



THOMAS ADEWUMI
UNIVERSITY
OKO, KWARA STATE

Conditions of Service

FOR JUNIOR STAFF

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FOREWORD

This handbook is the property of the Thomas Adewumi University, TAU, Oko, Kwara State. The Rules and Regulations contained therein shall be cited as the Thomas Adewumi University, Oko, Rules and Regulations Governing Conditions of Service of Junior Staff. These Regulations shall apply to all Junior Staff of the University and are subject to amendments from time to time by the Governing Council of the University in line with the University Law. The Handbook is meant to provide information to all Junior members of staff about the Conditions of Service in the University, in addition to those enumerated in the letters of appointment. It attempts to spell out, as much as possible, the rights, duties, privileges and responsibilities of each member of staff.

The information provided in this book is not exhaustive and it is therefore, subject to amendments as the need arises. The Council of the University has the mandate to waive, alter, add to or cancel any part of the terms and conditions of service as it deems fit. The University will endeavour to notify all employees of any changes as ignorance of the content or changes will not be a tenable excuse.

Essentially, this handbook will serve as a general reference material for members of the University community. In particular, it helps to actualize the realization of the University's instrumentality of Conditions of Service that supports a dedicated, effective and disciplined workforce and promotes efficient and timely service delivery. Additionally, the document will help to guide Management in taking decisions on matters that affect Staff welfare and general conduct in the University.

Members of staff are, therefore, implored to study the Handbook carefully and take note of and be familiar with the provisions. Matters that may arise from the Regulations shall be referred to the Registrar for interpretation. On appeal against the Registrar's interpretation, such matters may be referred to the Governing Council for resolution.

I therefore urge all concerned to acquaint themselves with these Rule and Regulations guiding conditions of service in Thomas Adewumi University, Oko

K. L. Ayorinde

Vice - Chancellor

CHAPTER ONE

1.1 PROPRIETORSHIP

The Proprietor of the University is Decrown West Africa Company Limited, a conglomerate of companies whose major business is engineering and construction in Nigeria and the West African sub-region. The company also ventured into education with the establishment of Prime-Time Nursery and Primary School in 1996 and Thomas Adewumi College, TAICO, in 1997.

The Promoter and Founder of the University is Engr Dr. Johnson Bamidele Olorunsola. Adewumi, The Asiwaju of Oko Irese.

1.2 PHILOSOPHY

The basic philosophy of the University is predicated on the belief that her central role is to educate and produce well-rounded graduates. The University is also conceived as a centre of learning and research combining academic excellence with entrepreneurial/vocational skills acquisition, which will ensure an annual flux of creative graduates into the society who will continually refresh its technical excellence, economic, social and cultural vitality. The overreaching philosophy of Thomas Adewumi University is excellence entrenched through education. TAU shall train students to imbibe and appreciate hard work, high moral standards and discipline. The overall philosophy is to produce men and women who shall be capable of making impact on and changing society for better and who shall be able to fulfill their aspirations in their chosen fields of study, while appreciating the principles of equity, justice and fairness.

The University was approved by the Federal Government of Nigeria on 3rd February 2021. The aim is

- a) Provide a credible platform for qualified candidates to pursue a desired University education,
- b) Build up responsible citizenry who shall be committed to justice, truth and honour,
- c) Develop students with proper or right qualities for leadership,
- d) Develop in its graduates positive attitudes and character, and
- e) Equip students of the University with capacity building, academic excellence and practical experience so as to enhance the employability status of Thomas Adewumi University graduates.

The University will develop, promote and be run as a unique institution with the following distinctive features:

- i) Strong culture for entrepreneurship and employability through embedding

vocational skills in its curricula for the various programmes,

ii) Creation of challenging educational and cultural environment for students to refine their ability to reason and communicate freely in order to become responsible and ethically oriented individuals, and

iii. Engaging in critical thinking, teamwork, problem solving, project-based activities and work experience.

1.3 OBJECTIVES

The objectives of the University are to:

i. Encourage the advancement of learning and to hold out to all persons without distinction of race, creed, sex or political conviction the opportunity of acquiring a liberal education at the tertiary level,

ii. Provide sources of instruction and other facilities for the pursuit of learning in all its branches, and to make those facilities available on proper terms to such persons as are equipped to benefit from them,

iii. Encourage and promote scholarship and conduct research in all fields of learning and human endeavour,

iv. Evolve academic programs to suit the changing social and economic needs of society through continuous review of curricular and developments of new programmes through program structural flexibility to respond to societal and technological changes,

v. Create and expand access and opportunities for education, attract and retain quality students, researchers and teachers, thereby assisting in developing human capital and mitigating the brain drain currently afflicting the Nation,

vi. Produce internationally acceptable graduates that could compete favorably with their peers anywhere in the world,

vii. Carry out basic and applied research leading to the domestication and application of new technology to the Nation through collaborative linkages with other academic and research institutions in Africa and the rest of the world,

viii. Establish a center for entrepreneurial studies to stimulate job creation and innovative abilities in students from onset of their studies, in such a way that graduates shall be resourceful, self-reliant and job creators, and

- ix. Undertake other activities appropriate for teaching, research and community service as expected of a University of high standard.
- x. To provide opportunity and guidance for incubation of businesses in science and technology that graduates may pursue after graduation

1.4 VISION

The vision of the University is to provide excellent and suitable academic environment for the development of ideas and knowledge for the benefit of mankind'.

1.5 MISSION

The mission of the University is 'to be a center of attraction for staff and students of the highest quality who are dedicated and attuned to the ideals of excellence, truth, progress and development'.

1.6 MOTTO

The motto for the University is 'Scientia Sermo, Sapientia Audio', which means 'Knowledge Talks, Wisdom Listens'. The motto connotes the notion that wisdom is built on sound knowledge and is acquired through hard work and dedicated scholarship. It is the wisdom that people have built through sound knowledge that enables them to be agents of change within their societies; and Thomas Adewumi University aspires to be the organ through which people acquire knowledge, wisdom and become better leaders in business and society.

1.7 UNIVERSITY LOGO

The logo of Thomas Adewumi University depicts a golden wreath enclosing a shield resting on a ribbon. The shield is divided into three parts. A set of three rotating wheels are enclosed in the left upper part of the shield, an academic cap is enclosed in the right upper part of the shield, and a scroll is enclosed in the lower part of the shield. The motto of the University is written within the ribbon on which rests the shield.

The golden wreath represents royalty and elegance, which the University hopes to impart in everyone it associates with. The shield in the logo represents protection, which the University hopes to provide its students against ignorance. The three rotating wheels in the logo represent science and technology as core values of the University and as the tools for the transformation of society. The academic cap and scroll represent excellent scholarship, which the University hopes to excel in and to impart to all who pass through it.

1.8 AUTHORITY

In exercise of powers conferred by the University Law and by virtue of all other powers enabling on that behalf, the following regulations are made for the appointment, promotion, general welfare and discipline of all Junior Staff in the University.

CHAPTER TWO

2.0 TITLE AND DEFINITIONS

2.1 TITLE

These regulations shall be cited as the Thomas Adewumi University Junior Staff Regulations.

2.2 APPLICATION

These Conditions of Service shall apply to Junior Staff engaged in all Departments and or Units established under the Thomas Adewumi University Law.

2.3 INTERPRETATION

For these Conditions of Service, unless the context otherwise provides, the interpretation shall be made by the Registrar as the Chief Administrative Officer in accordance with the powers conferred upon him/her in the Thomas Adewumi University Law.

2.4 DEFINITIONS

2.4.1 Council means the Thomas Adewumi University Council established under the Thomas Adewumi University Law.

2.4.2 Employee means an employee on an established post and includes temporary employees.

2.4.3 Child of a staff means the staff's offspring; or the offspring by a previous marriage of a spouse; or a child adopted by the Staff. Whichever of the cases mentioned above, the child is presumed to be under the age of 18 and not older than 20 years, undergoing full-time programme as full-time dependent of the staff.

2.4.4 Family means member(s) of Staff's spouse and children.

2.4.5 Department means any teaching, research, administrative or other Units of Thomas Adewumi University recognized as such by the Council as a constituent part of the University.

2.4.6 Unit means any Unit within the academic and non-teaching sectors of the University.

2.4.7 Centre means any structural component of the University charged with specialized functions as approved by Council

2.4.8 Non-Teaching Staff means and includes all persons holding appointments

other than Academic Staff.

- 2.4.9 Pro-Chancellor means the Chairman of Council
- 2.4.10 Proprietor means the Founder and Financier of the University
- 2.4.11 Principal Officers mean the Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellor(s), Registrar, Bursar and the University Librarian of the University.
- 2.4.12 Head of Department or Unit means the person appointed by the Vice – Chancellor to direct or supervise a Department or Unit. In the absence of a qualified personnel to hold this position, any person duly appointed to act shall be referred to as Acting Head of Department or Unit.
- 2.4.13 Date of Appointment means the date an employee assumes duty in the University.
- 2.4.14 Dean means the academic and administrative Head of a Faculty, Postgraduate School or Student Care Services.
- 2.4.15 Faculty means Faculty as constituted and established by Senate and Council of the University.
- 2.4.16 Incremental Date means October 1 every year.
- 2.4.17 TAUNTSS means Thomas Adewumi University Non-Teaching Salary Scheme.
- 2.4.18 NHIS means National Health Insurance Scheme.
- 2.4.19 Notional Promotion means elevation to higher grade without immediate financial benefit; however, it allows for retention of seniority.
- 2.4.20 Registrar means the Registrar of Thomas Adewumi University.
- 2.4.21 Retiree means a person who has previously retired from the Public Service of the Federation, State or Local Government (of Nigeria) or any other service recognised and approved by Council.
- 2.4.22 Temporary Employee means an employee who is not on permanent appointment.
- 2.4.23 Technical Staff means all the employees of the University who engage in technical duties.
- 2.4.24 Terminal Salary means the basic salary including all allowances paid to

the employee at the date of his/her retirement or exit from the University.

2.4.25 The University Law means the Law establishing Thomas Adewumi University.

2.4.26 Permanent Employee means an employee on a pensionable basis whose appointment has been confirmed.

2.4.27 Committee means the Junior Staff Appointments and Promotions Committee.

2.4.28 Junior Staff means employees on TAUNTSS 05 and below.

2.4.29 Misconduct means misdemeanor or scandal capable of bringing the University into disrepute and disrupting the proper administration of the University which, without prejudice to this definition, may include corruption, dishonesty, drunkenness, false claims against the University, insubordination, negligence, falsification of records, and failure to keep, or suppression of records; conviction on a criminal offence, absence without leave or without satisfactory excuses from place of work; negligence deemed by an auditor to have been the occasion of a loss of funds to the University, disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Head of Department or their representatives; failure to appear or to answer questions satisfactorily in any investigations before any person or body designated by the University Council, Vice-Chancellor or the Registrar for the purpose of investigating any matter provided for, or any case arising out of these regulations.

2.4.30 Direct Labour means the employment of casual workers on a specific project, which does not warrant the employment of permanent employees.

2.4.31 Final Salary means the last salary paid to a member of staff at the date of his retirement or disengagement.

CHAPTER THREE

3.0 CODE OF CONDUCT FOR THOMAS ADEWUMI UNIVERSITY STAFF

Joining Thomas Adewumi University (TAU) Family is an honour that requires that each individual uphold the policies, regulations and guidelines established for Students, Faculty, Administration, Professional and other employees and the Law of Kwara State, and of the Federal Republic of Nigeria. Each member is required to adhere to and conform to the instructions and guidance of the Leadership of his/her respective Department or Unit.

Every staff is expected to abide and be guided by the following core values, moral principles and standards, among others, which form the rules and conditions for the day-to-day behaviour and decision in the discharge of duties to the University. These will help staff make decisions that are in line with the Vision, Mission, Motto and Philosophy of Thomas Adewumi University.

3.1 GODLINESS

The University was founded as a response to the call of God for service to humanity. It is therefore expected that every staff of the University will be guided by Godly principles and behave and carry out their duties believing and respecting God and living a moral life based on the dictates of God.

3.2 GOOD CONDUCT AND RESPECT FOR OTHERS

Every staff is expected to admire the good qualities, feelings, opinions and achievements of others and be polite in dealing with everyone so as to promote peace and tranquility at the place of work. The opinions of others should be respected and taken into consideration in making decisions that will be beneficial to all. Members should therefore be polite in conducting themselves professionally and not insult or put others down. Harassment and exclusionary behaviours are not acceptable in the University and every member of the community should say no to threats of violence, insubordination, discrimination, dissemination and sharing of sexually explicit or violent materials via electronic devices or other means.

