

**TUMAINI UNIVERSITY MAKUMIRA
KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**

STAFF REGULATIONS AND CONDITIONS OF SERVICE

PART I: PRELIMINARY PROVISIONS

1.0 INTRODUCTION

Kilimanjaro Christian Medical University College has been operating under the Tumaini University Staff Regulations that were effected in 2002 after the approval of the University Council.

Through practice and experience with other higher learning institutions and the Tanzania Commission for Universities (TCU), it has been found necessary to establish KCMU-College Staff Regulations that are unique to the College, based on her mission – which is teaching, research and healing in order to proclaim Christ. The necessity also took into consideration the new Tanzania Employment and Labour Relations Act, No. 6 of 2004.

These Staff Regulations and Conditions of Service embody the fundamental conditions of service and the basic rights, duties and obligations of Employees of Kilimanjaro Christian Medical University College. They lay down the general conditions of service and the broad procedures for recruitment, training and development, and disciplinary matters. They shall apply to all individuals who are employed by Kilimanjaro Christian Medical University College under either a temporary appointment, or a fixed-term appointment, or a permanent appointment.

Since the Tanzanian Government is continuously revising the laws and enacting new ones these Staff Regulations and Conditions of Service are guidelines of how Employees shall behave but are not conclusive.

1.1 Short Title and Commencement

These regulations may be cited as Kilimanjaro Christian University **Staff Regulations and Conditions of Service, 2014**, and they are effective from the date of approval by the College Governing Board.

1.2 Definitions and Interpretations

For the purpose of these Staff Regulations and Condition of Service the following words, phrases or terms will have the meaning shown below unless the context requires otherwise:

“Academic Staff” - means members of staff who are charged with academic matters such as teaching, research, etc.

“Administrative Staff” - means members of staff who are charged with administrative matters of the College.

“Appointment” – means being placed in the service of Kilimanjaro Christian Medical University College in any of the types/categories as mentioned in Part II, section 2.0 of these Regulations.

“Appointing Authority” – means a person or group of persons empowered to make appointments of people/employees into the service of Kilimanjaro Christian Medical University College.

“Approved Medical Officer” - Means a Medical Practitioner duly registered according to the written law of the land and approved by Kilimanjaro Christian Medical University College.

“Child” – means biological child, step child, legally adopted child of an employee who is below 18 year and who is wholly maintained by the employee.

“Circular” – means a letter or written notice issued from time to time by any authority or delegate as information or order to all or particular employees.

“Citizen” - means a citizen of the United Republic of Tanzania.

“College or KCMU-College” – Means Kilimanjaro Christian Medical University College.

“Consultancy (teaching) agreement” - an agreement with a monthly consultancy allowance/payment.

“Contact-hour (teaching) agreement” - an agreement whereby teaching staff are paid for a specified number of contact hours at an hourly rate.

“Domicile” - Means a place in Tanzania where an employee was born or a place in Tanzania where an employee has made his /her permanent homes as declared by letter, notice of marriage or in the personal particulars/record form.

“Employee” - means full-time staff or officer of Kilimanjaro Christian Medical University College.

“Employer” - means the respective appointing authority of the College or one who gives work to employee.

“Expatriate” – means a non-citizen employee normally employed on special contract terms.

“Family” – means an employee and his/her spouse and, if any, the children of such employee as defined in (f) above; parent, brother/sister, grandparent, father/mother-in-law.

“Gratuity” - means monetary reward given to an employee at the end of employment contract or on retirement of his service.

“Integrity” – means adherence to accepted moral principles, being honest, impartial and fair minded.

“(The) Regulations” - means these Staff Regulations and Conditions of Service.

“Spouse” – means one wife or husband who is legally accepted.

“Transfer” - means posting an employee from one station to another or from one department to another, without necessarily changing duties.

“Volunteer” – means a person who voluntarily undertakes or expresses willingness to donate/offer his/her service (time or efforts) to the College without pay.

“Appointing Authority” – in relation to KCMU-College members of staff means the College Governing Board, Academic and Administrative Staff Appointments Committees or their Delegates.

“Gender” – unless otherwise provided, words implying the masculine gender also include the feminine gender, and vice versa.

“Number” - words in the singular also include the plural and vice versa.

“Near Relative” – shall include declared father, mother, sister(s), or brother(s) of an employee.

2.0 APPLICATION AND AMENDMENT OF THE REGULATIONS

These Regulations apply to all Kilimanjaro Christian Medical University College Staff. A copy of these Regulations shall be supplied to every Dean, Director and Head of Department, and every

prospective employee shall have his attention drawn to them. Acceptance of an offer of appointment on temporary, permanent or contract terms shall be deemed to include acceptance of the provision of these regulations.

The day-to-day administration and interpretation of these regulations shall vest upon the College Management.

Where the application of any provisions of these regulations is in any way, at variance with the terms and spirit of any written law of the country, the written law shall be followed.

These regulations shall be reviewed from time to time in the light of changes and experience of the College. The College Governing Board shall authorize every amendment of the regulations.

3.0 APPLICATION OF OTHER LEGISLATIONS, DIRECTIVES, CIRCULARS

When the provision of these Regulations are in any way at variance with the terms of any government legislation or directive or circulars, the terms of such legislation, directive or circular dealing with aspects of conditions of employment which are not dealt within these regulations shall apply to employees of the College to such extent as laid down in the legislation concerned.

4.0 AMENDMENTS

Any amendments and supplements to these Regulations must be authorized by the College Governing Board. The implementation of the authorized alteration of the regulation should come after the relevant Committee of the College Governing Board has been dully consulted.

5.0 ADMINISTRATION OF THE COLLEGE

- 5.1 The Provost shall be responsible to the College Governing Board for the management and administration of the College.
- 5.2 The Provost shall be assisted, in his responsibilities and duties, by the Deputy Provost for Academic Affairs and the Deputy Provost for Administration as he may prescribe in writing.
- 5.3 In the application of these Regulations, the Provost shall be guided by the decisions of the College Governing Board, or Committees to be established by the College Governing Board.
- 5.4 In any dispute regarding the interpretation of these Regulations the Provost, as the officer charged with the responsibility to manage and administer the College, shall be the arbiter in the first instance.
- 5.5 Where there is an appeal against interpretation put on these Regulations by the Provost, the matter shall be placed before the Committee/Committees referred to in paragraph 5.3 above, and if need arises, before the College Governing Board, which shall have final decision.

PART II: STAFF RECRUITMENT

1.0 POLICY ON APPOINTMENTS AND RECRUITMENT

- 1.1 No appointments may be made for which no provision has been made in the approved estimates of the College.
- 1.2 Any increase in the number of posts must be within the establishments shown in the approved College estimates unless such increase has prior approval of the College Governing Board.
- 1.3 No person previously convicted of serious criminal offence or has been dismissed from previous service may be appointed to the services of the College.
- 1.4 When making appointments, preference shall be given to citizens of the United Republic of Tanzania. Appointment of non-citizens shall be made only in case of non-availability of suitable citizens and evidence of non availability of citizen must be provided.
- 1.5 Engagement of non-citizen Volunteers shall be made in accordance with the established posts under recommendations of the respective Faculty, Directorate, Institute or Department. When employing non-citizen volunteers, proper procedures should be followed to secure government working permission.

1.6 Acting Appointments and Posts:

- 1.6.1 A member of staff shall be appointed on acting capacity under the following circumstances:
 - When an incumbent is absent from duty for whatever reason for more than seven days but not exceeding six months.
 - If a post falls vacant and it is not possible to fill it immediately by the right candidate, but the period should not exceed six months.
- 1.6.2 If a potential candidate is deemed to have the qualifications but needs to be groomed and supervised over-time, he may be given the post on an acting basis. At the end of the probationary period of six months he will be assessed if he can be given the post.
- 1.6.3 Authority to act must be given in writing by the appropriate authority. Also if the period of acting exceeds six months permission must be sought from appropriate authority.
- 1.6.4 The actable posts under these Regulations shall be as listed below:
 - (a) Provost
 - (b) Deputy Provost for Academic Affairs
 - (c) Deputy Provost for Administration
 - (d) Secretary to the College Governing Board/Legal Counsel
 - (e) Deans of Faculties and Dean of Students
 - (f) Directors of Directorates/Institutes
 - (g) Bursar
 - (h) Any other post(s) that may be designated by the College Governing Board.

2.0 TYPES/CATEGORIES OF APPOINTMENTS AND TERMS OF SERVICE

2.1 Permanent Terms

All appointments on permanent terms shall be made initially for a probationary period of one year for both Academic and Administrative Staff; and only upon satisfactory completion of the probationary period, the employee shall be confirmed in the appointment.

2.1.1 Age of Permanent Appointment

Only Tanzanian Citizens who are below the age of 45 years may be appointed on permanent terms. Eligible employees aged 45 years and above shall be appointed on a contract basis.

2.1.2 Age of Retirement

The normal age of retirement shall be 60 years for Academic Staff and 60 years for Administrative Staff.

2.1.3 Offer of Appointment

Every employee on first appointment by the College shall be required to sign a letter of appointment and any other forms (e.g. Personal Record Form) as may be directed by the Employer. (See **Appendices 4 and 5** for the prescribed forms).

2.2 Contract Terms

Appointment on contract terms shall normally be for a period of not more than two years from the date of first appointment, provided that a contract may be renewed for a further period on mutual agreement. A taxable gratuity of **25%** of annual basic salary of the contract period shall be paid on completion of each contract. Contract appointments shall also apply to expatriates and volunteers whose terms of employment vary accordingly. (See **Appendix 6** for the prescribed form).

2.3 Consultancy/Part-time Terms

Consultancy/Part-time terms of service shall normally be employed for professionals who the College has failed to obtain on full time terms. (See **Appendix 18** for the prescribed form).

