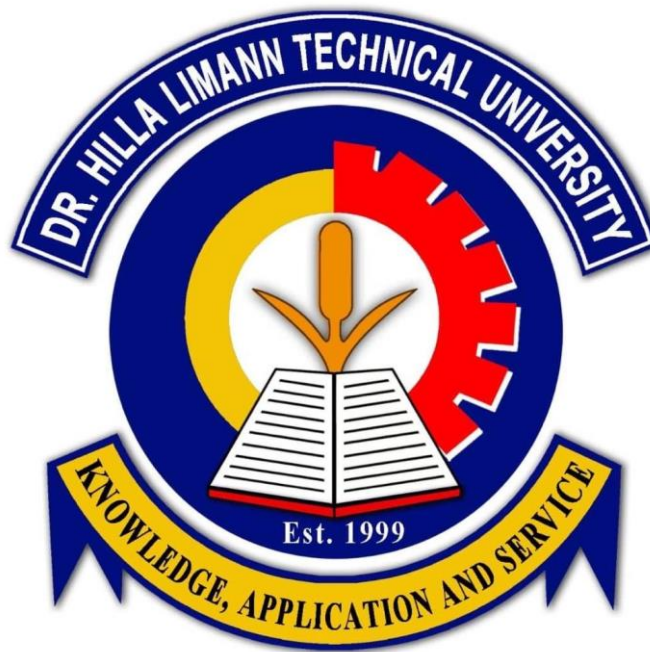


# **DR. HILLA LIMANN TECHNICAL UNIVERSITY**



## **STAFF DEVELOPMENT POLICY**

**March 18, 2017**

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**DEFINITION OF CONCEPTS/TERMS:**

**The Technical University:** as used in this document means Dr. Hilla Limann Technical University.

**Schools:** refers to the various Schools in Dr. Hilla Limann Technical University.

**Units:** refers to the Section and Departments that staff of Dr. Hilla Limann Technical University belongs to.

**Administration:** refers to all administrative units of Dr. Hilla Limann Technical University.

**Leave:** a period of time that one is to be away from one's primary job while maintaining the status of employee.

**Sabbatical:** An extended period of leave, often one year long, taken by an employee in order to carry out projects not otherwise associated with the employee's job.

**Continuous Service:** refers to a situation where an employee has not broken his service for a minimum of six (6) years. That is, service to the Technical University without undertaking any full time study leave.

**Internally Generated Fund (IGF):** refers to the total fee income, income from sale of forms and other miscellaneous income accruing to the Technical University.

**Bond:** a contractual agreement or covenant, the breach of which is subject to legal enforcement.

**Unearned Salary:** salaries and allowances paid to staff who went on sabbatical but failed to come back to serve the Dr. Hilla Limann Technical University.

# **STAFF DEVELOPMENT POLICY**

## **1. CONCEPT OF STAFF DEVELOPMENT**

Dr. Hilla Limann Technical University Staff Development Policy framework seeks to ensure that every employee who has served the University for a minimum of three years qualifies for study leave. The policy seeks to ensure:

- a. That staff undergo formal training relevant to their units; and
- b. Staffs undergo training, seminars, conferences or workshops to enhance their skills and competencies related to their units.

## **2. CORE VALUES**

The Staff Development and Scholarships Policy is guided by the core values of the Technical University.

- c. Hard Work
- d. Honesty
- e. Transparency
- f. Justice
- g. Fair Play and
- h. Unity and Togetherness

## **3. AIMS AND OBJECTIVES OF THE POLICY**

The aims and objectives of this policy are to;

- a. Develop, train and retain high level manpower in Dr. Hilla Limann Technical University;
- b. Ensure the provision of higher quality education, research and innovation in Dr. Hilla Limann Technical University;
- c. Establish an efficient and effective staff development management system; and
- d. Ensure that this policy is reviewed to suit the changing conditions of staff development needs of Dr. Hilla Limann Technical University.

#### **4. DUTIES AND RESPONSIBILITIES OF THE STAFF DEVELOPMENT AND SCHOLARSHIPS COMMITTEE (SDSC)**

Under the University Statute, the main duty and responsibility of the Staff Development and Scholarships Committee is to *examine and take appropriate action on all applications for grants for research, conferences, scholarships and staff development as approved by the Academic Board.*

The SDSC is therefore responsible for:

- a. Consideration and approval of all leaves that are related to further studies as stated in this policy;
- b. Formulating guidelines on training and development, with equal opportunities for all and to implement such policies;
- c. Receiving and reviewing prioritized list of staff for study leave from the various Schools and the Administration;
- d. Awarding study leave to staff on the approved prioritized list based on an agreed quota system.
- e. Receiving and reviewing other applications from staff for the award of scholarships or study leave with or without pay;
- f. Receiving and reviewing progress reports of staff on further studies;
- g. Approving thesis/research grants to staff on study leave with pay;
- h. Granting approval to staff who are on approved leave of study to change/extend/defer their programme of study;
- i. Making recommendations for the allocations for refunds from GETFund and IGF;
- j. Exploring other opportunities on further studies for staff of the University;
- k. Receiving and Reviewing complaints, suggestions and recommendations from staff and other stakeholders regarding staff development; and
- l. Any other responsibility that the Academic Board deemed necessary to be handled by the SDSC.

