

CHAPTER 87

THE CIVIL SERVICE ACT

Arrangement of Sections Section

PART I

Preliminary

1. Short title.
2. Interpretation.

PART II

Establishment and Structure of the Civil Service

3. Establishment of Civil Service.
4. Orders.
5. Increments.

PART III

Terms and conditions of employment

6. Tenure of office.
7. Terms of appointment.
8. Resignation.
9. Civil servants and voting.
10. Civil servants and political activities.
11. Civil servants to take oaths.

PART IV

Termination and summary dismissal

12. Modes of leaving service.
13. Summary dismissal.

PART V

The Establishment Department

14. Establishment Department.
15. Powers and duties.
16. Consultation with appropriate recognised association.
17. Where no agreement reached on proposals of association.
18. Department to submit proposals to association for approval.
19. Agreement reached with Department.
20. Disputes to be referred to Special Tribunal.

PART VI

Special Tribunal

21. Special Tribunal established.
22. Awards to be binding on parties for fixed period.

PART VII

Representation of Civil Servants

23. Definitions.
24. Representation of civil servants.
25. Regulations governing recognition.
26. Civil servant to represent Establishment Department.
27. Association to make rules.

PART VIII

General

28. Regulations for Civil Service.
29. Procedure for amendment to Second Schedule.
30. Existing Officers.
31. Savings.
32. Penalties.

FIRST SCHEDULE.
SECOND SCHEDULE
THIRD SCHEDULE
FOURTH SCHEDULE

CIVIL SERVICE

AN ACT to provide for the establishment and classification of the Civil Service, the establishment of procedure for negotiation and consultation between the Government and members of the Civil Service, for the settlement of disputes, for other matters concerning the relationship between the Government and the Civil Service, and for other matters connected therewith.

(1st January, 1985.)

2411984.
S.I. 6311986.
S.I. 311989.
S.I. 2111990.

- 1.** This Act may be cited as the Civil Service Act. **Short title.**

PART I

Preliminary

- 2.** In this Act— **Interpretation.**

“allowance” means compensation payable—

- (i) in respect of a grade, or in respect of some office in a grade, by reason of duties of a special nature, or
- (ii) for duties that a civil servant is required to perform in addition to the duties of his office;

“appropriate recognised association” means an association recognised by the Minister under section 24 as the bargaining body for any class or classes of civil servants;

“Civil Service” means the Civil Service established under section 3;

“classification”⁷ means the assignment of an office to a grade in the Civil Service;

“Commission” means the Public Service Commission established and constituted under section 99 of the Constitution; **Cap. 23.**

"dispute" means any matter respecting civil servants upon which agreement has not been reached between the Establishment Department and the appropriate recognised association and which is deemed to be a dispute under section 17 or section 18;

"pay" means the rate of pay assigned to an office in a grade by a Remuneration Order;

"remuneration" means pay and allowances;

"Remuneration Order" means an Order made under section 4;

"Special Tribunal" means the Special Tribunal established under section 21.

PART II

Establishment and *Structure* of the Civil Service

Establishment of
Civil Service.
First Schedule.

3. (1) The several public offices in the public service from time to time set out in the First Schedule are deemed to constitute the Civil Service of Antigua and Barbuda which is hereby established for the purposes of this Act.

(2) A public officer who holds a public office in the public service that by subsection (1) is deemed to be an office in the Civil Service shall be referred to as a Civil Servant.

First Schedule.

(3) The Minister may, from time to time, by order published in the Gazette, add to, vary or amend the classification of offices in the Civil Service set out in the First Schedule.

First Schedule.

(4) The classification of offices in the Civil Service set out in the First Schedule, shall be the basis hereafter for any Classification Order made under this section.

First Schedule.

(5) The classification titles of the offices set out in the classification of offices in the Civil Service in the First Schedule shall be observed in all records and communications of the Commission, the Audit Department, and the Ministry of Finance and in all departmental estimates and parliamentary returns and appropriations.

-
- 4.** (1) The Minister may by Order— **Orders.**
First Schedule.
- (a) determine the rates of pay of any office in the Civil Service classified in the First Schedule;
- (b) establish the allowances that may be paid in addition to pay;
- (c) give effect to any agreement entered into between the Chief Establishment Officer on behalf of the Minister and the appropriate recognised association;
- (d) give effect to an award made by the special Tribunal.
- (2) Any order made in respect of the matters specified in paragraphs (a) and (b) of subsection (1) is referred to as a Remuneration Order.

