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PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

TO : Permanent Secretaries, Heads of Department,
Chief Administrator, Tobago House of Assembly,
and Heads of Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01

FROM : Chief Personnel Officer

DATE : May 23, 2006

SUBJECT : *Increase in the contributions to the UNIMED
Group Health Plan (monthly-paid):*

You will recall that in my Circular Memorandum dated March 25, 2004, you were informed of the introduction of a contributory Group Health Plan with effect from April 01, 2004 for monthly paid officers of the Civil Service, the Tobago House of Assembly and those Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 for which the Public Services Association is the appropriate recognized Association. By Circular Memorandum dated April 30, 2004, you were also informed that the Plan was introduced for holders of certain offices which fall under the purview of the Salaries Review Commission. These offices were listed in Appendix I to the Circular Memorandum and an updated list is reproduced in the Appendix hereto. The Plan, referred to as the UNIMED Plan (monthly paid), was later extended to members of the Teaching Service with effect from January 01, 2005.

2. There has been an increasingly high level of utilization of the Plan as well as a steady increase in the cost of medical services/treatment. Consequently, in an effort to ensure that the Plan remains self-sustaining, it has become necessary to implement a revised rate of contribution to the Plan from the existing rate of \$52 per month to \$90 per month with effect from **June 01, 2006**. Contribution to the Plan will continue to be shared equally between the Employer and the employee: the cost to each party being \$45 per month.

3. As you are aware, the employee's contribution is made through a monthly deduction from salary in advance of the month of coverage. Since it is not now possible to begin making the increased deduction of \$45 from May 2006 salary, one (1) deduction totalling \$64 will be made from each eligible officer's salary in **June 2006** for coverage for the months of June 2006 and July 2006 made up as follows:

- \$19 (arrears in respect of June 2006) and \$45 (contribution for July 2006)

4. Further information regarding accounting procedures for the increased deduction and the payment of contributions will be communicated to you shortly by the Comptroller of Accounts.
5. The Plan continues to provide the existing package of benefits which includes basic features such as Dental, Optical, Medical, Surgery, Maternity, Accidental Death and Disability Benefits and a Major Medical Benefit limit of \$500,000 over a three year period.
6. Permanent Secretaries/Heads of Department/Heads of Statutory Authorities and the Chief Administrator, Tobago House of Assembly are asked to note that all other arrangements in respect of the UNIMED Plan (monthly-paid) as contained in my Circular Memoranda dated March 25, 2004 and April 30, 2004 continue to apply. Further, you should ensure that the contents of this Circular Memorandum are brought to the attention of all staff who are members of the Plan, including holders of offices listed in the Appendix hereto. In this regard, for the information of those officers of the Civil and Teaching Services who are represented by appropriate recognized Associations, I advise that this Circular Memorandum is being issued with the concurrence of the Public Services Association and the Trinidad and Tobago Unified Teachers' Association.


Marieman Hosein-Ahmad
Chief Personnel Officer

APPENDIX

LIST OF OFFICES UNDER THE PURVIEW OF THE SALARIES REVIEW COMMISSION

Permanent Secretary
Chief Personnel Officer
Director of Personnel Administration
Chief Administrator, Tobago House of Assembly
Secretary, National Security Council Secretariat
Commissioner of Inland Revenue and Chairman of the Board of Inland Revenue
Chief Medical Officer
Director of Contracts
Commissioner of Inland Revenue
Comptroller of Accounts
Comptroller of Customs and Excise
Director of Budgets
Clerk of the House
Chief Immigration Officer
Deputy Auditor General
Deputy Permanent Secretary
Deputy Chief Personnel Officer
Deputy Director of Personnel Administration
Assistant Auditor General
Director, Forensic Science Centre
Executive Director, Investment/Divestment
Executive Officer, Office of the Ombudsman
Secretary to Cabinet
Registrar, Integrity Commission
Deputy Comptroller of Accounts
Assistant Commissioner of Inland Revenue
Clerk of the Senate
Deputy Secretary to Cabinet

Holders of offices in the Judicial and Legal Service

General Manager, Public Transport Service Corporation

President, National Institute of Higher Education (Research, Science and Technology) (NIHERST)

Director (Financial Institutions) NIHERST

Executive Director, National Library and Information System Authority (NALIS)

Deputy Executive Director, National Library and Information System Authority (NALIS)

Special Adviser to Cabinet on all Protective Services and Chief Executive Officer of the National Security Council Secretariat

Inspector of Police Services