#### **5. IMPLEMENTATION OF THE STAFF DEVELOPMENT AND SCHOLARSHIPS POLICY**

##### **The Registrar**

In accordance with the University Statute, the Registrar is the Chief Administrative Officer of the University and Secretary to the Staff Development and Scholarships Committee. He/she bears the primary responsibility for implementing the Staff Development Policy.

The Registrar is responsible to the Vice Chancellor of the University.

## **6. CATEGORIES OF SCHOLARSHIPS**

Scholarships are categorized as follows:

- a.** GETFund Scholarship
- b.** Government of Ghana Scholarship
- c.** Scholarships awarded by other bodies other than Government of Ghana
- d.** Internally Generated Fund (IGF)

### **A. GETFund Scholarship**

Staff may apply for this scholarship through the School Board (academic staff only) or the Administration (Administrative Staff only). Beneficiaries shall be required to return and serve the Technical University for a stated period.

Staff whose study leave have been approved may pay their fees and submit their receipts through SDSC to GETFund for reimbursement.

### **B. Government of Ghana Scholarship**

These are scholarships from Government of Ghana to the Technical University for specific areas of study in either abroad or Ghana. Staff may apply for it through the Registrar, when informed that they are available.

Individuals may also seek Government of Ghana Scholarship directly through their own means.

### **C. Scholarships Awarded by Other Bodies**

The Technical University shall endeavour to source funding from other bodies to support Staff Development. Available bodies include Commonwealth Education Fund, United Nations Education Funds, and Endowment Funds from Chiefs etc.

Staff may also be facilitated to access any other fund available.

### **D. Internally Generated Fund (IGF)**

Ten percent (10%) of the IGF shall be set aside annually to supplement other sources of funding for staff development.

## **7. GENERAL GUIDELINES ON FURTHER STUDIES:**

- a.** Applicants must meet the conditions for prioritization before they are awarded scholarship;

- b. Other applicants who have secured other forms of scholarships on their own shall meet the conditions thereof before being granted such leaves;
- c. The award of scholarship is contingent upon the availability of funds;
- d. The course or programme to be pursued by staff shall be relevant to the unit;
- e. All applications for study leave shall be routed to the Deans of the School (for Academic Staff) or the Registrar (for Administrative Staff), through the Head of Departments;
- f. All Deans/Registrar shall ensure that only qualified applicants are recommended to the SDSC;
- g. All prioritized list shall be forwarded to the Office of the Rector for further processing;
- h. All staff shall notify the SDSC for approval before proceeding for further studies. Any staff who fails to notify the SDSC, shall have his/her application for promotion rejected when they apply for promotion or re-designation; and
- i. Any staff who goes on study without prior written approval of the SDSC shall be deemed to have vacated his/her post.

#### **8. CONDITIONS FOR PRIORITIZATION OF STAFF FOR FURTHER STUDIES:**

All Schools/Administration shall consider the following before prioritizing their staff for further studies.

All courses/programmes of applicants for further studies shall be relevant to the Unit/Department of the applicant, and when, the absence of the applicant would affect work in the Unit/Department because no officer is readily available to take over, he/she shall not be considered for prioritization. Other conditions for screening applicants are:

- a. Number of years served after the last study leave (if any);
- b. Length of service to the University;
- c. Period to retirement (applicant should be able to serve his/her bond before retirement);
- d. Equitable distribution of scholarships, fairly across all Departments in the School/Administration;
- e. When the dates of previous study leaves/appointments of two or more applicants tie, their date of assumption of duty or dates of acceptance letters to their appointments shall suffice;
- f. Where there is a further tie the Chairman shall toss a coin in the presence of the applicants to determine, which candidate to be considered; and
- g. All concerns of controversy shall be referred to the SDSC for further deliberations.



