



**REGENT UNIVERSITY
COLLEGE OF SCIENCE AND TECHNOLOGY**

**ADMINISTRATIVE AND CONDITIONS OF
SERVICE MANUAL FOR STAFF**

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1 1.0 INTRODUCTION

The Administrative and Conditions of Service Manual of Regent University College of Science and Technology is a compilation of the various regulations governing the University.

The manual has been prepared to guide all Principal Officers and other Senior Members on the procedures for the administration and management of the respective Schools, Departments and other University resources/facilities.

The information contained in this manual is adequate for the day-to-day administration of the various schools and administrative departments. The Manual is designed to be used in conjunction with other Regent University College of Science and Technology documents such as, Statutes, the University Calendar and Annual Reports.

Disclaimer:

“In a bid to constantly improve the conditions of service of employees, the procedures and guidelines contained in this manual are subject to change at any time.

Title

These regulations may be cited as the Administrative and Conditions of Service Manual for the Senior Members of Regent University College of Science and Technology.

Definitions:

The following terms are used in this document:

University:

Means Regent University College of Science and Technology.

University Council:

Means the governing body of Regent University College of Science and Technology.

President

Means the Vice Chancellor/Chief Executive Officer of Regent University College of Science and Technology.

Provost

Means the Pro Vice Chancellor/Chief Operations Officer of Regent University College of Science and Technology.

Registrar

Means the Registrar of Regent University College of Science and Technology.

Dean

Means the Head of a School/Faculty.

School

Means a faculty, comprising a collection of related departments.

Department

Refers to a part of a Faculty that is concerned with teaching and research in a recognizable academic discipline and has been so designated by Senate.

Head of Department

Means a person appointed to direct or supervise the work of a Department. When the substantive Head is not available, or is yet to be appointed, any person duly appointed to act shall be referred to as Acting Head of Department.

Senior Member

Means a member of the academic, professional or administrative staff with appropriate qualification(s) appointed into an office in the University.

Officer

Means a Senior Member.

Temporary Officer

Means an officer employed on month to month basis or for a duty period of less than 12 months or under special contract terms.

Spouse

Means an officer's wife or husband whose name appears on any official records as having been married to him or her.

Child

Means an officers own or stepchild or legally adopted child provided that such child is not above 18 years and for those still in school not above 21 years. All such children should be registered with the University.

Medical Officer

Means a Government Medical Officer or University Medical Officer or any medical officer approved by the University.

Expatriate Officer

Means an officer who is not a Ghanaian.

Consultancy

Is any approved professional work undertaken by any officer of the University which involves the use of the University's time and / or resources for a consideration in monetary or in kind.

Ghanaian Officer

Means an officer who is a Ghanaian in accordance with the laws of Ghana. Gender reference in these regulations to the masculine gender shall include the feminine officer.

Duties

The duties of every officer shall be as described in the letter of appointment and as determined from time to time.

Hours of Work

An officer shall normally be required to work each day for 8 hours with an hour off for break. A nursing mother will be allowed two hours off each day until the baby has attained eight months after delivery. Any extension beyond two hours will be at the discretion of the President.

Academic Member

Means a Senior member holding a full-time teaching, research and or consultancy appointment in the University including staff of the Library and those whose progression is based on the same criteria as academic faculty.

Contract Employee

Means a person engaged for a specified period under special terms. Reference to the singular shall also include the plural.

Misconduct

Means any act of willful omission or commission or negligence without reasonable excuse on the part of the employee which amounts to failure to perform in the proper manner, any duty assigned to him as such or which is otherwise prejudicial to the efficient performance of the University's business or tends to bring the University into disrepute.

2 2.0 APPOINTMENTS

- 2.1 The criteria for appointment of a Senior Member and the procedure relating to such appointments have been provided in the Regent University College of Science and Technology Statutes, 2015.
- 2.2 A Senior Member's appointment is made by the President on behalf of the University Council and is subject to the Statutes of the University.
- 2.3 On assumption of duty, the Faculty/Senior Member is obliged to complete a form providing his/her employment, personal as well as family data and enter his/her name in the register kept in the Office of the Registrar
- 2.4 **A Senior Member's appointment is full time; any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the President on behalf of the University Council.**

3.0 TENURE

- 3.1 All Associate Professors and full Professors of the University and their equivalencies shall have tenure. This implies that their appointments will continue till they attain the retiring age of 65 years, except where a Senior Member is unable to function effectively on health grounds or otherwise.
- 3.2 Other appointments are normally for a period of six (6) years in the first instance and are subject to renewal, but shorter terms of appointment of one or two years duration may be offered depending on the circumstances.
- 3.3 **All Senior Members** shall be required to serve to **three months** probationary period.
- 3.4 Subject to medical fitness, and the continuing need for particular expertise as determined by the University, contract appointments may be given to serving Faculty/Senior Members who have reached the retiring age and to other persons who may want to give their services. In such cases of contract appointment, the terms of contract shall be embodied in the letter of appointment taking into consideration the general regulations relating to permanent appointment of a Senior Member as stated in the Statutes.

4.0 APPOINTMENT AND PROMOTION

There are comprehensive provisions on appointments and promotions under the University Statutes as indicated below:

The following are listed under schedule A of the Statutes:

- 4.0.1 Appointment and Promotion of Senior Members (General Provisions including Prohibitions). (Teaching and Non-Teaching, Composition, Functions/Powers and Procedures).
- 4.0.2 Sub-Committee of the Appointments and Promotions Board.

- 4.0.3 Faculty Appointments and Promotions Committee.
- 4.0.4 Administration Appointments and Promotions Committee
- 4.0.5 Appointments and Promotions. Committees (Junior and Senior Staff).
- 4.0.6 Appeals Relating to Appointments and Promotions.
- 4.0.7 Guidelines for Appointments and Promotions (Senior Members): Criteria for Appointment and Promotions to Teaching and Research Grades including Probationary Periods, Visiting and Temporary Appointments and Criteria for Appointment and Promotion to Non-Teaching Positions.
- 4.0.8 Terms of Appointments of Senior Members.
- 4.0.9 Resignation/Retirement/Termination of Appointment of Senior Members.

5.0 STAFF ESTABLISHMENT

- 5.0.1 Staff establishment can only be increased, or the grades altered with the approval of the University's Council. In the case of Academic staff, recommendations shall be sought from the Academic Board. The Registrar shall make recommendations on staff establishment for Administration.
- 5.0.2 Vacancies in the establishment may be filled with temporary staff only with the approval of the President.
- 5.0.3 Vacancies may occur through vacation of post, resignation, termination of appointment, creation of a new post, transfer, and retirement. This list is by no means exhaustive.

