

**UNIFIED CONDITIONS OF SERVICE**

**FOR UNIONISED STAFF**

**OF THE PUBLIC UNIVERSITIES OF GHANA**

JANUARY 1, 2008

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**PREAMBLE**

This Agreement made this 1<sup>st</sup> Day of January 2008 as a result of Collective Bargaining between the Management of the Public Universities of Ghana (hereinafter referred to as the “Employer” or “Management”) on one side and the Teachers and Educational Workers Union of Ghana TUC on the other (hereinafter referred to as the (“Union”)) shall be referred to as the Public Universities Collective Agreement, with the following mutual understanding that has been entered into:

## **ARTICLE 1-RECOGNITION**

The Management recognizes the Union as being the officially certified Trade Union under the Labour Act 2003 (Act 651) as the sole and exclusive collective bargaining representative of its employees and the sole negotiating body for all matters connected with terms of employment or with the conditions of labour of the employees covered by this Agreement who are members of the Union or who may become members within the durations of this Agreement.

## **ARTICLE 2- MANAGEMENT /UNION RELATIONS**

### **2.01 Responsibilities of the Parties to the Agreement**

- (a) Both parties recognize that this Agreement imposes serious duties and responsibilities on the Union as well as the Management.
- (b) It is further recognized that this Agreement is a “living document” and the fact that certain conditions are reduced to writing does not preclude the responsibilities of either party to meet with the other to discuss and negotiate on matters not specifically covered by the Agreement but which are within the scope and intent of Collective Bargaining.
- (c) It is further agreed and understood that Management will discuss and consult in good faith with the Union before making changes of prior benefits, practices and understanding which are mutually acceptable to the Management and the Union but which are not specifically covered by this Agreement.
- (d) It is recognized that if during the life of this Agreement there are changes in law, regulations, personnel policies, practices or other matters affecting working conditions, and if the changes leave Management no discretion in the matter the Union will be informed of the changes. When the laws or regulations leave administrative discretion of the required changes, the parties will engage in negotiations in good faith.

### **2.02 PURPOSE, INTENT AND RELATIONS OF THE PARTIES**

- (a) The purpose of the Management and the Union entering into this Agreement is to set forth their agreement on salaries, wages, hours of work, and other conditions and rules of employment.
- (b) Both parties do recognize and agree to promote the growth and development of their common interest in the highest possible degree of friendly and co-operative relationships between their respective representatives at all levels and the employees.
- (c) It is the intention of the parties to work together to establish, promote and maintain an orderly, peaceful, and harmonious relationship in the handling of matters of mutual concern arising under this Agreement.
- (d) The representatives of the Management and the Union realize that this goal depends on more than words in a Labour Agreement. It depends primarily on attitudes between both parties at all levels of responsibility.

Both parties therefore believe that proper attitudes must be based on full understanding of and regard for the respective rights and responsibilities of both the Management and the Union.

- (e) Both parties believe that these attitudes can be encouraged best when it is made clear that the Management and the Union representatives who are involved in the negotiation of this Agreement are sincerely concerned with the well-being of the University and of all employees
- (f) There shall be no discrimination or victimization by the Management against any employee or applicant for employment because of membership of or activity on behalf of the Union or a Trade Union.
- (g) It is agreed between both parties that should any differences, disputes or grievances arise between the Management and the Union or between Management and an Employee, they will be examined in this same spirit and settled in accordance with the procedures outlined in this Agreement
- (h) This Agreement shall not worsen any existing terms and conditions of service.

### **ARTICLE 3- DURATION**

3.01 This Agreement shall come into force and operate from the 1<sup>st</sup> Day of January 2008 and shall remain in force without any amendments, alterations or additions for up to December 31<sup>st</sup>, 2009 except as provided hereinunder:

- 3.02. The Provisions of this Agreement can be amended, rescinded or otherwise altered at anytime after one year during the life of this Agreement by mutual agreement between the Parties hereto. Such mutual agreement shall be evidenced in writing, citing the specific provision(s) of the Agreement to be affected. Negotiations for such changes shall begin not later than 30 days after the date of notification.
- 3.03 A notice of not less than 60 days before the Agreement is due to expire may be given by either party in writing expressing its wish for this Agreement to continue for a further period of not more than 90 days or its intention to terminate ,amend or modify the Agreement. In the event of such notice being given the parties shall begin negotiations not later than 30 days prior to the expiration date of this Agreement.
- 3.04 In the absence of such notice within the specified period, the Agreement shall continue in force from year to year unless notice is given as above within two (2) months of such yearly expiration date.
- 3.05 In the event that both parties will enter into negotiation on the terms and conditions of the new Agreement, the present Agreement, will continue in force until a new Agreement is signed and the effective date of its commencement agreed, but in no case shall negotiations extend beyond 90 days after the anniversary date, except a date of extension had been mutually consented to by both sides.
- 3.06 At any time after one (1) year from the date of the commencement of this Agreement, and once only during the life of this Agreement, either party may give to the other notice in writing that it wishes to negotiate a change in the rate of basic wages or salaries or other matters affecting conditions of service as contained in the salary scales attached to this Agreement, but until new rates are agreed, the rates specified in this Agreement shall remain in force.

#### **ARTICLE 4 - INTERPRETATION**

Unless the context otherwise requires, the interpretation of these regulations shall be made by the Registrar.

## **ARTICLE 5-DEFINITIONS**

The following terms are used in this document:-

### **5.01 Public Universities**

means the University of Ghana, Legon; the Kwame Nkrumah University of Science Technology, Kumasi; the University of Cape Coast, Cape Coast; the University for Development Studies, Tamale; the University of Education Winneba and the University of Mines and Technology, Tarkwa.

### **5.02 Council**

means the Council of a particular University as established under the relevant Act.

### **5.03 Vice- Chancellor**

means the Executive Head of the University/Institution concerned.

### **5.04 Department**

means any Department of the University, academic or non academic and includes Halls of Residence and other organizations recognized as such by the Council as forming constituent part of the University.

### **5.05 Head of Department**

means the Professor or other person appointed to direct or supervise a Department. This includes a Master/Warden of a Hall of Residence and the Head of any organization in the University. In the absence of the Head of Department, any person duly appointed to act shall be referred to as Head of Department in this context.

### **5.06 Unionised Staff**

means all employees of the University who are members of the Union. Conditions of Service for the various categories of staff who are members of TEWU shall be those applicable to their respective grades in the Unified Conditions of Service for the Public Universities of Ghana.

### **5.07 Junior Staff**

means all employees of the University below the rank of Administrative Assistants and analogous grades.

**5.08 Misconduct**

means any act or omission without reasonable excuse on the part of an employee which amounts to a failure to perform in the proper manner any duty assigned to him as such, or, which contravenes any statute or regulations of the University or which is otherwise prejudicial to the efficient conduct of the University or tends to bring the University into disrepute.

