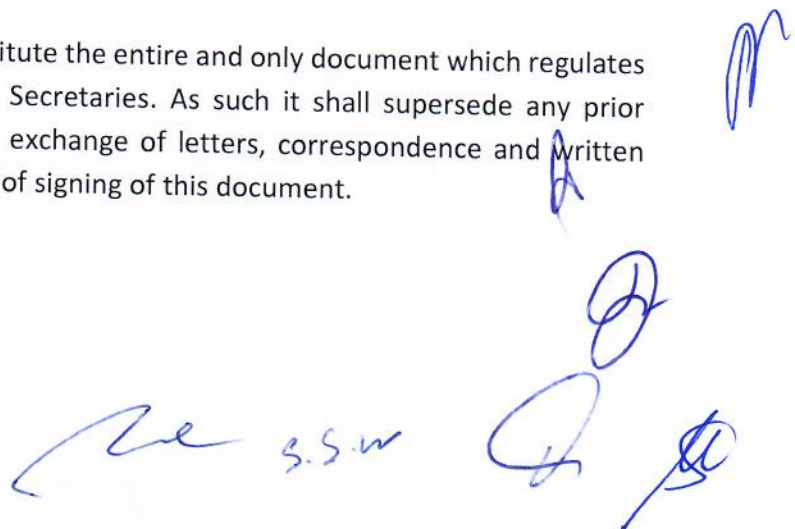


WORKING CONDITIONS FOR EXECUTIVE SECRETARIES WITHIN LOCAL GOVERNMENT

Signatories to the agreement agree that Executive Secretaries employed with the Local Government shall have their working conditions as detailed below:

1. The basic salary of the "Executive Secretary" shall be pegged to Public Service Salary Scales 5, 6 or 7 as determined by the Local Government Act Cap 363 of the Laws of Malta as in force from time to time.
2. Executive Secretaries shall be entitled to a performance bonus of up to 15% (starting from 0%) in line with policy and procedures as in force from time to time provided that 5% (i.e. 0% to 5%) of which should be appraised by the Director responsible for Local Government.
3. Executive Secretaries are also requested to be available outside normal working hours to cater for duties which may arise within their responsibilities. As such, these employees are entitled to a disturbance allowance of €1,500 per annum for Salary Scale 5 and €1,000 per annum for Salary Scale 6 and 7.
4. Due to the nature of work performed by Executive Secretaries whereby they are obliged to utilise their own communication channels such as their mobile for the purposes of their duties outside the office, such officers shall be entitled only to an all inclusive communication allowance of €815 per annum.
5. Given also that Executive Secretaries are requested to use their own personal travel arrangements for work purposes they shall be entitled to an all-inclusive transport allowance of €1,000 per annum to cover all expenses in connection with their personal transportation which also includes fuel reimbursement.
6. All Executive Secretaries are obliged to attend training programmes as indicated by Management from time to time.
7. This document shall henceforth constitute the entire and only document which regulates the working conditions of Executive Secretaries. As such it shall supersede any prior agreements, amendments, addenda, exchange of letters, correspondence and written understandings entered prior to date of signing of this document.





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8. As from date of signing of this document, Executive Secretaries who have proven relevant work experience will be awarded an "Officer in Grade" status with the Public Service in line with the provisions emanating from Appendix A.
9. The term "Executive Secretary" means the Executive Secretary of a Local Council, a Regional Council and the Local Councils Association.
10. The financial aspect of this document shall come into force as from 1st January 2020.


