

INDUSTRIAL AGREEMENT BETWEEN
THE COLLEGE OF THE BAHAMAS
AND
THE PUBLIC MANAGERS' UNION

July 1, 2013 to June 30, 2018

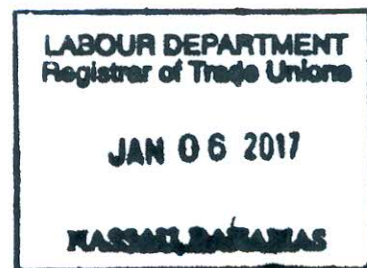
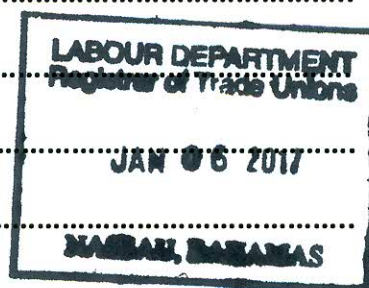
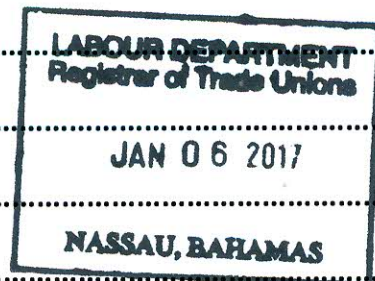


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ARTICLE 1 - RECOGNITION

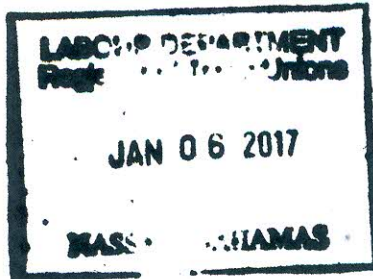
- 1.1 The College recognizes the Public Managers Union as the sole Bargaining Agent for all Management employees (as noted in Appendix A) in its Bargaining Unit for the purpose of collective bargaining in respect of salaries and wages, hours of work and other conditions of employment including their general interest and welfare as Management employees of the College.
- 1.2 The Union recognizes that it is the exclusive function of the Employer to conduct the business of and to direct the work force of the College in its best interest and in a manner consistent with the terms of this Agreement, and that the College will make and implement decisions accordingly.

ARTICLE 2 - STATEMENT OF INTENT

- 2.1 The spirit and intent of this Agreement is to secure, in the interest of the well being of the Management employees, the efficient and economic operation of the College through an orderly, constructive and mutually beneficial relationship between The College and the Public Managers Union.
- 2.2 The Articles set forth in this Agreement relating to rates of pay, hours of work, conditions of employment, rights and obligations of the parties, recognition and the avoidance and settlement of disputes will be negotiated for this purpose.

ARTICLE 3- STATEMENT OF POLICY

- 3.1 The successful economic operation of The College's business is hereby declared to be of mutual interest to both parties who desire to preserve, promote and improve industrial and economic relationships, safety, and the efficiency of the organization.



ARTICLE 4 - DEFINITIONS

The terms and words used in this Agreement shall be interpreted to mean the following:

4.1 "Absent"

An employee is "absent" when he does not report for work; does not call in and upon his return to work, does not give an acceptable explanation for being off the job.

4.2 "Bargaining Unit"

The term "Bargaining Unit" shall constitute those positions as specified in the Appendix I and within these groups to include all full-time management employees of the College.

4.3 "College"

The term "College" means "The College of the Bahamas" established and existing by virtue of the revised College of The Bahamas Act, 1995, Chapter 350 Statute Laws of The Bahamas.

4.4 "Consultation"

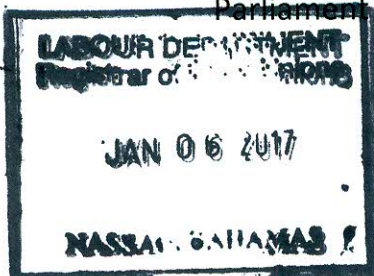
The term "Consultation" shall be interpreted as "The process whereby the College and the Union discuss matters which may not be a part of contractual negotiation".

4.5 "Employee"

The term "Employee" shall be interpreted as "Any salaried person within the Bargaining Unit".

4.6 "Employer"

The term "Employer" means The body politic and legal corporate entity known as the College of the Bahamas, hereafter referred to as the College of Bahamas, as established by the College of The Bahamas Act, 1995, (or any future Act of Parliament that changes the College to a University).



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4.7 "His/he"

Wherever the male person is used it shall include both genders.

4.8 "Management"

"Management" means any individual having authority in the interest of the Employer to recommend the hiring, transfer, suspension, lay-off, recall, promotion, discharge, assign, reassign, reward or discipline of other employees or having the responsibility to them to adjust their grievances.

4.9 "Negotiation"

The term "Negotiation" shall be interpreted as "The process and procedures whereby the College and the Union settle pay and working conditions and disputes which are appropriate for determination for the purpose of resolving any existing or potential industrial disputes between the College and members of the Bargaining Unit.

4.10 "Public Holiday"

The term "Public Holiday" shall be interpreted to be "any day declared a Public Holiday under the provisions of the Public Holiday Act", Chapter 36 Statute Laws of The Bahamas, or any subsequent legislation.

4.11 "Redundancy"

The term "Redundancy" shall mean the termination of an employee by the College because of a reduction of the working force resulting from a change or discontinuance of some function of the operations of the College.

4.12 "Seniority"

The term "Seniority" shall mean "The employee with the longest years of service within the College".

4.13 "Suspension"

The term "Suspension" shall mean a release from work and all duties usually for disciplinary reasons on full or half (1/2) pay.

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4.14 "Technical Staff"

The term "technical staff" shall mean those specialized positions requiring either a professional or technical certification including, but not limited to areas in accounting, law, computer and engineering.

4.15 "Temporary Employee"

The term "Temporary Employee" means "An employee who is engaged for a specific project for a limited period with a definite understanding that his employment is to cease upon completion of the project or the expiration of a stated period".

With the exception of persons who are hired for specific projects, which may exceed one (1) year in duration, no employee shall continue to be classified as temporary during a period in excess of one (1) year.

4.16 "Union"

The term "Union" means The Public Managers Union registered under The Statute Law of The Bahamas, Industrial Relations Act, Chapter 321,.

4.17 "Union Dues"

The term "Union Dues" shall mean the amount of monthly dues uniformly levied by the Union on its members in accordance with its Constitution and Bye-Laws, as payment for membership in the Union.

4.18 "Work Week"

The term "work week" means five (5) working days, normally Monday – Friday, up to a maximum of forty (40) hours.

ARTICLE 5 - INTERPRETATION

- 5.1 In the event of any questions or difference arising out of the interpretation or application of any provision of this Agreement, either party hereto may make application to the Tribunal for its final determination with respect to the said interpretation or application of the provision(s), in accordance with Section 63 (2) of the Industrial Relations Act Ch. 321

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ARTICLE 6 - UNION/MANAGEMENT RELATIONS

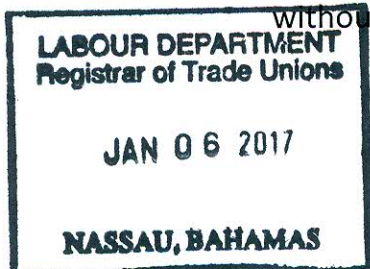
- 6.1 The College agrees to allow the Union use of Notice Boards and electronic mail in all Departments, where they now exist and subject to its specific approval.
- 6.2 The College will notify the Union of its Executive Officers and the areas for which they are responsible; its Negotiation Committee and the names of persons responsible for Industrial relations and shall furnish the Union with a copy of the College Policies and Procedures, and consult with the Union on any amendment thereto.
- 6.3 The Union will notify the College in writing of the names of its officers and shall furnish a copy of its Constitution and By-Laws and keep the College advised of any amendments thereto.
- 6.4 The College will allow principal designated Union Officers reasonable time off with pay during working hours as necessary to conduct Union matters within the organization. Such time off will be granted only where a request has been submitted in advance and is subject to the exigencies of the service.
- 6.6 The College will allow the Union to hold meetings that the Union considers emergency meetings on its premises from time to time. Requests for such meetings should be made by the Union to the officer responsible for Industrial Relations.
- 6.7 Subject to the exigencies of the service, when it is necessary for a Union member to leave his work area to conduct Union business, the Union will request permission from the Officer responsible for Industrial Relations and notify the member's immediate supervisor.
- 6.8 The College shall not enter into any contract with any individual employee of the Bargaining Unit that has or will have the effect of altering or re-negotiating any conditions of employment contained in this agreement.
- 6.9 Any employee enjoying better conditions than those established in this Agreement, whether such conditions are the result of a contract or are due to practice or policy which existed immediately prior to this

Agreement, such better conditions shall continue to be enjoyed by the employee until such time as the Employer and the Union agree to change such conditions.

