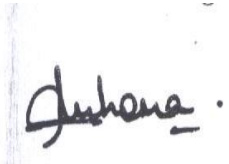





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR HUMAN RESOURCE MANAGEMENT		
DOC. NO:	MSU/AFD/HR/OP/01	ISSUE NO:	1
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	0
AUTHOR:	DIRECTOR HUMAN RESOURCE		
AUTHORIZED BY:	DEPUTY VICE- CHANCELLOR AFD	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1				
2				
3				
4				

0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the University website for authorized users

1. PURPOSE:

This procedure ensures efficient and effective management of staff administrative matters within the University.

2. SCOPE:

This procedure covers the management of all matters concerning staff recruitment, training, welfare, performance and appraisal and disciplinary issues.

3. REFERENCES:

- 3.1 ISO 9001:2015 Quality Management System Requirements
- 3.2 Maseno University Quality manual
- 3.3 Maseno University Statutes
- 3.4 Maseno University Staff Establishment
- 3.5 Maseno University Terms and Condition of Service.

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Republic of Kenya Labour Laws

3.7 Human Resource Policy and Procedures Manual

4.0 TERMS (DEFINITIONS)/ABBREVIATIONS

The following terms and definitions shall apply in addition to those already defined in the manuals.

- 4.1 **Council**-The supreme decision making body in the management of the University.
- 4.2 **Vice-Chancellor**- The Chief Executive Officer of the University.
- 4.3 **Registrar Administration** – Chief Administrative Officer in the administration department.
- 4.4 **Director Human Resource (DHR)** – Officer in-charge of all Human Resource matters
- 4.5 **Appointment Committee** - Committee responsible for appointments, review and promotions of all members of staff.
- 4.6 **Training Committee** - Committee that considers all training needs and applications by members of staff.
- 4.7 **Disciplinary committee** – Committee that considers disciplinary cases for Staff members.
- 4.8 **AR** – Assistant Registrar.

5.0 RESPONSIBILITIES:

The DHR shall be responsible for effective implementation of this procedure.

6.0 METHOD

6.1 Staff Establishment

- 6.1.1 The DHR shall receive requests from departments for new staff portfolio or adjustments.
- 6.1.2 The request will be processed accordingly and forwarded to management for consideration and approval

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The management shall consider the requests for approval with adjustments if necessary then recommend to Council for consideration and approval.

6.2 Recruitment of Staff

- 6.2.1 The DHR shall receive requests for new staff from various departments.
- 6.2.2 The DHR shall confirm with establishment on vacant positions.
- 6.2.3 The DHR shall seek authority to employ from Vice-Chancellor.
- 6.2.4 The DHR shall advertise the positions in national mass media in consultation with Director, Public Relations.
- 6.2.5 The DHR shall receive application for the positions advertised and prepare a summary of applicants.
- 6.2.6 The DHR shall send the summary and applications to the relevant departments for short listing.
- 6.2.7 The DHR shall receive reports from departments on both short listed and unsuccessful candidates.
- 6.2.8 The DHR shall write and send regret letters to unsuccessful candidates and send out interview invitation letters to short listed candidates.
- 6.2.9 The DHR shall organize for interview which will be conducted by appointment Committee.
- 6.2.10 The DVC AFD shall write appointment letters to successful candidates.
- 6.2.11 The DHR shall receive both acceptance and non-acceptance letters from the candidates and re-advertise the positions not taken up.
- 6.2.12 The DHR shall issue the new staff with the necessary registration forms.
- 6.2.13 The relevant departments shall raise staff movement forms for the new employee upon reporting on duty.
- 6.2.14 The DHR shall organize for induction of the candidate and deploy him/her to the relevant department.

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6.3 Engagement of Staff

6.3.1 The Chairman Health Services shall request for engagement of staff on locum terms to DVC AFD for approval.

6.3.2 The DHR shall issue engagement letters to the successful candidates.

6.3.3 The DHR shall receive acceptance letters and non-acceptance letters from the candidates and file them accordingly.

6.4 Engagement of Part-Timers.

6.4.1 The departments shall make request for engagement of part-time lecturers to the DVC, ASA.

6.4.2 The DVC ASA shall forward the requests to Deans Committee for approval.

6.4.3 The DHR shall issue letters to the successful candidates.

6.4.4 The DHR shall receive acceptance letter and non-acceptance letter from the candidates and file them.

6.5 Management of Casual Workers

6.5.1 The DHR shall receive applications for casual jobs from departments.

6.5.2 The DHR shall seek authority from the Vice-Chancellor to engage Casual Services.

6.5.3 The DHR shall deploy engaged casuals to respective departments.

6.5.4 The DHR shall terminate the services of casual workers when period expires.

6.5.5 The DHR shall retain clear records of applicants and carry out spot checks on casuals to ensure that they are actually at work.

6.5.6 The DHR shall sign casual workers payment forms and forward the duly signed casual workers payment forms to Finance Officer for payment.

6.6 Payroll Administration

6.6.1 DHR shall initiate PCAs for changes in the payroll.

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6.6.2 If the PCA is no

payroll. Otherwise if it concerns a new employee then the following occurs:

(i) The letter of appointment shall signify the acceptance of appointment by the new employee.

(ii) When the new employee reports, a staff movement form shall be filled by the HOD and forwarded to HR for allocation of PF number to the staff.

(iii) The new employee is incorporated in the payroll system after checking the terms of appointment, date of appointment, emoluments offered and minutes of appointment.

6.6.3 After all the necessary changes to the payroll have been input, the DHR shall close the payroll for that particular month.

