

**RATES FOR PART-TIME ACADEMIC STAFF AS AT
AUGUST 1, 2010**

(Clause 22)

DEFINITION OF PART-TIME

Part-time employees are persons who are employed for less than the legally prescribed minimum hours per week. These persons may be entitled to statutory provisions as prescribed by local legislation, however they are not entitled to any of the other benefits enjoyed by full-time employees of UWI.

Rates for part-time employees are reviewed and determined annually by the Campus F&GPC.

Some persons are employed in the Faculty of Medical Sciences and at the University Health Centre on a half-time basis, i.e., they receive half of basic salary and allowances – housing, special Mona housing and Book Grant.

Book Grant

Part-time staff may receive up to 30% of their payment as a grant for the purchase of books and other professional materials, subject to an upper limit of the value of the Grant given to full-time staff.

Extra Pay for Large Tutorial Classes

When the tutorial size exceeds an agreed number, the tutor should, on the recommendation of the Head of Department be considered for additional remuneration on a pro-rated basis of up to 50% of the cost of a second tutorial.

Payment for Marking Examination Scripts

There is provision for paying part-time staff for marking exam scripts where appropriate.

Sessional Rates for Part-time Medical Staff

Part-time Medical staff employed on a sessional basis are paid in accordance with the prevailing Government rates. The current rate payable to part-time medical staff employed on a sessional basis is \$8,263.00 per session (4 hours).

**BAGGAGE ALLOWANCE
(Clauses 62-66)**

Where a member of staff is recruited for a period of three years or more from another country, the University will pay, on the first appointment, the cost of transporting and insuring the household and personal effects, on the production of vouchers, up to a maximum amount to be specified from time to time. For the purposes of Clauses 61-65, the term 'vouchers' includes receipts and invoices.

1. Baggage Allowance to a maximum of the Jamaican equivalent of US\$3,000 on appointment and on normal termination for self, spouse and children up to 22 years of age or up to the end of full-time education.
2. Special Baggage Allowance (Clause 63) on appointment and normal termination to pack and ship academic books and teaching/research equipment for use at UWI on presentation of vouchers up to a maximum of the Jamaican equivalent of US\$600.
3. The maximum limit for Baggage Allowance (Clause 65) of the following categories of staff, payable in the Jamaican equivalent, is as follows, but is subject to change from time to time.
 - (a) Married, recruited for two years US\$3,000
 - (b) Single, recruited for two years US\$1,200
 - (c) In the case of one-year appointments where the baggage allowance was approved, the maximum rate should be US\$900.

**OTHER ALLOWANCES
(Clauses 70-76)**

The rates quoted below are current and subject to any agreed negotiations.

1. Child Allowance (Clause 71)

- (a) Only members of staff employed before August 1, 1973, are eligible for Child Allowance.
- (b) A Child Allowance (limited to three children) of \$300 a year for the first child, \$200 for the second child and \$100 for the third child, shall be paid in respect of children up to the end of approved full-time education provided they are dependents up to the end of the session in which the children reaches the age of 22, whichever is the earlier.

2. Grant for the Purchase of Books and Other Professional Materials (Clause 72).

For the purchase of books and materials, the annual rate is \$80,000 effective August 1, 2008 and \$84,000 effective August 1, 2010.

Members may use this Grant to purchase teaching, educational or professional development materials and supplies. (These may include, but are not necessarily limited to, the following: books, periodicals, photocopies, audio-visual materials, computer hardware and software.) This Grant may also be used to cover membership fees to learned/professional societies and pay subscription fees for access to print and electronic media.

Persons on contract for less than one year, but at least for one semester, are entitled to receive 50% of the Grant. (Persons on contracts of between one and three years are covered by clause 72 (e) of the Rules for Academic Staff, Senior Administrative Staff and Professional Staff).

Persons on Assisted Leave are entitled to the full grant for the year of leave if they have not been replaced, or if their duties are being carried out by persons who are already entitled to the Grant in their substantive posts. In circumstances where the person on Assisted Leave had been replaced by someone on a contract of less than one year, (s)he may claim the portion of the Grant to which her/his replacement is not entitled.

Members may accumulate the allowance indefinitely.

Members should submit requests for payment on the appropriate form available from the Staff Benefits Section of the Bursary, along with itemized receipts and/or invoices. Where a proforma invoice is submitted, payment shall be made to the supplier.

No portion of the Grant shall be provided in foreign exchange.

Members of staff whose contracts with the UWI have been terminated for any reason other than retirement shall submit all claims for reimbursement no later than the date of separation from the University.

Staff members going on retirement may use within one (1) year the balance of the Grant credited to their account at the date of retirement.

There is no limit as to the number of subscriptions that shall be funded from the Grant for each member within the WIGUT category.

3. Responsibility Allowance/Entertainment Allowance Ex Officio (Clauses 73-76)

Annual Responsibility Allowances shall be paid to the following:

(a) Deans

Entertainment	\$163,215
Travelling	\$396,672
Special	\$219,435

(b) Deputy Deans, Sub-Deans and Heads of Departments

Entertainment	\$ 81,615
Travelling	\$198,345
Special	\$109,728

4. Allowances for Heads of Departments/Deputy Deans (per annum)

If the member of staff holds two positions, both allowances are paid.

5. Entertainment Allowance for Student Services Managers: Halls of Residence (Clause 74 {f}).

Student Service Managers: Halls of Residence, shall receive an annual Entertainment Allowance of \$81,615.