2.4 Secondment Terms

With special consideration, the College Governing Board shall approve an employee to be appointed on secondment terms. Such employment shall be contract, where both parties agree on the terms of employment. However, such employment shall not exceed two terms of contract, at the end of which the employee may be required to choose either to be employed by KCMU-College or return to his former employer.

2.5 Volunteer

These are employees who offer to work with KCMU-College through their organisations or on their own. Engagement of Volunteers shall be made in accordance with the established posts under recommendations of the respective Faculty, Directorate, Institute or Department. Such employees are not paid salaries, but, on mutual

understanding, KCMU-College shall pay them allowances (such as housing, transport, etc.) to help in their upkeep while in the service of the College.

Opportunities will also be offered to new graduates who apply for volunteer service for the purpose of gaining work experience in their fields of study in administrative/technical positions. (See **Appendix 26** for the prescribed form).

2.6 Temporary Terms

2.6.1 Temporary appointment may be offered to individuals required to assist in a period of unusual pressure of work or on account of the illness of a permanent staff. They may also be engaged to perform a specific task the end of which is not accurately known.

2.6.2 An appointment on temporary terms shall be on a month-to-month basis for a period not exceeding three months and the employee must sign a temporary/contract letter. (See **Appendix 7** for the prescribed form).

2.7 Casual Employment

These are employees employed on daily or weekly basis, to do a specific task, for a period of not exceeding one month.

3.0 APPOINTING AUTHORITIES

3.1 The appointing authority of KCMU-College is the College Governing Board, whose powers of appointment, confirmation, promotion, discipline and removal from service shall be delegated to the Staff Appointments Committee.

3.2 Appointment, promotion and discipline of Associate Professors and Professors in the College shall be subject to the approval of the College Governing Board.

4.0 APPOINTMENT PROCEDURE

4.1 No appointments may be made for which no financial provision had been made in the approved estimates of the College.

4.2 Any increase in the number of posts must be within the establishments shown in the approved College estimates unless such increase has prior approval of the College Governing Board.

4.3 No person previously convicted of serious criminal offence or has been dismissed from previous service may be appointed to the services of the College.

4.4 When making appointments, preference shall be given to citizens of the United Republic of Tanzania. Appointment of non-citizens shall be made only in case of non-availability of suitable citizens.

4.5 Advertisement of Vacant Posts

After getting approval of the Provost, vacant posts shall be advertised in the local press by the Deputy Provost for Administration. The advertisement of the post shall have all the necessary specifications required for successful performance of the job.

4.6 Interview

- 4.6.1 Applicants aspiring for the advertised posts shall be short-listed, have their data compiled and then called for interview (see call for interview form on **Appendix 1**).
- 4.6.2 After interview by the appropriate committee, the successful candidates shall have their referees contacted and if well commended they shall be called to report for duty (see prescribed form on **Appendix 2**), and then issued with letters of appointment specifying the terms and conditions of service.

4.7 Pre-appointment Medical Examination Report

All successful candidates for appointments to the service of the College, with the exception of temporary/daily-pay workers, shall undergo medical examination by a Registered Medical Doctor or a Licensed Medical Practitioner approved by the Provost. All offers of appointments shall be subject to a certificate of medical fitness being received by the Provost from the Medical Practitioner. The Certificate shall be in the prescribed form on **Appendix 3**. Where the medical report indicates that the candidate is not medically fit for the post, recruitment shall be cancelled and the candidate notified.

4.8 Date of First Appointment:

The date of first appointment shall be the date on which the candidate reports for duty.

5.0 PROBATION PERIOD AND CONFIRMATION

- 5.1 The period of probation for newly appointed local Administrative Staff shall be one year (twelve consecutive months). On satisfactory completion of the probation period, the employee's appointment shall be confirmed. The service of an employee, whose probation period has been unsatisfactory, may be extended for a maximum period of six months, at the end of which the Appointing Authority shall decide whether or not to employ the staff on permanent terms. The reasons for the extension shall be communicated to the employee in writing.
- 5.2 Local members of the Academic Staff appointed to the established posts in the College for the first time shall serve a probationary period of one year. On successful completion of the probationary period, the employee shall be confirmed in his appointment. The Provost, on the recommendation of the Deputy Provost for Academic Affairs and/or Deputy Provost for Administration, may extend the probationary period for a maximum period of six months. At the end of such extension the appointing authority shall decide whether or not to employ the staff on permanent terms. The reasons for extension of probationary period shall be communicated to the employee in writing.
- 5.3 Employees proved to be of good conduct and efficient in their work performance shall be given letters of confirmation as set out in **Appendix 9**.
- 5.4 Where confirmation is deferred and the probationary period is extended, the employee shall not be entitled to an increment in salary until the date of his confirmation. This date shall be the basis for determining the employee's future incremental date.

5.5 Termination of Probationary Appointment

5.5.1 During the probation period an employee or the employer may terminate employment by providing one month notice in writing or one month's gross salary in lieu of notice.

After confirmation in employment an employee or the employer may terminate employment by providing three months notice in writing or one month's gross salary in lieu of notice.

5.5.2 Employment on temporary terms may be terminated by either party giving one month notice or one month's gross salary in lieu of notice.

5.5.3 Employees on contract terms may resign their appointment in accordance with their relevant provisions of their contracts. Where no such provision has been made, then conditions of 5.5.1 above shall apply.

6.0 PERFORMANCE APPRAISAL AND EVALUATION

6.1 Performance appraisal and evaluation of individual employees shall be done annually. The purpose of this activity is to discover the potential and shortcomings of individuals to enable appropriate measures to be taken for the improvement of the efficiency and effectiveness of the College as a continuous process.

6.2 The information obtained through performance appraisal shall be used in confirmation of employees on probation, awarding or withholding increments, promotions, planning job rotation and training programmes, and in effecting demotions or termination of appointments.

6.3 In evaluating the employee's performance, the assessment shall be done objectively and in a transparent manner between the Departmental/Faculty/Directorate Staff Performance Appraisal Committee and the employee.

6.4 Performance appraisal reports shall be closely followed up by implementation of the recommendations given by the Appointing Authority.

6.5 Employees who have been adversely recommended shall be notified of their weaknesses and they shall be required to improve for their career success and that of the College.

6.6 The following performance appraisal grades shall be used in rating the staff performance (See details on **Appendix 25**):

RATING GRADES		DESCRIPTION
A	EXCELLENT	Exceptional Performance
B+	VERY GOOD	Commendable Performance
B	GOOD	Good Performance
C	AVERAGE / SATISFACTORY	Satisfactory Performance
D	UNSATISFACTORY	Unsatisfactory Performance
E	POOR	Poor Performance
N/A	Not Applicable or Not Assessed	

An employee of the year will be identified, and he/she will be given a certificate plus monetary reward. This shall be given whether the College participates in Workers/Labour Day (May Day) celebrations or not.

- 6.7 The annual performance appraisal and evaluation forms shall be in the form set out in **Appendices 13** (for Academic Staff), **11** (for Administrative Staff) and **12** (Office Assistants and Drivers).

7.0 PROMOTION

- 7.1 Promotion is the placement of an employee to a higher post than the previous one.
- 7.2 The main objectives of staff promotions are:
- 7.2.1 To reward employees with good performance who are deemed to have the ability to handle responsibilities of the new higher position.
- 7.2.2 To foster career growth in accordance with the schemes of service.
- 7.2.3 To serve as a tool for motivation of staff for higher and better performance.
- 7.3 Normally the salary of the promoted employee shall be at the minimum level of the scale approved unless otherwise spelt by the Appointing Authority, in which case the salary must be within the scale of the grade.
- 7.4 The promotion of staff shall be done based and depending on performance, existence of the post and availability of funds. The Appointing Authority shall determine effective date of staff promotion to the post. The letter of promotion shall be in the prescribed form on **Appendix 10**.

8.0 TERMINATION OF APPOINTMENTS

Termination of appointments shall follow the prevailing Labour Laws of Tanzania and the terms and conditions of service of Academic and Administrative Staff of the College.

The services of an employee will normally be terminated on the following grounds:

8.1 Retirement

8.1.1 Voluntary Retirement:

Employees appointed on permanent terms may retire voluntarily at the age of 60 years in the case of Academic Staff, or at the age of 55 in the case of both Academic and Administrative Staff. An employee who intends to retire at a voluntary age shall give a six months notice to the College.

8.1.2 Compulsory Retirement:

a) The age of compulsory retirement for Academic Staff shall be 65 years, while Administrative Staff shall retire on compulsory basis at the age of 60 years. The College shall notify the employee on compulsory retirement not less than six months before the age of his retirement. The six months notice is an opportunity for both the employee and

employer to put records right for a smooth handing over and payment of terminal benefits.

b) Under special circumstances, employees or other persons who have attained the age of compulsory retirement may be employed by the approval of the relevant Authority. Such employee shall be appointed on contract terms.

8.2 Resignation

8.2.1 An employee on permanent terms may resign his appointment by giving three months notice in writing through his Head of Department, or by paying one month's salary lieu of notice. The Provost may waive the requirement of giving three months notice in cases where circumstances are such that he/she finds it desirable to do so.

8.2.2 An employee on contract terms may resign his appointment in accordance with the relevant provisions of his contract. Where no such provision has been made in the contract, the provision of sub-section 8.2.1 above shall apply.

8.3 Completion and Renewal of Contract

8.3.1 An employee whose appointment is on contract terms may leave the service of KCMU-College with all privileges he is entitled under the terms of his contract.

8.4 Termination on Medical Grounds

An employee may resign, or may be terminated by employer, on medical grounds in case he has become unable to discharge his duties efficiently by reason of physical or mental illness as recommended by a Medical Board approved by the College Governing Board.

8.5 Redundancy and Revocation of Post

An employee may be terminated due to liquidation of business or revocation of his post. When such happens he shall be entitled to all terminal benefits or as shall be provided in the Lay-off Scheme or Voluntary Agreement.

8.6 Termination on Disciplinary Grounds

An employee may be terminated on disciplinary grounds if he is found guilty of a disciplinary offence leading to dismissal.

