

ISSUED FOR USE ON:

HUMAN RESOURCE PROCEDURE
MANUAL

REF: RU/ADM/HR/009



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015

HUMAN RESOURCE PROCEDURE MANUAL

RU/ADM/HR/009

AUTHORIZED BY: Prof. Samuel Gudu
Vice - Chancellor

Sign: _____

Date: _____

ISSUED BY: Prof. Stanley Shitote
Quality Management Representative
(QMR)

Sign: _____

Date: _____

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009

TABLE OF CONTENTS

PROCEDURE NUMBER 1: RECRUITMENT3

PROCEDURE NUMBER 2: REPORTING AND INDUCTION6

PROCEDURE NUMBER 3: TRANSFER AND REDEPLOYMENT OF STAFF8

PROCEDURE NUMBER 4: TRAINING AND DEVELOPMENT10

PROCEDURE NUMBER 5: LEAVE MANAGEMENT.....12

PROCEDURE NUMBER 6: STAFF APPRAISAL.....14

PROCEDURE NUMBER 7: STAFF DISCIPLINE.....16

PROCEDURE NUMBER 8: STAFF SEPARATION.....18

OBJECTIVES REGISTER FOR HUMAN RESOURCES21

RISK REGISTER FOR HUMAN RESOURCE.....22

APPLICABLE DOCUMENTS24

PROCEDURE NUMBER 1: RECRUITMENT

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in recruitment of staff.

1.2 SCOPE

This procedure applies to recruitment of staff in the University.

1.3 REFERENCES

- a) Quality Manual RU/QMR/QM/002
- b) CBAs
- c) Rongo University Human Resource Policy and Procedure Manual
- d) RU Scheme of Service
- e) Relevant laws, regulation and guidelines

1.4 TERMS AND DEFINITIONS

- a) HRO – Human Resource Officer
- b) CBA – Collective Bargaining Agreement
- c) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)
- d) DVC (ASA) – Deputy Vice Chancellor (Academic and Student Affairs)
- e) HoD – Head of Department
- f) RU - Rongo University
- g) ICT – Information Communication Technology

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resource is responsible for implementation and adherence of this procedure.

2.0 PROCESS INPUT

- a) Staff needs requests
- b) Staff establishments
- c) Advertisements
- d) Lists of applicants
- e) Personal information form
- f) Medical examination form

g) Payroll Personal Data Form

3.0 METHOD

- 3.1 This procedure shall start with the responsible officer submitting a request to fill a vacant position(s) to the DVC (AFP) for consideration.
- 3.2 In the event of disapproval, the DVC (AFP) shall advise the respective HoD accordingly.
- 3.3 Upon approval, the DVC (AFP) shall cause advertisement of the vacant position either internally or externally.
- 3.4 At the expiry of the application period, the applications will be collated, recorded and processed appropriately.
- 3.5 The DVC (AFP) or the DVC (ASA) shall constitute a shortlisting committee(s) based on whether the position is administrative or academic.
- 3.6 The HRO shall submit the applications to the short-listing committee for analysis and short listing.
- 3.7 After short listing, the Chairperson of the committee shall forward the minutes to the DVC (AFP) for further processing.
- 3.8 In the event of disapproval, the DVC (AFP) shall advise the HoD appropriately.
- 3.9 Upon approval, the DVC (AFP) shall as per the communication procedure number 1 in the Administration Procedure Manual invite the short-listed applicants for interviews at least 7 days before the interview date.
- 3.10 The interviews shall then be conducted by the relevant committees.
- 3.11 The DVC (AFP) shall communicate the decision of the interview committee the outcome of the interviews.

4.0 PROCESS OUTPUT

- a) Shortlisting and appointment Minutes
- b) Communication from DVC (AFP)

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(1)

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(1)

PROCEDURE NUMBER 2: REPORTING AND INDUCTION

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in staff induction.

1.2 SCOPE

This procedure applies to induction of newly recruited staff in the University.

1.3 REFERENCES

- a) Quality Manual- RU/QMR/MR/002
- b) The CBA – Collective Bargaining Agreement
- c) Rongo University Human Resource Policy and Procedure Manual
- d) RU scheme of service
- e) Relevant laws and regulations

1.4 TERMS AND DEFINITIONS

- a) CBA – Collective Bargaining Agreement
- b) RU - Rongo University
- c) HRO – Human Resource Officer
- d) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resources is responsible for implementation and adherence of this procedure.

2.0 PROCESS INPUT

- a) Duly signed appointment letter
- b) Staff bio-data
- c) Staff Movement Advice Form
- d) Job description
- e) Release letter from previous employer

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(1)

3.0 METHOD

- 3.1 This shall start with the HRO receiving the new member of staff on the reporting date.
- 3.2 The HRO shall issue personal information form, medical examination form and Payroll Personal Data Form and request the member of staff to complete and submit them.
- 3.3 The HRO shall ensure that the new member of staff submits a release letter from the former employer where applicable.
- 3.4 The HRO shall ensure filing of the documents in 2.2 in the personal file.
- 3.5 The HRO shall issue a letter of deployment and direct the member of staff to the respective HoD for induction.
- 3.6 The HoD shall sign the staff movement form and forward it to the HRO for payroll purposes.
- 3.7 On receiving the new member of staff, the HoD shall issue job description and induct the member of staff.

