Republic of Latvia

Cabinet

Regulation No. 361

Adopted 21 June 2022

**Regulations Regarding the Remuneration of Officials and Employees of State Authorities and the Procedures for Determining Such Remuneration and also Regarding the Professions and Specific Fields to which a Market Coefficient shall be Applicable**

*Issued pursuant to*

*Section 4, Paragraph 1.1, Sections 7.1, 13.1, Section 15, Paragraph one and Section 16, Paragraph two of the Law on Remuneration of Officials and Employees of State and Local Government Authorities*

**I. General Provisions**

1. The Regulation prescribes:

1.1. the amount of the monthly salary of officials (employees) of State institutions of direct administration and the procedures for determining such salary;

1.2. special supplements, the amounts thereof, and the procedures for granting and disbursement;

1.3. the amount of the bonus and the procedures for disbursement;

1.4. professions and specific fields to which the market coefficient shall be applicable.

2. A monthly salary shall be disbursed to an official (employee), whose official (service, work) duties are part-time in proportion to the time of fulfilment of such duties.

3. An official (employee) shall not receive remuneration for the time period during which they fail to perform their official (service, work) duties without a justifiable reason.

4. For employees who are recruited in diplomatic and consular missions of the Republic of Latvia in foreign countries and who are not taxpayers in the Republic of Latvia, the remuneration shall be determined in accordance with the specific nature of the labour market of the relevant country and the budgetary possibilities of the institution, ensuring at least the minimum standards of the relevant country.

**II. Procedures for Determining the Monthly Salary of Officials and Employees of the State Institutions of Direct Administration**

5. In order to determine the monthly salary group of an official (employee), the position thereof shall be classified in accordance with the laws and regulations regarding the uniform procedures for the classification of positions in State and local government authorities (catalogue of positions) and the family (sub-family) and level of the position shall be determined.

6. When determining the amount of the monthly salary of an official (employee) within the scope of the interval of the monthly salary group, the institution shall take into account the following criteria:

6.1. qualifications and competences;

6.2. the work performance level;

6.3. the regular amount of work.

7. The amount of the individual monthly salary of an official (employee) within the monthly salary interval provided for the relevant monthly salary group in Annex 3 to the Law on Remuneration of Officials and Employees of State and Local Government Authorities shall be determined by the head of the institution or the authorised official thereof in compliance with the criteria referred to in Paragraph 6 of the Regulation.

8. The monthly salary of the head of the institution shall be determined by a minister but the monthly salary of the Director of the State Chancellery and the Head of the Cross-Sectoral Coordination Centre shall be determined by the Prime Minister.

9. For an official (employee) for whom the aggregated working time has been determined, the actual monthly salary shall be calculated by multiplying the hours actually worked during the relevant calendar month by the hourly salary rate.

10. For an official (employee), when entering office (service, work):

10.1. during the probationary period, the criterion referred to in Sub-paragraph 6.1 of the Regulation shall be applied in the determination of the monthly salary but, at the end of the probationary period, the monthly salary shall be reviewed in accordance with the criteria referred to in Paragraph 6 of the Regulation;

10.2. if a probationary period has not been specified, the criterion referred to in Sub-paragraph 6.1 of the Regulation shall be applied initially in determining the monthly salary and the monthly salary shall be reviewed in accordance with the criteria referred to in Paragraph 6 of the Regulation not later than after six months.

11. If an official (employee) is appointed or transferred to another position or is recruited in the same or another State institution of direct administration:

11.1. the criteria referred to in Paragraph 6 of the Regulation shall be applied to the official (employee) in determining the monthly salary if the institution can evaluate them;

11.2. if the institution cannot evaluate the criterion referred to in Sub-paragraphs 6.2 and 6.3 of the Regulation, the criterion referred to in Sub-paragraph 6.1 of the Regulation shall be applied to the official (employee) initially in determining the monthly salary and the monthly salary shall be reviewed in accordance with the criteria referred to in Paragraph 6 of the Regulation not later than after six months.

12. If an official (employee) returns from a long-term justified absence (for example, parental leave, training, incapacity for work), the monthly salary determined previously shall be determined for such person and the monthly salary shall be reviewed in accordance with the criteria referred to in Paragraph 6 of the Regulation not later than after six months.

