



Newsletter

VOLUME 7 | ISS 2 | March 2021

COVID 19 Agreement

WIGUT (Jamaica) and The UWI Mona Campus recently signed an agreement on items brought to the table as a result of the impact of COVID-19 on the working conditions of members. Two outstanding items were included in the agreement, which is set out below.

- Management to write letter to WIGUT on the following matters:
 - Late issuing of contracts
 - Occupational health and safety
 - ICT facilities and support for remote teaching & learning
 - Internal support mechanisms - MITS, Examinations section, Health Centre & UWI Bookshop
- Purchase of office supplies to facilitate working from home, from Book Grant and Study and Travel Grant:
 - Claims submitted by October 31, 2020 (up to \$465,000); refunds became payable on or before January 31, 2021.
 - For claims made in AYR 2020/21 after October 31, 2021 (up to \$430,000); refunds are payable on or before April 30, 2021.
- Provision of PPEs to persons in working conditions that exposes them to contracting Covid-19.
- Protocols on interim telecommuting - to be introduced.
- Assessment & Promotions - The impact of Covid-19 will be taken into account in all decisions related to Assessment and Promotions.
- Leave arrangements - no penalties; accumulation will not expire.
- Study and Travel Grants - accumulated sums will not become defunct.

Members who have not yet submitted their claims for refund to their campus bursary (Mona & Open Campus) or the Office of Finance, should proceed to do so at the earliest for consideration.

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SAVE THE DATE: WIGUT ANNUAL GENERAL MEETING - COMING SOON!

E-mail: wigut@uwimona.edu.jm | Website: <http://wigut.uwimona.edu.jm>

WIGUT Scholarships & Bursaries

The scholarship and bursaries fund provide support for needy students. This is a summary of funds distributed so far for this academic year 2020/2021:

Award	# of awards	Amounts
Joe Pereira Scholarship	1 (Tajae J. Bailey)	\$250,000
Special Bursaries	5	\$250,000
General Bursaries	40	\$1,600,000
TOTAL		\$2,100,000

Contribute to WIGUT Bursary Fund

As we continue to support the needs of our students especially in this period of economic uncertainty, we extend this call for members to contribute to the scholarship and bursary funds. You may make a one-time commitment or you may choose to establish continuous support by filling out the [bursary fund salary deduction form](#) and submitting it to the WIGUT secretariat by email wigut@uwimona.edu.jm. These amounts will be deducted from your salary and deposited directly to the bursary fund. Come... Help to support this worthy cause!

These scholarships and bursaries are administered by the Office of Student Financing each academic year. Applications opened February 1 and will close May 31, 2021. Encourage your students to apply by visiting the OSF website. <https://www.mona.uwi.edu/osf/sites/default/files/osf/wigut-special-bursaries-2020.pdf>

Pension Seminar - March 30, 2021



Click the image to the left or [click here](#) to view the recording of the Pension Seminar.

Welcome to New Members

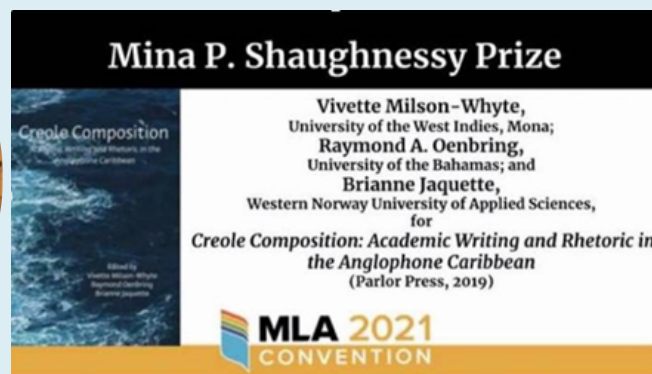
Dr. Nadine Barnett	Modern Languages & Literature
Ms. Olivia Bravo	CARIMAC
Mr. Jerome Campbell	FMS – Caribbean Institute of Health Research
Mr. Marlon Christie	Mona Information Technology Services
Miss Sherika Danvers	Estate Management Department
Dr. Deborah Hickling-Gordon	Institute of Caribbean Studies
Dr. William Irvine	FST – Natural Products Institute
Mr. Rayon R. Kelly	Office of Campus Principal
Mrs. Marjorie N. Lambert	The Hugh Wynter Fertility Management Unit
Miss Linda Lunan	International Centre for Environmental & Nuclear Science (ICENS)
Dr. Rotimi Omosuly	Language, Linguistics & Philosophy
Miss Jinelle Peart	Faculty of Social Sciences
Dr. Zachary Ramsay	Sickle Cell Unit, Caribbean Institute for Health Research
Mrs. Yevett Thomas-Rodney	Office of Finance, Regional Headquarters

Congratulations

WIGUT (JAMAICA) congratulates Dr. Vivette Milson-Whyte on the award of The Modern Language Association of America MINA P. SHAUGHNESSY PRIZE for her book *Creole Composition: Academic Writing and Rhetoric in the Anglophone Caribbean*.



