

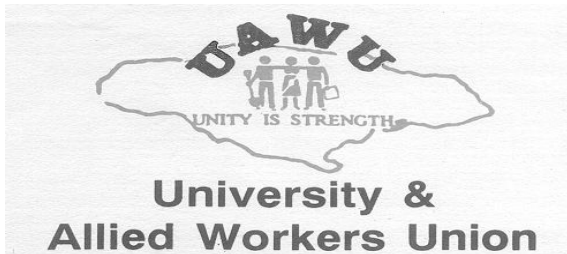


**CONSOLIDATED
COLLECTIVE BARGAINING AGREEMENT**

between

**The University of the West Indies,
Mona Campus**

&



**CONSOLIDATED
COLLECTIVE BARGAINING AGREEMENT**

Between

**The University of the West Indies,
Mona Campus**

&

The University and Allied Workers Union

*For bargaining periods
up to and including the
2008 - 2010 round of Negotiations*

***Most recent Print
Updated and Recompiled by
The Human Resource Management Division,
UWI, Mona, 2012***

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PREAMBLE

This booklet contains a consolidation of terms and conditions of employment from agreements and Heads of Agreements, up to and including the 2008-2010 bargaining period, between **THE UNIVERSITY OF THE WEST INDIES, MONA, JAMAICA**, established by Royal Charter under the Great Seal of the Realm and hereinafter called “The University” on the one part , and on the other part, the **UNIVERSITY AND ALLIED WORKERS UNION**, Trade Union officially registered under the Trade Union Law of Jamaica and recognised by the University as the sole bargaining agent for and on behalf of all weekly, daily and weekly part-time employees of the Service staff and hereinafter called “The Union” whereby the provisions hereunder are agreed to.

UWI/UAWU Consolidated Collective Bargaining Agreement

1. AGREEMENT

(a) Duration

Except where it is stated otherwise, the period of each Agreement cycle is for two (2) years effective April 1 through March 31 and shall so remain in force until amended.

(b) Application

The information presented in this booklet shall apply generally to all categories of permanent and temporary weekly, daily and part-time weekly employees in the service of the University at the Mona Campus and elsewhere in Jamaica.

2. FUNCTIONS OF MANAGEMENT

- a) The University has the right and responsibility to conduct its business and manage its operations subject to the provisions of this Agreement and **provided** that the University agrees not to break any of the rules herein specified.

Accordingly, the University has the right:

- I. To control and regulate the uses of all equipment and other property of the University;
 - II. To provide equipment and facilities where necessary;
 - III. To discipline the employee for just cause and in the exercise of this function must be effective worker participation.
- b)** Notwithstanding all or any of the rights listed in Clause 2(a) above, the University has the obligation to consult with the Union on the implementation of, and/or change in any matters specified or not, that can or are likely to affect workers adversely in the view of the Union.

3. FUNCTIONS OF THE UNION

The Union has the right to exercise all the functions of a trade union subject to the provisions of this Agreement and shall exercise such functions in accordance with trade union principles and practices. Accordingly, the Union has the right:

- I. To ensure the agreed wage rates are paid and that other benefits and conditions herein specified are observed;
- II. To protect the worker against arbitrary discipline through the grievance procedure;
- III. To deal with grievances in accordance with the grievance procedure;
- IV. To discuss modifications of any clause in this contract and to negotiate any new matter within the contractual period.

4. UNION REPRESENTATION

The University agrees to inform existing and all new employees that: -

- I. The UAWU is at present the sole bargaining agent for all fortnightly, weekly and daily paid workers;
- II. The University has no objection whatsoever to any of its employees joining the Union which represents workers.
- III. The employee enjoys certain benefits, which are derived from a collective bargaining agreement negotiated between UAWU and the University.
- IV. The University checks off dues on behalf of members of the UAWU.
- V. The University agrees that in their letter of appointment, the attention of new employees should be drawn to this item.

5. PROVISION FOR UNION DELEGATE

- a) Union delegates shall be **regular** employees of the University and the University shall at all times be informed forthwith in the event of there being any change or new appointments. The University agrees to allow Union Delegates reasonable time off on pay for business involving the Union and the University.

- b) Paid leave will be granted by the University to the Union Delegates to pursue relevant courses in Industrial Relations, Trade Union Affairs and Social Science courses in Jamaica **subject to the exigencies of the service**. Each application for such leave will be considered on merit. With regard to approved applications by delegates to pursue relevant courses abroad which are not available locally, the University agrees to grant leave with pay equivalent to leave with pay at present granted to delegates for

courses at the Hugh Lawson Shearer Trade Union Education Institute, UWI. The University further agrees that for courses abroad it would grant a further period of no-pay leave under the usual conditions.

6. CHECK-OFF

The University shall continue to make deduction of the Union dues from the wages of employees on behalf of the Union provided that written authority for the same is received from the employees. The University agrees that no charge be made to the Union for this service.

7. TIME-OFF FOR WORKERS

The University agrees that workers should get two and a half hours monthly to attend to their Union business provided that all workers shall not have such leave at the same time and due regard is given to the convenience of Departments.

8. NON-DISCRIMINATION

Consistent with the Charter of the University, the University and the Union agree to apply to this agreement all policies, practices and decisions in areas such as recruitment, training, appraisal and promotion, without discrimination in regard to race, religion, gender, age, marital status, social status, political belief, union activity or union membership, disability or participation in any activity which is permissible under law and which does not interfere with a staff member's employment obligation. As such, all staff members have a right to be treated fairly and with dignity and the duty to treat other staff members in the same manner.

9. INSPECTION OF PERSONAL RECORDS

The University accepts the principle that the worker should have the right to inspect his/her personal file. The worker wishing to inspect his/her personal file should seek the permission of

the Human Resource Officer and identify the matter he/she wishes to examine. The relevant documents should then be shown to the employee and the Union Representative under the supervision of an officer in the Human Resource Division. See Appendix I.