5. Except where the contrary is otherwise provided **Increments.** in a Remuneration Order, increases of pay that may be granted in respect of any office or any class in accordance with the Remuneration Order shall be annual but no increase of pay shall be made in respect of any office in a grade in which the civil servant performing the duties of such office has not completed a period of twelve months continuous duty in such office.

PART III

Terms and Conditions of Employment

- 6.** A civil servant shall hold office subject to the provisions of the Constitution, this Act or any other written law and, unless some other period of employment is specified, for an indeterminate period. **Tenure of office.**
- 7.** A person who is appointed to an office in the Civil Service for a specified period shall cease to be a civil servant at the expiration of that period. **Terms of appointment.**
- 8.** A civil servant who intends to resign his office in the Civil Service shall give such period of notice as may be prescribed by regulations. **Resignation.**

Civil Servants
and voting.

9. A civil servant shall not be debarred from voting at any election if, under the laws governing that election, he has the right to vote.

Civil servants
and political
activities.

10. (1) A civil servant is disqualified for membership of the Senate or the House of Representatives, or any local government body.

(2) A civil servant may not—

(a) in any public place or in any document or any other medium of communication whether within Antigua and Barbuda or not, publish any information or expressions of opinion on matters of national or international political controversy;

(b) be a polling agent or counting agent under the Representation of the People Act or an election agent or an assistant to an election agent of a Parliamentary or local government candidate.

Cap. 379.

(3) The provisions of subsection (2)(a) do not apply—

(a) where a civil servant is acting in the execution of his official duties; or

(b) where the information or opinion is published in the course of a lecture or address, the subject matter of which is approved by the Minister to whose Ministry the civil servant is attached, made or given at an educational institution in the *bona fide* pursuit of the professional or vocational activities of the civil servant; or

(c) where the information or opinion is expressed in an article or other literary contribution, the subject matter of which is approved by the Minister to whose Ministry the civil servant is attached, to an approved journal or other periodical or document prepared in pursuit of the professional or vocational activities of the civil servant.

(4) In this section "publish" means to communicate the information or opinion to any other person whether by word or in writing and includes the broadcasting of word and pictures by wireless telegraphy, and in relation to any

writing means exhibiting in public or causing to be read or seen or showing or delivering or causing to be shown or delivered in order that the writing may be read or seen by any person.

11. (1) Every civil servant who is appointed to an office after the commencement of this Act shall take and subscribe the oath or affirmation of allegiance set out in the Third Schedule.

Civil servants to take oaths.
Third Schedule.

(2) A civil servant who is—

(a) the holder of an office specified in the Second Schedule or the secretary to the holder of an office specified in the Second Schedule;

Second Schedule.

(b) a member of the staff of the Cabinet Secretariat;

(c) the secretary to a Minister; or

(d) a member of the staff of a service commission established by the Constitution;

shall take and subscribe the oath or affirmation of office and of secrecy set out in the Third Schedule.

Third Schedule.

PART IV

Termination and Summary Dismissal

12. The modes by which a civil servant may leave the Civil Service are as follows—

Modes of leaving service.

(a) on dismissal or removal in consequence of disciplinary proceedings;

(b) on compulsory retirement;

(c) on voluntary retirement;

(d) on retirement for medical reasons;

(e) on resignation;

(f) on the expiry or other termination of an appointment for a specified period;

(g) on the abolition of office;

(*h*) in the case of a civil servant on probation, on the termination of appointment;

(*i*) on retirement in the public interest.

Summary
dismissal.

13. A civil servant may be summarily dismissed if—

(*a*) he is absent from Antigua and Barbuda without permission;

(*b*) he has been adjudged bankrupt;

(*c*) he has been convicted by a Court of a crime involving dishonesty or any other crime which, in the opinion of the Commission, is likely to bring the Civil Service into disrepute; but the civil servant shall not be dismissed under the provisions of this paragraph until the time within which he may be entitled to lodge an appeal against his conviction has expired and he has failed to lodge any such appeal.

PART V

The Establishment Department

Establishment
Department.

