

## **A Guide to Compensation and Benefits in Trinidad and Tobago 2016/2017: Finance Sector**

Published: November 2017

**MEMBER PRICE: \$450.00 plus VAT**

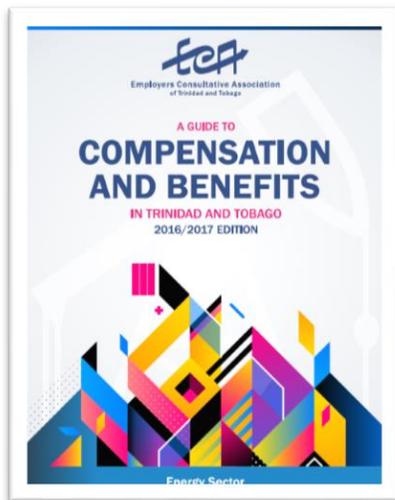
**NON-MEMBER PRICE: \$550.00 plus VAT**

**Paperback:** 45 pages

**Size:** 7" x 9"

This publication contains the following information on the Finance Sector:

- Information on Compensation Philosophies
- Cost benefits e.g. travelling allowance, COLA, cashier's allowance, overtime and meal allowance, telephone allowance, uniform and laundry allowance.
- Other benefits e.g. vacation leave, sick leave, bereavement leave, maternity/paternity
- Job summaries of positions within the Finance Sector
- Salary ranges on select job positions (daily, weekly and monthly salaries)



## **A Guide to Compensation and Benefits in Trinidad and Tobago 2016/2017: Energy Sector**

Published: November 2017

**MEMBER PRICE: \$450.00 plus VAT**

**NON-MEMBER PRICE: \$550.00 plus VAT**

**Paperback:** 36 pages

**Size:** 7" x 9"

This publication contains the following information on the Energy Sector:

- Information on Compensation Philosophies
- Cost benefits e.g. meal allowance, travelling allowance, overtime, COLA, hardship allowance, dislocation allowance, offshore allowance
- Other benefits e.g. vacation leave, sick leave, bereavement leave, maternity/paternity
- Job summaries of positions within the Energy Sector
- Salary ranges on select job positions (daily, weekly and monthly salaries)



## **A Guide to Compensation and Benefits in Trinidad and Tobago 2016/2017: Manufacturing and Distribution Sectors**

Published: July 2018

**MEMBER PRICE: \$650.00 plus VAT**

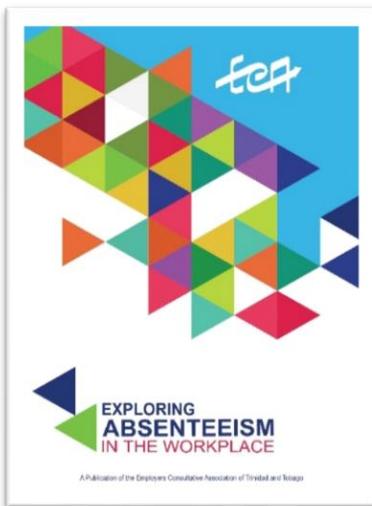
**NON-MEMBER PRICE: \$750.00 plus VAT**

**Paperback:** 72 pages

**Size:** 7" x 9"

This publication contains the following information on the Manufacturing and Distribution Sectors:

- Compensation Philosophies
- Allowances e.g. Call-out or call back, COLA, Early Start, Overtime and meal, Shift premium, Hardship, Laundry, Uniform
- Benefits e.g. vacation leave, sick leave, bereavement leave, maternity & paternity leave, Insurance
- Summarized Job descriptions
- Salaries for over 400 job positions within the Manufacturing and Distribution sectors



