

**THESE CONDITIONS OF SERVICE ARE  
UNDER REVIEW**

**REGISTRAR**

**August 4, 2015**

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## **MANUAL ON CONDITIONS OF SERVICE FOR SENIOR MEMBERS**

### **1. APPOINTMENT**

- 1.1 The criteria for appointment of Senior Members and the procedure relating to such appointments have been provided in the handbook entitled “Statute on Procedure for the Appointment and Promotion of Senior Members”. This is currently under review. Amendments and new provisions shall be incorporated accordingly.
- 1.2. The appointment of a Senior Member takes effect from the date s/he assumes duty. On assumption of duty, the Senior Member may enter his/her name in the register of new appointments kept in the Registrar’s office.
- 1.3 A Senior Member’s appointment is full-time; any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the Vice-Chancellor on behalf of the University Council.

### **2. SALARY**

- 2.1 Staff with the minimum qualification who are approved for appointment in the Senior Member category will be placed at the initial point of the salary scale. However, each additional year of relevant experience will, from the date of obtaining the minimum qualification, attract increment. Staff with qualifications higher than the minimum will also attract increment.

### **3. TENURE**

- 3.1 Except for Assistant Lectureship and equivalent grades which may be held for up to three years only, appointments at levels up to Senior Lectureship are normally for a period of 6 years in the first instance, subject to renewal. Appointments at Professorial levels are normally up to retiring age.
- 3.2 A Senior Member who is appointed without any previous university or other relevant experience shall be required to serve two years’ probationary period.
- 3.3 A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated *curriculum vitae* to his/her Dean through the Head of Department.
- 3.4 Information from the member of staff obtained pursuant to 3.3 and comments by the Head of Department shall be reviewed by the Faculty/Registry Appointments Review Committee which may recommend renewal, indicating duration.
- 3.5 After the initial six years of appointment, renewal may normally be for no longer than three more years. At the end of the ninth year, the appointment shall terminate unless the person can be promoted to a grade above that of a lecturer or equivalent. In exceptional circumstances, the Appointments Board may, on the recommendation of the Faculty Appointments Review Committee, extend the

appointment for a further period not exceeding two more years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a lecturer.

#### 4. **PROMOTION**

- 4.1 Individuals on their own initiative or at the invitation of the Dean of the School, Heads of Departments, Director of Institute, Registrar may apply for promotion at any time.
- 4.2 Promotion shall normally proceed from one rank to the immediate next rank i.e. from Lecturer to Senior Lecturer to Associate Professor to Professor.
- 4.3 Notwithstanding the normal progression as stated in 4.2 any Senior Member of the University may apply at any time to be promoted to any rank for which he considers himself qualified.
- 4.4 In the specific case of Senior Members in the administrative/professional grades, promotion to the position of Senior Assistant Registrar or equivalent position cannot be made within the initial contract period of six years.
- 4.5 An application accompanied by curriculum vitae, indicating the position sought and the area of discipline concerned shall be submitted to the Dean/Director through the Head of Department with a covering letter copied to the Registrar.
- 4.6 Applications for promotion supported by materials for assessment may not be processed unless they were received at least six months to retirement.
- 4.7 The Dean/Director shall refer each application to the Faculty Appointments Review Committee for its comments and recommendations.
- 4.8 Each application is then submitted for evaluation by two external assessors who shall be persons of standing in the applicant's field, normally of the status of Professor or equivalent but not employed by or in any way connected with the University.
- 4.9. Promotion to the grade of Senior Lecturer shall be considered on the basis of significant performance in the following:
  - (a) scholarship;
  - (b) research contribution to knowledge;
  - (c) teaching;
  - (d) academic leadership;
  - (e) inventiveness; and
  - (1) extension work/service

- 4.10 Promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University or the country.
- 4.11 Promotion to the grade of Professor shall be on the basis of internationally-acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University or country.
- 4.12 Promotion to the administrative/professional grades shall be based on evidence of continuing performance in respect of the following:
- (a) grasp of administrative procedures/ regulation and organisational ability;
  - (b) leadership;
  - (c) initiative and reliability; and
  - (d) sense of responsibility.
- 4.13 Assessment of an application based on the criteria set in 4.13 above shall require a report by the applicant on his/her contribution to the work of the University or other institution, to which may be attached memoranda (other than confidential material) to be reviewed as appropriate by Registrar, Dean, Director, Chairman of a University Board/Committee or other person in a supervisory administrative capacity.
- 4.14 In all cases, the effective date of promotion shall be the date on which an application was submitted, provided that the material required for assessment would also have been received by that date. Any additional material submitted subsequently for assessment will affect the dating of the application.