14. (1) There is hereby established for the purposes of this Act a department to be called the Establishment Department, which shall be under the direction and control of the Minister.

(2) The staff of the Establishment Department shall comprise of—

(*a*) the Chief Establishment Officer who shall be the Head of the Establishment Department; and

(*b*) such number of civil servants as may be assigned to the Establishment Department.

Powers and
duties.

15. (1) The Department shall carry out such duties as are imposed on it by this Act and in addition shall have the following duties—

(*a*) to maintain the classification of the offices in the Civil Service;

(*b*) to keep under review the remuneration payable to civil servants;

(c) to administer any regulations respecting the Civil Service;

(d) to provide for and establish procedures for consultation and negotiation between the Establishment Department and an appropriate recognised association in respect of—

- (i) the classification of officers;
- (ii) any grievances;
- (iii) remuneration; and
- (iv) the terms and conditions of employment.

(2) The Minister may from time to time make recommendations with regard to remuneration to be paid to civil servants.

(3) The Minister shall, before making recommendations for remuneration under subsection (2)—

- (a) consider the requirements of the Civil Service;
- (b) take into account the rates of pay and other terms and conditions of employment prevailing in Antigua and Barbuda for similar work outside the civil service and the relationship of the duties of the various classes and grades within the civil service.

(4) Prior to formulating any recommendations under subsection (2), the Minister may require the Establishment Department to consult with representatives of the appropriate recognised association with respect to the matters specified in subsection (1)(c).

16. The Establishment Department shall, from time to time, consult with representatives of the appropriate recognised association with respect to the matters specified in section 15 at the request of such representatives or whenever in the opinion of the Minister such consultation is necessary or desirable.

Consultation with appropriate recognised association.

17. Where the Establishment Department consults and negotiates with representatives of the appropriate recognised association with respect to matters specified in

Where no agreement reached on proposals of association.

section 15 at the request of such representatives, and the Establishment Department and the appropriate recognised association are, within twenty-one days of the commencement of such consultation and negotiations, or within such further period as may be agreed upon, unable to reach agreement on any matters, the Establishment Department or the appropriate recognised association shall report the matter on which no agreement has been reached to the Minister; and on such report being made a dispute shall be deemed to exist as to such matter.

Department to submit proposals to association for approval.

18. (1) Where the Establishment Department before making proposals with respect to matters specified in section 15 does not consult with representatives of the appropriate recognised association, the Establishment Department shall submit the proposals to the appropriate recognised association for consideration and agreement.

(2) Where the Establishment Department and the appropriate recognised association are, within twenty-one days of the submission of the proposals referred to in subsection (1) or within such further period as may be agreed upon, unable to reach agreement on any of the matters, the Establishment Department or the appropriate recognised association shall report the matter on which no agreement has been reached to the Minister; and on such report being made a dispute shall be deemed to exist as to such matter.

Agreement reached with Department.

19. (1) Where the Establishment Department and the appropriate recognised association reach agreement on any of the matters specified in section 15 after consultation and negotiation in accordance with section 17 or section 18, the agreement shall be recorded in writing and, with the approval of the Minister, shall be signed by the Chief Establishment Officer on behalf of the Minister and by a person designated by the appropriate recognised association on behalf of the association.

(2) Any agreement recorded and signed in accordance with subsection (1) shall be binding upon the Government and the civil servants to whom the agreement relates.

20. (1) Where a dispute is deemed to exist under section 17 or section 18, the Minister shall refer the dispute for settlement to the Special Tribunal within twenty-one days from the date on which the dispute was reported to him.

Disputes to be referred to Special Tribunal.

(2) Where the Minister fails to refer the dispute to the Special Tribunal within the time specified in subsection (1) the appropriate recognised association that is a party to the dispute shall do so within twenty-one days from the date of the expiration of the time specified in subsection (1).

(3) For the purpose of this Act the parties to a dispute are the Chief Establishment Officer and the appropriate recognised association of civil servants.

PART VI

Special Tribunal

21. (1) There is established a Special Tribunal which consists of—

Special Tribunal established.

(a) the President of the Industrial Court who shall be the Chairman;

(b) a person selected by the Governor-General from a list of persons supplied by the Chief Establishment Officer; and

(c) a person selected by the Governor-General from a list of persons whose names were at the Governor-General's request, submitted to him by the appropriate recognised association.

