

CONDITIONS OF SERVICE

OF

SENIOR MEMBERS (SM)

OF THE

PUBLIC UNIVERSITIES OF GHANA

;

1. Appointment and Job Specification
2. Salary and Compensation
3. Contract Duration and Probation
4. Performance Assessment
5. Promotion
6. Resignation/Retirement/Termination
7. Housing
8. Children-- ..-
9. Allowances
10. Miscellaneous Allowances
11. Baggage Expenses
12. Removable Allowance/Terminal Passage
13. Loan Facilities
14. Passage
15. Leave
16. Types of Leave
17. Leave of Absence
18. Secondment
19. Annual Leave
20. Vacation of Post
21. Leave and University Accommodation
22. Personal Group Accident Policy
23. Death Gratuity
24. Medical and Dental Care"
25. Ill-Health Procedure
26. Death of a Senior Member
27. Retirement Benefits
28. Employee Records

I. APPOINTMENT & JOB SPECIFICATION

- 1.1. The criteria for appointment of Senior Members (SM) and the procedure relating to such appointments have been provided in the Document entitled "Statute on the Appointment and Promotion of Senior Members" -which forms part of the conditions of service of Senior Members.
 - 1.2. The appointment of a Senior Member takes effect from the date s/he assumes duty. On assumption of-duty, the Senior Member shall enter his/her name in the Register of New Appointments kept by the Registrar.
 - 1.3. A Senior Member's appointment is full-time; any additional occupation or appointment can be accepted only with the prior permission of the Vice-Chancellor on behalf of the University Council.
- 1.4. On first appointment, a Senior Member will be issued with an appointment package which should include the following:
- Appointment letter
 - Conditions of Service Manual
 - Regulations & Statutes of the University
 - Act, Law or legal instrument setting up the University
 - Ghana Universities Staff Superannuation Scheme (GUSSS) Handbook
 - Research Handbook
 - Handbook on Appointment & Promotion
 - Bachelors & Graduate Degree Handbook
 - Administrative Manual
 - Financial Regulations
 - Code of Conduct

The University may add to, but not remove from or reduce, this list based on changing circumstances.

- 1.5. The job of the academic Senior Member is generally composed of:
 - Teaching;
 - Development and Administration of Courses;
 - Examinations;
 - Student Advisory;
 - Research & Creative work;
 - Publications;
 - Administration and Governance;
 - **Consulting and Extension Service.**
- The job of the non-academic Senior Member is generally composed of:
- Administration,
 - Management of Functional Areas.
- 1.6. The Senior Member is expected to advance knowledge in his/her field and contribute to debate in the country in his/her sphere of expertise through practice and extension services and refrain from speaking or commenting on a subject outside his/her field of knowledge, expertise or experience.

2.1 The University reserves the right to locate a newly appointed Senior Member at an appropriate point of the salary scale taking into consideration additional qualifications over the minimum, as well as years of relevant experience. Applicants with the minimum Qualification who are approved for appointment in the Senior Member category will be placed at the initial point of the salary scale. However, each additional year of relevant experience will, from the date of appointment, attract increment based on performance.

2.2 The University recognizes that the salary scales guide monetary progression within the time of one's career in the University. It is important to note, however, that commitment, performance, professionalism, range of responsibilities, and so on, facilitate a more rapid progression through the scales for a deserving Senior Member.

2.3 The Universities, through the various Colleges, Faculties, Schools, Institutes, Departments and Centres may find innovative ways of enhancing Senior Member compensation through bonuses, and other schemes.

3. CONTRACT DURATION AND PROBATION

3.1 The position of Assistant Lecturer (where it exists) and equivalent grades may be held for up to two years only, and exceptionally for a third year,

3.2 Appointments from Lecturer/Research Fellow up to Senior Lecturer or equivalent grade are normally for an initial contract period of 5 years in the first instance, subject to renewal.

3.3 Appointments at Professorial levels are normally up to retiring age.

3.4 A Senior Member who is appointed without any previous University or other relevant experience shall be required to serve two years' probation from date of appointment. This probation period is to afford the appointing University and the relevant Department the opportunity to observe the Senior Member's performance and general suitability for work in the academic setting.

