

CIRCULAR MEMORANDUM

TO : All Permanent Secretaries and the Director of Personnel Administration

FROM : Chief Personnel Officer

DATE : May 23, 2013

SUBJECT : **Revision of Terms and Conditions of Employment for Support Staff for Ministers of Government, Parliamentary Secretaries and certain other office holders**

I wish to inform you that except in the case of the Motor Vehicle Facility, where applicable, the salary and other terms and conditions of employment applicable to the support staff of Ministers of Government, Parliamentary Secretaries and certain other office holders as indicated below, have been revised with effect from **January 01, 2011**. The revised Motor Vehicle Facility takes effect from the date of this Circular Memorandum.

(I) Personal support staff of Ministers of Government and Parliamentary Secretaries

Cabinet Ministers

1 Adviser
1 Personal Assistant
1 Personal Secretary

Non-Cabinet Ministers

1 Personal Assistant
1 Personal Secretary

Parliamentary Secretary

1 Personal Secretary

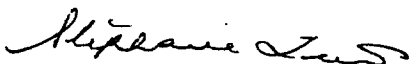
(II) Senior Secretaries to Ministers of Government

(III) Executive Assistants to Permanent Secretaries, the Chief Personnel Officer (CPO) and the Director of Personnel Administration (DPA)

In addition, except in the case of the Commuted Overtime, the terms and conditions of employment of Personal Chauffeurs of Cabinet and Non-Cabinet Ministers have also been revised with effect from **January 1, 2011**. The revised Commuted Overtime took effect

from **July 1, 2010**. You are reminded that Personal Chauffeurs are the personal employees of each individual and **are not engaged on contract by the State**. As a consequence, **no contract** should be executed between the Permanent Secretary and such employee.

2. The revised salary and other terms and conditions applicable to the support staff identified above are set out at Appendices I to VI. However, where an Adviser, Personal Assistant or an Executive Assistant is employed for a period of less than one (1) year, the monthly Salary and Transport Allowance only set out in the relevant Appendices would be applicable, while in the case of the Personal Secretary, the monthly salary only set out in Appendix III would apply. In the case of the Personal Chauffeurs, the monthly salary, Commuted Overtime and allowances only would be payable.
3. You are reminded that the employment of the person selected as your Executive Assistant should be approved by your Minister, in accordance with the terms of Cabinet Minute No. 557 dated May 09, 2001. Also, since the Executive Assistant is intended to be personal to the Permanent Secretary/Head of Department, the contract should provide for him/her to continue in your employment for the period contracted notwithstanding that you may be assigned to another Ministry during such period and for the termination of employment of the individual when you cease to hold the office of Permanent Secretary/Head of Department.
4. Should the person selected as an Executive Assistant hold an appointment to a pensionable office in the Public Service, Ministerial approval would need to be obtained for the grant to him/her of leave of absence without pay on grounds of public policy for the duration of the term of employment. In this event, you should observe, strictly, the provisions of PD Circular Memorandum PD(bm): 12/2/1 dated August 30, 2002 and note that since the grant of absence without pay on grounds of public policy enables the retention of the period of contract employment (while on such leave) as service that is reckonable for pension purposes, **no contract gratuity would be applicable in such case**.
5. Similarly, except in the case of Personal Chauffeurs who are the personal employees of Ministers, provision should be made in the contracts of employment of the persons employed as personal support staff listed at paragraph 1(I), for the termination of employment of such individuals when a Minister/Parliamentary Secretary demits office, that is, cease to be a Minister/Parliamentary Secretary.
6. I should appreciate it if you would take action to implement the revised terms and conditions of employment of the persons involved. Where necessary, you should consult with the Ministry of Finance and the Economy to identify the required funds.



Stephanie Lewis
Chief Personnel Officer

APPENDIX I

Terms and Conditions of Employment (on contract), applicable to the position of Adviser to a Cabinet Minister, with effect from January 01, 2011

- Salary : \$19,400 per month
- Vacation Leave : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave.
(b) The person engaged shall proceed on such leave after the eleventh (11th) month so as to terminate on the expiry date of the term of engagement.
(contract of one year's duration)
- Personal Leave : (a) The person engaged may be granted Personal Leave up to five (5) working days during the twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
(b) Personal Leave granted shall be deducted from Vacation Leave.
- Vacation Leave : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave in respect of each twelve (12) month period of engagement.
(b) In the first year of engagement the person engaged shall be eligible to proceed on Vacation Leave after the eleventh (11th) month of employment and thereafter at the mutual convenience of the parties to the Agreement.
(c) All Vacation Leave shall be taken within the term of engagement.
(contract of more than one year's duration)
- Personal Leave : (a) The person engaged may be granted Personal Leave up to five (5) working days during the first twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
(b) Personal Leave granted shall be deducted from Vacation Leave.
(contract of more than one year's duration)
- Sick Leave : The person engaged shall be eligible for fourteen (14) working days Sick Leave with full pay in respect of the/each twelve (12) month period of employment provided that he/she tenders a medical certificate written under the hand of a duly qualified and registered Medical Practitioner and provided further, that for absences not exceeding two (2) consecutive working days the person engaged shall not normally be required to furnish a medical certificate. Any further period of absence required on grounds of illness shall be treated as leave without pay.

