



## **SUPPLEMENTARY SUMMARY of TERMS & CONDITIONS of SERVICE**

**1 April 2011**

**The following information is provided for post-holders with the Financial Intelligence Agency (the “FIA”). It does not supersede, replace or overrule the provisions of the Conditions of Employment and Code of Conduct, or any other employment related legislation and, therefore, it should be used for reference in conjunction with those other documents.**

### **1 Hours of Work**

The normal hours of duty of full-time post-holders who work five (5) days per week Monday to Friday are thirty-five (35) hours, excluding 1 ¼ hours per day being allocated for refreshment breaks.

### **2. Public Holidays**

Post-holders shall be entitled to holiday time off on the following Public Holidays:

- New Year's Day (1st January)
- Good Friday
- Bermuda Day (24th May)
- National Heroes Day (second Monday in June)
- Emancipation Day (Thursday before the first Monday in August)
- Somers Day (the Friday before the first Monday in August)
- Labour Day (first Monday in September)
- Remembrance Day (11th November)
- Christmas Day (25th December)
- Boxing Day (26th December)

And any other day declared by the Governor by proclamation under Section 4 of the Public Holidays Act, 1947.

### **3. Annual Leave**

#### **Annual Leave Entitlement for all employees save for the Director and Senior Legal Counsel and Head Analyst**

up to 5 years - 20 days  
5 < 10 years - 25 days  
11+ years - 30 days

#### **Annual Leave Entitlement for the Head Analyst**

up to 5 years - 25 days  
5 + years - 30 days

#### **Annual Leave Entitlement for the Director and Senior Legal Counsel**

up to 5 years - 30 days  
5 + years - 33 days

### **4. Sick Leave**

#### **Certified Paid Sick Leave**

All Post-holders shall be entitled to the following full pay certified sick leave:

#### **Entitlement**

20 days

#### **Un-certified paid sick leave**

All Post-holders shall be entitled to the following full pay un-certified sick leave:

#### **Entitlement**

10 days

### **5. Health Insurance**

All post-holders must be enrolled in the Government Employees' Health Insurance Scheme ("GEHI Scheme") together with their non-employed spouse. Coverage is also available for pre-school and school-aged children.

The current employee contribution to the GEHI Scheme is (as of 1 April 2010)

Employee	\$ 244.19 per month
Unemployed Spouse	\$ 244.19 per month
First Child	\$ 90.35 per month
Two or more children	\$ 180.70 per month

### Example

The contribution for a married post-holder claiming for their unemployed spouse and two children would be \$ 669.08 per month.

The G.E.H.I. Scheme also includes a **Basic mandatory dental plan for employees**, who can opt to include their unemployed spouse and child/children. The current employee contribution to the plan is:

#### **Basic Dental Plan**

One Adult (Employee)	\$ 12.21 per month
Two Adults (Employee and Unemployed spouse)	\$ 24.42 per month
One Adult (Employee) and children	\$ 19.93 per month
Two Adults (Employee and Unemployed spouse) & children	\$ 32.11 per month

#### Example:

The contribution for a married post holder claiming for an unemployed spouse and two children would be \$ 32.11 per month.

The G.E.H.I. Scheme also includes a **Comprehensive dental plan for employees**, who can opt to include their unemployed spouse and child/children. The current employee contribution to the plan is:

#### **Comprehensive Dental Plan**

One Adult (Employee)	\$ 30.15 per month
Two Adults (Employee and Unemployed spouse)	\$ 60.27 per month
One Adult (Employee) and children	\$ 51.47 per month
Two Adults (Employee and Unemployed spouse) & children	\$ 81.57 per month

Note – The comprehensive rates are inclusive of basic coverage.

#### Examples:

The contribution for a married post holder claiming comprehensive coverage for an unemployed spouse and two children would be \$ 81.57 per month.

## **6. Social Insurance**

Every person over the age of 16 years, who is gainfully employed in Bermuda for a period of more than four hours a week, must make contributions under the Contributory Pensions Act, 1970. Post-holders are required to pay half the weekly rate which is deducted monthly from the post-holder's pay. The FIA is obliged to pay the other half of the weekly rate.

## **7. Payroll Tax**

In accordance with the provisions of the Miscellaneous Taxes Act, 1976 and Miscellaneous Tax Rates Act, 1980, the FIA will deduct a maximum of five and one quarter percent (5.25%) of a post-holder's gross salary.

## **8. Pension**

All post-holders are required to join the Superannuation/pension scheme (Public Service Superannuation Act, 1981). Any employee with a minimum of eight (8) years contributory service becomes entitled to retire with a pension payable on or after attaining the age of 60 years.

Monthly deductions are made from the salary of every post-holder who is eligible to join the scheme. Currently, the rate of contribution is 8% of the post-holder's salary. The FIA makes an equal contribution.

If a post-holder leaves the FIA prior to contributing continuously to the scheme for eight (8) years the contributions made by him/her shall be refunded with the amount of interest earned on those contributions. If the post-holder leaves the FIA having contributed continuously to the scheme for at least eight (8) years, he/she will be eligible for pension deferred to the normal retirement age.