10. GRIEVANCE PROCEDURE

Any complaint or grievance concerning any alleged violation or non-compliance with this agreement or any other grievance but not including any proposed changed outside the scope of this Agreement shall be handled in the following manner:

i). First Step:

The employee(s) may present his/her/their grievance or complaints to his/her/their Department Head **within not more than three working days after the alleged incident or incidents** which gave rise to the same or discovery of the grievances provided that

grievance arising out of discharges and dismissals shall be restricted to the Third Step. The aggrieved employee or employees shall normally be accompanied by or present his/her/their grievance through their Union Delegate or Delegates if they so desire. If the disposition of the complaint, grievance or dispute by the Department Head in the First Step is not satisfactory then the matter may be taken up under the next step.

ii). Second Step:

In the case the disposition under the First Step is not satisfactory, the employee or employees involved may present his/her/their complaint, grievance or dispute to the Personnel and Industrial Relations Officer within five working days after the disposition of the same by the Departmental head. The aggrieved employee or employees shall be accompanied by and present his/her/their grievance through their Union Delegates or by a representative of the Union who is not one of the regular employees of the

University if the Union so wishes. If the disposition of the grievance by the Departmental Head in the Second Step or in the First Step is not satisfactory; the matter may be taken up under the next step.

iii). Third Step:

The Union shall put the complaint, grievance or dispute in writing and send same to the University **within seven working days after disposition of the same by the Personnel and Industrial Relations Officer** under the Second Step or in the case of discharge or dismissal. The written grievance shall then be discussed between the Registrar and the Bursar, or the person representing him and a representative or representatives of the Union. If the disposition of the grievance in this Third Step is not satisfactory, then

iv). Fourth Step:

The written grievance may be referred by either the University or the Union to the Ministry of

Labour **within not more fourteen working days after the disposition under the Third Step** and the University and the Union agree to take advantage of the conciliation service offered by the Ministry of Labour and to negotiate the complaint or grievance or dispute at a meeting under the Chairmanship of a Conciliation Officer of the Ministry of Labour.

v). Fifth Step:

If no solution is reached at the Ministry of Labour, the case shall be referred to Arbitration, and either side having the right to request Arbitration **within not more than fourteen working days of the termination of negotiations at the Ministry of Labour**. Arbitration shall be by a suitable independent and mutually agreed arbitrator or arbitrators whose decision shall be final and binding.

Any grievance which is not presented and /or carried forward to the next step of this Grievance Procedure within the specified time limit shall be

considered as abandoned and waived by default, provided however that the University of the West Indies and the UAWU may agree that it shall not be so abandoned.

11. EDUCATION AND TRAINING

- a)** Full time permanent employees of the University, their children, husbands or wives who are accepted for entry to a course at the University will continue to be exempt from paying tuition fees (including examination fees where compounded) provided that:-
- (i) They are not in receipt of scholarships or other awards, which includes payment of tuition fees;
 - (ii) The full time employees concerned are still in the service of the University or in receipt of retirement pension from the University.

- b)** The University agrees to reimburse employees the cost of tuition and examination fees for courses successfully pursued at other local educational institutions provided that the pursuance of such courses had the prior approval of their Head of Department, such approval not being unreasonably withheld.
- c)** The University will continue to provide education and training opportunities for members of the bargaining unit. Special effort will be made to encourage all eligible staff members to participate in the Special Adult Education Programme, Computer Literacy programmes and other programmes consistent with the spirit of the Memorandum of Understanding for 2006/2008. Effective April 1, 2006, it is agreed that where staff members are selected for training, attendance at such training shall be mandatory.

12. NORMAL WORK-WEEK AND HOURS

- a) The normal working week is to be forty (40) working hours during the five days, **Monday to Friday**, with normal working day being eight (8) hours per day **Provided** however, that in the case of workers in Essential Services, the five day working week shall be any five of six or seven days where applicable.

- b) If the Government should reduce its working week and/or hours during the period of this Agreement the University shall automatically do likewise.

13. JOB EVALUATION AND RECLASSIFICATION

It is agreed that the category of jobs within the bargaining unit will be subject to review as

required. The last major job evaluation and reclassification exercise was initiated in April 1994 and completed in August 1995.

14. ESSENTIAL SERVICES

- a) The University and the Union agree that for the purpose of this Agreement, Essential Services are those provided by the University on a six or seven day a week basis.

- b) The categories of workers in Essential Services are workers in the following places:-
 - Animal House (Attendants)
 - Bellevue (Caretakers)
 - Cardiff Hall (Caretakers)
 - Chapel (Attendants)
 - Kings Court (Caretakers)
 - Lysson's Beach
 - Library (Library Attendants)
 - Maintenance Section (Duty Personnel)
 - Swimming Pool

- c) The University undertakes to review, from time to time, the aforesaid categories of Essential Services and to give sympathetic consideration to any representation by the Union which establishes a reasonable and proper basis for removing categories of workers from those presently regarded as working in an Essential Service.
- d) The University must consult with and have the agreement of the Union if it proposes to reclassify any area of work or category of employee as an Essential Service.

15. OVERTIME

- a) Overtime work in excess of the hours of the normal working day shall be paid at the rate of time and one-half.
- b) Where the normal working week is Monday to Friday, work done on a Saturday on the instruction of the University, shall be paid at

the rate of time and one-half.

- c) Where the normal working week is any five of seven days, the overtime shall be as follows:-
- i. Work done on the first day off, on the instruction of the University, at the rate of time and one half;
 - ii. Work done on the instruction of the University on the second day off, at the rate of double time.

However, no worker should be **forced** to work overtime;

- d) The University and the Union agree that if during the period of this agreement, the Government of Jamaica should make provision for overtime payment for its employees more favorable than those indicated in 15(a) to 15(c) above, the University shall automatically adjust its payments to the more favorable rate.

16. PROBATIONARY PERIOD

The period of probation for employment of the permanent staff of the University shall normally be three months.

17. SENIORITY

After taking into consideration the criteria of qualifications and performance, workers with longer service will be given preference over others with shorter service, for promotion, training and appointment.

18. PERMANENT STAFF

A permanent employee is an employee who has successfully completed the probationary period and has received written confirmation of appointment as a permanent employee of the

University.

19. WAGES

It is agreed that the rates of pay shall be as set out in **Appendix II, Schedules A to D** of this Agreement with effect from April 1, 2002, April 1, 2003, April 1, 2006 and April 1, 2007 respectively.

20. REVIEW CLAUSE

It is agreed that should the Government of Jamaica grant an increase to its employees above that offered to the University's employees, the University undertakes to make submissions to the Government for a review of its remit to ensure that the University's employees are not put at a disadvantage.

21. STATEMENT OF GROSS EARNINGS

All workers shall be given a statement of their gross earnings with all deductions fully itemized, on a fortnightly and annual basis.

22. PAY PERIOD

Employees shall be paid fortnightly on Thursdays at or before 10:00a.m.

23. EX-GRATIA PAYMENT

It is agreed that: -

- i. Persons employed in UGC funded posts or projects for a period of less than one (1) year, and who would not be eligible to join the Superannuation scheme, be paid 10% of basic salary in lieu of Superannuation. This would cease when the employee becomes eligible to join the Superannuation scheme;
- ii. Persons employed in UGC funded posts or projects for one (1) year or more should join the Superannuation scheme;
- iii. Long-term temporary employees who are not currently on the Superannuation

scheme, and have become eligible to join the scheme, be given an award equivalent to the 10% ex-gratia payment with interest, and the option to buy into the Superannuation scheme;

- iv. Outstanding cases will be dealt with in accordance with the Finance and General Purposes Committee decision of 28th July 1986.

