



eve anderson
Recruitment Guyana Inc.

Employment in Guyana





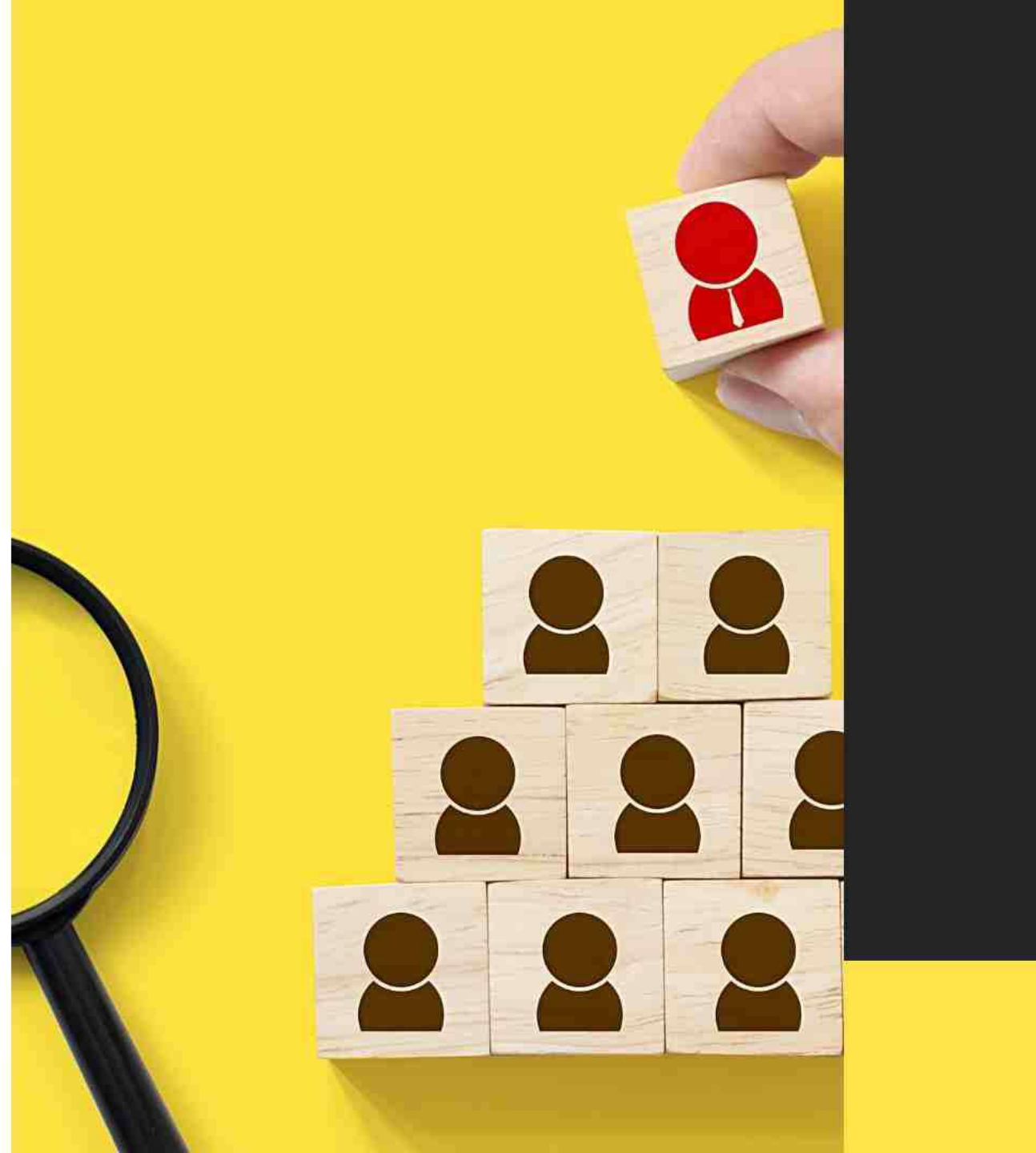
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Our Vision

To be synonymous with delivering Quality Human Resources and Outsourced Support Services that meet and exceed our Customer's needs.