3.5 The Head of Department shall at the end of the first year of probation give the Senior Member a progress report indicating his strengths and weaknesses. At the end of the probation period, the Senior Member shall be assessed by the Head of Department and an assessment report submitted to the Vice Chancellor through the Provost, Dean or Registrar as appropriate. This report should be supported by any necessary evidence such as course evaluation, evidence of involvement in the life of the University, etc. Based on the report, the Senior Member will be issued a letter confirming his/her appointment as well as indication of new location on the salary scale. Such relocation should in principle reflect at least two (2) incremental jumps up the scale. Should the report be unsatisfactory, the University reserves the right to terminate the appointment or extend the period of probation. These activities should in principle take place within two (2) months of the end of the probation period and any decisions taken communicated to the Senior Member within this period.

3.6 Pursuant to 3.1 above, a member of staff whose contract is coming to an end shall be notified in writing by the Registrar/Head of Human Resource through the Head of Department a year in advance to provide an updated curriculum vitae to his/her Dean through the Head of Department.

3.7 Information from the member of staff obtained pursuant to 3.4 and comments by (he Head of Department shall be reviewed by the Faculty/Registry Appointments Review Committee which may recommend renewal, indicating duration,

:U: After the initial six years of appointment, renewal may normally be for no longer than three more years. At the end of the ninth year, the appointment shall normally terminate unless the person can be promoted to the next grade or its equivalent. In exceptional circumstances, the Appointments Board may, on the recommendation of the Faculty Appointments Review Committee, extend the appointment for a further period not exceed~ryg three more years, at the end of which the appointment shall

3.9 In the case of the Senior Member who is at the end of a contract period clauses 3,4 and 3.6 shall apply, if

4. PERFORMANCE ASSESSMENT

4.1 It is mandatory that Heads of Departments, Deans and Provosts assess the members of their Department/Faculty, at least once a year on their performance. The assessment shall provide the basis for promotions, salary increment and other benefits. Without prejudice to the University's right to set out additional criteria, the assessment and review will cover the areas set out in 1.5 above.

4.2 The assessment procedure will generally be as follows:

- Before the end of the first Semester/Trimester, the Head of Department shall assemble and disseminate information on each Senior Member in the Department such as up to date performance appraisal with respect to clause 1.5
- " The Head shall review the collated information as well as use the standardized performance appraisal form issued by the University's Human Resource Directorate to assess the Senior Member .
- The Head shall submit a written assessment report as well as all other information, including the performance appraisal form, to the Dean who shall then present it at the Faculty Appointments Review Committee. In the case of non-academic Senior Member, the report shall be submitted to the Registrar or Head of Human Resources who shall table it at the relevant Review Committee.
- The committee shall review and make its recommendations. The Senior Member concerned shall be notified in writing by the Dean, of the views of the Committee concerning his/her performance.

4.3 The performance assessment should capture as much information as necessary to provide basis on which the Appointments Boards (at both the Faculty and University level) can deliberate on a Senior Member's standing/application for promotion.

5. PROMOTION

5.1 Individuals on their own initiative or at the invitation of the Dean of the Faculty/School, Head of Department, Director of the Institute/School/Registrar may apply for promotion at any time after confirmation of appointment

5.2 Promotion shall normally proceed from one rank to the immediate next rank -i.e. from Lecturer to Senior Lecturer to Associate Professor to Professor; for the non-academic Senior Member, from Junior Assistant Registrar to Assistant Registrar to Senior Assistant Registrar. Promotions to Deputy Registrar and equivalent grades and above are filled by appointment.