## **5. RESIGNATION / RETIREMENT**

- 5.1 A Senior Member may resign his/her appointment by giving the Vice-Chancellor notice of his/her intention in writing, not later than the end of December to take effect at the end of the following July. A Senior Member shall be liable to penalty equivalent to the salary for the period required for notice if he fails to give proper notice. The penalty shall apply whether the Senior Member is at base or on any kind of leave of absence.
- 5.2 A Senior Member shall retire from the service of the University at the end of the academic year in which he attains the compulsory retiring age, currently 60.
- 5.3 A Senior Member may retire voluntarily from the age of 45 with appropriate retiring benefits. Nine months' notice of intention to retire is required.
- 5.4 A retired Senior Member who is not on contract may be allowed to stay in University accommodation for a period not exceeding three months from the date of retirement, in which case he will pay the normal rent.

## **6. SUPERANNUATION**

- 6.1 The University of Ghana is a member of the Ghana Universities Superannuation Scheme (GUSS). A Senior Member shall be informed of the details of the scheme when appointment is offered and shall be required to join the scheme on assumption of appointment.
- 6.2 Contributions to the GUSS are as follows:-
- |                |   |  |
|----------------|---|--|
| Senior Members | - | Twenty-five percent of basic salary      |
| University     | - | thirteen percent of contributor's salary |
- 6.3 On retirement, a member must opt for one of the following benefits:-
- Full pension; **OR**
  - Reduced pension plus gratuity.
- 6.4 The scheme guarantees pension payment to a retired member for a minimum period of 20 years. If the retiree dies before the expiration of 20 years, pension for the remaining years is paid in lump sum to the surviving spouse or children or into the estate of the deceased.
- 6.5 To be eligible for pension, the Senior Member must have been a subscriber for a minimum period of 15 continuous years.

## **7. HOUSING**

- 7.1 The University shall provide accommodation for which a rental, to be determined from time to time by the University, will be charged. (Crockery, cutlery, linen, carpets, soft furnishing and similar items are not provided).
- 7.2 Attempts shall be made to accommodate Senior Members in the university's own houses. Where these are not readily available, the University shall provide rented premises in suitable areas outside the campus at rates to be agreed upon by the University and the landlords.
- 7.3 The allocation of University houses to entitled staff is governed by regulations approved by the Academic Board and administered by the Housing Committee.
- 7.4 The scheme for allocating houses is based on a Points System. Points are earned in respect of status, length of service, family size, etc.

## **8. CHILDREN**

- 8.1 In the conditions of service, "child" means a Senior Member's own issue, his/her adopted child, or his/her ward as defined by the University provided that such child is under 18 years of age or, being more than 18 but not over 21 years of age, is

receiving full-time education.

- 8.2 For a child to be recognized as a Senior Member's ward, the Senior Member must have applied to, and received approval from the Registrar. There must be evidence that the Senior Member has direct and complete responsibility for the child's maintenance and upkeep, and that being of school-going age, the child is in full-time education or vocational education. Such a child must have stayed with the Senior Member continuously for at least six months prior to the submission of an application for wardship. Approval, if given, will normally take effect six months from the date of application.

## 9. ALLOWANCES

Various allowances are determined by the University Council from time to time.

### 9.1 Duty Post Allowances

- 9.1.1 **Responsibility Allowance** - Payable to designated officials as provided in their contract of appointment or in recognition of responsibilities additional to their normal scope of work.
- 9.1.2 **Entertainment Allowance** - Payable to designated officials for the purpose of providing entertainment to the University's various publics, as necessary.
- 9.1.3 **Transfer Grant** - Payable to an employee who has been transferred from one duty station in Ghana to a new one to enable him/her settle in his/her new environment.
- 9.1.4 **Extra Teaching Load Allowance** - Payable to a Senior Member who teaches over and above his/her normal load, so however that payment does not exceed the equivalent of half the normal teaching load.
- 9.1.5 **Invigilation Fees** - Payable to Senior Members who invigilate during university examinations.
- 9.1.6 **Extra Marking Allowance** - Payable to approved examiners for marking scripts beyond a pre-determined maximum.
- 9.1.7 **Departmental Duty Allowance** - Payable to Lecturers for such departmental activities as academic advising or examination duties.
- 9.1.8 **Professional Allowance** - Payable to Accountants, Medical/Veterinary Officers and others as approved by Council.
- 9.1.9 **Sitting Allowance** - Payable to a Senior Member who serves on a statutory Board or Committee or an ad hoc committee set up by the Vice-Chancellor for a specific purpose.