**RECOMMENDED SUBSISTENCE RATES EFFECTIVE AUGUST 1
2006
(Clauses 80-84)**

RATES FOR CAMPUS COUNTRIES

	Summer	Winter
	<u>US\$US\$</u>	
BARBADOS	270.00	290.00
JAMAICA	250.00	250.00
TRINIDAD	275.00	275.00

RATES FOR UWI 12

	Summer	Winter
	<u>US\$ US\$</u>	
ANTIGUA	250.00	275.00
BAHAMAS	300.00	355.00
BELIZE	250.00	275.00
BRITISH VIRGIN ISLANDS	250.00	275.00
CAYMAN ISLANDS	250.00	305.00
DOMINICA	250.00	275.00
GRENADA	250.00	275.00
GUYANA	250.00	275.00
MONTserrat	250.00	275.00
ST KITTS & NEVIS	250.00	275.00
ST LUCIA	250.00	275.00
ST VINCENT	250.00	275.00

RATES FOR OTHER COUNTRIES

	<u>Summer US\$</u>	<u>Winter US\$</u>	<u>All Year US\$</u>
CANADA	-	-	280.00
MIAMI	270.00	310.00	-
NEW YORK	-	-	320.00
WASHINGTON	-	-	310.00
ALL OTHER US CITIES	-	-	300.00
UNITED KINGDOM	<u>£</u> 275.00*	<u>£</u> 230.00*-	

N.B. Summer: April 16-December 14
Winter: December 15-April 15

*Please see Note A.2 overleaf.

NOTES:

- A.
1. F&GPC at its meeting in February 1973, had agreed that the subsistence rates should be paid in the currency of the country to which the staff member is travelling.
 2. Winter period December 15 to April 15, except in respect of the UK, where the higher subsistence (Summer) rates should apply for the period June 1 to September 30, whilst the lower subsistence (Winter) rates should be operative for the remainder of the year.
 3. All members of staff are entitled to reimbursement of Airport Tax paid by the staff member and of sums actually expended on taxi fares directly to and from the airport. Vouchers, etc. should support claims for such additional expenses, where applicable.
 4. For stay in excess of 28 days, 60% of the recommended rates shall be payable from the 29th day.
 5. The University recognizes that from time to time there may be the need for a daily allowance with respect to staff who travel and are not required to overnight. The allowance payable shall be US\$75 or its equivalent.
 6. The rates applicable to the countries not listed in the preceding pages are as follows:

Countries	Rates Applicable
Mexico, Latin America & Brazil	Belize
Europe & Africa	United Kingdom
Cuba & Puerto Rico	Eastern Caribbean

Special Subsistence

- B. F&GPC at its meeting on May 8, 1987, noted that in regard to countries which had a tourist industry, members of the University staff sometimes experienced difficulty in obtaining room and board for the subsistence rates normally allowed for that country, and agreed to extend to such circumstances, the rule already approved for members of staff attending conferences with Ministers of Government who are required to stay in a prescribed hotel, that the University would meet the full cost of accommodation, plus meals and a per diem allowance. The per diem allowance to be applied in such cases should be:

For the Eastern Caribbean (including Barbados and Trinidad), Guyana, Belize and Jamaica	\$75 in the currency of of the country being visited;
For the United States	US\$50.00
For the United Kingdom	£40.00

C. Subsistence while on Secondment

Where a member of staff on secondment to Mona or to St. Augustine or Cave Hill is provided with University accommodation at the usual rent, subsistence shall be paid at the rate of \$3.00 or TT & BD \$7.20 per day in the case of single staff, and J\$6.00 or TT & BDS \$14.40 a day, if married.

**INSURANCE COVERAGE WHILE TRAVELLING
ON UNIVERSITY BUSINESS
(Clause 85)**

1. The Personal Accident Travel Insurance coverage while travelling on University business is equivalent to four (4) times the annual salary of the staff member, subject to a limit of J\$10 million per person. The policy covers accidental death and dismemberment and permanent disablement.
2. Baggage insurance cover, maximum J\$40,000 per person.
3. Staff members are required to complete a Personal Accident Travel Insurance Form, obtainable from the Treasury Management Unit of the Bursary, before travelling.

**LOCAL TRAVELLING AND SUBSISTENCE ALLOWANCES
(Clause 86)**

A. Local Travelling Allowances

The following Allowances for local travel are applicable from August 1, 2008:

1. **Regular Travelling Allowance** in respect of travel for any distance on the job: **\$420,000 per annum plus \$30.00 per km.**
2. **Commuted Travelling Allowance** in respect of travel for any distance on the job: **\$280,200 plus \$30.00 per km.**
3. **Casual Travelling: \$35.00 per km.**

Note: Finance and General Purposes Committee, Mona, in June 2005 agreed that a staff member who requested a travelling allowance (where this had not been previously attached to his/her post) had to provide evidence of his/her travel pattern over a six-month period in order to ascertain the average number of miles/kilometres travelled per month. Post-holders who travelled an average of 350 miles/563 kilometres would be eligible for a Regular Travelling Allowance while persons who travelled an average of 250 miles/400 kilometres per month would be eligible for a Commuted Travel Allowance.