- 5.3 Notwithstanding the normal progression as stated in 4.2 any Senior Member. University may apply at any time to be promoted or appointed to any rank for , he/she considers himself/herself qualified.
- 5.4 In the specific case of Senior Members in the administrative/professional ,gr, promotion to the position of Senior Assistant Registrar or equivalent position ", not normally be made within the initial contract period of six year-s.
- 5.5 An application accompanied' by curriculum vitae, indicating the position sought in the area of discipline' concerned shall be submitted to the Dean/Director through Head of Department with <3: covering/ettercopied to the Registrar.
- 5.6 Applications for promotion supported by materials for assessment may not be processed unless they were received at least six months to retirement.
- 5.7 The Dean/Director shall refer' each application supported by materials for assessment to the Faculty Appointments Review Committee for ~ts comments a, recommendations \~ithin one month of receipt of the documents.
- 5.8 Each application is ~hel~submitted. for evaluation, by two external assessors who shall be persons of standing ,IOTI.e applicant's field, normally of the status of Professor (equivalent but not employed by of In any way connected with the University,
- 5.9 Promotion to the grade of Senior Lecturer shall be considered on the basis of good performance in the following:
- scholarship; research contribution to knowledge;
 - teaching; academic leadership;
 - inventiveness;
 - extra-curricular service; ,
 - creative and artistic production works ", '
- 5.10 Applications (o~,~~o~~tion ,base; i ,sol~1; oo teaching and extension work/service, or other contributions) do not normally result in publications shall not be considered during the first six-year contract,
- 5.11 Promotion to the grade of Associate Professor shall be on the basis of 4.6 above as well as outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and the country.
- 5.12 Promotion to the grade of Professor shall be on the basis of 4.11, above as well as internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and country.
- 5.13 Promotion to the administrative/professional grades shall be based on evidence of continuing performance in respect of the following:
- grasp of administrative procedures/regulations and organizational ability;
 - leadership;
 - initiative and reliability;
 - sense of responsibility; and
 - capacity, expertise and relevant education in one's chosen functional area.
- 5.14 Assessment of an application based on the criteria set in 4.13 above shall require a report by the applicant on his/her contribution to the work of the University or other institution, to which may be attached memoranda (other than confidential material) to

be reviewed as appropriate by Registrar, Dean, Director, Chairman of a University Board/Committee or other person in a supervisory administrative capacity.

5.15 In all cases, the effective date of promotion shall be the date on which an application was submitted provided that the material required for assessment would also have been received by the date. Any additional material submitted subsequently for assessment will affect the dating of the application .

5.16 Senior Members in the administrative class would, wherever possible, be expected to be broadly exposed to the University's administrative management and by the time they are fit for promotion to Senior Assistant Registrar to have specialized or chosen a functional area, At the present time, functional areas include but are not limited to the

o o\

- Health Services
- Core Administration (e.g. Faculty Officers and Executive Secretaries)
- Human Resource Management
- ICT - Ji
Finance, Procurement, Stores
- Academic Affairs, etc.
- Legal Services
- Public Affairs

5.17 The University may develop a points or quantitative system to guide and assist academic Senior Members in determining their readiness for promotion. This quantitative system is not to supersede or set aside the normal process of external assessment of the applicant's dossier-

6_ RESIGNATION/RETIREMENT/TERMINATION

6.1 " A Senior Member may resign his/her appointment by giving the Vice-Chancellor notice of his/her intention in writing, not later than the end of December to take effect at the end of the academic year. A Senior Member shall be liable to penalty equivalent to the salary for the period required for notice if he/she fails to give proper notice. The penalty shall apply whether the Senior Member is at post or on any kind of leave of absence.

6.2 A Senior Member shall retire from the service of the University at the end of the academic year in which she attains the compulsory retiring age, currently 60_ the University shall give one year's notice of his pending compulsory retirement to the retiring Senior Member

6.3 A Senior Member may retire voluntarily from the age of 55 with appropriate retiring benefits. A minimum of six (6) months' notice of intention to retire is required.

6.4 A retired Senior Member who is not on contract may be allowed to stay in University accommodation for a period not exceeding six months from the date of retirement, in which case she will pay the normal rent.

6.5 The appointment or post retirement contract engagement of a Senior Member may be terminated based on two (2) written notices of poor performance as determined by the Performance Appraisal Report following assessment by the Head of Department. The Senior Member would have signed the appraisal form as evidence of the appraisal having taken place. Should a Senior Member be unwilling to sign, the Head shall make an appropriate report of this unwillingness to endorse the appraisal form and submit same to the Dean or next superior authority. The Senior Member shall be

notified of the termination of appointment or contract at least six month's to termination date.

