

**HARMONISED CONDITIONS OF SERVICE
FOR COLLEGES OF EDUCATION**

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**HARMONISED CONDITIONS OF SERVICE FOR
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OF THE COLLEGES OF EDUCATION**

PREAMBLE

This Agreement made this day of, 20....., as a result of Collective Bargaining between the Management of the Colleges of Education (herein, referred to as 'Employer' or 'Management') on the one side and the Teachers and Educational Workers Union of Ghana TUC (Junior Staff) of the Colleges of Education on the other (hereinafter referred to as the 'Union') shall be referred to as the Colleges of Education Collective Agreement, with the following mutual understanding that has been entered into:

ARTICLE 1 – RECOGNITION

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

ARTICLE 2 – MANAGEMENT/UNION RELATIONS

2.01 Responsibilities of the Parties to the Agreement

- (a) Both Parties recognise that this Agreement imposes serious duties and responsibilities on the junior staff as well as the management.
- (b) It is further recognised that this Agreement is a 'living

document' and the fact that certain conditions are reduced to writing does not preclude the responsibilities of either party to meet with the other to discuss and negotiate on matters not specifically covered by the Agreement but which are within the scope and intent of Collective Bargaining.

- (c) It is further agreed and understood that Management will discuss and consult in good faith with the Union before making changes of prior benefits, practices and understanding which are not specifically covered by this agreement.
- (d) It is recognised that if, during the life of the Agreement there are changes in law, regulations, personnel policies, practices, or other matters affecting working conditions, and if the changes leave Management no discretion in the matter, the Union will be informed of the changes. When the laws or regulations leave administrative discretion of required changes, the parties will engage in negotiations in good faith.

2.02 Purpose, Intent and Relations of the Parties

- (a) The purpose of the Management and the Union, employees entering into this Agreement is to set forth their agreement on salaries, wages, hours of work, and other conditions and rules of employment.
- (b) Both parties do recognise and agree to promote the growth and development of their common interest in the highest possible degree of friendly and co-operative relationships between their representatives at all levels and the employees.

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- (c) It is the intention of the parties to work together to establish, promote and maintain an orderly, peaceful and harmonious relationship in the handling of matters of mutual concern arising under this Agreement.
 - (d) The representatives of the Management and the Union realise that this goal depends on more than words in the Labour Agreement. It depends primarily on attitudes between both parties at all levels of responsibilities.
Both parties therefore believe that proper attitude must be based on full understanding of and regard for the respective rights and responsibilities of both the Management and the Union.
 - (e) Both parties believe that these attitudes can be encouraged best when it is made clear that the Management and the Union representatives who are involved in negotiation of this Agreement are sincerely concerned with the well-being of the College and of all employees.
 - (f) There shall be no discrimination or victimisation whatsoever by the Management against any employee or applicant for employment because of membership of or activity on behalf of the Union or Trade Union.
 - (g) It is agreed between both parties that should any differences, disputes, or grievances arise between the Management and employees or between the Management and an Employee, they will be examined in this same spirit and settled in accordance with the procedures outlined in this Agreement.
 - (h) This Agreement shall not worsen any existing terms and conditions of service.

ARTICLE 3 – DURATION

- 3.01 This Agreement shall come into force and operate from the ... day of, 20..., and shall remain in force without any amendments, alterations or additions for up to except as provided hereinunder:
- 3.02 The Provisions of this Agreement can be amended, rescinded, or otherwise altered at anytime after one year during the life of this Agreement by mutual agreement between the Parties hereto. Such mutual agreement shall be evidenced in writing, citing the specific provision(s) of the Agreement to be affected. Negotiations for such changes shall begin not later than thirty (30) days after the date of notification.
- 3.03 A notice of not less than sixty (60) days before the Agreement is due to expire may be given by either party in writing expressing its wish for this Agreement to continue for a further period of not more than thirty (30) days or its intention to terminate, amend or modify the Agreement. In the event of such notice being given the parties shall begin negotiations not later than thirty (30) days prior to the expiration date of this agreement.
- 3.04 In the absence of such notice within the specified period, the Agreement shall continue in force from year to year unless notice is given as above within two (2) months of such yearly expiration date.
- 3.05 In the event that both parties will enter into negotiation on the terms and conditions of the new agreement, the present Agreement will continue to be in force until a new agreement is signed and the effective date of its commencement agreed

but in no case shall negotiations extend beyond ninety (90) days after the anniversary date, except a date of extension had been mutually agreed by both sides.

- 3.06 At any time after one (1) year from the date of commencement of this Agreement, and once during the life of this Agreement, either party may give to the other notice in writing that it wishes to negotiate a change in the rate of basic wages and salaries or other matters affecting conditions of service as contained in the salary scales attached to this Agreement, but until new rates are agreed, the rates specified in this agreement shall remain in force.

ARTICLE 4 – INTERPRETATION

Unless the context otherwise requires, the interpretation of the regulations shall be made by the College Secretary.

ARTICLE 5 – DEFINITIONS

The following terms are used in this document: –

5.01 **College of Education**

Means any one of the thirty-eight (38) Colleges of Education listed in Schedule (Sections 1(1) and (2) of the Colleges of Education Act, 2012, Act 847.

5.02 **College Council**

Means the College Council of a particular College of Education established under the relevant Act, Colleges of Education Act, 2012, Act 847.

5.03 College Principal

Means the Executive Head of the College of Education concerned.

5.04 Department

Means any Department of a College of Education, academic or non academic and includes Halls of Residence or other organisations recognised as such by the College Council as forming a constituent part of a College of Education.

5.05 Head of Department

Means the one in charge, or in acting capacity of any of the departments mentioned above.

5.06 Unionised Staff

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

5.07 Junior Staff

Means all employees of the College of Education below the rank of Administrative Assistant and analogous grades.

5.08 Senior Staff B (SSB)

Means all employees of the College of Education from the

rank of Administrative Assistant and analogous grades to Chief Administrative Assistant and analogous grades.

5.09 Misconduct

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

5.10 Grievance

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

5.11 Committee

Means the Standing Negotiating Committee of each College of Education in Ghana.

5.12 Child of an Employee

Means the child of an employee who is not above the age of twenty one (21) years, and includes a ward adopted by an employee in accordance with any statutory provisions.

5.13 He/Him/His

These words whenever used shall be deemed to apply to either sex.

ARTICLE 6 – APPOINTMENTS

- 6.01 The appointment, promotion, transfer, dismissal and disciplinary control of all employees are vested in the College Principal acting on behalf of College Council.
- 6.02 To be eligible for appointment, a candidate must have the requisite qualifications or experience as laid down from time to time in the Unified Scheme of Service for Staff of the Colleges of Education.
- 6.03 Vacancies shall normally be advertised and shall only be advertised externally if no suitable candidate is available.
- 6.04 An applicant for employment in any College must state:
- (a) his/her true age;
 - (b) his/her home town;
 - (c) whether he/she has previously been employed by any College of Education or by the Government of Ghana, and if so, why he/she left;
 - (d) whether he/she has ever been convicted of a criminal offence;
 - (e) the name of spouse, if married;
 - (f) the name and address of next of kin;
- 6.05 All permanent staff appointments shall be made through an interview conducted by a properly constituted Appointments Committee.
- 6.06 A person must be medically examined and passed as fit by a Certified Government Medical Officer at the expense of the College before being appointed to any position.
- 6.07 The following procedure will be followed in the appointment of members of staff:

When a candidate has been selected for appointment

- (a) A formal offer of appointment will be made by the College Secretary stating clearly the terms and conditions of the appointment, the salary scale and the point of entry on the scale.
- (b) The College Secretary will also complete a service record at the cover of the employee's personal file on which shall be the duplicate copy of his/her letter of appointment, a certificate, if available, or an affidavit of date of birth and particulars of next of kin.

6.08 The effective date of an appointment will normally be the date the employee assumes duty.

6.09 **Temporary Appointment**

- (a) In the case of temporary staff, the length of appointment shall not exceed three months. In the case of staff employed for specific assignment the duration of the appointment should not exceed the life of the assignment.
- (b) Temporary employees shall be paid a fixed monthly salary and shall normally not be due for annual increment.
- (c) When the temporary appointment of an employee above the age of 55 (who had contributed or should have contributed to the Social Security Scheme) comes to an end and he/she has to leave the service of the College as a result, a gratuity accruing at the rate of 12 ½% of a month's pay (excluding allowances) for each

complete month of satisfactory service in the College shall be paid to him/her.