6.0. APPOINTMENT/RECRUITMENT OF STAFF

Vacancies in the establishment may be filled through regular recruitment or through temporary or part-time appointment.

- 6.1 **Methods of Recruitment:** Recruitment may be done through:
 - 6.1.1 Secondment from other university institutions and exchange schemes
 - 6.1.2 Technical assistance schemes
 - 6.1.3 Advertisement (Internal and External)
 - 6.1.4 Recommendations from the President, Deans and Heads of Department.
 - 6.1.5 Applications by individuals on their own initiative.

6.1.6 Direct invitation.

6.2 Methods Of Advertising:

6.2.1 When a post other than that of a Professor becomes vacant, the Head of Department concerned should draft a suitable advertisement and forward it to the Dean of the office under consideration who will then forward to the Registrar with copies to the President for approval, unless the President has agreed earlier that the post should not be filled. The advertisement should state clearly, the number of persons to be recruited, specific fields for which they are required, and qualifications and experience where applicable.

6.3 Processing of Advertisements:

6.3.1 On receiving the relevant information on vacancy, the Registrar, shall finalize the terms of the advertisement and the accompanying particulars.

6.3.2 The Registrar will determine the closing date of the advertisement which will normally be a month from the date of the first appearance of the advertisement.

6.4 Qualifications:

6.4.1 Teaching staff

A candidate must have a minimum qualification of a second degree with a research component. A holder of a good first degree may be appointed a teaching assistant.

6.4.2 Non-Teaching staff

The minimum qualification is a first degree or equivalent professional qualification or a master's degree.

6.5 Seasons for Advertisements:

Though vacancies may be advertised all the year round, the most suitable months for advertisements are January to March. Preparatory work on advertisements may start in November. During this period, recruitment through personal contacts at conferences and by recruitment teams is recommended.

6.6 Submission of Applications:

Candidates should be requested to obtain application forms from the Registry and to submit three copies of their completed applications to the office of the Registrar. Applications from other parts of the world should be sent directly to the office the Registrar, Regent University College of Science and Technology, P. O. Box DS 1636, Dansoman-Accra, Ghana, W/A. Alternatively, soft copy documents could be sent directly to the registrar via registrar@regent.edu.gh .

6.7 Acknowledgement:

Whenever practicable, The Registrar, his/her shall acknowledge by letter receipt of all applications that have been short-listed.

6.8 Processing of Applications:

The Registrar, will forward all the applications received to the Head of the Department concerned who, in consultation with the Dean, will forward the applications to the Faculty Appointments and Promotions Committee in the first instance. The report of the Faculty Appointments and Promotions Committee is then forwarded to the Registrar for processing.

6.9 References:

On receipt of the short-listed applications, the Registrar will write to their referees requesting recommendations.

6.10 Selection:

As soon as an adequate number of references have been received, usually three or at least two out of the three the Registrar will summon the appropriate Appointments Board to consider the candidates on the short-list. Normally applications with less than two referees will not be considered by the Appointments and Promotions Board, but in cases where the receipt of a second reference has delayed unduly, the Registrar will consult the Head of Department concerned and if they decide that the particular candidate should be interviewed, they will submit a written explanation to the Appointments and Promotions Board. Each member of the Appointments and Promotions Board should receive from the Registrar at least forty-eight hours before the meeting of the Board a docket containing the following:

- (a) The application form (s);
- (b) The assessment by the Head of Department and Dean as the case may be;
- (c) References and
- (d) An explanation by the Head of Department or the Registrar explaining why a candidate with only one reference is to be interviewed.

7.0. PROCEDURE FOR ASSESSMENT FOR PROMOTION

7.1. Internal Assessment

7.1.1 Annual Performance Appraisal

There shall be an annual performance appraisal of all staff. The information collected will serve as a basis for promotion.

7.1.2 Initiating the Application Process

A senior member who desires promotion, whether teaching or non-teaching, shall obtain the relevant application forms from the office of the Registrar, This form should be completed and submitted to the Head of Department with all relevant supporting documents. The Head of Department shall submit the application, together with his or her assessment to the Dean (in the case of teaching) staff, and to the next superior officer (in the case of non-teaching staff). All applications together with the assessments by superiors officers must be submitted to the office of the Registrar for onward transmission to the Appointments and Promotions Board.

7.1.3 Assessment of Teaching

The Head of Department shall include an assessment of the teaching ability of each staff member. The assessment shall normally include students' assessment of the lecturer, which shall be completed by the last day of lectures.

7.1.4 Assessment of Researched Publications

Where publications are cited in support of a promotion, the assessment of these publications, and where necessary, the opinion references and reprints of published papers should be made available.

7.1.5 Publications in Press

No cognizance will be taken of any articles cited as "Accepted for Publication" unless Editor's letters of acceptance of such publications are submitted along with the candidate's papers.

7.1.6 Multiple Authorship

Where a publication is the result of a joint effort between the person recommended for promotion and others, there shall be a statement by the candidate indicating the extent of his/her contribution to the publication.

7.1.7 Classification of Research Project

For the purpose of promotion, research projects should be classified into two categories (on-going research, and published) and assessed accordingly.

7.1.8 Administrative Competence

The Head of Department or Dean (in the case of acting Headship) shall include in his recommendation any administrative duties performed by the staff being considered for promotion at any level.

7.1.9. Faculty Appointments and Promotions Committee

A Faculty Appointments and Promotions Committee shall be constituted in each Faculty consisting of the Dean as Chairman, Heads of Department, Professors and Associate Professors in the Faculty. The Faculty Committee shall receive the assessments made by the Heads of Department on their staff members. These shall then be submitted together with their recommendations to the Registrar for onward transmission to the Faculty Appointments Committee

No member shall sit on a panel to interview, or promote a candidate to a position higher than his or hers.

7.1.10 External Assessment

External assessors shall exclude all persons employed either part-time or full-time by Regent University College of Science and Technology.

The external assessor is a recognized authority in the main field of study of the candidate. He is normally of professorial standing.

For appointments to the position of Senior Lectureship and its equivalent, the views of two external assessors may be obtained. The external assessors are to be recommended by the Appointments and Promotions Committee.

For the appointment of Professors and their equivalent, the views of two external assessors proposed by the Registrar in consultation with the President shall be obtained.

Each external assessor would be required to state his opinion on the professional standing of the candidate taking into account his publications and contributions to learning or the furtherance of education.

It is generally undesirable to select as an external assessor, someone who was directly connected with the undergraduate or graduate studies of a candidate.

The Appointments and Promotions Committee in reaching a decision on an appointment or, in making a recommendation on it, should take into account the views of the external assessor(s). It should state clearly the grounds for disagreeing if there is a disagreement with the opinion of any external assessor(s)

but the final evaluation and decision would be made by the Appointment and Promotions Committee. For positions of professorial rank the decision of the Appointments and Promotions Board should be ratified by the University Council.