3.3 GOOD WORK HABIT

Reliability is expected of every worker of the University so that members can be trusted to do things well, truthfully, timely and correctly with minimal supervision. Every staff should exhibit positivity by thinking about the good or success of the University always. Teamwork and spirit, whereby members possess ability, desire and willingness to work together with or help others as a group for the advancement of the University, are

desirable. Team members should be objective and base all actions on facts, and not personal feelings, desire or hearsay, to achieve the stated goals and aspirations of the University. Members of staff are expected to make service to humanity their watchword and be ready to be of help or use in faithfully discharging all assignments

3.4 BEHAVING WITH INTEGRITY

Every member of the TAU Family is expected to be honest and have strong moral principles. All staff should think and behave properly towards the University and others so as to portray strong positive intention towards them. Every staff should be reliable, dependable and possess the ability to keep information secret, where required to, in the interest of the University. No member of the TAU Family should be a member of any unrecognized associations, cults, secret societies. etc.

3.5 SELF RESPECT

Each member of Thomas Adewumi University Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures; one's own cultural background, tribe and ethnicity, as well as the cultural matrix from which TAU was born. It is only through these appreciations that the future of our University can be sustained indefinitely.

3.6 RESPECT FOR THE DIGNITY, FEELINGS, WORTH AND VALUES OF OTHERS

Each member of TAU Family will respect one another and visitors as if they were guests in their homes. Therefore, to accost, cajole, and proselytize students, Faculty, Staff, Parents and others, engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior etc, are strictly prohibited as they are in direct violation of the Thomas Adewumi University code both on and off campus.

3.7 RESPECT FOR THE RIGHT AND UNIVERSITY PROPERTY AND OF OTHERS

Every member will strive to preserve and protect University properties and those of others and treat them as they would their own. Each member of TAU Family will refrain from illegal activity both on and off campus, vandalism or illegal possession of the properties of the University or of others. and will be subject to all applicable provisions listed in the university Handbook, official staff Handbook and official students Handbook and the TAU Code.

3.8 EQUAL RIGHT FOR ALL

Each member will support equal right and opportunities for all, regardless of Age, Sex, Ethnicity/Race, Religion, Disability, Ethnic heritage, Socio-Economic status, Political, Social or other affiliation or disaffiliation. The fundamental Human Rights of the Family, Friends

and Associates must be respected and upheld at all times. Each member of the TAU family must be inclusive by welcoming and supporting people from other backgrounds.

3.9 PROFESSIONAL RESPONSIBILITY, COMPETENCE AND BEHAVIOUR

Each member shall maintain high standards and show high level of ability, training or possession of required skills for discharging duties. High level of productivity, organizational skills and excellence are expected as every staff is expected to be outstanding or very good in the discharge of daily duties. Members should clearly express ideas and feelings or exchange ideas and information unambiguously at all times.

3.10 PERSONAL, PROFESSIONAL AND ACADEMIC INTEGRITY

Personal, Professional and Academic Integrity is paramount to the survival and realization of the potential of TAU Family. Therefore, individuals found in violation of the TAU policies against lying, deceit, cheating, plagiarism or stealing are subject to disciplinary action, which could possibly include dismissal from the University.

3.11 ATTENDANCE AND PUNCTUALITY.

It is expected that members shall be regular and punctual in attendance at work by being in the office or place of work and be ready to work, start work on time and shun absenteeism and any form of tardiness. Faithfulness and accountability are essential qualities required in every TAU worker.

3.12 FOSTERING OF PERSONAL PROFESSIONAL WORK ETHIC WITHIN THE TAU FAMILY

Each employee and student of TAU Family must strive for efficiency and job perfection. Every staff must exhibit a commitment to serve and job tasks must be executed in a humane and civil manner.

3.13 FOSTERING AN OPEN, FAIR AND CARING ENVIRONMENT

Each member of TAU Family is assured of equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas; hence the University will maintain an open and caring environment. It is prohibited to possess weapons such as knives, cutlasses or firearms and membership of unrecognized associations, membership of cults, etc.

Every member of the TAU Family shall abide by the principles of environmental management and conservation. There should be proper care and respect of the entire University environment by avoiding ruination of the environment, unauthorized bush burning, felling of trees, hunting, farming, fishing, etc.

3.14 NO TO SUBSTANCE ABUSE AND POSSESSION OF WEAPONS

It is prohibited for any staff or student to possess weapons such as knives, cutlasses or firearms, or be involved in the manufacture, possession, use, distribution, purchase or sale of illegal and/or prohibited drugs within or around the University.

3.15 UPHOLDING THE DRESSING CODE OF THOMAS ADEWUMI UNIVERSITY

Appearing and dressing properly, apart from making one look responsible, uplifts the image of the service. A professional appearance is important, and every staff should be well groomed and dress appropriately. Therefore, every member of staff is expected to dress neatly, decently and corporately while on official duties, except as may be determined by the nature of duty or assignment.

3.16 RESPONSIBILITY FOR UPHOLDING THE TAU CODE

TAU desires to harness the differences and diversity of staff and students by welcoming and supporting people from various backgrounds and all ideas so we can build the strength and resources needed to develop the University of our dream. Each member of the TAU Family must therefore embrace all tenets of the code and is encouraged to report all code violators. Members should be ready at all times to protect the physical and intellectual assets and properties of the University, act with integrity and comply with the laws of the University

CHAPTER FOUR

4.0 APPOINTMENTS

A member of staff shall be in the employment of the University on such terms and conditions of service as may be set out or prescribed in any contract in writing between him and the University. Appointments of staff shall normally be on a pensionable or contractual basis.

4.1 DESIGNATION

The designation of Junior Employees of the University shall be as contained in the Scheme of Service for Junior Staff or as may from time to time be determined by the University Authorities.

4.2 VACANCIES

Vacancies on the established post to be filled, otherwise than by promotion or inter-departmental transfer on identical grade, shall normally be advertised internally and externally.

4.3 PROVISIONS IN THE BUDGET

No appointment shall be made unless financial provision has been made for it.

4.4 ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment, a candidate must have the requisite qualifications and experience as stated in the Scheme of Service for Junior Staff.

4.5 CATEGORIES OF APPOINTMENT

4.5.1 Probationary Appointment

Every probationary appointment to the Junior Staff position shall be made in writing by the Registrar and shall not be valid until it has been accepted in writing.

- (a) All probationary positions on TAUNTSS 04 and above shall normally be advertised internally and externally.
- (b) Applicants are to submit in writing to the Registrar their response to advertisements for vacancies.
- (c) All applications received should be forwarded to the Heads of Department for recommendations.
- (d) The basic qualifications laid down in the Regulations shall be strictly followed in short listing both internal and external candidates.

4.5.2 Casual Appointment

The Appointments of casual employees shall not ordinarily be made but where needed

appropriate permission of the Vice - Chancellor shall be sought. Such appointments shall normally be for a period not exceeding three months. Under no circumstances should a casual appointment be made without permission of Pro-Chancellor. And no casual appointment shall be made against an established vacancy. Casual appointment is not entitled to pension.

4.5.3 Temporary Appointment

(a) On the recommendation of the appropriate Head of Department, a temporary appointment to a junior staff position for which an established vacancy exist can be made for a period not exceeding one year. Such temporary appointment shall be voided if the Governing Council does not ratify the appointment within the period of one year.

(b) Temporary employees shall be paid a fixed salary in accordance with the existing salary scales appropriate to their grades.

(c) All persons appointed to temporary position shall be on probation for one year, after which the appointment may be regularized or determined.

(d) All temporary appointments are not entitled to pension.

4.5.4 Daily Rated Workers

Daily rated workers shall be appointed by the Registrar with the prior approval of the Vice-Chancellor on the recommendation of the Head of Department, subject to the necessary provision in the Budget, and on such terms as may be specified in the letter of appointment.

4.6 INTERVIEW PANEL

All permanent appointments to Junior Staff positions shall be through an interview conducted by a Panel in which the Registrar and the Head of Department concerned are present or represented. Other members may be co-opted if and when it will facilitate the work of the Panel. No appointments shall be offered until the recommendation of the Interview Panel is approved.

4.7 CRITERIA FOR APPOINTMENT

- a) A conviction for a criminal offence not quashed on appeal or dismissal from a previous post may disqualify a person from being offered employment by Thomas Adewumi University. Where an employee is found to have deliberately withheld such information from the University, he shall be liable to summary dismissal.
- b) An employee whose appointment in this or other University has been terminated on grounds of misconduct or inefficiency may not be reappointed to the University service.
- c) The management of TAU will undertake due diligence on every applicant before making an offer for appointment.

4.8 DECLARATION OF AGE

Every employee is obliged to disclose his/her true age on first appointment. No alterations to an employee's age as declared on appointment shall subsequently be permitted. An appointment shall not be valid unless it is supported by acceptable evidence of age.

4.9 MEDICAL EXAMINATION

Appointment to an established post is subject to a declaration of medical fitness and certificate by the Medical Director of the University Health Centre and forwarded to the Registrar.

4.10 STAFF POSTING

- (a) Any employee may be posted to any Department of the University at the discretion of the Vice-Chancellor or the Registrar after due consultation.
- (b) Every employee from the date of his appointment has a responsibility to the University for discharging any duties upon which his/her Head of Department, bearing in mind his/her training, ability and suitability, may think it necessary to employ him/her in the University or outside it.

4.11 PROBATION AND CONFIRMATION OF APPOINTMENT

4.11.1 Probation

- (a) All persons appointed to established positions shall be on probation for two years, after which the appointment may be confirmed, subject to the Head of the Department's report of satisfactory work and conduct of the employee in question. The temporary service of a person appointed to an established post shall count as part of the period of

probation or of the initial tenure provided that the service rendered during the probation period is relevant to the employee's Department.

(b) If after two years' probationary service, an employee's appointment cannot be confirmed because of unsatisfactory work and conduct; his probationary appointment may be extended by a further period of six months during which he would not be entitled to any increment. If at the end of six months' extension, his/her work and conduct are still unsatisfactory, the appointment may be determined.

(c) If at any time during the period of probation the Vice-Chancellor is satisfied that a member of Staff is not suitable for service in the University, the appointment shall be terminated by the Vice-Chancellor on behalf of Council and he/she shall receive one calendar months' notice, or one month's pay in lieu of notice.

(d) A member of staff on probation shall not be considered for promotion and pension.

4.11.2 Confirmation of Appointment

The procedure for confirmation of appointment of staff shall be as indicated below:

a) At the end of the probation, which is two years, the staff concerned shall make a request for confirmation of appointment to the Head of Department through the appropriate Review panels to the Registrar.

b) The performance Report shall be processed for the consideration of the Appointments and Promotions Sub-Committee for Junior Staff for consideration,

4.12 COMPOSITION OF APPOINTMENTS AND PROMOTIONS SUB-COMMITTEE FOR JUNIOR STAFF

The Composition of Appointments and Promotions Sub-Committee for Junior Staff shall normally be as follows:

- a) Registrar - Chairman
- b) Bursar - Member
- c) University Librarian – member
- d) Director of works and Physical Planning
- e) Director of Academic Planning
- f) Registrar's Nominee as Secretary

CHAPTER FIVE

5.0 PROMOTIONS

5.1 PROCEDURE FOR PROMOTION

The Junior Staff Appointments and Promotions Committee shall make the promotion of every employee on the recommendation of the Head of Department concerned. The following rules shall govern the consideration of all recommendations for promotion:

- (a) Consideration for promotion shall be an annual exercise and promotion shall take effect from 1st of October of the year in which the exercise is conducted.
- (b) No member of staff shall be considered for promotion until his appointment has been regularized and confirmed.
- (c) Promotion shall be on merit.
- (d) In the determination of merit, qualification, efficiency and experience among others shall be considered.
- (e) Promotion to a higher post shall be subject to vacancy in the higher grade and provision in the current budget.
- (f) Normally, any employee recommended for promotion to a higher post must possess the qualifications and experience required for the post as shown in the Scheme of Service or as may from time to time be determined by the Authorities. The Committee could, however, at its discretion, waive the qualifications and consider long experience and substantial productivity.
- (g) Employees must have served for a minimum of three (3) years after their last appointment or promotion before they can be considered for promotion.
- (h) The possession of a Trade Test or success in an Examination shall not necessarily qualify any employee for promotion.
- (i) Employees must accept the limitation of their jobs and be prepared to stay at the maximum point of their grades unless avenues for advancement exist and they are qualified and considered by their Heads of Department to merit promotion.
- (j) Other regulations guiding promotions may be decided by the University Authority from time to time.

