

Vacation: Every public officer is entitled to a specific number of official vacation days, annually. Officers can apply for leave (following the appropriate channels) anytime during the year. However, officers who have not worked a full year will not be entitled to the full complement of days. Leave will be prorated based on period worked.

Insurance: Government maintains a medical insurance policy on behalf of its employees. All officers appointed on a permanent basis and those who are expected to remain in the service for at least one year will be governed under the Government insurance scheme from the date of appointment, where appropriate.

Medical and Health: The Health Authority of Anguilla administrates the Medical and Health Sector on Anguilla. There is one centrally located Public Hospital and several Public Health Centres throughout the island. Several doctors also practise privately, and there is a private Modern Health Facility, at the in the western end of the island, which offers a range of services.

Social Security: All workers on Anguilla contribute to the Social Security Scheme in the amount of 10% of salary. The employer is responsible for 5% and the employee pays 5%. In the Anguilla Public Service deductions of 5% are made automatically from the officer's salary.

Pension: All Public Service positions are pensionable; 3% pension deduction is taken from the gross monthly salary.

Stabilization Levy: Officers earning over EC \$2,000.00 to a maximum of EC \$12, 000.00 per month are required to pay a 3% levy on the gross salary.

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THE GOVERNMENT OF ANGUILLA



Fact Sheet for Overseas Recruits & Workers to The Anguilla Public Service



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Introduction

These facts have been compiled to assist new and overseas recruits who are attempting to settle/work in Anguilla as hired officers in the Anguilla Public Service.

Political Status: British Overseas Territory

Geographical Location: Northern Leeward Islands

Geography: Low-lying coral limestone

Accessibility: Anguilla is accessible by air and is presently being served by the Cape Air, Anguilla Air Express, Trans Anguilla, Anguilla Air Services, Tradewind Aviation as well as by regional airlines LIAT, and WinAir. There is also a regular ferry Service between St Martin and Anguilla.

Population: approximately 12 thousand

Economy: Tourism based

Housing: Primarily concrete structures

Apartment Rental: Relatively expensive

Shopping: Limited in availability and choice of items such as clothing and other consumer goods. There are relatively good supermarkets.

Climate/Weather: Tropical; average temperature 80 degrees Fahrenheit; sparse rainfall; lies in the Atlantic hurricane belt (hurricane season 1 June to 30 November).

Electricity: 120 volts

Banking: Commercial Banks include a branch of Scotia, a branch of First Caribbean (a regional banking institute formally Barclays Bank PLC) and two indigenous banks - National Bank of Anguilla Ltd and the Caribbean Commercial Bank (Anguilla) Ltd.

Utilities: Modern telephone and Cable TV facilities are available; there is a public water supply and bottled water is available for drinking.

Education: There is one Secondary School, six public schools and two private primary schools; pre-primary education is undertaken primarily by church-run schools. At the tertiary level there is the University of the West Indies School of Continuing Studies which offers distance education programmes as part of the outreach programme of the UWI. Additionally, there is the Anguilla Community College which provides excellent academic opportunities in a number of different areas.

Religion: Anguilla is a traditionally Christian society. However, freedom of religion is enshrined in our constitution.

Postal Services: There is one centrally located Post Office; post boxes are available for rent centrally as well as in some of the out districts.

Public Transport: Harry's Bus Service; taxis are also readily available.

Terms of Appointment

Officers employed in the Anguilla Public Service have different terms of appointments.

Temporary day-to-day: This type of appointment is a short-term appointment to positions that are not substantively vacant. In cases of resignation, the officer is required to give one day's notice of intention to resign, or pay to the Government a gross salary in lieu of adequate notice.

Temporary month-to-month: This type of appointment is perceived as a long-term vacancy. In cases of resignation, the officer is required to give one month's notice or pay to the Government a gross salary in lieu of adequate notice.

Permanent basis: Officers on this type of appointment are usually placed on probation for a year. In cases of resignation (during the probationary period) the officer is required to give one month's notice of intention to resign. After the officer has been confirmed to the permanent establishment or post, he/she must give 3 months' notice of his/her intention to resign.

Contracts: These have specific terms of reference.

Every officer employed in the Anguilla Public Service **should** familiarize himself/herself with General Orders. This document outlines the conditions of service for public officers, instructions for the conduct of business (public & private) along with the other miscellaneous matters.

A copy of the General Orders can be downloaded from the government website www.gov.ai