

**PD (cm): 1/1/7**

**PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO. 4 OF 2024**

**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 :** April 4, 2024

**SUBJECT :** **Treatment of claims for compensation made by public officers who  
are assigned to perform duties in contract positions**

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It has been observed that over the years Ministries and Departments have been engaged in the practice of assigning public officers to perform duties attached to contract positions, resulting in the Personnel Department having to treat with requests from Ministries/Departments for the determination of compensation to such officers. As a consequence, the Personnel Department is called upon to assess compensation to public officers for performing duties in contract positions that are non-existent in the mainstream Public Service. It is noted that claims are made either for the performance of duties in a contract position in addition to performing duties in an established office to which the officer is substantively appointed or for the performance of duties in the contract position only. In many instances, public officers are not in possession of the minimum experience and/or training requirements for the contract positions in which they had been assigned to perform duties.

2. Ministries/Departments are reminded that public officers are remunerated based on a classification and compensation plan negotiated with the relevant Union/Association through the collective bargaining process, which is quite different from the terms and conditions of employment of contract employees. It should also be noted that Permanent Secretaries and Heads of Department are not vested with the authority to delegate the functions of contract employees to public officers, and therefore this practice should be discontinued.

3. In light of the foregoing, and to eliminate any inequity in determining compensation when the duties of contract employees are assigned to public officers, Ministries/Departments are advised that with effect from **April 4, 2024**, the Personnel Department will no longer entertain requests for compensation to public officers, who have been assigned to perform duties in contract positions.

4. Please be guided accordingly.



**Chief Personnel Officer**