

THE PRISON SERVICE ACT, CHAPTER 13:02
(Under Section 20)

MEMORANDUM OF AGREEMENT

between

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

and

THE PRISON OFFICERS' ASSOCIATION OF TRINIDAD AND TOBAGO (SECOND DIVISION) - **Party No. 2**

The Parties agree, following consultation and negotiation, to salaries being adjusted based on 85% of the market shift of 16.5%, which amounts to 14%. Also, the Parties agree to the undermentioned revised Terms and Conditions of Employment. The revised Salaries and Terms and Conditions of Employment shall apply with effect from the dates specified to full-time monthly-paid officers in the Second 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.

5. TRANSFER BETWEEN TRINIDAD AND TOBAGO

- A. (i) With effect from January 1, 2011, the allowance payable to an officer who is transferred from Trinidad to Tobago or vice versa, shall be as follows:-**

(a) Transfer Allowance

With effect from January 1, 2011	\$850 per month
With effect from January 1, 2012	\$900 per month
With effect from January 1, 2013	\$990 per month

- (b) Housing Allowance (where housing/accommodation is not provided)**

(i) where the transfer is from Tobago to Trinidad

With effect from January 1, 2011	\$1,900 per month
With effect from January 1, 2013	\$2,000 per month

(ii) where the transfer is from Trinidad to Tobago

With effect from January 1, 2011	\$2,550 per month
With effect from January 1, 2013	\$2,700 per month

- (ii) The conditions that govern the payment of these allowances as set out in the **Memorandum of Agreement dated March 14, 2001** shall continue to apply and are reproduced hereunder:-
- (a) The officer, whether married or single, shall be paid the Housing Allowance under this provision instead of the Housing Allowance at **4A.** above;
 - (b) the allowances shall be payable for a maximum of **eighteen (18) months** which shall be the normal duration of a transfer;
 - (c) where, however, the officer is required to remain in the place of transfer beyond **eighteen (18) months, because of the exigencies of the Service**, payment of the allowances shall be extended accordingly;
 - (d) where, for personal reasons, the officer requests a transfer to or from Trinidad or Tobago or where, on being re-transferred, he/she requests his/her continued stay in Trinidad or Tobago, the allowances shall not be payable;
 - (e) where an officer is **transferred on promotion** to an office in Trinidad or Tobago, the allowances shall be payable for a maximum period of **six (6) months**;
 - (f) where the officer is promoted **while on transfer**, the allowances shall continue to be payable for a maximum period of six (6) months from the date of promotion, but not exceeding a **total of eighteen (18) months** from the date of transfer; and
 - (g) the allowances shall not be payable to an officer posted to Trinidad or to Tobago on first appointment: first appointment being his/her assignment for duty after completion of his/her period of **initial** training.

B. SPECIAL ALLOWANCE

With effect from January 1, 2011

- (a) An officer **living in Trinidad** who, on completion of his/her initial period of training is assigned to duty in Tobago, shall, in addition to the House and Meal Allowances at 4A(i) and B(i) above be paid a Special Allowance for a maximum period of **eighteen** months as follows:

With effect from January 1, 2011	\$850 per month
With effect from January 1, 2012	\$900 per month
With effect from January 1, 2013	\$990 per month

- (b) On the officer's return to Trinidad, he/she shall not be regarded as being on transfer and shall **not** qualify for the allowances at 5A above.
- (c) For purposes of (a) above, the officer shall be considered to be transferred when next he/she is required to take up official duty in Tobago.
- (d) The above arrangements shall apply *mutatis mutandis* to an officer **living in Tobago** who is assigned to Trinidad on completion on his/her initial period of training.

C. FAMILY VISITS

Three (3) airline tickets per quarter shall be provided to eligible officers. Alternatively, the officer may be provided with such number of tickets, by boat, which may be acquired at a cost not exceeding that of three (3) airline tickets.

The Commissioner of Prisons shall be responsible for approving the issue of tickets at C. above and effecting payment of the Transfer and Housing and Special Allowances referred to at A and B. above.