## **9. RESPONSIBILITIES OF THE SCHOOL BOARD/ADMINISTRATION**

The School Boards/Administration shall:

- a. Analyze the School/Administration Staff development needs on Departmental basis;
- b. Ensure that, the various Departments have staff development plan that reflect the current and future needs of the Department; and
- c. Ensure that individual plans fit into the Departmental/Administration's plan.

## **10. RESPONSIBILITIES OF INDIVIDUAL STAFF MEMBERS**

The effectiveness of any staff development activity is highly dependent on the positive participation of the individuals involved. The Technical University believes that the development of the workforce is a shared responsibility. While the Technical University is developing the necessary policies and structures to update the knowledge and competencies of staff, the staff equally has a responsibility to develop their knowledge, skills and abilities to enhance performance in their respective areas of responsibility. Staff members are required to:

- a. Use the appropriate performance and development process to discuss their personal development needs with their unit heads;
- b. Advise their unit head if they believe that specific needs are not being met in the Department;
- c. Seek opportunities to enhance their knowledge, skills and abilities required for their current role; and
- d. Provide feedback on the usefulness of staff development opportunities.

## **11. SUPPORT FOR MEMBERS OF STAFF ENROLLING FOR FURTHER STUDIES**

The Staff Development and Scholarship Committee shall support and encourage all members of staff in Dr. Hilla Limann Technical University to achieve formal qualifications to enhance their knowledge, skills and abilities to perform their current or future roles in the Department. Such support is a privilege granted at the discretion of Dr. Hilla Limann Technical University in the interest of appropriate development for the members of staff and overall institutional performance.

Support may consist of scholarships, study leave with pay, study leave without pay, workshops, trainings, seminars, conferences, thesis grants, fee concession among others assisting staff to gain admission to specialized programmes of higher learning.

## **12. EQUITY**

- a.** Staff development opportunities should be accessible on equitable basis and should promote the principles of equity, fairness, and reinforce Dr. Hilla Limann Technical University's equity objectives; and
- b.** Where appropriate, staff development opportunities should accommodate any specific needs of underrepresented groups or Departments, or draw attention to equity issues.

## **13. ACADEMIC STAFF RETENTION STRATEGY**

To ensure staff retention in Dr. Hilla Limann Technical University, the following remedies may be adopted:

- a.** Facilitate staff opportunities to offer consultancy services;
- b.** Create avenues for research opportunities and funding;
- c.** Give academic staff time to undertake research;
- d.** Support staff to participate in conferences and undertake academic visits;

## **14. QUOTA SYSTEM**

The SDSC shall award scholarships to prioritized lists from the School of Engineering, School of Applied Science and Technology, School of Business, School of Applied Art Design and General Studies and the Administration using a quota system of 6:5:5:5:3 respectively per every two (2) Academic years. This quota shall be reviewed by the SDSC every two (2) Academic years.

## **15. APPROVED LEAVE**

A staff who wishes to proceed on an approved leave, shall meet the conditions spelt out in this policy. The Scholarship and Staff Development Committee shall award any of the following leaves to deserving officers of the University.

### **I. Sabbatical**

Granting of sabbatical of any kind will be subject to the staffing position and the programme of work of a department. Sabbatical will not be granted merely because it has been earned under conditions spelt out in this policy, in the Conditions of Service or in any other policy thereof. Dr. Hilla Limann Technical University will, however, ensure that, as much as possible, sabbatical is not withheld for unduly long periods.

- a. Sabbatical of one (1) year may be granted to Senior Members after six (6) years continuous service without full time study leave.
- b. A Senior Member who intends to take sabbatical, should consult his/her Head of Department in the early stages of his/her plans (at least six months' notice should be given to the Head of Department) and thereafter submit an application to the Vice Chancellor through his/her Head of Department.

#### **Conditions under Sabbatical**

- a. Grantees are required to return to the service of the Technical University for at least two (2) academic years immediately after such leave.
- b. A staff who fails to return to post after being granted sabbatical shall be considered to have vacated his/her post.
- c. A grantee who vacates his/her post after being granted sabbatical shall be required to pay all unearned salaries and allowances to the Government chest.
- d. Reference to (c) above, a staff has to apply and sign the SDSC form 3 before sabbatical.

### **II. Study Leave with Pay**

Granting of study leave with pay would be subject to the applicant meeting all the conditions spelt out in prioritizing staff for further studies subject to the approval of the SDSC.

#### **Conditions under Study Leave with Pay**

- a. Staff who have served the University for a minimum period of three (3) years may apply for study leave with pay for a period of up to four (4) years. Extension may be granted by the SDSC.

### **III. Study Leave without Pay**

Staff who have served the University for a minimum period of two (2) years may apply for study leave without pay for up to two (2) years. Granting of such study leaves would have to be subjected to the screening process for prioritization and further to the approval of the SDSC.

