

**COLLEGE OF EDUCATION**

**P.M.B. 1251**

**WARRI**

**DELTA STATE**

**CONDITIONS OF SERVICE**

**FOR ALL STAFF (CONTEDISS /CONPCASS)**

**21<sup>st</sup> OCTOBER, 2016**

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## CHAPTER ONE

### GENERAL

- A The philosophy of Nigerian education has five main national objectives as stated in the second National Development Plan and endorsed as the necessary foundation for the National Policy on Education. They are the building of:-
- (i) A free and democratic society
  - (ii) A just and egalitarian society
  - (iii) A united, strong and self-reliant nation
  - (iv) A great and dynamic economy and
  - (v) A land of bright and full opportunity for all citizens.
- B. The National Education aims and objectives, aims to which the philosophy is linked are therefore:-
- (a) The inculcation of national consciousness and national unity
  - (b) The inculcation of the right type of values and attitudes for the survival of Individual and the Nigerian society.
  - (c) The training of the mind in the understanding of the world around, and
  - (d) The acquisition of appropriate skill, abilities and competences, both mental and physical, as equipment for the development of the society.
- C. To achieve the goal set out, the College of Education should in accordance with the National Policy on Education pursue the following objectives:-
- (i) To produce highly motivated, conscientious and efficient classroom teachers for the Primary, Basic and Secondary levels of Education and equipping students with entrepreneurial skills.
  - (ii) To encourage further, the spirit of enquiry and creativity in teachers
  - (iii) To help teachers to fit into the social life of the community and society at large and to enhance their commitment to national objectives.

- (iv) To provide teachers with intellectual and professional background, adequate for their assignment and to make them adaptable to any changing situation, not only in the life of their country but in the wider world.
- (v) To enhance teachers' commitment to the teaching profession.
- (v) Equip the graduands with entrepreneurial skills to enable them contribute effectively to nation building

A. **INTRODUCTION**

Whereas it is considered and desirable that every employee should have a document setting broad outlines of rights, privileges and prohibitions governing their relations, the Governing Council therefore presents in these sections the following regulations and guidelines called "Terms and Conditions of Service for Staff". The following Conditions of Service are issued for adoption by the authority of the Governing Council of College of Education, Warri.

B. **TITLE**

This document shall be cited as Staff Regulations Governing the Conditions of Service for the College of Education, Warri herein after referred to as "Terms and Conditions of Service for Staff.

C. **COMMENCEMENT**

These conditions shall come into operation on the 21<sup>st</sup> October 2016.

D. **APPLICATION**

These conditions shall apply to all members of staff of the College of Education Warri.

E. **INTERPRETATION**

The Registrar of the Institution is empowered to interpret the provisions of this staff manual, provided that a member of staff who feels aggrieved by the interpretation shall have the right to appeal to the Provost and if still not satisfied, to the Governing Council through the appropriate channel.

(a) In the event of any question or doubt arising out of or in connection with these regulations, the matter, except in financial issues, shall be referred to the Registrar for interpretation or decision. Thereafter, an appeal on such matters may be referred to the Provost.

(b) In respect of financial matters, the questions shall, in the first instance, be referred to the Bursar and thereafter, on appeal, to the Provost.

(c) Where a staff member is of the view that the interpretation of the Provost is prejudicial to him, in so far as his terms and conditions of service are concerned, he may appeal to the Governing Council against the decision of the Provost and the decision of the Governing Council shall be final.

F. **IMPLEMENTATION**

The Registrar of the Institution is responsible for ensuring the correct application and observance by all members of staff of these provisions and shall incorporate any approved amendments or modification into the provisions.

G. **DEFINITIONS**

In these conditions unless the context otherwise requires:-

1. "Academic Board" means the Academic Board of the Institution" established under Section 7 of the Decree No. 4 of 1986 as amended in Decree No. 6 of 1993 and composed as follows:-

Provost	Chairman
Deputy Provost	Member
College Librarian	Member
Chief Lecturers	Members
Deans of Schools	Member
Heads of Departments	Member
Two members of the Academic Staff elected by the Congregation	Member
Registrar	Secretary

2. "Academic Staff" means those members of staff whose primary duty is teaching and or research.
3. "Academic Year" means a period of twelve months which begins on 1<sup>st</sup> October and ends on the 30<sup>th</sup> September of the following year.
4. "Academic Semester" means one of the two periods into which an academic session is divided.
5. "Bursar" means Bursar of the Institution.
6. "Casual Leave" means leave granted for exigencies other than ill-health and other defined leave.
7. "Child" means an offspring of the first degree of a member of staff, a step child, or a legally adopted or mandated child aged less than 18 years who is unmarried, and if over 18 years under full time education and who is wholly dependent on the member of the staff.
8. "College" means the College of Education, Warri as established under section 1 of Decree No. 4 of 14<sup>th</sup> March, 1986 as amended in Decree No. 6 of 1993.
9. "Congregation" means the entire Senior Staff, Academic and Non Academic, who hold a University Degree.
10. "Contract Appointment" means an appointment for a definite period recorded in a formal document of agreement.
11. "Coordinator" means a person who oversees the activities of a Department, or a section within a Department.
12. "Council" means the Governing Council of the College established under Section 2 of the Decree No. 4 of 14<sup>th</sup> March, 1986 as amended in Decree No. 6 of 1993.
13. "Conversion" is the permanent release of a staff from one cadre to another within the same service.
14. "Dismissal" means removal of a staff from the service of the institution as a result of gross misconduct.
15. "Division" means any unit of the institution such as Registry, Bursary, Works and Services, Medical Services, and any other unit, other than academic.

16. "Dean of School" means a staff not below CONPCASS 14 elected from among the existing academic staff to administer a school.
17. "Dean of Students" means a staff not below CONPCASS 14 appointed from amongst the existing academic staff, to administer Students Affairs.
18. "Department" means any academic, technical, or administrative unit of the College recognized as a Department by the Council.
19. "Deferred Leave" means any leave deferred with the prior written authority of the College.
20. "Director" means a staff not below CONPCASS 14 appointed from among existing staff to administer and manage the activities of an academic unit.
21. "Director of Works" means the Director of the Works Department of the College.
22. "Employee" means any academic or non-academic member of the staff of the College holding an appointment as may be decided by the Council from time to time.
23. "Established Staff" means any person employed on permanent and pensionable terms, or any person employed in an established post on one-pensionable terms, or any person holding a post provided for in the budget.
24. "Family" in respect of an employee means his/her spouse and his/her children up to a maximum of four, who are not more than 18 years old or if over 18 years are still receiving full education in an educational institution as full dependants of the employee.
25. "Final Salary" means the basic salary including all forms of allowances being paid to the employee at the date of his retirement.
26. "Gross Misconduct" means any act of omission or commission which is likely to tarnish the reputation or prejudice the good discipline and proper administration of the College. Gross misconduct shall include; corruption, drunkenness, dishonesty, false claim against the College, insolence, insubordination, negligence of duty, falsification or destruction of accounts or records, financial or examination malpractice, disobedience to lawful order, incitement against College Authority, embarrassment and such acts which are inconsistent with the proper performance of the duties for which the member of staff is engaged.

27. "Head of Department" means a member of staff of the College who is designated by the Provost as Head of a recognized Department and not below the rank of CONPCASS 13.
28. "Inefficiency" means a series of acts of omission, incompetence, or misbehaviour which of themselves are not serious enough to merit proceedings for misconduct, but of which the cumulative effect shows that an employee is not discharging efficiently the duties of the office which he holds.
29. "Interdiction" means a prima facie case made against a member of staff and his continued presence is considered prejudicial to good administration, such a staff shall be asked to keep away from work and be placed on half salary until the determination of the case.
30. "Junior Staff" means member(s) of staff on the salary CONTEDISS 05 or below.
31. "College Librarian" means the Librarian of the College.
32. "Management" means the body of Principal Officers, Deans and Directors.
33. "Married Woman" means a woman who has contracted marriage which is recognized as such by the law of marriage act of the place where it is contracted. This includes a widow, a woman divorced or legally separated from her husband.
34. "Medical Practitioner" shall have the meaning given to it in the Medical Practitioner and Dentist radiance volume IV, Law of Nigeria 1948.
35. "Misconduct" is defined as a specific act of wrong doing; it includes absence from duty without authority, foul language, insubordination, negligence, failure to keep records, engaging in trade or business without authority.
36. "Month to Month Basic Appointment" means a temporary appointment which deprives the staff of all allowance and leave entitlements. Such a staff is only entitled to 7 days compassionate leave in the calendar year without the leave grant.
37. "Next of Kin" means any person nominated by an employee duly entered in his/her record with the College as such to be contacted in the case of emergency or in the absence of such a nominee, a certified blood relation.



38. "Non-Academic Staff" includes all persons holding appointment other than an academic staff in (2) above.
39. "Principal Officers" means the Provost, Deputy Provost, The Registrar, the Bursar and the College Librarian.
40. "Probationary Appointment" means a full time appointment for a period of 2 years after which the staff may be considered for confirmation.
41. "Promotion" means the advancement of an employee to an office or position of higher rank on the grounds of merit.
42. "Public Service" means any service or employment recognized from time to time by the Federal Government.
43. "Provost" means the Provost of the College.
44. "Registered Domicile" means the place which on appointment the staff has declared to be his/her home. A staff may not change his registered domicile without the permission of the Provost.
45. "Registrar" means the Registrar of the College.
46. "Resignation" means the termination of staff's service at his/her own discretion after putting in less than 5 years of service.
47. "Retirement" means the cessation of staff's services after a minimum of 10 years service.
48. "Secondment" means the temporary release of a staff to the services of another college or any other services.
49. "School" means a number of related Departments under the supervision of a Dean
50. "Semester" means one of the two parts into which an academic session is divided.
51. "Senior Staff" means member(s) of the staff on the salary CONTEDISS 06 and above.
52. "Staff" means a member of staff of the College.
53. "Sabbatical Leave" is the leave intended to allow Senior Staff from the position of a Principal Lecturer or its equivalent time off from their normal duties, in order to undertake any productive study or to update themselves through professional attachments in their special areas. The Sabbatical leave should not be done in any Delta State owned Tertiary institutions.

54. "Suspension" means temporary removal of a staff from duty resulting from misconduct. Such removal from office shall be for a period not exceeding three (3) months and shall be without pay.
55. "Temporary Appointment" means all appointments on non-pensionable basis not exceeding six months.
56. "Termination" Means removal of a staff from the services of the college, whose services are no longer required.
57. "Transfer" means the permanent release of a staff from one establishment to another within the same service or between scheduled services.
58. "Transfer Value" means that amount paid and accepted in completing discharge of pensions liability, in respect of an employee at the time of his transfer to or from public service.
59. "Withdrawal" means the termination of staff's service on his own discretion after putting in not less than 5 years of service.
60. All other expression in these regulations shall have the same meaning as have been assigned to them in the Law establishing the Colleges of Education, Warri.

## H **AMENDMENTS**

Amendments to these regulations shall be approved by the Governing Council of the College.

1. The Registrar of the College is responsible for ensuring correct application to and observance by all members of staff of these provisions and shall incorporate any approved amendments or modification into the regulations.
  - (a) Proposal by the members of staff for amending or modifying these Provisions or any part shall be submitted to, and approved by the Appointments and Promotions Committee, before they are forwarded to the Governing Council.
  - (b) The Governing Council may repeal, alter or add to the provisions of this staff manual or any part thereof at any time.

- (c) A member of staff who has acquired a right shall retain such right in respect of service rendered to the institution, unless the regulation in force at the time he acquired the right empowered the institution to withdraw the right in whole or in part as the case may be, in such circumstances, if any, as may be prescribed therefore.
2. The Delta State Government may repeal, alter or add to these regulations or any part thereof at any time.

## **CHAPTER TWO**

### **APPOINTMENTS**

**2.1** All appointments shall be made by Council on recommendation of the appropriate Appointments and Promotions Committee.

#### **2.2 ELIGIBILITY FOR APPOINTMENT**

To be eligible for appointment, a candidate must have fulfilled the necessary conditions and meet the eligibility criteria as contained in the Condition of Service for College of Education, Warri as may from time to time be prescribed by the institution.

#### **2.3 ADVERTISEMENT OF POSTS**

All established posts of senior staff to be filled other than by promotion, shall be advertised internally and externally. Once a post has been advertised, the basic qualification laid down in the advertisement shall be observed while short listing. All vacant posts below CONTEDISS 06 shall normally be advertised locally.

#### **2.4 PROCESSING OF APPLICATION**

The Registrar shall forward applications to Heads of Departments concerned as soon as possible after the closing date of the advertisement. Only short listed candidates shall be invited for interview.

##### **2.4.1 SHORTLISTING**

The shortlisting of all applicants for academic post, shall be done by the Heads of Departments after due consultation with the Dean of School and in the case of non-academic post, by the appropriate Heads of Departments/units after due consultation with Registrar.

##### **2.5.0 REFERENCE**

All relevant references shall normally be taken in the case of candidate duly shortlisted for interview.

**2.5.1 a)** All permanent appointments shall be made through an interview conducted by a Panel in which the Provost, the Registrar and the Heads of Departments concerned are

represented. Other members of staff/external members may be accepted, if and when it will facilitate the work of the Panel. No appointment shall be offered until the recommendation of the Interviewing Panel is approved by Council.

b) Interview Panels are advisory to the Appointments and Promotions Committee. The report and recommendations of an interviewing panel shall be confidential and must be submitted to the Appointments and Promotions Committee as soon as possible after the relevant assessment. Period of re-assessment of candidates who failed during first exercise shall not exceed 12 months.

## **2.6 METHODS OF APPOINTMENT**

**2.6.1** Every appointment to an established post shall be communicated in writing by the Registrar and shall not be valid until it has been accepted in writing.

**2.6.2** Appointment to the service of the institution may also be by way of transfer of service or secondment from any of the public service of the Federation.

**2.6.3** An appointment shall commence from the date a member of staff assumes duty or in the case of recruitment from outside Nigeria, on the arrival date in Nigeria direct transit to the place of work.

**2.6.4** All new appointments will be subject to a satisfactory certificate of fitness issued by the Medical Officer of the institution or by any Government Medical Officer.

## **2.7 TYPES OF APPOINTMENTS**

### **2.7.1 CONTRACT APPOINTMENTS**

a) For expatriate contract staff, the contract period shall be for an initial period of 2 years renewable thereof.

b) Contract gratuity shall be payable once at the end of a prescribed year of service.

c) A Nigerian possessing qualification with scarcity value who opts to be employed on contract may be so employed irrespective of age.

d) A Nigerian who is not in receipt of pension and who is between the ages of 45 and 60 years for non-academic staff and 65 years for academic staff, may be

considered for contract appointment for posts on CONTEDEISS 06 and above for an initial period of 2 years and thereafter, one year contract subject to renewal. And such officers shall not be eligible for contract gratuity or pension. Staff who have retired at 60 years for non-academic and 65 years for academic, may be employed under a personal work contract for one year in the first instance and two years and thereafter one year contract to renewal on annual renewal, subject to satisfactory annual medical reports up to a maximum period of five years.

- e) A contract staff who desires to renew his current contract shall, three months before the expiration of his contract, notify the Registrar through the Head of Department of his wish in writing. In the absence of such notification, it will be assumed he does not desire re-engagement. On receipt of such notification, his Dean of School/Head of Department shall forward his recommendation to the Appointments and Promotions Committee through the Registrar and whatsoever decision taken shall be communicated to the staff at least one month before the expiration of the contract. Certain categories of expatriates on posts above CONTEDEISS 05 may be considered for appointment on month-to-month basis.
- f) No contract staff is eligible for promotion

### **2.7.2 TEMPORARY APPOINTMENT**

The Provost may offer temporary appointment to any position up to CONTEDEISS 09, for a period of not more than six months, within which an interview shall be arranged to formalize the appointment. Period of re-assessment of candidates who failed during the first exercise shall not exceed 12 months after the first one.

### **2.7.3 PART-TIME APPOINTMENT**

Part-time appointment may be made by the Provost in areas of need at government approved rates. However, efforts should be made to fill established posts.

### **2.7.4 MONTH-TO-MONTH APPOINTMENT**

Nigerians who are in receipt of pension and are to be considered for appointment into posts below CONTEDEISS 07 may be offered appointment on month-to-month basis or

contract appointment without the contract addition. In either case, the determining factor will be the nature of job for which the employee is being considered.

All appointments must be supported by birth certificates or statutory declaration of age. Under no circumstances will the date of birth recorded on appointment be altered later.

A record of service sheet must be maintained for every staff serving in the institution since any incompleteness or loss of personal records will seriously impede the determination of retirement benefits.

A staff who marries while in service of the institution shall notify the registry indicating whether the marriage is under the marriage Act, Islamic/Christian or recognized native law and custom. In the case of a married female staff, a public declaration in a recognized national or state newspaper is required in addition.

The Registrar of the institution shall be responsible for keeping up-to-date records of service of all the staff.

Copies of all letters of appointment shall be sent to the Provost, Bursar, Internal Auditor, the Dean and Head of the Department concerned.

#### **2.7.5 ACTING APPOINTMENT**

When it is necessary that a particular post (post status not lower than salary CONTEDEISS 06 should continue to be filled at a time when no staff of corresponding substantive rank is available to fill the post thereto. Some other staff may, with the approval of the Appointments and Promotions Committee be formally appointed to act in duty post and assumed whether fully in part the duties and responsibilities thereof.

The mere fact that the substantive holder of a duty post will be absent for a short period (e.g. casual leave or sick leave) does not itself justify an acting appointment for a relatively brief period. The decision whether the acting appointment is necessary or desirable in any particular case will rest with the Council.

Acting appointments are not intended as a means of testing the suitability of staff for promotion, they will normally be made only in order to fill posts that are temporarily vacant and the duration should be limited accordingly.

Recommendations for acting appointments must be forwarded to Council with the following details:

- a) A statement indicating that the acting staff will assume full duties and responsibilities of the post in question;
- b) A statement to the contrary effect, with recommendation as to the reduced rate of acting allowances that should be paid.

The date on which an acting appointment commences shall be indicated in the letter authorizing the appointment, which will normally be the date the acting officer takes over duties and responsibilities of the post.

The date on which an acting appointment ceases will be indicated in the letter reverting the staff's appointment.

An acting staff will not be regarded as relinquishing of his acting appointment by proceeding on casual or special leave within the country, provided he spends such leave in Nigeria (or on a sea voyage between Nigerian ports) and provided it is not necessary during any such leave to appoint another staff to act in the duty post in question.

#### **2.7.6 APPOINTMENT ON PROBATION**

All appointments shall in the first instance be on probation for two years from the date of assumption of duty.

The Council may for good cause and on the recommendation of the Appointments and Promotions Committee reduce or extend the period of probation by not more than one year.

If at the time during the period of probation the Council is satisfied that a member of staff is not suitable for service in the institution, the appointment shall be terminated with three months' salary in lieu of notice in the case of Senior Staff, one month salary in lieu of notice in the case of Junior Staff.

#### **2.7.6a RATIFICATION BY COUNCIL**

All the appointments referred to above, are subject to the approval of the Governing Council.



