

PD(bm): 12/2/1 (Temp)

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO. 5 OF 2014

FROM : Chief Personnel Officer

TO : Permanent Secretaries, Heads of Department,  
Chief Administrator, Tobago House of Assembly  
and Heads of Statutory Authorities subject to the  
Statutory Authorities Act, Chapter 24:01

DATE : July 14, 2014

SUBJECT : *Revised remuneration for persons employed, on contract,  
in the Legal stream in the Public Service*

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I refer to Personnel Department Circular Memorandum dated January 18, 2013, on the subject '*Changes in administrative arrangements in respect of contract employment in the Public Service*' in which provision was made for salaries and other terms and conditions for persons employed, on contract, in standardised categories in the legal stream, among others with effect from February 15, 2013.

2. I am to advise that with effect from **June 1, 2014**, the salaries and Transport Allowance applicable to persons employed, on contract, in the following standardised categories in the legal stream outlined in my Circular Memorandum referred to above have been revised as set out in the Appendix hereto:-

Director Legal Services  
Senior Legal Officer  
Legal Officer II  
Legal Officer I  
Legal Research Officer  
Paralegal

3. The revised salaries are effective from June 1, 2014 and are applicable to all persons **who were employed on or after February 15, 2013** in the standardised categories listed above. The Transport Facility and Subsistence Allowance shall take effect from the date of this Circular.

4. Additionally, where the Transport Facility has been approved for a person employed, on contract, the maximum sum to be advanced to effect repairs to the motor vehicle is \$20,000. Further, I am to remind you of my Circular Memorandum dated April 8, 2014 which clarified the circumstances under which the Subsistence Allowance is payable.

5. Permanent Secretaries, Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act are requested to take action with respect to the implementation of the revised remuneration. Care must be taken when administering the tiered salaries applicable to Legal Officers I. In this regard, the salary to be paid to an individual is to be based only on the experience which he/she possessed at the date on which he/she was engaged in the specific category. **There should be no adjustment of an individual's salary to the higher tier where at the time of engagement, he/she possessed less than two (2) continuous years as a practicing Attorney-at-Law as specified in the Appendix.**

6. With regard to persons who were employed, on contract, in various legal categories prior to changes in the administrative arrangements referred to at paragraph 1 and who were still employed on contract on or after June 1, 2014, Permanent Secretaries and Heads of Department are required to submit relevant details of such persons, including name, period of engagement, category in which employed and salary determined by the Chief Personnel Officer to me for consideration.

7. Kindly bring this Circular to the attention of all officers/employees who are involved in the administration of contract employment.

  
Chief Personnel Officer

APPENDIX

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS, ON CONTRACT, IN THE LEGAL CATEGORY  
WITH EFFECT FROM JUNE 1, 2014

NAME OF POSITION	LEGAL CATEGORY		ALLOWANCES			
	SALARY (per month)	With effect from June 1, 2014	Motor Vehicle Loan	Transport Facilities Allowance (per month)	Subsistence (per day)*	Special Allowance (per month)
Director Legal Services with 10 years to 15 years experience as a practicing Attorney-at-Law	\$24,600		\$175,000	\$3,100	\$200	\$2,700
Director Legal Services with more than 15 years experience as a practicing Attorney-at-Law	\$24,900		\$175,000	\$3,100	\$200	\$2,700
Senior Legal Officer with 8 years to 10 years experience as a practicing Attorney-at-Law	\$23,700		\$175,000	\$3,100	\$200	\$2,500
Senior Legal Officer with more than 10 years experience as a practicing Attorney-at-Law	\$24,300		\$175,000	\$3,100	\$200	\$2,500
Legal Officer II with 4 years to 6 years experience as a practicing Attorney-at-Law	\$19,700		\$155,000	\$2,800	\$200	\$1,500
Legal Officer II with more than 6 years experience as a practicing Attorney-at-Law	\$20,200		\$155,000	\$2,800	\$200	\$1,500

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NAME OF POSITION	LEGAL CATEGORY			ALLOWANCES		
	SALARY (per month)			Transport Facilities		Subsistence (per day)*
	With effect from June 1, 2014	First and Second Year of Contract	Third Year of Contract	Motor Vehicle Loan	Transport Allowance (per month)	
Legal Officer I with less than two (2) continuous years experience as a practicing Attorney-at-Law in the service of Government	\$11,900	\$15,400	\$155,000	\$2,600	\$200	
Legal Officer I with two (2) and more continuous years experience as a practicing Attorney-at-Law in the service of Government	\$15,400	\$15,800	\$155,000	\$2,600	\$200	

\* payable subject to established criteria being met

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LEGAL CATEGORY	LEGAL CATEGORY	
	SALARY (per month) With effect from June 1 2014	TRANSPORT ALLOWANCE (per month)
Legal Research Officer with less than 3 years service	\$10,850	\$800
Legal Research Officer with 3 years and more but less than 6 years service	\$11,200	\$8 00
Legal Research Officer with 6 years and more service	\$11,550	\$800
Paralegal with less than 3 years service	\$9,900	\$800
Paralegal with 3 years and more but less than 6 years service	\$10,200	\$800
Paralegal with 6 years and more service	\$10,500	\$800