(2) The Governor-General shall appoint the members of the Special Tribunal.

(3) The Special Tribunal shall hear and determine any dispute referred to it under section 20 and shall make an award on the dispute.

(4) An award made by the Special Tribunal shall be final.

(5) The Special Tribunal may provide its own procedure for the hearing and determination of any dispute referred to it.

(6) All matters brought before the Special Tribunal shall be determined by a majority of the members thereof.

(7) Every award of the Special Tribunal shall be signed by the members; and the Chairman shall transmit it to the Minister for implementation.

(8) In this section, "Industrial Court" means the Industrial Court established under section 4 of the Industrial Court Act.

Cap 214.

Awards to be binding on parties for fixed period.

22. (1) An award made by the Special Tribunal under section 21 shall be binding on the parties to the dispute and on all civil servants to whom the award relates and shall continue to be so binding for a period to be specified in the award, not being more than three years from the date upon which the award takes effect.

(2) The Special Tribunal may at the request of any of the parties to an award review such award at any time after the expiry of the second year from the making of the award.

PART VII

Representation of Civil Servants

Definitions.

23. In this Part and in section 2—

"class" means the division into which an office is assigned by regulations made by the Minister under section 28, and includes any category or categories of offices assigned to a division;

"existing association" means the Public Service Association and any other trade union recognised as the bargaining body for any class or classes of public officers immediately before the commencement of this Act.

Representation of civil servants.

24. (1) Subject to any other written law to the contrary, every existing association may continue to represent any class or classes of public officers who are civil servants

and, subject to the provisions of this Act, shall be recognised by the Minister as the appropriate association for the purpose of consultation and negotiation in respect of any of the matters specified in section 15 and any other matters concerning civil servants, other than civil servants who are holders of offices specified in the Second Schedule.

Second Schedule.

(2) Civil Servants may form associations, and such associations shall, subject to this Act and the regulations, be recognised by the Minister as appropriate associations for consultation and negotiation in respect of any of the matters specified in section 15 and any other matters concerning civil servants.

(3) For the purposes of recognition by the Minister, an association formed pursuant to subsection (2) or, subject to subsection (1), an existing association, may be representative of any class or classes of civil servants, but may not be representatives of any class or classes of civil servants, already represented by an appropriate recognised association; and an association formed pursuant to subsection (2) or an existing association may not admit to its membership a civil servant who is a member of an appropriate recognised association.

(4) The Minister shall withdraw recognition from an appropriate recognised association that fails to comply with any of the requirements of subsection (3).

(5) An association formed pursuant to subsection (2) may not be registered as a trade union.

25. The Minister may make regulations setting out the conditions to be satisfied and the procedure to be adopted for the recognition by the Minister of existing associations and of associations formed pursuant to section 24.

Regulations governing recognition.

26. A civil servant who holds an office specified in the Second Schedule shall, when so required by this Act or any regulations or administrative directions, represent the Establishment Department in any consultation and negotiations with his own recognised association of civil servants in respect of the matters specified in section 15.

Civil servant to represent Establishment Department. Second Schedule.

Association to
make rules.

27. (1) Every association formed pursuant to section 24(2) and every existing association shall make rules providing for the good government of the association and for carrying out the objects of the association, and with respect to such rules, the following shall have effect:

Fourth Schedule.

(a) the rules shall contain provisions in respect of the several matters mentioned in the Fourth Schedule;

(b) a copy of the rules and every amendment thereto shall be delivered by the association to every civil servant who is a member of that association on demand or payment of the prescribed sum.

(2) The rules of the association shall be filed with the Registrar-General.

(3) Amendments to rules of an association shall be filed with the Registrar-General and shall have effect from that date unless some later date is specified from which they shall have effect.

PART VIII

General

Regulations for
Civil Service.

28. (1) The Minister may make regulations prescribing all matters which are required or permitted to be prescribed, or which are necessary or convenient to be prescribed, for carrying out or giving effect to this Act, and in particular for the following namely—

(a) for prescribing the terms and conditions of employment in the Civil Service;

(b) for prescribing allowances not being allowances that may be established by Order under section 4;

(c) for regulating the hours of attendance of civil servants and the keeping and signing of records of attendance or for prescribing other methods of recording attendance;

(d) for regulating the granting of leave to civil servants;

(e) for regulating the duties and the conduct of civil servants;

(f) for prescribing arrangements and procedures for providing, assisting in or co-ordinating staff development programmes;

(g) for regulating generally the terms and conditions of temporary employment;

(h) for prescribing the probationary period on first appointment and for the reduction of such period in appropriate cases.

