

**PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO. 2 of 2024**

**TO : Permanent Secretaries**

**FROM : Chief Personnel Officer**

**DATE : February 29, 2024**

**SUBJECT : Terms and conditions of employment, on contract, for the position of Communication Strategist, in the Personal Support Staff provided to Cabinet Ministers**

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Further to my Circular Memorandum PD (cm): 10/1/43 Vol. IV dated April 6, 2023, I advise that Cabinet by Minute No. 40 of January 11, 2024 agreed, *inter alia*, to the inclusion of the contract position of Communication Strategist in the personal support staff provided to Cabinet Ministers with effect from January 11, 2024. The Personal Support Staff of Cabinet Ministers now consists of the following positions:

- One (1) Adviser
- One (1) Communication Strategist
- One (1) Personal Assistant
- One (1) Senior Secretary
- One (1) Personal Secretary
- One (1) Personal Chauffeur

2. The salary and other terms and conditions applicable to the employment, on contract, of the Communication Strategist with effect from January 11, 2024, are set out in the Appendix. However, where a Communication Strategist is employed for a period of less than one (1) year, the monthly Salary and Transport Allowance only, set out in the Appendix, would be applicable. You are also reminded that where a contract is less than one (1) year's duration, **no** provision for vacation leave or gratuity is to be included. Further, where public officers have been granted leave of absence without pay on the grounds of public policy to take up employment, on contract, they are not eligible for a gratuity.

3. Additionally, provision should be made in the contracts of employment of the persons employed as Communication Strategist in the personal support staff of Cabinet for the termination of employment of such individuals when the Minister demits office, that is, ceases to be a Minister.

4. Kindly bring this Circular to the attention of all persons engaged in the administration of contract employment within your Ministry.

  
**Chief Personnel Officer**

APPENDIX

**Terms and conditions of employment, on contract, applicable to the position of  
Communication Strategist to a Cabinet Minister, with effect from January 11, 2024**

Salary	\$23,500 per month with effect from January 11, 2024
Duty Allowance	\$2,350 per month
Telephone Allowance	\$500 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 (11 <sup>th</sup> ) 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 (11 <sup>th</sup> ) 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 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 \$155,000 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 \$155,000;
  - iii. In respect of Special Motor Vehicle Tax
    - the amount payable in respect of 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 \$2,300 per month

Maternity Leave  
(applicable to female appointees)

(a) The person engaged shall be eligible for Maternity Leave under the Maternity Protection Act, Chap. 45:57 of the Laws of Trinidad and Tobago subject to the following:-

- (i) she shall have been in the employment of Government for a period of not less than twelve (12) continuous months: employment under a previous contract that immediately precedes her present term of engagement being reckonable for purposes of determining 12 continuous months; and
- (ii) any leave granted shall not extend beyond the date on which her term of engagement expires.

(b) The taking of Maternity Leave shall not prejudice or affect the eligibility of the person engaged for Vacation Leave.

Gratuity

On the satisfactory completion of the term of engagement or

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

if the employment of the person engaged is terminated by the Government other than for cause or unsatisfactory performance or if the person 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 20% of 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.