#### **Condition under Study Leave without Pay**

- a. Staff granted study leave without pay shall not be entitled to any form of sponsorship from Dr. Hilla Limann Technical University.

- b. Such staff shall not also be entitled to their monthly salaries and any form of allowances thereof until they return to post/assume duty.

#### **IV. Sandwich/Part-Time/Distance/Online Programmes**

Staff who have served the University for a minimum period of three (3) years may apply for Sandwich/Part-Time/Distance/Online Programmes. The granting of such leave of study shall be subject to the applicant meeting all the conditions spelt out in prioritizing staff for further studies and further to the approval of the SDSC.

##### **Conditions under Sandwich/Part-Time/Distance/Online Programme**

- a. Leave granted under the term of Sandwich/Part-Time/Distance/Online Programmes, shall not affect the eligibility of Senior Members for Sabbatical.

#### **V. Extension of Study Leave**

In making an application for extension of study leave, the applicant shall observe the following:

- a. Give the SDSC at least three (3) months prior notice;
- b. The report from the academic advisor shall state the work that has been carried out so far by the student, as well as what remains to be completed and the time within which the remainder of the project/studies is expected to be completed;
- c. Where the leave was granted other than study leave without pay, the applicant shall notify the SDSC of the remaining cost involved in completing the programme;
- d. The cost to be stated above shall include additional School Fees and Accommodation; and
- e. If the application for extension is approved by the SDSC, the University shall bear the entire cost of the study (100%). The applicant shall bear twenty-five percent (25%) of the cost of study if he/she requests for extension of the study period for the second time, while the University will bear the remaining seventy-five percent (75%).

#### **VI. Bonding**

All forms of leave spelt out in this policy shall be bonded.

- a. For a one (1) year full time study leave, the staff shall be bonded to serve the University for at least two (2) Academic years immediately after completion.
- b. For a two (2) year full time study leave, three (3) years' service shall be required as bonding.
- c. For a three (3) year full time study leave, four (4) years' service shall be required as bonding.

- d. For Sandwich/Distance/Online Programmes, bonding shall take one-third ( $\frac{1}{3}$ ) of the period spent on the Programme.
- e. For a one (1) year sabbatical, grantees shall be required to return to the service of the Polytechnic for at least two (2) academic years immediately after such leave.
- f. Staff on study leave shall ensure that their supervisors submit annual progress reports on their performance to the Polytechnic. The report shall be signed by the Head of his/her Faculty.

## **16. POLICY REVIEW**

The Staff Development Policy will be reviewed every five (5) years.

The Quota System however shall be reviewed once in every two (2) academic years.

## DR. HILLA LIMANN TECHNICAL UNIVERSITY



## Prioritized List for further studies

School/Administration:.....

Academic Year:.....

Ranking	Name of Staff	Dep't	Date of 1 <sup>st</sup> Appt	Years and months served	Previous study leave(s) (if any)		Current Program Applied for				Year Qualified for Further Studies
					Date	Duration	Program	Institution Applied to	Mode of Study	Duration of Progr.	
1											
2											
3											
4											

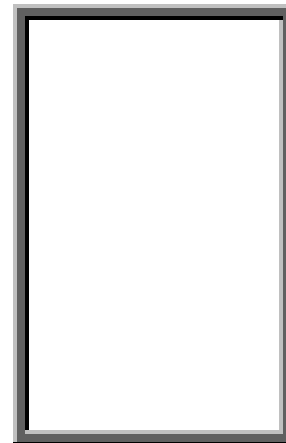
SIGNED BY (CHAIRMAN): .....

DATE: .....

# DR. HILLA LIMANN TECHNICAL UNIVERSITY



## STAFF BOND FORM



BY THIS BOND, We .....  
 of.....Employed as.....with  
 .....Department of Dr. Hilla Limann Technical University (hereinafter called the  
 Beneficiary) and .....of  
 .....and.....of  
 ..... (Hereinafter called the guarantors) are held and firmly bound unto  
 the Dr. Hilla Limann Technical University and its assigns and successors (hereinafter called the employer) in the sum of  
 GH¢..... (equivalent of .....times his salary for the  
 payment of the period of study)of which sum the Beneficiary and the guarantors bind themselves, their successors, and  
 assigns jointly and severally by these presents.

Sealed with our seals this ..... days of ..... 20

NOW THE ABOVE OBLIGATION is conditioned to be void in case the above-named Beneficiary shall duly complete the  
 course of study in .....  
 at.....over period from  
 .....to.....and Return to the employer and serve in whatever capacity  
 the employer may determine for a period of.....years.

