



COLLECTIVE AGREEMENT

BETWEEN

THE GOVERNMENT OF SAINT LUCIA

&



**SAINT LUCIA CORRECTIONAL
SERVICE WELFARE ASSOCIATION**

April 01, 2013 ~ March 31, 2016

AGREEMENT

BETWEEN

THE GOVERNMENT OF SAINT LUCIA

(Hereinafter referred to as the Employer)

AND

**THE SAINT LUCIA CORRECTIONAL SERVICE WELFARE
ASSOCIATION**

(Hereinafter referred to as the Association)

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PREAMBLE

INTENT AND PURPOSE OF AGREEMENT

It is the intent and purpose of the Government of Saint Lucia, hereinafter referred to as 'the Employer', and the Saint Lucia Correctional Service Welfare Association, hereinafter referred to as 'the Association' to set forth herein the agreed provisions covering salaries, hours of work and other working conditions, in order to promote and maintain mutually satisfactory relations between both parties and to achieve the highest level of worker performance and morale, consistent with the good and optimum productivity of the St. Lucia Correctional Services in accordance with the Correctional Service Act 2003.

In furtherance of this purpose, the Employer and the Association both acknowledge and agree to honour and recognize the rights and obligations herein and discharge faithfully the duties and functions attributed to each other.

BARGAINING UNIT

The bargaining unit shall comprise of all Correctional Officers from grades 5 to 17.

PERIOD OF AGREEMENT

This Agreement shall take effect from 1st April **2013** to 31st March **2016** unless revised by mutual consent, and shall continue in force until renegotiated.

In the event that either party desires to revise the Agreement three (3) months' notice shall be given in writing. Where such notice relates to revision of the terms of this Agreement, the proposed amendments shall not in any circumstance become effective until the expiry date of the aforementioned three (3) months' notice or until the day after agreement is terminated if a revised agreement is negotiated before the expiry date of the Agreement.

Upon receipt of notice for revision, there shall be a joint meeting between representatives of both parties within thirty (30) days of the receipt of such notices for the purpose of discussion of the proposed amendment.

IMPLEMENTATION OF THE COLLECTIVE AGREEMENT

The parties agree that all the necessary procedures and actions shall be taken to implement the provisions of the Collective Agreement within a reasonable time after the signing of the Agreement. In any event the period for implementation and action should not exceed six (6)

months after the signing of the Agreement.

This shall apply to all clauses of the Agreement except those for which there are prescribed times.

Article 1 - RECOGNITION OF REPRESENTATION BY THE ASSOCIATION

- 1.1 The Employer recognizes the Association as the sole representative and collective bargaining agent for correctional officers whether permanent, probationary, part-time, temporary or casual and herein agrees to negotiate with the Association or any of its authorized committees.
- 1.2 The Employer agrees that there shall be no discrimination or favoritism by reason of race, creed, colour, national origin, political or religious affiliation, sex, family relationship, place of residence, with respect to any employee in the matter of hiring, wage rates, training, up-grading, promotion, transfer, layoff, recall, discipline, classification, dismissal or otherwise.
- 1.3 The Association shall be notified of all new job classifications created within ten (10) working days of such action. The notification shall include the specifications of the job classifications.

Article 2 - EFFICIENCY AND PRODUCTIVITY

- 2.1 The parties hereby agree to undertake and to cooperate fully in an endeavour to achieve the following objectives in the Correctional Service:-
 - (a) Increase efficiency and productivity.
 - (b) Elimination of waste of resources.
 - (c) Elimination of conditions of work inimical to increasing efficiency and productivity.
 - (d) Elimination of negative attitudes to work and the development of proper work ethics.
- 2.2 In pursuit of this endeavour, representatives of both parties will meet from time to time to identify areas where improvement can be effected and appropriate measures taken to achieve the aforesaid objectives.

Article 3 - ASSOCIATION'S MEMBERSHIP

- 3.1 All employees are eligible to become and remain in good standing of the Association.

- 3.2 The Association agrees to assume the responsibility of acquainting new employees with the terms and conditions of the collective agreement.
- 3.3 The Employer shall deduct dues from the salary of every employee who is a member of the Association, with his/her written authorization as stipulated by the Association.
- 3.4 Deductions shall cease when authorization is cancelled in writing by the employee concerned and communicated by the Employer or his authorized agent on the prescribed form to the Secretary of the Association. Such cancellation shall not take effect until the expiration of fifteen (15) days thereafter.

