### APPENDICES TO RULES FOR ACADEMIC, SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF

**ST. AUGUSTINE**

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<td>XVIII</td>
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<td>22</td>
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</tbody>
</table>
APPENDIX I

FEES FOR PART-TIME LECTURERS, TUTORS AND DEMONSTRATORS
(Clause 22)

1. Single Specialist Lecturers $350.00 - $500.00 per class

2. Regular Part Time Teaching
   - Senior Lecturer Level $350.00 per hour
   - Lecturer above the Bar $300.00 per hour
   - Lecturer below the Bar $250.00 per hour
   - Assistant Lecturer $200.00 per hour
   - Tutor $90.00 - $180.00 per class
   - Demonstrators
     - Full Time $3,090.00 per month
     - Part Time $75.00 - $115 per hour
APPENDIX 11

BAGGAGE ALLOWANCE ON APPOINTMENT AND TERMINATION OF CONTRACT
(Clauses 62-66)

Members of staff recruited from outside of Trinidad and Tobago are entitled to allowances on first appointment and on termination, for transporting and insuring household and personal effects as indicated hereunder:

1. Any staff member recruited for three years or more - a maximum of: US$3,000.00
2. A married person recruited for two years - a maximum of: US$3,000.00
3. A single person recruited for two years - a maximum of: US$2,000.00
4. A staff member appointed for one year where payment of baggage allowance is approved: US$1,500.00
5. A separate special allowance for packing and Shipping academic books and teaching and Research equipment - a maximum of: US$600.00

N.B. While these allowances are quoted in US$ to ensure parity between Campuses, allowances are payable in the currency of the country, that is in TT$.
APPENDIX III
ALLOWANCES*

A. CHILD ALLOWANCE (Clause 71)

Child Allowance for Staff Appointed Before August 1, 1973

First Child     $720.00
Second Child    $480.00
Third Child     $240.00

B. GRANTS FOR PURCHASE OF BOOKS AND OTHER PROFESSIONAL MATERIAL (Clause 72)

The Grant is $5,400.00 per annum

The following items may be charged to the Book Grant:

1. BOOKS
   (i) Books purchased from the University Bookshops.
   (ii) Books purchased from other Book Stores for teaching or research purposes.

2. TEACHING AND RESEARCH AIDS
   (i) Slides, Tape-Recorders, Typewriters, Calculators, Computers and Accessories (Software/Hardware), Computer Repairs, UPS, Cassettes, Tapes, Drawing Equipment.
   (ii) Subscription to Professional Journals and Periodicals.
   (iii) Subscriptions to Professional bodies.

3. PHOTOCOPYING OF RESEARCH MATERIALS
   (i) Xeroxing
   (ii) Map Reproduction
   (iii) Microfilming and Microfiche
   (iv) Print Offs
C. RESPONSIBILITY ALLOWANCE (Clause 73)

Heads of Teaching Departments, Deans and Deputy Deans are eligible to receive a Responsible Allowance at the following rates, in accordance with the rules:

<table>
<thead>
<tr>
<th>Roles</th>
<th>Rates Per Annum</th>
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<tbody>
<tr>
<td>(a) Deans: Entertainment</td>
<td>$18,000.00</td>
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<tr>
<td>(b) Deans: Transportation</td>
<td>$43,125.00</td>
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<td>(c) Deans: Special</td>
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<td>(d) Deputy Deans</td>
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<td>(e) Heads of Teaching Departments</td>
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D. ENTERTAINMENT ALLOWANCES (Ex Officio) (Clause 74)

<table>
<thead>
<tr>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>(a) Deputy Deans</td>
<td>$9,000.00</td>
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<tr>
<td>(b) Heads of Departments</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>(c) Professors in charge of recognized teaching unit</td>
<td>Up to $9,000.00</td>
</tr>
<tr>
<td>(d) Officers in charge of Branches, Units, etc.</td>
<td>Up to $9,000.00</td>
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</table>
# APPENDIX IV
THE UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