29. The Minister may from time to time by Order add to, vary or amend the offices specified in the Second Schedule. **Procedure for amendment to Second Schedule.**

30. A public officer who, immediately before the coming into operation of this Act, holds or is acting in a public office that by section 3 is deemed to be an office in the Civil Service shall continue to hold or act in the like office in the Civil Service. **Existing Officers.**

31. For the avoidance of doubt it is hereby declared that nothing in this Act shall be construed as applying in relation to any matter for which specific provision is made in the Constitution in respect of any public officer. **Savings.**

32. (1) Any civil servant who acts, or any person who procures a civil servant to act, in contravention of section 10 is guilty of an offence and shall be liable on summary conviction to a fine not exceeding one thousand dollars and to imprisonment for a term not exceeding three months. **Penalties.**

(2) A prosecution for the contravention of any provision of this Act shall not be instituted save by or with the consent of the Director of Public Prosecutions.

FIRST SCHEDULE Sections 3 and 4

CLASSIFICATION A

Special Grade

Chief Parliamentary Counsel
Director International Business Corporations
Director of Public Prosecutions
Director of Social Security
Medical Adviser to Government
Project Implementation Officer
Solicitor-General

Grade A1

Chief Establishment Officer
Director of Audit
Industrial and Development Adviser
Permanent Secretary
Secretary to the Cabinet

Grade A2

Deputy Financial Secretary
Medical Superintendent of Holberton Hospital
Postmaster-General

Grade A3

Co-ordinating Officer
Director of Prices and Consumer Affairs
Principal of State College
Senior Research and Industry Officer

Grade A4

Chief Protocol Officer
Deputy Chief Education Officer
Deputy Chief Establishment Officer
Deputy Director of Audit
Superintendent of Aerodromes

Grade A5

Co-ordinator of Mathematics Teaching
Curriculum Development Officer
Senior Casualty Officer
Senior Education Officer
Co-ordinator of Science Teaching

Grade A6

Education Planning Officer

House Officer
Medical Officer, (Casualty Department of Holberton Hospital)
Principal Nursing Officer
Training Officer

Grade A7**Grade A8**

Administrative Secretary of Health Institutions
Co-ordinator of Agricultural Projects
Headmaster/Headmistress of Secondary School
Inspector of Insurance
Vice-Principal of State College

Grade A9

Clerk to Parliament
Dental Surgeon (with private practice)
Deputy Accountant-General
Deputy Comptroller of Customs
Deputy Commissioner of Inland Revenue
Deputy Labour Commissioner
Director of Sports
District Medical Officer (with private practice)
Establishment Officer
Extension Officer
Hospital Administrator
Manager of Operations (Public Information Department)
Manager of Tourist Department
Matron of Holberton Hospital
Medical Officer for Institutions
Medical Officer (with private practice) Medical Division
Principal Assistant Secretary
Operations Officer
Senior Statistician
Superintendent of Medical Benefits Scheme
Superintendent of Public Health Nurses
Veterinary Officer (with private practice)

Grade A10

Head of Department of State College
Personal Aide to Prime Minister
Principal Health Educator
Supervisor of Schools Library Service

Grade A11

Accountant (Treasury)
Aide-de-camp to the Governor-General
Auditor

Chief Community Development Officer
Chief Health Inspector
Deputy Director of Social Security
Director of Pharmaceutical Services
Education Officer
Examinations Officer (Education)
Field Auditor
Principal Administrative Officer
Registrar of Insurance
Senior Air Traffic Controller
Senior Assistant Secretary
Senior Forecaster
Supervisor of Family Life Education
Superintendent of Prison
Systems Analyst

Grade A12

Principal Tutor, School of Nursing

Grade A13

Chief Officer (Prisons)
Chief of Orderlies and Security Guards
Cultural Development Officer
Deputy Postmaster-General
Specialist Supervisor (Education)