5.2 REVIEW AND PROMOTION PROCEDURES

- 5.2.1 There shall be an annual review and appraisal of the work and conduct of every member of staff, through the relevant Review Panel using the Annual Performance Evaluation Report Forms.
- 5.2.2 The Appointment and Promotions Committee for Non-Teaching Staff shall consider the recommendations
- 5.2.3 Staff reviews and appraisals shall have effect of positive incentives such as promotion, commendation, rectification of anomalies from previous appraisals or promotions and, also negative effect ranging from warnings to reprimands.
- 5.2.4 The Head of Department/Unit shall initiate proposal for promotion not later than 30th June of the year for the consideration of appropriate Review Panel.
- 5.2.5 The various Review Panels shall forward their recommendations to the Junior Staff Appointments and Promotions Sub-Committee of the Appointments and Promotions Committee of Non-Teaching Staff
- 5.2.6 Any case made by a member of staff for his own promotion shall be submitted to the relevant Review Panel through the Registrar. In the event that he is not satisfied with the Review Panel, he may appeal to the Appointments and Promotions Committee for Non-Teaching Staff through the Registrar.
- 5.2.7 In the event that a member of staff is not satisfied with the decision of the Appointments and Promotions Committee for Non-Teaching Staff through the Registrar.

5.3 POINT OF ENTRY ON PROMOTION

Any Officer promoted from one position to another should enter the higher scale at a point that gives him a salary increase that is at least equal to the incremental step in his old scale.

5.4. OTHER ISSUES ON PROMOTION

5.4.1 Promotion during study leave and any other approved leave is permitted if:

- i. A member of staff who is on any approved leave is engaged in activities considered relevant to the programmes of the Department.
- ii. He satisfies the conditions for promotion of staff of the University.

5.4.2 Annual Increment

5.4.2.1 A member of staff who has not reached the maximum point in the salary grade

applicable to him shall be granted an increment annually in accordance with the appropriate salary scale, subject to good performance.

5.4.2.2 An increment is granted on the understanding that an employee has attained at least, the standards of efficiency and conduct, punctuality (70%), regularity of attendance at work (70%) that may reasonably be expected of an Officer of his rank or status. The Officer must have duly completed and submitted the APER Form for the year in question not later than 30th June of the year.

5.4.3 The incremental date of members of staff shall be 1st of October provided that no increment shall be granted in the October following in respect of a member of staff who is appointed into the service of the University or who enters a new scale after 1st of April of any year.

5.4.4 Where a Head of Department is satisfied that that an employee has not attained requisite standard of efficiency and /or conduct, he may make recommendation for the deferment or withholding of the employee's increment, and the matter shall forthwith be referred to the appropriate Appointments and Promotions Committee.

5.4.5 If the Appointments and Promotions Committee decides that the increment of an employee be deferred or withheld, the decision and the grounds thereof shall be communicated to the employee who may, within one month of being notified of the decision, appeal to Council against the decision.

5.4.6 An increment that has been deferred or withheld shall subsequently be granted with retrospective effects if the appeal succeeds.

5.4.7 Where an increment of an employee is withheld for any period up to two years, he shall be liable to have his appointment terminated on ground of inefficiency.

CHAPTER SIX

6.0 SALARIES AND WAGES

6.1 CASUAL EMPLOYEES

Wages of daily-rated staff shall be paid in accordance with rates approved by the University.

6.2 OTHER GRADES OF EMPLOYEES

Salaries of the other grades of employees shall be paid in accordance with the grading of the employee as shown in the Scheme of Service for Junior Staff.

6.3 TAUNTSS POINT OF ENTRY

- (a) The point of entry into the University scale for an employee at first appointment shall normally be the lowest on that scale.
- (b) New appointees possessing exceptional previous experience, particular technical ability, or any special qualifications may, subject to the recommendation of the Appointments and Promotions Committee and adequate financial provision, be permitted to enter the salary scale at a point higher than the lowest on the recommendation of the Interview Panel or the Head of the Department concerned.

6.4 WRONGFUL PLACEMENT ON SALARY SCALE OR GRADE

- (a) Where it has been established that an employee has been wrongly graded or placed on a wrong point in a salary scale, the Appointments and Promotions Committee may, at any time, rectify the error.
- (b) Any employee whose salary is altered as a result of having been wrongly graded or placed on a wrong point in the salary scale, shall be eligible to receive arrears as may be due, or he may be called upon to refund any over-payment made as a result of the error.

6.5 INCREMENTAL DATE

1st October of each year shall be the incremental date provided the employee has served for at least six months on his post for which the increment is given.

6.6 THOMAS ADEWUMI UNIVERSITY DEVELOPMENT FUND

The development and future of TAU is the responsibility of all staff and students. The Governing Council requires that all staff and students should invest in the future of the University and take ownership. All staff of the University shall contribute 1% of their

monthly salary to TAU Endowment Fund. The Fund shall be used by the Governing Council to fund research and capital projects that add value to the University.

CHAPTER SEVEN

7.1 LEAVE

Granting of leave for staff other than Principal Officers, Deans and Directors shall be granted on the recommendation of the Heads of Departments.

7.2 LEAVE ROSTER

In order to ensure that all employees are granted the appropriate leave for which they will be eligible during the leave year at the time most convenient to the service of the University, Heads of Department shall prepare and maintain Leave Rosters in respect of period of leave. Such Leave Rosters should be prepared during the first month of the leave year and copies forwarded to the Registrar.

7.3 LEAVE YEAR

7.3.1 All employees are entitled to annual leave. The leave year shall run with the academic year.

As much as possible, annual leave shall be granted and taken during periods of light activity such as the University long vacations.

7.3.2 An employee who joins the University service during the course of the year or who returns from study leave or in-service training during a leave year and has not served for a minimum period of six months during that leave year shall not normally be granted vacation leave, but pro-rata leave.

7.3.3 Any leave due and not taken in respect of a particular leave year shall lapse and shall not be credited to the employee's leave for the following leave year. If, owing to exigency of service, it is impossible for the employee to take the whole of the leave granted to him, the remainder shall be carried forward provided always that the total leave entitlement shall be taken before the end of the leave year.

7.4 PROPORTIONATE LEAVE

This may be granted to an employee whose appointment terminates during the leave year provided he has served for not less than one month. If it is convenient, the grant of leave may be so arranged as to run concurrently with the notice and to expire, if possible, on the same day as the notice. If an employee has enjoyed more leave during the leave year than he is eligible to enjoy, such an employee will be required to refund salary at the rate at which it was paid for the number of days leave enjoyed in excess of his entitlement.

7.5 AUTHORITY FOR LEAVE

The Registrar on the recommendation of the Head of Department/Unit shall grant leave.

7.6 RATES OF VACATION LEAVE

The duration of leave to be granted to established employees during a calendar year shall be as follows:

Grade Level	01-02	15 working days
Grade Level	03-05	21 working days

7.7.0 CASUAL LEAVE

7.7.1 A maximum period of 5 working days of casual leave may be granted by the Registrar in an academic session. Application for casual leave shall be made through the Head of Department or Unit. In exceptional cases, Casual leave may be granted after annual leave has been exhausted.

7.7.2 In exceptional cases, an employee who has exhausted both the annual and casual leave entitlements may be granted a few days leave without pay.

7.8 EXAMINATION LEAVE

Application for examination leave shall be forwarded to the Registrar through the Head of Department. A maximum of 7 days off duty may be approved, subject to submission of acceptable evidence of participation in an examination e.g. Time Table. Any period in excess of 7 days may be deducted from the annual leave. Paid examination leave cannot be taken more than once in twelve (12) Calendar months. If necessary and justifiable, additional examination leave granted for few days without pay

7.9 LEAVE FOR TEMPORARY STAFF AND STAFF ON CONTRACT

7.9.1 Leave for temporary staff and staff on contract shall be defined in their agreements and shall not normally exceed 14 or 21 working days as applicable in any calendar year.

7.9.2 Leave for staff on temporary appointment shall be approved provided the staff has completed six months after his first appointment.

7.10 SICK LEAVE FOR PERMANENT STAFF

A member of staff not being on leave of absence who is absent from duty on the grounds of ill-health will be regarded as being on sick leave provided such absence is covered by University medical certificate.

7.10.1 A member of staff on vacation that is prevented from resuming duty at the expiration of his authorized leave by reason of ill health duly certified by the Director of Health Centre, shall be deemed to be on sick leave from expiration of his authorized leave.

- 7.10.2 The maximum aggregate sick leave which can be allowed a member of staff, during any period of twelve months shall be four weeks. Where such a member of staff has been absent from duty on the ground of ill health for an aggregate period in excess of four weeks within 12 calendar months, he should be made to appear before a Medical Board with a view to ascertaining whether he should be invalidated from University service. Any period of absence on the grounds of ill-health in excess of the prescribed aggregate period will be without pay and will not be reckoned for purpose of increment or promotion.
- 7.10.3 A member of staff 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 declared fit to return to duty or declared permanently invalidated.
- 7.10.4 A member of staff who is recommended by a Medical Board to be permanently invalidated will forthwith commence vacation leave, if any, prior to retirement.
- 7.10.5 Paid sick leave for a period up to three months in the first instance may be allowed on the certificate of the Director of the University Health Centre to a member of staff who is hospitalized. If at the end of that period he is still hospitalized, his Head of Department shall request the Director of Health Centre to arrange for him to be examined by a Medical Board with a view to ascertaining whether he should be invalidated from the University service or allowed further sick leave. Any such action shall be reported to Council.

7.11 SICK LEAVE FOR CASUAL EMPLOYEES

On a certificate from the University Medical Officer, or a Government Hospital duly certified by the University Medical Officer, casual employees absent from work in consequence of illness may be allowed sick leave as follows:

- (a) two weeks on full pay,
- (b) at the discretion of the Head of Department in deserving cases (depending on the length and nature of service, etc) a further two weeks on half pay,
- (c) at the discretion of the Registrar, a further period of half pay provided that the total period in any year does not exceed six weeks.

7.12 LEAVE OF ABSENCE

Leave of Absence is leave without pay and shall be in three categories:

- (a) Leave of Absence granted to staff in order to take up public/national appointments,
- (b) Leave of Absence granted to staff to do academic/professional courses and
- (c) Leave of Absence on domestic grounds.

7.12.1 Leave of Absence shall continue to be granted to members of staff for one year only in the first instance, for academic or professional pursuits, on the recommendation of the respective Head of Department. This may be renewed i for a maximum period of two years.

7.12.2 The University may grant leave of absence for one year only on domestic grounds usually to members of staff who wish to accompany their spouses proceeding on Leave. This may be extended for good reasons up to a maximum period of two years provided such members of staff do not take up full-time appointment in the public/private service during the period.

7.12.3 Any member of staff who is granted Leave of Absence and who intends to return before the expiration of the date of leave of absence shall be duty bound to give a month's notice to the Registrar before he can resume duty.

7.12.4 A Department recommending a member of staff for leave of absence may be permitted to appoint a replacement on a temporary basis in place of the person on leave of absence.

7.13 LEAVE FOR SPORTING EVENTS

An employee who is a member of a recognized University Sports Team may, on the recommendation of his Team Manager be granted leave by the Registrar for the purpose of taking part in an approved sporting event. The period of time during which an employee may be permitted to absent himself from duty to take part in any such sporting event shall be determined as follows:

- (a) Number of days required for the actual sporting activity,
- (b) Number of days required for traveling to and from the place arranged for the sporting event, and
- (c) Any number of days in excess of (a) and (b) above, which are certified as necessary by the appropriate sporting council, shall be allowed.

7.14 MATERNITY LEAVE

- (a) A female employee on permanent employment may be granted twelve weeks leave.
- (b) A temporary or casual female employee may be granted twelve weeks maternity leave, provided she has been employed for not less than six months and a medical certificate showing the prospective date of confinement from the University Medical Officer or any Government Hospital, duly certified by the University Medical Officer.
- (c) All married female officers on permanent employment who are pregnant are entitled to 12 weeks maternity leave with full pay. The annual leave for the year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the approval of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay.
- (d) A female employee who is nursing a child shall be granted an hour off duty, every day up to a period of six months from the date of the birth of the child.
- (e) Maternity leave with full pay can only be granted once in three years, otherwise the second request shall be granted without pay.

