

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



CONDITIONS OF SERVICE FOR SENIOR MEMBERS

MARCH, 2023

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Approved COS - 2023

PART ONE

INTRODUCTION

1.0 Preamble

1.1 Enactment Clause in exercise of the powers conferred on the Council by the President of the Republic of Ghana, these Conditions of Service also known as Condition of Service are made.

1.2 Definition of Terms in this Conditions of Service are provided for in **the Statutes** of the University.

1.3 This Conditions of Service Policy addresses most employment policies that guide the employer and employee relationship of Senior Members at Ghana Communication Technology University, herein referred to as GCTU. It is also important to note that there are other related policies, which are documented for the benefit of employees. However, there may be additional policies and procedures related to the general or an employee's specific area of work stated in the Human Resources Manual or issued by management from time to time.

1.4 The provisions in this Conditions of Service Policy are subject to the Statutes of Ghana Communication Technology University. In case of any dispute or disagreement, the provisions of the Statutes of the University will supersede the provisions of these conditions of service, also referred to as "Service Conditions".

2.0 Scope and Purpose

2.1. These conditions of service shall apply to all regular Senior Members. However, additional service conditions may be prescribed for particular positions, functions or jobs.

2.2. This Service Conditions Policy is designed to:

- a) set out key provisions on employee and employer relations that best fit GCTU's current status and strategic objectives.
- b) help promote the growth and development of the common interest of the University and Senior Members.
- c) help maintain an orderly, peaceful, and harmonious relationship, on matters of mutual concern arising from these conditions of service; and,
- d) help promote positive attitudes which lead to full understanding of, and regard for, the respective rights and responsibilities of both Management and Senior Members.

3.0 Duration of this Conditions of Service Policy

The duration of this Conditions of Service Policy shall be for a period of two (2) years after the date of commencement of implementation. However, after the expiration of the two years, the provisions herein shall continue to apply until new conditions of service are adopted.

4.0 Review

4.1 Notwithstanding the provisions of Article (3) above, if any financial policy of the government or economic conditions tend to have significant adverse effect on the financial benefits set out in this Service Conditions document, the financial provisions in this policy shall be revised to ensure employees are not worse off.

4.2 At any time after twelve (12) months from the effective date of these Conditions of Service, a review may be initiated if the need arises or if the circumstances require a review.

5.0 Interpretation

In situations of dispute regarding the interpretation of any provision in this document, the Interpretation Committee shall determine the acceptable interpretation. The composition of the Interpretation Committee shall be as follows:

1. One Council Representative who is not an employee of the University as Chairman
2. One Management Representative
3. One Representative from UTAG
4. One Representative from GAUA
5. University Legal Officer

Where a party is not satisfied with the interpretation of the Committee, the aggrieved party may resort to the provisions in the Labour Act, 2003 (Act 651).

PART TWO

APPOINTMENTS AND PROMOTIONS

7.0 Appointment

A Senior Member's appointment is by the University Council and is subject to the Ghana Communication Technology University Act 2020 (Act 1022) which establishes the University. The appointment is full-time and any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the Vice-Chancellor, acting on behalf of the University Council.

8.0 Tenure

8.1 Duration of Appointments

a) Academic Senior Members

Except for Assistant Lectureship and equivalent grades which may be held for up to two (2) years only, and exceptionally for an additional two (2) years, appointments at all levels up to Senior Lectureship are normally for a period up to six (6) years in the first instance, subject to renewal. Appointments at professorial levels are normally up to retiring age.

b) Non-Academic Senior Members

All Non-Academic Senior Member Appointments shall be up to retiring age except as specified in the Statutes or Appointment Letter.

8.2 Renewal of Contract Appointment

- a)** All non-tenured appointments are subject to renewal at the end of an existing contract period.
- b)** At least six (6) months to the end of his/her existing contract, the appointee may be reminded to apply in writing, indicating his/her intention to renew or otherwise, the contract.
- c)** The procedure for renewal of contract appointment shall be as provided for in the relevant criteria for appointments and promotions as provided for in Schedule J and K of the University Statutes.

