

MEMORANDUM OF AGREEMENT

between the

CHIEF PERSONNEL OFFICER

and the

**TRINIDAD AND TOBAGO
PRISON SERVICE
FIRST DIVISION
OFFICERS ASSOCIATION**

January 01, 2011 to December 31, 2013

(ii) **ADVANCE TO PURCHASE A MOTOR VEHICLE**

With effect from the date of issue of the relevant memorandum conveying instructions, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be **\$160,000**.

(iii) **MOTOR VEHICLE REPAIR LOAN**

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

(iv) **KILOMETRIC ALLOWANCE**

With effect from January 1, 2011, 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 **\$2.35 per kilometre**.

(v) **KILOMETRIC ALLOWANCE UNDER REGULATION 16**

With effect from January 1, 2011, the rate of the Kilometric Allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be **\$2.95 per kilometre**.

(vi) **SUBSISTENCE ALLOWANCE**

- (a) With effect from the date of issue of the relevant memorandum conveying instructions, subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations 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:-

IN TRINIDAD - \$150 per day

IN TOBAGO - \$162 per day

- (b) Where an officer qualifies for payment of Subsistence Allowance at (a) above, such proportion of the monthly Meal Allowance that would normally be payable to the officer in respect of the particular day shall be deducted from the Subsistence Allowance payable.

PERIOD OF AGREEMENT

The terms of this Agreement cover the period January 1, 2011 to December 31, 2013.

CHIEF PERSONNEL OFFICER
ON BEHALF OF THE MINISTER
OF FINANCE AND THE ECONOMY

FOR AND ON BEHALF OF
THE TRINIDAD AND TOBAGO
PRISON SERVICE FIRST
DIVISION OFFICERS
ASSOCIATION

Stephanie Jones

Billy

W. Jones

W. Santos

Sharon Key-Thomas

Gail Evelyn

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Gerard White

Dave Clarke

Carlos Low

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Dated this 27th day of July, 2015

PRISON SERVICE
CLASSIFICATION AND COMPENSATION PLAN
SALARY ADJUSTMENT APPLICABLE TO OFFICES IN THE FIRST DIVISION OF
THE TRINIDAD AND TOBAGO PRISON SERVICE
WITH EFFECT FROM JANUARY 1, 2011

Office	Grade	Period	Salary Scale		
			Minimum	A	B
Assistant Commissioner of Prisons	7	Existing 2010	16,944		
		wef 1-Jan-11	17,622		
Senior Superintendent of Prisons	6	Existing 2010	14,898	15,185	15,471
		wef 1-Jan-11	15,494	15,792	16,090
Superintendent of Prisons Chief Prisons Welfare Officer	5	Existing 2010	13,155	13,402	13,651
		wef 1-Jan-11	13,681	13,938	14,197
Assistant Superintendent of Prisons	4	Existing 2010	11,917	12,176	12,436
		wef 1-Jan-11	12,394	12,663	12,933

**THE PRISON SERVICE ACT, CHAPTER 13:02
(under section 20)**

MEMORANDUM OF AGREEMENT

between

THE CHIEF PERSONNEL OFFICER

Party No 1

and

**TRINIDAD AND TOBAGO PRISON
SERVICE FIRST DIVISION OFFICERS
ASSOCIATION**

Party No. 2

The Parties agree, following consultation and negotiation, that the undermentioned revised Terms and Conditions of Employment shall apply with effect from the dates specified to full-time monthly-paid officers in the First Division of the Trinidad and Tobago Prison Service:-

1. SALARY

- (i) With effect from January 1, 2011, basic salary shall be adjusted to the rates as set out in **Appendix I**.
- (ii) The Cost of Living Allowance of \$145 per month which existed at December 31, 2010 shall be consolidated with the basic adjusted salaries referred to at (i) above.
- (iii) The salaries referred to at (ii) above shall be adjusted further as follows:
 - (a) With effect from January 1, 2011 to December 31, 2011, the consolidated adjusted salaries at (ii) above plus twenty-nine percent (29%) of the difference between such salaries and the targeted quantum agreed upon by the Parties, derived from the application of 85% of the market shift, the shift being 16.5%;
 - (b) With effect from January 1, 2012 to December 31, 2012, the consolidated adjusted salaries at (ii) above plus fifty-seven percent (57%) of the difference between such salaries and the targeted quantum

agreed upon by the Parties, derived from the application of 85% of the market shift, the shift being 16.5%; and

- (c) With effect January 1, 2013 to December 31, 2013, the salaries representing the targeted quantum agreed upon by the Parties; derived from the application of 85% of the market shift, the shift being 16.5%.

