]	An acting / substitution allowance equivalent to half[1] the difference between the salary of the substantive grade and the salary of the immediate higher office is to be paid. Increments earned in the substantive office, as well as other personal allowances to which officers may be entitled to, on account of their substantive office, should still be paid.

Except for an acting/substitution allowance, employees appointed in an acting capacity are not entitled to any allowances/benefits tied to the acting position.

1. 'Half the difference' between salary of substantive grade and the immediate higher office is paid because if 'the difference' had to be paid, the salary of Director + acting allowance would be equivalent to the salary of a Director General.

Except for an acting/substitution allowance, employees appointed in an acting capacity are not entitled to any allowances/benefits tied to the acting position.

Worked Examples

Senior public officers appointed to a Headship position to perform duties in an acting capacity but ceasing to perform the duties of their substantive office.

Scenario 1(a) – If the substantive salary is lower than the minimum salary of the acting position (e.g. Director performing duties of Director General, and ceases to perform duties of Director).

An acting / substitution allowance equivalent to half the difference between the salary of the acting position and the salary of the substantive office is to be paid.

Acting / Substitution Allowance:
(Salary of DG + Cash Payment of DG - Salary of Director - Cash Payment of Director) ÷ 2

(€42,393.68 + €183 – €38,980.22 - €88) ÷ 2
= €1,754.23

Total emoluments

Salary of Director	€38,980.22
+ Cash Payment of Director	€88.00
+ Expense allowance of Director	€2,000.00
+ Acting / Substitution Allowance	€1,754.23
= Total emoluments	**€42,822.45**

Scenario 1(**b**) – If the substantive salary is equal to the salary of the acting position (e.g. Director is performing duties of another Director, and not performing the duties of the substantive office).

No acting / substitution allowance is to be paid.

Total emoluments

Salary of Director	€38,980.22
+ Cash Payment of Director	€88.00
+ Expense allowance of Director	€2,000.00
= Total emoluments	**€41,068.22**

Senior officers appointed to perform duties in an acting capacity and concurrently performing duties of the substantive office.

Scenario 2(a) – If the substantive salary is lower than the minimum salary of the acting position (e.g. Director performing acting duties of Director General and concurrently performing duties of the substantive office).

An acting / substitution allowance equivalent to the difference between the salary of the acting position and the salary of the substantive office is to be paid.

Acting / Substitution Allowance:
(Salary of DG + Cash Payment of DG - Salary of Director - Cash Payment of Director)

(€42,393.68 + €183 – €38,980.22 - €88)
= €3,508.46

Total emoluments

Salary of Director	€38,980.22
+ Cash Payment of Director	€88.00
+ Expense allowance of Director	€2,000.00
+ Acting / Substitution Allowance	€3,508.46
= Total emoluments	**€44,576.68**

Scenario 2(**b**) – If the substantive salary is equal to the salary of the acting position (e.g. Director performing acting duties of another Director and concurrently performing duties of the substantive office).

An acting / substitution allowance equivalent to half the difference between the salary of Director General and the salary of Director is to be paid.

Acting / Substitution Allowance:
(Salary of DG + Cash Payment of DG - Salary of Director - Cash Payment of Director) ÷ 2

(€42,393.68 + €183 – €38,980.22 - €88) ÷ 2
= €1,754.23

Total emoluments

Salary of Director	€38,980.22
+ Cash Payment of Director	€88.00
+ Expense allowance of Director	€2,000.00
+ Acting / Substitution Allowance	€1,754.23
= Total emoluments	**€42,822.45**

N.B. Rates in worked examples are as per 2023 rates as specified in the Collective Agreement for Employees in the Public Service 2017 - 2024 inclusive of COLA rates specified in the Budget.

Approving Authority

Acting pay is paid through delegated authority in terms of section 3.14 of the Manual on Resourcing Policies and Procedures. Substitution allowance is approved by the respective Permanent Secretary.

Approval Documentation

Manual on Resourcing Policies and Procedures

3.1.2 Deputising Allowance

Beneficiaries

Public officers of a certain rank who, in addition to their normal day-to-day duties, are also charged with the carrying out of higher duties in key positions in Categories 'A' and 'B' (Scales 1-10).