### **2.7.7 CONFIRMATION OF APPOINTMENT**

Where a staff holds an appointment on probation, the staff's Head of Department, shall three months before the expiration of the period of probation, consider whether the staff's appointment should be confirmed or not and make appropriate recommendations to the Appointments and Promotions Committee.

## **2.8 APPOINTMENT OF PROVOST**

### **2.8.1 APPOINTMENT**

By the law establishing the College of Education, Warri, a Provost, on the recommendation of the Governing Council, through the Honourable Commissioner for Higher Education is appointed by His Excellency, Governor of Delta State of Nigeria. He / She shall not be below the rank of a Chief Lecturer in a College of Education in Nigeria or below the rank of a Reader in any University in Nigeria.

### **2.8.2 TENURE**

The Provost shall be appointed for a period of five years in the first instance only and is not eligible for re-appointment.

### **2.8.3 END OF TENURE**

On ceasing to be a Provost, the incumbent should revert to his/her substantive academic post keeping his/her basic salary as Provost personal to himself, provided he finished his/her full term as Provost.

### **2.8.4 RESIGNATION**

A Provost may resign his appointment through the Council to the Honourable Commissioner for Higher Education, who will duly inform the Governor accordingly. The Provost must give six months' notice of his/her resignation, expiring at the end of a session. The Governor may for good reasons waive the requirement of this notice.

### **2.8.5 DUTY**

Subject to the general control of the Council, the Provost shall be the Chief Executive Officer of the College and shall be charged with general responsibility for matters relating to the day-to-day management operation of the College.

### **2.8.6 APPOINTMENT OF DEPUTY PROVOST**

#### **APPOINTMENT**

There shall be for the College such number of Deputy Provosts as the Council may, from time to time, deem necessary for the proper administration of the College

The Deputy Provost (s) shall be appointed by Council amongst the Chief Lecturers in the College from a list of three members nominated by the Academic Board and submitted through the Provost to the Council.

- (1) There shall be two Deputy Provosts for the Institution (Academic and Administration).
- (2) Where a vacancy occurs in the post of Deputy Provost, the Provost shall forward to the Academic Board a list of four candidates for the post of Deputy Provost that is vacant.
- (3) The Academic Board shall select three candidates from the list forwarded to it under subsection (2) of this paragraph and forward the names to the Council.
- (4) The Council shall select one of the names for confirmation as Deputy Provost.

### **2.8.7 TENURE**

The Deputy Provost shall be appointed for a period of two years and may be reappointed for another term of two years only.

### **2.8.8 DUTIES**

- (i) The Deputy Provost shall assist the Provost and shall act in the place of the Provost when the office is vacant or when the Provost is absent or otherwise unable to perform his duties.

- (ii) The Deputy Provost shall be responsible to the Provost for the day to day management of the academic schools and departments of the College and shall perform such other functions as may be assigned to him/ her by the Provost

## **2.9 APPOINTMENT OF REGISTRAR, BURSAR AND COLLEGE LIBRARIAN**

### **2.9.1 APPOINTMENT**

The Registrar, Bursar and College Librarian shall be appointed by the Council on the recommendation of the selection board, whose membership will include the Chairman of Council, the Provost, Deputy Provost, two members of Council and two members of Academic Board, not below the rank of Chief Lecturer and an expert from that field to be nominated by the Chairman of Council .

### **2.9.2 TENURE**

The Registrar, Bursar and College Librarian may be appointed for a period of five years in the first instance, after which they may be eligible for re-appointment for another period of three years and no more. They remain staff of the College in their respective departments after expiration of their tenure.

### **2.9.3 A) REGISTRAR**

#### **DUTIES**

- i) The Registrar shall keep the records and convey the correspondence of Council and perform such other duties and subject thereto, as the Provost may from time to time direct.
- ii) In addition, the Registrar shall be the Secretary to the Council, Academic Board and any Committee of the Council. The Registrar as the Chief Administrative Officer, is responsible to the Provost for the day-to-day administration of the College.

**2.9.4 B) BURSAR**

**DUTY**

The Bursar shall be the Chief Financial Officer of the College and be responsible to the Provost for the day-to-day administration and control of financial affairs of the College.

**2.9.5 C) COLLEGE LIBRARIAN**

**DUTY**

The College Librarian shall be responsible to the Provost for the administration of the College library and co-ordination of the library services in the teaching units of the College.

**2.9.6 END OF THE TENURE OF REGISTRAR, BURSAR OR COLLEGE LIBRARIAN**

On ceasing to be Registrar, Bursar or College Librarian, the incumbents shall be assigned other duties keeping his entitlement as Registrar or Bursar or College Librarian personal to himself/herself, provided he had finished at least one full term as Registrar, Bursar, or College Librarian.

**2.9.7 RESIGNATION**

The Registrar or Bursar or the College Librarian may resign his/her appointment through the Provost to the Council. The Registrar or Bursar or the College Librarian must give six months' notice of his/her resignation.

## CHAPTER 3

### CATEGORIES OF POSTS AND QUALIFICATIONS

#### 3.1.0 ACADEMIC STAFF

##### 3.1.1 CHIEF LECTURER, CONPCASS 15

###### METHOD OF ENTRY

By direct appointment of holders of a, b, c, and d, below:

- a) A doctoral degree in relevant fields of specialization.
- b) A professional qualification that is not lower than N.C.E.
- c) A minimum of twelve years teaching experience, at least seven years which must be in a College Education or an institution of comparable or higher standing.
- d) A minimum number of scholarly publications as determined by A&P Committee demonstrating ability to initiate and develop research.
- e) By promotion of a suitable Principal Lecturer.

##### 3.1.2 PRINCIPAL LECTURER, CONPCASS 14

###### METHOD OF ENTRY

By direct appointment of holder of a, b, c, and d below

- a) A higher degree in relevant fields of specialization.
- b) A professional qualification that is not lower than N.C.E.
- c) A minimum of ten years teaching experience, at least five of which must be in a College of Education or an institution of comparable or higher standing.
- d) A minimum number of scholarly publications as determined by A&P Committee and demonstrable ability to initiate and develop research.
- e) By promotion of a suitable Senior Lecturer.

##### 3.1.3 SENIOR LECTURER, CONPCASS 13

###### METHOD OF ENTRY

By direct appointment of holder of a, b, c and d below:

- a) A higher degree in relevant fields of specialization
- b) A professional qualification that is not lower than N.C.E.
- c) A minimum of eight years teaching experience, at least four of which must be in a College of Education or an institution of comparable or higher standing.
- d) Minimum number of scholarly publications as determined by A&P Committee and demonstrable ability to initiate and develop research.
- e) By promotion of a suitable Lecturer I.

**3.1.4 LECTURER I, CONPCASS 11**

**METHOD OF ENTRY**

By direct appointment of holders of a, b, c. and d below:

- a) A higher degree in relevant fields of specialization,
- b) A professional qualification that is not lower than N.C.E.
- c) A minimum of six years teaching experience, at least three of which must be in a College of Education or an institution of comparable or higher standing.
- d) A minimum number of scholarly publications as determined by A&P Committee, demonstrable ability to initiate and develop research.
- e) By promotion of a suitable Lecturer II.

**3.1.5 LECTURER II, CONPCASS 9**

**METHOD OF ENTRY**

By direct appointment of holder of a, b, c, and d below:

- a) A good honour degree not below second class lower division in relevant fields of specialization,
- b) A higher degree in the specialization will be an advantage,
- c) A professional qualification that is not lower than N.C.E.
- d) A minimum of four years teaching experience, at least two which must be in a College of Education or an institution of comparable or higher standing.
- e) A minimum number of scholarly publications as determined by A&P Committee, demonstrable ability to initiate and develop research.

- f) By promotion of a suitable lecturer III.

### **3.1.6 LECTURER III, CONPCASS 8**

#### **METHOD OF ENTRY**

By direct appointment of holder of a, b, c, and d below:

- a) A good honours degree not below second class lower division in relevant fields of specialization, and a higher degree in the relevant field (M.A., M.Sc., M.Ed., Ph.D.)
- b) A higher degree in the specialization will be an advantage.
- c) A professional qualification that is not lower than N.C.E.
- d) A minimum of two years teaching experience.

### **3.2.0 INSTRUCTOR CADRE**

They are appointed only into areas of demonstrable skills

#### **DUTIES**

- (a) Instructing as required by H.O.D.
- (b) Assisting in laboratory/workshop/studio work,
- (c) Performing other related duties that may be assigned by Head of Department.

### **3.2.1 CHIEF INSTRUCTOR, CONPCASS 14**

#### **METHOD OF ENTRY**

- (a) By direct appointment of holders of B.Sc/HND or equivalent qualifications with a minimum of fourteen years cognate experience, at least seven years of which must be in a College of Education or an institution of comparable or higher standing or
- (b) A professional qualification of N.C.E. (Technical) or F.T.C. will be required.
- (c) A minimum of three scholarly publications and evidence of practical project / exhibition,
- (d) By promotion of a suitable Assistant Chief Instructor with a minimum of four years satisfactory service.

**3.2.2. ASSISTANT CHIEF INSTRUCTOR, CONPCASS 13**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of B.Sc./HND or equivalent qualifications with a minimum of twelve years cognate experience, six of which must be in a College of Education or an institution of comparable or higher standing.
- (b) A professional qualification or NCE (Technical) of TTC will be required.
- (c) Two scholarly publications and evidence of practical project/ exhibition.
- (d) By promotion of a suitable Principal Instructor 1, with a minimum of three years satisfactory service.

**3.2.3. PRINCIPAL INSTRUCTOR 1, CONPCASS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of a holder of B.Sc./HND or equivalent qualification with at least eight years cognate experience in teaching or related industry or,
- (b) A professional qualification of NCE (Technical) or TTC will be required.
- (c) Must show evidence of practical project plus one scholarly publication plus teaching experience in a College of Education or an institution of comparable or higher standing will be an advantage.
- (d) By promotion of a suitable Principal Instructor II (that has HND or degree), after a minimum of three years satisfactory service, plus one scholarly publication or practical project / exhibition.

**3.2.4. PRINCIPAL INSTRUCTOR II, CONPCASS 9**

**METHOD OF ENTRY**

- (a) By directing appointment of holders of B.Sc./HND or equivalent qualifications from a recognized institutions with NYSC certificate plus a minimum of six years' cognate experience in teaching or related industry, or,
- (b) A professional qualification of NCE (Technical) or TTC will be required.
- (c) By promotion of suitable Senior Instructor after a minimum of three years satisfactory service plus one scholarly publication or practical project exhibition.



### **3.2.5. SENIOR INSTRUCTOR, CONPCASS 8**

#### **METHOD OF ENTRY**

- (a) By direct appointment of Holders of B.Sc./HND or equivalent qualification from recognized institutions with at least three years relevant experience.
- (b) By direct appointment of holders of FTC with a minimum of five years cognate experience.
- (c) A professional qualification of NCE (Technical) or TTC will be required.
- (d) By promotion of a suitable Higher Instructor with NYSC certificate plus a minimum of three years satisfactory service.

### **3.2.6. HIGHER INSTRUCTOR, CONPCASS 7**

#### **METHOD OF ENTRY**

- (a) By appointment of holders of B.Sc./HND or equivalent qualification from recognized institutions with NYSC certificate.
- (b) A professional qualification of NCE (Technical) or TTC will be required.
- (c) By direct appointment of holders of FTC with a minimum of two years relevant experience.

### **3.2.7. METHOD OF ADVANCEMENT**

Any staff in the Instructor Cadre with appropriate cognate experience and suitable University degree shall be eligible to compete for an appropriate position in the lectureship cadre.

**NOTE: Conversions can only be lateral**

**3.3.0. MEDICAL OFFICER CADRE**

**3.3.1. DIRECTOR OF MEDICAL SERVICES, CONTEDISS 15**

**METHOD OF ENTRY**

By direct appointment of holders of M.B.B.S. or its equivalent with at least 12 years post NYSC experience and, National Post Graduate Fellowship in Medicine, General practice or equivalent with at least four years post - fellowship experience.

**3.3.2. ASSISTANT DIRECTOR OF MEDICAL SERVICES, CONTEDISS 14**

**METHOD OF ENTRY**

(a) By direct appointment of holders of M.B.B.S. or its equivalent with at least eleven years post NYSC experience and, post graduate qualifications in medicine plus at least two years post fellowship experience.

(b) By promotion of a suitable Principal Medical Officer with at least three years of satisfactory services in that post.

**3.3.3. PRINCIPAL MEDICAL OFFICER, CONTEDISS 13**

**METHOD OF ENTRY**

(a) By direct appointment of holders of M.B.B.S. or its equivalent with at least seven years post NYSC experience and.

(b) By promotion of a suitable Senior Medical Officer with at least three years of satisfactory services in that post

**3.3.4. SENIOR MEDICAL OFFICER CONTEDISS 11**

- a) M.B.B.S. , housemanship plus one (1) year NYSC plus 4yrs post NYSC cognate experience
- b) By direct appointment of holders of M.B.B.S plus MPH (Master in Public Health) with at least two years' experience.
- (c) Promotion avenue for Medical Officer.

**3.3.5. Medical Officer CONTEDISS 10**

- (a) M.B.B.S. , housemanship plus one (1) year NYSC

**3.4.1. CHIEF PHARMACIST, CONTEDISS 14**

**METHOD OF ENTRY**

By promotion of a suitable Principal Pharmacist with at least four years of satisfactory service on that post.

**3.4.2. PRINCIPAL PHARMACIST, CONTEDISS 13**

**METHOD OF ENTRY**

By promotion of a suitable Senior Pharmacist with at least three years of satisfactory service on that post.

**3.4.3 SENIOR PHARMACIST, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of a registered holder of B. Pharm. B.SC. Pharm. Or its equivalent with at least five years post qualification experience.
- (b) By direct appointment of a registered holder of a post – graduate qualification experience.
- (c) By promotion of a suitable pharmacist I with at least three years of satisfactory service on that post.

**3.4.4. PHARMACIST I, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of a registered holder of B.Sc. Pharm. /B. Pharm or its equivalent with at least three years' experience.
- (b) By direct appointment of a registered holder of a post-graduate qualification in pharmacy with at least one year experience.
- (c) By promotion of a suitable pharmacist II with at least three years of satisfactory service on that post.

**3.4.5. PHARMACIST II, CONTEDISS 8**

**METHOD OF ENTRY**

By direct appointment of a registered holder of B.Sc. Pharm/ B. Pharm or its equivalent plus NYSC certificate.

**3.5.0 PHARMACEUTICAL TECHNICIAN CADRE**

**3.5.1. CHIEF PHARMACEUTICAL TECHNICIAN, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and diploma in Pharmaceutical Technology with at least 15 years experience and must have worked in a reputable Pharmaceutical company.
- (b) By promotion of a suitable Assistant Chief Pharmaceutical Technologist with 4 years of satisfactory service on the grade.

**3.5.2. ASSISTANT CHIEF PHARMACEUTICAL TECHNICIAN I, CONTEDISS 13**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and diploma in Pharmaceutical Technology with at least 13 years post qualification experience and having worked in a reputable Pharmaceutical company.
- (b) By promotion of a suitable principal pharmaceutical technologist I with 3 years of satisfactory service on the grade.

**3.5.3. PRINCIPAL PHARMACEUTICAL TECHNICIAN I, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and Diploma in Pharmaceutical technology with seven years cognate experience.
- (b) By promotion of a suitable Principal Pharmaceutical Technician I, II with 3 years of satisfactory service on the grade.

**3.5.4. PRINCIPAL PHARMACEUTICAL TECHNICIAN II, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and Diploma in Pharmaceutical Technology with seven years cognate experience.
- (b) By promotion of a suitable Senior Principal Pharmaceutical Technician with 3 years of satisfactory service on the grade

**3.5.5. SENIOR PHARMACEUTICAL TECHNICIAN, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and diploma in Pharmaceutical Technology with five years cognate experience.
- (b) By promotion of a suitable Higher Pharmaceutical Technician with 3 years of satisfactory service on the grade.

**3.5.6. HIGHER PHARMACEUTICAL TECHNICIAN, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC and Diploma in Pharmaceutical Technology with three years' post qualification cognate experience.
- (b) By promotion of a suitable Pharmaceutical Technician with 3 years of satisfactory service on the grade.

**3.5.7. PHARMACEUTICAL TECHNICIAN, CONTEDISS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of WASC certificate or equivalent and a Diploma certificate or equivalent and a diploma certificate in Pharmaceutical Technology.

**3.6.0. NURSING CADRE**

**3.6.1. CHIEF NURSING SISTER/CHIEF NURSING SUPERINTENDENT, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM or their equivalent with at least 18 years post qualification experience.
- (b) By direct appointment of holders of a good honours degree in Nursing with at least 15 years experience.
- (c) By promotion of a suitable Assistant Chief Nursing Sister/Assistant Chief Nursing Superintendent with at least four years satisfactory service on that post.

**3.6.2. ASSISTANT CHIEF NURSING SISTER/ASSISTANT CHIEF NURSING SUPERINTENDENT, CONTEDISS 13**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM or their equivalent with at least 15 years post qualification experience.
- (b) By direct appointment of holders of a good university degree in Nursing with at least 12 years experience.
- (c) By promotion of a suitable Principal Nursing Sister/Assistant Chief Nursing Superintendent with at least three years satisfactory service on that post.

**3.6.3. PRINCIPAL NURSING SISTER/PRINCIPAL NURSING SUPERINTENDENT II, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM or their equivalent with at least 12 years post qualification experience.
- (b) By direct appointment of holders of a good university degree in Nursing with at least 9 years post qualification experience.
- (c) By promotion of a suitable Senior Nursing Sister/Nursing Superintendent with at least three years satisfactory service on that post.

**3.6.4. SENIOR NURSING SISTER/NURSING SUPERINTENDENT, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM or their equivalent with at least 6 years post qualification experience.
- (b) By direct appointment of holders of a good university degree in Nursing with at least 4 years post qualification experience.
- (c) By promotion of a suitable Nursing Sister/Nursing Superintendent with at least three years satisfactory service on that post.

**3.6.5. NURSING SISTER/NURSING SUPERINTENDENT, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM their equivalent with at least one year post qualification experience.
- (b) By direct appointment of holders of a good university degree in Nursing plus three years post qualification experience.
- (c) By advancement of Staff Nurse I/Staff Midwife I (after 12 calendar months satisfactory service)

**3.6.6. STAFF NURSE I/STAFF MIDWIFE I, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of SRM/SRM or RN/PM certificate or their equivalent with at least one year post qualification experience.

**3.7.0. TECHNICAL OFFICER/MAINTENANCE CADRE**

- (a) Mechanical (b) Electrical (c) Civil (d) Estate.

**3.7.1. CHIEF TECHNICAL OFFICER/CHIEF MAINTENANCE OFFICER, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct entry appointment of holders of university degree, or HND with at least 14 years post qualification experience. At least 7years of experience in a College of

Education or an institution of comparable or higher standing will be an advantage.

Must be registered with COREN

- (b) By promotion of a suitable Assistant Chief Technical Officer/Assistant Chief Maintenance Officer with at least four satisfactory service on the post.