The resultant salaries from (a) to (c) above are set out in **Appendix II** to this Agreement.

2. LUMP SUM

A lump sum of five thousand dollars (\$5,000) shall be paid to each officer who held an appointment to Grades 4 to 7 in the Prison Service during the period January 1, 2011 to December 31, 2013.

Each officer shall be entitled to one lump sum only and such lump sum will be applicable to the substantive office which the officer held during the period.

3. COST OF LIVING ALLOWANCE

A new COLA at the following rates shall be paid for the period **January 1, 2011 to December 31, 2013:-**

January 1, 2011 to December 31, 2011	\$160 per month
January 1, 2012 to December 31, 2012	\$175 per month
January 1, 2013 to December 31, 2013	\$225 per month

4. ALLOWANCES

A. HOUSE ALLOWANCE

- (i) With effect from January 1, 2011, the monthly House Allowance payable to an entitled officer shall be as follows :-

Married Officer	-	\$2,105 per month
Single Officer	-	\$1,650 per month

- (ii) Where an officer is married to or marries another officer, each officer shall continue to be paid the House Allowance applicable to a single officer.
- (iii) Where it is established to the satisfaction of the Commissioner of Prisons that a single officer who is in a common-law relationship meets the criteria set out in the Cohabitation Relationships Act, Chapter 45:55 of the Laws of Trinidad and

Tobago, the officer shall be paid the rate of the House Allowance applicable to a married officer.

B. MEAL ALLOWANCE

With effect from January 1, 2011, the monthly Meal Allowance payable to an eligible officer shall be \$655 per month.

C. LAUNDRY ALLOWANCE

With effect from January 1, 2011, the Laundry Allowance payable to an eligible officer shall be \$200 per month.

D. CARRERA DUTY ALLOWANCE

With effect from January 1, 2011, the Carrera Duty Allowance payable to an eligible officer shall be \$300 per month.

E. SPECIAL CARRERA DUTY ALLOWANCE

With effect from January 1, 2011, the Special Carrera Duty Allowance payable to the holders of the undermentioned offices in charge of the Carrera Island Prison, in recognition of the isolation and deprivation associated with the extended periods of time spent on duty at the prison, shall be \$615 per month:-

Superintendent of Prisons

Assistant Superintendent of Prisons

F. PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the Plain Clothes Allowance payable to the Chief Prisons Welfare Officer who is required to operate out of uniform in the performance of his duties shall be \$450 per month.

G. SPECIAL PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the Special Plain Clothes Allowance payable to an officer who, for security reasons, is required to operate out of uniform in the performance of his rostered duty outside of normal working hours, at night, on weekends and public holidays shall be \$155 per month.

H. SPECIAL RESPONSIBILITY ALLOWANCE

The **Special Responsibility Allowance** payable to an officer who is rostered and is responsible for superintending the security arrangements at all prison establishments outside of normal hours of work, at nights, on weekends and on public holidays shall be as follows:-

2011 - \$1,680 per month

2012 - \$1,680 per month

2013 - \$2,200 per month

I. QUALIFICATION ALLOWANCE

- (i) **With effect from January 1, 2011, a Qualification Allowance** shall be introduced at a rate of **\$1,045 per month** for an officer who possesses a recognised Degree in Occupational Safety and Health (OSH) or the National Examination Board in Occupational Safety and Health (NEBOSH) Diploma.
- (ii) **With effect from August 1, 2013, a Qualification Allowance** at the rates specified below shall be introduced for an officer who possesses the undermentioned qualifications:

Legal Education Certificate (LEC) or equivalent qualification	-	\$1,150 per month
Bachelor of Law Degree (LLB)	-	\$1,045 per month

In order to qualify for the payment of a Qualification Allowance at (i) and (ii) above, an officer shall be required by the Commissioner of Prisons to utilize the skill on an **on-going** basis in the performance of his/her official duties.

J. TRAVELLING FACILITIES AND ALLOWANCES

(a) MOTOR VEHICLE UPKEEP ALLOWANCE

The **Upkeep Allowance** payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chapter 23:50 who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:-

With effect from January 1, 2011	\$2,200 per month
With effect from January 1, 2013	\$2,400 per month