### 9.2 Reimbursable Allowances

**9.2.1 Night Subsistence Allowance** - Payable to trekking officials to help them meet the cost of room and board while out of station on duty.

#### ***Vehicle Maintenance Allowance***

9.2.2 Payable to staff who use their vehicles in the service of the University. The vehicles must be registered in their names.

9.2.3 Payment of the allowance stops if the vehicle for which the allowance is paid ceases to be road worthy for over three months. Employees on study leave / sabbatical leave will be paid the allowance for a maximum period of three months from the commencement date of the leave provided the vehicle is not sold.

9.2.4 (a) **Mileage Allowance** - Payable to senior members for official journeys at rates and in accordance with rules determined by the University from time to time.

(b) **Fuel Allowance** - Payable to Deans/Directors/Heads of Departments who use their personal vehicles for University business.

9.2.5 **Off-Campus Allowance** - Payable to Senior Members who either use their own cars or find their own means of transport to commute between home and campus.

9.2.6 **Book/Equipment Allowance** - Payable annually to academic staff for the purchase of books and equipment.

9.2.7 **Research Allowance** - Payable to academic staff for purposes of conducting research.

#### ***Excess Baggage Expenses***

9.2.8 A Senior Member who is granted a passage will be entitled to payment of freight for baggage at rates and in accordance with regulations determined from time to time. Baggage shall not be taken to include motor vehicles. The University does not accept responsibility for the cost of packing, carting and insurance of baggage.

9.2.9. A Senior Member provided with this facility by the University who does not serve a minimum period of two years following provision of the facility shall be required to refund the whole or part of the cost of baggage expenses.

9.2.10. **Warm Clothing Allowance** - The allowance is payable, on application, to a Senior Member travelling to a temperate country on official duties for a period of three or more months during the **period September-March**. It is payable once in every five years.

#### ***Removal Allowance***

9.2.11. On first appointment, a Senior Member recruited within Ghana will be provided with transport or be paid an appropriate allowance to convey his/her personal

effects from his/her home town or place of residence.

9.2.12. On proper completion of appointment, a Ghanaian Senior Member will be provided with transport or be paid an appropriate removal allowance to convey his/her personal effect, to his/her permanent place of residence agreed upon by the University.

9.2.13. **Owner-Occupier Allowance** - This is payable to staff contractually entitled to University accommodation who stay in their own houses.

9.2.14. **Children's Allowance** - An expatriate Senior Member will be paid children's allowance at rates to be determined by the University from time to time. The allowance shall not be paid twice in respect of the same child whose parents are both Senior Members, or in respect of whom a similar allowance is paid by another institution in Ghana.

## 10. LOAN FACILITIES

The University may grant a Senior Member, on application, any of the following loans at rates and under terms determined from time to time, subject to availability of funds:

- 10.1. Car loan
- 10.2. Car rehabilitation loan
- 10.3. Furniture loan
- 10.4. Fridge loan
- 10.5. Housing loan
- 10.6. Salary Advance.

## 11. PASSAGES

### 11.1 Cost of Overseas Passages

Overseas passages granted to Senior Members will be tourist class by air or first class by sea, in accordance with rules laid down by the University from time to time. The University will also pay, on production of bills or receipts, and at rates determined from time to time, the cost of onward transportation by rail or road from the port of arrival of a Senior Member to his/her approved destination overseas and from there to the port of departure for his/her return journey.

### 11.2 Overseas Passages on First Appointment

On first appointment, a Senior Member will be provided with passages for himself, his/her wife and children (up to a maximum of five children).

## Terminal Passages

- 11.3 On completion of appointment, a Senior Member will be provided with passages to his/her home town or permanent place of residence agreed upon by the University, for himself, his/her wife and children (up to a maximum of five). Where a Senior Member on contract of more than one year resigns without serving a minimum of two years he shall be required to refund the whole or part of the cost of the passages provided by the University.
- 11.4 In the case of a Senior Member recruited overseas who does not serve a minimum period of two years, he shall be required to refund the whole or part of the cost of the passages provided for him/her by the University.

