REVISED

CONDITIONS

OF

SERVICE

**© November, 2016**

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**CHAPTER 1**

DEFINITIONS

These definitions may be cited as defined in The Gambia College Act, 1989. In this cited Act, unless the context otherwise requires:

“COUNCIL” Means the Council as established under section 4 of this Act:

“THE ACADEMIC BOARD” Means the Academic Board of the College constituted under Section 12 of the Gambia College Act 1989:

“THE COLLEGE” Means The Gambia College established under Section 3 of the said Act;

“SCHOOLS” Means the schools established under the schedule of the Gambia College Act 1989;

“ESTABLISHED POST” Means any post contained in the Recurrent Estimates:

“PERMANENT APPOINTMENT” Means a pensionable appointment to an established

post;

“TEMPORARY APPOINTMENT” Means an appointment to an established post, created

for contingency reasons, that is not pensionable;

“CONTRACT APPOINTMENT” Means an appointment for a specific period with or without gratuity but no pension at the end of the contract period;

“Director General” Means the Chief Officer of The Gambia College, or someone acting in that capacity, as defined under Section 20 of the said Act;

“STAFF” Means staff employed by the College as lecturers and other academic and administrative staff as defined under Section 24 of this Act; staff shall be defined into categories in respect of position and grade as below

“Senior Management” Grade 7 and above.

“Middle Management” Grade 5 to 6

“Supervisory” Grade 3 to 4

“Junior Staff” Grade 1 to 2

“SENIORITY” Means the relative seniority of officers, which shall be determined by the following criteria;

1. By references` to the dates of which officers entered the grade, the one with prior entry to the grade being senior;

b) If officers entered the grade on the same day, seniority shall be determined by the grade proceeding the date of entry;

c) Officers who enter the same day by appointment, the older officer shall be deemed senior;

d) As between officers of different grades on the same salary scale, by reference to the date on which they respectively entered their grades;

e) As between officers of different salary scales the officer in the higher salary is senior;

“ACADEMIC STAFF” Means any member of the teaching staff, the Director General, Deputy Director General , Directors of Schools, Registrar, Deputy Registrar and Senior Librarian, Librarian or their locum tenens.

“FAMILY” Means husband, wife or wives and children of the nuclear family for whom the staff has financial responsibility.

“STAFF REVIEW COMMITTES” Means a Committee responsible for the recommendation for promotions and other disciplinary measures to the Council.

“RESIDENT TUTOR” Means a senior member of the academic staff required to assume supplementary administrative duties for the smooth running of the institution where he or she resides.

**CHAPTER 2**

**APPOINTMENT, CONFIRMATION, PROMOTION, RESIGNATION, TRANSFER AND RETIREMENT**

2.1 **Appointment**

i) A letter offering appointment shall be sent to any person appointed by Council or by a duly-constituted Appointment Committee delegated with authority by the Council.

The letter of appointment shall be accompanied by a Job Description. An acceptance of the appointment shall include acceptance of all conditions specified in the letter of appointment, together with any annexures therein and the conditions of service herein contained.

ii) Salary shall be paid as specified in the letter of appointment and as decided by the Council.

**Probation**

All appointment to permanent establishment shall be subject to probationary period of six months during which time the appointment may be terminated on giving two weeks’ notice (or such other period as determined by the letter of probationary appointment) by either party. There shall be a formal appraisal of the performance of an employee at the end of his/her probation to report to his/her competence, efficiency and suitability for confirmation in appointment. The head of section or school shall, on that basis, make a recommendation to the Director General on the confirmation of the employee.

2.2 **Confirmation**

i) An officer may apply for confirmation in his/her post after at least one year of continuous service, subject to medical fitness; and may upon the recommendation of the Director of School, Head of Section and Director General have his/her appointment confirmed by Council, provided that no adverse report has reached the Administration from his/her Head of Section or Unit about performance and conduct. All appointments to the permanent establishment shall be on probationary terms for a period of one year after which the appointment should be confirmed; if the officer’s performance and conduct have fully – demonstrated his/her suitability as an officer of the College.