**5.09 Grievance**

means any employee's complaint that the Employer has violated any of the terms of his conditions of service as specified in this Agreement, or any of his rights under the Labour Act 2003 (Act 651)

**5.10 Committee**

means the Standing Negotiating Committee of each University Institution in Ghana.

**5.11 Union**

Means the Teachers and Educational Workers' Union of the Ghana Trades Union Congress.

**5.12 Child of an Employee**

Subject to Article 23.01 of the Agreement means an employee's child not above the age of 21 years, including a ward adopted by an employee in accordance with any statutory provisions.

**ARTICLE 6-APPOINTMENTS**

6.01 The appointment, promotion, transfer, dismissal and disciplinary control of all employees are vested in the Vice-Chancellor.

6.02 To be eligible for appointment, a candidate must have the requisite qualifications or experience as laid down from time to time in the Unified Scheme of Service for the Staff of the Public Universities in Ghana.

6.03 Vacancies shall normally be advertised internally and shall only be advertised externally if no suitable candidate is available.

6.04 An applicant for employment by the University must state:

- (a) his/her true age;
- (b) his/her home town;

- (c) whether he/she has previously been employed by any of the Universities or by the Government of Ghana and, if so, why he/she left;
  - (d) whether he/she has ever been convicted of a criminal offence;
  - (e) the name of spouse if married;
  - (f) the name and address of next of kin.
- 6.05 All permanent staff appointments shall be made through an interview conducted by properly constituted Appointment Committee.
- 6.06 A person must be medically examined and passed as fit by the Medical Officer of the University or a Government Medical Officer at the expense of the University before being appointed to any post in the University.
- 6.07 The following procedure will be followed in the appointment of members of staff:
- When a candidate has been selected for appointment
- (a) a formal offer of appointment will be made by the Registrar, stating clearly the terms and conditions of the appointment, the salary scale and the point of entry on the scale.
  - (b) The Registrar will also complete a service record at the cover of the employee's personal file on which shall have been the duplicate copy of his/her letter of appointment, a certificate if available or an affidavit of date of birth and particulars of next of kin.
- 6.08 The effective date of an appointment will normally be the date the employee assumes duty.
- 6.09 Temporary Appointment
- (a) In the case of temporary staff, the length of appointment shall not exceed three months. In the case of staff employed for specific projects, the duration of the appointment should not exceed the life of the projects.
  - (b) Temporary employees shall be paid a fix monthly salary and shall normally not be due for annual increment.
  - (c) When the temporary appointment of an employee above the age of 55 (who had previously contributed or should have contributed to the Social Security Scheme) or of an employee on the Ghana Universities Superannuation Scheme comes to an end, and he/she has to leave the service of the University as a result, a gratuity accruing at the rate of



12.5% of a month's pay (excluding allowances) for each completed month of satisfactory service in the University shall be made to him.

- (d) A temporary employee who has been engaged against an established post and who has worked satisfactorily for twelve (12) consecutive months may be recommended by the Head of Department concerned for permanent appointment. Such an appointee shall not be required to serve a probationary period. This provision will however not apply to persons engaged in temporary circumstances for the duration of specific research or other project.
- (e) Temporary employees who have been engaged by the Public Universities should be made to contribute towards the Social Security Fund under the Law establishing the Social Security Fund.

6.10 An employee shall report with documentary evidence any change in marital status forthwith in writing to the Registrar.

6.11 The employer shall undertake to deduct from salaries of employees who are covered by this agreement the amount representing the Union's membership dues monthly in accordance with section 111 of the Labour Act 2003. Any sums deducted shall be paid over as directed by the Union.

#### **ARTICLE 7 – PROBATIONARY SERVICE AND CONFIRMATION OF APPOINTMENT**

- 7.01 A person appointed to an established post shall normally be on probation for one year after which he will be eligible for confirmation in his/her appointment subject to a report of satisfactory work and conduct from the Head of Department concerned.
- 7.02 The Registrar on the recommendation of the Head of Department concerned may extend the probationary period of a member of staff for not more than three months if he considers it necessary, in which case no increment will be awarded after the first year of service.
- 7.03 The Vice Chancellor may, on the advice of the Registrar, reduce the probationary period of a member of staff by not more than 3 months if he considers it necessary.

#### **ARTICLE 8 – PROMOTIONS**

- 8.01 Promotions shall be made according to merit and in accordance with the provisions of the Unified Scheme of Service for staff.

- 8.02 (a) The Appointment /Promotions Committee shall recommend the effective date of promotion.
- (b) Normally a permanent employee shall be eligible for promotion after a minimum of three years satisfactory service in a grade.
- (c) Any adverse reports shall be shown to the employee concerned.
- (d) Promotions in the University shall be in two categories:
- (i) general promotions based on establishment in the Department or institution concerned and
- (ii) there shall be pool promotion of employees who become eligible for promotion but for whom there is no establishment.
- (e) An employee who remains on the maximum scale of salary for two years shall become eligible for consideration for promotion in the pool system provided that his/her work and conduct have been satisfactory and he/she meets in full the qualifications and other conditions stipulated for the next grade in the Unified Scheme of Service.
- 8.03 Where there is a promotion test no employee shall be promoted unless he/she has passed the test.
- 8.04 The passing of a qualifying test or examination for a higher grade shall not necessarily entitle any employee to promotion. However, such an employee shall be granted up to two incremental credits in addition to the normal increment provided the employee has not reached the maximum point of the salary scale.
- 8.05 No temporary employee shall be considered for promotion.

## **ARTICLE 9 – OFFICE HOURS**

- 9.01 An employee will normally be required to attend duty for not more than the statutory number of hours per each working week.
- 9.02 The actual working hours for a staff shall be laid down by the University from time to time.

## **ARTICLE 10 – OVERTIME**

- 10.01 Notwithstanding 9.01 above an established employee may be required to work reasonable overtime for a period or periods outside, and in excess of his normal working hours with or without overtime payment. Where no overtime is paid the employee concerned may be excused attendance at work for similar period or periods at times to be determined by his Head of Department.
- 10.02 In exceptional circumstances, however, cash payment for overtime worked shall be made to all employees whether established or temporary who are required to work in excess of the normal daily hours work.
- 10.03 Overtime payment for work done on Saturdays, Sundays and Public Holidays shall be at the rate of double time. For overtime done on work-days the rate of payment shall be time and half.
- 10.04 All grades of staff who are required by their Heads of Department to work more than 1 hour a day beyond the prescribed minimum working hours shall be entitled to overtime.
- Overtime payments in any one month shall not exceed 75% of an employee's salary.