Last approved rates

The allowance payable will be the difference between the officer's present salary and the minimum of the next higher grade, to be not less than one increment in the higher scale. The deputising allowance will be augmented by one increment in the higher scale for every period of twelve (12) months on deputising duties, provided that the maximum of the higher scale is not exceeded.

Worked Example

Principal (Scale 9 Step 3) who, in addition to the normal day-to-day duties, is required to perform the duties of an Assistant Director.

The deputising allowance will be the difference between the officer's present salary and the minimum of the next higher grade, to be not less than one increment in the higher scale.

Working

Minimum of the next higher grade (i.e. Senior Principal Officer at Scale 7) = €27,697.53, less officer's present salary at Scale 9 Step 3 = €24,494.79 + €447.33 + €447.33 = €25,389.45

Total emoluments

Salary of Senior Principal Officer	€27,697.53
- Salary of Principal (Scale 9 Step 3)	€25,389.45
= Total emoluments	**€2,308.08**

N.B. Rates in worked examples are as per 2023 rates as specified in the Collective Agreement for Employees in the Public Service 2017 - 2024 inclusive of COLA rates specified in the Budget.

Other conditions of payment

i. The position for which the allowance is to be paid is considered to be a key position within the Directorate (e.g. at least a Head of a large section or branch, or of an area office or of a small department);

ii. An officer has been formally assigned in writing by the respective Head of Department to deputise in a senior position;

iii. The deputising is made for a period exceeding one (1) month; (the payment of the allowance will start after the first month of deputising but will cover the whole period of deputising);

iv. The senior position has been declared vacant following the promotion, retirement, resignation of the former incumbent. Absence on long leave by the holder of the senior position does not qualify for payment of the allowance;

v. The officer in receipt of the allowance continues to perform his day-to-day duties in addition to carrying out the duties and assuming the full responsibility of the senior position.

vi. The payment of this allowance will be approved by the respective Head of Department but, before payment is made, the respective Director responsible for People Management will seek the endorsement of the People Relations Directorate. Evidence must be produced to show that the request satisfies the conditions listed above.

In cases of Nursing and Midwifery Professions, approval is obtained from PS, Ministry for Health or PS, Ministry for Active Ageing (as applicable) instead of the PRD Directorate. Such delegated authority is only applicable for deputising periods not exceeding 12 months, following which, approval would be required from the People Relations Directorate.

When officers are requested to take over responsibility for the running of a ward, the requirement of (iv) above is waived.

vii. Officers, who following a selection process are appointed to the same grade for which they were deputising shall, on a notional basis, have the period in which they were deputising recognised for the computation into the new salary scale and step.

Clarification

It must be stressed that the carrying out of higher duties does not, as a rule, qualify for the payment of an allowance.

Approving Authority

The People & Standards Division

Approval Documentation

OPM Circular 19/2003, dated 7 April 2003

Collective Agreement for Employees in the Public Service 2017 - 2024.

3.1.3 Expense Allowance to Heads of Department and Assistant Directors

Beneficiaries

Officers on a performance agreement in headship positions in following Salary Scales 1 to 4 and Assistant Directors.

Last approved rates

Scale 1	€7,000.00
Scale 2	€6,000.00
Scale 3	€2,500.00
Scale 4	€2,000.00
Assistant Directors	€1,500.00

Approving Authority

Beneficiaries	**Approving Authority**
Principal Permanent Secretary	Prime Minister
Permanent Secretary, OPM	Principal Permanent Secretary
Permanent Secretaries (excluding Permanent Secretary, OPM)	Permanent Secretary, OPM
Directors General and Directors responsible for People Management	Respective Permanent Secretary
Directors and Assistant Directors	Respective Director General

Clarification

If the respective approving authority, as indicated in the table above is vacant, approval is to be granted by the next higher authority.

3.1.4 Communication Allowance

Beneficiaries

Directors General, Directors and Assistant Directors in the Public Service are entitled to an all-inclusive communication allowance per annum related to the payment of mobile, residential telephone and internet bills, as follows.

Last approved rates

Directors General	€1,800.00
Directors	€1,800.00
Assistant Directors	€1,600.00

Clarification

Officers are expected to provide their mobile and landline phone numbers to the senior officer(s) they report to.