4.0 PROCESS OUTPUT

- a) Personal files
- b) Induction report

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

PROCEDURE NUMBER 3: TRANSFER AND REDEPLOYMENT OF STAFF

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in the staff transfer and redeployment at RU.

1.2 SCOPE

This procedure shall cover all activities related to staff transfer and redeployment.

1.3 REFERENCES

- a) Quality manual – RU/QMR/QM/002.
- b) Rongo University Human Resource Policy and Procedure Manual
- c) Relevant Internal Circulars.
- d) Relevant Collective bargaining agreements.
- e) Relevant laws, regulations and guidelines

1.4 TERMS AND DEFINITIONS

- a) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)
- b) FO – Finance Officer.
- c) CBA – Collective Bargaining Agreement
- d) RU - Rongo University
- e) HRO – Human Resource Officer
- f) HoDs – Head of Departments.
- g) Transfer – Moving a staff from department to another through HR office.
- h) Redeployment – moving a staff from one section to another within a department through HoDs office.

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resource is responsible for implementation and adherence of this procedure.

2.0 PROCESS INPUT

- a) Transfer/redeployment requests
- b) Staff Movement Advice Form
- c) Staff appraisal report

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(3)

3.0 METHOD

- 3.1 This procedure shall start with the DVC (AFP) determining or receiving a request for redeployment/transfer from a Head of Department or a member of staff.
- 3.2 In the event of disapproval, the DVC (AFP) shall advise the applicant accordingly.
- 3.3 Upon approval or need identification, the DVC (AFP) shall cause the transfer or redeployment of staff.
- 3.4 In case a member of staff or HoD raises concerns on the transfer/re-deployment, the DVC (AFP) shall ensure resolution of the appeal.

4.0 PROCESS OUTPUT

- a) Transfer/redeployment letter
- b) Staff personal files.
- c) Staff movement records.

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

PROCEDURE NUMBER 4: TRAINING AND DEVELOPMENT

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in staff training and development.

1.2 SCOPE

This procedure applies to identification of performance gaps, design and delivery of relevant training and capacity building for Rongo University staff.

1.3 REFERENCES

- a) Quality Manual- RU/QMR/MR/002
- b) Collective Bargaining Agreements
- c) Rongo University Staff Training and Development Policy
- d) Rongo University Human Resource Policy and Procedure Manual
- e) Relevant government laws, regulations and circulars

1.4 TERMS AND DEFINITIONS

- a) HRO – Human Resource Officer.
- b) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resources is responsible for implementation and adherence of this procedure.

2.0 PROCESS INPUT

- a) Application request/forms
- b) Skills gap analysis report
- c) Training and Development policy
- d) Departmental Staff Establishment
- e) Minutes of Training & Development Committee meetings
- f) Training Schedule
- g) Approved budget

3.0 METHOD

- 3.1 This procedure shall start with the DVC (AFP) determining or receiving requests from the HoD/applicant for consideration.

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(4)

- 3.2 The DVC (AFP) shall cause the Staff Training and Development Committee to meet and consider the requests and submit their report.
- 3.3 The DVC (AFP) shall submit with recommendation, the Committee`s report to the VC for consideration and approval.
- 3.4 The DVC (AFP) shall communicate the approval to the respective HoDs/individuals for implementation accordingly.
- 3.5 The DVC (AFP) shall cause implementation of bonding conditions to a member of staff in case of external training.

4.0 PROCESS OUTPUT

- a) Minutes
- b) Training & Development Committee Report
- c) Duly processed Bonding Form
- d) Letters
- e) Progress reports

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

PROCEDURE NUMBER 5: LEAVE MANAGEMENT

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in leave management.

1.2 SCOPE

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

1.3 REFERENCES

- a) Quality Manual- RU/QMR/MR/002
- b) Rongo University Human Resource Policy and Procedure Manual
- c) The CBA – Collective Bargaining Agreement
- d) Relevant laws, regulations and circulars

1.4 TERMS AND DEFINITIONS

- a) CBA – Collective Bargaining Agreement
- b) HRO – Head of Human Resource
- c) RU - Rongo University
- d) HoD – Head of Department.
- e) DVC (AFP) –Deputy Vice Chancellor (Administration, Finance and Planning)
- f) CO – Clinical Officer
- g) FO – Finance Officer

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resources is responsible for implementation and adherence of this procedure.

2.0 PROCESS INPUT

- a) Leave schedules
- b) Leave application forms
- c) Leave status record

3.0 METHOD:

3.1 Annual/Maternity/Paternity/Compassionate Leave

3.1.1 This procedure shall start during the month of January with the HRO requesting the HoDs to prepare and submit their annual departmental leave schedules.