B. Subsistence for Local Travel

Under the conditions stipulated in Clause 86(e), a subsistence allowance is payable to a staff member for local travel on University business. Before undertaking the travel, the staff member shall submit through the Budget Holder to the Bursary- Staff Benefits Section, a completed application form which is available from that Section. The form must include the following information:

- a) Reason for undertaking travel
- b) The duration of the travel
- c) The duration of the stay
- d) The account codes to be charged and
- e) The approval of the Budget Holder requesting the travel.

Where a member travelled on University business and did not expect to overnight but was forced to do so due to circumstances beyond his/her control, a claim for reimbursement shall be considered.

**RE-ASSIGNMENT OF STAFF WITHIN THE CARIBBEAN
(Clauses 88-91)**

- (a) The University shall make an outright displacement grant to members of staff who are permanently assigned to new countries on the following basis (Clause 89):
- (i) For single officers – J\$50 (TT\$ & BD\$120)
 - (ii) For married officers without dependent child or children – J\$100 (TT\$ & BD\$240).
 - (iii) For married officers with dependent child or children – J\$200 (TT\$ & BD\$480).

N.B. This is under review.

**CONDITIONS GOVERNING HOUSING
(Clause 98)**

In recognition of the special circumstances of the Mona Campus, it is agreed that, with respect to members of the bargaining unit,

1. The University shall

Either:

a) provide housing, which may be owned or rented by the University, at a rate of J\$360 per annum;

Or:

b) provide a Housing Allowance which allows the staff member to make his/her own arrangements for housing. This Allowance is currently 30% of basic salary, less J\$360 per annum.

Note: In addition to the foregoing, members of the bargaining unit receive 10% of basic salary as a Mona Special Housing Allowance.

2. Members of staff who are spouses** of each other shall be entitled to the full benefits of their respective posts as regards housing, but only one shall be eligible for a house provided or rented by the University.

3. The policy for allocation of accommodation, as indicated in the table below, takes into account such factors as the staff member's grade level, and the size of his/her family.

<u>Grade, Status & Family Size</u>	<u>Room Entitlement</u>
Assistant Lecturer, Single,	2
Assistant Lecturer, with Spouse**, one child**	2
Lecturer, Single, no children	2
Assistant Lecturer, with Spouse**, two or more children	3
Lecturer, with Spouse**, one or two children	3
Lecturer, Single, one or two children	3
Senior Lecturer, Single	3
Senior Lecturer, with Spouse**	3
Lecturer, with Spouse**, three or more children	4
Senior Lecturer, with Spouse**, one or more children	4
Professor	4

Note: The number of rooms given includes bedrooms and study, but excludes living and dining rooms, maid's room, kitchen and bathrooms.

4. Staff members may apply for larger accommodation than indicated above, provided that:
 - a) such accommodation is available;
 - b) they are willing to pay the University the cost additional to the normal rental indicated at 1 (a) above.This would be without prejudice to the option given them of finding alternative accommodation and receiving Housing Allowance from the University.
5. Furniture, appliances and other household items are available at rates indicated in the attached schedule.

*** For definitions of "spouse" and "child", please see Section 1 of the Rules for Academic Staff, Senior Administrative Staff and Professional Staff.*

**HOUSE LOAN SCHEME REGULATIONS
(Clause 108)**

The following is information pertinent to the House Loan Scheme.

1. The loans shall be available to the categories of Academic and Senior Administrative and Professional Staff eligible for housing allowance.
2. The maximum amount of a loan is J\$1 million.
3. Loans can be made either as first or second mortgages.
4. Loans shall be made for a period of up to fifteen (15) years, except as per (5) below.
5. Where the borrower and joint borrower are fifty (50) years of age and over and do not have a younger guarantor or additional collateral, the period of the loan shall normally coincide with retirement.
6. Interest on the loan shall be at the rate of twelve percent (12%) per annum on the reducing balance.
7. An administrative fee of J\$1,500 per applicant shall be charged in addition to the Stamp Duty, Registration Fee and Legal Costs, which shall be covered in the loan secured.
8. Monthly repayments shall be deducted from the staff member's salary.
9. The loan shall be given for:
 - (a) purchasing a house; and
 - (b) constructing a house on land owned.
10. The loan shall be given to the first-time homeowners, and shall only be provided for houses that shall be owner-occupied and not for rentals.
11. Valuation should be carried out by Certified Valuers.
12. If monthly payments fall three (3) months in arrears, then the full balance of the loan and any interest outstanding become payable in full. Where the employee leaves the service of the University, the full balance of the loan, including interest, is due and payable. This balance shall be a first call on any funds due to the borrower from or through the University.
13. The Borrower must provide evidence annually that the mortgaged premises are covered by Fire and Peril Insurance.
14. Applications shall be treated on a first-come-first-served basis, in keeping with (10) above.
15. The Committee reserves the right to vary the terms and conditions of this agreement.

NOTES:

- (i) Home Loans are available from a revolving loan fund administered by UWI (Mona) and the Community Cooperative Credit Union Limited on behalf of the Administration of the Mona Campus.
- (ii) The WIGUT Car, House and Consumption Loans Committee manages the loan fund. The Committee comprises four members – 2 from the Administration and 2 from WIGUT and a Chair appointed by the Principal.
- (iii) Loan Application Forms are available from the Customer Service Section of the Human Resource Management Division.