Approving Documentation

OPM Circular 15/2015, dated 16 October 2015

Manual Regarding Positions of Assistant Director in the Malta Public Service

3.1.5 Class Allowances to Assistant Directors, Directors and Directors General

Introduction

Headship and Assistant Director positions as appointed through the Senior Appointments Advisory Committee (SAAC) are considered as Managerial positions and as a matter of principle, are given the standard pay package applicable to these positions, even though some persons may emanate from classes other than the General Service. This policy establishes the parameters and guidelines for eligibility to the sector Allowances applicable, in most instances, to the class held prior to being appointed to a headship position at the time s/he is performing the duties of Assistant Director, Director or Director General provided the class held adds value to the position held and to the performance of one's duties.

Scope

This policy is intended to establish parameters and guidelines on the payment or otherwise of specific Class Allowances for Senior Appointments Advisory Committee (SAAC) appointees in the positions of Assistant Director, Director and Director General.

Definitions

Class Allowance: A Class Allowance is considered as an allowance which is established in sectoral agreements, class agreements or IRU approved public service structures payable to public officers for particular and identified classes of employees. The Class Allowance shall include allowances listed as 'Class Allowance' in any sectoral agreement. Certain Sectoral Agreements stipulate a Class Allowance split in two: the actual Class Allowance and another allowance tied to years of service. In such instances, both allowances should be included in this definition.

Exclusions: Class Allowance excludes Continuous Professional Development (CPD) allowances, class population allowances, any form of performance related allowances, special duty allowances, dangerous structures allowance, flexibility allowances, extra working periods, etc. However, there may be instances where other allowances may be paid on a strictly personal basis, but these would need to be seen case-by-case and approved by the Principal Permanent Secretary on the recommendation of the People and Standards Division. Such allowances include Monitoring Allowance and different rates of Responsibility Allowances.

The public officer occupying the position of Assistant Director, Director or Director General and who is entitled to a 'Class Allowance' as established in these guidelines and is also entitled to a 'Responsibility Allowance' as a result of his/her performance agreement, will be given the allowance which is the most beneficial financially. However, if a new Sectoral Agreement comes in force which specifies a higher Class Allowance, then the person occupying the Headship position will have his/her case reconsidered, and the new higher Class Allowance given as from the effective date of the new agreement.

Headship positions which are not related to the incumbent's original class as a result of his/her substantive grade are not to be considered, and no Class Allowance is to be paid in such instances.

Certification Allowance

Any Assistant Director, Director or Director General who is warranted to perform duties as an Auditor or Accountant, and who works in a field related to his/her profession shall be entitled to the certification allowance as listed in the Managerial and Officers stream applicable from time to time. This allowance is in addition to other allowances the positions of Assistant Director, Director or Director General are entitled to.

Fixed Responsibility Allowance for Assistant Directors

Effective 1st January 2022, and in line with similar allowance awarded to the position of Director and Director General, all Assistant Directors shall be entitled to a fixed annual Responsibility Allowance of €500 payable in thirteen four-weekly instalments. Should an Assistant Director be eligible for a Class Allowance as listed in these guidelines, this shall also be in lieu of the Responsibility Allowance.

Eligibility

a) Assistant Directors, Directors and Directors General who hail from a class, and as a result of these guidelines are eligible for payment of a Class Allowance shall benefit from the highest Class Allowance established in the respective sectoral agreement, Class agreement or IRU approved structure. This is in lieu of the fixed responsibility allowance defined in clause 3 above.

b) Assistant Directors, Directors or Directors General who are appointed to the position from outside the Public Service, who are in possession of a qualification which is a necessity, or of significant importance to occupy the top management position shall, upon the lapse of their probation/trial period become entitled to the Class Allowance of the respective class of stream the Officer is managing.

c) Specific cases which are not so clear whether to receive the Class Allowance or not are to be referred to the People & Standards Division within the Office of the Prime Minister by the respective Permanent Secretary.

d) Class Allowance to eligible Assistant Directors, Directors or Directors General shall be paid as from 1st January 2022 in addition to their 'standard' pay package.

Conclusion

The payment of a Class Allowance to Assistant Directors, Directors and Directors General is another step at enhancing and recognising the professionality of these positions within the Public Service and also to encourage such professionals to utilise their professional knowledge and expertise to enhance their service delivery.