- 6.10 It is mutually agreed and understood by the parties to this Agreement that the hours of work contained herein shall remain in force subject to the hours of work as established within the Employment Act.
- 6.11 Upon the establishment of any new hours of work within the Employment Act the Employer hereby agrees to concur with the same.
- 6.12 The College and Union will hold periodic meetings to discuss matters of mutual interest. The College and the Union shall establish a Joint Committee for the purpose of reviewing matters relating to industrial concerns. The Joint Committee will consist of persons appointed by the College and the Union.
- 6.13 The College acknowledges the right of the Union to include on its Negotiating Committee, any Representatives it so chooses; and the Union acknowledges the right of the College to include any Representatives it so chooses, who need not be employees or officers, to assist in the course of negotiations. Such Representatives shall not exceed two (2) in number on each side.
- 6.14 The total number of Union and College representatives at Negotiation meetings shall not exceed seven (7), inclusive of two (2) external representatives on each side.

ARTICLE 7 - RIGHTS OF UNION OFFICIALS

- 7.1 The College agrees that it will not effect inter-island transfers of employees holding any of the following offices within the Union, viz., President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, or one of the three Trustees, without consultation with the Union.



- 7.2 In cases where transfer affects the officer's status as a representative of the Union, then the College shall give the Union not less than one (1) month's written notice of any proposed transfer, except in cases of emergency.
- 7.3 The Union is to be consulted prior to any disciplinary action being taken by the College under major breaches against an employee who is an elected official of the Union.

ARTICLE 8- INDUSTRIAL ACTION

- 8.1 During the life of this Agreement both the Union and the College agree to abide by the disputes procedure provided for in The Statute Law of the Bahamas, Chapter 321, Industrial Relations Act, including any amendments thereto in the furtherance and resolution of any dispute.

ARTICLE 9 - GRIEVANCES AND COMPLAINTS

- 9.1 A grievance is a complaint or disagreement of a member of the Bargaining Unit regarding the application of his terms and conditions of employment.
- 9.2 It is agreed that the Union shall be the sole representative of employees within the Bargaining Unit for presenting any complaints to the Employer, provided that such complaints or grievances have been first presented by the employee to his immediate supervisor as soon as possible.
- 9.3 Grievances and complaints must be registered as soon as possible but in any event not later than thirty (30) work days from the date that the incident occurred.
- 9.4 The College agrees to inform the Union in writing of any suspension or dismissal of a member of the Union.
- 9.5 Grievances shall be dealt with as follows:

- 9.5.1 Employees desiring to raise questions or make complaints concerning the terms and conditions of their employment may discuss the matter with their immediate supervisors as to the



specific cause of complaint. The Employee shall be entitled, if they so desire, to be represented by their union representative(s) in the aforesaid discussion.

9.5.2 Failing satisfaction or solution of the complaint or grievance, the Employee concerned and the Union Representative(s) may approach the next higher supervisor or official to discuss the matter and if possible to settle the said grievance.

9.5.3 In cases under this stage where circumstances so warrant, the complaint or grievance shall be discussed between the Union Representative and the designated representative of management, and the result be documented.

9.5.4 The first three (3) sections of this Sub-Clause shall be concluded within 15 working days.

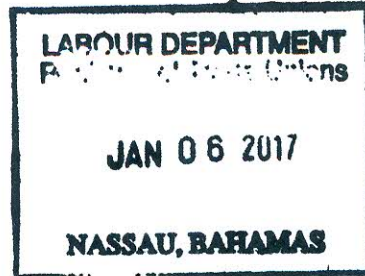
9.5.5 Failing satisfactory solution the Employee, after 5 working days of becoming aware of the complaint or grievance, may submit the cause for complaint to the Head Office of the Union, which may arrange an interview between the College and a Union executive officer.

9.5.6 If a solution of the specified cause for complaint or dispute is not forthcoming, The College or The Union may refer the whole matter at issue to the Department of Labour within 21 working days under the provisions of the Industrial Relations Act Chapter 321 of the Statute Laws of The Bahamas or subsequent legislation for the time being in force. The matter shall then be documented in personnel records.

9.5.7 Any matter in dispute which has been dealt with through the grievance procedure but which has not been resolved by the conciliation process of the Department of Labour, may be referred to the Industrial Tribunal unless otherwise agreed by the two (2) parties concerned.



9.5.8 At the conclusion of the procedure and prior to permanent documentation in the personnel file the aggrieved party along with Union representatives shall have an opportunity to view documentation.



ARTICLE 10 - NOTICE OF GRIEVANCE

10.1 COLLEGE GRIEVANCE

If the College considers that any Article of this Agreement is being misunderstood, misinterpreted or violated in any respect by the Union and/or its members, it may within thirty (30) calendar days of becoming aware of an occurrence which it claims demonstrates such misunderstanding, misinterpretation or violation, file a grievance with the Union and cause the matter to be discussed.

10.2 UNION GRIEVANCE

If the Union considers that any Article of this Agreement is being misunderstood, misinterpreted or violated in any respect by the College, it may within thirty (30) calendar days of becoming aware of an occurrence which it claims demonstrates such misunderstanding, misinterpretation or violation, file a grievance with the College and cause the matter to be discussed.

10.3 UNRESOLVED GRIEVANCE

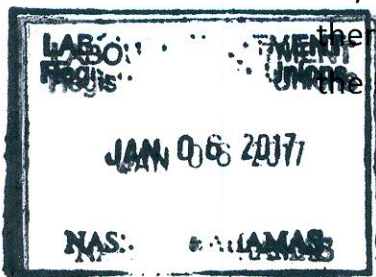
If a matter is not satisfactorily resolved, the College or the Union may take such steps as are available under the provisions of Industrial Relations Act, Chapter 321, or any subsequent legislation.

ARTICLE 11 – PREVENTION AND SETTLEMENT OF GENERAL DISPUTES

11.1 Management and the Union shall meet as often as is reasonably practicable in order to discuss matters of mutual concern which may

impact upon the terms or conditions of employment of the employees in the bargaining unit.

- 11.2 Management shall take the initiative in setting up and maintaining appropriate consultative arrangements with the Union having regard to the mutual convenience and requirements of the Union and the Employer.
- 11.3 Subject to section 52(1) of the Industrial Relations Act, Chapter 321 (hereinafter called "the Act"), should either party to this Agreement desire to amend the same so as to alter the terms or conditions of employment of the employees in the bargaining unit, such party shall notify the other in writing of its intention and forward with the notice its proposed amendment(s) in writing.
- 11.4 The party receiving the notice and proposed amendment(s) shall within thirty (30) calendar days of receiving same, forward its counter proposals (if any) to the proposed amendment(s).
- 11.5 The parties shall without delay submit in any case within thirty (30) calendar days after notice has been given pursuant to subsection (3), or such further time as the parties may agree, meet and commence, or cause authorized representatives on their behalf to meet and commence to negotiate with one another with a view to settling the terms of the amendment(s).
- 11.6 Should the party receiving the said notice fail to enter into or commence negotiations with the other party within thirty (30) days from receipt of the said notice as aforesaid, or within such further time as the parties have agreed, the party proposing the said amendment(s) may thereafter report a trade dispute to the Minister pursuant to section 68(1) of the Act.
- 11.7 Should the parties enter into or commence negotiations within the said thirty (30) days or within such further time agreed as aforesaid, but fail to arrive at a settlement of the terms of the amendment(s) within thirty (30) days from the commencement of the said negotiations, either party may thereafter pursuant to section 68(1) of the Act report a trade dispute to the Minister.

