

**THE CONDITIONS OF SERVICE OF SENIOR STAFF
OF FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA**

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VISION AND MISSION OF THE UNIVERSITY

This University is being guided by Vision and Mission.

(i) VISION

To become a World Class and Nigeria's leading University recognised for its excellence in capacity building and service delivery.

(ii) MISSION

To train skilled and innovative workforce that would transform Nigeria's natural resources into goods and services, driven by entrepreneurship and Information and Communication Technology (ICT), to positively affect the economy and thus the quality of life of her people.

MOTTO

Technology for Empowerment

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
(Office of the Registrar)

**REGULATIONS GOVERNING THE CONDITIONS OF SERVICE OF SENIOR
STAFF OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA**

PREAMBLE

In exercise of the powers conferred by the provisions of the law establishing the Federal University of Technology, Minna, (Federal University of Technology Act, CAP F23, Laws of the Federation of Nigeria 2004) and by virtue of all other enabling powers in that behalf, the following revised and updated Regulations Governing the Conditions of Service of Senior Staff are issued by the Council of the Federal University of Technology, Minna. These Regulations have been revised to include Amendments arising from the provisions of the law establishing the Federal University of Technology, Minna Decree No. 13 of 1986 as amended by the Universities (Miscellaneous Provisions) Decree No. 11 of 1993, and further amended by the Universities (Miscellaneous Provisions) Amendment Decree No. 25 of 1996 and other laws in that behalf and Statutes and Directives made by the Council and Relevant Establishment Circulars of the Federal Government since 13th July, 1986.

SECTION 1: TITLE AND COMMENCEMENT

- A. These Regulations shall be cited as the Regulations governing the Appointments and Conditions of Service of Senior Staff of the Federal University of Technology, Minna and shall come into force effective from **6th September, 2016**
- B. The provisions of these Regulations shall remain in force, subject to any amendment(s) by the University Council.
- C. Subject to the provisions of any Act, Law and Statute, any order or directive which is inconsistent with the provisions of these Regulations shall be invalid to the extent of its inconsistency.
- D. The Registrar, subject to legal advice, is empowered to interpret and apply the provisions of this document.

SECTION 2: APPLICATION AND DEFINITIONS

These definitions shall apply to the Conditions of Service of all Senior Staff of the Federal University of Technology, Minna.

- i. “Academic Staff” means a Professor, Associate Professor, Senior Lecturer, Lecturers, Visiting Lecturers, including graduate Library Staff.
- ii. “Chairman” means Head of a Committee.
- iii. “Child” means biological child of a member of staff, a legally adopted or fostered child.
- iv. “Contract Appointment” means fixed term work for a period of one (1) to three (3) years on mutual agreement. The period of contract may however be extended, renewed or terminated, by the Vice-Chancellor normally not exceeding ten (10) years. By extension is meant making the period of engagement longer than stated in the letter of appointment or last letter of renewal.
- v. “Coordinator” means an Officer of the University who is appointed to coordinate the activities of a Unit within the University.
- vi. “Council” means the Council of the Federal University of Technology, Minna as established by the Federal University of Technology Act, CAP F23, Laws of the Federation of Nigeria 2004
- vii. “Dean” means an Officer of the University who is elected or temporarily appointed to head a number of academic Departments that make up a School. The term is also

applicable to the Head of the Postgraduate School and Students' Affairs Division of the University who are appointed by the Vice-Chancellor.

- viii. "Director" means an Officer of the University who is appointed to head a service Unit within the University.
- ix. "Domicile" means the place where a member of staff has his home for the time being, whether or not he/she is cohabiting with a spouse".
- x. "Family" means spouse and children up to a maximum of four for Nigerians and two for expatriates who are not above the age of 18 years, not married, not in gainful employment and are wholly dependent on the member of staff concerned.
- xi. "Financial year" means the accounting period of the University which runs from 1st January, to 31st December of each year.
- xii. "Head of Department", means an officer of the University who is appointed to head a recognised Department within the University. Such a position shall normally be held in acting capacity where the status of the officer is below the rank of Professor.
- xiii. "He" in this document also refers to "She" as the case may be.
- xiv. "Him" in this document also refers to "her" as the case may be.
- xv. "His" in this document also refers to "hers" as the case may be.
- xvi. "Home Leave" or "Home Visit" means a privilege granted to expatriate members of staff to enable them travel to their home country or last place of domicile.
- xvii. Men and Women, whether married or single, have the same conditions of service except where otherwise expressly stated and a reference to "Man" includes "Woman".
- xviii. "Next of Kin" means the spouse or any other person chosen by the staff member as his legal/personal representative. Every staff is required to state the name of his next of kin in the staff personal file.
- xix. "Non-teaching Staff" means any staff of the University whose appointment does not require him to teach in the University and include non-professional Library Staff.
- xx. "Permanent and Pensionable Appointment" means appointment, other than a Temporary, Contract or Probationary which subsist till the retiring age as stipulated by Council from time to time and attracting all the retirement benefits as stipulated by the Pension Reform Act 2014 and other Acts or regulations as may be in force.
- xxi. "Semester" means one half of a session, normally comprising a minimum of 15 weeks of academic work.
- xxii. "Senate" means the Senate of the University established pursuant to Section 2(1) (c) of the University Act.

- xxiii. “Senior Staff” includes employee of the University whether academic or non-teaching staff who is on CONTISS 06 and above (or its equivalent) on Permanent and Pensionable, tenure, contract, visiting or temporary appointments.
- xxiv. “Session” means an academic year, starting on 1st October and ending on 30th September of the following year or, in the case of disruption of normal academic work shall be as re-defined and approved by the University Senate.
- xxv. “Temporary Appointment” means appointment other than permanent one which is limited to a period specified in the letter of appointment and shall cease automatically at the expiration of the period unless renewed by the University.
- xxvi. “University” means the Federal University of Technology, Minna.
- xxvii. “University Guest” means any member of staff (including his family) who is eligible for University accommodation but who is accommodated on arrival on his first appointment for the first 28 days. This term also includes External Examiners and other persons who may be appointed to do ad-hoc business for the University from time to time.

SECTION 3: APPOINTMENTS AND DUTIES

3.1 GENERAL

- a. Appointment of senior staff shall be made by the Council and all letters of appointment shall be signed and issued by the Registrar or by an authorised officer on his behalf to whom a letter of acceptance shall be sent within six (6) weeks. The date on which a member of staff will take up appointment shall be as agreed between him and the University.
- b. All appointments shall be subject to passing a medical examination conducted or arranged by the University Health Services.
- c. Staff shall not publish or disclose the affairs of the University in writing whether internally or externally without specific clearance with the Vice-Chancellor in writing. This is without prejudice to academic freedom.
- d. An applicant seeking an academic position shall have a minimum of Second Class Upper Division in his First Degree. However, for appointment to the position of Assistant Lecturer, a good Second Class Lower and a Master’s degree registrable for PhD are required.
- e. An academic staff that holds a PhD degree shall normally be upgraded to/appointed as Lecturer II while those with Master’s degree shall be upgraded to/appointed as Assistant Lecturers.
- f. A candidate seeking a position in Registry Department shall have a minimum of five (5) O’level Credits including English Language while a minimum of five (5) O’level Credits including English Language and Mathematics are required for other Departments. This is without prejudice to additional qualification(s) that may be required in each Department/Unit.

- g. A minimum of Second Class Lower Division is required for non-teaching applicants for whom first degree is a requisite. For holders of ND and HND, a minimum of Lower Credit is required.

3.2 TRANSFER OF SERVICE

- (a) Members of staff on permanent and pensionable appointments can transfer their services to and from other pensionable appointments within the public sector services of Nigeria under the following conditions:
- (i) The appointment of the member of staff has been confirmed;
 - (ii) The member of staff gives the University at least 3 months' notice to the effective date of the transfer, which for Academic Staff shall expire at the end of the academic session;
 - (iii) The member of staff has made an acceptable arrangement to clear any outstanding indebtedness to the University.
- (b) A member of staff with a pending disciplinary case shall not be released on Transfer of Service until he is cleared.

3.3 SECONDMENT

- (a) Secondment of any member of staff to the service of another University or approved body at his own request shall be for a maximum period of four years, that is, two years in the first instance with possible extension during which period the applicant will be required to elect to be permanently released to the service of the institution/body to which he had been seconded or revert to his former post.
- (b) When secondment of an officer to the service of another University or approved body is based on public interest, the period of secondment shall normally be to a maximum of 10 years renewable every two years. The officer shall continue to hold his substantive post. During the period of such secondment, the benefiting organisation shall be responsible for the officer's personal emoluments after which the officer must either apply for extension, seek transfer or return to his original post.