3.1.6 Allowance to Drivers of the Principal Permanent Secretary, Permanent Secretaries and Cabinet Secretary

Policy

Drivers of the Principal Permanent Secretary, Permanent Secretaries and Cabinet Secretary are paid an allowance in lieu of overtime, on account of the extra hours worked.

Last approved rates

Beneficiaries	**Last approved rates**
Personal driver of Principal Permanent Secretary	35% of Salary Scale 14
Personal driver of Permanent Secretaries and Personal driver of Cabinet Secretary	30% of Salary Scale 14

Approving Authority

The respective Director responsible for People Management

3.1.7 Allowances to Staff in Private Secretariats of Ministers and Parliamentary Secretaries

The allowances and the terms on which these allowances are payable to these officers are issued in the manual on the engagement of Staff for Private Secretariats.

3.2 Allowances Payable To Public Officers Seconded As National Experts To European Institutions

Beneficiaries

Seconded national experts are officers employed by a national or local public administration, who are considered as experts in a specified field required by an EU Institution or Agency, and who are seconded on grounds of public policy as Seconded National Experts (SNEs) for a period of not less than six (6) months, but not more than two (2) years. Such secondment may be renewed once or more up to a total of four (4) years.

Last approved rates

Full salary paid by the Government of Malta. Salary includes any National Insurance and superannuation contributions.

The Government of Malta as the SNE's employer shall undertake to continue to pay his salary, to maintain his administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the Directorate responsible for HR matters of any change in the SNE's situation in this regard. The Government of Malta shall also continue to be responsible for all his social rights, particularly social security and pension. Full salary paid by the Government of Malta, includes any National Insurance and superannuation contributions. The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his secondment by the Commission, without notice, in accordance with Article 10(2)(c) of the Commission Decision of 12/11/2008.

Unless the SNE is "cost-free", all allowances are paid by European Institution or Agency in question and not by the Government of Malta (see below).

Cost-free seconded national experts

"Cost-free SNEs" means SNEs for whom any European Institution or Agency does not pay any of the allowances provided for other than those related to the performance of their duties during their secondment.

Other conditions of payment

Full conditions of payment by European Institutions and Agencies are contained in Commission Decision of 12/11/2008 laying down rules on the secondment to the commission of national experts and national experts in professional training.

Other relevant information

The European Commission pays:

i) A standard tax free daily allowance of €143.30 for Brussels and Luxembourg, to meet the additional expenses of living outside Malta;

ii) The monthly subsistence allowance shall be paid in accordance with the following table:

Distance between place of origin and place of secondment (km)	Amount in €
0 – 150	0
> 150	92.11
> 300	163.75
> 500	266.12
> 800	429.89
> 1300	675.54
> 2000	808.62

These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Commission.

Subsistence allowances shall be payable for every day of the week, including during periods of mission, annual leave, special leave and holidays granted by the Commission.

Commission Decision of 12/11/2008 laying down rules on the secondment to the commission of national experts and national experts in professional training applies to secondment with the Commission. Other Institutions and Agencies may have ad hoc rules governing secondment.

Approving Authority

Following the publication of calls for secondment of National Experts by the Directorate responsible for Human Resources within the EU Institution or Agency and subsequent to dissemination by the Ministry for Foreign and European Affairs and Trade, the Permanent Secretary of the sending Ministry will decide whether to disseminate the call or not within his/her ministry, and then channel any nominations through the Policy Development and Programme Implementation Director (of the sending Ministry) to the Policy Development and Programme Implementation Director, Ministry for Foreign and European Affairs and Trade, MFET, for the approval of the Principal Permanent Secretary.

Additional information on Seconded National Experts can be found in Section 4.9 of the Manual on Resourcing Policies and Procedures.

Documentation

Commission Decision of 12/11/2008 laying down rules on the secondment to the commission of national experts and national experts in professional training.

Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

In case of other European Institutions and Agencies, possible ad hoc rules governing secondment may apply.

3.3 Allowances Related To Work

3.3.1 Qualification Allowance

Policy

Public Officers who successfully complete accredited courses, either with educational institutions or those run/sponsored by the Institute for the Public Services are granted a qualification allowance. A qualification allowance is paid to public officers primarily to encourage these officers to improve their qualifications so that they could, in turn, provide a better service to the public.

