

CONDITIONS OF SERVICE FOR SENIOR STAFF OF THE UNIVERSITIES IN GHANA 2003

CHAPTER I

1. Title

These regulations shall be cited as the Conditions of Service for Senior Staff of Universities in Ghana.

2. Definitions

- (a) “Department means any Department of the University, academic or non-academic, and includes Halls of Residence and other Organisations recognised as such by the University Council as forming constituent parts of the University.
- (b) “Head of Department” means the Professor or any other person appointed in accordance with the Statutes or Regulations of the *Universities in Ghana* to direct or supervise the programme or work of a department. This includes the Master/Warden of a Hall of Residence and the Head of any other Organisation in the University. In the absence of the Head of Department, any person appointed to act shall be referred to as Head of Department.
- (c) “Employee” means any member of the Senior Staff.
- (d) “Senior Staff” means any member of the established staff grades not below the rank of an Administrative Assistant or analogous grades and who by appointment is not a member of Convocation of the University.
- (e) “Convocation” is defined as categories of persons as specified the appropriate schedules of the respective statutes.
- (f) Council means the Council of the particular University as established under the relevant Act or Decree.
- (g) “Vice-Chancellor” means the Executive Head of the University Institution concerned.
- (h) “Misconduct” means any act or omission on the part of an employee which amounts to a failure to perform in the proper manner any duty assigned to him/her 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.

CHAPTER II – APPOINTMENT

3. **Eligibility for Appointment**

To be eligible for appointment, a candidate must have the requisite qualification or experience as may be laid down from time to time in the Unified Scheme of Service for Staff of University Institutions in Ghana.

4. **Full-Time Appointment**

Except where otherwise specifically stated, all appointments in the University shall be full-time and additional remuneration for activities outside the scope of the appointment may only be accepted with the permission of the Vice-Chancellor.

5. **Established Staff**

Every appointment shall be made in writing by the Registrar, on behalf of the Vice-Chancellor: It shall set out the conditions of employment and shall not be valid until it has been accepted in writing. The terms set out in these regulations only form part of the conditions of employment in so far as they may be referred to in the letter of appointment.

6. **Temporary Staff**

Every temporary appointment shall be in the manner prescribed in Section 5 above. The length of the temporary appointment shall not normally exceed three months. If the appointment has not ceased before the expiry of the stipulated time, the Head of Department concerned shall recommend to the Registrar, the renewal or immediate termination of the appointment.

7. **Contract Appointment**

General regulations relating to permanent appointment of Senior Staff shall apply, and in the case of contract appointments, the terms of contract shall be embodied in the letters of appointment.

8. **Probation and Confirmation of Appointment**

- (a) All persons appointed to established posts shall normally be on probation for at least one year after which they will become eligible for confirmation in their appointments subject to a report of satisfactory work and conduct by the Head of Department concerned.
- (b) The University may, at any time and for any good reason terminate the appointment of an employee who is on probation. If termination is not due to an employee's misconduct, he shall receive three calendar months' notice or three month's pay in lieu of notice, In addition, he will be granted his/her earned leave, and be paid the normal transport allowance to his/her home town.

- (c) The Registrar on the recommendation of the Head of Department concerned may extend the probationary period of a member of the Senior Staff for not more than 3 months if he considers it necessary, in which case, no increment will be awarded after the first year of service,
- (d) The Vice-Chancellor may, on the advise of the Registrar, reduce the probationary period of a member of the Senior Staff by not more than 3 months if he so considers it necessary.

9. **Declarations to be made on appointment**

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 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 his/her next of kin
- (g) the name(s) and ages of child/children. Subsequent changes in family size should be notified to the Registrar for record purposes.

Concealment of any of these facts or any intentional false statement will be considered sufficient ground for non-employment or for subsequent termination of employment.

10. **Medical Examination**

Appointment to the staff grade is subject to evidence of satisfactory health on a Medical Certificate issued by the University Medical Officer or a registered Medical Practitioner and received by the Registrar.

