



Employee Assistance Programme

Q: What is an Employee Assistance Programme?

A: An EAP is a service sponsored by the College, designed to provide assistance to employees who are experiencing personal problems that may be negatively affecting their job performance.

Q: Who is the College's EAP provider?

A: Elder Associates Limited

Q: Who can access the services of the EAP?

A: Any person employed by the College including retirees.

Q: How can I access the EAP?

A: There is a 24-hour EAP access number 622-6594 or contact any one of the five offices listed below to make an appointment.

Q: How can I obtain further information on the EAP?

A: Contact Nadia Khan, Administrative Assistant in the Human Resource and Administration Department at extension 356.



Head Office

- 30-32 Picton Street, Newtown, Port of Spain.
Republic of Trinidad and Tobago, West Indies.
Phone: (868) 622-6594 Fax: (868) 628-0426

Area Offices

- 5 London Street, St Joseph Village, San Fernando
Phone: (868) 652-6878
- #1 First Street West, Montague Avenue, Trincity
Phone: (868) 640-3195
- Atlantic Plaza, Ground Floor, Atlantic Avenue, Point Lisas, Couva
Phone: (868) 679-5550
- 13 Robinson Street, Scarborough, Tobago
Phone: (868) 639-1554

Staff Recognition & Reward

It's time again to nominate your **Employee of the Quarter**. The winner will receive the following:

- A plaque
- A Lapel Pin which states 'Employee of the Quarter'
- \$1,000 worth of units purchased from the Unit Trust Corporation
- A photo displayed in the Foyer

The winner will be eligible for the Employee of the Year Award. The Winner of this award will receive:

- A Trophy
- \$2,000 worth of units purchased from the Unit Trust Corporation
- A photo displayed in the Foyer for the entire year

Staff members are reminded that during the last week of each quarter, nomination forms are circulated and you can nominate any member of the support staff. Supervisors cannot be nominated for this award. The success of the programme depends on everyone's willingness to identify and recognize those employees who give committed service and who may in a particular quarter do something outstanding.

Check the Human Resource and Administration Department or email nimbletts@cclcs.edu.tt for the form and/or more information.



Ms. VIJAYA PERSAD
Data Clerk – Admissions Department
Employee of the Year 2010

WHAT'S ON AT THE COLLEGE September/October 2011

- Organization of American States and International Labour Organization Training Programme
- A Symposium on Globalization, the local economy and the Trade Union (Student Guild)
- Tertiary Football League 2011
- Inaugural Mr & Miss Cipriani Cultural Extravaganza/ Talent Showcase (Student Guild)
- Divial Celebrations
- Re-Inventing Local Credit Unions- Panel Discussion

CCLCS FOOTBALLERS IN SEARCH OF GLORY

Come out and support the boys on Friday 14th October, 2011 at the College's Grounds, Valsayn as we open our campaign to capture the Inter-Campus Football Title against School of Business and Computer Science: start time 4:00pm.

Applications for Vacation Leave

Employees are reminded that all applications for vacation leave must be made in writing at least 30 days before the date on which the employee intends to proceed on vacation leave.

The College may waive this requirement in exceptional circumstances.



Internal Movements

	Former Position	Current Position
Ms. Sheryme Charles	Clerk III	Placement Officer
Ms. Shayla Caesar-Hayde	Clerk II	Administrative Assistant
Mr. Krishna Bhola	Part-time Lecturer	Full Time Lecturer
Mr. Sheldon Salino	Part-time Lecturer	Full Time Lecturer
Mr. William Holder	Assistant Lecturer	Lecturer
Dr. Zaffar Khan	Lecturer	Senior Lecturer

New Staff | Varna Vitalis – Lecturer
Machel Pantin – Research Officer



CHECK ME OUT-
THE NEW www.cclcs.edu.tt

We have re-launched our website www.cclcs.edu.tt. The Information, Communication and Technology Department under the leadership of its new Manager, Mr. Carlos Best, worked closely with the Stakeholders Relations Department to implement the re-design of the College's site. We would like to encourage all stakeholder to use this dynamic communications tool to keep in touch with all College related information.



College says goodbye to its very own

Each member of the HR team can easily state that it was a pleasure working with Krystle Darmpaul, a Management Trainee who has been with us for the last two years. It was indeed an honour to have her as a member of the HR family.

Her willingness, pleasant personality and other invaluable contributions will be truly missed. Farewell and good luck!