6.6.4 The DHR shall make Printouts e.g. pay-slips, deduction lists, net salaries and bank listing.

6.6.5 DHR shall check and verify the payroll for correctness and make necessary corrections and adjustments.

6.6.6 The DHR shall raise a journal voucher of the summary of earnings, deductions and the net pay, to confirm the accuracy of the payroll in as far as debits and credits are concerned. A spread sheet for employee active list and total payments is also prepared and should tally with the journal voucher for ultimate accuracy.

6.6.7 The DHR shall process the PVs for the banks and deductions.

6.6.8 Salary payments and deductions shall be transferred to the banks.

6.6.9 CIA shall audit the payroll and PVs.

6.6.10 The payroll for the following month then commences as above.

6.7 Management of Staff Training

6.7.1 The DHR shall receive requests for Study Leave from various applicants through Heads of department.

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6.7.2 The DHR shall for

6.7.3 Once approved, the DHR shall issue study leave letters and bond forms to members of staff who have been granted study leave where appropriate.

6.7.4 The DHR shall receive duly filled bond forms for safe custody.

6.7.5 The DHR shall receive progress reports from students' institution of learning.

6.7.6 Upon resumption of duty, the department shall issue staff movement form and forward it to the DHR for further action.

6.8 Management of Industrial Attachment.

6.8.1 The DHR shall receive requests for industrial attachment and liaise with departments where the attachees request to be deployed.

6.8.2 DHR shall write an offering letter to the student where the application is successful.

6.8.3 The DHR shall receive progress reports from the departments.

6.8.4 The DHR shall forward performance reports on the students to their respective institutions.

6.8.5 DHR shall keep records of all students on industrial attachment.

6.9 Leave and Off Days Management

6.9.1 The DHR shall receive duly filled leave/off days application forms from the respective departments.

6.9.2 The DHR shall confirm leave days due from the records and compute the leave balances if any.

6.9.5 The DHR shall give approval and determine the date of return.

6.9.8 The HRR shall issue a copy of the processed leave form to the concerned member of staff/the department/ Faculty/School and file a copy in the individual's personal file.

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6.10

Staff Reviews and Promotions

6.10.1 The DHR shall put notice for staff review exercise requesting members of staff who qualify to apply.

6.10.2 The DHR shall request department chairpersons to carry out staff appraisals and make recommendations for staff who qualify for promotions according to the University staff appointment and promotions criteria.

6.10.3 The DHR shall prepare a summary of applicants and forward to the relevant shortlisting committee.

6.10.4 The DHR shall notify the shortlisted applicants to appear before the appointment committee for review.

6.10.5 The DHR shall communicate the results of the reviews to the affected staff and implemented changes where required.

6.11 Annual Increment

6.11.1 The DHR shall keep records of members of staff due for annual increment in January and July depending on the time of first appointment.

6.11.2 The DHR shall implement the annual increments at the appropriate time.

6.12 Termination of Service

6.12.1 In cases of resignation the DVC AFD shall receive notification of resignation in writing from the employee and either accept or reject

6.12.2 In cases of dismissal, a letter of termination of employment shall be issued by the DVC AFD upon receipt of staff disciplinary committee decision.

6.12.3 A copy of the letter of dismissal shall be filed in the employee's personal file.

6.12.5 Appeals against dismissal shall be addressed to the VC/Council for consideration depending on the level of staff.

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6.12.6 The outcome of t

6.12.7 The HRR shall Issue clearance forms to the leaving members of staff.

6.12.8 The DHR shall prepare terminal benefits upon clearance of the employee.

6.13 Termination by Death.

6.13.1 The DHR shall receive notification of death of a member of staff.

6.13.2 The DHR shall initiate the terminal benefits process upon clearance on behalf of the deceased by the next of kin.

6.13.3 The DHR shall send copy of terminal benefits/clearance letter to the deceased next of kin.

6.13.4 The DHR shall close the individuals file and relocate the file to the archives section of the HR Registry.

6.14 Demise from service

6.14.1 DHR shall receive information on the death of a member of staff or family and forward the case to the in charge welfare services.

6.14.2 DHR shall write and post notice to members of staff.

6.14.3 The DHR shall fill the necessary benevolent claim forms and forward the claim forms to finance department for payment.

6.14.4 The DHR shall make the requisite transport arrangements for the body of the deceased to the burial site.

6.14.5 DHR shall ensure that arrangement for University representation at the burial is made including condolence message.

6.14.6 The DHR shall account for the authorized burial expenditure.

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6.15 M

anagement of Membership Application & claims to National Hospital Insurance Fund

6.15.1 The DHR shall inform all new members of staff on the need to be members of NHIF and how to go about getting registered by NHIF.

6.15.2 Salaries section shall make monthly deductions and remit to NHIF as well as maintaining records and carrying out regular and annual updates.

6.15.3 The DHR shall receive information on hospitalized members of staff and their dependants and offer assistance accordingly in collaboration with NHIF.

6.16 Management of Membership Application & Claims to National Social Security Fund.

6.16.1 The DHR shall notify all non - pensionable new members of staff on the need to be members of NSSF and how to go about getting registered by NSSF.

6.16.2 Salaries section shall make monthly deductions and remit to NSSF as well as maintaining records and carrying out regular and annual updates.

6.16.3 The DHR shall communicate information on termination of service /resignation/ retirement and offer assistance accordingly in collaboration with.

6.17 Bank Loan Check off System

6.17.1 The DHR shall receive application forms or request for introduction letters for check off services.

6.17.2 The DHR shall write the introduction letters and receive the duly filled forms for appraisal.

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6.17.3 T

he DHR shall forward the introduction letter and/or the forms to the bank for processing.

6.17.4 The DHR shall receive list of successful applicants and deduction advice from the bank.

6.17.5 That DHR shall implement the deduction on the payroll.