

THE CIVIL SERVICE ACT, CHAPTER 23:01
(Under Section 19)

MEMORANDUM OF AGREEMENT

between

THE CHIEF PERSONNEL OFFICER - **Party No. 1**

and

**THE PUBLIC SERVICES
ASSOCIATION OF TRINIDAD AND
TOBAGO** - **Party No. 2**

The Parties agree, following consultation and negotiation, that the undermentioned terms and conditions of employment shall apply, with effect from the dates specified, to full time monthly paid officers of the Civil Service:-

1. SALARY

For the period January 1, 2008 to December 31, 2010:

- (a) The Cost of Living Allowance (COLA) of \$125.00 applicable at December 31, 2007, shall be consolidated with basic salary payable at that date and the following percentage increases shall be added to the resulting salaries as set out below:-

with effect from January 1, 2008 -	2%;
with effect from January 1, 2009 -	1% on salaries payable at December 31, 2008;
with effect from January 1, 2010 -	2% on salaries payable at December 31, 2009.

The resultant salaries are as set out in the **Appendix** to this Agreement.

(b) a lump sum payment of \$3,000.

2. COLA

(a) As stated at 1 above, the COLA of \$125.00 per month payable at December 31, 2007, shall be consolidated with basic salary as at that date; and

(b) a new COLA at the following rates shall be paid:-

(i) With effect from January 1, 2008 to December 31, 2009 \$125 per month

(ii) With effect from January 1, 2010 \$145 per month

3. TRANSFERS BETWEEN TRINIDAD AND TOBAGO

With effect from January 01, 2008, the allowances payable to an officer who is transferred between Trinidad and Tobago shall be increased to the following amounts:

(i) **Transfer Allowance** - **\$750 per month**

(ii) **House Allowance** (where housing/accommodation is not provided):

(a) where the transfer is from **Tobago to Trinidad** - **\$1,700 per month**; and

(b) where the transfer is from **Trinidad to Tobago** - **\$2,300 per month**

The conditions that govern the payment of these allowances as set out in Personnel Department Circular No. 4 of 1997 dated December 29, 1997 shall continue to apply.

4. TRAVELLING ALLOWANCES AND FACILITIES

A. ADVANCE TO PURCHASE A MOTOR VEHICLE

With effect from the date of issue of the relevant Circular, the maximum amount to be advanced to eligible officers for the purchase of a motor vehicle shall be increased to **\$145,000**.

B. MOTOR VEHICLE REPAIR LOAN

The maximum amount to be advanced to eligible officers for the purpose of effecting repairs to his/her motor vehicle, shall be maintained at **\$20,000**.

C. MOTOR VEHICLE UPKEEP ALLOWANCE

The Motor Vehicle Upkeep Allowance shall be increased as follows:

With effect from January 1, 2008	\$1,950 per month
With effect from January 1, 2009	\$1,975 per month
With effect from January 1, 2010	\$2,000 per month

D. KILOMETRIC ALLOWANCE

With effect from January 01, 2008, the Kilometric Allowance applicable to an officer who is required to keep and use a motor vehicle in the performance of his/her official duties shall be increased to **\$2.00** per kilometre.

E. KILOMETRIC ALLOWANCE UNDER REGULATION 16

With effect from January 01, 2008, the Kilometric Allowance payable under Regulation 16 of the Travelling Allowances Regulations, Chapter 23:50 shall be increased to **\$2.50** per kilometre.

F. SUBSISTENCE ALLOWANCE

With effect from the date of issue of the relevant Circular, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations, Chapter 23:50 being met, the Subsistence Allowance payable to an officer, who, in the course of his/her official duty, is required to travel beyond a radius of 16 kilometres (10 miles) from his/her station shall be increased to the following amounts:-

(i) In Trinidad:
\$120 per day

(ii) In Tobago:
\$129 per day

G. MEAL ALLOWANCE

(i) With effect from the date of issue of the relevant Circular, the Meal Allowance payable to officers other than those who have traditionally

been provided with meals while on duty and who are **required** to continue working more than two (2) hours beyond the end of their normal working day or shift of duty shall be as follows:-

(i) In Trinidad:
\$40 per meal

(ii) In Tobago:
\$43 per meal

The existing arrangements specified in Personnel Department Circular No. 4 of 1980 dated October 13, 1980 governing the conditions for payment of this allowance shall continue to apply.

(ii) The Meal Allowance payable to an officer who is called out to work while off duty shall be as follows:

In Trinidad: - \$40 per meal

In Tobago: - \$43 per meal

The existing arrangements specified in Personnel Department Circular No.1 of 1984 dated March 28, 1984 governing the conditions for payment of this allowance shall continue to apply.