8.7 Death of Employee

When termination is caused by death of an employee, all terminal benefits of the deceased employee shall be paid to the person legally appointed to administer the deceased's estates.

8.8 Termination on Grounds not Covered by these Regulations

Where the Appointing Authority finds and is satisfied that the services or interest of the College are in danger due to general and sustained employee's inefficiency, which cannot be attributed to negligence or poor health, it shall terminate the employee, subject to appeal by employee to the College Governing Board. The employee shall be given three months notice of termination, and shall be entitled to superannuation pension rights or, in the case of a contract officer, payment of gratuity up to the date of termination.

8.9 Termination of Casual Employees

Employees on daily or weekly pay contract should be informed during their engagement that their services may be terminated at the end of any working day without notice; and they may similarly leave their employment at the end of any day without notice. They shall be paid all that is due to them as per agreed terms.

The period of notice of termination for employees on daily or weekly pay shall be four (4) days.

PART III: TRAINING AND DEVELOPMENT

1.0 GENERAL POLICY

- 1.1 The College shall seek training opportunities in all fields of study relevant to the activities of the College in order to improve performance and to provide opportunities for promotion of employees to higher grades.
- 1.2 Depending on the availability of funds and relevance of study programmes, the College shall support staff training and development. Such training includes long term and short term programmes.
- 1.3 Staff training and development shall be an ongoing process of an employee's career due to changing markets, products and technology.
- 1.4 Long term training will normally be considered for an employee who has completed at least two years of service.

2.0 TYPES OF TRAINING

2.1 Induction and On the Job Training

- 2.1.1 Newly recruited employees shall be given induction courses in order to enable them to have a smooth entry into the new environment. Induction courses shall be conducted by the respective Departments, Faculties or Directorates where the new employees shall be placed and assigned duties.
- 2.1.2 All newly employed staff shall undergo an on-the-job training in order to familiarize them with the College procedures relating to their respective jobs.

2.2 In-house Training

This is training designed to meet specific needs and shall normally be organised at departmental level.

2.3 Formal Institutional Training

Where specific qualifications and skills for a particular job are required, KCMU-College shall send her staff to train in various institutions within the country and where possible outside the country. The need for such training shall be determined by the Heads of Departments, Faculty Deans or Directorates. Such training maybe short-term or long-term.

2.4 Seminars, Workshops and Conferences

The College may organise seminars, workshops or conferences or send her employees to attend such training in order to enable them share knowledge and experience. Faculty Deans, Heads of Departments or Directorates shall be responsible for nominating candidates to attend such training based on the relevance to their jobs.

2.5 Exchange Programmes

KCMU-College shall establish links with other similar institutions and, whenever possible, arrange to send her employees for visits, study tours and attachments to enable the staff learn new skills, experience and attitudes. The same can be arranged for employees from other organisations to come to KCMU-College.

3.0 TRAINING PROGRAMME

3.1 Training needs shall be assessed by Heads of Departments, Deans, or Directorates, who shall also propose the type of training required, when it should be done, and identify who should attend.

3.2 The Human Resource Department shall prepare a training programme of the College by consolidating the information from the different Faculties, Directorates and Departments. Such Training Programme shall also show the costs involved.

3.3 The Training Programme shall have the approval of the appropriate authorities before its implementation. This applies also to any changes to be made after the Training Programme has been approved.

4.0 BONDING

4.1 Candidates who are already employees of the College attending in-service courses of more than three months will be required to enter into a formal agreement binding them to remain in the employment of the College for a specific period after the completion of their training.

4.2 Under the terms of such agreement the employee undertakes to complete the course and thereafter to return to ordinary duty and to remain in the service of the College for a minimum period of three years (in the case of a course lasting less than a year) or five year (in the case of a course lasting more than a year). If the employee contravenes the terms of the agreement he becomes liable to refund all the expenditure incurred by the College (and donor, where applicable) in connection with his course (including the cost of any salary paid in respect of the period in question. The above mentioned agreement shall be in the prescribed form on **Appendix 20**.

5.0 PERIOD OF TRAINING

An employee shall be required to pursue his/her course of study within the time stipulated at the commencement of such course. Only exceptional circumstances such as illness, marginal failure in the examination etc., shall the employee be allowed longer time than that originally stipulated. In any case, if the employee fails to complete one particular portion of the course of study in two attempts he shall either be recalled from his studies or be advised to transfer to another course.

6.0 EMPLOYMENT WHILE ON TRAINING

Candidates on any course sponsored by or through College shall not take up any form of employment during training without the written permission of the Provost, which should not be refused unreasonably.

7.0 LEAVE WHILE ON TRAINING

- 7.1 When pursuing his studies, an employee shall be treated as being on leave of absence for all the period required to complete his course of study.
- 7.2 Travelling and leave privileges while in training will depend on scholarship conditions.

8.0 SALARY WHILE ON TRAINING

- 8.1 An employee attending long-term training on full time basis and has been **fully sponsored** by the College shall be paid **70%** of his basic salary.
- 8.2 An employee attending long-term training on full time basis and has been **partly sponsored** by the College (i.e. cost-sharing basis), shall be paid **80%** of his basic salary.
- 8.2 An employee attending long-term training on full time basis and has been **self or privately sponsored**, shall be paid **100%** of his basic salary.
- 8.3 An employee attending long-term training on part-time basis and is wholly sponsored by the College shall receive his normal remuneration, but will be bonded accordingly.
- 8.4 An employee attending long-term training on part-time basis and is self or privately sponsored shall receive his normal remuneration, and shall not be bonded.
- 8.5 Regardless of sponsorship status, an employee who attends modular training programme shall also receive his normal remuneration and shall not be bonded because most of time he will be in the office.

9.0 PAYMENT OF TRANSPORT AND HOUSING ALLOWANCE

Transport and Housing Allowances shall be paid to employees who are not resident at their training institutions, and those whose sponsorship does not include a stipend for transport or accommodation.

10.0 TRAINING REPORTS

It is the responsibility of the employee to timely arrange for the Training Institution to submit periodic performance reports and a final report upon completion of the course.

11.0 REWARDS AFTER LONG-TERM TRAINING

An employee who completes his studies successfully shall be rewarded as follows if he attains:

- 11.1 Trade Test I, Certificate, Ordinary Diploma and first degree: - shall be given one salary increment after completion, or be re-categorised and/or placed into positions commensurate to their new qualifications, and based on the respective Schemes of Service.
- 11.2 Postgraduate Diploma, Professional Qualifications: - shall be given two salary increments after completion, or be re-categorised and/or placed into positions commensurate to their new qualifications, and based on their respective Schemes of Service.
- 11.3 Masters Degree, PhD: - shall be given two salary increments above entry points of the new qualifications or be re-categorised and/or placed into positions commensurate to their new qualifications, and based on their respective Schemes of Service.

PART IV: STAFF OBLIGATIONS AND CONDUCT

1.0 STAFF OBLIGATIONS

- 1.1 All employees are responsible for meeting the job expectations and work effort requirements of their positions.
- 1.2 All employees have the duty to:
 - 1.2.1 Familiarise themselves with, and abide by, statutes, regulations and policies and comply with reasonable directions of the employer.
 - 1.2.2 Display due care, diligence and skill in the performance of work.
 - 1.2.3 Undertake their work in a manner which supports, enhances and does not detract from the College's strategic goals and objectives.
 - 1.2.4 Respect the rights and welfare of all staff, students and other persons who use the College.

2.0 STAFF CONDUCT

- 2.1 All the staff are required to be of unquestionable integrity and loyal to the College.
- 2.2 Each staff shall conduct himself in a manner which portrays a positive image of the College and himself in his official and private affairs.
- 2.3 An employee shall be expected to behave at all times in accordance with acceptable moral, ethical and social standards. He should conduct and manage his personal affairs sensibly so that it does not affect his services or cause disrepute to the College. Therefore, he should avoid such things as financial embarrassment, drunkardness, use of drugs and any other habit not acceptable to the society.
- 2.4 Performance, work habits, conduct, or demeanour that fails to maintain standards applicable to an employee of the College will subject the employee to disciplinary action up to and including dismissal, as determined appropriate by the College.
- 2.5 Drunkardness and smoking on duty are prohibited in College campus. Staff who contravenes the restriction shall be liable for disciplinary action.
- 2.6 All staff must show respect to their superiors, fellow employees, other people and particularly the clients.

3.0 DISCIPLINE AND ATTITUDE TOWARDS WORK

- 3.1 All employees should be disciplined and hard working in order to attain high standards of efficiency. They should use their working time, knowledge and experience to attain the set goals.

- 3.2 Employees shall strive to promote teamwork by offering help to other employees whenever/wherever such need arise for the benefit of the College.

4.0 EMPLOYEE PROHIBITED FROM ACCEPTING GIFTS

No employee of the College shall canvass any gift in whatever form or description from any person or firm with whom he has or may be likely to be dealing in the course of his duties as employee of the College.

5.0 APPEARANCE AND UNIFORMS

- 5.1 The College expects all her staff to put on good attire and unobjectionable dress. Employees are expected to practice good personal hygiene and use good judgment in their choice of clothing and personal grooming. They should dress decently in respect of themselves and the College image. Any employee who puts on dress, which offends contemporary public morals, shall not be allowed in the College premises. Employees should be mindful that the College is a public institution and that personal and work area appearance is a reflection on the College. Disregard on existing rules on dresses shall constitute a serious offence calling for disciplinary action.
- 5.2 All members of staff provided with uniforms or required to wear uniforms shall put them on while on duty. They shall ensure that the uniforms are kept in neat and clean condition. When the uniforms are provided free of charge, they shall remain to be the property of the College and shall be replaced from time to time. When an employee who is provided with such uniform leaves the service, he must surrender the uniforms.

6.0 KCMU-COLLEGE PROPERTY

Each KCMU-College employee has the responsibility of guarding the College funds and properties entrusted to them or otherwise. He should make sure that no damage, loss, misuse or misappropriation occurs to them.