2.3 **Promotion**

Promotion shall be based on merit, competence and experience which shall be verified in accordance with the staff Appraisal System and Scheme of Service.

i) There shall be a staff Review Committee which shall recommend to Council those confirmed staff that deserve(s) promotion either from one grade to another or by means of additional increments within the same grade, with consideration given to the staff annual staff appraisal report. The staff Review committee shall consist of the Director General, the Deputy Director General, the Registrar and Director of Schools/Head of Sections concerned.

ii) The Staff Review Committee in considering its recommendation shall take into account the staff member’s quality of service, length of service ,his or her overall contributions to the College and any other factors that it considers relevant,

iii) Promotion from one established post to another will depend on a vacancy existing at the College.

iv) An officer shall be entitled to pensionable longevity increment of 10% of current salary after stagnating for every period of 2 years at the top increment of points of the basic salary

v) In determining an individual’s claim for promotion, account shall be taken of efficiency, qualifications, seniority, experience, sense of responsibility, initiative, general behavior, participation, if necessary, in the College’s staff development programmes, and where relevant, his/her power of leadership and expression.

Relevant experience elsewhere and periods of further approved training shall count for the purpose of promotion.

vi) If the salary he/she was receiving before promotion was less than the minimum of the scale to which he/she has been promoted, the minimum of the new scale shall be given.

Vii) An employee on study leave for a period exceeding nine months shall not be eligible for promotion until his/her return to the College.

The Council’s decisions concerning individual cases shall be final.

2.4 **Resignation**

i) All non-academic staff must give at least one month’s notice in writing of their intention to resign or pay the equivalent of one month’s salary in lieu of such notice. Academic staff must give notice of a term or pay three months’ salary in lieu of notice.

ii) No officer will be allowed to resign unless he/she shall have repaid all monies owing by him/her to the College or he/she has entered into arrangements to the satisfaction of Council for the payment of all such monies due and owning by him/her to the College.

iii) No resignation may be made or accepted whilst an employee is suspended, interdicted, or while he/she is the subject of disciplinary or court proceedings or during an investigation that might lead to his/her becoming the subject of disciplinary or court proceedings.

2.5 **Termination of Service**

The Appointing and Disciplinary Authority may terminate the appointment of an employee in accordance with the terms of his/her letter of appointment and the provisions of these regulations.

The Director General shall have the power to terminate or dismiss an employee in grades 1 to 4 and those appointed to un-established post on delegated authority of the Council. The power to terminate and dismiss other employees rest with the Governing Council.

The Council reserves the right to terminate the appointment of an employee without notice or with salary in lieu of notice, after due written warning and proper investigation, which include but not limited to the following:

* Persistent unsatisfactory performance
* Gross misconduct
* Conviction on criminal offence
* Recurrent absenteeism
* Proven physical assault
* Neglect of duty
* Forgery and/ or fraud
* Misappropriation of funds or stock of consumables etc
* Receipt of three (3) warning letters with no observable improvement in behavior
* Theft

**Termination for reasons of Health**

The Council may terminate the appointment of an employee upon certification by the medical Board that the employee’s state of health is such that he/she is incapacitated and cannot perform his/her duties satisfactorily.

**Waiver of Notice for Health Reasons**

If the Council on the recommendation of the Medical Practitioner is satisfied that for health reasons, an employee is incapacitated from further service, such an employee may be permitted to resign without giving the required one/three months’ notice, or paying the required one/three months’ salary in lieu of notice or may be retired by the Council without notice of payment of require one/three months’ salary in lieu of notice.

2.6 **Secondment**

All requests for the termination or extension of secondment either by the College or second must be addressed to Council at least three calendar months before the intended dates of termination of secondment.

2.7 **Transfers**

All requests for transfers must be addressed to the Director General through the Director of School/ Head of Section at – least one term (three months) before the intended dates.

2.8 **Retirement**

i. Members of staff may voluntarily retire at the age of forty-five years giving at least two terms’ notice. In the ease of women with at least five years’ service, they can retire on marriage or family grounds, with appropriate benefit; provided Council is appraised of their intention to retire one term before the date. As all other cases 3 months’ notice shall be given prior to the intended date of retirement.

ii. Any member of staff who has attained the age of 60 shall be advised by HR officer of the imminence of his/her impending retirement at least six months in advance.

iii. The Council may for good reason require a member of staff who has been given notice to retire to continue to serve, on contract, on a temporary (month to month) basis.

iv. A notice to retire before the age of 60 may, with the approval of Council, be withdraw by the member of staff tendering it at any time before the expiry of the notice.

2.8 **Pension and Gratuity**

All members of staff in established posts on secondment will be entitled to a non-contributory pensions and gratuity scheme.

Gambia College shall contribute to the Social Security and Housing Finance Scheme for pensions and gratuity for staff in post directly appointed by Government and for transferred officers.

