MINISTRY OF HEALTH

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

MINISTRY OF HEALTH

REPUBLIC OF KENYA

AND

KENYA MEDICAL PRACTITIONERS,

PHARMACISTS & DENTISTS' UNION

(KMPDU)

This Collective Bargaining Agreement (herein after referred to as "the Agreement"), reached between the Kenya Medical Practitioners Pharmacists and Dentists' Union (KMPDU – herein after referred to as the Union) on the first part and; The Government of Kenya, through the Ministry of Health (herein after referred to as the Employer) on the other part.

PREAMBLE

The Parties, meeting together in free and voluntary association, have determined to regulate the relations between them in the interest of promotion of sound industrial relations, the economic well-being of the workers and the Employer and overall improvement of healthcare service delivery in the public health sector. In order to achieve these objectives they have agreed to enter into the following Collective Bargaining Agreement negotiated between them. This agreement is made in the interest of the health of the Kenyan people.

NOW THEREFORE THE PARTIES HAVE AGREED AS FOLLOWS:

ARTICLE I – TERMS OF THE AGREEMENT

A. Effective Date and Duration of Agreement.

1. This Agreement shall include provisions of all previous agreements between the parties except where those provisions have been amended herein.
2. In the event of a conflict between this Agreement and any other previous agreement, this Agreement shall prevail.
3. This Agreement shall be effective from **1st July 2017** and shall remain in force for a period of four (4) years until amended or renewed as provided for herein.
4. The Union shall submit its proposals for the next negotiation to the Employer not less than ninety (90) days before the expiry of the existing Agreement.

B. Waiver Clause

1. Regardless of any procedure set forth in this agreement, the signatory parties may mutually agree upon any method for achieving goals; or resolving any question, controversy, claim or matter of difference related to this agreement or the performance or breach of any part thereof.
2. Any such mutual agreement shall constitute a waiver which shall be documented in writing and signed by the authorized officers of both parties.

C. Severability Clause

1. Any provision inconsistent with or contrary to laws of Kenya shall be considered as invalid to the extent of the inconsistency without harm to the remaining provisions of the agreement.
2. If any section of this Agreement is held invalid by operation of law or by any Court of Law or Tribunal of competent jurisdiction or if compliance with or enforcement of any section is restrained by such court of law or tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into negotiations within a

period of thirty (30) days for the purpose of arriving at a mutually satisfactory replacement of such section.

D. Amendment

1. This agreement may be amended by both parties by giving a thirty (30) day notice of the intended amendment(s).
2. The amendment(s) shall be in writing and signed by the designated representatives of both parties.

E. The C.B.A. Implementation Monitoring Committee.

1. A Committee is hereby established under this Agreement.
2. This Committee shall comprise of seven (7) members made up of four (4) representatives from the Employer and three (3) representatives from the Union.
3. This Committee shall meet once every six (6) months or on a need basis to monitor the progress of implementation of the Agreement.
4. This Committee shall be convened by either party to resolve any dispute in the interpretation, application or execution of this Agreement.

F. Dispute resolution

In the event that the C.B.A. Implementation Monitoring Committee fails to resolve the dispute in the interpretation, application or execution of this agreement, the dispute shall be reported to the Ministry responsible for labor relations in line with the Labour Laws.

ARTICLE II: UNION RIGHTS

A. Representation

The Union shall represent its Members (Medical Practitioners, Pharmacists and Dentists) in any institution under the Employer whose functions include but not limited to labour relations, health care policy making, health care implementation, and research.

B. Check Off

1. The Employer shall deduct from Union Members and remit to the Union a Trade Union Fee that will be determined by the Union through its structures and stipulated in Appendix B (Form S) of this Agreement.
2. The Employer shall deduct and remit to the Union, Agency Fee from beneficiaries of this agreement who are not Members of the Union upon gazettement by the Ministry of Labour to that effect.
3. Deductions of Agency Fees will be effective from the effective date of this agreement in accordance with the labour laws.
4. The Union dues and fees so deducted by the Employer shall be paid direct to the Bank account nominated by the Union within ten (10) days of the deductions.
5. Any employee who is also a member of the union may revoke the check-off by resigning his or her membership in writing. However any such member will immediately upon this resignation be deducted Agency Fees.
6. The Employer shall not discourage new appointees from becoming Union Members.

C. Information & Data

1. The Union shall have the right to access any information or data that may be of concern to the Union's membership. The Employer shall, upon request, furnish the Union with such information provided that the provision of such information is within the law.