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(6)

3.1.2 Upon preparation, the HoDs shall forward the schedules to the HRO for review, harmonization and approval.

3.1.3 A member of staff who wants to proceed on annual leave shall fill the leave form and submit it to the HoD for processing and recommendation to HRO for further processing and advice to DVC (AFP).

3.1.4 The DVC (AFP) shall then give direction on the application.

3.2 Sabbatical Leave / Unpaid Leave of Absence/Study Leave

3.2.1 This procedure shall start with the applicant requesting the VC through the HoD and Dean for sabbatical leave/unpaid leave of absence.

3.2.2 The VC shall approve the request in accordance with the relevant policies and communicate the decision to the member of staff with copies to relevant offices.

3.3 Sick Leave

3.3.1 This procedure shall start with HRO receiving recommendation from the CO for a member of staff to be put on sick leave.

3.3.2 The HRO shall forward a copy of the processed sick leave form to the HoD and retain a copy for filing.

4.0 PROCESS OUTPUT

- a) Staff leave report
- b) Approved leave form.

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

ISSUED FOR USE ON:

HUMAN RESOURCE PROCEDURE
MANUAL

REF: RU/ADM/HR/009(6)

PROCEDURE NUMBER 6: STAFF APPRAISAL

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to enhance efficiency and effectiveness in staff appraisal.

1.2 SCOPE

This procedure applies to conduct of staff appraisal in the University.

1.3 REFERENCES

- a) Quality Manual: RU/QMR/QM/002
- b) Rongo University Human Resource Policy and Procedure Manual
- c) CBA
- d) Relevant laws, regulation and circulars

1.4 TERMS AND DEFINITIONS

- a) HRO – Human Resource Officer
- b) CBA – Collective Bargaining Agreement
- c) HOD – Head of Department
- d) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resource is responsible for implementation and adherence to this procedure.

2.0 PROCESS INPUT

- a) Appraisal schedule
- b) Appraisal forms
- c) Performance targets

3.0 METHOD

- 3.1 This procedure shall start during the month of June each year with the HRO notifying HoDs of the staff appraisal schedule and attaching adequate copies of appraisal forms.
- 3.2 Upon receipt of the communication, the HoDs shall hold a meeting with members of staff to agree on targets.

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(6)

- 3.3 The members of staff shall fill the relevant sections of the forms and submit them to the supervisor.
- 3.4 On receiving the completed forms, the HoDs shall appraise the members of staff guided by guidelines in the form and achievements made by the member of staff based on the targets.
- 3.5 Upon completion of the form, the Supervisor shall forward them to the HRO for further processing.
- 3.6 The HRO shall analyse the appraisal data and submit the report to DVC (AFP) for communication to the HoD and relevant member of staff.

4.0 PROCESS OUTPUT

- a) Individual appraisal report

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

PROCEDURE NUMBER 7: STAFF DISCIPLINE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in staff discipline management.

1.2 SCOPE

This procedure applies to staff disciplinary matters of Rongo University.

1.3 REFERENCES

- a) RU Quality Manual- RU/QMR/MR/002
- b) CBA
- c) Rongo University Human Resource Policy and Procedure Manual
- d) Relevant government laws, regulations and circulars

1.4 TERMS AND DEFINITIONS

- a) HRO – Human Resource Officer
- b) HR – Human Resource
- c) RU – Rongo University
- d) HoD – Head of Department
- e) CBA – Collective Bargaining Agreements
- f) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)

1.5 RESPONSIBILITY

- a) The DVC (AFP) is responsible for supervision for this procedure.
- b) The Head of Human Resources is responsible for implementation and adherence to this procedure.

2.0 PROCESS INPUT

- a) Report on indiscipline
- b) Investigation report
- c) Recorded statements
- d) Staff personal files

3.0 METHOD

- 3.1 This shall start with the DVC (AFP) receiving information on indiscipline from a HoD/member of staff.

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(7)

- 3.2 Upon receipt of the information, the DVC (AFP) shall authenticate the information by undertaking investigations, reviewing reports and interrogating the concerned member of staff and/or witnesses.
- 3.3 In the event that the case cannot be authenticated, the DVC (AFP) shall drop the matter and communicate to the HoD the reasons thereof.
- 3.4 Upon authentication or observation, the DVC (AFP) shall, based on stipulated code of conduct, issue a show cause letter to the member of staff.
- 3.5 The member of staff shall respond in writing within the stipulated period.
- 3.6 On receipt of the response, the DVC (AFP) shall consider the response and appropriately advise the Vice Chancellor on the cause of action to be taken as guided by the Human Resource Policy and Procedure Manual, relevant CBAs and Employment Act 2007.
- 3.7 The DVC (AFP) shall take appropriate action based on the nature of the offence.
- 3.8 The DVC (AFP) shall communicate the outcome of the disciplinary committee to the affected staff.

4.0 PROCESS OUTPUT

- a) Minutes/records
- b) Letters

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

PROCEDURE NUMBER 8: STAFF SEPARATION

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in staff separation.