## SUBSISTENCE RATES
(Clause 80 – 84)

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>CATEGORY</th>
<th>US SUMMER</th>
<th>US WINTER</th>
<th>US ALL YEAR</th>
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<tbody>
<tr>
<td>Barbados</td>
<td>Vice Chancellor</td>
<td>345</td>
<td>365</td>
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<tr>
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<td>ALL YEAR</td>
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<tr>
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<td>Staff</td>
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<tr>
<td>New York</td>
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<td>Staff</td>
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<td>Washington</td>
<td>Vice Chancellor</td>
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<td>Ministers &amp; Reps.</td>
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<td>385</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
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<td>United Kingdom</td>
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<td>£275</td>
<td>£230</td>
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<tr>
<td>All Other US Cities</td>
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</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

**NOTES**

1. Winter period is 15th December to 15th April, except for the U.K. where the Summer rates are from 1st June to 30th September.
2. Staff are entitled to reimbursement of airport taxes and sums actually spent on taxi fares directly to and from the airport. Claims for such additional expenses should be supported by vouchers where accessible.
3. The University recognises 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$75.00 or its equivalent.
APPENDIX V
INSURANCE COVERAGE FOR UWI STAFF
(Clause 85)

1. **Air Travel Insurance Policy**

   **Cover**

   (i) Compensation in part for injuries received whilst travelling on University business.

   (ii) Coverage takes effect as soon as the insured leaves his/her place of residence or place of business and continues until his/her return.

   (iii) It includes accidents not only on the aircraft but also on land.

   **Limit of Liability**

   (a) In the event of death, the main benefit payable is

      (i) Four (4) times annual salary subject to a limit of $1,650,000.

   (b) In the event of partial disablement, the benefit payable is assessed as a percentage ratio of the main benefit.

   (c) Medical expenses up to $2,500 for accident and/or illness and $500 per day for in-patient hospital stay.

   (d) Cancellation and curtailment up to $30,000. For delays $500 for each complete 12 hour period up to a maximum of $6,000.

   (e) Personal baggage up to a limit of $30,000 per person, with a limit of $1,500 for any one item. Emergency purchases of essential replacement items if baggage is lost for more than 24 hours.

2. **Personal Accident – Seismic Research Centre**

   Provided for the Seismic Research Staff of the Centre in the event of any accident which may occur during their field work.

   **Limit of Liability**

   In the event of death or permanent disablement – Four (4) times the annual salary of the member of staff.
APPENDIX VI
LOCAL TRAVELLING ALLOWANCES
(Clause 86)

A. REGULAR TRAVELLING OFFICERS - $1.80 per km
B. CAUSAL TRAVEL - $2.25 per km
C. Subsistence Allowance for Internal Travel over a 16 km radius from place of work - $66.00.

APPENDIX VII
TRANSPORTATION ALLOWANCE
(Clause 87)

A Transportation Allowance of $2,300 per month is paid to all members of staff.

APPENDIX VIII
TRANSFERRING STAFF WITHIN THE CARIBBEAN
(Clauses 88 – 91)

Displacement Grant

(a) The University will make an outright displacement grant to members of staff who are permanently assigned to new territories (not on secondment or on transfer for a temporary period) on the following Basis:-

(i) for single officer 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).

(b) This rule does not apply to staff on secondment or on transfer for a temporary period, for which other rules are in force.

N.B. This is under review.
APPENDIX IX
HOUSING
(Clauses 98 – 107)

The University owns 48 houses, and 10 townhouses which are located near to the Campus. These are inadequate to house all the staff members and the University therefore rents houses and lets them to staff members at 10% (unfurnished) or 12% (furnished) of salary. Such accommodation (subject to the University’s rules concerning eligibility) is within approved limits of size and cost and is let unfurnished (with cooker (stove only) or furnished. Alternatively, the staff member may decide to provide his/her own accommodation in which event he/she is paid a housing allowance of 20% of his/her pensionable salary.

