



KIBABII UNIVERSITY COLLEGE

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008

HUMAN RESOURCE PROCEDURE MANUAL

KIBU/AF/WP/2.2



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PROCEDURE NUMBER 1: RECRUITMENT AND SELECTION - KIBU/AF/WP/2.2.10

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, timeliness, consistency, accuracy and transparency in recruitment and selection of staff at Kibabii University College.

1.2 SCOPE

This procedure applies to all recruitment and selection processes in the University College.

1.3 REFERENCES

- a) Quality Manual – KIBU/AF/WP/2.2
- b) Employment Act, 2007
- c) Labour Relations Act, 2007
- d) Occupational Safety and Health Act, 2007
- e) Industrial Relations Act, 2007
- f) Work Benefit Injury Act, 2007
- g) KIBUCO Statutes
- h) Approved Scheme of Service
- i) Current CBAs
- j) Service Charter

1.4 TERMS AND DEFINITIONS

- a) COD – Chairperson of Department
- b) DP (PAF – Deputy Principal, Planning Administration and Finance
- c) HOD – Head of Department
- d) HR – Human Resource
- e) PF number – Personal file number assigned to a new member of staff
- f) SETA – Staff Establishment, Training and Appraisal

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal (PA&F) shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 Human Resource Planning

2.1.1 This procedure shall normally start with the HoDs/CoDs submitting their staffing needs and requirements in April every year to the DP (PAF).

2.1.2 The DP (PAF) shall ensure collating of the staffing needs and requirements and table them in the SETA Committee for rationalization.

2.1.3 The SETA Committee shall rationalize the needs from the departments based on the following:-

- a) Current University Staff Establishment
- b) College Strategic Plan
- c) Budgetary Allocation
- d) Work load

2.1.4 The DP (PAF) shall communicate to the HoDs/CoDs the rationalized requests and request them to adjust their staffing needs.

2.1.5 On receipt of the re-adjusted staffing needs, the DP (PAF) shall table it in UCMB for approval for advertisements.

2.1.6 In approving the need for advertisement, the UCMB shall consider the criteria in 2.1.3.

2.1.7 In the event of disapproval, the DP (PAF) shall notify the respective HoD/CoD.

2.2 Advertisement

2.2.1 Advertisement for the approved positions shall be done as per the Procedure Number 8 for advertisement in the Administration Procedure Manual.

2.3 Receiving of Applications

2.3.1 The officer In-Charge Registry shall receive all applications in the Central Registry before the stated deadline.

2.3.2 The In-Charge Registry shall record the received applications in the Applications Received Form.

2.4 Selection

2.4.1 The DP (PAF) shall constitute shortlisting panels and inform the Chair and members accordingly considering the following:

- a) User Department
- b) Scale

2.5 Shortlisting

2.5.1 The Chair and Secretariat of the Shortlisting Committees shall pick applications for their respective areas from the In-Charge Registry, verify using original list of received applications and prepare summaries of all the applicants in the summaries form.

2.5.2 The shortlisting panel shall prepare criteria for evaluating applicants based on the advertisement indicating a score for each criteria item.

2.5.3 The Chair of the respective panel shall lead the panelists in evaluating documents submitted by the applicants indicating the applicants' score against each criteria item in the evaluation score card.

2.5.4 The panel shall rank all the applicants according to their scores from the highest to the lowest.

2.5.5 The panel shall shortlist three candidates for every one advertised post and make recommendations to Appointments and Promotions Committee for consideration.

2.6 Inviting Candidates for Interview

2.6.1 The DP (PAF) shall write to the shortlisted candidates informing them of the invitation for interview indicating the Date, Place and Time of interview.

2.6.2 The DP (PAF) shall write to the members of the interviewing panel to inform them of the scheduled interview indicating the Date, Place and Time of interview.

2.7 Preparation of the Venue for Interviews

2.7.1 The DP (PAF) shall ensure preparation for the interviewing meeting as per the procedure number 2 of preparing for meetings in the Administration Procedure Manual.

2.8 Interview

2.8.1 The Chair and Secretariat of the Appointments and Promotions Committee shall receive applications and summaries for all the applicants.

2.8.2 The interviewing panel shall prepare criteria for evaluating candidates indicating a score for each criteria item. This shall normally be guided by the advertisement.

2.8.3 The Chair of the panel shall lead the panelists in interviewing the candidates indicating the candidate's score against each criteria item in the evaluation score card.

2.8.4 The panel shall interview and rank all the candidates according to their scores from the highest to the lowest.

2.8.5 The panel shall appoint best candidate(s) for the advertised post(s) and determine the entry point and basic salary based on documents submitted by the candidate, approved scheme of service, approved salary administration guide and relevant Collective Bargaining Agreement.