**3.7.2. ASSISTANT CHIEF TECHNICAL OFFICER/ASSISTANT CHIEF MAINTENANCE OFFICER, CONTEDISS 13**

**METHOD OF ENTRY**

- (a) By direct entry appointment of holders of university degree or HND with at least twelve years post qualification experience. At least 6years of experience in a College of Education or an institution of comparable or higher standing will be an advantage.
- (b) By promotion of a suitable Principal Technical Officer/Maintenance Officer I with at least HND or degree and three years satisfactory service on that post.

**3.7.3. PRINCIPAL TECHNICAL OFFICER I/PRINCIPAL MAINTENCE OFFICER I, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with at least nine years post qualification experience.
- (b) By promotion of a suitable Principal Technical Officer II/Senior Maintenance Officer with at least three years satisfactory service on that post.

**3.7.4. PRINCIPAL TECHNICAL OFFICER II/PRINCIPAL MAINTENANCE OFFICER II, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with at least five years post qualification experience.
- (b) By direct appointment of holders of C & G full Technological certificate plus at least seven years' experience.
- (c) By promotion of a suitable Senior Technical Officer/Senior Maintenance Officer with at least three years satisfactory service on that post.



**3.7.5. SENIOR TECHNICAL OFFICER/SENIOR MAINTENANCE OFFICER, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with at least three years post qualification experience.
- (b) By direct appointment of holders of C & G full Technology Certificate plus a least five years experience.
- (c) By promotion of a suitable Higher Technical Officer/ Maintenance Officer with at least three years satisfactory service on that post.

**3.7.6. HIGHER TECHNICAL OFFICER/MAINTENANCE OFFICER, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND plus NYSC certificate.
- (b) By direct appointment of holders of C & G full Technology Certificate plus at least three years relevant experience.
- (c) By promotion of a suitable Technical Officer with at least 3 years satisfactory services on that post.

**3.7.7. TECHNICAL OFFICER, CONTEDISS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of part II of City and Guilds Technicians Certificate in the relevant field or ND/OND plus three years cognate experience.
- (b) By promotion of Chief Technical Assistant/Assistant Technical Officer with at least three years satisfactory service on that post.

**3.8.0. TECHNICIAN/TECHNOLOGIST CADRE**

**3.8.1 CHIEF TECHNICIAN/CHIEF TECHNOLOGIST, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with fourteen years post qualification experience, at least five of which must be in a College of Education or an institution of comparable or higher standing.
- (b) By promotion of a suitable Assistant Chief Technician/Assistant Chief Technologist with at least four years satisfactory service on that post.

**3.8.2. ASSISTANT CHIEF TECHNICIAN/ASSISTANT CHIEF TECHNOLOGIST, CONTEDISS 13**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with a minimum of twelve years post qualification experience, at least four of which must be in a College of Education or an institution of comparable of higher standing.
- (b) By promotion of a suitable Principal Technician/Principal Technologist with at least HND or degree and three years satisfactory service on that grade.

**3.8.3. PRINCIPAL TECHNICIAN/PRINCIPAL TECHNOLOGIST, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with a minimum of nine years post qualification experience, at least three of which must be in a College of Education or an institution of comparable or higher standing.
- (b) By promotion of a suitable Principal Technician II/Senior Technologist with at least three years satisfactory service on that post.

**3.8.4. PRINCIPAL TECHNICIAN II/SENIOR TECHNOLOGIST, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND with a minimum of six years post qualification experience, with at least two in a College of Education or an institute with comparable or higher standing.
- (b) By direct appointment of holders of FTC equivalent with eight years experience at least two of which must be in a College of Education or an institute of comparable or higher standing.
- (c) By promotion of a suitable Senior Technician/Technologist I with at least three years satisfactory service on that grade.

**3.8.5. SENIOR TECHNICIAN/TECHNOLOGIST I, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND plus at least three years post qualification experience.
- (b) By direct appointment of holders of FTC or its equivalent with five years post qualification experience.
- (c) By promotion of a suitable Higher Technician/Technologist II with at least three years of satisfactory service on that grade.

**3.8.6. HIGHER TECHNICIAN/TECHNOLOGIST II, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of university degree or HND plus NYSC discharge certificate.
- (b) By direct appointment of a candidate with FTC or equivalent with at least three years experience.
- (c) By promotion of a suitable Technician with at least three years satisfactory service on that grade.

**3.8.7. TECHNICIAN, CONTEDISS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of part II City and Guilds Technicians Certificate in the relevant fields or HND/OND plus three years experience.
- (b) By direct appointment of holders of FTC or its equivalent certificate.

**3.8.8. METHOD OF ADVANCEMENT**

Any officer in the Technician/Technologist Cadre who acquires any of the qualification for appointment to any higher grade is eligible for transfer/promotion to such grade. Advancement is subject to vacancy as well as satisfactory service record.

**3.8.9. TYPIST CADRE**

**3.9.1. CHIEF TYPIST, CONTEDISS 7**

**METHOD OF ENTRY**

By promotion of a confirmed and suitable Senior Typist with three years satisfactory service on that grade.

**3.9.2. SENIOR TYPIST, CONTEDISS 6**

**METHOD OF ENTRY**

- (i) WASC / GCE / NECO plus 50 wpm typewriting speed. 3yrs cognate experience plus certificate in word processing
- (ii) By promotion of a confirmed and suitable Typist Grade I on completion of three years satisfactory service.

**3.10.0 CONFIDENTIAL SECRETARY CADRE**

**3.10.1. PERSONAL SECRETARY GRADE I, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate with HND in Secretarial Studies with six years experience for HND holders and eight years experience for others.
- (b) By promotion of a suitable Personal Secretary Grade II with three years satisfactory service on that grade.

**3.10.2. PERSONAL SECRETARY II, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of HND Secretarial Studies with a minimum of six years or eight years experience for other relevant qualifications.
- (b) By promotion of a suitable Confidential Secretary Grade I with a minimum of three years satisfactory service on that grade.

**3.10..3. CONFIDENTIAL SECRETARY GRADE I, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing ND Secretarial studies with 5yrs experience
- (b) By direct appointment of a candidate possessing HND in Secretarial Studies with one year experience.
- (c) By promotion of a suitable Confidential Secretary II.

**3.10.4. CONFIDENTIAL SECRETARY GRADE II, CONTEDISS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing ND Secretarial studies with 2yrs relevant experience
- (b) By promotion of a suitable Confidential Secretary III with at least three years satisfactory service on that post.

**3.10.5. CONFIDENTIAL SECRETARY GRADE III, CONTEDESS 5**

**METHOD OF ENTRY**

WASC /GCE / NECO/NABTEB preferably with credit in English language or equivalent and RSA or Pitman Certificate or their equivalent for 100 / 50 WPM in shorthand and Typewriting plus at least 2yrs stenographic experience including the period of formal training

**3.11.0 LIBRARY OFFICER CADRE**

**3.11.1 CHIEF LIBRARY OFFICER I, CONTEDESS 13**

**METHOD OF ENTRY**

By promotion of a suitable Chief Library Officer II, with at least three years satisfactory service on that grade.

**3.11.1 CHIEF LIBRARY OFFICER II, CONTEDESS 12**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of HND in Library Studies plus twelve years post qualification.
- (a) By direct appointment of holders of WASC plus diploma in Library Studies and fourteen years post qualification experience.
- (b) By promotion of a suitable Principal Library Officer I, with at least three years satisfactory service on that grade.

**3.11.2. PRINCIPAL LIBRARY OFFICER I, CONTEDESS II**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of HND in Library Studies plus nine years post qualification experience.
- (b) By direct appointment of holders of WASC plus diploma in Library Studies and fourteen years post qualification experience.
- (c) By promotion of a suitable Principal Library Officer II with at least three years satisfactory service on that grade.

**3.11.3 PRINCIPAL LIBRARY OFFICER II, CONTEDESS 9**

- a) By direct appointment of holders of HND in Library Studies plus five years post qualification experience.
- b) By promotion of a suitable Senior Library Officer.

**3.11.4. SENIOR LIBRARY OFFICER, CONTEDESS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of a holder of a good HND in Library Studies plus three years post qualification experience.
- (b) By direct appointment of holders of WASC plus diploma in Library Studies with six post qualification experience.
- (c) By promotion of a suitable Higher Library Officer with at least three years satisfactory service on that grade.

**3.11.5. HIGHER LIBRARY OFFICER, CONTEDESS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of HND in Library Science plus NYSC Certificate.
- (b) By direct appointment of holders of WASC plus diploma in Library studies plus at least three years post qualification experience.
- (c) By promotion of a suitable Library Officer with three years satisfactory service on that grade.

**3.11.5. LIBRARY OFFICER, CONTEDESS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of WASC plus diploma in Library Studies.

**3.12.0 LIBRARIAN CADRE**

**3.12.1. COLLEGE LIBRARIAN, CONPCASS 15**

**METHOD OF ENTRY**

- (a) By direct appointment of a holder of doctoral degree or,
- (b) A professional qualification of either Post Graduate Diploma or Masters in Library Science, with a minimum of twelve years post qualification experience.
- (c) A minimum number of scholarly publication as determined by A&P Committee, demonstrable ability to initiate and develop research.

**3.12.2. DEPUTY COLLEGE LIBRARIAN, CONPCASS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of at least a Masters degree and,
- (b) A professional qualification plus a minimum of ten years post qualification experience.
- (c) A minimum number of scholarly publications as determined by A&P Committee, demonstrable ability to initiate and develop research.
- (d) By promotion of a suitable Assistant College Librarian with at least three years on that grade with satisfactory service.

**3.12.3. ASSISTANT COLLEGE LIBRARIAN, CONPCASS 13**

**METHOD OF ENTRY**

- (a) By direct appointment of a holder of at least a Masters degree and
- (b) A professional qualification with a minimum of eight years post qualification experience.
- (c) A minimum number of scholarly publications as determined by A&P Committee, demonstrable ability to initiate and develop research.
- (d) By promotion of a suitable Principal Librarian with at least a Masters' degree and three years on that grade with satisfactory service.



**3.12.4. PRINCIPAL LIBRARIAN, CONPCASS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of good honours degree not below second class lower division and,
- (b) A professional qualification diploma of either a Post Graduate Diploma or a Masters in Library Science with a minimum of six years post qualification experience.
- (c) Holders of BLS with seven years' post qualification experience A minimum number of scholarly publication as determined by A&P Committee, demonstrable ability to initiate and develop research.

**3.12.5 SENIOR LIBRARIAN, CONPCASS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of good honours degree not below second class lower division and
- (b) A professional qualification of either a Post Graduate Diploma or a Masters in Library Science with a minimum of three years.
- (c) Holders of BLS with five year post qualification experience.
- (d) By promotion of a suitable Librarian I, with at least three years satisfactory service on the grade.

**3.12.6 LIBRARIAN I, CONPCASS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of MLS with three years post qualification experience.
- (b) By direct appointment of holders of university degree not below second class lower division plus Post Graduate Diploma in Library Science.
- (c) By promotion of a suitable Librarian II with at least three years satisfactory service on that grade.

**3.12.7 LIBRARIAN II, CONPCASS 7**

**METHOD OF ENTRY**

By direct appointment of holders of Bachelor's degree not below second class division in Library Studies plus NYSC.

**3.13.0 STORES OFFICER CADRE**

**3.13.1 CHIEF STORES OFFICER/CHIEF PURCHASING OFFICER, CONTEDISS 13**

**METHOD OF ENTRY**

- a) By direct appointment of a candidate possessing a degree or equivalent qualification with 15 years cognate experience.
- b) By promotion of a suitable Assistant Chief Stores Officer, who should have served a minimum of 3 years in his substantive rank.

**3.13.2 ASSISTANT CHIEF STORES OFFICER/ASSISTANT CHIEF PURCHASING OFFICER,**

**CONTEDISS 12**

**METHOD OF ENTRY**

- a) By direct appointment of a candidate possessing a degree of equivalent qualification with 12 years cognate experience.
- b) By promotion of a confirmed suitable Principal Stores Officer Grade I, (with at least HND or degree) who has served a minimum of 3 years in his substantive rank.

**3.13.3. PRINCIPAL STORES OFFICER GRADE I/PRINCIPAL PURCHASING OFFICER GRADE I, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing a degree in a relevant subject from a recognized university with at least nine years post qualification cognate experience.

- (b) By direct appointment of a candidate possessing any of the qualifications specified for the post of Store Officer plus at least twelve years post qualification cognate experience.
- (c) By promotion of a Principal Stores Officer Grade II/Principal Purchasing Officer Grade II, whom must have spent a minimum of three years in his substantive rank.

**3.13.4. PRINCIPAL STORES OFFICER GRADE II/PRINCIPAL PURCHASING OFFICER GRADE II, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing a degree in a relevant subject from a recognized university, with at least six years post qualification cognate experience.
- (b) By direct appointment of a candidate possessing any of the qualifications specified for the post of Stores Officer plus at least nine years post qualification cognate experience.
- (c) By promotion of a Senior Store Officer who has spent a minimum of three years in his substantive rank.

**3.13.5. SENIOR STORES OFFICER/SENIOR PURCHASING OFFICER, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing a degree in a relevant subject from a recognized university with at least three years of post-qualification experience cognate experience including NYSC.
- (b) By direct appointment of a candidate possessing any of the specified qualifications for the post of Higher Stores Officer plus at least six years post qualification cognate experience.
- (c) By promotion of a suitable higher Store Officer/Higher Purchasing Officer who has spent a minimum of three years in his substantive rank.

**3.13.6. HIGHER STORES OFFICER/HIGHER PURCHASING OFFICER, CONTEDISS 7**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing a degree in a relevant subject from a recognized university or HND in Business Studies or Purchasing and Supply plus NYSC.
- (b) By direct appointment of a candidate possessing any of the qualifications specified for the post of Stores Officer plus at least three years post qualification cognate experience.
- (c) By promotion of a suitable Stores Officer who has served a minimum of three years in his substantive rank.

**3.13.7. STORES OFFICER/PURCHASING OFFICER, CONTEDISS 6**

**METHOD OF ENTRY**

- (a) By direct appointment of a candidate possessing any of the following equivalent qualifications:
  - (i) Membership of the Institute of Purchasing and Supply, London.
  - (ii) Intermediate Certificate of the Nigerian Institute of Chartered Accountant or Intermediate certificate of the Institute of Cost and Management Accountants.
- (b) By direct appointment of a candidate possessing any of the qualifications specified for the post of Assistant Stores Officer, plus at least three years post qualification cognate experience.
- (c) By promotion of a Suitable Assistant Stores Officer/Assistant Purchasing Officer.

**3.13.8. ASSISTANT STORE OFFICER / ASSISTANT PURCHASING OFFICER CONTEDISS 5**

By promotion of a Senior Store Keeper after 3 years of satisfactory service.

**3.13.9. SENIOR STORE KEEPER CONTEDISS 4**

- a) By direct appointment of a candidate who holds 5 O' Level (SSCE/WASC/GCE/ NABTEB) credits with evidence of computer literacy plus 3yrs cognate experience.
- b) Ordinary certificate of the Institute of Purchasing & Supply in Store keeping plus 3yrs cognate experience
- (c) By promotion of a Store Keeper after 3 years of satisfactory service.

**3.13.10. STORE KEEPER CONTEDISS 3**

- a) By direct appointment of a candidate who holds 5 O' Level (SSCE/WASC/GCE/ NABTEB) credits with evidence of computer literacy.
- b) Ordinary certificate of the Institute of Purchasing & Supply in Store keeping

**3.14.0. ENGINEER CADRE**

**3.14.1. DIRECTOR OF WORKS AND MAINTENANCE SERVICES, CONTEDISS 15**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of a good Civil Engineering degree with at least fifteen years post qualification experience or
- (b) By direct appointment of holders of a good Masters in Civil Engineering or related areas, plus at least thirteen years post qualification experience
- (c) Must be COREN certified and a fellow of his/her professional body

**3.14.2. CHIEF ENGINEER, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of a good Civil, Mechanical, Electrical or related Engineering degree or Estate with at least fourteen years post qualification experience

or By direct appointment of holders of a good Masters in Engineering or related areas, plus at least twelve years post qualification experience

- (b) Must be COREN certified.
- (c) By promotion of a suitable Assistant Chief Engineer who has served satisfactory at least four years on the grade.

**3.14.3. ASSISTANT CHIEF ENGINEER, CONTEDISS 13**

**METHOD OF ENTRY**

- (a) By appointment of holders of good engineering degree or is equivalents with at least twelve years post qualification experience and must be COREN certified
- (b) By appointment of holders of a good Master's degree in the relevant field plus at least ten years post qualification experience and must also be COREN certified
- (c) By promotion of a suitable Principal Engineer who has served at least three years in the grade.

**3.14.4. PRINCIPAL ENGINEER, CONTEDISS 11**

**METHOD OF ENTRY**

- (a) By appointment of holders of good engineering degree or its equivalent, with at least ten years post qualification experience and must also be fully registered.
- (b) By promotion of a suitable Senior Engineer who has served at least three years on the grade.

**3.14.5. SENIOR ENGINEER, CONTEDISS 9**

**METHOD OF ENTRY**

- (a) By appointment of holders of a good Engineering Degree or its equivalent in the relevant field with six years post qualification experience.
- (b) By appointment of holders of a good Master's degree in any Engineering field plus three years experience.
- (c) By promotion of suitable Engineer I, who has spent at least three years on that grade.

**3.14.6 ENGINEERING GRADE I, CONTEDISS 8**

**METHOD OF ENTRY**

- (a) By appointment of holders of a good engineering degree or equivalent in the relevant field, with at least three years of post-qualification experience.
- (b) By appointment of holders of a good Master's Degree in any Engineering field plus one year experience.
- (c) By promotion of a suitable Engineer II with at least three years satisfactory service on that grade.

**3.14.7 ENGINEER II, CONTEDISS 7**

**METHOD OF ENTRY**

By direct appointment of holders of good Engineering Degree (in Civil, Mechanical and Electrical and Estate) or its equivalent who must have completed the one year NYSC.

**3.15.0. ACCOUNTANT CADRE**

**3.15.1. BURSAR, CONTEDISS 15**

**METHOD OF ENTRY**

- (a) By direct appointment of a suitable qualified candidate with professional qualifications with ACA, ACCA, ACMA, ACPA, ICAN, ANAN and with at least twelve years post qualification relevant experience, at least four of which must be in a College of Education or an institution of comparable or higher standing.
- (b) Must possess a University degree or HND with at least a second class honours or equivalent

**3.15.2. CHIEF ACCOUNTANT/AUDITOR, CONTEDISS 14**

**METHOD OF ENTRY**

- (a) By direct appointment of holders of ACA, ACCA, ACMA, ACPA, ICAN, ANAN, or other recognized professional qualifications in Accountancy, with at least ten years post qualification experience, three of which must be in a College of Education or an institution of comparable or higher standing.
- (b) Must possess a University degree or HND with at least a second class honours or equivalent
- (c) By promotion of a suitable Assistant Chief Accountant/Auditor with at least four years satisfactory experience at that level subject to vacancy.