PART V: GENERAL CONDITIONS OF SERVICE

1.0 OFFICE HOURS AND ATTENDANCE

1.1 Official Working Hours

- 1.1.1 Normal working time is eight (8) hours per day, and maximum of forty (40) hours per week, or such hours as the College Governing Board may determine.
- 1.1.2 The normal working hours shall be from 8:00am to 4:00pm Monday to Friday. However, these hours shall vary depending on the nature of work, and may be altered at the discretion of the College Governing Board in the light of special circumstances.
- 1.1.3 All employees whose work demands night duty or availability at night shall work on a shift basis in accordance with work schedules as approved by the Provost from time to time. All other employee shall work the normal working hours.
- 1.1.4 Every employee of the College shall be on duty at his normal working place during office hours and during such other times as may be required of him for the performance of his duties.

1.2 Attendance

- 1.2.1 The College expects all employees to assume diligent responsibility for their attendance and promptness.
- 1.2.2 **Absence**
Employees must notify their supervisor or other designated department personnel, in advance, (but no later than 30 minutes after their starting time), their inability to report for work as scheduled. In providing notification, employees should give a reason for their absence and an indication of when they will return to work. Notification is the procedure for reporting an absence and does not serve as the supervisor's approval of the absence. Failure to properly notify the College may result in an unexcused absence. Absenteeism that is unexcused or excessive in the judgment of the College is grounds for disciplinary action, up to and including dismissal.
- 1.2.3 **Tardiness and Leaving Work Early**
Employees must notify their supervisor if they anticipate being late to work. Tardiness that is unexcused or excessive in the judgment of the College is grounds for disciplinary action, up to and including dismissal. Employees must obtain prior permission from the supervisor in order to leave work early.

1.3 Attendance Register

- 1.3.1 In order to maintain a record of the time of arrival and departure of College employees on duty, attendance register will be maintained by all departments in the prescribed form on **Appendix 16**.
- 1.3.2 All attendance Registers shall be submitted to the Deputy Provost for Administration or other authorised officer at the end of every month for recording keeping.

1.4 Payment of Overtime

Conditions for overtime payment shall be as stipulated under **Part VIII, Section 1.4** of these Regulations.

1.5 Absence from duty

1.5.1 Where an employee requests to be absent from duty for **personal reasons**, he shall be required to fill in a form requesting to be absent from duty. The form shall be in the prescribed forms on **Appendices 21A and 21B**. The maximum period allowed shall be three (3) days.

1.5.2 Where an employee is required to be out of the working station on **official duties**, he shall be required to obtain permission by filling in the prescribed forms on **Appendices 22A and 22B**.

2.0 OFFICIAL LANGUAGE OF COMMUNICATION

Depending on the situation, the College shall use English or Kiswahili languages in communicating with other institutions/organisations, staff, in meetings, conferences, etc.

3.0 CHANNELS OF COMMUNICATION

3.1 The normal channel of communication within the College shall follow the linear chain of command deliberated by the organisation chart.

3.2 The chief spokesman of the College is the Provost or an appointee authorised by him. Therefore, no employee shall, except the specific authority of the Provost, communicate with the press, radio or any electronic media, on policy matters concerning KCMU-College.

3.3 When the Provost is away on duty and he has delegated his powers, such arrangements shall not invalidate the Provost's right as a chief spokesman of the College wherever he may be as long as he is the official holder of the post.

PART VI: DISCIPLINE

1.0 GENERAL STATEMENT

- 1.1 In all disciplinary matters reference shall be made to these Staff Regulations and/or any written laws for the time being in force.
- 1.2 Every employee of KCMU-College shall abide by the Regulations or any other lawful instructions specified or generally issued by his superior.
- 1.3 An employee failing to comply with these Regulations shall be deemed to have committed a breach of discipline and should be dealt with accordingly.

1.4 Ethical Standards

KCMU-College shall conduct her activities following Christian principles in accordance with the Vision and Mission of the College. The employees of the College are expected to exhibit high ethical standards. In all disciplinary matters, the College shall decide an appropriate disciplinary measure taking into account the expected ethical standards of the employee in question in Christ Centred Institution.

2.0 DISCIPLINARY AUTHORITIES

2.1 Staff Disciplinary Committees

There shall be Staff Disciplinary Committees of the College whose composition, powers, functions and procedures shall be provided for in the College Constitution/Charter.

2.2 Staff Disciplinary Appeals Committees

The College shall have Staff Disciplinary Appeals Committee whose composition, powers, functions and procedures shall be provided for in the College Constitution/Charter.

3.0 DISCIPLINARY PROCEDURES

- 3.1 Employees whose work performance does not meet required standards or who violate rules, regulations or policies of the College may be disciplined according to the seriousness or repetition of the violation. Certain actions can cause employees to be disciplined including (but not limited to) the following:
 - 3.1.1 Insubordination (disobedient or rebellious: refusing to obey orders or submit to authority).
 - 3.1.2 Refusal to obey directions or accept assignments; refusal to work required overtime.
 - 3.1.3 Inefficiency, incompetence or inability in the performance of duties.
 - 3.1.4 Careless workmanship or negligence in the performance of duties.
 - 3.1.4 Disregarding safety and/or security regulations.
 - 3.1.5 "Horseplay" (*rough boisterous/unruly playful behaviour*) which endangers self or other employees.
 - 3.1.6 Sleeping, loitering or loafing during working hours

- 3.1.7 Reporting to work under the influence of drugs or alcohol; refusal to consent to drug or alcohol testing.
- 3.1.8 Unlawful manufacture, distribution, dispensing, possession or use of controlled substances on College property or as part of College activities.
- 3.1.9 Possession, use or distribution of alcohol or drug abuse on College property. The possession, use or distribution of alcohol or drug abuse in conjunction with College activities not on College property shall be in compliance with applicable Tanzania Government laws.
- 3.1.10 Excessive, unnecessary or unauthorized use of College supplies, materials, equipment, or vehicles particularly for personal purposes.
- 3.1.11 Unauthorized use or misuse of all computer systems, equipment, and software.
- 3.1.12 Careless, negligent or improper use of College property; careless, negligent or improper use of official vehicles.
- 3.1.13 Conducting personal business on the job.
- 3.1.14 Excessive or unauthorized use of telephones.
- 3.1.15 Habitual or flagrant improper use of leave privileges; failure to return from approved leave of absence.
- 3.1.16 Continual tardiness or chronic absenteeism; failure to notify supervisor of absence.
- 3.1.17 Leaving the job during working hours without permission.
- 3.1.18 Dishonesty, including falsifying employment application or work records or other College work records.
- 3.1.19 Arrest, conviction of a criminal act or illegal activity.
- 3.1.20 Fighting or using obscene, abusive, or threatening language or gestures.
- 3.1.21 Theft.
- 3.1.22 Unauthorized possession of ammunition, firearms, explosive weapons, on College premises or while on College business. Authorization to possess such items on College property may be granted by the Vice Chancellor or his designee.
- 3.1.23 Violating College rules, policies or regulations, or departmental work rules.
- 3.1.24 Unauthorized release of confidential information from official records.
- 3.1.25 Disorderly or immoral conduct on the College premises.
- 3.1.26 Smoking where/when prohibited.
- 3.1.27 Misconduct off duty, which reflects discredit on or causes embarrassment to the College.

4.0 DISCIPLINARY ACTIONS

The College, at its discretion, may determine that disciplinary action less than discharge may be appropriate in some circumstances. Any of the following disciplinary actions may be imposed by the College depending upon the College's judgment of the necessary action to address employee conduct in violation of appropriate standards.

4.1 Oral Warning/Reprimand

An oral warning/reprimand, which is the least severe disciplinary action, brings the problem to the attention of the employee, emphasizes the seriousness of the situation, and presents suggestions or instructions to resolve or correct the problem.

4.2 Written Warning/Reprimand

- 4.2.1 A written warning/reprimand documents the occurrence and the severity, and usually warns that further violations will result in suspension without pay or termination. It may be a final opportunity to improve.
- 4.2.2 A written warning/reprimand may be prepared and issued to an employee when he/she has failed to respond to an oral reprimand or has committed an infraction of sufficient severity to warrant more disciplinary action.
- 4.2.3 To achieve its intended purpose of addressing and resolving issues of job-related conduct or job performance of employees, the written reprimand will, at a minimum:
- a) state explicitly the inappropriate job-related conduct or unacceptable job performance of the employee;
 - b) describe any previous efforts to make the employee aware of the need for a change in conduct or job performance pertinent to the situation or event;
 - c) state precisely what corrective measures are expected, and within what time frame, if appropriate; and
 - d) specify the adverse personnel actions the employee may expect to be taken.

4.3 Suspension

- 4.3.1 A suspension may be used in cases when the infraction/contravention is of such seriousness (theft, fighting, insubordination or similar infraction) that it may warrant dismissal pending review of the facts. Suspension should be followed immediately by a thorough investigation of the situation to determine the appropriate action to be taken.
- 4.3.2 While the full circumstances of any alleged case of misconduct are being investigated, for the purpose of these Regulations, a criminal conviction shall be regarded as a grave misconduct. In the event of an employee being acquitted or discharged, such acquittal or discharge shall not result in automatic re-instatement. The College shall be entitled to investigate whether there has been any misconduct on the part of the employee and shall take such action as it considers proper. During the period of such suspension from duty, the employee may not leave the station and shall report weekly to his respective Head of Department (or his assignee).
- 4.3.3 **Arrest:** The arrest and/or indictment of an employee on criminal charge will normally result in his being suspended from duty on full pay until the outcome of the case is known when further action will be decided in the light of established facts.

4.4 Dismissal

A serious offence or misconduct and repeated disciplinary problems will entail dismissal. Examples of serious offence/misconduct that can result in dismissal for a single incident are gross dishonesty or wilful damage to the property of the employer; wilful endangering of the safety of others; physical assault on the employer, a fellow employee, client or customer; gross insubordination; immoral conduct; theft; use of drugs or alcohol; criminal charge or other serious offences as outlined under section 3.1 above.