- (d) A temporary employee who has been engaged against an established post and who has worked satisfactorily for twelve (12) consecutive months may be recommended by the Head of Department concerned for permanent appointment. Such an appointee shall not be required to serve a probationary period. This provision will, however, not apply to persons engaged in temporary circumstances for the duration of specific research or other project.
 - (e) Temporary employees who have been engaged by the Colleges of Education should be made to contribute towards the Social Security Fund under the appropriate Law establishing the Fund.
- 6.10 An employee shall report with documentary evidence any change in marital status forthwith in writing to the College Secretary.
- 6.11 The employer shall undertake to deduct from salaries of employees who are covered by this agreement the amount representing the Union's membership dues monthly in accordance with section 111 of the Labour Act 2003. Any sums deducted shall be paid over as directed by the Union.

ARTICLE 7 – PROBATIONARY SERVICE AND CONFIRMATION OF APPOINTMENT

- 7.01 A person appointed to an established post shall normally be on probation for one year after which he/she will become eligible for confirmation in his/her appointment subject to a

report of satisfactory work and conduct from the Head of the Department concerned.

- 7.02 The College Secretary on the recommendation of the Head of Department concerned may extend the probationary period of a member of staff for not more than three months if he/she considers it necessary, in which case no increment will be awarded after the first year of service.
- 7.03 The College Principal may, on the advice of the College Secretary, reduce the probationary period of a member of staff by not more than three (3) months' if he considers it necessary.

ARTICLE 8 – PROMOTIONS

- 8.01 Promotion shall be made according to merit, satisfactory service and in accordance with the provisions of the Unified Scheme of Service for staff and subject to availability of vacancies.
- 8.02 (a) The Appointment/Promotions Committee shall recommend the effective date of promotion.
- (b) Normally a permanent employee shall be eligible for promotion after a minimum of three years satisfactory service in a grade.
- (c) Any adverse reports shall be shown to the employee concerned.
- (d) Promotions in the College shall be in two categories:
(i) General promotions based on establishment in the

Department/Centre/Unit/Section concerned; and

(ii) There shall be pool promotion of employees who become eligible for promotion but for whom there is no establishment.

(e) An employee who remains on the maximum of a salary scale for two years shall become eligible for consideration for promotion provided that his/her work and conduct have been satisfactory and he/she meets in full the qualifications and other conditions stipulated for the next grade in the Unified Scheme of Service.

8.03 When there is a promotion test, no employee shall be promoted unless he/she has passed the test.

8.04 The passing of a qualifying test or examination for a higher grade shall not necessarily entitle any employee to promotion. However, such an employee shall be granted up to two incremental credits in addition to the normal increment provided the employee has not reached the maximum point of the salary scale.

8.05 No temporary employee shall be considered for promotion.

ARTICLE 9 – OFFICE HOURS

9.01 An employee will normally be required to attend duty for not more than the statutory number of hours per each working week.

9.02 The actual working hours of a staff shall be laid down from time to time by the College.

ARTICLE 10 – OVERTIME

- 10.01 Notwithstanding 9.01 above, an established employee may be required to work reasonable overtime for a period or periods outside, and in excess of his/her normal working hours with or without overtime payment. Where no overtime is paid, the employee concerned may be excused attendance at work for similar period or periods at times to be determined by his/her Head of Department.
- 10.02 In exceptional circumstances, however, cash payment for overtime worked shall be made to all employees whether established or temporary who are required to work in excess of the normal daily hours of work.
- 10.03 Overtime payment for work done on Saturdays, Sundays and public holidays shall be at the rate of double time. For overtime done on work-days the rate of payment shall be a time and a half.
- 10.04 All grades of staff who are requested by their Heads of Department to work more than one (1) hour a day beyond the prescribed minimum working hours shall be entitled to overtime.

Overtime payments in any one month shall not exceed 75% of an employee's salary.

ARTICLE 11 – SALARIES

- 11.01 The salary scale appropriate to each post shall be as laid down in the existing Unified Scheme of Service for staff of the Colleges of Education.

- 11.02 All employees shall draw their salaries from the date on which they assume duty.
- 11.03 The point of entry of a newly appointed or promoted employee shall be determined by the Appointment Committee.

ARTICLE 12 – ANNUAL INCREMENT

- 12.01 An employee who assumes duty on first appointment between 1st January and 30th September in the financial year may have his/her first increment on 1st January immediately following his assumption of duty. An employee, who assumes duty on first appointment after 30th September in the financial year, may have his/her first increment on 1st January the following year.
- 12.02 (a) Increment will normally be granted as an increase of pay to which an employee is entitled for efficient performance of duty.
- (b) An employee who has reached the maximum point on his/her salary scale shall not be entitled to an annual increment.

ARTICLE 13 – ADVANCES

13.01 Advances

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

13.02 Course Advance

Course Advance may be granted to staff to cover cost of

approved tuition and book fees to pursue relevant course subject to the following conditions:

- The employee shall be on an approved course of study;
- Availability of funds;
- Regulations governing the scheme shall be strictly adhered to.

13.03 Salary Advance

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

13.04 Staff Education Advance

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

ARTICLE 14 – ALLOWANCES

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

14.02 Travelling and Transport/Removal Allowance

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

- (a) On assumption of duty on first appointment, on transfer, on resignation, or on retirement, an employee shall be provided with transport at rates applicable in the Colleges.

- (b) An employee travelling on duty or on approved annual leave shall be paid transport allowance at rates laid down by the Colleges from time to time.
- (c) On resignation, an employee with less than five (5) years continuous service shall not be entitled to Removal Allowance.
- (d) An employee whose appointment has been terminated on grounds of ill-health shall be paid transport allowance as if on retirement.

14.03 **Risk Allowance**

Risk Allowance shall be paid to designated employees in accordance with Government policy where applicable.

14.04 **Special Cashier's Allowance**

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

14.05 **Other Allowances**

Rates of other allowances are shown in the Appendix.

ARTICLE 15 – GRANTS

15.01 **Study Leave Book Grant**

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

ARTICLE 16 – DEATH BENEFITS

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

ARTICLE 17 – ACCIDENT-FREE INCENTIVES

17.01 Motor Driver or Driver Mechanic on permanent establishment shall be paid Accident-Free incentive of three (3) months' basic salary after satisfying the following conditions:

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

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

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

ARTICLE 18 – LEAVE OF ABSENCE**18.01 Annual Leave**

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

18.02 Casual Leave

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

18.03 Examination Leave

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

18.04 Special Leave

- (a) In special circumstances e.g. cases of tragedy involving an employee, a Head of Department may, on application grant the employee special leave. Such leave shall not

exceed five (5) days in a leave year and shall not be deducted from earned leave and shall be notified to the College Secretary.

- (b) An employee who has served for a minimum of five (5) years may on application through his/her Head of Department be granted leave of absence without pay for a period of up to six (6) months. This leave may be extended in exceptional cases for a period of up to twelve (12) months beyond which the employee must resign his/her appointment.
- (c) An employee, who has served for more than one (1), but less than five (5) years, may on application through his/her Head of Department be granted leave of absence without pay for a period of up to three (3) months. This leave may be extended in exceptional cases for up to six (6) months, beyond which the employee must resign his/her appointment.
- (d) An employee who is granted a year's leave of absence shall be required on his/her return to serve the College one year failing which he/she shall be asked to pay a cash penalty of one-half the salary for the defaulting months.
- (e) Failure to resume duty after the expiry of leave without pay shall be considered "vacation of post".

18.05 **Study Leave**

The College may sponsor deserving employees, having done a minimum of three (3) years' continuous service, for external/internal training schemes in recognised institutions

to help them acquire qualifications or experience relevant to their work. Such sponsorship shall be in accordance with regulations determined from time to time by the College. Where the employee does not qualify for study leave with pay, he/she may apply for leave without pay.

18.06 Leave of Absence for Union Activities

- (a) An employee selected as an officer of the Union or who is selected as a delegate or nominated as a candidate for any approved Union training course/activity necessitating leave of absence may be granted such leave without pay.
- (b) The President/Chairman, Secretary and Trustee of the local Union of each College can attend meetings between the Principals of the Colleges of Education (PRINCOF) and the Union and may be provided free transport and abated per diem any time such meetings are convened.

18.07 Sick Leave

- (a) It is the duty of Heads of Departments and the Certified Medical Officer to ensure that no employee is retained on duty when his/her state of health renders it desirable for him/her to be granted sick leave or to receive medical care.
- (b) An employee placed on sick list shall be regarded as absent on sick leave.
- (c) The maximum period of sick leave which an employee

may be granted on full salary and on half salary is shown in the Appendix of the Unified Conditions of Service. If by the expiry of the maximum period of sick leave, the employee is unable to resume work, he/ she shall be boarded out on medical grounds.