Motor Vehicle Loan Facility
(applicable only where the duration of
a contract is not less than three years)

The person engaged shall be eligible for:

- (a) An advance to be repaid within the term of engagement to a maximum of \$140,000 at a rate of interest of 6% per annum to facilitate the purchase of a new or used motor vehicle with exemption from taxes as applicable, to the following maxima:
 - i. In respect of Motor Vehicle Tax
 - the amount payable on a motor vehicle with an engine capacity of 1799cc;
 - ii. In respect of Value Added Tax
 - the amount payable on a vehicle costing \$140,000;
 - iii. In respect of Special Motor Vehicles Tax
 - the amount payable in respect of a Motor Vehicle Tax on a motor vehicle at (i) above.
- (b) An advance to cover the cost of Motor Vehicle Insurance Premium at a rate of interest of 6% per annum.

Transport Allowance

A Transport Allowance of \$2,700 per month

Maternity Leave
(applicable to female appointees only)

The provisions of the Maternity Protection Act, Chapter 45:57 of the Laws of Trinidad and Tobago shall apply.

Gratuity
(if applicable)

On the satisfactory completion of the term of engagement, or if the term of engagement is terminated by the Government other than for cause or unsatisfactory performance by the person engaged, or if the person engaged dies during the period of employment but his/her work and conduct had been satisfactory, the person engaged (or his/her legal personal representative shall be paid a gratuity equivalent to twenty per cent (20%) of the gross salary earned over the period of employment. Such gratuity shall be liable to deductions for tax purposes.

Compassionate Leave
Confidentiality
Performance Appraisal
Ill-Health
Dismissal
Liability to make good
damage
Wrongful termination
of contract

As in standard form of contract.

Termination of Contract

As in standard form of contract, subject to provision being made for the termination of the contract where the Minister demits office.

APPENDIX II

**Terms and Conditions of Employment (on contract), applicable to the
position of Personal Assistant to Ministers of Government,
with effect from January 01, 2011**

- Salary : \$8,400 per month
- Vacation Leave
(contract of one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave.
- (b) The person engaged shall proceed on such leave after the eleventh (11th) month so as to terminate on the expiry date of the term of engagement.
- Personal Leave
(contract of one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
- (b) Personal Leave granted shall be deducted from Vacation Leave.
- Vacation Leave
(contract of more than one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave in respect of each twelve (12) month period of engagement.
- (b) In the first year of engagement the person engaged shall be eligible to proceed on Vacation Leave after the eleventh (11th) month of employment and thereafter at the mutual convenience of the parties to the Agreement.
- (c) All Vacation Leave shall be taken within the term of engagement.
- Personal Leave
(contract of more than one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the first twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
- (b) Personal Leave granted shall be deducted from Vacation Leave.
- Sick Leave : The person engaged shall be eligible for fourteen (14) working days Sick Leave with full pay in respect of the/each twelve (12) month period of employment provided that he/she tenders a medical certificate written under the hand of a duly qualified and registered Medical Practitioner and provided further, that for absences not exceeding two (2) consecutive working days the person engaged shall not normally be required to furnish a medical certificate. Any further period of absence required on grounds of illness shall be treated as leave without pay.

Motor Vehicle Loan Facility
(applicable only where the duration of
a contract is not less than three years)

: The person engaged shall be eligible for:

(a) An advance to be repaid within the term of engagement to a maximum of \$140,000 at a rate of interest of 6% per annum to facilitate the purchase of a new or used motor vehicle with exemption from taxes as applicable, to the following maxima:

i. In respect of Motor Vehicle Tax

- the amount payable on a motor vehicle with an engine capacity of 1799cc;

ii. In respect of Value Added Tax

- the amount payable on the vehicle costing \$140,000;

iii. In respect of Special Motor Vehicles Tax

- the amount payable in respect of a Motor Vehicle Tax on a motor vehicle at (i) above.

(b) An advance to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.