7.15 CURTAILMENT OF LEAVE

7.15.1 An employee may, with the consent of the Registrar, be required to return to duty before the expiration of his authorized leave. In requesting for such consent, the Head of Department shall state the peculiar circumstances of the case. Any portion of his leave so curtailed shall be taken at a later date in accordance with the relevant provisions in section of this Chapter.

7.15.2 When an employee is permitted by the Registrar at his own request to return to duty before the expiration of his authorized leave, the authorized leave thus forgone shall be forfeited.

7.16 LEAVE WITHOUT PAY

No period during which a member of staff shall have been absent from duty on leave without pay shall be considered in computing his pension and gratuity under these regulations.

7.17 RESUMPTION OF DUTY AFTER LEAVE

It shall be the responsibility of any employee to report in person to his Head of Department or Unit on resumption of duty after leave. The resumption of duty certificate shall be completed by the employee and forwarded through the Head of Department or Unit

immediately to the Registrar.

CHAPTER EIGHT

8.0 ADVANCES AND ALLOWANCES

8.1 SALARY ADVANCE

Salary advance may be granted on the authority of the Bursar and shall be limited to one month's salary to be refunded in three consecutive monthly installments, commencing from the month immediately following the one in which the advance was taken.

8.2 NIGHT ALLOWANCES

When an employee travels outside his duty station on official duties, a per diem travelling allowance shall be paid in lieu of hotel bills and feeding at rates approved by the University authorities from time to time.

8.3 FARES ON UNIVERSITY DUTY

When an employee of the University travels out of the University on official duty, he/she shall be entitled to a refund of his/her transport expenses on production of supporting receipts (where possible) or a certificate of honour.

8.4 LOCAL COURSE ALLOWANCE

Where an employee is sent on a course of instruction in Nigeria but outside his/her own station, and the training institution concerned does not provide board and lodging, he/she will be entitled to the appropriate travelling allowance at the approved rate.

8.5 'NO-ACCIDENT' BONUS FOR DRIVERS

- (a) Motor Drivers or Driver/Mechanics shall be entitled to an annual no-accident bonus of one-month salary, using their current salary scale, after they have completed three years' accident-free driving.
- (b) The term "accident" in this context means any occurrence whereby damage is done to property of any kind or injury is done to persons or animals, which, in the opinion of the driver's Head of Department, are attributable to the manner in which such Driver/Driver-Mechanic drove or managed official vehicle.
- (c) A Driver/Driver-Mechanic who, whilst in receipt of the bonus, is involved in an accident in which he/she is adjudged by the Head of Department to be at fault shall forfeit his bonus and shall start a further qualifying period of three years accident-free driving as from the date of the accident.
- (d) The provisions of this section apply only to those drivers on active annual driving exercise

8.6 TAU Development Fund.

The Governing Council of Thomas Adewumi University (TAU) will establish a Fund known as TAU Development Fund. All staff of the University shall contribute 1% of their monthly gross salary and allowances to this fund. The Fund shall be used for Capital Development Project of the University in line with approval of the Governing Council.

CHAPTER NINE

9.0 STAFF DISCIPLINE

9.1 Disciplinary measures are evolved for the purposes of good conduct expected from members of staff of the University and having a codified disciplinary procedures and measures against erring members of staff. The University relies on the continuing and good sense and devotion of every employee to ensure that cases, which may require disciplinary actions, are reduced to the barest minimum.

9.2 Disciplinary proceedings shall be initiated in accordance with the provisions contained herein when allegation of act(s) of misconduct or general inefficiency is made against a member of staff or in cases where any of the provisions of the Conditions of Service is breached.

9.3.1 Misconduct is a breach of values, ethics, cultural, and behavioural standard, which the University stands for. It is a specific act of wrongdoing or an improper behaviour which is inimical to the image of the University and which can be investigated and proved. Such breach would invoke sanction. Gross misconduct is a serious breach of discipline and can lead to termination, summary dismissal or retirement may be the only reasonable option. It includes but not limited to the following:

1. Scandalous conduct such as
 - i) Immoral behaviour,
 - ii) Unruly behaviour,
 - iii) Drunkenness,
 - iv) Foul Language,
 - v) Assault; and
 - vi) Battering.
2. Refusal to proceed on transfer or to accept posting
3. Habitual lateness to work
4. Deliberate delay in treating official document
5. Failure to keep records
6. Unauthorized removal of public records
7. Dishonesty

8. Negligence
9. Membership of Unregistered Association(s)
10. Sleeping on duty
11. Improper dressing while on duty
12. Hawking merchandise within the University premises other than residential areas
13. Refusal to take/carry out lawful instruction from superior officers
14. Malingering
15. Insubordination, and
16. Discourteous behaviour to the public.

9.3.2 Serious misconduct is a specific act of very serious wrong-doing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but not limited to the following:

1. Falsification of records
2. Suppression of records
3. Withholding of files
4. Conviction of a criminal charge (other than a minor traffic offence or the like)
5. Absence from work without leave
6. False claims against University Officials
7. Engaging in partisan politics
8. Bankruptcy/serious financial embarrassment
9. Unauthorized disclosure of official information
10. Unauthorized undertaking of any study programme without due approval
11. Corruption such as bribery, embezzlement, misappropriation, etc
12. Violation of Oath of Secrecy
13. Action prejudicial to the security of the University

14. Advance Fee Fraud
 15. Holding employment other than in this University, without due approval
 16. Nepotism or any form of preferential treatment
 17. Divided loyalty
 18. Sabotage
 19. Willful damage to University property
 20. Sexual harassment, and
 21. Any other act unbecoming of a staff of Thomas Adewumi University.
- 9.3** The power to exercise disciplinary control over members of staff of the University shall be in accordance with the conditions spelt out in the Chapter of this Conditions of Service, vested in the Vice-Chancellor, subject to the approval of Council.
- 9.4** It shall be the duty of the Heads of Department or Unit to first of all issue query to the affected member of staff (as soon as practicable) preferably within twenty-four (24) hours of the commission of the offence. The member of staff shall formally reply the query within twenty-four (24) hours of the receipt of the query. Depending on the gravity of the offence and the response, the Dean of Faculty/Head of Department/Unit may decide to set up a three/five-man Panel and investigate the allegation. The query issued, the reply and the report of the Panel (where applicable) will then be forwarded to the Registrar through the Dean of the Faculty (where applicable) normally within four (4) days of the commission of the offence.
- 9.5** The Registrar, on the receipt of such a report, shall within forty-eight (48) hours, forward it to the Vice-Chancellor with his own comments, and the Vice-Chancellor, after conducting preliminary enquires as he may deem fit, refer the case to the Standing Central Staff Disciplinary Committee (CSDC) for appropriate action.
- 9.6** Without prejudice to section 4 above, the Vice-Chancellor and/or the Registrar may issue a query directly to any member of staff after being in receipt of information on any misbehaviour concerning any member of staff.
- 9.7** In the case of Junior and unconfirmed staff, (temporary, contract, casual appointments etc) the Vice-Chancellor shall have the power to use his discretion, preferably after due consultation, depending on the gravity of the offence, to determine the appointment of such members of staff and then report to Council or Appointments and Promotions Committee (A&PC) for ratification of action taken.
- 9.8** Central Staff Disciplinary Committee to meet at least once in a semester.

- 9.9 Depending on the gravity of the offence, normally, all cases of misconduct against permanent and confirmed members of staff shall be forwarded to Central Staff Disciplinary Committee (CSDC) for consideration and recommendation to the Vice-Chancellor.
- 9.11 Appearance before the Central Staff Disciplinary Committee (CSDC) shall be in person and not through representative(s).
- 9.12 All disciplinary cases referred to the Central Staff Disciplinary Committee shall be determined within seven (7) days from the day of delivery of the notice and the Vice-Chancellor shall have power to act on the recommendation of the Central Staff Disciplinary Committee (CSDC) or vary it and then report to Council or its Committee for ratification of the action taken.
- 9.13a A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minimal traffic or sanitation offence) whether or not connected with the University shall be interdicted immediately by the Vice-Chancellor who shall report to Council thereafter.
- b. A formal notice of interdiction shall be issued to such member of staff and he shall be placed on suspension.
- c. Where the case is not disposed off within three (3) months, the appointment of the staff may be terminated. An officer on interdiction may not leave his station without the notice of the Vice-Chancellor.
- d. Where at the end of the proceedings, the member of staff is not found guilty of the criminal charge(s) levelled against him, he shall be reinstated to his duty post, upon evidence of being discharged and acquitted by the court and his salary shall be reinstated with effect from the date of interdiction. Where at the end of the proceedings, the member of staff is found guilty of the criminal charge(s) levelled against him, he shall be dismissed from the service of the University with effect from the date of the conviction.
- 9.14 For good cause, any member of staff may be suspended from his duties or his appointment may be terminated by the Vice-Chancellor on behalf of Council; and for the purpose of the sub-section "good cause" shall include:
- a. Conviction for any offence which the Vice-Chancellor on behalf of Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or
- b. Any physical or mental incapacity which the Vice-Chancellor, on behalf of Council, after obtaining medical advice from a recognized hospital, considers to be such as to render the person concerned unfit to continue to hold his office;
- c. Conduct of a scandalous or other disgraceful nature which the Vice-Chancellor, on behalf of Council, considers to be such as to render the person concerned unfit to continue to hold his office;
- d. Conduct which the Vice-Chancellor, on behalf of 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 to maintain his service; or
- e. Any membership of secret cult that the Vice-Chancellor, on behalf of Council, considers to be such as to render the person belonging to such a secret cult unfit to hold his office.

9.15 Any member of staff placed on suspension as a result of disciplinary action shall be deprived of his salary or part thereof for that period, and Vice-Chancellor, on behalf of Council, shall before the expiration of three (3) months after the date of suspension, consider the case against that person and may decide as to:

- a. Whether to reinstate such person in which case his full emoluments shall be restored to him, with effect from the date of suspension.
- b. Whether to determine the appointment of the person concerned, in which case such a person will not be entitled to the proportion of his emoluments withheld, during the period of suspension; or
- c. Whether to take such lesser disciplinary action against such person (including the restoration of such proportion of his emoluments that might have been withheld) as Vice-Chancellor may determine on behalf of Council.

9.16 GRADATION OF DISCIPLINE

Effective discipline is a tool for good management. It can take any of the following forms:

a. Warning

A member of staff guilty of misconduct or inefficiency in the performance of duties may be queried and warned verbally or in writing by Head of Department/Unit. A copy of the written warning and a copy of the original query and his response thereto shall be forwarded to the Registrar for record purposes. Subsequent warning may lead to termination of appointment.

b. Deferment of Increment

If the work and conduct of any employee are continually unsatisfactory such as to have warranted reprimand, the Vice-Chancellor may defer his annual increment.

The period of deferment may not normally last more than three months in the first instance. It may, thereafter, be extended for six months if there is a report of continued bad performance. A deferred annual increment for up to six months may not be earned again for that year.

c. Withholding/Denial of Annual Increment

Annual increment may be withheld/denied because of an employee's shortcomings. If it is so decided, he shall cease to be eligible for it until his next incremental date. An increment that is withheld shall not be granted retrospectively because of an improved service later.

d. Reduction in Rank

An employee may not continue in his present post if the Vice-Chancellor after considering the recommendation of the Head of Department/Unit/Dean and a Central Staff Disciplinary Committee agree that the employee be reduced in rank. Reduction in rank as a disciplinary measure shall apply to an employee in circumstances not considered to warrant termination or dismissal.

If an employee resigns his appointment as a result of being reduced in rank, he shall do so at the reduced rank.