6. 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

B. 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**.

C. 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**.

D. 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**.

E. 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**.

F. SUBSISTENCE ALLOWANCE

- (i) **With effect from the date of issue of the relevant memorandum conveying instructions**, and 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 as follows:-

IN TRINIDAD - \$150 per day

IN TOBAGO - \$162 per day

- (ii) Where an officer qualifies for payment of Subsistence Allowance at (i) 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 PRISON OFFICERS'
ASSOCIATION OF TRINIDAD
AND TOBAGO (SECOND DIVISION)

Stephanie Lewis
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Wiley
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W. Sun
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W. Santos
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Juan Key Walker
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Garl Evelyn
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Gerard Gons
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Dated this 27th day of July, 2015

PRISON SERVICE
CLASSIFICATION AND COMPENSATION PLAN

**SALARY ADJUSTMENT APPLICABLE TO OFFICES IN THE SECOND DIVISION OF
 THE TRINIDAD AND TOBAGO PRISON SERVICE
 WITH EFFECT FROM JANUARY 1, 2011**

Office	Grade	Period	Salary Scale								Longevity			
			Minimum	A	B	C	D	E	F	Maximum	1ST	2ND	3RD	
Prisons Supervisor	3	Existing 2010	10,306	10,565	10,822	11,080	11,338	11,597						
Prisons Welfare Officer II		wef 1-Jan-11	10,718	10,988	11,255	11,523	11,792	12,061						
Prisons Welfare Officer I	2	Existing 2010	8,743	8,962	9,178	9,393	9,608	9,825	10,041					
Prisons Officer II		wef 1-Jan-11	9,093	9,320	9,545	9,769	9,992	10,218	10,443					
Prisons Officer I	1	Existing 2010	5,882	6,061	6,913	7,110	7,311	7,511	7,711	7,911	8,109	8,309	8,509	
Prisons Service Driver		wef 1-Jan-11	6,117	6,303	7,190	7,394	7,603	7,811	8,019	8,227	8,433	8,641	8,849	

PRISON SERVICE
CLASSIFICATION AND COMPENSATION PLAN
APPLICABLE TO SECOND DIVISION OFFICES IN THE TRINIDAD AND TOBAGO PRISON SERVICE
FOR THE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013

Office	Gr.	Period	Salary Scale								Longevity			
			Minimum	A	B	C	D	E	F	Maximum	1ST	2ND	3RD	
Prisons Supervisor Prisons Welfare Officer II	3	Existing as at 31/12/10	10,306	10,565	10,822	11,080	11,338	11,597						
		01/01/11 - 31/12/11	11,304	11,585	11,863	12,142	12,422	12,702						
		01/01/12 - 31/12/12	11,730	12,022	12,310	12,599	12,889	13,180						
		01/01/13 - 31/12/13	12,384	12,692	12,996	13,302	13,608	13,915						
Prisons Welfare Officer I Prisons Officer II	2	Existing as at 31/12/10	8,743	8,962	9,178	9,393	9,608	9,825	10,041					
		01/01/11 - 31/12/11	9,613	9,849	10,084	10,317	10,549	10,784	11,018					
		01/01/12 - 31/12/12	9,975	10,220	10,463	10,705	10,946	11,190	11,433					
		01/01/13 - 31/12/13	10,531	10,790	11,047	11,302	11,556	11,814	12,070					
Prisons Officer I Prisons Service Driver	1	Existing as at 31/12/10	5,882	6,061	6,240	6,419	6,598	6,777	6,956	7,135	8,109	8,309	8,509	
		01/01/11 - 31/12/11	6,516	6,710	6,904	7,098	7,292	7,486	7,680	7,874	8,926	9,143	9,359	
		01/01/12 - 31/12/12	6,762	6,963	7,164	7,365	7,566	7,767	7,968	8,169	9,263	9,487	9,712	
		01/01/13 - 31/12/13	7,139	7,351	7,562	7,774	7,985	8,196	8,407	8,618	9,779	10,016	10,253	

APPENDIX III

ASSIMILATION ALLOWANCES
APPLICABLE TO SPECIALIST POSITIONS IN THE
PRISON SERVICE (SECOND DIVISION) FOR THE PERIOD
JANUARY 01, 2011 – DECEMBER 31, 2013

POSITIONS	RATES PER MONTH \$
Prisons Officer I assigned to Bakery	400
Prisons Officer I assigned Livestock/Crop Cultivation	400
Prisons Officer I functioning as Coxswain	400
Prisons Officer I assigned to Infirmary	400
Prisons Officer I assigned to Food Services	400
Prisons Officer I functioning Water Officer	400
Prisons Officer I functioning as Plumber	400
Prisons Officer I functioning as Fire Officer	400
Prisons Officer I assigned to Carpentry	400
Prisons Officer I functioning as Games Instructor	400
Prisons Officer I functioning as Craft Instructor	400
Prisons Officer I functioning as Straightener/Painter	400
Prisons Officer I functioning as Auto Electrician	400
Prisons Officer I functioning as Electrician/Maintenance	400
Prisons Officer I functioning as Auto Mechanic	400
Prisons Officer I functioning as Industrial Appliance Technician	400
Prison Officer I functioning as System Technician	400/
Prison Officer I functioning as Electrician Technician	400
64 Prisons Officer II functioning as Farm Manager	1795
Prisons Officer II functioning as Officer in Charge Vocational Training	575
Prisons Officer II functioning as Food Services Officer	575
Prisons Officer II functioning as Armourer	575

- (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%.
 - (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 **\$4,000** shall be paid to each officer who held an appointment to Grades 1 to 3 in the Prison Service during the period January 01, 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 he/she held during the period. In the event that an officer was promoted to an office in the First Division during the period, the lump sum to be payable shall be that applicable to the office to which he/she was promoted.