9.0 Probation

9.1 All Senior Members appointed to established posts shall be on probation for one (1) year after which they will become eligible for confirmation subject to a report of satisfactory work and conduct by the Head of Directorate/Department/Unit concerned.

9.2 The Vice-Chancellor on the recommendation of the Faculty Appointments and Promotions Committee (FAPC) or Registry Appointments and Promotions Committee (RAPC) may extend the probationary period of a Senior Member for up to six (6) months for stated reasons.

10. Promotion

10.1 Senior Members who wish to be considered for promotion shall complete the relevant application forms and submit them together with materials for assessment to the Heads of their respective Departments with a copy of the letter of submission to the Registrar, Pro Vice-Chancellor and Dean of Faculty.

10.2 Promotion of Senior Members shall normally proceed from one rank to the immediate next rank (for example from Lecturer to Senior Lecturer to Associate Professor to Professor).

10.3 Notwithstanding the normal progression as stated in 10.2 any Senior Member of the University may apply at any time to be promoted to any rank for which he/she considers himself/herself qualified.

10.4 There shall be a deadline within which the results of the application for promotion shall be communicated to the applicant by the Registrar/Director of Human Resources and Development.

10.5 Application for promotion supported by materials for assessment may not be processed unless they were received at least six (6) months to retirement.

10.6 Procedures and requirements for promotion of a Senior Member are as stipulated in both Schedules J and K of the University's Statutes for academic and non-academic Senior Members respectively.

10.7 Effective date of promotion shall be as stipulated in the Statutes of the University

PART THREE

COMPENSATION AND BENEFITS

11.0 Salary

Staff with the minimum qualification who are approved for appointment in the Senior Member category will be placed at the initial point of the salary scale. However, each additional year of relevant experience will, from the date of obtaining the minimum qualification, attract increment.

12.0 Children

In this Conditions of Service, “child” means a Senior Member’s own issue, his/her adopted child or his/her ward as defined by the University, provided that such child is under 18 years of age or, being more than 18 years but not over 21 years of age, is receiving full time education.

12.1. For a child to be recognized as a Senior Member’s ward, the Senior Member must have applied to, and received approval from the Registrar. There must be evidence that the Senior Member 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 Member continuously for at least six (6) months prior to the submission of an application for wardship. Approval, if given, will normally take effect six (6) months from the date of application.

12.2. The number of recognized children and wards of Senior Members shall be four (4).

13.0 Allowances

Various allowances are determined by the University Council from time to time.

13.1 Duty Post Allowances

13.1.1 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.

13.1.2 Entertainment Allowance - Payable to designated officials for the purpose of providing entertainment to the University’s various publics, as necessary.

13.1.3 Transfer Grant - Payable to an employee who has been transferred from one duty station in Ghana to another, to enable him/her settle in his/her new environment.

13.1.4 Extra Teaching Load Allowance - Payable to a Senior Member who teaches over and above his/her normal load.

13.1.5 Invigilation Allowance - Payable to Senior Members who invigilate during university examinations.

13.1.6 Extra Marking Allowance - Payable to approved Examiners for marking scripts for End-of-Semester examinations beyond a pre-determined maximum.

13.1.7 Departmental Duty Allowance - Payable to Lecturers for such departmental activities as academic advising or examination duties.

13.1.8 Professional Allowance - Payable to Accountants, Medical/Veterinary Officers and others in accordance with rules determined by the University and/or State from time to time.

13.1.9 Sitting Allowance - Payable to a Senior Member who serves on a statutory Board or Committee, or an ad hoc Committee set up by the Vice-Chancellor for a specific purpose.