1.2 SCOPE

This procedure applies to staff separation at Rongo University.

1.3 REFERENCES

- a) Quality Manual- RU/QMR/MR/002
- b) CBA
- c) Rongo University Human Resource Policy and Procedure Manual
- d) Relevant government laws, regulations and circulars

1.4 TERMS AND DEFINATIONS

- a) HRO – Human Resource Officer
- b) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)
- c) HR – Human Resource
- d) HRPPM- Human Resource Policy and Procedure Manual
- e) RU – Rongo University
- f) FO – Finance Officer
- g) CBA – Collective Bargaining Agreements

1.5 PRINCIPAL RESPONSIBILITY

The DVC (AFP) shall ensure that this procedure is adhered to.

2.0 PROCESS INPUT

- a) Notification for separation
- b) Clearance form

3.0 METHOD

3.1 Resignation

- 3.1.1 A member of a staff may resign from RU as per the HRPPM.
- 3.1.2 The HRO shall issue clearance form to a member of staff who has resigned.
- 3.1.3 Upon clearing from the University, the DVC (AFP) shall issue a certificate of service and release letter.

3.2 Retirement

- 3.2.1 This shall start with the HRO notifying a member of staff one year to attaining the mandatory retirement age as per the HRPPM.
- 3.2.2 The HRO shall receive the duly completed clearance form, file a copy and forward another to the FO for processing.
- 3.2.3 The HRO shall ensure processing of the retirement benefits and as per communication procedure number 1 in the Administration Procedure Manual notify the member of staff.
- 3.2.4 The DVC (AFP) shall ensure issuance of certificate of service and release letter in accordance with the HRPPM upon exit of a member of staff where applicable.

3.3 Demise of a Member of Staff.

- 3.3.1 This shall start with the HRO receiving the notification of demise of a member of staff.
- 3.3.2 The HRO shall issue a clearance form to the next of kin of the deceased.
- 3.3.3 The HRO shall receive the completed clearance form for processing and payment of terminal dues.

3.4 Termination

- 3.4.1 The DVC (AFP) may terminate appointment of a staff as per the current HRPPM.
- 3.4.2 The HRO shall issue clearance form to a member of staff whose services have been terminated.
- 3.4.3 The HRO shall receive the duly completed clearance form for processing of terminal benefits.
- 3.4.4 The DVC (AFP) shall ensure issuance of certificate of service and release letter in accordance with the HRPPM.

4.0 PROCESS OUTPUT

- a) Staff Clearance report.
- b) Certificate of Service.

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(7)

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(7)

OBJECTIVES REGISTER FOR HUMAN RESOURCES

OBJECTIVES REGISTER FOR HUMAN RESOURCES										
Department :	Human Resource									
Rev. Status										
Issue Date:										
Created By:				Reviewed By:			Approved By:			
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility
	Institutional Capacity	To engage, train and retain quality and competent human resources	To recruit at least 20 and 3 qualified and competent academic and administrative staff respectively, by June 2020.	HR capacity planning and budgeting; develop job specification; advertise job positions; shortlist qualified candidates; conduct interviews and select best candidate; undertake induction	Number of qualified and competent staff recruited	budget; human resource; appropriate media for advert; ICT infrastructure	By June, 2020	Appointment letters for 20 qualified and competent academic staff recruited; 3 qualified and competent administrative staff recruited; adverts; job specification; minutes of shortlisting and interviews; staff induction report	Quarterly	DVC -AFP and Head of HR
			To develop and roll out a training schedule by 30th June, 2019.	conduct training needs analysis; develop a training schedule; develop and implement relevant training programs;	Training schedule developed and rolled out.	budget; human resource; stationery; ICT infrastructure	By 30th June, 2019	training schedule; Training needs analysis report; training programs;	Quarterly	DVC -AFP and Head of HR

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(7)

RISK REGISTER FOR HUMAN RESOURCE

RISK REGISTER FOR HUMAN RESOURCE												
Department:	Human Resource											
Rev. Status												
Issue Date:												
Created By:				Reviewed By:			Approved By:					
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
1	Recruitment	Failure to attract the right candidates;	Unavailability of suitable candidates in the job market; Unattractive terms of service; Fake qualifications, setting high qualification; unclear job description	Approved terms of service; approved Scheme of Service; Verification of qualification;	2	3	6	Medium	review the terms of service and Scheme of service	Continuous	HR Survey on terms of service and scheme of service	DVC AFP
2	Staff Induction	unproductive staff	Ineffective induction; incompetence of the trainer; Poor induction programme and content;	availability of procedures and guidelines,	4	2	8	Medium	implement, monitor evaluate effectiveness of staff induction policy	Annually	Outsourcing	
3	Training and Development	Inefficiency in service delivery; loss of staff	poor skills gap analysis; Budget limitations; lack of training and development programme	Staff Training and Development Policy; Skills Inventory	3	2	6	Medium	Review and monitor Training programme	Continuous	On the job training of staff;	DVC-AFP
4	Leave Management	Low productivity;	Staff burn out;	Leave application forms; Leave Schedule, HR Policy and procedure manual	2	3	6	Medium	monitoring and evaluating of leave management	Continuous	Automation of leave management	DVC-AFP
5	Staff Appraisal	biased performance rating; Lack of objectivity; Skills shortages	Ineffective appraisal tool; Patronage; Sabotage; Conflict of interest; insufficient resources	Appraisal tool	2	3	6	Medium	Confidential reports by supervisors	Annually	Training of staff	DVC-AFP
7	Staff Discipline	Disruption of services; Unfair verdict	Poor management of disciplinary process;	HR policy and procedure manual; CBAs,	1	4	4	low	review and monitor	Annually	capacity enhancement	DVC -AFP