H. CHAUFFEUR ALLOWANCE

The daily Chauffeur Allowance payable under Regulation 37 of the Travelling Allowances Regulations, Chapter 23:50 where an officer is required to travel a day's journey of 161 kilometres (100 miles) or more in Trinidad or 97 kilometres (60 miles) or more in Tobago and where it is certified that he/she has employed a licensed chauffeur, shall be increased as follows:-

with effect from January 01, 2008 - \$183 per day

with effect from January 01, 2009 - \$185 per day

with effect from January 01, 2010 - \$189 per day

I. DAILY CHAUFFEUR'S MEAL ALLOWANCE

With effect from the date of issue of the relevant Circular, the daily Chauffeur's Meal Allowance payable under Regulation 37 of the Travelling Allowances Regulations, Chapter 23:50 shall be increased to one-third ($\frac{1}{3}$) of the daily Subsistence Allowance as at item F above.

4. PROVISION OF UNIFORMS

A. SEWING OF UNIFORMS

With effect from January 01, 2008, the allowance payable to eligible officers for the sewing of uniforms shall be increased to the following amounts:

\$90 for each dress	\$80 for each shirt jac
\$55 for each skirt	\$60 for each blouse
\$100 for each pair of pants (<i>male</i>)	\$40 for each pinafore
\$90 for each pair of pants (<i>female</i>) – <i>no change</i>	

Uniforms or material and allowances for the making of uniforms are, as far as possible, to be provided to entitled officers on or before March 31, of the year of issue.

B. SHOE ALLOWANCE

With effect from January 01, 2008:

- (i) The Shoe Allowance payable to eligible male personnel to purchase two (2) pairs of shoes shall be increased to **\$675 per annum**.
- (ii) The Shoe Allowance payable to eligible female personnel to purchase two (2) pairs of shoes shall be increased to **\$525 per annum**.

5. ON CALL ALLOWANCE

With effect from January 01, 2008, the On Call Allowance payable under Personnel Department Circular No. 6 of 1970 dated July 24, 1970 shall be increased to **\$550 per month**.

6. RESPONSIBILITY ALLOWANCE

With effect from January 01, 2008, a Responsibility Allowance of **\$1,550 per month** shall be payable to the Assistant Chief Immigration Officer in the Immigration Division, Ministry of National Security, who is required to visit ports of entry after working hours and on weekends and public holidays.

7. LAUNDRY ALLOWANCE

With effect from **January 01, 2008**, Laundry Allowance payable to the undermentioned officers shall be increased as follows:

Animal Production and Health Division

- | | |
|--|-------------------|
| (i) Veterinary Officers | \$240 per month |
| (ii) Animal Health Assistants | } \$120 per month |
| (iii) Anti-rabies Assistants | |
| (iv) Artificial Insemination Technicians | |
| (v) Agricultural Assistants | |

Research Division

- | | |
|--------------------------|-----------------|
| Animal Health Assistants | \$120 per month |
|--------------------------|-----------------|

8. MATTERS PECULIAR TO NURSING AND CERTAIN OTHER HEALTH PERSONNEL

A. SPECIALIZATION ALLOWANCE

With effect from **January 01, 2008**, the rates of Specialization Allowance payable to the following personnel shall be increased to the amounts indicated:-

- (i) a Nurse **with** post basic qualification in an approved area of specialization and who actually works in the area of such specialization - **\$420 per month.**
- (ii) a Head Nurse **with** post basic qualification in an approved area of specialization other than in Midwifery and Psychiatry who actually works in the particular area of specialization - **\$420 per month.**
- (iii) a Midwife **with** a post basic qualification in Neonatal Nursing who works in a Neonatal Unit - **\$420 per month.**
- (iv) a Nurse **without** post basic qualification in an approved area of specialization who has worked continuously in a specialized area - **\$150 per month.**
- (v) a Midwife **without** a post basic qualification in Neonatal Nursing who has worked continuously in a Neonatal Unit - **\$150 per month.**

The allowances at (iv) and (v) above shall be paid with effect from the fourth month.

B. ACCIDENT AND EMERGENCY DEPARTMENT ALLOWANCE

With effect from January 01, 2008, the rates of Accident and Emergency Department Allowance payable to the following personnel shall be increased as indicated:

- (i) a Nurse **with** post basic qualification in Advanced Trauma Nursing who works in an Accident and Emergency Department - **\$420 per month**.
- (ii) a Nurse **without** post basic qualification in Advanced Trauma Nursing who works in an Accident and Emergency Department - **\$150 per month**.