3.4 DATE OF COMMENCEMENT OF DUTY/RESUMPTION

- (a) An appointment shall commence on the date of completion of documentation with the University.
- (b) An appointment shall not be valid until it has been accepted in writing. The appointment takes effect from the date of the Registrar's signature.

3.5 PERMANENT AND PENSIONABLE APPOINTMENT

- (a) Pensionable appointment requires confirmation after the first two (2) or three (3) years (as the case may be), except for staff on transfer of service from public service
- (b) If an employee is absent from the University on Study Fellowship for part or all of the first two (2) or three (3) years (as the case may be) from the commencement of his appointment, he shall not be eligible for confirmation until he has successfully completed the Study Fellowship and spent a total of

two (2) or three (3) years (as the case may be) in post at the University. This also includes a staff of the University who is on full-time Fellowship in the University.

- (c) Confirmation of appointment is considered by the Appointments and Promotions Committee on behalf of Council on the recommendation of the Head of Department and Dean of a School but a decision may be deferred for up to one year subject to ratification by Council.
- (d) Confirmation period includes the 1-year of National Youth Service Corps for fresh graduate appointments.
- (e) If confirmation is not approved, the appointment shall be terminated with three months' notice or payment of three months' salary in lieu of notice. If however, confirmation is not done in three years for an employee without adverse report, the employee shall have the right to appeal through the normal channel.
- (f) If confirmed, a permanent appointment shall continue until the retirement age of 70 years for Professors and 65 years for others. However, the appointment could be terminated by either party on such terms as specified in the appointment letter.
- (g) Any employee shall be required to produce evidence of his age, service record or certificates of educational qualifications on assumption of duty if on Transfer of Service. The date of birth recorded on appointment by an employee shall remain valid throughout his period of service and cannot be altered. Any alteration shall be regarded as a serious misconduct.

3.6 CONTRACT APPOINTMENT

- (a) A contract appointment shall commence from the date on which the person appointed assumed duty. It may be terminated by one month notice or payment of one month's salary in lieu of notice by either party.
- (b) Contract appointment may be renewed yearly or every three (3) years as the case may be if recommended by the Head of Department and Dean of the School and approved by the Vice-Chancellor on behalf of Council.
- (c) An employee whose first appointment is on Contract with the University may normally have his appointment renewed up to a maximum of ten (10) years as long as his services are still required.
- (d) No contract officer will be considered for promotion.
- (e) Retired staff engaged on contract shall normally be appointed on a level lower than what they earned in their permanent appointments.
- (f) Contract staff shall not be members of any Trade Union in the University.

3.7 PAYMENT OF CONTRACT GRATUITY

- (a) Expatriate staff on contract appointment are paid a contract addition equal to ten per cent (10%) of salary paid monthly with their salaries. They are eligible for a gratuity of 15% of salary, payable on satisfactory completion of the contract at the end of any contract period. The latter may be applied for through the Head of Department/Unit to the Registrar, not earlier than three months before the end of a contract period or the employee's final departure date. One condition of payment would be that the employee has earlier applied for a renewal of contract or indicated that he does not want to renew it.
- (b) Contract addition and gratuity are not payable to any person to whom section 14 of the Pension Act 2014 applies, that is, who is eligible for a pension under the Act following his retirement from any public service other than retirement on grounds of ill health or abolition of office.

3.8 TEMPORARY APPOINTMENT

- (a) The term "Senior Staff on Temporary Appointment" applies to any member of the senior staff on appointment expressed to be for a period of one year or less but it may be extended for another year by the Vice-Chancellor on behalf of the Council on assessment of the officer's performance as being satisfactory and subject to vacancy.
- (b) The Vice-Chancellor on behalf of the Council shall have the power to make temporary appointments of suitable candidates to vacant posts for a maximum period of 12 months pending application of laid down procedure of interview and a final assessment of the candidates within two years.
- (c) The letter of temporary appointment, issued by the Registrar to the candidate with the approval of the Vice-Chancellor, shall specify the length of the appointment/condition of service and shall not be valid unless it has been accepted in writing.
- (d) A temporary appointment shall commence from the date on which the person appointed assumes duty. It may be terminated by one month notice or payment of one month's salary, in lieu of notice, by either party.
- (e) The duties of an employee on temporary appointment shall be prescribed by the Head of Department concerned.
- (f) For the entire duration of the temporary appointment, salary and allowances shall be on monthly basis for time actually worked.
- (g) If a temporary appointment is for full-time work, the person appointed shall not engage in any other gainful occupation without the permission of the Vice-Chancellor in writing.
- (h) An employee on temporary appointment shall not be entitled to any salary or vehicle advance and shall not be recognised for the purpose of pension benefits until the appointment is made permanent and pensionable. However, the period of temporary appointment shall count when computing the retirement benefits.

- (i) An employee on temporary appointment shall not publish or disclose to outside parties any confidential matter concerning the University. He shall be required to observe any rule made by competent authorities regarding the security of persons, property and road traffic regulations on the University Campus.
- (j) An employee on temporary appointment is only entitled to the remuneration stated in the letter of appointment and to no other allowances such as leave, transport entitlements, free medical treatment from the University Clinic, housing, or other privileges, except as follows:
 - i. Reasonable out-of-pocket expenses incurred on University business and authorised by the Head of Department may be refunded.
 - ii. Kilometre allowance at the approved rate may be paid for journeys on University business by car owned by the person if certified by the Head of Department.
 - iii. An employee on temporary appointment who is engaged to work full- time shall be paid transport allowance at the appropriate rate per month.
 - iv. An employee on temporary appointment who is engaged to work full- time may be granted pro-rata leave at the rate of 3 days per month calculated up to a maximum of 30 days in a session.
- (k) A medical examination shall be required for an employee taking up temporary appointment with the University.
- (l) Staff on Temporary Appointment shall not be members of any Trade Union in the University.

3.9 ACTING APPOINTMENT

Acting appointment is an appointment made by the Vice-Chancellor on behalf of Council to fill posts that are temporarily vacant due to lack of an officer of corresponding substantive rank except those of Principal Officers that require Council's approval. Acting appointment is also given to an officer who is believed to be efficient, effective and timely in service delivery though he is of a lower rank than the officer qualified for the position. All acting appointments shall normally last for a maximum period of two years. Acting appointments are: Acting Dean, Acting Head of Department, Acting Director, Acting Coordinator, Acting Academic Secretary, Acting Establishment Secretary, Acting School Secretary e.t.c.

3.10 PART-TIME APPOINTMENT

Subject to receipt of formal applications accompanied with up-to-date Curriculum Vitae, suitably qualified candidates may be considered for part-time appointments by the Vice-Chancellor on behalf of the Appointments and Promotions Committee for a minimum of one semester.

3.11 TENURE APPOINTMENT

This is the appointment of officers into certain positions for a specified period of time.

3.12 VISITING APPOINTMENT

This is the appointment of academic staff not below the rank of a Senior Lecturer or equivalent for teaching and research in the University. Visiting appointment is normally for a period of one (1) year and is renewable.

3.13 APPOINTMENT ON FULL-TIME

University appointments are full-time and members of staff shall not engage in any other gainful occupation without the permission of the Vice-Chancellor.

3.14 ACADEMIC STAFF DUTIES AND SPECIAL LEAVE

The duties of teaching staff other than those whose duties are predominantly research or service functions shall be prescribed by the Head of Department, in close consultation with the staff concerned, in the light of University policy, and may include reasonable periods of University duties during long vacation of 3 months. The duties and hours of work of support and professional staff and staff with predominantly research/service functions in academic departments shall be prescribed by the Head of Department or the Dean of the School as appropriate, within the University policy. The permission of the HOD is required for any absence from Campus not exceeding forty-eight (48) hours. The Vice-Chancellor's permission is required for any absence in excess of forty-eight (48) hours. A Head of Department shall inform the Vice-Chancellor whenever he will be absent, stating who will take charge of the Department during his absence.