4.5 Reinstatement

If it is subsequently determined that the dismissal from employment was made without adequate cause, the employee may be reinstated in the same position held at the time of dismissal and/or as per the terms explained in the Employment and Labour Relations Act, 2004.

4.6 Restitution

The employee being dismissed may be required to make restitution (compensation, reimbursement, repayment, restoration) for damages to property or equipment, for theft, for unauthorized purchases or payment of wages, for unauthorized travel expenses, or for other illegal or improper actions. If restitution is not made under the terms and conditions mandated, the employee may be subject to legal action.

4.7 Absence from duty without permission

4.7.1 Where an officer is absent from duty without leave or reasonable cause for a period exceeding five (5) days and he can not be traced within a period of ten (10) days of the commencement of the absence, or if traced, no reply to a charge of absence from duty without leave is received from him within 10 days of dispatch of the charge to him, he shall be liable to summary dismissal with the consequent loss of all rights and privileges.

4.7.2 When the whereabouts of the employee charged under section 4.7.1 above is not known, a copy of the charge sheet shall be served by leaving it at the place of his residence prior to his absence or last known address.

4.7.3 If he returns to duty before the decision to dismiss him is taken, disciplinary proceedings may be instituted against him.

4.7.4 An employee absenting himself from duty without leave or sufficient cause shall forfeit his salary for the period of such absence in addition to any other disciplinary action.

4.8 Failure to return from leave

Failure to return from an approved leave on the due date shall be deemed absence without leave.

5.0 OTHER DISCIPLINARY ACTIONS

Depending on the severity of the offence, other forms of disciplinary action may include:

5.1 Transfer

Transfer means a reassignment and/or change in duty assignment to a position of similar rank.

An employee who constantly fails to perform the duties of his/her job according to established standards may be transferred (as a matter of disciplinary action) to another position for which he/she is qualified.

5.2 Withholding Salary Increments

If an employee has unsatisfactory behaviour or job performance, the Provost or the Staff Performance Evaluation Committee may withhold his annual salary increment.

5.3 Demotion

5.3.1 Demotion means a change in duty assignment to a position of lower rank. Such reduction in rank will normally be accompanied by a decrease in salary rate.

5.3.2 An employee who is involved in several minor violations of College regulations, such as loitering, tardiness, excessive use of profanity, etc., may be demoted to a lower salary grade classification.

5.4 Salary Reduction

Reduction in salary may accompany a demotion or may be implemented without a change in title or duty assignment.

6.0 GENERAL PROVISIONS FOR DISCIPLINARY ACTIONS

6.1 All disciplinary action administered by the College, with the exception of oral warnings/reprimands, must be in writing. A copy of the report of disciplinary action must be given to the employee involved and a copy shall also be included as a permanent part of the employee's personal file. If the disciplinary action taken is termination of employment, an employee will be provided a written notice stating the reason(s) for the proposed termination and afforded an opportunity to respond to the proposed action prior to the termination.

6.2 It is the policy of the College to be fair and impartial in all its relations with employees and to recognize the dignity of the individual. Fairness and consistency require that certain general principles of administering discipline be followed. Disciplinary action involving transfer, compensation reduction, withholding salary increments, demotion, suspension or dismissal are accomplished upon the recommendation of the department head, Deputy Provost for Administration and with the approval of the Provost and/or Staff Performance Evaluation Committee.

6.3 An employee who feels he has been dealt with unfairly regarding disciplinary action taken against him will be required to present his grievance, in writing, to the Staff Disciplinary Appeals Committee.

PART VII: END OF SERVICE

1.0 OBLIGATIONS

When an employee's services are terminated the following should be observed:

1.1 DISCHARGE CERTIFICATE

All properties of the College entrusted to him must be surrendered to his Dean/Director/Head of Department or Deputy Provost for Administration at the time of executing discharge certificate (see **Appendix 23**).

1.2 MANAGEMENT OF EMPLOYEE'S RECORDS

Personal records of service of an employee shall be secured for a period of at least five years for the purpose of reference.

1.3 CERTIFICATE OF SERVICE

Any employee shall qualify for a certificate of service (see **Appendix 24**) provided that he has worked for a period of not less than six months.

PART VIII: SALARY AND ITS ADMINISTRATION

1.0 SALARY SCALES/LEVELS

Salary scales/levels of employees shall be as contained in the Schemes of Service of the College, as amended from time to time.

2.0 PAYMENT OF SALARIES

2.1 Salaries shall be paid monthly in arrears on the last working day of the month and after taking care of all statutory, loan or other known deductions.

2.2 Casual employees shall be paid based on the agreed terms.

2.3 An employee proceeding on leave may be paid his salary in advance on request.

2.4 For safety purposes, salaries shall be paid through the employees' bank accounts. Every employee must open an account and avail the information to the Bursar.

3.0 SALARY INCREMENTS:

3.1 All employees, except those on temporary terms, shall be eligible for annual increments as prescribed in their salary scales and as long as they have not reached the maximum of their scales.

3.2 Annual increments shall be based on job performance. Normally it will be paid after a full calendar year.

3.3 Criteria of Salary Increment

New appointees normally enter at the minimum of the relevant scales provided that where experience is to be considered they enter at such points as the Appointing Authority may decide. The primary criteria for salary increments are job performance and additional qualifications obtained, which are relevant to the post. Performance evaluation reports for each employee will be completed one month before the expiry of the year to which it relates.

3.4 When an employee is promoted, his date of increment shall change to conform to his date of promotion.

3.5 When increment cannot be paid (with-holding of increments) to an employee for whatever reason, the employee should be informed in writing.

4.0 OVERTIME PAYMENT

4.1 When it is necessary it is necessary to work outside official working hours, employees shall be paid for the overtime worked when compensation by time off during working hours cannot be made.

- 4.2 Prior approval to work overtime shall be sought by the supervisor from the appropriate authority using the form provided in **Appendix 17**.
- 4.3 Unless otherwise specified, the overtime rate of payment shall be calculated based on the employee's salary and the hour worked at the following current Government rate:
- (a) The total number of extra hours worked during week/working days shall be multiplied by one and a half times the basic hourly salary.
 - (b) The total number of hours worked on Saturdays, Sundays and Public holidays shall be multiplied by two times the basic hourly salary.
 - (c) The maximum overtime hours in any four week cycle shall be 50 hours.
- 4.4 Employees working on overtime shall be adequately supervised by a responsible officer who is not himself eligible for overtime payment.

5.0 ENGAGEMENT IN WORK NOT RELATED TO COLLEGE EMPLOYMENT

- 5.1 No Staff may render professional assistance or accept any work related to his employment during working hours without the informing Appointing Authority.
- 5.2 Generally, there will be no objection to members of staff holding honorary posts as office bearers of religious bodies, charitable institutions, etc. as long as those activities do not cause interference in the work of the College.

PART IX: ALLOWANCES

1.0 CATEGORIES OF ALLOWANCES

Employees are entitled, when appropriate, to receive the following allowances:

- (a) Subsistence Allowance
- (b) Transfer Allowance
- (c) Disturbance Allowance
- (d) Entertainment Allowance
- (e) Acting Allowance
- (f) Outfit Allowance
- (g) Imprest
- (h) Overtime Allowance
- (i) Mileage Allowance
- (j) Responsibility Allowance
- (k) Uniform Allowance
- (l) Financial Risk Allowance
- (m) Sitting/Participation Allowance
- (n) Special Allowance for Medical Staff
- (o) Transport Allowance
- (p) Housing Allowance

1.1 Subsistence Allowance

- 1.1.1 An employee who travels on duty shall be able to claim allowances at the daily rates calculated on the basis of cost of living of the various grades of places of visit and the officer's grade per night of absence from the duty station without producing receipts. This shall be apart from the cost of transport provided that the allowance is not paid twice if there is another sponsor or agency.
- 1.1.2 The number of days from one's duty station shall be determined by the needs of the assignments as approved by the Supervising Officer and no more payment shall be allowed for whatever reason of overstaying unless it is with express approval of the Authorizing Officer.
- 1.1.3 Travelling on duty will include attending short courses, conferences/meetings, seminars, study tours and workshops for the duration of up to 90 days.
- 1.1.4 Daily subsistence rates for employees travelling within Tanzania will be based on the prevailing Government per diem rates.
- 1.1.6 The cost of transportation to and from the airport on arrival/departure and the air terminal/hotel shall be paid by the College on production of relevant receipts or other acceptable evidence.
- 1.1.7 Staff travelling on duty during the daytime and are forced to be away from their duty station during break fast or lunch, for six hours or more, may claim half per diem allowance at the rate payable per day as stipulated in item 1.1.4 above or produce appropriate receipts. The immediate supervisor must approve the travel plan before implementation.

1.1.8 New employees reporting for duty on first appointment shall be paid subsistence allowance of up to seven (7) days for their upkeep at the new work station.

1.2 Transfer Allowance

1.2.1 The amount of the transfer allowance shall be based on the same rates as the travel on duty allowance but with additional allowances for spouse in the amount of the employee's rate of allowances and at half the employee's rate of allowance for each of the four dependent children. Payment of transfer allowance shall be limited to fourteen (14) days. The purpose of the allowance is to help the employee's upkeep at the new work station before he gets permanent accommodation.

1.2.2 When an employee is in transit on transfer and is forced to stay in a hotel, because of circumstances beyond his control, he may be paid full per diem rate for himself and spouse and half per diem rate for the dependent children.

1.3 Disturbance Allowance

When an employee is transferred from one station to another and if the transfer involves travelling, he may be paid disturbance allowance at the Government rate of basic salary and shall be paid before departure to his new station. When transferred on promotion an employee's annual basic salary shall be taken as being that of the scale, to which the employee has been promoted.