Article 4 - ASSOCIATION'S RIGHTS, SECURITY AND FUNCTIONS

- 4.1 Within the limits of this Agreement and of the relevant provisions of the Saint Lucia Constitution Order 1978 No.1901 and/or the Revised Laws of Saint Lucia, the Association shall have the right to exercise the functions of a Trade Union.
- 4.2 The Association shall keep the Employer informed of the names of the officials and committee members representing the employees. The Employer agrees to recognize the committee members or any other authorized representatives of the Association.
- 4.3 The Employer agrees that special leave or time off duty (Staff Orders, Section 6.29) may be granted by the Permanent Secretary or Heads of Departments with reasonable notice for committee members or officials to attend to matters directly affecting the Association's members and for all such occasions to be deemed occasions of duty.
- 4.4 The Employer agrees to allow officers of the Association or its appointed representatives admittance to any section of the department or branch during working hours to investigate specific complaints from employees provided that a mutually acceptable time is arranged with the Permanent Secretary or Head of Department.

Article 5 - EMPLOYER'S RIGHTS AND FUNCTIONS

- 5.1 The Association recognizes that it is the right of the Employer to exercise the regular and customary functions of management to direct the work force to ensure that the purpose(s) of their employment are fulfilled expeditiously, effectively and efficiently. The Employer further agrees to copy to the Association all circulars/correspondence affecting the professional conduct of employees.
- 5.2 These rights shall be construed within the limits of the Constitution, the Laws of the State and the Collective Agreement.

Article 6 - CONSULTATIONS AND DEMOCRATIZATION

6.1 In order to maintain and further the harmonious relationship between the Employer and the employees, there will be regular dialogue between the Association and representatives of the Ministry of Public Service, Ministry of Home Affairs and National Security and management officials to whom this Agreement directly relates, on matters pertaining to high quality public services, redundancies, changes in working conditions, hours of work, staffing and restructuring etc. and other matters affecting the Bordelais Correctional Facility.

Meetings shall be held at least once every quarter.

6.2 Emergency meetings shall be summoned by either party, providing that seven (7) days notice is given.

Article 7 - TECHNICAL INFORMATION

7.1 The Employer shall provide the Association on request, if available, information required by the Association such as job descriptions, seniority lists, job classifications, salary rates, financial and actuarial information pertaining to pension and welfare plans. For collective bargaining purposes, copies of all relevant documents used by one side shall be made available to the other side.

Article 8 - LABOUR MANAGEMENT BARGAINING RELATIONS

8.1 No employee or group of employees shall undertake to represent the Association at meetings with the Employer without proper authorization from the Association's executive.

8.2 The Employer shall acknowledge the Association's right to representation of its choosing when negotiating with the Employer.

Article 9 - IN-SERVICE TRAINING AND GENERAL TRAINING

9.1 The Employer and the Association agree that in-service training, local and overseas training is desirable and necessary for greater productivity. It is further agreed that all efforts shall be directed at identifying and providing such training for the employees in accordance with Government's Training Policy for the Public Service.

9.2 Dealing with mentally challenged inmates is a function of all correctional officers; therefore, the Employer agrees to provide the necessary training to correctional officers in collaboration with the relevant agencies.

Article 10 - VACATION LEAVE

All annual vacation leave shall be in accordance with the Staff Orders for the Public Service.

Article 11 - SICK LEAVE

Sick leave shall be in accordance with the Staff Orders for the Public Service.

Article 12 - MATERNITY LEAVE

Maternity leave shall be in accordance with the Staff Orders for the Public Service.

Article 13 - PATERNITY LEAVE

13.1 Paternity leave grants eligible employees up to five (5) working days of paid leave following the birth of his child.

It is an employee benefit that provides paid or unpaid time off work (leave without pay) for a father to care for a child or make arrangement for a child's welfare.

13.2 Paternity leave shall be granted to male employees who are married or in a common law relationship for over one year providing that the parties share common household.

13.3 Male employees requesting paternity leave should seek approval from the appropriate Head of Department/Permanent Secretary.