13. In accordance with the procedures specified by the head of the institution for the determination of the individual monthly salary, the institution shall review the amount of the monthly salary determined for the official (employee) if any of the criteria referred to in Paragraph 6 of the Regulation changes and it affects the amount of the monthly salary. A monthly salary shall be reviewed if the work performance level of the official (employee) partially conforms or does not conform to the requirements. If the work performance level does not conform to the requirements, the monthly salary of the official (employee) shall be reduced by not more than 15 %, complying with the condition that the reduced monthly salary may not be less than the minimum salary specified in the State and also the condition that the specified monthly salary is not less than the minimum specified in Annex 3 to the Law on Remuneration of Officials and Employees of State and Local Government Authorities for the relevant monthly salary group.

14. For consultative officials, a member of the Cabinet shall determine the individual monthly salary, taking into account the individual qualifications, competence, work performance level of the specific official and the regular amount of work. Paragraphs 10 and 11 of the Regulation shall not apply to the consultative officials of the members of the Cabinet.

15. For an employee for whom a piecework salary has been determined, it shall be determined using the following formula:

I = Tl x Nl x A where

I – the piecework salary in euros;

Tl – the hourly rate of the corresponding monthly salary in euros. It shall be determined by dividing the monthly salary determined in accordance with Paragraph 7 of the Regulation by the average number of working hours per month of the relevant calendar year;

Nl – the work norm in hours per unit of measurement of the amount of work to be carried out;

A – the amount of work carried out in units of measurement (corresponding to the units of measurement used in calculating the work norm).

**III. Procedures for Determining the Monthly Salary of Officials (Employees) of the State Agency Civil Aviation Agency and the State Railway Technical Inspectorate in Order to Ensure Compliance with the Requirements of the European Union and the International Civil Aviation Organisation (ICAO)**

16. In order to determine the monthly salary of the officials (employees) of the State agency Civil Aviation Agency and the State Railway Technical Inspectorate the duties of professional work (position) of which and the requirements to be specified for the position are related to the compliance with the requirements of the European Union and the International Civil Aviation Organisation (ICAO) (hereinafter – the official (employee) of the Agency or the Inspectorate), the positions thereof shall be classified in accordance with the laws and regulations regarding the uniform procedures for the classification of positions in State and local government authorities (catalogue of positions) and the family (sub-family) and level of the position and monthly salary group corresponding to the position shall be determined. The monthly salary interval is specified for each monthly salary group of the State agency Civil Aviation Agency (Annex 1) and the State Railway Technical Inspectorate (Annex 2).

17. The monthly salary for the official (employee) of the Agency or the Inspectorate within the framework of the monthly salary interval for the relevant monthly salary group of the position shall be determined in compliance with the following criteria for the individual monthly salary:

17.1. the qualification of the official (employee) of the Agency or the Inspectorate:

17.1.1. basic qualification (at a minimum level of competence) – the official (employee) has an appropriate education in the relevant field;

17.1.2. optimal qualification (at a basic or higher level of competence) – the official (employee) has an appropriate education and he or she has participated in additional training in the application of the requirements of the European Union or the International Civil Aviation Organisation (ICAO) in the relevant field and has also acquired specific additional knowledge and skills;

17.2. the official (employee) of the Agency or the Inspectorate has work experience in the Agency or the Inspectorate or in another foreign civil aviation or railway supervisory authority.

18. The individual monthly salary of the official (employee) of the Agency within the interval of the monthly salary provided for the relevant monthly salary group in Annex 1 to the Regulation and the individual monthly salary of the official (employee) of the Inspectorate within the interval of the monthly salary provided for the relevant monthly salary group in Annex 2 to the Regulation shall be determined by the head of the institution or the authorised official thereof in compliance with the criteria referred to in Paragraph 17 of the Regulation.

**IV. Determining the Special Supplement, Bonus, and Market Coefficient**

19. The official (employee) of the State Revenue Service shall receive:

19.1. a supplement for the service rank – in accordance with Annex 3 to the Regulation;

19.2. a supplement for the performance of service duties together with a service dog – up to 20 % of the monthly salary specified for the official.