24. TERMS OF REDUNDANCY PAYMENT

In keeping with the University Policy on Redundancy, it is agreed that where termination benefits are to be paid, the determination of years of service shall be in accordance with the provisions of the Employment (Termination & Redundancy Payments) Act. The calculation of termination benefits shall be based on the following formula: -

- I. Not less than three (3) months' notice or

- II. payment in lieu will be given to the worker and;
- III. Staff members who have served one year or more but less than ten (10) years shall receive three (3) weeks pay for each year of service;
- IV. Staff members who have served ten (10) years or more but less than twenty (20) years shall receive four (4) weeks pay for each year of service;
- V. Staff members who have served for twenty (20) years or more shall receive five (5) weeks pay for each year of service.

25. PUBLIC HOLIDAYS

- a) The following are the public holidays in Jamaica which are observed as University holidays in addition to any other day proclaimed by the Government of Jamaica:-

New Year's Day
Ash Wednesday
Good Friday
Easter Monday
Labour Day
Emancipation Day
Independence Day
National Heroes Day
Christmas Day
Boxing Day

- b)** On these holidays staff, except for staff in the Essential Services, shall not normally be required to work.
- c)** Daily paid workers will be granted full pay for Public Holidays if they work on the normal work day before and the normal work day after such a holiday.
- d)** The rate for time worked on a Public Holiday when such a Holiday falls within an

employee's normal working week, shall be one extra single time, thus constituting payment at double time. If however, the holiday falls on the worker's day off and he/she is required to work, she/he will be paid at double time plus his normal weekly salary.

- e) If a Public Holiday falls on a worker's normal working day off such a worker must receive one extra day off.

26. INCREMENTS AND PROMOTIONS

- a) All appointments shall be made at the minimum of the grade except where qualifications and previous experience warrant appointment at a higher point in the salary scale.
- b) The University undertakes to give priority consideration to qualified senior employees in case of promotion, before advertising for new personnel.

- c) The incremental date of all employees in the bargaining unit will be April 1.
- d) It is agreed that normal increments and seniority allowances will be paid automatically to all employees who are entitled from April 1, 1995; and that the performance appraisal system be reviewed by both parties and the reviewed system be implemented for the payment of increments due April 1, 1996.
- e) The incremental steps in each salary grade will be as set out in **Appendix II, Schedules A to D**.
- f) The incremental rate will be reflected in the pay rate structure, as set out in **Appendix II, Schedules A to D**.

27. SENIORITY ALLOWANCE

Seniority Allowance shall be in accordance with

the salary scale as agreed in **Appendix II, Schedules A to D**. Accordingly, Effective April 1, 2006 and April 1, 2007, the rates for Seniority Allowance are as given in **Appendix III, Schedule A**.

28. SUBSISTENCE RATES

- a) Subsistence Rates will apply as set out in **Appendix III, Schedule B** as attached to this agreement. Subsistence will be paid to a worker when s/he is required to work outside of the University campus during the periods specified.
- b) It is further agreed that for work done outside the Corporate Area, an additional rate shall be paid on all rates as set out in **Appendix III, Schedule C (vii)**.

29 NIGHT ALLOWANCE

- a) Employees working between 6 p.m. and 10 p.m. and between 10 p.m. and 6 a.m. shall receive a night allowance at the rate set out at Appendix III, Schedule C (i).
- b) It is agreed that all Night Allowance rates shall be increased to \$16.00 per hour with effect from April 1, 2008, and \$15.40 per hour with effect from April 1, 2009.
- c) The University and the Union agree that if during the period of the Agreement, the Government of Jamaica should make provision for night allowance more favorable than those indicated in Appendix III, Schedule F, then the University shall automatically adjust its allowance to the more favorable rate.

30. TRANSPORTATION ALLOWANCE

- a) Employees coming off duty at or after 9 p.m. and at or before 6 a.m. shall be paid a

Transportation Allowance at the rate set out in **Appendix III, Schedule c (ii)**.

- b) It is agreed that all Transportation Allowance shall be increased to \$550 with effect from April 1, 2008 and \$430 April 1, 2009.
- c) If during the period of the Agreement, the Government of Jamaica shall increase its allowance, the University would adjust its allowance accordingly.

31. UNIFORM ALLOWANCE

It is agreed that effective April 1, 2006 and April 1, 2007 the Uniform Allowance shall be \$7,500 and \$7,875 respectively as referred to in **Appendix III, Schedule c (iii)**. These sums shall be payable on August 1, 2006 and August 1, 2007 respectively.

32. LAUNDRY ALLOWANCE

- a) University agrees to pay each employee a

Laundry Allowance as set out in **Appendix III, Schedule c** (iv).

- b) It is agreed that each eligible employee shall be paid a Laundry Allowance of \$385 per week with effect from April 1, 2008 and \$415 with effect from April 1, 2009.

33. SUPPER ALLOWANCE

- a) A supper allowance, as set out in **Appendix III, Schedule C (v)**, shall be paid to each employee who finishes working after 6 p.m. and at or before 6 a.m.
- b) It is agreed that all Supper Allowance rates shall be increased to \$550 with effect from April 1, 2008 and \$425 with effect from April 1, 2009.
- c) It is agreed that all **Supper Allowance Rates for Library staff** shall be increased to \$550 with effect from April 1, 2008 and \$450 with

effect from April 1, 2009.

34. OUT-OF-TOWN ALLOWANCE

It is agreed that Out-of-Town-Allowance rates for work done outside the Corporate Area shall be increased as set out in **Appendix III, Schedule c (vii)** of this Agreement.

35. MARRIAGE ALLOWANCE

The University agrees that male workers in **permanent** employment at the University at March 31, 1981 are eligible for the allowance in accordance with the rules. Workers employed to the University on or after April 1, 1981 will not be eligible for the allowance.

36. VACATION LEAVE

a) Annual vacation shall be calculated on the basis of the years of service and shall be as follows: -

1 - 4 years service

- 21 working days

5 - 9 years service	- 28 working days
10 - 14 years service	- 35 working days
15 or more years service	- 42 working days

N.B *A special agreement exists between the University and the Union with regard to the calculation of vacation leaves for the period when employees now on permanent staff had worked at the University as casuals.*

- b) For employees not permanently appointed, vacation leave shall be as set out in the Holiday with Pay Order, 1970.

37. PURCHASE/SALE OF ACCUMULATED VACATION LEAVE

It is agreed that the University would implement the purchase/sale of accumulated vacation leave in keeping with the decision of the Finance and General Purposes Committee, Mona of September 26, 1994 and contained in **Appendix IV** of this agreement.