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

**HUMAN RESOURCE PROCEDURE
MANUAL**

REF: RU/ADM/HR/009(7)

RISK REGISTER FOR HUMAN RESOURCE

RISK REGISTER FOR HUMAN RESOURCE												
Department:	Human Resource											
Rev. Status												
Issue Date:												
Created By:					Reviewed By:			Approved By:				
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
			insufficient evidence, conflict of interests; Noncompliance with the law and rules;	reallocation of duties					implementation of HR policy and procedure manual;		ent of committee members	
8	Staff Separation	Loss of revenue; claims; litigation; loss of relevant skills; Replacement challenges;	Natural attrition;	HR policy and procedure manual; CBAs.	1	3	3	low	succession planning and management; review and monitor implementation of HR policy and procedure manual	Continuous	Development of succession plan	DVC-AFP

APPLICABLE DOCUMENTS



THE HUMAN RESOURCE DEPARTMENT

PERSONAL BIO DATA FORM (To be filled in Triplicate)

DATE:

PERSONAL FILE NO. ID. NO.

Passport size
coloured
photograph

1. PERSONAL DATA

SURNAME

OTHER NAMES

2. SEX (Male/Female) Date of Birth (DateMonth.....Year.....)

3. SUB COUNTY OF ORIGINCOUNTY OF ORIGIN

4. NATIONALITY

5. ETHNIC UNIT

6. DATE OF APPOINTMENT (Date.....Month.....Year.....)

7. DATE OF ASSUMPTION OF DUTY (Date.....Month.....Year.....)

8. DATE OF CONFIRMATION (DateMonthYear.....)

9. DESIGNATION (CURRENT)

10. DEPARTMENT

11. MARITAL STATUS (SINGLE, MARRIED, WIDOWED, DIVORCED,
SEPARATED)

Tick as appropriate.

**12. NAME OF SPOUSE (Please provide copies of National ID, Marriage
Certificate and Passport Size Photograph)**

SURNAME

.....

OTHER NAMES

.....

Passport size
coloured
photograph

13. IS SPOUSE WORKING WITH RONGO UNIVERSITY?YES/NO.....

14. IF YES, IN WHICH DEPARTMENT?

.....

15. SPOUSE PERSONAL FILE NO.SPOUSE ID/PASSPORT NO.....

16. CHILDREN’S DETAILS UNDER 21 YEARS (Please provide Copies of Birth Certificate and Passport Size Photographs) Attach separate sheet if space not sufficient.

NAMES	DATE OF BIRTH	SEX
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Passport size coloured photograph	Passport size coloured photograph	Passport size coloured photograph	Passport size coloured photograph	Passport size coloured photograph
				Passport size coloured photograph
Passport size coloured photograph	Passport size coloured photograph	Passport size coloured photograph	Passport size coloured photograph	

17. NEXT OF KIN (In Case of Emergency)

(ADULTS MORE THAN ONE IN ORDER OF PREFERENCE)

(1) SURNAME
OTHER NAMES
ADDRESS
RELATIONSHIP
TELEPHONE NO.....

Passport size
coloured
photograph
(1)

(2) SURNAME
OTHER NAMES
ADDRESS
RELATIONSHIP
TELEPHONE NO.....

Passport size
coloured
photograph
(2)

(3) SURNAME
OTHER NAMES
ADDRESS
RELATIONSHIP
TELEPHONE NO.....

Passport size
coloured
photograph
(3)

18. CONTACT ADDRESS

- (a) HOUSE/PLOT NO: TEL:
- (b) POSTAL ADDRESS.....
- (c) E-MAIL
- (d) VILLAGE/LOCATION/ZONE
- (e) PARISH
- (f) SUBCOUNTY
- (g) COUNTY

19. RETIREMENT HOME

- (a) TEL:
- (b) POSTAL ADDRESS
- (c) E-MAIL
- (d) VILLAGE/LOCATION/ZONE

- (e) PARISH
- (f) SUBCOUNTY
- (g) COUNTY
- (h) DISTANCE (IN KM)

20. EDUCATION BACKGROUND

	DATE	INSTITUTION	QUALIFICATION	GRADE
1				
2				
3				
4				
5				
6				
7				
8				

21. FIELD OF PROFESSIONAL OR ACADEMIC SPECIFICATION

- 1.
- 2.
- 3.