Where there is a fundamental disagreement between the views of the two external assessors in the appointment of persons of professorial grade, the Appointments and Promotions Committee may, if it wishes, submit all the appointment papers to a third external assessor for his views.

7.1.11. Interviews:

All candidates will be interviewed by the Appointments and Promotions Committee.

8.0 CRITERIA FOR PROMOTION

8.1 Promotion of Senior Members (Teaching)

In addition to the statutory provisions on processes and procedures for appointment and promotion of staff, the University is required to publish in the Statute, from time to time, criteria etc, to suit changing situations and requirements. For the time being, the following are the approved criteria for promotion of Senior Members (teaching):

8.2 General Provisions/Procedures

(a) All applications for promotion of Senior Members shall be assessed on the basis of:

Evidence of continuing performance and scholarship demonstrated in teaching, and contribution to knowledge through publication of research work.

(b) Contribution to the work of University Boards/ Committees and extension work.

(c) Extension work in the form of National/International recognition through such services as membership of editorial boards of recognized journals, being an external examiner, external assessor for promotion of research, teaching, exhibitions and publication of technical or consultancy reports etc.

(d) In the case of publications, one (1) book should count as three (3) papers. Publications submitted in excess of the minimum requirements for promotions should be considered on their own merit. In the case of joint publications, one chapter contributed by a co-author in a book counts as one paper. Two or more chapters contributed by a co-author in one book should not count for more than two papers.

8.3 Promotion From Teaching Assistant to Assistant Lecturer

The post of Teaching Assistant and its equivalent are training posts on which staff members are expected to acquire requisite masters qualifications for progression to higher posts of Assistant Lecturer or equivalent.

8.4 Promotion From Assistant Lecturer to Lecturer

For promotion from Assistant Lecturer to Lecturer, an applicant must have possess masters degree, taught for at least two years and published at least one scholarly publication.

8.5 Promotion from Lecturer to Senior Lecturer check on what pertains in the industry

Candidates must

- i. Have taught for a minimum of four (4) years as a lecturer.
- ii. Have at least four (4) published papers in refereed journals or evidence of acceptance of publications by refereed journals, after their appointment as lecture.

8.6 Promotions from Senior Lecturer to Associate Professor

Candidates must:

- i. Have taught for a minimum of five (5) years as a Senior Lecturer.
- ii. Have at least six (6) publications since the last promotion or a total of ten (10) publications since appointment as a Lecturer.
- iii. Produced any other evidence of research/ professional activity.

8.7 Promotion from Associate Professor to Full Professor

Candidates must

- i. Have served for at least five (5) years as an Associate Professor.
- ii. Have at least eight (8) additional publications or a total of fifteen (15) publications.
- iii. Produce any other evidence of research.

8.8 Weighting System

The following shall apply

- i. Research publications assessed by two assessors should count for 45 percent.
- ii. Teaching (to be assessed by the Department) should count for 35 percent.
- iii. Service to community and the development of the university (that is one's involvement or contribution to the work of Committees or Boards within and outside the University) should count for 20 percent.

By the weighting system outlined above, a candidate needs to score not less than 75 percent to qualify for promotion. Unless stated otherwise, if a candidate scored 50 percent in respect of publications, the candidate would still need 25 percent from components (ii) and (iii) to qualify for promotion.

9.0 CRITERIA FOR PROMOTION OF RESEARCH STAFF

For staff who may be carrying out research or consultancy, the minimum number of publications required shall be double that expected from the teaching staff. The following shall be accepted as evidence of publications.

- i. Books and parts of books published or evidence of acceptance for publication.
- ii. Articles in scholarly journals and published proceedings. In the assessment of the above publications, a high premium will be placed on refereed works.

10.0 CRITERIA FOR APPOINTMENT & PROMOTION OF NON-TEACHING SENIOR MEMBERS

10.1. General Guidelines

Promotion shall be based on satisfactory performance in the following assessable areas:

- a. Professionalism
- b. Initiative
- c. Work Orientation
- d. Communication
- e. Planning and Organization
- f. Analysis and Problem Solving
- g. Decision Making and Judgment
- h. Productivity and Efficiency
- i. Results Orientation
- j. Leadership

10.2. Norms of Assessment

Assessment shall be by the following yardsticks:

- i. Unsatisfactory
- ii. Needs Improvement
- iii. Meets Expectation
- iv. Consistently Exceeds Expectations
- v. No Basis for Rating

10.3. Eligibility and Procedure for Promotion

For promotion to higher grades, candidates must satisfy the criteria stipulated below for the various grades.

- i. A member of staff who wishes to be considered for promotion shall complete the appropriate application forms and submit these to his Head of Section/Unit/Department where applicable.
- ii. On receipt of the application, a Head of Section shall forward same to the Registrar together with his written assessment of the candidate.
- iii. The Registrar shall submit all applications for promotion together with his assessment to the Administration Appointments and Promotions Committee.
- iv. The Administration Appointments and Promotions Committee shall forward this to the University Appointments and Promotions Committee. The written assessment by the candidate's Head of Section/Unit/Department and the Registrar/Committee Chairman where applicable, shall also be included.

10.4. Guidelines for Evaluation of Performance and Attainment

The following guidelines/indicators shall be applied in assessing and evaluating competence.

a. Ability to Work

Proven ability to work according to schedule as evidenced by:

- i. Grasp of administrative procedure, current administrative trends including relevant government administrative policies and guidelines.
- ii. Ability to do independent work
- iii. Initiative, resourcefulness and drive
- iv. Sense of responsibility
- v. Capacity for sustained work

- vi. Quality of servicing Committees, preparation of materials for meetings, writing of minutes and reports promptly and accurately, taking follow-up actions effectively
 - vii. Quality of overall output
- b. Promotion of Professionals
 - i. Written reports, papers, and memoranda on administrative matters and issues.
 - ii. Relevant publications (articles in refereed Journals or books).
 - c. Human Relations

Good image and comportment in dealing with staff and the public.
 - d. Service (other than normal schedule of work)

Services which a candidate has rendered other than his/her own schedule of duties will be assessed by the Head of Section/Unit /Department, the Registrar, the Administration Appointments and Promotions Committee and the University Appointments and Promotions Board and should include contributions to the University and community at the local, national and international levels.

10.5. Promotion in the Registry – Office of the Registrar

Get comments from the HR

- a. From Deputy Assistant Register to Assistant Registrar

A Deputy Assistant Registrar should possess a Masters degree in order to be considered for promotion to the grade of Assistant Registrar. Candidates must have served satisfactorily in the University for at least two years. In addition, the candidate's performance as assessed by the Registrar in consultation with his/her Head of Section, where applicable, must be "above average" in "ability to work" and at least "average" in two other areas. Assessment should not be "below average" in any of the assessable areas.

