



TUMAINI UNIVERSITY MAKUMIRA

**STAFF REGULATIONS AND CONDITIONS
OF SERVICE**

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ABBREVIATIONS & ACRONYMS

NHIF	National Health Insurance Fund
VC	Vice Chancellor
DVCAA	Deputy Vice Chancellor for Academic Affairs
DVCA	Deputy Vice Chancellor for Administration
SMMUCo	Stephano Moshi Memorial University College
KCMUCo	Kilimanjaro Christian Medical University College
DPA	Deputy Provost Administration
DPAA	Deputy Provost Academic Affairs
TUMA	Tumaini University Makumira
TCU	Tanzania Commission for Universities

PREFACE

This Staff Regulations and Conditions of Service 2023 is a revised version of the Tumaini University Makumira Staff Regulations and Conditions of Service 2016. The need for revision arose because some provisions related to Staff Regulations and Conditions of Service and the transformation undergone by Tumaini University Makumira required revision of this document. The revision has taken into consideration the current situation internally and externally to enable TUMA to thrive in a highly academic competitive market.

I wish to thank all the internal stakeholders at TUMA and members of the TUMA Council who advised and made it possible to prepare the revised Staff Policy and Regulations.

The Staff Regulations and Conditions of Service, 2024, will enable TUMA to create good relationships with all staff and maximise their effectiveness for the university's development.

Rev. Prof. Dr. Joseph W. Parsalaw

Vice Chancellor, Tumaini University Makumira

ACKNOWLEDGEMENTS

I wish to thank the Vice Chancellor of Tumaini University Makumira (TUMA), Rev. Prof. Dr. Joseph W. Parsalaw, for the support he provided in his capacity to make this review possible. I also wish to thank the Human Resource Officer, Mr. Moses Masago, for his pragmatic input based on his knowledge of human resources and experience of issues related to academic and non-academic staff.

This document has been in operation since 2015, and therefore, during its use, TUMA staff have contributed to its review in one way or another.

The need to review the document has emanated from the follow-up made by the TUMA Council Finance, Planning, and Development Committee. I sincerely thank the committee members for their expertise and advice, and we extend our sincere thanks to the Chairperson of the Council Finance, Planning, and Development Committee, CPA Rosemary Lulabuka, for her follow-up, input, and guidance.

Prof. Dr. Faustin Leonard Mahali

Deputy Vice Chancellor for Administration - TUMA

PREAMBLE

- 1) Tumaini University Makumira, formerly known as Tumaini University until 2012, was established in 1997 as the first private university in Tanzania. Since then, the university has undergone significant changes reflected in its Rolling Strategic Plan 2023/2024-2027/2028. In this document, TUMA's vision is to be "A leading Christ-centred academic institution for needs-driven generation, consumption, propagation and continuation of knowledge and skills for holistic development and well-being of humankind and the environment. TUMA also has a mission that states its goal is "provision of university education focusing on teaching and learning, innovative and impactful research and public service for sustainable development."
- 2) TUMA's core values are love, that is, to be a community inspired by God's love that cares for the well-being of one another; stewardship, to be a community that embodies God's stewardship by prudently utilising resources for the sustainable provision of quality services. TUMA stands for professionalism, to be a community that demonstrates competence and exercises due diligence in the provision of quality services; accountability, to be a community of God-fearing people willing to accept responsibilities articulated in institutional provisions and authorities; Integrity, to be a community that strives to uphold honesty, truth
- 3) The University's fundamental vision and mission can best be achieved by having guiding principles regarding policies and procedures relating to employment and staff conduct.
- 4) The wisdom guiding the adoption and use of the Staff Regulations and Conditions of Service is derived from the biblical verse, "If you become willing and obedient, you shall eat the good of the land" (Isaiah 1:19).

PART 1

INTRODUCTION

1.0 Short title, Authority and effective date

The Tumaini University Makumira Staff Regulations and Conditions of Service are made under Article 23 (I) of the Tumaini University Makumira Charter, 2012. These regulations may be cited as Tumaini University Makumira Staff Regulations, 2024, and they are effective from the date of approval by the University Council.

2.0 Definitions and Interpretations

For purposes of these Staff Regulations, the following words, phrases, or terms will have the meanings shown below unless the context requires otherwise.

- (a) Academic Staff – means staff members charged with academic matters such as teaching, research, etc.
- (b) Non-Teaching Staff – members of staff charged with non-teaching duties of the College.
- (c) Appointment means a placement in TUMA's service in any of the types/categories mentioned in Part II of these Regulations.

“Appointing Authority”

Means the University Board of Trustees, University Council, Constituent College Governing Board or another authorised agent.

“Approved Medical Officer”

Means a Medical Practitioner duly registered according to the written law of the land and approved by the acceptable University or Constituent College.

“Board of Trustees of the University”

Means the Board of Trustees of the University is established under provisions of Article 16 of the University Charter.

“Child”

Means biological child or legally adopted child of an employee who is below 18 year and wholly maintained by the employee.

“Circular”

Means any letter or written notice issued from time to time by the authority of the Government, University Board of Trustees, University Council, College Governing Board and/or any authorised agent.

“Citizen”

Means a citizen of the United Republic of Tanzania.

“Constituent College Governing Board”

Means the Constituent College Governing Board established under Article 37 of the Tumaini University Makumira Charter. The naming of the Board may be Board of Directors or Board of Governors in respect of Colleges, as the case may be.

“Constituent College” or **“College”** means the Constituent College of Tumaini University Makumira as established under Article 7 of the Tumaini University Makumira Charter.

“Council”

Means the Council of the University established under provisions of Article 21 of the University Charter.

“Dependent Children”

Means four children or four legally adopted children who are not more than eighteen or those older than 18 who attend school or college.

“Domicile”

Means the place where a person was born or which he has made his permanent home as declared in his appointment or in case of ladies getting married as declared by letter of notice of marriage.

“Employee”

Means an employee of the University or Constituent College of the University Reference to “Staff” or “Officer” shall have the same meaning as Employee.

“Employer”

Means the respective appointing authorities of the University/Constituent College

“Expatriate”

Means a non-citizen employee usually employed on special contract terms

“Family”

Means the dependent children of an employee and the employee’s spouse

“Form”

Means the forms in the appendices to these regulations where applicable and where they are not applicable forms of like character with such variations as circumstances may require which shall be used for the purposes of these regulations.

“Integrity”

Means adherence to accepted moral principles, being honest, impartial and fair minded.

“Provost”

Means the Chief Executive of the Constituent College who is appointed in accordance with the Charter of the University and respective Constituent College.

“Promotion”

Means the appointment of an employee to a higher grade.

“(the) Regulations”

Means these Staff Regulations and Conditions of Service.

“Salary”

Means gross salary.

“Spouse”

Means one wife or husband who is legally accepted as such by the University/College.

“Transfer”

Means a posting of an employee from one station to another

“TUMA” means Tumaini University Makumira

Tumaini University Makumira is owned by the Evangelical Lutheran Church in Tanzania (ELCT), and it was established under its Charter and the University Act 2005.

“University Charter”

Means Charter of the Tumaini University Makumira, 2012.

“Volunteers”

Means members of academic and non-academic staff serving the University/College but paid by their sending agency.

Interpretation of gender

Whenever appropriate, the Regulations' reference to the masculine gender shall be construed to include the feminine and vice versa.

3.0 Application of other Legislations, directives, Circulars

When the provision of these Regulations is in any way at variance with the terms of any government legislation or directive or circulars, the terms of such legislation directive or circular dealing with aspects of conditions of employment which are not dealt with these Regulations shall apply to employees of the University/Constituent College to such extent as laid down in the legislation concerned.

Acceptance of an offer of appointment on permanent or contract terms shall be deemed to include acceptance of the provisions of these regulations.

4.0 Application

These regulations apply to all University and Constituent College staff. The Vice Chancellor is responsible to the Council for the application of these regulations, and the Provost is responsible to the Constituent College Governing Board.

Where the application of the regulations raises a dispute, the matter shall be referred to the Vice-Chancellor/Provost. Unless a decision has to be referred to the Vice-Chancellor/Provost referred to above shall be final.

5.0 Amendments

Any reviews, amendments, and supplements to these regulations must be authorised by the University Council or the College Governing Board. The authorised alterations should be implemented after the relevant Committee of the University Council /College Governing Board has been duly consulted.

6.0 Authority for making the Regulations

The University Council issued these Regulations under Article 23 (I) of the Tumaini University Makumira Charter, 2012.

7.0 Prescribed Forms

Prescribed forms are shown in the Appendices.

No forms shall be added or existing forms altered unless approved by the Council or Constituent College Governing Board. Management should customise the forms based on their substantial components.

PART II

RECRUITMENT OF STAFF

1.0 EMPLOYMENT

2.0 Policy on Appointments

- (i) No appointments may be made for which no financial provision has been made in the University/College's approved estimates.
- (ii) Any post increase must be within the establishments shown in the approved University/College Governing Board/University Council.
- (iii) No person previously convicted of a serious criminal offence or dismissed from previous service may be appointed to the University/College's services.
- (iv) When making appointments, preference shall be given to citizens of the United Republic of Tanzania. Non-citizens shall be appointed only in case suitable citizens are unavailable and in accordance with TCU Standards and Guidelines of Provision of University Education in Tanzania, 2019.
- (v) Volunteer engagement shall be made under the established posts and the recommendations of the current faculty or department. When employing foreigners, proper procedures should be followed to secure government permits and other papers

3.0 Appointing/Disciplining Authorities

- 2.1 There will be 4 Appointing/Disciplining Authorities in Tumaini University Makumira as follows:
 - (i) TUMA Board of Trustees
 - (ii) University Council/College Governing Board
 - (iii) University/College Management Committees
 - (iv) Chief Executive Officer
- 2.2 The travel, accommodation, on transit, and sitting allowances will be determined in the Scheme of Service.

- 2.3 As indicated in 2.1 above, the relevant appointing/disciplining authorities will handle the appointing, promotion, and disciplining of various categories of staff.
- 4.0 Advertising of vacant posts**
Vacant posts will usually be advertised in the press by the office of the University Deputy Vice-Chancellor (Finance, Planning and Administration) or Constituent College Deputy Provost for Administration).
- 5.0 Reply to Applicants**
All candidates applying for advertised positions in the University/ college will receive replies to their application letters (**Appendix 1**).
- 6.0 Interview**
Candidates aspiring for positions in the University or college shall be required to appear for an interview by a panel formed following the University or college Regulations. The candidates' calls for the interview shall be as performed (**Appendix 2**).
- 7.0 Pre-appointment Medical Examination Report**
All candidates for appointment to the service of the University/College, except for “daily-pay” workers, shall undergo a medical examination by a registered medical doctor or a licensed medical officer approved by the University/College. The appointment shall be subject to a certificate of fitness issued by a registered medical doctor or a licensed medical officer and received by the University/College. The Certificate shall be in the prescribed form (**Appendix 3**).
- 8.0 Date of appointment**
The appointment date shall be when the candidate reports at the duty station to take up the appointment and after being declared medically fit. The call to report for duty will be in the prescribed form (**Appendix 4**).

9.0 Probation

- 9.1 For newly appointed non-academic local staff, the probation period shall be one year. On satisfactory completion of probation, the employee's appointment shall be confirmed. A six-month probation extension may be made for the service of an employee whose probation period has been unsatisfactory. At the end of such extension, the appointing authority shall decide whether or not to employ the staff on permanent/contract terms. The reasons for extension should be communicated to the employee.
- 9.2 Local academic staff appointed to University/College Service for the first time shall serve a probationary period of one year, provided that they have not served in similar posts in other recognised Institutions of higher learning for an equivalent period or more. The employee's appointment shall be confirmed on satisfactory completion of his probation; otherwise, the Vice-Chancellor/Provost, on recommendation of the Deputy Vice-Chancellor for Administration/Deputy Provost for Administration, may extend the probationary period for six months. At the end of such extension, the appointing authority shall decide whether or not to employ the staff on permanent /contract terms. The reasons for extensions of the probationary period shall be communicated to the employee.

10.0 Appointing Procedure

Academic and non-academic staff appointments shall be made according to the University Charter or respective Constituent College Charter and following TUMA Appointment and Promotion Criteria.

11.0 Types of Appointments

Listed below are the various types of Appointments:

- (i) Permanent Appointment.

- (ii) Temporary Appointment.
- (iii) Appointment on Contract.
- (iv) Appointment on secondment
- (v) Casual Employment.

11.1.0 Appointment on Permanent Terms

11.1.1 Age on Permanent Appointment

Only Tanzanian citizens below the age of 45 may be appointed on permanent terms. All appointments on permanent terms shall be made initially for a probationary period of one year for academic staff and one year for non-academic staff, and only upon satisfactory completion of the probationary period shall the employee be confirmed for the appointment.

11.1.2 Offer of Permanent Appointment

- i) Every employee on first appointment by the University/College shall be required to sign an employment contract after reply of the offer or any other forms as may be directed by the employer **(Appendix 5)**
- ii) Appointment shall be effective on the date he/she reports on duty after being declared medically fit.
- iii) Upon appointment, an employee shall be required to complete and submit to the University/College a duly completed Personal Record Form **(Appendix 6)**

12.0 Medical Report

All first appointments shall be subject to the candidate being declared medically fit by the Medical Officer approved by the University/College to hold the post to which the University/College has appointed him. For this purpose, the request for a medical examination form shall be completed **(Appendix 3)**

13.0 Confirmation

An officer will be eligible to be confirmed in his post at the end of the probationary period, subject to work performance, conduct, and other prescribed conditions. The probationary period shall be one year from the first appointment date. On confirmation, the employee shall cease being on probation and become permanent. A letter of confirmation shall be in the form set out in **(Appendix 7)**

14.0 Promotion

Staff promotion shall be done based on satisfactory performance and availability of funds. The Appointing Authority shall determine the effective date of staff promotion to the post. The promotion letter shall be in the prescribed form **(Appendix 8)**.

15.0 Evaluation for Promotion

Promotion of non-teaching and Academic staff shall involve a review of annual Staff performance based on Annual Performance Reports required to be prepared for all officers. A careful appraisal of each officer's qualifications, abilities, and work is essential in the interests of the officers themselves and the efficiency of the service as a whole. The Annual Confidential Report Forms shall be in the form set out in **Appendix 9** for Non-Teaching Staff and **Appendix 10** for Academic Staff in line with assessment of publications **Appendix 11**.

16.0 Acting Capacity

Employees may be appointed in an acting capacity in the following circumstances.

