FACTS SHEET
ON
THE SINGLE SPINE PAY POLICY
A. Job Analysis and Evaluation

1. The Single Spine Pay Policy is the new pay policy for Ghana effective January 2010, aimed at motivating public service workers to improve service delivery and productivity.

2. The Single Spine Pay Policy is based on the results of job analysis and evaluation, as a basis for establishing equal pay for equal work principle.

3. The Job Evaluation exercise collected information on five thousand and sixty-four (5,064) job holders from one thousand eight hundred and twenty-seven (1,827) different jobs using one thousand eight hundred and six (1,806) benchmarked jobs from ninety-two (92) institutions in the public service.

4. The job evaluation exercise was based on four (4) main job characteristics, which were sub-divided into thirteen (13) sub-factors
   i. The four broad characteristics are:
   ii. Knowledge and skills;
   iii. Responsibility;
   iv. Work environment;
   v. Efforts.

5. The job evaluation scores range from the lowest of one hundred and forty-five (145) to the highest of nine hundred and thirty-two (932)

6. The scores for all public service jobs ranged from one hundred and ninety-six (196) to nine hundred and thirty-two (932) with four hundred and thirty-seven (437) as the median and four hundred and forty-nine (449) as the mean values. This implies that jobs in the public service are similarly sized.

B. Grading and Salary Structure


8. The Single Spine Salary Structure (SSSS) consists of incremental pay points from a base pay highest pay.

9. The 2010 Single Spine Salary Structure (SSSS) is a 25-level grading structure with one hundred and eighty-nine (189) pay points.

10. Each level on the grade structure has "high" and "low" components based on the job scores to indicate that jobs in the public service are similarly sized.

11. The daily base pay on the Single Spine Salary Structure (SSSS) for 2010 is three Ghana cedis and forty-two Ghana pesewas (GH¢3.42) with a pay point relativity of 1.7 percent.

12. The base pay for subsequent years on the Single Spine Salary Structure (SSSS) will be determined through negotiations by the Public Service Joint Standing Negotiating Committee (PSJ SNC), comprising organised Labour/Associations and the Fair Wages and Salaries Commission (FWSC).

13. Pay point relativity for 2011 is 1.8% while that for 2012 is 2%.
C. Benefits and Allowances

14. Benefits and Allowances under the Single Spine Pay Policy have been grouped into four categories as follows:

a. **Category 1 Benefit / Allowances**:  
   These are allowances related to normal duties and responsibilities of a job and also to the performance of duties, work environment, effort or qualifications for the job. Examples of these allowances include risk, duty professional and responsibility. They relate to factors already included in the job evaluation. Thus, no additional compensation will be paid for these job factors.

b. **Category 2 Allowances and Benefits**:  
   These are benefits and allowances for Special Conditions and/or Circumstances that arise from time to time which require some compensation. Examples of these are acting, transfer grant, height, tools, and overtime allowances. These benefits shall be harmonized and standardized.

c. **Category 3 Allowances: These are allowances**  
   And/or benefits that are staff welfare or job related that the employer considered would enhance the well-being of the employee and his/her family. Examples are medical and funeral grant, night subsistence, entertainment, fuel, motor cycle, warm clothing allowance and book allowance. These allowances shall also be harmonized and standardized.

d. **Category 4 Allowances: These are allowances**  
   These are allowances and benefits associated with top management positions. They include among others the provision of free accommodation, free utilities and unlimited use of fuel. These allowances and benefits are to be monetised to make the personnel emolument component of the national budget more transparent and manageable.

15. Benefits/Allowances and other Conditions of Service in the various classifications will be negotiated separately between the Fair Wages and Salaries Commission and representatives of each the approved Service Classifications.

16. Any negotiations that will be conducted without the participation and involvement of the Fair Wages and Salaries Commission will be considered null and void.

D. Market Premiums and inducements

17. A market premium is an amount paid over and above the normal payment which is above the regular pay range for jobs of similar value to attract particular scarce skills.
18. An inducement allowance will be paid to jobholders who work in underserved or deprived areas as defined by the Fair Wages and Salaries Commission and relevant Stakeholders.

E. Performance Management

19. To ensure that Public Service Pay is linked to productivity, a new Public Service-wide Performance Management System shall be developed and operationalised to provide needed stimulus for enhanced performance and service delivery in the public service.

20. Annual increment on the salary structure shall be earned on the basis of performance as assessed through annual appraisal process.

F. Pay Administration

21. The Fair Wages and Salaries Commission (FWSC), established in June 2007 through an Act of Parliament (Act 737, 2007) is to ensure fair, transparent and systematic implementation of public service pay policy.

22. With the establishment of the Fair Wages and Salaries Commission, all other arrangements for determining salaries and Conditions of Service in the public service shall cease to exist.

23. Institutions that are working together with the Fair Wages and Salaries Commission in the implementation of the SSPP include the Ministry of Employment and Social Welfare, the sector Ministry for the Commission, Ministry of Finance and Economic Planning, Ministry of Public Sector Reform, Public Services Commission and Organized Labour Groups and Associations.

24. The Fair Wages and Salaries Commission is established not only to administer public service Pay Policy but also to:
   a. develop and advise Government on matters relating to:
      i. salaries, wages, grading, classification
      ii. job analysis and job evaluation
      iii. performance management and indicators, and
      iv. allowances and benefits in the public service with the ultimate objective of consolidation of the allowances and benefits, and
   b. undertake negotiations on behalf of Government where compensation is financed from Public funds.

G. Grievance Handling

25. Grievance Review Committee shall be established as part of the mandate of the Fair Wages and Salaries Commission to handle grievance from aggrieved public servants. There shall also be an avenue for appeals Consolidated Allowances.

26. Allowances that are to be consolidated into basic pay are presented in Table 1.
### Table 1. Category One Allowances to be Consolidated

Under The Single Pay Policy

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Based on sub-factors used in the job evaluation exercise</td>
<td>1) Bilingual/journalist</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>2) Cashier</td>
<td>To be consolidated</td>
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<td></td>
<td>3) Command</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>4) Depth</td>
<td>To be consolidated up to 7.5m deep per descent</td>
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<tr>
<td></td>
<td>5) Duty</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>6) Frontier</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>7) General Risk</td>
<td>To be consolidated</td>
</tr>
<tr>
<td></td>
<td>8) Height</td>
<td>To be consolidated up to 7.5m high per climb</td>
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<tr>
<td></td>
<td>9) Operational</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>10) Professional</td>
<td>To be consolidated</td>
</tr>
<tr>
<td></td>
<td>11) Programme Duty</td>
<td>To be consolidated</td>
</tr>
<tr>
<td></td>
<td>12) Qualification</td>
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<tr>
<td></td>
<td>13) Responsibility</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>14) Stores Inspection Team</td>
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<td></td>
<td>15) Call in</td>
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<td></td>
<td>16) Special Allowance</td>
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</tr>
<tr>
<td>B. Moneys that are paid to every jobholder every month as top ups</td>
<td>17) Honorarium</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>18) Lunch Allowance</td>
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<tr>
<td></td>
<td>19) Transport Allowance</td>
<td>To be consolidated</td>
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<tr>
<td></td>
<td>20) Clothing Allowance</td>
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</tr>
<tr>
<td>C. Other</td>
<td>Any allowance paid to every jobholder monthly as top ups</td>
<td>To be consolidated</td>
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</tbody>
</table>