Beneficiaries

Public officers who hold a qualification (academic, professional and/or technical) which is both recognised and relevant to the duties pertaining to their grade/position.

Public officers in General Service Grades and Public Officers in Senior Management Grades (Scales 1 - 5) who obtain recognised qualifications in any of the areas of study listed in Appendix A, are entitled to a qualification allowance, as such areas of study are considered directly linked with their duties, irrespective of the posting of these officers.

Public officers who obtain recognised qualifications in other areas, receive the related qualification allowance only if the qualification obtained is directly related to the respective duties.

Last Approved Rates

MQF Level	Description	Annual Allowance
8	Doctoral Degree	€1,100.00
7	Master's Degree Postgraduate Diploma Postgraduate Certificate	€800.00
6	Bachelor's Degree	€500.00
5	Undergraduate Diploma Undergraduate Certificate VET Higher Diploma	€380.00

The public officer applying for a qualification allowance will be eligible to apply for a qualification allowance from the date when the final results are published. In this regard, the applicant will need to produce documentary evidence that he has successfully completed all modules required for the conferment of the qualification plus an official document from the University/educational institution that s/he has been approved for the award of the qualification.

Other conditions of payment

The payment of a qualification allowance, as defined above, is subject to the following conditions:

a) only one qualification (the highest) is to be paid;

b) if the applicant was successfully appointed to the post/position advertised in a call for applications and the qualification was an eligibility requirement, the qualification allowance is not payable.

A public officer becomes entitled to receive the payment of the qualification allowance for a first degree, either where the degree is:

i. not a pre-requisite; or

ii. additional to the pre-requisite qualification for appointment and has been obtained at the request of the Government or is in a specialised area which is of interest to one's respective Directorate. However, the entitlement to an allowance in terms of this subparagraph shall not apply in the case of officers appointed to a post in virtue of their possession of a first "General" degree and then proceed to obtain a follow-up First "Honours" degree.

In the case of the payment of an allowance for a diploma, the diploma offered by an officer where the entry requirement is at degree level, should be a post-graduate diploma. However, in the case of the General Service grades, holders of a Diploma in Public Administration are entitled to the payment of the relative qualification allowance even if the officers have entered the Public Service in virtue of their possession of a degree.

c) where a qualification is one of more qualifications, each of which constitutes an eligibility requirement (on its own merits) in a call for applications, a qualification allowance in respect of the additional or the higher qualification is to be paid even if the applicant was successfully appointed to the post/position advertised in the said call for applications;

d) if an applicant is in receipt of a qualification allowance which was not a pre-requisite for appointment to the applicants' immediate grade, but which qualification entitles the applicant to an accelerated promotion or progression by virtue of the relevant Classification and Grading Agreement, the applicant will be entitled to a qualification allowance even upon promotion or progression to a higher salary scale.

e) where officers apply for payment of a qualification allowance but have continued their studies to obtain a higher qualification, employees are to request the educational institute concerned and the Malta Further and Higher Education Authority (MFHEA) to confirm that:

i. the relevant course has been successfully completed;

ii. the qualification that would have been obtained, if they had not continued their higher studies, would have been recognised; and

iii. the relevant MQF level.

Once confirmation is received, the approving authority may proceed with the payment of the respective qualification allowance.

f) It is recognised that some Classification and Grading Agreements may provide marginally more advantageous conditions for the payment of a qualification allowance than the standard provisions outlined in the Manual of Allowances. In cases of disagreements between the standard provisions and Classification and Grading Agreements, the more advantageous provisions will continue to apply.

g) A limited number of Agreements include additional conditions for the payment of the allowance which are specific to the particular Class (e.g. in the case of the Technical Class, possession of the Higher Technician Diploma and/or the Ordinary Technician Diploma do not attract an allowance. In the case of the Learning Support Assistant and Kindergarten Assistant Grades, a Kindergarten Assistant in possession of the Diploma in Facilitating Inclusive Education and receiving the relevant Allowance is expected to perform duties as Learning Support Assistant). These specific conditions will likewise continue to apply.

h) It is the responsibility of applicants for a qualification allowance to produce evidence of the recognition, comparability or accreditation of their qualifications. Such statements can be obtained by using the online application on the MFHEA website (accessible at http://www. mfhea.mt), and should be attached to the application for a qualification allowance. The date of submission of the request for a qualification allowance or the date when the said statement is submitted or produced, whichever is the latest, will be considered as the application date for a qualification allowance.

i) Employees who are currently reading for a higher qualification shall benefit from the allowance upon successful attainment of the respective qualification.

j) Employees who will be granted a full or partial funded course of study through a sponsorship by the Government of Malta, will benefit from the respective qualification allowance after the successful completion of the said course of study and also the lapse of the service obligation as outlined in the respective undertaking signed by the employee.