**3:15.3 ASSISTANT CHIEF ACCOUNTANT/ASSISTANT CHIEF INTERNAL AUDITOR, CONTEDISS 13**

- (a) By direct appointment of holders of ACA, ACCA, ACMA, ACPA, ICAN, ANAN, or other recognized professional qualification in Accountancy with at least eight years post qualification relevant experience.
- (b) Holders of a Degree in Accountancy or HND with at least ten years post qualification relevant experience.
- (c) By promotion of a suitable Principal Accountant/Auditor with at least three years satisfactory service on that grade.

**3:15.4 PRINCIPAL ACCOUNTANT/PRINCIPAL AUDITOR, CONTEDISS 11**

- (a) By direct appointment of holders of ACA, ACCA, ACMA, ACPA, ICAN, ANAN or a recognize professional qualification experience relevant with at least six years post qualification relevant experience..
- (b) By direct appointment of holders of a good degree in Accountancy or HND with eight years post qualification relevant experience.
- (c) By promotion of a suitable Senior Accountant with at least three years satisfactory service on that grade.



**3:15.5 SENIOR ACCOUNTANT/SENIOR AUDITOR, CONTEDISS 9**

**METHOD OF ENTRY:**

- (a) By direct appointment of holders ACA, ACCA, ACMA, ACPA, ICAN, ANAN or other recognized professional qualification IN Accountancy, with at least four years post qualification relevant experience.
- (b) By direct appointment of holders of a good university degree/HND in Accountancy or an equivalent, with at least six years post qualification relevant experience.
- (c) By promotion of a suitable Accountant/Auditor 1, with at least three years satisfactory service on that grade.

**3:15.6 ACCOUNTANT I/ AUDITOR I, CONTEDISS 8**

**METHOD OF ENTRY:**

- (a) By direct appointment of holders of ACA, ACCA, ACMA, ACPA, ICAN, ANAN or other recognize professional qualification in Accountancy, with at least one year post qualification relevant experience.
- (b) By direct appointment of holders of a good university degree/HND in Accountancy or an equivalent, with at least three years post qualification relevant experience.
- (c) By promotion of a suitable Accountant II, with three years satisfactory service on that grade.

**3:15.7 ACCOUNTANT II/ AUDITOR II CONTEDISS 7**

**METHOD OF ENTRY:**

- (a) By direct appointment of holders of a good university degree/HND in Accountancy or an equivalent plus NYSC.

**3:16.0 EXECUTIVE OFFICER CADRES**

**3:16.1 CHIEF EXECUTIVE OFFICER, CONTEDISS 13**

**METHOD OF ENTRY:**

By promotion of an Assistant Chief Executive Officer, with at least three years satisfactory service on that grade

**3:16.2 ASSISTANT CHIEF EXECUTIVE OFFICER, CONTEDISS 11**

**METHOD OF ENTRY:**

By promotion of a suitable Principal Executive Officer with three years satisfactory service on the grade.

**3:16.3 PRINCIPAL EXECUTIVE OFFICER, CONTEDISS 9**

**METHOD OF ENTRY:**

- (a) By direct appointment of a candidate possessing a good university degree or HND plus at least six years post qualification cognate experience.
- (b) By promotion of a confirmed and suitable Senior Executive Officer with three years satisfactory service on the grade.
- (c) By lateral conversion of a confirmed suitable Personal Secretary grade I who has satisfied any of the conditions specified for advancement beyond his cadre.

**3:16.4 SENIOR EXECUTIVE OFFICER, CONTEDISS 8**

**METHOD OF ENTRY:**

- (a) By direct appointment of a candidate possessing a degree or HND from recognized institution with at least three years post qualification cognate experience.

- (b) By promotion of a confirmed and suitable Higher Executive Officer with three years on that grade.
- (c) By lateral conversion of a confirmed and suitable Personal Secretary grade II who has satisfied any of the conditions specified for advancement beyond his cadre.

**3:16.5 HIGHER EXECUTIVE OFFICER, CONTEDISS 7**

**METHOD OF ENTRY:**

- (a) By direct appointment of a candidate possessing a degree from a recognized university, plus NYSC.
- (b) By direct appointment of a candidate possessing the qualification specified for Executive Officer, plus at least three years post qualification cognate experience or possessing the qualification specified for Assistant Executive Officer plus at least six years post qualification cognate experience.
- (c) By promotion of a confirmed and suitable Executive Officer with at least three years satisfactory service on that grade.
- (d) By lateral conversion of a suitable Confidential Secretary Grade I, who has met any of the conditions specified for advancement beyond his cadre.

**3:16.6 EXECUTIVE OFFICER, CONTEDISS 6**

**METHOD OF ENTRY:**

- (a) By direct appointment of a candidate who possesses any of the following qualifications:
  - (i) or (ii) plus at least two years post qualification cognate experience.
  - (i) G.C.E. 'A' Level in two subjects obtained in one sitting or in three subjects obtained at two sittings.
  - (ii) National Diploma in Business Studies from a recognized institution.
- (b) By promotion of a suitable Assistant Executive Officer with two years experience on that grade.
- (c) By promotion of a suitable Chief Clerical Officer, on completion of three years satisfactory service on that grade.

**3:17.0 REGISTRAR CADRE**

**3:17.1 REGISTRAR, CONTEDISS 15**

**METHOD OF ENTRY:**

By direct appointment of a candidate who possesses a good honour degree not below second class lower division, plus a minimum of fifteen years post qualification cognate experience or a Masters' degree with twelve years post qualification cognate experience, eight or six years respectively must be in a College of Education or institution of comparable or higher standing.

**3:17.2 DEPUTY REGISTRAR, CONTEDISS 14**

**METHOD OF ENTRY:**

(a) By direct appointment of a candidate who possesses a good honour degree not below second class lower division, plus a minimum of twelve years post qualification cognate experience or a Masters' degree with ten years post qualification cognate experience, six or five years respectively must be in a College of Education or institution of comparable or higher standing.

(b) By promotion of a suitable Principal Assistant Registrar, who must have spent a minimum of four years in his substantive rank subject to vacancy.

**3:17.3 PRINCIPAL ASSISTANT REGISTRAR, CONTEDISS 13**

**METHOD OF ENTRY:**

By promotion of a suitable Senior Assistant Registrar, who must have spent a minimum of three years in his substantive rank.

**3:17.4 SENIOR ASSISTANT REGISTRAR, CONTEDISS 11**

By promotion of a suitable Assistant Registrar, who must have spent three years on that grade.

**3:17.5. ASSISTANT REGISTRAR, CONTE DISS 9**

**METHOD OF ENTRY:**

- (a) By direct appointment of a candidate with good honours degree, not lower than second class lower division, plus five years of post-qualification experience at least two of which must be in a College of Education or institution of comparable or higher standing.
- (b) By direct appointment of holders of Masters degree, plus three years post-qualification relevant experience, at least one of which must be in a College of Education or institution of comparable or higher standing.
- (c) By promotion of a suitable Administrative Officer I, who must have spent three years on that grade.

**3:17.6. ADMINISTRATIVE OFFICER I, CONTE DISS 8**

**METHOD OF ENTRY:**

- (a) By direct appointment of a holder of a good honours degree, not lower than second class lower division plus at least three years post-qualification experience.
- (b) By direct appointment of holders of Masters degree in relevant disciplines.
- (c) By promotion of a suitable Administrative Officer II, who must have spent three years of satisfactory service on that grade.

**3:17.7. ADMINISTRATIVE OFFICER II, CONTE DISS 7**

**METHOD OF ENTRY:**

- (a) By direct appointment of holders of a good honours degree, not below second class lower division.
- (d) Must have completed NYSC.

**3:17.8. CONVERSION**

Any staff may be converted, if he satisfies all the required conditions and subject to declared available vacancy.

**3:17.9 TERMINATIONS**

(e) Any appointment may be terminated by an employee by resignation, withdrawal of service or retirement, in accordance with the College of Education Warri law CAP. C14 (2006).

## CHAPTER 4

### 4.0 PROMOTION

Promotion means the advancement of an employee to an office or position of higher rank on the ground of merit. Such merit is assessed partly, but only partly on the character and efficient performance of the employee in his current position. More importantly, promotion is based on the assessed overall ability and competence for the higher post, by reference to the overall requirements of the post.

#### 4.1.0 QUALIFICATIONS AND CONDITIONS FOR PROMOTION AND UPGRADING

Candidates for promotion shall possess all the qualifications, experience and other requirements of the post for which they are being considered.

4.1.1 In general, all staff who are prima facie qualified for promotion shall be considered. The minimum number of years that a staff must spend in a post before being considered eligible for promotion shall be as defined below:

Salary Level	Number of Years
CONTISS 01 - 05	3 Years
CONTISS 06 – 13	3 Years
CONTISS 14 and above	4 Years
CONPCASS	3 Years

Any elevation of a staff member to a rank of higher status, which does not meet this minimum requirements shall be deemed to be justified only on the grounds that, the employee has been previously undergraded by reference to his qualifications, experience or ability.

4:1.3 Promotions of Academic staff shall be based on:

- (a) Evidence of effective teaching.
- (b) Evidence of scholarly research publication in learned journals in the candidate's field.
- (c) Evidence of effective service to the College, the Department and the Community.
- (d) Evidence of good character, loyalty to the Institution and personal integrity.

4:1.4 The non-academic staff on the other hand shall be promoted on the basis of efficiency, competence, effectiveness, ability to take additional responsibilities, experience, special aptitudes, initiative and personal integrity.

4:2. **Notional Promotion**

Staff on Leave of Absence, Secondment to other public service, approved Leave or on special assignment, who falls within the promotion field of selection shall be granted notional promotion, if they are judged to be worthy of promotion.

4:3. **Accelerated Promotion**

- (a) A promotion shall be deemed to be accelerated promotion, where it is effected before the employee has spent the minimum number of years on his salary scale from which he is advancing and has exhibited exceptional quality in character and special capability in his/her administrative/academic duty.
- (b) No representation for accelerated promotion shall be entertained.

4:4 **Salaries on Promotion**

An employee who is promoted shall normally enter the salary level of the new post at the first point of the scale. However, he shall not earn a salary which is lower than his salary before promotion and which shall be equal to or above his annual incremental rate.

4:5.0. **Annual Performance Evaluation Report (APER)**

In order to provide an objective basis for a continuing assessment, all Heads of Departments are required to submit an annual report form, approved for the purpose by the Appointments and Promotions Committee on every employee within the



department, who has completed at least six months in the employment of the College at the date of reporting.

- 4:5.1.** The Annual Performance Evaluation Report mentioned in 4:5.0 above shall be completed in triplicate. One copy shall be retained by the Head of Department, who shall forward two copies to the Registrar. The report shall include an appraisal of the work, loyalty and character of the staff member in respect of whom it is written, for the preceding twelve months. The reporting officer shall be at least one grade above the officer reported on and shall be the Head of Department of an officer immediately supervising his/her duties. The Countersigning Officer shall also be at least on grade above that of the reporting officer, Dean of his/her School or the Deputy Provost.
- 4:5.2.** An Annual Performance Evaluation Report shall before submission, be brought by the Head of Department to the notice of the member of staff in respect of whom it is written, who shall initial the report and if he so desires, he shall comment therefore for the attention of the Department's Committee, School Committee and the Appointments and Promotions Committee.

**4:6.0 Recommendations for Promotion**

The Dean in consultation with the Head of Department shall make recommendations for promotion (if any) in respect of staff members of his School/Division to the Provost supported with report on prescribed Annual Performance Evaluation Report Form. The report shall be sufficiently detailed to enable a Central Assessment/Review Panel under the chairmanship of the Provost to objectively assess/review the recommendations. The Assessment Committee shall submit its recommendations through the Provost to the Appointments and Promotions Committee, who shall deliberate and recommend to Council.

**4:7.0 Self-Sponsorship for Promotion**

Any member of staff who has not been 'recommended' for promotion and who feels that his claim for promotion has been overlooked, may make representation to the Council

through the appropriate channel. Accordingly, the representation above will not be entertained, unless the staff member concerned has been on the grade from which he is seeking promotion for the required minimum number of years and fulfilled other necessary requirements.

**4:8.0 Withdrawal of Promotion**

Promotion is not a right. At any time after a promotion is communicated to a member of staff, the Council may, if it is considered necessary in the interest of the College, withdraw, suspend or defer the said promotion. For the avoidance of doubt, the Council may take action under this section on the grounds that the promotion previously granted was based on a mistake, false information, misconduct or any other reasonable cause established since the notification of the said promotion.

4:8.1 Any staff affected by the action 4:8.0 above may appeal to the Governing Council within a period of one month, from the date of receipt of the notice of the Council's decision.

## CHAPTER 5

### SALARIES AND INCREMENTS

#### 5.0. SALARIES

(a) On first appointment, salaries shall, as a general rule, be paid as from the date of assumption of duty. But in the case of an expatriate or Nigerian officer who accepts a first offer of appointment to a senior post with the college while in overseas, as a general rule, half salary be paid on arrival in Nigeria until he assumes duty officially.

For such time as is ordinarily required to perform the journey between the port of embarkation and Nigeria.

(b) On transfer from another government establishment to the college, an officer shall be eligible for the salary attached to his new office with effect from the day he assumes duty.

(c) Except in cases of promotion from a non-pensionable office, the following rules, shall apply where an officer is promoted in the ordinary course within the college to an office carrying salary on increment scale.

- (i) If the Staff is promoted to a salary scale that does not overlap his old salary scale, he will be placed at the entry point of his new scale.
- (ii) If his salary in the former post is higher than the entry point of his new scale of salary, he will be placed at the next point higher than his former salary.

#### 5.1.1. INCREMENT

(a) Staff in an incremental scale is not entitled to an increment by right, but increment shall normally be granted, unless disciplinary action is in progress against the staff in accordance with the provisions of Chapter 7.

- (b) The increment date of a staff or employee appointed or promoted to a post in the college shall be 1<sup>st</sup> January. Increment may be granted to a Staff who has served the College for at least six months.
- (c) Suspending of increment. An increment shall be suspended/with-held or deferred, if a staff who is expected to fulfil any of the following conditions fails to do so.
  - (i) Securing confirmation of appointment;
  - (ii) Passing of a prescribed examination or test;
  - (iii) Obtaining an efficiency bar certificate will, if the conditions are not fulfilled within a specific time, cease to be eligible to receive any increment until the date on which he does fulfil the condition in question;
  - (iv) Where an employee has not attained requisite standards of efficiency and or conduct the annual increment may be deferred or with-held by the institution.
- (d) The approval/deferment/suspension/withholding of annual increment shall be by the recommendation of the Appointments and Promotions Committee.

## CHAPTER 6

### TRANSFER, CONVERSION AND SECONDMENTS

#### 6.1 TRANSFER

**6.1.1** Transfers of staff and employees between the institution and other institutions of learning of other public service shall be conducted through and subjects to the approval of the Appointments and Promotions Committee, which shall be furnished with confidential report (covering the last three years) or which service if it is less than three years of the staff's service. The Staffs' wishes should as much as possible be considered.

**6.1.2** All cases of approval for transfer shall be communicated to the Provost, Bursar and Internal Auditor.

#### 6.2 CONVERSION

Conversion from one cadre to another within the institution requires the approval of the Appointments and Promotions Committee or the authority empowered at that level. Application for such Conversion must be submitted through the Registrar. Provided the applicant satisfies all the required conditions and subject to declared available vacancy.

#### 6.3 SECONDMENTS

**6.3.1** Where a member of any public service of the Federation is seconded, he shall be notified of the terms and conditions of the secondment and the secondment shall be without prejudice to any pension rights which, but for the secondment would accrue to the staff. A person so seconded may elect to be transferred to the service of the institution. If the institution assents to his request, his former services in any of the public services as aforesaid shall count as service for the purpose of any retiring benefits. Such request should be made not earlier than three months to the expiration of the period of secondment.

- 6.3.2** Secondment of staff to and from the institution to other institutions of learning and any other service shall be conducted through and subject to the approval of the Appointments and Promotions Committee or the authority empowered at that level.
- 6.3.3** Secondment of staff to the service of and other government or approval body at his own request shall be for a period of two years in the first instance and another two years after which he will be required to be permanently released to the service which he had been seconded or revert to his former post. He will be entitled notional increment during the period of his secondment and may be granted notional promotion by the institution on his return in order to maintain his seniority during his absence.
- 6.3.4** If it is in the interest of the institution to second a staff to the service of another institution of learning or any other public service, the period of secondment shall not be limited and the staff shall continue to be entitled to increment and promotion and will be treated as having been posted on special duty.

CHAPTER 7

**DISCIPLINE**

**7.1** (a) The Provost as Chief Executive Officer of the College shall have power to exercise general authority over staff and shall have responsibility for discipline in the College.

(b) In the case of Junior Staff, the powers of discipline shall be exercised by the Registrar on behalf of the Provost.

(c) It is the duty of the Head of Department or Division to whose notice the misconduct of any officer is brought, to institute administrative enquiry and in extreme cases of serious offences, to report the matter to the Provost through the Registrar and recommend appropriate disciplinary measures.

(d) It is the duty of every superior officer as soon as he observes any fault or shortcoming in a staff subordinate to him, to bring it to the staff's notice with a view to improving the staff's usefulness and efficiency in the service and prevent him from further acts of misconduct. The following disciplinary actions may be taken against any staff for any of the offences and shortcoming defined as misconduct in these regulations:

- (i) verbal warning/reprimand
- (ii) written warning
- (iii) withholding/deferring increment
- (iv) reduction in grade/rank
- (v) interdiction
- (vi) suspension
- (vii) termination
- (viii) dismissal

## **7.2 WARNING**

- (a) An employee who has committed minor misconduct may be warned orally by the Head of Department.
- (b) An employee whose conduct or performance is unsatisfactory shall be given a query in writing by the Head of Department. If his explanation is considered by the Head of Department as adequate, no further action shall be taken. However, if his explanation is unacceptable or is unsatisfactory, the Head of Department shall record a warning in writing against the employee and copy the Registrar.
  - (i) Where a subsequent warning becomes necessary, the Head of Department shall issue a query to the employee concerned and obtain explanation from him / her, and forward both with his/ her recommendation through the normal channel to the Registrar if a non-teaching staff or to the Provost if teaching.
  - (ii) The Registrar or Provost may set up an enquiry to investigate and if the case is a misconduct, Management shall issue the staff with a warning. If it is a case of gross misconduct, the staff shall be sent to a disciplinary panel.

## **7.3 DEFERMENT/WITHHOLDING OF INCREMENT**

- (a) If the work or conduct of a member of staff is unsatisfactory, the annual increment may be deferred or withheld for a period of not less than three months by the Provost on the recommendation of the Dean of School or Head of Department/Section
- (b) For if the provision of paragraph 6.3 (a) to apply, the Dean of School/Head of Department/Section must have given notice in writing to the member of staff concerned, intimating him that his increment shall be deferred unless improvement is shown.
- (c) A deferred or withheld increment shall not be subsequently granted retrogressively.