## **ARTICLE 11 –SALARIES**

- 11.01 The salary scale appropriate to each post shall be as laid down in the existing Unified Scheme of Service for staff of the Public Universities in Ghana.
- 11.02 All employees shall draw their salaries from the date on which they assume duty.
- 11.03 The point of entry of a newly appointed or promoted employee shall be determined by the Appointment Committee.

## **ARTICLE 12- ANNUAL INCREMENT**

- 12.01 An employee who assumes duty on first appointment between 1<sup>st</sup> January and 30<sup>th</sup> September in the financial year may have his first increment on 1<sup>st</sup> January immediately following assumption of duty. An employee, who assumes duty on first appointment after 30<sup>th</sup> September in the financial year, may have his first increment on 1<sup>st</sup> January the following year.

- 12.02 (a) Increment will normally be granted as an increase of pay to which an employee is entitled for efficient performance of duty.
- (b) An employee who has reached the maximum point on his salary scale shall not be entitled to an annual increment.

### **ARTICLE 13 – ADVANCES**

#### **13.01 Advances**

Regulations regarding the payment of advances to employees shall be made by the University from time to time.

#### **13.02 Course Advance**

Course Advance may be granted to staff to cover cost of approved tuition and book fees to pursue relevant course subject to the following conditions:

- the employee shall be on an approved course of study;
- availability of funds;
- regulations governing the scheme shall be strictly adhered to.

#### **13.03 Salary Advance**

An employee upon request shall be granted two (2) months salary advance subject to the availability of funds and shall be made to repay in 12 months installments.

#### **13.04 Staff Education Advance**

An employee who proposes to write a recognised examination shall, on application and subject to the availability of funds, be given Staff Education Advance as stated in the appendix.

### **ARTICLE 14- ALLOWANCES**

- 14.01 Regulations regarding the payment of allowances shall be made by the University. Such regulations and the rates of allowances shall be published by the University from time to time.

**14.02 Traveling and Transport /Removal Allowance**

When an employee travels within Ghana by road or by rail;

- (a) On assumption of duty on first appointment, or on transfer or on resignation or on retirement, an employee shall be provided with transport at rates to be determined by the University from time to time.
- (b) An employee traveling on duty shall be paid transport allowance at rates laid down by the University from time to time.
- (c) On resignation, an employee with less than 5 years continuous service shall not be entitled to Removal Allowance.
- (d) An employee whose appointment has been terminated on grounds of ill-health shall be paid transport allowances as if on retirement.

**14.03 Risk Allowance**

Risk allowance of 30% of basic salary shall be paid to designated employees in accordance with Government policy.

**14.04 Special Cashier's Allowance**

Properly designated Cashiers shall be paid special allowance as in the appendix.

**14.05 Other Allowances**

Rates of other allowances are shown in the Appendix.

**ARTICLE 15 – GRANTS**

**15.01 Transfer Grant**

Five (5) months' basic salary shall be paid to staff on transfer to a new place.

**15.02 Study Leave Book Grant**

A lump sum in Ghana cedis is to be paid annually by the University as shown in the Appendix.

## **ARTICLE 16 – AWARDS**

### **16.01 Ex-Gratia Award on Death**

On the death of an employee, nine (9) months' salary shall be paid to his/her spouse and/or children.

### **16.02 Ex-Gratia on Retirement**

On retirement of an employee, one (1) month's salary shall be paid for every successful year of service under the conditions stated in the appendix.

## **ARTICLE 17 – LOANS**

### **17.01 Vehicle Loan**

Government rate as stated in the Appendix.

### **17.02 Furniture Loan**

Subject to the availability of funds, the University may grant a furniture loan under conditions in the appendix.

### **17.03 Working Tools Loan**

Artisans/Tradesmen on application shall be granted a loan as in the appendix

## **ARTICLE 18 – GENERAL PROVISIONS**

18.01 The holder of any office may be required to discharge duties required of him/her by the Vice Chancellor. He/she may be stationed wherever (in Ghana or abroad) his/her services may be required.

18.02 However, no employee who is a union official (i.e. Chairman, Vice Chairman, Secretary, Assistant Secretary and Trustee of the Local Branch of TEWU shall be transferred outside the main University campus without consultation with the Union. Nonetheless, the final decision on transfer shall lie with the Vice Chancellor.

## **ARTICLE 19 – ACCIDENT-FREE INCENTIVE**

19.01 Motor Driver or Driver Mechanic on permanent establishment shall be paid Accident-Free incentive of three-months' basic salary after satisfying the following conditions:

- (a) He/she has done three (3) years accident free driving in the employment of the University
- (b) He/she has not been cautioned, charged or reprimanded by the University authorities or law enforcement agencies for any traffic offence
- (c) His/her conduct has not caused any damage to a University vehicle
- (d) He/she has not mis-conducted himself/herself in the performance of his/her duties as a driver.

19.02 Payment of the incentive shall be made after every three years.

19.03 The term “accident” in this context means any occurrence where the Driver is at fault which leads to the non-claim insurance being lost to the university or any damage to the vehicle or to some other property for which the University is required to incur any expenditure whatsoever.

## **ARTICLE 20 – LEAVE OF ABSENCE**

### **20.01 Annual Leave**

- (a) The leave year shall be the same as the financial year. Leave for one year may not be carried forward to the next unless in exceptional circumstances and with the written approval of the Registrar on the recommendations of the Head of Department. Vacation leave shall be at rates determined from time to time by the University.
- (b) On the recommendations of the Head of Department, the Registrar may require an employee to interrupt his/her leave to discharge any duty or to undertake any course of instruction. The remaining portion of his/her leave shall be taken at a later date convenient to the Department in which case the staff concerned will be paid his cost of transport in and out.
- (c) An employee who is recalled indefinitely with prior approval of the Vice Chancellor, from annual leave resulting in indefinite deferment of leave already approved, shall be paid 15% of annual basic salary as allowance in addition to transport cost. He shall be credited with the remaining leave days.
- (d) Subject to modalities laid down by the employer, any sick leave granted by a registered medical practitioner to an employee while on annual leave shall not be computed as part of the annual leave.
- (e) An employee while proceeding on annual leave may, on application, be granted Leave Travel Advance in lieu of salary advance subject to availability of funds.

**20.02 Casual Leave**

- (a) An employee may apply in writing, for casual leave to enable him/her to attend to his/her urgent personal affairs. Casual leave will not count against annual leave.
- (b) A Head of Department may, at his/her discretion, grant him/her up to 10 (ten) working days casual leave in a year and notify the Registrar accordingly.
- (c) Casual leave may be granted within the maximum permitted, in one or more spells.
- (d) In exceptional circumstances, casual leave may be extended beyond the maximum entitlement in which case any additional days so granted shall count against his/her current or future annual leave.

**20.03 Examinational Leave**

An employee who is an examination candidate may, on application to the Registrar through his/her Head of Department, be granted leave of absence to sit for an examination. The candidate may be granted up to four (4) working days' leave in addition to the number of days required by the examination time table. The extra days granted shall not be deducted from annual leave.