Grade A14

Air Traffic Controller I
Assistant Chief Valuation Officer
Assistant Commissioner of Inland Revenue
Assistant Research and Industry Officer
Assistant Secretary
Assistant Training Officer
Chief Librarian (Public Library)
Registrar of State College
Statistician

Grade A15

Agricultural Engineer
Agricultural Officer (Plant Protection)
Agricultural Officer (Research)
Assistant Auditor
Assistant Extension Officer
Assistant Government Chemist
Chemical Analyst
Co-ordinator, Industrial Development
Cotton Officer
Economist

Fisheries Officer
Forecaster
Foreign Service Officer (Graduate)
Graduate Assistant (Agriculture)
Horticulturist
Lands Officer
Librarian (Graduate)
Livestock Officer
Protocol Research Officer (Graduate)
Research Officer
Scientific Officer
Senior Accounting Officer
Senior Welfare Officer (Graduate)
Standardization Co-ordinator
Superintendent of Mental Hospital
Trade and Industrialization Officer

Grade A16

Chief Medical Laboratory Technologist
Lecturer at State College
Secondary School Assistant (Graduate)

Grade A17

Deputy Matron of Holberton Hospital
Deputy Superintendent of Public Health Nurses
Matron (Charge Nurse) at Mental Hospital
Senior Tutor at State College

Grade A18

Administrative Cadet (Graduate)
Assistant Postmaster
Head Teacher
Housing Executive Officer
Inspector of Customs

Grade A19

Agricultural Assistant I
Assistant Fisheries Officer
Departmental Sister
Dietician at Holberton Hospital
Family Nurse Practitioner
Matron (Charge Nurse) at Fiennes Institute
Night Supervisor (Holberton Hospital)
Nurse Anaesthetist
Nurse Epidemiologist
Pharmaceutical Accounting Officer
Protocol Officer
Registrar of Co-operatives

Senior Price Control Officer
Sister Tutor (Holberton Hospital)

Grade A20

Handicraft Organiser
Liquid Waste and Complaints Officer
Meat and Other Foods Inspector
Port Health Inspector
Principal of Boy's Training School
Slaughterhouse Supervisor
Specialist Teacher
Teacher in Charge (School of the Deaf)
Teacher in Charge (Adele School)
Tutor at State College

Grade A21

Senior Employment Officer, (Labour Division)
Senior Labour Inspections Officer
Senior Labour Relations Officer
Senior Labour Statistical Officer

Grade A22

Health Educator
Principal Prison Officer
School Dental Auxillary

Grade A23

Accounting Officer I
Air Traffic Controller II
Assistant Lands Officer
Community Development Officer
Examiner of Accounts I
Hospital Steward
Medical Records Supervisor (Holberton Hospital)
Meteorological Officer I
Property Valuation Officer
Senior Chemistry and Food Laboratory Technologist
Senior Executive Officer
Senior Medical Laboratory Technologist
Senior Pharmacist
Senior Preventive Officer (Customs)
Senior Revenue Officer
Senior Sports Assistant
Statistical Officer I
Tutor (Training Division)

Grade A24

Community Nutrition Officer

Community Psychiatric Nurse
Deputy Matron (Mental Hospital)
Public Health Nurse

Grade A25

Agricultural Assistant II
Assistant Superintendent (Mental Hospital)
Physiotherapist
Postal Inspector

Grade A26

Head Bailiff
Home Sister (Warden)
Matron (Leper Home)
Price Control Officer
Senior Public Health Inspector
Vector Control Officer
Ward Sister

Grade A27

Assistant Principal Boys' Training School
Assistant Teacher
Instructor at State College

Grade A28

Clinic Nurse I
District Nurse/Midwife I
Relieving Officer/Master, Fiennes Institute
Staff Nurse I
Sorting Officer Inspector

Grade A29

Accounting Officer II
Broadcasting Officer
Collections Officer I
Examiner of Accounts II
Executive Officer
Food Service Supervisor
Housekeeper at Holberton Hospital
Master (Leper Home)
Maintenance Officer, Prison
Personnel Officer (C.B.H.)
Preventive Officer (Customs)
Registrar of Industrial Court
Revenue Officer
Senior Prison Officer
Statistical Officer II