## **7.4 INTERDICTION**



- (a) If a staff member has been charged to court for a criminal offence or the College has established a prima facie case against the officer, he shall be interdicted from his duties forthwith. The reason for interdiction shall be communicated to the staff.
- (b) Where an employee has been interdicted, he shall be placed on half pay until the case is determined by a court of law or any appropriate authority.
- (c) If he is found not guilty he may be reinstated to his post and paid the balance of his salary for the period of his interdiction.
- (d) An employee who is under interdiction shall be required to hand over all College property.
- (e) If any employee is convicted of the charge, he shall be dismissed from the service of the College forthwith.

## **7.5 SUSPENSION**

**7.5.1** If it appears to the Council that there are reasons for believing that any of the principal staff or any member of the College should be suspended, on the grounds of misconduct or inability to perform the functions of the office, the Council shall;

- (a) Cause a notice to be given in writing to the staff concerned, drawing his attention to the alleged misconduct or other default.
- (b) Set up an investigating committee to investigate and report.
- (c) The investigating committee shall consist of three members of Council and one each from Academic Board and Congregation who shall not be lower in rank than that of the Staff concerned.

**7.5.2** The Council shall give the staff whose conduct is the subject matter of the investigation by the Committee, a reasonable opportunity of appearing before the Committee and of making such representation as he may think necessary with respect to any allegation made against him.

**7.5.3** If the Council after considering the report of the investigating Committee is satisfied that the officer whose conduct is the subject matter of the investigation ought to be suspended from office, the Council may by instrument in writing:

- (a) Suspend the staff
- (b) Make recommendation for the staff's suspension or removal to the appropriate authority. In the case of the Provost, such recommendation should be forwarded to the Honourable Commissioner of Higher Education.

**7.5.4** The Provost may in case of misconduct by a member of staff, which in the opinion of the Provost is prejudicial to the interest of the institution, after due investigation suspend such member of staff and any such suspension shall forthwith be reported to the Council.

**7.5.5** For good cause, any member of staff may be suspended from office or his appointment may be terminated by Council and for the purpose of these regulations, good cause includes:-

- (a) Any physical or mental incapability, which the Council after obtaining medical advice considers to be such as to render the person concerned unfit for the discharge of the function of his office, or,
- (b) Scandalous conduct or other disgraceful act, which the Council considers such as render the person concerned unfit to continue to hold his office, or,
- (c) Conduct which the Council considers to be such as to constitute failure or inability of the person to discharge the functions of his office or to comply with the terms and conditions of service.

**7.5.6** Any person suspended in pursuant of Regulation 6.6.4 or 6.6.5 above, the Council shall before the expiration of three months after the date of such suspension consider the case against that person and come to a decision as to:

- (a) Continue with such person's suspension,

- (b) Reinstate such person in which case the Council shall restore his full emoluments to him with effect from the date of suspension.
- (c) Terminate the appointment of the person in question, in which case, the person will not be entitled to the proportion of his emoluments withheld during the period of suspension, or,
- (d) Take such lesser disciplinary action against such a person, including the restoration of such proportion of the emolument that might have been withheld, as the council in pursuant to these Regulation decides to continue a person's suspension or decides to take further disciplinary action against the person, the Council shall before the expiration of a period of determination in respect of the case concerning any such person. It shall be the duty of the Registrar or the person by whom an instrument of removal is signed, in pursuance to Regulation 6.6.1 above to be used as his best endeavour to cause a copy of the instrument to be served as soon as reasonably practical on the person to whom it relates.

**7.5.7** Nothing in the foregoing regulations of this chapter shall prevent the Council from making such rules for the disciplining of other categories of staff and workers of the institution as it may deem fit.

**7.5.8** A staff against whom disciplinary action is being taken or who is arrested on criminal charge, may be interdicted or suspended as appropriate, if it is necessary to prevent him from exercising power and function of his office, pending the result of criminal or disciplinary proceedings. During the period of interdiction, he shall be entitled to draw one half of his emoluments.

**7.5.9** Pending a decision as to interdiction the staff may, if it is considered necessary in the public interest be prohibited from carrying out his duties but may not until formally notified of this interdiction be deprived of any part of his emoluments. The order prohibiting the staff from carrying out his duties must be in writing and signed by the Registrar.

- 7.5.10** A staff who is under interdiction, may not without permission of the Provost in writing, leave his station during the interval before he is re-instated or dismissed.

**7.6 TERMINATION**

- (a) An employee on probation may have his appointment terminated by the College for unsatisfactory work or conduct at anytime.
- (b) A confirmed employee may have his appointment terminated by the College on grounds of misconduct or general inefficiency provided that he had previously been warned in writing at least twice, that his work has been unsatisfactory and that he was given the opportunity to defend himself.
- (c) A Junior Staff on probation or with confirmed appointment may have his appointment terminated by the Provost for the same reasons as in (a) and (b) above, on the advice of the Junior Staff Disciplinary Committee/Junior Staff Appointments and Promotions Committee, provided that he was given the opportunity to defend himself.
- (d) An employee whose appointment is terminated shall be given one month's notice or one month's salary in lieu of notice and any benefit due to him.

**7.7 DISMISSAL**

An employee shall be dismissed on any of the following grounds if:

- (a) He is found guilty of gross misconduct after interdiction,
- (b) He fails to disclose any previous conviction on first appointment,
- (c) He defrauds or attempts to defraud the College,
- (d) He is convicted of a criminal offence,
- (e) He falsifies, removes or otherwise tempers with official documents without authority,
- (f) He consciously and corruptly accepts or obtains or causes any person to accept or attempt to obtain for him or for any person gratification or reward for doing or intending to do any act in relation to the College affairs.

- (g) He absents himself, from duty without being on leave or permission for one month.
- (h) An employee guilty of a-g shall be dismissed without formality.

**7.8 GENERAL: JUNIOR AND SENIOR STAFF**

Whenever in the opinion of the Dean of School/Head of Department a misconduct which is of such a nature as to warrant non-dismissal has been committed by an employee whose work and conduct had been considered previously good, the Dean of School/Head of Department shall recommend to the Provost through the Registrar, that the employee be suspended for a period of one month without pay. The employee so suspended shall thereupon be forbidden to carry on with his duties and to visit his place of work without the express permission of the Provost.

- 7.9 (a)** A confirmed staff whose appointment is terminated as a result of inefficiency, shall be given one calendar month's notice salary in lieu of notice, as well as allowances and leave due to him.
- (b) If the termination is as a result of reorganization in the institution, three month's salary shall be paid in lieu of notice by the institution and the staff shall have his accumulated leave commuted to cash.
- (c) If a Staff is relieved in the circumstances explained in Regulation 7.9 (a) & (b) above, he shall be entitled to the same set of benefits in addition to his gratuity and pension payments, if he satisfies the conditions for these.

**7.10** In all cases of discipline, it is essential that the principle of natural justice be adhered to.

**7.11 JUNIOR OR SENIOR STAFF**

- (i) If any Junior Staff is accused of misconduct or inefficiency, the Provost may suspend him for not more than two weeks and or otherwise constitute a committee to carry out a preliminary investigation.
- (ii) In all cases under this section, the officer shall be informed of the offence against him and shall be given reasonable opportunity to defend himself before a committee of preliminary investigation and the matter reported to Council within two weeks.

## CHAPTER 8

### **8.0 CESSATION OF SERVICE**

#### **8.1 RESIGNATION**

A senior permanent member of staff may resign his appointment by giving three months notice in writing to the Governing Council or by payment of three month's salary in lieu of notice, unless his terms of appointment provide otherwise in the case of an Academic Staff member, such notice is expected to terminate with the end of academic session. A member of staff on temporary appointment and a Junior Staff may resign by giving one month's notice in writing or by payment of one month's salary in lieu of notice.

#### **8.2 TERMINATION OF APPOINTMENT**

Where it becomes necessary or desirable for the College to discontinue with services of a staff member on permanent appointment, the College shall discontinue with the service of such member of staff by giving three month's salary (lump sum) in lieu of notice. With regards to all staff on temporary appointment and Junior Staff, termination of service shall be by giving one month notice in writing or the payment of one month's salary to the staff member concerned in lieu of notice.

#### **8.3 DISMISSAL**

A member of staff shall be dismissed by Council from the service of the institution without notice for an act of gross misconduct, prejudicial to the interest of the institution or on conviction for a criminal charge except that normally a member of staff on the salary level CONTISS 05 and below may be dismissed by Provost.

**8.4** A member of staff shall not be dismissed until he has been given the opportunity to submit a representation in writing through the Dean of School/Head of Department/Section and the case has been fully investigated and determined with due opportunity for a fair hearing by the appropriate disciplinary committee.

## **8.5 WITHDRAWAL**

Withdrawal means the voluntary termination of one's own appointment by a staff after putting a minimum of 5 years of service. Such service shall normally be continuous and unbroken to the extent that a break caused by temporary and brief suspension shall be disregarded to the purpose of computation of nullifying service.

## **8.6 RETIREMENT**

A staff may retire voluntarily after having served a minimum of 10 years. Retirement benefits shall be paid according to the guidelines specified in the Pension Act, after attaining the age of 45 years. The compulsory retirement age shall be 60 for Administrative Staff years or 35 years in service whichever comes first, and 65 years for an Academic Staff.



## CHAPTER 9

### COLLEGE RESPONSIBILITY ON THE DEATH OF A STAFF

- 9.1** At the death of staff, the College shall in consultation with the family be responsible for:
- (a) The cost of preservation of the corpse for a period not exceeding one month, if necessary. (Except that preservation whether in cold room or embalmment would be at the instance of the relation of the deceased).
  - (b) Obituary announcement in the College
  - (c) Provision of Coffin of not less than 30% of deceased staff monthly salary.
  - (d) Provision of hearse to convey the corpse to the place of burial.
  - (e) A funeral oration to be delivered on behalf of the College.
  - (f) An official delegation to be appointed by the College to deliver a message of condolence.
  - (g) Provision of transport for a reasonable number of staff who may wish to attend the burial.
  - (h) Cash gift of ₦200,000.00 in the case of Senior Staff and ₦150,000.00 for Junior Staff made payable to the next of kin.
  - (i) Three months notice to the family of the deceased to vacate College quarters, including the rented ones, (if applicable).

### **9.2 EXPATRIATE STAFF (SENIOR) AND SPOUSE**

The same obligation will apply as above, including:

- (a) Repatriation of corpse. (Limit of cost to be determined by the Council)

- (b) Liaison with the Embassy/High Commission in Nigeria or the country of the deceased on conveying information to the next –of-kin on the bereavement and matter concerning the burial.
- (c) Arrangements for burial locally, if so requested by the family of the deceased.

**9.3 SPOUSE OF STAFF**

Where the deceased is a spouse of a member of staff but not a member of staff, the following shall apply:

- (a) Hearse to convey the corpse to the place of burial.
- (b) Official delegation to be appointed by the College to deliver a message of condolence.
- (c) Provision of transport for reasonable member of staff who may wish to attend the burial.
- (d) A token amount of ₦50,000.00 for Junior Staff and ₦100,000.00 for Senior Staff to assist in burial expenses.

**9.4 PARENTS OF STAFF (WHERE DEATH IS OFFICIALLY REPORTED):**

Message of condolence as applicable in all cases.

- (a) Official delegation
- (b) Provision of transport for reasonable number of staff who may wish to attend.
- (c) A token of ₦30,000.00 for Junior Staff and ₦60,000.00 for Senior Staff to assist in burial expenses.

**9.5 CHILDREN OF STAFF OF UP TO 18 YEARS OF AGE OR UNDERGOING FULL TIME EDUCATION IF THE DEATH IS OFFICIALLY REPORTED**

- (a) Obituary announcement within the College.
- (b) Messages of condolence

**9.6 BENEFITS TO DEAD STAFF**

The service of a staff ceases on the day he dies. Gratuity of the decease shall be computed to the day of death.

- (a) If a staff who has completed 10 or more years service in the service, his registered next-of-kin, designated survivors will be entitled to his gratuity plus lump sum of 5 years pension, the staff would have been regarded as been retired at the date of his death. If however, the Staff has served for less than 10 years the designated survivors will be entitled to a year's salary or gratuity.
- (b) Where a confirmed staff dies before completing the minimum qualifying period of 5 years, his next of kin shall be paid his one year's salary as death gratuity.
- (c) For purpose of these rules the registered next-of-kin, designated survivor will be taken as those names that are furnished on the Record of Service of the staff, as provided on his appointment or as provided in the latest Bio-data supplied by the staff before his demise.

## CHAPTER 10

### 10.1 ELIGIBILITY

**10.1.1** All staff who are eligible for any of the allowances in this chapter shall be responsible for initiating claims.

**10.1.2** Allowances that are calculated on annual salaries, e.g. rent supplement, transport allowances shall continue to be paid in full, when a staff is not receiving full salary as a result of disciplinary action, sick leave, etc.

### 10.2 TYPES OF ALLOWANCES

The following are the types of allowances payable to staff:

- (a) Responsibility allowance
- (b) Acting allowance
- (c) Housing allowance
- (d) Local course allowance
- (e) Conference allowance
- (f) Book allowance
- (g) Shift allowance
- (h) Duty tour allowance
- (i) Kilometre allowance
- (j) Transport allowance
- (k) Baggage allowance
- (l) Estacode
- (m) Part-time teaching allowance
- (n) Entertainment allowance
- (o) Overtime allowance
- (p) Project/research allowance
- (q) Teaching Practice and SIWES allowance

- (r) Excess work load allowance
- (s) Domestic servant allowance
- (t) Examination supervision allowance
- (u) Learned society allowance
- (v) Thesis/long essay allowance
- (w) 20% extra productive allowance
- (x) Any other allowance that may be approved by the Government
- (y) Non accident bonus allowance
- (z) Furniture allowance

### 10.2.1 RESPONSIBILITY ALLOWANCE

Responsibility allowance as indicated below shall be paid subject to review by

Council:

Provost	-	₦240,000.00
Deputy Provost/Registrar/Bursar/College Librarian		₦120,000.00
Deans of School/Directors/Director of Works	-	₦60,000.00
Heads of Departments	-	₦48,000.00
Co-ordinators/Heads of Unit	-	₦36,000.00
Hall Master/Mistress	-	₦24,000.00

When an employee holds more than one office at a time, he will be paid Responsibility Allowance, he will be entitled to draw the highest of the allowances attached to the offices concerned.

### 10.2.2 ACTING ALLOWANCE

- (a) For staff to be eligible for acting allowance, such staff must have been on his substantive level for a period not less than twelve months.
- (b) Where a substantive holder of a post carrying specific responsibility is likely to be absent from duty for a period exceeding 28 days, the Provost may appoint a

person to act for him, in such a case, the staff acting will be paid the responsibility as applicant to the post.

- (c) A member of staff shall be authorized in writing to act before he could draw an acting allowance.
- (d) Acting appointment shall be for a period not exceeding one year in the first instance, and reviewed annually thereafter.

**10.2.3 ACCOMMODATION ON FIRST APPOINTMENT**

Newly employed Senior Staff on first appointment domiciled outside the town where the College is situated, may be accommodated in a hotel or guest house for a maximum of 28 days at the College expense after which the staff will be expected to fend for himself and either receive the normal housing allowance or be allocated a College house.

**(a) FOR COURSE NOT EXCEEDING 28 DAYS**

Officers will be entitled for allowances at the following rates:

CONTEDISS 14 and above	-	₦2,500.00 per day
CONTEDISS 13	-	₦1,500.00 per day
CONTEDISS 11 -12	-	₦1,250.00 “ “
CONTEDISS 8 - 9	-	₦1,000.00 “ “
CONTEDISS 6 - 7	-	₦750.00 “ “
CONTEDISS 3 - 5	-	₦500.00 “ “
CONTEDISS 1 - 2	-	₦300.00 “ “

Where the training institution provides only accommodation in which the trainee must reside, officers will be entitle to 76% of the rate(s) or (b) above.

**(b) FOR COURSE EXCEEDING 24 DAYS**

CONTEDISS 14 and above - ₦2,500.00 per day for the first 28 days and ₦250.00 per day thereafter.

CONTEDISS 13 - ₦2,000.00 per day for the first 28 days and ₦200.00 for each day

thereafter.

CONTEDESS 11 - 12 - ~~₦~~1,500.00 per day for the first 28 days and ~~₦~~180.00 for each day thereafter.

CONTEDESS 8 - 9 - ~~₦~~1,200.00 per day for the first 28 days and ~~₦~~150.00 for each day thereafter.

CONTEDESS 6 - 7 - ~~₦~~1,000.00 per day for the first 28 days and ~~₦~~120.00 for each day thereafter

CONTEDESS 3 - 5 - ~~₦~~800.00 per day for the first 28 days and ~~₦~~110.00 for each day thereafter.

CONTEDESS 1 & 2 - ~~₦~~600.00 per day for the first 28 days and ~~₦~~100.00 for each day

Thereafter.

#### **10.2.4 BOOKS ALLOWANCE**

A staff on course of study shall be paid books allowance once being 60% of his annual basic salary.

#### **10.2.5 SHIFT ALLOWANCE**

(a) The following categories of workers shall be considered as shift workers where shift duty schedules are in operation.

- (1) Security Guards
- (2) Porters/Portesses
- (3) Library Assistants
- (4) Plant and Telephone Operators
- (5) Nurses/Clinic Attendance Assistants
- (6) Cooks and Stewards
- (7) Others as may be approved from time to time by the Governing Council.

#### **10.2.6 PROJECTS RESEARCH ALLOWANCE**

A Project research allowance may be paid once at the rates to be determined from time to time.

Ph. D	-	₦50,000.00
Masters	-	₦35,000.00
1 <sup>st</sup> Degree/HND	-	₦25,000.00
Others	-	₦12,000.00

The beneficiary must deposit two copies of the project document in the institution one in his Department and the other in the College Library.

#### 10.2.7 KILOMETER ALLOWANCE

The allowance shall be paid at a flat rate of ₦200.00 per kilometer for official journeys undertaken in personal vehicles outside the station.

#### 10.2.8 TRANSPORT ALLOWANCE

- a. Payment of monthly transport allowance shall be in accordance with the prevailing government approved rate.
- b. An employee on first appointment/retirement/termination shall be paid transport and baggage allowance for himself, wife, and each child up to maximum of four children by road, rail or air in accordance with government rate.

#### 10.2.9 NIGHT ALLOWANCE

The night allowance shall be paid in accordance with the prevailing government approved rates.

#### 10.2.10 BAGGAGE ALLOWANCE

A Nigerian staff who is required to proceed on an overseas official trip is qualified for excess baggage allowance at prevailing government rate.



**10.2.11 ESTACODE ALLOWANCE**

- (a) All staff on oversea assignment when travelling on official duty approved by the Council, shall be paid the estacode allowance as approved by the Federal Government.
- (b) The estacode allowance shall also apply when a staff member is sent overseas for a course of study.

**10.2.12 PART-TIME TEACHING ALLOWANCE**

A member of staff of the College may undertake part time teaching for the College at rates negotiated between Management and Union.

**10.2.13 ENTERTAINMENT ALLOWANCE**

This allowance shall be paid to the entitled officers at prevailing government rates as approved by Governing Council.