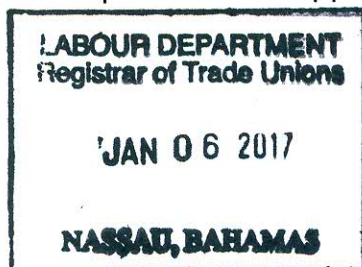


ARTICLE 12 – NEW EMPLOYEE ORIENTATION

- 12.1 Within the first three months of employment an orientation session must be held for new Employees. Such a session is intended to help with clarification of the position's role and responsibilities.
- 12.2 Human Resources, and all other relevant persons should conduct the session. A follow-up session should convene within a six-month period.

ARTICLE 13 – PROBATION

- 13.1 All newly hired Employees shall be under probation for a period of nine (9) months commencing with the first date of employment.
- 13.2 While under probation a newly hired Employee may be terminated with no recourse to the provision of this Agreement. The Union may request a meeting with The College in order to present evidence which has satisfied the Union that the Employee may be entitled to re-consideration.
- 13.3 All newly promoted Employees shall be under probation for a period of six (6) months commencing from the first date of appointment/promotion.
- 13.4 Employees shall be informed of their status at least four (4) weeks before the probationary period is due to expire.
- 13.5 The College shall give the employee four (4) weeks notice, if his services are terminated (new hires) or if he will be returned to his previous position (new promotions) during his probationary period. An employee, in the case of resignation, while under probation shall provide The College with four (4) weeks notice.
- 13.6 During the probationary period, every effort will be made by the College to monitor the performance of the employee. At least one written performance appraisal will be expected to be completed by the supervisor.



- 13.7 Failure to inform any probationary employee of his status within fifteen (15) working days after the expiration of the probationary period will result in that employee being automatically confirmed.

ARTICLE 14 - HOURS OF WORK

- 14.1 It is recognized that the College's business is a public service and in order to cover this, it is agreed that hours may be rostered where required.
- 14.2 The standard hours of work will be 40 hours per week. The normal working hours will be between 9:00 a.m. - 5:00 p.m. , inclusive of the lunch hour. However, due to the operational demands of certain departments, employees may be required to work on a Saturday and/or Sunday or outside the 9am – 5pm time frame. In the event that an employee is rostered to work on a Saturday or Sunday it is agreed that the employee will have two consecutive days off.

ARTICLE 15 - SALARY CLASSIFICATION AND JOB DESCRIPTION

- 15.1 Job descriptions will reflect all duties that are required to ensure the effective operation of the department. All efforts will be made to make the descriptions as comprehensive as possible.
- 15.2 The College will provide a current job description to each member of the bargaining unit for the position held within one month of the member's appointment. A copy of the job description shall be provided to the Union.
- 15.3 The College will provide the Union with Job Descriptions of all positions held by members of the Union.
- 15.4 The College will notify the Union of the creation of any new position that falls within its Bargaining Unit category and also provide the Union with a relevant job description and the related salary scale assigned.



ARTICLE 16 - ELIMINATION OF JOB CLASSIFICATION

- 16.1 The College agrees that it will not eliminate any job classification within the Employee Bargaining Unit without prior consultation with the Union.

ARTICLE 17 - PERSONAL INFORMATION

- 17.1 Any member of the Bargaining Unit shall be allowed to inspect, in the presence of a College Representative, his Personal file at yearly intervals or if a grievance exists between the respective employee and the College.
- 17.2 All adverse items to be put on the file, except those originating from the employee, will be copied to the employee and the Union.
- 17.3 All communication concerning discipline or warnings of the employee shall be copied to the Union, after discussions with the employee and the Union relative to the disciplinary action to be taken.

ARTICLE 18 – RELATIONSHIP

- 18.1 The Employer will provide a copy of this Agreement, in booklet form to all employees and twelve (12) copies to the union.

ARTICLE 19– SENIORITY

- 19.1 Seniority shall be taken into consideration insofar as the conditions of the service will permit in matters affecting vacations, transfers, promotions, redundancy, layoffs and rehiring after layoffs.
- 19.2 For the purpose of this Agreement length of service is the most recent total length of continuous uninterrupted employment in the service of the College.
- 19.3 Seniority ought not be confused with experience and will only be a factor where employees are considered of equal ability.

COB/PMU July 1, 2013 - June 30, 2018 | 17

LABOUR DEPARTMENT
Registrar of Trade Unions

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ARTICLE 20 - PERFORMANCE REVIEWS

- 20.1 Management will review the performance of each employee annually during the members incremental month; and increments will be awarded to deserving employees, provided their overall performance during the year had been satisfactory and increments are available in their respective scales.
- 20.2 Should the relevant supervisor fail to complete and submit the performance evaluation results after the aforementioned period, it should be deemed that the respective Employee has performed at a satisfactory standard. In this instance, the College must pay the increment to the Employee.
- 20.3 An employee who is not granted an increment, shall be notified in writing not later than two weeks after increments are approved of the reason his increment was withheld.
- 20.4 Non-performing staff will be identified and dealt with in accordance with the Human Resources Policies of the College, and the disciplinary clause in this Industrial Agreement.
- 20.5 All employee evaluation forms shall be discussed with the employee by the evaluator and the employee will sign the form indicating that the evaluation was discussed; the employee shall receive a copy of same.

ARTICLE 21 – PROMOTION AND WORK FORCE PLANNING

- 21.1 The basis for final selection in the case of promotion or transfer shall include, but is not limited to the following:

- a) Ability
- b) Efficiency
- c) Job knowledge
- d) Merit
- e) Training



- f) Physical Fitness
- g) Seniority

21.2 When an opportunity for advancement or transfer occurs within the College, all of the factors mentioned in 21.1 above will be taken into consideration. In those cases where all other factors are equal, seniority will be the deciding factor.

21.3 An employee who is unable to accept a promotion or who refuses a transfer will be superseded but will remain eligible for consideration at the next round of promotions.

ARTICLE 22 - POSITION VACANCY NOTICE

22.1 Vacant positions will always be advertised within the College on officially designated notice boards, and the intranet. Such notices will state the required qualifications and experience as well as the salary scale and job classification, and will be copied to the Union at the time of posting.

22.2 Interested employees shall have the right to apply in writing . Employees shall be given first consideration for vacancies and new positions for which they are qualified, subject to the provisions of this agreement.

22.3 Qualified employees will be invited for an interview for such vacant positions.

ARTICLE 23 – TRAINING

23.1 It is recognized that training is important for the improvement of personal performance and efficiency.

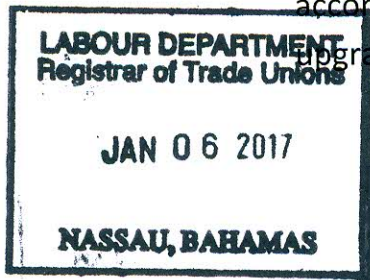
23.2 The College will notify the Union of its training and educational programmes and where appropriate will invite the Union's participation in the development of such training and educational programmes.



