

NJA College of Education, WA



STAFF RECRUITMENT AND WELFARE POLICY

Purpose/Objectives

Nusrat Jahan Ahmadiyya College of Education is committed to enhancing its reputation as the best Science College of Education in Ghana and maintaining high levels of academic discipline and achievement that is respected everywhere.

The NUJACED's staff recruitment policy sets out principles that underpin a fair and transparent staff recruitment process for all eligible staff. The promotion process is designed to recognize and reward excellent performance that supports the delivery of the college's objectives. This is measured by an individual's ability period and evidenced by the significance of their contribution and impact across the full range of college's activities.

7.2. Scope/Application

This policy shall apply to both teaching and non-teaching staff of the college.

7.3. The Policy Statement

Nusrat Jahan Ahmadiyya College of Education makes every effort to ensure that all applicants are treated fairly irrespective of one's gender, race tribe or colour and that the criteria based on individual merit are applied consistently.

Each application would be considered and judged on its merit in accordance with the criteria spelt out in the harmonized Scheme of Service for Colleges of Education. The staff recruitment committee would give due consideration to any circumstances that may have had an effect on productivity while ensuring that the quality and impact of achievements is demonstrated to the required standard.

7.4. Supporting Procedures

The recruitment of all employees are vested in the college Principal acting on behalf of the College Council.

a. Appointment

The following are the guidelines for the appointment of employees into the college.

- i. To be eligible for appointment, an employee must have the requisite qualification.
- ii. Vacancies shall normally be widely advertised in a form and manner consistent with the college's policies.
- iii. An applicant for employment in the College must provide detailed curriculum vitae.
- iv. All permanent staff appointments shall be made to go through an interview conducted by a properly constituted appointment committee.
- v. An employee must be medically examined and passed as fit by a certified Government medical officer before being offered any employment.
- vi. A formal offer of appointment will be made by the College Secretary stating clearly the terms and conditions of the appointment, the salary scale and the point of entry on the scale.
- vii. The College Secretary will also complete a service record at the cover of the employee's personal file on which shall be the duplicate copy of his/her letter of appointment, a certificate, if available, or an affidavit of date of birth and particulars of next of kin.
- viii. The effective date of an appointment will normally be the date the employee assumes duty.
- ix. In case of temporary staff, the length of appointment shall not exceed three months. In the case of staff employed for a specific assignment, the duration of the appointment should not exceed the life of the assignment.
- x. Temporary employees shall be paid a fixed monthly salary and shall normally not be due for annual increment.
- xi. When the temporary appointment of an employee is above the age of 55 years (who had contributed or should have contributed to the social security and national insurance scheme) comes to an end and he or she has to leave the service of the College, as a result, a gratuity accruing at the rate of 12.5% of a month's pay (excluding allowances)

- for each complete month of satisfactory service in the college shall be paid to him or her.
- xii. A temporary employee who has been engaged against an established post and who has worked consecutive months may be recommended by the Head of Department concerned for permanent appointment. Such an appointee shall not be required to serve a probationary period.
 - xiii. Temporary employee who has been engaged by the College should be made to contribute towards the social security fund under the appropriate law establishing the fund.

b. Promotion

The following are the guidelines for promotion of employee in the college:

- i. Promotion shall be made according to merit, satisfactory service and in accordance with the provisions of the unified scheme of service for staff and subject to availability of vacancies.
- ii. The staff recruitment committee shall recommend the effective date of promotion.
- iii. Normally, a permanent employee shall be eligible for promotion after a minimum of three years of satisfactory service in a grade.
- iv. Promotions in the College shall be in two categories;
 - General promotion based on establishment in the department.
 - There shall be a pool of promotion of employees who become eligible for promotion but for whom there is no establishment.
- v. An employee who remains on the maximum of a salary scale for two years shall become eligible for consideration for promotion provided that his or her work and conduct have been satisfactory and he or she meets in full the qualifications and other conditions stipulated for the next grade in the unified scheme of service.
- vi. No temporary employee shall be considered for promotion.

7.5. STAFF WELFARE

7.5.1. PURPOSE

The Staff Welfare Policy aims to maintain a high level of staff morale. ! The staff at Devon Meadows Primary School believe all staff should make a conscious effort to provide a network of support which will promote the best conditions for each person's well-being. ! The Staff Welfare Policy is designed:

- To provide an effective communication network, ensuring goals and issues are relevant, understood and accepted.
- To provide job satisfaction.
- To provide a comfortable working environment for the staff.
- To provide a supportive administrative framework, consistent with Government policy and school goals.

7.5.2. GUIDELINES

Consistent with the aims, this program will be implemented according to the following guidelines.

- Through leadership and example, delegation and discussion, staff will be encouraged to develop administrative skills in readiness for higher duties.
- Staff will have input into professional development, in-service planning and allocation of year levels and responsibilities.
- Staff will have confidential and ready access to internal and external support agencies, for both professional and personal needs.
- To disseminate information as widely as possible by the use of the staffroom whiteboard forward planner, personal contact, daily communication memo, convocations meetings, area meetings, administrative meetings and management meetings.
- Staff will be given recognition and thanks for extra deeds of support each week through the use of the whiteboard.
- 2 staff members (male & female if possible), will be elected by the staff, annually, to provide extra support to individual staff members, if required.

7.5.3. EVALUATION

The effectiveness of the program will be ascertained by comments from staff. The staff morale will be noted each year from the results of the annual teacher survey as required by D.E.E.C.D. Continuous monitoring by the principal, vice-principal, co-ordinators and through discussion at management level will help to maintain staff morale. This policy will be reviewed as part of the school's cyclic policy review process in September 2014.

7.6. Gender-responsive/Inclusion statement(s)

The college shall promote gender equity where permissible and positively advocate the empowerment of any marginalised group. This would be done through the commitment of advancing and empowering women's rights.

7.7. Responsibility for Implementation and Monitoring

- Governing Council
- The Principal
- The Vice Principal
- College Secretary

7.8. Status

Call for a review of appointment and promotion policy to reflect tertiary status.

7.9. Key Stakeholders

- Governing Council
- National Council of Tertiary Education (NCTE)
- Ministry of Education (MoE)
- Ghana Education Service (GES)

7.10. Approval Body

- Governing Council

- National Council of Tertiary Education (NCTE)
- Ministry of Education (MoE)

7.11. Initiating Body

- Governing Council
- The Principal
- The Vice Principal
- College Secretary

7.12. Definition of Terms

- Discrimination:** the unjust or prejudicial treatment of different categories of people especially on the grounds of tribe, age, or sex.
- Inclusiveness:** to involve all manner of persons irrespective of their tribe, age, or sexual disposition.

7.13. Related Legislation

- 1992 Constitution of the Republic of Ghana
- Labour Act 2006 (Act 651)

7.14. Related Policy and Other Documents

- National Council for Tertiary Education – Harmonized Scheme of Service for Colleges of Education Handbook

7.15. Effective Date

September 17, 2020

Review Date

- September 10, 2022

7.16. Key Words

- Governing Council
- National Council for Tertiary Education (NCTE)
- Ministry of Education (MoE)
- Appointment