**LOANS
(Clause 110)**

1. Consumption/Settling-in Loan

Subject to the availability of funds, unsecured Consumption Loan of up to three month's basic salary repayable over three years with interest of 8% on diminishing balance OR Settling-in Loan of up to three (3) months' basic salary repayable over 18 months (with interest of 8% on diminishing balance). A staff member having a Settling-in Loan is only eligible for the difference between the outstanding amount and the value of the Consumption Loan.

2. WIGUT Car Loan Scheme Regulations

- (i) Car Loans shall be available to all members of the Bargaining Unit for the purchase of a motor vehicle. Such persons shall be eligible to be considered for a loan once every five (5) years.
- (ii) The maximum amount of the loan shall be J\$1 million.
- (iii) Loans shall be made for a period of up to three (3) years.
- (iv) 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.
- (v) Interest on the loan shall be at the rate of ten percent (10%) per annum on the reducing balance. In keeping with the agreement between the University of the West Indies and WIGUT, the Loan Committee has the right to review and vary the interest rate charged to the borrower.
- (vi) An administrative fee of one thousand dollars (\$1,000) per applicant shall be charged on approval of the loan and paid into the fund by the borrower.
- (vii) Monthly repayments shall be deducted from the staff member's salary.
- (viii) All applications shall be considered on a first-come-first-served basis and priority shall be given to first-time purchasers.
- (ix) Loans shall not be made for the purpose of repairing vehicles.
- (x) The vehicle that is being purchased must not be more than four (4) years old at the time of application.
- (xi) The vehicle should be registered in the name of the borrower and financial institution, if applicable.
- (xii) The vehicle, when purchased, cannot be used as security for any other loan.
- (xiii) The loan cannot be used to refinance an existing loan nor shall repayments be rescheduled.
- (xiv) The staff member must first obtain written permission from the University if he/she wants to dispose of the vehicle before the expiry of the loan.

- (xv) If the vehicle is involved in an accident and is written-off by the Insurance Company, the staff member must return the outstanding amount of the loan on receipt of the settlement from the Insurance company.
- (xvi) The staff is entitled to reapply for the refunded loan amount in (xv) above; however, the duration of the new loan period shall be the unexpired period of the previous loan.
- (xvii) The vehicle, when purchased, must be registered as a private vehicle to be used for the borrower's personal, domestic and social business.
- (xviii) The vehicle must be comprehensively insured.
- (xix) Where the Bill of Sale is negotiated through the University, the insurance documents must bear the name of the University in addition to the borrower's name.
- (xx) The borrower must present proof annually that the insurance is current and comprehensive coverage is in place.
- (xxi) The borrower must take steps to ensure that the vehicle is mechanically fit at all times.
- (xxii) All interest earned on the disbursed loan, together with the investment income on the unused portion of the fund, shall remain in the fund and be used to increase the pool of loan funds.
- (xxiii) Monies placed in the fund by the University represent an advance and must be repaid as per the schedule presented by the University.
- (xxiv) Notwithstanding (xxiii) above, the University cannot withdraw its funds in a manner prejudicial to the viability of the fund.
- (xxv) The total value of the loans to be granted each year cannot exceed the amount advanced by the University.
- (xxvi) Notwithstanding (xxv) above, if the University is repaid in full, there is no limit as to the total value of the loans that the Committee can make.
- (xxvii) If the members fail to abide by the rules that were in existence at the time of the issuance of the said loan, the Committee shall reserve the right to vary the terms and conditions of the loan as it sees fit.

NOTES:

- (i) Consumption/Settling-in and Car Loans are available from a revolving loan fund administered by the UWI (Mona) and Community Cooperative Credit Union Limited on behalf of the Administration of the Mona Campus.
- (ii) The WIGUT Car, House and Consumption Loans Committee manages the loan funds. The Committee comprises four members - 2 from the Administration and 2 from WIGUT and a Chair appointed by the Principal.
- (iii) Loan Application Forms are available from the Customer Service Section of the Human Resource Management Division.

EMPLOYERS' LIABILITY INSURANCE

(Clauses 111& 112)

The University has an Employers Liability Insurance that provides for an indemnity in respect of the University's legal liability to direct employees arising out of accidental bodily injury or disease occasioned during the performance of their duties.

The policy is unlimited in amount, and covers all permanent and temporary employees:

Liability can arise as follows:

- (i) Unsafe premises
- (ii) Unsafe plant or failure to properly maintain such plant
- (iii) Action of fellow employees
- (iv) Unsafe system of work
- (v) Breach of any Statutory Obligation.

(Any ONE of the above (i) to (v) is sufficient to have a valid claim.)

The areas where liability can arise are as follows:

- (i) Anywhere in Jamaica;
- (ii) Anywhere in the world where employees, whilst carrying on the business of the University, are temporarily engaged;
- (iii) Anywhere in the Caribbean where employees employed from Jamaica are permanently stationed (including the Open Campus).

The UWI, Mona Campus Occupational Safety and Health procedures require that all accidents or incidents resulting in injury or illness to person(s) are to be recorded and reported on immediately as they occur, or as soon as possible thereafter, on the prescribed IMMEDIATE ACCIDENT/INCIDENT REPORT FORM which is available on line at <http://www.mona.uwi.edu/hrd/forms/> or from the Human Resources Management Division. The completed form, signed by the relevant Supervisor/Manager, must be returned to the Human Resources Management Division.

