

**PERSONNEL DEPARTMENT CIRCULAR NO. 5 OF 2017**

**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** : October 24<sup>th</sup> 2017

**SUBJECT** : *Revised procedures for the determination of salary/compensation  
packages applicable to contract positions in the Public Service*

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By Personnel Department Circular Memorandum dated May 5, 2006 on the subject "*Revised Guidelines for contract employment in Government Ministries/Departments/Statutory Authorities and the Tobago House of Assembly*", you were advised that a person selected for contract employment should be given no commitment on a compensation package prior to a request being made for his/her terms and conditions.

2. Notwithstanding the above, Ministries, Departments and other public service organisations have continued to offer 'interim salaries/compensation packages' to persons employed, on contract, prior to the submission of requests for the determination of terms and conditions.

3. In many instances, the interim salary/compensation package has been higher than that subsequently determined by the Personnel Department. In such circumstances, it became necessary to advise the organisations concerned to seek Cabinet's approval for the higher salary/compensation package to be deemed personal to the affected employee.

4. Given the increasing number of such requests to Cabinet, it was decided, vide Cabinet Minute No. 476 (2<sup>nd</sup> session) of December 23, 2015, that the following be applicable:

- a) where the interim salary/compensation package paid to a person employed on contract, is higher than that determined for the position by the Chief Personnel Officer, the interim salary/compensation package paid to the employee is to be deemed personal to him/her for the duration of that particular term of engagement; and
- b) should the person for whom a higher interim salary/compensation package has been deemed personal, continue to be employed on an extension of a subsisting contract or be engaged for a further period (i.e. a new contract) in the same position, the terms and conditions determined by the Chief Personnel Officer must be applied.

5. In view of the foregoing and with immediate effect, no interim salary/compensation package should be offered to the (prospective) employee except on the basis of **written advice** from the Personnel Department.

6. In this regard, Ministries/Departments/Statutory Authorities and the Tobago House of Assembly are required to observe the following procedures:

- a) submit a request for terms and conditions as soon as possible after approval for the creation or retention of the position has been received from Cabinet; and
- b) attach the following documents to the request:
  - i) the relevant Cabinet Minute and Note approving the creation/retention of the contract position;
  - ii) the job description of the contract position outlining the following:-
    - (a) the job title;
    - (b) the location of the position in terms of its Division/ Section/Unit;
    - (c) the job summary;
    - (d) the duties and responsibilities;
    - (e) the minimum experience and education/training requirements;
    - (f) the reporting relationships: to whom the job incumbent reports and the position(s) supervised, where applicable;
  - iii) where payment for official travel is requested, a statement of the specific duties which require the person to travel and the extent of travelling or projected travelling to be undertaken; and
  - iv) an organisation chart showing the location of the position.

7. It should be noted that the job description being submitted with the request, must be consistent with the information contained in the Note for Cabinet. Should there be significant variations therefrom, the organisation will be required to seek the approval of Cabinet

8. Additionally, in cases where terms and conditions for the position were previously determined by the Personnel Department, the approved remuneration package for the position is to be applied as the interim package.

9. The Personnel Department is committed to providing a response to requests for terms and conditions no later than eight (8) weeks from date of receipt of requests **which are in compliance with the procedure outlined in this Circular**. The eight week period will commence from the date of receipt of all the pertinent documentation. Organisations will be provided with an acknowledgement and confirmation as to whether they are in compliance or otherwise.

10. You are reminded that where salaries and allowances have been determined, they are applicable only to persons who **fully satisfy** the experience and training requirements as outlined in the job description.


11. Accordingly, I wish to re-iterate that it is critical that the recruitment process undertaken by each organisation be rigorous and it is the responsibility of each organisation to ensure that only qualified and suitable persons are selected for positions.

12. On the selection of the person to be engaged, a request should be made for the determination of the terms and conditions for the individual. The request should include the following:

- i) Ministerial Minute approving the employment of the person and the duration of the period of employment on contract;
- ii) the experience in the field of work of the person to be engaged and his qualifications supported by a Curriculum Vitae;
- iii) whether the person being engaged is a public officer and if so, the substantive position held;
- iv) a summary of the periods of previous contract employment, if any, immediately preceding the period of engagement being offered; and
- v) any written proposals made by the person being engaged.

13. Permanent Secretaries/Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 are requested to ensure compliance with the terms of this Circular.

14. Kindly bring this Circular to the attention of **all** persons responsible for the administration of contract employment within your organisation.

  
Beresford Riley  
Chief Personnel Officer