- 6.6 The post retirement contract of a Senior Member shall not be renewed for another period if in the view of the Vice Chancellor and the Appointment's Board the health or other infirmities of the Senior Member might not make it possible for a Senior Member to efficiently and effectively carry out his/her duties.
- 6.7 The University reserves the right to terminate a Senior Member's appointment with notice, for poor performance, serious misconduct, criminal offences, including provable culpability in examination malpractice and other behaviour deemed unfit for a Senior Member and which either brings or has significant potential to bring the University into disrepute.
- 6.8 Pursuant to 5.5, 5.6 and 5.7 above, the Disciplinary Procedure of the University shall apply.
- 6.9 Post retirement contracts are restricted to Senior Members who retire compulsorily and whose departments can justify or make the case for their services.

7. HOUSING

- 7.1 The University may provide accommodation, for which a rental, to be determined from time to time will be charged. The University shall pay housing allowance to the Senior Member after failing to secure housing. The housing allowance shall be 40% of monthly basic salary or the maximum operating rentals whichever is higher.
- 7.2 The allocation of University houses to entitled staff is governed by regulations approved by the Academic Board and administered by the Housing Committee.

OWNER OCCUPIER SCHEME

- 7.3 To encourage Senior Members to procure their own means of accommodation, the Universities, may provide mortgaged loans for Senior Members or assist the Senior Member to secure such a facility.
- 7.4 In order to become attractive for Senior Members to own and live in their own houses the Universities will pay 40% of monthly basic salary as owner-occupier allowance to any deserving Senior Member who secures and lives in their own home.
- ## 8. CHILDREN
- 8.1 In the conditions of service, "child" means a Senior Member's own issue, his adopted child, or his ward as defined by the University provided that such child is under 18 years of age or, being more than 18 but not over 21 years of age, is receiving full-time education.
- 8.2 For a child to be recognized as a Senior Member's ward, the Senior Member must have applied to, and received approval from the Registrar. There must be evidence that the Senior Member has direct and complete responsibility for the child's maintenance and upkeep, and that being of school-going age, the child is in full-time education or vocational education. Such a child must have stayed with the Senior Member continuously for at least six months prior to the submission of an application for wardship. Approval, if given, will normally take effect six months from the date of application.
- 8.3 The number of recognized children and wards of Senior Members shall be five (5).

». ALLOWANCES

Various allowances are determined by the University Council from time to time.

- * 9.1 Duty Post Allowances
These allowances relate to the duties and functions performed by various Senior Members.
- 9.1 Acting Allowances - A Senior Member who acts in a higher position for at least three (3) months shall be entitled to allowances attached to the higher position.
When a Senior Member acts in any position for at least three months, where under these rules he/she would not otherwise have been entitled to the allowances attaching to the position, he/she shall be paid the appropriate allowances.
- 9.3 Unusually High Allowance - Payable to designated officials as provided in their contracts of employment or in recognition of responsibilities additional to their normal duties.
- 9.4 Entertainment Allowance - Payable to designated officials for the purpose of providing entertainment on behalf of the University, this allowance shall be accountable.
- 9.5 Transfer Allowance - Payable to an employee who has been transferred from one duty station in Ghana to a new one to enable him settle in his new environment. The rates shall be five months basic salary.
- 9.6 Extra Teaching Load Allowance - Means teaching above the normal load. For the avoidance of doubt, the normal load is 12 hours per week of semester/trimester. The Senior Member is to apply through the Head of Department for the payment of such allowances at the end of each semester.
Extra Marking Allowance: Means marking above the normal load. For the avoidance of doubt, the normal load is 140 cumulative scripts. The Senior Member is to apply through the Head of Department for the payment of such allowances at the end of each semester.
- 9.7 Invigilation Allowance - Payable to Senior Members who invigilate during university examinations. The existing variations of office holders will be determined from time to time.
- 9.8 Departmental Duty Allowance - Payable to academic Senior Members for such departmental activities as academic advising or examination duties.
- 9.9 Professional Allowance & Allowance in lieu of Professional Practice - Payable to Senior Members who are Accountants, Medical/Veterinary Officers and others approved by Council. This would be 25% of basic monthly salary.
- 9.10 Sitting Allowance - Payable to a Senior Member who attends University meetings which is outside his/her assigned schedule. Appropriate sitting allowances shall be determined by the University from time to time.
- 9.11 Per Diem Allowances - A range of allowances payable to Senior Members as reimbursable and out-of-pocket payment to cover work away from one's normal workstation.