Transport Allowance

: A Transport Allowance of \$1,800 per month.

Maternity Leave

(applicable to female appointees only)

: The provisions of the Maternity Protection Act, Chapter 45:57 of the Laws of Trinidad and Tobago shall apply.

Gratuity

(if applicable)

: On the satisfactory completion of the term of engagement, or if the term of engagement is terminated by the Government other than for cause or unsatisfactory performance by the person engaged, or if the person engaged dies during the period of employment but his/her work and conduct has been satisfactory, the person engaged (or his/her legal personal representative) shall be paid a gratuity equivalent to twenty per cent (20%) of the gross salary earned over the period of employment. Such gratuity shall be liable to deductions for tax purposes.

Compassionate Leave

Confidentiality

Performance Appraisal

Ill-Health

Dismissal

**Liability to make good
damage**

**Wrongful termination of
contract**

: As in standard form of contract.

Termination of Contract

: As in standard form of contract, subject to provision being made for the termination of the contract where the Minister demits office.

APPENDIX III

Terms and Conditions of Employment (on contract), applicable to the position of Personal Secretary to Ministers of Government and Parliamentary Secretaries with effect from January 01, 2011

- Salary : \$6,300 per month
- Vacation Leave
(contract of one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave.

(b) The person engaged shall proceed on such leave after the eleventh (11th) month so as to terminate on the expiry date of the term of engagement.
- Personal Leave
(contract of one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the twelve (12) month period of engagement to be taken at the mutual convenience of the parties.

(b) Personal Leave granted shall be deducted from Vacation Leave.
- Vacation Leave
(contract of more than one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave in respect of each twelve (12) month period of engagement.

(b) In the first year of engagement the person engaged shall be eligible to proceed on Vacation Leave after the eleventh (11th) month of employment and thereafter at the mutual convenience of the parties to the Agreement.

(c) All Vacation Leave shall be taken within the term of engagement.
- Personal Leave
(contract of more than one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the first twelve (12) month period of engagement to be taken at the mutual convenience of the parties.

(b) Personal Leave granted shall be deducted from Vacation Leave.
- Sick Leave : The person engaged shall be eligible for fourteen (14) working days Sick Leave with full pay in respect of the/each twelve (12) month period of employment provided that he/she tenders a medical certificate written under the hand of a duly qualified and registered Medical Practitioner and provided further, that for absences not exceeding two (2) consecutive working days the person engaged shall not normally be required to furnish a medical certificate. Any further period of absence required on grounds of illness shall be treated as leave without pay.

Maternity Leave
(applicable to female
appointees only)

: The provisions of the Maternity Protection Act Chapter 45:57 of the Laws of Trinidad and Tobago shall apply.

Gratuity
(if applicable)

: On the satisfactory completion of the term of engagement, or if the term of engagement is terminated by the Government other than for cause or unsatisfactory performance by the person engaged, or if the person engaged dies during the period of employment but his/her work and conduct had been satisfactory, the person engaged (or his/her legal personal representative shall be paid a gratuity equivalent to twenty percent (20%) of the gross salary earned over the period of employment. Such gratuity shall be liable to deductions for tax purposes.

Compassionate Leave
Confidentiality
Performance Appraisal
Ill-Health
Dismissal
Liability to make good
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of contract

As in standard form of contract.

Termination of Contract

As in standard form of contract, subject to provision being made for the termination of the contract where the Minister demits office.

Terms and Conditions of Employment
of Personal Chauffeur to Ministers of Government,
with effect from January 01, 2011

Salary	:	\$4,700 per month
Commuted Overtime <i>With effect from July 01, 2010</i> (not payable during vacation leave)	:	\$2,300 per month
Subsistence Allowance (not payable during vacation leave)	:	\$360 per month
Clothing Allowance	:	\$125 per month
Vacation Leave	:	Fifteen (15) working days per annum
Sick Leave	:	Fourteen (14) working days with full pay in respect of each year of service.
Maternity Leave (applicable to female appointees only)	:	The provisions of the Maternity Protection Act, Chapter 45:57 of the Laws of Trinidad and Tobago shall apply.
Terminal Benefits (only to be paid when employment is terminated as a result of the Minister ceasing to be a Minister or when employment is terminated other than for cause or unsatisfactory performance)	:	Two (2) weeks pay for each year of employment

APPENDIX V

**Terms and Conditions of Employment, (on contract), applicable
to the position of Senior Secretary to Ministers of Government
with effect from January 01, 2011**