If there is a shortage of University owned housing, newly recruited members of staff will be provided with leased housing. If a staff member is provided with suitable leased accommodation and declines it, the University will not provide alternative accommodation. The staff member is, however, free to find other accommodation and the University will pay the staff member a housing allowance of 20% of his/her pensionable salary.

Staff members who elect to occupy university owned houses may choose to pay for accommodation at the agreed market rates for such accommodation and receive the housing allowance of 20% of their basic salary. The rental rates are subject to be reviewed every triennium.

[A “typical” house has two or three bedrooms, one or two bathrooms, living/dining room, kitchen, running water, electricity, etc. However, accommodation in flats or condominium style apartments is now becoming popular.]

Staff members are permitted to apply for better accommodation than the scale, provided:

(a) such accommodation is available, and

(b) they are willing to pay the University the additional cost, in addition to the 10% or 12% of salary. This would be without prejudice to the option given them to finding alternative accommodation and receiving a housing allowance from the University.
APPENDIX X*
ASSISTED HOUSE PURCHASE SCHEME
(Clauses 108 – 109)

TERMS AND CONDITIONS OF HOUSING LOANS

A. The Housing Loan is for the purpose of acquiring a residence either by way of purchase or construction or for an extension to an existing home. The loan may also include the legal fees involved in the transaction.

B. The Loan will be financed by Republic Bank Trust and Asset Management Division, 11 – 17 Part Street, Port of Spain, and will be subject to the Laws of Trinidad and Tobago on the following terms and conditions:

1. The quantum of the loan will be subject to a professional Valuation of the property by a valuator approved by the Bank.

2. The first $100,000 of the loan will be at the preferential interest rate of 3%, the balance will be at the fixed rate of 9.5% of a variable rate, initially of 7.85%, reviewable at five-year intervals.

3. A commitment fee of 0.75% of the loan, subject to a maximum charge of $3,500, will be payable to the Bank.

4. The mortgage will be a first legal charge in favour of the Bank.

5. The Bank will require the assignment of a life insurance policy or term insurance policy for an amount not less than the amount of the loan.

6. The University will make the appropriate deductions from salary and pay to the Bank the monthly installments of principal and interest.

7. The loan offer must be taken up within six (6) months of notification of approval by the Housing Loans Committee.

8. Transfer of the loan to purchase a house other than the one for which approval has been granted is not permitted with the prior consent of the Housing Loans Committee.
9. The house should be occupied within three (3) months of completion of the mortgage deed. Failure to do so will incur liability for payment of interest on the first $100,000 at the same rate as the Bank is charging on the remainder of the loan. A similar condition will apply on resignation from the University, in which case there is the additional requirement to liquidate the loan balance within eighteen (18) months after the date of submission of a resignation.

10. Approval of the loan is subject to an assurance to the Housing Loans Committee that the borrower will reside in the house thereby purchased or built. The condition relating to payment of interest on the first $100,000 of the loan as set out in (B.2) above will apply in the event of failure to give this assurance.

11. Loan applications must be made on the standard form available from the Office of the Campus Registrar. A valuation report will not be necessary on application but where the staff member is proposing to build, a detailed estimate of cost must be submitted with the application.

C. The repayment period is up to a maximum of 20 years and the housing allowance of 20% is payable while the staff member holds a loan under this scheme.

D. The portion of the loan instalment to be paid by the staff member must not be more than 35% of the gross income i.e. basic salary and allowances of the staff member and spouse.

E. Mortgage Facilities will be considered for non-nationals if the staff member is permanently resident in the country but the loan will be subject to the terms of the Foreign Investment Act.

Housing Loans Committee

F. Applications for Loans under the Assisted House Purchase Scheme shall be considered by a Housing Loans Committee, membership of which is as follows:

(i) 2 WIGUT Representatives
(ii) 2 Representatives of the Administration;
(iii) a rotating Chairman from among the four (4) members; and
(iv) a recording Secretary.