- 9,12 Risk Allowance - Payable to a Senior Member who engages in duties in laboratory sciences, geologists, medics on dangerous diseases, etc. - His rate will be 25% of the basic monthly allowance.
- 5,13:- Book and Research Allowance - Payable to Academic Senior Members as negotiated from time to time.
- 9.14 Overtime - Payable in accordance with the Labour Act.
- 5,15 Day Trip Allowance- Payable to Senior Members who apply to a round trip over 300 km the same day at 75% of the Per Diem Allowance .

10. MISCELLANEOUS ALLOWANCES

- 10.1 Warm Clothing Allowance - A Senior Member travelling to a temperate country on University business would, be entitled to warm clothing allowance at a rate determined by the University from time to time. This allowance is to be paid once in every 5 years - frequency of travel notwithstanding.
- 10.2 Vehicle Maintenance Allowance - Payable to Senior Member who own car: must be used in the performance of their duties. The vehicles must be registered in their names. In all cases, approval must be obtained from the Registrar. Payment of the allowance stops if the vehicle for which the allowance is paid ceases to be worthy for over three months.
- 10.3 Office Campus Allowance- Payable to Senior Members who do not live on campus rates to be determined by the University from time to time.
- 10.4 Long Service Award - Payable to Senior Members who have served the University over periods such as 10, 20, 30, or 40 years. The schedule of such allowances shall be as follows:

For 10 years' service	Certificate plus GH¢2,000.00
For 20 years' service	Certificate plus GH¢4,000.00
For 30 years' service	Certificate plus GH¢6,000.00
For 40 years' service	Certificate plus GH¢8,000.00

11. BAGGAGE EXPENSES

- 11.1 A Senior Member who is granted a passage will be entitled to payment of freight 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.
- 11.2 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 whole amount.

12. REMOVAL ALLOWANCE AND TERMINAL PASSAGE

- 12.1 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 home town or place of residence to the University.
- 12.2 On proper completion of appointment, a Senior Member will be provided with transport or be paid an appropriate removal allowance to convey his personal effects to his permanent place of residence agreed upon by the University .

IJ. LOAN FACILITIES

Subject to the availability of funds, the University may grant a Senior Member, on application, any of the following loans at rates and under terms determined from time to time:

- Car loan
- Car rehabilitation loan
- Furniture loan
- Fridge loan
- Housing loan

-
- Rent Advance
 - rCT Equipment

14. PASSAGE

14.1. Cost of Overseas Passage

Overseas passage to Senior Members will be tourist class by air or first class by sea, in accordance with "rules laid down" by the University from time to time. The University will also pay, on production of bills or receipts, and at rates determined from time to time, the cost of onward transportation by rail or road from the port of arrival of a Senior Member to his approved destination overseas and from there to the port of departure for his return journey.

14.2 Overseas Passage on First Appointment

On first appointment, a Senior Member will be provided with passage for the Senior Member, his/her spouse and children (up to a maximum of five (5) children).

14.3 Travel in Africa

Once every four years, a Senior Member may, on application to the Vice Chancellor, be paid a grant for travel in Africa. Such travel should normally take place during the Long Vacation and should be outside Ghana. The Senior Member should travel for a period of at least 14 days.

15. LEAVE

From time to time, the University grants leave of absence of various types to Senior Members who have become eligible for such leave. The general principles governing the leave include:

- a. The granting of study/sabbatical leave of any kind is subject to the staffing position and the programme of work of a department. Study/Sabbatical leave will not be granted merely because it is provided for in these Conditions of Service.
- b. A Senior Member who intends to take study/sabbatical leave should consult his/her Head of Department in the early stages of his/her plans (at least six months' notice should normally be given to the Head of Department) and thereafter submit an application to the Vice-Chancellor through the Head of Department.
- c. Such an application should include a statement of what the applicant expects to do, how long he/she estimates that the proposed programme of work will take, the time he/she wants to take the leave and any other necessary information.

- d. The Head of Department will forward the application through the Dean of Faculty with his/her detailed Comments, to the Vice-Chancellor.
- e. No study/sabbatical leave or leave of absence will normally be granted within academic years of recruitment or return from study/sabbatical leave.
- f. Where study leave of more than one year has been granted, the Senior Member concerned should send annual progress reports on his/her work to the Vice-Chancellor through his/her Head of Department.
- g. Under normal circumstances, applications for extension of study leave will not be entertained.