C. INCENTIVE ALLOWANCE

- (i) **With effect from January 01, 2008**, the rate of Incentive Allowance payable to a Nursing Assistant who has completed training in the following approved specialized areas and who actually works in the area of specialization shall be increased as indicated:-

- (a) Geriatric Nursing - **\$150 per month**
- (b) Home Nursing - **\$150 per month**
- (c) Theatre Techniques - **\$150 per month**
- (d) Physical Instruction - **\$150 per month**
- (e) Advanced Theatre Techniques (Scrub Technicians) - **\$280 per month**

- (ii) **With effect from January 01, 2008**, the rate of Incentive Allowance payable to an Enrolled Nursing Assistant other than at (i) above who actually works in the approved areas of specialization shall be **\$95 per month**. This allowance is payable from the fourth continuous month of duty in the areas specified at (i) (a) – (e).

D. SPECIAL PSYCHIATRIC ALLOWANCE

With effect from January 01, 2008, the rates of Special Psychiatric Allowance payable to the under-mentioned personnel shall be increased to the following amounts:-

- | | | |
|--------|--|------------------------|
| (i) | Nursing Personnel at St. Ann's Hospital | \$420 per month |
| (ii) | Mental Health Officers at St. Ann's Hospital | \$420 per month |
| (iii) | Psychiatric Social Workers assigned to the Mentally Ill, Homeless and Rehabilitation Unit and to the Forensic Unit, St. Ann's Hospital | \$420 per month |
| (iv) | Enrolled Nursing Assistants at St. Ann's Hospital | \$270 per month |
| (v) | Nursing Personnel at Extended Care Centres and Psychiatric Wards in San Fernando General Hospital and Tobago County Hospital | \$220 per month |
| (vi) | Other Psychiatric Social Workers | \$220 per month |
| (vii) | Enrolled Nursing Assistants at Extended Care Centres and Psychiatric Wards at the San Fernando General Hospital and the Tobago County Hospital | \$150 per month |
| (viii) | Hospital Attendants attached to the St. Ann's Hospital and the Community Mental Health Programme | \$140 per month |
| (ix) | Nurses' Aides at St. Ann's Hospital | \$95 per month |

E. COMMUNITY MENTAL HEALTH ALLOWANCE

- (i) **With effect from January 01, 2008**, the rate of Community Mental Health Allowance payable to Nurses and Mental Health Officers **with** post basic qualification in Community Mental Health Nursing and working in the community shall be increased to **\$420 per month**.
- (ii) **With effect from January 01, 2008**, a Mental Health Officer **without** post basic qualification in Community Mental Health Nursing and working continuously in the community shall be paid a Community Mental Health Allowance of **\$150 per month**.

This allowance is payable from the fourth continuous month of duty in the community.

F. ~~X~~ CENTRAL STERILIZING SUPPLY DEPARTMENT (CSSD) ALLOWANCE

With effect from January 1, 2008, the rate of allowance payable to Medical Orderlies employed at the Central Sterilizing Supply Department, General Hospital, Port of Spain and Mt. Hope Maternity Hospital for working under abnormal conditions during any period that the equipment in these Departments is inoperative shall be increased to **\$230 per month**.

With the agreement of the Public Services Association, payment of the allowance shall cease when the said equipment is put in order.

G. EXTRA DUTY ALLOWANCE

With effect from January 01, 2008, the rate of Extra Duty Allowance payable to Medical Orderlies employed at the Central Sterilizing Supply Department (CSSD), General Hospital, Port of Spain and Mt. Hope shall be increased to **\$230 per month**.

H. MEAL ALLOWANCE

With effect from January 01, 2008, the Meal Allowance payable to eligible Health Personnel shall be increased to **\$700 per month**.

I. LAUNDRY ALLOWANCE

With effect from January 01, 2008, the Laundry Allowance payable to the under-mentioned persons shall be increased as follows:

- | | | |
|-----|--|------------------------|
| (a) | Eligible Health Personnel | \$240 per month |
| (b) | Public Health Inspectors I, II and III | \$120 per month |

J. ADMINISTRATIVE ALLOWANCE

With effect from January 1, 2008, an Administrative Allowance of **\$1,450 per month** shall be paid to the Medical Social Worker II who performs administrative functions of Head of Department, in the absence of a Head of Department.

9. PERIOD OF AGREEMENT

The terms of this Agreement cover the period January 1, 2008 to December 31, 2010.

Any terms and conditions which currently exist and which have not been expressly identified above shall continue to apply.

Any proposals made by Party No. 2 in respect of the period January 01, 2008 to December 31, 2010 and which have not been covered by this Agreement are hereby withdrawn by Party No. 2.

Stephanie Lewis

[Signature]

Bernard Bailey

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[Signature]

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Gary Joseph

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Judy Bailey-Rosel

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Noel Baum

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CHIEF PERSONNEL OFFICER
ON BEHALF OF THE MINISTER
OF FINANCE

FOR AND ON BEHALF OF THE
PUBLIC SERVICES ASSOCIATION
OF TRINIDAD AND TOBAGO

Dated this *8th* day of April, 2011