3.15 PROFESSIONAL REGISTRATIONS

- (i) If the nature of an employee's duties requires him to be registered under any enactment in force in Nigeria, it shall be his responsibility to obtain the registration and to pay the necessary fees.
- (ii) List of current Professional Registration Requirements is attached as Appendix A.
- (iii) Academic staff must be registered with their professional body before they can be promoted to the rank of Senior Lecturer. Non-teaching Staff must be registered with their professional bodies before promotion to level 13.

SECTION 4: CESSATION OF APPOINTMENT

For good reason, an employee may give notice for the cessation of his service in the following manner:

4.1 Resignation

- (a) A confirmed employee shall give three months' notice in writing to the Registrar or pay three months' salary in lieu of notice while unconfirmed staff shall give one month notice or pay one month salary in lieu of notice.
- (b) Disengagement from the University by a staff that has served less than five (5) years shall be by resignation.
- (c) The acceptance of the notice of resignation by an employee will be communicated to him in writing by the Registrar or his representative.
- (d) If a member gives notice to resign:
 - (i) Less than twelve months after the commencement of his appointment; or
 - (ii) Less than six months after his return from a home visit, the Vice-Chancellor may, if he considers it reasonable to do so, require the employee to refund in part or in full, in the first case, his transport expenses, including baggage grant incurred when his appointment was taken up; and in the second case, the transport expenses paid by the University for the last home visit.

4.2 Retirement from Service

(a) **Compulsory**

An employee shall be due for compulsory retirement at the age of seventy (70) years for Professor and Sixty-five (65) years for others. In the case of Academic Staff, retirement shall normally be at the end of academic session.

(b) **Voluntary**

An employee may retire voluntarily at any age below the compulsory age of retirement if he has put in 10 years in service but will not be pensionable until he attains the age of 50 years.

4.3 Withdrawal of Service

A member of staff may withdraw his service, having served for a continuous period of five years in the University.

4.4 Retirement on Medical Grounds

- (a) If at any time during his service in the University, an employee is certified by a Medical Board appointed on the instruction of the Vice-Chancellor, acting on behalf of the Council, to be so unfit and incapable of carrying out his duties, and the condition does not improve after one year, the Council may accept his resignation or terminate his appointment on such terms as it deems fit, fair and just.
- (b) Such an employee shall be entitled to his full salary in the first six months and to fifty per cent of his full salary for the subsequent six months.

- (c) A three-month notice of retirement from service on adverse medical grounds may also be served on staff.

4.5 Retirement on Grounds of Redundancy

The Council may require an employee to retire with three months' salary in lieu of notice, if the employee becomes redundant by reason of a necessary reorganisation in any Department/Unit. A redundant officer is a person whose qualification and experience no longer fits into any established position in the University.

4.6 Documents for processing of Retirement Benefits

With the current policy on Pension Reform, members of staff proceeding on retirement are expected to submit their original documents to National Pension Commission for sighting while photocopies of same would be submitted during the payment exercise as follows:

- i. Original and photocopy of letter of Appointment.
- ii. Original and photocopy of Transfer and/or Acceptance of Services (where Applicable).
- iii. Authenticated past records of service.
- iv. Original and photocopy of Birth Certificate or Declaration of Age.
- v. Original and photocopy of Promotion Letter and Pay Slip indicating grade level and step as at 30th June, 2004.
- vi. Original and photocopy of promotion Letter and Pay Slip indicating grade level and step as at July, 2007.
- vii. Current Pay Slip indicating grade level and step.
- viii. Letter of introduction from the University signifying retirement and first appointment dates, grade level and step as at 30th June, 2004, grade level and step as at July, 2007 as well as the current grade level and step.
- ix. Evidence of registration with a Pension Fund Administrator indicating RSA Personal Identification Number (PIN).
- x. Letter of Indemnity from the University stating non-payment of retirement Benefits to a retiree (Voluntary Retirement Only)
- xi Pension Desk Officers' attestation.
- xii One recent passport photograph.

4.7 Re-absorption

Any application for re-absorption into the service of the University by any employee who had voluntarily withdrawn his service from the University shall be considered by the appropriate Appointments and Promotions Committee based on its own merit.

In considering a case of re-absorption, the Committee shall have regard for the following:

- i. Reasons for withdrawal of service;
- ii. Reasons for seeking re-absorption;
- iii. Vacancy for such position;
- iv. Previous records of the applicant;
- v. Recommendations from the Department/Unit/School; and
- vi. Entry point on salary scale for staff seeking re-absorption.

SECTION 5: PROMOTIONS AND CHANGE OF CADRE

5.1 PROMOTIONS

Promotions are normally considered for staff on a 3 or 4 years basis and with the approval of the Appointments and Promotions Committee after evaluation of every member of staff, and it is subject to vacancy and National Universities Commission's approved staff structure.

- (i) Promotions shall normally take effect on 1st October of the year of promotion.
- (ii) An employee on promotion to a higher grade shall enter at the appropriate point in the higher scale, which gives him higher pay than his normal annual increment prior to promotion.
- (iii) No employee shall be considered for promotion unless his appointment has been confirmed except for cases of transfer of service.
- (iv) Promotions of academic staff are subject to a minimum of 3 years after the last promotion and acceptable number and quality of publications in books and reputable journals. In the case of Non-teaching Staff, the minimum waiting period shall be three (3) years for staff on CONTISS 2 – 11/12 and four (4) years minimum waiting period shall be for those on CONTISS 13 and its equivalent after the last promotion and subject to satisfactory performance on the job.
- (v) In the case of Professorial promotion, the effective date of promotion shall be the date approved by the Council.
- (vi) An employee on Transfer of Service (ToS) shall be considered for promotion if he had spent two (2) years on his last promotion and one (1) year in the service of the University.
- (vii) Non-teaching Staff applying for promotion to CONTISS 13 and above or its equivalent shall sit for examination.
- (viii) An employee with a pending disciplinary case shall not be recommended for promotion until he is cleared by the appropriate authority.
- (ix) An Academic Staff who holds a PhD degree shall normally be upgraded to/appointed as Lecturer II (or Librarian I in the case of Library Staff) while those with Master's degrees shall normally be upgraded to or appointed to the rank of Assistant Lecturer (or Librarian II in the case of Library Staff).
- (x) No employee shall be made to suffer any financial disadvantage consequent upon his promotion.
- (xi) All Academic Staff shall be evaluated initially by their Departments while HODs should be evaluated by the Deans of Schools. In the case of Non-teaching Staff, initial evaluation shall be made by the Unit Head where applicable, or the Head of Department.
- (xii) An employee, who feels that he has been unjustly denied promotion, may submit his case in writing through his Head of Department and the Dean of the School to the Appointments and Promotions Committee (A&PC). An advanced copy of such an appeal should be forwarded to the Chairman, A&PC. If he is dissatisfied with the decision of the Appointments and Promotions Committee, he can appeal to Council.

5.2 CHANGE OF CADRE

- i. For an officer to change from one cadre to another, he/she must possess the requisite qualification and experience for the new cadre.
- ii. Change of cadre is subject to availability of funded vacancy.
- iii. Change of cadre for an officer who has progressed up to CONTISS 09 and is within the same Department (e. g change from Executive Officer Admin/Accounts/Audit cadres to Admin. Officer/Accountant/Auditor cadres) in Registry, Bursary or Internal Audit will be lateral while those who have progressed beyond CONTISS 09 will be converted to a grade level lower than their present grade level.

SECTION 6: DISCIPLINE

Discipline is the practice of making staff obey rules and punishing them when they break the rules. It is the duty of every officer to acquaint himself with the rules and any other regulations in force.