- Salary : \$9,400 per month
- Vacation Leave : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave.
(b) The person engaged shall proceed on such leave after the eleventh (11th) month so as to terminate on the expiry date of the term of engagement.
(contract of one year's duration)
- Personal Leave : (a) The person engaged may be granted Personal Leave up to five (5) working days during the twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
(b) Personal Leave granted shall be deducted from Vacation Leave.
(contract of one year's duration)
- Vacation Leave : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave in respect of each twelve (12) month period of engagement.
(b) In the first year of engagement the person engaged shall be eligible to proceed on Vacation Leave after the eleventh (11th) month of employment and thereafter at the mutual convenience of the parties to the Agreement.
(c) All Vacation Leave shall be taken within the term of engagement.
(contract of more than one year's duration)
- Personal Leave : (a) The person engaged may be granted Personal Leave up to five (5) working days during the first twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
(b) Personal Leave granted shall be deducted from Vacation Leave.
(contract of more than one year's duration)
- Sick Leave : The person engaged shall be eligible for fourteen (14) working days Sick Leave with full pay in respect of the/each twelve (12) month period of employment provided that he/she tenders a medical certificate written under the hand of a duly qualified and registered Medical Practitioner and provided further, that for absences not exceeding two (2) consecutive working days the person engaged shall not normally be required to furnish a medical certificate. Any further period of absence required on grounds of illness shall be treated as leave without pay.

Maternity Leave : The provisions of the Maternity Protection Act, Chapter 45:57 of the
(applicable to female appointees Laws of Trinidad and Tobago shall apply.
only)

Gratuity : On the satisfactory completion of the term of engagement, or if the
(not applicable to persons who hold employment of the person engaged is terminated by the Government
substantive appointments in the other than for a cause or unsatisfactory performance, or if the person
Civil/Teaching Service) engaged dies during the period of engagement but his/her work and
conduct had been satisfactory, the person engaged (or his/her legal
personal representative as the case may be, shall be paid a gratuity
equivalent to twenty percent (20%) of gross salary earned over the
period of employment. Such gratuity shall be liable to deductions for
tax purposes.

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} As in standard form of contract.

Termination of Contract : As in standard form of contract, subject to provision being made for
the termination of the contract where the Minister demits office.

APPENDIX VI

Terms and Conditions of Employment (on contract), applicable to Executive Assistants to Permanent Secretaries, the Chief Personnel Officer and the Director of Personnel Administration with effect from January 01, 2011

- Salary : \$10,200 per month
- Transport Allowance : A Transport Allowance of \$1,800 per month
- Vacation Leave
(contract of one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave.
- (b) The person engaged shall proceed on such leave after the eleventh (11th) month so as to terminate on the expiry date of the term of engagement.
- Personal Leave
(contract of one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
- (b) Personal Leave granted shall be deducted from Vacation Leave.
- Vacation Leave
(contract of more than one year's duration) : (a) Subject to the Personal Leave clause below the person engaged shall be eligible for twenty (20) working days Vacation Leave in respect of each twelve (12) month period of engagement.
- (b) In the first year of engagement the person engaged shall be eligible to proceed on Vacation Leave after the eleventh (11th) month of employment and thereafter at the mutual convenience of the parties to the Agreement.
- (c) All Vacation Leave shall be taken within the term of engagement.
- Personal Leave
(contract of more than one year's duration) : (a) The person engaged may be granted Personal Leave up to five (5) working days during the first twelve (12) month period of engagement to be taken at the mutual convenience of the parties.
- (b) Personal Leave granted shall be deducted from Vacation Leave.
- Sick Leave : The person engaged shall be eligible for fourteen (14) working days Sick Leave with full pay in respect of the/each twelve (12) month period of employment provided that he/she tenders a medical certificate written under the hand of a duly qualified and registered Medical Practitioner and provided further, that for absences not exceeding two (2) consecutive working days the person engaged shall not normally be required to furnish a medical certificate. Any further period of absence required on grounds of illness shall be treated as leave without pay.

Maternity Leave
(applicable to female appointees only)

: The provisions of the Maternity Protection Act, Chapter 45:57 of the Laws of Trinidad and Tobago shall apply.

Gratuity
(not applicable to persons who hold substantive appointments in the Civil/ Teaching Service)

: On the satisfactory completion of the term of engagement, or if the term of engagement is terminated by the Government other than for cause or unsatisfactory performance by the person engaged, or if the person engaged dies during the period of employment but his/her work and conduct has been satisfactory, the person engaged (or his/her legal personal representative) shall be paid a gratuity equivalent to twenty per cent (20%) of the gross salary earned over the period of employment. Such gratuity shall be liable to deductions for tax purposes.

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PS / CFO / DPA