- (d) An employee who is incapacitated as a result of injury sustained in the course of his/ her work shall be granted, on the advice of a Certified Medical Officer, sick leave as shown in the Appendix. In addition, the employee shall be entitled to compensation in accordance with Section 7 of the Workman's Compensation Law 1987 (PNDCL 187) or any subsequent amendment thereof. There may be a review of up to six (6) months' subject to the approval of the College Principal.
- (e) In every case of absence from work on the grounds of illness, a certificate from a Certified Medical Officer shall be furnished to the College Secretary as soon as possible.
- (f) During absence from duty on account of ill-health, the salary of an employee shall be liable to deductions for his College residence (unless he/ she and his/ her family are absent from residence, and the College allocates the residence to another person) and for any sums due to the College.

18.08 **Maternity Leave**

- (a) On becoming pregnant, a female employee may be granted the vacation leave already earned by her and, in addition, three (3) months' maternity leave on full

pay. At least six (6) weeks of the maternity leave, if possible, are to be taken before confinement, on production of certificate signed by a registered Medical Practitioner stating that her confinement may be expected to take place six (6) weeks after the date of the certificate.

- (b) If on the expiry of maternity leave a registered Medical Practitioner certifies that the employee concerned is not fit to resume duty, she shall be granted an extension of the maternity leave up to three (3) months' and this period shall be without pay.
- (c) Maternity leave will count towards a retiring award and for increment but will not earn vacation leave.
- (d) Maternity leave shall be additional to annual leave entitlement or leave earned in the leave year.
- (e) A female employee on returning to duty after maternity leave shall be given afternoons off for a continuous period of twelve (12) months from the date of birth to nurse her baby.
- (f) Nursing mothers who run shift shall be placed on day time duty as far as possible.

ARTICLE 19 – HEALTH AND SAFETY OF EMPLOYEES

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

ARTICLE 20 – COMPENSATION FOR INJURY

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

ARTICLE 21 – MEDICAL CARE

- 21.01 Subject to the National Health Insurance Authority (NHIA), an employee, his/her spouse and children including registered wards, while resident in Ghana, and provided the number of such children and registered wards does not exceed six (6), who are not older than twenty-one (21) years and are pursuing full time formal education, shall receive without charge:
- (a) Medical, dental and optical care from a Certified Medical Officer to whom an employee or a member of his/her family has been directed in advance by a College Nursing Officer provided that the College shall not be responsible for subsistence costs in hospital.
 - (b) An employee of the College, his/her spouse and children shall, on submission of genuine identity document, receive without charge, medical, dental and optical treatment at an approved Government hospital.
 - (c) The College shall reimburse in Ghana cedis, the total cost of prescribed medical appliances for employees only. For the time being, medical appliances shall be restricted to Spectacles, Hearing aids, Artificial Limbs and Dentures.

- (d) The cost of any travel in Ghana necessary in order to receive such care and return to the College shall be borne by the College on the advice of a Certified Medical Officer.
- (e) The cost of drugs purchased by an employee on the prescription of a Certified Medical Officer shall be reimbursed by the College at Government controlled prices.

21.02 If a Certified Medical Officer certifies the necessity for treatment outside Ghana, for an employee, spouse or child of an employee, the College will assist in any means possible to enable the employee receive medical treatment in a country as may be recommended by the Medical Officer.

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

21.04 Employees whose duties expose them to health hazards shall be required to undergo without charge periodic medical examination as determined by a Certified Medical Officer.

ARTICLE 22 – UNIFORMS

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

- 22.02 Employees shall be responsible for maintaining the uniforms in good condition.
- 22.03 An employee may be surcharged with the cost of replacement of any uniform or protective device in his/her charge which has become unserviceable through neglect, lack of care or willful damage on his part.

ARTICLE 23 – HOUSING

- 23.01 College housing facility, where available, may be allocated to employees whose duties require them to reside near their place of work. The rent for such facilities shall be determined from time to time by the College.

ARTICLE 24 – TRANSPORT

- 24.01 The College may provide transport to convey employees to and from their place of work at rate to be determined from time to time by the College.
- 24.02 In the absence of such transport, transport allowance shall be paid at rates to be determined by the College from time to time in consultation with the Union.
- 24.03 These facilities shall be provided for employees who are required to do extra work on non working days, i.e. Saturdays, Sundays and public holidays.

ARTICLE 25 – NUMBER OF RECOGNISED CHILDREN/ WARDS

- 25.01 The College shall recognise a maximum of six (6) children/wards for purposes of free medical facilities. Wards shall not be more than two (2).

ARTICLE 26 – SOCIAL SECURITY SCHEME

26.01 All senior and junior staff including temporary appointees below the age of sixty (60) shall join the Social Security Scheme.

ARTICLE 27 – COLLEGES OF EDUCATION PROVIDENT FUND SCHEME

27.01 The College shall allow every permanent member of staff to join the Colleges of Education Provident Fund Scheme subject to rules governing its operations.

ARTICLE 28 – ADDITIONAL BENEFITS APPROVED BY THE COLLEGES

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

ARTICLE 29 – DISTINGUISHED SERVICE

29.01 Distinguished and meritorious service is to be recognised by the College. The nature of gift/award to be given to deserving staff shall be determined by the College.

ARTICLE 30 – MISCONDUCT

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

- 30.02 The influence of members of the College, members of the Committees of the Colleges and of persons outside the College shall not be sought in matters connected with discipline or Conditions of Service or with the view to obtaining consideration for appointment, transfer or promotion.
- 30.03 No member of staff shall have a personal interest in any business transaction with the College in accordance with the Commission of Human Rights and Administrative Justice (CHRAJ) conflict of interest guide lines.
- 30.04 No employee shall receive gifts given with a view to influencing his/her official conduct or as a reward for official action.
- 30.05 No employee shall employ, for private purposes, the services of the College's employee at times during which the service of the latter are at the disposal of the College. Nor shall any employee make private use of materials, stores or apparatus which are the property of the College.
- 30.06 (a) No employee shall, in his/her personal capacity receive any payment from College funds on behalf of, or as an agent for any member of the public, except with the prior approval of the College Principal.
- (b) All College monies paid to an employee must either be due to him/her personally or paid to him/her in his/her official capacity, in which case they must be properly brought to account.
- (c) It shall be an offence for an employee to receive any money from the College to which he/she is not entitled.

30.07 Employee and Private Business

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

30.08 Absence without Permission

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

30.09 Loans and Debts

- (a) No employee shall act as a money lender or as an intermediary between any employee and a money

lender or take any part in collecting debts on behalf of a money lender.

- (b) Pecuniary embarrassment from whatever cause which affects or is likely to affect the efficiency of an employee may result in disciplinary proceedings being taken against him/her.

30.10 Press and Broadcasts

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

ARTICLE 31 – PENALTIES

31.01 Degrees of Penalties

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

- (a) Warning or reprimand;
- (b) Withholding of increment;

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- (c) Suspension from duty without pay for a period not exceeding fourteen (14) days
 - (d) Reduction in rank or grade;
 - (e) Interdiction;
 - (f) Dismissal without notice;
 - (g) Termination of appointment.

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

31.02 Warning and Reprimand

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

faults before disciplinary action is taken against him/her.

- (e) An employee who commits a minor offence may be queried and warned orally.

31.03 **Withholding of Increment**

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

31.04 **Restoration of Withheld Increment**

When the Head of Department is satisfied that the employee's

increment should be restored with effect from the due date, he/she shall advise the College Secretary who in turn, shall inform the employee that his/her increment has been restored.

31.05 Stopped Increment

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

31.06 Suspension from Duty

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

31.07 Reduction in Rank or Grade

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

31.08 Interdiction

- (a) Where an employee has been charged with a criminal offence whether or not it is connected with the College, the College Secretary shall interdict him/her from his/her duties forthwith.
- (b) Where disciplinary proceedings which may result in an employee's dismissal are being taken or are about to be taken and the College Secretary considers that the interest of the College requires that the employee should cease forthwith to exercise the duties and functions of his/her office, he/she shall interdict him/her from the exercise of those duties and functions.
- (c) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- (d) An employee who is under interdiction shall be required to hand over any Uniform, Accounts Books and Records and any other property of the College in his/her charge to any such person as the Head of Department shall order and he/she shall be forbidden to carry out his/her duties or visit his/her place of work except with the express permission of the College Secretary.

- (e) An employee who is interdicted shall receive two-thirds of his/her salary plus the sum of any deductions made from his/her salary on College account, but shall not be paid any of the approved allowances to which he/she would normally have been entitled.
- (f) If disciplinary proceedings do not result in the employee's dismissal, the whole of the salary and appropriate allowances withheld from him/her shall be restored to him/her when the final decision is taken.
- (g) An employee under interdiction who is found guilty of any of the charges preferred against him/her may be dismissed, in which case, he/she shall not subsequently receive any part of any short payment of his/her salary notwithstanding that he/she may have been found not guilty of some of the charges.