Effective date of reduction in rank shall be the date the employee committed the act that led to his reduction in rank.

e. Denial of Promotion

Promotion may be denied until there is evidence of improvement in quality of service delivery and character.

f. Suspension

The Vice-Chancellor may, in case of misconduct by a member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member of staff and any such suspension shall be reported to Council. Any member of staff suspended shall be on half pay (i. e. gross 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 as to reinstate such a person, terminate the appointment or take less severe disciplinary action against such person.

g. Compulsory Retirement

A member of staff may be compulsorily retired from the service of the University on grounds of gross misconduct.

h. Interdiction

Where an employee has been charged with a criminal offence, whether or not connected with the University, the Vice-Chancellor may interdict him from duties forthwith and report to Council. Formal notice of interdiction shall be given to the employee concerned in writing stating the date from which the interdiction takes effect, duration and the reasons for such interdiction. Where any employee has been interdicted, he shall be entitled to half of his gross salary, shall handover all university properties in his care and shall be forbidden to carry out any University duties or visit his place of work. Where an employee under interdiction is not found guilty of all charges, he shall be reinstated and shall receive the balance of his salary for the whole period of his interdiction. Council may however review the circumstances of the case with a view to determining the desirability of the continuation in the service of the University, otherwise his appointment may be terminated forthwith. Where at the end of the proceedings, the staff is guilty of the criminal charges, he should be dismissed with effect from the date of his conviction and shall forfeit the balance of his emolument. Any employee under interdiction may not, without the permission of the Vice-Chancellor, leave his station during the period of interdiction. Any employee contravening this regulation renders himself liable to dismissal. If the employee's whereabouts remains unknown, his dismissal may be made without further formality.

i. Termination

A member of staff on contract, temporary and casual appointment and unconfirmed employee may have his appointment terminated in line with the conditions stated in his letter of appointment. Appointment of a confirmed member of staff may also be terminated subject to the provision of this chapter.

j. Dismissal

- i. An employee who is found guilty of gross misconduct may be dismissed from the service of the University. No notice shall be given, or payment of salary in lieu of notice to any employee being dismissed from the service of the University. Dismissal shall take effect from the date on which the employee concerned is officially notified that he has been dismissed.
- ii. An employee dismissed for misconduct shall not be eligible for leave and shall vacate University premises immediately.
- iii. The above disciplinary measures do not prelude the University from evolving other disciplinary measures from time-to-time.

k. Penalty for Loss or Damage to University Property

If the Vice-Chancellor is satisfied that the University has sustained a loss by reason of neglect or fault of any employee of the University, he shall make such employee liable to make good the loss or damage to the University property. The employee may forfeit any monies due to him to the University in order to satisfy such loss or damage.

9.17 GUIDELINES ON TERMINATION OF APPOINTMENT

Before terminating appointments on ground of indiscipline, 'reasonable cause' other than on ground of infirmity of mind or body, the Staff Disciplinary Committee shall:

- a) Be satisfied that an Investigation Panel through the Vice – Chancellor; has established a prima facie case;
- b) Notify the member of staff concerned in writing on the ground(s) on which the considered action is being given to the termination of his appointment and he is being considered for disciplinary action;
- c) Give the member of staff concerned opportunity of replying to the allegations levied against him;
- d) Give the member of staff whose case is being considered the opportunity to appear before the Staff Disciplinary Committee; and
- e) Make recommendations through the Vice-Chancellor to the appropriate Appointments and Promotions Committee which takes decision on behalf of Council.

9.18 RIGHT OF APPEAL

An employee dissatisfied with the disciplinary action taken against him under these regulations has the right of appeal to the Vice-Chancellor and if dissatisfied with the Vice-Chancellor's decision, to the University Governing Council.

- i. The appeal must be submitted in writing to the Registrar for transmission to the Vice-Chancellor within two weeks of being notified of the action taken against him/her.
- ii. The decision of the Vice-Chancellor on the appeal shall be conveyed to the petitioner by the Registrar.
- iii. Where the employee then requests that the appeal be submitted to the Council, he shall inform the Registrar within two weeks of the notification of the decision of the Vice-

Chancellor who will then submit it together with all the concerned reports, papers and other materials to the Council for consideration.

iv. The decision of the Council on such appeal shall be final.

v. The right of appeal does not carry with it a right of personal appearance before the Vice-Chancellor or the Council.

9.19 Membership of Central Staff Disciplinary Committee

a. Membership of Committee will be as follows:

- i) Vice-Chancellor's Nominee
- ii) One (1) Internal Member of Council
- iii) One (1) Senate Representatives
- iv) One (1) Congregation Representatives
- v) One (1) Representative from the Faculty concerned
- vi) Head of Department/Unit Concerned
- vii) Administrative Officer Legal Matters
- viii) Head of Personnel Unit

b. The tenure of members of the Committee shall be for three (3) years.

c. Terms of Reference

- i. to examine and consider any disciplinary case referred to the Committee based on the University Laws;
- ii. To examine and report to Council any case referred to it; and
- iii. To submit its report on its decision through the Vice-Chancellor to the Council for further consideration.

9.20 PROCEDURE FOR DISCIPLINARY ACTION

- a) When a report of an alleged case of fraudulent act or any other case requiring disciplinary action is received by the Registrar, an official query is caused to be issued to the affected staff;
- b) The alleged offender is required to respond to the query directly to the Registrar;
- c) The response is immediately forwarded on receipt to the Head of Department of the staff concerned, any other member(s) of staff who is/are mentioned as witness(es) in the response;
- d) All responses received are studied carefully and submission made to an Investigation Panel
- e) The Vice – Chancellor shall take action within two (2) weeks by sending criminal case to the Legal Unit for submission to the Police, however, internal administrative procedure would continue to assist the Police, sending non-criminal but serious cases to an Investigation Panel or deciding on the appropriate disciplinary action on minor cases.
- f) The Vice – Chancellor shall constitute an Investigation Panel to determine whether or not a prima facie case has been established against any member of staff. The Panel shall submit its report to the Registrar.

- g) The Investigation Panel shall include representative of the category of staff being investigated
 - h) The Registrar shall advise the Vice – Chancellor on the recommendations of the Investigation Panel based on the appropriate University Rules and Regulations.
 - i) In cases where the Investigation Panel recommends the determination of the appointment of an offender, such a recommendation should be forwarded to the Staff Disciplinary and Promotions Committee which shall consider the totality of the report and uphold or amend the recommendations or in extreme cases, recommend a re-trial where deemed appropriate. In situation where recommendation for the determination of appointment is upheld, it shall be tabled before the subsequent meeting of Council.
 - j) If it appears to Council that there are reasons for believing that any person employed as Junior member of staff should be removed from his office or employment on the ground of misconduct or of inability to perform the functions of his office or employment, the Council shall give notice of those reasons to the person in question, afford him an opportunity of making representations in person on he matter, and after consideration of the report of the Staff Disciplinary Committee, if the Council is satisfied that the person in question should be removed as aforementioned, it may so remove him by an instrument in writing signed on the directive of the Council.
- 9.21 Nothing in the foregoing of the section shall prevent Council from making regulation for the discipline of all categories of staff and workers of the University as may be prescribed from time to time.

CHAPTER TEN

10.0 STAFF WELFARE

10.1 MEDICAL CARE

- (a) A member of staff, the spouse and up to four (4) children or dependants under the age of 18 shall normally be entitled to medical treatment and within the capacity of the University Health Centre.
- (b) Where, in the opinion of the Director of Health Centre, the facilities at the University Hospital seem inadequate for a particular case, referral may be made to the nearest Specialist Hospital and paid for, as much as availability of funds permit, by the University.
- (c) Treatment obtained outside the involvement of the Director of Health Centre, unless otherwise specially approved by the Vice Chancellor, shall be at the expense of the member of staff concerned.
- (d) Members of staff are required to enroll in any Health Insurance Scheme of their choice and inform the Director of Health Centre appropriately.
- (e) A member of staff without Health Insurance shall be responsible for the cost of drugs and dressing

10.2 UNIFORMS

- (a) Some employees who are required to wear uniforms while on duty shall be provided with uniforms. The University shall pay the cost of the Uniform but deduct 50% of the cost from the employee's salary..
- (b) Employees shall be responsible for the maintenance of the uniforms in good condition
- (c) An employee may be surcharged with the cost of replacement of any uniform in his charge, which has become unserviceable through neglect, lack of care or willful damage on his part.

10.3 RETURN OF UNIVERSITY PROPERTY

Before leaving the service of the University for any reason whatsoever, any employee issued with uniforms and other University property must surrender them to his Head of Department, except the University Identity Card which must be returned to the Personnel Unit of the Registry, failing which the employee concerned may be surcharged with the cost of replacement.

10.4 HOUSING

Quarters may be allocated to those members of Junior Staff whose duties require them to reside near their place of work. Applications for the allocation of quarters must be made through the Head of Department concerned. The Housing Committee shall decide on critical needs and allocation of the quarters. The rents payable on the quarters shall be as determined by the Governing Council.

CHAPTER ELEVEN

11.0 STAFF DEVELOPEMNT, PENSION, WLEFARE AND AWARDS

11.1. STAFF DEVELOPMENT

The University, as a policy, shall not operate and fund a staff development programme for acquisition of higher degrees. However, the University shall encourage:

- Short term refresher and skills-upgrading courses for staff members.
- Staff members with fully sponsored external fellowship/grant for higher degree programmes.

11.2.0 PENSION SCHEME

Pension and gratuity at the rates prescribed in the Contributory Pension Scheme shall be applicable to members of staff through their Pension Fund Administrators.

The University shall operate a Contributory Pension, Retirement and Terminal Benefit Scheme as may be regulated by University Governing Council from time-to-time.

11.2.1 Contributory Pension Scheme

This Contributory Pension scheme covers staff whose appointment has been confirmed by TAU Governing Council. The scheme is not applicable to temporary and casual Employees. Such employees must be less than 60years of age. The Contributory Pension Scheme shall be in line with the laws of Federal Government of Nigeria

11.2.3 TAU Development & Endowment Fund

The Governing Council of Thomas Adewumi University (TAU) will establish a Fund known as TAU Development Fund. All staff of the University shall contribute 1% of their monthly gross salary and allowances to this fund. The Fund shall be used for Capital Development Project of the University in line with approval of the Governing Council.

11.3.0 Staff Welfare Fund

Thomas Adewumi University shall establish a Fund to be known as as Staff Welfare Fund. A Committee of Deans of Faculties under the Chairmanship of the Vice Chancellor shall administer the Fund. The Fund shall be domiciled in the Bank approved by the Chancellor in an interest yielding account.

This account shall be funded from the following sources:

- i. From all Staff: Monthly deduction of 0.5% of all employees' monthly gross salary.
- ii. From TAU: Payment of 2.5% of donations to the University .
- iii. From TAU: Payment of 2.5% of budgetary Surplus of the University

This Fund shall be used by the University to provide financial assistance to University Staff in

case of accident, illness and final disengagement from TAU.

The Bursar shall submit to the Vice Chancellor and the Chancellor of the University details of the contribution and usage of the Fund

11.5.0 Staff Awards and Incentives

Thomas Adewumi University shall establish staff awards with the aim of motivating employees in the performance of their duties and use their talent and resources in the development of the University towards achieving the goals and objective of the University.

TAU Employee incentives are rewards and privileges that motivate employees to meet business goals of TAU. The Governing Council shall provide monetary or non-monetary incentives through an employee incentive program to encourage employees to uphold excellent behaviour, honesty, productivity and job performance.

The Governing Board shall institute the following awards:

- a TAU performance related bonus,
- b TAU Staff-of –the Year awards in each Department
- c TAU innovation award

11.4.1 Innovation Awards

The goal is to make TAU the best among the 20 New Universities approved by Federal Government on 3rd February 2021 within the first three years and among the first ten private Universities in Nigeria before year 2030. To achieve this status, innovative ideas in all sectors of TAU operation is paramount.

TAU plans to be a leading University in the areas of research and innovation. The TAU innovation award shall be given to TAU staff or group who develops software, techniques, procedures and or machines that improves quality of life in home, office, and society in general.

11.5.0 Staff Investment Account (SIA)

TAU intends to encourage all staff in its employment to adopt the habit of saving money and financial empowerment. In this regard, all staff of TAU voluntarily participates in the Staff Investment scheme. The scheme shall be run through a dedicated account opened with Bank approved by the TAU Governing Board. The sum equivalent to 5% of the net salary after tax shall be paid into the SIA. Each staff will receive annual statement of his/her contribution into the SIA.