2. The information shall be provided without undue delay and in any case within twenty one (21) days or any other duration mutually agreed to by the Union and the Employer.

D. Meeting Places

The Union shall have the right to meet its Members in their places of work as provided for by the law.

E. Provision of Leave and Transfers for Union Officials

1. Union officials elected to serve in the Union's National Advisory Council shall be granted unpaid leave upon written request to the Employer.
2. Union officials serving in the Union's Branch Executive Committee shall not be transferred for the duration of their term in office unless through a request in writing by the said official(s).

ARTICLE III: DOCTORS RIGHTS

A. Employee classification – Job Grades

The entry level for doctors (Medical Practitioners, Pharmacists and Dentists) shall be set at **Job Group 'M'**. Progression shall follow provision under the prevailing Scheme of Service of Medical, Pharmacists and Dental Officers.

The employee classification shall be jointly revised upon completion of the ongoing job grading exercise to inform conversions.

B. Promotions

1. The Employer shall immediately place officers in their appropriate Job Groups as per revised Scheme of Service and existing regulations.
2. The Employer shall promote officers as per the Scheme of Service in a timely fashion based on merit, and without prejudice or favour.
3. The Employer shall take measures to promote officers who have served in one grade for more than the designated period taking into account the number of years served and qualifications acquired.
4. In case of common establishment the effective date of promotion will be the date the officer qualifies for promotion provided there is no adverse report.
5. Any doctor who shall require additional training prior to any promotion shall be facilitated and sponsored to acquire the same well in advance of the promotion due date. This applies to all on the job training with the exception of Masters Programmes.
6. When vacancies outside the common establishment arise, they will be advertised and filled competitively.

C. Resignation

An officer who intends to resign from Public Service shall do so as per the existing laws and policy guidelines.

D. Transfers

1. The Union recognizes the Employer's right and duty to deploy officers appropriately.
2. All transfers or postings of doctors shall be recommended by the relevant Posting Committee and approved by the Authorized Officer(s).
3. A doctor shall not be transferred at the initiative of the Employer more than once within a period of two (2) years unless under mutually acceptable circumstances or following a promotion.
4. Any doctor transferred at the initiative of the Employer shall be paid a transfer allowance to fully cater for the cost of transfer in accordance with the Human Resource Management, Policies and Procedure Manual.
5. The Employer shall provide a mechanism for transfer of labour, pension and benefits without the doctors severing service.

E. Training, Development & Research– including payment of trainees within the Ministry

1. The Employer shall undertake continuous professional development of all doctors under its employment.
2. Training shall be aligned to the realization of Vision 2030, the Employers' goals and objectives as outlined in the strategic plans of the Employer, and international standards and guidelines.
3. The Employer shall endeavor to avail training budget set at a minimum of two (2) percent of the recurrent budget of the Ministry as provided for in the training policy.
4. All Medical Practitioners, Pharmacists and Dentists shall be eligible for sponsorship to postgraduate training on completion of mandatory professional internship and registration by the relevant Regulatory Boards.
5. All Officers on approved training are considered to be on duty and shall continue to draw their salaries, allowances and all other benefits as per their terms and condition of service.

6. All Officers so trained shall be bonded in Public Service in accordance with the provisions of the prevailing Training Policy.
7. All Employees shall be facilitated to undertake at least one short course per year for a minimum period of 5 days with emphasis on life support courses or other courses. Post graduate and Sub-Specialty courses that are not available locally shall be sponsored by the Ministry based on service need. These courses shall be availed to doctors on merit and the selection panel shall be the Committee responsible for training.

F. Residency.

The Ministry and the Union shall work together in consultation with other stakeholders for a framework to be put in place to address the Residency programme and its attendant issues.

G. Research

The Ministry shall endeavor to facilitate research for all doctors for their professional development.

C. Posting of Interns

All Medical officers, Pharmacists and Dentists shall be posted to internship centers not later than 30 days from the date of clearance from Medical Practitioners and Dentists Board (MPDB) and Pharmacy and Poisons Board (PPB) within the approved establishment.

The Ministry of Health shall liaise with the regulatory bodies to ensure there is no undue delay in clearance and forwarding of lists of interns for posting.

Medical officer, Dental and Pharmacy interns shall be granted opportunity to ballot for placement in line with their preferences but taking into account the employer list of available positions per station of Internship.