13.4 Paternity Leave will only be granted:

(i) On application for each birth provided that a medical certificate stating the expected delivery date is furnished not less than six (6) weeks before the date of confinement.

(ii) Upon receipt of a written confirmation by the mother which is to accompany the above.

13.5 Paternity Leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home.

Article 14 - ADOPTION LEAVE

14.1 Employees applying for adoption leave must notify their Employer of their intention to adopt a child in no less than 14 days after the employee has applied for an intent to adopt or a court order from the Department of Human Services or an authorized

agency.

- 14.2 Employees are entitled to five (5) working days adoption leave which may start on the date the child is placed in the care of the employee in accordance with Section 4 (6) of the Adoption Act Chapter 4.07 of the Revised Laws of St. Lucia 2005.
- 14.3 Adoption leave shall be in addition to vacation leave.

Article 15 - FUNERAL/COMPASSIONATE LEAVE

- 15.1 Funeral/compassionate leave grants employees paid time off to attend the funeral and for travel and bereavement time, upon the death of an employee's immediate family member or close relative.
- 15.2 For the purpose of this article close relative includes Mother, Father, Brother, Sister, Spouse, Parents of Spouse, Children, Grandparents, Grandchildren, Adopted, Foster or Legal Wards and members of the employee's household.
- 15.3 Employee's requesting funeral/compassionate leave should seek approval from the appropriate Head of Department/Permanent Secretary:
 - (i) Three (3) working days leave with pay shall be granted to an employee on the death of a close relative to attend or to make arrangements for the funeral locally.
 - (ii) Where an employee has to attend a funeral of a close relative overseas he/she may be granted up to seven (7) working days of paid leave.
- 15.4 Employees may be granted time off to attend the funeral of a relative/friend other than a close relative.

Article 16 - LEAVE FOR URGENT PRIVATE MATTERS

The Employer agrees that seven (7) working days per annum leave of absence with pay may be granted to an employee for the purpose of settling matters of an urgent and private nature. Such leave will be granted at the discretion of the Director of Corrections and shall not be deducted from the officers annual leave entitlement.

Article 17 - INCOME TAX COUNSELLING

Each year during the period January 1 to March 30, the Employer shall provide such advice as needed to employees in the preparation of their income tax returns, through the media or otherwise.

Article 18 - DUTY ALLOWANCE

The Employer agrees to pay duty allowance of two hundred and fifty dollars (\$250.00) monthly to all ranks of officers, in lieu of overtime.

Article 19 - LAUNDRY ALLOWANCE

19.1 The Employer agrees to pay laundry allowance of one hundred dollars (\$100.00) monthly to all ranks of officers.

Article 20 - UNIFORM ALLOWANCE

20.1 The Employer agrees to provide an allowance of one hundred and sixty dollars (\$160.00) monthly to cover the replacement of uniforms.

20.2 The Employer shall conduct quarterly kit inspections to ensure the proper maintenance and timely replacement of uniforms.

20.3 For the purpose of this article, uniform shall be defined as but not limited to shirts/blouse, dress, tie, trousers, skirt, shoe, belt, badge, crest, cap.

Article 21- RISK ALLOWANCE

The Employer recognizes that because of limited manpower and the nature of the job, employees are placed in great peril both on and off duty, and agrees to pay a risk allowance of seventy five dollars (\$75.00) monthly.

Article 22 - NIGHT DUTY ALLOWANCE

The Employer agrees to pay a night duty allowance of fifty dollars (\$50.00) monthly to employees required to work between 19:00hrs and 07:00hrs.

Article 23 - OUTDOOR ALLOWANCE

The Employer agrees that persons in charge of outdoor gangs be paid an outdoor allowance of twenty dollars (\$20.00) per day if the time in which the gang is under their supervision during the lunch hour.

Article 24 - MEAL ALLOWANCE

Meal allowance shall be in paid in accordance with the rates approved by Cabinet.

Article 25 – HONORARIUM

Honorarium shall be in accordance with Government’s Honorarium Policy.

Article 26 - HEALTH AND SAFTEY

- 26.1 The Employer agrees to abide by the Labour Act, No. 37 of 2006.
- 26.2 It is further agreed that a committee shall be established to determine the category of workers and criteria for the provision of such protective clothing. The Employer agrees that the Association shall be represented on this committee.
- 26.3 The committee referred to in 26.2 shall meet within three (3) months of the completion of negotiations in order to determine the category of employees and the criteria for the provision of protective clothing.