Grade A30

Agricultural Assistant III
Animal Health Assistant
Chemistry and Food Laboratory Technologist
Community Development Field Officer
Field Officer (Central Board of Health)
Medical Laboratory Technologist
Pharmacist
Public Health Inspector I
Senior Price Control Inspector
Sports Assistant
Stores and Transport Officer (Central Board of Health)

Grade A31

Air Traffic Controller III

Grade A32

Meteorological Officer II

Grade A33

Accommodations Officer
Clinic Nurse II
District Nurse/Midwife II
Postal Sorter
Supervisor of Orderlies
Staff Nurse II
Supervisor of Stores

Grade A34

Employment Officer (Labour Division)
Labour Inspections Officer
Labour Relations Officer
Labour Statistical Officer
Matron (State College)

Grade A35

Dental Hygienist
Matron (Prison)
Prison Corporal

Grade A36

Accounts Clerk I
Chief Bailiff
Chief Nursing Attendant (Mental Hospital)
Chief Petty Officer
Library Technician
Market Supervisor
Medical Secretary

Medical Stores Assistant
Nursing Assistant
Senior Clerk
Senior Customs Officer
Sports Coach
Supervisor, Central Sterile and Supply Unit

Grade A37
—

Grade A38
Senior Bailiff

Grade A39
Laboratory Assistant

Grade A40
Broadcasting Assistant
Fisheries Cadet
Processing Assistant (Chemistry and Food Technology
Division)

Grade A41
Probationary/Uncertificated Teacher I

Grade A42
Assistant Supervisor of Orderlies
Collecting Officer
Research Assistant

Grade A43
Collections Officer II
Public Health Inspector II
Statistical Officer III
Statistical Trainee

Grade A44
Health Inspector (Barbuda)
Prison Officer
Storekeeper I

Grade A45
Senior Customs Guard

Grade A46
Air Traffic Control Assistant
Trainee Medical Laboratory Technologist
Trainee Radiographer

Grade A47

Caretaker of Clarence House
Leprosy Inspector
Meteorological Officer III
Mortuary Attendant
Nursing Aide I
Nursing Attendant I (Mental Hospital)
Petty Officer Class I
Sewerage Plant Operator
Timekeeper (Central Board of Health)
Transport Officer
Records Officer

Grade A48

Admitting Officer
Customs Officer
Junior Clerk
Lands Inspectors
Medical Records Clerk
Public Health Inspector III
Statistical Officer IV

Grade A49

Pharmaceutical Assistant
Agricultural Assistant IV

Grade A50

Customs Guard
Postman I

Grade A51

Junior Bailiff
Orderly

Grade A52

Community Health Aide
Darkroom Assistant
Foreman (Privy System)
Nursing Aide II
Nursing Attendant II (Mental Hospital)
Petty Officer Class II
Postman II
Probationary/Uncertificated Teacher II
Security Guard (Public Library)
Ward Attendant (Holberton Hospital)

Grade A53

Clerical Assistant

Grade **A54**
Storekeeper II

Grade **A55**
Telephone Operator

Grade **A56**
Laboratory Attendant
Nursing Aide III
Nursing Attendant III (Mental Hospital)

Grade **A57**
Office Attendant (Fisheries)
Petty Officer Class III
Street Supervisor

Grade **A58**
Domestic Aide

CLASSIFICATION B

Grade **B1**
Chief Medical Officer
Director of Economic Planning
Director of Public Works
Financial Secretary

Grade **B2**
Accountant-General
Budget Director
Chief Architect
Chief Chemist
Chief Education Officer
Chief Magistrate
Comptroller of Customs
Commissioner of Inland Revenue
Crown Solicitor
Director of Agriculture
Industrialization Commissioner
Inspector of Banks
Parliamentary Counsel
Senior Crown Counsel
Trade Commissioner

Grade **B3**
Anaesthetist Consultant I
Chief Statistician
Chief Veterinary Officer (with private practice)

Crown Counsel I
Magistrate
Obstetrician and Gynaecologist Consultant I
Ophthalmologist Consultant I
Paediatrician Consultant I
Pathologist Consultant I
Physician Consultant I
Psychiatrist Consultant I
Radiologist Consultant I
Registrar and Provost Marshal
Surgeon Specialist