31.09 Termination of Appointment

- (a) **All Staff (other than monthly-rated Employees)**
 - (i) An employee who is confirmed in his/her appointment may have his /her appointment terminated by the College on grounds of misconduct or general inefficiency provided that he/she had previously been warned in writing by his/her Head of Department that his/her work or conduct had been unsatisfactory and a copy of such warnings had been forwarded to the College Secretary on each occasion.
 - (ii) The appointment of a confirmed employee shall not be terminated until he/she has been given an opportunity of submitting representations through

his/her Head of Department to the College Secretary for consideration.

- (iii) A confirmed employee whose appointment is terminated for inefficiency or misconduct shall be given one (1) calendar month's notice or one (1) month's pay in lieu of notice at any time as well as any leave due to him/her. He/she shall be allowed to continue to stay in College premises for a period not exceeding one (1) month and be paid appropriate transport allowance to his/her home town provided he has served College for a period of not less than five (5) years.
- (iv) The College may at any time and for any good reason terminate the appointment of an employee who is on probation. If the termination is not due to an employee's misconduct, he/she shall receive one (1) calendar month's notice or one (1) month's pay in lieu of notice. In addition, he/she will be granted his/her earned leave, and be paid the appropriate transport allowance to his/her home town.
- (v) An employee who terminates his/her appointment by resignation shall be required to give one (1) month's notice or pay one (1) month's salary in lieu of notice. He/she shall also be required to vacate College premises immediately or at the expiry of his/her notice.

(b) Monthly-rated Employees

- (i) The employment of a monthly-rated employee with less than one (1) year's service may be terminated on either side, giving one (1) month's notice.

- (ii) Where an employee has been in the continuous service of the College for a period of not less than one (1) year, his/her employment may be terminated by one (1) month's notice on either side.
- (iii) In the case of a monthly-rated employee, summarily dismissed for disciplinary reasons, he/she shall not be entitled to notice or pay in lieu of notice and shall forfeit his/her paid leave entitlement or any proportion thereof.

31.10 **Dismissal**

- (a) Failure to disclose any previous conviction for a criminal offence will lead to summary dismissal. An employee who has falsified or who falsifies testimonials or personal records will also be summarily dismissed.
- (b) An employee of the College shall be summarily dismissed if he/she corruptly accepts or obtains, or causes any person to accept, or attempts to obtain, from any persons, for himself/herself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to the College's affairs or business or for showing or forbearing to show favour or disfavour in relation to the College's affairs or business.
- (c) An employee of the College shall be summarily dismissed if he/she, while employed in a full-time or part-time capacity, acts as or against the College in any matter.
- (d) An employee who is confirmed in his/her appointment may be dismissed by the College for misconduct but

no such employee shall be so dismissed, until he/she has been given the opportunity of submitting representations through his/her Head of Department to the College Secretary.

- (e) An employee convicted for a criminal charge shall not receive any emoluments for the period following the date of his/her conviction. In the event of an acquittal on appeal, all the emoluments withheld shall be restored to the employee concerned.
- (f) Upon conviction of a criminal charge, an employee shall be dismissed or have his/her appointment terminated with effect from the date on which he/she was interdicted or convicted.
- (g) No notice or salary in lieu of notice shall be given to any employee dismissed for misconduct but dismissal shall take effect from the date on which the employee concerned is officially notified that he/she has been dismissed.
- (h) An employee dismissed for misconduct shall vacate College premises immediately his/her entitlement is paid. He/She will not be entitled to any transport allowance; he/she may, however, be given advanced transportation expenses against his/her assets, if any.

ARTICLE 32 – APPEALS

- 32.01 An employee who is aggrieved by a penalty imposed on him/her or by a decision relating to his/her appointment or promotion may submit a written petition. A petition shall lie to the College Secretary through his/her Head of

Department in the first instance and then to the College Principal.

ARTICLE 33 – GRIEVANCE PROCEDURE

- 33.01 In the event of any grievance, the employee should, as a first step take up the matter with his/her Sectional Head.
- 33.02 If any employee is dissatisfied with the Sectional Head's decision he/she shall appeal to the Head of Department.
- 33.03 If the grievance remains unresolved, the aggrieved employee shall have the right to appeal to the College Secretary.
- 33.04 After clause '33.03', if the grievance still remains unresolved, the employee shall have the right to appeal to the College Principal.
- 33.05 If no satisfactory redress is achieved, the Local Union may take up the matter with the Regional Industrial Relations Officer or the National Secretariat, as appropriate, who shall deal with the matter under the provisions of the Labour Act 2003 (Act 651) or any amendment thereof.

ARTICLE 34 – LEAVING THE SERVICE OF THE COLLEGE

34.01 Resignation

- (a) An employee who terminates his/her appointment by resignation shall be required to give a month's notice or pay a month's salary in lieu of notice. Such notice which shall normally not include earned leave shall be addressed to the College Secretary through the Head of Department. The employee shall also be required to

vacate College premises immediately or at the expiry of his/her notice.

- (b) The College Secretary shall then formally write to the employee accepting his/her resignation or otherwise. If the resignation is accepted, the College Secretary shall inform the College Finance Officer of the effective date of the resignation.
- (c) Acceptance of resignation may be withheld where criminal or disciplinary proceedings have been or about to be instituted against an employee.
- (d) An employee who ceases to attend duty before his/her resignation is accepted or fails to give the required notice will be regarded as having severed his/her connection with the College on the date on which he/she ceases to attend duty and will not be granted leave or any other allowance.

34.02 **Retirement of Staff**

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

The following rules shall apply:

- (a) All members of staff shall retire at the age of 60; they shall be notified in advance of the impending retirement.

- (b) Members of staff may retire voluntarily from the age of 45 with appropriate retiring benefits.
- (c) A retired employee shall be allowed to stay in College accommodation for a period not exceeding three (3) months in which case he/she will pay the normal rent.
- (d) Where it is in the interest of the College for an officer to continue to serve after attaining the retiring age of sixty (60), the College Council may consider the additional period for which such person should serve. This period shall normally be for a term not exceeding two (2) academic years. In exceptional circumstances, however, a further extension by two (2) academic years may be considered.

34.03 Retrenchment – Severance Pay

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

ARTICLE 35 – DEATH OF SPOUSE/CHILD

- 35.01 In the event of the death of a spouse or child of a serving officer, the College shall donate an amount of money as stated in the Appendix, to the bereaved officer. The facility should be restricted to the conditions applicable to medical care for children/wards. A child should be 21 years old or below, except when he/she is in school; in that case the age can be above 21.

ARTICLE 36 – DEATH OF AN EMPLOYEE

36.01 Provision of Coffin/Shroud

On the death of an employee, the College shall provide a

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

36.02 Housing for Deceased Employee's Dependants

In the event of death, the spouse and/or dependants of a deceased member of staff shall be allowed to live in the house or other living accommodation provided by the College which the deceased was occupying at the time of death for up to a period of six (6) months and the normal rent due for the occupation of the house/living accommodation by the spouse and/or dependants shall be recovered from any benefits due to the deceased.

36.03 Payment of final Salary in the event of Death

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

ARTICLE 37 – DEBTS TO THE COLLEGE

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

ARTICLE 38 – CERTIFICATE OF SERVICE

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

**SCHEDULE OF ALLOWANCES TO THE CONDITIONS
OF SERVICE FOR SENIOR STAFF B (SSB) AND JUNIOR
STAFF OF THE COLLEGES OF EDUCATION**

1. Annual Leave

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

- (i) Monthly rated employees
Technical Apprentices and equivalent – 25 working days
- (ii) Staff status of Senior Typist
Grades I & II, Clerk Grade II
& III and Analogous grades – 32 working days
- (iii) Staff status of Senior Clerk,
Clerk Grade I and analogous grades – 34 working days
- (iv) Senior Staff – 40 working days

2. Vehicle Maintenance Allowance

- (a) Bicycle – To be negotiated
- (b) Motorcycle – To be negotiated
- (c) Car – To be negotiated (for Senior Officers)

3. Mileage/Kilometric allowance

- (a) Bicycle – To be negotiated
- (b) Motorcycle – To be negotiated
- (c) Car – To be negotiated

4. Risk Allowance

In accordance with Government policy where applicable.

5. Acting/Responsibility Allowance

Clerk Grade I/ analogous grade
acting in the capacity of Administrative
Assistant/ Junior Cashier — To be negotiated

6. Night Subsistence Allowance

Government rates to apply (Not exceeding 12 days in a quarter)

Note

Prior approval should be sought from the College Principal if the 12 days are to be exceeded.