Dr. Vivette Milson-Whyte



Donnette Wright



Ms. Donnette Wright on the successful defence of her PhD thesis in Nursing, titled "Critical Care Nurses' Knowledge of Jamaican Adult Critically Ill Patients: Development of an Academic Test".

Charmaine McKenzie



Ms. Charmaine McKenzie on the successful defence of her PhD thesis in History titled, "Jamaican Foodways from Emancipation to World War II".

Know your Representatives



Olivene "OMT" Thomas aspires to be inspiration personified. On her way toward achieving that goal she has served the Jamaican people through the Human Resource Development (HRD) Unit of the Department of Sociology, Psychology and Social Work (SPSW) for nearly 21 years as its Administrative Officer and, since August 2020, as its Coordinator. Before that, she spent five, mostly enjoyable, years with the Department of Economics, leaving there as a Senior Administrative Assistant.

UWI Blue Book and You!

WORK IN THE NATURE OF PUBLIC SERVICE (Section IX Clauses 47-50)

47. The University recognizes the right of each member of staff to participate in the political life of the country in which he or she is living, and to be Able to run for and/or hold public office with or without political affiliation.

The University has set out the following guidelines under which it prepared to entertain applications for the holding of certain categories of general public service, particularly relating to permission in cases involving rather heavy external duties or for campaigning for political public service, and in cases involving full time political public service.

General Public Office

Service on Statutory Boards, National Corporations etc.

48. a) Membership

This type of service may be undertaken on those conditions laid down for Consultancy (See Clause 39-46 above) and 50 below.

b) Chairmanship

The duties of the Chairman could vary considerably, especially in the amount of work involved and in emoluments. Application for permission must always be made, whether the office is remunerated or not. Each application would be considered on its own merit by reference to the conditions laid down for Consultancy.

Advisory Services to Government and Government Bodies

49. This type of service may be undertaken on those conditions laid down for Consultancy (See 39-46 above and 50 below).

Responsibility for Final Decisions

50. The responsibility for administering these rules especially in respect of 47 (b) above, rests with the Vice Chancellor or Campus principal, who may bring cases to Finance and General Purposes Committee in relation to emoluments. Where there is any question of the workload, or of a likely increase in that work-load or of the emoluments involved and disposition thereof, the Vice Chancellor or Campus Principal will, prior to giving permission, normally:

- a) Consult with the Head of Department and Dean of the Faculty concerned on the workload and possible increase;
- b) Consult with Finance and General Purposes Committee on the matter of emoluments and disposition thereof;
- c) Require reports, conditional on the application being granted, at intervals of from three to twelve months at his or her discretion on the matters of workload and emoluments;
- d) Dependent on the results in © and after consulting with the groups under (a) and (b) as necessary, review periodically permission in respect of the holding of posts and for emoluments thereof.

FSSU Highlights

The Federation Superannuation Scheme for Universities (FSSU) & Retirement:

Retirement planning should begin from your first pay cheque (whether or not you are self-employed) or first employment. (WIGUT (Jamaica) Retirement Guide, September 2020).

Δ The Beginning of your relationship at the WIGUT Level and the FSSU:

All WIGUT staff of The University of the West Indies are encouraged to read and fully understand the Letter of Employment/Contract along with **The Blue Book**.

A few matters for noting from **The Blue Book** are:

- **Superannuation - Section 111, Clauses 23- 26**
- **Supplementation - Section 111, Clauses 27 – 33**

(See link: <http://wigut.uwimona.edu.jm/content/other-resources>)

Δ The Culmination of the Relationship with The UWI at the WIGUT Level

The Retirement Guide should be reviewed at least one full fiscal year prior to the year of retirement. (The fiscal year is that of The UWI).

Take note of the following the following matters in the [Retirement Guide](#):

- | | | |
|---------------------|---|--|
| • Salary Deductions | • Guidelines for employment beyond retiring age | • Government of Jamaica Benefits/Refunds |
| • Housing | • FSSU (Retirement Investment | • Health |
| • Tuition Exemption | • Campus Email Account Access | • Pre-Retirement Leave |

No matter how young you are retirement requires long term planning. Be informed.