*Under review
APPENDIX XI
LOANS
(Clause 110)

A. MOTOR VEHICLE LOAN SCHEME

GENERAL

1. Applications will be considered by a Car Loans Committee, comprising two WIGUT and two Campus Administration representatives.

2. The loan will be payable by Republic Bank Limited upon execution of a Mortgage Bill of Sale at the borrower’s expense.

3. The maximum loan to be approved by the Car Loans Committee is $150,000 subject to the borrower’s ability to service the loan.

4. An application for the purchase of a new car must be supported by a Pro Forma Invoice giving particulars of the vehicle.

5. An application for the purchase of a used car must be supported by:
   a) a Certificate of Ownership (hard copy) from the Licensing Department which shows the chassis and engine numbers of the car and the name of its registered owner; and
   b) a letter from the owner stating that he/she agrees to the sale of the car to the staff member (named).

In addition the staff member will be required to provide the Bank with the result of a search by a Search Clerk of mortgage bills of sale in the Registrar General’s department to ascertain whether there is a bill of sale registered against the owner of the car. This search usually takes five days and the fee is payable by the borrower. Loans will not normally be given for cars over five years old.

6. Prior to execution of the loan agreement, the borrower will be required to provide evidence that the vehicle is insured under a Comprehensive Motor Vehicle policy acceptable by the Bank. The cost of such coverage for one year may be included in the financing package.

7. Prior to the disbursement of the loan, the borrower will be required to provide written confirmation that any sums due to him/her by the University will, in the first instance, be applied towards the loan balance.
Terms and conditions

1. The loan will be repaid over the unexpired period of the staff member’s conduct with the University, subject to a maximum period of five years.

2. The first $100,000 of the loan will be at the preferential rate of 6% per annum and the balance of $50,000 will be at commercial bank rates of interest. The calculation of interest will be on the monthly reducing balance. The subsidy paid by the University is taxable.

3. Principal and interest, as amortized, will be deducted from salary in fixed monthly amounts.

B. CONSUMPTION LOANS

Subject to the availability of funds, the University may grant an unsecured consumption loan up to one (1) month’s basic salary (with interest at 8% per annum on the diminishing monthly balance repayable over a 12 month period.

APPENDIX XII
EMPLOYER’S LIABILITY INSURANCE
(Clause 111)

A Workmen’s Compensation Scheme provides indemnity for compensation paid to employees for personal injuries by accident or disease, arising out of and in the course of employment.

Compensation

The staff member will receive:

(i) Reimbursement of medical expenses up to $10,000.

(ii) Lump sum based on the Doctor’s written opinion of the percentage of permanent disability in the event of permanent partial disability.
APPENDIX XIII
MATERNITY LEAVE
(Clauses 123)

(1) An employee is entitled to fourteen weeks maternity leave and may proceed on such leave six weeks prior to the probable date of confinement as stated in the medical certificate submitted under section 8 (1) (c) or at a subsequent date at the employee’s discretion, and is required to return to work, subject to Section 10, no later than thirteen weeks from the date she proceeded on leave.

(2) During the period of maternity leave, an employee is entitled to receive pay from her employer to an amount equivalent to two month’s leave with full pay and one month’s leave with half pay.

(3) Where the sum of the amount paid to the employee under sub clause (2) and the maternity benefits payable to her under the National Insurance Act is less then her full pay during the period, the UWI shall pay the difference to the employee.

(4) Subject to the National Insurance Act, where an employer has failed to pay contributions under that Act on behalf of any of his/her registered employees and no maternity benefits are payable by the National Insurance Board, the employer shall pay to the employee the total sum she would have been entitled to under subsection (2).

(5) Both the employer and the National Insurance Board are obliged to comply with the provisions of the Maternity Protection Act 1998.

APPENDIX XIV
STUDY AND TRAVEL GRANT
(Clauses 134 – 148)

The Agreement between the WIGUT and the University governing Study and Travel Grant provides a grant payable at the following rate:

Study and Travel Grant from August 2011 is $20,717.00 per annum.