## 12. TRAVEL IN AFRICA

- 12.1 Once every four years, a Senior Member may, on application to the Vice-Chancellor, be paid a grant for travel in Africa. Such travel should normally take place during the Long Vacation and should be outside Ghana. The Senior Member should travel for a distance of at least 300 miles outside his/her normal place of residence and for a period of at least 14 days.
- 12.2 A Senior Member who receives this allowance but fails to give a minimum service of four years will be required to refund the allowance granted to him/her in full.

## 13. LEAVE

- 13.1 From time to time, the University grants leave of absence of various types to Senior Members who have become eligible for such leave. The general principles governing leave include:
- a The granting of study/sabbatical leave of any kind will be subject to the staffing position and the programme of work of a department. Study/ Sabbatical leave will not be granted merely because it has been earned under conditions of service. The University will, however, ensure that as much as possible, study/sabbatical leave is not withheld for unduly long periods.
  - b. A Senior Member who intends to take study/sabbatical leave should consult his/her Head of Department in the early stages of his/her plans (at least six months' notice should normally be given to the Head of Department) and thereafter submit an application to the Vice-Chancellor through him.
  - c. Such an application should include a statement of what the applicant expects to do, how long he estimates that the proposed programme of work will take him, the time he wants to take the study/sabbatical leave and any other necessary information.

- d. The Head of Department will forward the application through the Dean of the faculty with his/her detailed comments, to the Vice-Chancellor.
- e. No study/sabbatical leave or leave of absence will normally be granted within two academic years of recruitment or of return from study/sabbatical leave.
- f. Where study leave of more than one year has been granted, the Senior Member concerned should send annual progress reports on his/her work to the Vice-Chancellor through his/her Head of Department.
- g. Under normal circumstances, applications for extension of study leave will not be entertained.

## 13.2 **Types of Leave**

13.2.1 ***Study Leave with Pay*** - This may be granted at the rate of one semester after three years' service. A return to the service of the University immediately after such leave for at least two semesters is required.

### 13.2.2 ***Sabbatical Leave***

- a. One year Sabbatical leave with pay may be granted after six years' continuous service without study leave; grantees are required to return to the service of the University for at least two academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating benefits under the superannuation scheme.
- b. Two-year Sabbatical leave with pay may be granted after ten years' continuous service without study leave; grantees shall be required to return to the service of the University for at least three academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating benefits under the superannuation scheme.
- c. One-year sabbatical leave followed by a year's leave of absence, the latter without pay, may be granted after six years' continuous service without study leave; grantees shall be required to return to the service of the University for at least three academic years immediately after such leave. The period of absence under sabbatical leave shall be taken into account in calculating benefits under the superannuation scheme. However, only half the period of leave of absence would be taken into account in calculating benefits under the superannuation scheme.
- d. For an expatriate Senior Member, study/sabbatical leave will normally be taken in the year in which the Senior Member is entitled to an overseas return passage.

## 13.3 **Training Study Leave**

This is available to Ghanaians for periods of formal training normally up to three

years which may qualify them for higher degrees. For one year training study leave, the member concerned is required to return to the service of the University for at least two academic years and for two years training study leave, three years' service thereafter is required; a three year training study leave attracts four year service immediately after the leave. Period of absence under such leave shall count under the superannuation scheme.

#### **13.4 Part-Time Study Leave at the University of Ghana**

13.4.1 A first degree holder appointed Assistant Lecturer, who wishes to pursue a full-time programme within his/her discipline, may be granted training study leave as provided under section 11.3 provided the application has the support of the Dean of his/her faculty and the Head of his/her department.

13.4.2 A Masters' degree holder appointed Assistant Lecturer or Lecturer, who wishes to pursue part-time programme leading to a doctoral degree within his/her discipline, may be granted study leave with pay, provided the application has the support of the Dean of his/her faculty and the Head of his/her department. Since the programme would be on part-time basis, the applicant and his/her Head of Department would be required to ensure that his/her schedule of work is not interfered with.

13.4.3 Leave granted under the terms of part-time study programmes shall not affect the eligibility of Senior Members for Sabbatical Leave.