Our Mission

To Engage, Develop and Ignite Talent to serve and synchronize the current and potential global market needs.





Eve Anderson Recruitment pioneered Recruitment and Human Resource support services in 1970.

The business has sustained a solid reputation of providing a growing range of human resource, recruitment and payroll services to our clients.

Our comprehensive suite of services

- Recruitment - Permanent, Temporary or Contract staff both physical and virtual outsourcing (at all levels for a range of industries)
- Market Research including compensation surveys, focus group and mystery shopper analysis
- Human Resource Consultancy - Development of systems to improve efficiency in HR Management, Talent Development; HR Audits, Manuals, Employee Manual, JDs and Performance Management
- Payroll Services - Payroll and Payroll Tax Administration, Time & Attendance Management and Tax Reporting and Filing Services
- Executive Coaching and Psychometric Assessments
- Background Checks – Employment history and reference checks, executive medicals, fit-for-work tests to name a few is important to ensure you minimize any potential risks that may affect your current employees and business
- Administrative Support - Basic and Corporate Secretarial Assistance, Document and Company Information Management; Provision of Corporate Uniforms and PPE; Event Management Support; Work Permit and CSME Processing in addition to Interpreter Services, translations
- Employment Medical - Basic fit for work medical, pre-employment or customized medicals, random drug testing

Our HR Services

- **Handbook / Policies** – We develop, design or audit your policies, handbooks and train your managers
- **On-Boarding / Orientation** – We help you integrate new employees or promoted leaders. An orientation program is critical to success, retention and engagement
- **Employee Surveys** – We design your staff surveys and provide key insights on results and recommendations to help you improve performance
- **Recruitment Procedures** – We support you throughout the selection and hiring process including the option for background checks and assessments.
- **Testing Evaluations** – Getting it right improves your bottom line in the end. Our assessments can reveal workplace attitudes, skills, behavior and abilities
- **HR Audit/Compliance** – An HR audit will result in a 'road map' to HR effectiveness and compliance – where you are now, where you need to be and most importantly, how to get there
- **Pre-Employment Screening** – It is a necessary practice to ensure you have screened your prospective employee to avoid lawsuits and costly mistakes

Eve HR Services cont'd

- **Job Analysis / Descriptions** – We will prepare job descriptions that facilitate accurate comparisons of job duties and wage rates, while complying with applicable legislation
- **Performance Management** – We develop your evaluation / appraisal program, the basing systems on job descriptions and define expectations and rating to help employees improve performance and set goals
- **Record Retentions Programs** – We can help establish a comprehensive records retention policy that conforms to applicable laws for your business
- **Safety Programs** – We design and implement safety programs, quarterly safety inspections and develop safety incentives
- **Policy Reviews** – We review and update your HR policies in line with changes in the employment law to ensure you remain compliant. We can support in the implementation and communication
- **Exit Interviews** – We have trained interviewers who conduct objective, independent exit interviews on your behalf and provide you with a summary to identify areas for improvements as well as areas of strength.
- **Training** – We conduct training in various areas such as customer service training and any areas of staff development you require. It's critical to keep your staff in continuous development in line with the needs of your business.

Eve HR Added Support in Guyana

- **Online Services** - All our services can be offered online to you via any platform you choose – ZOOM, Microsoft Teams, Skype etc.
- **HR Templates** - We also offer HR templates for your team especially those companies who do not have an HR function.
- **After-Care HR Support** - We offer After-Care Follow up service to ensure our HR service meet the needs of your business.
- **Recruitment Advertising** - If you only need support to advertise, we also include recruitment advertising where we can build the job vacancy for you and advertise across our job boards, websites and our social profiles such as LinkedIn
- **Competency Based Interview Questions Package** – We can send you a package of interview questions and assessments based on the specific job role you require. This enables you to not only capture the technical elements, but the behavioral qualities of the candidate to ensure they are the right fit for the role and your company.