**10.2.14 NON-ACCIDENT BONUS**

A non-accident bonus shall be paid to drivers of the College, subject to current government regulations.

**10.2.15 OVERTIME ALLOWANCE**

Overtime allowance shall be paid for time in excess of normal working day up to maximum of 45 hours per month as per government regulations.

**10.2.16** Payment of overtime shall be made once a month at approved Government rate.

**10.2.17 DOMESTIC SERVANT ALLOWANCE**

This allowance is payable to the following officers:

- a. Provost - 4 domestic servants on CONTEDISS 3/8
- b. CONTEDISS 14 – 15 (or equivalent) - 2 Domestic servants on CONTEDISS 3/8
- c. CONTEDISS 13 - 1 Domestic servant on CONTEDISS 3/8

**10.2.18 DUTY TOUR ALLOWANCE**

Duty tour allowance shall be granted to an officer on official assignment outside the station at the current government rate.

**10.2.19 HAZARD ALLOWANCE**

Hazard allowance shall be paid to all categories of staff in accordance with relevant State Government Circulars.

## CHAPTER 11

### ADVANCES/LOANS

#### 11.1 AVAILABILITY OF FUNDS

**11.1.1** All advances are made subject to availability of funds and on such terms and conditions as the Council may determine.

**11.1.2** All advances may be granted upon agreement between the College and the member of staff concerned.

**11.1.3** Before being granted any of the loans referred to in this section, a member of staff may be required to produce an acceptable surety, who shall enter into a bond with the college if in the opinion of the college this is necessary.

#### 11.2.1 SALARY ADVANCE

Upon recommendation of application by Dean of a School/Head of Department on advance on account of salary, may be approved by the Registrar for a member of staff provided that the conditions below are satisfied.

- a. Within six (6) months of his assumption of duty.
- b. On resuming duty – annual leave, study leave, or overseas course not less than twelve months.
- c. Proceeding on duty overseas or attending a course of instructions outside Nigeria (provided the period of absence is more than one month).

**11.2.2** Any exceptional case shall be referred by the Registrar to the Provost for approval.

**11.2.3** The advance shall be limited to one month's salary and shall be refunded in three equal monthly instalments, deductible from salary with the first of such deduction being made in the month following that in which the advance was paid.

**11.2.4** The Dean/Head of Department shall satisfy the Provost that:

- (a) The member of staff had reached such a standard as to warrant to or benefit from his taking the course.
- (b) That the course will increase the efficiency of the member of staff in the job.
- (c) That facilities for such studies are not available locally and
- (d) That the course to be undertaken is with an approved establishment.

**11.2.5** The advance shall be repayable to cover a period of not more than twelve monthly deductions from salary, with the first deduction being made in the month following that in which the advance was given.

### **11.3 RENT ADVANCE**

**11.3.1** Advance of up to six months' salary may be granted by the Provost to a newly appointed staff who is not provided with institution's quarters for the purpose of paying rent, provided that the total deduction from this staff's monthly salary does not exceed one third of his total salary.

**11.3.2** The staff shall show genuine proof of having found a house and has the genuine intention to rent the house.

**11.3.3** A service staff shall show genuine proof of eviction from his present residence on presentation of certificate of eviction from the rent tribunal/Landlord, countersigned by the Director of Works of the Institution.

**11.3.4** The advance will be recovered in six equal instalments.

### **11.4 SALARY IN ADVANCE**

Payment of salary in advance may be authorized as appropriate if the staff will be away on leave on the time salary are normally paid for or in exceptional cases.

This is only applicable to Nigerian Staff.

### **11.5 TOURING ADVANCE**

**11.5.1** Apart from duty tour allowance, reasonable advances for recoverable expenses by transport and incidental shall be granted to a staff proceeding on tour.

**11.5.2** On return from tour, a staff to whom a touring advance had been granted must retire it fully to the Bursar.

**11.5.3** If within one month no retirement has been made, the Bursar shall instruct that the amounts be deducted from the staff's salary en-bloc.

**11.5.4** No staff against whom a touring advance is outstanding may be issued with another advance.

### **11.6 VEHICLE/VEHICLE REFURBISHING LOANS**

**11.6.1** Subject to availability of funds, the institution shall grant motor vehicle, motorcycle and bicycle loans to confirmed staff. The amount of loans shall be as determined by Delta State Government/Council from time to time.

**11.6.2** A motor vehicle refurbishing loan shall be paid in accordance with the prevailing Delta State Government regulations.

**11.6.3** The loans shall however be granted on the following conditions:

- a. The staff must be confirmed.
- b. The staff must produce a surety acceptable to the institution, but in the case of staff who are qualified for gratuity this may not apply.
- c. Staff on contract shall be required to liquidate their loans within their contract period.

- d. Repayment shall be by monthly deduction from salary beginning in the month following that in which the advance was paid.
- e. Advance for the purchase of a second hand vehicle shall not be made unless the vehicle has been certified as road worthy by the Provost, through the appropriate agent.
- f. No subsequent advance shall be granted until the previous advance has been fully retired.
- g. Other terms and conditions of the advance shall be as may be contained in the agreement into which the member of staff shall enter with the institution before he received the advance.

## **11.7 FURNITURE LOAN**

**11.7.1** Furniture loan may be granted to all deserving staff subject to such a maximum amount as may be determined by Delta State Government circular.

11.7.2 Repayment and other conditions governing the loan shall be as contained in the agreement into which the member of staff shall enter with the institution, before he received the loan, except that in the case of contract staff the loan shall be liquidated within the contract period.

## **11.8 HOUSING LOAN**

**11.8.1** The institution shall create a special fund for personal staff housing scheme subject to availability of funds and it shall be used to grant housing loans to staff on revolving basis. All permanent and pensionable staff shall be eligible for housing loans. The sum of which shall be determined by Council.

**11.8.2** The loan shall be granted under the following conditions:

- (i)a. The staff must be confirmed and must have five more years continuous service with the institution.

- b. The staff must have genuine land title which shall be deposited with the institution.
- c. An applicant shall possess an approved building plan and bills of quantities acceptable to the institution.
- d. The applicant must satisfy the authority that he is capable of repaying.

**Or**

- (ii) Any condition that may be approved by the Council.

### **11.9 LIMIT LOAN**

The total indebtedness of staff to the College shall be limited to such a sum as will ensure that his/her total monthly repayment of advance and/or loans do not exceed his/her 1/3 of gross monthly salary.

### **11.10 INTEREST ON LOAN**

All loans shall attract interest at prevailing government rate.

**CHAPTER 12****ANNUAL PERFORMANCE EVALUATION AND CERTIFICATE OF SERVICE****12.1 ANNUAL PERFORMANCE**

The assessment and appraisal of employees for promotions shall take into account among other things the character, efficiency, loyalty and devotion to duty of the staff concerned. In order to provide an objective basis for a continuing assessment, all reporting officers are required to submit an Annual Performance Evaluation Report on the form approved for the purpose by the institution on every employee annually.

**12.2** Such Reporting Officer should be the immediate superior officer of the staff being reported upon. Where an officer has served in more than one department or unit, the reporting officer shall be the immediate superior officer under whom he worked for the substantive part of the normal period the report shall cover.

**12.3** For the efficiency of the service of the institution, confidential reports shall be detailed, objective and candid.

**12.4** Counter-signing officers should judiciously assess every report before counter-signing.

**12.5** Where there is any adverse comment on any officer's work or conduct included in the report, it shall be communicated to him in writing in order to encourage him to overcome his short-coming.

**12.6** Reports on seconded officer shall be forwarded to the authority from which the officer was seconded.

**12.7** If a reporting officer, owing to leave, transfer, etc will be absent and not available to write report in advance. If the period of absence will exceed one full month, the next superior officer shall write the report. In evaluating the standard of performance of an officer the reporting officer shall bear in mind the desirability of an employee being suitable for the training in order to develop his potentials, remedy observed deficiency or specialize in a particular field. (see the annual performance evaluation form in appendix).



## **12.8 CERTIFICATE OF SERVICE**

Upon resignation, withdrawal, termination, or retirement, an officer shall be given a certificate of service showing the period he was employed by the institution and in what capacity, with an assessment of his conduct and efficiency during his service. The reason for leaving the service will always be stated in the certificate.

**CHAPTER 13**

**STAFF HOUSING**

**13. ELIGIBILITY FOR INSTITUTION'S QUARTERS**

The institution shall as far as financial resources permit, erect, acquire or rent accommodation for use as laying quarters for its employees. However, the provision of living quarters to an employee is not a right and may be allocated to staff from the rank of CONTISS 05 and above.

**13.2 HOUSING SUBSIDY**

Any employee, whether eligible staff or not allocated College living quarters or who having been allocated such quarters vacates it, either of his own accord or at the request of the College, shall be eligible for a rent supplement of government prevailing rate, subject to availability of fund. An officer may on request be paid the rent supplement a lump sum for a year.

**13.3.1 ALLOCATION OF QUARTERS**

There shall be a housing committee to be instituted and be responsible to the Provost. The Registrar shall notify the Committee as soon as an eligible staff is appointed and such notice shall include the expected date of his assumption of duty.

**13.3.2** College quarters may not be furnished. As much as possible staff shall be encouraged to take advantage of furniture loans as provided in section 11.8. Quarters shall be allocated to eligible staff both in terms of priority and type of quarters on criteria based on salary grade, marital status, number of children and length of service of the staff concerned.

**13.4 PROCEDURE FOR CHANGE OF QUARTERS**

**13.4.1** Once an employee occupies College quarters, no application for change shall normally be entertained until he has been resident in the said quarters for at least two years unless he was in the first instance, allocated a class of quarters below his status and one for his status become available.

**13.4.2** Where a member of staff applied for a change of quarters and accepts an allocation following his application, an application for further change shall not be considered within the following two years.

**13.5 SURRENDER OF QUARTERS**

**13.5.1.** Any member of staff, whether married or unmarried who is granted leave of absence from the College for a period exceeding one year shall surrender any College quarter he occupied to the Chairman Housing Committee, where the staff member is married and his spouse is not accompanying him (whether at College expense or not) he may at the discretion of the Provost be granted a concessional period of not more than three months in which to arrange to surrender the quarters.

**13.5.2** A member of staff who is leaving the service of the College, other than dismissal shall vacate and surrender College quarters occupied by him at the expiration of the period of notice or determination of employment, if the period of notice taken wholly or partly as leave, the quarters shall be surrendered not more than three months from the date of proceeding on leave or on the date determination of employment takes effect whichever is the sooner.

**13.5.3** Where a member of staff on cessation of employment with or who is on leave of absence in circumstance in which he should surrender College quarters fails without due mitigating authority of the College to surrender the said quarters, the person concerned shall be liable to pay to the College a charge of ₦=300.00 per day for the quarters for any such period unauthorized occupancy. The college reserves the right without prejudice to his right to any such charges than due at any time to use any method it deems fit to regain possession of the said quarters.

**13.6. TEMPORARY ALLOCATION OF QUARTERS TO STAFF ON LONG LEAVE OF ABSENCE**

If the wife of a Senior member of staff who is proceeding on or has proceeded on leave or other approved absence for more than twelve months and is herself a Senior member of staff of College, she may apply to the Chairman, Housing

Committee for the allocation of the quarters to herself. If such application is approved, she shall assume all the quarters right and obligations in respect of the said quarters during such period.

**13.6.1** Any allocation of the quarters to member of staff shall be temporary and the member of staff vacating it may at his own risk and without danger to the temporary occupation of the quarters, store his property in one room in the quarters, which room he may lock and retain the key thereof until the expiration of the authorized leave of absence. If the staff member fails to return to the service of the College and does not within three months thereof remove his property from the quarters, the College reserves the right to re-enter and take possession of the room, and make any arrangement it deems fit to dispose of or make alternative arrangement for the storage of the property at the risk of the staff member concerned.

**13.6.2** In the event of a room being utilized by a staff on long leave of absence, the temporary allottee shall pay one third of the rent charged on such College's quarters.

**13.7 OCCUPATION OF QUARTERS, PAYMENT OF RENTS MAINTENANCE OF PREMISES, ETC.**

**13.7.1** An allocation of College quarters when made to a staff member shall be notified in writing and shall indicate the effective date of the allocation, when the quarters shall be available for occupation. The staff member shall thereupon be liable to pay rent with effect from the date he occupies the quarters at the prevailing government rate.

**13.7.2** All rents for College quarters shall normally be payable monthly in arrears and shall be deducted by the Bursar from the monthly salary of the staff member concerned.

**13.7.3** The staff member occupying College quarters shall be liable for all electricity, water rate or other bills in respect of the quarters and shall ensure prompt

payment of such bills. Failure to meet these obligations shall render the staff member liable to forfeiture of the quarter and eviction therefore by the College.

**13.7.4** It shall be the duty of the staff member to keep the premises of the quarters occupied by him in clean and sanitary condition. Staff members shall comply with any health regulation for the duration of his stay. Whereas in the case of block of flats, two or more members of staff become liable for the maintenance of the premises. They shall ensure that they make adequate arrangement for such maintenance including the cleaning of all common areas, such as, stairways and passages. Where the staff concerned fails to ensure due cleanliness and maintenance, the College may contract workers to undertake the necessary cleaning, etc. And surcharge the staff in respect of the cost thereof. Such cost shall be deductible from the staff member's salary by the College Bursar in the same manner as rent.

Persistent failure of staff member to maintain premises or quarters adequately shall render the staff liable to forfeiture of the quarters.

13.7.5. A staff member occupying College quarters shall occupy and use such quarters with due consideration for his neighbours. Any acts such as unreasonable use of musical or other instruments, noise, fights, etc to annoyance of neighbours shall constitute misconduct and render the staff concerned liable to forfeiture of the quarters and of consideration for allocation of any other College quarters.

**13.7.6** The College reserves the right to withhold the privilege of any member of staff who contravenes the terms and condition of these regulations.

**13.7.7 HOTEL AND GUEST HOUSE ACCOMMODATION FOR NEW STAFF MEMEBRS**

**13.7.8** A new senior staff member on arrival at the College if no College quarters are immediately allocated, shall avail himself of or be provided with approved hotel accommodation or be quartered in a College guest house normally for a maximum period of 28 days.

**13.7.9** When staff are authorized to stay in a College guest house beyond the maximum 28 days allowed, they will be liable to pay such rates of accommodation meals,

service, etc as are for the time being in force of respect of the guest house concerned.

**13.8.1** As soon as a staff member is given an allocation of College quarters, any further stay in a hotel, College guesthouse or any other place shall be with effect from the date of allocation, fully at his own expense. Submission that the College quarters is not in all respect completely to the satisfaction to the staff member shall not constitute mitigation in his respect.

**13.8.2 EMERGENCY ALLOCATION OF QUARTERS**

The powers of allocation of College quarters are delegated to the Housing Allocation Committee. However, in case of emergency the Registrar may make an allocation to a member of staff, which shall thereafter report the Housing Allocation Committee for modification/rectification.

**CHAPTER 14**

**HEALTH SERVICES**

**14.0 TREATMENT WITHIN NIGERIA**

**14.1.1** The College shall maintain health services for the benefit of members of staff and members of their families.

14.1.2 All employees of the College, his spouse, four children are entitled to the medical facilities provided by the College health services.

**14.1.3** In case of hospitalization due to illness of the staff or his entitled member of family, the College shall meet the cost of such hospitalization incurred in a government hospital subject to existing government regulations.

**14.1.4** Treatment in any hospital other than that at a government owned hospital shall be at the expense of the employee unless and to the extent approved by the Director of Health Services of the College upon a certificate that treatment was not otherwise available and that cost thereof is reasonable and subject to existing government regulations.

**14.1.5** No claims shall be entertained by the College in respect of medical treatment or hospitalization occasioned by drunkenness or other wilful default of the person in respect of whom the claim is made.

14.1.6 In case of invalidation, the Provost shall cause a medical board to be constituted for the purpose to determine the degree of invalidation.

**14.1.7** The College shall not be responsible for the cost of dentures, gold-fillings, spectacles and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the employee arising out of and in the course of his official duties.

14.1.8 The staff and student welfare and disciplinary committee may make such rules as it deems fit for the maintenance of good sanitary and good health conditions within the College and its properties where ever situated. Any breach of such rules by a member shall constitute misconduct.

**14.1.2 TREATMENT OUTSIDE NIGERIA**

**14.2.1** Treatment outside Nigeria shall be subject to government regulations.

**14.2.2** All staff arriving abroad on approved trips including study fellowship shall be obliged to take health insurance policy where such policy exists, and the College shall reimburse such staff the cost of premium paid.

**14.2.3.** Members of Senior staff entitled to free medical attention who fall ill while temporarily absent from the College whether elsewhere in Nigeria or abroad on leave on College duty, shall be reimbursed medical expenses if, in the opinion of the health service treatment was necessary and the charges reasonable. To qualify for the entitlement, a validated report should have been sent by one's physician within a week of such ailment.



**CHAPTER 15****LEAVE****15.0 GENERAL**

15.1 An employee who has served at least six months can be granted pro-rata leave, provided the officer is not on secondment or transfer of service.

15.1.2 All employees shall be entitled to annual leave during the year it falls due. Annual leave not employed within the year it falls due shall be forfeited.

15.1.3 The amount of annual leave on full pay to be granted by the College to employees shall be in accordance with the rates applicable from time to time in the public service and which are currently as follows or current government regulations:

<b>Leave Earning</b>	<b>30 Days per Annum CONTEDISS 7 and above</b>	<b>21 Days per Annum CONTEDISS 3-6</b>	<b>14 Days per Annum CONTEDISS 1-2</b>
<b>12 MONTHS</b>	<b>30</b>	<b>21</b>	<b>14</b>
<b>11 MONTHS</b>	<b>28</b>	<b>10</b>	<b>13</b>
<b>10 MONTHS</b>	<b>25</b>	<b>18</b>	<b>12</b>
<b>9 MONTHS</b>	<b>23</b>	<b>18</b>	<b>11</b>
<b>8 MONTHS</b>	<b>20</b>	<b>14</b>	<b>9</b>
<b>7 MONTHS</b>	<b>18</b>	<b>13</b>	<b>8</b>
<b>6 MONTHS</b>	<b>15</b>	<b>11</b>	<b>7</b>

15.1.4 This shall not include all public holidays, Saturdays and Sundays falling during the period. Leave allowance shall be paid according to government approved rates.

15.1.5 On the recommendation of the Deans of Schools/Heads of Departments, the Registrar shall at the end of every year draw up an annual leave roster for the succeeding year for the approval of the Provost.

**15.2 DEFERMENT OF ANNUAL LEAVE**

**15.2.1.** Deferment of annual leave shall be at the instance of the Provost and must be enjoyed before the officer retires from service.

**15.2.2.** Authorized deferred leave may be commuted to cash only where an officer has been made to retire prematurely and cannot spend all his deferred leave before his retirement. No serving officer shall be allowed to commute to cash at the time of retirement any deferred leave.

**15.3. RESEARCH LEAVE**

An academic staff shall be granted upon application, 7 working days research leave in an academic year.