22. MEMBERSHIP TO PROFESSIONAL ASSOCIATIONS (IF ANY)

- 1
- 2.....
- 3.....

23. EMPLOYMENT HISTORY DETAILS

	EMPLOYER 1	EMPLOYER 2	EMPLOYER 3
Employer's Name			
Postal Address			
Telephone			
E-mail			
Position held			
Date of appointment			
Date left			
Date of broken			

service			
Date of re- appointment			
Reason for leaving			

24. EXPECTED DATE OF RETIREMENT

25. SIGNATURE DATE:

26. DATE RECEIVED.....

27. OFFICERS NAME/SIGNATURE



HUMAN RESOURCE DEPARTMENT

MEDICAL REPORT FORM (This must be filled by Doctor)

REF

DATE:

NAME: SEX: L.M.P:

ADDRESS:

HEIGHT: WEIGHT:

CHRONICILLENES:

PAST MEDICAL HISTORY:

PHYSICAL EXAMINATION:

PALLOUR:

JAUNDICE:

LYMPHNODES:

VACCINATIONS-KEPI:

B.C.G:

POLIO:

MEASLES:

HEPATITIS B:

OTHERS:

VITAL SIGNS

TEMP:

PULSE:

RESPIRATION RATE:

BLOOD PRESSURE:

SPECIAL ORGANS

HEARING:

NOSE:

THROAT:

VISUAL QUALITY RT%LT WITH GLASSES

SYSTEMATIC EXAMINATION

CARRDIOVASCULAR SYSTEM:

CENTRAL NEVOUS SYSTEM:

RESPIRATORY SYSTEM:

GASTRO INTESTINAL SYSTEM:

MUSCULO SKELETAL SYSTEM:

LAB TEST

HAEMOGLOBIN:

URINALYSIS:

STOOL FOR MICROSCOPY:

PREGNANCY:

BLOOD SUGAR:

OTHERS:

RADIOLOGICAL SCREENING (Where indicated)

Chest:

Others:

COMMENTS

.....
.....
.....

MEDICAL OFFICER/REGISTERED CLINICAL OFFICER

NAME: DESIGNATION: SIGNATURE:

DATE: OFFICIAL STAMP:



STAFF MOVEMENT ADVICE

N.B This form should be completed in quadruplicate on the day the relevant event takes place

- Original** Deputy Vice Chancellor (AFP)
- Duplicate** Head of finance
- TriPLICATE** Retained by the Department
- Quadruplicate** To the members of the staff concerned

TO Deputy Vice Chancellor (AFP)

Name:

Designation:

Department:

APPOINTMENT/TERMINATION/TRANSFER

Date of commencement of Duty.....20.....

Last day of service in the department (Date)20.....

PLEASE INSERT DATE IN APPROXIMATE BOX

Absent from Duty on account off:	Date	Resumed Duty after	Date
Sickness		Sickness	
Local/oversees leave		Local/oversees leave	
Study leave		Study leave	
Unpaid leave		Unpaid leave	
Unauthorized Absence		Unauthorized Absence	

PAY INSTRUCTIONS

Signed Head of department.....

Date.....

FOR OFFICIAL USE ONLY

Entered in personal records

Action by salary section.....

RU/ADM/HR/204



**HUMAN RESOURCE DEPARTMENT
PAYROLL PERSONAL DATA FORM**

PF NUMBER:	
FULL NAMES:	
PIN NUMBER:	
NSSF NUMBER:	
ID NUMBER	
NHIF NUMBER:	
BANK NAME:	
BRANCH NAME:	
BANK ACCOUNT NUMBER:	
DATE OF BIRTH: DD/MM/YY	
TEL: CONTACT:	
SIGNATURE:	



**HUMAN RESOURCE DEPARTMENT
TRAINING AND EMPLOYMENT BOND**

THIS BOND is given this.....day of20..... by
 (1)..... PF. No..... Department of.....
 of Post Office Box Number..... Kenya
 Home address Post Office Box Number..... (“the Employee), and
 (2).....PF. No..... Department
 of..... of Post Office Box Number.....Kenya, Home
 Address, Post Office Box Number..... of Kenya, (“the first
 surety”) and (3)..... Pf. No.....
 Department of.....of Post Office Box Number.....of
 Kenya, Home Address, Post Office Box Number of Kenya (“the second surety)

**TO: RONGO UNIVERSITY of Post Office Box Number 103-40404, Rongo, Kenya
 (“the Employer”)**

WHEREAS the Employee is to undertake a course leading to the award of a Degree, Diploma, Certificate, etc at [.....] (“the Institution”) in.....for a period of [.....] to commence on[.....] hereinafter referred to as “the Course” AND IN CONSIDERATION of the Employer agreeing or arranging to pay the expenses of the course and/or to pay the Employee salary and allowances during the period of the Course the Employee and the Sureties have agreed to enter into this Bond and to comply with the conditions set out hereunder.