1.4 Entertainment Allowance

The Provost and Deputy Provosts may claim expenses incurred on entertainment. All other employees whose duties may require entertaining may only entertain after obtaining approval from the appropriate Authority.

1.5 Acting Allowance

1.5.1 When an acting appointment is authorized, the acting allowance payable will be at the rate of the full difference between the basic salary of the Acting Officer and the minimum basic salary of the post in which he so acts. The acting post shall be valid if the appointee has acted for at least one month continuously.

1.5.2 Notwithstanding the foregoing statement, if the position one is acting had a transport entitlement then the acting employee shall also be entitled to transport during the acting period.

1.5.3 The acting period should not exceed six months, at the end of which the College Governing Board shall make decision and notify the concerned officer in writing.

1.5.4 A person who is appointed to act a position on probation will be paid the full amount of what the incumbent would be entitled to get.

1.5.5 If the appointment to act in a position means a person is called upon to shoulder additional responsibilities of the same status as he is currently shouldering, then he should receive an appropriate compensation as shall be determined by the Provost.

1.6 Outfit Allowance

Employees required to travel outside Tanzania on duty will be eligible to receive an outfit allowance at the rate to be determined by the College Governing Board and provided for in circulars subject to the following conditions:

- (a) That the allowance shall be paid prior to the officer's departure from Tanzania.
- (b) That the allowance has not been received during the last 12 months.

1.7 Imprest

When an employee is travelling on official duty or transfer, he may be granted an imprest for meeting such expenses before he departs from his station. Such imprest must be fully accounted for within fourteen days of his arrival at his workstation.

1.8 Overtime Allowance

1.8.1 Payment of overtime is a privilege and not a right and shall be made in respect of hours worked in excess of 50 hours a week.

1.8.2 Payment of overtime shall be made only when compensation by time-off during normal working hours cannot be made. Prior approval of the overtime shall be sought and obtained before such overtime is worked.

1.8.3 Employees working overtime shall be adequately supervised by a responsible officer who is not himself eligible for overtime payment.

1.9 Mileage Allowance

An employee above the salary scale of a Tutorial Assistant may use his personal motor vehicle while on duty and be entitled to mileage refund provided that the journey had the prior approval by the Provost. The amount to be claimed shall be as per the current College mileage rate.

1.10 Responsibility Allowance

The College may pay a responsibility allowance to particular categories of staff depending on responsibilities related to their posts at the rate to be determined by the College Governing Board as it deems fit.

1.11 Uniforms Allowance

The employees of the College who by nature of their duties are compelled to wear uniforms or some protective gears shall be issued with free uniforms and/or protective gears or allowances to purchase the same as the case may be.

1.12 Financial Risk Allowance

When an employee faces certain financial risks relating to his duties (i.e. personal repayment of any cash lost in handling College cash), the employee shall receive additional compensation as determined by the Provost. A financial risk allowance is meant to compensate that individual for the additional personal monetary risk that is undertaken due to the nature of their duties.

1.13 Sitting/Participation Allowance

1.13.1 Sitting/Participation Allowance will be paid to Chairman, Secretary and members of statutory College meetings, Committees and sub-Committees as may be determined by the College Governing Board.

1.13.2 Sitting/Participation allowance will be payable per sitting and not per day, at the rate to be determined, from time to time, by the College Governing Board.

1.14 Special Allowance for Medical Staff

The Medical Staff will be paid Special Duty allowance on the rates approved by the College Governing Board.

1.15 Transport Allowance

1.15.1 The Provost, Deputy Provost for Academic Affairs and the Deputy Provost for Administration shall be provided with transport and driver **OR** mileage/fuel allowance if they have personal cars.

1.15.2 Deans, Directors and Heads of Departments shall be provided with transport or mileage allowance when on official duty.

1.15.3 All other employees shall receive transport allowance at the rate applicable to their grades as may be approved by the College Governing Board.

1.16 Housing Allowance

Housing allowance shall be paid to all employees at the rate approved by the College Governing Board. Currently the housing allowance is 10% of an employee's basic salary.

PART X: LOANS AND SALARY ADVANCES

1.0 GENERAL POLICY

Normally the College does not give loans/salary advances. However, in extreme cases loans/salary advances amounting up to a maximum of two months' gross salary may be given to an employee in cases of proven extreme financial hardships which could not be foreseen and which have not been caused through his/her own fault or negligence. The amount loaned/advanced must be recoverable within six (6) months. No employee shall be given loan/salary advance before retiring the previous one. Approval of these loans/salary advances will be done in accordance with the Financial Regulations approved by the College Governing Board.

1.1 Criterion for granting of a Loan/Salary Advance

An employee's ability to repay the loan shall be taken as a criterion for the granting of a loan. Under no circumstances shall an additional application for a loan be granted if the repayment of instalments exceeds 40% of the applicant's net salary.

1.2 Agreement

All loans will be subject to an agreement between the College and the employee, incorporating among other things the following conditions:

- (a) The College has the right to deduct an appropriate amount of instalment agreed upon when the loan is granted.
- (b) In the event of the employee's services being terminated by either party, the balance outstanding on the loan will become immediately due to the College. In such cases the College will have the right to deduct the whole outstanding amount of the loan from the employee's terminal benefits.
- (c) All applications for salary advance/loan shall be routed through the Head of Department concerned.
- (d) The Bursar will indicate for consideration by the Provost or Deputy Provost for Administration particulars of an outstanding loan or salary advance and forward for approval before taking action.

PART XI: HOUSING

1.0 HOUSING POLICY

- 1.1 Due to lack or shortage of houses the obligation of the College to provide housing accommodation shall be restricted to the entitled officers only, as provided in section 2.0 below.
- 1.2 All staff not provided with accommodation shall be given house allowance as stipulated on Part IX, subsection 1.16.

2.0 ENTITLED OFFICERS

Employees entitled for housing shall include:

- 2.1 Entitled Officers serving or recruited under technical aid or tripartite agreement with foreign organizations or sending agencies.
- 2.2 Any other officers recruited from overseas, whose offer of appointment necessarily includes entitlement for housing in order to attract them to service at the College.
- 2.3 Principal Officers of the College: the Provost, the Deputy Provost for Academic Affairs and the Deputy Provost for Administration.
- 2.4 Teaching staff and other senior officers as the College may deem necessary.

3.0 HOUSE RENT

- 3.1 The College may rent houses for senior officers provided that the rents payable for those houses do not exceed what would otherwise be paid to the officers as housing allowance.
- 3.2 Officers provided with housing by the College shall not be paid housing allowance.
- 3.4 Where house rents are to be paid in one instalment for a period of one year or two years, the College may help to pay for the officer and he be deducted at an agreed schedule of repayment.

PART XII: TRANSPORT AND TRAVELLING

1.0 ENTITLEMENT TO FREE TRANSPORT

Employees will be entitled to free transport at the expense of the College when travelling:

- (a) On first appointment from the place of residence to the duty station;
- (b) On transfer to a new duty station;
- (c) In cause of the employment;
- (d) On leave every other year;
- (e) On medical grounds from the duty station to the town where treatment is available;
- (f) On retirement from the duty station to the place of domicile;
- (g) To attend seminars, conferences, workshops, or in-service training;
- (h) On dismissal;
- (i) On death (body, personal effects, spouse and children);
- (j) Representing College at various activities.

2.0 MODE OF TRAVEL

Employee shall normally use the mode of travel most economical to the College. Air travel shall only be undertaken with the prior approval of the Provost.

3.0 TRANSPORTATION OF PERSONAL EFFECTS

3.1 Travelling on circumstances in which the employee is eligible for free transportation of personal effects will be in the following circumstances:

- (a) Travelling on first appointment;
- (b) Transfer;
- (c) Termination of employment (does not include resignation), retirement, dismissal and death.

3.2 When travelling by air, personal luggage must be restricted to the amount carried free in respect of the air ticket. Claims in respect of excess baggage shall not be entertained unless prior approval of the Provost was obtained.

4.0 FREE TRANSPORT FOR WIDOW/WIDOWER AND CHILDREN

In the event of a married employee dying in the country or abroad, his widow/widower and dependent children shall, if they were resident with him, be granted free transport to their home using the most economic transport. They may take luggage (including personal effects of the deceased) on the scale to which the deceased employee would have been entitled on termination of appointment.

5.0 FREE TRANSPORT OF VEHICLES ON TRANSFER

When an employee is transferred from one station to another he may be granted free transport for his vehicle. Such free transport shall normally take the form of free carriage by rail or steamer over any portion of the route covered by such service plus mileage

allowance in respect of any portion of the journey not so covered. At the discretion of the Provost, however, an officer may be permitted to travel in his vehicle by road over the whole journey from his old to his new station, in which case full mileage allowance for the whole distance shall be payable.

6.0 AMOUNT OF LUGGAGE ALLOWED

Weights allowed when travelling on first appointment, transfer, termination of employment, dismissal, retirement and death shall be as follows:

- (a) Up to 3,000kg for the Provost, Deputy Provost for Academic Affairs, Deputy Provost for Administration, Academic and Administrative Staff from the level of a Lecturer.
- (b) Up to 1,500 kg for all other staff.

7.0 TRANSPORT WHEN ON DUTY AT ANOTHER STATION

- 7.1 Whenever possible, the Provost shall be availed transport at any place he travels to on duty. This can be done by either allowing him to travel with College car or hiring a car at the place he is visiting.
- 7.2 The Deputy Provost for Academic Affairs, Deputy Provost for Administration, Deans and Directors shall be allowed to hire transport at their visiting station and be refunded on production of valid receipts or certification.
- 7.3 Other Officers travelling on duty shall be paid flat rate as decided by the College Governing Board to cover for their transport at their place of visit.