2.9 Communication to Successful and Unsuccessful Candidates

2.9.1 The DP (PAF) referring to signed minutes of the Appointments and Promotions Committee, shall communicate to both successful and unsuccessful candidates the verdict of the Appointments and Promotions Committee. The communication to the successful candidates shall include the offer of the University College with regard to the advertised position.

2.9.2 In the event that the appointed candidate declines the offer, the DP (PAF) shall make a decision based on applicable legal requirements.

2.10 Receiving of New Staff

2.10.1 The respective HoDs/CoDs shall receive the appointed staff within three months from the time of offer of the appointment.

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2.10.2 The HoDs/CoDs shall raise a staff movement form for the appointed staff, complete it and submit it to the DP (PAF) for assignment of the PF. Number.

2.11 Induction of New Staff

2.11.1 New staff shall be inducted as per the Procedure Number 2 on induction of new staff in this manual.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of meetings
- 3.2 Evidence of communication
- 3.3 Original List of Received Applications
- 3.4 Duly filled shortlisting evaluation form
- 3.5 Duly filled appointment evaluation form
- 3.6 Summaries Form
- 3.7 Evaluation Score card
- 3.8 Appointment letters
- 3.9 Letters inviting panelist
- 3.10 Letters of regret
- 3.11 Staff movement form

PROCEDURE NUMBER 2: STAFF INDUCTION - KIBU/AF/WP/2.2.11

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, timeliness and consistency in induction of staff at Kibabii University College.

1.2 SCOPE

This procedure applies to induction processes in the University College.

1.3 REFERENCES

- a) Quality Manual – KUC/MR/QM/002.
- b) Employment Act, 2007.
- c) Labour Relations Act, 2007.
- d) Occupational Safety and Health Act, 2007.
- e) Industrial Relations Act, 2007.
- f) Constitution of Kenya, 2010.
- g) Current CBAs.
- h) Current Code of conduct.
- i) Current Service Charter.

1.4 TERMS AND DEFINITIONS

- a) COD - Chairperson of Department.
- b) DP (PAF) - Deputy Principal (Planning Administration and Finance).
- c) HOD - Head of Department.
- d) HR - Human Resource.

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal (PA&F) shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 This procedure shall start with the DP (PAF) updating the list of the newly appointed staff and preparing an induction programme.

2.2 In preparing the programme, the DP (PAF) shall consider:-

- a) The resource persons

b) University College Programmes

2.3 The DP (PAF) shall circulate the induction programme to the relevant CODs/
HODs and the resource persons.

2.4 The DP (PAF) shall ensure that the induction programme is implemented and
the induction registration form is filled.

2.5 The rapporteur of the induction meeting shall submit the induction report to
the DP (PAF) for review and information.

3.0 LIST OF APPLICABLE RECORDS

3.1 Induction Programme

3.2 Induction registration form

3.3 Induction report

PROCEDURE NUMBER 3: PROCESSING STAFF LEAVE- KIBU/AF/WP/2.2.12

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure to ensure efficiency in processing of leave for members of staff in accordance with the laid down rules and regulations.

1.2 SCOPE

This procedure applies to all types of leave applicable to staff in the University College.

1.3 REFERENCES

- a) Quality Manual – KUC/MR/QM/002.
- b) Employment Act, 2007
- c) Current UASU, KUSU and KUDHEHIA Collective Bargaining Agreements.
- d) Current KIBUCO Terms and Conditions of Service.
- e) Citizens Service Delivery Charter

1.4 DEFINITIONS AND ABBREVIATIONS

- a) COD - Chairman of Department
- b) HOD - Head of Department
- c) UASU - Universities Academic Staff Union
- d) KUSU - Kenya Universities Staff Union
- e) KUDHEHIA – Kenya Union of Domestic, Hotels, Educational Institutions Hospitals and Allied Workers

1.5 PRINCIPAL RESPONSIBILITY

The Head of Administration and HR shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with the Registrar Administration who shall write to all HoDs to request them to submit leave rosters for staff in their respective department in the month of January.