**15.4 ACADEMIC STAFF**

**15.4.1** Academic staff shall as far as possible take their leave during vacations.

**15.4.1 PROCEDURE**

Annual leave shall be approved by the Registrar so long as the roster is approved by the Provost. In the recommendation of the Deans of Schools/Heads of Departments. Before recommending such leave, the Deans of Schools/Heads of Departments shall satisfy himself that the staff concerned has fulfilled all his obligations relating to the sectional examinations including the resit or referred examinations that are outstanding. Any staff member who proceeds on leave without fulfilling such obligations shall be guilty of misconduct and liable to disciplinary action.

Principal officers/Deans of Schools/Heads of Departments and persons of similar status shall proceed on leave with the approval of the Provost. In the case of the Provost, he shall seek the approval of the Chairman of the Council.

**15.5. NON-ACADEMIC STAFF**

Administrative, technical professional and other non-academic staff may take their annual leave at any time of the year subject to the exigencies of the service. As much a possible leave should however be taken during the long vacation.

**15.5.1** Annual leave during the first year of appointment and in the year of cessation of appointment shall be on pre-rata basis as specified in government circular.

**15.5.2** Professional technical end either staff not assigned to the Registrar shall take their leave on the recommendation of Head of Department concerned for the approval of the Registrar in line with section 14.4.2 above.

**15.6 CASUAL LEAVE**

**15.6.1** A staff may be granted a maximum of seven working days casual leave in any leave year.

**15.6.2.** Any casual leave enjoyed before the annual leave shall be deducted from the staff's annual leave entitlement.

**15.6.3** In exceptional cases, a staff who has exhausted all his leaves entitlements may be granted a few days leave at the discretion of the Provost.

**15.7 SPECIAL LEAVE**

**15.7.1.** Leave with pay on compassionate grounds or leave for urgent private matters including paid marking/writing exercises for outside bodies may be recommended by the Deans of Schools/heads of Departments/Divisions through the Registrar for the approval of the Provost. Such special leave shall be deducted from the staff annual leave.

**15.7.2.** The Provost's approval of special leave shall be conveyed by the Registrar. On resumption, the staff shall complete the resumption of duty form.

**15.7.3** Leave for medical treatment outside Nigerian may be granted to Senior staff members, expatriates or Nigerians by the Provost on such terms as he deems fit on the recommendation of the appropriate health authority of the College

certifying that such treatment is not available or cannot be obtained in Nigeria and that it's essential that treatment be outside Nigeria.

**15.8 LEAVE OF ABSENCE WITHOUT PAY**

A Senior staff for special reasons can be granted unpaid leave for up to a full year on the recommendation of the Dean of School/Head of Department/Division with the support of the Provost as appropriate.

**15.8.1 EFFECT OF STUDY LEAVE ETC. ON VACATION LEAVE**

Periods spent on study leave, training leave, study fellowship will not be leave-earning.

No annual leave shall be earned in the year which a staff member returns from or proceeds on study leave, training leave, study fellowship or other leave if the period between his resumption of duty or proceeding on such leave and the beginning of the long vacation is less than six months.

**15.9** Expatriate staff shall not earn local leave in the year they take their overseas leave.

**15.10 ABSENCE FROM THE COLLEGE OR OTHER APPROVED PLACE OR WORK DURING SEMESTER**

**15.10.1** Members of staff who intend to be away from duty, or from their place of work, on College research or other business shall, if such absence does not exceed two working days seek the approval of the Dean/Head of Department and others where appropriate, the approval of the Registrar/Provost should be sought where such absence will exceed two working days. This provision is subject to any prevailing Federal Government regulation on the matter.

**15.10.2** All Dean, of Schools/Heads of Departments/Divisions and other persons of a similar or higher status shall seek the approval of the Provost on any occasion that they may wish to be absent. Request for such absence except in cases of

emergency must reach the Provost at least two days before the date of the commencement of the proposed absence.

**15.11 CONDITIONS FOR MATERNITY LEAVE**

- 15.11.1 a)** A female staff, (other than those employed on temporary basis) who becomes pregnant shall proceed on maternity leave in accordance, with a medical certificate showing the prospective date of confinement, which must be presented not less than two months before the date to the Registrar through her Department.
- b) All female married staff who are pregnant are entitled to twelve weeks maternity leave with full pay. The annual leave for that year shall, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed before the grant of maternity leave, the staff can still be granted.
- c) Maternity leave with pay shall not be granted to an employee with less than six months continuous service with the College.
- d) Any extension of maternity leave beyond twelve weeks shall be treated as sick leave and application for such extension shall be made through the appropriate channel and shall be supported with a medical report.
- e) No female employee will be allowed to work within 42 days after delivery.
- f) Single female officers who are pregnant are also entitled to 12 weeks maternity leave.

**15.12 SICK LEAVE**

**15.12.1** An employee may be granted sick leave with full pay not exceeding six months in a year, provided he submits a medical certificate issued by or authenticated by the College Director of Health Services.

**15.12.2** Thereafter, the employee shall be on half pay provided the total sick leave granted should not exceed 365 or 366 days in four years.

**15.12.3** Any sick leave in excess of 365 or 366 days in four years shall be without pay and may not be reckoned with for the purpose of increment of pension.

**15.12.4** An employee who is incapacitated as a result of accident sustained in course of his official duties shall be entitled to:

- (1) Full medical care;
- (2) Full salary until he is discharged from sick leave. But when it established that he is permanently incapacitated based on the report of the Medical Board, the Officer shall be disengaged from public service with full compensation as provided in the Pension Act.

**15.12.5** All sick certificate issued by government medical officer shall be subject to authentication by the College Director of Health Services.

**15.13 EXAMINATION LEAVE**

**15.13.1** An employee may be allowed special leave on full pay up to seven days to take an examination, the passing of which need three conditions for his current appointment provided the Provost/Registrar is satisfied.

- a) That his general value to the institution justified the condition.
- b) That he is industrious and efficient in the performance of his duties, and
- c) That his passing of the examination is likely to enhance his competence on his work in the institution.

**15.13.2** Any day in excess of the seven days shall be deducted from the staff next leave.

**15.14 LEAVE TO PARTICIPATE IN VOLUNTARY ORGANIZATION**

A member of staff may subject to exigencies of the service be granted special leave for the purpose of taking part in any voluntary organisation activities e.g sports, trade union, religion, etc, provided that such leave is limited to the shortest period which will allow the member of staff to participate in the co-curricular activities without adversely affecting his normal duties.

**15.15 LEAVE FOR SPORTING CONTEST**

- i) The length of time during which a staff may be permitted to be absent from duty to take part in sporting event shall be determined as follows:
  - a) Number of days required for the actual sporting activities.
  - b) Number of days required for travelling to and from the place arranged for the sporting event.
  - c) Any number of days in excess of (a) and (b) above which are certified as necessary by appropriated Sports Council.
- ii) A staff or employee granted leave for sporting events will not be eligible for transport and travelling allowances at the College expense.

**15.16 LEAVE TO ATTEND TRADE UNION MEETING**

The Provost/Registrar may grant casual leave up to a maximum of seven days in a year to a staff who is an official of an approved trade union meeting. If necessary a special extension of such leave may be granted. In any case the period of the casual leave shall be clearly stated in the letter of approval.

**15.17 OVERSTAY OF LEAVE**

Any member of staff who for no good cause fails to resume duty after leave shall be deemed to have committed an act of misconduct and may without prejudice to any measure that may be taken against him and forfeit his salary for the period of his absence without permission.

**15.18 CONDITION FOR LEAVE FOR EXPATRIATE STAFF**

The following leave condition shall apply to expatriate staff employed by this College.

- a) For every completed one month of residential service in Nigeria, expatriate staff shall be entitled to three days leave on pro-rate basis.
- b) They will be entitled to four days travelling time while on leave.

- c) During the first year of contract though not before six months service they shall be allowed to enjoy a leave of 14 days in accordance with the regulation
- d) The period spent on local leave is deductible from their leave entitlements;
- e) The officer's second leave which should fall due between 18 and 24 months service i.e end of the first four where each four, is of 18 months duration could be spent in his home country at the expense of the College.



## CHAPTER 16

## 16.0

PASSAGES

**16.1.1.** An employee recruited from overseas shall be entitled to economy class air passage, or approved first class sea passage, for himself, his wife and up to four children below the age of 18 years; and to a baggage allowance which enables him with his family to take up to 40 cubic feet of personal effects for the employee and a similar amount for the wife, if travelling by sea, or 100 kilos for each of the employee and his wife travelling by air, on production of vouchers in respect of his journey.

- a) From his place of engagement on first appointment to the College
- b) From Nigeria to his place of domicile registered with and approved by the College, on retirement or resignation or termination in accordance with his contract.
- c) For the purpose of this regulation, the term baggage shall not include motor vehicle.

**16.1.2** An employee recruited from within Nigeria shall be entitled to an economy class air passage or first class rail transportation from his place of residence to the College.

**16.1.3** If he travels in a motor vehicle he shall be entitled to distant (kilometre) allowance as is applicable to employee of his grade;

**16.1.4** He shall in addition, be entitled to have his personal effect transported at the expense of the College or receive an allowance in line with prevailing Government Regulations.

**16.1.5** A member of staff who, within two months of appointment or return from vacation or other leave, gives notice or terminates his appointment within those months, shall not be eligible for repatriation of himself and family by the College, unless due cause can be shown to the satisfaction of the Provost. All such approvals so granted by the Provost shall be reported to the Governing Council as soon as possible thereafter.

**16.1.6 VACATION LEAVE OVERSEA**

An expatriate employee proceeding on approved home leave overseas shall be entitled to leave passages as in regulation (14.1) including baggage allowance, if the leave is terminal upon due resignation or termination of appointment, otherwise the employee shall be entitled to passages as per prevailing government rate as for himself, the wife and up to four children. Where the children are over the age of 18 years, they shall be entitled to passage at the College expense only if they are undergoing full time education as dependents of the employee concerned.

**16.2 PASSAGES FOR OFFICIAL COLLEGE BUSINESS**

Passages on College business shall be authorized by the Provost on behalf of the Governing Council, and in the case of the Provost by the Chairman of Governing Council. Employees of the status of Dean of School/Head of Department and above while on College business in overseas countries shall be entitled to passages as per prevailing Government rate. Others shall be entitled to economy class air passages.

**16.3 PASSAGES FOR STAFF ATTENDING INTERNATIONAL CONFERENCES /SEMINARS/ SYMPOSIA**

The Provost may approve for members of staff to attend academic or allied conference, seminars/symposia of the rate of allowances approved from time to time by the Governing Council or at such other modified rates with assisted passages as the Provost shall deem appropriate.

**16.4 PASSAGE FOR EXPATRIATE WOMAN MARRIED TO NIGERIAN**

An expatriate woman member of staff married to a Nigerian shall have the same contractual rights, obligations and privileges, as are applicable to a Nigerian woman member of staff. The husband's place of domicile shall, for purpose of passage regulations, be that of the wife. Consequently, an expatriate woman who marries a Nigerian shall not be entitled to overseas leave or repatriation passage at the expense of the College.

**16.5 LEAVE PASSAGES FOR CHILDREN OVERSEAS**

Children of expatriate employees living with their parents in Nigeria shall be entitled to passages at the College expense in accordance with regulation 15.2 of the Chapter.

**16.6 EXPATRIATE OVERSEAS LEAVE ENTITLEMENT**

**16.6.1** Expatriate members of staff shall be granted an additional few days travelling time for each journey out of Nigeria.

**16.6.2** All accumulated leave by expatriate members of staff should be added to their overseas leave at the expiration of their contracts.

**16.6.3** Any expatriate members of staff who is 60 years old will have his home leave annually.

**CHAPTER 17****17.0** **STAFF DEVELOPMENT****17.1 PREAMBLE**

**17.1.1** Manpower development is one of the foremost approaches for achieving efficiency in any organization. Therefore, it is imperative that the institution after identifying its needs should prescribe a suitable programme for training its staff for maximum contribution to the development and progress of the institution.

**17.1.2** As a matter of policy, staff development should be geared towards achievement of the aims of the institution. That is to effectively promote professional/ technological/ educational training in support of manpower development for the country. Thus, priority should be given to the sponsorship of programmes, which will enable staff contribute more effectively to the success of the institution.

**17.1.3** For the purpose of the above, the staff of the institution should be given the opportunity to benefit from the following training programmes of the institution.

**17.2 STUDY LEAVE WITH PAY**

**17.2.1** A confirmed member of the academic and administrative staff who have been on the continuous employment of the College for at least two calendar years, except for normal vacation leave shall apply for study leave with pay.

**17.2.2** Study leave is a privilege not a right, and shall not necessarily be granted to every applicant who has fulfilled the qualifying conditions. Study leave cannot and shall not be accumulative.

**17.2.3** Study leave shall normally be granted for period not exceeding three years. Application for study leave in the excess of three years may be granted only in very special circumstances recommended by the Dean of School/Head of Department, with the support of the Provost and approved by Council.

**17.2.4** A member of staff granted study leave with pay for a period not exceeding three years shall be entitled to:

- a) His basic salary
- b) Transport allowance
- c) Rent subsidy
- d) Any other allowances that may be defined by Council.

**17.2.5** A member of staff granted study leave with pay for a duration exceeding three years shall be entitled to the whole or such a part of his salary for the period in excess of three years as the appropriate Committee may approve, provided that no transport allowance shall be payable during study for periods in excess of three years.

### **17.3 WORK STUDY LEAVE WITH PAY**

Where a member of staff is unable to enjoy the study leave with pay above, he could be granted work study leave to pursue part-time courses at nearby institutions, provided it does not affect staff's primary responsibilities.

### **17.4 TRAINING LEAVE**

**17.4.1** Any member of staff, academic or non-academic may apply for training leave for the purpose of acquiring a higher degree or professional, technical, or administrative competence appropriate to the nature of his employment with the College.

**17.4.2** Only confirmed members of staff who have been in the service of the College for an unbroken period of not less than two years and are below the rank of Senior Lecturer or equivalent salary/grade shall be eligible to be considered for training leave, provided that, persons of the rank of Senior Lecturer or equivalent status and above may be granted training leave in very special circumstances, which are certified by Dean of School/Head of Department, with the support of the Provost as being in the interest of the College.

**17.4.3** Training leave shall be for a specified period approved for the purpose and shall not normally exceed a year in the first instance, to be extended subject to good

recommendation from appropriate authorities where the trainee is being trained. Where training is received locally, the person shall report on duty when on vacation.

**17.4.4** A staff member on training leave shall be entitled to his full salary, and such allowances in respect to tuition, books, subsistence and other relevant expenses as may be approved from time to time by the Council.

**17.5 STUDY LEAVE WITHOUT PAY**

**17.5.1** Staff shall be eligible for study leave without pay after serving for a minimum of one year. Each case shall be considered on its own merit.

**17.5.2** The College may not be under any obligation to re-absorb the staff on study leave without pay.

**17.6 GENERAL CONDITIONS GOVERNING STUDY LEAVE TRAINING, TRAINING LEAVE WITH PAY**

**17.6.1** Every member of staff granted training leave or study leave with pay shall be requested to give an undertaking or to enter into bond to return to the service of the College immediately upon the completion of the course or programme for which the leave was granted.

**17.6.2** The period of the bond shall be at the rate of equivalent period of the relevant study leave or training leave and on such terms and conditions as shall be specified in an agreement to their effect.

**17.6.3** If a staff member fails to return to duty on the completion of the study leave or training programme or on the expiration of the period of leave granted to him he shall be liable to dismissal.

**17.6.4** Application for study leave or training shall be submitted in quadruplicate, through the Dean of School/Head of Department to reach the Registry in duplicate not later than the deadline set by the training College. A copy of the application for study or training leave shall be put in the employee's personal file in the Registry and a copy shall be forwarded by the Registrar through the Provost for consideration by the appropriate Committee.

- 17.6.5** Approved study or training leave shall normally be granted to commence at the beginning of the session.
- 17.6.6** Every application shall be accompanied by an evidence of admission from an approved institution, together with such relevant information regarding tuition, passages and other costs and information relating to the study or training programmes as well as details of the study or training programmes which the employee intends to pursue.
- 17.6.7** Where a course of study or training is available in Nigeria, preference will be given to applications for such study or training in a College of training institution in Nigeria. In such cases, any application for study or training abroad shall satisfy the relevant Committee that after making efforts to that effect, the employee has not succeeded in obtaining admission in Nigeria.
- 17.6.8** Study leave or training leave is privilege and not a right and the College is not bound to grant such leave to any employee nor is the College or appropriate Committee bound to give reasons for the success or failure of the application for such leave.
- 17.6.9** An employee on study or training leave shall not change the course, place or institution for which the leave was granted without the prior approval of the College. Failure to comply with the rule shall constitute, to misconduct and shall render the staff liable among other things, to the withdrawal of the leave.

**17.7 CONDITIONS GOVERNING THE GRANTING OF WORK STUDY LEAVE WITH PAY**

The general conditions governing the granting of the study leave apply to staff granted work study leave, except that they shall not be bonded since they are expected to carry out their normal duties while undergoing training.

**17.8 SABBATICAL LEAVE**

- 17.8.1** Any Senior staff on salary CONTISS 13 and above whether academic or non-academic (including Principal Officers) who has been in the continuous service of the College may apply for sabbatical leave of up to twelve calendar months in the 7<sup>th</sup> year thereafter. For the purpose of the regulation, the appropriate authority may take into consideration any

period of relevant service in another higher institution in Nigeria, if the employee transferred to the service of the College provided in such a case, the employee shall not be eligible for sabbatical leave unless at least four years out of the total six years service period he has been in the service of the College.

**17.8.2** Sabbatical leave is intended primarily for the intellectual and professional renewal of the staff. Sabbatical leave may therefore be granted only on the condition that the member of staff intends to return to serve the College for at least one session on completion of such leave.

**17.8.3** A member of staff on sabbatical leave shall be entitled to his full salary for the period of such leave.

**17.8.4** Sabbatical leave may be granted, if the appropriate authority is satisfied that such leave would be utilized to the definite interest of both member of staff and the service of the College.

**17.8.5** The Provost may be entitled to sabbatical leave at the end of the term of office.

**17.8.6** A Nigerian member of staff shall be entitled to 50% fares of economy class air, approved first class sea passages or whether or whatever means of travel authorized by the Appointments and Promotions Committee between Nigeria and his place of study for himself only.

**17.8.7** An expatriate member of staff shall not be entitled to passages on study/sabbatical leave in addition to his normal entitlement to passages on overseas vacation leave.

## **17.9 PROBATIONARY TRAINING LEAVE**

**17.9.1** Probationary training leave may be granted by the Provost on the recommendation of the Head of Department/Dean of School through the Registrar to a member of staff to enable him to qualify for appointment to permanent position

**17.9.2** Approval for probationary training leave shall be granted for not more than one year.

**17.9.3** While on probationary training leave, the staff concerned shall follow a course of study approved by the Provost and shall not change that course without prior approval of the



Provost. A report shall be submitted by the supervisor of the staff concerned at the end of the course.