- b. From Assistant Registrar to Deputy Registrar

An Assistant Registrar should possess a Masters degree in order to be considered for promotion to the grade of Deputy Registrar. Candidates must have served satisfactorily in the University for at least four years. In addition, the candidate's performance as assessed by the Registrar in consultation with his/her Head of Section, where applicable, must be "above average" in "ability to work" and at least "average" in two other areas. Assessment should not be "below average" in any of the assessable areas.

c. From Deputy Registrar to Registrar

For promotion to the grade of Registrar, a candidate must have:

- i. Served as a Senior Deputy Registrar in the University or in an analogous institution for at least four years, and
- ii. Achieved at least “above average” performance in ‘ability to work’ and “average” performance in at least two other areas, one of which should be “promotion of profession”.

e. Promotion under Special Circumstances

For exceptional performance, candidates may be promoted out of turn, or before they satisfy the normally required criteria.

f. Registrar

Appointment to the position shall proceed as provided by the Statutes. Appointment shall be by tenure.

10.6. Finance Office /Internal Audit

a. From Accounts Clerk to Finance officer

Candidates must have:

- i. Served as an Accounts Clerk for at least four years
- ii. Achieved at least “average” performance in all assessable areas. Where graduates of professional accountancy bodies are given membership, they may be up-graded to the grade of Finance Officer irrespective of experience, provided their performance is such as to make promotion justifiable.

b. From Finance Officer to Senior Finance Officer

Candidates must have

- i. Served as Accountant/Senior Assistant Internal Auditor for at least four years.
- ii. Achieved at least “above average” performance in “ability to work” and “promotion of work” and at least “average” performance in the other assessable areas.

c. From Senior Finance Officer to Deputy Accountant

The requirements and procedures for promotion to the grades above can be accessed in Schedule D of the Statutes of Regent University College of Science and Technology (2015).

d. Deputy Accountant to Accountant

- i. There shall be External Members on the interviewing panel for the appointment of University Accountant and their deputies.

10.7. University Library

All fresh appointments shall be by interview.

a. Junior Assistant Librarian

Candidates must be graduates from a recognized University and in addition must possess either the Graduate Diploma in Librarianship with at least one year's post qualification experience or a Master's degree in Librarianship or equivalent.

b. Assistant Librarian

Candidates seeking appointment as Assistant

Librarian must:

- i. Possess a Bachelor's degree plus the Graduate Diploma in Librarianship and must have at least three-year post qualification experience in a recognized Library. Or
- ii. Should possess a Master's degree in addition to a Bachelor's degree in Librarianship and must have acquired two years' relevant experience in Librarianship.

c. Senior Assistant Librarian

For appointment as Senior Assistant Librarian, candidates must have served as Assistant Librarian in a University or analogous institution for a minimum period of four years. A Master's degree is an advantage. Two external assessors shall be required.

d. Deputy Librarian/Librarian

For the position of Deputy Librarian/Librarian, criteria for academic positions would apply.

10.8 Project Officer

a. From Assistant Architect/Assistant Quantitative Surveyor/Assistant Engineer Architect/Quantitative Supervisor/Engineer

For promotion to Architect /Quantitative Surveyor/Senior Engineer a candidate must have:

- i. Served as Assistant Architect /Quantity, Surveyor/Assistant Engineer for the least two (2) years
- ii. Achieved at least an "average" performance in all four assessable areas

b. From Architect/Quantity Surveyor/ Engineer to Senior Architect/Quantity Surveyor/ Engineer

For promotion to Senior Architect /Quantitative Surveyor/Senior Engineer a candidate must have:

- i. Served as Assistant Architect /Quantity, Surveyor/Assistant Engineer for the least four (4) years
- ii. Achieved at least an “above average” performance in ”ability to work” and at least an “average” performance in the other three assessable areas

c. Estate Officer

A recognized degree in Estate Management or Land Economy, plus a professional qualification such as A.R.C.S. or A. Gh.S. or its equivalent Promotions will be same as in 9a) and (b) above.

d. Promotions under Special Circumstances

For exceptional performance, candidates may be promoted out of turn, or before they satisfy the normally applied criteria

10.9. Information Communication Technology Department

a. From IT Technician to Senior IT Technician

A candidate must have

- i. Served satisfactorily as a Technician for at least two (2) years.
- ii. Achieved at least “above average” in “ability to work” and “average” in the three other assessable areas.
- iii. Have been engaged in work for at least 4 years in a reputable organization.

Where a programmer obtains a second degree, he/she will automatically be upgraded to Systems Analyst unless his/her performance as a Programmer is below average.

c. From Senior IT Technician to Deputy Director

Candidates must have:

- i. Served satisfactorily as a Systems Analyst for at least four years.
- ii. Achieved at least “above average” in all assessable areas,
- iii. Written at least 4 programmes with documentation and user manuals following the relevant standard
- iv. Been engaged in Systems Analysis work for at least 4 years in a reputable organization.

d. From Deputy Director to IT Director

A candidate must have:

- i. Served satisfactorily as a Deputy Director for at least 4 years,
- ii. Achieved at least “above average” in all assessable areas,
- iii. Written at least 6 programmes with documentation and user manuals following the relevant standard,
- iv. Been engaged in Systems Analysis work for at least 4 years in a reputable organization.

e. Promotion under Special Circumstances

For exceptional performance, candidates can be promoted out of turn, or before they satisfy the normally applied criteria.

11.0 DISCIPLINE

11.1. Disciplinary Action

Disciplinary action may be taken against an officer in respect of misconduct. Misconduct includes the following.

- a. Misappropriation of funds
- b. Pilfering and/ or theft
- c. Vacation of Post
- d. Divulging any confidential information obtained from official sources/ or publication of an unauthorized material
- e. False, fraudulent or negligent misrepresentation/forgery
- f. Immoral conduct or indecency, physical assault or fighting on premises
- g. Rudeness and /or insubordination
- h. Drunkenness while on duty
- i. Improper use of University property or wrongful damage to University property
- j. Conviction for felony or other criminal offences.
- k. Incitement of workers to engage in illegal actions (e.g. strikes, insubordination, etc)
- l. Dishonesty
- m. Misapplication of funds
- n. Dereliction of duty, incompetence and habitual lateness

11.2. Disciplinary Procedure

- a. For any of the above offences, the President shall appoint a Disciplinary Board made up of a Provost/Registrar responsible for the sector of the University of the

Affected Officer as Chairman and four other members including a Senior Member from a cognate tertiary institution who shall not be below the grade of the affected officer. The recommendation of the Disciplinary Committee shall be submitted to the President for final decision.