- 2.2 In preparing the departmental leave roster, the HoDs/CoDs shall consider:-
- a) Work load
 - b) Availability of staff to cover during the period of leave
 - c) Leave balances
- 2.3 The HoDs/CoDs shall submit leave rosters for their respective departments to the Registrar Administration in the last week of January for Preparing Master Leave Roster for the University College.
- 2.4 Individual staff member who is due for leave shall pick the leave application form, fill it with relevant information and submit it to the HoD for recommendation/comment.
- 2.5 The HoD/CoD shall recommend the leave based on the approved departmental leave schedule and the criteria in 2.2.
- 2.6 In the event the HoD does not recommend the leave, he/she shall advise the applicant accordingly.
- 2.7 The applicant shall take the filled leave application form to the officer in charge of human resource department for computing the leave days.
- 2.8 The officer In Charge of HR shall confirm whether the applicant is due for leave as captured in the Approved University College Leave Roster.
- 2.9 The Registrar (Administration) shall approve the leave application based on the criteria in 2.5.
- 2.10 In the event of disapproval, the Registrar (Administration) shall advise the respective HoD accordingly.
- 2.11 The HR Officer shall send an original of the leave application form to the applicant, file a duplicate and send triplicate to the HoD to communicate approval/non approval of the leave.
- 2.12 On returning, the respective HoD/CoD shall raise a staff movement form and forward it to the Registrar (Administration) for action.

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2.13 For all the other types of leave, the Registrar (Administration) shall ensure implementation of the current respective Collective Bargaining Agreement.

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3.0 LIST OF APPLICABLE RECORDS

- 3.1 Departmental Leave Roster
- 3.2 University College Master Leave Roster
- 3.3 Duly filled Leave application forms
- 3.4 Staff file
- 3.5 Staff movement form

PROCEDURE NUMBER 4: STAFF DISCIPLINE - KIBU/AF/WP/2.2.13

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, timeliness, consistency and transparency in staff disciplinary processes at Kibabii University College.

1.2 SCOPE

This procedure applies to all staff disciplinary processes in the University College.

1.3 REFERENCES

- a) Quality Manual – KUC/MR/QM/002.
- b) Employment Act, 2007
- c) Labour Relations Act, 2007
- d) Occupational Safety and Health Act, 2007
- e) Industrial Relations Act, 2007
- f) Current CBAs
- g) Code of conduct
- h) Service Charter

1.4 TERMS AND DEFINITIONS

- a) COD - Chairperson of Department.
- b) DP (PAF) - Deputy Principal (Planning Administration and Finance).
- c) HOD - Head of Department.
- d) HR - Human Resource.

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal (PA&F) shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 Disciplinary Process

- 2.1.1 This shall start with the HoD/ CoD determining that a member of staff has contravened the laid down rules and regulations.

- 2.1.2 The HoD/ CoD shall invite the staff in question and have a verbal discussion over the misconduct.
- 2.1.3 Based on the nature of the misconduct, the HoD/CoD shall issue a verbal warning to the staff.
- 2.1.4 In the event that the staff commits another misconduct a second time within a period of six months, the HOD/COD in the company of a third party shall sermon the staff and issue a warning letter.
- 2.1.5 In the event that the staff commits a third time misconduct within a period of six months the HOD/COD shall write to the DP (PAF) informing of the misconduct including a report.
- 2.1.6 The DP (PAF) shall do a 'show cause' letter to the staff in question citing the misconduct and the relevant clauses of the CBA that the staff has contravened.
- 2.1.7 The staff shall be required to respond to the 'show cause' letter within the specified period.
- 2.1.8 Upon receipt of the response to the 'show cause' letter, the DP (PAF) shall consider the response and determine whether to process the case through the disciplinary committee or give a warning letter guided by the CBA, Employment Act, 2007 and any other applicable legal requirement.
- 2.1.9 In case the staff does not respond or based on the magnitude of the case, the DP (PA&F) shall convene a disciplinary committee meeting to hear and determine the case.
- 2.1.10 The disciplinary committee shall invite the staff in question to appear before it in the company of union officials and lawyer of their own choice on a scheduled date, time and venue.
- 2.1.11 The disciplinary committee shall hear and determine the case guided by the CBA, Employment Act, 2007 and any other applicable legal requirement.

2.1.12 The DP (PAF) shall communicate the verdict of the disciplinary committee to the staff and implement the recommendations of the disciplinary committee.

2.1.13 In case the staff is not satisfied with the verdict of the disciplinary committee, he or she shall be allowed to appeal to the Principal within 14 days from the date of the communication.

2.2 Appeal

2.2.1 Upon receipt of the appeal, the Principal shall convene Appeals Board Committee meeting to hear and determine the case.

2.2.2 The Appeals Board Committee shall determine the case guided by the following:-

- a) Applicable legal requirements
- b) Review of available evidence

2.2.3 The Principal shall communicate the verdict of the Appeals Board Committee to the concerned member of staff and ensure implementation of the same.

3.0 LIST OF APPLICABLE RECORDS

3.1 Disciplinary Reports.

3.2 Evidence of communication.

3.3 Evidence of meetings.

PROCEDURE NUMBER 5: STAFF CLEARANCE - KIBU/AF/WP/2.2.14

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure to ensure efficiency in processing of staff clearance in accordance with the laid down rules and regulations.