The rates payable in the academic year beginning August 1, will be in accordance with the economy year round airfare to London applicable on August 1 of that year.

APPENDIX XV
SUBSISTENCE WHILE ON FELLOWSHIP LEAVE
(Clauses 167)
In calculating how much to contribute towards the staff member’s subsistence, the staff member will be considered to be entitled to a maximum amount of his salary and child allowance (where applicable), plus US$4.00 per day.

**APPENDIX XVI**  
**THE UNIVERSITY OF THE WEST INDIES – ST. AUGUSTINE GROUP HEALTH PLAN**  
**SCHEDULE OF BENEFITS/LIMITS**

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<tr>
<th>MAXIMUM BENEFIT:</th>
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<tbody>
<tr>
<td>BENEFIT PERIOD:</td>
<td>3 Year Renewable</td>
</tr>
<tr>
<td>DEDUCTIBLE:</td>
<td>A deductible of $200.00 per calendar year per person for all Eligible Medical Expenses which are incurred at providers who are not within the Preferred Provider Network.</td>
</tr>
<tr>
<td>FAMILY DEDUCTIBLE:</td>
<td>$400.00</td>
</tr>
<tr>
<td>CO-INSURANCE:</td>
<td>The company will pay 80% of Eligible Medical Expenses for services incurred within the Preferred Provider Network the Company will pay 70% of Eligible Medical Expenses.</td>
</tr>
<tr>
<td>DOCTORS VISITS:</td>
<td>Within Network co-payment - $30.00. Out of Network the company will pay 80% up to a limit of $60.00.</td>
</tr>
<tr>
<td>DOCTORS VISITS AT HOME/IN HOSPITAL:</td>
<td>Within Network the Company will pay 80% to a maximum of $150.00. Out of Network, 70% to a maximum of $150.00 subject to out of network deductible.</td>
</tr>
<tr>
<td>SPECIALISTS IN-HOSPITAL VISITS:</td>
<td>Within Network the Company will pay 80% to a maximum of $240.00 per in-hospital consultation. Patient co-payment is 20% Pre-certification is required for admissions in excess of 2 days.</td>
</tr>
<tr>
<td>SPECIALISTS VISITS AT</td>
<td>The Company will pay 80% to a</td>
</tr>
</tbody>
</table>
HOME: maximum of $200.00.

PRESCRIPTION DRUGS: The limit per ailment is $250.00. The patient pays 20% up to $50.00 and the Company will reimburse 80% up to $200.00. For chronic cases the Company will pay 80% per ailment subject to a limit of $600.00 per ninety-day period.

MATERNITY: The company will pay 100% up to a limit of $3,000.00 for normal delivery and $1,000.00 for Miscarriage. For caesarean section the Company will pay 90% of case rates for services incurred within the network and 80% of the reasonable and customary charges for services out of the network.

HOSPITAL ROOM & BOARD: The Company will pay 80% of the cost of an average semi-private room for services incurred within the Preferred Provider Network and 70% of the cost of an average semi-private room for services incurred out of the network.

AIRFARE BENEFIT: The Company will pay 80% of the airfare to a maximum of $3,000.00 per trip and two trips per calendar year.

AIR AMBULANCE BENEFIT: The Company will pay 100% up to a limit of US$10,000.00 per calendar year and one trip per calendar year. The benefit is only accessed through our preferred carrier, Air Ambulance Professionals Inc.