Article 27 - SALARY RATES

The salary rates for the period 1st April 2013 to 31st March 2016 are as follows:

1 st April 2013 to 31 st March 2014	-	0%
1 st April 2014 to 31 st March 2015	-	0%
1 st April 2015 to 31 st March 2016	-	0%

Article 28 - LIEU LEAVE

When an officer is called upon to work a double shift, or to work on his/her off day, or to work a shift that he/she is not detailed to, or works on a holiday, that officer shall be entitled to one (1) day lieu leave in each instant.

Article 29 - PERSONAL FILE

- 29.1 The Employer agrees that the employee must be allowed to exercise his/her right to peruse any report before it is placed in the employee’s personal file.
- 29.2 The Employer agrees that an employee shall have the right to object in writing or challenge any document placed in his/her personal file unknown to him/her.

29.3 The Employer agrees that the employee's personal file shall be maintained in accordance with the Staff Orders for the Public Service.

Article 30 - ACCIDENT AND DEATH COVERAGE

The Employer agrees to institute a group insurance scheme to cover all employees for injury, accidental death, disability and pension.

Article 31 - REST ROOM/ KITCHENETTE

The Employer agrees that every effort will be made to provide and maintain adequate rest room and kitchenette facilities.

Article 32 - JOB DESCRIPTION/CLASSIFICATION

The Employer agrees to provide a job description for all categories of correctional officers.

Article 33 - EDUCATIONAL ADVANCEMENT

The Employer agrees to give time off to attend classes and complete exams to employees enrolled in part time courses/programmes directly related to the duties of Correctional Services.

Article 34 - SPORTING AND CULTURAL ACTIVITIES

The Employer agrees to provide employees registered to a recognized sport or cultural club, time off on the receipt of a letter from the club to participate in sporting or cultural events.

Article 35 - EMPLOYEE ASSISTANCE PROGRAMME

The Employer agrees to set up an Employee Assistance Programme to provide the necessary counseling for employees who suffer from Post-Traumatic Stress Syndrome due to encounters that they may have had during the performance of their duties. This programme should also provide general counseling and other social services to assist officers in managing stress.

Article 36 - TRANSPORTATION

The Employer agrees to collaborate with the Association to ensure the provision of adequate

scheduled transportation from established locations for employees to get to and from the Bordelais Correctional Facility.

Article 37 - APPOINTMENTS

The Employer agrees to make recommendations to fill vacancies from existing staff. In the event that these vacancies cannot be filled from existing staff, the Employer will make recommendations to fill these posts from outside.

Article 38 – DETACHMENT

The Employer agrees to award the president and secretary one (1) day off monthly to attend to the business of the Association.

Article 39 – MEDICATION


The Employer agrees that controlled drugs shall only be distributed by personnel qualified by means of established course.

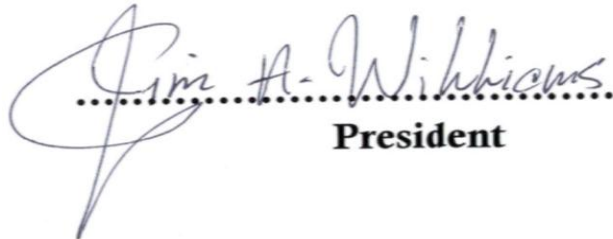
Article 40 - IMPLEMENTATION AND BENEFITS

The provisions of this Agreement shall in no way affect any other benefits, which employees are entitled to and are enjoying and which are not covered by this Agreement.


SIGNED ON BEHALF OF
THE GOVERNMENT
OF SAINT LUCIA

SIGNED ON BEHALF OF THE
SAINT LUCIA CORRECTIONAL
SERVICE WELFARE
ASSOCIATION


.....
Chairman (GNT)


.....
President


.....
Member (GNT)


.....
Secretary

Witnessed by: 


Ministry of Education, Human Resources and Labour
LABOUR COMMISSIONER
23 SEP 2015
DEPARTMENT OF
Development and Labour
Saint Lucia

DATED THIS  DAY OF  2015

Ministry of
Public Service, Information
and Broadcasting
23 SEP 2015
Negotiations Unit
(Saint Lucia)