



UNIVERSITY OF NAIROBI



HUMAN RESOURCE POLICY

**February 2014
(Revised June 2015)**

TABLE OF CONTENTS [refine]

Foreword	viv
Definition of Terms	viv
1.0 Introduction.....	1
2.0 Scope and Application.....	1
3.0 Goals and Objectives.....	1
3.1 Goal	1
3.2 Objectives	1
4.0 Legal and Policy Framework.....	1
5.0 Commitment	2
6.0 Employee Resourcing.....	2
6.1 Recruitment and Selection	2
6.2 Deployment.....	3
7.0 Salaries and Wages.....	3
8.0 Allowances.....	3
9.0 Human Resource Administration.....	4
9.1 Induction	4
9.2 Duty Allocation.....	4
10.0 Medical Benefits	4
11.0 Staff Welfare Administration.....	5
11.1 Housing	5
11.2 Demise in Service.....	5
12.0 Employee Records.....	5
12.1 Maintenance of Employee records.....	5
12.2 Disposal of Employee Records	6

<u>13.0 Workplace Safety</u>	<u>6</u>
<u>14.0 Leave</u>	<u>6</u>
<u>14.1 Annual Leave</u>	<u>6</u>
<u>14.2 Sabbatical Leave.....</u>	<u>6</u>
<u>14.3 Study Leave.....</u>	<u>7</u>
<u>14.4 Special Leave</u>	<u>7</u>
<u>14.5 Maternity and Paternity Leave</u>	<u>7</u>
<u>14.6 Sick Leave</u>	<u>7</u>
<u>14.7 Unpaid Leave of Absence</u>	<u>7</u>
<u>15.0 Code of Conduct and Discipline</u>	<u>7</u>
<u>15.1 Dress Code and Hygiene.....</u>	<u>7</u>
<u>15.2 Rules of Conduct and Discipline.....</u>	<u>8</u>
<u>15.3 Staff Discipline.....</u>	<u>8</u>
<u>16.0 Retirement.....</u>	<u>8</u>
<u>17.0 Resignation</u>	<u>8</u>
<u>18.0 Staff performance appraisal</u>	<u>8</u>
<u>19.0. Training and Development</u>	<u>98</u>
<u>20.0 Employee Relations.....</u>	<u>9</u>
<u>21.0 Accountability</u>	<u>9</u>
<u>22.0 Funding.....</u>	<u>9</u>
<u>23.0. Policy Review</u>	<u>9</u>
<u>Foreword.....</u>	<u>2</u>
<u>Definition of Terms.....</u>	<u>3</u>
<u>1.0 Introduction.....</u>	<u>4</u>
<u>2.0 Scope and Application.....</u>	<u>4</u>
<u>3.0 Goals and Objectives.....</u>	<u>4</u>
<u>3.1 Goal.....</u>	<u>4</u>
<u>3.2 Objectives</u>	<u>4</u>
<u>4.0 Legal and Policy Framework.....</u>	<u>4</u>
<u>5.0 Commitment</u>	<u>5</u>
<u>6.0 Employee Resourcing.....</u>	<u>5</u>

<u>6.1 Recruitment and Selection</u>	<u>5</u>
<u>6.2 Deployment</u>	<u>5</u>
<u>7.0 Salaries and Wages</u>	<u>6</u>

Foreword

The University of Nairobi, the largest university in Kenya, offers varied quality academic programmes supported by a large staff complement. It thus requires and continues to maintain a well-trained, developed and managed human resource to achieve its vision and mission and fulfil its mandate. The quality of services the University provides is dependent on the quality of its staff.

This policy provides a framework to facilitate the systematic management of human resource in the University. It is informed by principles of good corporate governance anchored on integrity, transparency, accountability, efficiency, and effectiveness. The policy complies with the Constitution of Kenya, 2010, and relevant laws, international labour conventions and international best practices.

Peter M. F. Mbithi, EBS, PhD

Vice Chancellor and Professor of Veterinary Surgery

Definition of Terms

Academic Staff: a person appointed to teach and undertake research in the University

Basic Salary: money paid regularly to an employee at the end of every month excluding any allowances or additional payments

Employee: a person in employment of the University, also known as an officer or member of staff

Pension Scheme: the University of Nairobi Pension Scheme, 2007

University: the University of Nairobi

University Council: the governing body of the University

Unit: a section of a college, school, faculty, institute, centre or department in the University.

