

CIRCULAR No. 22
MOF&P No. 59/33V

MINISTRY OF FINANCE AND PLANNING
(PUBLIC SERVICE ESTABLISHMENT DIVISION)
30 NATIONAL HEROES CIRCLE
KINGSTON 4.

August 4, 2005.

**TO: Permanent Secretaries
Heads of Department
Chief Executives, Statutory Bodies
& Government Companies/Agencies**


RE: Labour/Management Relations in Public Bodies

Please be reminded that in accordance with Cabinet directive, Permanent Secretaries, Heads of Departments and Chief Executives of Parastatal Agencies are to ensure that the following procedures are followed when dealing with claims from Unions/Associations representing employees in Public Bodies.

- i) All claims from Unions/Associations are to be submitted by the respective agencies to their portfolio Ministries. These claims are to be forwarded with the comments/proposals from the management of the agencies.
- ii) Portfolio Ministries are to submit such claims to the Financial Secretary, Ministry of Finance and Planning for the attention of the Director of the Industrial Relations Unit, 30 National Heroes Circle, Kingston 4 from whom they are to seek the necessary parameters within which to negotiate and settle claims.
- iii) Thereafter negotiations are to be conducted directly between the management of the entity and the respective union/association within the parameters given.
- iv) Copies of all signed Heads of Agreements are to be submitted to the sector Ministry and the Ministry of Finance and Planning, Industrial Relations Unit.
- v) If however, there are difficulties in concluding the negotiations within the parameters, any envisaged changes should be discussed confidentially between the sector Ministry and the Ministry of Finance and Planning.
- vi) Failure to settle thereafter should result in the matter being referred to the Ministry of Labour and Social Security for conciliation.

Generally, management should ensure that proper mechanisms are in place to foster good management/labour relations. It is also incumbent on all parties to abide by the tenets of the Labour Laws, the Labour Relations Code, agreements and the guidelines issued by this Ministry from time to time.

The Industrial Relations Unit of the Ministry of Finance and Planning can be contacted for any clarification or assistance needed to deal with the issues outlined above.


D. E. Townsend
for Financial Secretary