



**HUMAN RESOURCE MANAGEMENT DIVISION
OFFICE OF THE PRIME MINISTER
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**



P21 / 004

28th September, 2018.

Mr. John Doe
c/o Public Works Department

ufs Permanent Secretary, Ministry of Public Infrastructure, Posts et al
Director, Public Works

Dear Mr. Doe

Approval has been granted for you to be employed as Mechanic, Public Works Department, Ministry of Public Infrastructure, Posts, Urban Development and Transport on the following terms:

- (a) You will be paid wages at the rate of EC \$400.00 per week.
- (b) You will be eligible for vacation leave at the rate of 12 days per annum but you can accumulate no more than (24 days). Leave can only be taken after completing a full year of employment.
- (c) You are allowed two (2) consecutive sick days without a Medical Certificate up to a maximum of ten (10) days without medical certificate for the calendar year. All Sick Leave issued by a Doctor must be submitted to the Head of your Department for onward transmission to the Human Resource Management Department. Sick leave is to be accompanied by a completed and signed Social Security Form.
- (d) The following deductions will be made from your wages weekly:
 - 5% for Social Security
 - 3.5 % for Social Levy
- (e) During your employment, you will be covered under the new Contributory Pension Plan which requires on your part a contribution of 3% of your wages. You will be informed in due course regarding the deductions to be made from your wages.
- (f) There is a non contributable Medical Insurance Scheme with National Caribbean Insurance. As part of your employment with the Government you are entitled to benefit from that scheme. You become eligible to join this scheme only after you would have completed six (6) months of employment.
- (g) Your employment will be during pleasure and will be subject to the Laws, Statutory Rules and Staff Orders in force in the Federation.

With every good wish.

Yours sincerely

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Torfrida Rochester (Mrs)
Chief Personnel Officer



**HUMAN RESOURCE MANAGEMENT DIVISION
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N5/004

18th July, 2017.

Ms. Jane Doe
c/o New Horizon Rehabilitation Centre

ufs Permanent Secretary, Ministry of Community Development et al

Dear Ms. Doe

Approval has been granted for you to be temporarily employed as Kitchen Assistant, New Horizon Rehabilitation Centre, Ministry of Community Development, Gender Affairs and Social Services with effect from 9th to 29th August, 2017 on the following terms:

- (a) There is a 40 hour work week from Monday to Friday.
A lunch break is given from 12:00 to 1:00pm or from 1:00pm to 2:00pm depending on the arrangements at the Department in which you are placed.
- (b) You will be paid salary at the rate of K10 -- \$1, 720.00 per month.
- (c) The following deductions will be made from your salary monthly:
 - 5% for Social Security
 - 3.5 % for Social Levy
- (d) You are allowed two (2) consecutive sick days without a Medical Certificate up to a maximum of ten (10) days without medical certificate for the calendar year. All Sick Leave issued by a Doctor must be submitted to the Head of your Department for onward transmission to the Human Resource Management Department. Sick leave is to be accompanied by a completed and signed Social Security Form.
- (e) Your employment will be during pleasure and will be subject to the Laws, Statutory Rules and Staff Orders in force in the Federation.

With every good wish.

Yours sincerely

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Torfrida Rochester (Mrs)
Chief Personnel Officer



**HUMAN RESOURCE MANAGEMENT DIVISION
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APL

10th August, 2018.

Mr Peter Paul
c/o Education Department

ufs Permanent Secretary, Ministry of Education and Information
Chief Education Officer

Dear Mr Paul

Approval has been granted for you to be employed as a School Bus Driver in the Ministry of Education and Information with effect from 1st September, 2018 on the following terms:

- (a) You will be paid wages at the rate of \$380.00 per week.
- (b) You are allowed two (2) consecutive sick days without a Medical Certificate up to a maximum of six (6) days without medical certificate for the academic year. All Sick Leave issued by a Doctor must be submitted to the Head of your Department for onward transmission to the Human Resource Management Department. Sick leave is to be accompanied by a completed and signed Social Security Form. During any certified sick leave period you would be paid salary.
- (c) The following deductions will be made from your salary monthly:
 - 5% for Social Security
 - 3.5 % for Social Levy
- (d) During your employment, you will be covered under the new Contributory Pension Plan which requires on your part a contribution of 3% of your salary. You will be informed in due course regarding the deductions to be made from your salary.
- (e) There is a non contributable Medical Insurance Scheme with National Caribbean Insurance. As part of your employment with the Government you are entitled to benefit from that scheme. You become eligible to join this scheme only after you would have completed six (6) months of employment.
- (f) Your employment will be during pleasure and will be subject to the Laws, Statutory Rules and Staff Orders in force in the Federation.

With every good wish.

Yours sincerely

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Torfrida Rochester (Mrs)
Chief Personnel Officer