

PD(bm): 33/2/31 Temp

PERSONNEL DEPARTMENT CIRCULAR No. 3 of 2014

FROM : Chief Personnel Officer

TO : All Permanent Secretaries, Heads of Department and the Chief Administrator, Tobago House of Assembly

DATE : March 6, 2014

SUBJECT : *Implementation of the revised Collective Agreement on Wages, COLA and other terms and conditions of employment on behalf of the daily rated workers of Central Government Services, the Tobago House of Assembly and certain Municipal Corporations for which the National Union of Government and Federated Workers (NUGFW) is the certified bargaining agent*

I wish to inform you that Cabinet has ratified the agreement reached between the Chief Personnel Officer (CPO) and the National Union of Government and Federated Workers (NUGFW) (the Union) for a revised Collective Agreement on Wages, COLA and other terms and conditions of employment in respect of the period January 1, 2011 to December 31, 2013 on behalf of the daily rated workers of Central Government Services, the Tobago House of Assembly and certain Municipal Corporations for which the Union is the certified bargaining agent.

2. Copies of the Agreement which was signed on December 17, 2013 are attached for your attention and necessary action.

3. You are asked to pay particular attention to the agreement reached in respect of the following Articles of the Agreement:-

(A) WAGES

Revised wages derived as follows:-

- (i) Consolidation of the COLA of \$6.60 per day which was payable at December 31, 2010 onto the basic wage rate that was payable to each worker in the bargaining unit at December 31, 2010.

(ii) application thereafter of a 12% wage increase over the three year period as follows:-

- with effect from January 1, 2011 – 3% on the consolidated wage rate at December 31, 2010
- with effect from January 1, 2012 – 4% on the wage payable at December 31, 2011
- with effect from January 1, 2013 – 5% on the wage payable at December 31, 2012.

(B) COLA

The payment of a new COLA as follows:

With effect from January 1, 2011 - \$6.00 per day for each day of service

With effect from January 1, 2012 - \$7.50 per day for each day of service

With effect from January 1, 2013 - \$9.00 per day for each day of service

(C) ALLOWANCES

(a) Subsistence – Article 14(1)

- (i) The allowance payable to a worker who is required to sleep away from his/her workplace/centre for whom no accommodation has been provided by the Employer is increased from \$43.00 per day to \$55.00 per day.
- (ii) The payment of a subsistence allowance to a worker in similar circumstances for whom partial accommodation only or no accommodation was provided is discontinued.

(b) Meal – Article 14(2)

The Meal Allowance is increased to \$45.00 per meal with effect from January 1, 2013 only.

(c) Travelling – Article 14(3)

The allowance payable to a worker for use of his/her own vehicle in the performance of his/her duties is increased from \$2.00 per kilometre to \$3.00 per kilometre.

(d) Tool – Article 14(4)

- (i) The allowance payable to a worker for use of his/her own tools on the job is increased from \$1.15 per day to \$3.00 per day.
- (ii) The allowance payable to a worker for use of his/her own cutlass and file on the job is increased from \$0.66 per day to \$2.00 per day.

(e) Instructors – Article 14(5)

The existing allowance of \$29.00 per week payable to a worker who is required, in writing, to train other workers and/or apprentices is maintained.

(f) Transfer – Article 14(6)

The existing “settling-in” allowance of \$540 per month payable to a worker who is transferred at the Employer’s initiative which necessitates him/her changing his/her place of abode, is maintained.

(g) Oiling – Article 14(7)

The allowance payable to a worker whose main duty consists of oiling or other work of a similar nature is increased from \$1.35 per day to \$2.50 per day.

(h) Fire Protection Duty – Article 2.6.1

The allowance payable to a worker of the Forestry Division of the Ministry of Environment and Water Resources, who is required to perform fire protection duties during the fire season, which runs from March to May annually, is increased from \$16.60 per day to \$21.00 per day in respect of each day worked.

(D) PREMIUMS**(a) Height – Article 16.1.1**

- (i) The quantum of the premium which is payable to a worker, who is not a tree climber but who is required to climb trees, during the course of his/her duty, which are not less than 20 feet high but not more than 40 feet high, is increased from \$0.50 per day to \$1.50 per day.

- (ii) The quantum of the premium which is payable to a tree climber who is required to climb to heights of not less than 45 feet, is increased from \$0.50 per day to \$1.50 per day.
- (iii) The quantum of the premium which is payable to a worker who is required to perform duties at heights between 80 feet and 100 feet above floor or ground level, is increased from \$0.20 per hour to \$1.00 per hour.
- (iv) The quantum of the premium which is payable to a worker who is required to perform duties at more than 100 feet above floor or ground level is increased from \$0.35 per hour to \$2.00 per hour.

(b) Heat – Article 16.2.1

The quantum of the premium which is payable to a worker who is required to work in temperatures of 100°F (43.3°C) or over is increased from \$0.25 per hour to \$1.00 per hour.

(c) Cold – Article 16.3.1

- (i) The quantum of the premium which is payable to a worker who is required to work in temperatures between 0° to 25°F (-17.8° to -3.9°C) is increased from \$0.65 per hour to \$2.25 per hour.
- (ii) The quantum of the premium which is payable to worker who is required to work in temperatures ranging between 26° to 45°F (-3.3° to 7.2°C) is increased from \$0.42 per hour to \$1.50 per hour.

(d) Shift – Article 16.4

The quantum of the premium payable to a shift worker is increased from \$5.75 per shift to \$8.00 per shift.

(E) OTHER PREMIUMS – Article 16.5

The quanta of premiums which are payable to other workers who are engaged in performing work in dirty/insanitary and/or in uncomfortable conditions are increased as follows:-

<i>Occupational Category</i>	<i>Old Rate per day up to December 31, 2010</i>	<i>New Rate per day with effect from January 1, 2011</i>

Occupational Category	Old Rate per day up to December 31, 2010	New Rate per day with effect from January 1, 2011
Scavenging Loaders	\$3.05	\$4.50
Cesspool Drivers & Attendants	\$3.45	\$5.00
Market Cleaners	\$2.70	\$4.00
Underground (Chokemen)	\$2.70	\$4.00
Surface Drain Workers	\$2.70	\$4.00

(F) MATERNITY LEAVE

The following amendments have been made to the Maternity Leave provisions in order to ensure compliance with the Maternity Protection Act, Chapter 45:57:-

- (i) the quantum of maternity leave is increased from 13 weeks to 14 weeks with effect from May 22, 2012; and
- (ii) the quantum of half pay maternity leave is increased from 2 months to 2 months and 1 week with effect from May 22, 2012.

4. Permanent Secretaries, Heads of Department and the Chief Administrator, Tobago House of Assembly are requested to take appropriate steps to implement the Agreement in its entirety.

5. You should consult with the Ministry of Finance and the Economy to identify any additional funds required to implement the Agreement.


STEPHANIE LEWIS
 Chief Personnel Officer