**20.04 Special Leave**

- (a) In special circumstances, e.g. cases of tragedy involving an employee, a Head of Department may, on application grant the employee special leave. Such leave shall not exceed five (5) days in a leave year and shall not be deducted from earned leave and shall be notified to the Registrar.
- (b) An employee, who has served for a minimum of five (5) years may on application through his/her Head of Department, be granted leave of absence without pay for a period of up to six (6) months. This leave may be extended in exceptional cases for a period of up to 12 months beyond which the employee must resign his/her appointment.
- (c) An employee who has served for more than one, but less than five years may on application through his/her Head of Department be granted leave of absence without pay for a period of up to three (3) months. This leave may be extended in exceptional cases for up to six months, beyond which the employee must resign his/her appointment.
- (d) An employee who is granted a year's leave of absence shall be required on his/her return to serve the University for one year, failing which he/she shall be asked to pay a case penalty of one-half the salary for the defaulting months.



- (e) Failure to resume duty after the expiry of leave without pay shall be considered “vacation of post”.

**20.05 Study Leave**

The University may sponsor deserving employees, having done a minimum of three (3) years’ continuous service for external/internal training schemes in recognized institutions to help them acquire qualifications or experience relevant to their work. Such sponsorship shall be in accordance with regulations determined from time to time by the University. Where the employee does not qualify for study leave with pay, he/she may apply for leave without pay.

**20.06 Leave of Absence for Union Activities**

- (a) An employee selected as an officer of the Union or who is selected as a delegate or nominated as a candidate for any approved Union training course/activity necessitating leave of absence may be granted such leave with pay.
- (b) The President/Chairman, Secretary, and Trustee of the local union for each University can attend meetings between Vice Chancellors Ghana (VCG) and the Union and may be provided free transport and abated per diem any time such meetings are convened

**20.07 Sick Leave**

- (a) It is the duty of Heads of Departments, and the University Medical Officer to ensure that no employee is retained on duty when his/her state of health renders it desirable for him/her to be granted sick leave or to receive medical care.
- (b) An employee placed on sick list shall be regarded as absent on sick leave
- (c) The maximum period of sick leave which an employee may be granted on full salary and on half salary is shown in the Appendix to the Unified Conditions of Service. If by the expiry of the maximum period of sick leave, the employee is unable to resume work, he/she shall be boarded out on medical grounds.
- (d) An employee who is incapacitated as a result of injury sustained in the course of his/her work shall be granted on the advice of the Director of Health Services, sick leave as shown in the Appendix. In addition, the employee shall be entitled to compensation in accordance with Section 7 of the Workman’s Compensation Law 1987 (PNDCL1987) or any

subsequent amendment thereof. There may be a further review of up to six (6) months subject to the approval of the Vice Chancellor.

- (e) In every case of absence from work on the grounds of illness, a certificate from a University Medical Officer or any other registered Medical Practitioner shall be furnished to the Registrar as soon as possible.
- (f) During absence from duty on account of ill-health the salary of an employee shall be liable to deductions for his university residence (unless he/she and his/her family are absent from the residence, and the University allocates the residence to another person) and for any sums due to the University.

**20.08 Maternity Leave**

- (a) On becoming pregnant, a female employee may be granted the vacation leave already earned by her and in addition, three months maternity leave on full pay. At least six weeks of the maternity leave, if possible, are to be taken before confinement, on production of certificate signed by the University Medical Officer or a registered Medical Practitioner stating that her confinement may be expected to take place six weeks after the date of the certificate.
- (b) If on the expiry of maternity leave a University Medical Officer or a registered Medical Practitioner certifies that the employee concerned is not fit to resume duty, she shall be granted an extension of the maternity leave up to three (3) months and this period shall be without pay.
- (c) Maternity leave shall count towards a retiring award and for increment but will not earn vacation leave.
- (d) Maternity leave shall be additional to annual leave entitlement or leave earned in the leave year.
- (e) A female employee on returning to duty after maternity leave shall be given afternoons off for a continuous period of twelve (12) months from the date of birth to nurse her baby.
- (f) Nursing mothers who run shift shall be placed on duty day time as far as possible.

## **ARTICLE 21 – HEALTH AND SAFETY OF EMPLOYEES**

The University shall take such measures as will ensure the good health and safety of its employees in accordance with the provisions of Factories, Offices and Shops Act, 1970 (Act 328) or any amendment thereof.

## **ARTICLE 22 – COMPENSATION FOR INJURY**

Any employee who sustains any injury or suffers disability, illness or disease in the course of performance of his/her duties shall be entitled to compensation in accordance with the Workmen’s Compensation Law 1987 (PNDCL 187) and any subsequent enactment.

## **ARTICLE 23 – MEDICAL CARE**

23.01 An employee, his/her spouse and children including registered wards, while resident in Ghana, and provided the number of such children and registered wards does not exceed six (6), who are not older than twenty-six (26) years and are pursuing full time formal education, shall receive without charge:

- (a) Medical, dental and optical care from the University’s Medical Officer or a Medical Officer to whom an employee or a member of his/her family has been directed in advance by a University Medical Officer provided that the University shall not be responsible for subsistence costs in hospital.
- (b) An employee of the Universities, his/her spouse and children shall, on submission of genuine identity document, receive without charge, medical, dental and optical treatment at a hospital belonging to any of the Universities.
- (c) The University shall reimburse in cedis the total cost of prescribed medical appliances for employees only. For the time being, medical appliances shall be restricted to Spectacles, Hearing Aids, Artificial Limbs, and Dentures.
- (d) The cost of any travel in Ghana necessary in order to receive such care and to return to the University shall be borne by the University on the advice of the University Medical Officer.
- (e) The cost of drugs purchased by an employee on the prescription of a University Medical Officer shall be reimbursed by the University at Government controlled prices.

23.02 If a University Medical Board certifies the necessity for treatment outside Ghana, for an employee, spouse or child of an employee, the University shall grant such passages as may be recommended by the Board.

23.03 The University may authorize that an employee be reimbursed the costs of medical or dental care taken outside the scope of the conditions contained in this paragraph, if the University is satisfied that these costs ought properly to be met from its funds.

23.04 Employees whose duties expose them to health hazards shall be required to undergo without charge periodic medical examination as determined by the University Medical Officer.

23.05 **Medical Care for Pension/Retired Staff**

Free medical treatment shall be given by University Hospitals to employees who retire at the age of 55 and above and a spouse who at the time of retirement of staff was registered with the University, and is still married to the staff. The facility excludes medical appliances.

**ARTICLE 24 – UNIFORMS**

24.01 All employees who are required to wear uniforms or any protective devices necessary for their proper protection while on duty shall be so provided with uniforms or the protective devices at the expense of the University.