NOW KNOW ALL MEN BY THESE PRESENTS that the Employee and the Sureties have jointly and severally bound themselves to the Employer in the sum of Kenya shillings [.....] [Kshs.....] plus interest thereon at the rate of [.....] per centum per annum as hereinafter provided to be paid to the Employer for which payment they hereby jointly severally bind themselves.

NOW THE ABOVE WRITTEN OBLIGATIONS shall be void in case the Employee shall:

- (1) Duly complete the Course and comply with the rules contained in the schedule hereto (hereinafter called “the Rules”; and
- (2) Upon the completion or prior termination of the Course continue to serve the Employer for [.....] Years/months (equivalent to the duration of the training) in a capacity to be designated by the Employer.

THE SCHEDULE

RULES GOVERNING THE COURSE

The Employee shall:-

- a) Proceed to the Institution as directed by the Employer to pursue the Course diligently and continue with the Course for as long as may be necessary and desirable for the completion of the course unless prevented from so doing by sickness proved to the satisfaction of the Employer by a Certificate from a Medical practitioner or by other circumstances beyond his control recognized as such by the Employer;
- b) Devote his whole time and effort to the Course and not without the [permission of the Employer to engage in or undertake any work, occupation or studies other than the Course;
- c) Satisfy the Employer as to attendance, conduct and progress by periodical reports from the head of the relevant department of the institution under which the course fall or from some other person approved so to report by the Employer;
- d) Not to engage in any occupation or activity which is considered detrimental to his progress in the course and/or detrimental to his health and/or immoral or illegal;
- e) Conduct himself at all times as an honest and faithful person to the best of his power and ability faithfully observe, obey and perform such instructions, directions, rules and regulations as may from time to time be made or given to him by the head of his Department at the Institution or by any other person placed in authority over him;
- f) Whenever directed to do so by the Employer, submit to medical examination, it being understood that the funding of the course by the Employer may be suspended or terminated if the report from such medical examination indicates that the Employee is unfit to complete his studies owing to ill health;
- g) Sit for and pass all examinations fixed by the institution unless prevented from so doing by such causes as are mentioned in Clause (a);
- h) Complete the Course without interruption and fulfill all the conditions under which he was accepted for the Course unless prevented from so doing by such causes as are mentioned in Clause (a);

Whenever any power, discretion, intention, approval or consent is indicated or required to be exercised, given or signified hereunder of under the Rules by the Employer, then the same may be exercised, given or signified by a duly authorized officer of the Employer or by such person as the Employer may appoint for the purpose. The Employee and the sureties agree that the Course shall be governed by the Rules and that in the e event of a breach by the Employee of the Rules the Course and the funding thereof may be suspended or terminated forthwith.

IN WITNESS whereof the Employee and the Sureties have hereunto set their hands the day and year first above written.

I certify to the best of my knowledge that the above named sureties will be able to meet their liabilities if called upon to do so.

SIGNED:

DESIGNATION:

ADDRESS:

(THIS CERTIFICATE TO BE GIVEN ABOVE MUST BE OBTAINED FROM A CITIZEN OF KENYA, SUCH AS A MINISTER OR RELIGION, A MEDICAL OR LEGAL PRACTIONER, AN ESTABLISHED SENIOR PUBLIC SERVANT OR A BANK OFFICIAL PERSONALLY ACQUINTED WITH THE SURETIES BUT NOT FROM IMMEDIATE RELATIVES)

NOTE: Sureties may be called to the offices of the University to give Supplementary information.

DATE TRAINING STARTED:

DATE TRAINING ENDED:



**HUMAN RESOURCE DEPARTMENT
LEAVE APPLICATION FORM**

(To be completed in triplicate and sent to the DVC(AFP) at least 14 days before leave commences)

PART I: (To be completed by applicant)

Full Name Designation P/F
Faculty Department
Number of days applied for From To
Nature of Leave
Leave Address Tel. No.
Note: leave application without leave address will not be considered.
Signature Date

FOR DEANS/HOD/HOS, Please indicate the person to perform your teaching, research and administrative assignments while you are away.
.....

PART II: (To be completed by Supervisor)

I do/do not recommend days leave (if not recommended give reasons).....
Signature

PART III: (To be filled by officer in charge of personnel records)

- (a) Annual Leave entitlementdays
- (b) Accumulated leave (with permission).....days
- (c) Leave taken during the year.....days
- (d) Total number of days requested.....days
- (e) Balance.....days
- (f) Applicant to resume dutydays
- (g) Payable leave traveling allowance Shs.days
- (h) Remarksdays
- (i) Information checked and certified correct/incorrect (if incorrect specify the error)
.....

Name

(Officer-in-charge of Records)

PART IV: Records officer: Bring up on for resumption of duty
Signature date

PART V:

Leave approved/not approved date

DVC– AFP



HUMAN RESOURCE DEPARTMENT

APPLICATION FOR OUT OF COUNTRY LEAVE OF ABSENCE FROM THE UNIVERSITY

This application form should be completed and submitted to the office of the Vice-Chancellor at least 14 days before the actual date of travel for out of the country travel.