38. SICK LEAVE

- a) All permanent employees are eligible, **on producing a Medical Certificate**, for sick leave as is considered necessary to enable them to carry out their duties efficiently. The period of such leave will be within the discretion of the University authorities who reserve the right after a reasonable time to offer suitable alternative employment where possible before terminating employment, subject to the University policy procedure with respect to Medical Boarding.

- b) For sick leave of over three (3) days, a Medical Certificate must be produced.

39. MATERNITY LEAVE

- a) Maternity leave with full pay will be granted to permanent employees for a period not exceeding twelve weeks (84 days); leave without pay will be granted for an additional period not exceeding ninety (90) days, this leave will be in addition to any vacation leave

for which the employee is eligible.

- b) Employees on no-pay maternity leave will be required to make their regular contribution to the Superannuation Scheme, i.e. five-percent (5%) of wages, or in the case of those who have exercised the option to do so, ten percent (10%) of wages). The University will continue to contribute its ten-percent (10%) for this period.

40. EMERGENCY LEAVE

In cases of emergency, leave will be granted. Such leave will not normally be granted in excess of four (4) consecutive days on any one occasion. **The University reserves the right to deny this concession where it is thought that it is being abused by an individual.**

41. SPECIAL LEAVE

Effective April 1, 2006, it is agreed that where an employee is selected to serve on Jury duty the

University will comply with the provisions of the law. In addition, where an employee is selected to represent the country and makes a request for time-off, such request shall be considered on a case by case basis.

42. UNIFORM

- a) All workers from the date of their permanent appointment will be entitled to four (4) sets of uniform per year, the quality and quantity of the material to be used for uniforms shall be decided by the University in consultation with the Union.
- b) For female employees the quality of the material to be used for uniforms shall be equivalent to gabardine.
- c) For Office Attendants, Library Attendants, and Drivers of official cars, the uniform shall be shirt jackets and pants of a dark material. For other employees the University and the

Union shall agree on the uniform worn.

- d) The University shall pay an allowance towards the cost of sewing each set of uniform, where the employee has his/her uniform made.
- e) All workers from the date of their permanent appointment shall be entitled to an issue of one pair of shoes per year.
- f) The University and the Union agree that the terms and conditions for the issue of uniforms shall be as set out in **Appendix V (i)**.

43. PROTECTIVE CLOTHING

- a) Leather boots, water boots and other protective clothing and equipment shall be provided for workers in specific areas where the University and the Union consider such provision necessary.
- b) Protective footwear shall normally be taken to

mean:

- i. One pair rubber (water) boots in normal cases for males;
 - ii. One pair of leather boots for employees who are advised by a medical practitioner not to wear rubber (water) boots;
 - iii. One pair leather shoes for the females;
- c) The University and the Union agree to name the specific categories [APPENDIX V (ii)] of workers entitled to particular protective clothing, footwear and devices.

44. CLEAN-UP AND TOOL-CHECK TIME

All workers shall be given reasonable time for changing, clean up and/or tool checking. This shall be ten (10) minutes in the morning and fifteen (15) minutes in the afternoon, save for workers in the Maintenance Services Section who

handle tools and machinery in the field, (time allowed in the afternoon up to half an hour).

45. SANITATION, WASHROOM AND RESTROOM FACILITIES

- a) Measures shall be taken to ensure the provision of disinfectants and other means of maintaining proper sanitation.
- b) The University shall make every effort to ensure the provision of adequate washroom and restroom facilities for employees within the Bargaining Unit.

46. RECREATION

- a) The University undertakes to include the service staff in any development plan for additional recreational facilities particularly in relation to sports.
- b) In addition to access to the facilities at the playing fields, employees are eligible for

membership of the University Bathing Beach at Lysson's and the Olympic Swimming Pool and for the rental of the University houses at Cardiff Hall and Bellevue under the same conditions as for the other categories of staff.

- c) The University agrees to assist the workers on the formation of any recreational or sporting team with gears and other equipment.

47. HEALTH SERVICES

- a) In cases where a worker finds it necessary to see a doctor outside of the Health Centre, the University will reimburse the employee the cost of treatment under the conditions laid down by the Health Services Committee.
- b) Where recommended drugs are not available at the Health Centre, the University will reimburse the employee the cost of such

drugs subject to certification by the Medical Officer of Health.

- c) The University agrees that discussions should take place jointly with the representatives of the three unions on the Campus on how the service of the Health Centre should be improved. The University agrees to continue its efforts to put in place an expanded contributory Health Scheme so that an expanded range of services, including dental and optical services, will be available on a timely basis at the Health Centre, the University Hospital, and if necessary, at outside institutions or agencies.

48. CONTRIBUTORY HEALTH SCHEME

A Contributory Health Scheme, provided under the terms and conditions as agreed by the UWI and the Health Carrier, is in effect. The Health Scheme extends coverage to common-law

spouses, children, step-children, and legally adopted children up to their nineteenth birthday, and includes optical and dental coverage.

49. OPTICAL AND DENTAL SCHEME

The optical and dental plan shall be compulsory for members of the UAWU bargaining unit. The additional premiums payable shall be on the percentage basis 80/20 by the University and members respectively.

50. SUPERANNUATION SCHEME

- a) The University operates a Superannuation Scheme, which is compulsory for all permanently appointed employees who are not less than eighteen (18) years old. In the Superannuation scheme the permanent employees must contribute five (5) % of this basic salary, but may exercise the option of contributing ten (10) %. The University's

contribution shall be equal to ten (10) % of the employee's basic salary.

- b) The Trustees of the Scheme shall include representatives of the Union.

51. COMPENSATION IN THE EVENT OF INJURY AT THE WORKPLACE

The University shall compensate employees against injuries resulting from the negligence of the University. The degree of compensation shall be determined in consultation and agreement with the Union.

52. COMPENSATION IN THE EVENT OF DEATH

- a) In the event of death of a member of staff, the University shall pay to the next of kin based on the formula as set out below:-
 - i. Two year's salary for service up to sixteen (16) years;

- II. Two and one-half years' salary for service between sixteen (16) years and under twenty-five (25) years;
 - III. Three years' salary for service of twenty-five (25) years and over.
- b) Effective April 1, 2006, it is agreed that a minimum of five hundred and sixty thousand (\$560,000) or two year's salary, whichever is greater, would be used as the base for compensation.
 - c) The University and the Union agree that the compensation for accidental death on the job would be paid consistent with the double indemnity provision of the University insurance policy.

