



REDEEMER'S UNIVERSITY

STAFF HAND BOOK

2008

INTRODUCTION

The Redeemer's University offers you a warm welcome to its services and wishes you a successful career ahead.

This Staff Hand Book should be studied carefully and any question about the contents should be discussed with your Head of Department who will, where necessary, refer the matter for guidance to the Registrar.

The implementation of the policies contained in this Handbook rests with the Management. The interpretation, day to day implementation and advising Management on prevailing policy matters are the responsibility of the Registrar.

Policies contained in this Hand Book can be amended from time to time at Management's discretion. In addition, deletions or modifications of policy will generally be communicated to all affected employees. All such changes shall include the effective dates.

Office of the Registrar

PERSONNEL MANAGEMENT POLICY

OBLIGATION OF THE UNIVERSITY

The University believes that it should do the following:

- a) Give every employee encouragement to develop his/her potential to the maximum and to pay careful attention to his/her work and progress;
- b) Give just consideration to and equal opportunity in the employment and promotion of individuals solely on the basis of qualifications, competence, efficiency, effectiveness and merit, recognizing each person as an individual;
- c) Encourage loyal and effective service by providing good physical working conditions in an attractive, safe and conducive environment towards the attainment of the objectives of the University;
- d) Help employees maintain good health and provide medical care for their families;
- e) Maintain salary scales and benefit programmes which are competitive to those paid for similar work by Federal/State/Private Universities; and
- f) Encourage members of staff to participate in activities relating to civic affairs and community welfare projects.

It is the University's Personnel Policy to offer appropriate facilities to encourage its employees to improve their knowledge from time to time. This will be done by arranging planned training, education and staff development activities.

EXPECTATIONS FROM EMPLOYEES

- (i) acceptance and adherence to the vision and mission of the Redeemer's University as enunciated by the Proprietor;
- (ii) a sense of personal responsibility for the quality of work produced based on the principle of a fair day's work for a fair day's pay;
- (iii) a constant endeavour to reduce loss of time to a minimum and to avoid any action likely to impede the work;
- (iv) personal care of all University's property and all amenities provided for the use of staff; and
- (v) constructive suggestions for the improvement of method, efficiency and working conditions.

AIMS OF PERSONNEL POLICY

- a) to create a working environment that leads to job satisfaction, motivation and high productivity in a well-disciplined environment; and
- b) to attract and maintain a high calibre of staff with the capability to meet the University's objectives.

IDENTITY CARD

Every Staff shall be issued with an identity card on joining the University which he/she must display on his person while in the University premises. Should an employee lose his identity card, a new one shall be issued to him/her provided the employee shall swear to an affidavit stating the circumstances under which the I.D card was lost and this affidavit shall be presented to the Registrar for approval before a replacement is made.

When an employee leaves the service of the University, the identity card shall be deposited with the Human Resources Division before his/her separation entitlements are paid.

DEATH OF AN EMPLOYEE

When the University is informed about the death of an employee, Management will endeavour to give financial assistance to the family of the deceased staff as follows:

- | | |
|----------------|------------|
| - Junior Staff | - N75,000 |
| - Senior Staff | - N100,000 |

RULES AND REGULATIONS

The underlisted rules and regulations affect all employees of the University without exception and shall be uniformly enforced.

While on the University's premises, employees must not:

- i) consume alcoholic drinks
- ii) gamble in any shape or form
- iii) smoke
- iv) fight
- v) sleep on duty
- vi) cause disorder or impede the work of other employees
- vii) use violence, or threaten or intimidate fellow employees

UNIVERSITY OPERATION

The University operates a normal 40-hour week schedule over a 5-day working week as follows:

- a) Monday to Friday : 8.00 a.m. - 5.00 p.m. (whenever the nature of the employees' work so requires, an employee shall work outside the standards of normal hours in the discharge of his/her duties. Staff on essential duties belong to this category;
- b) All employees should be at their Departmental Morning Devotion by the official opening time at 8.00 a.m. The daily devotion must not exceed fifteen (15) minutes;
- c) Each employee is allowed one (1) hour for lunch normally between 12.30 p.m. to 2.30 p.m. Adequate coverage in a Department must, however, be provided so that at all times, someone is available to attend to the business of the University;
- d) Vending / eating of food in the office is prohibited;
- e) Any employee who leaves his place of work without permission shall be considered as having absented himself from work and shall be treated accordingly; and

- f) When an employee has to leave his/her base, he/she should give information of where about to whoever is in the office.

DRESS CODE

The University's concept of excellence must be exhibited in all facets of its undertakings, including dressing.

All Security Staff, Drivers, Porters will be provided with uniform which must always be kept clean, and must be worn when on official duty.

It is compulsory for all members of staff to display their identity cards while in the premises of the University.

Female Staff are not allowed to put on trousers of any kind.