2.9 **Redundancy**

A Junior member of staff who is made redundant shall be given one month’s notice, or one month’s salary in lieu of notice, pay for any unutilized leave entitlement and gratuity based on length of service,

A Senior member of staff who is made redundant shall be given three months’ notice or three months’ salary in lieu of notice, pay for any unutilized leave entitlement and gratuity according to length of service.

**CHAPTER 3**

**DISCIPLINE**

Council may resort to disciplinary measures varying from dismissal to reprimand in cases of indiscipline on the part of staff with salary in grade 3 and above. Council shall decide on the nature and duration of the penalty imposed.

The options open to Council are dismissal, termination of appointment, suspension, interdiction, reduction in rank, deferment of increments, forfeiture of increments and a reprimand through recommendation of Director of School or Head of Section.

Where cases relating to indiscipline arise on the part of officers below grade 3, the Director General shall resort to disciplinary options as specified above.

Where a penalty is imposed on a member of staff by the Director General, Council Shall be so informed in writing. The member of staff shall have the right to appeal to Council.

Council reserves the right to dismiss any employee for misconduct or neglect of duty without notice

An employee found guilty and convicted of embezzlement, defalcation and falsification of accounts shall be liable to summary dismissal.

**CHAPTER 4**

Leave

4.1  **Annual Leave**

i. Every member of staff shall be entitled to annual leave at the rates specified below;

**OFFICER IN GRADE DAY OF LEAVE PER ANNUM**

Fixed 30 working days

7 to 8 25 working days

4 to 6 20 working days

1 – 3 15 working days

ii) Leave may not be accumulated except when approved by the Director General. In no case shall a staff member serve beyond twenty-four months without taking all or the greater part of leave earned and accumulated.

III) Where the exigencies of the service as determined by the Director General so require, a staff member on leave will be required to resume duties. In all such cases the leave period may be resumed at the Director General’s discretion.

iv. All annual leave entitlement shall, where possible, be granted during the raining season vacation.

4.2 **Compassionate Leave**

The Director General may upon the receipt of a written request grant up to seven working days compassionate leave taking into account the circumstances prevailing and the exigencies of the service. Compassionate leave in excess of ten working days may only be granted by council or Chairman on its behalf.

4.3 **Sick – Leave**

i) A Member of staff may be granted sick leave with full pay for a period of up to one calendar month, provided a medical certificate signed by a locally registered medical officer or an accredited medical officer abroad is sent to the Director General within seven days of absence, and provided the period of absence specified in the medical certificate is adhere to

ii) If after one month and a medical board/convened by the Director of Health Services (DHS) decides that the patient’s prognosis renders his/her eligible for more sick leave, Council may allow such leave for not more than six months on full monthly salary and half salary thereafter, subject to a review of the officer’s condition.

iii) If after a year’s absence on sick leave the member of staff is still not fit for duty, Council shall request that another Board convened by the D.H.S. be set up and shall abide by its recommendation. Where the Council accepts recommendation for retirement, the employee shall receive all entitlements.

4.5 Study Leave

i. Proposals for study leave with salary to be spent at institutions abroad or locally must be submitted in writing through the Director General, giving full details of the course of study its location, duration and qualifications aimed for and its relevance to the College’s requirements.

ii. Study leave may be granted without salary where an officer takes the initiative to secure financial support privately for a course which does not meet the immediate manpower plan of the College.

iii. All proposals to extend an approved period of study leave, must be submitted in writing to Council at least three months before the due date of return.

iv. Earned annual leave may be taken before or after the period of study leave which is not itself leave-earning. A staff member proceeding abroad or locally on paid study leave must sign a bond guaranteeing at least 2 years future service to the College or financial recompense of two years’ salary in the event of failure to return to the services of the College.

v. All members of staff on study leave must ensure that authenticated reports on their progress are sent at six monthly intervals by the institutions.

vi. No officer may proceed on study leave before serving at least one year depending on the exigency of the service at the College.

4.6 **Sabbatical Leave**

Sabbatical shall be approved by Council at the rate of up to one year within five years for purposes of research, advanced study or updating. Member of the academic staff must have worked for at least five years before he/she is entitled to apply for such leave. The College may use its good offices to assist the officer to secure funding.

CHAPTER 5

**MEDICAL AND DENTAL CARE**

**Abroad**

Where, for reasons of lack of local facilities, at its discretion Council may use its influence to assist an officer to obtain a loan from any financial institution, for treatment overseas on the recommendation of a medical or dental practitioner channeled through the Council. The Director of Health Services’ advice shall be sought.