- 23.3 On an annual basis, and subject to budgetary constraints, The College will allocate \$22,500 per Fiscal Year for professional development opportunities through the attendance at seminars, workshops, webinars, conferences and attachment opportunities. These initiatives must be directly related to the advancement of the institution and the enhancement of the Middle Manager's performance on the job.
- 23.4 The College shall provide to the employees an electronic database where available to the College, that includes institutions affiliated with the College, conferences, seminars, webinar, workshops etc., awards, grants, fellowships and scholarships and attachments and research opportunities.
- 23.5 **Finance Assistance**
- In accordance with the applicable policy, The College will provide employees with Financial Assistance for degree programmes.
- 23.6 **Tuition Waiver**
- In accordance with the applicable policy, The College will provide tuition waiver for dependent children of all employees who meet the criteria.
- 23.7 This policy cannot be applied retroactively with respect to reimbursement for courses done in the past.

ARTICLE 24- TECHNOLOGICAL AND MECHANIZATION CHANGES

- 24.1 Both parties to this Agreement recognize the continuing need to modernize and acquire new equipment. The College agrees that technological and mechanization changes which affect the working conditions of staff in any area will be communicated to the Union as far in advance as practicable, but in all cases not less than sixty (60) days before implementation.
- 24.2 Employees will be provided a computer with relevant software in accordance their particular departmental needs. The computers will be upgraded as technology advances.



- 24.3 As a part of the technological and mechanization process The College will implement programmes for training and retraining of the employees to enable them to acquire new skills made necessary by the technological advances.
- 24.4 All new jobs or changed jobs resulting from such changes will be first offered to qualified employees in the area.
- 24.5 Management will endeavour to inform employees, and copy the Union, of all decisions impacting the institution in a timely manner. It is recommended that decisions from College entities including, but not limited to, Council, Academic Board, Admissions Committee, etc. be communicated in writing to employees so that they are better able to respond and carry out their responsibilities.

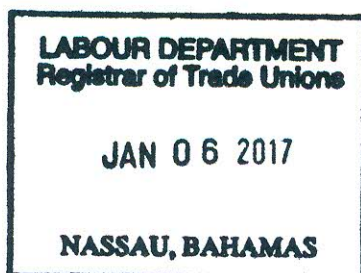
ARTICLE 25 – REDUNDANCY

- 25.1 Whenever the effects of economic conditions and/or technological changes are considered by the Employer to warrant a reduction in its usual work force by redundancy, the Employer agrees to advise the Union at least ninety (90) days before implementing same. The Employer agrees that the following shall take place:

25.1.1 Every effort will be made to relocate staff so affected to other departments of the Employer whenever/wherever suitable vacancies are available and Management shall undertake to provide such training as is necessary prior or subsequent to assignment of new duties.

25.1.2 In all such cases the Union shall cooperate with the Employer so that the necessary training will be provided and staff relocations accomplished as quickly as circumstances allow.

25.1.3 When the Employer is unable to relocate an employee within a period not exceeding ninety (90) days or terminate the services of an employee as a result of the introduction of mechanization, technological methods or amalgamation of



services, the employee should be entitled to sixty (60) days notice or pay in lieu of notice and to redundancy pay.

25.1.4 Recruitment of new employees in any area will only be carried out where persons who have been made redundant are not qualified to fill vacant positions. Recall shall be in order of seniority.

25.2 The amount of pay entitlement due shall be based on the length of actual service with the Employer and shall be computed on the basis of the Employee's rate of pay at the time of redundancy at four (4) weeks for each completed year of service up to a maximum of fifty two (52) weeks.

ARTICLE 26 - DISCIPLINE AND DISCHARGE

26.1 Without discipline the College cannot effectively perform the public service for which it has been established. When discipline is warranted, it must be prompt, exact and wholly defensible. Grounds for discipline should be such that they will stand critical examination if reviewed. Each case must be weighed on its own merits, but the decision must always be on reasonable and just grounds.

26.1.1 When an employee is suspended, dismissed or warned in writing, a notice of such suspension, dismissal or warning shall be given to the employee and to the Union setting out the reasons for the suspension, dismissal or warning and the employee shall be given up to fourteen (14) days to reply to the letter.

26.1.2 In the event the employee is deemed by the Employer to have committed a breach of discipline warranting dismissal, the employee may first be suspended with half (1/2) pay pending further investigation for a period not exceeding ten (10) working days, provided always that the breach does not warrant immediate dismissal. If at the end of ten (10) days the investigation is not concluded suspension may be



extended for a further period not exceeding fourteen (14) days at half (1/2) pay.

26.1.3 No employee will be disciplined or discharged except in accordance with this article and for just cause.

26.2 Although fixed penalties are not established, the following major breaches of discipline, though not limited to, will normally call for immediate suspension or dismissal:

- (a) Theft or the removal of the Employer's property without permission.
- (b) Drunkenness.
- (c) Fighting or physical violence.
- (d) Possession and/or use of narcotics or conviction for dangerous drugs subject to Article 43(Substance Abuse) of this agreement.
- (e) Malicious damage to the College's property.
- (f) Gross insubordination.
- (g) Dishonesty.
- (h) Criminal convictions.
- (i) Unauthorized consumption of alcohol on the College's premises while in active duty or during working hours.
- (j) Failure to carry out certain control procedures that result in loss or damage to the College's assets.

26.3 Minor Breaches

- (a) Repeated lateness.
- (b) Repeated quarrelling with other employees.
- (c) Insubordination.
- (d) Harassment and verbal intimidation and abuse.
- (e) Unauthorized use of the College's property.
- (f) Unethical and unprofessional behavior with regard to customers and staff. (Acts of discourtesy and outright rudeness).
- (g) Repeated absence without permission.
- (h) Willful violation of the Employer's known policies and regulations.



- (i) Failure to carry out certain procedures established by the employer.

26.4 Minor infractions of the Employer's policies will be dealt with in the following manner:

26.4.1 On the first occurrence of any minor breach, an oral warning shall be given to the employee by his immediate supervisor in the presence of a Shop Steward or Union Representative.

26.4.2 On the second occurrence of any minor breach, a written warning shall be given to the employee and copied to the Union.

26.4.3 On the third occurrence of any minor breach, a final warning in writing shall be given to the employee and copied to the Union.



26.5 Grievances concerning suspension or dismissal of employee shall commence at stage three (3) of the grievance procedures.

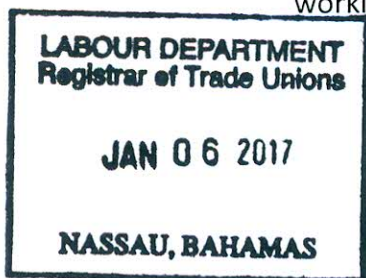
26.6 If upon settlement of the grievance it is found that an employee has been unjustly suspended or dismissed, he shall be reinstated and compensated for the time lost as a result of such suspension or dismissal, all correspondence relating to the incident removed from his personal file.

26.7 With the exception of narcotics offences and criminal convictions, all other offences listed in paragraphs two (2) and three (3) above shall have occurred on the property of the Employer or during the course of employment duties.

ARTICLE 27- ACTING POSITIONS

27.1 It is desirable that employees are properly developed and trained in the management functions of the College and to this end; every reasonable opportunity will be given them by the College to perform in temporary and permanent vacancies in more senior positions.