3. COLA

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
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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 | - | \$1,425 per month |
| Single Officer | - | \$1,020 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, save that where the allowance applicable to a married officer is greater than the total payable to the two officers at the single rate, the higher allowance shall be payable to one officer only.
- (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 Cohabital Relationships Act, Chapter 45:55, the officer shall be paid the rate of House Allowance applicable to a married officer.

B. MEAL ALLOWANCE

- (i) **With effect from January 1, 2011**, the monthly Meal Allowance payable to an entitled officer shall be **\$655 per month**.
- (ii) An officer may also qualify for the provision of a meal or payment of a Meal Allowance in lieu thereof in the following circumstances:-
- (a) where he/she is **required and authorized** to continue working for more than **two hours** beyond the end of his/her normal working shift of duty. As an example, an officer whose normal shift of duty is of **twelve** hours duration, would need to work beyond a total of **fourteen** hours in order to qualify for this benefit; and
- (b) where the officer referred to at (a) above continues to work, as abovementioned, he/she would be eligible to be provided with another meal or the meal allowance in lieu thereof at the end of each

four hour period thereafter, calculated from **two** hours after the commencement of the period of excess hours.

With effect from April 15, 2015, the Meal Allowance applicable under this provision shall be at a rate equivalent to one-third of the daily Subsistence Allowance payable under the Travelling Allowances Regulations, that is to say:

IN TRINIDAD - \$50 per meal

IN TOBAGO - \$54 per meal

C. CARRERA DUTY ALLOWANCE

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

D. PLAIN CLOTHES ALLOWANCE

(i) WELFARE OFFICERS

With effect from January 1, 2011, the Plain Clothes Allowance payable to a Welfare Officer who is required to wear plain clothes in the performance of his/her duties shall be **\$400 per month**.

(ii) OFFICERS STATIONED AT THE YOUTH TRAINING CENTRE

With effect from January 1, 2011, the Plain Clothes Allowance payable to those officers stationed at the Youth Training Centre, who are required to wear plain clothes in the performance of their duties shall be **\$160 per month**.

(iii) PRISONS SUPERVISOR (INFIRMARY) AND PRISONS SUPERVISOR (WARRANTS)

With effect from January 1, 2011, the introduction of the Plain Clothes Allowance at the rate of **\$325 per month** payable to the Prisons Supervisor (Infirmary) and Prisons Supervisor (Warrants) who are required to wear plain clothes in the performance of their duties.

E. LAUNDRY ALLOWANCE

- (i) With effect from January 1, 2011**, the Laundry Allowance payable to officers/officers assigned to the areas identified hereunder shall be at the following rates:-

GROUP 1

- MAIN PRISON/CELL BLOCK
- INFIRMARY
- RECEPTION
- SEWER TREATMENT PLANT
- CANINE
- REMAND PRISON
- PRISONS SERVICE DRIVERS AND OFFICERS ASSIGNED TO GARBAGE TRUCKS

} **\$280 per month**

GROUP 2

- PHOTOGRAPHY
- HABEAS
- FOOD SERVICES/BAKERY
- LOCKSMITH

} **\$185 per month**

GROUP 3

- PRISONS SERVICE DRIVER

\$125 per month

F. BILINGUAL ALLOWANCE

With effect from January 1, 2011, the Bilingual Allowance payable to an officer who is called upon to perform duties of interpreter/translator for inmates of the Prisons shall be \$195 per month.

G. SPECIAL PROJECT ALLOWANCE

- (i) **With effect from January 1, 2011**, the Special Project Allowance payable to an eligible officer in the Construction Unit of the Prison Service who performs the under-mentioned functions shall be at the rates specified below:-

FUNCTION	ALLOWANCE PER MONTH
MANAGER	\$2035
ASSISTANT MANAGER	\$1330
DRAUGHTSMAN	\$1030
WELDER/FABRICATOR	\$1030
ELECTRICIAN A	\$1085
ELECTRICIAN B	\$945
ELECTRICIAN C	\$865
MASON	\$865
WELDER	\$865
CARPENTER	\$865
PLUMBER	\$865
STOCK CLERK	\$675
PURCHASING CLERK	\$675
HEAVY EQUIPMENT OPERATOR	\$465

- (ii) The following conditions shall govern the payment of the allowance at (i) above:-
- (a) The allowance shall be payable only during the **period of construction**.
 - (b) An officer shall not be paid additionally an Assimilation Allowance at H(i). below.
 - (c) The allowance shall **not** be paid during periods of vacation leave and extensions of sick leave.