As the Employers Liability Insurance is a liability policy, benefits are not automatic and the final onus of proving a claim rests with the claimant. A claim under this policy requires the staff member to complete an insurance claim form obtainable from the Treasury Management Unit of the Bursary. The completed form is to be signed by his/her Head of Department or assignee, and returned with a medical report, to the Treasury Management Unit not later than 20 days after the date of the incident.

**ANNUAL LEAVE ENTITLEMENT
(Clause 114)**

A. New Employees

1. New employees, as defined hereunder shall be entitled to the Annual Leave indicated at paragraph 3 below.
2. Consistent with the Agreement between the University and WIGUT (Ja.) for the period 1st August, 2008 and 31st July, 2011, new employees are all those persons who fall in the following categories:
 - a. Persons joining the University for the first time with effect from 1st August, 2009.
 - b. Persons who became members of the bargaining unit, i.e. the West Indies Group of University Teachers (WIGUT) (Ja.) with effect from 1st August, 2009.
 - c. Persons previously employed at the University before 31st July, 2009, who, having had their services terminated, effective 31st July, 2009, received all their termination benefits and were subsequently re-engaged after a break of service of at least four weeks.
 - d. Persons from other staff categories who were temporarily appointed to the Academic Staff, Senior Administrative Staff and Professional Staff category before 1st August, 2009, returned to their substantive post for a period of four weeks or more and were then temporarily appointed for another period in the Academic Staff, Senior Administrative Staff and Professional Staff category.

3. GRADUATED ANNUAL LEAVE AND MAXIMUM ACCUMULABLE

No. of years of service	Annual leave (working days)	Maximum accumulable
15 years and under	15 days per annum	30 days
Over 15-25	20 days per annum	40 days
Over 25	30 days per annum	60 days

B. Persons on continuous one year contracts which began on or after 12th October, 2007

Persons on continuous one year contracts which began on or after 12th October, 2007 and as a result of the recommendation that was approved by the University Finance and General Purposes Committee on 12th October, 2007, were in receipt of 10 working days Annual Leave per annum, shall in accordance with the provisions of the agreement between the University and the Union which took effect on 1st August 2009, receive 15 days Annual Leave per annum.

C. Persons who are not new employees

Persons who are not new employees as defined in paragraph 2 above shall be entitled to 42 days Annual Leave per annum. Such persons **include** individuals who received a series of one-year contracts which began before 12th October, 2007 and thus had been in receipt of 42 days Annual Leave per annum.

D. Special Annual Leave

Special Annual Leave is that Leave due in the year of Full Study Leave and which must be accessed in the year of Full Study Leave. In exceptional circumstances where the Study Leave continues into the new year and the staff member had not utilized all of the days, or none at all, he/she shall be required to take same no more than 3 months after the last day of the Full Study Leave. The Special Annual Leave shall be granted on the basis of the length of service and shall be graduated as indicated in the table below:

No. of Years of Service	Special Annual Leave (Working Days)
Up to 10	10 days per annum
In excess of 10	15 days per annum

**CATEGORIES OF STAFF ELIGIBLE FOR ANNUAL LEAVE
(Clause 116)**

The following categories of Staff are eligible for Annual Leave:

- Senior Administrative Staff
- Professional Staff
- Academic Staff in the
 - Clinical Departments in the Faculty of Medical Sciences, including staff in the Department of Community Health and Psychiatry and the UWI School of Nursing.
 - Institute of Gender and Development Studies
 - Sir Arthur Lewis Institute for Social and Economic Studies (SALISES)
 - Tropical Medicine Research Institute
 - Institute for Sustainable Development
- Other Academic Staff so designated by the Vice Chancellor or Principal
- Deans of Faculties

**MATERNITY LEAVE
(Clause 123)**

Maternity Leave of twelve (12) weeks with full pay and twelve (12) weeks without pay, if requested, shall be available to full-time female members of the Academic Staff, Library Staff, Senior Administrative Staff and Professional Staff, including persons on one-year contracts. One-year contracts are deemed to include a contract from August to July in the following year.

APPENDIX XVII

**STUDY AND TRAVEL GRANT
(Clauses 134-148)**

A Study and Travel Grant is paid to those members of staff at Mona who are eligible under the Rules.

This Grant is currently subject to adjustment on August 1 annually by the percentage change in cost of economy return airfares to London over those in effect on August 1 of the preceding year. The Grant can be accumulated up to a maximum of four (4) years.

For the year 2011/2012 the Grant is \$382,116.00

APPENDIX XVIII

**SABBATICAL AND FELLOWSHIP LEAVE
(Clauses 149-150 and Collective Agreement 1999-2002)**

In considering eligibility for Sabbatical Leave, the fact that a member has taken Fellowship Leave shall be ignored, provided that Fellowship Leave was taken within the first three (3) years of the qualification period for Sabbatical Leave.

**CONTRIBUTION TO SUBSISTENCE WHILE ON
FELLOWSHIP LEAVE
(Clause 167)**

In calculating how much to contribute towards the staff member's subsistence (Clause 167 {d}), the staff member shall be considered to be entitled to a maximum of his salary and child allowance (where applicable), plus J\$2 (TT\$ and BD\$ 4.80) a day. If the Fellowship is in the United States or Canada, this sum shall be transferred into US\$ or CAN\$, at the rate of two to the J\$.