6.1 MISCONDUCT

Misconduct is defined as a specific act of wrong-doing or improper behaviour which is inimical to the image of the University which when investigated and proven may lead to either termination of appointment or retirement. It includes scandalous conduct such as:

- (i) Immoral behaviour;
- (ii) Foul language;
- (iii) Refusal to proceed on transfer or to accept posting;
- (iv) Deliberate delay in treating official document;
- (v) Failure to keep records;
- (vi) Negligence;
- (vii) Sleeping on duty;
- (viii) Improper dressing while on duty;
- (ix) Hawking merchandise within office premises;
- (x) Malingering;
- (xi) Discourteous behaviour to the public.
- (xii) Slander and Libel

6.2 SERIOUS MISCONDUCT

Serious misconduct is a specific act of very serious wrongdoing and improper behaviour which is inimical to the image of the University which when investigated and proven, may lead to dismissal. Serious acts of misconduct include:

- i. Plagiarism
- ii. Falsification and forgery of results;
- iii. Examination and admission racketeering;
- iv. Falsification of records;
- v. Suppression of records;
- vi. Unauthorised removal of public records;
- vii. Withholding of files;
- viii. Dishonesty;
- ix. Conviction on criminal charge (other than a minor traffic or sanitary offence or the like);
- x. Absence from duty without leave;
- xi. False claims against Government Officials;

- xii. Engaging in partisan political activities;
- xiii. Bankruptcy;
- xiv. Serious financial embarrassment;
- xv. Unauthorised disclosure of official information;
- xvi. Bribery;
- xvii. Corruption;
- xviii. Embezzlement;
- xix. Misappropriation;
- xx. Violation of Oath of Secrecy;
- xxi. Action prejudicial to the security of the University;
- xxii. Any offence under the Advanced Fee Fraud Act or similar offence under any law in Nigeria;
- xxiii. Holding more than one full-time paid job in the Public Service of the Federation, State and Local Government: the University must be informed if an employee is taking a Part-time appointment;
- xxiv. Nepotism or any other form of preferential treatment;
- xxv. Divided loyalty;
- xxvi. Sabotage;
- xxvii. Willful damage to University property;
- xxviii. Sexual harassment;
- xxix. Sexual assault;
- xxx. Unruly behaviour;
- xxxi. Drunkenness;
- xxxii. Assault/Battery;
- xxxiii. Habitual lateness to work;
- xxxiv. Membership of cults;
- xxxv. Refusal to take/carry out lawful instruction from superior officers;
- xxxvi. Insubordination; and
- xxxvii. Any other act unbecoming of a Public Officer.

SECTION 7: DISCIPLINARY MEASURES

7.1 SUSPENSION/TERMINATION

- (a) Suspension shall apply where a *prima facie case*, the nature of which is serious, has been established against an officer and it is considered necessary in the public interest that he should forthwith be prohibited from carrying on his duties. Pending investigation into the misconduct, the University Council or the Vice-Chancellor shall forthwith suspend him from the exercise of the powers and functions of his office and place him on half salary while suspension lasts.
- (b) The Vice-Chancellor may, in a case of misconduct by an employee, which in the opinion of the Vice-Chancellor is prejudicial to the interests of the University, suspend such an employee and any such suspension shall, forthwith, be reported to Council.
- (c) For good cause, any employee may be suspended from his duties or his appointment may be terminated by Council; and for the purposes of this Subsection “good cause” means:
 - (i) Conviction for any offence which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or

- (ii) Any physical or mental incapacity which Council, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to discharge his duties; or
 - (iii) Conduct of a scandalous or other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office; or
 - (iv) Conduct which Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms and conditions of his service; or
 - (v) Conduct which Council considers to be generally of such nature as to render the continued appointment or service of the person concerned prejudicial or detrimental to the interest of the University.
- (d) Any person suspended pursuant to Subsection (b) or (c) of this Section shall be placed on half salary and the Council shall, before the expiration of a period of three months after the date of such suspension, consider the case against that person and come to a decision whether to:
- (i) Continue such person's suspension and if so on what terms (including the proportion of his emoluments to be paid to him); or
 - (ii) Reinstatement such a person in which case Council shall restore his full emoluments to him with effect from the date of suspension on the condition that the person was not found guilty of the allegation(s) levelled against him; or
 - (iii) Terminate the appointment of the person concerned in which case such a person shall not be entitled to the proportion of his emoluments withheld during the period of suspension; or
 - (iv) Take such appropriate disciplinary action against the person (including the restoration of such proportion of his emoluments that might have been withheld) as the Council may determine.
 - (v) In any case, no suspension should last more than 6 months.
- (e) In any case where the Council, pursuant to this Section, decides to continue a person's suspension or decides to take further disciplinary action against a person, Council shall, before the expiration of a period of three months from such decision, come to a final determination in respect of the case concerning any such person.
- (f) It shall be the duty of Secretary to Council in pursuance of Subsection (a) of this Section to convey the decision of Council to the person concerned.
- (g) Nothing in the foregoing provisions of this Section shall:
- (i) Apply to any directive given by the Visitor in consequence of any visitation; or
 - (ii) Prevent the Council from making Regulations for the discipline of other categories of workers of the University as may be prescribed.

7.2 OTHER DISCIPLINARY MEASURES

Any of the under listed lesser disciplinary measures may be applied as appropriate against an officer subject to the approval of the Vice-Chancellor.

(a) **Warning: Verbal/Written**

Verbal warning shall be given against laxity in the discharge of official assignment by an officer in the first instance. If the officer does not change, this should be followed by a written warning.

(b) **Suspension of Salary**

The payment of salary may be withheld for any period during which an employee absents himself from duty without permission or sufficient cause.

(c) **Withholding of Annual Increment**

The withholding shall be applied for persistent acts of non-challant attitude to work.

(d) **Deferment of Annual Increment**

For sufficient acts of non-performance of duty and insubordination, increment may be deferred for a period of six months.

(e) **Loss of or Damage to University Property**

Any proven willful loss of or damage to the University Property due to neglect or fault of an employee shall be fully settled by him and in addition the officer shall be subjected to further disciplinary measures.

7.3 PROCEDURES FOR DISCIPLINARY ACTION

- (a) On receipt of an allegation of misconduct, the Head of Department/Unit conducts preliminary investigation and reports to the Dean or Director in writing within one (1) week.
- (b) The Dean or Director shall set up a Committee to further investigate the allegation to determine whether there is a disciplinary case to be answered by the staff concerned. The Dean or Director if satisfied that there is a case to be answered by the staff will promptly inform the Vice-Chancellor. The investigation and reporting to the Vice-Chancellor must occur within two (2) weeks.
- (c) When and if it appears to the Vice-Chancellor that a *prima facie* case, the nature of which is serious, has been established against the staff and it is considered necessary in the public interest that the staff should forthwith be prohibited from carrying on his duties, the Vice-Chancellor shall direct the Registrar to intimate the staff of the allegation and require him to give reason(s) within 72 hours why disciplinary action should not be taken against him (Query).

- (d) Where it appears that his response or reasons are not satisfactory or acceptable, the Vice-Chancellor shall direct the Registrar to suspend the staff and require him to attend a formal disciplinary hearing (Staff Disciplinary Committee) where he shall be given the opportunity to state and defend his case.
- (e) The Vice-Chancellor shall promptly refer the matter to the Staff Disciplinary Committee who shall hear and consider all representations and then decide if on the balance of probabilities the allegation(s) are proven and if so what level of disciplinary sanction is appropriate.
- (f) Where an alleged serious misconduct is sufficiently proven, the Vice-Chancellor shall report to Council with recommendation(s) that the staff be removed from office on such grounds of misconduct or disciplined with an appropriate punishment.
- (g) If Council after considering the report of the Staff Disciplinary Committee presented by the Vice-Chancellor, has every reason to believe that the staff should be removed as recommended, the Council may so remove him by a letter signed by the Registrar.
- (h) If it appears to the Council that there are reasons for believing that any staff employed as a member of the academic, administrative or professional staff of the University, other than the Vice-Chancellor, should be removed from his office or employment on the ground of misconduct or inability to perform the functions of his office or employment, the Council shall –
 - (a) give notice of those reasons to the person in question;
 - (b) afford him an opportunity of making representations in person on the matter to the Council; and
 - (c) if he so requests or any three members of the Council so request within the period of one month beginning with the date of notice, make arrangements-
 - (i) for a Joint Committee of the Council and the Senate to investigate the matter and to report on it to the Council, and
 - (ii) for the person in question to be afforded an opportunity of appearing before and being heard by the investigating committee with respect to the matter, and if the Council, after considering the report of the investigating committee, is satisfied that the person in question should be removed as aforesaid, the Council may so remove him by an instrument in writing signed on the direction of the Council.

7.4 APPEAL AGAINST DISCIPLINARY ACTIONS

- a. Appeal shall be to Council and shall be filed in the Registrar's office in twenty (20) copies;
- b. If the staff so requests within the period of one month beginning with the date of notice of disciplinary action, Council shall make arrangement for;
 - (i) A Joint Committee of the Council and the Senate which shall consist of three (3) members from Council and two (2) from Senate while the Registrar shall provide the Secretary to investigate the matter and to report on it to the Council;
 - (ii) The person in question to be afforded an opportunity of appearing before and being heard by the investigating Committee with respect to the matter.
- c. Appeal will be heard by the Joint Committee of the Council and the Senate consisting of five members and a secretary. The Joint Committee of the Council and the Senate

panel will have had no prior involvement with the case and the appeal hearing may either review or uphold the decision of the Staff Disciplinary Committee

- d. Council's decision on the report shall be final.

