

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

FROM : Chief Personnel Officer

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

DATE : February 19, 2004

SUBJECT : ***Introduction of a contributory Group Health Plan for members of the Civil Service, the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01***

Following agreement reached between the Chief Personnel Officer and the Public Services Association, the appropriate recognized association, Government has approved the introduction of a contributory Group Health Plan (the Plan) for officers in the Civil Service, employees of the Tobago House of Assembly and the Statutory Authorities, subject to the Statutory Authorities' Act, Chapter 24:01.

2. It is proposed to introduce the Plan by March 31, 2004. It is therefore requisite that agencies commence putting administrative arrangements in place to support implementation of the Plan by that date. Accordingly, you are requested to compile on diskette, using Microsoft Excel, the following information in respect of all officers who hold permanent or temporary appointments in your organization:

Name
NIS No.
Date of Birth
Gender
Status (Permanent/Temporary)
Date of Appointment (month / date / year)

In this regard, in order to avoid duplication of information, where an officer holds a permanent/temporary appointment in one Ministry/Department, and is acting in an office in another Ministry/Department, the required information should be compiled only by the Ministry/Department in which the officer holds the permanent/temporary appointment. Further, given the very stringent timelines which must be observed in order to ensure implementation, please identify a senior officer who would serve as a liaison between the Personnel Department and your organization during the implementation process. I should be grateful to

receive the name and contact number of the selected officer no later than **February 26, 2004.**

3. Information regarding eligibility for membership in and the benefits available under the Plan, as well as the procedures for implementation, including the action to be taken with respect to the compiled data, would be communicated to you shortly.

4. Should you need any clarification or other assistance, please call Mrs. Angela Sinaswee-Gervais, Senior Human Resource Adviser or Mrs. Susan Rajnauth-Houllier, Human Resource Adviser II at 623-6441 or 623-1621-5 Ext 220 and 226 respectively.

Sandra Marchack
CHIEF PERSONNEL OFFICER