1.2 SCOPE

This procedure applies to all types of leave applicable to staff in the University.

1.3 REFERENCES

- a) Quality Manual - KUC/MR/QM/002.
- b) Employment Act, 2007
- c) Current UASU, KUSU and KUDHEHIA Collective Bargaining Agreements.
- d) Current KIBUCO Terms and Conditions of Service.
- e) Citizens Service Delivery Charter.

1.4 DEFINITIONS AND ABBREVIATIONS

- a) COD - Chairman of Department.
- b) HOD - Head of Department.
- c) UASU - Universities Academic Staff Union.
- d) KUSU - Kenya Universities Staff Union.
- e) KUDHEHIA - Kenya Union of Domestic, Hotels, Educational Institutions Hospitals and Allied Workers.

1.5 PRINCIPAL RESPONSIBILITY

The Head of Administration and Human Resource department shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with the Registrar (Administration) availing staff clearance forms to HoDs/CoDs and on the University College website.

- 2.2 The staff clearing from the University College shall fill the clearing forms in triplicate accordingly.
- 2.3 Upon filling the form with personal details, the staff clearing shall take the clearance form to various HoDs/CoDs to be cleared.
- 2.4 In case the applicant owes the Department, the HoDs/CoDs shall advise the applicant accordingly.
- 2.5 Upon clearance by the various HoDs and CoDs, the staff clearing shall submit duly filled clearance form to the Registrar (Administration) for final clearance and updating of the staff file.
- 2.6 The Registrar (Administration) shall dispatch the duly filled clearance forms as indicated on the form.
- 3.0 LIST OF APPLICABLE RECORDS**
- 3.1 Duly filled staff clearance forms.
- 3.2 Staff file.

PROCEDURE NUMBER 6: STAFF EXIT - KIBU/AF/WP/2.2.15

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, timeliness and consistency in staff Exit at Kibabii University College.

1.2 SCOPE

This procedure applies to staff exit in the University College.

1.3 REFERENCES

- a) Quality Manual - KUC/MR/QM/002.
- b) Employment Act, 2007
- c) Labour Relations Act, 2007
- d) Occupational Safety and Health Act, 2007
- e) Industrial Relations Act, 2007
- f) Constitution of Kenya, 2010
- g) Current CBAs
- h) Current Code of conduct
- i) Service Charter

1.4 TERMS AND DEFINITIONS

- a) COD - Chairperson of Department.
- b) DP (PAF) - Deputy Principal - Planning Administration and Finance.
- c) HOD - Head of Department.
- d) HR - Human Resource.

1.1 PRINCIPAL RESPONSIBILITY

The Deputy Principal (PA&F) shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 Staff Exit Through Retirement

- 2.1.1 This procedure shall start with DP (PAF) notifying a member of staff due to retire at least three (3) year to the due date.

2.1.2 The staff due to retire shall be taken through a retirement management seminar/workshop.

2.1.3 At the time of retirement, the staff shall proceed as per staff clearance Procedure Number 5 in this manual.

2.1.4 The respective HoD/CoD shall conduct an exit interview for the exiting member of staff by administering the staff exit forms.

2.1.5 The DP (PAF) shall ensure payment of all benefits due to the exiting member of staff as per payments procedure in the Finance Procedure Manual.

2.2 Staff Exit through Resignation

2.2.1 This shall start with DP (PAF) receiving a notice of resignation three (3) months to the date of exit or payment in lieu from a member of staff.

2.2.2 The DP (PAF) shall forward the notice to the Principal for noting and necessary action.

2.2.3 The Principal shall consider and advise DP (PAF) to notify the member of staff whether the resignation has been accepted.

2.2.4 In the event that the resignation is not accepted, the member of staff shall be advised accordingly.

2.2.5 The respective HoD/CoD shall conduct an exit interview for the exiting member of staff by administering the staff exit forms.

2.2.6 The DP (PAF) shall ensure payment of all benefits due to the exiting member of staff as per payments procedure in the Finance Procedure Manual.

2.3 Natural Attrition

2.3.1 This shall start with DP (PAF) receiving communication on the demise of a member of staff.

2.3.2 Upon receipt, DP (PAF) shall notify the respective HoD/CoD and the entire University College.

2.3.3 The HoD/CoD shall ensure payment of all benefits due to the deceased as per the relevant Collective Bargaining Agreements.

3.0 LIST OF APPLICABLE RECORDS

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- 3.1 Staff exit forms.
- 3.2 Evidence of communication.