7. Day Trip Allowance

Payable to employee on excursion, field trip, and other town trips who return to base — $\frac{1}{2}$ of night allowance to apply to a round trip journey over 300 km the same day

8. Removal Allowance

- (a) On first appointment — Up to 15 cubic feet tons luggage (STC rates to be apply)
- (b) On proper completion of service — Up to 20 cubic feet tons luggage (STC rates to apply)
- (c) On retrenchment — Up to 20 cubic feet tons luggage (STC rates to apply)

- (d) On resignation with less than five (5) years service — Removal expenses to be borne by employees

9. Overtime

All grades of staff who are requested by Heads of Departments to work more than one (1) hour a day beyond the prescribed minimum working hours shall be entitled to overtime — Payment of approved overtime in any one month shall not exceed 75% of an employee's salary

10. Local Study Leave

All institutional expenses are to be borne by the College. Employee to draw his full salary

11. Study Leave Book Grant

The cost of relevant books certified by the training institution is to be borne by the College Council.

12. Special Cashier Allowance

Junior Staff — To be negotiated
Senior Staff B (SSB) — To be negotiated

13. Housing – Rent advance — To be negotiated

14. Staff Education Advance — To be negotiated

15. Death Benefits — Nine (9) months salary to be paid to spouse and/or children.
On the death of the staff

16. Funeral Grant

To be paid to staff for the loss of spouse/ child (To be negotiated).

17. Provision of Coffin/Shroud

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

18. Sick Leave

Grade of Staff	Maximum Period on Full Salary	Maximum Period on Half Salary
Employee with more than one year's continuous service	6 months	6 months. There may be a further review up to six (6) months on half salary by College Council
Employees with less than one (1) year's continuous service	2 months	2 months

19. Sick Leave as a Result of Accident on the Job

Grade of Staff	Maximum Period on Full salary	Maximum Period on Half Salary
Employee with more than one year's continuous service	6 months	6 months

**HARMONISED CONDITIONS OF
SERVICE FOR SENIOR STAFF A (SSA)
OF THE COLLEGES OF EDUCATION**

HARMONISED CONDITIONS OF SERVICE FOR SENIOR STAFF A (SSA) OF THE COLLEGES OF EDUCATION

Note: These conditions are subject to the Statutes of the Colleges of Education

1.0 APPOINTMENT & JOB SPECIFICATION

- 1.1 The criteria for appointment of Senior Staff A (SSA) and the procedure relating to such appointments have been provided in the Document entitled “Statute on the Appointment and Promotion of Senior Staff A” – which forms part of the Conditions of Service of Senior Staff A.
- 1.2 The appointment of a Senior Staff A takes effect from the date he/she assumes duty. On assumption of duty, the Senior Staff A shall enter his/her name in the Register of New Appointments kept by the College Secretary.
- 1.3 A Senior Staff A’s appointment is full-time; any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the College Principal on behalf of the College Council.
- 1.4 On first appointment, a Senior Staff A will be issued with an appointment package which should include the following:
 - Appointment letter
 - Conditions of Service Manual
 - Regulations & Statutes of the College
 - Act, Law or legal instrument setting up the College
 - Research Handbook
 - Handbook on Appointment & Promotion

- Students' Handbook
- Administrative Manual
- Financial Regulations – Financial Administration Act 2003 (Act 654), Internal Audit Act 2003 (Act 658), Public Procurement Act 2003 (Act 663)
- Code of Conduct

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

1.5 The job of the academic Senior Staff A is generally composed of:

- Teaching;
- Development and Administration of Courses;
- Examinations;
- Student Advisory;
- Research & Creative work;
- Publications;
- Administration & Governance;
- Consulting & Extension Service.

The job of the non-teaching Senior Staff A is generally composed of:

- Administration;
- Management.

1.6 The Senior Staff A is expected to advance knowledge in his/her field and contribute to debate in the country in his/her sphere of expertise through practice and extension services and refrain from speaking or commenting on a subject outside his/her field of knowledge, expertise or experience.

2.0 SALARY & COMPENSATION

- 2.1 The College reserves the right to locate a newly appointed Senior Staff A on an appropriate point of the salary scale taking into consideration, additional qualifications over the minimum as well as years of relevant experience. Applicants with the minimum qualification and minimum experience who are approved for appointment in the Senior Staff A category will be placed at the initial point of the salary scale. However, each additional year of relevant experience will, from the date of appointment, attract increment based on performance.
- 2.2 The College recognises that the salary scales guide monetary progression within the time of one's career in the College. It is important to note, however, that commitment, performance, professionalism, range of responsibilities, etc. facilitate a more rapid progression through the scales for a deserving Senior Staff A.
- 2.3 The College, through the various Departments/Centres/Units/Sections, may find innovative ways of enhancing Senior Staff A compensation through bonuses and other schemes. Such payments should be subject to the approval of the College Principal.

3.0 CONTRACT DURATION AND PROBATION

- 3.1 Appointments from Tutor up to Senior Tutor or equivalent grade are normally for an initial contract period of six (6) years in the first instance, subject to renewal. Appointments at Principal/Chief Tutorship levels are normally up to retiring age.

- 3.2 A Senior Staff A who is appointed without any previous College or other relevant experience shall be required to serve two (2) years' probation from date of appointment. This probation period is to afford the appointing College and the relevant Department/Centre/Unit/Section, the opportunity to observe the Senior Staff A's performance and general suitability of work in the academic setting.
- 3.3 The Head of Department/Centre/Unit/Section, shall at the end of the first year of probation, give the Senior Staff A a progress report indicating his/her strengths and weaknesses. At the end of the probation period, the Senior Staff A shall be assessed by the Head of Department/Centre/Unit/Section and an assessment report submitted to the College Principal through the College Secretary. This report should be supported by any necessary evidence such as course evaluation, evidence of involvement in the life of the College etc. Based on the report, the Senior Staff A will be issued a letter, confirming his/her appointment, as well as indication of new location on the salary scale. Should the report be unsatisfactory, the College reserves the right to terminate the appointment or extend the probation. These activities, should in principle, take place within two (2) months of the end of the probation period and any decisions taken communicated to the Senior Staff A within this period.
- 3.4 Pursuant to 3.1 above, a member of staff whose contract is coming to an end shall be notified in writing by the College Secretary through the Head of Department/Centre/Unit/Section a year in advance to provide an updated curriculum vitae to his/her Head of Department/Centre/Unit/Section.
- 3.5 Information from the member of staff obtained pursuant to 3.4 and comments by the Head of Department/Centre/Unit/

Section shall be reviewed by the Department/Centre/Unit/Sectional Appointments and Promotions Review Committee which may recommend renewal, indicating duration.

- 3.6 After the initial six (6) years of appointment, renewal may normally be for no longer than three more years. At the end of the ninth (9th) year, the appointment shall normally terminate unless the person can be promoted to the next grade or its equivalent. In exceptional circumstance, the Appointments and Promotions Board may, on the recommendations of the Department/Centre/Unit/Sectional Appointments Review Committee, extend the appointment for a further period not exceeding three (3) more years, at the end of which the appointment shall normally terminate unless the person can be promoted to a grade above that of a Tutor.

4.0 PERFORMANCE ASSESSMENT

- 4.1 It is mandatory that Heads of Department/Centre/Unit/Section assess the members of their Department/Centre/Unit/Section, at least once a year on their performance. The assessment shall provide the basis for promotions, salary increment and other benefits. Without prejudice to the College's right to set out additional criteria, the assessment and review will cover the areas set out in 1.5 above.
- 4.2 The assessment procedure will generally be as follows:
- In November, the College Vice Principal and Head of Department/Centre/Unit/Section shall assemble all relevant information on each Senior Staff A in the Department/Centre/Unit/Section direct from the reports such as updated CV, Course evaluation, details of committee involvements etc.

- The Head shall review the collated information as well as use the standardised performance appraisal form issued by the College's Human Resource Unit to assess the Senior Staff A.
 - The Head shall submit a written assessment report as well as all other information, including the performance appraisal form, to the College Secretary who shall then table it at the College Appointments and Promotions Review Committee. In the case of non-teaching Senior Staff A, the report shall be submitted to the College Secretary or Head of Human Resources who shall table it at the relevant Review Committee.
 - The committee shall review and make its recommendations. The Senior Staff A concerned shall be notified in writing by the College Principal, of the views of the Committee concerning his/her performance.
 - In the case of the Senior Staff A who is at the end of a contract period (e.g. two (2) year or six (6) year contract period), 3.4 and 3.6 shall apply.
- 4.3 The performance assessment should capture as much information as necessary to provide a basis on which the Appointments and Promotions Boards (at both the Department/Centre/Unit/Section and College level) can deliberate on a Senior Staff As standing/ application for promotion.
- 5.0 PROMOTIONS**
- 5.1 Individuals on their own initiative or at the invitation of the Head of Department/Centre/Unit/Section/College Secretary

may apply for promotion at any time after confirmation of appointment.