CHAPTER III - PROMOTIONS

11. Promotions shall be made according to merit and in accordance with the provisions of the Unified Scheme of Service for Staff. A pool system shall be established for the purpose of promoting deserving Senior Staff into vacancies created over and above existing departmental established grades. The number of vacancies in the system created shall be determined by the University from time to time.
12. The effective date of promotion shall be decided by the Appointments Committee.
13. Where there is a promotion test, no employee shall be promoted unless he/she has passed the test.
14. The passing of a qualified 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 scales.
15.
 - (a) No temporary employee shall be considered for promotion.
 - (b) No employee shall be on temporary appointment for more than one year.
16. Annual Confidential Reports shall be shown to each employee who shall have the right to comment on any adverse reports made against him.

CHAPTER IV - DUTIES OF STAFF

17. The holder of any office shall 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.

CHAPTER V - SALARIES

18. The salary scale appropriate to each post shall be as laid down in the Unified Scheme of Service for Staff of University Institutions in Ghana.
19. All employees shall draw their salaries from the date on which they assume duty.
20. The point of entry of a newly appointed or promoted employee shall be determined by the Appointments Committee.
21. **Annual Increment**

An employee who assumes duty on first appointment before 30th September in the Financial Year may have his/her first increment on 1st January immediately following his/her assumption of duty. An employee who assumes duty on first appointment after 30th September in the Financial Year may have his/her first increment on 1st January the following year. This principle will also apply in respect of serving employees who are promoted within the Financial Year.

22. (a) Increments 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 of his/her salary scale shall not be entitled to an annual increment.
23. **Temporary Staff**
- (a) Temporary employees shall be paid a fixed monthly salary and shall normally not be due for annual increment.
- (b) 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 above the age of 60 comes to an end and he 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 paid to him.

CHAPTER VI - LEAVE

24. **Vacation 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 and on the recommendation of a Head of Department. Vacation leave shall be at rates determined from time to time by the Universities.
- (b) The current rate per each leave year is forty working days for Ghanaian and expatriate senior staff.
- (c) An employee may be required by his/her Head of Department to interrupt his/her leave with prior approval of the Vice-Chancellor, to discharge any duty or to undertake any course of instruction. Those recalled from annual leave resulting in indefinite deferment of leave already approved, shall be paid 8% of basic salary (annual) in addition to transport cost. The remaining days of the leave are to be credited to them.
- (d) Subject to modalities laid down by the employer, sick leave granted by a registered medical practitioner to an employee, during annual leave period shall not be computed as part of such annual leave.

25. **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 an employee up to 10 working days casual leave in a leave 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.
- (e) No travelling or mileage allowance will be payable to employees going on casual leave.

26. **Examination Leave**

A Head of Department may, on application, grant an employee leave of absence to sit an examination. Such leave shall cover actual examination days in a leave year.

27. **Special Leave**

In special circumstances e.g. cases of tragedy involving an employee, a Head of Department may, on the receipt of application from the employee, grant him/her special leave. Such leave shall not exceed 5 days in a leave year and shall not be deducted from earned leave.

28. **Leave of Absence**

An employee may, on application through his or her Head of Department, be granted leave of absence without pay for a period of up to 12 months. This leave may be extended in exceptional circumstances, for up to another 12 months beyond which the employee must resign his or her appointment.

29. **Leave for Training Courses**

The University may sponsor deserving employees for approved courses 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.

30. Sick Leave

- (i) 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.
- (ii) In cases of chronic ill-health, financial responsibility in respect of the dependant of an employee will be determined by the University.

31. Provision of Coffin/Shroud

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

32. Housing for dependant of Deceased Employees

In the event of death, the spouse and/or dependant 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 his/her 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 dependant shall be recovered from any benefits due to the deceased.