Grade B4

Architect
Assistant Registrar
Crown Counsel II
Engineer I
Income Tax & Inland Revenue Adviser
Labour Commissioner
Obstetrician and Gynaecologist Consultant II
Physician Consultant II
Superintendent of International Insurance Corporations
Supervisor of International Banks and Trust Corporations

Grade B5

Anaesthetist (with private practice)
Director of Meteorological Services

Grade B6

Senior Economist

Grade B7

Chief Surveyor
Chief Valuation Officer

Grade B8

Director of Vocational Education
Pharmacologist

Grade B9

Engineer II
Quantity Surveyor

CLASSIFICATION C

Grade C1

Architectural Technologist

Assistant Chief Surveyor
Superintendent of Printing Office
Superintendent of Works

Grade C2

Architectural Technician
Electronics Technician I
Senior Radiographer
Senior Surveyor

Grade C3

Assistant Superintendent (Printing Office)
Court Recorder (Stenographer)
Draughtsman I
Electrical Technician I
Engineer III
Surveyor
Workshop Supervisor

Grade C4

Electrical Inspector
Electronics Technician II
Radiographer

Grade C5

Electrical Technician II
Inspector of Works
Quarry Superintendent
Stenographer I
Technician I (Printing Office)

Grade C6

Assistant Surveyor I
Blaster
Draughtsman II
Orthopaedic Technician
Senior Mechanic
Senior Engineering Assistant

Grade C7

Mechanic
Stenographer II

Grade C8

Assistant Surveyor II
Draughtsman III
Engineering Cadet
Field Officer (Design & Control)

Foreman of Works
Key Punch Operator I
Labour Foreman
Technician II (Printing Office)
Typist I

Grade C9
Draughtsman IV

Grade C10
Assistant Blaster
Stenographer III
Trainee Electronics Technician
Trainee Orthopaedic Technician
Wheelwright Carpenter

Grade C11
Key Punch Operator II
Technician III (Printing Office)
Typist II

Grade C12
Cook I
Laundry Foreman

Grade C13
Cook II
Seamstress

Grade C14
Typist III

SECOND SCHEDULE Sections 11, 24,
26, 29

- Accountant-General
- Assistant Secretary
- Chief Establishment Officer
- Chief Technical Officer
- Comptroller of Customs
- Commissioner of Inland Revenue
- Deputy Chief Technical Officer
- Deputy Heads of Departments
- Heads of Departments
- Chief Statistician
- Permanent Secretary
- Principal Assistant Secretary
- Senior Assistant Secretary

THIRD SCHEDULE Section 11

OATH OR AFFIRMATION OF ALLEGIANCE

I do swear (or solemnly affirm and declare) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors, according to Law.

So help me God! (to be omitted in affirmation)

OATH (OR AFFIRMATION) OF OFFICE AND SECRECY

I, (A.B.) solemnly and sincerely swear (or affirm and declare) that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the Civil Service and that I will not, without due authority in that behalf, in any manner whatsoever publish or communicate any facts or information being facts or expressions of opinion based on such facts that come to my knowledge by reason of such employment.

So help me God! (to be omitted in affirmation.)

FOURTH SCHEDULE

Section 27

MATTERS TO BE PROVIDED FOR IN THE RULES OF AN
ASSOCIATION FORMED PURSUANT TO SECTION 24(2)
OF THE
ACT AND OF AN EXISTING ASSOCIATION

- 1.** The name of the Association and the place of meeting for its business.
 - 2.** The whole of the objects for which the Association is to be established, the purposes for which its funds shall be applicable, and the conditions under which any member may become entitled to any benefit assured thereby, and the fines and forfeitures to be imposed on any member of the Association.
 - 3.** The manner of making, altering, amending, and rescinding rules.
 - 4.** A provision for the appointment and removal of a general committee of management, of a trustee, treasurer, and other officers.
 - 5.** A provision for the investment of the funds, and for an annual or periodical audit of accounts.
 - 6.** The inspection of the books and names of members of the Association by every person having an interest in its funds.
 - 7.** The manner of dissolution.
 - 8.** The protection of voting rights of members of the Association and the general conduct of elections.
 - 9.** The powers, duties and functions of the Executive Committee of the Association.
 - 10.** Disputes between members of the Association and the Executive Committee thereof.
 - 11.** A prohibition against admission of membership with respect to a civil servant who is a member of an appropriate recognised association.
-