Clarification

An award is an accredited course which does not fulfil the entire requirements of a qualification in terms of the minimum number of credits established by the National Commission for Further and Higher Education. In this regard, it is being clarified that, as distinct from a qualification, an Award does not entitle a public officer to qualification allowance.

Approving Authority

The respective Director responsible for People Management who must certify that:

1. the qualification obtained is relevant to the duties of the officer requesting the qualifications allowance; and
2. conditions of payment (a – j above), have been satisfied.

Approval Documentation

MPO Circular 33/1997, dated 9 May 1997
Collective Agreement for Employees in the Public Service 2017 - 2024.

3.3.2 Clothing Allowance

Policy

An allowance which is paid to officers, for the wear and tear of their clothing on account of their work.

Beneficiaries

Employees performing outdoor duties which causes an appreciable degree of wear and tear of their personal clothing.

Last approved rates

€233.00 per annum graded at 100%, 75%, 50% and 25% according to the degree of wear and tear to which clothing is exposed because of official duties.

Degree of Wear & Tear	Allowance
100%	€233.00
75%	€174.75
50%	€116.50
25%	€58.25

Other conditions of payment

1) Clothing allowance does not cover instances when employees who are normally required to wear a uniform are advised to wear civilian clothing.
2) The respective Director determines the grade of payment based on the following criteria:
   a) the degree and frequency of exposure to the working environment which is damaging to clothing;
   b) the degree of damage to clothing caused by the working environment;
   c) the number of pieces of clothing submitted to wear and tear.

Clarification

Employees performing duties that require their presence in an environment which causes wear and tear to their clothing, and who at present are already receiving an allowance which is higher than the amount which the respective Director establishes for that office, will continue to receive such an amount on a personal basis, as long as they continue to perform such duties.

Approving Authority

The respective Director responsible for People Management

Approval Documentation

MFEA Circular No 4/2003, dated 26 May 2003

3.3.3 Disturbance Allowance

Policy

Public officers, who are required to work regularly after office hours or undertake duties of an extraordinary nature beyond office hours, and do not benefit from any form of compensation for this additional work, are paid a disturbance allowance.

Beneficiaries

Officers who are not entitled to overtime payment, by virtue of PSMC provision 2.2.7.1 and policies emanating thereof, in force from time to time.

Contractual positions, which contracts provide for the payment of a disturbance allowance, and/or performance bonus, unless otherwise stated in the respective Sectoral Agreement.

Clarification

Public Officers who work on a reduced time-table and who are entitled to a disturbance allowance in lieu of overtime will be paid their normal hourly rate for extra hours worked beyond their reduced time-table. The disturbance allowance will be paid when they exceed the weekly hours worked by a full-time counterpart. All extra hours worked beyond one's reduced weekly hours, as well as hours worked beyond the weekly hours worked by a full-time counterpart must be invariably recorded and certified by the respective Head.

Approving Authority

Director responsible for People Management or as indicated in the respective Sectoral Agreement.

Approval Documentation

The respective Sectoral Agreement

3.3.4 Stand-by Allowance

Beneficiaries

Officers who are required to be on 'stand by' at home outside normal hours of work are eligible for payment of a stand-by allowance at the rates stipulated below:

Last approved rates

Stand-by Allowance	Monday to Friday	Saturday	Public Holiday	Sunday
Winter	€1.70 for a Stand-by period of 14 1/2 hours	€2.80 for a Stand-by period of 24 hours	€4.19 for a Stand-by period of 24 hours	1 day's pay plus €3.38 for a Stand-by period of 24 hours
Summer	€2.10 for a Stand-by period of 18 hours	€2.80 for a Stand-by period of 24 hours	€4.19 for a Stand-by period of 24 hours	1 day's pay plus €4.19 for a Stand-by period of 24 hours

Other conditions of payment

Actual work performed during periods when an officer is on stand-by is remunerated at normal overtime rates. If the overtime is performed on a Public Holiday or on a Sunday, the standard arrangements for overtime compensation apply also in this case.