## **Exploring Absenteeism in the Workplace**

Published: 2015

**Electronic Version ONLY:**

**MEMBER PRICE: \$250.00 plus VAT**

**NON-MEMBER PRICE: \$350.00 plus VAT**

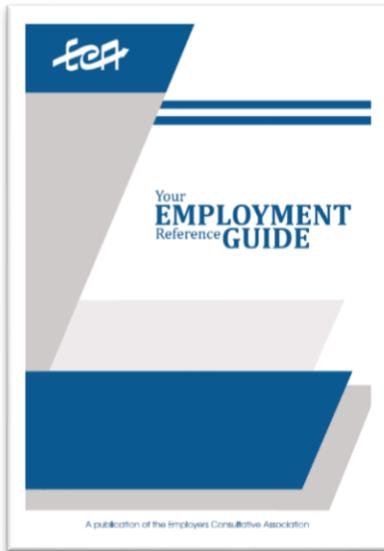
**Paperback:** 70 pages

**Size:** 6" x 9"

This publication helps the employer to:

- Identify and Measure Absenteeism
- Identify the Causes and Costs of Absenteeism
- Manage Absenteeism

As a Bonus this publication contains summaries of Industrial Court Judgments on the subject Absenteeism as well as a Sample Absenteeism Policy, Sample Employee Leave Form, Sample Warning Letter, Disciplinary Action Guidelines and a Sample Disciplinary Action Guideline for Late coming.



## Your Employment Reference Guide

Revised: 2015

**MEMBER PRICE: \$50.00 plus VAT**

**NON-MEMBER PRICE: \$75.00 plus VAT**

**Paperback:** 34 pages

**Size:** 5 ½" x 8"

This publication explains the Principles and practices of Good Industrial Relations, it explains the definition of an 'Employer' and a 'Worker' as outlined in the Industrial Relations Act (IRA) Chapter 88:01.

It outlines the main points of various Labour Laws such as the Industrial Relations Act, the Retrenchment and Severance Benefits Act, The Maternity Protection Act, The Occupational Safety and Health Act and the Minimum Wages Act.



## Industrial Relations Guidelines: Contract Employment

Revised: 2016

**MEMBER PRICE: \$175.00 plus VAT**

**NON-MEMBER PRICE: \$250.00 plus VAT**

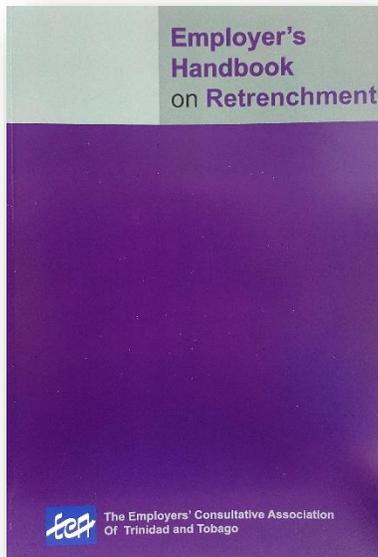
**Paperback:** 59 pages

**Size:** 7" x 9"

This publication is designed to outline and guide employers on employment contracts. A contract of employment is like any other contract in the sense that it is subject to the general principles of law.

It defines and explains the key concepts of a contract and the different types of employment contracts. It also provides guidance in preparing various employment contracts (i.e. fixed-term, seasonal, casual and permanent contracts, contract for service).

This revised publication has been updated with summaries of recent key judgments delivered in the Industrial Court of Trinidad and Tobago pertaining to contract employment. You will also find practical samples of various forms of contracts in addition to helpful case studies.



## Employers' Handbook on Retrenchment

Published: 2009

**MEMBER PRICE: \$150.00 plus VAT**

**NON-MEMBER PRICE: \$250.00 plus VAT**

**Paperback:** 49 pages

**Size:** 6 ½" x 9 ½"

This publication gives the employer a unique perspective to effectively manage retrenchment. It explains retrenchment, when employers can retrench workers, acceptable reasons for redundancy and how to select employees for retrenchment.

It also explains severance options such as VSEP, assisting workers in finding employment opportunities and understanding principles of the Retrenchment and Severance Benefits Act. As a bonus this handbook outlines trends in severance payments offered by various companies.



## Summary of Industrial Court Judgments: Retrenchment 1969-2000

Published: 2001

**MEMBER PRICE: \$150.00 plus VAT**

**NON-MEMBER PRICE: \$200.00 plus VAT**

**Paperback:** 58 pages

**Size:** 8 ½" x 11"

This publication is a vital reference for Human Resource Management and Industrial Relations professionals. It will provide practitioners and policy-makers with an insight into the trends and practices of Employers, Trade Unions and the Industrial Court as they pertain to Retrenchment over the period 1969-2000.