20. If the official of the State Revenue Service has fulfilled the duties of office for less than a calendar month, the supplement for the service rank shall be calculated by dividing the amount of the supplement for the service rank specified for the month by the number of working days in the relevant month and multiplying by the number of working days actually worked during that month.

21. An employee of an institution subordinate to the Ministry of the Interior shall receive a supplement for the performance of work duties together with a service dog of up to 20 % of the monthly salary specified for the employee.

22. An official (employee) shall receive a supplement of up to 25 % of the specified monthly salary for the service (work) associated with a special risk (Annex 4).

23. The procedures for granting the supplements referred to in Sub-paragraph 19.2, Paragraphs 21 and 22 of the Regulation, the criteria for determining the amount of the supplements and the specific amounts of the supplements shall be determined by the head of the institution or the authorised official thereof.

24. An official (employee) who holds the position of a diplomat or has been transferred to another office in another institution for a specified period in the interests of the State, while maintaining the diplomatic rank, shall receive a supplement for the diplomatic rank in the amount of 20 % of the monthly salary corresponding to the position of the diplomat.

25. The officials (employees) of the State institutions of direct administration and the head of the institution may, once a year in accordance with the work performance assessment of the official (employee) which shall be determined in the annual work performance assessment (the current work performance assessment shall be taken into account for the head of the State institution of direct administration), be awarded a bonus in the following amount:

25.1. up to 75 % of the monthly salary if the assessment is “excellent”;

25.2. up to 65 % of the monthly salary if the assessment is “very good”;

25.3. up to 55 % of the monthly salary if the assessment is “good”.

26. A market coefficient may be applied to the monthly salary of an official (employee) which has been determined in accordance with Paragraph 7 of the Regulation or Section 11 of the Law on Remuneration of Officials and Employees of State and Local Government Authorities if a profession has been determined for the official (employee) or they operate in a specific field specified in Annex 5 to the Regulation. The specific market coefficient applicable to the monthly salary of an official (employee) shall be determined by the head of the institution or the authorised official thereof in compliance with the limits of the market coefficients specified for the relevant professions and specific fields in Annex 5 to the Regulation.

**V. Closing Provisions**

27. Cabinet Regulation No. 66 of 29 January 2013, Regulations Regarding Work Remuneration of Officials and Employees of State and Local Government Authorities, and Procedures for Determination Thereof (*Latvijas Vēstnesis*, 2013, No. 25, 189, 244; 2015, No. 4, 247; 2016, No. 201, 250; 2017, No. 237; 2020, No. 247; 2021, No. 7, 66; 2022, No. 24), is repealed.

28. Until the time when the classification of positions has been reviewed in accordance with Chapter 5 of Cabinet Regulation No. 262 of 26 April 2022, Catalogue of Positions of State and Local Government Authorities, the Procedures for Drawing up Position Classifications and Job Descriptions, and the State Chancellery has agreed on the summary of position classification results in accordance with the specified procedures, the monthly salary which has been determined in accordance with Cabinet Regulation No. 66 of 29 January 2013, Regulations Regarding Work Remuneration of Officials and Employees of State and Local Government Authorities, and the Procedures for Determination Thereof, shall be maintained for the official (employee).

29. If a minimum of monthly salary group is specified in the institution until 31 December 2026 which is less than the minimum specified for the relevant monthly salary group in Annex 3 to the Law on Remuneration of Officials and Employees of State and Local Government Authorities, the institution shall, where the work performance level of the official (employee) does not comply with the requirements, reduce the monthly salary of the official (employee) by not more than 15 %, complying with the condition that the reduced monthly salary may not be less than the minimum salary specified in the State and also the condition that the specified monthly salary is not less than the minimum specified for the relevant monthly salary group of the institution.

30. The monthly salary of the Head of the Corruption Prevention and Combating Bureau shall be determined by the Prime Minister from 1 July 2022 to 31 December 2022, taking into account the qualifications thereof.