- (a) The post falls vacant, and it is impossible to fill it with the right candidate at that particular time; if a potential candidate is deemed to have the qualifications but needs to be groomed and supervised over time, he may be given the post on an acting basis. At the end of the probationary period of six months, he will be assessed if he can be awarded the post.

- (b) When the incumbent is absent from duty for whatever reasons provided that:
 - i) The minimum period to qualify for an Acting Allowance shall be one month.
 - ii) The maximum period of acting shall be six (6) months.
- (c) The actable positions under these Regulations shall be:
 - i) Vice-Chancellor.
 - ii) Deputy Vice-Chancellor.
 - iii) Provost
 - iv) Deputy Provosts
 - v) Secretary to the Council/Governing Board
 - vi) Deans/Directors/Bursars
 - vii) Heads of Department

17.0 Appointment on Contract

Appointment on contract terms shall normally be for up to five years from the date of first appointment, provided a contract may be renewed for a further period on mutual agreement. The Contract shall be in the prescribed Form (**Appendix 12**).

18.0 Appointment on Secondment

Appointment on secondment will be made under the recommendation of the Council Staff Appointments, Development and Disciplinary Committee College/Governing Board.

19.0 Appointment on Temporary Terms

If, for some reason, the work demands more staff than is available from present employees and the phenomenon appears to be temporary, temporary employees may be engaged. An appointment on temporary terms shall be on a month-to-month basis for a period not exceeding three months.

A temporary employee must sign a temporary/contract letter and report for duty before the appointment takes effect. The letter shall be in the Form (**Appendix 13**). The appointment shall be subject to renewal after every three months by the

Appointing Authority, but only if the appointment needs to be continued.

20.0 Consultancy/Part-time Terms/Pre-service Employment

Consultancy/Part-time terms of service shall normally be outsourced for professionals whom the University/College has failed to obtain from among its full-time staff. The consultancy service agreement shall be in the prescribed Form (**Appendix 14**). The pre-service employment of students shall include non-academic and Tutorial Assistants as prescribed in the Form (**Appendix 24**)

21.0 Casual Employment

These are employees employed on daily terms for a period of not more than two hundred and eighty days during twelve consecutive months. Terms of Employment for Casual Employees shall be categorised by payment at daily rates of wages.

22.0 Terms of Service for Daily Paid Staff

Wages for the following categories will be fixed according to Government scales:

- (a) Skilled craftsmen
- (b) Semi-skilled craftsmen
- (c) Labourers

23.0 Termination of Appointments

Termination of appointments shall follow the prevailing laws of Tanzania and the terms and conditions of service of the Academic, non-teaching and Support staff of the University/College. The services of an employee will usually be terminated on the following grounds:

- (i) On reaching the compulsory retirement age:
- (ii) On medical grounds, i.e., an employee has become unable to discharge his duties efficiently because of physical or mental illness, as recommended by a Medical Board approved by the University Council/Constituent College Governing Board.

- (iii) The Appointing Authority finds that the organisation's services are in danger due to general and sustained employee inefficiency, which cannot be attributed to negligence or poor health.
- (iv) Where the disciplinary action against the employee has resulted in such punishment, i.e. termination.
- (v) On the death of the employee
- (vi) On dismissal
- (vii) On revocation of post
- (viii) On redundancy
- (ix) On any other reason apart from the Employer/Employee

PART III

STAFF OBLIGATIONS

1.0 Staff Integrity

All the staff are required to have unquestionable integrity and be loyal to the University/College.

2.0 Staff Conduct

Each staff shall conduct himself to portray a positive image of the University/College and himself in his official and private affairs. He shall always be expected to behave according to acceptable moral, ethical, and social standards. Drunkenness on duty or smoking is prohibited on the University/College campus. Staff who contravene the restriction shall be liable for disciplinary action.

3.0 Employees Prohibited from Accepting Gifts

No employee of the University/College shall canvass any gift in whatever form or description from any person or firm with whom he has or may be likely to be dealing in the course of his duties as an employee of the University/College.

4.0 Dress Code

The University/College expects all staff to wear suitable and unobjectionable attire. Any employee wearing a dress that offends contemporary public morals and is against the university dress code shall not be allowed in the University/College premises. Disregarding existing rules on dress code shall constitute a severe offence calling for suitable disciplinary action.

All staff members provided with or required to wear uniforms shall put them on while on duty. They shall ensure that the uniforms are kept neat and clean. When the uniforms are provided free of charge, they shall remain the property of the

University/College and shall be duly replaced from time to time. When an employee provided with such a uniform leaves the service, he must return the uniform to the University/College.

5.0 University/College Property

Each College employee is responsible for guarding the College funds and properties entrusted to them. He should make sure that no damage, loss, misuse, or misappropriation occurs to them.

PART IV

GENERAL CONDITIONS OF SERVICE

1.0 Date of First Appointment

The date of a newly appointed employee's first appointment shall be the date he reports for duty. This will be the date when the counting of his personal emoluments commences.

2.0 Attendance

The University/College staff's regular hours of attendance shall be a maximum of 40 hours per week or such other hours as the Board may determine.

3.0 Working hours

The University/College official working hours shall be as follows: Monday to Friday, 8 am to 5 pm, and for the cleaners, 7 am to 4 pm. The working hours may be altered at the discretion of the Council/College Governing Board in light of special circumstances.

All employees whose work demands night duty or availability at night shall work on a shift basis by work schedules as approved by the Vice-Chancellor/Provost from time to time. All other employees shall work regular hours.

Every employee of the University/College shall be on duty at his regular workplace during office hours and other times that may require him to perform his duties.

4.0 Attendance Register

To maintain a record of the time of arrival and departure of University/College employees on duty, an attendance register will be maintained by all departments in the prescribed form **(Appendix 14) or Biometric Register.**

Members of all levels will sign the register.

5.0 Payment of Overtime

The conditions for overtime payment are as stipulated under Part IX of these Regulations. The request for overtime payment is as per the prescribed form (**Appendix 15**).

6.0 Absence from duty

Where an employee requests to be absent from duty for personal reasons, he shall be required to fill in a form requesting to be absent from duty. The form shall be in the prescribed forms (**Appendix 17(a) and 17(b)**).

PART V

SALARY AND ITS ADMINISTRATION

7.0 Salary Scales/Levels

The salary scales/levels of employees shall be as contained in the Schemes of Service of the University/Constituent College as amended from time to time.

8.0 Payment of Salaries

Salaries shall be paid monthly in arrears.

9.0 Wages of Casual Employees

- When a casual employee is engaged on part-time duties he/she shall be paid a wage based in proportion to the basic scale according to the number of hours worked.
- An employee proceeding on leave may be paid his/her salary in advance.

10.0 Salary Increments

Annual increments shall be based on satisfactory performance. Normally it will be after a full academic year.

11.0 Criteria for Salary Increment

New appointees normally enter at the minimum of the relevant scales, provided that where experience is to be considered, they enter at such points as the Appointing Authority may decide. The primary criteria for salary increments are job performance and additional qualifications obtained relevant to the post. Performance evaluation reports for each employee will be completed one month before the expiry of the year to which it relates.

12.0 Overtime Payment

- (i) When it is necessary to work outside official working hours, employees shall be paid for the overtime worked when compensation by time off during working hours cannot be made.

- (ii) The supervisor shall seek approval to work overtime from the appropriate authority using the form provided in **(Appendix 15)**.
- (iii) Unless otherwise specified, the overtime rate of payment shall be calculated based on the employee's salary and the hours worked at the following current Government rate:
- (iv) The total hours worked during the week/working days shall be multiplied by two.
- (v) The standard hourly rate =
$$\frac{\text{Monthly Salary}}{175 \text{ hours}}$$
- (vi) Employees working on overtime shall be adequately supervised by a responsible officer who is not himself eligible for overtime payment.

13.0 Vetting

All employees will be vetted and required to declare loyalty and secrecy to the University/College.

14.0 Engagement in work not related to University/College/Employment

- (i) No officer/employee may render Professional Assistance or accept any work from another employer not associated with his/her employment during working hours without the appointed authority's written permission.
- (ii) Generally, there will be no objection to staff holding honorary posts as office bearers of religious bodies, charitable institutions, etc., as long as those activities do not interfere with the work schedules of the University/College.

PART VI

LEAVE

1.0 General conditions relating to leave

- (i) All staff shall be entitled to 28 calendar days as annual leave. The annual paid leave is earned after two years. Annual leave is earned in full on the employee's anniversary date. Unclaimed leave shall be forfeited. Application for leave shall be in the prescribed form (**Appendix 18**)
- (ii) Every effort will be made to allow employees to proceed on earned leave as per the annual leave cycle. Each Department/Faculty must maintain an annual leave cycle. It is the responsibility of the employees to apply for their leave at least two months before going on leave. Leave entitlement shall be kept in the leave record sheet.
- (iii) Leave earned during the year that it is earned. Every employee should take leave every year unless otherwise decided by higher authorities who should allow the employee to accumulate leave or authorise payment of salary instead of leave. Work exigencies shall be determined by the appointing Authority only. Leave can be taken anytime during the subsequent year.
- (iv) For leave entitlement purposes, an employee's annual leave only becomes fully earned after working for 12 months. Here, work includes official training authorised by the University/Constituent College.

2.0 Public Holidays

The University shall observe Public Holidays as announced by the Government.

3.0 Compassionate Leave.

An employee on permanent and contract terms may be granted compassionate leave of not more than 14 days after he/she has satisfied the Appointing Authority or any officer acting on his behalf that his attendance for the requested activity is necessary.

Such leave shall be deducted from an employee's annual leave entitlement.

4.0 Sick/Convalescent Leave

On the recommendation from an approved medical officer, an employee may be allowed sick or convalescent leave. Approved sick or convalescent leave shall be paid leave under the following conditions:

- (i) Every permanent employee during the same illness/sick period and employees on contracts lasting two years and above shall receive full pay for the first six months and half pay for the subsequent six months. At the end of the first six months, the employee shall be examined before a Medical Board for a recommendation to extend his/her sick leave.
- (ii) Every temporary employee shall receive a month's full pay during the first month of an illness and half pay during the second month of the same sick period. After the second month, the employee shall be terminated.

5.0 Sick period

For officers on permanent terms, except those on temporary terms, the sick period is three years from the date of first appointment and a new sick period commencing thereafter.

6.0 Maternity Leave

- (i) Tumaini University Makumira shall be obliged to grant paid leave for four terms of maternity leave.
- (ii) Upon producing a Medical Officer's certificate certifying that she is expecting to deliver a baby, a female employee shall be entitled to eighty-four (84) days or one hundred days (100) paid leave if she has given birth to more than one child. Maternity leave may be taken all at once or piecemeal. Maternity leave can commence any time between the start of the seventh month of pregnancy and delivery.
- (iii) A female employee shall not be entitled to paid maternity leave if she did, at any time within three years before the

application for maternity leave, take any paid maternity leave.

- (iv) Annual leave earned during the year in paid maternity leave shall be forfeited.

7.0 Paternity Leave

- (i) The University/College shall be obliged to grant paid paternity leave to a male employee for four (4) terms of his wife's delivery.
- (ii) The male employee shall deserve paternity leave only for one legally married wife.
- (iii) Upon his wife's delivering a child, a male employee shall be entitled to up to three days of paid paternity leave commencing any time during the first week of his wife's delivery.

8.0 Sabbatical Leave

- (i) Members of the academic staff may be granted sabbatical leave according to the following regulations:
- (ii) The University/Constituent College for staff development shall identify and approve all candidates eligible for sabbatical leave. A member must possess a PhD and have completed at least five (5) years from his first appointment or since his last sabbatical leave.
- (iii) In recognition of the investment the University/College makes in respect of a member of staff proceeding for sabbatical leave, it may require the staff to sign a contract binding him to return and serve the University/College for periods similar to those stipulated in the contract that other members sign before they proceed on training programmes (**Appendix 19**)
- (iv) A Faculty with more than one member eligible for sabbatical leave will determine the order in which such members can take their sabbaticals. Under no circumstances should teaching, research and consulting duties be allowed to suffer due to these arrangements.
- (v) Individuals must present satisfactory study work programmes to their faculty before the committee

responsible for staff development can be requested to approve them.

- (vi) Sabbatical leave shall be taken as far as possible at a place that is most suitable for the candidate's professional development aspirations.
- (vii) For financial arrangements, each case will be treated according to the programme's conditions. For example, if the member receives full pay from a donor and has made substantial and adequate arrangements, the member will receive a full salary from the University/Constituent College.
- (viii) Where a sabbatical leave involves a substantial financial need for research, the normal channels for applying for research funds will be followed.
- (ix) Priority will be given to the sabbatical leaves within the country.

9.0 Special Leave

(a) Sporting Events

Employees of any category selected to represent their areas as competitors or recognised team officials at National and International sporting events may subject to the exigencies of their service, be granted leave necessary to enable them to participate in these events. "Such leave shall be on full pay and shall not count against normal leave entitlement, but it shall carry no entitlement to transport privileges or allowances.

(b) Conferences, Seminars and other Activities

Officers selected to attend conferences, seminars, or other activities sponsored by recognised official organisations may, subject to the exigencies of their service, be granted special leave of absence to enable them to attend the conferences, seminars, etc. Such leave shall be on full pay and shall not count against ordinary leave entitlement but shall carry no entitlement to transport privileges or allowances.

(c) Leave for Examinations.

Officers may be granted leave of absence without loss of salary to sit for examinations recognised by the University or college.

(d) Discretionary Powers of the Vice Chancellor/Provost.

The Vice Chancellor/Provost may, at his/her discretion, authorise financial assistance to officers in connection with examinations relevant to one's work, subject to reporting to the Council/College Governing Board.

10.0 Leave without pay

In exceptional circumstances, an employee may be allowed unpaid leave for such periods as the University/Council/College Governing Board may decide. The period of unpaid leave shall be non-leave-earning and shall not count towards retirement benefits.

PART VII

MEDICAL BENEFITS

1.0 Responsibility by the University/Constituent College

- (i) University/Constituent College shall contribute 3% and deduct the same from the employee's basic salary, making a 6% contribution to NHIF to cover medical needs as described by NHIF Act, 1999.
- (ii) An employee covered by another Health Insurance shall submit legal documents for its establishment and recognition by the government and bring necessary documents to verify its validity.