H. ASSIMILATION ALLOWANCE

(i) **With effect from January 1, 2011**, the Assimilation Allowance payable to the holders of those specialist positions listed in **Appendix III** pending the assimilation of the positions into the Grade Structure for the Prison Service shall be as set out therein.

(ii) The payment of Assimilation Allowances in respect of the undermentioned offices shall cease from the dates identified:

Prisons Officer II (functioning as Officer-in-Charge, Tobago Prison)	May 10, 2012
Prisons Officer II (functioning as Officer-in-Charge, Personnel)	January 1, 2014
Prisons Officer I (functioning as Boiler Operator)	January 1, 2011
Prisons Officer II (Garage Supervisor)	The date of the assignment of a Prisons Supervisor
Prisons Officer II (Women's Prison)	The date of the assignment of a Prisons Supervisor
Prisons Supervisor (Women's Prison)	The date of the assignment of a Asst. Superintendent of Prisons

The Assimilation Allowance of \$575 per month payable to the Prison Officer II (Infirmary) shall be the subject of further discussion between the parties. In the interim, the current rate shall be maintained.

(iii) **With effect from January 1, 2005, an Assimilation Allowance** shall be payable to the undermentioned officers at the Maximum Security Prison:-

Prisons Officer I (Systems Technician)

Prisons Officer I (Electrical Technician)

I. PROFICIENCY ALLOWANCE

- (i) **With effect from January 1, 2005**, the Proficiency Allowances payable to the undermentioned officers at Maximum Security Prison shall be discontinued:-

Prisons Officer I (Systems Technician)

Prisons Officer I (Electrical Technician)

- (ii) **With effect from August 1, 2015**, the Proficiency Allowances payable to officers at the Maximum Security Prison excluding Prisons Officer I (Beautification/Maintenance), Prisons Officer I (Wastewater, Plant Operator/Technician) shall be discontinued.

- (iii) **With effect from January 1, 2011**, Proficiency Allowance payable to officers who possess specified skills and perform the under-mentioned duties, shall be increased to the rates specified below:-

SKILL/FUNCTION	ALLOWANCE
BAND LEADER	\$250 per month
BAND TECHNICIAN	\$170 per month
BANDSMAN	\$165 per month
DRUM MAJOR	\$170 per month
LECTURER C	\$165 per month
OFFICER ADMINISTERING BIRCH	\$55 per flogging

- (iv) **With effect from January 1, 2011**, the Proficiency Allowance payable to the officer(s) performing the duties of **Locksmith** shall be **\$330 per month**.

J. QUALIFICATION ALLOWANCE

- (i) **With effect from January 1, 2011**, the Qualification Allowance payable to an officer who possesses a recognized Degree in one of the under-mentioned disciplines shall be at the rates specified below :-

COMPUTER SCIENCE	}	\$1,045 per month
COMPUTING INFORMATION SYSTEMS		
INFORMATION TECHNOLOGY		
MCSE (Microsoft Certified Systems Engineer)		\$525 per month
MUSIC		\$1,045 per month

- (ii) **With effect from January 1, 2011**, the Qualification Allowance payable to an officer who possesses the Legal Education Certificate (LEC) or equivalent shall be **\$1,150 per month**.
- (iii) **With effect from January 1, 2011**, the Qualification Allowance payable to an officer holding a recognized Degree in Occupational Safety and Health (OSH) or a National Examination Board in Occupational Safety and Health (NEBOSH) Diploma shall be **\$1,045 per month**.
- (iv) **With effect from January 1, 2011**, the Qualification Allowance payable to an officer who possesses the Bachelor of Law Degree (LLB) shall be **\$1,045 per month**.

In order to qualify for the payment of a Qualification Allowance at (i) to (iv) 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.

K. PRACTICE TEACHER ALLOWANCE

With effect from January 1, 2011, the Practice Teacher Allowance shall be **\$420 per month**. The allowance shall be payable to a Prisons Welfare Officer II/Prisons Welfare Officer I who, on the request of the Commissioner of Prisons, is assigned by the Chief Prisons Welfare Officer to supervise students who are on attachment to the Prison Service.