24.02 Employees shall be responsible for the maintenance of the uniforms in good conditions.

24.03 An employee may be surcharged with the cost of replacement of any uniform or protective device in his/her charge which has become unserviceable through neglect, lack of care or willful damage on his/her part.

**ARTICLE 25 – HOUSING**

University Quarters, where available, may be allocated to employees whose duties require them to reside near their place of work. The rent for such quarters shall be determined by the University from time to time.

**ARTICLE 26 – CATERING FACILITIES**

Facilities for subsidized lunch (i.e. Canteen) shall be provided for employees. In lieu of subsidized lunch, an appropriate allowance determined periodically by the University in consultation with the Union shall be paid to each employee.

**ARTICLE 27- TRANSPORT**

The University may provide transport to convey employees to and from their place of work at rates to be determined by the University from time to time.

In the absence of such transport, transport allowance shall be paid at rates to be determined by the University from time to time in consultation with the Union.

These facilities shall be provided for employees who are required to do extra work on non working days, i.e. Saturdays, Sundays and Public Holidays.

**ARTICLE 28-NUMBER OF RECOGNISED CHILDREN /WARDS**

The University shall recognize a maximum of six children /wards for purpose of free medical facilities and subsidized education in the primary Primary/JSS. For staff already in the system a maximum of eight (8) children /wards shall be recognized. In each case wards shall not be more than two.

**ARTICLE 29- GHANA UNIVERSITIES SUPERANNUATION  
SCHEME /SOCIAL SECURITY SCHEME**

- 29.01 The University shall allow all employees on established posts to participate in contributory Superannuation Scheme, subject to the operation of such schemes.
- 29.02 Eligibility to join a scheme shall be referred to in the letter of appointment of the employee concerned. Staff already on the Ghana Universities Superannuation Scheme shall continue to belong to it.
- 29.03 All other junior staff including temporary appointees below the age of 60 shall join the Social Security Scheme.

**ARTICLE 30 – UNIVERSITIES OF GHANA PROVIDENT FUND SCHEME**

The University shall allow every permanent member of staff who is not a member of the Ghana Universities Superannuation Scheme to join the Universities of Ghana Provident Fund Scheme subject to the rules governing its operations.

**ARTICLE 31 – ADDITIONAL BENEFITS PROVIDED BY THE UNIVERSITIES**

The University may, from time to time, allow employees to participate under certain conditions in other benefits that may be introduced.

## **ARTICLE 32 – DISTINGUISHED SERVICE**

Distinguished and meritorious service is to be recognized by the University. The nature of gift award to be given to deserving staff shall be determined by the University.

## **ARTICLE 33 – MISCONDUCT**

33.01 Any act of misconduct or negligence on the part of an employee is an offence which may render him/her liable to disciplinary action. In particular, the contraventions of or failure to observe staff regulations or other instructions without reasonable cause shall be regarded as an offence.

33.02 The influence of members of the University, members of the Committees of the University and of persons outside the University shall not be sought in matters connected with discipline or conditions of service or with a view to obtaining consideration for appointment, transfer or promotion.

33.03 No member of staff shall have a personal interest in any business transaction with the University.

33.04 No employee shall receive gifts given with a view to influencing his/her official conduct or as a reward for official action.

33.05 No employee shall employ, for private purposes, the service of the University's employee at times during which the service of the latter are at the disposal of the University. Nor shall any employee make private use of materials, stores, or apparatus which are the property of the University.

33.06 a) No employee shall, in his/her personal capacity receive any payment from University funds on behalf of, or as agent for any member of the public, except with the prior approval of the Vice Chancellor.

(b) All University monies paid to an employee must either be due to him personally or paid to him in his official capacity, in which case they must be properly brought to account.

(c) It shall be an offence for an employee to receive any money from the University to which he/she is not entitled.

### **33.07 Employee and Private Business**

No employee shall at any time engage in private business during working hours.

### **33.08 Absence without Permission**

- (a) No employee may leave his/her place of work during normal working hours without permission.
- (b) Absence from duty without reasonable cause is an offence, and an employee may be dismissed or have his appointment terminated after due warning for habitually absenting himself/herself from work without permission.
- (c) An employee who absents himself/herself from duty on grounds of ill-health without being certified by the University Medical Officer, or by a registered Medical Practitioner, to be unfit for duty is liable to be regarded as absent without leave. A registered Medical Practitioner can recommend referral for local treatment where diagnosis of ailments cannot be made.
- (d) Where an employee is absent from duty without leave or reasonable cause for more than ten consecutive working days, he may be regarded as having vacated his/her post.

**33.09 Loans and Debts**

- (a) No employee shall act as a money lender or as an intermediary between any employee and a money lender or take any part in collecting debts on behalf of a money lender.
- (b) Pecuniary embarrassment from whatever cause which affects or is likely to affect the efficiency of an employee may result in disciplinary proceedings being taken against him/her

**33.10 Press and Broadcasts**

- (a) Disciplinary action shall be initiated through an appropriate committee of the University against any employee who is the author of any anonymous publication, in the form of letters, articles etc, or is party to any such publication, or who in any publication bearing his/her signature discusses any matter concerning the University in a matter calculated to undermine confidence in the University.
- (b) No employee, unless specifically authorized, shall communicate either directly or indirectly to the Press, or to any unauthorized person any information gained in the course of his/her official duty.

## **ARTICLE 34 – PENALTIES**

### **34.01 Degrees of Penalties**

The following are the penalties that may be imposed in disciplinary proceedings in respect of misconduct or unsatisfactory service:

- (a) Warning or reprimand
- (b) Withholding of increment
- (c) Suspension from duty without pay for a period not exceeding fourteen days.
- (d) Reduction in rank or grade
- (e) Interdiction
- (f) Termination of appointment.
- (g) Dismissal without notice

A fine as distinct from suspension without pay shall not be awarded as a punishment.

### **34.02 Warning and Reprimand**

- (a) A Head of Department shall query in writing, an employee whose work or conduct he/she has reason to be dissatisfied with. If the explanation is considered satisfactory, no further action shall be taken. If it is not considered satisfactory, a decision shall be recorded in writing against him/her.
- (b) If an employee is queried and a decision recorded against him/her in writing, a copy each of the query and written decision shall be forwarded to the Registrar.
- (c) In some cases the faults may be of comparatively minor significance in themselves, nevertheless, when it is clear that the employee is not likely to respond to departmental correction and sufficient material is available to warrant disciplinary proceedings, action shall be taken against him/her.
- (d) An employee should not be allowed to accumulate a record of warnings and censures for misconduct and faults before disciplinary action is taken against him.
- (e) An employee who commits a minor offence may be queried and warned orally.



