

**Summary of Agreement between the Chief Personnel Officer and the Public Services Association (PSA) for revised terms and conditions of service for officers of the Civil Service and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01**

**1. SALARY**

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

- (a) Consolidation of the Cost of Living Allowance (COLA) of \$125.00 applicable at December 31, 2007 with basic salary payable at that date plus an increase of 5% distributed as follows:

- 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.

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

**2. COLA**

A new COLA as follows:-

- (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**, where an officer who is transferred between Trinidad and Tobago:

- (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**

#### **4. TRAVELLING ALLOWANCES AND FACILITIES**

##### **A. ADVANCE TO PURCHASE A MOTOR VEHICLE**

**With effect from the date of issue of the relevant Circular, a maximum of \$145,000.**

##### **B. MOTOR VEHICLE REPAIR LOAN**

A maximum of **\$20,000**.

##### **C. MOTOR VEHICLE UPKEEP ALLOWANCE**

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 - \$2.00 per kilometre.**

##### **E. KILOMETRIC ALLOWANCE UNDER REGULATION 16**

**With effect from January 01, 2008 - \$2.50 per kilometre.**

##### **F. SUBSISTENCE ALLOWANCE**

**With effect from the date of issue of the relevant Circular, for travel beyond a radius of 16 kilometres (10 miles) from officer's station:-**

(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**, for persons required to continue working more than two (2) hours beyond the end of their normal working day or shift of duty, other than those traditionally provided with meals:-

(a) **In Trinidad:** \$40 per meal

(b) **In Tobago:** \$43 per meal

(ii) When officer is called out to work while off duty:-

(a) **In Trinidad:** \$40 per meal

(b) **In Tobago:** \$43 per meal

#### H. CHAUFFEUR ALLOWANCE

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:-

**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**, one-third ( $\frac{1}{3}$ ) of the daily Subsistence Allowance as at item F above.

### 5. PROVISION OF UNIFORMS

#### A. SEWING OF UNIFORMS

**With effect from January 01, 2008:**

<b>\$90</b> for each dress	<b>\$80</b> for each shirt jac
<b>\$55</b> for each skirt	<b>\$60</b> for each blouse
<b>\$100</b> for each pair of pants ( <i>male</i> )	<b>\$40</b> for each pinafore
<b>\$90</b> for each pair of pants ( <i>female</i> )	

**B. SHOE ALLOWANCE**

**With effect from January 01, 2008:**

- (i) For eligible male personnel to purchase two (2) pairs of shoes **\$675 per annum**
- (ii) For female personnel to purchase two (2) pairs of shoes **\$525 per annum.**

**6. ON CALL ALLOWANCE**

**With effect from January 01, 2008 - \$550 per month.**

**7. RESPONSIBILITY ALLOWANCE**

**With effect from January 01, 2008 - \$1,550 per month** 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.

**8. LAUNDRY ALLOWANCE**

**With effect from January 01, 2008:-**

**Animal Production and Health Division**

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

**Research Division**

- Animal Health Assistants \$120 per month

**9. MATTERS PECULIAR TO NURSING AND CERTAIN OTHER HEALTH PERSONNEL**

**A. SPECIALIZATION ALLOWANCE**

**With effect from January 01, 2008**

- (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 to be paid with effect from the fourth month.

**B. ACCIDENT AND EMERGENCY DEPARTMENT ALLOWANCE**

**With effect from January 01, 2008**

- (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**, where a Nursing Assistant who has completed training in the following approved specialized areas actually works in the area of specialization:-
- (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**, where an Enrolled Nursing Assistant other than at (i) above who actually works in the approved areas of specialization - **\$95 per month**. Allowance to be 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**

- (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**, where Nurses and Mental Health Officers **with** post basic qualification in Community Mental Health Nursing work in the community - **\$420 per month.**
- (ii) **With effect from January 01, 2008**, where a Mental Health Officer **without** post basic qualification in Community Mental Health Nursing works continuously in the community - **\$150 per month.**

The allowance to be payable from the fourth continuous month of duty in the community.

**F. CENTRAL STERILIZING SUPPLY DEPARTMENT (CSSD) ALLOWANCE**

**With effect from January 1, 2008**, where Medical Orderlies employed at the Central Sterilizing Supply Department, General Hospital, Port of Spain and Mt. Hope Maternity Hospital work under abnormal conditions during any period that the equipment in these Departments is inoperative - **\$230 per month.**

**G. EXTRA DUTY ALLOWANCE**

**With effect from January 01, 2008**, for Medical Orderlies employed at the Central Sterilizing Supply Department (CSSD), General Hospital, Port of Spain and Mt. Hope - **\$230 per month.**

**H. MEAL ALLOWANCE**

**With effect from January 01, 2008**, for eligible Health Personnel - **\$700 per month.**

**I. LAUNDRY ALLOWANCE**

**With effect from January 01, 2008:-**

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

**J. ADMINISTRATIVE ALLOWANCE**

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