13.2 Reimbursable Allowances

13.2.1 Night Subsistence Allowance - Payable to trekking officials to help them meet the cost of accommodation and inconvenience while out of station on duty.

13.3 Vehicle Maintenance Allowance

13.3.1 Payable to staff who use their vehicles to commute to and from work. The vehicles must be registered in their name of the Senior Member.

13.3.2 Payment of the allowance stops if the vehicle for which the allowance is paid ceases to be road worthy for over three months. Employees on study leave / sabbatical leave will be paid the allowance for a maximum period of three months from the commencement date of the leave provided the vehicle is not sold.

13.3.3

(a) **Kilometric Allowance** – Payable to Senior Members for official journeys at rates and in accordance with rules determined by the University and/or State from time to time.

(b) **Fuel Allowance** - Payable to Deans/Directors/Heads of Departments who use their personal vehicles for University business.

13.3.4 Off-Campus Allowance - Payable to Senior Members who either use their own cars or find their own means of transport to commute between home and campus.

13.4 Book/Equipment Allowance

Payable annually to Senior Members for the purchase of books and equipment.

13.5 Research Allowance

Payable to academic Senior Members for purposes of conducting research.

13.6 Excess Baggage Expenses

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

13.4.2 A Senior Member provided with this facility by the University who does not serve a minimum period of two years following provision of the facility shall be required to refund the whole or part of the cost of baggage expenses.

13.4.3 Warm Clothing Allowance - The allowance is payable, on application, to a Senior Member travelling to a temperate country on official duties for a period of three or more months. It is payable once in every five years.

13.7 Children's Allowance

An expatriate Senior Member will be paid children's allowance at rates to be determined by the University from time to time. The allowance shall not be paid twice in respect of the same child whose parents are both Senior Members, or in respect of whom a similar allowance is paid by another institution in Ghana.

13.8 Owner-Occupier Allowance

This is payable to a Senior Member contractually entitled to University accommodation but stays in his/her own house. The house documentations must be in the name of the Senior Member.

14.0 Loan Facilities

The University may grant a Senior Member, on application, any of the following loans at rates and under terms determined from time to time, subject to availability of funds:

- 14.1. Salary Advance
- 14.2. Car loan
- 14.3. House Improvement
- 14.4. Rent Advance
- 14.5. Educational Loan

14.6 Emergency Loan

15.0 Passages

15.1 Passages on First Appointment (Expatriate/Ghanaian Living Overseas)

On first appointment, a Senior Member shall be provided with passages for himself, his wife and children (up to a maximum of five children). However, if he/she resigns without serving a minimum period of two years, he/she shall be required to refund the cost of passages provided for him/her by the University.

15.2 Cost of Overseas Passage

Overseas passage granted to Senior Members will be tourist class by air or first class by sea, in accordance with rules laid down by the University from time to time. The University will also pay, on production of bills or receipts, and at rates determined from time to time, the cost of onward transportation by rail or road from the port of arrival of a Senior Member to his/her approved destination overseas and from there to the port of departure for his/her return journey.

15.3 Baggage Expenses

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

16.0 Leave

16.1 Annual Leave

Academic Senior Members are entitled to 62 consecutive days leave in the year to be taken during the inter-semester break. Non-Academic Senior Members are entitled to 62 consecutive days leave in the year. No such leave can be earned in a year in which a Senior Member takes a sabbatical/study leave/leave of absence. A Senior Member cannot defer leave without prior approval of the Vice Chancellor.

16.2 Sick Leave

- a) A Senior Member shall be entitled to sick leave on the grounds of ill-health and certified by a Registered Medical practitioner.
- b) It is the duty of the Heads of Departments and the University Medical Officer to ensure that no Senior Member 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.
- c) A Senior Member placed on the sick list shall be regarded as absent on sick leave.
- d) In every case of absence from work on the grounds of illness, a certificate from a Registered Medical Officer shall be furnished to the Registrar as soon as possible.
- e) A Senior Member who is incapacitated as a result of injury sustained in the course of his/her work shall be granted, on the advice of a Registered Medical Officer, sick leave in accordance with the Long Sick Leave and Pay schedule.