**CHAPTER 6**

**ALLOWANCES**

**Teaching Allowances**

6.1 An allowance will be paid to all members of the academic staff appointed to established posts who perform teaching duties, at the rate of 30% of the basic monthly salary of the member of staff at the end of each month.

6.2 **Travelling Allowance (Local)**

The rate of travelling allowance payable in respect of each night spent away from the college on official duty as follows:-

Grades 1 and above - D650.00 per night

6.3 **Allowances for Conferences & Visits Abroad**

Attendance at conferences will normally not exceed two to three weeks and visits not more than one month.

An officer who is required to attend approved conferences, meetings and official missions aboard and whose board an lodging are not provided by the country/organization shall be entitled to the following allowances:

Director General and Deputy Director General £ 230.00 per day

Other officials grades 8 and below £ 200.00 per day

Driver £ 130.00 per day

Allowances will not be payable in respect of travels on visitors programmes, courses, seminars or workshops for which a donor agency or country provides full per diem. However per diem for travel time shall be paid to the employee.

Where only board and lodging are provided, half of the normal per diem will be paid. Employees must submit their letters of award to determine their eligibility or otherwise for this allowance.

Employees on visitors programmes, courses, seminars or workshops sponsored by donor agencies for period lasting more than nine months may be paid one-third of the normal per diem as a contribution by the College.

Provided always that the overseas travel allowance shall not be paid for more than 28 days.

6.4 Incidental Expenses

All officers who are required to undergo a short attachment abroad shall be paid an allowance of £100 for incidental expenses, provided that such attachments are not tenable for more than once in every three years,

6.5 Outfit Allowance

All officers who are required to stay in a country outside the tropics for four weeks and above shall be paid an outfit allowance of D5000, provided that such outfit allowance shall be paid not more than once in three years.

No officer shall be entitled to both incidental and outfit allowances for the same missions.

6.6 **Spouses of Staff Studying Abroad**

A return ticket may be provided for a staff member to be joined by his/her spouse whose study is sponsored by the College for a period of two academic years or more.

6.7 **Cars, and Motorcycles Allowances**

The rates of transport and residential allowance payment shall be:

**Basic Car Allowance**

Grade 5 and above D 2500.00

**Transport Basic**

Motorcycle D 1000.00

Where an officer is required to use his/her transport in connection with field trips/teaching practice he/she would be reimburse according to the distance travelled.

Where an officer if provided with an official car he/she will lose both residential and car allowances.

Rates for the various allowances given in this chapter shall undergo revision, periodically, in relation to current costs and rates of inflation.

**Housing Allowance**

The following employees shall be entitled to housing allowance in order to secure suitable and appropriate accommodation as befits their offices:

Director General D3500.00

Deputy Director General D3000.00

Registrar and Directors D2500.00

Senior staff D1000.00

**Utility & Telephone Allowance**

The Director General’s utility bills (telephone & Internet) shall be for the account of the College.

The following staff members are entitled to telephone allowance for their private telephones not exceeding the following rates:

Deputy Director General post-paid with a suitable limit per month

Senior staff D1, 000 (one thousand Dalasi) per month

**Medical Allowance**

All employees shall be entitled to a medical allowance of D1, 000 per month

6.8 **Entertainment allowance**

The Director General and Senior Staff carrying out official entertainment will be reimbursed. Such entertainment by Senior Staff will require approval of the Principal and then the Council respectively.

6.9 **Acting Allowance**

Any member of staff appointed to act in a higher office than his/her substantive position for a period not less than one month and not exceeding six months shall be paid an acting allowance in addition to his/her substantive post. The allowance is to be calculated to be 10% of the salary of the acting officer; or seventy-five percent of the difference between the basic salary for the substantive post and the basic salary for the post in which one is acting; whichever is more advantageous to the member of staff concerned.

6.10 **Charge Allowance**

i. A member of staff who is required to carry-out extra duties which require supervision and extra responsibility for not less than one month, shall be paid a charge allowance of 10% of his/her basic salary.

ii. Charge Allowance shall not be paid to any officer who is receiving acting allowance.

iii. Where an officer does not qualify for acting allowance but is required to carry on part of the responsibilities of a senior officer he/she will be paid a charge allowance.

iv. Charge allowance shall also be paid to an officer required to perform duties whose responsibilities are not being executed by another officer for a period of less than a month.