D. Contract of Service

As provided for in the Public Service Commission guidelines for Internship, the Employment Act 2007, the Labour Relations Act 2007 and Human Resources Policy Guidelines 2016, all interns shall sign a contract of employment specifying terms and conditions of service and duration of internship.

E. Internship Centers

All intern doctors shall only be deployed to centers where the employer has facilitated the necessary professional expertise for supervision and mandatory professional apprenticeship and training required before registration.

F. Indemnity

The Union and the Ministry of Health shall liaise with the regulatory bodies to develop guidelines and tools that enhance supervision and absolve Interns from any professional negligence.

G. Remuneration

The Medical officer, Dental officer and Pharmacist Interns will be compensated a salary equivalent to that of a Civil Servant in Job Group 'L' or its converted equivalent and will enjoy all other allowances such as House Allowance as per the Deployment Station, Leave Allowance, Commuter Allowance as per Job Group 'L'. The interns shall in addition enjoy all

the allowances applicable to them such as Extraneous Allowances as per the Job Group and Deployment Station, Doctors' Allowances and the Medical Risk Allowance.

The employer shall facilitate issuance of proof of payment including but not limited to a payslip to allow remission of taxes, health insurance and credit facilities.

All interns shall be paid not later than 30 days from the date of return of Letter of Arrival from the Station of Deployment.

The remuneration of intern doctors shall be reviewed from time to time as per remuneration of civil servants and other doctors but not to the disadvantage of the intern doctors or any group of intern doctors.

H. Work Hours

All intern doctors shall work for 40 hours a week.

I. Health Insurance

All intern doctors shall be covered by the prevailing Comprehensive Health Insurance Scheme for the Civil Servants.

J. Security

Internship centers shall be required to facilitate transport and security to the intern doctors to and from the health facility while on call.

K. Call Room

The Employer shall liaise with internship centers to facilitate provision of furnished call rooms to all interns that are accessible, secure and in habitable conditions within the centers.

L. Team support

Intern doctors shall be facilitated to effectively perform their duties. The intern doctor may raise a grievance through channels prescribed under grievance and arbitration where this is not the case.

M. Leave

During the internship period the employer shall provide for maternity leave for intern doctors who may in the period of internship require this as per the prevailing laws. On completion of the maternity leave the intern doctor will resume and complete the specified internship duration without victimization.

The intern doctor shall also be entitled sick and compassionate leave where required.

N. Safety & Health

The internship center shall ensure that all facilities provide doctors with sufficient safety measures in accordance with Occupational Safety and Health Act (OSHA). During the internship period the internship center management shall ensure that the work environment is free from any form of physical and sexual harassment or otherwise and shall establish structures for reporting any such cases and a period within which such complaints will be responded to.

P. Employment post-Internship

All Medical Practitioners, Pharmacists and Dentists interns shall qualify for employment as registered doctors upon satisfactory completion of Internship. This employment shall be guided by the set staffing norms and standards for health workers.

The Union and the Ministry shall collaborate and engage with all public sector employers including county governments to enhance access to Universal Health Care. Such areas will include; Staffing, quality of care, work environments and others.

ARTICLE V: REMUNERATION

The two parties agreed that the remuneration shall be as set as per Appendix 'A' and will be effective as from 1st July 2017.

A. Annual increment

Doctors will continue to enjoy the prevailing annual increment as per existing policies in addition to the phased Job Evaluation Salaries to be implemented with effect from 1st July 2017.

B. Allowances

The following allowances shall be payable to doctors (Medical Practitioners, Pharmacists and Dentists)

- ☒ Hardship Allowance as per SRC circular.
- ☒ Special Duty Allowance as per Code of Regulations and Human Resource Policies and Procedure Manual
- ☒ Emergency Call Allowance.
- ☒ Non – Practice Allowance.
- ☒ Extraneous Allowance.
- ☒ Risk Allowance.
- ☒ Leave Allowance payable once a year.

☒ ARTICLE VI: EMPLOYMENT CONDITIONS

A. Work Hours

All doctors shall work for 40 hours a week. Any extra hours worked shall be compensated as stipulated in the law.

B. Gazetted Public Holidays

All doctors who work on gazetted Public Holidays will be granted paid days off equivalent to the number of holiday days worked.

C. Doctors' Lounge

Each facility shall have a Doctors' lounge adequately furnished with a computer, internet access, lounge chairs and a television set.

D. Call room

Doctors will be provided with call rooms adequately equipped with clean beds for rest when on call at night.