- b. In all proceeding of a Disciplinary Committee, an officer accused of misconduct shall be entitled to be informed in writing of the basis on which proceeding are initiated.
- c. The accused shall be required to respond in writing within five (5) working days.
- d. The officer shall be entitled to appear before the Board for the purpose of explaining and defending his conduct. He shall also be entitled to call witnesses and to hear testimony of any witnesses called by the Board.
- e. The President in consultation with the Disciplinary Committee may interdict an officer against whom proceeding of a major offence are being taken or about to be taken, or against whom criminal proceedings are being initiated.
- f. The salaries and allowances of an interdicted officer shall be paid in accordance with prevailing government labour regulation.
- g. If proceedings do not result in the officer's dismissal or removal, any salary and allowances withheld from him shall be restored.

11.3. Penalties

- a. The following penalties may be imposed in disciplinary proceedings in respect of misconduct.
 - i. *Summary Dismissal.* Termination of appointment with forfeiture of all retirement benefits payable by the University and also under the University's Superannuation Scheme except such as are permitted to be paid by regulation on the said Scheme in such circumstances. However, the benefits under the Social Security Fund will not be affected including the tier two pension with reference to prevailing pension regulations.
 - ii. *Termination.* Termination of appointment with or without reduction in retiring benefit.
 - iii. *Reduction in Rank.* Demotion
 - iv. *Reduction in Salary.* An immediate adjustment of Salary to scale attached to the post in question.
 - v. *Deferment of increment.* Postponement of the date on which increment is due with corresponding postponement in subsequent year.
 - f. *Stoppage of Increment.* Non-payment for specified period of an increment

otherwise due.

- g. *Suspension*. Suspension from duty with consequential loss of pay and allowances for a period not exceeding 14 days.
- h. *Severe Reprimand*. Written rebuke by a superior officer.

11.4. Right of Appeal

An officer adversely affected by any decision of a disciplinary proceeding *may*, within 14 days of notification to him/her of the decision appeal against such decision to Council, whose decision shall be final.

12.0 GRIEVANCES AND GRIEVANCE PROCEDURES.

The procedure for dealing with grievances and disputes between senior members shall be as follows:

- a. An aggrieved employee should always in the first instance report his/her grievance to the Head of Department.
- b. The Head of Department would convene a meeting to investigate and analyze the grievance and take appropriate action.
- c. In the event of unsatisfactory resolution of the grievance at the level of the Head of Department, or in some cases as the grievance may be between a staff member and the Head of Department, the matter may be referred to the next superior officer, and ultimately to the Registrar, the President or the University Council as necessary.

13.0 SALARIES AND ANNUAL INCREMENT

13.1. Salaries and Annual Increments

Staffs that are approved for appointments in the Senior Member category will be placed at the appropriate points in the salary scale. Each additional year of relevant experience will, from the date of obtaining the minimum qualification, attract increment. Multiple increments may be awarded in special cases.

14.0 ALLOWANCES

14.1. Responsibility Allowance

Payable to designated officials as provided in their contract of appointment or in recognition of responsibilities additional to their scope of work

14.2. Entertainment Allowance

Payable to designated officer for the purpose of providing entertainment as deemed necessary.

14.3. Professional Allowance

Payable to professionals and members of professional bodies as approved by the Council of the University.

14.4. Rent Allowance

An approved rent allowance will be paid to staff who are contractually entitled to University accommodation, but who live in rented-accommodation. Where the university is expected to advance rent loan to the staff involved, the laid down procedure must be followed through the Human Resource Department.

14.5. Fuel/Transport Allowance

Transport Allowance is payable to staff who do not have cars, to assist them in commuting. Fuel Allowance is paid to staffs that have cars and use it in the performance of their duties.

14.6. Vehicle Maintenance Allowance

This is payable to staff who use their vehicles in the service of the University. The said amount must not be less than \$600. The vehicles must be registered in their names.

14.7. Book and Equipment Allowance

An annual allowance of not less than \$600 shall be paid to senior members to purchase relevant books, periodicals and training materials and other equipment approved by the University. To qualify for this allowance, the staff involved must have completed at least one semester of service in the University.

14.8. Research Allowance

Payable to Senior Members - This shall not be less than the cedi equivalence of \$400 per annum. A senior member who desires to do research or attend a conference shall proceed as follows:

- i. Completed application forms shall be sent through the Head of Department and the Dean of Faculty;
- ii. The Head of Department and the Dean shall assess the research project and send their comments to the Research and Conferences Committee for a decision to be taken.

14.8. Night Subsistence Allowance

Payable to trekking officials to help them meet the cost of room and board while out of station on duty.

14.9. Mileage Allowance

Where an officer uses his/her own vehicle upon approval, he/she will be paid an allowance for use of the vehicle

14.9.1. Warm Clothing Allowance

The allowance is payable, on application, to a Senior Member traveling to a temperate country on official duties for a period exceeding six weeks and is payable once in every five years.

14.9.2. Relocation Allowance

On first appointment, a Senior Member recruited within Ghana will be provided with transport or be paid an appropriate allowance to convey his personal effects from his hometown or place of residence.

14.9.3. Excess Baggage Expenses

Within limits, a Senior Member who is granted a passage will be entitled to payment of freight for baggage at rates and in accordance with regulations determined from time to time. Baggage shall not be taken to include motor vehicles. The University does not accept responsibility for the cost of packing, carting and insurance of baggage. A Senior Member provided with this facility by the University who does not serve a minimum period of two years following provision of the facility shall be required to refund the cost of baggage expenses.

14.9.4. Conference allowance

- i. A member of staff who wishes to attend conferences/seminars at which he or she is reading a paper shall complete the necessary application form to be sent to the Research and Conferences Committee through the Head of Department and the Dean of Faculty.
- ii. The Head of Department and the Dean shall attach their recommendations bearing in mind the relevance of the paper.
- iii. A person who has been granted financial assistance to attend a conference is expected to present his report on the conference or seminar to the Research and Conferences Committee and copy it to the President. The report should indicate any benefits of the conference/seminar to the University.
- iv. Owing to the problems associated with foreign currency when foreign travel is involved, staff are urged to look for external funding as much as possible for foreign conferences.
- v. Details in staff development policy applies.

14.10 Educational Grant

Three children are entitled to up to 50% grant by the president of the

university on the following conditions:

- i. The senior member ought to have worked with the university for three consecutive academic years
- ii. Such staff must also be a permanent employee of the university
- iii. The child must have met the minimum requirement for admission in accordance with the NCTE standards
- iv. The child is expected to maintain a CWA of 60% or GPA of 2.5 progressively in order to merit the grant per semester.

