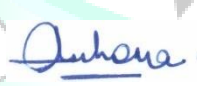





**MASENO UNIVERSITY**

<b>DOCUMENT TITLE:</b>	PROCEDURE FOR HUMAN RESOURCE MANAGEMENT		
<b>DOC. NO:</b>	MSU/AFD/HR/OP/01	<b>ISSUE NO:</b>	2
<b>DATE OF ISSUE:</b>	10 <sup>TH</sup> MARCH, 2023	<b>REV. NO:</b>	0
<b>AUTHOR:</b>	DIRECTOR HUMAN RESOURCE		
<b>AUTHORIZED BY:</b>	DEPUTY VICE- CHANCELLOR AFD	<b>ISSUED BY:</b>	MANAGEMENT REPRESENTATIVE
<b>SIGNATURE:</b>		<b>SIGNATURE:</b>	

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## 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1	06/03/2023	3	3.8. Reference to Control of Documented Information procedure.	DVC AFD
2	06/03/2023	4-11	6.0. Review of all processes of clause 6.2, 6.3, 6.4, 6.5, 6.7, 6.9 and 6.14 to conform with current practice.	DVC AFD
3	06/03/2023	7	6.9. Leave and Off Days amended to “Leave Management”.	DVC AFD
4				
5				

## 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

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3.4 Maseno University Staff Establishment

3.5 Maseno University Terms and Condition of Service.

3.6 Republic of Kenya Labour Laws

3.7 Human Resource Policy and Procedures Manual

3.8 MSU/VC/MR/OP/01-Control of Documented Information

#### **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.

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## 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
- 6.1.3 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 ensure recruitment is budgeted for.
- 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 and also post the advertisement on NWPDS portal and University Website.
- 6.2.5 The DHR shall receive application for the positions advertised and prepare a summary Long list of applicants.
- 6.2.6 The DHR shall coordinate the short listing exercise in liaison with the user Department and record the short listing minutes.
- 6.2.7 The DHR shall invite successful candidates shortlisted for interview.
- 6.2.8 The DHR shall organize for interview which will be conducted by the Staff Appointment & Promotions Committee.
- 6.2.9 The DVC AFD shall write appointment letters to successful candidates.
- 6.2.10 The DHR shall receive both acceptance and non-acceptance letters from the candidates and re-advertise the positions not taken up.
- 6.2.11 The DHR shall admit the new staff in the University establishment.
- 6.2.12 The relevant departments shall raise staff movement forms for the new employee upon reporting on duty.

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6.2.13 The DHR shall undertake induction of the new staff and deploy them to the relevant Department.

6.2.14 the DHR shall communicate to the unsuccessful candidates.

### **6.3 Engagement of Staff on Locum terms.**

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 in liaison with Chairman, Health Services shall vet the applications for Locum appointment.

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

6.3.4 The DHR shall issue acceptance letters and non-acceptance letters from the candidates and keep records accordingly.

6.3.5. The DHR shall undertake Orientation and deploy the Locum staff as appropriate.

### **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 Registrar, ASA shall submit the approved workload to the office of DHR.

6.4.4 The DHR shall issue letters to the successful candidates.

6.4.5 The DHR shall receive acceptance letter and non-acceptance letter from the candidates and keep records accordingly.

6.4.6 That any change on the workload shall be communicated by Registrar, ASA.

### **6.5 Management of Casual Workers**

6.5.1 The DHR shall receive staff needs for casual jobs from departments.

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

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6.5.3 The DHR shall issue Term contract appointment letters and deploy engaged casuals to respective departments.

6.5.4 The DHR shall receive duly executed staff movement form from the Head of department for onward admission to the payroll.

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.

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

## **6.6 Payroll Administration**

6.6.1 DHR shall initiate PCAs for changes in the payroll.

6.6.2 If the PCA is not concerning a new employee, then DHR shall use the input to update the 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 admitted in the payroll system after checking the terms of appointment, date of appointment, Benefits 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 generate all the payroll bi products as appropriate.

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.

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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.

6.7.2 The DHR shall forward the requests to the Training Committee for consideration.

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.

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## **6.9 Leave Management**

- 6.9.1 Each Department shall prepare the Leave roster at the beginning of every year.
- 6.9.2 The DHR shall upload each staff Leave type entitlement into the system in January each year.
- 6.9.3 The staff shall apply for Leave 2 weeks prior to commencement and approval must be granted by the Supervisor/HoD.
- 6.9.4 The DHR shall carry forward leave accumulated due to work exigency upon approval by DVC, AFD.
- 6.9.5. The DHR shall recall staff incase need arises.

## **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 departmental 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.



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## 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.
- 6.12.6 The outcome of the appeal shall be communicated to the employee within 30 days.
- 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.

## 6.14 Demise from service

- 6.13.1 DHR shall receive information on the death of a member of staff or family and forward the case to the in charge welfare services.
- 6.13.2 DHR shall write and post notice to members of staff.
- 6.13.3 The DHR shall fill the necessary benevolent claim forms and forward the claim forms to finance department for payment.
- 6.13.4 The DHR shall make the requisite transport arrangements for the body of the deceased to the burial site.
- 6.13.5 DHR shall ensure that arrangement for University representation at the burial is made including condolence message.
- 6.13.6 The DHR shall account for the authorized burial expenditure.
- 6.13.7 The DHR shall initiate the terminal benefits process upon clearance on behalf of the deceased by the next of kin.
- 6.13.8 The DHR shall send copy of terminal benefits/clearance letter to the deceased next of kin.

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

#### **6.14 Management of Membership Application & claims to National Hospital Insurance Fund**

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

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

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

#### **6.15 Management of Membership Application & Claims to National Social Security Fund.**

6.15.1 The DHR shall notify all new members of staff on the statutory requirement need to be members of NSSF and how to go about getting registered by NSSF.

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

6.15.3 The DHR shall communicate information on termination of service /resignation/ retirement and offer assistance accordingly.

#### **6.16 Bank Loan Check off System**

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

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

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- 6.16.3 The DHR shall forward the introduction letter and/or the forms to the bank for processing.
- 6.16.4 The DHR shall receive list of successful applicants and deduction advice from the bank.
- 6.16.5 That DHR shall implement the deduction on the payroll.