It highlights some fundamental and evolving principles such as Voluntary Separation vs Compulsory Retrenchment; LIFO Principle; Lay-offs; Constructive Retrenchment, to name a few.



**BECOMING OSHA COMPLIANT**  
 Things Every Employer Should Know About OSHA  
 The Employers' Handbook and Policy Guide



Occupational Safety and Health  
 in the Workplace

Revised Edition

**Becoming OSHA Compliant**

Published: 2006

**MEMBER PRICE: \$100.00 plus VAT**

**NON-MEMBER PRICE: \$150.00 plus VAT**

**Paperback:** 56 pages

**Size:** 8 ½" x 11"

This publication outlines the rights, duties and obligations of employers in Trinidad and Tobago under the Occupational Safety and Health Act 2004 (Amended 2006). It also contains a Policy Guideline for Health and Safety in the workplace.



**INDUSTRIAL RELATIONS  
 GUIDELINES:**



EMPLOYERS' CONSULTATIVE ASSOCIATION OF TRINIDAD & TOBAGO  
 17 SAMAROO ROAD, ARANGUEZ ROUNDABOUT NORTH, ARANGUEZ  
 P.O. BOX 911  
 TEL: 1-868-675-5273  
 FAX: 1-868-675-4892  
 E-MAIL: [communications@ecat.org](mailto:communications@ecat.org)  
 WEBSITE: <http://www.ecat.org>

**Industrial Relations Guidelines: Termination of Employment**

Published: 2008

**MEMBER PRICE: \$100.00 plus VAT**

**NON-MEMBER PRICE: \$175.00 plus VAT**

**Paperback:** 44 pages

**Size:** 8 ½" x 11"

This publication outlines the different types of Termination and explains the various reasons for terminating an employee.

It also outlines the procedure for terminating an employee as well as what should be done as opposed to what should not be done when terminating an employee's service. Reference is also made to industrial court judgments that were delivered pertaining to the different issues highlighted in this publication.



**INDUSTRIAL RELATIONS TRENDS AND  
 PRACTICES IN TRINIDAD AND TOBAGO**

**SUMMARY OF INDUSTRIAL COURT JUDGMENTS  
 DISMISSALS  
 (2000-2002)**



EMPLOYERS' CONSULTATIVE ASSOCIATION OF TRINIDAD & TOBAGO  
 17 SAMAROO ROAD, ARANGUEZ ROUNDABOUT NORTH, ARANGUEZ  
 P.O. BOX 911  
 TEL: 1-868-675-5273  
 FAX: 1-868-675-4892  
 E-MAIL: [communications@ecat.org](mailto:communications@ecat.org)  
 WEBSITE: <http://www.ecat.org>

**Summary of Industrial Court Judgments: Dismissals (2000-2002)**

Published: 2002

**MEMBER PRICE: \$200.00 plus VAT**

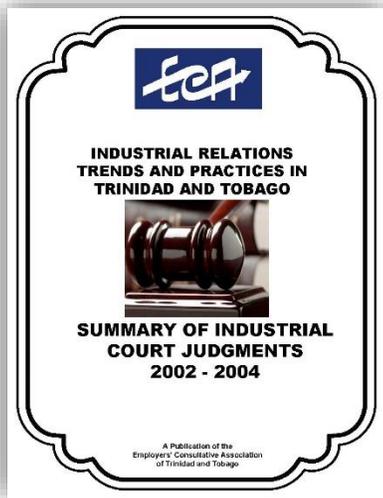
**NON-MEMBER PRICE: \$250.00 plus VAT**

**Paperback:** 92 pages

**Size:** 8 ½" x 11"

This publication is a vital reference for Human Resource Management and Industrial Relations professionals. It provides an insight into the trends and good industrial relations practices as determined by the Industrial Court of Trinidad and Tobago over the period 1974 to 2000.

It highlights fundamental and evolving principles such as Constructive Dismissal, Summary Dismissal, Wrongful Dismissal, Good Industrial Relations Practices, Lockouts and Strikes, Bargaining in Good Faith, Interest Disputes, Rights Disputes to name a few.



## Summary of Industrial Court Judgments: 2002-2004

Published: 2004

**MEMBER PRICE: \$200.00 plus VAT**

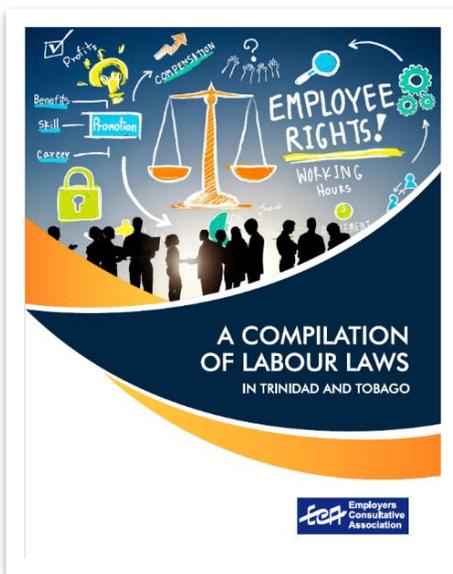
**NON-MEMBER PRICE: \$250.00 plus VAT**

**Paperback:** 107 pages

**Size:** 8 ½" x 11"

This summary is a vital reference for persons involved in human resource management and industrial relations matters. It provides practitioners and policy-makers with an insight into the trends and practices of Employers, Trade Unions and the Industrial Court as they pertain to the principles and practices of good industrial relations.

Readers will gain an understanding of some fundamental and evolving principles surrounding: Unfair Dismissal, Summary Dismissal, Constructive Dismissal, Definition of a Worker and Retrenchment, to name a few.



## A Compilation of Labour Laws in Trinidad and Tobago

Revised October 2017

### Printed Version:

**MEMBER PRICE: \$800.00 plus VAT**

**NON-MEMBER PRICE: \$950.00 plus VAT**

### Electronic Version:

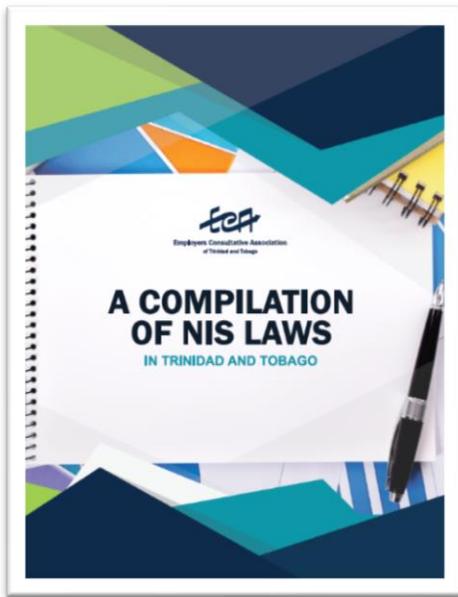
**MEMBER PRICE: \$650.00 plus VAT**

**NON-MEMBER PRICE: \$800.00 plus VAT**

**Paperback:** 828 pages

**Size:** 8 ½" x 11"

This publication is a compilation of 18 main labour laws of Trinidad and Tobago.



## **A Compilation of NIS Laws in Trinidad and Tobago**

Revised November 2017

### **Printed Version:**

MEMBER PRICE: **\$350.00 plus VAT**

NON-MEMBER PRICE: **\$490.00 plus VAT**

### **Electronic Version:**

MEMBER PRICE: **\$250.00 plus VAT**

NON-MEMBER PRICE: **\$350.00 plus VAT**

**Paperback:** 364 pages

**Size:** 8 ½" x 11"

This publication is a compilation of the various regulations of Trinidad and Tobago pertaining to the National Insurance Scheme.

As a bonus, this publication also includes a listing of the NIS Forms to be used for various claims and some forms to be used for sickness benefit, maternity benefit, special maternity grant, and employment injury benefit. As well as, information pertaining to sickness benefit, maternity benefit, special maternity grant, and employment injury benefit which explains:

- Who can Claim?
- When to Apply?
- How to Apply?
- Forms to be completed
- Supporting documentation required
- Time Frames for Submission
- How much will be paid

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