**6.11 Coordinator Allowance**

Coordinator allowance shall be paid to the Director General, Directors of Schools, and any senior officer who manage and coordinate the running of programmes and courses. The rates payable are as follows:

Director General D3, 000.00 per month

Others D2, 000.00 per month

**CHAPTER 7**

**STAFF HOUSING**

7.1 Where quarters at the Campuses are available and equipped with basic furniture, rent shall be charged at 10% of an officer’s basic salary, with the exemption of resident tutors at the College campus.

**CHAPTER 8**

**LOANS**

8,1 **PREAMBLE: ELIGIBILITY AND EQUITY**

Applications for loans shall be governed by the following criteria:

1. Staff members shall be confirmed in their appointments and shall have served the College one year after confirmation.
2. The net salary of staff shall be taken into consideration.
3. Loans shall be on a rotating basis and the number of loans to any member of staff shall be dependent on the availability of funds and on the member of staff’s ability to repay the loan. The monthly deductions for the repayment of loans shall, in all instances, not be in excess of 50% of the salary of the member of staff concerned.
4. Applicants who have less than 7 years to the date of their retirement may be considered for either a car or building loan at the description of Council in consultation with the application.
5. All those junior members of staff who were given loans for furniture (appliances) and loans other than for car and building during the previous loans cycle will not be eligible for similar loans until after and of the current found fund of allocations.
6. Loans shall be awarded on the basis of equity and need reflecting the constituent schools and different staff cadres of the College.

8,2 **VEHICLES**

An officer shall be granted a loan to purchase a vehicle if so approved by the Council.

Loans for the purchase of vehicles shall be determined by the category of an officer and his/her current state of affordability. The amount awarded shall not be in excess of the amounts stipulated below and shall be payable during a period of 8 years.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **GRADE (S)** | **AMOUNT (MAXIMUM)** |  |
| CARS | 6 and above | D 300,000.00 | (Plus interest) |
| MOTOR CYCLES | 5 and below | D D50,000.00 | (Plus interest) |
| BICYCLES |  | D 5000 | (Plus interest) |

8.3 **BUILDING**

i) A member of staff shall be granted a loan to erect a house if so approved by the Council. All loans for the construction of houses will be given only once during the member of staff’s employment by the College.

ii) The amount of loans for this purpose shall be in accordance with the details given below for the various categories of staff and shall be payable during a period of 15 years.

|  |  |  |
| --- | --- | --- |
| **GRADE(S)** | AMOUNT (MAXIMUM) |  |
| 5 above    4 below | D 450,000.00    D300,000.00 | (Plus interest)    -do- |

8.4 **FURNITURE/MISCELLANEOUS**

Loans for the purchase of furniture/household equipment shall be based on the availability of funds and each loan shall not exceed D50, 000.00 which shall be payable within 5 years, plus interest.

8.5 **TERMS OF REPAYMENT**

a) All repayments of loans will be deducted at source. All loans granted to College members of staff shall be paid at a rate of interest and by installments as stipulated by the College.

b) The interest rate shall be between 1% and 12% subject to review.

8.6 **SECURITY**: There must be collateral for:

a) **Building**: When an officer is granted a building loan, he/she shall be required to mortgage the property for which the loan is granted to the College by executing a legal mortgage to that effect.

The progress of the building construction will be subject to periodic inspections before subsequent installments are paid out.

b) **Transport**:

i) These loans shall be secured by a bill of sale in the name of the College.

ii) Car must be insured under comprehensive cover in the name of the College and further supplementary cover for use outside the Gambia.

iii) An applicant for a car loan must be an essential user. Only those officers who would be required by the nature of their duty to travel daily (house to office) as well as to perform other duties outside their normal places of work, shall be eligible.

8.7 The College shall ensure that all staff loan deductions are paid into the College’s Loans Accounts in the Bank, monthly, to replenish and maintain a Revolving Fund.

8.8 Staff members shall undertake to use loan monies for the purpose for which they are granted.

**CHAPTER 9**

**MISCELLANEOUS ADVANCES AND LOANS**

9.1 **Salary Advances**

The Director General shall authorise an advance to a member of staff of one month’s salary for the purpose approved by him without interest.

Such advances shall be recoverable over a period not exceeding six months.

**CHAPTER 10**

**HOURS OF WORK AND RELATED MATTERS**

10.1 **Administration, Library, Clerical, Accounting and Other Non-Teaching Staff**

Hours of work for those categories of staff shall be determined by the College and in any case the total hours shall not be less than 36 hours a week.