Working Day: Monday to Friday other than a gazetted holiday

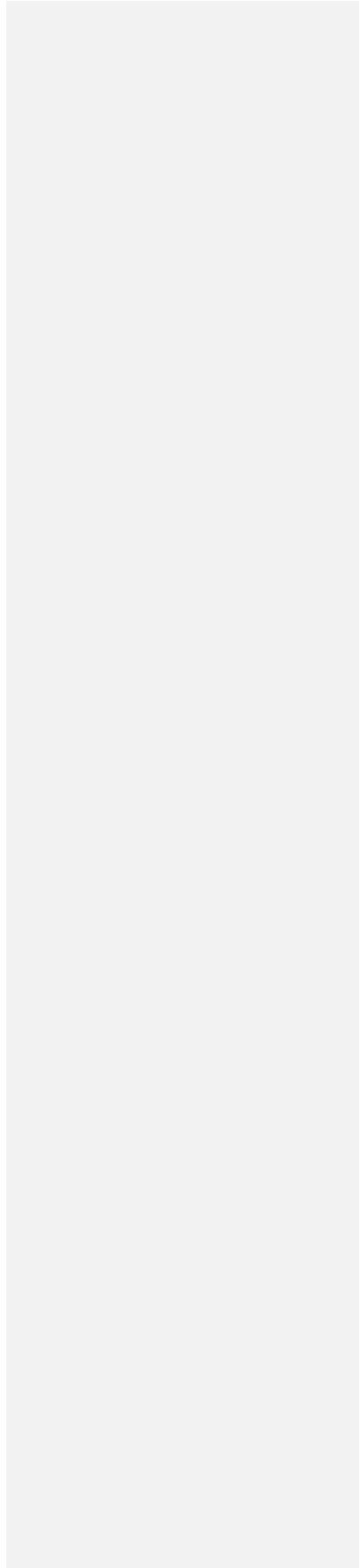
Recruitment: a process of attracting and pooling of potential and interested candidates to fill an existing need in an organization or institution

Selection: a process of shortlisting and interviewing

Deployment: assigning a working station and allocation of duties to selected candidates

|

|



1.0 Introduction

The quality of services provided by the University of Nairobi is directly dependent on the quality of its staff who are the providers of services. Indeed, the University's vision is anchored on excellence in service delivery. This policy on human resource provides a broad framework to guide the University in the management of its human resource. It is informed by principles of good governance, constitutional and legal imperatives and international best practices.

2.0 Scope and Application

This policy covers the broad spectrum of human resource management namely employee resourcing, reward system, personnel administration, training and development, and employee relations. The policy applies to all categories of staff in the University

3.0 Goals and Objectives

3.1 Goal

The goal of the policy is to provide a framework for the management of the human resource of the University.

3.2 Objectives

The objectives of this policy are to:

- a. Ensure a standard approach to human resource management
- b. Enhance efficiency and effectiveness in service delivery
- c. Institutionalize best practices in human resource management
- d. Enhance compliance with the constitution and relevant laws; and
- e. Promote compliance with the university's strategic plan and quality management system.

4.0 Legal and Policy Framework

The policy is informed by the relevant laws and policies which include:

- a. Constitution of Kenya, 2010,

- b. Employment Act, 2007,
- c. Employee Relations Act,
- d. Occupational Safety and Health Act
- e. Labour Institutions Act,
- f. Public Officer Ethics Act,2003
- g. Leadership and Integrity Act,2012
- h. Universities Act,2012
- i. Persons with Disabilities Act,
- j. National Cohesion and Integration Act,
- k. Staff Recruitment and Selection Policy,
- l. Promotion and Establishment Manual (the Kagiko Report),
- m. Gender Policy,
- n. Disability Policy,
- o. University of Nairobi Terms and Conditions of Service,
- p. Collective bargaining agreements,
- q. University of Nairobi Strategic Plan, and
- r. University of Nairobi Quality Management Systems Procedures.