2.0 Sick sheet

An employee requiring medical treatment covered by Insurance should report his illness, obtain a sick sheet from the authorised University/Constituent College officer, and report the sick sheet to the recognised hospital for treatment. The sick sheet shall be in the prescribed Form (**Appendix 20**).

3.0 Doctor's Certificate

A doctor's certificate stating the reason for incapacity shall be delivered to the University/Constituent College. Thereafter, provided that when such a certificate has been issued by a doctor other than the University/College doctor, the management shall be entitled to verify the certificate's authenticity.

3.1 Authenticity

When the University/Constituent College finds a doctor's certificate unauthentic, disciplinary action will be taken against the staff if a satisfactory explanation is not forthcoming.

4.0 Funeral Costs

- (a) The cost in respect of the burial of a deceased employee or deceased spouse or dependant of an employee on permanent/contract terms will be borne by the

University/Constituent College and will include the following:

- (i) Coffin
- (ii) Preparation of the Grave
- (iii) Shroud
- (iv) Wreath
- (v) Transport costs of the body to the place/location of burial as determined by the University/Constituent College, considering the distance and costs involved
- (vi) Transport of family and personal effects of the deceased to his place of domicile
- (vii) Condolence money shall be determined by the Administration of the University/Constituent College from time to time

PART VIII

TRANSPORT AND TRAVELLING

1.0 Entitlement to free transport

Employees will be entitled to free transport at the expense of the University/Constituent College when travelling on:

- (i) First appointment from the place of residence to the duty station.
- (ii) Transfer to a new duty station.
- (iii) Duty
- (iv) End of appointment from the duty station to the place of domicile, provided it is not resignation.
- (v) On dismissal.
- (vi) Retirement from the duty station to the place of domicile.

2.0 Mode of travel

The employee shall normally use the most economical mode of travel to the university/college. Air travel shall only be undertaken with the prior approval of the Vice-Chancellor/Provost. When travelling by air, personal luggage must be restricted to the amount carried free for the air ticket. Claims regarding excess baggage shall not be entertained unless prior approval from the Vice-Chancellor/Provost is obtained. The travel grades must be in accordance with the carriers with such classes.

3.0 Grades of Travel

- 3.1 The Vice-Chancellor, Deputy Vice-Chancellor for Academic Affairs, Deputy Vice-Chancellor for Administration, the Provost, Deputy Provost for Academic Affairs, and Deputy Provost for Administration shall be entitled to economic class air travel and first class in all other modes of travel, i.e., railway, bus, and sea transport.
- 3.2 Academic and Non-Teaching Staff shall be entitled to first class in first-class modes of travel other than air mode, i.e., railway, bus, and sea transport.

4.0 Transport of Personal Effects

4.1 Travelling on circumstances in which the employee is eligible for free transportation of personal effects will be in the following circumstances:

- (a) Travelling on first appointment.
- (b) Transfer.
- (c) Termination of employment.

4.2 When travelling by air, personal luggage must be limited to the amount carried free with the air ticket. Claims for excess luggage shall not be entertained unless prior approval of the VC/Provost is obtained.

5.0 Free Transport for Widow/Widower and Children

In the event of a married employee dying in the country or abroad, his widow/widower and dependent children shall, if they were resident with him, be granted free transport by normal surface transport to their home using the most economical transport. They may take luggage (including personal effects of the deceased) on the scale to which the deceased employee would have been entitled on termination appointment.

6.0 Free Transport of Vehicles on Transfer

When an employee is transferred from one station to another, he may be granted free transport for his vehicle. Such free transport shall normally take the form of free carriage by rail or steamer over any portion of the route covered by such service plus mileage allowance for any portion of the journey not so covered. However, at the discretion of the VC/Provost, an officer may be permitted to travel in his vehicle by road over the whole journey from his old to his new station, in which case full mileage allowance for the entire distance shall be payable.

7.0 Amount of Luggage Allowed

Weights allowed when travelling on the first appointment, transfer, termination of employment, dismissal, retirement, and death shall be as follows:

- (a) Up to 3,000 kg for the Vice Chancellor, Deputy Vice Chancellor for Academic Affairs, Deputy Vice Chancellor for Administration, Provost, Deputy Provost for Academic Affairs, Deputy Provost for Administration, Academic and Non-Teaching Staff from the level of a Lecturer or Senior Officer
- (b) Up to 1,5000 kg for all other staff

8.0 Transport when on Duty at another Station

- 8.1 When possible, the VC/Provost shall be availed of transport anywhere he travels on duty. This can be done by either allowing him to travel with a University/College car or hiring a car at the place he is visiting.
- 8.2 The DVCAA, DVCA, DPAA, and DPA shall be allowed to hire transport at their visiting station and be refunded on the production of valid receipts or certification.
- 8.3 Other Officers travelling on duty shall be paid a flat rate as decided by the University Council/College Governing Board to cover their transport at their place of visit.

PART IX

ALLOWANCES

1.0 Categories of Allowances

- (a) Employees are entitled, when appropriate, to receive the following allowances.
 - (i) Subsistence Allowance
 - (ii) Transfer Allowance
 - (iii) Disturbance Allowance
 - (iv) Entertainment Allowance
 - (v) Acting Allowance
 - (vi) Outfit Allowance
 - (vii) Overtime allowance
 - (viii) Mileage Allowance
 - (ix) Responsibility Allowance
 - (x) Uniform Allowance
 - (xi) Financial Risk Allowance
 - (xii) Sitting Allowance
 - (xiii) Travelling Allowance
 - (xiv) House Rent Allowance (House Rent Allowance shall be paid to all employees at the rate approved by the University Council/College Governing Board).
- (b) The University/College reserves the right to introduce new allowances and delete any existing ones as necessary.

1.1. Subsistence Allowance

- (i) An employee who travels on duty can claim allowances at the daily rates calculated based on living in various places of visit and the officer's grade per night of absence from the duty station. This shall be apart from the cost of transport provided that the allowance is not paid twice if there is another sponsor or agency. The University/Constituent College shall review the rates from time to time. The number of days from one's duty stations shall be determined by the needs of the

assignment as approved by the Supervising Officer, and no more payment shall be allowed for whatever reason of overstaying unless it is with the express approval of the Authorizing Officer.

- (ii) Travelling on duty will include attending short courses, conferences, seminars, study tours, and workshops for up to 90 days.
- (iii) Travelling allowances discussed in this section shall not apply when one attends courses/conferences, seminars and workshops for a period longer than 90 days. Daily subsistence rates for employees travelling within Tanzania will be based on Government per diem rates.
- (iv) Staff travelling on duty during the daytime and forced to be away from their duty station during breakfast or lunch may claim an allowance at the rate to be determined per day by the University or College. The immediate supervisor must approve the travel plan before implementation.

1.2. Transfer Allowance

The transfer allowance shall be based on the same rates as the travel-on-duty allowance but with additional allowances for spouses in the amount of the employee's rate of allowance and at half the employee's rate of allowance, which shall be limited to 14 days. The purpose of the allowance is to help the employee upkeep the new workstation before he gets permanent accommodation.

When an employee is in transit on a transfer and is forced to stay in a hotel because of circumstances beyond his control, he may be paid the full per diem rate for himself and his spouse and half the per diem rate for the dependent children.

1.3. Disturbance allowance

When an employee is transferred from one station to another and if the transfer involves travelling, he may be paid a disturbance allowance at the government rate of basic salary, which shall be paid before departure to his

new station. When transferred on promotion, an employee's annual basic salary shall be taken as being that of the scale to which the employee has been promoted.

1.4. Entertainment Allowance

The Vice-Chancellor/Provost and Deputy Vice Chancellors/Deputy Provosts may claim expenses incurred on entertainment. All other employees whose duties may require entertaining may only entertain after obtaining approval from the appropriate Authority of the University/College.

1.5. Acting Allowance

- (i) When an acting appointment is authorised, the acting allowance payable will be at the rate of the full difference between the remuneration scale in which he is acting and the employee's normal remuneration. The acting posts shall be valid if the appointee has worked for at least one month. This remuneration shall consider only the differences in basic salary and one month. This remuneration shall only consider the difference between the basic wage and transport allowance. Notwithstanding the foregoing statement, if the position one is acting had a transport entitlement, the acting employee shall also be entitled to transport during the acting period.
- (ii) A person who is appointed to act in a position on probation will be paid the full amount the incumbent would be entitled to.
- (iii) A person appointed to act in a position when the incumbent is away for a brief period will be paid at the rate of the full difference between his basic salary and that of the position in which he is acting and the employee's remuneration package.
- (iv) An appointment to act in a position means a person is called upon to shoulder additional

responsibilities of the same status as he is currently shouldering. In that case, he should receive appropriate compensation as shall be determined by the Vice-Chancellor/Provost.

1.6. Outfit Allowance

Employees required to travel outside Tanzania on duty will be eligible to receive an outfit allowance at the rate to be determined by the University/College and provided for in circulars subject to the following conditions:

- (i) The allowance shall be paid before the officer departs from Tanzania.
- (ii) The allowance has yet to be received during the last 12 months.

1.7. Imprest

When an employee is travelling on official duty or transfer, he may be granted an imprest for meeting such expenses before he departs from his station. Such imprest must be full accounted for within fourteen days of his return to his workstation.

1.8. Overtime Allowance

Payment of overtime is a privilege, not a right, and shall be made for hours worked more than 40 hours a week. Payment of overtime shall be made only when compensation by time-off during normal working hours cannot be made. Prior approval of overtime payment shall be sought and obtained before such overtime is worked. Employees working overtime shall be adequately supervised by a responsible officer who is not himself eligible for overtime payment.

1.9. Mileage Allowance

An employee above the salary scale of a Lecturer or Senior Officer may use his personal motor vehicle while on duty and be entitled to a mileage refund, provided that the journey has been approved by the Vice-

Chancellor/Provost. The amount to be claimed shall be as per the current University/Constituent College mileage pay.

1.10. Responsibility Allowance

The University/Constituent College may pay a responsibility allowance to categories of staff depending on responsibilities related to their posts at the rate determined by the University/College as it deems fit.

1.11. Uniforms Allowance

The employees of the University/College who, by nature of their duties, are compelled to wear uniforms or some protective gear shall be issued free uniforms and /or protective gear.

1.12. Smartness/Cleanliness

All employees shall always dress and keep themselves in a neat, moral, decent, and tidy manner and must behave according to the expectations of an institution owned by the Evangelical Lutheran Church in Tanzania.

1.13. Financial Risk Allowance

When an employee accepts certain financial risks relating to his duties (i.e., personal repayment of any cash lost in handling University/College cash), the employee shall receive additional compensation as determined by the Vice-Chancellor/Provost. A financial risk allowance is meant to compensate that individual for the extra personal monetary risk undertaken due to the nature of their duties.

1.14. Sitting Allowance

1.14.1 Sitting Allowance will be paid to the Chairperson, Secretary and member of statutory University/College meetings Committee and Sub-Committees as may be determined by the University Council/College Governing Board.

1.14.2 The sitting allowance will be payable per sitting and not per day at the rate to be determined from

time to time by the University Council/College Governing Board.

1.15. Special Allowance for Medical Staff

The medical staff will be paid a special duty allowance based on the rates approved by the University/College.

1.16. Travelling Allowance

Travelling allowance rates shall be paid according to the rates approved by the Council/Constituent College Governing Board.

PART X

LOANS AND ADVANCE

1.0 Advances in Case of Extreme Financial Hardship

Usually, the University/College does not offer loans/advances. However, in extreme cases, loans/advances amounting to a maximum of two months gross salary may be given to an employee in cases of proven extreme financial hardships that could not be foreseen and have not been caused through his/her own fault or negligence. The amount loaned/advanced must be recoverable within six (6) months. No person shall be given a loan/advance before retiring from the previous one. These loans/advances will be approved according to the financial regulations of the University/College.

2.0 The Criterion for Granting a Loan/Advance

An employee's ability to repay the loan shall be considered a criterion for granting a loan. Under no circumstances shall an additional application for a loan be given if the repayment of instalments exceeds 40% of the applicant's net salary.

3.0 Agreement

All loans will be subject to an agreement between the University/College and the employee, incorporating, among other things, the following conditions:

- (i) The University/College has the right to deduct an appropriate amount of the agreed-upon instalment when the loan is granted.
- (ii) In the event of the employee's service being terminated by either party, the balance outstanding on the loan will become immediately due to the University College. In such cases the University/College will have the right to deduct the whole outstanding amount of the loan from the employee's terminal benefits.
- (iii) All applications for salary advance/loans shall be routed through the Human Resource Officer.

- (iv) The Bursar will indicate for consideration particulars of an outstanding loan or salary advance prior to forwarding the request for approval.

PART XI

HOUSING

1.0 Housing Policy

The University/Constituent College will provide houses to the entitled staff. Allocation of available houses will be done in the following order of priority.

2.0 Entitled Officers

- (i) Entitled Officers serving or recruited under technical or tripartite agreements with foreign organisations or sending agencies.
- (ii) Any other officers recruited from overseas whose offer of appointment necessarily includes entitlement for housing to attract them to service at the University/College.
- (iii) Principal Officer of the University/College, Teaching staff and any other officer of the University/College as provided for in Regulations to be approved by the University/College.
- (iv) Teaching staff and other officers as the University/College may deem necessary.
- (v) Other entitled senior staff.

3.0 House Rent

Where houses are not available for the entitled staff, every effort will be made by the University/College to provide housing rent. House rent allowance shall be paid to all employees at the rate approved by the University Council/College Governing Board. Unless the employee's contract with the University/College provides otherwise, all staff not accommodated shall be given a housing allowance at the rate determined by the University/College. The University/College shall review the rates of house rent from time to time.

PART XII

TRAINING AND DEVELOPMENT

1.0 Guidelines for Training and Developing Human Resource

The guidelines for training and developing human resources shall align with TUMA Training Policy 2023.

2.0 Period of Training

An employee shall be required to pursue his/her course of study within the time stipulated at the commencement of such course. Only on exceptional circumstances, such as illness, marginal failure in the examination, etc., shall the employee be allowed a longer time than the original. In any case, if the employee fails to complete one particular portion of the course of study in two attempts, she/he shall either be recalled from his studies or be advised to transfer to another course.

3.0 Types of Training

(a) Induction and On the Job Training

- (i) Newly recruited employees shall be given induction courses to enable them to have a smooth entry into the new respective Departments or Directorates where the new employees shall be placed and assigned duties.
- (ii) All newly employed staff shall undergo an on the job training to familiarise them with the University/College procedures relating to their respective jobs.