**34.03 Withholding of Increment**

- (a) An employee's increment may be withheld on grounds of inefficiency or unsatisfactory service not amounting to misconduct or failure to pass an examination prescribed by a scheme of service as a pre-requisite for the grant of the increment.
- (b) Where a Head of Department is satisfied that an employee has not earned his/her annual increment and that it should be withheld, he/she shall inform the Registrar with a full statement of reasons for recommending the withholding of the employee's increment. A copy of such a full statement of reasons shall be given to the employee concerned and he/she shall be given the opportunity to defend himself/herself.
- (c) If it is proved that the employee has failed to fulfill the requirements for the granting of an increment, the Registrar shall so inform him/her that the increment has been withheld until such time as he/she shall earn its restoration by an improvement in the standard of his/her work or conduct or will pass the prescribed examination.

**34.04 Restoration of Withheld Increment**

When the Head of Department is satisfied that the employee's increment should be restored with effect from the due date, he/she shall advise the Registrar who in turn, shall inform the employee that his/her increment has been restored.

**34.05 Stopped Increment**

If the increment is not restored before 1<sup>st</sup> January it will be treated as stopped in which case the next increment shall not be awarded until it is earned. An employee whose increment is stopped loses the amount of increment which he/she would have drawn for the period which it was stopped.

**34.06 Suspension from Duty**

- (a) Whenever in the opinion of the Head of Department, misconduct which is of such a nature as to warrant dismissal has been committed by an employee, the Head of Department concerned shall recommend to the Registrar that the employee should be suspended for not more than 14 days. The employee, if so suspended, shall be forbidden to carry out his/her duties or visit his/her place of work without the express permission of the Registrar.
- (b) When an employee has been suspended, he/she shall be called upon to hand over any Uniform, Accounts Books, and Records, and any property of the University in his/her charge to such other employees as the Head of

Department shall order and he/she shall be deprived of his/her salary for that period.

- (c) Notice of suspension shall be conveyed in writing to the employee concerned by the Registrar.

#### **34.07 Reduction in Rank or Grade**

An employee may be reduced in rank as a result of disciplinary proceedings. This means removal to a lower grade with an immediate reduction in salary.

#### **34.08 Interdiction**

- (a) Where an employee has been charged with a criminal offence whether or not it is connected with the University, the Registrar shall interdict him/her from his/her duties forthwith.
- (b) Where disciplinary proceedings which may result in an employee's dismissal are being taken or are about to be taken and the Registrar considers that the interest of the University requires that the employee should cease forthwith to exercise the duties and functions of his/her office, he/she shall interdict him/her from the exercises of those duties and functions.
- (c) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- (d) An employee who is under interdiction shall be required to hand over any Uniform, Accounts Books and Records, and any other property of the University in his/her charge to any such person as the Head of Department shall order and he/she shall be forbidden to carry out his/her duties or visit his/her place of work except with the express permission of the Registrar.
- (e) An employee who is interdicted shall receive two-thirds of his/her salary plus the sum of any deductions made from his/her salary on University account, but shall not be paid any of the approved allowances to which he/she would normally have been entitled.
- (f) If disciplinary proceedings do not result in the employee's dismissal the whole of the salary and appropriate allowances withheld from him/her shall be restored to him when the final decision is taken.
- (g) An employee under interdiction who is found guilty of any of the charges preferred against him/her may be dismissed, in which case, he/she shall not subsequently receive any part of any short payment of his/her salary,

notwithstanding that he/she may have been found not guilty of some of the charges.

### **34.09 Termination of Appointment**

#### **(a) All Staff (other than Monthly-rated Employees)**

- i. An employee who is confirmed in his/her appointment may have his/her appointment terminated by the University on grounds of misconduct or general inefficiency provided that he/she had previously been warned in writing by his/her Head of Department that his/her work or conduct had been unsatisfactory and a copy of such warnings had been forwarded to the Registrar on each occasion.
- ii. The appointment of a confirmed employee shall not be terminated until he/she has been given an opportunity of submitting representations through his/her Head of Department to the Registrar for consideration.
- iii. A confirmed employee whose appointment is terminated for inefficiency or misconduct shall be given one calendar month's notice or one month's pay in lieu of notice at any time as well as any leave due to him/her. He/She shall be allowed to continue to stay in University premises for a period not exceeding one month and be paid the appropriate transport allowance to his/her home town provided he/she has served the University for a period of not less than five years.
- iv. The University may at any time and for any good reason terminate the appointment of an employee who is on probation. If the termination is not due to an employee's misconduct, he shall receive one calendar month's notice or one month's pay in lieu of notice. In addition, he/she shall be granted his/her earned leave, and be paid the appropriate transport allowance to his/her home town.
- v. An employee who terminates his/her appointment by resignation shall be required to give one month's notice or pay a month's salary in lieu of notice. He/She shall also be required to vacate University premises immediately or at the expiry of his/her notice.

#### **(b) Monthly-rated Employees**

- i. The employment of a monthly-rated employee with less than one year's service may be terminated on either side, giving one month's notice.

- ii. Where an employee has been in the continuous service of the University for a period of not less than one year, his/her employment may be terminated by one month's notice on either side.
- iii. In the case of a monthly-rated employee, summarily dismissed for disciplinary reasons, he/she shall not be entitled to notice or pay in lieu of notice and shall forfeit his/her paid leave entitlement or any proportion thereof.

#### **34.10 Dismissal**

- (a) Failure to disclose any previous conviction for a criminal offence shall lead to summary dismissal. An employee who has falsified or who falsifies testimonials or personal records shall also be summarily dismissed.
- (b) An employee of the University shall be summarily dismissed if he/she corruptly accepts or obtains, or causes any person to accept, or attempts to obtain, from any persons, for himself/herself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business or for showing or forbearing to show favour or disfavour in relation to the University's affairs or business.
- (c) An employee of the University shall be summarily dismissed if he/she, while employed in a full-time or part-time capacity, acts as an agent against the University in any matter.
- (d) An employee who is confirmed in his/her appointment may be dismissed by the University for misconduct but no such employee shall be so dismissed, until he/she has been given the opportunity of submitting representation through his/her Head of Department to the Registrar for consideration.
- (e) An employee convicted for a criminal charge shall not receive any emoluments for the period following the date of his/her conviction. In the event of an acquittal on appeal, all emoluments withheld shall be restored to the employee concerned.
- (f) Upon conviction of a criminal charge, an employee shall be dismissed or have his appointment terminated with effect from the date on which he/she was interdicted or convicted.
- (g) No notice or salary in lieu of notice shall be given to any employee dismissed for misconduct but dismissal shall take effect from the date on which the employee is officially notified that he/she has been dismissed.

- (h) An employee dismissed for misconduct shall vacate University premises immediately his/her entitlement is paid. He/She will not be entitled to any transport allowance; he/she may, however, be advanced transportation expenses against his/her assets, if any.