13.4.4 An applicant wishing to pursue a programme of study not directly related to his/her discipline may be considered for leave under the terms governing leave of absence without pay.

#### **13.5 Application for Extension of Study Leave**

In making an application for extension of study leave, the Senior Member concerned should observe the following:-

- a. at least three months' notice should be given; and
- b. the application should state the work that has been carried out so far, as well as what remains to be completed and the time within which the remainder of the project is expected to be finished.

#### **13.6 Leave of Absence**

13.6.1 Subject to the exigencies of a department, leave of absence may be granted, on application, for an approved purpose.

13.6.2 Leave granted shall be for up to two years in the first instance and may, in exceptional cases, be renewed for up to a further period of two years, so that the total period of leave shall in no case exceed a continuous period of four years.

- 13.6.3 If in the judgement of the Vice-Chancellor, the granting of leave of absence or its extension is not in the best interest of the University, it shall be denied.
- 13.6.4 While a Senior Member is on leave of absence, the general University regulations on housing and other perquisites shall apply to him.
- 13.6.5 A Senior Member who is granted leave of absence may, subject to the terms of the grant, resign/retire by giving at least six months' notice.
- 13.6.6 A Senior Member on leave of absence shall undertake to return to the service of the University for at least a period equivalent to the duration of the leave.
- 13.6.7 A Senior Member who does not return directly to the service of the University after the leave shall be deemed to have vacated post, unless he had resigned/retired in accordance with these regulations and the letter of grant.

### 13.7 **Vacation/Annual Leave**

- 13.7.1 ***Vacation Leave*** - Academic Senior Members are entitled annually to sixty-two days' leave to be taken during vacations. No such leave can be earned in a year in which a Senior Member takes a sabbatical/study leave/leave of absence. Leave may not be deferred without the approval of the Vice-Chancellor.

#### ***Annual Leave***

- 13.7.2 Non-academic Senior Members are entitled annually to sixty-two days' annual leave to be taken any time of the year, subject to the exigencies of a Department. No such leave can be earned in a year in which a Senior Member takes any form of leave of absence.
- 13.7.3 Annual leave may not be deferred without the approval of the Vice-Chancellor/Registrar.

### 14. **VACATION OF POST**

- 14.1 Senior Members are expected to be at post at least 10 days before the beginning of each session.
- 14.2 Where a Senior Member, for some reason, is away from duty for more than 10 days, the University may enquire into the reasons for the continuous absence and this may eventually result in the University declaring the position of the Senior Member vacated from the date on which he left his/her post. A member who has vacated his/her post would not be deemed to have given notice of his/her intention to leave the service of the University.
- 14.3 If a Senior Member fails to return to the service of the University after paid leave (Sabbatical, Training Study Leave or other Study Leave), he shall be deemed to be on leave without permission and subject to paragraph 14.2 above, his/her post shall

be declared vacated. He shall refund all expenditure incurred on him/her during such leave including cost of passages, University contributions towards maintenance of his/her superannuation policies and other fees.

**15. RE-ENTRY INTO SERVICE**

15.1 Re-engagement of a Senior Member who has vacated his/her post/resigned/retired shall be subject to the *following* conditions:-

- a. He should submit a fresh application as though he was applying for an appointment in the University for the first time. The application should indicate clearly the post for which he would like to be considered. If the application is for a higher grade than the one vacated, resigned/retired from, the normal procedure for appointment shall apply. Where the same grade of post as the one vacated is applied for, the Appointments Board will use its discretion as to whether or not reports from referees or external assessors should be obtained.
- b. In all cases, consideration of the application shall depend on the availability of vacancies, the circumstances under which the Senior Member vacated his/her post and consultation with the Head of his/her department. A report from the applicant's last place of work shall be required.
- c. The number of years that the Senior Member had served in the University before the cessation of his/her earlier appointment shall count towards his/her terminal benefits, provided such staff (who either resigned or vacated his/her post) refunds to the University any terminal benefits paid to him/her on leaving the University.
- d. A Senior Member who retired, collected all his/her benefits and is on pension shall be paid gratuity in respect of his/her new appointment at the same rate as the University's contribution to the superannuation policies of other members.

**15.2 Re-engaged Retired Staff**

15.2.1 Re-engagement on contract beyond the compulsory retiring age may be recommended by the Faculty Appointments Review Committee on evidence of:

- (a) Continuing professional activity, with particular reference to continuing participation in the teaching/supervision of graduate students;
- (b) Continuing good health; and
- (c) Unavailability of staff in a critical area of specialization, there being no prospect of immediate recruitment.