16.3 Long Sick Leave with pay and boarding-out

The maximum period of sick leave which A Senior Member may be granted on full salary and on half salary is shown in the table below.

LENGTH OF SERVICE	MAXIMUM PERIOD ON FULL SALARY	MAXIMUM PERIOD ON HALF SALARY
Employee with more than one (1) year's continuous service	12 months	12 months. There may be a further review up to six (6) months on half salary by Vice-Chancellor
Employees with less than one (1) year's continuous service	6 months	6 months

If by the expiry of the maximum period of sick leave, the Senior Member is unable to resume work, he/she shall be boarded out on medical grounds.

16.4 Maternity leave

A female Senior Member shall be entitled to three (3) months maternity leave in accordance with the Labour Act, 2003 (Act 651). Where the leave is extended beyond the three (3) months due to medical reasons associated with the delivery, such an extension shall be considered leave with pay. A certified medical officer shall certify such extension.

16.5 Paternity Leave

A male Senior Member shall be granted ten (10) working days leave to attend to the family upon submission of a certified medical report indicating the delivery. In the case of academic Senior Members, arrangements shall be made for the duties to be covered by another academic Senior Member in consultation with the Head of Department.

16.6 Nursing Mother Leave

A female Senior Member upon return from maternity leave shall work for four (4) hours a day for six (6) months. In the case of academic Senior Member, she shall work on half load.

16.7 Casual/Compassionate Leave

Casual leave may be granted at the discretion of the University. Casual leave shall be a maximum of five (5) working days after the Senior Member has exhausted his/her annual leave.

16.8 Dis-embarkment Leave

A Senior Member may be granted disembarkment leave up to three (3) working days after arrival from an official foreign travel.

16.9 Study Leave with Pay

Study Leave with pay shall be approved by the Vice-Chancellor on the recommendation of the Head of Department subject to the following conditions:

- i. Three (3) years of continuous service at the University.
- ii. Prevailing Study Leave Policy at the time.
- iii. Subject to the exigencies of a Department.
- iv. Beneficiaries shall be bonded to serve the University for one and half years for each year of study leave with pay or the part thereof.

16.10 Part-Time Study Leave

An academic Senior Member, who is pursuing a part-time programme leading to 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 would be required to ensure that his/her schedule of work is programmed to accommodate his/her study.

16.11 Application for Extension of Study Leave

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

- a) At least three (3) months' notice should be given.
- b) 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 completed.
- c) Application should be accompanied with Supervisor's report.
- d) Every extension year attracts a similar year of service.

16.12 Sabbatical Leave

16.12.1 One-year sabbatical leave with pay may be granted to Academic Senior Members after six years' continuous service in the University.

16.12.2 Grantees are required to return to serve the University for the same duration as approved for the sabbatical leave.

16.12.3 Two-year sabbatical leave with pay may be granted after ten years' continuous service without study leave; grantees are required to return to serve the University for the same duration as approved for the sabbatical leave.

16.12.4 The period of absence under sabbatical leave shall be taken into account in calculating time in service.

16.13 Examinational Leave

A Senior Member who is an examination candidate may be granted Examination Leave to enable him or her to sit for an examination after submitting application to the Registrar through his/her Head of Department. The candidate may be granted up to five (5) 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.

16.14 Leave of Absence

16.14.1 Subject to the exigencies of a department, leave of absence may be granted on application, for an approved purpose.

16.14.2 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 the total period of leave shall in no case exceed a continuous period of four (4) years.

16.14.3 If in the judgment of the Vice-Chancellor, on the advice of the Dean or the Registrar, the granting of leave of absence or its extension is not in the best interest of the University, it shall be denied.