**CHAPTER 18****18.0                    RETIREMENT, WITHDRAWAL AND RELATED BENEFITS****18.1    CITATION AND COMMENCEMENT**

These regulations shall be referred to as regulations for the award of pension and gratuities to all staff members of the institution.

**18.2    APPLICATION**

This shall apply to all employees in the service of the College who are in the established grade and are in regular employment but shall not apply to employees on temporary or contract appointment.

**18.3    FINANCE**

The payment of pension and gratuities under these regulations shall be charged on and paid out of money voted for that purpose by the College Governing Council or any such arrangement as may be determined from time to time by Government.

**18.4    AGE OF RETIREMENT**

The compulsory age of retirement shall be 60 years for non Academic Staff and 65 years for Academic Staff.

**18.5    NOTICE OF RETIREMENT**

An employee who wishes to retire from the service of the College after ten years public service shall give at least three months notice of his intentions to retire.

**18.6    CONDITIONS UNDER WHICH PENSION AND GRATUITY ARE PAYABLE**

**18.6.1** Pension and gratuities at the rates prescribed in the TABLE to this regulation shall become payable to an employee in the occurrence of one of the following events:

- i)        On retirement or withdrawal from service of the College, after serving for ten years or more in the public service, but pension carried will not be due for payment until the employee attains the age of 45 years.

- ii) After a properly constituted medical board has pronounced that an employee is not suitable for further service on health ground.
- iii) If an employee is totally or permanently disabled while in the College service.
- iv) On abolition of office.
- v) If an employee is required by the College Governing Council to withdraw or retire from the service in the interest of the College.
- vi) On compulsory retirement for the purpose of facilitating improvements in the organization of the Department, School or Division or other unit of the College, so that greater efficiency or economy may be effected. Provided that in respect of paragraph 17.5.1 (a) above, if the employee has spent less than five years in the College before he retires or otherwise withdraw he will be entitled to only a gratuity of one year's salary.

**18.6.2** After attaining the age of 45 years, but below sixty years of age, if a staff wishes to retire, he must give to the College three months notice in writing of the desire to retire unless the College shall agree to wave the condition.

## **18.7 DEATH BENEFITS**

**18.7.1** If an employee who has completed less than 5 years in public service dies in the service of the College, his registered next-of-kin/designated survivors will be entitled to a year salary of the deceased employee as death gratuity. Where an employee has spent 5 years or more in the service of the College, he will be entitled to gratuity, if the employee has spent 10 years and above, he will be entitled to gratuity and pension as applicable which the employee would have been awarded had he been retired on the date of his death. The pension will be payable for 5 years lump sum.

## **18.8 PENSION TO INCAPACITATED STAFF**

Where a staff who is incapacitated in the course of his official duties has completed the minimum qualifying service and is not. On the termination of his service eligible for a pension under these Regulations, the College may in lieu of the gratuity stipulated in the relevant portions of the pension regulations grant to such staff in addition to injury

pension stipulated in Table B, a pension calculated at the rate of 2% of the staff's accrued pension from the date of the staff's retirement.

**18.9 PAYMENT OF BENEFIT TO ESTATE OF EMPLOYEES REPORTED MISSING**

Where within one year of the disappearing of an employee and a board of enquiry set up by the Governing Council is able to conclude that the employee who is reported missing is dead, his estate may be paid the benefits contained in regulations 18.7.1 above, though the law presumes a man to be dead if nothing is known or heard of him after seven years of his disappearance.

**18.10 CONTINUOUS COLLEGE SERVICE**

For the purpose of computation and payment of benefits under these regulations, it is only continuous and unbroken period of public service that shall be taken into account provided that any break in an employee's public service that is condoned by the College may be disregarded.

**18.11 ABOLITION OF SERVICE**

If due to re-organization within the College, it is considered necessary to abolish or scrap an office and the incumbent cannot be offered a suitable alternative post, he may be called upon by the Governing Council to retire and shall be entitled to in addition benefit under regulation 18.5 above, a compensation of 100% of pension and gratitude for premature retirement provided that his total benefit shall not exceed 80% of his total emolument as pension or 300% as gratuity.

**18.12 TRANSFER VALUES**

If an employee transfers to the College from another public service, the public service from which he transferred shall pay his accrued benefit as at date of transfer to the value at the time being in force in respect of the public service of the Federation or as may be agreed with previous employer.

**18.13 AWARDS NOT ASSIGNABLE OR TRANSFERABLE**

A pension or gratuity awarded under these regulations shall not be assignable or transferable, except for purpose of satisfying debt due to the College, any Government in the Federation or to an authority or institution declared as public service.

**18.14 LEAVE WITHOUT PAY**

No period during which an employee shall have been absent from duty on leave without pay shall be taken into account in computing his pension and gratuity under these regulation, unless the leave without pay is for the purpose of pursuing an approved course of study or undertaking employment in an approved public service or other scheduled service.

**18.15 TEMPORARY APPOINTMENT IMMEDIATELY FOLLOWED BY A PERMANENT ONE**

Where an employee holding a temporary or contract appointment transfers to a permanent one, the period during which he was in such an appointment will count in full for the purpose of calculating his pension and gratuity provided that, he did not receive an extra pay in form of contract addition or contract gratuity when holding the temporary appointment. If however, he has received any of the extra pay aforementioned, he may opt to refund it so as to benefit from the provision of the regulation.

**18.16 MILITARY SERVICE**

If a member of staff, in the event of war or national emergency or under any of the Nigerian force under-takes any national services or emergency service, such service with the force or other national service unless compulsory must be with the consent of the College. The undertaking of such service shall not be deemed to constitute a breach of the continuity of employment by the College. However, the College may determine that the period of such service, shall be treated as an employment to be included in the member's pensionable service to such extent and on such terms as the College may decide, in which case, the College shall continue to pay the contribution required upon

the member's pensionable emolument immediately prior to joining the Nigerian Forces or undertaking such other service aforesaid.

#### 18.17 TERMINAL LEAVE

A member of staff who has reach retirement age shall be entitled to terminal leave with full pay as follows:

CONTEDISS 13 (or equivalent) and above	-	3 months
CONTEDISS 06 – 12 (or equivalent)	-	2 months
CONTEDISS 01 – 05 (or equivalent)	-	1 months

#### 18.18 VESTING OF PENSION

Pension and gratuity awarded under these regulations shall be regarded as an employee's inalienable right and shall under no circumstance be withheld or reduced, but where an employee is dismissed from the service such dismissal will result in the forfeiture of his retiring benefits.

#### TABLE A

Annex to regulations for the award of pension and gratuity formula for calculation of pension and gratuity based on percentage of final emolument.

YEAR OF SERVICE	GRATUITY	PENSION AS % OF FINAL EMOLUMENT
5	100	
6	108	
7	116	
8	124	-
9	132	-
10	100	30
11	108	32
12	116	34

13	124	36
14	132	38
15	140	40
16	148	42
17	156	44
18	164	46
19	172	48
20	180	50
21	188	52
22	196	54
23	204	56
24	212	58
25	220	60
26	228	62
27	236	64
28	244	66
29	252	68
30	260	70
31	268	72
32	276	74
33	284	76
34	292	78
35	300	80

NOTE: For the purpose of calculating pension, any part of a year that is more than six months shall for the purpose of this schedule be regarded as a complete year. This table shall be paid according to the latest prevailing rate.

**TABLE B: INCAPACITY PENSION PAYABLE**

CATEGORY	DEGREE OF INCAPACITATION	INCAPACITY PENSION PAYABLE
A	Not less than 10%	20% of final pay at date of injury
B	50% to 60%	15% of final pay at date of injury
C	30% to 40%	10% of final pay at date of injury



## CHAPTER 19

### GRIEVANCES PROCEDURE

**19.1** Before resorting to formalizing any grievances, a staff shall feel free to take it up formally first to his immediate superior and if necessary up to the Provost any matter about which the staff feels aggrieved.

**19.2** Members of staff shall not communicate with any outside person or agency on any matter being processed through the laid down machinery. A breach of this regulation shall be regarded as a serious act of misconduct.

#### **19.3 PROCEDURE FOR COMPLAINTS AND PETITIONS**

- a) Complaints and petitions from all staff on all matters, whether personal or official, must be submitted to the Provost through the complainant's Head of Department and through the Registrar. Under no circumstances should petitions be addressed directly to members of the Governing Council.
- b) Head of Department are bound by their official responsibilities to deal with such complaints or forward them to higher authorities concerned without any prejudice or personal bias influencing their actions.
- c) Where a complainant or petitioner is dissatisfied with the decision of his Head of Department or the Dean, he shall have the right of appeal to the Provost or to the Governing Council as the case may be. Such complaint must have all the evidences to show reason(s) for their dissatisfaction.
- d) Petitions which repeat the substance of previous petitions without introducing new matters of relevance or which are couched in abusive and improper language shall be disregarded.
- e) Petition on any matter pending in a court of law shall not be entertained.

- f) No complaint or petition should be suppressed or delayed. Heads of Department must show sufficient and acceptable reason(s) for them to delay or dismiss a petition.
- g) It is an offence for any superior officer to fail to forward a petition or initiate action within two weeks, unless the matter had been settled to the satisfaction of the petitioner.
- h) All petitions must be submitted in writing and properly signed with names and signature of the complainant. Anonymous petitions or petitioners with fictitious names shall not be entertained.
- i) The decision of Governing Council on any petition or appeal tendered before it shall be final. Hence, in any case of serious disciplinary measure, the concerned member(s) of staff has the right to be heard by the Council in his defence.
- j) All official communication with the Governing Council of the College is in order only after the proper channel of communication has been exhausted without success. In such a case, the aggrieved officer shall present his case in writing to the Council through the Secretary to Council.

**CHAPTER 20****COPYRIGHT, INVENTIONS AND LETTERS OF PATENT AND CONSULTANCY SERVICE****20.1 COPYRIGHT**

The manuscript and final texts of all original and creative work done by staff and financed by the College shall be deposited with the institution's Library.

**20.1.2** The copy right of any book commissioned and financed by the College shall be vested in the institution. The institution shall be entitled without the staff's further consent or concurrence:

- a) to reproduce or authorize, order to reproduce by any means the creative,
- b) to dispose of copyright or develop same where necessary,
- c) to sell the patent on all such work.

**20.2 EX-GRATIA PAYMENT**

A sum of money may be paid on ex-gratia basis, where copyright has been disposed or for a lump sum. Where the subject of the copyright has been used for commercial purpose, a certain percentage of royalty as approved by the institution may be paid to the staff concerned.

**20.3 INVENTIONS AND LETTER OF PATENT**

**20.3.1** All right on invention and patent are vested in the institution where the inventions stem from the inventor's official duties.

**20.3.2** The staff concerned may be paid a sum of money on an ex-gratia basis and such further sums as may seem to the institution to be fair.

**20.3.3** If the institution wishes to assign or otherwise dispose of the right to apply for letter of patent, it will do so in consultation with the inventor.

**20.3.4** If the institution and its assignees or nominees decide not to apply for latter of patent, the member of staff may deal with the invention as he deems fit but maybe required to grant the right to use the product for further academic purpose to the institution.

#### **20.4 CONSULTANCY**

**20.4.1** Effort shall be made to propagate the capacity and potentials of the institution to handle consultancy work.

**20.4.2** Where a Department undertakes consultancy work, whether in-house or for external client the proceeds accruing to staff engaged in consultancy shall be as follows:

**a) In-house Consultancy**

Participating staff shall be entitled to one-sixth of what it would have cost the institution had it commissioned external professionals to handle the project.

For building projects whose commissions extended beyond design work and supervision, the institution may decide to top up proceeds with special ex-gratia payment to participating staff. Such ex-gratia payments should not exceed 3% of the total cost of the project to the coordinating Architects, who may be leading a team of consultants. Architects proportion of this could be decided on for other staff engaged on the project.

**b) External Clients**

The proceeds from such commission shall be shared after deducting whatever capital outlay provided by the institution in the following proportions:

- i) One third of the proceeds shall accrue to the institution;
- ii) One third to the Department;
- iii) One third to participating staff.

## CHAPTER 21

### 21.0 SECURITY AND INSURANCE/MISCELLANEOUS STAFF WELFARE

#### 21.1 SECURITY

There shall be provision for establishing a College security services to protect staff's life and properties/right and College property.

#### 21.2.1 INSURANCE

A staff on official tour shall be covered against injury and accidental death by means of an appropriate insurance cover.

**21.2.2** A staff of the institution, his wife and children, the Council members and non-officials travelling by air, land or sea at the institutions expense on the institution's business are eligible to free insurance cover without prejudice to his retirement benefits as follows:

<b>TRAVELER</b>	<b>CAPITAL BENEFITS</b>
Council Members and Provost	N800.00
All Senior Staff (CONTEDISS 06 and above)	N500.00
Wife of Staff	N500.00
Staff Dependants	N300.00
All Drivers and other Junior Staff on official duty.	N300.00

#### 21.2.3 RECREATION

The College authority shall actively encourage staff recreation through contribution to the provision of suitable facilities for this purpose within limits of available resources. Healthy interpersonal staff relations shall also be encouraged through this means.

**21.2.4 RECOGNIZED SOCIETY, CLUB, ASSOCIATION, ETC.**

The Provost on the request of a properly constituted and recognized staff Association, Club, Society or such other body may approve a grant of a reasonable amount of money to support specific activities or projects that are aimed at improving staff welfare such as sporting, recreational activities, publications, cultural activities, etc.

Only staff Association whose activities are in general interest of the College as a whole shall be recognized for the purpose of grants mentioned in this regulation.

**21.2.5 COMMENDATIONS**

An appropriate letter of commendation may be issued to a deserving officer by the Registrar at discretion of the Appointments and Promotions Committee.

**21.6 CERTIFICATE OF SERVICE**

Upon his resignation, retirement or withdrawal of service, an officer shall be given a certificate of service jointly signed by the Registrar and appropriate Head of Department showing the period he has served and the capacity in which he served. A statement shall be made on his conduct and cause of his leaving the service.

## CHAPTER 22

### PROFESSIONAL ETHICS

#### 22.0 PREAMBLE

Staff are subject to rules and regulations in this condition of service. The staff condition of service is essentially an adaptation of the Federal Government Civil Service (CSR) and Financial Regulations (FR) to the peculiar circumstances of the College. All staff should thereafter familiarize themselves with the Condition of Service.

#### 22.1 THE PROVOST

The Provost shall be a professional trained teacher.

##### 22.1.1 As an administrator the Provost shall:

- i) Maintain a pleasant personality, be approachable and be courteous.
- ii) Be firm, fair and consistent
- iii) Be of exemplary character in honesty, moral rectitude and unassailable integrity.
- iv) Do nothing to tarnish public image or bring shame or dishonor to his person and College as Provost;
- v) Involve his staff in decision making process,
- vi) Have cordial relationship with all members of his staff and maintain transparent impartiality with them,
- vii) Be open minded and shall keep his staff aware of all information that may be of official interest to them.

##### 22.1.2 As Academic Head, the Provost shall:-

- i) Give academic leadership to his staff,
- ii) Ensure that Lecturers teach in accordance with approved timetable and do so regularly. He shall also ensure proper keeping of all students' records.

##### 22.1.3 In relation to his student, the Provost shall try to know them as persons, so as to identify and where possible solve their problems.

**22.1.4** The Provost shall in addition:-

- i) Comply with financial instructions as applicable to his institution.
- ii) Not take any type of alcoholic drink during working hours and shall not smoke in College Assembly,
- iii) Neither uses his position to further his political aspirations nor use it to promote the ideology of any political party,
- iv) Maintain the confidentiality of official secrets or confidential matters
- v) Respect the confidences of staff, parents and students who may bring personal matters to his notice in his official capacity,
- vi) Accept overall responsibility for all College activities and physical structures of the College, even though he may delegate supervision to his staff.
- vii) Give accurate and objective report of the College, as and when required to the appropriate authorities, such as the Council/Commissioner for Higher Education and the Governor of Delta State of Nigeria.

**22.2 THE ACADEMIC STAFF**

**22.2.1** All members of the academic staff shall be professionally trained and are expected to abide by the following general guidelines:

- i) Lecturers shall set good example to their students particularly in their dressing, manners of speech and in the way they perform their duties.
- ii) Lecturers must be loyal to the College, the Provost and their colleagues. They shall respect one another especially in the presence of students.
- iii) Lecturers shall live within their means to avoid financial embarrassment.
- iv) Lecturers shall do nothing to bring shame or dishonour to their persons and professions.
- v) Lecturers shall recognize and respect the authority of the Provost accepting official responsibilities when the Provost delegates to them, discharge these responsibilities to the best of their ability.



- vi) Confidential College matters especially examination questions shall be kept secret.
- vii) Lecturers shall be punctual to lectures and other College functions.
- viii) No lecturer shall under normal circumstances be absent from work without the expressed official permission.
- ix) Lecturers shall keep up to date all relevant academic records for which they are responsible and these records shall be available in the College for scrutiny at any time.
- x) Lecturers shall participate actively in co-curricular activities.
- xi) Activities unrelated to normal College duties shall not be undertaken under normal working hours except with the expressed official permission.
- xii) Lecturers shall not make defamatory statements or comments about their fellow staff and the Provost before their students or to members of the general public.
- xiii) It is unethical for Lecturers to conduct classes for their students outside working hours for a fee and/or at unapproved venues.
- xiv) Lecturers shall not belong to organizations which are likely to be detrimental to the progress of the institution and shall cooperate with the Provost in preventing the introduction of such organization into the institution.
- xv) Lecturers shall not exploit students.
- xvi) Lecturers shall not misappropriate funds. They shall neither take bribe nor engage in corruption in any shape or form.
- xvii) Lecturers shall not reveal examination questions whether internal or external to anyone. In marking examination scripts, they shall be fair to everyone.
- xviii) A Lecturer shall not have indecent knowledge of anyone he knows to be a student of this College.
- xix) No Lecturer shall participate in, condone or encourage acts of indiscipline within or outside the College.
- xx) On no account shall any Lecturer use their positions to further their political aspirations or spread the ideologies of any political party.

The following specific regulations must also be observed:

**22.1.2 NON-TEACHING STAFF**

- i) Non-Teaching staff shall keep confidential College matters secret,
- ii) Non-Teaching staff shall not belong to organizations which are likely to be detrimental to the progress of the institution and shall cooperate with the Provost in preventing the introduction of such organization into the institution,
- iii) Non-academic staff shall not make defamatory statements or comments about other staff and Provost before students or to members of the general public,
- iv) Non-academic staff shall not misappropriate funds. They shall neither take bribe nor engage in corruption in any shape form.
- v) Non-academic staff shall not seek or reveal examination questions whether internal or external to anyone.
- vi) During working hours non-academic staff shall not take any form of alcoholic drinks nor smoke,
- vii) Non-academic staff shall not use their position to further their political aspirations or spread the ideology of any political party.
- viii) Activities unrelated to normal College duties shall not be undertaken by non-academic staff during working hours except with the expressed official permission.
- ix) Non-academic staff must be loyal to the College, the Provost and their colleagues. They shall respect one another especially in the presence of students and other staff,
- x) Non-Teaching staff shall not have any indecent relationship with any person he knows to be a student of this College.