ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING

The above-captioned document circular No. 26 reference number 59/4311 was received by the University from the Ministry of Finance and Planning – Public Service Establishment Division on October 1, 2005 and contains information for the payment of a temporary, nonpensionable allowance and an optional moratorium on the repayment of existing staff loans.

The Human Resources Management Division would like to highlight the following information contained in the Addendum:

TEMPORARY ALLOWANCE

(i) Employees earning $250,000 per annum and under $577.00 per week
(ii) Employees earning over $250,000 per annum and up to $500,000 per annum $865.00 per week
(iii) Employees earning over $500,000 per annum and up to $650,000 per annum $846.00 per week
(iv) Employees earning over $650,000 per annum $705.00 per week

1. The payments are to be made to full time employees who are permanent, temporary, or on fixed term contracts;
2. Part time employees working at least three days per week are to be paid at the rate of J$255.00 per week;
3. The allowance is to be paid for the period September 19, 2005 to March 31, 2006 and will cease effective April 1, 2006;
4. The payment ranges set out above are gross figures;
5. The per week rates for the allowance are gross amounts and therefore the allowance is subject to income tax, education tax, and deductions for National Housing Trust and where applicable National Insurance;
6. The allowance is payable on the normal paydays;
7. In determining the pay band all salary payments are to be taken into account including acting, seniority, special and personal pensionable allowances. Traveling or transportation allowances are not be included;

Staffing & Employee Development (SED) Employee Relations, Compensation, Environment
4 Gibraltar Camp Way Health & Safety (ERCEHS)
UWI, Mona Campus Assembly Hall

8. If an officer’s acting allowance ceases during the period September 19, 2005 to March 31, 2006 and the effect is that the officer will fall into a lower pay band then an adjustment should be made to ensure the relevant temporary allowance is paid and;

Therefore, if an officer’s pay is J$600,000.00 per annum and that officer is receipt of an acting allowance of J$80,000.00 per annum then that officer should receive a temporary allowance of J$705.00 per week. If that officer ceases to act
during the period and his/her substantive pay reverts to
J$600,000.00 then the temporary allowance would move to
J$846.00 per week.

LOAN MORATORIUM
1. The moratorium on Staff Loans (Consumption Loan) is optional
and therefore
staff may choose not to exercise this option;

2. Once a moratorium is granted to an employee on an existing
Consumption Loan
the period of repayment will be effectively extended;

3. The loan balance owing at April 1, 2006 will consist of the
principal balance as
at October 1, 2005 plus interest accrued as at March 31, 2006.

4. Each employee desirous of accepting the moratorium must
complete the attached form and return it to the Human Resources
Management Division by Friday October 14, 2005. The form can
also be downloaded from the Human
Resources Web page
http://www.mona.uwi.edu/hrd/forms/index.htm or collected from
the Human Resources Management Division (Gibraltar Road)
and;

5. During the period of the Moratorium the ability of the UWI
Loan Schemes, which are administered through the UWI Mona
and Community Co-operative

Should you require additional information on the Addendum to the
Moratorium please contact Mr. Howard McLean or Miss Nolda
Thompson of the Employee Relations Unit in the Human
Resources Management Division.