Checklist for Employers

- ✓ Basic verification includes: Identification, Authorization to work in the country, Academic qualifications, Employment Experience, Police Certificate.
- ✓ Depending on the job and industry: a selection of background checks (financial, criminal, social media and statutory status); transcript requests, Psychometric Assessments, Medicals, Statement of Claims, Assessment Centers – Professional, software, aptitude or language.
- ✓ Recruitment Agencies should provide levels of verification per Client needs. The average cost of a Permanent Placement Request is one month plus any optional services required and Temporary Positions the cost may average Candidate's rate X 1.5.



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Contract of Employment

A contract of employment in Guyana may be oral or written, express or implied.

The terms and conditions under which an employee works may be contained in an individual contract of employment between the employee and employer, a collective agreement negotiated by the representative trade union with the employer or by legislation as is the case with State employees.

The norm is for an Offer of employment is made by an Employer to a potential employee. Upon acceptance of the terms, a letter of employment or contract is agreed upon.

Types of Employment Contracts

The majority of employees in Guyana are employed on contracts of employment of an indeterminate duration. Persons can be engaged also on fixed term or special contracts and employers are now making more use of this type of employment contract.

There are also contracts for service where persons are employed for specific tasks and are paid for actual work done. The contract of service is where the employee is under the control and supervision of the employer as to the manner of executing the work.

The contract for services is where a person is engaged to do a task within stipulated guidelines and is akin to an independent contractor.

Agency Staff: This represents an outsource supplier of talent resources. Many organizations hire agencies to provide human resources for specific work for a specific period – from general **administration to technical or even training and project management**. The contracted agencies ensure that the work is completed on time and the candidates employed directly to the agency for a Client.

The employees work for other organizations even sometimes in their office space but are on the payroll of the agency and not that organization.

Contract of Employment – Cont'd

Employer Protocol

- The contract of employment should include all basic terms and conditions of employment such as wages/salaries, hours of work, overtime and leave. If agreed upon, other benefits, for example, bonuses, sickness benefits, promotion, redundancy, superannuation, disciplinary procedures may be included
- As far as practicable, upon employment, an employee must be advised of the likely duration of his/her contract of employment and whether he/she is to be paid for his/her services by the task or by the day and at what rate for the task or day as the case may be.

Collective Bargaining and Agreements

- The Labor Act, as amended by Act No. 9 of 1984, defines collective agreement as an agreement or arrangement made by or on behalf of one or more organization of employees and one or more employers or organizations of employers. Such agreement should prescribe the terms and conditions of employment and procedures for negotiation or arbitration of terms and conditions of employment and for resolution of grievances.
- A collective agreement is legally enforceable unless the parties state in the agreement that whole or part of it is not intended to be legally enforceable.

Grievance/Progressive Disciplinary Procedures

This policy is used by employers to provide an environment in which employees are able to discuss and resolve their work-related problems freely with Management. A typical process used by employers can be seen below:

- ❑ The employer strives to create and maintain a work environment in which employees are fairly treated, however in circumstances where our policies are violated, their can and will be actions taken to treat the issue arisen.
- ❑ Employers generally adopt a Progressive Disciplinary Policy although there may be situations that warrant immediate termination. Examples of potential disciplinary actions used include: counselling sessions, oral warnings, written warnings, suspensions without pay and termination of employment. The process is designed to provide the employee with the opportunity to correct the problem or inadequacy.

PROBATION

- ❑ Periods of probation and suspension are only statutorily set down in legislation dealing with the public sector. Generally private sector employers are free to determine their own probationary terms and suspension provisions. Where there is a recognized majority union, that union may negotiate these terms for inclusion into the collective agreement.
- ❑ An employee is subject to a probationary period of three (3) months, but the parties can agree to a longer or shorter period. Either party can terminate the contract of employment at any time during the probationary period for any reason and without notice.