16. TYPE OF LEAVE

Study Leave with Pay

This may be granted at the discretion of the Vice-Chancellor and at the rate of 1 year's pay after 3 years' work. It is available to Ghanaians for periods of formal training up to three years, which may qualify them for higher degrees. For one year training study leave, the member concerned is required to return to the service of the University for at least two academic years and for two years training study leave, three years' service thereafter is required; a three year training study leave attracts five years' service immediately after the leave. The period of absence under such leave shall count under the superannuation scheme.

16.2 Part-Time Study Leave of the Universities of Ghana

A 'Masters' degree holder, appointed as Assistant Lecturer or Lecturer, who is pursuing a part-time programme leading to a doctoral degree within his/her discipline, shall be granted study leave with pay. Since the programme would be on part-time basis, the applicant and his/her Head of Department would be required to ensure that his/her schedule of work is programmed to accommodate his/her study.

Leave granted under the terms of part-time study programmes shall not affect the eligibility of Senior Members for Sabbatical Leave.

An applicant wishing to pursue a programme of study not directly related to his/her discipline may be considered for leave under the terms governing leave of absence without pay.

16.3 Application for Extension of Study Leave

In making an application for extension of study leave, the Senior Member concerned should observe the following:

- at least three months' notice should be given; and
- the application should state the work that has been carried out so far, as well as what remains to be completed and the time within which the remainder of the project is expected to be finished.

16.4 Sabbatical Leave

a. One year Sabbatical leave with pay may be granted after six 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 benefits under the superannuation scheme.

- h. Two-year sabbatical leave with pay may be granted after ten years' continuous service without study leave; grantees are required to return to the service of the University for at least three academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating benefits under the superannuation scheme.
- c. One-year sabbatical leave followed by a year's leave of absence, the latter without pay, may be granted after six years' continuous service without study leave; grantees shall be required to return to the service of the University for at least three immediately after such leave. The period of absence under sabbatical leave shall be taken into account in calculating benefits under the superannuation scheme.

6

17. LEAVE OF ABSENCE

- 17.1 Subject to the exigencies of the department, leave of absence may be granted, on application, for an approved purpose. - ..
- 17.2 Leave granted shall be for up to two years in the first instance and may, in exceptional cases, be renewed for up to a further period of two years, so that the total period of leave shall in no case exceed a continuous period of four years.
- 17.3 If in the judgment of the Vice-Chancellor, on the advice of a Dean or the Registrar, the granting of leave of absence or its extension is not in the best interest of the University, it shall be denied.
- 17.4 While a Senior Member is on leave of absence, the general University regulations on housing and other perquisites shall apply to him/her.
- 17.5 A Senior Member who is granted leave of absence may, subject to the terms of the grant, resign/retire by giving at least six months' notice. The resignation/retirement shall take effect from the date the leave was granted.
- 17.6 A Senior Member on leave of absence shall undertake to return to the service of the University for at least a period equivalent to the duration of the leave.
- 17.7 A Senior Member who does not return directly to the service of the University after the leave shall be deemed to have vacated post, unless he/she had resigned/retired in accordance with these regulations and the letter of grant.

18. SECONDMENT

- 18.1 A Senior Member who wishes to be seconded to an institution should have the said institution write formally to the Vice-Chancellor requesting and making the case for the secondment. The Senior Member is also required to write to the Vice-Chancellor at the same time requesting for the said secondment.
- 18.2 The University will then satisfy itself that the secondment will ultimately be in the interest and to the advantage of both the Senior Member and the University. The Vice-Chancellor shall confer with the Senior Member and his/her Dean/Head of Department, etc. If there are no reasons to refuse the secondment, an approval letter will be issued by the Vice-Chancellor, stating the duration of secondment and any other terms associated including any payments required to be made by the institution to the University in order to reintegrate the seconded Senior Member.

18.3 A seconded Senior Member still remains an employee of the University one conduct him/herself bearing cognizance of this. Salaries and other emolument: however, be the responsibility of the organization to which the Senior Member has been seconded. In this regard, a Senior Member on secondment which is not an instance of the University has to vacate his University residence within three months of taking up the new appointment.