APPENDIX XIXA

**EFFECTS OF ABSENCES ON LEAVE IN DETERMINING
ELEGIBILITY FOR CERTAIN BENEFITS AND
PROMOTION(CLAUSES 171-173)**

TYPES OF LEAVE TAKEN	Does the leave that you have taken count as service in determining your eligibility for			
	BENEFITS?		PROMOTION?	
	STUDY LEAVE (CLAUSE 171)	STUDY AND TRAVEL GRANT (CLAUSE 171)	MERIT BAR (CLAUSE 172)	INDEFINITE TENURE (CLAUSES 172& 173)
Assisted	NO	50% if you took less than 6 months	YES	YES, BUT SEE EXCEPTIONS (CLAUSE 172)
Fellowship	NO	50% if you took less than 6 months	YES	YES, BUT SEE EXCEPTIONS (CLAUSE 172)
Secondment	NO	50% if you took less than 6 months	YES	NO, BUT SEE EXCEPTIONS (CLAUSE 173)
No Pay	NO	50% if you took less than 6 months	YES	NO, BUT SEE EXCEPTIONS (CLAUSE 173)
Sabbatical	YES	YES	YES	YES

**MEDICAL BOARDING PROCEDURE FOR ACADEMIC STAFF, SENIOR
ADMINISTRATIVE STAFF AND PROFESSIONAL STAFF
(Clause 194)**

A. The University's Right

The University reserves the right to require any member of staff to undergo medical examination by a relevant specialist with a view to determining his/her suitability for continued employment within the University. The University will cover the expenses for any such medical examination

B. Objectives

1. To establish the policy and the procedure to be followed in order to determine the fitness for continued employment of members of the Academic Staff, Senior Administrative Staff and Professional Staff.
2. To establish where the authority to initiate the procedure for Medical Boarding resides and the circumstance under which it can be invoked.
3. To provide the University with a basis upon which to take the most appropriate course of action in cases where a member of staff is determined to be medically unfit for duty.

C. Procedure

1. The Vice Chancellor or designate, OR the Principal or designate, upon receipt of a written report from:
 - An Employee
 - Dean
 - Head of Department or
 - the Clinical Director of the University Health Centre, or equivalent
 - Officer

that a staff member,

- (a) has been continuously absent from work on the grounds of illness
- (b) has been suffering from a chronic illness or disability, which renders him or her unable to discharge his or her duties;
- (c) exhausted all Sick Leave provided by Ordinance 6,

In consultation with the Clinical Director or equivalent officer, the Principal or Vice Chancellor shall:

- (i) Write to the staff member, copied to the Union, Head of Department and or Dean:
 - (a) expressing concern at the effects of the employee's excessive absences from work;
 - (b) outlining concern at the employee's ability or inability to perform assigned tasks efficiently and effectively due to illness;

- (c) inviting the employee, along with the Union to discuss the matter, in order to:
- (ii) Consider and review factors such as:
 - (a) diminished performance or capability to perform due to illness;
 - (b) indicators to be considered such as time lost from work, difficulty or inability to complete assigned tasks efficiently and effectively;
 - (c) age and years of service;
 - (d) past performance;
 - (e) Alternative skills and placement; and
 - (iii) Determine whether Medical Boarding is the most appropriate action.
2. Where it is decided that Medical Boarding is appropriate, the Vice Chancellor or Principal shall:
- (i) Write to the employee, copied to the Clinical Director or equivalent officer, Head of Department, Dean and Union, to inform him/her of the decision, outlining the factors that influenced the decision.
 - (ii) Request the Clinical Director, University Health Centre, or equivalent officer, to initiate a Medical Board similar to the panel of doctors set up by the University Academic Committee on behalf of the Senate in accordance with Ordinance 8, from which the Clinical Director or equivalent officer will recommend to the Principal or Vice Chancellor three (3) doctors who will constitute the Medical Board, including the Staff Members' private physician. (*Reference: (Minutes 243 and 244 of F&GPC (M), 27/6/1983).*)
 - (iii) Request the staff member to have a detailed medical report from his or her Medical Practitioner (if not the University Health Centre) sent to the Clinical Director or equivalent officer normally, within two weeks of the employee's request.
3. The Clinical Director or equivalent officer, upon receipt of the request, shall:
- (i) Ask the staff member to be seen for assessment by the panel of doctors established in accordance with Minutes 243 and 244 of F&GPC (M), 27/6/1983.
 - (ii) Ensure that a specialist in the area of the employee's illness is included in the panel.
 - (iii) Forward a report with the appropriate recommendations to the Vice Chancellor or Principal on the findings of the panel of doctors and his/her practitioner.

4. Where the panel of doctors fails to reach a unanimous decision, the Vice Chancellor or Principal, based on the advice of the Clinical Director or equivalent officer and the Dean of the Medical Faculty may:
 - (a) Where a majority opinion exists, accept the decision of the majority; **or**
 - (b) Convene a new panel of doctors.

5. Upon receipt of the decision of the Medical Board the Principal or Vice Chancellor shall act as follows:

(a) **Deemed Fit for Continued Employment**

If the decision is that the employee is deemed fit to continue employment, the Principal or Vice Chancellor shall communicate same to the employee.

(b) **Alternative Employment**

If suitable alternative placement is recommended and available, the Principal or Vice Chancellor shall seek to effect the placement, after consultations. If the employee refuses the recommended alternative placement, he or she would forfeit any right to the benefits outlined below. However, if the University is unable to find a suitable vacancy, the service of the employee will be terminated with the applicable benefits.