The above rates are to be paid by those departments where an approved "Stand-by" system is operational. Other departments have to seek prior approval from the People Relations Directorate before introducing this system.

Approving Authority

The respective Director responsible for People Management

Approval Documentation

MFEA Circular No 4/2003, dated 26 May 2003

3.3.5 Allowance for Obnoxious & Hazardous Duties

Policy

Public officers who perform obnoxious duties or carry out work which entail an element of risk are paid an allowance in compensation for this discomfort.

Last approved rates

Beneficiaries	**Last approved rates**
1. Employees performing drainage related duties: i) sewage contaminated areas. ii) contaminated areas and in contact with sewage. iii) at lower levels, through inspection manholes, into sumps, retention basins and inspection chambers. iv) at lower levels into galleries.	An hourly allowance based on the minimum of the pay scale applicable to the employees. i) 5% of hourly rate ii) 10% of hourly rate iii) 20% of hourly rate iv) 38% of hourly rate
2. Employees at the Courts of Laws in the Courts Exhibits Section who are involved in the handling of unpleasant items kept in their stores.	€0.09c per hour or fraction thereof.
3. i) Employees at the Cleansing Directorate who work fulltime in the manual handling of waste. ii) Employees at Mater Dei Waste Management Services who handle waste manually.	€838.57 per annum graded at 100%, 75%, 50% & 25% in terms of core and non-core work according to the degree of obnoxiousness sustained during a working day.
4. For works at heights: i) exceeding 6.5 meters but less than 16.5 meters. ii) exceeding 16.5 meters.	An hourly allowance based on the minimum of the pay scale applicable to the employee, up to a maximum of three (3) hours. i) 25% of the hourly rate ii) 50% of the hourly rate
5. Employees who work for prolonged time on: i) Waste contaminated machinery Cleaning (1 hour maximum) ii) Work on vehicles/plant with low to medium contamination iii) Work on vehicles/plant with high contamination iv) Work on vehicles/plant carried out on site at Refuse dumps	i) €0.40 per hour ii) €0.46 per hour iii) €0.92 per hour iv) €1.05 per hour

Clarification

These allowances are not an incentive for workmen to incur unnecessary risks or develop into a regular emolument. For this purpose, payment of allowances is to be reviewed periodically.

Those categories of officers who, prior to the publication date of this updated manual, were entitled to an Allowance for Obnoxious and Hazardous duties at different rates which were more beneficial to these categories, shall retain the more beneficial provisions on a personal basis.

Approving Authority

The respective Director responsible for People Management

3.3.6 Shift Allowance

Beneficiaries

Government employees who work on a roster basis benefit from the payment of a shift allowance as stipulated hereunder or in their respective Sectoral Agreement. The shift allowance for employees working on a reduced hour schedule is paid pro-rata.

Last approved rates

Type of Shift	**Weekly rate**
Monday to Saturday (without night shift)	€3.00
Monday to Saturday (with night shift)	€4.50
Monday to Sunday (without night shift)	€6.50
Monday to Sunday (with night shift)	€10.00

Other conditions of payment

The shift allowance does not apply to the following employees:

- Members of the Armed Forces of Malta
- Employees on surveillance duties (Watchperson)
- Students, apprentices and trainees

Other relevant information

Shift means a working schedule that has working hours and days of work that are not constant, and vary in accordance with a pattern established by the directorate. Shift workers are also required to work on Saturdays, Sundays and Public Holidays when such days fall within the established pattern.

Night shift means a shift involving at least 4.5 hrs of work between 20.00 hours and 06.00 hours of the following day.