E. Medical equipment

1. Each Doctor in whatever facility shall be reasonably equipped with the tools and equipment necessary for the performance of his/her duties.
2. A doctor may raise a grievance through channels prescribed under grievance and arbitration where this is not the case.

F. Team support

A doctor shall be adequately facilitated in order to effectively perform his or her duties. A doctor may raise a grievance through channels prescribed under grievance and arbitration where this is not the case.

G. Safety & Health

The Employer shall ensure that all facilities provide doctors with sufficient safety measures in accordance with Occupational Safety and Health Act (OSHA). The management shall ensure that the work environment is free from any form of physical and sexual harassment or otherwise and shall establish structures for reporting any such cases and a period within which such complaints will be responded to.

H. Transport & Security

Doctors on call shall be provided with transport and security to and from the hospital at all times.

J. Staff Housing

A doctor shall be given priority in house allocation and shall pay rent at the prevailing Employer rates. Such a house should be in a well maintained condition.

K. Staffing

The Employers shall endeavor to retain the doctors currently under its employment and to attain the set staffing standards and norms for health workers.

ARTICLE VII: LEAVE

A. Annual leave

1. All doctors shall be entitled to an Annual leave of thirty (30) working days per leave year which shall be utilized within the provision of the Human Resource Management, Policies and Procedure Manual.
2. An officer may carry forward a balance of 15 days to the next leave year. In circumstances where an officer cannot proceed on leave due to exigency of work, the leave days shall be carried forward upon approval by the Authorized Officer.
3. All doctors are entitled to Annual Leave allowance as per terms of service.
4. Any doctor stationed in designated hardship areas shall be entitled to additional 10 working days to annual leave and travelling privileges.

B. Sick leave

1. All doctors who fall sick and cannot perform their duties due to illness are entitled to a paid sick leave for up to ninety (90) calendar days, thereafter a sick leave of ninety (90) calendar days with half pay and thereafter an unpaid sick leave during the same year as provided for in the Human Resource Management, Policies and Procedure Manual.
2. Employees may also take their annual leave to care for a sick dependent and where it has been exhausted an officer may apply for compassionate leave as provided for in the Human Resource Management, Policies and Procedure Manual.

C. Maternity & Paternity leave

Female doctors will be entitled to Maternity Leave of ninety (90) calendar days and Paternity leave of ten (10) working days for male doctors and shall continue to draw their salaries, allowances and other commensurate benefits.

D. Compassionate/ Death in immediate family

This leave may be granted to a Doctor who has exhausted his/her annual leave entitlement on compassionate grounds. The leave period will be ten (10) working days in a calendar year.

E. Unpaid leave

1. Unpaid leave shall be granted for the purpose of attending to urgent private matters of exceptional circumstances in accordance with the Human Resource Management, Policies and Procedure Manual.
2. It may also be granted to doctors whose spouses are posted to foreign missions during the term of the tour of duty and doctors who are offered appointment in International Organizations.
3. Unpaid leave is neither salary increment earning nor pension earning.
4. Unpaid leave may be renewed as provided for in the Human Resource Management, Policies and Procedure Manual

ARTICLE VIII: BENEFITS

A. Health Insurance

All doctors shall be entitled to the prevailing Comprehensive Health Insurance Scheme for Civil Servants.

In administration of this scheme the employer shall make consultation with the union.

B. Workman's compensation

All doctors shall qualify for compensation in accordance with the Work Injury Benefit Act (WIBA).

C. Professional Indemnity

Doctors shall be indemnified against any liability that may occur in the course of the performance of their duties and responsibilities in due diligence.

D. Retirement benefits/Service Gratuity

Doctors will be entitled to full retirement benefits on attainment of retirement age as per the regulations.

Doctors will also be entitled to service gratuity upon retirement on medical grounds provided they have served for the requisite pensionable period.

E. House Mortgage

All doctors shall be entitled to a mortgage scheme facilitated by the Employer at favorable interest rates as per Civil Servants Housing and Mortgage Scheme.

F. Car loan

All doctors shall be entitled to a car loan scheme facilitated by the Employer at favorable interest rates as per Civil Servants Car Loan and Grants Scheme.

ARTICLE IX: GRIEVANCE

A. Basic principles

1. These procedures are intended to provide for an orderly settlement of differences in a fair and equitable manner with reasonable promptness.
2. Every doctor shall have the right to present his/her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal.
3. Each party to a grievance shall have access to all written statements and records pertaining to such case.
4. Grievances and arbitration are provided for in the law and the parties shall negotiate and develop procedures which shall form part of this Collective Bargaining Agreement.