(b) In-house Training

This is training designed to meet specific needs and shall normally be organised at departmental level.

(c) Formal Institutional Training

Where specific qualifications and skills for a particular job are required, the University/College shall send her staff to train in various institutions within the country and, where possible, outside the country. The Faculty Deans, Heads of Departments or Directorates shall determine the

need for such training. Such training may be short-term (not exceeding one academic year) or long-term (more than one academic year). The Rules for the candidate attending the course shall be in the prescribed form **(Appendix 21)**.

(d) Seminars, Workshops and Conferences

The University/College may organise seminars, workshops, or conferences or send employees to attend those organised by recognised institutions to enable them to develop their competencies. Deans, Heads of Departments, and Directorates shall be responsible for nominating candidates to participate in such training based on its relevance to their jobs.

(e) Exchange Program

The University/College shall establish links with other similar institutions and, whenever possible, arrange to send employees for visits, study tours and attachments to enable the staff to learn new skills, experience and attitudes. The same can be arranged for employees from other organisations to come to University/College.

4.0 Training Program

Training needs shall be assessed by the head of each Faculty/Institute/Department, who shall also propose the type of training required when it should be done, and identify who should attend.

- (a) The Officer responsible for training shall prepare a training program for the University/College by consolidating the information from the different Faculties and institutes. Such a Training Program shall also show the costs involved.
- (b) The Training Program shall have the approval of the appropriate authorities before its implementation. This applies also to any changes to be made after the Training Program has been sanctioned.

5.0 Bonding

An employee selected for training within or outside Tanzania shall be required to sign a bond (**Appendix 19**) before departure for the course; starting from the completion of his/her studies, he shall be bound to work for the College for a minimum period of five years, if the course lasts for more than one year or a minimum period of three years if the course lasts for nine months or one academic year. Employees attending long courses on part-time or distance learning shall be bonded for three years instead of five upon agreement that they shall be working while studying.

6.0 Employment Status While on Training

- (a) When pursuing studies, an employee shall be treated as on leave of absence for all the period required to complete his course or study.
- (b) Travelling and leave privileges while in training shall depend on scholarship conditions.

7.0 Salary While on Training

- (a) An employee attending long-term training on full-time basis and has been fully sponsored by the University/College shall be paid 80% of his/her basic salary
- (b) An employee who attends long-term training on full time basis and has been privately sponsored, shall be paid 90% of his basic salary
- (c) An employee who attends long-term training on part time basis, and is wholly sponsored by University/College shall receive his normal remuneration, but will be bonded as stipulated under bonding agreement
- (d) An employee who attends long-term training on part time basis and is privately sponsored, shall receive his normal remuneration, and will be bonded as stipulated under his/her employment contract
- (e) Regardless of sponsorship status, an employee who attends modular training program shall also receive his

normal remuneration, and shall not be bonded since most of the time he will be working.

N.B. Long term training is that training which lasts for more than one academic year.

8.0 Leave while on Training

Traveling and leave privileges while on training will depend on scholarship conditions.

9.0 Salary while on training

While an employee pursues his studies, he shall be treated as being on leave of absence for the period required to complete his studies. During his/her studies he/she will be paid his/her salary as determined by the University/College.

10.0 Training Reports

It is the employee's responsibility to arrange in a timely manner for the Training Institution to submit periodic performance reports and a final report upon completion of the course.

PART XIII

END OF SERVICE

1.0 Retirement age

- (i) Every academic staff member appointed as the tutorial assistant and assistant lecturer on permanent terms other than contract may retire voluntarily upon attaining the age of 60 and on compulsory terms upon reaching the age of 65.
- (ii) Every Academic Staff member at the levels of Lecturer, Senior Lecturer, Associate Professor, and Professor appointed on permanent terms other than contract may retire on voluntary terms upon attaining the age of 65 and on compulsory terms upon attaining the age of 70.
- (iii) Retirement of other staff shall be at the age of 55 years voluntary and 60 years compulsory.

2.0 Notice of Retirement

- (i) In case of compulsory retirement, the University/College shall notify the employee concerned at least one month before the effective date of his compulsory retirement.
- (ii) An employee intending to retire voluntarily shall give the University/Constituent College one-month notice of his intention to retire.

3.0 Resignation

- (i) An employee on both permanent and contract terms may resign by giving three months' notice in writing to the appointing authority through his Faculty Dean/Head of Department or by paying one month's salary in lieu of notice. The Vice-Chancellor/Provost may waive the requirement of giving a three-month notice in cases where circumstances are such that he considers it desirable.
- (ii) An employee on contract terms may resign from employment according to the relevant provisions of his contract.

- (iii) Where no specific provision has been made, the provisions numbered 3.0 (1) above shall apply.

4.0 Completion and renewal of contract

On satisfactory completion of the contract, an employee may leave the service of the University/Constituent College with all the rights and privileges to which he is entitled under the terms of his contract. However, the employee may apply to renew his contract by notifying the appointing authority not later than six months before the normal expiry of his contract.

5.0 Compulsory retirement

Suppose the Human Resource Officer has established that any contract and permanent employee should be retired on grounds not covered by these Regulations. In that case, he will forward a full report on the employee concerned (including the employee's reply to the complaint for reasons for which his or her retirement is contemplated) to the University/College Management and the Appointment Authority.

Suppose the Appointment Authority is satisfied that it is in the interest of the University/ College. In that case, the employee will be given one month notice of termination and will then be retired.

6.0 Employer's Obligations

When an employee's services are terminated, the following should be observed:

6.1 Certificate of Discharge.

All properties of the University/College entrusted to him must be surrendered to his Dean/Director/Head of Department or Deputy Vice Chancellor/Provost for Administration at the time of executing the certificate of discharge (**Appendix 22**)

6.2 Retention of Employee's Records

Personal records of service of an employee shall be secured for a period of at least ten years for the purpose of reference.

6.3 Certificate of Service

Any employee shall qualify for a certificate of service provided that he has worked for not less than six months (**Appendix 23**)

6.4 Ethics Standards

The University/Constituent Colleges shall conduct their activities following Christian principles in accordance with the Vision and Mission of the University/Constituent Colleges.

The employees of the University are expected to exhibit high ethical standards. In all disciplinary matters, the University/Constituent Colleges shall decide an appropriate disciplinary measure considering the expected ethical standards of the employee in question in an institution of the Evangelical Lutheran Church in Tanzania.

PART XIV

DISCIPLINARY PROCEDURES

1.0 Policy

In all disciplinary matters reference shall be made to these Staff Regulations and Condition of Service, Code of Conduct 2020, and TUMA Policy on Gender and Sexual Harassment 2022 and/or a written law for the time being in force.

- 1.1 Every employee of the University/College shall abide by the Regulations or any other lawful instruction specified or generally issued by his superior.
- 1.2 An employee failing to comply with these Regulations shall be deemed to have committed a breach of discipline and should be dealt with accordingly.

2.0 Disciplinary Procedures.

- 2.1 Employees whose work performance does not meet required standards or who violate the University/College's rules, regulations or policies may be disciplined according to the seriousness or repetition of the violation. Specific actions can cause employees to be penalised, including (but not limited to) the following
 - 2.1.1 Insubordination (disobedient or rebellious: refusing to obey orders or submit to authority)
 - 2.1.2 Refusal to obey directions or accept assignments; refusal to work required overtime
 - 2.1.3 Inefficiency, incompetence or inability in the performance of duties
 - 2.1.4 Disregarding safety and/or security regulations.
 - 2.1.5 “Horseplay” (rough boisterous, playful behaviour) which endangers self or other employees
 - 2.1.6 Sleeping, loitering or loafing during working hours
 - 2.1.7 Reporting to work under the influence of drugs or alcohol; refusal to consent to drug or alcohol testing
 - 2.1.8 Unlawful manufacture, distribution, dispensing, possession or use of controlled substances on

University/College property or as part of University/College activities

- 2.1.9 Possession, use or distribution of alcohol on University/College property. The possession, use or distribution of alcohol in conjunction with University/College activities not on University/College property shall be in compliance with applicable Tanzania Government laws
- 2.1.10 Excessive, unnecessary or unauthorized use of University/College supplies, material, equipment, or vehicles particularly for personal purposes
- 2.1.11 Unauthorized use or misuse of all computer system, equipment, and software
- 2.1.12 Careless, negligent or improper use of University/College property; careless, negligent or improper use of official vehicles
- 2.1.13 Conducting personal business on the job
- 2.1.14 Excessive or unauthorized use of office telephones
- 2.1.15 Habitual or flagrant improper use of leave privileges; failure to notify supervisor of absence
- 2.1.16 Continual tardiness or chronic absenteeism; failure to notify supervisor of absence.
- 2.1.17 Leaving the job during working hours without permission.
- 2.1.18 Dishonesty or fraud, including falsifying employment application or work records or other University/College work records
- 2.1.19 Arrest, conviction of a criminal act or illegal activity
- 2.1.20 Fighting or using obscene, abusive, or threatening language or gestures
- 2.1.21 Theft or facilitation of theft.
- 2.1.22 Unauthorized possession of ammunition, firearms, or explosive weapons, on University/College premises or while on University/College business. Authorization to possess such items on University/College property may be granted by the Vice Chancellor/Provost or his designee

- 2.1.23 Violating University/College's non-discrimination and/or sexual harassment policy
- 2.1.24 Violating College rules, policies or departmental work rules.
- 2.1.25 Unauthorized release of confidential information from official records
- 2.1.26 Disorderly or immoral conduct on the University/College premises.
- 2.1.27 Smoking where/when prohibited
- 2.1.28 Misconduct off duty, which reflects discredit on or causes embarrassment to the University/College

3.0 Disciplinary Actions

The University/College, at its discretion, may determine that disciplinary action less than discharge may be appropriate in some circumstances. The University/College may impose any of the following disciplinary actions depending upon the University's/College's judgment of the necessary action to address employee conduct in violation of appropriate standards.

3.1 Oral Warning/Reprimand

An oral warning/reprimand, which is the least severe disciplinary action, brings the problem to the attention of the employee, emphasizes the seriousness of the situation, and presents suggestions or instructions to resolve or correct the problem.

3.2 Written Warning/Reprimand

- 3.2.1 A written warning/reprimand documents the occurrence and the severity, and usually warns that further violations will result in suspension without pay or termination. It may be a final opportunity to improve.
- 3.2.2 A written warning/reprimand may be prepared and issued to an employee when he/she has failed to respond to an oral reprimand or has committed an infraction of sufficient severity to warrant more disciplinary action.

- 3.2.3 To achieve its intended purpose of addressing and resolving issues of job-related conduct or job performance of employees, the written will, at a minimum:
- (a) state explicitly the inappropriate job-related conduct or unacceptable job performance of the employee;
 - (b) describe any previous efforts to make the employee aware of the need for a change in conduct or job performance pertinent to the situation or event;
 - (c) state precisely what corrective measures are expected, and within what time frame, if appropriate; and
 - (d) specify the adverse personnel actions the employee may expect to be taken.

3.3 Suspension

A suspension may be used in cases when the infraction/contravention, is of such seriousness (theft, fighting, insubordination or similar infraction) that it may warrant dismissal pending review of the facts. Suspension should be followed immediately by a thorough investigation of the situation to determine the appropriate action to be taken.

While the full circumstances of any alleged case of misconduct are being investigated, for the purpose of these Regulations, a criminal conviction shall be regarded as grave misconduct. In the event of an employee's being acquitted or discharged, such acquittal or discharge shall not result in automatic reinstatement. The College shall be entitled to investigate whether there has been any misconduct on the part of the employee and shall take such action as it considers proper. During the period of such suspension from duty, the employee may not leave the station and shall report weekly to his respective Head of Department (or his assignee)

3.4 Reinstatement

If it is subsequently determined that the dismissal from employment was made without adequate cause, the employee may be reinstated in the same position held at the time of dismissal and may be paid back to the date of the dismissal. A lesser form of discipline may be imposed if warranted.

3.5 Restitution

The employee being dismissed may be required to make restitution (compensation, reimbursement, repayment, restoration) for damages to property or equipment, for theft, for unauthorized purchases or payment of wages, for unauthorized travel expenses, or for other illegal or improper actions. If restitution is not made under the terms and conditions mandated, the employee may be subject to legal action.

3.6 Absence from duty without permission

- (a) Where an officer is absent from duty without leave or reasonable cause for a period exceeding five (5) days and he cannot be traced within a period of (5) five days of the commencement of the charge to him, he shall be liable and the law on terminating an absconded employee shall be followed.
- (b) When the whereabouts of the charged employee is not known, a copy of the charge sheet shall be served by leaving it at the place of his or her residence prior to his absence or last known address. If he returns to duty before the decision to dismiss him is taken, disciplinary proceedings may be instituted against him. An employee absenting himself from duty without leave or sufficient cause shall forfeit his salary for the period of such absence in addition to any other disciplinary action.

3.3 Failure to return from leave

Failure to return from an approved leave on the due date shall be deemed absence without leave.

3.4 Absence from Tanzania

An officer who is absent from Tanzania without permission shall be liable to summary dismissal with the loss of all rights and privileges, including retirement benefits.

4.0 Other Disciplinary Action

Depending on the severity of the offence, other forms of disciplinary action may include:

4.1 Transfer

Transfer means a reassignment and/or change in duty assignment to a position of similar rank. An employee who constantly fails to perform the duties of his/her job according to established standards may be transferred (as a matter of disciplinary action) to another position for which he/she is qualified.

4.2 Demotion

4.3.1 Demotion means a change in duty assignment to a position of lower rank. A decrease in salary rate will normally accompany such a reduction in rank.

4.3.2 An employee involved in several minor violations of University/College regulations, such as loitering, tardiness, excessive use of profanity, etc, may be demoted to a lower salary grade classification.

5.0 General Provisions for Disciplinary Actions

5.1 All disciplinary action administered by the University/College, with the exception of oral warnings/reprimands, must be in writing. A copy of the report of disciplinary action must be given to the employee involved, and a copy shall also be included as

a permanent part of the employee's personal file. If the disciplinary action taken is termination of employment, an employee will be provided a written notice stating the reason(s) for the proposed termination and afforded an opportunity to respond to the proposed action prior to the termination.