SECTION 8: EMOLUMENTS

8.1 SALARY

(a) Salaries are paid monthly. Increments and promotions are normally effective from the 1st day of October. The approved salary scales presently in operation are listed in Appendix B of this document. Where the assumption of duty is after the 1st day of April, the next increment shall be due on the 1st day of October of the following year. Increments are granted without formality, but may for sufficient cause, be withheld by the Appointments and Promotions Committee as a disciplinary measure.

(b) An employee on Permanent and Pensionable Appointment shall have his salary calculated from the date he assumes duty.

8.2 ALLOWANCES

(a) Responsibility allowance

Responsibility allowance is payable to Officers who hold positions of responsibility in the University.

(b) Transport/Kilometre Allowance

This allowance is paid at Government approved rate from time to time.

When an officer is not using an official vehicle a local running allowance at the rate of 30% of night allowance is payable.

(c) Night Allowance

Night Allowance per diem when in Private Accommodation is payable to staff as approved by Government from time to time.

(d) Meal in Transit Allowance

When away on official duty from the place of work exceeding 8 hours but not involving a night-stop, a staff is paid 50% of the night allowance.

(e) Travelling Outside Nigeria

When travelling on University business outside Nigeria, with the approval of Council or Vice-Chancellor and paying for hotel or similar board and lodging, an employee is paid the appropriate estacode or per diem rates as approved by Government from time to time.

(f) Conference Attendance and Approved Allowances

Staff shall be encouraged to attend Conferences, Seminars and Workshops within and outside the country and shall be sponsored by the University within the limits of University resources.

SECTION 9: LEAVE RELATED MATTERS

9.1 Annual Leave

Annual leave will be granted at any time during the leave year. It will normally be taken at one time but may be taken in not more than two (2) installments. All senior staff are entitled to 30 calendar days annual leave (including weekends and public holidays) in each full session, at times determined by the Head of Department or the Dean of the School (October 1st – 30th September of the following year).

9.2 Pro-Rata Leave (For fresh appointment)

Pro-rata leave at the rate of 3 days per month may be granted for parts of a session worked at the beginning of the service of a member of staff. But if he commences his appointment after 1st April, in any year, this leave will be forfeited.

9.3 Maternity Leave

Government has approved 16 weeks Maternity Leave entitlement with full pay to female public servants at a stretch, beginning not later than 4 weeks from the expected date of delivery. A medical certificate, indicating the Expected Date of Delivery (EDD) must be presented not less than two months before that date. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, part of the maternity leave that is equivalent to annual leave will be without pay.

Maternity Leave shall not be granted to an employee who has not spent six (6) months in the University from the date of assumption of duty.

The EDD Certificate shall be certified by the Medical Director of the University Health Services.

Nursing mothers shall be granted two (2) hours off duty every day up to maximum of six (6) months from the date they resume duty from maternity leave.

9.4 Sick Leave

An employee prevented by illness from carrying out his work is expected to inform his Head of Department and to seek medical attention promptly from the University Health Services. If an illness exceeds one month, it must be reported to the Registrar and the University may require the employee to be examined by the Medical Director of the University and a confidential report submitted to the Registrar. On consideration of such a report, the Vice-Chancellor may grant Sick Leave on full pay up to six months from the date on which the employee became incapacitated, but the total period of Sick Leave granted with full pay shall not normally exceed six months in any period of 2 years. If the employee is not fit to resume work when this period of Sick Leave is exhausted, a report of a Medical Board will be obtained and the University Council may grant extension of the leave by three months beyond which Council will determine whether the employee's employment may continue, and if so, on what salary.

9.5 Casual Leave

A maximum of 7 days per session may be granted to a member of staff for inevitable reasons after exhausting normal Annual Leave.

9.6 Sabbatical Leave

The purpose of Sabbatical Leave is to allow staff of long standing in the University to undertake research/practical experience and study for self-improvement and/or to consolidate an area of previous study. This may be taken in or outside Nigeria. All

confirmed academic staff from the rank of Senior Lecturer (Principal Librarian in the case of Library Staff) and above and Non-teaching Staff on the rank of CONTISS 13 or its equivalent and above holding permanent and pensionable appointments may be granted Sabbatical Leave. Visiting staff or staff on Contract is not entitled to Sabbatical Leave.

9.6(a) Qualifications and Eligibility

For other categories of staff to qualify for Sabbatical Leave the following conditions are stipulated:

- (i) Principal Officers are normally entitled to take Sabbatical Leave immediately following the completion of their terms of office except Deputy Vice-Chancellors that spend one term.
- (ii) Sabbatical Leave may be granted to entitled staff after six (6) academic sessions of continuous service in the University.
- (iii) Staff applying for Sabbatical Leave must have acceptable programmes of work to be approved by the University Senate.
- (iv) Schools and Departments shall certify that the staff can be spared to take the Sabbatical Leave.
- (v) Sabbatical Leave once commenced cannot be deferred except at the instance of the University.

9.6 (b) Benefits/Entitlements

Staff on Sabbatical Leave will be responsible for their transportation to and from their approved place of Sabbatical Leave. However, they are entitled to:

- (i) Full salary (and other relevant University fringe benefits) as may be approved by the University Council from time to time, for the duration of the Sabbatical Leave. However, additional remuneration/allowances, which staff negotiate with the host institutions where they are spending the Sabbatical Leaves shall not be paid by the University.
- (ii) Retention of University quarters for the duration of the Sabbatical Leave, paying the normal rent.

9.6(c) Obligations of Staff

- (i) Staff must resume duty immediately following the expiration of the Sabbatical Leave period except for terminal cases.
- (ii) Staff are to serve the University for at least one year following the end of the Sabbatical Leave or pay one-year salary in lieu of that condition except the Principal Officers.

- (iii) On returning, all staff including Principal Officers shall submit formal reports on academic or administrative work done during the Sabbatical to the Vice-Chancellor and Senate except Deputy Vice-Chancellors.

9.7 Research Leave

Academic Staff, subject to approved proposals, may be entitled to 26 working days research leave annually on the recommendations of their HODs and Deans of School and approved by the Vice-Chancellor.

9.8 Study Leave/Study Fellowship

Study Leave/Study Fellowship is a privilege and not a right. It may be granted to a member of the Academic Staff and Non-teaching Staff, for the following purposes:

- (i) To give an opportunity to write up research work, to use library or other facilities not available locally or to undertake extensive field works and the collection of materials;
- (ii) To write up a thesis for a higher degree, or
- (iii) To refresh the officer's knowledge by contacts with work being conducted elsewhere.

(a) Conditions for Award of Study Leave and Study Fellowship:

Study Leave may be allowed at the discretion of the Vice-Chancellor:

- (i) The Committee of Deans approves the programme as relevant to the functions of the applicant.
- (ii) Non-teaching Staff shall have spent at least three years in the service of the University, since first appointment and must be confirmed to qualify for Study Leave/Fellowship.
- (iii) Any staff that fails to obtain the qualification for which fellowship was granted within the stipulated period of time for no good cause shall refund $\frac{1}{4}$ of the salaries paid during the Study Fellowship.
- (iv) Any member of the Academic Staff in training position as a Graduate Assistant, who fails to obtain a Master's degree after three years, shall normally be advised to leave the system.
- (v) Study Fellowship for Master's degree shall normally be awarded for a period of eighteen months, and if necessary extended for another six months.
- (vi) Any member of the Academic Staff with a Master's degree shall normally be granted three years Study Fellowship on full-time and five years for part-time to pursue a PhD programme. However, those who

are unable to complete it within the stipulated periods shall be given an extension to a maximum of two years.

