# POLICY ON
# RURAL AND MARITIME LOCATION ALLOWANCE FOR TEACHERS

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1.0 POLICY OBJECTIVE
The purpose of this policy is to provide a framework to guide the Ministry of Education, (herein after referred to as MoE) in administering rural and maritime location allowance to eligible officers.

2.0 POLICY

2.1 This policy shall be adhered to by all School heads, MoE Districts and Divisions and any breach shall be grounds for discipline.

2.2 The Rural and Maritime Location Allowance shall be paid termly to Officers that qualify under the criteria in Appendix I.

3.0 BACKGROUND

3.1 MoE is mindful of the difficulties that teachers are faced with while serving in rural and maritime schools. Such challenges include escalating prices of services and imported goods, limited access to clean water supply, inadequate housing, poor and unreliable electrical power supply and inadequate health and banking facilities.

3.2 This policy is developed for better understanding and application of the Rural and Maritime Location Allowance that was approved by Cabinet in 2011 in recognition of the untiring commitments of those Officers serving in rural and maritime locations.

3.3 Cabinet at its meeting on 28/06/2011 and through Cabinet Decision No. 259 CP (11)217 on “Improving the term and Conditions of Service for Civil Servants in Rural and Maritime Locations” had approved the following criteria:

3.3.1 The work station is at least 45 km away from the nearest declared city or township;
3.3.2 All officers in maritime areas qualify regardless of distance;
3.3.3 A Single Officer qualifies for $1,200 gross per annum; and
3.3.4 A Married Officer/Family - $1,800 gross per annum. Where a married officers are both civil servants, only one is eligible.
4.0 DEFINITIONS

4.1 Rural and Maritime Location
In the context of this policy, rural and maritime locations refers to areas that are challenged through inadequate supply of essential consumable commodities, lack of public infrastructure and utilities such as inadequate and unsafe drinking water, poorly maintained quarters, limited and unreliable power supply, non-provision of septic or sewerage system and with limited health services.

4.2 Rural Location
Refers to all rural locations on the two main islands (Viti Levu and Vanua Levu).

4.3 Maritime Location
Refers to all islands in the Fiji Group apart from the two (2) main islands, Viti Levu and Vanua Levu.

4.4 Imported
Commodities that are not produced on the island or within the vicinity of the rural location.

5.0 RELEVANT LEGISLATIONS AND AUTHORITIES

5.1 The Constitution of the Republic of Fiji - 2013

5.2 Cabinet Decision No. 259 CP (11) 217 - “Improving the term and Conditions of Service for Civil Servants in Rural and Maritime Locations.” (2011)

5.4 General Orders 2011

5.5 PSC Policy on Rural and Maritime Locational Allowance- 2013

5.6 PSC Circular 49/2011- Improving the terms and conditions of service for civil servants in rural and maritime locations.

5.7 PSC Circular 68/2013 - Revised Policy on Rural and Maritime Location Allowance
6.0 PROCEDURES

6.1 This policy has a Self-Regulatory Criteria that determines the deserving employees for rural/maritime location allowance.

6.1.1 Due to the increasing need for clarifications originating on the existing criteria, especially on, “The work station is at least 45 km away from the nearest declared city or township”, it is envisage that the proposed “Self-Regulatory Criteria” would alleviate such thoughts.

6.2 Tabulated Weighting [WT] (Appendix I) reflects the scale of importance with descriptions that provides a guide when analysing allowance for an officer in a rural/maritime location.

6.3. Location Allowances Criteria (Appendix II) is based on the differential resources available on subjected location (definition) which is applied to all employees who are posted to rural or maritime locations that have a Weighted Total in excess of 100 points.

6.4 Payment of location allowance does not diminish the applicability of other allowances paid to a particular post [acting, expense reimbursement, etc.].