DRUG ABUSE

The University recognizes drug abuse as a major problem confronting the society. Everyone must be vigilant in order to be able to detect the slightest sign of drug abuse. Any one who notices that an employee is using or selling dangerous drugs should notify the Registrar immediately.

CULT ACTIVITIES

Cult activities of any sort are not allowed in the University.

CONFLICT OF INTEREST

No employee shall directly enter into or maintain a relationship with another business of financial concern or individual when such relationship is in conflict or is prejudicial to the interest of the University. The University requires employees to avoid any conflict between their personal interest and the interest of the University in dealing with contractors, suppliers and all other organizations or individuals doing or seeking to do business with the University.

LEAVING THE UNIVERSITY DURING WORKING HOURS

Staff leaving the University during working hours for personal reasons must secure approval from their Head of Department / Division / Unit / Section.

ABSENCE FROM DUTY

Absence from duty without permission is a breach of contract which shall be dealt with in accordance with the rules and regulations of the University.

Where an employee is unable to come to work because of illness, he/she must ensure that his/her Head of Department is informed the same day. The employee should attend the University Clinic. If not the University Clinic, he/she must produce a genuine medical certificate endorsed by the University Doctor;

Where an employee is absent from duty without permission for up to three (3) working days and no satisfactory explanation is given, he/she shall be treated as having abandoned

his/her duty post and shall be treated according to the rules and regulations of the University.

Any absence due to illness must be covered by a medical certificate issued or endorsed by the University Doctor.

HAND OUTS

Sale of hand-outs to Students is strictly prohibited. Staff who contravene this regulation shall be sanctioned as appropriate.

USE OF CELL PHONES

GSM must be switched off during meetings, lectures, University assemblies and in the Library or Laboratories.

RELATING WITH THE MASS MEDIA

Staff members are free to make statements in any media or at any Forum in respect of issues of knowledge, understanding or their research findings.

No staff must divulge confidential information about the University to unauthorised persons. Divulging confidential information shall attract summary dismissal.

Staff who contravenes these expectations shall be brought before the relevant disciplinary committee of the University for appropriate sanctions.

CODE OF CONDUCT

The University will not condone any of the following and will take appropriate sanctions against defaulters:-

- i) Malicious mischief, including defacing of walls and buildings, or willful damaging of any property of the University;
- ii) Unauthorised use of, or willful or wanton neglect of University property or equipment, whether or not, such unauthorised use or neglect results in damage or loss;
- iii) Falsifying any University records, reports and other statistics;
- iv) Being in possession of dangerous drugs or intoxicating liquors while on the University premises; reporting for work under the influence thereof; or any conduct which violates common decency or morality.
- v) Carrying concealed weapons;
- vi) Fraud, stealing or conspiring to steal any property of the University or that of an employee;
- vii) Harboursing a disease or condition which may endanger fellow employees, and refusal to submit to medical examination as may be required by the University;
- viii) Fighting or attempting to inflict bodily harm on another employee while in the University premises or the use of profane, abusive or threatening language towards employees or superior officers;
- ix) Habitual tardiness in arriving at the assigned place of work at the scheduled starting time;

- x) Lateness to meetings;
- xi) Habitual absenteeism; and
- xi) Unnecessary talking to or in any way, distracting the attention of another employee during working hours.

FORMATION OF STAFF UNIONS / SOCIETIES / ASSOCIATIONS

The University will encourage the welfare of all staff by the establishment of Staff Co-operative Societies / Association. The University will however, NOT allow the affiliation of such Associations with external bodies. For the avoidance of doubt, the University will not allow the formation of any Staff Unions / Societies / Associations such as:

- (i) Academic Staff Union of Universities (ASUU);
- (ii) Senior Staff Association of Nigerian Universities (SSANU);
- (iii) Association of University Technologists of Nigeria (ASUTON);
- (iv) Non-Academic Staff Union of Educational and Associated Institutions (NASU) etc.
- (v) Senior Staff Association of Universities, Teaching Hospitals, Research Institutions and Associated Institutions (SSAUTHRIAI)

MISCELLANEOUS

Staff members shall not use professional relationships with Students / Contractors or institutional facilities or privileges to further personal or private gain. They shall not accept gifts or favours that might impair professional judgment, including remuneration for tutoring students enrolled in the University. Staff members are expected to give needed assistance to their students as appropriate.

AFFIRMATION

- i) Any assignment given to me (be it teaching, administrative or technical) shall be gladly accepted without any resentment:-

I accept that any disobedience of the University Authority's instruction is a deliberate act of insubordination on my side, which is liable to appropriate sanction.

- ii) Should I be involved in any incriminating legal matters, court cases, police case, traffic offence or confrontation with any law enforcement agent, for which I am found liable or guilty, the University shall be entitled, thereby, to sanction my actions with appropriate punishments.

NOTE

The University reserves the right to amend, add to, delete any or all of these rules. It must be understood that these rules are not intended to be all inclusive and in no way to relieve an employee from conducting himself properly, regardless of whether or not a specific point is covered by the rules.