- 27.2 Where appropriate, it is considered to be part of an employee's normal duties to act as a replacement for his Supervisor or other senior Management personnel who is temporarily off work as a result of vacation leave, leave of absence or any other reason. Acting occasions are when an employee is called upon to perform additional and different work and provide him with an opportunity to demonstrate his capabilities and gain valuable experiences.
- 27.3 The Officer going on leave will recommend the person deemed most suitable to act, having regard for the most senior employee. Such recommendation is subject to the approval of the College. Any employee appointed to act must be notified in writing.
- 27.4 When the need arises for an employee to act for a period in a more senior position than that in which he is paid, the employee appointed to act will be paid half of the two salaries affected on a pro-rata basis. In no case however, should the acting employee receive more than the salaries of the employee holding the substantive position neither should that employee receive less than \$200.00 per month.
- 27.5 Any employee appointed to act in excess of one year shall be confirmed to that position except in cases where there is a substantive holder of that position who is absent for a specific purpose and is expected to return to that position.
- 27.6 Where an employee is called on to assume additional responsibilities of a person in an equivalent or lesser position in conjunction with his own normal work, he shall be paid a responsibility allowance of \$300.00 per month.
- The Officer going on leave will recommend the person deemed most suitable to act, having regard for the most senior employee. Such recommendation is subject to the approval of the College. Any employee appointed to act must be notified in writing.
- 27.7 Whenever a replacement is necessary to relieve an employee who is being granted vacation, the relieving officer shall be given not less than fifteen (15) working days notice except in cases of emergencies when notice is not possible.



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ARTICLE 28- COMPASSIONATE LEAVE

- 28.1 If a death in the family of the Employee is that of a father, mother, legally adopted parent, grandparent, husband, wife, child, parent-in-law, brother, sister, or grandchild, the employee shall receive up to six (6) working days compassionate leave. Additionally, up to eight (8) working days are permissible where travel is necessary.
- 28.2 If the death in the family is that of sister-in-law, brother-in-law, niece, aunt, uncle, nephew, or step-parent, the employee when absent from duty under such circumstances, will be limited to a maximum of three (3) working day. Additionally up to five (5) working days will be granted where travel is necessary.
- 28.3 The Employer reserves the right to request evidence to confirm the relationship to the deceased.
- 28.4 Should a death occur when an employee is on vacation, vacation leave will not be converted to compassionate leave.

ARTICLE 29 - EXAMINATION LEAVE

- 29.1 An employee sitting examinations for courses approved by the College shall submit evidence of the examinations to be taken. The College will grant up to two (2) working days leave per exam per year for studying and writing such examinations during the normal work hours. Such employee shall produce satisfactory evidence of the completion and results of the examination.

ARTICLE 30 - MATERNITY LEAVE

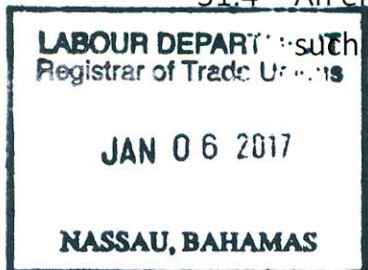
- 30.1 The Employer will grant maternity leave of fourteen (14) weeks at full pay subject to Paragraph 2 hereof to all female employees and any additional leave will be granted in accordance with the Employment Act, 2001, Statute Laws of The Bahamas.
- 30.2 The pay during maternity leave, in accordance with the provisions of Section 22(1) (b) of the National Insurance Act, will be adjusted accordingly. In a case where an employee's infant is admitted to

intensive care within the first six (6) weeks of birth, the employee may suspend Maternity Leave and return to work. After the infant is released from hospital, Maternity Leave should commence for the duration of the Leave without forfeiting any benefit.

- 30.3 Maternity leave without pay will be granted where the employee is not eligible for paid leave. In the case of 30.2 above, the employee must provide a doctor's certificate confirming that (i) the infant is hospitalized and (ii) the employee is medically fit to resume work.
- 30.4 Every female employee shall submit to the local office concerned such claim forms as may be necessary to establish the eligibility for the maternity benefit.
- 30.5 No paid maternity leave will be granted more than once every three (3) years, nor will it be granted before an employee has served for one (1) year.
- 30.6 An employee returning from maternity leave shall be returned in the classification held at the time maternity leave was requested. Unless otherwise agreed by the employee, supervisor/manager of the department and the Union.

ARTICLE 31 - PATERNITY LEAVE

- 31.1 The employer will grant paternity leave of four (4) weeks at full pay to all male employees in accordance with this article.
- 31.2 No paternity leave will be granted more than once every three years, nor will it be granted before an employee has served for one (1) continuous year of employment.
- 31.3 Paternity leave shall only be granted in respect of the birth of the employee's child who is born in wedlock.
- 31.4 An employee requesting paternity leave shall provide the College with such evidence and information as is necessary to establish his eligibility.



ARTICLE 32 – ADOPTION LEAVE

- 32.1 Employees are eligible for paid adoption leave after one (1) year (12 months) of full-time service. Documentation providing evidence of the adoption should accompany the application for leave.
- 32.2 Normally, adoption leave at full pay will not be granted more than once every three (3) years. However, employees with eight (8) or more years of service who have not previously been granted paid adoption leave may be considered for adoption leave at full pay once every two (2) years.
- 32.3 Employees who adopt infants from 0 to 9 months of age are entitled to six (6) weeks of adoption leave.
- 32.4 Employees who adopt infants from ten (10) months to five (5) years of age are entitled to three (3) weeks of adoption leave.
- 32.5 Employees who adopt children over five (5) years old may apply for leave under the provisions in the Special Leave Policy

ARTICLE 33 - VACATION LEAVE

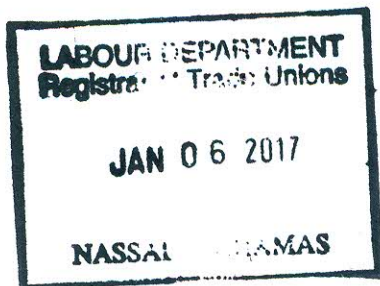
- 33.1 The entitlement for annual leave shall accrue after one year of continuous service with the Employer.
- 33.2 Leave shall be taken subject to the operational circumstances and the Employer shall have the right to vary the leave dates by giving thirty (30) days notice to the employee affected prior to the date of commencement of the approved period and for reasons due to the requirements of the service. All accrued vacation leave must be taken prior to retirement. The accrued vacation pay should be paid upfront, in advance, at the time the vacation is taken.

33.3 Entitlement:

- 33.3.1 Employees are entitled to 5 weeks vacation leave each year.
- 33.3.2 An employee with more than ten years of service will be eligible to an additional week every fifth anniversary (15th, 20th, and 25th year of service) (non-cumulative).



- 33.3.3 Should a Government recognized holiday fall within the period of annual leave granted, an additional day shall be added to the number of work days of annual leave.
- 33.4 Employees terminating their employment shall be paid the accrued vacation entitlement on a pro-rated basis up to the date of termination.
- 33.5 Applications for vacation leave must be submitted one (1) month prior to the date the vacation is due. In special circumstances the Employer may accept applications on a date later than the period referred to above.
- 33.6 An employee who falls ill while on vacation leave will be eligible for sick leave with effect from the beginning of the certified incapacity. He must first furnish the employer with a statement from the attending practicing medical doctor stating that he is medically unfit for duty. A definite time period for illness must be given. The employee will not, however, be permitted, if he is within The Bahamas, to resume his vacation leave unless he first returns to work on the termination of the sick leave. If the sick leave extends beyond the approved vacation leave, the employee must return to work at the expiry of the sick leave.
- 33.7 An employee who commences work not later than the 15th of the month, shall be deemed to have worked a calendar month for vacation purposes.
- 33.8 Accrued vacation leave not taken before the Manager retires will be paid in lieu of such leave.
- 33.9 Where an employee has submitted a leave request which was approved in writing but subsequently cancelled by the College in writing and the employee suffers monetary loss as a result of non-refundable travel arrangements, the College will reimburse the loss provided that the likelihood of such loss was made known in writing by the employee not later than the time the vacation leave was cancelled. The employee must provide documentary proof of vacation arrangements in order to benefit under this clause.



ARTICLE 34 - CASUAL LEAVE

- 34.1 The College shall grant to all Bargaining Unit staff twelve (12) non-accrual casual work days per year.

ARTICLE 35 – SPECIAL LEAVE

- 35.1 The College may grant to all Bargaining Unit staff six (6) non-accrual as special leave days per year, due to natural disasters and personal/domestic emergencies.