16.14.4 While a Senior Member is on leave of absence, the general University regulations shall apply to him/her.

17.0 Secondment

17.1. A Senior Member who wishes to be seconded to an institution should have the said institution write formally to the Vice-Chancellor requesting and making the case for the secondment. The Senior Member is also required to write to the Vice-Chancellor at the same time requesting for the said secondment.

17.2. The University will then satisfy itself that the secondment will ultimately be in the interest of the University and to the advantage of both the Senior Member and his/her department, etc. If there are no reasons to refuse the secondment, an approval letter will be issued by the Vice Chancellor, stating the duration of secondment and any other terms associated including any payments required to be made by the institution to the University in order to reintegrate the seconded Senior Member.

17.3. A Senior Member still remains an employee of the University and must conduct himself or herself taking cognizance of this. Salaries and other emolument shall however, be the responsibility of the organization to which the Senior Member has been seconded in this regard.

17.4. Time spent on secondment cannot count toward calculating of sabbatical leave and other leave provision-except in the situation where the secondment was at the direct instance of the University.

17.5. A Senior Member may be away from the University on secondment for a maximum of four (4) years, and the period may be extended for one (1) more year on application for extension.

17.6. A Senior Member is expected to return to the service of the University on completion of the secondment. Any extensions would have to be discussed and negotiated, if the total period spent on secondment will exceed five (5) years.

17.7. On failure to return, the Senior Member would be required to resign his/her position. Failure to do so would amount to vacation of his/her post.

17.8. A Senior Member on secondment upon return shall be placed at the rank and its related salary scale and step on which he/she went on secondment.

17.9. All requests for secondment or extension of secondment must always allow or factor in a one (1) month notice period.

18.0 Tuition Support for Senior Members and their Children schooling in GCTU

The University may assist a Senior Member and his/her children who enroll in the University in accordance with the Tuition Support Policy approved by Council.

19.0 Legal Assistance

19.1. In the event of court proceedings taken against a Senior Member of the University in the course of his/her official duties, the University shall provide Legal representation for his/her defense.

19.2. In the event of court proceedings taken against a Senior Member of the University involved in an accident in the course of his/her official duties, the Legal Representative or in his/her absence, Director of Human Resource, or any other officer of the University who is eligible to stand surety, will bail the Senior Member.

19.3. In the event of the staff escaping or jumping bail, his/her entitlement shall be used to defray the bond.

20.0 Health Care

20.1 A Senior Member is entitled to an annual medical subsidy including dental and optical care as provided for in the approved Non-Payroll Allowance schedule.

20.2 The Council shall approve a healthcare policy to regulate health or medical care (including optical and dental care) for Senior Members.

21.0 Compensation for injury

A Senior Member who sustains any injury or suffers disability, illness or disease in the course of performance of his/her official duties shall be entitled to compensation in accordance with the Workmen's Compensation Law 1987 (PNDCL 187) and any subsequent enactment.

22.0 Group Personal Accident Policy

A Senior Member who suffers an injury, disability or illness not covered by the Workmen's Compensation Law 1987 (PNDCL 187) shall be taken care of by the University's subscribed Group Personal Accident Policy.

23.0 Retirement Benefits

23.1. Retirement benefit shall be regulated under National **Pensions Act, 2008** (Act 766)

23.2. The University shall pay end of service benefit award of one month's salary for every completed year of service in any of the following three situation:

- a) A Senior Member who retires compulsorily at age 60, or
- b) A Senior Member who voluntarily retires at a minimum age of 55 after a minimum of ten (10) years' continuous service.
- c) A Senior Member who resigns from the university after a minimum of 10 years continues service.

23.3 A Senior Member who retires compulsorily shall be entitled to the same level of medical subsidy including dental and optical care as serving Senior Members, and as provided in the approved Healthcare policy.