53. REVOLVING LOAN SCHEME

- a) The University has set up an all-inclusive

Revolving Loan Scheme which covers all staff loan items as well as loans to staff for any other purpose not currently covered. These include:

Car Loan
Car Repair Loan
Consumption Loan
Mortgage Loan

- b)** The Scheme will be managed by a Joint Committee and administered by the UWI and the Community Co-operative Credit Union Limited. The composition of the Committee is as follows:
- Two (2) Representatives of UAWU
 - Two (2) Representatives of the University
 - Chairman – mutually agreed
 - General Manager of the Credit Union

- c) It is agreed that effective April 1, 2006, the Committee will review the Scheme and make recommendations for adjustment based on the viability of the fund, of the interest rate and the loan repayment period.
- d) Effective April 1, 2006, it is agreed that Seniority Allowance shall be considered along with Basic Pay for determining the amount an employee is eligible to borrow from the Revolving Loan Scheme.
- e) The rules governing the Scheme are outlined in **Appendix VI, Schedules 1 to 4.**

54. HOUSING

It is agreed that the University will enter into an agreement with Mutual Life and the National Housing Trust to establish an Enterprise Housing Fund from which mortgage loans will be made available to employees. It is also agreed that the parties will meet to discuss the details of the

agreement and to draw up the necessary guidelines.

55. BUS SERVICE

It is agreed that the University will subsidize, on a 50/50 ratio, the provision of a bus service for its employees to and from the University along agreed bus routes, between 6:00 a.m. and 9:30 a.m. and 3:30 p.m. and 7:00 p.m. during the normal working week.

56. SPECIAL LONG SERVICE AWARD

It is agreed that the Special Long Service award shall be increased to \$60,000.00 with effect from April 1, 2008 and \$64,000.00 as of April 1, 2009 and shall be awarded, each year, to 12 employees with a minimum of twenty-one (21) years service.

57. COMMISSARY

It is agreed that a Committee shall be appointed to examine the feasibility of the establishment of a commissary.

A P P E N D I C E S

APPENDIX I

PROVISIONS FOR THE INSPECTION OF PERSONAL RECORDS

It is understood that the procedure for inspection of records should be such as to satisfy the Union that all the enclosures relating to matters that workers wish to examine are made available at the appointed time at the Human Resource Office.

Such a procedure should include a written itemization of the records relevant to the matter the worker wishes to examine. This itemization should be initialed and dated by the Human Resource Officer concerned as a true and full record of the relevant material and presented to the worker.

It is understood further that any matter concerning a worker which is proposed to place on his/her file should first be discussed with the worker prior to such action being adopted and a copy be given to the worker.

APPENDIX II

RATES OF PAY

SCHEDULE A:

Weekly Rates effective 2006/04/01

Year 1

Step:	1	2	3	4	5	6	7	8	9	10
Grade1	5338	5472	5609	5749	5893	6040	6191	6346	6504	6667
Grade2	5979	6129	6282	6439	6600	6765	6934	7107	7285	7467
Grade3	6726	6895	7067	7244	7425	7610	7801	7996	8196	8417
Grade4	7634	7824	8020	8220	8426	8637	8853	9074	9301	9533
Grade5	8848	9069	9296	9529	9767	10011	10281	10583	10802	11072
Grade6	10333	10592	10856	11128	11406	11691	11983	12296	12604	12919

SCHEDULE B:

Weekly Rates effective 2007/04/01

Year 2

Step:	1	2	3	4	5	6	7	8	9	10
Grade 1	5605	5746	5889	6036	6187	6342	6501	6663	6830	7000
Grade 2	6278	6435	6596	6761	6930	7103	7281	7463	7649	7840
Grade 3	7063	7239	7420	7606	7796	7991	8191	8395	8605	8838
Grade 4	8015	8216	8421	8632	8847	9068	9295	9528	9766	10010
Grade 5	9291	9523	9761	10005	10255	10512	10795	11065	11342	11625
Grade 6	10850	11121	11399	11684	11976	12276	12583	12911	13234	13565

APPENDIX II RATES OF PAY

SCHEDULE C: Weekly Rates effective April 1, 2008

Year 1

	1	2	3	4	5	6	7	8	9	10
Grade 1	6620	6785	6955	7129	7307	7490	7677	7869	8065	8267
Grade 2	7394	7578	7768	7962	8161	8365	8574	8789	9008	9234
Grade 3	8296	8504	8716	8934	9158	9387	9621	9862	10108	1036
Grade 4	9391	9626	9867	10113	10366	10625	10891	11163	11442	11728
Grade 5	10859	11130	11408	11693	11986	12285	12593	12907	13230	13561
Grade 6	12651	12968	13292	13624	13965	14314	14672	15039	15415	15800

SCHEDULE B: Weekly Rates effective April 1, 2009

Year 2

	1	2	3	4	5	6	7	8	9	10
Grade 1	7083	7260	7442	7628	7818	8014	8214	8420	8630	8846
Grade 2	7911	8109	8312	8519	8732	8951	9175	9404	9639	9880
Grade 3	8877	9099	9327	9560	9799	10044	10295	10552	10816	11086
Grade 4	10049	10300	11055	10821	11092	11369	11653	11945	12243	12549
Grade 5	11619	11909	12207	12512	12825	13145	13474	13811	14156	14510
Grade 6	13537	13875	14222	14578	14942	15316	15699	16091	16494	16906

APPENDIX III RATES FOR ALLOWANCES

SCHEDULE A: SENIORITY ALLOWANCE

Year 1: Effective April 1, 2008

	<u>Seniority 1</u> <u>(\$ per week)</u>	<u>Seniority 2</u> <u>(\$ per week)</u>	<u>Seniority 3</u> <u>(\$ per week)</u>
Grade 1	8556.75	8856.25	9166.25
Grade 2	9557.25	9891.75	10238.00
Grade 3	10724.00	11099.50	11488.00
Grade 4	12139.25	12564.00	13003.75
Grade 5	14035.80	14527.25	15035.50
Grade 6	16353.25	16325.75	17518.00

Year 2: Effective April 1, 2009

	<u>Seniority 1</u> <u>(\$ per week)</u>	<u>Seniority 2</u> <u>(\$ per week)</u>	<u>Seniority 3</u> <u>(\$ per week)</u>
Grade 1	9155.75	9476.25	9808.00
Grade2	10226.25	10584.25	10954.50
Grade3	11474.75	11876.50	12292.00
Grade4	12989.00	13443.50	13914.00