33. Payment of Final Salary in the event of death

The salary payments due to a member of staff shall cease at the end of the month in which the employee dies; such payment and any other benefits which have accrued to the deceased employee, including ex-gratia award, shall be paid to registered spouse and children only.

34. 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 a certificate signed by the University Medical Officer or any other 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 expiration of maternity leave a University Medical Officer or a registered Medical Practitioner certifies that the employee concerned is not fit to resume duty, she may be granted an extension of the maternity leave up to 3 months, but this period will be without pay.

- (c) Maternity leave will count towards a retiring award and for increment but will not earn vacation leave.
- (d) Maternity leave shall be additional to annual entitlement of leave earned in the leave year.
- (e) A female employee on returning to duty after maternity leave, may be given afternoons off for a continuous period of twelve (12) months from the date of delivery to nurse her baby.

CHAPTER VII- MEDICAL CARE

35. An employee, spouse and children of an employee while resident in Ghana will 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 will not be responsible for subsistence costs in hospital.
 - (b) The Employee shall be reimbursed in cedis the total cost of prescribed medical appliances normally once in every 2 years. For the time being, medical appliances shall be restricted to Spectacles, Hearing Aids, Artificial Limbs and Dentures.
 - (c) 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.
36. If a University Medical Board certifies the necessity for treatment outside Ghana for an employee, spouse or child of an employee, the University will grant such passages as may be recommended by the Board.
37. The University may authorise 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.
38. 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.
39. An employee working on any job deemed hazardous by specialists empanelled by the University shall be paid risk allowance at rates to be determined from time to time in accordance with Government policy.

CHAPTER VIII - ADVANCES AND ALLOWANCES

40. The regulations regarding the grant of advances and allowances to employees will be made by the Universities from time to time. The current rates of allowances are shown in the Appendix to this document.

CHAPTER IX - TRAVELLING AND TRANSPORT ALLOWANCES

41. Provision of Transport and Payment of Travelling Allowances

- (a) On assumption of duty on first appointment, an entitled employee shall be provided with transport, or be paid an appropriate allowance to convey his/her personal effects from his/her place of work or his/her hometown, both in Ghana.
 - (b) On transfer, an entitled employee shall be provided with transport or be paid an appropriate allowance to convey his/her personal effects to his/her new place of work.
 - (c) On proper completion of appointment, or on retirement or on resignation as provided for under this Chapter, an entitled employee shall be provided with transport or be paid an appropriate removal allowance to his/her home town, or to his/her new place of domicile both in Ghana, whichever is nearer provided that this facility is not being given by another institution,
 - (d) Transport allowance at rates laid down by the Universities from time to time, shall be paid to an entitled employee when travelling on duty or on leave within Ghana by rail or by road or any other approved mode of travel.
42. (a) On resignation, an entitled employee shall be paid the normal rate of allowance provided he has served satisfactorily for a continuous period of not less than five years.
- (b) In the case of a Ghanaian recruited from outside Ghana who does not serve for a minimum period of 2 years he shall be required to refund the whole or part of the cost of passages provided for him/her by the University.
43. An employee whose appointment has been terminated on grounds of ill-health shall be paid transport allowance as if on retirement.

CHAPTER X - DISCIPLINE

44. **Disciplinary Procedure**

The application of disciplinary sanctions to senior staff for misconduct shall be the responsibility of the Vice-Chancellor. He may appoint a Disciplinary Committee to investigate any cases of misconduct and advise. The Registrar or his/her representative shall serve as Secretary to any such committee.

45. **Loans and Debts**

No employee shall act as a money lender or an intermediary between any employee and a money lender or take part in collecting debts on behalf of a money lender

46. **Pecuniary Embarrassment of Employees**

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.

47. **Anonymous Articles**

Disciplinary action shall be initiated through an appropriate University Committee 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 matters concerning the University in a manner calculated to undermine confidence in the University.

48. **Official Information**

No employee, unless specifically authorised, shall communicate either directly or indirectly to the Press, or to any unauthorised person any information gained in the course of his/her official duty.