24.0 Repayment of Debts Owed to the University

When a Senior Member is informed of the date on which he/she is to leave the service of the University, or when his/her resignation is accepted, or when he/she dies, the Director of Finance shall

ascertain the total sum owed by the Senior Member to the University (if any). This shall be deducted in full from any financial benefits for which he/she is eligible before any balance is paid to him/her or to his/her named beneficiary/ies.

25.0 Long Service Award

The University shall recognize and award long service benefit to Senior Members who serve the University over periods such as 10, 15, 20, 25 and 30 years with a with an appropriate reward.

26.0 Certificate of service

A Senior Member who has left or is about to leave the service of the University may ask for and be given a certificate of service.

27.0 The Provident Fund

A Senior Member may contribute towards a Provident Fund facilitated by the University. The minimum contribution towards the Provident Fund shall be 5% of employee's basic salary.

PART FOUR

SEPARATION FROM THE UNIVERSITY

28.0 Resignation/Termination

28.1 A Senior Member may resign his/her appointment by giving the Vice Chancellor three (3) months' notice. A Senior Member shall be liable to a penalty equivalent to three (3) months' salary for the period required for notice if he/she fails to give proper notice. The penalty shall apply whether the Senior Member is at post or on any kind of leave of absence.

28.2 The termination of a Senior Member's appointment shall be authorized by the University Council after procedures in the Statutes have been followed.

29.0 Dismissal

The dismissal of a Senior Member's appointment shall be authorized by the University Council after procedures in the University Statutes have been followed.

30.0 Retirement of Employees

30.1 Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University on a renewable contract shall retire from his or her appointment and all other offices held by him or her in the University by virtue of the appointment at the end of the month within which he or she attains the age of sixty (60) years.

30.2 Except as may be otherwise provided in special cases by Council, a Senior Member shall retire from the service of the University on attainment of sixty (60) years.

30.3 The University shall notify a Senior Member at least six (6) months to the date of his/her retirement.

31.0 Vacation of Post

31.1 Where a Senior Member, for some reason, is away from duty for more than ten (10) working days, the University may enquire into the reasons for the continuous absence, and this may eventually result in the University declaring the position of the Senior Member 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 University.

31.2 If a Senior Member fails to return to the service of the University after paid leave (as provided under section 16 of this Conditions of Service), he/she shall be deemed to be on leave without permission and subject to clause 31.1 above, his/her post shall be declared vacated.

32.0 Re-Entry into Service

32.1 Re-engagement of a Senior Member who has vacated his/her post/resigned/retired shall be subject to the following conditions: -

- a) He/She should submit a fresh application as though he/she was applying for an appointment in the University for the first time. The application should clearly indicate the post for which he/she would like to be considered. If the application is for a higher grade than the one vacated, resigned/retired from, the normal procedure for appointment shall apply. Where the same grade or post as the one vacated is applied for, the Appointments Board will use its discretion as to whether or not reports from referees or external assessors should be obtained.
- b) In all cases, consideration of the application shall depend on the availability of vacancies, the circumstances under which the Senior Member vacated his/her post and consultation with the Head of his/her department. A report from the applicant's last place of work shall be required.
- c) The number of years that the Senior Member had served in the University before the cessation of his/her earlier appointment shall count towards his/her terminal benefits, provided such staff (who either resigned or vacated his/her post) refunds to the University any terminal benefits paid to him/her on leaving the University with interest at the prevailing Bank of Ghana rate.
- d) A Senior Member who retired, collected all his/her benefits and is on pension shall be paid gratuity in respect of his/her new appointment at the same rate as other Senior Members.

32.2 Re-engaged Retired Staff

32.2.1 Re-engagement on contract beyond the compulsory retiring age may be recommended by the Faculty Appointments Review Committee on evidence of:

- (a) Continuing professional activity, with particular reference to continuing participation in the teaching/supervision of graduate students;
- (b) Continuing good health; and

- (c) Unavailability of staff in a critical area of specialization, there being no prospect of immediate recruitment. Such persons so re-appointed shall normally be of at least Senior Lecturer grade. The Vice-Chancellor may, in exceptional circumstances, make post-retirement contract appointments of Senior Members below the rank of Senior Lecturer, for very specific duties.