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ARTICLE 36- UNPAID LEAVE OF ABSENCE

- 36.1 Subject to the exigencies of the service, unpaid leave of absence without loss of benefit rights may be granted under exceptional circumstances.
- 36.2 Applications for unpaid leave must be made within a reasonable time prior to the commencement of such absence, except in cases of emergencies or unforeseen circumstances. Normally such leave will not exceed one (1) year.

ARTICLE 37 - SICK LEAVE

- 37.1 The Employer will grant sick leave from time to time when an employee is ill or incapacitated to a degree where he/she is unable to perform his/her duties. The pay during sick leave, in accordance with the provisions of Section 22(1) (b) of the National Insurance Act, Chapter 350, Statute laws of The Bahamas.
- 37.2 For monthly paid employees, such leave shall not exceed twenty-two (22) working days per year on full pay and is non-cumulative.
- 37.3 Such leave in excess of twenty-two (22) working days shall be paid at the rate of seven-eighths ($7/8$) pay up to a maximum of six (6) months and shall be reduced to half to ($1/2$) pay for a maximum period of a further six (6) months.
- 37.4 The Employer shall grant up to two (2) working days sick leave without requiring the submission of a medical certificate up to an aggregate of eight (8) working days in a calendar year.

- 37.5 The Employee or his representative where possible should notify his/her supervisor within twenty-four (24) hours of any absence due to illness or otherwise. After utilizing the eight (8) working days all other absences due to sickness shall be certified by a registered medical doctor or where applicable on Family Islands, a registered health professional.

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- 37.5.1. Any sick leave granted under this Section will be deducted from the total sick leave eligibility, full pay leave to be affected first.

- 37.6 In the case of sick leave extending beyond two (2) days, the employee immediately upon his return, but not later than the day after his return (by the fourth day), must furnish the employer with a statement from the attending physician stating that the patient is medically fit to resume his normal work duties.
- 37.7 In cases where the employee is returning but must work in a limited capacity, the physician statement must clearly state the work limitations. No employee will be authorized to return to work until the above requirements are fulfilled.
- 37.8 In cases where persistent leave is taken for periods less than a full day such fraction may be counted and salary deductions may be made at the end of each pay period.

ARTICLE 38 - INDUSTRIAL INJURY AND ACCIDENT LEAVE

- 38.1 Any accident occurring while an employee is on duty shall be reported as soon as practicable to the supervisor who should report the same to the Divisional Head and Human Resources; Human Resources should report the accident to the Claims Section of the College on the appropriate form.
- 38.2 Claims for medical expenses arising from an injury sustained while on duty shall be processed in accordance with the National Insurance Industrial Injury Benefit provisions and the Employer's Health Insurance Plan.
- 38.3 When an employee suffers a disabling work injury properly certified by a registered medical doctor he shall be paid at his normal rate of pay from the first day after the work injury for a period not exceeding forty (40)

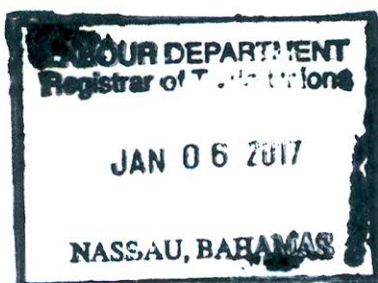
weeks with no loss of sick leave benefits, provided that the injury was not caused by negligence of the employee.

- 38.4 An employee may at any time during his absence due to injury be required to submit himself or herself for medical examination by a medical practitioner as assigned by the Employer.
- 38.5 The pay during such leave shall be regulated in accordance with the provisions of Section 22(1) (b) of the National Insurance Act.
- 38.6 When the employee returns to work after recovering from the injury he shall be reinstated in the position he occupied at the time of the injury (provided he is able to perform the duties and responsibilities as he did before the accident) or given alternative work of a comparable nature without loss of pay or seniority.

ARTICLE 39 - JURY AND OTHER DUTIES

- 39.1 The Employer agrees when employees are required by law to serve as Jurors, those who actually serve shall be excused from work for those days on which they actually serve and shall be paid their regular salary for those days at their regular rate of pay. Employees on Jury duty are required where possible to report to work prior to attending Jury duty.

- 39.2 In those cases where an employee reports for Jury Duty and is:



- 38.1.1 not selected or empanelled, or
- 38.1.2 Selected or empanelled but later excused for the remainder of the days, such employee shall be required to return to work.

- 39.3 Employees who are appointed members of Government Boards and/or Government Committees may request time off from work with pay to attend such meetings.

ARTICLE 40- UNION LEAVE

- 40.1 An employee elected to office in the Union, the pursuance of which requires a leave of absence, may be granted such leave with pay for a

period not exceeding three (3) months per annum, subject to the needs of the employer. A maximum of two employees may be granted leave at any one time.

40.2 An employee returning to work after paid leave of absence granted under this Article shall be:

40.1.1 Returned to his former position or in the event that his former position is no longer available, to a position in line with his ability and previous experience.

40.1.2 Returned to the salary level he would have been paid had he not been granted such leave of absence.

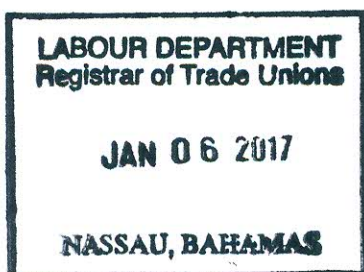
40.3 Requests for leave of absence shall be made in writing to the officer responsible for Human Resources as far in advance of the effective date as possible, but not less than thirty (30) days in advance, except in cases of emergency.

40.4 If leave with pay is granted the payment will be discretionary and may be at full or half pay; other than as specified in this article.

ARTICLE 41 - SUBSTANCE ABUSE

41.1 The Employer reserves the right to require an employee to submit to a medical test by a medical doctor appointed by the Employer if necessary, and may place him in a rehabilitation programme for a period up to, but not exceeding, ninety (90) days, and after such period determine if such employee is fit to resume work or otherwise.

41.2 The Employer will assume responsibility for rehabilitating an employee in the first instance. If abuse continues after the initial treatment, however, the individual will be personally responsible for the costs of any subsequent treatment.



- 41.3 If an employee refuses to undergo rehabilitation treatment that has been advised by a medical doctor appointed by the employer, the person will be automatically dismissed.

ARTICLE 42 – ALLOWANCES

42.1 Entertainment

For College related matters – where incidental expenses are incurred, employees are eligible to be reimbursed these expenses, up to a maximum of \$500 per annum.

42.2 Mileage Allowance

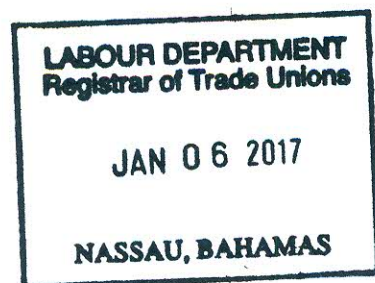
Directors, executive Assistant to President will receive a monthly mileage allowance of one hundred dollars (\$100), and Assistant directors will receive a monthly mileage allowance of fifty dollars (\$50).

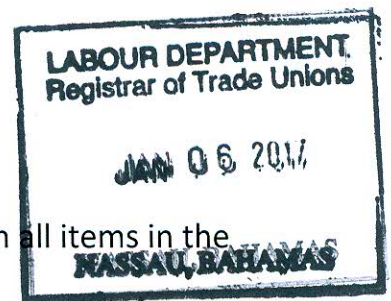
42.3 Overtime Meal Allowance

Employees working overtime for three (3) continuous hours before/after working time shall be provided with meal vouchers that shall not exceed seven dollars (\$7). The overtime hours to be worked must be pre-approved by the employee's Division Head.

ARTICLE 43 - INCENTIVE AWARDS

- 43.1 The College agrees with the principle of an Incentive Award Programme and shall continue to pursue ways to reward exceptional service, for example, special projects, committee work (internal and external to the College).
- 43.2 The College also agrees that upon the signing of this Agreement, a committee will be established to create a robust rewards and recognition programme for middle management.





