

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

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 : September 6, 2012

SUBJECT : Revisions to the UNIMED Group Health Plan for monthly paid officers in the Civil Service, Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01, members of the Teaching Service and holders of certain offices within the purview of the Salaries Review Commission.

I refer to Personnel Department Circular Memorandum on the abovementioned subject dated March 20, 2012 wherein you were advised, inter alia, that officers who wished to include their dependants on the UNIMED (monthly paid) Group Health Plan had a period of ninety (90) days from the effective date of implementation, that is April 1, 2012 to enroll them without being required to provide evidence of good health, and that, thereafter, a medical report in respect of each dependant must accompany requests to the Plan Administrator for enrollment.

2. The ninety (90) day period referred to above ended on June 30, 2012. However, due to certain administrative difficulties experienced by some members in the enrollment process, it has been decided that the period of enrollment, without the requirement to provide evidence of good health would be extended to **September 30, 2012**.

3. All other arrangements in respect of the UNIMED (monthly-paid) Group Health Plan as contained in Personnel Department Circular Memoranda dated March 20, 2012 and June 20, 2012 remain applicable.

4. Permanent Secretaries, Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of the relevant Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 are kindly requested to ensure that the contents of this Circular Memorandum are brought to the attention of all officers who are members of the UNIMED (monthly-paid) Group Health Plan as well as those officers assigned responsibility for the administration of the Plan and public officers who have been granted leave of absence on grounds of public policy to take up employment, on contract, in a temporary non - established position in a Ministry/Department/the Tobago House of Assembly or a Statutory Authority subject to the Statutory Authorities Act, Chapter 24:01.

5. This Circular Memorandum is being issued with the agreement of the Public Services Association and the Trinidad and Tobago Unified Teachers' Association.


STEPHANIE LEWIS
CHIEF PERSONNEL OFFICER