15.0 LOANS AND ADVANCES

15.1. Personal Advances

An employee upon request and subsequent approval by the President shall be granted three (3) months basic monthly salary advance, subject to availability of funds. This amount shall be repaid based on 40% of monthly salary of the person.

15.2. Housing Loan support

A senior member who has been in the employment of the University for at least 5 years may be supported to access mortgage loan from a financial institution for the acquisition and/or construction of a modest accommodation. Such an officer will only qualify for a loan upon confirmation.

15.3. Auto Loan support

To enable an employee to acquire a means of transport for the efficient discharge of his/her duties, Regent University College may support application by a staff to access auto loan from a financial institution of the staff's choice.

15.3.1 Qualification

To qualify for a loan, an employee must have been confirmed in his/her position. The President may however, grant exemption as he deems fit. For now, this facility is limited to staff at the levels equivalent to Lecturers and Assistant Registrars and above.

15.4. Procedure:

- 15.4.1 The applicant must submit an application to Head of Department for onward submission to the Registrar. Consideration shall be based on the budget of the department for the said academic year.

16.0. LEAVE

16.1. Vacation Leave

Senior members are entitled annually to 35 days leave, to be taken during vacations (in the case of academic staff) and all year round (in the case of administrative staff). No such leave can be earned in a year in which an employee takes a sabbatical/study leave may not be deferred except by approval of the President. Such leave shall not be accumulated.

Notes

- i. Days or short breaks enjoyed in excess of statutory holidays granted by the university shall not be counted against earned annual leave.
- ii. Proportionate leave shall be granted to new employees who have spent less than a year in service.
- iii. The leave year shall be the same as the academic year.
- iv. As far as possible, earned leave shall be granted at a time most convenient to the employee and the University.
- v. An employee who intends to travel while on leave shall inform the Registrar before his departure and shall leave his contact address.
- vi. Vacation leave may be interrupted at any time if the exigencies of the service demand that an employee returns to work before the expiry of his leave period. The University shall make up to the employee traveling and any other reasonable expenses incurred on account of the interruption and resumption of such leave by the employee. The remaining portion of his/her leave shall be taken at a later date convenient to the University and the employee.
- vii. When statutory public holidays fall during the period of leave, extra paid leave equal to the number of such holidays shall be granted.

16.2. Casual Leave

After exhausting his/her annual leave an employee shall be granted, on application, a casual leave not exceeding seven days within a leave year to enable him to attend to urgent personal affairs. Such casual leave may be granted in one or more spells but not exceeding five working days within a leave year. In special circumstances and by the express consent of the President, casual leave may be extended beyond the maximum entitlement. Any casual leave granted shall count against an employee's future annual leave.

16.3. Compassionate Leave

An Employee may be granted special leave of absence with pay, on compassionate grounds, for a period not exceeding five working days in the

event of the death of an immediate relation.

Any further leave granted in excess of the said five working days shall be deducted from the employee's vacation leave entitlement.

16.4. **Sick Leave**

Subject to presentation of medical certificate from a qualified medical officer an employee may be granted sick leave.

Should an employee be absent on account of illness, such absence shall be justified by a medical certificate from a qualified medical practitioner. However, the President reserves the right to have the employee re-examined by a medical practitioner nominated by the University.

16.5. **Examination Leave**

The University may, on application, grant an employee leave of absence to sit an examination. Such leave shall not exceed seven working days in a leave year, and shall not be deducted from his/her annual leave.

16.6. **Study Leave**

Staff wishing to pursue further studies leading to Doctorate degrees may apply for study leave with pay for up to three years.

The University does not grant study leave in any form for the pursuance of studies leading to Bachelors or Masters Degrees except the President grants special concession for it.

In order to qualify for study leave with pay, the employee must have served the University for at least five years.

For one year's study leave, the employee concerned is required to serve the University for two years for each year of training.

For two years on study leave the candidate has to render four year's service immediately after the leave; three years study leave would attract 6 years service immediately after the study leave and so on. Application for study leave is not in any way an endorsement of the course, neither does it carry an automatic approval.

For employees who are granted study leave while still performing their regular activities on campus, they are required to serve the university the same number of years they spent to study.

Study leave applications shall be considered on a case by case basis, and decisions will be subject to the manpower needs and financial constraints of the University. A training schedule, which is subject to annual review, shall be prepared by the University for all Academic Staff and administrative staff to complement individual self-development initiatives.

- i. Study leave may not be granted to a member of staff for a second time unless he or she has fulfilled all the obligations pertaining to a previously granted study leave.
- ii. An application for study leave shall include a letter of admission, a statement of programme of work, cost estimate, duration of programme and other relevant information, including declaration of values of any award of fellowships he or she shall receive during the period from sources outside the University.
- iii. No study leave shall be granted within five years of recruitment or within three years of return from sabbatical/study leave.
- iv. Under normal circumstances, no application for extension of study leave shall be entertained.
- v. A member of staff granted study leave shall continue to receive full benefits and bear financial responsibility for maintenance of social security policies as before the granting of study leave. Both staff and the University shall bear the responsibility for their respective contributions towards the maintenance of such policies.
- vi. A member of staff sponsored by the University to undertake training during study leave and who does not receive any award shall be entitled to rates of allowance determined by the University from time to time. Tuition, examination and relevant fees shall be paid by the University. The ceiling of University commitment shall be determined from time to time.
- vii. A member of staff granted study leave shall return to the service of the University subject to general conditions spelt out by the training scheme.
- viii. A member of staff on study leave who refuses to return to the service of the University, on stipulated terms, shall be liable to refund the whole amount spent on him/her during the period of study leave. Refund shall include salary, passages, allowances, Social Security contributions and any other financial responsibilities borne on his behalf by the University plus interest thereon based on the prevailing treasury bill rate.
- ix. Where a study leave of more than one year is granted, the member of staff concerned shall be required to submit an annual report on his work to the University
- x. A member of staff on study leave within the country shall be granted his/her annual book and research allowances at rates which shall be determined from time to time by the University.

16.7. **Application for Extension of Study Leave**

In very exceptional circumstances, where an employee on study leave cannot complete the course within the period of the study leave granted, he or she may apply for an extension of study leave. In order to do this, the employee concerned should ensure that at least three months' notice is given, and the application should state the work that has been carried out so far, what remains to be completed and the time within which the remainder of the project is expected to be completed.

16.8. **Maternity Leave**

- i. A female employee who gets pregnant shall be entitled to a maternity leave of three months.
- ii. A female staff member shall be allowed to leave her work if she produces a certificate from a registered medical officer or registered midwife, stating that her confinement shall probably take place within six (6) weeks of the certificate. Refer Article 57 (4) (5)
- iii. A female employee, on returning to duty after maternity leave may be given an opportunity every four continuous hours of duty for a maximum period of six (6) months from the date of birth, to nurse her baby for half an hour, or close at 3.00 p.m. daily for six months.
- iv. Medical expenses incurred by female employee and wives of male employees in connection with pregnancy shall not be reimbursed by the University. Female employees on maternity leave shall be on full pay.