31. The Regulation shall come into force on 1 July 2022.

Prime Minister A. K. Kariņš

Acting for the Prime Minister, Minister for Finance J. Reirs

**Annex 1**

Cabinet Regulation No. 361

21 June 2022

**Groups and Intervals of Monthly Salaries for Officials (Employees) of the State Agency Civil Aviation Agency who Ensure Compliance with the Requirements of the European Union and the International Civil Aviation Organisation (ICAO)**

|  |  |
| --- | --- |
| Monthly salary group | Monthly salary intervals(coefficients against the base monthly salary) |
| minimum | mid-point | maximum |
| 9. | 1.820 | 2.601 | 3.252 |
| 10. | 2.276 | 3.250 | 4.064 |
| 11. | 2.748 | 3.927 | 4.910 |
| 12. | 3.382 | 4.832 | 5.799 |

**Annex 2**

Cabinet Regulation No. 361

21 June 2022

**Groups and Intervals of Monthly Salaries for Officials (Employees) of the State Railway Technical Inspectorate who Ensure Compliance with the Requirements of the European Union**

|  |  |
| --- | --- |
| Monthly salary group | Monthly salary intervals(coefficients against the base monthly salary) |
| minimum | mid-point | maximum |
| 8. | 0.945 | 1.512 | 2.174 |
| 9. | 1.323 | 1.796 | 2.552 |
| 10. | 1.607 | 2.268 | 3.119 |

**Annex 3**

Cabinet Regulation No. 361

21 June 2022

**Supplements for Service Ranks for Civil Servants of the State Revenue Service with Service Ranks**

|  |  |  |
| --- | --- | --- |
| No. | Service rank | Amount of the supplement per month(EUR) |
| 1. | General | 78 |
| 2. | Colonel | 64 |
| 3. | Lieutenant colonel | 57 |
| 4. | Major | 50 |
| 5. | Captain | 43 |
| 6. | First lieutenant | 36 |
| 7. | Lieutenant | 30 |

**Annex 4**

Cabinet Regulation No. 361

21 June 2022

**Institutions and Position Groups where the Performance of the Official (Service, Work) Duties is Associated with a Special Risk**

