

CIRCULAR NO. 15

REF. NO. 11131^{VIII}

MINISTRY OF FINANCE AND PLANNING
PUBLIC SERVICE ESTABLISHMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

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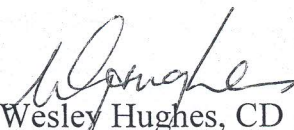
Permanent Secretaries
Heads of Departments

Fixed-Term Contract Officers Policy Guidelines

The guidelines outlined in the attached document have been put together in order to establish consistency in the treatment of employees engaged on fixed-term contracts.

These guidelines are revisions of those issued in this Ministry's Circular No. 11 dated September, 1997.

Please ensure that the directives herein are followed and that all concerned are made aware of them. Where clarification is required the Public Service Establishment Division (Compensation Unit) should be contacted for advice.


Wesley Hughes, CD
Financial Secretary

attach.

FIXED-TERM CONTRACT OFFICERS POLICY GUIDELINES

1. DEFINITIONS

- (i) **“Contract Officer”**: For the purposes of this policy, a Contract Officer is an employee who is engaged in a contract of employment on a fixed term basis in a Government Ministry, Department, Agency or Public Body.
- (ii) **“Establishment”** refers to the schedule of positions approved by the Ministry/Office with responsibility for the Public Service on the formal organization structure of a Ministry, Department, Agency or Public Body as defined by the Public Bodies Management and Accountability Act.

2. GOVERNMENT REGULATIONS

All Contract Officers are required to comply with the provisions of the following Government regulations in so far as they are applicable. A statement to this effect must be incorporated into all Employment Contracts.

- (a) The Public Service Regulations, 1961
- (b) The Financial Administration And Audit Act
- (c) The Public Bodies Management And Accountability Act
- (d) The Official Secrets Act
- (e) The Access to Information Act
- (f) The Corruption Prevention Act
- (g) The Staff Orders for the Public Service and departmental instructions in force from time to time
- (h) Staff Manuals in Public Bodies and Agencies

(The Staff Orders are to be relied upon in the event of inconsistency)

All Contract Officers are expected to rely on outlined government legislation and guidelines and other applicable legislation.