Grade5	15018.50	15544.00	16088.00
Grade6	17498.00	18110.50	18744.25

UWI/UAWU Consolidated Collective Bargaining Agreement

APPENDIX III **SUBSISTENCE RATES**

SCHEDULE B

	<u>EFFECTIVE 1/4/2006</u>	<u>EFFECTIVE 1/4/2007</u>	<u>EFFECTIVE 1/4/2008</u>	<u>EFFECTIVE 1/4/2009</u>
<u>(i). DAY:</u>				
Breakfast	\$320.00	\$345.00	\$550.00	\$430.00
Lunch	\$320.00	\$345.00	\$550.00	\$430.00
Supper	\$320.00	\$345.00	\$550.00	\$430.00
<u>(ii). NIGHT:</u>				
Up to 11:00 p.m.	\$320.00	\$345.00	\$550.00	\$430.00
11:00 p.m. to 2:30 a.m.	\$320.00	\$345.00	\$550.00	\$430.00
After 2:30 a.m.	\$320.00	\$345.00	\$550.00	\$430.00

APPENDIX III **SUBSISTENCE RATES**

SCHEDULE B

	<u>EFFECTIVE 1/4/2006</u>	<u>EFFECTIVE 1/4/2007</u>	<u>EFFECTIVE 1/4/2008</u>	<u>EFFECTIVE 1/4/2009</u>
<u>(iii). HOLIDAYS & SUNDAYS</u>				
If employed for the greater part of the day	\$320.00	\$345.00	\$550.00	\$430.00
<u>(iv). DAYS OFF</u>				
If employed up to Half-day	\$320.00	\$345.00	\$550.00	\$430.00

UWI/UAWU Consolidated Collective Bargaining Agreement

APPENDIX III: RATES FOR ALLOWANCES

SCHEDULE C

	<u>EFFECTIVE 1/4/2006</u>	<u>EFFECTIVE 1/4/2007</u>	<u>EFFECTIVE 1/4/2008</u>	<u>EFFECTIVE 1/4/2009</u>
(i) <u>NIGHT ALLOWANCE</u>	\$11.50 per/hr	\$12.50 per/hr	\$16.00 per/hr	\$15.40 per/hr
(ii) <u>TRANSPORTATION ALLOWANCE</u>	\$320.00 per occasion	\$345.00 per occasion	\$550.00 per occasion	\$430.00 per occasion
(iii) <u>UNIFORM ALLOWANCE</u>			See note below	
<p>(I was agreed that effective April 1, 2008 the remaining Uniform Allowance of \$7,875 shall be rolled into salary, and replaced by a Tailoring Allowance of \$18,000.00, paid as a lump sum on August 1 of each year)</p>				
(iv) <u>LAUNDRY ALLOWANCE</u>	\$312.00 per wk	\$335.00 per wk	\$385.00 per wk	\$415.00 per wk
(v) <u>SUPPER ALLOWANCE</u>	\$320.00 per occasion	\$345.00 per occasion	\$550.00 per occasion	\$425.00 per occasion

APPENDIX III: RATES FOR ALLOWANCES

SCHEDULE C

	<u>EFFECTIVE 1/4/2006</u>	<u>EFFECTIVE 1/4/2007</u>	<u>EFFECTIVE 1/4/2008</u>	<u>EFFECTIVE 1/4/2009</u>
(vi) <u>SUPPER ALLOWANCE</u> <u>- LIBRARY STAFF</u>	\$350.00 per occasion	\$365.00 per occasion	\$550.00 per occasion	\$450.00 per occasion
(vii) <u>WORK OUTSIDE THE</u> <u>CORPORATE AREA</u>				
add to the rates above	\$326.00	\$351.00	\$440.00	\$470.00

NOTE: 2008 rates, revised by the Government (Circular No. 23) 2009, were better than those negotiated between the University and the UAWU during the 2008/10 round of negotiations, and were subsequently implemented and remain effective, except for Out-of-Town-Allowance and Laundry Allowance that was not affected.

**APPENDIX IV: PURCHASE/SALE OF
ACCUMULATED VACATION
LEAVE**

Accumulated vacation leave may be sold/purchased under the following conditions:

- a) A permanent employee may be given the options to accept salary in lieu of the additional leave beyond the maximum accumulable under Terms and Conditions of Service, subject to the approval of the Campus Registrar and Campus Bursar.
- b) The University may purchase immediately from employees who have more than the maximum accumulable leave under the Terms and Conditions of Service i.e. 126 days as at 1994-01-01 the amount of leave above that maximum.

Leave below the Maximum 126 days

A permanent employee who is proceeding on vacation for a period of three weeks or longer may at that time exercise the option to sell up to 70% of their outstanding leave subject to the approval of the Campus Registrar and Campus Bursar. In special circumstances, if an employee wishes to sell more than 70% of their outstanding leave, a special case would be made to the Bursar for consideration.

APPENDIX V (i): PROVISIONS FOR THE ISSUING OF UNIFORMS

For the period of agreement, it is agreed that uniforms for members of staff falling within the bargaining unit will be issued in accordance with the provisions set out below, and that members of staff will be expected to wear uniform when they attend work. The Union undertakes to assist in the enforcement of these provisions.

PROVISIONS

- 1.** Uniforms to all workers will be due on the 1st of April in each Financial Year and is payable August 1.
- 2.** Issue of uniforms to workers will be effected through the following process:
 - a)** Workers in each Department or Section shall meet, prior to the due date of issue, to select the uniform which will be worn by the workers in that Department for the ensuing

year. In this exercise, the Head of Department / Supervisor will be consulted, but will not have a veto power in the selection;

- b) The Head of Department or Supervisor shall communicate the choice of uniform to the Human Resources Department;
 - c) On the due date for the issue of uniforms, each worker will be provided with a grant, which shall be used for purchase of the uniforms selected.
- 3.** It shall be understood that uniforms shall mean dress or apparel made from the same material and with the same design. No more than three (3) colours shall be permissible in any one department. The material, style and colours selected for uniforms shall conform to what is considered reasonable in terms of soberness and appropriateness for the type of work being done, and to project a respectable image for the workers.

4. As proof that the worker has used the funds provided for the purchase of uniforms for that purpose, workers will be expected to wear their uniforms when they attend work. They will not be required to produce receipts etc.
5. Protective clothing will be issued to all workers who have been entitled to receive this in the past. The entitlement of workers who are eligible and the frequency of issue of each item are set out in **Appendix v (ii)**.
6. Efforts will be made to streamline the issue of protective clothing to ensure that as far as possible the issue of these items takes place on the same day as the issue of uniforms.
7. All new employees falling within the Bargaining Unit are entitled to the issue of uniforms as of the date of confirmation of their appointment. Where this date is different from the annual date on which uniforms are generally issued to all workers, the new employee will receive a pro-

rated amount calculated as the difference between his/her date of employment and the date for the next annual issue of uniforms.

UWI/UAWU Consolidated Collective Bargaining Agreement

**APPENDIX V (ii): PROTECTIVE CLOTHING ISSUED TO
UAWU STAFF**

The items listed here are issued through the Human Resource Management
Division

RAINCLOAK - ISSUED EVERY TWO YEARS
WATERBOOTS - ISSUED YEARLY

Other protective devices not listed are issued as per the special requirements of
the Department.