Such persons so re-appointed shall normally be of at least Senior Lecturer grade.

The Vice-Chancellor may, in exceptional circumstances, make post-retirement contract appointments of Senior Members below the rank of Senior Lecturer, for very specific duties.

- 15.2.2 The recommendations of the Faculty Appointments Review Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in 15.2.1.
- 15.2.3 The appointment of post-retirement staff shall be made on a year-to-year basis up to 2 years in the case of a senior lecturer and up to 5 years with respect to professorial appointments.
- 15.2.4 Staff who are re-engaged after retiring at 60 shall be entitled to their pension benefits and to salary for the work they are engaged to do. They are also entitled to a twelve and a half percent basic salary gratuity at the end of each contract year.
- 15.2.5 A Senior Member engaged immediately after compulsory retirement may be allowed a maximum period of nine months' stay in university accommodation after which the house must be vacated. If the person is of professorial status, he/she may retain the house for an additional year while on contract.
- 15.2.6 Normally, a Senior Member on post-retirement contract shall not encumber an administrative position.
- 15.2.7 Retired Professors on contract appointment may serve on the Academic Board and the Faculty Boards as non-voting members. They are not eligible for appointment or election to statutory Boards / Committees.

## **16. LEAVE AND UNIVERSITY ACCOMMODATION**

### **Leave of Absence**

- 16.1 Entitled staff proceeding on Leave of absence may retain their University houses. Where the leave is for a period of more than 12 months, staff will be required to surrender their houses before leaving.
- 16.2 Persons who have served the University continuously for 15 years may, however, keep their houses for a maximum period of two years when they go on leave of absence provided that, staff who benefit from this provision shall have to serve for another 15 years to qualify again.

### **16.3 Sabbatical Leave**

Senior Members going on a year's Sabbatical Leave may keep their houses during the leave period. Persons who have served the University continuously for 10 years may keep their houses when they go on two years' sabbatical leave.

## **Study Leave**

- 16.4 Entitled staff proceeding on a year's Study Leave may keep their houses while on leave. Those proceeding on more than a year's study leave shall, however, be required to surrender their houses before they proceed on the leave.
- 16.5 Persons who have served the University continuously for 15 years may, however, keep their houses for a maximum period of two years when they go on study leave provided that, staff who benefit from this provision shall have to serve for another 15 years to qualify again.
- 16.5 Senior Members taking their study leave at the University of Ghana may keep their houses during the period of leave.

## **17. GROUP PERSONAL ACCIDENT POLICY**

- 17.1 The above policy takes care of staff who are not covered by the Workmen's Compensation Act of 1965.
- 17.2 A period of leave of absence without pay is not considered as a period of service to the University. During such leave, members will not be covered by benefits from the Group Personal Accident Policy of the University.

**18. DEATH GRATUITY**

A period of leave of absence without pay will not be taken into account in computing any gratuity that might arise from the incidence of death during that period.

**19. MEDICAL AND DENTAL CARE**

19.1 A Senior member, his/her spouse and children, while resident in Ghana, will receive without charge:-

- a. Medical and dental attention from a University Medical Officer; and
- b. Medical and dental attention to be obtained on the specific prior written recommendation of a University Medical Officer or of a medical adviser to whom a Senior Member or a member of his/her family has been directed in advance by a University Medical Officer, provided that:-
  - i. all medical and dental attention shall exclude subsistence costs in hospital;
  - ii. the cost of any travel necessary in order to receive such attention and to return to the University will be borne by the University subject to the approval of the Vice-Chancellor in each case;
  - iii. the University Council may authorise that a Senior Member be reimbursed the cost of medical or dental attention taken outside the scope of the conditions contained in this paragraph, if the University is satisfied that those costs ought properly to be met from its funds;
  - iv. the University shall refund to only the Senior Member the cost of medical and dental appliances such as spectacles, hearing aids, artificial limbs and dentures once in every three years; and
  - v. in cases of chronic ill-health, financial responsibility in respect of the wife or children of a Senior Member will be determined by the University Council.

19.2 Expenses on medical treatment outside Ghana in respect of a member of staff, or spouse or child, of a member of staff may be met by the University on the recommendation of the Medical Board.