6.5 Location allowances will be expressed in standard dollar amounts, not calculated as a salary loading.

6.6 Rates

6.6.1 The prescribed rates are:
   6.6.1.1 $1,200 per annum - Single Officers
   6.6.1.2 $1,800 per annum - Married Officers

6.6.2 Where both Officers are Civil Servants, then only one is eligible and this shall be determined by:
   6.6.2.1 One who is initially transferred and paid by the receiving Ministry/Department.
   6.6.2.2 If Officers are from MoE then both Officers shall receive 50% of the allowance.
6.7 Scenario Analysis

6.7.1 To assist in clarifying the issue, an example for a rural School with its scoring is shown at Appendix III.

6.8 Payments

Rural and Maritime Location Allowance shall be:
6.8.1 Paid within one month of reporting for duties to the designated location.
6.8.2 Paid on a termly basis.
6.8.3 In instances where an Officer had been paid the allowance for the year and had to be transferred to a non-qualifying area or location, the allowance shall therefore be calculated on pro-rata basis and the balance is to be immediately recovered from the Officer's salary.
6.8.4 Payable to established, contracted, project Officers and Government Wage Earners.

7.0 GUIDELINES

7.1 All Education Divisions/Districts should submit to the MoE Human Relations Section, a list of schools that are to be included or excluded from the qualifying locations with appropriate justifications.

8.0 EFFECTIVE DATE..............................................3rd July, 2014

9.0 REVIEW DATE.................................................3rd July, 2015

10.0 KEY SEARCH WORDS
Rural and Maritime Location Allowance, Self-Regulatory Criteria, Eligible Officers.

11.0 APPROVED BY THE HONOURABLE MINISTER FOR EDUCATION AMBASSADOR FILIPE BOLE.
## APPENDIX I

Weighting [WT] or Scale of Importance

<table>
<thead>
<tr>
<th>Scale [1 (Low) to 5(High)]</th>
<th>Importance</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1  | Very Low  | • Peripheral condition of service, not regarded as important by most incumbents.  
• If level is unsatisfactory, may represent a minor inconvenience to incumbents or families. |
| 2  | Low        | • Minor conditions of service, not regarded as highly important by most incumbents.  
• If level unsatisfactory, may represent an annoying inconvenience to incumbents or families. |
| 3  | Medium     | • Major conditions of service, regarded as important by most incumbents.  
• If level is unsatisfactory, may be source of considerable dissatisfaction to incumbents and families. |
| 4  | High       | • Major issues of work or lifestyle, regarded as critical by most incumbents.  
• If level is unsatisfactory, may be a source of substantial conflict, either within the incumbent’s family or with authorities. |
| 5  | Very High  | • Fundamental conditions of healthy living, necessary for basic health and security of incumbents and families.  
• If level unsatisfactory, may cause serious issues for incumbent and family. |
## APPENDIX II

### Location Allowance Criteria [Differential Resources Model]

<table>
<thead>
<tr>
<th>No</th>
<th>LEVEL OF IMPORTANCE CRITERION</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>WT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distance from Town Centre</td>
<td>4</td>
<td>Between two and four hours travel by bus and/or boat from Town Centre</td>
<td>Between two and four hours travel by bus and/or boat from Town Centre</td>
<td>Between four and six hours travel by bus and/or boat from Town Centre</td>
<td>More than six hours by bus and/or boat from Town Centre</td>
<td>Not accessible by bus or boat, or access is irregular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Availability of Public Transport</td>
<td>5</td>
<td>Convenient, reliable daily public transport to Town Centre and/or local villages is available from location throughout the day</td>
<td>Public transport to Town Centre and/or local villages is available daily from location, but few trips are made each day</td>
<td>Public transport to Town Centre and/or local villages is available from location 2 to 6 times per week</td>
<td>Public transport to Town Centre and/or local villages is available, but weekly or less often</td>
<td>No public transport to Town Centre and/or local villages is available from within practical distance of location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Accommodation</td>
<td>5</td>
<td>Accommodation provided by the Government or proprietor at location is general satisfactory</td>
<td>Accommodation is deficient in a number of minor ways</td>
<td>Accommodation provided at location is deficient in one serious way</td>
<td>Accommodation provided at location is seriously deficient in several ways</td>
<td>No Government or otherwise funded housing is available in the location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Electrical Power</td>
<td>3</td>
<td>Reliability electricity supply is provided 24/7 in accommodation, sufficient to power normal household appliances and essential equipment eg. Vaccine storage</td>
<td>Electricity supply is normally provided 24/7 sufficient to power normal household appliances, but is routinely subject to unpredictable features</td>
<td>Electricity supply is available for only a small number of hours each day, OR is sufficient only for lighting and/or minor appliances</td>
<td>Electricity supply is available for only a small number of hours each day, AND is sufficient only for lighting and/or minor appliances</td>
<td>No electricity supply is available in the location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Water Supplies</td>
<td>5</td>
<td>Reliable, treated water supply is piped into accommodation</td>
<td>Reliable, piped water supply is available in accommodation, but is untreated</td>
<td>Untreated water supply is available in accommodation, but pressure is inadequate for supply frequently interrupted, sometimes for lengthy period</td>
<td>Untreated water supply is available in accommodation, but water is of poor quality and/or is known to cause disease at location</td>
<td>No piped water supply is available at the location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water/Water Sewerage</td>
<td>4</td>
<td>Full sanitation services are provided to accommodation</td>
<td>Flush toilets are provided, linked to septic tanks</td>
<td>Flush toilets are available in some homes and workplaces</td>
<td>Sanitation arrangement are basic, mostly pit toilets</td>
<td>No effective arrangements for sewage and waste water disposal exist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Shopping Facilities</td>
<td>4</td>
<td>Virtually shopping and banking requirements are available at or near</td>
<td>Shops offer wide range of most basic food and consumer products, but without luxury</td>
<td>Local shop(s) sell basic food and consumer items with reasonable choice of food and consumer</td>
<td>Local shops sell most basic food and consumer products with very limited choice. No</td>
<td>No shopping or banking facilities of any kind are accessible in practice from location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Medical Facilities</td>
<td>School Facilities</td>
<td>Telecommunications</td>
<td>Banking Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Min or no banking facilities</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Available 24/7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Available 24/7</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Available 24/7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Reasonably accessible at location</td>
<td>Available 24/7</td>
<td></td>
<td></td>
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</table>
APPENDIX III