49. **Penalties**

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

- i. Warning or reprimand
- ii. Withholding of increment
- iii. Suspension from duty without pay for a period not exceeding fourteen days
- iv. Reduction in rank or grade

- v. Interdiction
- vi. Dismissal without notice
- vii. Termination

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

50. **Warning or reprimand**

- (i) A Head of Department shall query in writing, an employee whose work or conduct he 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.
- (ii) 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.
- (iii) 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.
- (iv) 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 should be taken against him.
- (v) An employee who commits a minor offence may be queried and warned orally.

51. **Withholding of Increment**

- (i) 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.
- (ii) Where a Head of Department is satisfied that an employee has not earned his/her annual increment and that it should be withheld, he 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 him/herself.

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 will earn its restoration by an improvement in the standard of his/her work or conduct or will pass the prescribed examination.

52. 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 will advise the Registrar, who in turn, will inform the employee that his/her increment has been restored.

53. Stopped Increment

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

54. Suspension from duty

- (i) Whenever in the opinion of a 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 a specified period. 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.
- (ii) When an employee has been suspended, he 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 employee as the Head of Department shall order and he shall be deprived of his/her salary for that period.
- (iii) Notice of suspension shall be conveyed in writing to the employee concerned by the Registrar.

55. Reduction in Rank or Grade

If as a result of disciplinary proceedings against an employee a major penalty other than dismissal is to be imposed, the employee may be reduced in rank. This means removal to a lower grade with an immediate reduction in salary.

56. Interdiction

- (i) 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.
- (ii) 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 shall interdict him/her from the exercise of those duties and functions.
- (iii) 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.
- (iv) An employee who is under interdiction shall be required to handover 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.
- (v) An employee who is interdicted shall receive two-thirds of his/her salary. Normal deductions and the recovery of any loans shall also be made. He shall not be paid any of the approved allowances to which he would normally have been entitled.
- (vi) 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/her when the final decision is taken.
- (vii) An employee under interdiction who is found guilty of any of the charges preferred against him/her may be dismissed, in which case, he shall not subsequently receive any part of any short-payment of his/her salary, notwithstanding that he may have been found not guilty of some of the charges.

57. Dismissal

- (i) Failure to disclose any previous conviction for a criminal offence will lead to summary dismissal. An employee who has falsified or who falsifies testimonials or personal records will also be summarily dismissed.
- (ii) An employee of University shall be summarily dismissed if he corruptly accepts or obtains, from any person, for himself 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.
- (iii) An employee of the University shall be summarily dismissed if he, while employed in a full-time or part-time capacity, acts as an agent against the University in any matter.
- (iv) 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 has been given the opportunity of appearing before the Disciplinary Committee. In all proceedings of the Disciplinary Committee, the employee affected shall be entitled to a written notice of the basis on which the proceedings are initiated. He shall be entitled to call witnesses on his/her behalf and to hear the testimony of any witness against him.
- (v) A person adversely affected by any decision of the Vice-Chancellor shall be entitled to appeal to the University Council.
- (vi) An employee convicted of 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.
- (vii) Upon conviction of a criminal charge, an employee shall be dismissed or have his/her appointment terminated with effect from the date on which he was interdicted or convicted.
- (viii) 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 concerned is officially notified that he has been dismissed.
- (ix) An employee dismissed for misconduct shall vacate University premises immediately his/her entitlement is paid. He will not be entitled to any transport allowance.