DEPARTMENTS

Faculty of Humanities & Education

POSTS

Office Attn.

Dept. Attn.

ENTITLEMENT

W.boots/r. cloak

W.boots/r. cloak

CARIMAC

Janitor/Gen. Worker

Office Attn.

w.boots/r. cloak/cap

w. boots/r. cloak

DEPARTMENTS

POSTS

ENTITLEMENT

Basic Medical Sciences

Lab Attendant
Cleaner
Office Attn.
Dept. Attendant

w. boots/r. cloak
w. boots/r. cloak
w. boots/r. cloak
w. boots/r. cloak

Chemistry

Lab Attendant
Gardener

w. boots/r. cloak
w. boots/r. cloak

Geology & Geography

Lab Attendant
Office Attn.

w. boots/r. cloak
w. boots/r. cloak

Life Sciences

Gardener
Cleaner
Dept. Attn.
Lab. Attendant

w. boots/r. cloak
w. boots/r. cloak
w. boots/r. cloak
w. boots/r. cloak

DEPARTMENTS

POSTS

ENTITLEMENT

M.I.T.S.

Office Attn.

w. boots/r. cloak

School of Continuing Studies

Office Attn.

w. boots/r. cloak

Driver/Attn.

w. boots/r. cloak

General Worker

w. boots/r. cloak

Janitor/Gen Worker

w. boots/r. cloak

Watchman

w. boots/r. cloak

Sanitary Worker

w. boots/r. cloak

Health Centre

Dept. Attendant

w. boots/r. cloak

Office Attn.

w. boots/r. cloak

Library Studies

Dept. Attendant

w. boots/r. cloak

DEPARTMENTS

POSTS

ENTITLEMENT

Estate Management

Store man
Gatekeeper
Female Attn.
Male Attendant
Tractor Driver
Handyman/
Gen. Work

w. boots/r. cloak/cap
w. boots/r. cloak/cap
w. boots/r. cloak/cap
w. boots/r. cloak/cap
w. boots/r. cloak/cap
w. boots/r. cloak/cap
w. boots/r. cloak/cap

Management Studies

Dept. Attendant
Cleaner

w. boots
w. boots

Mathematics &
Computer Sciences

Dept. Attendant

w. boots/r. cloak

Dept. of Medicine

Dept. Attendant
Office Attn.

w. boots/r. cloak
w. boots/r. cloak

DEPARTMENTS	POSTS	ENTITLEMENT
Faculty of Medical Sciences	Dept. Attendant	w. boots/r. cloak
	Lab Attendant	w. boots/r. cloak
	Office Attn.	w. boots/r. cloak
	Driver/Attendant	w. boots/r. cloak
Microbiology	Dept. Attendant	w. boots/r. cloak
	Lab Attendant	w. boots/r. cloak
	Cleaner	w. boots/r. cloak
Microbiology	Office Attn.	w. boots/r. cloak
	Driver	w. boots/r. cloak
Faculty of Pure & Applied Sciences	Office Attn.	w. boots/r. cloak
	Gardener	w. boots/r. cloak

DEPARTMENTS	POSTS	ENTITLEMENT
O & G & Child Health	Dept. Attendant Cleaner	w.boots/r. cloak w. boots/r. cloak
Pathology	Lab Attendant Cleaner Artisan Dept. Attendant	w. boots/r. cloak w. boots/r. cloak w. boots/r. cloak w. boots/r. cloak
Physics	Cleaner Lab Attendant Artisan	w. boots/r. cloak w. boots/r. cloak w. boots/r. cloak
Community Health & Psychiatry	Office Attn.	w. boots/r. cloak

DEPARTMENTS	POSTS	ENTITLEMENT
Registry/Bursary	Office Attn.	w. boots/r. cloak
	Gen. Worker	w. boots/r. cloak
	Store man	w. boots/r. cloak
	Driver/Attendant	w. boots/r. cloak
UWIDEC	Office Attn.	w. boots/r. cloak
Chancellor Hall	Gardener	w. boots/r. cloak
	Handyman	w. boots/r. cloak
Mary Seacole Hall	Gardener/ Attendant	w. boots/r. cloak

DEPARTMENTS

POSTS

ENTITLEMENT

Taylor Hall

Gardener
Artisan

w. boots/r. cloak
w. boots/r. cloak

S.A.L.I.S.E.S

Dept. Attendant
Office Attendant

w. boots/r. cloak
w. boots/r. cloak

APPENDIX VI**REVOLVING LOAN
SCHEME****SCHEDULE 1: UWI/UAWU CAR LOAN
SCHEME REGULATIONS**

The Scheme comes into effect on 1st November 2000 and will be administered by the UWI (MONA) and Community Co-operative Credit Union Ltd. All applications will be considered in keeping with the following rules: -

1. The loans will be available to members of the Bargaining Unit under a Revolving Loan Scheme, which will be managed by a joint UWI/UAWU Committee. Such persons will be eligible to be considered for a loan once every five years.
2. The maximum amount of the loan will be 200,000.00.
3. The loans will only be made for the purchase of Private Motor Vehicles. The vehicle when purchased

must be registered as a private vehicle to be used for the staff member" personal, domestic and social business.

4. Loans will be made for a period of up to three years to permanent employees. Temporary employees with at least three years service are also eligible, provided adequate security is in place.
5. Interest on the loan will be made at the rate of eight percent (8%) per annum on the reducing balance. In keeping with the agreement between the University of the West Indies and the UAWU, the Loans Committee has the right to review and vary the interest rate charged on car loans.
6. Administrative fees will be restricted to charges associated with registration of Bill of Sale.
7. Fortnightly repayments will be deducted from the staff members' salary by the University and paid over to the authorized collecting agent.
8. If the vehicle that is being purchased is being used as security, the following will apply: -

- The vehicle must not be more than five years old;
 - The vehicle should be registered in the name of the borrower and the authorized agency. A letter authorizing the authorized agent to collect the Title must be signed by the borrower;
 - When purchased, the vehicle cannot be used as security for any other loan;
 - The borrower must present proof annually that the insurance is current and comprehensive coverage is in place;
 - The borrower must take steps to ensure that the vehicle is mechanically fit at all times.
9. Normally, the loan cannot be used to refinance an existing loan. The Committee reserves the right to consider the application for refinancing.
10. The staff member must obtain prior written permission from the Committee if the car is being disposed of before the loan is fully repaid.