- 5.2 Promotion shall normally proceed from one rank to the immediate next rank i.e. from Tutor to Senior Tutor to Principal Tutor to Chief Tutor; for the non-academic Senior Staff A, from Junior Assistant College Secretary to Assistant College Secretary to Senior Assistant College Secretary. Promotions to Deputy College Secretary and equivalent grades and above are filled by appointment.
- 5.3 Notwithstanding the normal progression as stated in clause 5.2, any Senior Staff A of the College may apply to be promoted or appointed to any position for which he considers himself qualified.
- 5.4 In the specific case of Senior Staff A (SSA) in the administrative professional grades, promotion to the position of Senior Assistant College Secretary or equivalent position would not normally be made within the initial contract period of six (6) years.
- 5.5 An application accompanied by curriculum vitae, indicating the position sought and the area of discipline concerned shall be submitted to the College Principal through the Head of Department/Centre/Unit/Section with a covering letter copied to the College Secretary.
- 5.6 Application for promotion supported by materials for assessment may not be processed unless they were received at least six (6) months to retirement.
- 5.7 The Head of Department/Centre/Unit/Section shall refer each application supported by materials for assessment to

the Department/Centre/Unit/Section Appointments and Promotions Review Committee for its comments and recommendations within one (1) month of receipt of the documents.

- 5.8 Each application is then submitted for evaluation by two (2) external assessors who shall be persons of standing in the applicant's field, normally of the status of Chief Tutor or equivalent but not employed by or in any way connected with the College.
- 5.9 Promotion to the grade of Senior Tutor shall be considered on the basis of good performance in the following:
- Scholarship;
 - Research contribution to knowledge;
 - Teaching;
 - Academic leadership;
 - Inventiveness;
 - Extension work/service; and
 - Creative and artistic productions/works.
- 5.10 Applications for promotion based solely on teaching and extension work/service, or other contributions that do not normally result in publications shall not be considered during the first six (6) year contract period.
- 5.11 Promotion to the grade of Principal Tutor shall be on the basis of clause 5.6 above as well as outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the College or the country.
- 5.12 Promotion to the grade of Chief Tutor shall be on the basis of clause 5.11 above as well as internationally acknowledged

scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the College or country.

- 5.13 Promotion to the administrative/ professional grades shall be based on evidence of continuing performance in respect of the following:
- Grasp of administrative procedures/ regulations and organisational ability;
 - Leadership;
 - Initiative and reliability;
 - Sense of responsibility; and
 - Capacity, expertise and relevant education in one's chosen functional area.
- 5.14 Assessment of an application based on the criteria set in clause 5.13 above shall require a report by the applicant on his/her contribution to the work of the College or any other institution, to which may be attached memoranda (other than confidential material) to be reviewed as appropriate by the College Secretary, Head of Department/ Centre/ Unit/ Section or other person in a supervisory administrative capacity.
- 5.15 In all cases, the effective date of promotion shall be the date on which an application was submitted, provided that the material required for assessment would also have been received by the date. Any additional material submitted subsequently for assessment will affect the dating of the application.
- 5.16 Senior Staff A in the administrative class would, wherever possible, be expected to be broadly exposed to the College's

administrative management and by the time they are fit for promotion to Senior Assistant College Secretary to have specialized or chosen a functional area. At the present time, functional areas include but are not limited to the following:

- Health Services;
- Human Resources Management;
- Information Communication and Technology (ICT);
- Finance, Procurement & Stores;
- Academic Affairs etc;
- Legal Services; and
- Public Affairs.

5.17 The College may develop a points or quantitative system to guide and assist academic Senior Staff A (SSA) in determining their readiness for promotion. This quantitative system is not to supercede or set aside the normal process of external assessment of the applicant's dossier.

6.0 RESIGNATION/RETIREMENT/TERMINATION

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

6.2 A Senior Staff A shall retire from the service of the College at the end of the academic year in which she/he attains the compulsory retiring age, currently sixty (60).

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- 6.3 A Senior Staff A may retire voluntarily from the age of fifty-five (55) with appropriate retiring benefits. A minimum of six (6) months' notice of intention to retire is required.
- 6.4 A retired Senior Staff A who is not on contract may be allowed to stay in College accommodation for a period not exceeding six (6) months from the date of retirement, in which case she/he will pay the normal rent.
- 6.5 The appointment or contract engagement of a Senior Staff A may be terminated based on two (2) written notices of poor performance as determined by the Performance Appraisal Report following assessment by the Head of Department/Centre/Unit/Section. The Senior Staff A would have signed the appraisal form as evidence of the appraisal having taken place. Should a Senior Staff A be unwilling to sign, the Head shall make an appropriate report of this unwillingness to endorse the appraisal form and submit same to the College Secretary or next superior authority. The Senior Staff A shall be notified of the termination of appointment or contract at least six (6) months to the termination date.
- 6.6 The contract of a Senior Staff A shall not be renewed for another period if in the view of the Appointments and Promotions Board the health, age or other infirmities of the Senior Staff A might not make it possible for that Senior Staff A to carry out his/her duties efficiently and effectively.
- 6.7 The College reserves the right to terminate a Senior Staff A's appointment without notice for poor performance, serious misconduct, criminal offences, including proven culpability in examination malpractice and other behavior deemed unfit for a Senior Staff A and which either brings or has significant potential to bring the College into disrepute.

- 6.8 Pursuant to clauses 6.5, 6.6 and 6.7 above, the Disciplinary Procedure of the College shall apply.
- 6.9 Post retirement contracts are restricted to Senior Staff A who retire compulsorily and whose Department/ Centre/Unit/ Section can justify or make the case for their services.
- 7.0 **HOUSING**
- 7.1 College housing facility, where available, may be allocated to employees whose duties require them to reside near their place of work. The rent for such facilities shall be determined from time to time by the College.
- 7.2 The allocation of College houses to entitled staff is governed by regulations approved by the Academic Board and administered by the Housing Committee.
- 7.3 **Owner Occupier Scheme**
- 7.3.1 To encourage Senior Staff A's to procure their own means of accommodation, the Colleges may provide mortgaged loans for Senior Staff A's or assist Senior Staff As to secure such a facility.
- 7.3.2 In order to become attractive for Senior Staff A's to own and live in their own houses, the College will pay 20% of monthly basic salary as owner-occupier allowance to any deserving Senior Staff A who secures and lives in his/her own home.
- 8.0 **CHILDREN**
- 8.1 In the Conditions of Service, "child" means a Senior Staff A own issue, his/her adopted child, or his/her ward as defined

by the College, provided that such a child/ward is under eighteen (18) years of age or, being more than eighteen (18) but not over twenty-one (21) years of age, is receiving full-time education.

- 8.2 For a child to be recognised as a Senior Staff As ward, the Senior Staff A must have applied to, and received approval from the College Secretary. There must be evidence that the Senior Staff A has direct and complete responsibility for the child's maintenance and upkeep, and that being of school-going age, the child is in full-time education or vocational education. Such a child must have stayed with the Senior Staff A continuously for at least six months prior to the submission of an application for wardship.
- 8.3 The number of recognised children and wards of Senior Staff As shall be six (6).

9.0 **ALLOWANCES**

Various allowances are determined by the College Council from time to time in line with Government policy.

- 9.1 **Duty Post Allowances** – These allowances relate to the duties and functions performed by various Senior Staff As.
- 9.2 **Acting Allowances** – A Senior Staff A who acts in a higher position for at least three (3) months shall be paid allowances attached to the higher position.
- 9.2.1 For the avoidance of doubt, where a Senior Staff A acts in any position for at least three (3) months, where under these rules he/she would not otherwise have been entitled to the

allowances attached to the position, he/she shall be paid the appropriate honorarium.

- 9.3 **Responsibility Allowance** – Payable to designated officials as provided in their contract of appointment or in recognition of responsibilities additional to their normal scope of work.
- 9.4 **Entertainment Allowance** – Payable to designated officials for the purpose of providing entertainment on behalf of the College. This allowance shall be accountable.
- 9.5 **Extra Teaching Load Allowance** – Means teaching above the normal load. For the avoidance of doubt, the normal load is 12 hours per week of semester/trimester. The Senior Staff A is to apply through the Head of Department/Centre/Unit/Section for the payment of such allowances at the end of each semester/trimester.
- 9.6 **Extra Marking Allowance** – Marking above the normal load where applicable. For the avoidance of doubt, the normal load is 140 cumulative scripts. The Senior Staff A is to apply through the Head of Department/Centre/Unit/Section for the payment of such allowances at the end of each semester/trimester.
- 9.7 **Invigilation Allowance** – Payable to Senior Staff A who invigilate, where applicable, during College examinations. The existing variations of office holders will be determined from time to time.
- 9.8 **Departmental Duty Allowance** – Payable to Tutors for such departmental activities as academic advisory or examination duties.