B. Individual Grievances

Individual Members of the Union wishing; to raise a grievance with which the Member is directly and personally concerned, shall first approach their immediate supervisor. In case settlement is not reached, the member shall have the right to appeal to higher levels of management as established by the Employer as soon as possible in accordance with established procedures. The Members may be represented by an accredited Union representative or a Union appointed Advocate at all stages.

C. Collective Claims

These shall mean any claims for alteration to terms of service regarding matters specified in this Collective Bargaining Agreement, which may affect all Union Members or any group of the Union membership.

1. Such claims shall be raised in writing to the Employer by the Union's Secretary General or their authorized representative at any time. The parties will endeavor to reach a settlement within one (1) month of the claim being raised in writing to the Employer by the Union's Secretary General or its authorized representative. All agreements jointly reached shall be in writing and signed by both parties.

2. In the event of failure to reach a settlement within the one (1) month period, the claims shall be processed in accordance with the provisions of the Labour Laws.

D. Collective Grievances

These shall mean grievances arising from a breach of existing terms of service in the matters specified in this Collective Bargaining Agreement which may affect all Members or any group of Members of the Union.

1. Such grievance shall be raised by the members' representatives with the immediate supervisor in the first instance and in the event such grievance cannot be satisfactorily resolved, it then may immediately be referred by the Union's Secretary General or his/her representative in writing to the higher levels of management as established by the Employer.
2. In the event of failure to settle the matter within one (1) month of the grievance being raised in writing to the management as established by the Employer by the Union's Secretary General or its authorized representative, the grievance shall be processed in accordance with the provisions of the Labour Laws.

ARTICLE IX: DISCIPLINARY PROCEDURE

A. Basic Principles

1. Any Employee may be subjected to disciplinary process as per the prevailing Rules and Regulations.
2. Warning letters and formal reprimands shall become part of the Employee's personnel file and may be used in conjunction with subsequent personnel considerations for two (2) years following the date of the sanction. After two (2) years, the letters and reprimands shall not be referred to for further disciplinary action unless it is a similar offence.
3. Adverse letters that are applicable to pending legal proceedings shall be vacated in writing upon the conclusion if the doctor is absolved of the charges after exhausting all the appellate processes if any.
4. Where need be, a disciplinary committee shall be set up to deal with disciplinary issues in accordance with existing Labour legislation and relevant Public Service regulations.
5. A doctor shall not be condemned without being heard.
6. Regardless of the nature of the crime, the Employer shall not withhold pay which is due or for which work has already been done.
7. Any doctor who feels that any disciplinary action taken against him is unfair can raise the matter using the grievance channel as described in Article VIII.

B. Termination of Employment

1. During a probationary period, employment may be terminated by either party by issuing a notice of one month in writing.
2. Where a doctor's services are terminated as a result of a disciplinary process, he/she shall be paid the following:-
   a) Wages for number of days actually worked,
   b) Annual leave accumulated lawfully on pro-rata basis
3. If the doctor is provided with housing by the Ministry, an employee whose services are terminated shall vacate the Employer's house within 30 days from the date he/she is notified of the dismissal upon request by the exiting officer.

SIGNED FOR AND ON BEHALF OF THE MINISTRY OF HEALTH

.....

Dr. Cleopa Mailu, EGH
The Cabinet Secretary
Ministry of Health

.....

Julius Korir, CBS
Principal Secretary
Ministry of Health

SIGNED FOR AND ON BEHALF OF THE KMPDU

..... 30/06/2017

Dr. Ouma Oluga
Secretary General, KMPDU,

..... 30/06/2017

Dr. Samuel Oroko
Chairman, KMPDU

SIGNED AT NAIROBI, THIS 30TH **DAY OF** JUNE **2017.**

APPENDIX 'A': REMUNERATION

Employees remuneration agreed by the two parties shall be as set out in the table below. The grading structures and basic salaries will be effective from 1st July 2017.