### **ARTICLE 35 – APPEALS**

An employee who is aggrieved by a penalty imposed on him/her or by a decision relating to his/her appointment or promotion may submit a written petition. A petition shall lie to the Registrar through his/her Head of Department in the first instance and then to the Vice Chancellor.

### **ARTICLE 36 – GRIEVANCE PROCEDURE**

- 36.01 In the event of any grievance, the employee shall, as a first step take up the matter with his/her Sectional Head.
- 36.02 If the employee is dissatisfied with the Sectional Head’s decision, he/she shall appeal to the Head of Department.
- 36.03 If the grievance remains unresolved, the aggrieved employee shall have the right to appeal to the Registrar.
- 36.04 After step ‘36.03’, if the grievance still remains unresolved, the employee shall have the right to appeal to the Vice Chancellor.
- 36.05 If no satisfactory redress is achieved, the Local Union may take up the matter with the Regional Industrial Relations Officer or the National Secretariat, as appropriate, who shall deal with the matter under the provisions of the Labour Act 2003 or any amendment thereof.

### **ARTICLE 37 –LEAVING THE SERVICE OF THE UNIVERSITY**

#### **37.01 Resignation**

- (a) An employee who terminates his/her appointment by resignation shall be required to give a month’s notice or pay a month’s salary in lieu of notice. Such notice which shall normally not include earned leave shall be addressed to the Registrar through the Head of Department. The employee shall also be required to vacate University premises immediately or at the expiry of his/her notice.
- (b) The Registrar shall then formally write to the employee accepting his/her resignation or otherwise. If the resignation is accepted, the Registrar shall inform the Finance Officer of the effective date of the resignation.

- (c) Acceptance of resignation may be withheld where criminal or disciplinary proceedings have been or about to be instituted against an employee.
- (d) An employee who ceases to attend duty before his/her resignation is accepted or fails to give the required notice shall be regarded as having severed his/her connection with the University on the date on which he/she ceases to attend duty and will not be granted leave or any other allowances.

### **37.02 Retirement of Staff**

An employee of the University shall be required to retire from the service of the University at the end of the academic year in which he attains the prescribed retiring age. Any extension of service beyond this age shall be subject to medical fitness in which case the appointment shall be on a year to year basis.

The following rules shall apply:

- (a) All members of staff on the Ghana Universities Superannuation and Social Security Schemes shall retire at the age of 60; they shall be notified in advance of the impending retirement.
- (b) Members of staff may retire voluntarily from the age of 45 with appropriate retiring benefits.
- (c) A retired employee shall be allowed to stay in University accommodation for a period not exceeding three (3) months in which case he/she will pay the normal rent.
- (d) Where it is the interest of the University for an Officer to continue to serve after attaining the retiring age of 60, the University Council may consider the additional period for which such person should serve. This period shall normally be for a term not exceeding two academic years. In exceptional circumstances, however, a further extension by two academic years may be considered.

### **37.03 Retrenchment – Severance Pay**

Severance pay shall be regulated by existing enactments or any amendments thereof.

## **ARTICLE 38 – DEATH OF SPOUSE/CHILD**

In the event of the death of a spouse or child of a serving officer, the University shall donate an amount of money as in the appendix, to the bereaved officer. The facility should be restricted to the condition applicable to medical care for

children. A child should be 21 years old or below, except when he/she is in school; in that case the age can be above 21.

## **ARTICLE 39 – DEATH OF AN EMPLOYEE**

### **39.01 Provision of Coffin/Shroud**

On the death of an employee, the University shall provide a coffin or shroud or cash equivalent and transport to convey the dead body, spouse and children, if any, to the place of burial. The spouse and children, if any, shall be provided with appropriate transport to convey them to their hometown in Ghana and be paid an appropriate transport allowance in lieu.

### **39.02 Housing for Deceased Employee's Dependants**

In the event of death, the spouse and/or dependants of a deceased member of staff shall be allowed to live in the house or other living accommodation provided by the University which the deceased was occupying at the time of death for up to a period of six months and the normal rent due for the occupation of the house/living accommodation by the spouse and/or dependants shall be recovered from any benefits due to the deceased.

### **39.03 Payment of Final Salary in the Event of Death**

The salary payment due to a member of staff shall cease at the end of the month in which the employee dies; such payment and other benefits which have accrued to the deceased employee shall be made to the spouse.

## **ARTICLE 40 – DEBTS TO THE UNIVERSITY**

When an employee is informed of the date on which he/she is to leave the service of the University, or when his/her resignation is accepted, or when an employee dies, the Finance Officer shall at the same time ascertain the total sum owed by the employee to the University. This shall be deducted in full from any retiring award for which he/she is eligible before any balance is paid to him/her or to his/her legal representative.

**ARTICLE 41 – CERTIFICATE OF SERVICE**

An employee who has left or is about to leave the service of the University may ask for and be given a Certificate of Service.

**ARTICLE 42 – RESPONSIBILITIES OF PARTIES TO THE AGREEMENT**


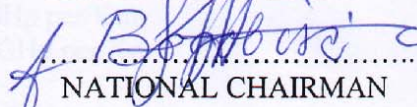
Both parties recognize that this Agreement imposes serious duties and responsibilities on the Union as well as the Employer.


Dated at U.G., Legon this 14th day of November 2008

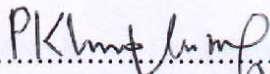
**For and on behalf of  
Management of the  
University of  
Ghana, Legon  
(University)**

**For and on behalf of the  
University of Ghana  
Legon  
Local of the Teachers and  
Educational Workers' Union  
Of Ghana TUC**

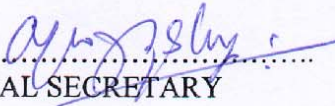
  
.....  
VICE CHANCELLOR  
  
.....  
REGISTRAR

  
.....  
GENERAL SECRETARY  
  
.....  
NATIONAL CHAIRMAN

  
.....  
CHAIRMAN, STANDING  
NEGOTIATING COMMITTEE

  
.....  
LOCAL CHAIRMAN

  
.....  
SECRETARY, STANDING  
NEGOTIATING COMMITTEE

  
.....  
LOCAL SECRETARY



**APPENDIX TO THE CONDITIONS OF SERVICE FOR UNIONIZED  
STAFF OF THE PUBLIC UNIVERSITIES IN GHANA**

**1. Annual Leave**

For the purposes of leave calculations, Saturdays, Sundays and Public Holidays shall be regarded by the University as non-working days.