Signed today 18 February 2022

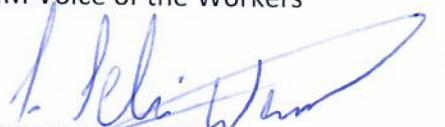

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Ms Joyce Dimech
Permanent Secretary, MHAL

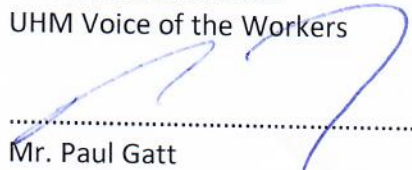

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Mr. Josef Vella
CEO
UHM Voice of the Workers


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Mr. Mario Fava
Director General (Local Government)
President, LCA


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Mr. Mario Sacco
Director
UHM Voice of the Workers


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Mr. Natalino Attard
Director General (Local Government)

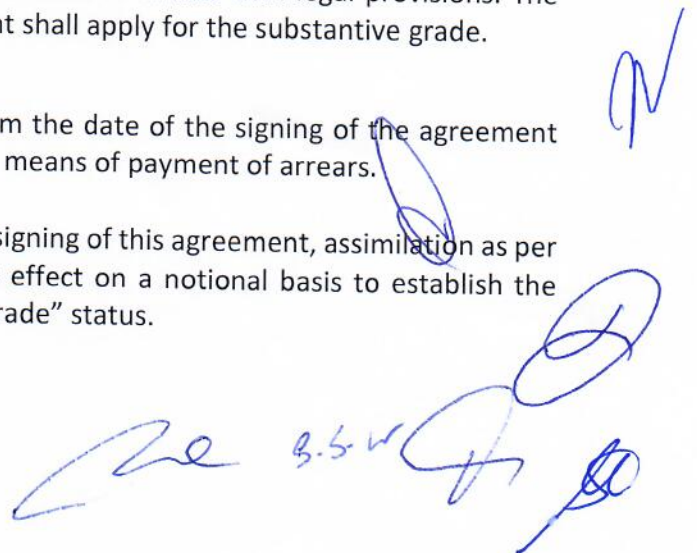

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Mr. Simon Schembri Warren
Employment Relations Manager
Public Service Section
UHM Voice of the Workers


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Mr. Paul Gatt
Employment Relations Representative

Appendix A

In recognition of, and to consolidate, the invaluable experience, expertise and exposure acquired by Executive Secretaries within Local Councils the following concession is being offered in the interests of the Service:

1. Executive Secretaries who have proven relevant work experience, will on completion of four (4) years of successful service, in aggregate, as Executive Secretary, and subject to the consent of the Public Service Commission, be entitled to attain Officer in Grade status on a notional basis as indicated in points below.
2. Executive Secretaries shall benefit and be appointed as Officer in Grade after having satisfied point 1 above. The Officer in Grade status should reflect the salary scale as indicated in points 3 or 5 below as applicable.
3. Such officers shall be placed on a Salary Scale which is one scale lower than their current Salary Scale as detailed in their position however on the same salary step currently enjoyed.
4. Subject to adherence to these provisions, appointees as Officer in Grade shall, unless occupying an equivalent or higher position, be obliged to carry out duties as indicated by Management from time to time at the respective level of responsibility commensurate with the salary scale they are pegged to. Moreover, as Officers in Grade, they shall no longer benefit from any allowance/s that emanate from the working conditions established for Executive Secretaries as applicable from time to time, if no longer performing duties as Executive Secretaries.
5. On completion of a further three (3) years in aggregate to and in addition to point 1 above, and subject to satisfactory service, effective as from 1st January 2019, Public Officers appointed as Executive Secretaries shall be eligible to be appointed as Officer in Grade in the same salary scale as that of post as Executive Secretary, subject to the provisions of the preceding paragraph.
6. On appointment, employees' basic salary should be aligned with the position of Executive Secretary for the respective Local Council in line with legal provisions. The same principles enshrined in this document shall apply for the substantive grade.
7. These arrangements shall be effective from the date of the signing of the agreement and shall not lead to, or be interpreted as, means of payment of arrears.
8. For current incumbents, as on the date of signing of this agreement, assimilation as per provisions of Appendix A shall come into effect on a notional basis to establish the applicable Salary Scale of the "Officer in Grade" status.



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