19.2.1 A husband or a wife or parent may accompany a wife or a husband or child respectively on certification by the Medical Board that this is necessary.

19.2.2 The application of these privileges to dependants should be restricted to spouse and children and the recommendation for medical treatment outside Ghana should be made by a Medical Board as determined by the University.

19.2.3 When an employee of the University or spouse or child of an employee is referred for medical treatment outside Ghana, the patient shall be entitled to the following:

*(a) If receiving treatment as an outpatient*

- i. passages
- ii. salary (in the case of a member of staff)
- iii. an allowance equal to two-thirds of the estacode he/she would receive if he/she were on duty abroad.
- iv. Payment by the University of all medical expenses.

*(b) If hospitalized*

- i. passages
- ii. salary (in the case of a member of staff)
- iii. payment by the University of all hospital charges
- iv. payment by the University of one-quarter of estacode in foreign exchange.

19.2.4 If the Medical Board recommends that a nurse should accompany a patient on treatment outside Ghana, the nurse shall be granted passages and estacode allowance at full rate.

19.2.5 If the Medical Board recommends in special circumstance that the patient should be accompanied by one of the persons designated in paragraph 19.2.1, then that person accompanying the patient shall be granted passages and estacode allowance equivalent to the difference between the full rate and the rate recommended for the patient.

## **20. ILL-HEALTH PROCEDURE**

The Ill-health procedure of the University is as follows:-

20.1 When a Senior Member suffers from an illness which causes his/her absence from duty for a continuous period of seven days, then at the end of this period he is required, if in residence in the University, to furnish to the Vice-Chancellor a medical report from a University Medical Officer, or if not in residence in the University at the time of illness, a report from a registered Medical Practitioner.

20.2 If the report under paragraph 20.1 above certifies that the continued absence from duty is necessary, the Senior Member may be relieved of his/her obligation to discharge his/her duties without the loss of salary for periods not exceeding a total of six months. Such periods will be reckoned as continuous from the date of granting of the first dispensation.

20.3 In the event of illness of a Senior member necessitating further absence from duty beyond any dispensation granted by the University under paragraph 20.2 above, the University Council may extend such dispensation on such terms as it shall think fit.

- 20.4 During any period of absence from duty on account of illness, a Senior Member is required to provide the Vice-Chancellor with a report from a University Medical Officer, or other registered Medical Practitioner, at intervals of one month from the date of the first report.
- 20.5 If the University Medical Board certifies the necessity of treatment outside Ghana for a Senior Member, the University will grant such passages as may be recommended by the Board.
- 20.6 During absence from duty on account of ill-health, a Senior Member's salary will continue to be liable to deductions for the occupation of his/her residence (unless he gives up his/her residence to the University) and for any financial loan or instalments thereof due to the University.
- 20.7 On the expiry of all dispensations from duty, a Senior Member who has not resumed his/her duties, will be deemed to have relinquished his/her appointment on the day following that on which his/her last dispensation expired.

## **21. DEATH OF A SENIOR MEMBER**

### **21.1 Provision of Coffin/Customary Drinks**

On the death of a Senior Member while in service, the University shall provide customary drinks, a coffin and transport (hearse).

### **21.2 Housing for Dependants of Deceased Senior Members**

In the event of death, the spouse and/or dependants of a deceased Senior Member may be allowed to stay in University housing for a period not exceeding six months.

### **21.3 Payment of Final Salary in the event of Death**

In the event of death, the salary due to a Senior Member shall cease at the end of the month in which the Senior Member dies; such payments and any other benefits which have accrued to the deceased employee shall be paid to the spouse or as prescribed by the employed in his/her will or declaration form. Rent will be deducted from such benefits for University housing occupied by the spouse and/or dependants.

## **22. RETIREMENT BENEFITS**

- 22.1** On voluntary or compulsory retirement, a Senior Member shall be entitled to Gratuity and Pension computed at rates and under regulations determined by the University from time to time. A Senior Member who has two more years to retire compulsorily from the service may apply for a percentage of the Gratuity. Such a percentage shall be determined from time to time by the Council on the recommendation of the GUSS Management Committee.

22.2 Senior Members who retire compulsorily, or voluntarily at age 55 or more, shall be entitled, in the case of themselves alone, to free medical attention and refund of the cost of drugs prescribed by the University or Government hospitals and purchased outside these hospitals.