Approving Authority

The respective Director responsible for People Management

Approval Documentation

MFEA Circular No 4/2003, dated 26 May 2003
OPM Circular 105/1993, dated 22 December
1993 Collective Agreement for Employees in the Public Service 2017 - 2024

3.3.7 Regulation of Mobile Phones in the Public Service

The use of mobile phones in the Public Services is regulated by the following conditions:

a) requests by public officers for the use of a mobile phone at Government expense should invariably be addressed to the respective Permanent Secretaries, who will use their good judgement to determine whether requests are justified in the light of the nature of the officers' duties and of the availability of funds. Requests by officers in grades or positions below that of Director should only be granted on an exceptional basis when the nature of the officers' duties specifically demands it (e.g. civil protection, security, field work);

b) bills issued in relation to the use of mobile phones should be issued on an itemised basis, giving details of all local and international calls as well as any charges incurred for other services;

c) expenses incurred on local and overseas calls and on any other services which are not made on official business are to be refunded by the beneficiary to the Department or Ministry concerned;

d) in the case of all public officers who are entitled to the use of a mobile phone, the maximum expenditure to be covered by Government has been established at €815.28 per annum. Expenditures above this ceiling would have to be refunded. However, there may be exceptional situations where a higher expenditure may be allowed, subject to the specific approval of the responsible Permanent Secretary;

e) in those cases where it is considered necessary to provide the use of a mobile phone to a group of employees in virtue of special conditions of employment, the grant of such a benefit should be cleared a priori with the People & Standards Division but should also be subject to the approval of the responsible Permanent Secretary; and

f) new mobile phones, inclusive of any accessories, purchased for official use should not exceed €186.35. Should beneficiaries opt to purchase a mobile phone costing more than this amount, they should top up the capped amount, out of pocket.

It is the specific responsibility of Directors responsible for People Management to ensure that this regulatory framework is adhered to in all the Departments of their Ministry.

Approving Authority

The respective Permanent Secretary

Approval Documentation

MF Circular 4/2001, MF Circular 4/2002 and MF Circular 2/2006

3.4 Allowances Related To Study

The allowances and the terms on which these allowances are payable may be found in the Sponsorships and Study Leave Manual issued by the Institute for the Public Services.

04

Frequently Asked Questions (FAQs)

After how many days sick leave should a pensionable public officer have his allowances deducted?

Allowances should be deducted after fifteen (15) days sick leave. This is applicable to all categories of staff, both to non-pensionable public officers who are entitled to thirty (30) days sick leave on full-pay and thirty (30) days on half-pay per year and pensionable public officers who are entitled to six (6) months sick leave on full-pay in every twelve (12) month period.

What is the difference between stand-by allowance and disturbance allowance?

A stand-by allowance is paid to officers who are required to be on standby at home, outside office hours. When officers on stand-by at home are called to report for work they are remunerated at overtime rates.

A disturbance allowance is paid in circumstances where public officers are required to work regularly after office hours or undertake duties of an extraordinary nature beyond office hours.

Can a public officer receive more than one allowance at the same time?

A public officer may be paid more than one allowance at the same time, provided that all the allowances are paid on account of different circumstances and conditions. For example, an Architect may receive a qualification allowance, an allowance for Obnoxious and Hazardous duties for works at heights, and a deputising allowance at the same time.

05

Appendices

Appendix A

Areas of Study Considered Relevant to the Duties of Public Officers in the General Service Grades and Public Officers in Senior Management Grades (Scales 1-5)

Policy:

- Public policy;
- Social policy;
- Financial policy;
- Education policy;
- Environment policy;
- Policy and governance;
- Strategy development and strategic thinking;
- Leadership;
- Management;
- Sustainable development;
- Public Administration and management;
- Economic Policy, data analysis and related subjects;
- Equality; and
- Other policy areas.

People Management:

- Selection;
- Compensation;
- Performance management;
- HR Development / Training;
- HR Strategy;
- Industrial relations; and
- Other hands-on aspects.

International and European Affairs:

- European studies, policies and administration;
- International relations; and
- Diplomacy.

Other Areas:

- Philosophy
- Sociology
- Psychology
- Psychotherapy
- Counselling / Guidance / Mentoring
- Anthropology
- Emotional Intelligence
- Behavioral Studies
- Occupational Therapy
- Lifelong Learning
- Research and Innovation

Information and Communications management

Business and financial administration including project management and Evaluation

Accounting

Management of Cultural Entities and/or National Heritage

Other courses organised by the Institute for the Public Services



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER