

**APPENDIX I**

**Office Hours in Government Offices**

*(General Order No. 302)*

<i>Offices in which a 5 day working week applies</i>	Mondays - Fridays	8:00 a.m. - 12 noon 1:00 p.m. - 4.00p.m.
<i>Offices in which a 6 day working week applies</i>		
Customs and Post Office	Mondays, Tuesdays Thursdays, Fridays Wednesdays, Saturdays	8:00 a.m. - 12 noon 1:00 p.m. - 4:00 p.m. 8:00 a.m. - 11.30 a.m.
Library	Mondays, Tuesdays Thursdays, Fridays. Wednesdays, Saturdays	9:00 a.m. - 1:00 p.m. 2:00 P.m. - 4:30 p.m. 9:00 a.m. - 10:00 a.m.
<i>Other Offices</i>	The High Court Registry and the Education Department Office to which a five day working week applies will maintain a limited service to the public on Saturday mornings.	

**APPENDIX II**

***Overtime Rates and Conditions***

*(General Order No. 415)*

**1.** The rates of overtime payable to eligible officers on annual salaries will be as approved by the Governor on the recommendation of the Central Allowances Committee.

**2.** Overtime will be payable at time and a half for hours worked on Mondays to Fridays in excess of the hours described by General Order No. 302 and Appendix I, Overtime will be payable at double time for additional hours worked on Saturdays, Sundays or other weekly rest days for officers working on shift, and public holidays.

**3.** Prior approval will be required for overtime and may be given by Heads of Departments only on occasions when the public interest requires work to be done during excess or out of normal working hours. Expenditure on overtime will be kept to an absolute minimum and it will be normal for the Head of Department to grant working time off in lieu of the payment of overtime.

**4.** Where it is necessary for overtime to be worked regularly the payment of overtime may with the approval of the Financial Secretary be commuted into a monthly allowance.

**APPENDIX III**  
***Passage Agreement***

*(General Order No. 652)*

**AGREEMENT** made this .....day of .. ..... One thousand nine hundred and

Between.....

(hereinafter called the "person selected") of.

of the one part and the undersigned .....  
for and on behalf of the Government of Montserrat (hereinafter called the Govern-  
ment) of the other part.

**WHEREAS** the person selected has been selected for appointment as .....  
in the public service of Montserrat and will be provided with a passage to Montserrat  
for himself and his wife if she accompanies him, to, or joins him in Montserrat and  
may in certain circumstances be provided with a passage back to the place of recruit-  
ment;

**AND WHEREAS** the person selected may on certain conditions be provided  
with assistance towards the cost of his children's passage to Montserrat.

**NOW** the person selected, in consideration of these premises, doth hereby agree  
that should he fail to proceed to Montserrat as and when directed, or within the  
period of two years from the date of his arrival in Montserrat, either quit Montserrat  
without leave or leave the service of the Government, to be dismissed or removed  
from his appointment in consequence of misconduct, he will refund and repay to the  
Government the amount paid for his passage to Montserrat and for the passage of  
any member or members of his family.

**AND** the person selected doth hereby also agree that, for the purpose of this  
Agreement, the amount paid for his passage and the passage of any member of his  
family shall be deemed to mean the total cost to the Government of transporting the  
person selected and his family and baggage from the place of recruitment to Mont-  
serrat.

**PROVIDED** always that nothing herein contained shall bind or oblige the person  
selected to repay the aforesaid passage money if at the time he shall leave the service  
of the Government of Montserrat as aforesaid, it shall be certified by a duly qualified  
medical officer employed by the Government that the person selected is unable from  
bodily or mental infirmity not due to his own default, negligence or misconduct to  
continue in the performance of his duty.

**WITNESS** our hands the day and year above written.

**SIGNED** by the said ... .. (sign over stamp)  
In the presence of:-

*Signature* ....

(of the            Address  
witness)            Occupation

**APPENDIX III**

SIGNED by .....  
(on behalf of the Government of Montserrat)

In the presence of

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**APPENDIX IV**  
***Leave Passage Agreement***  
***(General Order No. 653)***

**AGREEMENT** made this. . .day of . . . . . One thousand nine hundred and . . . . .

for and on behalf of the Government of Montserrat (hereinafter called the Govern-  
ment) and . . . . . (hereinafter called the officer).

**WHEREAS** the officer holds the appointment as . . . . .  
the public service of Montserrat and will be provided with a leave passage by the  
Governor.

**AND WHEREAS** the officer may on certain conditions be provided with leave  
passage for his wife and children.

**NOW** the officer, in consideration of these promises, hereby agrees that should  
he fail to return to duty in Montserrat as and when directed, or prior to the expira-  
tion of the next tour of service from the date of arrival in Montserrat after the leave  
in respect of which the leave passage is granted either quit Montserrat without per-  
mission or leave the service of the Government or be dismissed or removed from his  
appointment in consequence of default, negligence or misconduct, he will refund to  
the Government on demand the amount paid for his leave passage.

**AND** the officer, in consideration of those promises hereby also agrees that  
should the Government provide leave passages for his wife and children, he will  
refund to the Government on demand the amount so paid for such passages, should  
he quit Montserrat without permission or leave the service of the Government or be  
dismissed or removed from his appointment in consequence of misconduct before  
completing a minimum tour of two years after his return from leave in respect of  
which the aforesaid leave passages were granted.

**PROVIDED** always that nothing herein contained shall bind the officer to  
refund any amount under this agreement if, should he leave the service of the  
Government as aforesaid, it shall be at that time certified by a duly qualified medical  
officer employed by the Government that the officer is unable from bodily or mental  
infirmity not due to his own default, negligence or misconduct, to continue in the  
performance of his duty.

**WITNESS** our hands the day and year above written

**SIGNED** by

(on behalf of the Government of Montserrat)

In the presence of

**SIGNED** by the said

In the Presence of

**APPENDIX V**

**Rent Free Quarters**

*(General Order No. 901)*

1. Single accommodation primarily for use when on duty or in reserve at Police Headquarters and Police Stations.
2. The quarters of the Superintendent of Prisons.
3. Quarters in districts for District Health Nurses and Midwives.
4. The Matron's quarters at the Glendon Hospital.
5. The Matron's quarters at the Infirmary.

**APPENDIX VI**

**Reduced Rent Quarters**

*(General Order No. 902)*

1. Married quarters built within the compound of Police Headquarters or of a Police Station.
2. Quarters for Primary School Head Teachers adjacent to their school.
3. Quarters in Districts for Public Health Inspectors.
4. Quarters in Districts for Agricultural Assistants.

*(of the  
witness)*

*Signature* .....

*(over*

*Address* .....*stamp)*..

*Occupation* .....

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## APPENDIX VII

### Standard Scale of Basic Heavy Furniture for Government Quarters

(General Order No. 904)

<i>Living Room</i>	1 sofa 2 easy chairs 1 coffee table 2 occasional tables 1 book case
<i>Dining Room</i>	1 dining table 6 dining chairs 1 sideboard
<i>Bedrooms</i>	beds and mattresses in each bedroom 1 wardrobe or built in cupboard in each bedroom 1 dressing table (free-standing or built in) each bedroom 1 dressing table stool in each bedroom 1 chest of drawers (master bedroom only)
<i>Kitchen</i>	1 stove 1 refrigerator 1 kitchen table (free-standing or built in) 1 dust bin