58. Termination of Appointment

- (i) An employee who is confirmed in his/her appointment may have his/her appointment terminated by the University on grounds of general inefficiency provided that he had previously been warned in writing by his/her Head of Department that his/her work had been unsatisfactory and a copy each of such warnings had been forwarded to the Registrar on each occasion.
- (ii) An employee who is confirmed in his/her appointment may have his/her appointment terminated on grounds of misconduct.
- (iii) The appointment of a confirmed employee shall not be terminated until he has been given an opportunity of submitting representations through his/her Head of Department to the Registrar for consideration.
- (iv) A confirmed employee whose appointment is terminated for inefficiency or misconduct shall be given three calendar month's notice or three month's pay in lieu of notice at any time, as well as any leave due to him. He shall be allowed to continue to stay in University premises for a period not exceeding one month and he paid the appropriate transport allowance to his/her home town.
- (v) The University may at any time and for any good reason terminate the appointment of any employee who is on probation. If the termination is not due to an employee's misconduct, he shall receive three calendar months' notice pay in lieu of notice. In addition, he will be granted his/her earned leave, and be paid the appropriate transport allowance to his/her home town.
- (vi) An employee who terminates his/her appointment by resignation shall be required to give three month's notice or pay three months' salary in lieu of notice. He shall also be required to vacate University premises immediately or at the expiry of his/her notice.
- (vii) Upon conviction of a criminal charge, an employee shall be dismissed or have his/her appointment terminated with effect from the date on which he was interdicted or convicted.
- (viii) 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 concerned is officially notified that he has been dismissed.
- (ix) An employee dismissed for misconduct shall vacate University premises immediately his/her entitlement is paid. He will not be entitled to any transport allowance.

CHAPTER XI - MISCELLANEOUS

59. **Housing**

An employee in the grade of Chief or Principal Technician or equivalent will be provided with accommodation furnished to approved scales. He shall be required to pay rents at rates to be laid down from time to time by the University. (Crockery, cutlery, linen, carpets, soft furnishing and similar items are not provided). Accommodation if available may also be allocated to other members of the senior staff whose duties require them to reside near their place of work. The rents for such accommodation shall be determined by the University from time to time.

60. **Ghana Universities Superannuation Scheme/Social Security Scheme**

The University shall allow all employees on established posts to participate in contributory Superannuation Schemes subject to the rules governing the operation of the Scheme. Eligibility to join the Scheme will be referred to in the letter of appointment of the employee concerned. Staff already on the Ghana Universities Superannuation Scheme will continue to belong to it. All other staff shall join the Social Security Scheme.

61. **Debts to the University**

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

CHAPTER XII - LEAVING THE SERVICE OF THE UNIVERSITY

62. **Resignation**

- (i) An employee who terminates his/her appointment by resignation shall be required to give 3 months' notice or pay 3 months' 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 on the expiry of his/her notice.

- (ii) When a Head of Department receives a resignation notice, he will report to the Registrar with his/her recommendations. The Registrar will then formally write to the employee to accept his/her resignation or otherwise. If the resignation is accepted the Registrar shall inform the Director of Finance of the effective date of the resignation.
- (iii) Acceptance of resignation shall be withheld where criminal or disciplinary proceedings have been or are about to be instituted against an employee.
- (iv) An employee who ceases to attend duty before his/her resignation is accepted, or fails to give the required notice will be regarded as having severed his/her connections with the University on the date on which he ceases to attend duty and will not be granted leave or any other allowances.

63. 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 compulsory 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;

- (i) All members of staff on the Ghana Universities Superannuation and Social Security Schemes shall retire at the age of 60; they will be notified in advance of their impending retirement.
- (ii) Members of staff may retire voluntarily from the age of 45 with appropriate retiring benefits.
- (iii) A retired employee shall be allowed to stay in University accommodation for a period not exceeding three (3) months in which case he will pay the normal rent.
- (iv) Where it is in 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 a person should serve. This period will normally be for a term not exceeding two academic years. In exceptional circumstances, however, a further extension by two academic years may be considered.
- (v) A retired senior staff who is re-engaged on temporary basis shall not encumber an established post.
- (vi) 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.