CHAPTER TWELVE

12.0 CAREER STRUCTURE

S/NO.		TAUNTSS	YEARS OF EXPERIENCE
1	Junior Staff Cadres	1 – 2	3 Years
2		2 - 3	3 Years
3		3 – 4	3 Years
4		4 - 5	3 Years
5		5 - 6	3 Years

12.1 CLERICAL OFFICER/EXECUTIVE CADRE

- 1.1 Clerical Assistant TAUNTSS 02
- 1.2 Clerical Officer TAUNTSS 03
- 1.3 Senior Clerical Officer TAUNTSS 04
- 1.4 Assistant Chief Clerical Officer/Assistant Executive Officer TAUNTSS 05
- 1.5 Chief Clerical Officer/Executive Officer TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Clerical Assistant	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/GCE/WASSCE/NECO including English Language	Performing clerical duties under supervision	Clerical Officer
2.	Clerical Officer	TAUNTSS 03	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and evidence of Computer literacy with three years cognate experience. By promotion of a confirmed and suitable Clerical Assistant who have spent at least three years of satisfactory service on the	Performing clerical duties as may be assigned.	Senior Clerical Officer

			rank.		
3.	Senior Clerical Officer	TAUNTSS 04	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and evidence of computer literacy with six years cognate experience.</p> <p>By promotion of a confirmed and suitable Clerical Officer who have spent at least three years of satisfactory service on the rank.</p>	<p>Performing clerical duties.</p> <p>Assisting in training subordinate staff.</p> <p>Taking charge of a small Registry (Correspondence or Records).</p>	Assistant Chief Clerical/Executive Officer
4.	Assistant Chief Clerical Officer/ Assistant Executive Officer	TAUNTSS 05	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and evidence of computer literacy with nine years cognate experience.</p> <p>By promotion of a confirmed and suitable Senior Clerical Officer who have spent at least three years of satisfactory service on the rank.</p>	<p>Training subordinate staff.</p> <p>Supervising subordinate staff.</p> <p>Taking charge of a small Registry (Correspondence or Records).</p>	Chief Clerical Officer/ Executive Officer

5.	Chief Clerical Officer/ Executive Officer	TAUNTSS 06	By appointment of a candidate with ND in Secretarial Studies, Business/Public Administration, Computer Science and other relevant disciplines. By promotion of a confirmed and suitable Assistant Chief Clerical Officer/Assistant Executive Officer who have spent at least three years of satisfactory service on the rank.	Training subordinate staff. Supervising subordinate staff. Taking charge of a small Registry (Correspondence Records).	
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12.2 COMPUTER OPERATOR CADRE

- 1.1 Assistant Computer Operator TAUNTSS 03
- 1.2 Computer Operator TAUNTSS 04
- 1.3 Senior Computer Operator TAUNTSS 05
- 1.4 Asst. Chief Computer Operator TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Assistant Computer Operator	TAUNTSS 03	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language and two science subjects plus Proficiency in Computer Literacy plus three (3) years experience.	The Officer will be on- the-job training during which practical applications of the job will be organized. Assist in maintaining cleanliness and orderliness of the computer centre.	Computer Operator

2.	Computer Operator	TAUNTSS 04	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and two science subjects plus Proficiency in Computer Literacy plus six (6) years experience. By promotion of a confirmed and suitable Assistant Computer Operator after 3 years of satisfactory service.	Electronically processing original documents and checking accuracy of the end products. Undertaking data analysis as may be required. Guiding internet users. Carrying out other routine computer operating duties.	Senior Computer Operator
3.	Senior Computer Operator	TAUNTSS 05	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and two science subjects plus Proficiency in Computer Literacy plus nine (9) years experience. By promotion of a confirmed and suitable Computer Operator after 3 years of satisfactory service.	Undertaking the duties specified above. Assisting in supervising subordinate staff. Preparing operating instruction.	Assistant Chief Computer Operator
4.	Assistant Chief Computer Operator	TAUNTSS 06	By appointment of a suitable candidate with ND in Computer Science/Information Science and other related discipline. By promotion of a confirmed and suitable Senior Computer Operator I who have spent at least 3 years of satisfactory service.	Undertaking the duties specified in above. Supervising and training subordinate staff. Assisting in writing computer programmes	

12.3 CONFIDENTIAL SECRETARY CADRE

- 1.1 Confidential Secretary IV TAUNTSS 04
- 1.2 Confidential Secretary III TAUNTSS 05
- 1.3 Confidential Secretary II TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Confidential Secretary IV	TAUNTSS 04	By appointment of a candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/GCE/NECO in addition to Confidential Secretary IV Certificate, (35/80 WPM) and a recognized certificate of computer training plus six (6) years experience.	(1) Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. (2) Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached. (3) Performing office routine associated with the duties indicated above.	Confidential Secretary III
2.	Confidential Secretary III	TAUNTSS 05	By appointment of a candidate with five O/Level Credit including English and Mathematics in SSCE/GCE/ GCE/WASSCE/NECO in addition to Confidential Secretary III Certificate, (50/100WPM) and a recognized certificate of computer training plus nine (9) years experience. By promotion of a confirmed and suitable Confidential Secretary IV with 50/100 WPM after 3 years of satisfactory service.	Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached. Assisting in supervising subordinate staff.	Confidential Secretary II

3.	Confidential Secretary II	TAUNTSS 06	<p>1) By appointment of a candidate who holds 50/100 WPM and certificate of computer training from a recognized institution plus ND Secretarial Studies.</p> <p>(2) By promotion of confirmed and suitable Confidential Secretary III who has spent at least three years on the rank.</p>	<p>Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts.</p> <p>Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached.</p> <p>Assisting in supervising subordinate staff.</p>	
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12.4 DATA PROCESSING CADRE

- 1.1 Data Processing Assistant TAUNTSS 03
- 1.2 Senior Data Processing Assistant TAUNTSS 04
- 1.3 Assistant Data Processing Officer TAUNTSS 05
- 1.4 Data Processing Officer TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Data Processing Assistant	TAUNTSS 03	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/ NECO including English Language plus Proficiency in Computer Literacy.	Carrying out office duties as may be assigned.	Senior Data Processing Assistant

2.	Senior Data Processing Assistant	TAUNTSS 04	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE /GCE/ NECO including English Language plus Proficiency in Computer Literacy plus three (3) years experience.</p> <p>By promotion of a confirmed and suitable Data Processing Assistant after 3 years of satisfactory service.</p>	Carrying out office duties and other Data Processing.	Assistant Data Processing Officer
3.	Assistant Data Processing Officer	TAUNTSS 05	<p>(1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/ NECO including English Language plus Proficiency in Computer Literacy and six (6) years experience</p> <p>(2) By promotion of a confirmed and suitable Senior Data Processing Assistant after 3 years of satisfactory service.</p>	Carrying out office duties as may be assigned.	Data Processing Officer

4.	Data Processing Officer	TAUNTSS 06	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and Mathematic, a professional Diploma in Data Processing or NCE/ ND Secretarial Studies plus proficiency in Computer Literacy and 9 years experience.</p> <p>(1) By promotion of a confirmed and suitable Assistant Data Processing Officer after 3 years of satisfactory service.</p>	<p>(1) Carrying out office duties and other Data Processing.</p> <p>(2) Providing supervision and training of subordinate staff.</p>	
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12.5 HEALTH ASSISTANT (NURSING ASSISTANT, PHARMACY ASSISTANT, MEDICAL RECORDS ASSISTANT)

1.1	Health Assistant II	TAUNTSS 02
1.2	Health Assistant I	TAUNTSS 03
1.3	Senior Health Assistant II	TAUNTSS 04
1.4	Senior Health Assistant I	TAUNTSS 05
1.5	Assistant Health Superintendent	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Health Assistant II	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and two science subjects.	(1) Assisting in the preparation of handicraft materials for therapeutic use. (2) Carrying out general cleaning of the surrounding and equipment (3) Attending to the toilet and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. (4) Helping in the transportation of patients. (5) Sorting, drying and distributing X-Ray films. (6) Performing under supervision, routine dark – room duties.	Health Assistant I
2.	Health Assistant I	TAUNTSS 03	1) By direct appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language and two science subjects plus three years cognate experience. 2) By promotion of a confirmed and suitable Health Assistant who have spent at least three years of satisfactory service on the rank.	(1) Carrying prescribed drugs and food to patients. (2) Dressing and treating wounds under supervision. (3) Assisting in keeping patients in check to ensure their safety. (4) Shaving the relevant parts of patients' bodies in preparation for treatment/dressing. (5) Assisting in the registration and issuance of card to patients in the General Outpatient and Emergency wards. (6) Assisting in the processing of X-Ray films.	Senior Health Assistant II

3.	Senior Health Assistant II	TAUNTSS 04	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language and two science subjects plus six years cognate experience.</p> <p>1) By promotion of a confirmed and suitable Health Assistant I who have spent at least three years of satisfactory service on the rank.</p>	<p><u>Laboratory Duties</u></p> <p>(1) Preparing smears, simple reagents etc.</p> <p>(2) Procuring experimental animals for laboratory test.</p> <p>(3) Assisting Laboratory Technicians in carrying out simple routine tests.</p> <p>(4) Loading cassettes and films in the darkroom.</p> <p><u>Public-Health Duties</u></p> <p>(1) Carrying out routine inspection of exposed food items intended for public consumption.</p> <p>(2) Spraying chemicals to kill and control the menace of harmful insects.</p>	Senior Health Assistant I
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4.	Senior Health Assistant I	CONTISS 05	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language and two science subjects plus nine years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Health Assistant II who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Assisting in on-the-job training of newly recruited staff. (2) Assisting in preparing walking calipers, P.O.P and other therapeutic supports. (3) Assisting in refurbishing hospital instruments and appliances. (4) Supervising the removal of appliances e.g. P.O.O (5) Supervising subordinate staff.</p> <p><u>Laboratory Services</u> (6) Assisting Laboratory Technologists in carrying out routine Laboratory tests. (7) Taking care of experimental animals.</p> <p><u>Public Health Services</u> (8) Identifying and reporting on contraventions of Public Health regulations.</p> <p><u>Laboratory Duties</u> (9) Assisting in storing issued chemicals and keeping laboratory supplies and equipment in good condition.</p> <p><u>Public Health Duties</u> (10) Identifying and reporting on contraventions of public health regulations. (11) Assisting in the supervision and deployment of the activities of subordinate staff.</p>	Assistant Health Superintendent
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5.	Assistant Health Superintendent	TAUNTSS 06	<p>1) By appointment of a suitable candidate who possess Certificate for Health Assistant or other related certificate or similar qualification</p> <p>2) By promotion of a confirmed and suitable Senior Health Assistant I who has spent at least three years of satisfactory service on the rank.</p>	<p>(1) Assisting in on-the-job training of newly recruited staff.</p> <p>(2) Assisting in preparing walking calipers, P.O.P and other therapeutic supports.</p> <p>(3) Assisting in refurbishing hospital instruments and appliances.</p> <p>(4) Supervising the removal of appliances e.g. P.O.O</p> <p>(5) Supervising subordinate staff.</p> <p><u>Laboratory Services</u></p> <p>(6) Assisting Laboratory Technologists in carrying out routine Laboratory tests.</p> <p>(7) Taking care of experimental animals.</p> <p><u>Public Health Services</u></p> <p>(8) Identifying and reporting on contraventions of Public Health regulations.</p> <p><u>Laboratory Duties</u></p> <p>(9) Assisting in storing issued chemicals and keeping laboratory supplies and equipment in good condition.</p> <p>(10) Assisting in the supervision and deployment of the activities of subordinate staff.</p>	
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12.6 LIBRARY ASSISTANT CADRE

1.1	Library Assistant II	TAUNTSS 02
1.2	Library Assistant I	TAUNTSS 03
1.3	Senior Library Assistant	TAUNTSS 04
1.4	Principal Library Assistant	TAUNTSS 05
1.5	Chief Library Asst./Library Officer	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Library Assistant II	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language.	(1) Stamping new books. (2) Gumming of book pockets and date due labels. (3) Listing of books to be taken to catalogue and classification section. (4) Moving materials to the cataloguing section.	Library Assistant I
2.	Library Assistant I	TAUNTSS 03	(1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE /NECO including English Language plus evidence of computer literacy with three years cognate experience. 2) By promotion of a confirmed and suitable Library Assistant II who have spent at least three years of satisfactory service on the rank.	(1) Writing of classmark on the spines of books. (2) Filing of catalogue cards (3) Receiving books from the Collection Development Unit.	Senior Library Assistant