- 5.2 It is the policy of the University/College to be fair and impartial in all its relations with employees and to recognize the dignity of the individual. Fairness and consistency require that certain general principles of administering discipline be followed. Disciplinary action involving transfer, compensation reduction, withholding salary increments, demotion, suspension or dismissal are accomplished upon the recommendation of the department head, Deputy Vice Chancellor/Provost for Administration and with the approval of the VC/Provost and/or Staff Performance Evaluation Committee
- 5.3 An employee who feels he has been dealt with unfairly regarding disciplinary action taken against him will be required to present his grievance, in writing, to the Staff Disciplinary Appeals Committee.

6.0 Staff Disciplinary Appeals Committees Appeals

The University/Constituent Colleges shall have Staff Disciplinary Appeals Committees whose composition, powers, functions and procedures shall be provided for in the University/Constituent College Charter.

PART XV

MISCELLANEOUS

1.0 Social Security Fund

- (i) Tumaini University Makumira shall respect the freedom of its staff to join a Social Security Fund of their choice as per the National Policy.
- (ii) This Scheme is open to all confirmed permanent and contract staff of the University/College.
- (iii) The Funds are normally contributory Schemes. All fund members are required to contribute a percentage of their monthly gross salaries, and the University/College will contribute an appropriate percentage to the Fund in accordance with the law.
- (iv) On retirement or completion of the contract, the employee will receive a payment from the Fund and subsequent monthly pensions in accordance with the prevailing law.
- (v) Employees will note that after becoming members of their Funds, they should communicate with their respective Funds regarding their contributions, rights and privileges.

2.0 Group Personal Accident Policy.

An employee whose total earnings are in the scale/level of Tutorial Assistant and above shall be insured under the Group Personal Accident on a 24 hour basis regardless of whether or not the employee is on duty. The maximum benefit in case of death or permanent total disability is for four (4) annual salaries with lesser amounts for disablement and hospital charges.

3.0 Compensation Policy.

This is an insurance scheme covering the University/Constituent Colleges employees earning less than the Tutorial Assistant salary. Under this policy duties, a maximum benefit in case of death is 41 monthly salaries while a maximum benefit in case of permanent incapacity is 54 monthly salaries.

In case of temporary or partial permanent incapacity, the rates of the benefits are as listed in Workers Compensation Act,

revised edition 2015, Chapter 263 as amended from time to time.

4.0 Aviation (Charter flights) Accident

Regular scheduled airline flights as well as charter flights in twins engine aircraft are covered in the Charter Flight Policy. The Policy covers all employees of University/Constituent Colleges in salary scales above the salary scale of a Tutorial Assistant. The policy shall not be invoked if more than five University/Constituent College employees travel together in one aircraft.

5.0 Reporting on Losses.

All losses or suspected loss of the University/Constituent Colleges property shall be reported at once to the Vice-Chancellor/Provost or other authorized person who shall cause investigations to be instituted and where fraud or theft is apparent or suspected, shall issue directions as to whether or not police assistance should be sought in the matter.

6.0 Reporting on Theft/Burglary.

Any incident of theft or burglary that does not involve an employee shall be reported to the Vice-Chancellor/Provost or other authorized person.

7.0 Reporting of Serious Illness or Death.

- (i) When an employee is seriously sick, his immediate supervisor shall inform the Vice-Chancellor/Provost and the employee's next of kin and keep himself informed of the employee's condition.
- (ii) When death occurs to an employee of University/Constituent Colleges, it shall be reported to the Vice-Chancellor/Provost and the next of kin by the quickest possible means. Instructions should be sought from the next of kin and the Vice-Chancellor/Provost on how to handle the body of the deceased.
- (iii) When, upon the wishes of the deceased's relatives, it is decided to transport the body, to a place other than where

the deceased was working. University/Constituent Colleges shall ensure that it is represented at the place of burial. In addition, University/Constituent Colleges will follow up its representation with an official letter of condolence and/or eulogy to the deceased.

- (iv) Personal effects of the deceased shall be transported at University's/Constituent College's expense according to item 3.0 of Part VIII of these Regulations.

8.0 Disclosure of University/College Information.

No employee shall, except on the specific authority of the Vice-Chancellor/Provost, communicate with the press or radio on any policy matter concerning the University/College.

9.0 Changes in Family Status, Citizenship or Permanent Residence.

Employees shall report change of name, nationality, marital status and birth of children to the University/College. The Appointing Authority may, at its discretion, require the employee concerned to supply proof thereof.

10.0 Languages.

The University/Constituent Colleges shall use English and Kiswahili in meeting and conferences. The official medium of communication for conducting academic programmes is English and Kiswahili when necessary.

11.0 Amendments to the Staff Regulations.

- (i) These Regulations and conditions of service are subject to amendments that may be necessary from time to time by the administration of the University/Constituent Colleges. They are further subject to amendments by circulars and directives that may be issued from time to time by the authorities.
- (ii) Any amendments to these Regulations shall be subject to approval by the University Council/Constituent College Governing Board.

12.0 Identity Cards

- 12.1 Every employee shall be issued with an identity card for regular use. The identity card is the property of the University/College and must be returned to the Deputy Vice Chancellor/Provost for Administration or his delegate at the end of service.
- 12.2 Loss of identity card shall be reported by holder to police and VC/Provost immediately. A new one shall be issued on production of police report or other evidence.
- 12.3 Every employee shall be required to wear his identity card during working hours.

13.0 Care of Office Equipment

- 13.1 Employees entrusted with offices shall make sure that their offices are neat and orderly and that the machines are kept as per specifications.
- 13.2 Employees shall make sure that any office properties entrusted to them are kept clean, well maintained and protected.
- 13.3 Damage proved to be caused by negligence, improper or unauthorized use shall be repaired or replaced by the employee concerned.

14.0 Security of Document and Confidentiality

- 14.1 Examination records, Staff and Students files and all other University/College documents (electronic or otherwise) are the property of the College and should therefore be handled cautiously and as per University/College directives.
- 14.2 Employees entrusted with the responsibility of handling confidential documents shall ensure that they handle such documents with great care.
- 14.3 All confidential documents (electronic or otherwise) or drafts that are no longer required should be immediately

disposed off through shredding, burning or deleting from electronic devices.

- 14.4 Employees entrusted with handling confidential information and/or documents shall make sure that unauthorized persons are not allowed access to the documents or information.
- 14.5 A staff member may not disclose or communicate to any unauthorized person any information relating to the work entrusted to him/her or relating to the work of any other staff member or University/College student. Neither may the information obtained in the course of employment at the College and relating to any staff member, student or University/College activity be communicated.
- 14.6 A staff member may not use information obtained in the course of employment at the University/College for personal gain or for the benefit of any other person or organization without written authority to do so.
- 14.7 It is a dismissable offence for any staff member to communicate information as defined in section 14.5 above to the Police Force or any other state or private security agency without written authority.
- 14.8 Appropriate disciplinary action shall be taken against any employee who intentionally or through act of carelessness, discloses any confidential information to unauthorized person or without proper authorization.

15.0 Discrimination and Harassment

- 15.1 The University/Colleges have Policies on Gender and Gender-Based Sexual Harassment, 2022
- 15.2 University/College emphasizes the dignity and equality to all staff and students, and adheres to non-discrimination policy regarding the treatment of individual faculty, staff and students.
- 15.3 The University/College does not discriminate on the basis of ethnic origin, colour, religion, sex, national origin, age, or disability in employment or in any programme or activity offered or sponsored by the

University/College. In addition, the University/College does not discriminate on any basis (including, but not limited to, political affiliation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

15.4 All forms of discrimination and harassment degrade the quality of work and diminish the vision and mission of the University/College; therefore, they shall not be tolerated.

15.5 Sexual harassment violates the Policy and University/College rules and can damage personal and professional relationships, cause career or economic disadvantage, and expose the University/College to legal liabilities, a loss of educational funds/grants, and other financial consequences.

16.0 Insubordination

Each employee is obliged to accept duties and instructions issued to him/her by superior within the terms of his/her employment and these Regulations. Failure to abide with such instructions amounts to insubordination and therefore a disciplinary offence.

17.0 Alcoholism and Drug Abuse.

Use of alcohol during working hours and use of drugs is strictly prohibited. An employee shall take due care that his work performance is not affected by the influence of alcohol or drugs. When such is proved, appropriate disciplinary action shall be taken against him.

18.0 Use of University/College Transport

18.1 Use of College vehicles for work purposes must be authorized by the Deputy Vice Chancellor/Provost for Administration, Vice Chancellor/Provost or an authorized officer.

18.2 No employee is permitted to make use of University/College transport for private purposes without the written permission of the Deputy Vice

chancellor/Provost for Administration, Vice Chancellor/Provost or an authorized officer without delay.

- 18.3 Drivers are required to check vehicles before use. Any damage to vehicles should be recorded and reported to the Deputy Vice Chancellor/Provost for Administration, Vice Chancellor/Provost or authorized officer.
- 18.4 Accidents incurred in the course of using University/College vehicle should be reported as soon as possible to the Deputy Vice Chancellor/Provost for Administration, Vice Chancellor/Provost or an authorized.
- 18.5 Members of staff are not permitted to carry unauthorized passengers or animals in the course of using vehicles for work purposes.

PART XVI
THE REVIEW AND APPROVAL


1.0 THE REVIEW OF THE TUMA STAFF REGULATIONS AND CONDITIONS OF SERVICE

This Policy and Guidelines shall be reviewed every five years. However, they may be reviewed periodically as needs arise.

2.0 THE APPROVAL

The Council of Tumaini University Makumira approved this Policy and Guidelines, which are effective as of November 7, 2024.

Approved by:


Prof. Peter R. Gilla

Prof. Peter Gilla
CHAIRPERSON - TUMA COUNCIL

Date: 08.11.2024

APPENDICES

Appendix 1



TUMAINI UNIVERSITY MAKUMIRA

Your Ref:.....

Date:.....

Our Ref:.....

To:
.....
.....

RE: ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION

We acknowledge receipt of your letter of application for the post of Dated.....
with enclosures.

Your letter and enclosures will be screened along with those of other candidates. Those candidates that will be short-listed will be invited for interview, while those that will not should kindly consider their applications as unsuccessful.

Thank you in advance for showing interest in our University/College.

Yours sincerely,

For: VICE

CHANCELLOR/PROVOST

Appendix 2



TUMAINI UNIVERSITY MAKUMIRA

Your Ref:.....

Date:.....

Our Ref:.....

To:

.....

.....

RE: **CALL FOR INTERVIEW:**

This is to inform you that your application for the post of has been received and carefully scrutinized. You are invited to report to for an interview scheduled to be held on starting at

Please come with all your Original academic and professional certificates.

For: VICE CHANCELLOR/PROVOST



TUMAINI UNIVERSITY MAKUMIRA

PART A: REQUEST FOR MEDICAL EXAMINATION

To the Medical Officer:

.....
.....

From:.....

Designation:.....

Tumaini University Makumira/Constituent College

Mr/Mrs/Miss/Dr./Prof./Rev.....

Please examine the above named as to his/her fitness for appointment/re-engagement as a
(insert title of post), on temporary/contract/permanent terms.

Date:.....

Signature:

PART B: MEDICAL CERTIFICATE

(To be completed by a Medical Officer)

I have examined the above named and consider that he/she. IS/IS NOT physically fit for appointment/re-engagement as above.

*Delete as necessary

Date:.....

Signature:

Station:.....

Designation:.....



TUMAINI UNIVERSITY MAKUMIRA

Your Ref:..... Date:.....

Our Ref:.....

To:
.....

**RE: CALL TO REPORT FOR DUTY AT THE UNIVERSITY
HEAD OFFICE/CONSTITUENT COLLEGE**

The above heading refers.

I am pleased to inform you that the Interviewing Panel of the Tumaini University/Constituent College was satisfied with your performance during the interview on for the position of

You have thereof been accepted to be employed at Tumaini University Makumira/Constituent College.

Please report on in the office of
..... for orientation and duty allocation.

When reporting, please ensure that you have following documents:

- (i) Photocopies of all your relevant academic certificates
- (ii) Photocopy of Marriage Certificate (if married).
- (iii) Photocopy of Birth Certificate for your children (if you have).
- (iv) Testimonial from your previous employer (if you are employed)

Wishing you all the best,

For: VICE CHANCELLOR/PROVOST



TUMAINI UNIVERSITY MAKUMIRA

Ref:.....

Date:.....

To:
.....

RE: LETTER OF OFFER OF APPOINTMENT:

Tumaini University Makumira/Constituent College has the pleasure of offering you appointment aswith effect from on the following principal terms and conditions:

- (a) This post fall in the salary scale i.e. to per month. You will enter at per month.
- (b) You will be on PROBATION for a period of one year and your confirmation to this appointment by the Tumaini University Makumira/Constituent College will be subject to your work and conduct being satisfactory through annual staff evaluation.
- (c) In your position you will be entitled or given the following fringe benefits:
 - (i)
 - (ii)
 - (iii)
 - (iv)

You will be required to sign an employment contract which will include all terms of employment.

You are required to acknowledge this offer of appointment by signing the space provided below within in a week.

Yours,

For: VICE CHANCELLOR/PROVOST

I acknowledge and accept this offer of appointment with the pertinent terms and conditions of services.

Names.....

Signed: Date:.....



TUMAINI UNIVERSITY MAKUMIRA

PERSONAL RECORD

PF NO:.....

Med. Rec. File No:.....

Date of First Appointment Confirmation date

1. Surname:
First Name
Other names
2. Date of Birth
3. Gender
4. Religion
5. Physical Address
6. Mobile phone
7. E-mail Address
8. Residence
9. Home District:.....
10. Nationality:..... by Birth/Registration. If
acquired by registration, give Reg. No.
11. Wife's/Husband's Full Names:
Last First Middle
Address
12. (a) Number of Children:.....

Name	Sex	Date of Birth	Place of Birth

- (b) Other Dependants (fill names which together with children's names listed in (a) above, bring the total to 4)

Name	Relationship	Reason for being Dependant

13. Next of kin

- (a) Name
Relationship:
Address:
Phone..... E-mail Address

- (b) Name
Relationship:
Address:
Phone..... E-mail Address

14. First Appointment

- (a) Designation
(b) Terms of Service
(c) Salary Scale Salary TShs.
per month
(d) Leave Terms

15. Qualification

- (a) Academic:
(b) Professional:

16. Training/Courses Attended or Taken:

Name of Course	From	To	Place

17. Civil Service Examinations Passed:
Notice

General

Examination	No.	Date

18. Private Examination Passed/Correspondence Course.

Examination Course	Date	Qualification

19. Appointment/Promotion:

Post Held	Form	To

20. Previous Service in Other Organizations

Post Held	Organization	From	To

21. Inter-University/Constituent College Transfer:

Department	From	To

22. Transfer/Secondments of organization other than Tumaini University Makumira/Constituent College:

Post Held	Organization	From	To

23. Boards/Committees to which Appointed:

Position	Name of Board/Committee	From	To

24. End of Service (Give date, cause and short description heading to end of Service.

Appendix 7



TUMAINI UNIVERSITY MAKUMIRA

Ref. No. PF:.....