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- 9.9 **Professional Allowance & Allowance in lieu of Professional Practice** – Payable to Senior Staff A who are Accountants, Medical/Veterinary Officers and others approved by Council.
- 9.10 **Sitting Allowance** – Payable to a Senior Staff A who attends College Meetings. Appropriate sitting allowances shall be determined from time to time by the College.
- 9.11 **Per Diem Allowances** – A range of allowances payable to Senior Staff A as reimbursable and out-of-pocket payment to cover work away from one's normal work station.
- 9.12 **Risk Allowance** – Payable to a Senior Staff A who engages in hazardous duties such as laboratory scientists/technologists, geologists, medics on dangerous diseases etc. The rate would be in accordance with Government policy where applicable.
- 9.13 **Overtime** (in accordance with the Labour Act, 2003 {Act 651}).
- 9.14 **Book and Research Allowance** – Payable to Academic Senior Staff As at rates negotiated from time to time.
- 9.15 **Day Trip Allowance** – Payable to Senior Staff As who undertake a round trip journey covering 300 km on the same day at approved rates.
- 9.16 **Miscellaneous Allowances**
- 9.16.1 **Warm Clothing Allowance** – A Senior Staff A travelling to a temperate country on College business would be entitled to warm clothing allowance at a rate to be determined from time to time by the College. This allowance is to be paid only once in every five (5) years – frequency of travel notwithstanding.

9.16.2 **Vehicle Maintenance Allowance** – Is payable to Senior Staff A who own cars and use them in the performance of College duties. The vehicles must be registered in their names. In all cases, approval must be obtained from the College Secretary. Payment of the allowance stops if the vehicle for which the allowance is paid ceases to be road worthy for over three (3) months.

9.16.3 **Off-Campus Allowance** – Payable to Senior Staff A who do not live on campus at rates to be determined from time to time by the College.

9.16.4 **Long Service Award** – Payable to Senior Staff A who have served the College over periods such as ten (10) years, twenty (20) years, thirty (30) years and forty (40) years:

For 10 years' service – Certificate plus reward in cash or kind

For 20 years' service – Certificate plus reward in cash or kind

For 30 years' service – Certificate plus reward in cash or kind

For 40 years' service – Certificate plus reward in cash or kind

9.17 **Baggage Expenses**

9.17.1 A Senior Staff A who is granted a passage will be entitled to payment of freight for baggage at rates and in accordance with regulation determined from time to time. Baggage shall not be taken to include motor vehicles. The College does not accept responsibility for the cost of packing, carting and insurance of baggage.

9.17.2 A Senior Staff A who is granted this facility by the College and who does not serve a minimum period of two (2) years following provision of the facility shall be required to refund the whole amount.

9.18 Removal Allowance/Terminal Passage

- 9.18.1 On first appointment, a Senior Staff A recruited within Ghana will be provided with transport or be paid an appropriate allowance to convey his personal effects from his home town or place of residence.
- 9.18.2 On proper completion of appointment, a Senior Staff A will be provided with transport or be paid an appropriate removal allowance to convey his personal effects to his permanent place of residence agreed upon by the College.

10.0 LEAVE

From time to time, the College grants leave of absence of various types to Senior Staff As who have become eligible for such leave.

The general principles governing leave include:

- (a) The granting of study/ sabbatical leave of any kind is subject to the staffing position and the programme of work of a Department/ Centre/ Unit/ Section. Study/ Sabbatical leave will not be granted merely because it is provided for in these Conditions of Service.
- (b) A Senior Staff A who intends to take study/ sabbatical leave should consult his/ her Head of Department/ Centre/ Unit/ Section in the early stages of his/ her plans (at least six (6) months' notice should normally be given to the Head of Department/ Centre/ Unit/ Section) and thereafter submit an application to the College Principal through the Head of Department/ Centre/ Unit/ Section.

- (c) Such an application should include a statement of what the applicant expects to do, how long he/she estimates that the proposed programme of work will take, the time he/she wants to take the study/sabbatical leave and any other necessary information.
- (d) The Head of Department/Centre/Unit/Section will forward the application with his/her detailed comments, to the College Principal.
- (e) No study/sabbatical leave or leave of absence will normally be granted within two academic years of recruitment or of return from study/sabbatical leave.
- (f) Where study leave of more than one year has been granted, the Senior Staff A concerned should send annual progress report on his/her work to the College Principal through his/her Head of Department/Centre/Unit/Section.
- (g) Under normal circumstances, application for extension of study leave will not be entertained.

10.1 **Types of Leave**

10.1.1 **Study Leave with Pay**

This may be granted at the discretion of the College Principal and at the rate of one year's leave after three (3) years' work. It is available to Ghanaians for periods of formal training normally up to three (3) years, which may qualify them for higher degrees. For one (1) year training study leave, the member concerned is required to return to the service of the

College for at least two (2) academic years and for two (2) years training study leave, three (3) years' service is required; a three (3) year training study leave attracts five (5) years' service immediately after the leave.

10.1.2 Part-Time Study Leave in Ghana

- (a) A masters' degree holder appointed a Tutor, who is pursuing a part-time programme leading to a doctoral degree within his/her discipline, shall be granted study leave with pay. Since the programme would be on part-time basis, the applicant and his/her Head of Department/Centre/Unit/Section would be required to ensure that his/her schedule of work is not interfered with.
- (b) Leave granted under the terms of part-time study programmes shall not affect the eligibility of Senior Staff As for Sabbatical Leave.
- (c) An applicant wishing to pursue a programme of study not directly related to his/her discipline may be considered for leave under the terms governing leave of absence without pay.

10.1.3 Application for Extension of Study Leave

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

- at least three (3) month's notice should be given; and
- the application should state the work that has been carried out so far, as well as what remains to be completed and the time within which the remainder of the project is expected to be finished.

10.1.4 Leave of Absence

- (a) Subject to the exigencies of a Department/Centre/Unit/Section, leave of absence may be granted, on application for an approved purpose.
- (b) Leave granted shall be for up to two (2) years in the first instance and may, in exceptional cases, be renewed for up to a further period of two (2) years, so that the total period of leave shall in no case exceed a continuous period of four (4) years.
- (c) If in the judgment of the College Principal, on the advice of a Head of Department/Centre/Unit/Section or the College Secretary, the granting of leave of absence or its extension is not in the best interest of the College, it shall be denied.
- (d) While a Senior Staff A is on leave of absence, the general College regulations on housing and other perquisites shall apply to him/her.
- (e) A Senior Staff A who is granted leave of absence may, subject to the terms of the grant, resign/retire by giving at least six (6) months' notice. The resignation/retirement shall take effect from the date the leave was granted.
- (f) A Senior Staff A on leave of absence shall undertake to return to the service of the College for at least a period equivalent to the duration of the leave.
- (g) A Senior Staff A who does not return directly to the service of the College after the leave shall be deemed to

have vacated post, unless he/she had resigned/retired in accordance with these regulations and the letter of grant.

10.1.5 **Secondment**

- (a) A Senior Staff A who wishes to be seconded to an institution should have the said institution write formally to the College Principal requesting and making the case for the secondment. The Senior Staff A is also required to write to the College Principal at the same time requesting for the said secondment.
- (b) The College shall satisfy itself that the secondment will ultimately be in the interest and to the advantage of both the Senior Staff A and the College. The College Principal shall confer with the Senior Staff A and his/her Head of Department/Centre/Unit/Section. If there are no reasons to refuse the secondment, an approval letter will be issued by the College Principal, stating the duration of secondment and any other terms associated including any payments required to be made by the institution to the College in order to reintegrate the seconded Senior Staff A.
- (c) A seconded Senior Staff A still remains an employee of the College and must conduct him/herself bearing cognizance of this. Salaries and other emoluments shall however, be the responsibility of the organisation to which the Senior Staff A has been seconded. In this regard, a Senior Staff A on secondment which is not at the instance of the College has to vacate his College residence within three (3) months of taking up the new appointment.

- (d) Time spent on secondment cannot count towards calculation of sabbatical leave and other leave provisions – except in the situation where the secondment was at the direct instance of the College.
- (e) A Senior Staff A is expected to return to the service of the College on completion of the secondment. Any extension would have to be discussed and negotiated, provided that the total period spent on secondment does not exceed five (5) years. In the event that the secondment and or any extension requested would keep the Senior Staff A away from the College for more than five (5) years (sixty (60) calendar months or ten (10) semesters), the Senior Staff A would be required to resign his/her position. Failure to do so would amount to vacation of post.
- (f) A Senior Staff A whose request for secondment is refused but who proceeds on such secondment would be deemed to have vacated his/her post.
- (g) All requests for secondment or extension of secondment must always allow or factor in a six (6) month notice period.