(c) **Termination of Service on Medical Grounds**

Where it is determined that the staff member would be unable to continue in the employ of the University on medical grounds, after having served for three years or more, he/she shall receive three months pay as terminal benefits, plus his/her FSSU contributions.

D. Retirement on Medical Grounds

- (a) Where an employee is within the retiring age as set out in Ordinance 22, Statute 36, or any agreement between the Management of a campus of the University of the West Indies and WIGUT, the employee shall be offered retirement and given the option to access health care on the same terms and conditions as employees who attain the normal retirement age of the University.
- (b) In instances where Medical Boarding is recommended and the staff member is age 55 or older, early retirement shall be considered on a case by case basis.

6. The staff member shall be given the option of continuing on the Health Plan relevant to the Campus by paying the amount currently in force for the medical insurance, to the Health Centre, where applicable.

E. Job Related Illness

7. Where
If the panel of doctors determines that the illness that renders the staff member unfit to continue as an employee of the University is job related, the University shall deal with such cases on an *ad hominem* basis.

F.The Staff Member's Right

8. Where the staff member is dissatisfied with the decision or action taken at any stage of this procedure, he or she has the right to resolve the matter in accordance with the terms and conditions set out in the Collective Agreement between the University and the Union.

HEALTH SERVICES (Clause 195)

Group Health Insurance Plan

The University of the West Indies, Mona Campus, operates a Group Health Insurance Plan, MedeCus Health, the carrier for which is Guardian Life Limited. It provides coverage for staff, retirees and their eligible dependents. The Plan is mandatory for employees who are required to pay 20% of the premium; the University pays the remaining 80%. For the academic year 2011-2012, the monthly payment for employees is as follows:

Employee Only	J\$772.40
Employee + One Dependent	J\$1,544.80
Employee + Multiple Dependents	J\$2,195.80

Dependent means spouse of the opposite sex, including a common law spouse and dependent children. Coverage for dependent children extends from 14 days up to their 19th birthday. Dependent children over 19 years may be covered up to their 23rd birthday, provided they are in full-time attendance at a tertiary institution.

Health Cards

Each staff member is provided with two health cards -a plastic magnetic swipe card and a plastic benefit card which summarises the benefits under the Plan and gives telephone numbers for worldwide emergency assistance. The swipe card may be used at pharmacies and certain Lab and X-Ray centres, dental and optical providers and some general practitioners' offices. Where a provider does not accept the MedeCus Health card, the staff member will be required to pay up-front and make a claim for reimbursement from Guardian Life Ltd.

Prescribed Drugs

The initial limit for prescribed drugs is J\$4,000. When this has been exhausted, drugs can be obtained under Major Medical, but there is a deductible of J\$1,000. At pharmacies other than the UWI Pharmacy, employees are required to pay up-front for drugs obtained under Major Medical (and submit a claim afterwards), while at UWI, employees, on signing a salary deduction form, are given credit until the next pay-day.

Doctor's Office Visit

The amount payable under the Plan for a visit to a General Practitioner (GP) is J\$350, this being the cost of seeing a GP at the UWI Health Centre. This amount is also paid for Specialist Consultation, without a referral. On referral, the amount paid is J\$1,800. This amount is also applicable for visits to a Gynaecologist/Obstetrician or a Paediatrician (up to age 12 years), but these do not require referrals.

Specialized Diagnostic Services

All specialized diagnostic services (MRIs, CT Scans, etc.) require pre-authorization, **except in the case of emergency.**

Overseas Care

All non-emergency cases require pre-authorization. Non-emergency refers to a condition for which no form of treatment is available in Jamaica and treatment is being sought overseas. **Emergency cases** are those which occur while the staff member is travelling overseas. Coverage is restricted to a 30-day trip.

Dental/Optical

The Plan also includes dental/optical benefits. For dental services, the Plan pays 80% of cost up to the maximum of J\$7,000 per contract year for each insured person, while for optical services it pays 80% of cost up to the maximum of J\$10,500.

Cost Containment

Staff members are encouraged to assist in containing the costs of operating the Plan by registering under the National Health Fund (NHF) and using the NHF card along with the MedeCus card for prescription drugs.

Access to MedeCus Services

There is a 24-hour MedeCus Help Desk which can be accessed at 1-888-MEDECUS (633-3287). After receiving their MedeCus Health cards, staff members can go to www.medecus.com and complete their online registration to gain access to an array of features and information which, *inter alia*, includes the Benefits Schedule and facilitates the tracking of claim payments and printing of claim forms. During working hours staff members can also obtain information and assistance from Mrs. Brenda Durrant-Hinkson, Human Resources Management Division, telephone ext. 3668, or email: brenda.hinkson@uwimona.edu.jm; or Mr. Everton Hall, Human Resource Management Division, telephone ext. 3776, or email: everton.hall@uwimona.edu.jm

University Health Centre

The University Health Centre located on Gibraltar Camp Way is a provider of a range of health care services to staff and their dependents, retirees and their spouses and students. The quality of service provided, in addition to its location, opening hours and rates, makes it particularly attractive to staff. Staff pay for services at the Health Centre using their MedeCus Health cards (or other cards) and make co-payments as required. Staff are in an advantageous position when accessing services at the Health Centre in that they can receive credit, on authorizing payments from their salaries on the next pay-day. Opening hours are:

- Monday to Friday 8:30am-7:30pm
- Saturday 9:00am-12:30pm

During semester breaks opening hours are:

- Monday –Friday 8:30am-4:30pm

The service units at the Health Centre include **Medical Care, Mental Health/Counselling, a Dental Clinic and a Pharmacy.**

Medical Care Unit

The Medical Care Unit is staffed by some five full-time and five part-time Medical Officers and a full-time Psychiatrist. They provide a range of services and make referrals as necessary. A Nursing Station staffed by registered nurses, a nurse practitioner and a nursing assistant provide a comprehensive range of services. At the request of the doctors, specimens are collected at the Nursing Station and transmitted to Laboratories for testing. Immunizations are provided through the Public Health Section as well as information and guidance on public health requirements for overseas travel.