18.4 Time spent on secondment cannot count towards calculation of sabbatical leave or other leave provisions -except in the situation where the secondment was at the instance of the University,

18.5 A Senior Member is expected to return to the service of the University on completion of the secondment. Any extensions would have to be discussed and negotiated provided that the total period spent on secondment does not exceed five (5) years. The event that the secondment and/or any extensions requested would keep the Senior Member away from the University for more than five (5) years (i.e. sixty (60) calendar months or 10 semesters) the Senior Member would be required to resign his/ her post. Failure to do so would amount to vacation of post.

18.6 A Senior Member whose request for secondment is refused but who proceeds on secondment would be deemed to have vacated his/her post.

18.7 All requests for secondment or extension of secondment must always allow for fact in a six-month notice period.

19. ANNUAL LEAVE

19.1 Academic Senior Members are entitled to 28 working days leave in the year to be taken during the inter-semester breaks. Non-Academic Senior Members are entitled to 62 consecutive days leave in the year. No such leave can be earned in a year in which a Senior Member takes a sabbatical/study leave/leave of absence. Leave may not be deferred without the prior approval of the Vice-Chancellor.

19.2 Casual leave may be granted at the discretion of the University.

19.3 The University shall shut down for academic and other related operations for ten (10) consecutive days during the long inter-semester break to enable academic staff take adequate off-season rest. The aim of this is to ensure that academic staff actually take a rest. During this shut down period, administrative staff will continue work, however, academic staff shall be required to do as much as possible vacate their offices and take a break. This shall be considered as part of the 28 working days leave.

19.4 Maternity Leave: A female Senior Member shall be entitled to three months Maternity Leave in accordance with the Labour Act. Where the leave is extended beyond the three months due to medical reasons associated with the delivery, such extension shall be considered leave with pay. The Medical Officer in charge of the University's Hospital shall certify such extension.

20. VACATION OF POST

20.1 Senior Members are expected to be at post at least 10 days before the beginning of each session,

20.2 Where a Senior Member, for some reason, is away from duty for more than 10 days, the University may enquire into the reasons for the continuous absence and this may eventually result in the University declaring the position of the Senior Member vacated:

from the date on which he/she left his/her post. A Senior Member who has vacated his/her post would not be deemed to have given notice of his/her intention to leave service of the University.

(i) If a Senior Member fails to return to the service of the University after paid (Sabbatical, Study Leave or any other leave), he/she shall be deemed to be on leave without permission and subject to paragraph 20.2 above, his/her post shall be deemed vacated. He/she shall refund all expenditure incurred on him/her during such leave including cost of passages, University contributions towards maintenance or his gratuity policies and other fees.

21. LEAVE OF ABSENCE (MODIFICATION)

Entitled staff proceeding on Leave of absence may retain their University houses. Where the leave is for a period of more than 12 months (except for Senior Member on study leave); staff will be required to surrender their houses after a grace period of 3 months.

A period of leave of absence without pay is not considered as a period of service to the University.

21.2 Sabbatical Leave

Senior Members going on Sabbatical Leave may keep their houses during the leave period.

21.3 Study Leave

Entitled staff proceeding on a year's Study Leave may keep their houses while on leave. Those proceeding on more than a year's study leave shall, however, be required to surrender their houses after a grace period of six (6) months. Senior Member taking their study leave in Ghana may keep their houses during the period of leave,

Vacating University Premises

21.4 The grace periods noted above are on the assumption that the Senior Member has family living in the house who would need to be given time to vacate the premises. Should there be no such family, then the Senior Member would be required to surrender the house before leaving for study leave

22. GROUP PERSONAL ACCIDENT POLICY

The University would take the above policy for officers who travel frequently to carry out official duties on behalf of the University.

23. DEATH GRATUITY

The SSF/GUSSS Regulations shall apply

The period of leave of absence without pay will not be taken into account in computing any benefit.

MEprCAL AND DENTAL CARE

A Senior Member, his/her spouse and children, while resident in Ghana, shall contribute to a health insurance scheme.