Scenario Analysis for an officer in a Rural School

<table>
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<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distance from Town Centre</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>Availability of Public Transport</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Accommodation</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>Electric Power</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Water Supply</td>
<td>4</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Sewerage/Septic</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td>Shopping Facility</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td>Medical Facility</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>School Facility</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>10</td>
<td>Telecommunications</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Banking Facility</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Weighted Total</strong></td>
<td></td>
<td></td>
<td><strong>119</strong></td>
</tr>
</tbody>
</table>

Explanatory Notes to above Example

1. **Distance from Town Centre**
   - (WT) 4 – Distance is reasonable but hardship faced in terms of transport. Does not have private vehicle. Has to change mode of transport from boat to bus or minivan, taxi etc.
   - (S) 3 – Use of available boat transfers and then by road on public transport generally available to all to go to town centre and back. Adds to travelling time.

2. **Availability of Public Transport**
   - (WT) 5 – Public transport serves as the vital source in terms of transportation. Officer depends on public transport.
   - (S) 2 – Public transport is available at regular intervals.

3. **Accommodation**
   - (WT) 4 – A basic essential, quarters provided but shares common toilet.
   - (S) 3 – Provision of Government Quarters serves this core need but there is certain degree of disturbance i.e. no privacy in use of convenience.

4. **Electric Power**
   - (WT) 3 – Is an essential need with consistent supply i.e readily available.
   - (S) 3 – General electricity (FEA) provision is common to all in area

5. **Water Supplies**
   - (WT) 4 – Basic essential, piped water available from local catchment.
   - (S) 2 – Common provision in area is from catchment plus tank water.

6. **Sewerage**
   - (WT) 4 – Essential, only common flush toilets is available
   - (S) 4 – Quarters does not have private toilet, inconvenience in sharing

7. **Shopping Facility**
   - (WT) 4 – Source for all demands, store in locality acts as backup and costly.
   - (S) 4 – Not having options and have to travel to nearest township often.

8. **Medical Facility**
   - (WT) 4 – An important service, Nursing station takes care of out-patient needs.
   - (S) 3 – Other than nursing Station, Public Health Services within accessibility.

9. **School Facility**
   - (WT) 4 – Rural school serves purpose in terms of education, lacks some resources.
   - (S) 3 – Village School serves the purpose –there are no other options nearby other than town centre.

10. **Telecommunications**
    - (WT) 3 – A very important tool as a means of communication and available.
    - (S) 1 – Land lines and mobile connectivity – accessibility to both services.

11. **Banking Facility**
    - (WT) 3 – None in area, access pay from ATM Machine from nearest township.
    - (S) 3 – Banks and ATM machines within accessibility.