43.3 Bookstore Discount

A discount of 10% will be provided to all Employees on all items in the store with the exception of textbooks.

43.4 Parking

Directors shall be assigned marked parking spaces; preferably within the area in which they work.

ARTICLE 44 – RETIREMENT

- 44.1 The College will notify the employee and the Union whenever an employee in the Union approaches retirement age of 65 years, and is to be retired.
- 44.2 Twelve (12) months prior to retirement, a member of the Human Resources Department will notify and discuss with each retiring employee, details of his pension options and entitlement.

ARTICLE 45 - PRE-RETIREMENT

- 45.1 The College will make every effort to offer persons nearing retirement the opportunity to be involved in workshops or seminars that heightens the employee's awareness to preparations that are key to a successful retirement.
- 45.2 An employee who wishes to request deferred retirement or temporary re-employment after retirement must apply in writing six (6) months prior to the normal Retirement Date. The College must make every effort to reply one month after receipt of request.
- 45.3 Nearing the retirement of an employee, the College will discuss all benefit matters relating to pension, gratuity and or group medical insurance matters.
- 45.4 Additionally the College will allow the employee to proceed on an accumulated vacation prior to reaching retirement age to enable the employee to utilize any accumulated vacation days due.

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ARTICLE 46 - TERMINATION PAY

- 46.1 Where the services of a full-time permanent employee is terminated by the College, except for serious misconduct, theft of the College's funds or property, or for malicious damage to the College's property or willful neglect of duty resulting in damage to the Board's property, the College will pay one month's basic pay for each year of service up to a maximum of forty eight (48) weeks.
- 46.2 Within ten (10) business days of a dismissal The College shall pay all monies due except for the pension proceeds.
- 46.3 Within 45 days, all documentation relative to the pension, shall be forwarded to the Pension Department

ARTICLE 47 - HEALTH AND SAFETY

- 47.1 The Employer shall select with the Union's assistance a minimum number of employees to perform in addition to their normal duties, First Aid duties as may be required. The College will undertake to provide First Aid training for those selected and provide First Aid kits.
- 47.2 The Employer will carry out Fire Drills twice per year at each location housing ten (10) or more employees. The College agrees to equip all buildings with fire extinguishers, which should be checked periodically.
- 47.3 It is recognized that some events are beyond the College's control and temporary hardships may occur. However, employees will not normally be required to work under unsafe or unsanitary conditions.

ARTICLE 48 - HEALTH AND LIFE INSURANCE

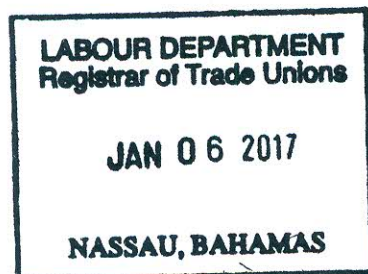
- 48.1 The College will provide insurance coverage through a group insurance plan, for all bargaining unit staff. The coverage shall include health, dental, vision and life. Coverage is also available for employee's spouse and dependents but, at cost to the employees.
- 48.2 The insurance premium that will be paid by the College in respect of insurance coverage shall be as follows:

- 60% for life and health coverage for the employee
- 100% for dental and vision coverage for the employee
- 100% coverage for employees with services in excess of 30 years
- Life portion shall be up to \$46,000

48.3 The employee shall pay the coverage for the employee's spouse and dependents.

ARTICLE 49 - DEDUCTION OF UNION DUES

- 49.1 During the life of this Agreement, the College agrees to deduct from the pay of employees who are or become members, monthly membership dues uniformly levied upon members and as authorized by the member in writing to be deducted by the College.
- 49.2 Union membership dues deducted in any one month shall be dues for the month in which the deduction is made.
- 49.3 Deduction of Union dues will commence in the month following the month in which the authorized form was received by the College from the respective member.
- 49.4 If a member wishes to cease deductions of union dues, he must notify the College in writing, and all deductions will cease in the month following the month in which the written notice was received by the College.
- 49.5 A deduction will be made only after any and all claims by the College against the member's pay have been satisfied.
- 49.6 The College will provide the Union, on a quarterly basis, with a list of members from whom deductions have been made together with a cheque in respect of the total amount deducted by the end of the month for which such dues are payable.



ARTICLE 50 – AGENCY SHOP

50.1 Whenever the Union presents a Certificate of Agency Shop issued by the Minister of Labour under the provisions of The Industrial Relations Act, Part IV, Section 47, the following shall apply:

50.1.1 That the Agency fee shall be equivalent to ninety percent (90%) of the amount paid by the Union members as Union dues and shall apply to all employees not being members of the Union.

50.1.2 That the College shall submit all monies collected from employees affected by the Agency Shop in the same manner and at such time as Union members' dues are submitted to the Union.

ARTICLE 51- SALARY REVIEW

51.1 The Employer agrees that in light of potential reorganization as the Institution moves to University status, if there is a significant difference in job based on the responsibilities and the credentials of Employees that a commensurate salary is to be offered.

51.2 Upon signing of this Agreement, both parties agree to review existing scales and scope of duties of all employees in an effort to ensure relevance and currency of both by 2017. The Union will be included in the review process.

ARTICLE 52– SALARY INCREASES

52.1 The salaries of all Employees covered under this agreement shall be increased and additional benefits paid as follows:

52.1.1 **Year 1** July 1, 2013-June 30, 2014 Earned increment

52.1.2 **Year 2** July 1, 2014-June 30, 2015 Earned Increment

52.1.3 **Year 3** July 1, 2015-June 30, 2016 a) Earned Increment; and
b) Three thousand five hundred dollars (\$3500.00)
lump sum payment upon signing of the agreement

52.1.4 **Year 4** July 1, 2016-June 30, 2017 a) Earned Increment; and



b) One thousand, six hundred dollars (\$1,600) added to salary scales in July 2016

52.1.5 Year 5 July 1, 2017-June 30, 2018 Earned Increment

52.2 In accordance with Article 51, a Salary Review will be carried out by the College upon the signing of this agreement. The salary scale may be extended based on the review.

ARTICLE 53 - PERIOD OF AGREEMENT

53.1 This Agreement and Salary Scale contained unless otherwise expressly stated herein shall be effective **July 1, 2013 - June 30, 2018** for Five-Years. In the absence of any signed agreement after this period, the contents of this agreement will be binding until a new agreement is signed.

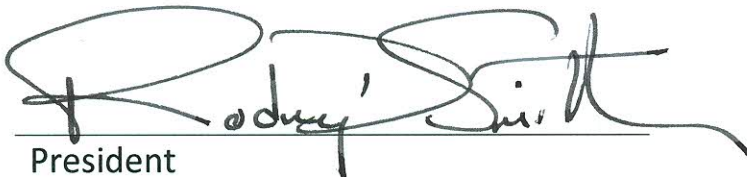
Dated this **18th** day of **December, 2015**

At The College of The Bahamas, Oakes Field, Nassau, Bahamas.