16.9. **Sabbatical Leave**

- i. A one-year Sabbatical leave with pay may be granted after six (6) years continuous service without study leave; grantees are required to return to the service of the University for at least two academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating the benefits of employees. This provision applies to both administrative and teaching staff regarded as senior members.
- ii. A two-year Sabbatical leave with pay may be granted after ten (10) years' continuous service without study leave; a grantee shall be required to return to the service of the University for at least three (3) academic years immediately after such leave of absence. The period of absence under such leave shall be taken into account in calculating the benefits of employees.
- iii. One-year Sabbatical leave followed by a year's leave of absence, the latter without pay, may be granted after six year's continuous service without study leave; grantees shall be required to return to the service of the University for at least three academic years immediately after such leave.

- iv. The period of absence under Sabbatical leave shall be taken into account in calculating benefits.

17.0. MEDICAL SERVICES

An employee of the University, his/her spouse, and a maximum of three (3) children under 21 years and still at school shall enjoy free approved medical and partial dental facilities at the University's Clinic or any recognized medical facility approved by the University.

- i. The University shall bear full responsibility for the treatment of employees involved in accidents arising out of and in the course of their official duty.
- ii. The University shall reimburse half of expenses incurred, at rates to be determined from time to time, *on prescribed medical appliances for senior members*. For the time being, medical appliance shall be restricted to spectacles, hearing aids and artificial limbs.
- iii. The cost of any travel in Ghana necessary in order to receive medical and optical care and to return to the University shall be borne by the University on the advice of its Medical Officer subject to the approval of the President in each case.
- iv. If a University Medical Facility certifies the necessity for treatment outside Ghana for an employee, the University shall grant such expenses as may be determined by the University Council.
- v. The Council may authorize that a Faculty/Senior Member be reimbursed the cost of medical attention taken outside the scope of the conditions contained in this paragraph, if the University is satisfied that those ought properly to be met from its funds.
- vi. In case of chronic ill-health, financial responsibility in respect of the spouse or children of a Senior Member will be determined by the President.
- vii. All Senior Members are entitled to free medical examination once a year.
- viii. Employees whose duties expose them to health hazards shall be required to undergo, without charge, periodic medical examination as determined by a Registered Medical Officer.

17.1. Health Procedure

- a. When a Senior Member suffers from an illness which causes his absence from duty for a continuous period of seven days, then at the end of this period he is required, to furnish the Head of Dept. or Section with a medical report from a Medical Officer, or if not in residence at

the University at the time of illness, a report from a registered Medical Practitioner.

- b. If the report under the paragraph above certifies that the continued absence from duty is necessary, the Senior Member may be relieved of his obligation to discharge his duties without the loss of salary for periods not exceeding a total of six months. Such periods will be reckoned as continuous from the date of granting of the first dispensation.
- c. In the event of illness of a Senior Member necessitating further absence from duty beyond any dispensation granted by the University under paragraph 15.1(ii) above, the President may extend such dispensation on such terms as she/he shall deem fit.
- d. During any period of absence from duty on account of illness, a Senior Member is required to provide the President with a report from a registered Medical Practitioner, at intervals of one month from the date of the first report.
- e. During absence from duty on account of ill- health, a Senior Member's salary will continue to be liable to deductions for occupation of his residence (unless he gives up his residence at the University) and for any financial loan or installments thereof due to the University.
- f. On the expiry of all dispensations from duty, a Senior Member who has not resumed his duties will be deemed to have relinquished his appointment on the day following that on which his last dispensation expired.

18.0 INSURANCE

An officer engaged in work agreed to be hazardous which is likely to disable him shall be insured against hazards. Group insurance shall be preferred where applicable. The University shall insure senior members against accidents whilst on duty or when traveling on an official assignment. Senior Members traveling outside Ghana on assignment including further studies approved by the University shall be provided with a Health Insurance cover. The premium for such insurance should be capable of yielding a benefit, where payable.

19.0. MODES OF LEAVING THE SERVICE OF THE UNIVERSITY

The recognized modes of leaving the University without loss of appropriate entitlement shall be:

- a. Resignation
- b. Retirement
- c. Termination
- d. Medical grounds
- e. Government Statutory Orders

- f. Transfer to any other post in the Public Service
- g. Death
- h. Redundancy

19.1. Resignation

- I. An officer who wishes to resign or terminate his or her service with the University shall give a notice as required by the labour law as follows:
 - (a) in the case of a contract of three years or more, one month's notice or one month's pay in lieu of notice;
 - (b) notice or two weeks' pay in lieu of notice; or
 - (c) in the case of contract from week to week, seven days' notice.
- II. A contract of employment determinable at will by either party may be terminated at the close of any day without notice.
- III. A notice required to be given under this section shall be in writing.
- IV. The day on which the notice is given shall be included in the period of the notice.
 - i. such notice shall be addressed to the Registrar through the Head of Department/Dean. In the case of teaching staff, the HR office shall follow all due procedures to recover all assets and or all academic resources.
 - ii. When the Registrar receives a notice for resignation, he will forward it to the President with his recommendations. The President in consultation with the Registrar will then inform the officer in writing through the Head of Human Resource Department whether or not his resignation has been accepted. If the resignation is accepted, the Registrar shall inform the University Accountant of the effective date.
 - iii. Resignation will not usually be accepted where criminal or disciplinary proceeding have been, or are about to be, instituted against an officer.
 - iv. An officer who ceases to attend to duty before his resignation is accepted, or fails to give the required notice will be regarded as having severed his connection with the University from date on which he ceases to attend to duty and will be regarded as not having given the required notice.
 - v. On leaving the service of the University, an officer should prepare full handing - over notes and, where relevant, a full account of the research he has conducted, showing the result, the stage reached and describing any uncompleted research project, and any problems encountered, together with suggestions for the continuation of the work. This report should be submitted to the Head of Department/Dean, with a copy for the Registrar through the HR department not later than a fortnight before the departure of the officer. Failure to comply with this provision will result in withholding terminal benefits.

- vi. Every officer shall complete a clearance form as approved by the President which will be countersigned by the Registrar before the officer leaves the service of the University.
- vii. These formalities must be completed before payment of terminal benefits can be authorized by the President.
- viii. The President without further authority than (vi) can use the terminal benefits for setting debts owed the University by an officer severing his employment with the University.