|  |  |
| --- | --- |
| No. | Institutions and position groups |
| 1. | Medical treatment institutions and departments the employees of which, due to the specific nature of working conditions, are entitled to a supplement if there are two or more factors of increased risk |
| 2. | Long-term social care and social rehabilitation institutions for adults with mental impairments and institutions for persons with disabilities and visual impairments where there is an increased risk to the safety or health of employees (social work specialists, medical practitioners, social educators, and carers) |
| 3. | Long-term social care and social rehabilitation institutions for children with severe mental development disorders and orphans of an institution and children left without parental care where there is an increased risk to the safety or health of employees (social work specialists, medical practitioners, apartment managers, social pedagogues, teachers, carers, educators, and nannies) |
| 4. | Officials (employees) of the institutions of the Prison Administration working in prisons and juvenile correctional institutions |
| 5. | Special education institutions implementing special education programmes specified in Section 51, Paragraph five of the General Education Law and working with orphans and children left without parental care staying in the boarding school of the relevant educational institution, as well as educational institutions (special classes and groups) implementing the special education programmes specified in Section 50 of the General Education Law – employees working with the abovementioned educatees |
| 6. | Employees who work in social correction education institutions with the educatees who have committed such an offence or violation for which the law foresees criminal or administrative liability |
| 7. | Emergency vehicle drivers (excluding those employed by the State Emergency Medical Service) working in conditions of increased risk |
| 8. | Employees of the Food and Veterinary Service whose work is related to the detection of leukaemia, brucellosis, tuberculosis, and particularly dangerous diseases (e.g. anthrax, foot-and-mouth disease, rabies), and also to radiology, radiography, and disinfection and other work dangerous to health or severe working conditions |
| 9. | Employees for work in conditions of increased danger and conditions harmful to health in fire-fighting and emergency works, direct management of rescue works at the site of the event, and also direct participation in the abovementioned works  |
| 10. | Officials (employees) of the State Revenue Service: |
| 10.1. | whose service is directly related to the detection and prevention of criminal offences in the field of State taxes, duties, and other mandatory payments determined by the State |
| 10.2. | whose service is directly related to the guarding of officials (employees) of the State Revenue Service in relation to the duties to be performed by them, as well as the guarding of other objects |
| 10.3. | whose service is directly related to customs border control |
| 10.4. | whose service is directly related to the detection, prevention of violations of laws and regulations and the implementation of the tasks of the State Revenue Service in the field of State taxes, duties, and other mandatory payments determined by the State |
| 11. | Officials (employees) of the State Probation Service: |
| 11.1. | whose work is directly related to probation clients |
| 11.2. | whose work is directly related to the implementation of social behaviour correction measures in prisons or the attendance of defendants and convicts in prisons |
| 12. | Investigators of the Transport Accident and Incident Investigation Bureau whose work is directly related to being present in an increased danger zone during investigations of aviation accidents, railway traffic accidents, and marine casualties |
| 13. | Officials (employees) of the State Railway Technical Inspectorate whose work is directly related to the detection, prevention of violations of the technical operation of a railway and being present in an increased danger zone, and also to direct participation in the investigation of railway traffic accidents and the measures for the elimination of consequences |
| 14. | State environmental inspectors of the State Environmental Service and the Nature Conservation Agency whose work is directly related to the detection, investigation, and prevention of violations of laws and regulations regarding environmental protection |
| 15. | Medical practitioners of institutional units subordinate to the Ministry of the Interior the safety or health of which is at increased risk |
| 16. | Officials (employees) of the State agency Civil Aviation Agency whose work is directly related to being present in an increased danger zone during the investigation of aviation incidents |
| 17. | Officials (employees) of the Corruption Prevention and Combating Bureau: |
| 17.1. | whose work is directly related to the detection, investigation, and prevention of criminal offences, to official secret objects if they are related to the fight against corruption, and also to violations of the provisions for the financing of political organisations (parties) and their alliances |
| 17.2. | whose work is directly related to the detection, prevention of violations of laws and regulations and implementation of the tasks of the Corruption Prevention and Combating Bureau in the prevention and combating of corruption and also in the control of the implementation of the provisions for the financing of political organisations (parties) and their alliances |
| 18. | Forensic experts whose work is directly related to the research of biological material, biological discharge and blood-stained objects, firearms, explosives, explosive devices, unknown, toxic, radioactive, bacteriological, narcotic or psychotropic substances |