Signed on behalf of The College of
The Bahamas



Deputy Chairman



President

Signed on behalf of the Public
Managers Union



President



Secretary General



APPENDIX A

MEMBERS OF THE BARGAINING UNIT

Assistant Director I

Assistant Director II

Assistant Director III

Deputy Director

Director I

Director II

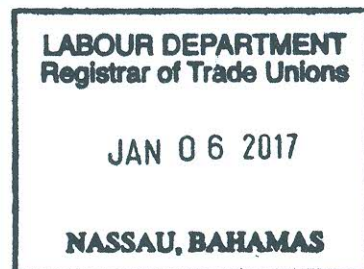


APPENDIX B

SALARY SCALES FOR MIDDLE MANAGEMENT: EFFECTIVE JULY, 2016

DIRECTOR II

Current	\$1,600 Increase	New Incremental Scale	
\$1,000 Increment	\$1,600 p.a. Increase w.e.f. July, 2016	\$1,000 Increment	Steps
\$47,914	\$49,514	\$50,514	1.
\$49,017	\$50,617	\$51,514	2.
\$50,119	\$51,719	\$52,514	3.
\$51,222	\$52,822	\$53,514	4.
\$52,324	\$53,924	\$54,514	5.
\$53,427	\$55,027	\$55,514	6.
\$54,529	\$56,129	\$56,514	7.
\$55,632	\$57,232	\$57,514	8.
\$56,734	\$58,334	\$58,514	9.
\$57,837	\$59,437	\$59,514	10.
\$58,939	\$60,539	\$60,514	11.
\$60,042	\$61,642	\$61,514	12.
\$61,144	\$62,744	\$62,514	13.
\$62,247	\$63,847	\$63,514	14.
\$63,349	\$64,949	\$64,514	15.
\$64,452	\$66,052	\$65,514	16.
\$65,554	\$67,154	\$66,514	17.
\$66,657	\$68,257	\$67,514	18.
\$67,759	\$69,359	\$68,514	19.
\$68,862	\$70,462	\$69,514	20.
\$69,862	\$71,462	\$70,514	21.
		\$71,514	22.



DIRECTOR I

Current \$1,600 New Incremental
Increase Scale

\$900 Increment	\$1,600 p.a. Increase w.e.f. July, 2016	\$900 Increment	Steps
\$40,647	\$42,247	\$43,147	1.
\$41,639	\$43,239	\$44,047	2.
\$42,631	\$44,231	\$44,947	3.
\$43,623	\$45,223	\$45,847	4.
\$44,616	\$46,216	\$46,747	5.
\$45,608	\$47,208	\$47,647	6.
\$46,600	\$48,200	\$48,547	7.
\$47,592	\$49,192	\$49,447	8.
\$48,585	\$50,185	\$50,347	9.
\$49,577	\$51,177	\$51,247	10.
\$50,569	\$52,169	\$52,147	11.
\$51,561	\$53,161	\$53,047	12.
\$52,554	\$54,154	\$53,947	13.
\$53,546	\$55,146	\$54,847	14.
\$54,538	\$56,138	\$55,747	15.
\$55,530	\$57,130	\$56,647	16.
\$56,523	\$58,123	\$57,547	17.
\$57,515	\$59,115	\$58,447	18.
\$58,507	\$60,107	\$59,347	19.
\$59,499	\$61,099	\$60,247	20.
\$60,399	\$61,999	\$61,147	21.
		\$62,047	22.

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DEPUTY DIRECTOR

Current

\$1,600
Increase

New Incremental
Scale

\$800 Increment	\$1,600 p.a. w.e.f. July, 2016	\$800 Increment	Steps
\$36,810	\$38,410	\$39,210	1.
\$37,582	\$39,182	\$40,010	2.
\$38,353	\$39,953	\$40,810	3.
\$39,125	\$40,725	\$41,610	4.
\$39,897	\$41,497	\$42,410	5.
\$40,669	\$42,269	\$43,210	6.
\$41,440	\$43,040	\$44,010	7.
\$42,212	\$43,812	\$44,810	8.
\$42,984	\$44,584	\$45,610	9.
\$43,756	\$45,356	\$46,410	10.
\$44,527	\$46,127	\$47,210	11.
\$45,299	\$46,899	\$48,010	12.
\$46,071	\$47,671	\$48,810	13.
\$46,843	\$48,443	\$49,610	14.
\$47,614	\$49,214	\$50,410	15.
\$48,386	\$49,986	\$51,210	16.
\$49,158	\$50,758	\$52,010	17.
\$49,930	\$51,530	\$52,810	18.
\$50,701	\$52,301	\$53,610	19.
\$51,473	\$53,073	\$54,410	20.
\$52,273	\$53,873		

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NASSAU, BAHAMAS

ASSISTANT DIRECTOR III

Current

\$1,600
Increase

New Incremental
Scale

\$800 Increment	\$1,600 p.a. w.e.f. July, 2016	\$800 Increment	Step
\$34,605	\$36,205	\$37,005	1.
\$35,377	\$36,977	\$37,805	2.
\$36,148	\$37,748	\$38,605	3.
\$36,920	\$38,520	\$39,405	4.
\$37,692	\$39,292	\$40,205	5.
\$38,464	\$40,064	\$41,005	6.
\$39,235	\$40,835	\$41,805	7.
\$40,007	\$41,607	\$42,605	8.
\$40,779	\$42,379	\$43,405	9.
\$41,551	\$43,151	\$44,205	10.
\$42,322	\$43,922	\$45,005	11.
\$43,094	\$44,694	\$45,805	12.
\$43,866	\$45,466	\$46,605	13.
\$44,638	\$46,238	\$47,405	14.
\$45,409	\$47,009	\$48,205	15.
\$46,181	\$47,781	\$49,005	16.
\$46,953	\$48,553	\$49,805	17.
\$47,725	\$49,325	\$50,605	18.
\$48,496	\$50,096	\$51,405	19.
\$49,268	\$50,868	\$52,205	20.
\$50,068	\$51,668	\$53,005	21.

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ASSISTANT DIRECTOR II

Current	\$1,600 Increase	New Incremental Scale	
			Step
\$750 Increment	\$1,600 p.a. w.e.f. July, 2016	\$750 Increment	
\$31,856	\$33,456	\$34,206	1.
\$32,628	\$34,228	\$34,956	2.
\$33,400	\$35,000	\$35,706	3.
\$34,172	\$35,772	\$36,456	4.
\$34,943	\$36,543	\$37,206	5.
\$35,715	\$37,315	\$37,956	6.
\$36,487	\$38,087	\$38,706	7.
\$37,259	\$38,859	\$39,456	8.
\$38,030	\$39,630	\$40,206	9.
\$38,802	\$40,402	\$40,956	10.
\$39,574	\$41,174	\$41,706	11.
\$40,346	\$41,946	\$42,456	12.
\$41,117	\$42,717	\$43,206	13.
\$41,889	\$43,489	\$43,956	14.
\$42,661	\$44,261	\$44,706	15.
\$43,433	\$45,033	\$45,456	16.
\$44,204	\$45,804	\$46,206	17.
\$44,976	\$46,576	\$46,956	18.
\$45,748	\$47,348	\$47,706	19.
\$46,520	\$48,120	\$48,456	20.
\$47,270	\$48,870	\$49,206	21.

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NASSAU, BAHAMAS

ASSISTANT DIRECTOR I

Current	\$1,600 Increase	New Incremental Scale	
			Step
\$750 Increment	\$1,600 p.a. w.e.f. June, 2016	\$750 Increment	
\$28,857	\$30,457	\$31,207	1.
\$29,629	\$31,229	\$31,957	2.
\$30,401	\$32,001	\$32,707	3.
\$31,173	\$32,773	\$33,457	4.
\$31,944	\$33,544	\$34,207	5.
\$32,716	\$34,316	\$34,957	6.
\$33,488	\$35,088	\$35,707	7.
\$34,260	\$35,860	\$36,457	8.
\$35,031	\$36,631	\$37,207	9.
\$35,803	\$37,403	\$37,957	10.
\$36,575	\$38,175	\$38,707	11.
\$37,347	\$38,947	\$39,457	12.
\$38,118	\$39,718	\$40,207	13.
\$38,890	\$40,490	\$40,957	14.
\$39,662	\$41,262	\$41,707	15.
\$40,434	\$42,034	\$42,457	16.
\$41,205	\$42,805	\$43,207	17.
\$41,977	\$43,577	\$43,957	18.
\$42,749	\$44,349	\$44,707	19.
\$43,521	\$45,121	\$45,457	20.
\$44,271	\$45,871	\$46,207	21.

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