Date:.....

Prof./Dr./Rev./Mr./Mrs/Ms.
.....

U.f.s. Head of Department/Unit
.....
.....

RE: CONFIRMATION

I am pleased to inform you that on its meeting held on
the of TUMAINI UNIVERISTY
MAKUMIRA/CONSTITUENT COLLEGE approved confirmation of
your employment as the effective
the day of year:

I congratulate you for the good performance that has convinced the
..... Committee to confirm your appointment

I wish you all the best and God's blessings for the whole time of
working with the University/Constituent College.

For: VICE CHANCELLOR/PROVOST



TUMAINI UNIVERSITY MAKUMIRA

Ref. No. PF:.....

Date:.....

Prof./Dr./Rev./Mr./Mrs/Ms.....

.....

u.f.s Head of Department/Unit

.....

TUMAINI UNIVERSITY MAKUMIRA/CONSTITUENT
COLLEGE

RE: PROMOTION/RECATEGORIZATION

I am happy to inform you that during the Evaluation Committee meeting held on it was decided to Promote/recategorise you to be with effect from on the following principal terms and conditions.

- (i) This post falls in the Salary Scale i.e. Tshs to Tshs. per month. You will enter at Tshs. per month.
- (ii) Your salary will be adjusted accordingly.
- (iii) Other terms and conditions of your employment will remain as they are.

Please confirm in writing if you have accepted the new post.

For: VICE CHANCELLOR/PROVOST



**TUMAINI UNIVERSITY MAKUMIRA
ANNUAL CONFIDENTIAL REPORT FOR
ADMINISTRATIVE, TECHNICAL AND SUPPORT STAFF**

FROM (Date/Month/Year) TO (Date/Month/Year)
NAME OF UNIVERSITY/CONSTITUENT COLLEGE

The Calendar Year Department:

PART I: PERSONAL PARTICULARS

1.0 PERSONAL HISTORY:

Name (in full)
PF. NO..... Date of Birth
Place of Birth
Date of First Appointment
Present Post
Present Salary Per Month Salary Scale
Date of Last Promotion
Terms of Employment Contract/Permanent
Nationality

1.1 Educational /Qualification Background

DATE	SCHOOL/COLLEGE/UNIVERSITY	AWARD

**1.2 Post Held At The University/Constituent College
Professional, On Teaching And Others: Dates:**

.....
.....

1.3 Previous Work Experience Dates

1.4 Any other comments:

Date..... Signature of Staff Member

PART II

2.0 COMMENTS BY HEAD OF DEPARTMENT/UNIT OF COMMITTEE ON STAFF MEMBER'S EFFECTIVENESS AS A WORKER AT TUMAINI/CONSTITUENT COLLEGE

A	Very good
B	Good
C	Satisfactory
D	Poor
E	Very Poor
NA	Not applicable

S/N	PERFORMANCE	RATING					
2.1	Participation in Departmental Matters (e.g) Administration, Department Meetings and Committees)	A	B	C	D	E	NA
2.2	<u>KNOWLEDGE AND EXPERIENCE OF WORK</u> Is the staff member knowledgeable enough to perform his tasks?						
	Is the staff member experienced enough?						
2.3	<u>COMMUNICATION</u> Is the staff member capable to express himself clearly?						

2.4	Does the staff member perform her/his duties correctly?						
2.5	<u>EFFICIENCY:</u> I the staff member hard working?						
	Does the staff member accomplish his duties appropriately?						
2.6	<u>INCREASE WORKLOAD:</u> Is the staff member capable to manage increased workload?						
	How is his behaviour?						
2.7	<u>GENERAL BEHAVIOUR</u> Respect for other people						
	Dedication to work						
	Spirit of co-operation with Department/Units Head and other co-workers						
2.8	<u>RESPONSIBILITY</u> Is the staff member capable to follow instructions correctly?						
	Is the staff member trustworthy?						
	Co-operation with other people than staff or students.						
2.9	<u>ABILITY TO MAKE DECISIONS:</u> Is the staff member capable of making correct and quick decisions?						
	Is the staff member capable to foresee issues and take necessary precautions?						
2.10	<u>CREATIVE ABILITY:</u> Is the staff member capable of creating new ideas and accomplish them?						
	Is he capable to plan and supervise duties appropriately?						
	Is he capable to teach his juniors?						
2.11	<u>LEADERSHIP</u> Is the staff member capable to plan, organize, co-ordinate and control his duties.						

2.12 Any special weaknesses which interfere with work

.....

.....

.....

2.13 Have these weaknesses been communicated to the staff member?

Yes ☐

No ☐

How was this effected? In writing?

Verbally?.....

.....

2.14 Additional Comments:

.....

.....

.....

2.15 Overall Grading

Date:.....

Signature of the Head of Department /
Unit and Evaluating Committee

2.2 Department Head's Recommendation

Recommended for Promotion YES ☐ NO ☐

Recommended for Confirmation YES ☐ NO ☐

Other Recommendation

.....

2.2.1 Reasons for the Recommendations:

.....

.....

.....

Date:.....

Signature of the Head of
Department/Committee Evaluating

PART III:

**3.0 COMMENTS OF THE VICE CHANCELLOR/DEPUTY
VICECHANCELLOR/DEPUTY PROVOST/PROVOST**

3.1 Comments On Assessment By Head Of Department:

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

3.2 Recommendation:

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

Date:.....

SIGNATURE:
VICE CHANCELLOR/ PROVOST

PART IV:

**4.0 RECOMMENDATIONS OF THE UNIVERSITY/
CONSTITUENT COLLEGE MEETING (STAFF REVIEW)**

Recommendation for Promotion ☐

Not recommended for promotion ☐

Reasons:.....
.....
.....

Date:.....

SIGNATURE:
VICE CHANCELLOR/PROVOST/CHARMAN
On behalf of the Committee

**5.0 APPROVAL OF THE UNIVERSITY
COUNCIL/COMMITTEE CONSTITUENT COLLEGE
GOVERNING BOARD**

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

Date:.....

Signature: Chairperson Council/ Constituent
College Governing Board



TUMAINI UNIVERSITY MAKUMIRA

ANNUAL CONFIDENTIAL REPORT FOR ACADEMIC STAFF FOR THE PERIOD

FROM (Date/Month/Year)..... TO

(Date/Month/Year)

NAME OF UNIVERSITY/CONSTITUENT COLLEGE

.....
.....

This form is to be filled in 6 Original Copies, One Copy to be retained by the Candidate. Attach updated 6 signed copies of Curriculum Vitae.

All forms should have recommendations by:

1. Vice Chancellor/Provost
2. DVCAA/DPAA
3. DVCA/DPA
4. Dean of the Faculty
5. Head of the Department
6. Copy of the Candidate

PART ONE: STAFF MEMBER

1.0 DETAILS FILLED BY STAFF MEMBER

1.1 Personal particulars

Name (in full)

Date of Birth

Nationality.....

Date of first appointment to the University/College

Date of last promotion

Academic Qualifications (Fill in the table below)

Academic Qualification	Duration of Studies	Classification & GPA	Conferring Institution	Year of Qualification
Doctor of Philosophy/Theology				
Master of.....				
Bachelor of.....				

1.2 Administrative posts held at this University/College

S/N	POST (Academic and non-academic)	DURATION
1		
2		
3		

1.3 Previous working experience

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

1.4 Extracurricular activities

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

2.0 PUBLICATIONS SINCE THE LAST REPORT

2.1 Published Material

2.1.1 Papers published as part of the proceedings of conferences, workshops or symposia (Year, Title, City, Publisher).

1.
2.
3.

- 2.1.2 Papers published in recognized journals or a chapter in a book (Year, Title, Journal, City, Publisher [publisher for journals optional]).
1.
 2.
 3.
- 2.1.3 Technical and consultancy reports or books published for use in secondary schools, diploma and certificate programmes (Year, Title, City, Publisher).
1.
 2.
 3.
- 2.1.4 Compendia/teaching manuals or research reports.
1.
 2.
 3.
- 2.1.5 Recognized fine art, performing arts and theatre products.
1.
 2.
 3.
- 2.1.6 Registered patents.
1.
 2.
- 2.1.7 Books in a specialized academic disciplines or specific dictionaries for use in higher learning institutions published by registered publisher with editorial board and ISBN (Year, Title, City, Publisher).
1.
 2.
 3.

2.1.8 Recognized Short Outreach Reports and Communications.

1.
2.
3.
4.
5.

2.2 If you did not publish give reasons.

.....

.....

.....

2.3 Current research programmes and progress made since last report.

.....

.....

.....

PART THREE: TEACHING

3.0 TEACHING AND CONSULTANCY

3.1 Teaching load in the ending year (e.g. on lectures, seminars, practical supervision, course taught, size of class, supervision of students, and days on field work).

(Tick ✓ the answer that explains your load)

Heavy ☐

Average ☐

Light ☐

Explain:.....

.....

.....

.....

.....

3.2 Consultancy service load documented to the university:

1.
2.
3.

3.3 Clinical services load

(Tick ✓ the answer that explains your load)

Heavy ☐ Average ☐ Light ☐

Explain:.....
.....
.....
.....
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.....

3.4 Any other comment worth considering during your annual performance evaluation.

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.....

Signature of Staff Member: Date:

PART 4: PUBLICATIONS

4.0 ASSESSMENT OF THE DEPARTMENT/FACULTY COMMITTEE ON STAFF MEMBER’S EFFECTIVENESS AS A RESEARCHER

4.1 Publications submitted for promotion

4.1.1 Papers in conference or symposia that are retrievable/Consultancy Reports/Book Reviews/Extension Material/Short Case Reports or Communication Reports.

S/N	GRADE	A - B	C - E
	UNIT	0.5	0
1			
2			
3			
	Subtotal		
	TOTAL		

4.1.2 Papers published in recognized journals/published paper in conference proceedings/ chapters in a book

S/N	GRADE	A - B	C	D - E
	UNIT	1.0	0.5	0
1				
2				
3				
	Subtotal			
	TOTAL			

4.1.3 Published for use in secondary schools, diploma and certificate programmes/Recognized fine, theatre and performing arts products

S/N	GRADE	A	B	C	D - E
	UNIT	2	2	1	0
1					
2					
3					
	Subtotal				
	TOTAL				

4.1.4 Subject General Dictionaries

S/N	GRADE	A	B	C	D - E
	UNIT	5	4	3	0
1					
2					
3					
	Subtotal				
	TOTAL				

4.1.5 Books/Patents

S/N	GRADE	A	B	C	D - E
	UNIT	6	5	3	0
1					
2					
3					
	Subtotal				
	TOTAL				

4.1.6 General comments by the committee on publications or comments from reviewers

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Members of the Committee/Reviewers (*Name, Signature and Date*) -
Comments can bring separate documents for their reviews and awards.

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PART V: DEPARTMENTAL COMMITTEE ASSESSMENT

5.0 ASSESSMENT OF STAFF MEMBER'S EFFECTIVENESS AS A UNIVERSITY/COLLEGE LECTURER BY DEPARTMENTAL COMMITTEE

5.1 Teaching Effectiveness

		GRADE		
		A	B	C
Teaching	a) Lecturers			
	b) Practical's			
Student Views				
Availability for Consultation				
Punctuality				
Supervision				

Key: A = Very Good, B= Good, C = Poor

5.2 Carefulness in grading student's scripts

(Tick [✓] the appropriate remark).

Satisfactory ☐ Unsatisfactory ☐ Not had Opportunity ☐

5.3 Carefulness in keeping student grade records.

Satisfactory ☐ Unsatisfactory ☐ Not had Opportunity ☐

5.4 Comments on teaching load.

Heavy ☐ Average ☐ Light ☐

Other comments by the departmental evaluation committee on
his/her teaching.

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

5.5 Participation in departmental/faculty matters (e.g. administration departmental/faculty meetings and committees)

(Tick [✓] the appropriate remark).

Very Active ☐ Active ☐ Not Active ☐ Not had Opportunity ☐

Other comments by the departmental evaluation committee on his/her teaching.....

.....

Heavy ☐

Average ☐

Light ☐

5.6 Participation in other university/college activities (e.g. University Committee etc) (Tick [√] the appropriate remark)

Very Active ☐ Active ☐ Not Active ☐ Not had Opportunity ☐

Other comments by the departmental evaluation committee on his/her teaching.....

.....

5.7 Participation in national/community activities (e.g. National Boards NGO, Consultancy etc) (Tick [√] the appropriate remark)

Very Active ☐ Active ☐ Not Active ☐ Not had Opportunity ☐

Other comments by the departmental evaluation committee on his/her teaching

.....

General comments on staff member's behaviour.

(Tick [√] the appropriate Remark)

5.8 Respect for other people

Satisfactory ☐

Unsatisfactory ☐

5.9 Dedication to work

Satisfactory ☐

Unsatisfactory ☐

5.10 Spirit of co-operation with department head and other co-workers.

Satisfactory ☐ Unsatisfactory ☐

5.11 Any special weaknesses which interfere with work.

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

5.12 Have these weaknesses been communicated to the staff member?

Yes ☐ No ☐

How was this effected?

Verbal communication

Yes ☐ No ☐

In writing?

Yes ☐ No ☐

Other comments by the departmental evaluation committee on his/her teaching

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.....
.....

5.13 Departmental **faculty committee recommendation**

1..1 Recommended for promotion:

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

1..2 Other recommendations

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

1..3 Reasons for the recommendations

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.....
.....

Members of the Committee (*Name, Signature and Date*)

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PART VI: COMMENTS BY FACULTY COMMITTEE

6.0 COMMENTS ON THE DEPARTMENTAL ASSESSMENT BY THE FACULTY COMMITTEE.

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6.1 FACULTY ASSESSMENT COMMITTEE OF THE INDIVIDUAL:

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.....

Members of the Committee (*Name, Signature and Date*)

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**PART VII: COMMENTS BY THE DEPUTY VICE
CHANCELLOR FOR ADMINISTRATION/DEPUTY
PROVOST FOR ADMINISTRATION**

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Signature of the Deputy Vice Chancellor for Administration/Deputy
Provost Administration

..... Date.....