Subject to Government Policy, the Senior Member shall receive:

- a.. Medical and dental attention from a University Medical Officer; and
- h. Medical and dental attention to be obtained on the specific prior written recommendation of a University Medical Officer or of a medical adviser to whom a Senior Member or a member of his/her family has been directed in advance by a University Medical Officer, provided that
 - i. all medical and dental attention shall exclude subsistence costs in hospital;
 - ii. the cost of any travel necessary in order to receive such attention and to return to the University will be borne by the University subject to the approval of the Vice-Chancellor in each case;
 - iii. the University may advise that a Senior Member be reimbursed the cost of medical and dental attention taken outside the scope of the conditions contained in this paragraph. if the University is satisfied that those costs ought properly to be met from its funds;
 - iv. the University shall refund to only the Senior Member the cost of medical and dental appliances such as spectacles once every five years and other medical and dental appliances such as hearing aids, artificial limbs and dentures once in every three years; and
 - v. in cases of chronic illness financial responsibility in respect of the spouse or children of a Senior Member will be determined by the University Council.

24.3 Subject to Government Policy, the University may pay expenses on medical treatment outside Ghana in respect of a member of staff, spouse or child or a member of staff may be met by the University of a Medical Board.

24.4 A husband or a wife or parent may accompany his wife or a husband or child respectively on certification by the Medical Board that this is necessary,

24.5 The application of these privileges to dependants should be restricted to spouse and children and their recommendation for medical treatment outside Ghana should be made by the Medical Board.

24.6 When an employee of the University or spouse or child of an employee is referred for medical treatment outside Ghana, the University shall apply to government for funding.

24.7 If the Medical Board recommends that a nurse should accompany a patient on treatment outside Ghana, the nurse shall be granted passage and accommodation allowance at full rate.

24.8 If the Medical Board recommends in any special circumstance that the patient should be accompanied by one of the persons designated in paragraph 24.4 above, then that person accompanying the patient shall be granted passage and accommodation allowance equivalent to the difference between the full rate and the rate recommended for the patient.

25. SICK-HEALTH PROCEDURE

The sick-health procedure of the University shall be as follows:

- 7.1 When a Senior Member suffers from any illness which causes his/her absence from duty for a continuous period of seven days, then at the end of this period he is required, if in residence in the University, to furnish to the Vice-Chancellor a medical report from a University Medical Officer, or if not in residence in the University at the time of illness, a report from a registered Medical Practitioner.

If the report under Paragraph 7.5.1 above certifies that the continued absence from duty is necessary, the Senior Member shall, be relieved of his/her duties.

For periods not exceeding a total of six months, Thereafter the Senior Member will receive half salary for another six months. At the end of the period, he will be referred to the Medical Board for a decision.

26. DEATH BENEFITS

- 26.1 Provisions of the Staff Regulations

On the death of a Senior Member While in service, the University shall provide a coffin, a shroud and transport or determine the cost of the coffin or shroud and pay same to the bereaved family who opt not to receive these items.

- 26.2 Housing for Dependents of deceased Senior Members

In the event of death, the spouse and/or-dependants of a deceased Senior Member shall be allowed to stay in the University housing, in which they lived, for a period not exceeding six months without charge.

- 26.3 Payment of Final Salary in the event of Death

On the death of the Senior Member, ex-gratia equivalent to nine (9) months' salary shall be paid to the registered spouse, children or next of kin.

27. RETIREMENT BENEFITS

- 27.1 Retirement benefits shall be regulated under the Ghana Universities Staff Superannuation Scheme (GUSSS).

- 27.2 A Senior Member who retires compulsorily at age 60, or voluntarily at age 55 or more after ten (10) years' service shall be entitled to payment of ex-gratia award of a month's salary for every completed year of service.

- 27.3 Ex-Gratia Award on Retirement: On retirement of a Senior Member, one (1) month's salary shall be paid for every successful year of service. An employee qualifies for this Award only after a minimum service of ten (10) years, on attaining voluntary or compulsory retiring age after over 10 years' service, or dying in service.

28. EMPLOYEE RECORDS

- 28.1 The University is to keep scrupulous records on each Senior Member. Such records are to be housed at the Human Resource Directorate as well as the Faculty.

- 28.2 The Senior Member may on application to the dean or Provost review the contents of the file kept on him or her.