- i. Monthly rated employees,  
Technical Apprentices and equivalent - 25 working days
- ii. Staff of status of senior Typist,  
Typist Grades II & I, Clerk  
Grades II & III and analogous  
Grades - 32 working days
- iii. Staff of status of Senior Clerk,  
Clerk Grad I and analogous grades - 34 working days

**2. VEHICLE MAINTENANCE ALLOWANCE**

- a. Bicycle - GH¢10.00 per month
- b. Motor cycle - GH¢20.00 “
- c. Car - GH¢65.00 “

**3. MILEAGE/KILOMETRIC ALLOWANCE**

- a. Bicycle - 18GHp per/Km
- b. Motor cycle - 36GHp per/Km
- c. Car - 225GHp per/Km

**4. NIGHT SUBSISTENCE ALLOWANCE**

- Junior Staff - GH¢30.00/ Night ] Not Exceeding
- Senior Staff - GH¢40.00 ] 12 days in a quarter

**NOTE:**

Prior approval should be sought from the Vice Chancellor if the 12 days are to be exceeded.

**5. RISK ALLOWANCE**

30% of basic salary

**6 TOOLS ALLOWANCE**

75GHp per duty day

**7 ACTING/RESPONSIBILITY ALLOWANCE**

Acting appointment should be formalized by the Vice Chancellor and for a minimum of three (3) continuous months.

- i. Clerk Grade I / analogous grades  
Acting in the capacity of administrative  
Assistant/Junior Cashier - GH¢11.25/month
- ii. Senior Clerk acting as Administrative  
Assistant. - GH¢18.75/mth
- iii. Administrative Assistant acting  
As Senior Administrative Assistant - GG¢22.5/mth
- iv. Senior Administrative Assistant  
Acting as Principal Administrative  
Assistant - GH¢28.1/mth
- v. Principal Administrative Assistant  
Acting as Chief Administrative Assistant - GH¢37.5/mth

**8. REMOVAL ALLOWANCE**

- i. On first appointment - Up to 15 cubic feet tons luggage  
(STC rates to be applied)
- ii. On proper completion  
of service - Up to 30 cubic feet tons luggage  
(STC rates to be applied)
- iii. On retrenchment - Up to 20 cubic feet tons luggage  
(STC rates to be applied)
- iv. Termination of  
appointment on medical  
grounds
- v. On resignation with  
less than five (5) years  
service - Removal expenses to be borne by  
employee.

**9. OVERTIME**

All grades of staff who are requested by their Heads of Departments to work more than one hour a day beyond the prescribed minimum working hours shall be entitled to overtime - Overtime payments in any one month shall not exceed 75% of an employee's salary

**10 HEIGHT ALLOWANCE**

a.	30 – 45 meters	-	30GHp/day of climbing
b.	46 – 60 meters	-	45GHp/day of climbing
c.	61 – 75 meters	-	60GHp/day of climbing
d.	Every additional 15 meters	-	60GHp/day of climbing

**11 PRESCRIBED MEDICAL APPLIANCES FOR EMPLOYEES**

For the time being medical Appliances shall refer to Spectacles, hearing aids, Artificial limbs and dentures	-	Total cost of prescribed appliances to be paid to employees only in cedis in every two years
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**12 TRANSFER GRANT**

Payable to staff on transfer to a new place	-	Five (5) month's basic salary
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**13 TEMPORARY TRANSFER ALLOWANCE**

Payable to staff on temporary Transfer of up to 3months	-	One (1) month basic salary plus subsistence allowance at full rate for up to three (3) months
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**14 WARM CLOTHING ALLOWANCE**

Cedi equivalent of \$500 or applicable Government rate

**15 DAY TRIP ALLOWANCE**

Payable to employees on excursion field trips and other town trips who return to base	-	½ of night allowance to apply to a round trip journey over 300km, the same day.
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**16 LOCAL STUDY LEAVE**

All institutional expenses to be borne by the University. Employee to draw his/her full salary

**17 STUDY LEAVE BOOK GRANT**

The following rates in cedis will apply annually:

HND/Diploma	\$150
1 <sup>st</sup> Degree	\$200

**18 SPECIAL CASHIER ALLOWANCE**

Cashier - GH¢39 per month (Junior Staff)  
GH¢52 per month (Senior Staff)

Supervising Cashier - GH¢65 per month

Duties:

- Receiving and acknowledging receipt of revenue/goods
- Paying out cash or issuing goods to the public
- Keeping Cash Book

A cashier so designated performing above duties or part thereof, should handle transactions of not less than Twelve Ghana cedis (GH¢1,200) every month.

**19 VEHICLE LOAN (subject to availability of funds)**

- a. Car - up to 3x annual salary
- b. Motor cycle - Up to 2x annual salary in line with Government policy, subject to availability of funds. Where exigencies of work demand a motor-cycle, the loan should cover the actual cost.
- c. Bicycle - Up to 2x annual salary in line with government policy subject to availability of funds.

20 **FURNITURE LOAN ALTERNATING WITH FRIDGE LOAN**

- The University may grant a furniture loan or fridge loan of four Ghana cedis (GH¢400) to staff on application subject to availability of funds and shall be repayable within a period of four (4) years.

21 **FRIDGE LOAN TO ALTERNATE WITH FURNITURE LOAN**

- Junior Staff - GH¢500 after 5years' service subject to availability of funds and shall be repayable within a period of four (4) years.
- Senior Staff - GH¢800 after five years' service subject to availability of funds

22. **HOUSING – RENT ADVANCE**

- GH¢400 subject to availability of funds and upon recommendation of Estate Office. Period of recovery shall be three (3) years.

23 **WORKING TOOLS LOAN**

- The University may, subject to availability of funds, grant working tools Loan up to a sum of four million cedis (GH¢400) to staff on application supported with necessary pro-forma invoices and certified by Head of Department and shall be repayable within two (2) years.

24 **STAFF EDUCATION ADVANCE**

- Up to GH¢100 every two years

25 **EX-GRATIA AWARD**

On the death of Staff - Nine (9) month's salary to be paid to spouse and/or children on the death of an employee

On Retirement  
(Art 16.02) - i. Employee qualifies only after minimum service of ten (10) years and  
ii. on attaining voluntary or compulsory retiring age or,  
iii. dying in service

26 **FUNERAL GRANT** - GH¢300.00 to be paid to staff of the Universities for loss of spouse/child.

27 **SICK LEAVE**

GRADE OF STAFF	MAXIMUM PERIOD ON FULL SALARY	MAXIMUM PERIOD ON HALF SALARY
Employee with more than one (1) year's continuous service	6months	6months. There may be a further review up to six (6) months on half salary by Vice Chancellor
Employees with less than one (1) year's continuous service	2months	2months

28 **SICK LEAVE AS A RESULT OF ACCIDENT ON THE JOB**

GRADE OF STAFF	MAXIMUM PERIOD ON FULL SALARY	MAXIMUM PERIOD ON HALF SALARY
Employee with more than one (1) year's continuous service	6months	6months

29. An upward salary adjustment of 15% across board shall be paid to Junior and Senior Staff of the Public Universities with effect from January 1, 2008.