WIGUT (Jamaica) Pension Committee

March 2021

Members are being reminded to visit the Human Resource Management Division to complete documentation concerning the WIGUT FSSU, including the addition/modification of beneficiaries. Members who have not already completed this form are advised to do so as soon as possible.

FSSU Members handbook

http://wigut.uwimona.edu.jm/sites/default/files/UWI_FSSU_Members%27_Handbook_September_2017_Revision.pdf

Check your balances on Hartlink

<https://www.hartlinkonline.co.uk/uwi-fssu/hopl.chi/wui/homepgui.html>

Membership Highlight

Due to COVID-19 restrictions, a Christmas party was not held for WIGUT members last year. An initiative of supplying gift vouchers to members started in December 2020 and continued up to March 2021. This initiative was well received by the membership. The membership chair expressed his gratitude to the team from the Membership Committee who spearheaded the initiative. The remainder of the funds budgeted for this end of year exercise will be contributed to the WIGUT Bursary Fund.

Support Your Union

All positions will become available for nomination and election at the upcoming AGM:

- President
 - VP (2)
 - General Secretary and Assistant General Secretaries
 - Treasurer and Assistant Treasurer
 - Faculty/Section Representatives
 - Committees
 - Public Relations & Publications
 - Membership
 - Pensions
 - Professional Development
- Contact: wigut@uwimona.edu.jm

The UWI Data Protection Policy

1.0 Introduction

The University Of The West Indies ("The UWI" or the "University") is a regional institution duly constituted by Royal Charter and operates from the following campuses: the Mona Campus situated at Mona in Kingston, Jamaica; the Cave Hill Campus situated at Cave Hill in, St. Michael, Barbados; the St. Augustine campus situated in St. Augustine, Trinidad and Tobago; The Five Islands Campus situated in Five Islands, Antigua and Barbuda (since September 2019); and The Open Campus which serves seventeen countries within the Caribbean region, inclusive of the four countries mentioned above. The UWI Regional Headquarters is located in Kingston, Jamaica.

In order to carry out its functions, The UWI, like other leading institutions, must properly protect the Data it collects from all sources and especially the Personal Data of its staff, students and alumni. This Policy has been drafted to outline the ways in which The UWI manages Personal data at various stages, including the rights of the person to whom the data relates, to access this data. The policy reflects the University's need to adhere to local, regional, and international laws. This Policy defines Data Protection as the means by which the privacy rights of individuals are safe guarded in relation to the processing of their Personal Data including the sharing of Personal Data held by The UWI. Each staff member is responsible for the protection of all Data accessed through The UWI's information and communication technologies (ICT) infrastructure, or accessed in hard-copy format, by virtue of that staff member's relationship with The UWI. [Read more...](#)

Ode to Us: Online Teaching Virtuosos

Caroline Dyche

Disregarding the screen's glare
We entered the sphere of shadowy students
From far and from near.

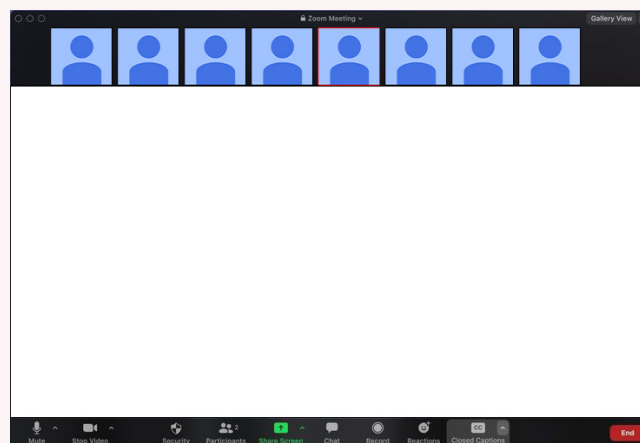
Cosying up to Zoom
And the odd breakout room
We did our best, and we DID suppress
Our initial strong sense of distress and of doom.

And so we 'shared our screens'
We withheld our screams
We helped students manage the rocky online ride
Their constant struggle just to stay inside.

But 'Oops!' Did we forget to press 'Record'?
Unmute our mikes? Yikes!
Was our camera on when it should have been off?

Oh well... little by little
Things fell into place...
Hey! We even Turnitin marked
Embraced the Virtual Space.

So 'Goodbye 2020'
No longer online nerds
No longer virtual amateurs
Now 'Conquerors of New Worlds'.



Memorabilia for Sale



Polo - Shirts

Male and Female

Sizes: Small, Medium,
Large, 1XL, 2XL, 3XL

\$1,385



Umbrellas

\$1,775

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