**Annex 5**

Cabinet Regulation No. 361

21 June 2022

**Professions and Specific Areas to Which the Market Coefficient Applies and the Limits of the Applicable Market Coefficient**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Specific areas | Group of officials (employees) | Professions, title of the position |
| Market coefficient ranging from 1.1 to 1.29 |
| 1. | Information Technologies: |
| 1.1. | systems analysis | specialists | junior systems analyst |
| 1.2. | consulting | specialists | technical advisor, solutions advisor, information technology consultant, junior business analyst, junior advisor |
| 1.3. | information security | specialists | information systems security officer, information systems security analyst, information systems security engineer, information systems security administrator, information systems security auditor |
| 1.4. | system administration | specialists | information systems administrator, computer network administrator, hardware specialist, information systems engineer |
| 1.5. | technical support | specialists | senior information technology technical support officer, senior computer support (technical support) specialist, senior technical support administrator |
| 1.6. | user experience design (UX) | senior specialists | user experience (UX) designer, user interface (UI) designer, user experience and user interface (UX and UI) designer |
| 1.7. | systems analysis | senior specialists | systems analyst, application specialist |
| 1.8. | technical support | senior specialists | leading information technology technical support officer, leading computer support (technical support) specialist |
| 1.9. | testing (automated) | senior specialists | automation tester, information systems tester, quality assurance engineer |
| 1.10. | testing (manual) | senior specialists | senior tester, senior information systems tester, senior quality assurance officer (engineer), testing analyst (engineer) |
| 1.11. | consulting | field experts, first and mid-level leaders | senior systems analyst, senior business analyst, senior technical advisor, senior functional consultant, senior information technology consultant |
| 1.12. | systems architecture | field experts, first and mid-level leaders | systems architect, software architect |
| 1.13. | DevOps | field experts, first and mid-level leaders | senior DevOps engineer, leading DevOps engineer |
| 1.14. | information security | field experts, first and mid-level leaders | information systems security manager, senior information systems security auditor, ISO – information security manager, senior information security engineer, chief information security officer |
| 1.15. | consulting | upper-level leaders | head of information technology group, head of information technology consulting, managing technical advisor |
| 1.16. | full-stack programming | upper-level leaders | leading software engineer, head of software development division, head of development group, managing full-stack software engineer |
| 1.17. | systems architecture | upper-level leaders | senior systems architect, senior software architect, solutions architect, head of systems architecture group |
| 1.18. | database management | upper-level leaders | database development and administration manager |
| 1.19. | DevOps | upper-level leaders | head of DevOps, head of DevOps group |
| 1.20. | management | upper-level leaders | head of the information technology department, head of information technology development, head of information technology functions, head of information technology management, head of information technology business line |
| 2. | Data Protection | field experts, first and mid-level leaders | lead data protection officer |
| Market coefficient ranging from 1.3 to 1.5 |
| 3. | Information Technology: |   |   |
| 3.1. | project management | specialists | information technology project specialist, information technology project administrator, information technology project coordinator, information technology project assistant, junior information technology project manager, information technology project manager |
| 3.2. | testing (manual) | specialists | tester, information systems tester, quality assurance officer (engineer), testing analyst (engineer) |
| 3.3. | installation and maintenance (technicians) | specialists | lead information technology technician, lead data centre technician |
| 3.4. | consulting | senior specialists | technical advisor, solutions advisor, information technology consultant, business analyst, systems analyst, systems deployment consultant, functional consultant |
| 3.5. | product manager | senior specialists | product manager, technical product manager |
| 3.6. | DevOps | senior specialists | DevOps specialist, DevOps engineer |
| 3.7. | information security | senior specialists | information systems security expert, information systems security officer, information systems security analyst, senior information systems security administrator, information systems security advisor |
| 3.8. | process management | senior specialists | process manager, quality manager, implementation manager, process analyst, problem analyst, process specialist |
| 3.9. | back-end programming | senior specialists | programmer, programming engineer, systems (application) developer |
| 3.10. | front-end programming | senior specialists | programmer, programming engineer, systems (application) developer |
| 3.11. | full-stack programming | senior specialists | full-stack programmer, programming engineer, systems (application) developer |
| 3.12. | programming (mobile) | senior specialists | programmer, programming engineer, mobile application developer, Android developer, iOS developer |
| 3.13. | project management | senior specialists | information technology project manager, implementation project manager, information technology development project manager, information technology development project manager |
| 3.14. | back-end programming | field experts, first and mid-level leaders | senior back-end developer, software engineer, senior programmer, senior systems (application) developer |
| 3.15. | front-end programming | field experts, first and mid-level leaders | senior front-end developer, software engineer, senior programmer, senior systems (application) developer |
| 3.16. | full-stack programming | field experts, first and mid-level leaders | senior full-stack developer, software engineer, senior programmer, senior systems (application) developer |
| 3.17. | programming (mobile) | field experts, first and mid-level leaders | senior mobile technology developer, software engineer, senior programmer, senior mobile application developer, senior Android developer, senior iOS developer |
| 3.18. | database management | field experts, first and mid-level leaders | senior database (systems) administrator, managing administrator, database engineer |
| 3.19. | product manager | field experts, first and mid-level leaders | senior product manager, technical product manager |
| 3.20. | project management | field experts, first and mid-level leaders | senior head of information technology projects, project director, head of project management department |
| 3.21. | management | field experts, first and mid-level leaders | head of information technology division, head of information technology sub-function, head of information technology group, deputy head of information technology division |
| 3.22. | back-end programming | upper-level leaders | leading software engineer, head of software development division, head of development group, managing back-end software engineer |
| 3.23. | front-end programming | upper-level leaders | lead front-end programmer, technical manager, head of development group |
| 3.24. | information security | upper-level leaders | information security manager, senior information system security auditor, head of information security analysis, ISO – head of information security |