5.0 Commitment

The University commits to adhering to the highest standards in the management of its human resource guided by the principles of fairness, objectivity, merit, equity and non-discrimination.

6.0 Employee Resourcing

Employee resourcing involves recruitment, selection, and deployment.

6.1 Recruitment and Selection

The recruitment and selection of staff will be based on the guidelines set out in the Staff Recruitment and Selection Policy in conformity with pertinent constitutional and statutory provisions.

6.2 Deployment

- a. All employees offered employment by the University shall be issued with letters of appointment in accordance with their respective terms of service.
- b. The duties of a member of staff will comprise those set out in the job description and specifications and any other appropriate duties which may be assigned by one's immediate supervisor or an authorized officer.
- c. Members of staff on permanent and pensionable appointments shall be confirmed in their positions after successfully completing their probationary period.
- d. Appointments on contract shall apply to vacancies that cannot be filled on permanent terms or where suitable candidates can only be appointed on contract.
- e. The University may from time to time engage temporary employees at daily rates of pay in conformity with the pertinent legislation.
- f. Appointments on promotion will be made in accordance with the Promotion and Establishment Manual (the Kagiko Report).

7.0 Salaries and Wages

- a. Salaries and wages are set out in the salary schedules in accordance with the applicable terms of service and collective bargaining agreements.
- b. Each grade will have a salary scale indicating the minimum and maximum salary payable and the salary progression for a grade.
- c. Salary scales and entry points will be in accordance with relevant policy guidelines.
- d. Annual salary increments will be as prescribed in the salary schedules annexed to the applicable terms of service.

8.0 Allowances

Employees may be paid the following allowances, as applicable, details of which are contained in the respective collective bargaining agreements and terms of service:

- a. house allowance
- b. responsibility allowance
- c. acting allowance
- d. subsistence allowance when traveling on duty either in Kenya or outside of Kenya

- e. daytrip allowance
- f. clinical and extraneous allowance
- g. entertainment allowance
- h. house-to-office allowance
- i. leave travelling allowance
- j. telephone allowance
- k. hardship allowance
- l. passage and baggage allowance; and
- m. transfer allowance.

9.0 Human Resource Administration

9.1 Induction

Upon recruitment, deployment, re-deployment or promotion, the employee shall undergo induction as may be determined by the head of unit.

9.2 Duty Allocation

The duties allocated to a member of staff will be in accordance with the relevant job description for the position.

10.0 Medical Benefits

- a. The University provides a non-contributory medical scheme for members of staff and their immediate families. Eligibility to the scheme shall be based on applicable terms of service.
- b. The University will meet hospital charges on behalf of a member of staff or a member of one's immediate family over and above the National Hospital Insurance Fund's rebate, subject to specified limits given in the applicable collective bargaining agreement.
- c. The University will meet the cost of drugs for a member of staff and one's immediate family through its own dispensing unit on prescription by a University-appointed doctor or through such arrangements as it may make from time to time.
- d. Immediate family means the spouse and children of the member of staff.

- e. Children, who include legally adopted children of members of staff are eligible for the medical scheme provided they are below 22 years of age or if over the age of 22 years are undergoing an approved full-time course or other approved education.
- f. Children of members of staff over 22 years of the age who have a disability and who are wholly dependent on the member of staff are eligible for the medical scheme.

11.0 Staff Welfare Administration

11.1 Housing

Allocation of University quarters to eligible staff is made by the Housing Allocation Committee in accordance with house allocation guidelines and upon such terms as set out in the letter of offer.

~~11.2~~ **11.2 Demise in Service**

- i. The University shall provide a specified amount of money for a member of staff who dies in service to cater for a coffin and a hearse as provided for in the applicable collective bargaining agreement.
- ii. The University shall provide a specified mortuary fee waiver and a hearse for an employee's departed spouse and dependants.

12.0 Employee Records

The management of staff records shall be carried out in accordance with the Records Management Policy.

12.1 Maintenance of Employee records

~~a. a-~~ The University shall maintain a system for receiving, capturing and storing employees' data to ensure that their records are maintained at the highest level of confidentiality, accuracy, authenticity and security during and after the employees' period of employment.

~~b. b-~~ Main employee records shall be maintained in the Personnel Registry in the Central Administration and in the respective college registries.