**PART V: COMMENTS BY THE DEPUTY VICE-
CHANCELLORS ACADEMIC AFFAIRS/DEPUTY PROVOST
ACADEMIC AFFAIRS**

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Signature of the Deputy Vice Chancellor Academic Affairs/Vice
Provost Academic Affairs

..... Date.....

PART VI: COMMENTS BY THE VICE CHANCELLOR/THE PROVOST

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.....

Signature of the Vice Chancellor/The Provost

..... Date.....



2.0 GUIDELINES FOR ASSESSMENT OF ACADEMIC PUBLICATIONS

2.1 Guidelines for assessment of individual's publications and related papers

- (i) Conference Papers Retrievable from Proceedings**
 - a) Only papers retrievable from refereed proceedings shall be considered for promotion.
 - b) The evaluated papers shall be awarded 0.5 point.
- (ii) Book Reviews**

Book reviews shall be considered for promotion and shall be awarded 0.5 points
- (iii) Consultancy/Research Reports**

Consultancy/ Research reports registered by Faculties/Institutes/Universities shall be awarded 0.5.
- (iv) Scholarly papers in proceedings of professional international symposia or conferences:**

Peer reviewed and published scholarly papers appearing in proceedings of professional international symposia or conferences recognized by the University shall be awarded 1.0.
- (v) Scholarly Books**
 - a) A Scholarly book with an ISBN number in the discipline is awarded 6 points.

(vi) Chapters in Books

Chapters in books will be evaluated, and each chapter shall be evaluated and awarded 1.0 point when the book has does not exceed 6.0 points.

(vii) Lower Level Books

A book for lower level education with ISBN number shall be awarded 2.0 points

(viii) Publications in Local Refereed Journals

- a) Journals published in Tanzania in the region or anywhere in the world, and do not meet criteria stipulated for international journal shall be regarded as local journals.
- b) These journals shall be regularly evaluated (every three years) to ensure their quality and standards.
- c) Local journal papers shall be evaluated and awarded 1.0 point.

(ix) Publication in International Refereed Journals

- a) International journals in this context refer to those recognised journals retrievable from International Citation and with ISSN, or International Classification Index, international editorial board, international circulation, and regular frequencies.
- b) Similar to the local journals, international journals shall be regularly evaluated to ensure their quality and standard.
- c) International journal papers shall be evaluated and awarded 1.0 point.

(x) Extension /Outreach materials

Published Extension Material upon evaluation shall be awarded 0.5.

(xi) Letters in Dictionaries

Letters in Dictionaries shall be evaluated and awarded 1.0.

(xii) Subject and General Dictionaries

Subject Dictionaries with recognized ISBN number shall be awarded 5.0

(xiii) Case Reports or Short Communications

Case reports or short communications published in recognized referred journals be evaluated and awarded 0.5

(xiv) Patents

Patented material registered by duly recognized Patent authorities shall be evaluated and awarded 6.0 and the points shared equally by all patent holders

(xv) Co-authored papers

Papers co-authored by a number of authors shall be evaluated and awarded 1.0 and points shared equally by all authors

2.2 Grading System

a) The letter grade system shall be used.

Letter Grade	A	B	C	D	E
Quality of Publication	Excellent	Very Good	Good	Poor	Very poor
Journal Paper	1.0	1.0	0.5	0	0
Chapters in a Book	1.0	1.0	0.5	0	0
Consultancy Reports	0.5	0.5	0.25	0	0
Scholarly Books/Patents	6	5	3	0	0
Books for Lower Levels	2	2	1	0	0
Book Reviews and Reports	0.5	0.5	0.25	0	0

Table 2: Balance between various types of publications

Type of Papers /Publications	Assistant Lecturer to Lecturer¹	Lecturer to Senior Lecturer	Senior Lecturer to ³Associate Professor	Associate Professor to ³Professor
Journal Papers	100	Min. 25%	Min. 30%	Min. 35%
Books/Patents	0	Max. 25%	Min. 30%	Max. 30%
Chapters/Conference Papers/ Case Reports/Book Reviews	0	Max. 30%	Max. 30	Max 15%
Consultancy Reports/ Extension Books for Lower Levels	0	Max. 20%	Max. 20%	Max 20%
Minimum Publications Points	1 or 2	3	6	7
Minimum Teaching Performance	1	2	2	2
Total Minimum Points Required.	2 or 3	5	8	9

- 2.3.1 Publications points counted for Senior Lecturer are from recognized publishers (SBN), and retrievable local and international journals.
- 2.3.2 Publications points counted for Associate Professor are from a minimum of 30% retrievable international journal only and a minimum of 30% retrievable book publications from internationally recognized publishers, maximum 30% mixture of retrievable book chapters, conference papers, case reports and book reviews, and at least one Consultancy Report
- 2.3.3 Publications points counted for Associate Professor are from a minimum of 35% retrievable international journal only and a maximum of 30% retrievable book publications from internationally recognized publishers, a maximum 15% mixture of retrievable book chapters, conference papers, case reports and book reviews, and at least one Consultancy Report.



**TUMAINI UNIVERSITY MAKUMIRA
SERVICE AGREEMENT/CONTRACT**

AN AGREEMENT is made on theday of..... in the year
of Our Lord

BETWEEN

TUMAINI UNIVERSITY MAKUMIRA/CONSTITUENT COLLEGE

P.O. Box TANZANIA

(here-in-under called the “UNIVERSITY/CONSTITUENT COLLEGE”
of the one part)

AND

NR/MRS/DR./PROF./REV..... of

P.O. Box

(here-in-after called the “Employee” of the other part)

WHEREBY IT IS MUTUALLY AGREED as follows:

- (1) The University/Constituent College appoints (name)
..... to be Employee of the
University/Constituent College, and the said Employee agrees to
serve the University College as
and to perform in respect there-of all duties required to be
performed by the said Employee commencing from
..... at the University/Constituent
College.
- (2) The engagement shall extend for a period of
..... (i.e. up to from
the date of commencing such work subject to determination as
her-in-after provided or extended by mutual agreement in writing.

- (3) The Employee shall perform her/his services hereunder at the University/Constituent College or elsewhere at the discretion of the University/Constituent College. The working hours of the Employee at his/her place of service shall be fromto..... The Employer may need the Employee to work more hours on the event to increased workload.
- (4) During her/his engagement hereunder the University/Constituent College will pay the following to the Employees for his/her services:-
- (a) A salary of (Scale) Tshs payable on the last day of each month, subject to statutory deductions including Government levy.
 - (b) By way of further remuneration, benefits/allowances for:
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
- Any additional benefits that may be given her-in-shall be at the sole discretion of the University/Constituent College. Upon the determination of this agreement and engagement here-under whether by lapse of time or in any manner here-in-after appearing the University/Constituent College will make like provisions and payments for and in respect of the entitlements' of the employee within a period of two (2) months after determination or expiry date.
- (5) The Employee hereby authorizes the University/Constituent College to make deductions from his/her salary or any other monies due to the Employee or any monies which may be due from the Employee to the University/Constituent College and/or which may from time to time be deductible under any statutes, rules, regulations for the time being having force of Law in the United Republic of Tanzania.

- (6) The Employee will be entitled to 28 calendar day's leave of absence each year at such a time convenient to the University/Constituent College and the Employee.
- (7) The Employee shall at all times during the Continuance of this Agreement devote his time and attention to the requirements of The University/Constituent College and shall in all respects conform to and comply with Regulations of the University/Constituent College and shall faithfully and diligently to the best of his skill, knowledge and ability serve and use his utmost endeavours' to promote the interests of the University/Constituent College.
- (8) This Agreement may be determined by either party giving to the other party three (3) months' notice in writing to that effect or in lieu thereof one (1) month's salary and may be determined by the University/Constituent College in the event of the Employee being guilty of any act or conduct calculated to or which shall in fact cause any damage or discredit to the University/Constituent College or neglecting or becoming incapacitated for a longer period than four (4) months from properly discharging his/her duties or committing a breach of any of the stipulations on his part herein contained.
- (9) All other terms of engagement not covered in this Agreement will be as stipulated in the University Staff Regulations and Conditions of Service, 2002 as amended and shall be read together with this Agreement.
- (10) In case of any dispute or difference arising between the parties here-to as to the construction of this Agreement or the rights, duties or obligations of either party here-under or any matter arising out of or concerning the same or the Employee engagement here-under, in the event of such dispute, the parties shall try to resolve the issue amicably. Should this mode fail, the relevant labour legislation applicable in Tanzania shall be applied.

IN WITNESS WHEREOF this Agreement has been duly executed by or on behalf of the parties here-to on the day and year first above-written.

SIGNED and DELIVERED by the said

.....

Who is known to me personally in my
Presence this.....

Day of.....year.....

**(Employee)
Signature**

Before me:-

Name.....

Signature.....

Postal Address.....

Qualification.....

SIGNED and DELIVERED by the
VICE CHANCELLOR/PROVOST
For and on behalf of the

.....
University/Constituent College

Who is known to me personally in my
Presence this.....

Day of.....Year.....

**for University/
Constituent/College
Signature**

Before me:-

Name.....

Signature.....

Postal Address.....

Qualification.....



TUMAINI UNIVERSITY MAKUMIRA

**LETTER OF OFFER OF APPOINTMENT ON
TEMPORARY TERMS**

Ref.

To:
.....
.....

Sir/Madam,

I am authorized to inform you that, you are appointed on temporary terms as a (Name the title of the Post) in the (Department) of the University/Constituent College.

1. The salary attached to your post will be at the rate of Shs per annum in the scale
2. The University/Constituent College may terminate your appointment at any time by giving one month's notice in writing or by paying you an amount equal to one month's salary in lieu of notice.
3. Your appointment is subject to immediate termination in the event of insubordination misconduct or inefficiency.

4. You are at liberty to terminate your appointment by giving one month's notice in writing or by paying to the University/Constituent College an amount equal to one month's salary in lieu of notice.
5. The leave regulations and conditions of service for temporary staff are laid down in University Staff Regulations and Condition of Service.
6. You must clearly understand that your temporary salary stated above bears no definite relation to any salary which you might be offered should you apply for and/or be selected for appointment to the permanent establishment of service on a long term agreement.

I am, Sir/Madam

.....
I agree to accept the appointment on the conditions specified above.

.....
Date

.....
Employee Signature



TUMAINI UNIVERSITY MAKUMIRA

CONSULTANCY SERVICE AGREEMENT

AN AGREEMENT is made on the _____ day of _____ in the
year of our Lord _____
BETWEEN

AND

Prof./Dr./Mr./Mrs/Ms./Miss _____ of P.O. Box _____ Moshi
(Here-in-after called the 'Employee' of the other part)

WHEREBY IT IS MUTUALLY AGREED as follows:

1. College hereby engages _____ to
be an Academic Staff of the _____ Colleges
_____ on CONSULTANCY
BASIS. The Consultant shall perform in respect there-of all duties
to be performed by the said Academic Staff as specified in the
attached Job Description commencing from _____
2. Since the Academic Staff has other responsibilities at the College
related to his/her employment with the Government (here-in-after
called) or collaborating institutions, within the working hours the
Academic Staff shall be allowed to discharge the responsibilities
related to his/her employment with the Government.
3. During engagement of the Academic Staff, the College will make
payment of consultancy to the Academic staff for the service, as

spelled out on the Job Description, amounting to TSHS _____
(i.e. 50%/60% of basic salary (Tshs. _____) under
salary scale TUMASS___: TShs _____ to _____.

4. The Academic staff hereby authorizes the College to make statutory deductions based on the Tanzania Government rates.
5. The Academic/Research categorization accorded to the Academic staff shall be subject to approval by the University Senate/Council.
6. The Academic Staff should abide to the academic/research activities as reflected on time schedule of the College Programmes. The staff agrees to devote his/her time and attention to the requirements of the College and shall in all respects conform to and comply with Regulations of Tumaini University Makumira/College, and shall faithfully and diligently to the best of his/her skill, knowledge and ability serve and use his/her utmost endeavours to promote the interests, mission and vision of Tumaini University Makumira/College.
7. In case of any dispute or difference arising between the parties hereto as to the construction of this Agreement or the rights, duties or obligations of either party here-under or any matter arising out of or concerning the same or the employee engagement here-under, in the event of such dispute the parties shall try to resolve the issue amicably through an arbitrator, failure of which legal action shall be pursued.

IN WITNESS WHEREOF this Agreement has been executed by or on behalf of the parties here-to-on the day and year first above written.

SIGNED and DELIVERED by the said
Prof./Dr./Mr/Mrs/Miss _____
Who is known to me personally/identified to

Me by _____ in my
Presence this ____ day of ____ year ____

(Academic Staff's Signature)

Before me (DPAA, Dean of Faculty, Head of Depart. or Programme Coordinator):

Name: _____

Signature: _____

Postal Address: _____

Designation: _____

SIGNED and DELIVERED by the Provost
of College for and on behalf of College
who is known to me personally/identified
to me by _____ in my
presence this ____ day of ____ year ____

(Provost Signature)

Sealed with the Common
seal of College

Before me (DPA or Senior on teaching and Human Resources Officer):

Name: _____

Signature: _____

Postal Address: _____

Designation: _____

Appendix 15



TUMAINI UNIVERSITY MAKUMIRA ATTENDANCE REGISTER

Name	Signature	Post Held	Time Reporting	Time Left	For Official Use	
					Supervisors Signature	Remarks



TUMAINI UNIVERSITY MAKUMIRA **REQUEST FOR OVERTIME PAYMENT**

DEPARTMENT/FACULTY/INSTITUTE.....

MONTH.....

NAME.....

Date	From	To	Total	Reasons for Working Overtime	Why Not Completed During Working Hours	Head of Dept Signature

NOTE:

- Certify that the staff worked outside normal working hours because the work could not be done under normal working hours.
- Time indicated should start from the end of normal working hours.

APPROVAL FOR PAYMENT

CHECKED BY

APPROVED BY

.....
Signature and Date

.....
Signature and Date

Appendix 17(a)



TUMAINI UNIVERSITY MAKUMIRA

Ref: No.....

**RE: REQUEST FOR PERMISSION TO BE OUT OF
WORKSTATION ON PERSONAL REASONS**

Full name:

Department..... Date(s) for which permission is
required:

Reasons for requesting the permission:

.....

Signature:..... Date:.....

Comments from the Head of Department/Faculty/Institute

I approve/do not approve

Reason:.....

.....

Signature:..... Date:.....