1. Name.....Designation.....PF/No.
Department.....School

2. I wish to apply for permission to be away from the University fromTo For the following purpose (attach evidence)

.....
.....
.....

3. Source and extent of finance for this trip (Please attach evidence)

.....
.....

Mode of travel

Insurance cover by

4. While I am away, my teaching, research and administrative assignments shall be performed by

5. Over the last 2 years I have travelled out of the country on the following occasions:

	Date	Purpose	Place	Duration
1.				
2.				
3.				
4.				
5.				
6.				

Applicant's Signature Date:

6. Comments by Head of Department on relevance of the journey, its positive as well as negative impact on the Department and the individual.

.....
.....

I recommend/not recommend leave of absence

Signature Date

Department

7. Comments by Dean of School: I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....
.....

Signature Date

Department

8. Comments by Deputy Vice-Chancellor (ASA): I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....
.....

Signature Date

Department

9. Comments by Deputy Vice-Chancellor (AFP): I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....
.....

Signature Date

Department

10. Approval by the Vice-Chancellor: I hereby approve/ do not approve the absence from the University of the named member of staff from To.

.....
.....

Signature: date:

- Copy to:**
- Vice-Chancellor**
 - Deputy Vice-Chancellor (AFP)**
 - Deputy Vice-Chancellor (ASA)**
 - Dean of School**
 - Head of Department**



**HUMAN RESOURCE DEPARTMENT
APPLICATION FOR STUDY LEAVE**

This application form should be completed in triplicate and submitted to the office of the Vice-Chancellor at least 30 days before commencement of study leave.

1. Name:.....P/FNo.....
 Date of appointment..... Designation.....
 Date of confirmation..... Department.....
 Faculty/School/Institute.....
2. I wish to apply for study leave from the University from to to enable me pursue..... at.....
3. Sponsor.....
4. Since joining the University, I have been granted the following study leave(s):

STUDY LEAVE PERIOD	PLACE OF STUDY	COURSE (CERT/MASTERS/PHD, ETC)

5. a) Comments by the Head of Department/Section on relevance of the training to the Department.....
 - b) Impact of applicant’s absence from the department/section.....
- While away his/her duties will be performed by.....

Recommend/Do not recommend study leave

Signature.....

Date.....

HEAD OF DEPARTMENT

6. Comments by Dean of Faculty/School/Institute.

Recommend/ Do not recommend study leave

Reasons for not recommending

.....
.....
.....

7. Recommendations by the Staff Development Committee

Recommended/Not Recommended

.....
.....

Signature.....

Date

8. APPROVED /NOT APPROVED BY VICE-CHANCELLOR, RONGO UNIVERSITY

.....

Reasons for non-approval

.....
.....
.....

Copies to:

Vice-Chancellor

Deputy Vice-Chancellor (AFP)

Deputy Vice-Chancellor (ASA)

Dean of School

Head of Department



**HUMAN RESOURCE DEPARTMENT
CLEARANCE FORM
(TO BE FILLED IN DUPLICATE)**

PART A: MEMBER OF STAFF CLEARING

Name of officer leaving PF. No.
Signature:Date:
Designation:
Reason for leaving University

PART B: HEAD OF DEPARTMENT/SECTION/UNIT

This officer is under my immediate supervision and I confirm that he /she has no liabilities with the department.

Verified by..... Sign..... Date.....

PART C: LIBRARY

All books returned / not returned Charge Kshs:

Verified by: Sign: Date:

PART D: ESTATES/CENTRAL SERVICE/TRANSPORT

I confirm that this officer has no liabilities with the section.

Verified by Sign

PART E: STORES

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART F: PROCUREMENT

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART G: HEAD OF AUDIT

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART H: HOSTELS AND CATERING

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART I: OFF CAMPUS LEARNING CENTRE

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART J: REGISTRAR ACADEMICS

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART K: UNIVERSITY FARM

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART L: RUSCO SACCO

Loans Balance Kshs.

Verified by: Sign: Date:

PART M: HEALTH SERVICES

Medical and other outstanding bills Kshs.

Verified by: sign: Date:.....

PART N: ICT DEPARTMENT

I confirm that this officer has no liabilities with the section

Verified by:..... Sign:

PART O: PERSONAL CLAIMS SECTION

Outstanding amount of imprest Kshs.

Verified by: Sign Date

PART P: REVENUE SECTION

Outstanding Invoices Kshs.

Verified by: sign Date

PART Q: HUMAN RESOURCE SECTION

Number of leave days balance

Staff Identification Card Returned/Not Returned Charge Ksh.

Verified by Sign Date:

PARTR: SALARY SECTION

(i) Outstanding salary advance

(ii) Salary has been stopped with effect from

(iii) Salary overpayment amounts to Kshs.

Verified by Sign Date

PART S: FINANCE OFFICER

Signature.....Date.....

PART T: AUTHORISED / APPROVED

DVC - Administration, Finance & Planning

.....

Signature

Date