64. Retrenchment of Staff - Severance Pay

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

65. Certificate of Service

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

66. Accident-Free Incentive

A motor Driver or Driver mechanic on permanent establishment, who actually and routinely drives while on duty, shall be paid Accident Free incentive of 3 months basic salary after satisfying the following conditions:

- (a) After 3 years' accident free driving in the employment of the University,
- (b) has not been cautioned, charged or reprimanded by the University authorities or law enforcement agencies for any traffic offence during the period.
- (c) his/her conduct must not have cause any damage to a University vehicle,
- (d) has not misconducted himself in the performance of his duties as driver.

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

1. VACATION LEAVE

40 Working Days

2. VEHICLE MAINTENANCE ALLOWANCE

- | | | | | |
|----|------------|---|----------|-----------|
| a. | Bicycle | - | GH¢5.00 | per month |
| b. | Motorcycle | - | GH¢10.00 | “ “ |
| c. | Car | - | GH¢30.00 | “ “ |

3. MILEAGE/KILOMETRIC ALLOWANCE

- | | | | | |
|----|------------|---|----------|---------|
| a. | Bicycle | - | GH¢0.012 | per km. |
| b. | Motorcycle | - | GH¢0.024 | per km. |
| c. | Car | - | GH¢1.50 | per km. |

4. NIGHT SUBSISTENCE ALLOWANCE

- | | | | | |
|--------------|---|-------------|---|---------------|
| Senior Staff | - | GH¢20 Night | } | Not exceeding |
| | | | | 12 days in a |
| | | | | quarter |

NOTE

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

5. RISK ALLOWANCE

20% of basic salary

6. TOOLS ALLOWANCE

GH¢0.30 per duty day

7. ACTING/RESPONSIBILITY ALLOWANCE

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

- | | | | |
|------|--|---|--------------------|
| i. | Administrative Assistant acting as Senior Administrative Assistant | - | GH¢12.00 per month |
| ii. | Senior Admin Asst. acting as Principal Administrative Assistant | - | GH¢15.00 per month |
| iii. | Prin. Admin. Asst. acting as Chief Admin. Assistant | - | GH¢20.00 per month |

8. REMOVAL ALLOWANCE

- | | | | |
|------|--|---|--|
| i. | On first appointment | - | Up to 15 cubic feet tons luggage (Vanef STC rate to be applied) |
| ii. | On proper completion of service | - | Up to 20 cubic feet tons luggage (Vanef STC rate to be applied) |
| iii. | On retrenchment | - | Up to 20 cubic feet tons luggage (Vanef STC rate to be applied). |
| iv. | 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 Department to work more than 1 hour a day beyond the prescribed minimum working hours shall be entitled to overtime.

- | | |
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| - | Overtime payments in any one month shall not exceed 75% of an employee's salary. |
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10. HEIGHT ALLOWANCE

- | | | | |
|----|----------------------------|---|-------------------------|
| a. | 30 - 45 metres | - | GH¢.30/Day of climbing |
| b. | 46 - 60 metres | - | GH¢.45/Day of climbing |
| c. | 61 -75 metres | - | GH¢.60/Day of climbing |
| d. | Every additional 15 metres | - | GH¢.60/Day of climbing. |

11. OFF-CAMPUS ALLOWANCE

- Less than 10 km off campus - Cash equivalent of 15 gallons petrol for those with cars and ½ the amount for those without cars.
- 10 kms or more off campus - Cash equivalent of 25 gallons petrol for those with cars and ½ the amount for those without cars.

12. 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 appliance to be paid to employees only in cedis in every two years (In cases where appliances have been obtained overseas the prevailing local prices shall apply)

13. TRANSFER GRANT

- Payable to staff on transfer to a new place. - Four (4) months' basic salary

14. TEMPORARY TRANSFER ALLOWANCE/INCONVENIENCE ALLOWANCE

- Payable to staff on temporary transfer for up to 3 months - One (1) month basic salary plus subsistence allowance at full rate for up to 3 months.

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 300 kilometres, the same day.

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
1st Degree	\$200
2nd Degree	\$250

18. **SPECIAL CASHIER'S ALLOWANCE**

Cashier - GH¢30.00 per month

Supervising Cashier - GH¢40.00 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 One thousand, two hundred Ghana cedis (GH¢1,200.00) every month.