PART XIII: LEAVE

1.0 ANNUAL LEAVE

1.1 General Conditions

- 1.1.1 Every staff shall be entitled to 28 calendar days as annual paid leave or otherwise as stipulated in staff individual employment contract. The annual leave cycle is in respect of twelve months commencing from the date of the employee's appointment.
- 1.1.2 All leave periods will be inclusive of Saturdays, Sundays, Public Holidays and travelling time.
- 1.1.3 Application for leave shall be in the prescribed form in **Appendix 15A**.
- 1.1.4 Every effort will be made to allow employees to proceed on earned leave, as and when they wish. It is the responsibility of the employees to apply for their leave **two weeks** before going on leave. Each Department/Faculty/Directorate must maintain an annual leave roster; and a copy of the approved leave application form shall be kept in the employee's Personal File.
- 1.1.5 Leave earned during a year shall be taken during the year that is earned. Leave may be taken in piece-meal on special permission by Deans/Directors/DPAA/DPA/Heads of Departments. The full leave entitlement may be accumulated on ground of work exigencies over a maximum of two-year period. Unclaimed leave beyond the two-year period shall be forfeited.
- 1.1.6 Based on the *Employment and Labour Relations Act, No.6 of 2004*, there shall be no payment of salary in lieu of/substitution for annual leave.
- 1.1.7 Teaching staff are advised to take their leave during long vacations or in piece-meal.
- 1.1.8 An employee may be granted full leave after completing eight months of continuous service since his first appointment.
- 1.1.9 Every employee shall be granted **once in every two years** leave cycle, free transport in the form of a cash grant calculated on the basis of the prevailing fare rate by available cheapest public transport for himself, spouse and up to four children under 18 years of age or dependants who are legally dependent upon that employee. No additional incidental expenses shall be paid apart from the actual fare. The free transport shall be granted only to employees travelling on leave within Tanzania.
- 1.1.10 An employee whose place of domicile is the same as the duty station shall also be granted free transport, as stated under subsection 1.1.9 above, if he wishes to travel to other place other than his place of domicile.
- 1.1.11 An employee who resigns after less than six month's service since his first appointment shall not be entitled to any leave.

1.2 Extension of Annual Leave

Except in cases of illness or other cases of emergency, applications for extension of leave which must state the ground on which the extension is asked for, will not be considered unless they are submitted in time for the Deputy Provost for Administration, or any

Officer acting on his behalf, to convey the decision before the date on which the employee should normally commence the return journey at the end of leave.

2.0 OTHER FORMS OF LEAVE

2.1 Maternity Leave

2.1.1 A female employee shall, upon producing a Medical Officer's certificate certifying that she is expecting to deliver a child, be entitled up to eighty-four (84) days of paid maternity leave; or one-hundred (100) days paid maternity leave if the employee gives birth to more than one child at the same time. *(See prescribed Application Form on Appendix 15B).*

2.1.2 An employee may commence maternity leave:

- At any time from four weeks before the expected date of delivery.
- On an earlier date if a medical practitioner certified that it is necessary for the employee's health or that of her unborn child.

2.1.3 Paid maternity leave shall be granted only once in three years (36 months), the three years period counting from the date on which the employee completed her last paid maternity leave.

2.1.4 Notwithstanding the provisions of subsection 2.2.1 above, an employee is entitled to an additional 84 days paid maternity leave within the leave cycle (three years period), if the child dies within a year (twelve months) of birth/delivery.

2.1.5 Where an employee is breast feeding a child, the employer shall allow the employee to feed the child during working hours up to a maximum of two hours per day for a period of six months after the end of maternity leave. *(See prescribed Application Form on Appendix 15D).*

2.1.6 Paid maternity leave shall be granted for a maximum of four (4) terms/maternity leave cycles.

2.1.7 Annual leave earned during the year which paid maternity leave is taken shall be forfeited. If she has already taken such annual leave, she shall forfeit her annual leave for the succeeding year.

2.1.8 Maternity shall not carry leave passage/allowance unless it coincides with her leave with passage.

2.2 Paternity Leave

A male employee shall be entitled to three (3) days paid leave if the leave is taken within seven (7) days of the birth of his biological child to enable him take care of the mother and child. The three days are the total number of days irrespective of the number of children that are born within the maternity leave cycle. *(See prescribed Application Form on Appendix 15C).*

2.3 Sick/Convalescent Leave

On recommendation of an approved/registered medical officer, an employee may be allowed sick or convalescent leave. Approved sick or convalescent leave shall be paid leave under the following conditions:

2.3.1 An employee shall be entitled to sick leave of at least 126 days in any leave cycle.

2.3.2 The sick leave shall be calculated as follows:

- (a) The first 63 days shall be paid full wages;
- (b) The second 63 days shall be paid half wages.
- (c) At the end of the second 63 days the employee shall be examined before a Medical Board for recommendation to either extend the leave for another period, of which the Medical Board shall specify its duration, or terminated the employee on medical grounds.

2.3.3 **Sick Period:** sick period is three years (36 months) from the date of first appointment and a new sick period commencing thereafter or after such leave.

2.3.4 An employee may not be paid for sick leave if:

- (a) He/she fails to produce a medical certificate;
- (b) He/she is entitled to paid sick leave under any law, fund or collective agreement.

2.4 Compassionate leave

2.4.1 Employees may apply for special or compassionate leave if they need to be absent from work in circumstances not covered by provision for sick leave, study leave/sabbaticals, annual leave or maternity/paternity leave. Usually, this will be in the case of bereavement or to deal with serious domestic or family circumstances.

2.4.2 **Bereavement:** a maximum of **five (5) days paid leave** shall be granted to an employee on permanent/contract terms when a member of the employee's immediate family or a member of the employee's household dies. The Appointing Authority may require an employee to provide evidence of the death. The definition of an employee's immediate family, in this case, is:

- Spouse, child, parent, grandparent, grandchild or sibling (brother or sister) of the employee, **or**
- Child, parent, grandparent, grandchild or brother/sister of the employee's spouse.

2.4.3 **Serious Domestic/Family Circumstances:** a maximum of three (3) days paid leave shall be granted to an employee on permanent terms to enable the employee to deal with difficult domestic or family circumstances such as:

- Serious damage to home (e.g. fire or flood);
- Serious illness of a family member (the Appointing Authority may request a copy of the medical certificate of the ill person).

- 2.4.4 Compassionate leave shall not be deducted from an employee's annual leave. However, if the employee requests more than the entitled/approved days, the extra days shall be deducted from his annual leave entitlement.
- 2.4.5 Application for compassionate leave in respect of the death of a relative who is not in the employee's immediate family shall be considered on its merits by the Appointing Authority, and if granted, it shall be deducted from his accrued personal annual leave.
- 2.4.6 **Additional Compassionate Leave:** If the period of special/compassionate leave has expired, and the employee still needs to be absent, the individual should consult the Deputy Provost for Administration through his Head of Department. Additional leave may be granted by extension of special/compassionate leave, leave in lieu of annual leave, or as unpaid leave.

2.5 Sabbatical Leave

Members of the academic staff on permanent terms may be granted sabbatical leave in accordance with the following regulations:

- 2.5.1 The College Committee responsible for staff development shall approve all candidates eligible for sabbatical leave. An employee must have completed at least four years since he obtained his PhD or equivalent before he can be considered for sabbatical leave.
- 2.5.2 A Faculty/Directorate/Institute which has more than one employee eligible for a sabbatical will determine the order in which such employees can take their sabbaticals. Under no circumstances should teaching be allowed to suffer as a result of these arrangements.
- 2.5.3 Individuals will be required to present satisfactory study work programmes to their Faculty/Directorate/Institute before the committee responsible for staff development can be requested to approve.
- 2.5.4 As far as possible, sabbatical shall be taken at a place which is most suitable for candidate.
- 2.5.5 For the purposes of financial arrangements each case will be treated according to the conditions of the programme. For example, where the academic staff member will receive full pay from a donor, that member will be regarded as on leave without pay. Where no donor has made any substantial and adequate arrangements, the member will receive full pay from the College.
- 2.5.6 Where a sabbatical involves substantial financial need for research the normal channels for applying for research funds will be followed.
- 2.5.7 Priority will be given to the sabbatical within the country.

2.6 Leave without Pay

In exceptional circumstances an employee may be allowed unpaid leave for such periods as the College Governing Board or Provost may decide. The period on an unpaid leave shall be non-leave earning and shall not count towards retirement benefits.

2.7 Special Leave

2.7.1 Sporting Events

Employee of any category selected to represent their region as competitors or recognised team officials at National and International sporting events may, subject to the exigencies of their service, be granted leave necessary to participate in these events. Such leave shall be on full pay and shall not count against normal leave entitlement, but it shall however, carry no entitlement to transport privileges or allowances.

2.7.2 Conferences, Seminars and Other Activities

Officers selected to attend conferences, seminars and other activities sponsored by recognised official organisations may, subject to the exigencies of their service, be granted special leave of absence to enable them to attend the conferences, seminars, etc. Such leave shall be on full pay and shall not count against ordinary leave entitlement but carry no entitlement to transport privileges or allowances.

2.7.3 Leave for Examinations

Leave of absence without loss of salary may be granted to employees for purpose of sitting for examinations recognised by KCMU-College.

2.7.4 Discretionary Powers of the Provost

The Provost may, at his discretion, authorise financial assistance to employees in connection with examinations relevant to one's work, subject to reporting to the College Governing Board.

2.8 Study Leave

2.8.1 An employee may be granted leave of absence to undertake a course of study either within or outside Tanzania.

2.8.2 Leave granted shall be of such reasonable duration as would ordinarily enable the employee to complete the course in question and shall normally be granted in extension of a long vacation at intervals of about four or six years. The actual frequency and duration of such leave, may however, be varied at the discretion of the Staff Training and Development Committee or its delegate in individuals cases.

2.8.3 Application for study leave shall set out in detail the course of study proposed, the duration of leave requested and the financial assistance sought. Applications shall be sent to the Staff Training and Development Committee or its delegate in consultation with the Deputy Provost for Academic Affairs or Deputy Provost for Administration depending on the nature of work of the requesting employee.