3.	Senior Library Assistant	TAUNTSS 04	<p>(1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language plus evidence of computer literacy with six years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Library Assistant I who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Shelving of books.</p> <p>(2) Borrowing out books.</p> <p>(3) Receiving books from the catalogue and classification unit.</p> <p>(4) Writing of overdue notices.</p> <p>(5) Shelve reading.</p> <p>(6) Issuing borrowers "cards to students and staff.</p>	Principal Library Assistant
4.	Principal Library Assistant	TAUNTSS 05	<p>(1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/ GCE/NECO including English Language plus evidence of computer literacy with nine years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Library Assistant who have spent at least three years of satisfactory service on the rank.</p>	<p>Shelving of books.</p> <p>Assisting r e a d e r s t o locate materials.</p> <p>Charging and discharging books.</p> <p>Cutting dailies.</p> <p>Issuing out of reserved materials.</p> <p>Supervising and training subordinate staff.</p>	Chief Library Asst./Library Officer
5.	Chief Library Asst./ Library Officer	TAUNTSS 06	<p>(1) By appointment of a candidate with ND or Diploma in Library Studies or its equivalent and evidence of computer literacy.</p> <p>2) By promotion of a confirmed and suitable Principal Library Assistant who have spent at least three years of satisfactory service on the rank.</p>	<p>Shelving of books.</p> <p>Assisting r e a d e r s t o locate materials.</p> <p>Charging and discharging books. (4)</p> <p>Cutting dailies.</p> <p>Issuing out of reserved materials.</p> <p>Supervising and training subordinate staff.</p>	Higher Library Officer

12.7 LABORATORY ASSISTANT/ASSISTANT TECHNOLOGIST CADRE

- 1.1 Laboratory Assistant II TAUNTSS 02
 1.2 Laboratory Assistant I TAUNTSS 03
 1.3 Senior Laboratory Assistant TAUNTSS 04
 1.4 Principal Laboratory Assistant/Assistant Technologist TAUNTSS 05
 1.5 Laboratory Supervisor/Senior Assistant Technologist TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Laboratory Assistant II	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit which must include two science subjects in SSCE/WASSCE/GCE/NECO including English Language	Performing laboratory duties as may be assigned.	Laboratory Assistant I
2.	Laboratory Assistant I	TAUNTSS 03	By appointment of a suitable candidate who must possess at least five O/Level Credit which must include two science subjects in SSCE/WASSCE/GCE/NECO including English Language with three years cognate experience. By promotion of a confirmed and suitable Laboratory Assistant II who have spent at least three years of satisfactory service on the rank.	Performing laboratory duties as may be assigned.	Senior Laboratory Assistant
3.	Senior Laboratory Assistant	TAUNTSS 04	1) By appointment of a suitable candidate who must possess at least five O/Level Credit which must include two science subjects in SSCE/WASSCE/GCE/NECO including English Language with six years cognate experience. (2) By promotion of a confirmed and suitable Laboratory Assistant I who have spent at least three years of satisfactory service on the	Performing laboratory duties as may be assigned.	Principal Laboratory Assistant/Assistant Technologist

			rank.		
4.	Principal Laboratory Assistant/ Assistant Technologist	TAUNTSS 05	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit which must include two science subjects in SSCE/WASSCE/GCE/NECO including English Language with nine years cognate experience.</p> <p>By promotion of a confirmed and suitable Senior Laboratory Assistant who have spent at least three years of satisfactory service on the rank.</p>	Performing laboratory duties as may be assigned. Supervising and Training subordinate staff.	Laboratory Supervisor/ Senior Assistant Technologist
5.	Laboratory Supervisor/ Senior Assistant Technologist	TAUNTSS 06	<p>1) By appointment of a candidate with ND in Laboratory Technology and other related discipline.</p> <p>2) By promotion of a confirmed and suitable Principal Laboratory Assistant/Assistant Technologist who have spent at least three years of satisfactory service on the rank.</p>	Performing the duties specified above at a higher Level	

12.8 OFFICE ASSISTANT CADRE

1.1	Office Assistant II	TAUNTSS 02
1.2	Office Assistant I	TAUNTSS 03
1.3	Senior Office Assistant	TAUNTSS 04

- 1.4 Assistant Supervisor (Office Assistant) TAUNTSS 05
 1.5 Supervisor TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Office Assistant II	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language.	Dispatch of mail and performing Office Assistant duties under supervision.	Office Assistant I
2.	Office Assistant I	TAUNTSS 03	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with three years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Office Assistant II who have spent at least three years of satisfactory service on the rank.</p>	Dispatch of mail and performing Office Assistant duties as may be assigned.	Senior Office Assistant
3.	Senior Office Assistant	TAUNTSS 04	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with six years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Office Assistant I who have spent at least three years of satisfactory service on the rank.</p>	Dispatch of mail and performing Office Assistant duties as may be assigned.	Assistant Supervisor (Office Assistant)

4.	Assistant Supervisor (Office Assistant)	TAUNTSS 05	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with nine years cognate experience. By promotion of a confirmed and suitable Senior Office Assistant who have spent at least three years of satisfactory service on the rank.	Dispatch of mail and performing Office Assistant duties. Assisting in training subordinate staff	Supervisor (Office Assistant)
5.	Supervisor (Office Assistant)	TAUNTSS 06	1) By appointment of a candidate with ND/NCE in Secretarial Studies, Computer Science and Business Administration and other related discipline. 2) By promotion of a confirmed and suitable of an Assistant Supervisor (Office Assistant) who have spent at least three years of satisfactory service on the rank.	Dispatch of mail and Training subordinate staff. Supervising subordinate staff. Taking charge of a small Registry (Correspondence or Records).	

12.9 PHOTOGRAPHER CADRE

- 1.1 Photographic Assistant II TAUNTSS 02
- 1.2 Photographic Assistant I TAUNTSS 03
- 1.3 Senior Photographic Assistant II TAUNTSS 04
- 1.4 Senior Photographic Assistant I TAUNTSS 05
- 1.5 Chief Photographic Assistant TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
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1.	Photographic Assistant II	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language.	(1) Training on photographic procedures, processing and camera handling. (2) Processing black and white films. (3) Enlarging negatives up to fill plates. (4) Maintaining photographic darkroom and studio equipment. (5) Registering negatives into appropriate books. (6) Covering simple routine photographic assignments.	Photographic Assistant I
2.	Photographic Assistant I	TAUNTSS 03	1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language with 3 years cognate experience. 2) By promotion of a confirmed and suitable Photographic Assistant II who have spent at least three years of satisfactory service on the rank.	(1) Covering photographic assignments for necessary voluntary organizations and statutory corporations. (2) Printing special photographs and other enlargements. (3) Preparing contract prints and ground sheets. (4) Assisting in on the job training of Subordinate staff.	Senior Photographic Assistant II

3.	Senior Photographic Assistant II	TAUNTSS 04	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with 6 years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Photographic Assistant I who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Assisting in the processing of colour films and printing of enlarged photographs for exhibitions.</p> <p>(2) Assisting in organization of photographic studio equipment.</p> <p>(3) Copying photo.</p> <p>(4) Ensuring safe keeping of photographic studio equipment.</p>	Senior Photographic Assistant I
4.	Senior Photographic Assistant I	TAUNTSS 05	<p>By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with 9 years cognate experience.</p> <p>By promotion of a confirmed and suitable Senior Photographic Assistant II who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Assisting in supervising the production of ground sheets and general photo finish.</p> <p>(2) Supervising the work of a number of Subordinates.</p>	Chief Photographic Assistant

5.	Chief Photographic Assistant	TAUNTSS 06	<p>1.) By appointment of a candidate who holds ND in Photography and other relevant disciplines.</p> <p>2) By promotion of a confirmed and suitable Senior Photographic Assistant I who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Supervising the training of Subordinates and advising on their development.</p> <p>(2) Co-ordinating the activities of a number of Subordinates.</p>	
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12.10 PORTER CADRE

1.1	Porter	TAUNTSS 02
1.2	Senior Porter	TAUNTSS 03
1.3	Chief Porter	TAUNTSS 04
1.4	Assistant Supervisor	TAUNTSS 05
1.5	Supervisor	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Porter	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language.	<p>(1) Taking charge of University buildings and controlling the entry of visitors into the building.</p> <p>(2) Serving as Ushers and Guides to visitors to University buildings.</p>	Senior Porter

2	Senior Porter	TAUNTSS 03	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language with three years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Porter who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Performing the duties specified as stated above.</p> <p>(2) Ensuring the security of internal University properties e.g. Computers, typewriters etc.</p>	Chief Porter
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3.	Chief Porter	TAUNTSS 04	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language with six years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Porter who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Performing same duties as those of the Senior Porter.</p> <p>(2) Assisting in supervising a number of Porters.</p> <p>(3) Preparing duty rosters & vetting.</p>	Assistant Supervisor (Porter)
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4.	Assistant Supervisor (Porter)	TAUNTSS 05	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/ WASSCE/GCE/NECO including English Language with nine years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Chief Porter who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Supervising subordinate staff.</p> <p>(2) Vetting duty rosters.</p> <p>(3) Requisitioning stationery items for use by staff of the Unit.</p>	Supervisor (Porter)
5.	Supervisor (Porter)	TAUNTSS 06	<p>1) By appointment of a suitable candidate with ND/NCE in related disciplines.</p> <p>2) By promotion of a confirmed and suitable Assistant Supervisor (Porter) who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Supervising subordinate staff.</p> <p>(2) Deploying the staff in the Unit.</p> <p>(3) Safe keeping of lost and found items before handing them over to the security guards.</p> <p>(4) Reporting cases of missing items.</p>	

12.11 PHARMACY TECHNICIAN
CADRE

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| 1.1 | Pharmacy Attendant | TAUNTSS 02 |
| 1.2 | Pharmacy Assistant | TAUNTSS 03 |
| 1.3 | Senior Pharmacy Assistant | TAUNTSS 04 |
| 1.4 | Principal Pharmacy Assistant | TAUNTSS 05 |
| 1.5 | Pharmacy Technician | TAUNTSS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
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1.	Pharmacy Attendant	TAUNTSS 02	By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/ NECO plus two science subjects.	Performing duties under supervision	Pharmacy Assistant
2.	Pharmacy Assistant	TAUNTSS 03	1) By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO plus two science subjects with three (3) years experience. 2) By promotion of a confirmed and suitable Pharmacy Attendant after 3 years of satisfactory service.	Performing duties as may be assigned.	Senior Pharmacy Assistant
3.	Senior Pharmacy Assistant	TAUNTSS 04	1) By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO plus two science subjects with six (6) years experience. 2) By promotion of a confirmed and suitable Pharmacy Assistant after 3 years of satisfactory service.	Performing duties as may be assigned.	Principal Pharmacy Assistant
4.	Principal Pharmacy Assistant	TAUNTSS 05	1) By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO plus two science subjects with nine (9) years experience. 2) By promotion of a	Training subordinate staff. Supervising subordinate staff.	Pharmacy Technician

			confirmed and suitable Senior Pharmacy Assistant after 3 years of satisfactory service.		
5.	Pharmacy Technician	TAUNTSS 06	<p>1) By appointment of a suitable candidate Diploma in Health Technology at the school of Health Technology and obtained the registration of the Institute of Medical Laboratory for Technician Cadre.</p> <p>2) By promotion of a confirmed and suitable Principal Pharmacy Technician after 3 years of satisfactory service.</p>	Training subordinate staff. Supervising subordinate staff	

12.12 STORE CADRE

1.1	Store Assistant	TAUNTSS 02
1.2	Storekeeper	TAUNTSS 03
1.3	Senior Store Keeper	TAUNTSS 04
1.4	Assistant Store Officer	TAUNTSS 05
1.5	Store Officer	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Store Assistant	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit including English and Mathematics in SSCE/WASSCE/GCE/NECO	Assisting with work in a store. Keeping simple store records under supervision.	Store Keeper

