National Pay Commission

Standard on setting salary for part-time staff and for deliverable-based work under the "Policy on setting a salary framework for staff hired under donor/grant-funded projects"

22 October 2018

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Introduction

This standard is formulated by the National Pay Commission (NPC) of the Maldives in relation to the provision set forth in the National Pay Policy Act (No. 11/2016). This standard makes provision for calculating salary for part-time staff and for the deliverable-based work under the "Policy on setting a salary framework for staff hired under donor/grant-funded projects".

Salary calculation for part-time staff

1.1.   Prior to calculating salary for part-time staff, as stipulated in NPC circular 13-NPC/CIR/2018/5 (22 March 2018), all projects and staff hired should be graded and classified.

1.2.   After the level of governance and classification of the job and staff are determined, the salary of part-time staff needs to be calculated as stated below, based on the salary framework in the aforementioned circular.

   1.2.1.   Calculate the total annual salary for a full-time staff (A) - by multiplying the monthly salary for a full time staff with 12.

   1.2.2.   Estimate the total annual working hours for a full-time staff (B) - by multiplying the average working days of a week and average daily working hours and number of weeks in a year (i.e. 52).

   1.2.3.   Calculate the hourly income rate for a full-time staff (C) – by dividing B from A.

   1.2.4.   Compensate part-time staff based on hourly rate – C as the rate.

1.3.   Monthly salary of part-time staff shall not exceed 45% of the monthly salary for a full time staff. The organization needs to ensure that this limit does not exceed, and in cases where the limit is expected to surpass, a full time staff shall be hired.

Salary calculations for deliverable-based work

2.1.   Prior to calculating salary for deliverable-based work, as stipulated in NPC circular 13-NPC/CIR/2018/5 (22 March 2018), all projects and staff hired should be graded and classified.

2.2.   After the level of governance and classification of the job and staff are determined, the salary for deliverable-based work needs to be calculated on a prorate basis, based on the salary framework in the aforementioned circular.

2.3.   Salary for deliverable-based work needs to be calculated as state below.

2.3.1. Determine the total number of months set for the deliverables.

2.3.2. Multiply the monthly salary* with the total number of months set for the deliverables. (D)

2.3.3. Set a weightage for each deliverable, and based on the weightage, distribute D for each deliverable.

* Note: If the job is as a full-time job, the salary for a full-time job shall be considered. If the job is a part-time job, calculate the hourly salary rate and multiply it with the estimated total hours per month (Even in such cases, monthly salary of part-time staff shall not exceed 45% of the monthly salary for a full time staff).

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