~~c. e.~~ Access to employees' records shall be restricted to authorized staff.

~~d. d.~~ Provision of information on employees to persons outside the University shall be limited to court orders or upon authority by the Vice-Chancellor in accordance with the Information Policy and any relevant laws and policies.

12.2 Disposal of Employee Records

Employee records at the University shall be disposed of in line with the Records Management Policy and any relevant laws and policies.

13.0 Workplace Safety

The University is committed to ensuring a safe working environment as provided for in the Safety Policy.

14.0 Leave

14.1 Annual Leave

- a. Annual leave shall be earned in a calendar year from 1st January to 31st December or such portions thereof depending on the period of service by the member of staff at the University.
- b. On first appointment, a member of staff will be required to serve for at least six months before proceeding on annual leave.
- c. The entitlement of annual leave days for each staff member is prescribed in the relevant terms of service.
- d. Annual leave which is not granted within the year will be carried forward in accordance with the relevant labour laws.

14.2 Sabbatical Leave

Sabbatical leave will be granted, where applicable, to members of staff in accordance with the relevant terms of service.

14.3 Study Leave

Study leave may be granted for short-term or extended periods in accordance with the relevant terms of service.

14.4 Special Leave

Special leave may be granted on application to the Vice Chancellor on compassionate grounds or to enable a member of staff to attend conferences, workshops, or seminars or to undertake field trips.

14.5 Maternity and Paternity Leave

- a. A female employee shall be entitled to three months maternity leave with full pay.
- b. No female employee shall forfeit her annual leave entitlement on account of her having taken her maternity leave.
- c. A male employee shall be entitled to two weeks paternity leave with full pay.

14.6 Sick Leave

A member of staff who is prevented by illness from carrying out duties is required to present a medical certificate to this effect within two consecutive working days of absence from work; sick leave may then be granted in accordance with the terms of service.

14.7 Unpaid Leave of Absence

A member of staff may, on application to the Vice Chancellor, be granted unpaid leave of absence for such reasons and on such terms as the Vice-Chancellor shall deem appropriate.

15.0 Code of Conduct and Discipline

15.1 Dress Code and Hygiene

A member of staff shall at all times an appropriate and decent mode of dressing and standard of personal hygiene. On Fridays, members of staff may wear University branded t-shirts or shirts.

15.2 Rules of Conduct and Discipline

A member of staff shall comply with the requirements of the Code of Conduct of the University and relevant laws and policies.

15.3 Staff Discipline

The University shall convene the appropriately constituted committees to handle staff disciplinary matters as provided for in the Statutes. Natural justice will be accorded to any concerned member of staff.

16.0 Retirement

- i. The normal retirement age for teaching and research members of staff shall be 70 years
- ii. The normal retirement age for non-teaching staff shall be 60 years provided that persons with disabilities shall retire at the age of 65 years upon medical certification and approval by the University Council.
- iii. A member of staff who has attained the age of 50 years may apply for early retirement.
- iv. Retirement benefits are payable as provided for under the Trust Deed and Pension Rules for eligible staff as well as under the National Social Security Fund.
- v. A member of staff may be retired on medical grounds upon the recommendation of a Medical Board appointed by the University Management in according with the terms of service.

17.0 Resignation

A member of staff may resign from employment by giving notice or by payment in lieu of notice, as specified in the terms of service.

18.0 Staff performance appraisal.

The University shall undertake staff performance appraisal annually.

19.0. Training and Development

The University will provide opportunities for the training and development of its employees in accordance with its Staff Training and Development Policy.

20.0 Employee Relations

- a. The following are the three recognized unions to which members of staff may belong:
 - i. the University Academic Staff Union (UASU)
 - ii. the Kenya Universities Staff Union (KUSU), and
 - iii. the Kenya Union of Domestic, Hotel, Educational Institutions, Hospitals and Allied Workers (KUDHEIHA).

b. The agreed terms of engagement are contained in the respective collective bargaining agreements which are registered as provided for by law.

b. —

1221.0 Accountability

The Vice Chancellor will be responsible for the implementation of this policy.

1322.0 Funding

The University will fund the implementation of the policy.

1423.0. Policy Review

This policy will be reviewed after every five years or as need may arise.