



OFFICE OF THE
DIRECTOR-GENERAL

REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY
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TO: Ministries and Agencies

FROM: George K. Werner *George K. Werner*
DIRECTOR GENERAL

SUBJECT: **ALLOWANCE POLICY**

DATE: February 26, 2014

General Allowance Policy¹

The Administrative Circular of September 2007 sent out from the Office of the Director General of the Civil Service listed the decision to harmonize the payment of general allowance to civil servants in the Directors' class – Directors, Assistant Directors and their equivalent.

In addition to that, the Cabinet took a decision that Heads of Ministries and Agencies should exercise discretion to pay general allowance to other civil servants based on function. For example, general allowance is given to those employees who worked beyond the normal working hours or employees with additional responsibilities beyond their regular job descriptions.

In 2011 the Civil Service Agency began its Reform implementation. This included the distribution, regulation, monitoring, and assigning of general allowance to all or most of the employees in addition to their salaries. At that time, it was also the policy that the general allowance once assigned to an employee cannot be reduced unless for cause.

It has come to the attention of the Civil Service Agency that this policy has been misunderstood and abused. There are widespread cases of general allowances being reduced for reasons other than cause. Heads of M&As have also increased general allowances without any performance measure as stated in paragraph two. In addition, general allowances across Ministries and Agencies, for ostensibly similar positions, vary tremendously.

The CSA has embarked upon a systematic re-examination of allowance policy and practices, with the objective of ensuring that compensations are awarded in a transparent and equitable manner that is fair to civil servants and affordable to the country. This policy is part of the civil service medium-term pay strategy. Updated information and regulations will be issued as necessary in the future

By directive of the President, previous Executive decisions are hereby nullified. The Civil Service Agency is directed to carry out fully its responsibility to determine salaries and general allowances, as stated in the Standing Orders for the Civil Service. This authority is given to the Director-General by the Civil Service Act and is stated in Section 3.1.1 of the Standing Orders for the Civil Service. Therefore, all general allowances will now be determined by the Civil Service Agency. Once the general allowance has been assigned to an employee it cannot be changed.

The cooperation of all Ministries and Agencies is solicited in this endeavor.

¹ There are two types of allowances: special and general allowances. Special allowance is given to political appointees, while general allowance is for civil servants only.