10.1.6 **Annual Leave**

- (a) Academic Senior Staff A are entitled to twenty (28) working days leave in the year to be taken during the inter-semester breaks. No such leave can be earned in a year in which a Senior Staff A takes a sabbatical/ study leave/leave of absence. Leave may not be deferred without the prior approval of the College Principal.

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

10.1.7 **Casual leave** may be granted at the discretion of the College.

10.1.8 **Maternity leave:** A female Senior Staff A shall be entitled to three (3) months' Maternity Leave in accordance with the Labour Act. Where the leave is extended beyond the three months due to medical reason associated with the delivery, such extension shall be considered leave with pay. This should be upon the recommendation of a Certified Medical Officer.

11.0 **VACATION OF POST**

11.1 Senior Staff As are expected to be at post at least ten (10) days before the beginning of each session.

11.2 Where a Senior Staff A, for some reason, is away from duty for more than ten (10) days, the College may enquire into the reasons for the continuous absence and this may eventually result in the College declaring the position of the Senior Staff 'A' vacated from the date on which he/she left his/her post. A member who has vacated his/her post would not be deemed to have given notice of his/her intention to leave the service of the College.

11.3 If a Senior Staff A fails to return to the service of the College after paid leave (Sabbatical, Study Leave or any other leave), he/she shall be deemed to be on leave without permission and subject to clause 12.2 above, his/her post shall be declared vacated. He/she shall refund all expenditure incurred on him/her during such leave including cost of passages, College contributions towards maintenance of his/her superannuation policies and other fees.

12.0 LEAVE AND COLLEGE ACCOMMODATION

12.1 Leave of Absence

12.1.1 Entitled staff proceeding on Leave of absence may retain their College houses. Where the leave is for a period of more than twelve (12) months (except for Senior Staff As on study leave), staff will be required to surrender their houses after a grace period of three months.

12.2 Sabbatical Leave

12.2.1 Senior Staff A going on Sabbatical Leave may keep their houses during the leave period.

12.3 Study Leave

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

12.3.2 The grace periods noted above are on the assumption that

the Senior Staff A has family living in the house who would need to be given time to vacate the premises. Should there be no such family, then the Senior Staff A would be required to surrender the house before leaving for study leave.

13.0 GROUP PERSONAL ACCIDENT POLICY

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

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

14.0 DEATH GRATUITY

14.1 The appropriate pension scheme regulations shall apply.

15.0 MEDICAL AND DENTAL CARE

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

15.2 Subject to Government Policy, the Senior Staff A shall receive:

(a) Medical and dental attention from an approved health facility; and

(b) Medical and dental attention to be obtained on the specific prior written recommendation of a Medical Officer or of a Medical Advisor to whom a Senior Staff A or a member of his/her family has been directed in advance by a Medical Officer, provided that: —

- (i) all medical and dental attention shall exclude subsistence costs in hospital;
 - (ii) the cost of any travel necessary in order to receive such attention and to return to the College will be borne by the College subject to the approval of the College Principal in each case;
 - (iii) the College Council may authorise that a Senior Staff A be reimbursed the cost of medical or dental attention taken outside the scope of the condition contained in this paragraph;
 - (iv) the College shall refund to only the Senior Staff A the cost of medical and dental appliances such as spectacles once every two (2) years and other medical and dental appliances such as, hearing aids, artificial limbs and dentures once in every three years; and
 - (v) in cases of chronic ill-health, financial responsibility in respect of the spouse or children of a Senior Staff A will be determined by the College Council.
- 15.3 Subject to Government policy expenses on medical treatment outside Ghana in respect of a member of staff, or spouse or child of a member of staff may be met by the College on the recommendation of an appropriately constituted Medical Board.
- 15.4 A husband or a wife or parent may accompany a wife or a husband or child respectively on certification by the Medical Board that this is necessary.

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- 15.5 The application of this privilege to dependants as stated in clause 16.4 should be restricted to spouse and children and the recommendation for medical treatment outside Ghana should be made by the appropriately constituted Medical Board.
- 15.6 When an employee of the College or spouse or child of an employee is referred for medical treatment outside Ghana, the College shall apply to government for funding.
- 15.7 If the Medical Board recommends that a nurse should accompany a patient on treatment outside Ghana, the nurse shall be granted passages and estacode allowance at full rate.
- 15.8 If the Medical Board recommends in special circumstance that the patient should be accompanied by one of the persons designated in clause 16.4, then that person accompanying the patient shall be granted passages and estacode allowance equivalent to the difference between the full rate and the rate recommended for the patient.
- 16.0 **ILL-HEALTH PROCEDURE**
- 16.1 The ill-health procedure of the College shall be as follows: –
- (a) When a Senior Staff A suffers from an illness which causes his/her absence from duty for a continuous period of seven days, then at the end of this period he/she is required, to furnish to the College Principal with a medical report from a Certified Medical Officer.
 - (b) If the report, under 18.1(a) above, certifies that the continued absence from duty is necessary, the Senior Staff A may be relieved of his/her obligation to discharge

his duties without the loss of salary for periods not exceeding a total of six (6) months. Thereafter the Senior Staff A will receive half salary for another six (6) months. At the end of the period, he/she will be referred to an appropriately constituted Medical Board for advice.

17.0 DEATH OF A SENIOR STAFF A (SSA)

17.1 Provision of Coffin/Customary Drinks

17.1.1 On the death of a Senior Staff A while in service, the College shall provide customary drinks, a coffin or a shroud and transport or determine the cost of the coffin or shroud and transport and pay same to the bereaved family who may opt not to receive these items.

17.2 Housing for Dependants of Deceased Senior Staff A (SSA)

17.2.1 In the event of death, the spouse and/or dependants of a deceased Senior Staff A shall be allowed to stay in College housing for a period not exceeding six (6) months without charge.

17.3 Payment of Final Salary in the Event of Death

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

18.0 RETIREMENT BENEFITS

18.1 Retirement benefits shall be regulated under the appropriate pension scheme.

19.0 EMPLOYEE RECORDS

- 19.1 The College shall keep scrupulous records on each Senior Staff A. Such records are to be housed at the Human Resource Directorate.
- 19.2 The Senior Staff A may on application to the College Secretary review the contents of the file kept on him/her.
- 19.3 The Senior Staff A shall ensure that the file is updated annually with details such as changes in family circumstances, commendations, performance assessment records etc.

**LIST OF ALLOWANCES TO THE CONDITIONS OF
SERVICE FOR SENIOR STAFF A (SSA) OF
THE COLLEGES OF EDUCATION**

No.	Allowance	Rates (GH¢)
1.	Responsibility Allowance (for administrative heads)	To be negotiated
2.	Entertainment Allowance (for administrative heads)	To be negotiated
3.	<i>Professional Allowance</i> For Accountants, Doctors, Veterinarian, etc.	Government rates to apply
4.	<i>Sitting Allowance</i> Council Sub-Committees of Council Academic Committee Sub-Committees of Academic Committee	To be negotiated
5.	Fuel Allowance (for administrative heads)	To be negotiated
6.	Night Subsistence Allowance	To be negotiated
7.	<i>Vehicle Maintenance Allowance</i> Car Motorcycle Bicycle	Government rates to apply
8.	Day Trip/Kilometric Allowance	To be negotiated
9.	Extra Teaching Load Allowance	To be negotiated
10.	Extra Marking Allowance	To be negotiated
11.	Invigilation Allowance	To be negotiated
12.	Departmental Duty Allowance	To be negotiated

List of Allowances (*Cont'd.*)

No.	Allowance	Rates (GH¢)
13.	Duty Post Allowance	To be negotiated
14.	Acting Allowance	To be negotiated
15.	Risk Allowance	To be negotiated
16.	Book and Research Allowance	To be negotiated
17.	Warm Clothing Allowance	To be negotiated
18.	Off-Campus Allowance	To be negotiated
19.	Excess Baggage Allowance	To be negotiated
20.	Warm Clothing Allowance	To be negotiated
21.	<i>Removal Allowance</i> On First Appointment On proper completion of Service On resignation after less than 5 years' service	Government/STC rates to apply
22.	Owner-Occupier Allowance/ Rent Subsidy	Government rates to apply
23.	<i>Ex Gratia Award</i> On Death of Staff	Nine (9) months' salary to be paid to spouse and/or children on death of employee
24.	<i>Funeral Grant</i> On death of spouse/child of staff	To be negotiated