32.2.2 The recommendations of the Faculty Appointments and Promotions Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in 32.2.1.

32.2.3 The appointment of post-retirement staff shall be made on a year-to-year basis for up to 2 years in the case of a Senior Lecturer and up to 5 years with respect to professorial appointments.

32.2.4 Staff who are re-engaged after retiring at age 60 shall be entitled to their pension benefits and to salary for the work they are engaged to do. They are also entitled to a twelve and a half percent basic salary gratuity at the end of each contract year.

32.2.5 A Senior Member engaged immediately after compulsory retirement may be allowed a maximum period of nine months' stay in university accommodation after which the house must be vacated. If the person is of professorial status, he/she may retain the house for an additional year while on contract.

32.2.6 Normally, a Senior Member on post-retirement contract shall not encumber an administrative position.

32.2.7 Retired Professors on contract appointment may serve on the Academic Board and the Faculty Boards. They are not eligible for appointment or election to statutory Boards / Committees.

33.0 Termination of post-retirement contract engagement

The appointment or post-retirement contract engagement of a Senior Member 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 and approval by Council. The Senior Member would have signed the Appraisal form as evidence of the appraisal having taken place. Should a Senior Member be unwilling to sign, the Head of Department shall make an appropriate report of this unwillingness to endorse the appraisal form and submit same to the Dean or next superior authority. The Senior Member shall be notified of the termination of appointment or contract at least three (3) months to the termination date.

34.0 Death Gratuity (Death of a Senior Member)

34.1 Provision of Casket/Shroud/Hearse and Customary Drinks

On the death of a Senior Member, the University shall provide the following (or its cash equivalent) to the named beneficiaries/family:

i.	Casket	-	GH¢4,000.00
ii.	Hearse	-	GH¢2,000.00
iii.	Mortuary fees	-	GH¢2,500.00
iv.	Customary drinks	-	GH¢1,500.00
v.	Refreshment	-	GH¢2,000.00

34.2 Transport for Spouse and Children

An appropriate transport shall be provided to convey the Spouse and children (if any) of the deceased Senior Member to and from the place of burial or be paid an appropriate transport allowance in lieu.

34.3 Payment of Final Salary in the Event of Death

The salary due to a Senior Member shall cease at the end of the month in which the Senior Member dies; such payments and any other benefits which have accrued to the deceased Senior Member shall be paid to the Senior Member's beneficiaries as per the Employees Benefits Nomination form.

34.4 Ex-Gratia

- a) On the death of a Senior Member who had served less than 10 years, ex-gratia equivalent to nine (9) months' basic salary shall be paid to the Senior Member's beneficiaries as per the Employees Benefits Nomination form.
- b) On the death of a Senior Member who had served more than 10 years, ex-gratia equivalent to one month's salary for every completed year of service shall be paid to the Senior Member's beneficiaries as per the Employees Benefits Nomination form.

**PART FIVE
CONCLUSION**

35.0 Signatories to the Conditions of Service Policy Document

<p>Council Chair:</p> <p>Prof. Kofi Awusabo-Asare</p> <p>Signature:.....</p> <p>Date:.....</p>	<p>Vice-Chancellor:</p> <p>Prof. Emmanuel Ohene Afoakwa</p> <p>Signature:.....</p> <p>Date:</p>
<p>Council Member:</p> <p>Name:.....</p> <p>Signature:.....</p> <p>Date:.....</p>	<p>Academic Board Representative:</p> <p>Name:.....</p> <p>Signature:.....</p> <p>Date:.....</p>

36.0 Effective Implementation Date of Conditions of Service

These Conditions of Service are made and take effect from 1st January 2023