Mental Health/Counselling

The University Mental Health/Counselling Unit, staffed by three full-time Counsellors and a Consultant Psychiatrist, provides services to both staff (and students) on a variety of issues including depression, anxiety/stress, abuse/trauma and marital problems.

Dental Clinic

The Dental Clinic is headed by a Consultant Dental and Oral Surgeon, assisted by two other Dental Surgeons and other staff. Patients are seen by appointment but there is provision to accommodate emergencies. The Unit offers a wide range of dental services including radiographs (X-rays), restorations and extractions.

Pharmacy

The UWI Pharmacy is staffed by three Registered Pharmacists and stocks a wide variety of prescription and over-the-counter drugs. Staff are encouraged to fill their prescriptions there because of lower prices, access to credit, availability of drugs and convenient opening hours.

**SPECIAL GRANT IN THE EVENT OF DEATH
(Clause 199)**

1. The University shall pay, in accordance with Clause 199, such amounts as relate to the salary of the member of staff at the time of death as indicated below:

Up to 10 years' service	-	2 years' salary
10-20 years' service	-	2 ½ years' salary
Over 20 years' service	-	3 years' salary

2. Attached hereto is a sample of the "Special Grant (Death Benefit) Nomination of Beneficiaries Form" and notes for its completion.

THE UNIVERSITY OF THE WEST INDIES
Special Grant (Death Benefit) Nomination of Beneficiaries Form

Surname:	First Name:	Middle Name:	Employee No:
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Under Clause 199 of the Rules for Academic Staff, Senior Administrative Staff and Professional Staff ("Blue Book"), a Special Grant to a value specified in Appendix XXII shall be disbursed in the event of your death.

Staff members who have a spouse and/or dependent children: so long as Ordinance 7.4 is in force, one year's emoluments is payable from the grant to a surviving spouse. Where there is no widowed person, but orphan dependent children, the University shall pay this amount to a trustee for the benefit of such children. Note also that any distribution specified in the table below to be allocated to a widowed person and/or dependent child is for the remainder of the Grant in excess of one year's emolument.

In the table below please indicate to whom you would wish that the Special Grant be paid under this provision. Please also indicate his/her relationship to you and if you nominate more than one person, the share of the grant you would wish each person to receive. This nomination replaces any previous nomination you may have made in the past. Organizations such as charities may be nominated if you so wish. You may also nominate your estate. You may change your nomination anytime by completing a new Nomination of Beneficiaries Form.

If the number of the beneficiaries exceeds the number of spaces provided, please use an additional form(s) and make a notation on the form(s) that it (they) is (are) a continuation of the previous form(s).

If you nominate a minor (that is a person under 18 years) as a beneficiary, a trustee for the minor must also be named.

Beneficiary	Date of Birth (if known)	Home Address	Relationship	Share of Benefit(%)	Trustee (if Applicable)	Address of Trustee

Signature: _____

Date:

/	/	/
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For details of eligibility, please see Clause 199 overleaf and Appendix XXII of the "Blue Book"

Official Use Only
Date of Employment:

PLEASE TURN OVER

**PARAGRAPH 199 OF THE RULES FOR ACADEMIC STAFF
SENIOR ADMINISTRATIVE STAFF AND PROFESSIONAL STAFF**

Special Grant

- 199 (a) The University shall pursuant to Statute 20.1 (p), pay a grant in accordance with the provisions relating to the Special Grant in the event of death appearing in the Appendices to the Rules for Academic Staff, Senior Administrative Staff and Professional Staff.
- (i) to the beneficiary or beneficiaries who have been named by the deceased member of staff, or
 - (ii) to the estate of the member of staff where there is no named beneficiary and the deceased member of staff had specifically requested that the Special Grant should be paid to his or her estate.
- (b) Where the deceased member of staff did not name a beneficiary or beneficiaries, nor did he or she request that the Special Grant be paid into his or her estate, the University shall pay under Statute 20.1 (p) the Special Grant to the surviving spouse of the deceased member of staff in accordance with the relevant appendices.
- (c) Where the deceased member of staff leaves no spouse but orphan dependent children the University shall pay under Statute 20.1 (p) the Special Grant to a trustee for the benefit of such children in accordance with the relevant appendices.
- (d) In cases where (a), (b) and (c) above do not apply Finance and General Purposes Committee may be asked to decide how the Special Grant should be disbursed.

NOTE:

As long as Ordinances 7.4 is in force:

- (i) the University shall in disbursing the Special Grant pay one year's emoluments in accordance with the said clause of the Ordinance; the Special Grant in excess of one year's emoluments shall be paid in accordance with Clause 199 (a) – (d) above;
- (ii) where there is no widowed person or orphan dependent children, the University shall pay the Special Grant in accordance with Clause 199 (a) and (d) above.