

LEGAL NOTICE No. 231

REPUBLIC OF TRINIDAD AND TOBAGO

THE MINIMUM WAGES ACT, CHAP. 88:04

ORDER

MADE BY THE MINISTER UNDER SECTION 3 OF THE MINIMUM WAGES ACT

THE MINIMUM WAGES (SECURITY INDUSTRY EMPLOYEES)
ORDER, 1994

1. This Order may be cited as the Minimum Wages (Security Industry Employees) Order, 1994.

2. In this Order—

Interpretation

“canine security guard” means an employee whose duties wholly or mainly consist of providing protection with the assistance of a dog;

“clerical worker” means an employee whose duties wholly or mainly consist of clerical work, but does not include a clerk/typist;

“clerk/typist” means an employee whose duties consist principally of typing, dealing with correspondence and other related clerical work;

“dog handler” means an employee whose duties are to attend to, groom and assist in the transportation of dogs;

“medical certificate” means a medical certificate prepared by a registered medical practitioner;

“off-day” in relation to an employee, means a period, other than on a public holiday, during which he is not normally required to work;

“overtime” means such period of time that a full-time employee is required to work—

(a) in excess of the period for which he is rostered to work;

(b) on his off-day; or

(c) on a public holiday;

“part-time employee” means an employee whose normal weekly hours of work are less than forty hours;

“pay” means in the case of a full-time employee, the weekly rate of pay that he usually receives and in the case of a part-time employee, the hourly rate of pay that he usually receives;

“receptionist” means an employee who receives callers, ascertains their needs and assists accordingly, receives and relays telephone calls and assists with typing and other related clerical duties;

“secretary” means an employee engaged in secretarial duties and matters ancillary thereto;

“security industry” means the group of security organizations operating in Trinidad and Tobago;

“security industry employee” or “employee” means a person employed in the security industry in any of the categories of employees listed in the First Schedule, whether employed on a full-time or part-time basis;

“security organization” means any firm, body corporate or other organization engaged in the provision of protection, at a fee, to persons and property within the territorial boundaries of Trinidad and Tobago;

“telephone operator” means an employee who is responsible for the operation of a telephone switchboard;

“unprecepted security guard” means an employee whose responsibility is to provide protection and who has not been precepted by the Commissioner of Police.

Minimum remuneration

3. The minimum remuneration payable to a security industry employee shall be as set out in the First Schedule and shall not in any way be abated by reason of a public holiday falling within the work week referred to in paragraph 4(1).

Hours of work

4. (1) The normal weekly hours of work applicable to a full-time employee shall be not more than forty-eight hours nor less than forty hours spread over a period of six days, Monday to Sunday inclusive.

(2) Except in cases of emergency no employee shall be rostered to work for more than twelve hours in any twenty-four hour period.

(3) No employee shall be required to work for a continuous period in excess of sixteen hours.

(4) An employee shall have a meal break of not less than thirty minutes included in each continuous eight-hour period that he is rostered or required to work.

Overtime

6. A full-time employee who works overtime shall be paid at the rate set out in the Second Schedule.

Vacation leave

7. (1) A full-time employee shall be entitled to vacation leave of fourteen calendar days annually with pay on completion of twelve months service from the date of his employment, subject to his having worked a minimum of two hundred and twenty days within that period.

(2) A part-time employee shall be entitled to vacation leave of fourteen calendar days annually with pay on completion of twelve months service from the date of his employment, subject to his having worked a minimum of one thousand, five hundred and sixty hours within that period.

(3) Where a public holiday falls within the period of vacation leave of an employee, he shall be granted one additional day's leave with pay for every such public holiday.

(4) Where an employee becomes sick during his period of vacation leave, he shall, subject to paragraph 8, be granted one additional day's leave with pay for every such day of sick leave once the sick leave is certified by a medical practitioner.

8. (1) An employee shall be entitled to sick leave of fourteen Sick leave working days annually with pay subject to—

- (a) his being continuously employed with the security organization for a period of at least six months; and
- (b) his production of a medical certificate in respect of any period of illness in excess of two days.

(2) Payment for sick leave shall amount to the difference between the employee's pay and his entitlement to sickness benefit under the National Insurance Act.

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9. (1) A pregnant employee shall be entitled to maternity leave Maternity leave with pay and to resume work after such leave.

(2) At least one hundred and fifty days prior to her confinement, an employee shall produce a medical certificate stating the probable date of delivery.

(3) An employee shall be entitled to proceed on maternity leave six weeks prior to the probable delivery date stated in the medical certificate and shall not be required to return to work sooner than seven weeks after the birth of the child.

(4) At least two weeks prior to her intended return to work, an employee shall submit to her employer a medical certificate stating the actual date of birth of the child, certifying her fitness to return to work and indicating the intended date of return.

(5) During the period of maternity leave, an employee is entitled to payment calculated by computing the difference between her pay and any maternity benefits she may be entitled to under the National Insurance Act.

Uniforms

10. A security organization shall be responsible for providing an unaccepted security guard with—

- (a) uniforms consisting of five shirts, two pairs of trousers and one pair of boots per annum; and
- (b) such equipment as he is required to use in the performance of his duties.

FIRST SCHEDULE

(Paragraph 2)

MINIMUM REMUNERATION FOR SECURITY INDUSTRY EMPLOYEES

<i>Category of Security Industry Employees</i>	<i>Hourly Rates for Full time Security Industry Employees</i>	<i>Hourly Rates for Part-time Security Industry Employees</i>
Canine Security Officer	\$6.00	\$6.25
Unaccepted Security Guard	\$5.50	\$5.75
Dog Handler	\$5.30	\$5.55
Secretary	\$5.63	\$6.20
Clerk/Typist	\$5.38	\$5.90
Receptionist	\$5.00	\$5.50
Clerical Worker	\$5.00	\$5.50
Telephone Operator	\$4.88	\$5.36

SECOND SCHEDULE

OVERTIME PAY FOR FULL-TIME SECURITY INDUSTRY EMPLOYEES

1. *For overtime worked beyond the normal working day*

First four hours One and one-half hourly pay

Second four hours subject to the condition that the worker does not work for more than sixteen hours Two times hourly pay

2. *For the time worked on day off*

First shift Three times hourly pay

3. *For time worked on Public Holiday*

For shift Two times hourly pay

Thereafter subject to the condition that the worker does work for more than sixteen hours Three times hourly pay

Made this 19th day of December, 1994.

VALENTINE K. COLLIS
Minister of Labour and Co-operatives