2.	Storekeeper	TAUNTSS 03	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit including English and Mathematics in SSCE/ WASSCE/GCE/NECO and evidence of computer literacy with three years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Store Assistant who have spent at least three years of satisfactory service on the rank.</p>	<p>Taking charge of a store under supervision.</p> <p>Making local purchase of small items for stores approved by the appropriate authority.</p> <p>Keeping stores records.</p>	Senior Store Keeper
3.	Senior Store Keeper	TAUNTSS 04	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit including English and Mathematics in SSCE/WASSCE/GCE/NECO and evidence of computer literacy with six years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Storekeeper who have spent at least three years of satisfactory service on the rank.</p>	<p>Issuing and receiving materials and equipment.</p> <p>Keeping relevant records.</p> <p>Making local purchase of approved materials and equipment.</p> <p>Checking stock under supervision.</p>	Assistant Store Officer
4.	Assistant Store Officer	TAUNTSS 05	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit including English and Mathematics in SSCE/ WASSCE/GCE/NECO and evidence of computer literacy with nine years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Store Keeper who</p>	<p>Taking charge of a large store.</p> <p>Supervising a number of small stores within a Department.</p> <p>Assisting in training subordinate staff.</p> <p>Making local purchase of approved materials and equipment.</p>	Store Officer

			have spent at least three years of satisfactory service on the rank.	Checking stock in stores.	
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5.	Store Officer	TAUNTSS 06	<p>(1) By appointment of a candidate with ND in Purchasing and Supply, Business Administration or relevant discipline and evidence of computer literacy.</p> <p>2) By promotion of a confirmed and suitable Assistant Store Officer who have spent at least three years of satisfactory service on the rank.</p>	<p>Taking charge of a large store.</p> <p>Supervising a number of small stores within a Department.</p> <p>Assisting in training subordinate staff.</p> <p>Making local purchase of approved materials and equipment.</p> <p>Checking stock in stores.</p>	
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12.13 SECURITY CADRE

1.1	Patrolman	TAUNTSS 02
1.2	Senior Patrolman	TAUNTSS 03
1.3	Assistant Patrol Supervisor	TAUNTSS 04
1.4	Patrol Supervisor	TAUNTSS 05
1.5	Assistant Security Officer	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
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1.	Patrolman	TAUNTSS 02	By appointment of an able candidate with five O/Level Credit including English Language in SSCE/WASSCE/ GCE/NECO.	(1) Keeping records of movement of persons and vehicles under supervision. (2) Searching vehicles and suspected visitors or employees under supervision.	Senior Patrolman
2.	Senior Patrolman	TAUNTSS 03	(1) By appointment of an able candidate with five O/Level Credit including English Language in SSCE/WASSCE/ GCE/NECO with three (3) years experience. (2) By promotion of a confirmed and suitable Patrolman after 3 years of satisfactory service.	Keeping records of movement of persons and vehicles. Searching vehicles and suspected visitors or employees.	Assistant Patrol Supervisor
3.	Assistant Patrol Supervisor	TAUNTSS 04	(1) By appointment of an able candidate with five O/Level Credit including English Language in SSCE/WASSCE/ GCE/NECO with six (6) years experience. (2) By promotion of a confirmed and suitable Senior Patrolman after 3 years of satisfactory service.	Keeping records of movement of persons and vehicles. Searching vehicles and suspected visitors or employees.	Patrol Supervisor
4.	Patrol Supervisor	TAUNTSS 05	1) By appointment of an able candidate with five O/Level Credit including English Language in SSCE/WASSCE/ GCE/NECO with nine (9) years experience. 2) By promotion of a confirmed and suitable	Keeping records and searching suspected vehicles and employees. Overseeing the activities of subordinate staff.	Assistant Security Officer

			Assistant Patrolman Supervisor after 3 years of satisfactory service.		
5.	Assistant Security Officer	TAUNTSS 06	1) By appointment of an able-bodied candidate with ND/NCE in relevant field. 2) By promotion of a confirmed and suitable Patrolman Supervisor after 3 years of satisfactory service.	Advising on security matters. Coordinating and supervising the activities of subordinate staff.	

12.14 SPORTS CADRE

- 1.1 Coaching Assistant II TAUNTSS 04
1.2 Coaching Assistant I/Asst. Coach II TAUNTSS 05
1.3 Asst. Coach TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Coaching Assistant II	TAUNTSS 04	1) By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO with NIS Basic Coaching Certificate with six (6) years experience.	Duties as its may be assigned.	Coaching Assistant I/Assistant Coach II

2.	Coaching Assistant I/ Assistant Coach II	TAUNTSS 05	<p>1) By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/GCE/NECO with NIS Basic Coaching Certificate with nine (9) years experience.</p> <p>2) By promotion of a confirmed and suitable Coaching Assistant II after 3 years of satisfactory service.</p>	<p>Assisting in organizing training programmes.</p> <p>Assisting in organizing workshops, seminars and courses.</p> <p>Assisting in collating progress reports on national Teams.</p> <p>Assisting in Supervision of Sportsmen.</p> <p>Assisting in co-ordinating coach Seminars and courses</p>	Assistant Coach
3.	Asst. Coach	TAUNTSS 06	<p>1. By appointment of a suitable candidate possessing NIS Basic Coaching Certificate and Diploma/ND/NCE in Sports/ Health and Kinetic Education.</p> <p>2. By promotion of a confirmed and suitable Coaching Assistant I/Assistant Coach II who has spent at least three (3) years on the rank.</p>	<p>Assisting in the implementation of coaching schedules.</p> <p>Assisting in organizing workshops, seminars and courses.</p> <p>Assisting in organizing and co-ordinating coaching programmes.</p> <p>Assisting in rendering regular reports on performance of teams.</p>	

12.15 WARD ATTENDANT CARDE

- 1.1 Ward Attendant TAUNTSS 02
- 1.2 Senior Ward Attendant TAUNTSS 03
- 1.3 Head Ward Attendant TAUNTSS 04

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
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1.	Ward Attendant	TAUNTSS 02	By direct appointment of a candidates who must possess at least five O/level Credit in SSCE/GCE/NECO including English Language	<p>(1) Assisting in the preparation of handicraft materials for therapeutic use.</p> <p>(2) Carrying out general clearing of the surrounding and equipment</p> <p>(3) Attending to the toilet and other minor needs of patients like assisting in the movement of patient undergoing occupational therapy</p> <p>(4) Helping in the transportation of patients</p> <p>(5) Sorting, drying and distributing X-Ray films.</p> <p>(6) Performing under supervision routine dark-room duties</p> <p>(7) Carrying prescribed drugs and food to patients.</p> <p>(8) Dressing and treating wounds under supervision</p>	Senior Ward Attendant
2.	Senior Ward Attendant	TAUNTSS 03	<p>(1) By direct appointment of a candidate possessing the qualification specified above plus at least two years post qualification cognate experience</p> <p>(2) By promotion of a confirmed and suitable Ward Attendant who has spent at least three years on the grade</p>	<p>(1) Spraying breeding habitats of insects, pests and human habitation.</p> <p>(2) Surveying and planning out localities for control work on mosquito and other arthropods</p> <p>(3) Searching for and collecting arthropods of medical importance</p> <p>(4) Educating the public on complete pest control measures</p> <p>(5) Receiving and registering laboratory specimen and maintaining other simple records</p> <p>(6) Taking care of laboratory experimental animals</p> <p>(7) Waiting on Nurses and Doctors in the outpatient department, hospital wards, surgery clinics and maternity centres</p> <p>(8) Assisting in preparing and removing plasters, castes erection and dismantling orthopedic beds, pulleys and appliances.</p> <p>(9) Assisting in supervising junior attendants.</p>	Head Ward Attendant

3.	Head Ward Attendant	TAUNTSS 04	By promotion of a suitable Ward Attendant who has spent at least three years on the grade.	(1) Administering prescribed drugs and taking temperature reading on patients (2) Assisting in preparing the theatre (3) Sterilizing and storing laboratory apparatus and infected materials. (4) Assisting in the collection of Drugs from the main store (5) Assisting in the Health Education of inpatients (6) Supervising the activities of a team of junior attendants.
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ADVANCEMENT BEYOND THE CADRE

A Ward Attendant who acquires relevant additional qualification such as appropriate in-service training course or National Certificate Examination for Health Assistant is eligible for promotion to Health Assistant Cadre.

12.16 DRIVER/MECHANIC CADRE

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|-----|------------------------------------|------------|
| 1.1 | Driver/ Mechanic | TAUNTSS 03 |
| 1.2 | Senior Driver/ Mechanic | TAUNTSS 04 |
| 1.3 | Asst. Chief Motor Driver/ Mechanic | TAUNTSS 05 |
| 1.4 | Chief Driver/ Mechanic | TAUNTSS 06 |

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
1.	Driver/ Mechanic	TAUNTSS 03	By appointment of a suitable candidate with five O/Level Credits including English and Mathematics in SSCE/WASSCE/ GCE/NECO, a valid Group "E" Driving License plus Trade Test Grade I, II and III with three (3) years' experience.	Driving with care and caution any assigned University vehicle. Undertaking minor maintenance and repairs of motor vehicles.	Senior Driver/ Mechanic

2.	Senior Driver/ Mechanic	TAUNTSS 04	<p>By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO, a valid Group "E" Driving License plus Trade Test Grade I, II and III plus 6 years experience.</p> <p>By promotion of a confirmed and suitable Driver/ Mechanic after 3 years of satisfactory Service.</p>	<p>Driving with care and caution any vehicle assigned to him.</p> <p>Maintaining records of fuel and lubrication consumption by vehicle.</p>	Asst. Chief Motor Driver/ Mechanic
3.	Asst. Chief Motor Driver/ Mechanic	TAUNTSS 05	<p>By appointment of a suitable candidate with five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO, a valid Group "E" Driving License plus Trade Test Grade I, II and III plus 9 years' experience.</p> <p>By promotion of a confirmed and suitable Senior Driver/Mechanic after 3 years of satisfactory Service.</p>	<p>(1) As in the Senior Driver/Mechanic above.</p> <p>(2) Undertaking minor maintenance and repairs of vehicle.</p>	Chief Driver/ Mechanic

4.	Chief Driver/ Mechanic	TAUNTSS 06	By appointment of a suitable candidate possessing five O/Level Credit including English and Mathematics in SSCE/WASSCE/ GCE/NECO, a valid Group "E" Driving License with Trade Test Grade I, II and III Plus ND in relevant field. 2. By promotion of a confirmed and suitable Assistant Chief Motor Driver/ Mechanic who has spent at least three years on the rank.	(1) As in the duties of Asst. Chief Motor Driver/Mechanic I above. (2) Working out vehicle performance figures and applying knowledge of inventory and purchase procedure (3) Assisting in the supervision and disposition of the staff and vehicles in the transport unit. (4) Assisting Chief Motor Driver/Technical Officer in maintaining the security of vehicles in the University.	
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12.17 TECHNICAL CADRE

1.1 Technical Attendant	TAUNTSS 02
1.2 Technical Assistant	TAUNTSS 03
1.3 Senior Technical Assistant	TAUNTSS 04
1.4 Assistant Technical Officer	TAUNTSS 05
1.5 Technical Officer	TAUNTSS 06

S/N	RANK	SALARY SCALE	ENTRY QUALIFICATION	DUTIES	NEXT RANK
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1.	Technical Attendant	TAUNTSS 02	By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language	(1) Mainly on training/skills acquisition with respect to the use and maintenance of equipment in the Department such as cameras, projectors and Audio and video machines.	Technical Assistant
2.	Technical Assistant	TAUNTSS 03	1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with three years cognate experience. 2) By promotion of a confirmed and suitable Technical Attendant who have spent at least three years of satisfactory service on the rank.	1) Mainly on training/skills acquisition with respect to the use and maintenance of equipment in the Department such as cameras, projectors and Audio and video machines.	Senior Technical Assistant
3.	Senior Technical Assistant	TAUNTSS 04	1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with six years cognate experience. 2) By promotion of a confirmed and suitable Technical Assistant who	(1) Preparing venue for audio-visual coverage. (2) Installation of audio-visual equipment at venue of public functions. (3) Moving microphone from	Assistant Technical Officer

			have spent at least three years of satisfactory service on the rank.	one speaker to another.	
4.	Assistant Technical Officer	TAUNTSS 05	<p>1) By appointment of a suitable candidate who must possess at least five O/Level Credit in SSCE/WASSCE/GCE/NECO including English Language with nine years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Technical Assistant who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Preparing venue for audio-visual coverage.</p> <p>(2) Installation of audio-visual equipment at venue of public functions.</p> <p>(3) Moving microphone from one speaker to another.</p> <p>(4) Training and supervising subordinate staff.</p>	Technical Officer
5.	Technical Officer	TAUNTSS 06	<p>(1) By appointment of a suitable candidate who possesses ND in Engineering Technology, Visual Arts, and other relevant discipline.</p> <p>2) By promotion of a confirmed and suitable Assistant Technical Officer who have spent at least three years of satisfactory service on the rank.</p>	<p>(1) Preparing venue for audio-visual coverage.</p> <p>(2) Installation of audio-visual equipment at venue of public functions.</p> <p>(3) Moving microphone from one speaker to another.</p> <p>(4) Training and supervising subordinate staff.</p>	