20.0 RETIREMENT

20.1. Compulsory Retirement

All appointments, other than post-retirement appointments shall terminate automatically upon the retirement age of 60. Any extension of service beyond this age shall be subjected to rules made by the Council from time to time. Under the current regulation, an extension may be granted on a yearly basis subject to medical fitness up to age not exceeding sixty-five (65).

A member who has achieved his/her 69th birthday shall retire or continue in his/her position on a half-time appointment.

20.2. Voluntary Retirement

An officer may retire voluntarily after the age of forty five (45).

20.3. Retirement on Medical Grounds

An officer may be required to retire if a Medical Board has declared him incapable, by reason of any infirmity of mind or body, of discharging the duties of his officer and if such infirmity is likely to be prolonged. The President may, at any time, or if an officer so requests, call upon an officer to present himself for examination by a Medical Board.

21.0. TERMINATION

The appointment of an officer may be terminable on either side by giving the required notice or compensation stipulated in the contract of appointment; but the council reserves the right to terminate the appointment on grounds of / incompetence, indiscipline or misconduct

22.0. VACATION OF POST

Any officer who absents himself from work without permission or reasonable cause for more than ten consecutive working days shall be deemed to have vacated his post. Such an officer shall be deemed to have terminated his/her appointment with the University without giving the required notice

23.0. SOCIAL SECURITY SCHEME

The University shall allow all employees on established posts to participate in the Social Security Scheme subject to the rules governing the operation of the Scheme. Eligibility to join the Scheme will be referred to in the letter of appointment of the employee concerned.

24.0 PENSION SCHEME

The prevailing Social Security Law shall apply to all staff members.

A staff member who retires from the University's service shall qualify to draw pension under the national Social Security pension scheme.

25.0 PROVIDENT FUND

All Senior Members of the University are expected to be participants in the Provident Fund which has the advantage of being accessible to staff at all times, and will also serve as an End of Service Benefit. The University will also make appropriate contribution to the Fund.

26.0. DEATH OF SERVING OFFICER

- i. On the death of a serving officer, the University shall donate an amount of money which will be reviewed from time to time towards funeral expenses.
- ii. The death of an employee the University shall provide a coffin/shroud or cash equivalent and transport to convey the dead body to the place of burial.
- iii. The University shall also provide transport to convey the deceased to his registered hometown in Ghana or place of burial in Ghana at the convenience of the bereaved family. The bereaved family shall also be provided with appropriate transport to accompany the corpse and subsequently convey the personal effects of the deceased to the appropriate destination if required.
- iv. In the event of the death of a spouse or child of an officer, the University shall donate an amount of money which will be reviewed from time to time.
- v. At the death of a serving officer, the equivalent of his six months salary shall be paid to his spouse and/or children and in the absence of these, the next of kin. Any other benefits which shall accrue to the officer shall be paid in the same way.

27.0. INTERPRETATION

In cases where there is ambiguity in the interpretation of any provision of the Conditions of Service the matter shall be referred to the University Council for decision which shall be final.

Beyond this, both parties can seek further interpretation from the labour commission.

28.0 REVIEW OF THESE CONDITIONS OF SERVICE

These Conditions of Service may be reviewed by Council From time to time to reflect changing conditions and /or circumstances.

29.0 EFFECTIVE DATE

These Regulations shall be deemed to have come into effect on the 1st day of ...

30.0 TERMINAL EXPENSES

On proper completion of appointment, a senior member will be provided with passages to his/her home town or permanent place of residence as agreed upon by the University, for himself, his wife and children up to a maximum of three (3), provided that a Senior Member on contract for more than one year who resigns without completing the minimum period of two years shall be required to refund the cost of the passage provided by the University.

In the case of a Ghanaian recruited overseas who does not serve a minimum period of two years, he or she shall be required to refund the whole or part of the cost of passage provided him by the University.

31.0 RE-ENTRY INTO SERVICE

Re-engagement of a Senior Member who has vacated his post/resigned/retired shall be subject to the following conditions:

- i. He should submit a fresh application as though he was applying for an appointment to the University for the first time. The application should indicate clearly the post for which he would like to be considered. If the application is for a higher grade than the one he vacated, resigned/retired from, the normal procedure for appointment shall apply. Where the same grade of post as the one vacated is applied for, the Appointments and Promotions Board will use its discretion as to whether or not reports from referees or external assessors should be obtained.
- ii. In all cases, consideration of the application shall depend on the availability of vacancies, the circumstances under which the member/senior staff vacated his post and in consultation with the head of his Department. A report from the applicant's last place of work shall be required.
- iii. A Senior Member/senior staff that retired, collected all his benefits and is on pension shall be paid his/her salary in respect of his/her new appointment inclusive of an amount assessed at the same rate as the University's contribution for his/her Social Security.

31.1. Re-engaged Retired Staff and Housing

A member who reaches the compulsory retiring age shall surrender his house not later than six months from the date of retirement. However, if such a member is re-engaged immediately after the compulsory retirement, he may be allowed a maximum period of nine months' stay (October – June) in such a house, after which no further rent advance is payable. Compulsory retired staff on contract with the University shall not be entitled to rent advance.

31.2. Funeral Grant

On the death of an employee, who has served his probation period, the University shall donate to his next of kin as nominated by the employee, one year's basic salary. Where there has not been such a nomination, the money shall be paid as follows: one-third to the family, one-third to the spouse and one-third to the children. Where there is no spouse or children the money shall be paid to the family.

31.3. Housing for Dependants of Deceased Senior Members

In the event of death, the spouse and/or dependants of a deceased Senior Member may be allowed to stay in University assisted housing for a period not exceeding six months.

31.4. Payment of Final Salary in the Event of Death

In the event of death, the salary due to a Senior Member shall cease at the end of the month in which the Senior Member dies; such payments and any other benefits which have accrued to the deceased employee shall be paid to the spouse or as prescribed by the employee in his/her will or declaration form. Rent will be deducted from such benefits for University housing being occupied by the spouse and/or dependants.

31.5. Ex-gratia award

In cases of death where a Senior Member has exhausted his entitlements of six months sick leave on full pay, and is on half pay, an ex-gratia award of up to six months salary at half rate shall be paid. Where the ex-gratia award is less than three months salary, the Council may, at their discretion, consider what payment shall be made.

31.6. Funeral Grant for loss of spouse or child and parents

An equivalent of \$150.00 will be paid to a staff of the University for loss of a spouse/child. Loss of mother/father will attract a donation equivalent to \$100. In the case of staff who has not completed their probation period; the decision shall be left to the discretion of Management.

32.0. CERTIFICATE OF SERVICE

A certificate of service shall be issued by the University to an employee, who leaves the service of the University, stating his length of service, his conduct and his general performance of duty. In addition, staff who render short but meritorious service to the University shall be paid an appropriate ex-gratia award.

This manual is under review

Signed

Registrar