SIGNED, SEALED and DELIVERED By }  
 The within-named Beneficiary in the Presence of }

.....  
 BENEFICIARY

SIGNED, SEALED and DELIVERED }  
 The 1<sup>st</sup> named Guarantor in the presence of }

.....  
 1<sup>ST</sup> GUARANTOR

SIGNED, SEALED and DELIVERED }  
 ..... }

The 2<sup>nd</sup> named Guarantor in the presence of

2<sup>ND</sup> GUARANTOR

**NB:** This declaration should be witnessed by a person holding a responsible position such as, the Headmaster of a Secondary school, the Principal of a College of Education, the Principal of a Technical Institute, a Senior Civil Servant, a Lawyer, a Clergyman, a Military or Police Officer or a Medical Officer.

## **6. Bonding**

### **(a) Full-Time**

- i. Employee who have served the University for a minimum of three (3) years and have been granted study leave shall be bonded. Employee whose study is approved will have a maximum of four (4) years at the training Institution. If any extension is required, the appropriate committee shall have the mandate to give approval.
- ii. For a one (1) year study leave, the staff shall be bonded to serve the University for at least two (2) academic years immediately after completion.
- iii. For a two (2) year full-time study leave, three (3) years' service shall be required for bonding.
- iv. For a three (3) year full time study leave, four (4) years' service shall be required for bonding.
- v. For a four (4) year full-time study leave, five (5) years' service shall be required for bonding.
- vi. Staff on study leave shall ensure that their supervisors submit annual progress reports on their performance to the University. The report shall be signed by the Head of his/her Faculty.

### **Sandwich/Distance/On-line/Part-Time**

Staff who have been given permission to pursue Sandwich/Distance/On-Line Programmes shall be bonded. Staff who have served **Dr. Hilla Limann Technical University** for a minimum of three years shall be qualified for study by Sandwich/Distance/On-line learning. Bonding of such employees shall take one-third (1/3) of the full-time bonding in the respective approved years above.



## DR. HILLA LIMANN TECHNICAL UNIVERSITY



## SABBATICAL BOND FORM

BY THIS BOND, We .....  
 of.....Employed as.....with  
 .....Department of Dr. Hilla Limann Technical University (hereinafter called  
 the ..... Beneficiary) and  
 .....of  
 .....and.....of  
 ..... (Hereinafter called the guarantors) are held and firmly bound unto  
 Dr. Hilla Limann Technical University and its assigns and successors (hereinafter called the employer) in the sum  
 of GH¢..... (equivalent of .....times his salary for the  
 payment of the period of sabbatical)of which sum the Beneficiary and the guarantors bind themselves, their  
 successors, and assigns jointly and severally by these presents.

Sealed with our seals this ..... days of ..... 20

NOW THE ABOVE OBLIGATION is conditioned to be void in case the above-named Beneficiary shall duly complete the  
 sabbatical leave .....  
 at.....over period from  
 .....to.....and Return to the employer and serve in whatever capacity  
 the employer may determine for a period of.....years.

SIGNED, SEALED and DELIVERED By  
 The within-named Beneficiary in the Presence of }

.....  
 BENEFICIARY

SIGNED, SEALED and DELIVERED  
 The 1<sup>st</sup> named Guarantor in the presence  
 of }

.....  
 1<sup>ST</sup> GUARANTOR

SIGNED, SEALED and DELIVERED }

The 2<sup>nd</sup> named Guarantor in the presence  
of

2<sup>ND</sup> GUARANTOR

**NB: This declaration should be witnessed by a person holding a responsible position such as, the Headmaster of a Secondary school, the Principal of a Teacher Training College, the Principal of a Technical Institute, a Senior Civil Servant, a Lawyer, a Clergyman, a Military or Police Officer or a Medical Officer.**

## **6. Bonding**

- a. Sabbatical Leave of one (1) year may be granted to Senior Members and Senior Staff after six years **continuous service** without full time study leave.
- b. A Senior Member who intends to take sabbatical, should consult his/her Head of Department in the early stages of his/her plans (at least six months' notice should be given to the Head of Department) and thereafter submit an application to the Vice Chancellor through his/her Head of Department.
- c. One year sabbatical may be granted after six years' continuous service without full time study leave.

### **Conditions under Sabbatical**

- a. Grantees are required to return to the service of the University for at least two (2) academic years immediately after such leave.
- b. A staff who fails to return to post after being granted sabbatical shall be considered to have vacated his/her post.
- c. A grantee who vacates his/her post after being granted sabbatical shall be required to pay all unearned salaries and allowances to Dr. Hilla Limann Technical University.