19. **VEHICLE LOAN**

a. Motorcycle - Twice annual salary should be paid in line with Government policy, subject to availability of funds.

b. Car Rehabilitation Loan - Government approved level subject to availability of funds,

20. **SALARY ADVANCE** - Two months' gross salary advance subject to availability of funds. The advance shall be repaid in 12 months installments,

21. SPECIAL COMMUTED ALLOWANCE

300 - 500 km per month	-	Cash equivalent of 10 gallons of petrol per month
Over 500 km per month	-	Cash equivalent of 15 gallons of petrol per month

(Payable only to staff who use their private cars extensively on University business).

22. EXCESS BAGGAGE EXPENSES

By sea: Staff	-	120 cubic feet
Family	-	120 cubic feet
By Air: Staff	-	20 kg
Family	-	40 kg

23. WARM CLOTHING ALLOWANCE

Payable once in 5 years	-	Cedi equivalent of \$500 or applicable Government rate
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24. FURNITURE LOAN ALTERNATING WITH FRIDGE LOAN

The University may grant a furniture loan or fridge loan of GH¢600.00 (six hundred Ghana cedis) to staff on application subject to availability of funds and shall be repayable within a period of six (6) years.

25. EX-GRATIA AWARD

On the death of staff	-	Eight (8) months' salary to be paid to spouse and/or children on the death of an employee.
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26. **EX-GRATIA AWARD**

- On Retirement of an Employee - one (1) month's salary for
- Every two (2) year's successful Service shall be paid to him/her Subject to the following conditions
- (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.

27. **FUNERAL GRANT** - GH¢100.00 to be paid to staff of the Universities for loss of spouse/child.

28. **PROVISION OF COFFIN/SHROUD**

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

29. **FRIDGE LOAN ALTERNATING WITH FURNITURE LOAN** - GH¢800.00 subject to availability of funds

30. **RENT ADVANCE LOAN** - GH¢400.00 subject to availability of funds.

31. **TOOLS LOAN** - Up to GH¢100.00 subject to availability of funds.

32. **DISTINGUISHED SERVICE/ LONG SERVICE AWARD** - Distinguished and meritorious service is Service is to be recognised.

33. **LEAVE OF ABSENCE FOR FUSSAG - ACTIVITIES** - The President, Secretary and Financial Secretary of the local FUSSAG for each University can attend meetings between the CVCP and FUSSAG and may be provided free transport and paid per diem or abated per diem. The cost for any additional members shall be borne by FUSSAG.

34. **STAFF EDUCATION ADVANCE** - Up to ₵50.00 in every two years subject to availability of funds, to employee intending to write a recognised examination.

35. 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	6 months	6 months. 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	2 months	2 months

36. 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	12 months	12 months. 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	6 months	6 months

36. REGULATIONS GOVERNING STAFF TRAINING SCHEME

According to the Unified Conditions of Service for Senior Staff, "The University may sponsor deserving employees for approved courses to help them acquire qualifications or experience relevant to their work" Such sponsorship shall be in accordance with the following regulations.

- i. The initiative for nominating deserving employees for training shall lie with the Head of Department acting through the Registrar;
- ii. To qualify for a training award, an employee must have served the University for at least three years;
- iii. A training award will be made only when the proposed course of study is relevant to the work that the employee is doing in the University.

- iv. Training shall be at institutions approved by the University:
- v. An employee who benefits from a training award will be bonded to return to the University immediately after the training. For each year of the award, the employee will have to serve the University for two years:
- vi. An employee who is granted study leave under the staff training scheme shall be on full salary. In exceptional cases where training facilities are not available locally, the employee may be sent abroad, the passage fares and educational expenses e.g. tuition fee, registration fee, examination fee and book allowance will be borne by the University. Any external award granted to a trainee will be taken into account to reduce the University's financial commitment.