11. If the vehicle is involved in an accident and is written off by the Insurance Company, the staff member must pay in full the outstanding balance of the loan upon receipt of settlement from the Insurance Company.
12. Notwithstanding rule one (1), when the motor vehicle has been written off, the Committee reserves the right to consider an application from the employee for a new loan.
13. If the member fails to abide by the rules that were in existence at the time the loan was approved, the Committee reserves the right to vary the terms and conditions of the loan at its discretion.
14. Where the employee leaves the service of the University, the full balance of the loan including interest is due and payable from any funds due to the borrower from or through the University.
15. If the staff member proceeds on no pay leave s/he will be required to make satisfactory financial arrangements for the servicing of the loan.

16. If payments fall three months in arrears, then the balance of the loan becomes payable in full.
17. Any variation of the rules must be referred to the University of the West Indies Management Team by the Committee.

APPENDIX VI: REVOLVING LOAN SCHEME

SCHEDULE 2: UWI/UAWU CONSUMPTION LOAN RULES

The Scheme comes into effect on November 6, 2000 and will be administered by the UWI (MONA) and Community Co-operative Credit Union Ltd. All applications will be considered in keeping with the following rules: -

1. Loans will be available to members of UAWU under the revolving Loan Scheme managed by the Joint UWI/UAWU Committee.
2. The annual interest rate applicable is six percent (6%) and is calculated on the reducing balance.
3. The maximum amount of the Consumption Loan will be equivalent to six (6) fortnights' basic salary or \$30,000 whichever is higher.
4. Each loan will be made for a period of up to twenty-

four (24) months.

5. The borrower should have repaid fifty percent (50%) of the loan before accessing another loan. The authorized lending agent has the right to review emergency cases.
6. Fortnightly repayments will be deducted from the staff member's salary by the University and paid over to the authorized collecting agency.
7. The outstanding balance of the loan, including interest, becomes due and payable upon separation of the borrower from the University.
8. Where the loan from the Revolving Loan Scheme is joined with a loan from the UWI Co-op Credit Union Ltd. adequate security must be in place to cover the full indebtedness.
9. Loans must be adequately secured.
10. Any variation of the rules must be referred to the University of the West Indies Management team by the Committee.

APPENDIX VI REVOLVING LOAN SCHEME

SCHEDULE 3: UWI/UAWU MORTGAGE (HOUSE) LOAN SCHEME POLICY

1. Loans will be available to Bona Fide members of UAWU under the Revolving Loan Scheme managed by the Joint UWI/UAWU Committee.
2. Maximum amount of loan will be \$ 200,000.
3. a) Loans must be adequately secured;
b) Loans will be made for a period up to 36 months to permanent employees. Temporary employees with at least three (3) years service are also eligible provided adequate security is in place.
4. a) Loans will normally be made available to first time home-owners and shall only be provided for houses that shall be owner-occupied and

not for rental;

- b) If the homeowner is fifty-seven years or more, the period of loan shall coincide with retirement;
 - c) The loan will be granted for assisting/purchasing a home and/or constructing a house on land owned.
5. Monthly repayments will be deducted from staff members' salary by the University of the West Indies and paid over to the Credit Union.
 6. Interest on the loan will be at the rate of 12% per annum on the reducing balance.
 7. The full outstanding balance of the loan becomes due and payable upon separation of the borrower from the University. This balance shall be a first call on any funds due to the borrower from or through the University.
 8. If member fail to abide by the rules that were in

existence at the time the loan was approved, the Committee reserves the right to vary the terms and conditions of the loan at its discretion.

9. If the member proceeds on no pay leave, he/she will be required to make satisfactory financial arrangements for the servicing of the loan on schedule.
10. The Loans Committee reserves the right to review and vary the Interest Rate charged on loans.
11. The Loans Committee reserves the right to vary the rules as deemed necessary.
12. Up to five loans per annum may be granted. An additional two loans may be granted by the Committee on a first come, first served basis, subject to availability of Funds.
13. Approved loans will be disbursed consistent with the Terms of the Sale Agreement or other supporting documentation.

14. Valuation shall be carried out by certified valuers.

**APPENDIX VI REVOLVING LOAN
SCHEME****SCHEDULE 4: UWI/UAWU PURCHASE OF
COMPUTERS LOAN SCHEME
POLICY**

1. Loans available to Bona Fide members of UAWU
2. Amount of loan up to a maximum of \$80,000
3. Repayment period up to 36 months
4. Interest of 5% on reducing balance
5. Loans granted exclusively for purchasing of a computer. Upon presentation of invoice from a recognize dealer, payments will be made directly to the supplier.
6. Monthly repayments to be deducted from members' salary by the University of the West Indies and paid

- over to the authorized collecting agency.
7. Where the employee leaves the service of the University, the full balance of the loan including interest is due and payable from any funds due to the borrower from or through the University.
 8. If the member fails to abide by the rules that were in existence at the time the loan was approved, the Committee reserves the right to vary the terms and conditions of the loan at its discretion.
 9. If the staff member proceeds on no pay leave, he/she will be required to make satisfactory financial arrangements for the servicing of the loan.
 10. Loans must adequate secured.
 11. Any variation must be referred to the University of the West Indies management team by the Committee.

APPENDIX VII:**UAWU DELEGATES****NAMES****DEPARTMENTS**

Mr. Alvin Millwood	Maintenance Services (Chief Delegate)
Ms. Karlen Watson	Chemistry
Mrs. Joan Nelson-Graham	Faculty of Humanities & Education
Mr. Robert Murray	Library (Assistant Chief Delegate and Communications Officer)
Mr. Kensworth Shambo	Library
Mr. Delroy Waugh	School of Continuing Studies, Camp Road
Mrs. Coleen Jackson	Radio Unit
Mrs. Beryl Collins	Microbiology
Mr. George Cowie	Microbiology
Mr. Johny Stewart	Registry - Public Relations Office
Ms. Marva Reid	Pathology
MS. Elaine Clarke	Patholgy
Ms. Joy Anderson	Pure and Applied Sciences
	Pure and Applied Sciences
Mr. Dudley Wright	Maintenance Services –Buildings
Ms. Sherry Edwards	Sports

Ms. Sherry Edwards

Office of Student Services & Dev – Sports Office

APPENDIX VIII:**SIGNATORIES TO
THE HEADS OF
AGREEMENT****FOR AND ON BEHALF OF
THE UNIVERSITY OF THE
WEST INDIES, MONA:**Camille Bell-Hutchinson
(Campus Registrar)Raymond A. Eytel
(SAR – ERBOSH)Herman McDaniel
(Deputy Bursar, Mona)**FOR AND ON BEHALF OF
THE UNIVERSITY AND
ALLIED WORKERS UNION:**Lambert Brown
(President)Clifton Grant
(1st Vice-President)Alvin Millwood
(Chief Delegate/Trustee)

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