GROUNDS FOR TERMINATION

- ❑ Whether a contract of employment is for a fixed term or for an indefinite period it may be terminated by either the employer or the worker. There is no legislation governing termination of contract in general in Trinidad and Tobago, and Common Law applies in the absence of termination provisions in a collective agreement. There may be termination by performance, by expiry of a fixed term, by agreement of the parties or by breach. An employer has the right to dismiss an employee for just cause. The Common Law on summary and constructive dismissal also applies.

Taxation

P.A.Y.E

Resident individuals are entitled to a personal allowance of seven hundred and eighty thousand dollars GYD780,000 or one third (1/3) of their income (per annum)

Individuals with chargeable income of less than one million five hundred and sixty thousand dollars (GYD1,560,000) per annum pay tax at the rate of 28%; where their chargeable income exceeds one million five hundred and sixty thousand dollars (GYD1,560,000) per annum, the incremental rate of tax applicable is 40%.

N.I.S

The National Insurance Scheme extends Social Insurance Coverage on a compulsory basis, to all persons between the ages of sixteen (16) and sixty- (60) years who are engaged in Insurable Employment.

Both the Employer and Employee pay Contributions into the Scheme based on a 'Payroll System'.

The total Contribution for Employed Contributors is 14% of the actual Wage / Salary paid to the Employee. This is derived from a 5.6% deduction from the Employee's pay, and the remaining 8.4% paid by the Employer on behalf of the Employee. The actual wage / salary is, at present, subjected to a ceiling of \$280,000.00 per month or \$64,615.00 per week for National Insurance purposes.



Sample Tax Calculation

Total Annual Salary	3,600,000.00
Minus: Tax Free Allowance (1/3 income)	(1,200,000.00)
Minus: Annual NIS Payment	(188,160.00)
Chargeable Income	2,211,840.00
Tier 1 Tax (28% of the first 1,560,000 of the chargeable income)	436,800.00
Tier 2 Tax (40% of chargeable income above 1,560,000)	260,736.00
Annual Tax Payment	697,536.00
Monthly Tax Payment (divide annual tax by 12)	58,128.00



Responsibilities for Employer

Value Added Tax (VAT)

Companies are legally obligated to register for Value Added Tax (VAT) Department. Once registered the VAT Certificate must be displayed in a conspicuous manner within the place of business.

Taxpayer Identification Number (TIN)

All companies who hire employees must also obtain The Taxpayer Identification Number (TIN). Whether an Individual, **Business**, Government Department or Special Body, taxpayers conducting business with the Central Bank, Public Corporation, Government Departments or Public Authorities are required to register for a TIN.

Trade & Brokerage License

Employers are required by Law to register for a Trade & Brokerage License. The broker license which is renewable annually may be issued to an individual, partnership, company, corporation and an incorporated body.



Occupation Health & Safety Administration (OHSA)

- ❑ All business within Guyana must operate in compliance with the Occupational Safety and Health Act of their local law, Occupational Safety and Health Act 1997 as amended 2009, (herein after referred to as OSHA).
- ❑ This legislation outlines the legal requirements of employers, employees, occupiers and manufactures and suppliers.
- ❑ In order for businesses to comply with OSHA they must ensure that all the requirements outlined in the Act are met and that their employees welfare, safety and health at work is ensured as far as reasonable practicable.
- ❑ The OSH Agency is in charge of conducting inspections, accident investigations, compliant investigations, the provision of building operations and works for engineering construction. The Agency is also responsible for the issuing of improvement notices, prohibition notices, prosecution and judgement for all HSE related issues. The notification of accidents, incidents, occupational diseases, construction activity and approval for building factory or warehouse must be submitted to the OSH Agency for review and approval.



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