10.2 **Teaching Staff**

i) Members of the Teaching Staff shall be required to undertake collegiate duties for the period during which they are not on leave and at the discretion of the Director General

ii) Any period of teaching duties of between 10 and 13 consecutive weeks should be followed by a break of at least two weeks.

iii) A schedule of leave entitlements shall be drawn up three months before the end of the academic year showing as accurately as possible, when members of staff are to commence and terminate their leave. A schedule so drawn up may be amended or altered depending on the exigencies of the service.

iv) A member of the teaching staff shall normally be required to undertake no less than 20 hours contact time per week.

v) Permission must be obtained from the Director of School before any member of staff absents himself/herself during the minimum requisite number of hours of attendance, viz a viz hours weekly, during sessions.

**NOTES**

1. A member of the teaching staff will be concerned with a wide range of activities. The time spent on each activity will depend on:
2. Actual – Teaching
3. Invigilating and supervising examinations and tests:
4. Tutorial and supervisory work with individual students or with groups, both inside and outside the College.
5. Other members of staff will be concerned with a wide range of activities. The time spent on each activity will depend on:
6. The type of work and the number of students being taught.
7. The responsibility placed upon him/her.
8. The hours of work in question are to be decided with due consideration to all possible duties performed by the individual.
9. Within the College establishment, certain staff may be eligible, with the agreement of the Director General and by the arrangement with their colleagues, for adjustment of contact hours. The need for such adjustment is envisaged as being infrequent and on a short term basis.
10. In the case of Director of Schools/Head of Sections the amount of actual teaching time has to be limited in view of many other tasks for which they are responsible.
11. Each member of staff will be given his/her teaching programme prior to the vacation. The term for which the timetable is prepared, subject to modifications arising out of such things as enrolment – variations, late changes and other such matters.
12. After the individual’s period of class contact hours has been finally settled, the period of ancillary duties will be arranged next at the reasonable convenience of the member of staff concerned.
13. No member of staff may make any changes in the timetable, their contact hours or ancillary duties without the agreement of Director of School/Head of Section and the authority of the Deputy Director General or the Director General, if circumstances require.

10.3 **Grievance Procedures**

i. **Informal Procedures**

Where a member of staff has a grievance, he or she should first of all attempt to resolve it amicably by approaching any other person concerned. (A grievance concerning salary should always however be reported in writing to the Director General)

If the matter remains unresolved the aggrieved person should seek a personal interview with the Director of School or Head of Section, unless that person is an involved party. In such a case recourse should be made to section ii below.

ii. **Formal Procedures**

When attempts to resolve the situation informally have failed teaching members of staff may seek in writing, giving full details, an interview with the Director General and non-teaching staff may similarly seek an interview with the Registrar. If these officers are already involved in the grievance, an interview should be sought, in writing and giving full detail, with the Chairman of Council.

Should the Director General or Registrar fail to resolve the matter within three working days the aggrieved party may seek in writing and giving full details an interview with the Chairman of the Council.

The Chairman of Council will grant an interview as soon as possible and within seven days of receiving the written request.

Should the Chairman be unable to resolve the matter within a further seven working days a meeting of Council shall be convened and all the parties concerned will be invited to appear before it. The absence of any party or parties will not invalidate the proceedings. Full reports from all those concerned i.e. the parties directly involved, the Director of School or Head of Section, the Registrar and the Director General will be placed before Council. The decision of Council will be final.

10.4 **Handing Over Procedures**

Where a member of staff is to be away from his/her post for at least one calendar month, be it on annual leave, study leave, or attendance at conferences he/she should handover to his/her next in command in the manner prescribed in the following paragraphs.

Handing over notes to cover all the departing staff member’s duties during the period involved should be prepared in triplicate by the staff member before departure and signed both by him/her before proceeding on leave, and the staff member taking over the office. Of the three copies prepared, the top copy should be retained by the staff member taking over and one copy each retained by the staff member handing over and the Director General, and extra copy for the file must be provided.

In the case of Accounting and Stores staff, the handing over must be witnessed by an officer capable of following the operations detailed.

Where a staff member is to be away from post for less than a month (except in the case of Annual Leave), the staff member taking over must be adequately briefed and given access to all instruments of office necessary for the smooth functioning of that office.

In all such cases, a brief memorandum should be prepared in triplicate with one copy each for the staff members involved, and the Director General.

All staff proceeding on annual leave must, regardless of the duration of such leave, handover their offices (where this is necessary) in the manner prescribed for officers going away for at least one calendar month.