		BASIC SALARY		ALLOWANCES						
Designations[1]	**SRC Band**	**Min**	**Max**	**House**	**[2]Emergency Call Allowance**	**Commuter**	**Non - Practice**	**[3]Extraneous**	**Risk Allowance**	**Leave All Payable Once A Year**
Medical/ Dental/ Pharmacists Interns	C3	44,989	56,263	28,000	66,000	6,000	12,000	30,000	20,000	6,000
Medical/Dental Officer/Pharmacists	C4	54,532	68,165	28,000	72,000	8,000	19,000	30,000	20,000	6,000
Senior Medical/Dental Officer/Pharmacists	C5	64,919	81,148	35,000	72,000	8,000	32,000	30,000	20,000	6,000
AD Medical/Dental/ Pharmaceutical Services HQ	D1	81,148	109,550	45,000	72,000	12,000	46,000	30,000	20,000	10,000
AD Medical/Dental/ Pharmaceutical Services Facility	D3	114,334	152,064	45,000	72,000	12,000	46,000	30,000	20,000	10,000
SAD Medical/ Dental/ Pharmaceutical Services HQ	D2	97,184	130,226	45,000	80,000	14,000	51,000	30,000	20,000	10,000
SAD Medical/ Dental/ Pharmaceutical Services Facility	D3	114,334	152,064	45,000	80,000	14,000	51,000	30,000	20,000	10,000
Deputy Director Medical/Dental/Pharmaceutical Services HQ	D3	114,334	152,064	50,000	80,000	16,000	51,000	30,000	20,000	10,000
Deputy Director Medical/Dental/Pharmaceutical Services facility	D5	150,202	198,267	50,000	80,000	16,000	51,000	30,000 to 40,000	20,000	10,000
Deputy Director Medical/Dental/Pharmaceutical Services	E1	198,267	257,747	50,000	80,000	16,000	51,000	40,000	20,000	10,000
Senior Deputy Director Medical/ Dental/Pharmaceutical Services II	E1	198,267	257,747	60,000	80,000	20,000	60,000	40,000	20,000	10,000
Senior Deputy Director Medical/Dental/Pharmaceutical Services II	E2	221,058	282,954	60,000	80,000	20,000	60,000	40,000	20,000	10,000
Senior Deputy Director Medical/Dental/Pharmaceutical Services I	E2	221,058	282,954	80,000	80,000	20,000	60,000	40,000	20,000	10,000

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[1] Or as provided in the scheme of service

[2] The parties take note that the issue of the name of the allowance is in Court and therefore await determination.

[3] Or as per Appendix 'C'

APPENDIX B

KENYA MEDICAL PRACTITIONERS PHARMACISTS AND DENTISTS' UNION

NGONG ROAD • 5TH AVENUE OFFICE SUITES • SUITE 7-14
P.O. BOX 157-00202 KNH, NAIROBI • PHONE O2O-2710506/2166212
E-MAIL nec@kmpdu.org • WEBSITE www.kmpdu.org

Form S (s. 48)

Notice to Employer Authorizing Deductions

To the principal secretary, Ministry of Health.

1. In pursuance of an order made with effect from the 19th of April 2012 by the Minister under section 48 of the Labour Relations Act, I, on behalf of the Kenya Medical Practitioners Pharmacists and Dentists' Union (KMPDU), hereby request you to deduct from the wages of the employees listed in this Notice, being employees who have acknowledged membership of the KMPDU, the sum of shillings 1,000/= (one thousand) monthly as their current trade union dues.
2. The total amount of deduction so made is required to be transmitted to the KMPDU by crossed cheque made payable into the official bank account of the trade union at the Standard Chartered Bank.
3. The remittances should be made, and notices thereof should be delivered, not later than the 7th day of the month next after the month in respect of which the deductions are made.
4. Notices of remittances should be delivered to the KMPDU headquarters.
5. KMPDU is required by Section 50 of the Labour Relations Act to deliver a receipt for every remittance within fourteen days of receipt of notice of such remittance.
6. The Ministry of Health is required to make returns to the Registrar of Trade Unions of all payments made hereunder, in accordance with the order of the Minister.
7. This notice applies to employees' wages payable by you at the end of the next month following the month shown in the date hereinunder.

Date ..... 20.....

Dr. Ouma Oluga,
SECRETARY GENERAL

Registrar of Trade Unions

P.o Box 30031, Nairobi.

Employees in respect of whom deductions from wages are required to be made

We, the undersigned, hereby acknowledge that we are members of the

..... (Trade Union)

UNION MEMBERSHIP NUMBER	NAME OF MEMBER	PERSONAL NUMBER	ID/PASSPORT NUMBER	SIGNATURE

APPENDIX "C" EXTRANEOUS ALLOWANCE

Staff Category	Job Group	Region		
		Urban	Rural	Hardship Area
Medical Practitioners, Pharmacists and Dentists	S	40,000	-	-
Medical Practitioners ,Pharmacists and Dentists	ALL	30,000	35,000	40,000