



Salaries & Remuneration
Commission

Resolving Remuneration

Ref. No: SRC/ADM/CIR/1/13 (118)

21st March, 2014

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Controller of Budget
Auditor General
All Principal Secretaries/Accounting Officers
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Clerk, Senate
Chief Registrar of Judiciary
Director of Public Prosecutions
Secretaries, Constitutional Commissions
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Chairpersons, County Public Service Boards
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DETERMINATION AND REVIEW OF REMUNERATION IN THE PUBLIC SERVICE

Your attention is drawn to the Circular No. SRC/CG/VOL.III dated 4th July, 2012 on the above subject.

The Circular set the procedure to be followed by public service organizations and the requirements to be met before submission of requests for advice on remuneration and benefits to the Commission.

The Salaries and Remuneration Commission has however, noted with concern that the Guidelines contained in the Circular is not being strictly adhered to and would like to clarify as follows:

1. All Collective Bargaining Agreements for the period ended 30th June, 2013 that are pending, should be submitted to the Commission for appropriate advice as a priority. The advice on the CBA's should be obtained by 30th June, 2014.
2. All Collective Bargaining Agreements that cover the period from 1st July, 2013 onwards must be negotiated within the framework of the Commission's guidelines and cover a cycle of four (4) Years.
3. All requests for advice on remuneration review by any Public Service organization that depend on internally generated funds must include three latest Audited Financial Statements to enable the Commission determine affordability and sustainability of the resultant wage bill implications.
4. All requests for advice on remuneration review by any Public Service organization that depend on the Government Budget for funding must submit an approval letter from the National Treasury indicating the budget item against which the resultant expenditure shall be charged.
5. Organizations seeking remuneration review will submit the following additional information:

- (i) The background information of the organization including the legal framework establishing the organization, its classification if a State Corporation, and its mandate;
- (ii) The existing remuneration structure being implemented by the organization;
- (iii) The proposed structure for advice;
- (iv) The staff in post to benefit from the proposed structure tabulated per job grade; and
- (v) Justification of the proposal including evidence of improvement in productivity/performance.


6. Organizations seeking advice on Collective Bargaining Agreements should include the following information in addition to those provided above:

- (i) A copy of the demands from the Unions;
- (ii) The management's recommendations to the Commission on each of the items proposed for negotiations for the Commission's advice;
- (iii) Justifications of the managements recommendations including indications of potential salary overlaps with the managements cadre if any;
- (iv) Copies of the latest CBAs being implemented for the union employees to show the existing remuneration status;
- (v) Staff in-post tabulated against job grades for every CBA;
- (vi) The existing remuneration structure being implemented for the management staff; and
- (vii) Prior to making any counter-offer, public service organizations should obtain the advice of SRC.

7. Prior to registration of a CBA, the advice from Salaries and Remuneration Commission must be obtained; and

8. Please note that once the Commission has given its advice, any appeal on the same will only be considered after 6 months. This however, does not apply to CBA's. Clarifications on issues of implementation of the advice will however, be provided as need arise.

This Circular takes effect immediately and your Office should ensure compliance with the contents and bring it to the attention of all employees in your organization for information. The Circular and the Gazette in question are accessible on the SRC website: www.src.co.ke.



Sarah J. C. Serem (Mrs.), EBS
CHAIRPERSON

CC: All Cabinet Secretaries
Chief of Staff and Head of Public Service
Chairpersons, Constitutional Commissions
Chairperson, Council of Governors
Registrar of Industrial Court of Kenya
All County Governors
All Speakers, County Assemblies
Inspector General, Inspectorate of State Corporations
Secretary, State Corporations Advisory Committee