EMERGENCY ACCIDENT: The Company will pay 100% up to a limit of $500.00 per accident for services incurred within our Preferred Provider Network and 80% for services out of our network.
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIAGNOSTIC SERVICES:</strong></td>
<td>The Company will pay 80% of the case rates for services incurred within the Preferred provider Network. For services incurred out of the Preferred Provider Network the Company will pay 70% of the reasonable and customary charges.</td>
</tr>
<tr>
<td><strong>SURGICAL BENEFITS:</strong></td>
<td>The Company will pay 80% of the case rates for services incurred with the Preferred Provider Network. For services incurred out of the Network the Company will pay 70% of the reasonable and customary charges.</td>
</tr>
<tr>
<td><strong>PSYCHIATRIC CARE/SUBSTANCE ABUSE:</strong></td>
<td>The Company will pay 80% of the eligible medical expenses for services incurred within the Preferred Provider Network. This benefit is to be accessed only within the Network.</td>
</tr>
<tr>
<td><strong>RADIOTHERAPY AND CHEMOTHERAPY BENEFIT:</strong></td>
<td>The Company will pay 70% of eligible medical expenses subject to a maximum of $20,000.00 per calendar year.</td>
</tr>
<tr>
<td><strong>DIALYSIS:</strong></td>
<td>The Company will pay 70% of eligible medical expenses subject to a maximum of $25,000.00 per calendar year.</td>
</tr>
<tr>
<td><strong>PHYSICAL/CARDIAC REHABILITATION/REPIRATORY/OCCUPATIONAL/SPEECH THERAPY:</strong></td>
<td>The Company will pay 60% of the reasonable and customary charges subject to a maximum of $5,000.00 per calendar year.</td>
</tr>
<tr>
<td><strong>DURABLE MEDICAL EQUIPMENT PROSTHESIS:</strong></td>
<td>The Company will pay 60% of the reasonable and customary charges subject to a maximum of $10,000.00 per calendar year.</td>
</tr>
</tbody>
</table>
**PREVENTATIVE CARE:**

The Company will pay 100% per calendar year for Preventative Care Services. Charges in excess of these amounts are to be paid by patient.

Preventative Care Limits:
- Lipid Profile $150.00
- Annual medical examination $200.00
- Annual Mammogram for Females $200.00
- Annual Pap Smear $75.00
- Annual Test for Prostate Cancer $100.00
- Vaccinations for Children up to age five (5) $200.00
- Annual Glaucoma Test $50.00
- Immunizations $300.00

**DENTAL BENEFIT**

**MAXIMUM BENEFIT:**

$3,500.00 Per calendar year

**DEDUCTIBLE:**

A deductible of $50.00 per person per calendar year will be applied to eligible dental expenses.

**CO-INSURANCE:**

The Company will pay 80% of eligible dental expenses for services incurred within the Preferred Provider Network up to a maximum limit. For services incurred out of the Preferred Provider Network the Company will pay 70%.

**ORTHODONTIC TREATMENT:**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Maximum Lifetime Benefit: $3,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maximum:</td>
<td>$1,750.00</td>
</tr>
</tbody>
</table>

The Company will pay 75% of eligible dental expenses for services incurred within the Preferred Provider Network up to the maximum limit. For services incurred out of the Preferred Provider Network the Company will pay 70%.
Provider Network the Company will pay 50%.

VISION

MAXIMUM BENEFIT: $1,500.00
Per calendar year

DEDUCTIBLE: A deductible of $50.00 per person per calendar will be applied to eligible vision expenses.

CO-INSURANCES: The Company will pay 80% of eligible vision expenses for services incurred within the Preferred Provider Network up to the maximum limit. For services incurred out of the Preferred Provider Network the Company will pay 75%.

CONTACT LENSES: The Company will pay 80% of expenses up to a limit of $750.00

Please note that there is a three months waiting period for Dental and Vision coverage for all new entrants.
APPENDIX XVII
SPECIAL GRANTS
(Clause 199)

Under the provision of Statute 20. 1(p), the UWI shall pay an amount equivalent to three years basic salary, at the rate that was paid at the time of death.

APPENDIX XVIII
ANNUAL LEAVE
(FORMERLY LOCAL LEAVE - Clauses 113 – 121)

Annual leave provision effective January 1, 2008.

Thirty (30) working days - Public holidays, Saturdays and Sundays should not be included in the computation. This is for all Academic, Senior Administrative and Professional Staff on continuous duties.

APPENDIX XIX
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.

(i) 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:
25

(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 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.

May 2014