- (vii) Any member of Academic Staff on Study Fellowship who fails to obtain a PhD degree within five years full time or seven years for part -time after registration for the programme shall report back to the University and serve the bond while he pays back expenses incurred on him during the study fellowship.
- (viii) Any Academic Staff employed with Master's degree shall obtain their PhD seven years after employment while those that have Master's should normally commence PhD after their bond period. A Staff who fails to obtain the PhD within the stipulated period shall have his appointment terminated.
- (ix) A staff may be allowed to go on full-time Study Fellowship if the appropriate Head of Department is satisfied that the officer can be spared without a replacement to be paid for by the University.
- (x) Staff must have valid admission or placement at an institution acceptable to the University.
- (xi) For the courses tenable overseas, staff must have procured external financial support from a "recognised body or institution" to cover tuition fees, air passage, travelling and research expenses and subsistence allowance.
- (xii) By financial support from a "recognised body or institution" is meant: Federal and State Governments and other Agencies recognised by the University.
- (xiii) If the officer takes up paid employment (full-time) during the Study Leave/Study Fellowship, he shall inform the Vice-Chancellor who may reduce the payment of salary for the period of Study Leave.
- (xiv) All entitled allowances shall continue for the duration of the study period; all loan repayments will normally continue.
- (xv) In respect of local Study Fellowship, external financial support shall not be necessary, but if the staff concerned acquires them, they shall be regarded as additional source of support.
- (xvi) A staff shall submit annual academic progress report to the Committee of Deans and two (2) copies of thesis to the Registrar on completion of his study.

(b) Financial Benefits for Study Leave and Study Fellowship

The University will provide the following, if not covered by the terms of award of another scholarship:

- (i) Full salary and other allowances with increments at normal University rates less any indebtedness to the University.
 - (ii) Tuition and Examination fees.
 - (iii) Thesis/Project expenses as approved by Council.
 - (iv) Books allowance at the rate that may be approved from time to time.
 - (v) Transport Allowance at the rate approved payable both ways from and to Minna.
- (c) Study Fellows in the University Quarters**
Staff who have been granted Study Leave/Study Fellowship are eligible to retain their accommodation in the University quarters if such fellowship is not more than one year. Staff on self-sponsorship shall pay the prevailing rate.
- (d) Promotions during Study Leave/Study Fellowship**
Promotions may be considered once during a Study Leave/Study Fellowship up to Lecturer I or equivalent.
- (e) Study Leave/Study Fellowship Procedures**
- (i) Application for Study Leave and Study Fellowship shall be submitted by a staff to his Head of Department for consideration, in the first instance.
 - (ii) Recommended applications shall be forwarded through Heads of Department and Deans of School for consideration and recommendations by the Committee of Deans to the Vice-Chancellor for approval.
 - (iii) Staff whose applications are approved shall be duly informed. Cases of non-approval shall also be communicated to the affected staff giving reasons for rejection.
 - (iv) A Study Fellow is required to send in sessional academic progress report. Failing to do so shall lead to the suspension of his salary.
- (f) Extension of Study Fellowships**
A Study Fellow who is unable to complete his programme for obvious reasons may apply for extension. Fellowships shall be extended as follows:
- (i) HND/1st Degree - maximum of one year, six months in the first instance.
 - (ii) Master's Degree - maximum of one year, six months in the first instance.
 - (iii) PhD Degree - maximum of two years, one year in the first instance
- Study Fellows who are still unable to finish within the extension period must apply for further extension without pay.
- (g) Obligations of Staff**
- (i) A Staff who completes Study Fellowship Award on full- time study shall serve the University for two years for every one year to a maximum of five years.

(ii) A Staff applying for Fellowship shall be required to deposit original copies of his academic certificates as well as NYSC discharge/exemption or exclusion certificates (as the case may be) among other requirements for fulfillment of bond certificate.

(iii) A Staff who completes Study Fellowship Award on Part-time study shall serve the University for half of the period specified.

(h) Penalty for Failure to Return to the University

A Study Fellow who fails to return to work at the University for the period stipulated in his letter of award, without reasonable excuse and the prior agreement of the University, shall be regarded as having defaulted. As a result he shall be liable to refund his salary and allowances for the period of Study Leave/Study Fellowship and may also have his appointment terminated by the Governing Council, without notice.

9.9 Study Leave without Pay

A member of staff whose appointment is not confirmed may normally be granted Study Leave without pay. The duration of Study Leave without pay may normally not be more than two (2) years in the first instance for Master's after which the officer can apply for one (1) year extension if the need arises.

9.10 Postdoctoral Fellowship

An academic staff shall be granted one year Postdoctoral Fellowship following the completion of his PhD. The approval shall be subject to completion of Study Fellowship bond form. The staff concerned, shall be required to serve the University for at least one year after the fellowship or pay one year salary in lieu of notice. This will be in addition to any outstanding bond period.

9.11 Leave of Absence

Leave of Absence is not a right but a privilege; members of staff have the options of seeking transfer of service, withdrawal of service, resignation or retirement. Leave of Absence shall normally be for a maximum period of five years except for tenured appointment that are renewable once.

Leave of Absence can be granted only if it meets all of the followings:

(i) The staff is confirmed.

(ii) The Leave shall be beneficial to the University;

(iii) The Leave shall not be to enable staff take up a pensionable appointment. In this case, only "Tenured Appointments" shall be considered.

(iv) The Leave shall be for national assignment or community non-scheduled service.

(v) Leave of Absence shall normally be for a maximum period of five years, except for appointment that will go for two terms.

(vi) Leave of Absence is not pensionable and not salary earning.

9.12 Examination Leave

- (a) An employee shall be allowed special leave on full pay to take an examination the passing of which is to enhance his current employment. The duration of such Leave shall be the period necessary for him to travel to the place of examination, sit for the examination and return to his station.
- (b) An employee may be allowed special leave on full pay for up to seven days in any calendar year to take an examination, the passing of which is not a condition of his current appointment provided his Head of Department certifies that:
 - (i) He is industrious and efficient in the performance of his duties; and
 - (ii) His passing of the examination is likely to enhance his value to the University.
- (c) Where the passing of an examination is not covered by the provision of Section (b) Subsections (i) and (ii), Examination Leave may be granted as Casual Leave but shall not exceed seven days during any leave year.
- (d) If the period of examination is more than seven days, the Casual Leave already taken and the Examination Leave add up to more than seven days, any period in excess of seven days shall be deducted from the Annual Leave for the year, and if this has been exhausted, from the subsequent year's Leave.

9.13 Deferred Leave

Deferred Leave is Leave not taken within the calendar year concerned. Members of staff should take their Annual Leave as at when due. Leave not taken, except in rare cases, is considered forfeited.

9.14 Leave for Religious Purposes

Officers going on religious pilgrimages other than officials assigned to cover such activities should use part of their Annual Leave for such purposes.

9.15 Period Not Leave Earning

Period spent on Study Leave, Study Fellowship or Sick Leave shall not be Leave earning. A Study Fellow lasting more than one year will be considered to have used up any leave due.

SECTION 10 : PUBLICATIONS

Members of staff are not restricted as to the publication of the result of their research work or to expressing their views on matters of public concern, but the following guidelines are provided for observance where appropriate:

- (a) Where work is undertaken concerning the activities of the Government or public bodies in Nigeria, the provisions of the legislations relating to *Official Secrets Act* shall apply.
- (b) Matters concerning the University which are of a confidential nature shall not be published or disclosed to outside parties by staff without the approval of the Vice-Chancellor.

SECTION 11: INVENTIONS

Inventions and Innovations developed by staff of the University should be handled as contained in the Intellectual Property Rights Policy of the University.

SECTION 12: MEDICAL SERVICES

12.1 Health Services

The University maintains health services for its employees and their families. It shall therefore be the duty of each employee to take due care in ensuring the good health of the family. The employee and his immediate family that is, one wife and four children not above the age of eighteen are entitled to free medical facilities within the University Health Services' Scheme. Every employee is entitled to register with National Health Insurance Service Scheme (NHIS). Medical attention may be provided for other relatives living with an employee, such as domestic servants and their families, on payment of fees fixed from time to time by the University's Health Services Scheme.

12.2 Medical Examinations

All new appointments, including the renewal of contract appointments, are normally subject to medical examination. All medical certificates and reports shall be kept by the Registrar and treated as strictly confidential.

12.3 Medical Treatments for Staff

Subsidised medical and dental services will be provided in Nigeria under arrangements made from time to time for employee, the spouse and four children up to age 18 years.