2.8.4 When an application is satisfactory on career grounds it shall be normal for leave to be granted and only in exceptional circumstances shall an application be rejected for

staffing or financial reasons. The decision of the Staff Training and Development Committee on such application shall be final, unless otherwise instructed by the College Governing Board on grounds of appeal.

2.9 Public Holidays

The College shall observe Public Holidays as announced by the Government.

PART XIV: STAFF WELFARE

1.0 STAFF WELFARE SERVICES

KCMU-College shall make available or provide the following staff welfare services to employees as a way of motivation to encourage and push them to discharge their duties to the best:

1.1 Medical Services

1.1.1 Medical services for employees, their spouses and up to four children (below 18 years) will be taken care of under the National Health Insurance Fund (NHIF) to which employees will contribute 3% of their basic monthly salary and KCMU-College will contribute 3% of the basic salary.

1.1.2 **Sick sheet:** an employee requiring medical treatment for himself or his family should report his illness and obtain a sick sheet from the authorized officer of the College and report with the sick sheet to the authorized hospital for treatment. The sick sheet shall be in the prescribed form in **Appendix 14**.

1.2 Travel on Leave

The College shall provide leave transport allowance for employee, his spouse and up to four dependent children as per Part XIII of these Regulations.

1.3 Funeral Support

1.3.1 The College shall provide funeral support to meet burial expenses of a deceased employee, deceased spouse or dependant of an employee on permanent/contract terms. The funeral support will include the following:

- (a) Coffin or Mat and Plank
- (b) Shroud
- (c) Wreath
- (d) Mortuary Expenses
- (e) Condolences
- (f) Transport costs of the body to the place/location of burial as determined by the College considering the distance and costs involved.
- (g) Transport of family and personal effects of the deceased to his place of domicile.
- (h) Sending a representative to attend burial service.

1.3.2 Condolence money shall be determined by the College from time to time.

1.4 Death Gratuity

The College will pay to the deceased employee's estate a death gratuity at the rate to be approved by the College Governing Board.

PART XV: MISCELLANEOUS

1.0 DISCLOSURE OF COLLEGE INFORMATION

- 1.1 The chief spokesman of KCMU-College is the Provost or an appointee authorised by him. Therefore, no employee shall, except on the specific authority of the Provost, communicate with the press, radio or any electronic media, on policy matters concerning KCMU-College.
- 1.2 When the Provost is away on duty and he has delegated his powers, such arrangements shall not invalidate the Provost's right as a chief spokesman of the College wherever he may be as long as he is still the official holder of the post.
- 1.3 The normal channel of communication within the College shall follow the linear chain of command deliberated by the organisation chart.

2.0 MEMBERSHIP TO SOCIAL SECURITY SCHEMES

- 2.1 The National Social Security Fund (NSSF), PPF Pensions Fund, Public Service Pensions Fund (PSPF), LAPF Pensions Fund and GEPF Retirement Benefits Fund are statutory Social Security Schemes established under Acts of Parliament. They are contributory schemes where both the employee and employer each contribute 10% of employee's monthly gross salary. Based on the guidelines set out by the Social Security Regulatory Authority (SSRA), these Schemes are open to all employees employed by both public and private institutions.
- 2.2 All KCMU-College full time employees shall be required to join one of these statutory schemes.
- 2.3 On retirement or completion of the contract, the employee will receive payment from the respective scheme in accordance with the prevailing law.

3.0 WORKMEN'S COMPENSATION POLICY

- 3.1 Where an employee has an accident while on duty, resulting in the employee's disablement or death, the employee or the dependants of the employee shall be entitled to the compensation provided under the **Workers' Compensation Act No. 20** of 2008 and its amendments.
- 3.2 Where an accident is attributable to the serious or wilful misconduct of the employee, no compensation shall be payable unless:
 - (a) the accident results in permanent total disablement;
 - (b) the employee dies as a result of the accident leaving a dependant wholly financially dependent upon the employee.

4.0 REPORTING ON LOSSES, THEFT, BURGLARY

In the event of mishap (e.g., loss/theft of College property), any employee is supposed to report at once to the Provost or Deputy Provost for Administration or other authorised person who shall cause investigations to be made and decide on what to be done or whether the matter should be reported to the police or not.

5.0 REPORTING ON SERIOUS ILLNESS OR DEATH

5.1 When an employee is seriously sick, his immediate supervisor shall inform the Provost and the employee's next of kin and keep himself informed of the employee's condition.

5.2 When death occurs to an employee of the College, it shall be reported to the Provost and the next of kin by the quickest possible means. Instructions should be sought from the next of kin and the Provost on how to handle the body of the deceased.

5.2.1 When, upon the wishes of the deceased's relatives, it is decided to transport the body, to a place other than where the deceased was working, the College shall ensure that it is represented at the place of burial. In addition, the College will follow up its representation with an official letter of condolence and/or eulogy to the deceased.

5.2.2 Personal effects of the deceased shall be transported at College's expense according to section 1.3 of Part XIV of these Regulations.

6.0 CHANGES IN FAMILY STATUS, CITIZENSHIP OR PERMANENT RESIDENCE

Change of name, marital status, nationality, permanent residence/place of domicile and birth of children shall be reported by employees to the College. The appointing authority may, at its discretion, require the employee concerned to supply proof thereof.

7.0 IDENTITY CARDS

7.1 Every employee shall be issued with an identity card for regular use. The identity card is the property of the College and must be returned to the Deputy Provost for Administration or his delegate at the end of service.

7.2 Loss of identity card shall be reported by holder to police and Deputy Provost for Administration immediately. A new one shall be issued on production of police report or other evidence.

7.3 Every employee shall be required to wear his identity card during working hours.

8.0 CARE OF OFFICE EQUIPMENT

8.1 Employees entrusted with offices shall make sure that their offices are neat and orderly and that the machines are kept as per specifications.

- 8.2 Employees shall make sure that any office properties entrusted to them are kept clean, well maintained and protected.
- 8.3 Damage proved to be caused by negligence, improper or unauthorised use shall be repaired or replaced by the employee concerned.

9.0 SECURITY OF DOCUMENTS AND CONFIDENTIALITY

- 9.1 Examination records, Staff and Students files and all other KCMU-College documents (electronic or otherwise) are the property of the College and should therefore be handled cautiously and as per College directives.
- 9.2 Employees entrusted with the responsibility of handling confidential documents shall ensure that they handle such documents with great care.
- 9.3 All confidential documents (electronic or otherwise) or drafts that are no longer required should be immediately disposed off through shredding, burning or deleting from electronic devices.
- 9.4 Employees entrusted with handling confidential information and/or documents shall make sure that unauthorised persons are not allowed access to the documents or information.
- 9.5 A staff member may not disclose or communicate to any unauthorised person any information relating to the work entrusted to him/her or relating to the work of any other staff member or KCMU-College student. Neither may the information obtained in the course of employment at the College and relating to any staff member, student or College activity be communicated.
- 9.6 A staff member may not use information obtained in the course of employment at the University for personal gain or for the benefit of any other person or organisation without written authority to do so.
- 9.7 It is a dismissable offence for any staff member to communicate information as defined in section 9.5 above to the Police Force or any other state or private security agency without written authority.
- 9.8 Appropriate disciplinary action shall be taken against any employee who intentionally or through act of carelessness, discloses any confidential information to unauthorised persons or without proper authorisation.

10.0 DISCRIMINATION AND HARASSMENT

- 10.1 KCMU-College emphasizes the dignity and equality to all staff and students, and adheres to non-discrimination policy regarding the treatment of individual faculty, staff, and students.

- 10.2 The College does not discriminate on the basis of ethnic origin, colour, religion, sex, national origin, age, or disability in employment or in any programme or activity offered or sponsored by the College. In addition, the College does not discriminate on any basis (including, but not limited to, political affiliation) not related to the applicable educational requirements for students or the applicable job requirements for employees.
- 10.3 All forms of discrimination and harassment degrade the quality of work and diminish the vision and mission of the College; therefore, they shall not be tolerated.
- 10.4 Sexual harassment violates the law and College policy, and can damage personal and professional relationships, cause career or economic disadvantage, expose the College to legal liabilities, a loss of educational funds/grants, and other financial consequences.

11.0 INSUBORDINATION

Each employee is obliged to accept duties and instructions issued to him by his superior within the terms of his employment and these Regulations. Failure to abide with such instructions amounts to insubordination and therefore a disciplinary offence.

12.0 ALCOHOLISM AND DRUGS

Use of alcohol during working hours and use of drugs is strictly prohibited. An employee shall take due care that his work performance is not affected by the influence of alcohol or drugs. When such is proved, appropriate disciplinary action shall be taken against him.

13.0 USE OF COLLEGE TRANSPORT

- 13.1 Use of College vehicles for work purposes must be authorised by the Deputy Provost for Administration, Provost or an authorised officer.
- 13.2 No employee is permitted to make use of College transport for private purposes without the written permission of the Deputy Provost for Administration, Provost or an authorised officer.
- 13.3 Drivers are required to check vehicles before use. Any damage to vehicles should be recorded and reported to the Deputy Provost for Administration, Provost or an authorised officer without delay.
- 13.4 Accidents incurred in the course of using College vehicles should be reported as soon as possible to the Deputy Provost for Administration, Provost or an authorised officer.
- 13.5 Members of staff are not permitted to carry unauthorised passengers or animals in the course of using College vehicles for work purposes.

14.0 AMENDMENTS TO THE STAFF REGULATIONS

- 14.1 These Staff Regulations and Conditions of Service are subject to amendments that may be necessary from time to time by the administration of the College. They are further subject to amendments by circulars and directives that may be issued from time to time by the appropriate authorities.
- 14.2 Any amendments to these Regulations shall be subject to approval by the College Governing Board.

15.0 ADOPTION

These Staff Regulations and Conditions of Service were adopted by the College Governing Board during its meeting held on **Friday, 3rd July 2015.**