



Ministry of Education, Heritage & Arts

**POLICY ON
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, Heritage & Arts (herein after referred to as MoEHA) in administering Remote and Very Remote Location Allowance to eligible officers.

2.0 POLICY

- 2.1 This policy shall be adhered to by all School heads, MoEHA Districts and Divisions and any breach shall be grounds for discipline.
- 2.2 The Remote and Very Remote Location Allowance shall be paid termly to Officers that qualify under the criteria in Appendix II.
- 2.3 The Senior Education Officer at each Education District shall use the Scale of Importance (**Appendix I**) and the Location Allowance Criteria (**Appendix II**) to determine schools that qualify for the locational allowance.
- 2.4 All District Education Office shall submit names of all eligible schools to the Human Resource Section for processing of location allowance before the commencement of Term one.
- 2.5 All District Education Office shall submit names of all eligible officers to the Human Resource Section for processing of location allowance each term.

3.0 BACKGROUND

- 3.1 MoEHA is mindful of the difficulties that these teachers/officers faced in these 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, inadequate health and banking facilities and the accessibility of primary and secondary schools.
- 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 a maximum of \$1,200.00 gross per annum; and
 - 3.3.4 A Married Officer/Family qualifies for a maximum \$2,400.00 gross per annum. Where a married officers are both civil servants, only one is eligible.
- 3.4 The Government has recognized this initiative as an incentive to teachers teaching in the location. It aims to strengthen the drive

towards quality education delivery in the most challenging environments and locations.

- 3.5 The incentive provides a motivating factor for high performing teachers to consider taking up postings in such locations where Fijian students can have access to quality teaching and learning from these highly experienced teachers.
- 3.6 The 2016, MoEHA's budget approval had allowed the Location Allowances to be under 2 Categories as in 6.6.1.
- 3.7 The Payment of such allowance will complement hidden costs incurred by officers serving in the remote and very remote locations who are faced with a number of challenges.

4.0 DEFINITIONS

4.1 Location Allowance

In the context of this policy, locations refer 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, accessibility of schools, limited and unreliable power supply, non-provision of septic or sewerage system and with limited health services.

4.2 Remote Location

Category 1

All those that scores between 101 to 200 points calculated from the Differential Resources Modal [DRM]. A Single Officer

qualifies for \$1,200 net per annum and the Married Officer/Family qualifies for \$1,800 net per annum.

4.3 Very Remote Location

Category 2

All those that scores between 201 and above calculated from the Differential Resources Model [DRM]. A Single Officer qualifies for \$2,400 net per annum and the Married Officer/Family qualifies for \$3,600 net per annum.

4.4 Imported Goods

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

4.5 Town

Shall be registered with the Local Government.

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)
- 5.3 General Orders 2011
- 5.4 PSC Policy on Rural and Maritime Locational Allowance- 2013
- 5.5 PSC Circular 49/2011- Improving the terms and conditions of service for civil servants in rural and maritime locations.
- 5.6 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 either category of the location allowance.
- 6.1.1 Due to the increasing need for clarifications originating on the Cabinet approval, especially on, "The work station is at least 45 km away from the nearest declared city or township", this "Self-Regulatory Criteria" is self-explanatory.
- 6.2 Tabulated Weighting [WT] (**Appendix I**) reflects the scale of importance with descriptions that shall provide a guide when analysing allowance for an officer in a location.
- 6.3. Location Allowances Criteria (**Appendix II**) is based on the differential resources available on subjected location (definition) shall be applied to all employees who are posted to locations that have a Weighted Total in excess of 100 points as categorized in 6.6.1.
- 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 shall be expressed in standard dollar amounts and not calculated as a salary loading.

6.6 Rates

6.6.1 Based on the Locational Allowance Criteria, eligible schools are categorised into two groupings:

6.6.1.1 Category 1

All those that scores between 101 to 200 points. under this category. A Single Officer qualifies for \$1,200 net per annum and the Married Officer/Family qualifies for \$1,800 net per annum.

6.6.1.2 Category 2

All those that scores between 201 and above points under this category. A Single Officer qualifies for \$2,400 net per annum and the Married Officer/Family qualifies for \$3,600 net per annum.

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 MoEHA then both Officers shall receive 50% of the allowance.

6.6.2.3 Where one is the MoEHA's employee, the Ministry shall pay the differences of the approved rate.

6.6.2.4 Where both are teachers, only the one serving on the qualified location shall receive the full amount.

6.6.2.5 Where both officers are stationed in two separate qualified locations, they shall then receive the single officers' rate for such category.

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** for Vutia District School in Rewa.

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 in full 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, Temporary Officers and Government Wage Earners.

7.0 GUIDELINES

7.1 All Education Divisions/Districts are to submit to the MoEHA 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 05/01/17.....

9.0 REVIEW DATE 05/01/20.....

10.0 KEY SEARCH WORDS

Location Allowance, Self-Regulatory Criteria, Eligible Officers.

**11.0 APPROVED BY THE MINISTER FOR EDUCATION, HERITAGE &
ARTS DR. MAHENDRA REDDY**


.....
SIGNATURE

05/01/17
.....
DATE

APPENDIX I

Weighting [WT] or Scale of Importance

Scale [1 (Low) to 5(High)]	Importance	Description
1	Very Low	<ul style="list-style-type: none">•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	<ul style="list-style-type: none">•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	<ul style="list-style-type: none">•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	<ul style="list-style-type: none">•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	<ul style="list-style-type: none">•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]

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

			consumer choices, including many luxury items		facilities		
8	Medical Facilities	5	There is a major (divisional) hospital at or reasonable accessible to location	There is a sub-divisional hospital at or reasonably accessible at location	There is a health centre at or reasonably accessible at location	There is a nursing station at or reasonably accessible at location	No medical facilities of any kind are accessible in practice from location
9	School Facilities	5	There is a choice both primary and secondary schools accessible to location	At least one primary and one secondary school are reasonably accessible at location	Only a primary school is reasonably accessible at location	Only a primary school is available in the area, but attendance involves a considerable journey by a child before and after school	Neither primary nor secondary schools are accessible in practice to children at location
10	Telecommunications	4	Reliable communications are available at location 24/7	Telecommunications are normally available 24/7, but sometimes unreliable	Telecommunications are normally available, but hours are limited	Telecommunications equipment in place, but is unreliable, and may be out of order for extended periods	No telecommunications facilities are accessible in practice from location
11	Banking Facilities	4	All banking requirements are available at or near location	Most banking facilities are available at or near location	Banking facilities are limited to deposits, withdrawals and transfers	Poor banking facilities available, often at distance or otherwise difficult to access	No banking facilities of any kind are accessible in practice from location

APPENDIX III

Scenario Analysis for an officer in a Rural School – Vutia District School

No.	Criteria	WT [W]	Score [S]	Total [W x S]
1	Distance from Town Centre	4	3	12
2	Availability of Public Transport	5	2	10
3	Accommodation	4	3	12
4	Electric Power	3	3	9
5	Water Supply	4	2	8
6	Sewerage/Septic	4	4	16
7	Shopping Facility	4	4	16
8	Medical Facility	4	3	12
9	School Facility	4	3	12
10	Telecommunications	3	1	3
11	Banking Facility	3	3	9
Weighted Total				119

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	Telecommunication	(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.