12.4 Medical Treatment Overseas

The University accepts no liability for medical or dental expenses incurred outside Nigeria (except for the necessary cost of any inoculations required by Nigerian regulations) but the Vice-Chancellor, on the recommendation of a Medical Board, may authorise the reference of cases for treatment outside Nigeria. He may also, on the recommendation of the Medical Officer, authorise the refund of part, or all of medical expenses of an employee, if he is satisfied that the treatment was necessary, that it could not be obtained either in Nigeria or under a National Health Service abroad, and that the expenses whilst reasonable in themselves, are onerous in relation to the employee's salary. An employee finding it necessary whilst abroad to undergo treatment for which he may seek a refund should inform the University or its authorised representative of the circumstances, as soon as possible. Refunds may be refused if it appears that treatment could have been avoided through care or earlier action on the part of the employee.

12.5 Treatment During Home Leave

Cost of treatment during Home Leave will be at no cost to the University.

12.6 Termination of Appointment due to Illness

(a) The maximum aggregate Sick Leave which can be allowed an officer, who is not hospitalised, during any period of twelve months shall be forty-two (42) calendar days. Where such an officer has been absent from duty on the ground of ill-health for an aggregate period in excess of forty-two (42) calendar days within twelve calendar months, the officer shall be made to appear before a Medical Board with a

view to ascertaining whether or not he shall be invalidated from service. Any period of absence on the ground of ill-health in excess of the prescribed aggregate will be without pay and will not be reckoned for purposes of annual salary increment.

- (b) An Officer who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to draw full salary until he is discharged from Sick Leave or permanently invalidated.
- (c) Sick Leave for a period up to three months in the first instance may be allowed on the certificate of an approved Health Care Provider to an officer who is hospitalised, the Vice-Chancellor must make an arrangement for him to be examined by a Medical Board with a view to ascertaining whether or not he shall be invalidated from the services of the University or allowed further paid Sick Leave.

12.7 Convalescence Period

If an employee is absent from work for a period exceeding one month due to illness or injury and it is medically certified that for part or all of the time he was in a state of convalescence, or with a minor injury which is not seriously impairing his movement, then, this time may be set against any other leave due to him.

SECTION 13: LOANS

13.1 Car Refurbishing Loan

A car refurbishing loan of Three Hundred Thousand Naira (N300, 000.00) may be given to staff only within Nigeria subject to availability of funds through the Loans Committee. Contract staff may also benefit from the loan.

Guidelines for Car Refurbishing Loan

- (a) A confirmed employee with proof of ownership of car may benefit from the loan.
- (b) An employee can only benefit from this category of loan or any other if he is not repaying an existing loan at a rate higher than 33% of his salary. Total liability shall not be more than $\frac{1}{3}$ of his salary
- (c) All Loans shall be guaranteed by two guarantors.
- (d) Guarantors must be staff of the University who have spent at least 10 years in public service.
- (e) Rate of interest to be charged on the loan is 2% and calculation shall be based on monthly outstanding balance.
- (f) Maximum period of repayment shall not exceed 12 months.
- (g) All applications shall be made on the approved form.
- (h) Maximum loan obtained by staff shall be governed by conditions approved by Council from time to time.

13.2 HOUSING LOAN

A Housing loan of up to Five Million Naira (N5, 000,000.00) may be given to staff only within Nigeria subject to availability of funds through the Loans Committee.

Guidelines for Housing Loan

The following guidelines will be enforced by the Loans Committee:

- (a) Each application must be accompanied by a Certificate of Occupancy or Right of Ownership duly authenticated by the Ward Head in case of a family land or traditional titles to land. This is to be confirmed by the University Solicitors. The applicant must also submit a letter of identification from the Local Government in all cases of claims to family land.
- (b) An applicant must be a confirmed University employee who must have served the University for not less than 5 years as at the time of application.
- (c) An applicant must submit approved building plan, structural design where applicable along with the cost of building as valued by a Quantity Surveyor.
- (d) The payment rate of the total loan a person can take shall not exceed 1/3 of his take home pay. Any person repaying an existing loan at a rate higher than 1/3 of his salary will not be considered.
- (e) An applicant shall submit along with other documents consent form to mortgage the property in case of default.
- (f) Interest rate is 2%.
- (g) In case of purchase, an applicant shall be required to submit a valuation report from an estate valuer recognised by the University, the Certificate of Occupancy and authenticated Certificate of Change of Ownership.
- (h) In the case of new building or renovation, the loan will be given in 2 (two) equal instalments. The first one shall be released before the commencement of work and the second upon certification of at least 50% of the work. In the case of purchase, payment shall be once upon completion of documentation.
- (i) Deduction will commence 6 months after payment of the first instalment to a maximum of 5 years (60 months).
- (j) Any person who has less than 5 years before he reaches the maximum length of service or age of retirement, whichever is earlier, may not be considered. However, if the person agrees that a special loan recovery agreement be entered into with him to ensure full recovery before his retirement, such cases will be considered on their merit.
- (k) The Loans Committee will consider the following in approving the loan:
 - (i) Years of service at the University.
 - (ii) Rank/Salary level
 - (iii) Marital Status - (Married, Single, Widow/Widower)
 - (iv) Status of spouse
 - (v) Number of children to a maximum of four

- (vi) Age of the applicant

13.3 FURNITURE LOAN

A furniture loan of Two Hundred and Fifty Thousand Naira (N250, 000.00) may be given to staff only within Nigeria subject to availability of funds through the Loans Committee.

Guidelines for Furniture Loan

The following guidelines among others will be enforced by the Loans Committee:

- (a) An applicant must be a confirmed University employee who must have served the University for not less than 5 years as at the time of application.
- (b) The payment rate of the total loan a person can take shall not exceed 1/3 of his take home pay. Any person repaying an existing loan at a rate higher than 1/3 of his salary will not be considered.
- (c) Interest rate is 2%.

13.4 LOAN FOR PROFESSIONAL REGISTRATION

A professional Registration loan of One Hundred Thousand Naira (N100, 000.00) may be made to staff that are qualified to enable them register with a relevant professional body. This is subject to availability of funds through the Loans Committee.

SECTION 14: UNIVERSITY QUARTERS

14.1 Allocation of University Quarters

University quarters are allocated on the authority of the Vice-Chancellor acting on the advice of the Housing Committee.

- (a) Rent at the economic rate for the type of quarters shall be charged on staff accommodated by the University.
- (b) If two or more employees share a University quarters, the rent charged shall be an appropriate proportion of the rent of the house to any of the members of staff occupying the quarters.
- (c) Rent shall be charged during the absence of an employee unless the employee vacates the quarters allocated to him, or makes it available for temporary re-allocation.

14.2 Conditions for Occupation of University Quarters

All University quarters remain the property of the University at all times, and accordingly:

- (a) Staff shall not sub-let it or take in paying lodgers.
- (b) Authorised University officers or agents will have access to the quarters including the compound and domestic staff quarters at all reasonable times on giving notices to the occupants.
- (c) Occupants shall be responsible for keeping the housing furniture, compound and domestic staff quarters in good and clean condition, and shall not make any

unauthorised alteration or exchange furniture. Occupants will be surcharged for all losses or damages not due to normal wear and tear, or to circumstances beyond their control, as approved by inspection caused by the Director of Works, prior to the vacation of the house by them. The amount of the surcharge, as determined by the Director of Works, shall be deductible from the salary of the occupant.

- (d) Occupants of Staff quarters must be ready to maintain the quarters. The house must be as good as the way they met it. Keys, bulbs, etc. damages etc. must be replaced. Major repairs shall be done by the University while minor repairs shall be done by the tenant.

SECTION 15: LIFE INSURANCE AND RETIREMENT BENEFITS

15.1 Life Insurance

All staff are entitled to life insurance in line with Government policy.

15.2 Retirement Benefits

(a) General

The entitlements of staff who resign, retire or are required to retire under these Regulations shall include terminal leave, allowances and retirement benefits in accordance with the Pension Reform Act 2014 or any subsequent law that may be enacted by Government.

(b) Pro-rata Leave

When an employee retires after due notice is given at a time other than the end of the session, he may be paid his salary and allowances on pro-rata basis or the leave he has earned during the session.

(c) Gratuity and Pension

An employee who retires or resigns his appointment shall derive his retirement benefit in accordance with the Pension Reform Act 2014 or any subsequent law that may be enacted by the Government.

15.3 Death Benefit/Burial Expenses

- (a) Where an employee dies, his accumulated Pension, Gratuity and Entitlements under the life insurance policy maintained under Section 4 Subsection (5) of the Pension Reform Act 2014 or any subsequent law that may be enacted by the Government shall be paid to his Retirement Savings Account (RSA).
- (b) If a staff in the service of the University dies abroad while on official duty or course of instruction, the University shall repatriate his corpse, at the request of the deceased's family, or the corpse of the spouse of the official who was duly authorised to accompany him/her on the duty tour or course of instruction. University's responsibility shall be limited to the following:

- (1) (i) Preparation of the body (embalmmnt);

- (ii) Purchase of a reasonable priced coffin or casket including inner zinc and wooden coffin as stipulated by Airline Regulation;
 - (iii) Transportation of the corpse to the officer's home town at reasonable cost;
 - (iv) Payment of the cost to the family of the deceased, not exceeding one full page advert in one National Newspaper for the publication of obituary, at the prevailing rates.
- (2) When a pensionable officer dies in the service of the University, it shall be the responsibility of the University to provide the following:
- (i) Cost of burial expenses including; preparation of the body and embalmment; settlement of mortuary bills; and provision of coffin/casket subject to the following maximum amount:
 - (a) CONSOLIDATED N500, 000.00
 - (b) CONUASS 5-7 & CONTISS 13-15 (or their equivalent) N300, 000.00
 - (c) CONUASS 1-4 & CONTISS 6-12 (or their equivalent) N200, 000.00
 - (d) CONTISS 1-5 N100, 000.00
 - (ii) Payment to the family of the deceased, cost for one full page advert in one National Newspaper for the publication of obituary at the prevailing rates.
 - (iii) Transportation of the corpse to the officer's home town at reasonable cost.

15.4 Payment of Benefits of Employees Reported Missing

Notwithstanding anything to the contrary contained in any other law, where an employee is missing and is not found within a period of one year from the date he was declared missing, and a board of inquiry set up by the National Pension Commission concludes that it is reasonable to presume that he has died, the provision of Section 5 of the Pension Reform Act 2014 or any subsequent law that may be enacted by the Government shall apply.

SECTION 16: SECURITY

- a. The University provides to the best of its ability, security for staff, their families and property within the University Campus. The Security Division maintains a 24-hour coverage and surveillance for the safety of the campus community. Nonetheless, each employee has the civic responsibility to be vigilant and protective of public goods.
- b. Identity cards are made available to staff by application to the Registrar.
- c. Staff are required to display their identity cards within the University and observe all rules governing the security of persons and property, and shall also observe all road traffic regulations; ensure secured custody of vehicles and safety of personal domestic animals within the Campus. Members shall fence their domestic animals to keep them from roaming the Campus to avoid destruction to properties and defacing the environment.
- d. If a staff fails to display his identity card within the University, it shall be considered as an act of Misconduct.
- e. Staff are to be in possession of their Identity Cards at all times.
- f. Any employee, regardless of rank or status, can be subjected to checking by officers of the Security Unit.

Appendix A: List of Current Professional Registrations Required

S/N	SCHOOL/DEPTS	RECOGNISED PROFESSIONAL REGISTRATION	RECOMMENDATION
1	SCHOOL OF ENVIRONMENTAL TECHNOLOGY (SET)		
	Architecture	Architects Registration Council of Nigeria (ARCON)	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.
	Building	Council of Registration of Builders of Nigeria (CORBON)	
	Estate Management	Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON)	
	Quantity Surveying	Quantity Surveyors Registration Board of Nigeria (QSRBN)	
	Surveying and Geoinformatics	Surveyors Council of Nigeria (SURCON)	
	Urban and Regional Planning	Town Planners Registration Council (TOPREC)	
2	SCHOOL OF ENGINEERING AND ENGINEERING TECHNOLOGY (SEET)		
	All Academic Staff in the School	Council for the Regulation of Engineering in Nigeria (COREN)	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief

			Technologist on CONTISS 13.
3	SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY (SICT)		
	Computer Science	Computer Professional Registration Council (CPN)	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.
	Information Technology		
	Media Technology	African Council for Communication Education (ACCE)	
	Cyber Security Science	Computer Professional Registration Council (CPN)	
4	SCHOOL OF PHYSICAL SCIENCES		
		Membership of Professional Societies	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.
	SCHOOL OF LIFE SCIENCES		
		Membership of Professional Societies	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.

5	SCHOOL OF AGRICULTURE AND AGRICULTURAL TECHNOLOGY		
		Membership of Professional Societies	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.
6	SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION		
	Industrial Tech. Edu.	Teachers Registration Council of Nigeria (TRCN)	Recommended as a criterion for promotion to Senior Lecturer position on CONUASS 5 or Chief Technologist on CONTISS 13.
	Lib. Information Tech.	Librarian Registration Council of Nigeria (LRCN)	
	Science Education	Teachers Registration Council of Nigeria (TRCN)	
7	UNIVERSITY LIBRARY SERVICES		
	Librarian Registration Council of Nigeria (LRCN)		Recommended as a criterion for promotion to Principal Librarian Position on CONUASS 5
NON TEACHING DEPARTMENTS			
1	University Health Services	<ul style="list-style-type: none"> i. Doctors – Medical and Dental Council of Nigeria (MDCN) ii. Pharmacist-Pharmaceutical Council of Nigeria (PCS) iii. Nurses – Nursing and Midwifery Council of Nigeria (NMCN) iv. Medical Lab. Scientist – Medical Laboratory Scientist Council of Nigeria (MLSCN) v. Community Extension – Community Extension Board (CEB) vi. Environmental Health – Environmental Health Registration Council (EHRC) vii. Health Information Management- Health Record Officers Registration Board of Nigeria (HRRBN) 	Recommended as a criterion for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
2	Physical Planning and Development Unit	<ul style="list-style-type: none"> i. All Engineers – Council of Regulation of Engineers of Nigeria (COREN) ii. Architects-Architects Registration Council of Nigeria (ARCON) iii. Builders – Council of Registration of Builder of Nigeria (CORBON) iv. Estate Surveyors – Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) 	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.

		<ul style="list-style-type: none"> v. Quantity Surveyors – Quantity Surveyors Registration Board of Nigeria (QSRBN) vi. Town Planners – Town Planners Registration Council (TOPREC) 	
3	Works and Maintenance Department	<ul style="list-style-type: none"> i. All Engineers – Council of Regulation of Engineers of Nigeria (COREN) ii. Architects-Architects Registration Council of Nigeria(ARCON) iii. Builders – Council of Registration of Builder of Nigeria (CORBON) iv. Estate Surveyors – Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) v. Quantity Surveyors – Quantity Surveyors Registration Board of Nigeria (QSRBN) 	Recommended for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
4	Information and Publication Unit	Nigerian Institute of Public Relations (NIPR)	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
5	Legal Unit	Call to Bar Certificate	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
6	Registry Department	<ul style="list-style-type: none"> i. Nigeria Institute of Management (NIM) ii. Chartered Inst. Of Personnel Management (CIPM) iii. Institute of Personnel Administrators of Nigeria (IPAN) iv. Institute of Strategic Management of Nigeria (ISMN) v. Institute of Chartered Secretaries of Nigeria (ICSAN) vi. Institute of Registered Administrative Managers of Nigeria (IRAMN) vii Chartered Institute of Administration (CIA) viii. Nigerian Institute of Professional Secretaries (NIPSEC) ix. Association of Nigerian Universities of Professional Administrators (ANUPA) 	Recommended for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
7	Bursary Department	<ul style="list-style-type: none"> i. Institute of Chartered Accountants (ICAN) ii. Association of National Accountant of Nigeria (ANAN) iii. Chartered Institute of Purchasing and Supply Management (CIPSM) 	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.

8	Audit Unit	<ul style="list-style-type: none"> i. Institute of Chartered Accountants (ICAN) ii. Association of National Accountants of Nigeria (ANAN) 	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
9	Students' Affairs	<ul style="list-style-type: none"> i. Guidance and Counselling Unit: <ul style="list-style-type: none"> (a) Counselling Association of Nigerians (CASSON) (b) Teachers Registration Council of Nigeria (TRCN) ii. Sport Unit: <ul style="list-style-type: none"> (a) Nigeria Association of Physical Education, Recreation Sports and Dance (NAPHERSD) (b) Nigeria Association of Sports Science and Medicine (NASSM) (c) National Association of Women in Sports (NAWIS) 	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.
10	Information Technology Services	<ul style="list-style-type: none"> i. All Engineers-(COREN) ii. Computer Scientist – Computer Professionals Registration Council of Nigeria (CPN) 	Recommended as a criteria for promotion to CONTISS 13 and above as applicable or as may be specified by the professional body.