NOTE:

- The request for permission should be made **THREE DAYS** before the anticipated date of permission.
- The days out of working station will be **DEDUCTED/NOT BE DEDUCTED** from your Annual Leave.

FOR OFFICE USE ONLY

Comments by Vice-Chancellor/Provost

I approved/Do not approve

Reason:

.....

.....

Signature:..... Date:.....

Appendix 17(b)



TUMAINI UNIVERSITY MAKUMIRA

Ref: No.....

Date:.....

Vice Chancellor/Provost
Tumaini University Makumira

U.f.s Head of Department/Dean of Faculty/Director of Institute

**RE: PERMISSION TO BE OUT OF WORKSTATION ON
OFFICIAL DUTIES**

Name:.....

Designation:.....Faculty/Institute/Department.....

Reasons for Permission:

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

Signature:.....

Date:.....

NOTE: That the request should be made at least 3 days prior to the intended absence.

FOR OFFICE USE ONLY:

Permission has been GRANTED/NOT GRANTED

.....
Signature: Vice Chancellor/Provost

Date:.....



TUMAINI UNIVERSITY MAKUMIRA

Ref. No.....

REQUEST FOR ANNUAL LEAVE

(To be completed three copies in capital letters)

PART A: TO BE COMPLETED BY THE PERSON REQUESTING FOR ANNUAL LEAVE

1. Full Name
2. Department/Faculty/Institute.....
3. Post.....
4. Working.....
5. I request leave for days from to
6. I request to go to..... where I will stay up to
During the leave period.
7. I request to be paid my monthly salary during the leave period
..... before I commence my leave.
8. My address during the leave period is

Signature of applicant..... Date.....

**PART B: TO BE COMPLETED BY DEAN OF
FACULTY/DIRECTOR OF INSTITUTE/ HEAD OF
DEPARTMENT/SECTION**

9. I approve his/her request for annual leave. I verify that:
- (a) The date he/she was last employed/last took his/her annual leave was
 - (b) He/she took leave of absence without pay from To to be counted as part of the requested annual leave.
10. I recommend/do not recommend the request for annual leave for the following reasons
-
-

Date:..... Signature:

Title: DEAN OF FACULTY/DIRECTOR
OF INSTITUTE/HEAD OF DEPARTMENT

**PART C: TO BE COMPLETED BY THE APPROVING
AUTHORITY**

11. I approve/disapprove the above request.

Reasons

.....

Date Signature

Title: VICE-CHANCELLOR/ DEPUTY
VICE-CHANCELLOR ADMINISTRATION)
PROVOST/DEPUTY PROVOST



TUMAINI UNIVERSITY MAKUMIRA

BONDING AGREEMENT FOR STAFF ATTENDING COURSES

This Agreement is made on the day of.....20.....between University/College (hereinafter called “the College”) on the part and Prof./Rev./Mr/Mrs/Miss.....of University /College (hereinafter called “the Employee”) on the other part.

WHEREAS the Employee is in the employment of University/College and WHERE AS the Employee has been select to attend a training course at.....hereinafter called “the Institution” wholly/partly at the expense of the College.

IT IS HEREBY AGREED as follows:

1. In consideration of the payment by the College of the whole/part of the expenses of the course the Employee undertakes:
 - (a) To pursue and complete the course in accordance with the directions contained herein and in accordance with any other such directions as may be given by the Training Institution.
 - (b) To proceed as and when directed by the College the Training Institution.
 - (c) To pursue and continue diligently with training until the completion of the course unless he is prevented from doing so by sickness not self induced by his conduct.
 - (d) To comply with all the rules of the Training Institution and directions this may be given by the authorities of the Institution concerning residence therein.

- (e) To devote his fulltime and attention to follow the course of training.
 - (f) At all times to comply with rules and directions regarding conduct and discipline of the Institution.
 - (g) Once every twelve months the Employee will undertake to write to the College and keep the College advised of his progress and at least one month before the completion of the training to inform the College in writing of the expected date of such completion. However, the College shall have the right to claim for the progress report from the Institution.
 - (h) As and when called upon by the College, to be medically examined and to submit a report on his health to the College, it being understood that his attendance at the course may be suspended or terminated if he is declared by a medical practitioner approved by the College for the purpose as unfit to complete his training owing to illness. The College may also terminate or suspend his attendance at the course if owing to illness or if the Employee is absent from his training for more than two months.
 - (i) To sit for and pass any prescribed examination or group of examinations within the time fixed by the authorities of the Institution or by the College unless he is prevented from so doing by sickness proved by a certificate from a medical practitioner or by other circumstances beyond his control.
 - (j) To complete the course without interruption in a satisfactory manner and to fulfil all the conditions under which he was selected to attend the course.
2. Immediately after the completion of the course or at such other times as the College may direct, the Employee shall leave the Training Institution and report to the College.
- OR**
3. On the successful completion of the course, the Employee undertakes to continue to serve the College for a period of.....years

from the date he reports for duty after the course in such capacity at such salary and subject to such terms and conditions that as the College may in its absolute discretion determine, provided that the College shall be entitled to terminate his employment by him one month's notice or payment of one month's salary in lieu of such notice and any other emoluments required by law:

4. If the Employee fails and/or neglects:
 - (a) To pursue or complete the course diligently
 - (b) To comply with all the rules of and directions whatsoever given by the Institution.
 - (c) To comply with directions given by the Institution.

The College may discontinue the arrangement for the course and thereupon the employee shall be liable to pay the College the total cost incurred until then his respect in connection with said course. The College shall be the sole judge of whether the Employee is diligently pursuing the course or not.

5. If the Employee fails to enter into a contract of employment as provided for in paragraph 4 above, besides other damages, he shall be liable to repay immediately to the College the whole of the cost of his training.

If having successfully completed the course the Employee wrongfully terminates his contract of employment with College, besides other damages, he shall be liable to repay the College an amount equivalent to the whole of the cost of his training spread over the period of.....months with a prorate reduction as to the period of the contract already served by the employee after the date of resumption of duties upon the successful completion the course.

6. Whilst the Employee is receiving the training, the College shall continue to pay the Employee his salary as specified in the Staff Regulations, and formal incremental progression shall not normally be affected by this training. **OR** The College shall pay to the

Employee during the time that he is attending the course at the Institution an allowance of.....per month.

7. During the period of the training and service with the College the Employee will contribute all his efforts, knowledge and skill to the maximum of his ability to the benefit of the College.

IN WITNESS WHEREOF the parties hereto have set their hands the day and year first above written.

SIGNED BY _____)

For and on behalf of the said Employer in the presence of:

Official Stamp:

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____

SIGNED BY : _____)

For and on behalf of the said Employee in the presence of:

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____



TUMAINI UNIVERSITY MAKUMIRA

Staff ID No..... Hospital No.

STAFF SICK SHEET

To be filled in by staff members Dept/Faculty/Institute

1. To Medical Officer in charge of
Mr/Mrs/Miss/Dr./Prof./Rev.....
Designation of Dept/Faculty/Institute
..... at the University/Constituent College is sent to
you for treatment He/She is entitled to grade
treatment

Date..... Signature of Authorized Officer
(Personnel Officer)

(When referring a patient outside the University/Constituent
College/Health Centre/Hospital).

2. To Officer in-charge Hospital
I hereby certify that Mr/Mrs/Miss/Ms/Dr./Prof./Rev
is under treatment and is able/unable to follow his/her occupation.
He/she is admitted to hospital/to attend OPD
treatment.

*Delete whichever inapplicable.

3. I hereby certify that Mr/Mrs/Miss/Dr./Prof./Rev
has now sufficiently recovered to resume his/her occupation.

Date:..... Signature Medical Officer
..... day excuse duty granted day
light duty granted.

Date Full name of Doctor

FOR STAFF

Date	Time	Remarks	Signature of Medical Officer

FOR DEPENDANTS:

Staff Name:

Hospital No. Staff ID No.....

DEPENDANT'S

Name	Hospital Number	Date of Birth	Relationship

The above – named Departments

Are sent for treatment, they are entitled to

Grade..... for treatment.

Date..... Signature Medical Officer:
(Personnel Officer)

4. I hereby certify that Rev/Mr/Mrs/Miss
 has now sufficient. Recovered to resume his/her occupation.
 Date..... Signature Medical Officer
 day excused duty granted.....days light duty granted.

Date..... Full name of Doctor.....

Date	Time	Hospital Number	Relationship	Doctor Signature



TUMAINI UNIVERSITY MAKUMIRA

SCHEDULE TO THE AGREEMENT FOR ATTENDING A COURSE OF INSTRUCTION AT TUMAINI UNIVERSITY OR OTHER HIGHER LEARNING INSTITUTIONS

NOTES:

1. This agreement form is to be used whenever a candidate is to attend a full-time course of Institution of more than three months in duration, wholly/partly at the expense of the UNIVERSITY/CONSTITUENT COLLEGE.
2. The candidate must obtain guarantors to sign this Agreement.

RULES FOR CANDIDATES ATTENDING COURSES:

1. Every candidates selected to attend course wholly or partly at the expense of the University/Constituent College is required to comply with the following rules:
 - (a) To report to the venue of the course as directed.
 - (b) To begin her/his studies at such time as may be appointed and to continue diligently with such studies until the completion of the course unless is prevented from so doing by sickness proved by a certificate from medical practitioner or by other circumstance beyond her/his control.
 - (c) To follow any directions which may be given to her/him by the authorities of the institution concerning general conduct of the course

- (d) To devote her/his full time and attention to following the course for which she/he was selected unless permission to modify her/his course in content or duration is granted.
- (e) To satisfy the University/Constituent College as to her/his attendance, conduct and progress by reports from the head of institution concerned or her/his representative.
- (f) To sit for any prescribed examination or group of examinations within the time fixed by the authorities of the institution concerned unless she/he is prevented from so doing by sickness proved by a certificate from a medical practitioner or by other circumstances beyond her control.



**TUMAINI UNIVERSITY MAKUMIRA
CERTIFICATE OF DISCHARGE**

In consideration of payment of Tshs_____ I hereby acknowledge and accept as full and final Terminal Benefits.

I, _____ renounce and forego any further claims, damages, actions and suit at law of whatever nature against University College however related to the Terminal Benefits herein above mentioned or any incidental claims thereof.

Dated this _____ day of _____ 20_____

Signed by (Staff): _____

Witnessed by:

Name: _____ Signature: _____

Position: _____ Date: _____

University /College Official

Name: _____ Signature: _____

Position: _____ Date: _____

Witnessed by:

Name: _____ Signature: _____

Name: _____ Signature: _____

Position: _____ Date: _____



**TUMAINI UNIVERSITY MAKUMIRA
CERTIFICATE OF SERVICE**

REF. NO. _____

DATE: _____

This is to certify that Prof./Dr./Rev./Mr./Mrs/Ms./Miss _____
was in the employment of University/College from: _____ to _____
the capacity of _____

His/Her efficiency was _____

His/Her general conduct was _____

Cause of Termination of Appointment _____

Comments: _____

Name: _____ **Signature:** _____
Vice Chancellor/Provost

N.B: Efficiency and General Conduct are each to be expressed in one of the following terms:

- a) Excellent
- b) Very Good
- c) Good
- d) Average/Satisfactory



TUMAINI UNIVERSITY MAKUMIRA

AGREEMENT WITH PRE-SERVICE STUDENTS

This Agreement is made this day of Year between the Tumaini University Makumira/constituent College (herein-after called the University/College of the one part and Prof./Dr./Rev./Mr./Mrs/Miss (here-in-after called the candidate of address..... Who is a pre service student/employed at Tumaini University/Constituent College/others.

Name:
Mr./Mrs/Miss (first Guarantor) of P.O. Box and Mr./Mrs/Miss
(Second Guarantor) of P.O. Box (here-in-after called the Guarantor(s)

WHEREAS:

1. The candidates has been selected to attend a course of instruction (here-in-after called the “course” conducted by Tumaini University Makumira /others at (Name of institution) (here-in-after called the “Institution’) for the purpose of qualification(s), as wholly/partly at the

expenses of the TUMAINI UNIVERSITY
MAKUMIRA/CONSTITUENT COLLEGE.

2. The TUMAINI UNIVERSITY/CONSTITUENT COLLEGE wishes to ensure that the candidate will prosecute her/his studies diligently and will upon completion of the course of instruction return and work for TUMAINI UNIVERSITY MAKUMIRA/CONSTITUENT COLLEGE for a period of not less than three/five years depending on the length of the course.
3. The candidate agrees to attend and complete the said course of instruction and to return and work for the TUMAINI UNIVERSITY MAKUMIRA/CONSTITUENT COLLEGE and the guarantors are willing to guarantee the due performance of this Agreement by the candidate.

NOW THEREFORE it is agreed by and between the parties here to as follows:

1. For the TUMAINI/CONSTITUENT COLLEGE to finance wholly/partly the course (for the whole course/for academic year.
2. For the candidates to complete the course in accordance with the rules for candidates attending courses set out in the schedule to this agreement and in accordance with such other directions as may be given to her by the UNIVERSITY/COLLEGE. The Schedule shall be appended to this Agreement and the direction shall be updated from time to time and the same shall be executed and appended to this agreement to form part thereof.
3. At the conclusions of the course to enter such employment as may be directed by the UNIVERSITY/COLLEGE and there in after to continue with such employment. In case of a course lasting less than a year, the candidate shall remain in service of the

UNIVERSITY/COLLEGE for a minimum period of three (3) years and in case of a course lasting more than a year the candidate shall remain in service of the UNIVERSITY/COLLEGE for a minimum period of five (5) years.

4. If the candidate contravenes or fails to comply with any of the provisions of clause 2 and 3 hereof the candidate and the guarantor(s) shall be jointly and severally liable to repay to the UNIVERSITY/COLLEGE all expenditures incurred by UNIVERSITY/COLLEGE in connection with the candidates attending the course, including (but not limited) to any sums paid to his/her behalf or by way of allowance/fees or expenses and for all other costs in connection with the course.
5. If the candidate resigns or is dismissed from his/her employment or has his/her appointment terminated other than on medical grounds within three/five years of his/her assumption of his/her assumption of his/her employment following his/her course under the provisions of clause 3 thereof, the candidate and the guarantor(s) shall be jointly and severally liable to repay to the UNIVERSITY/COLLEGE that proportion of the expenditure specified in clause 4 by which the candidates period of employment since such assumption or resumption falls short of a total period of three/five years.
6. Where this agreement is signed by the candidate at any time after commencing the course, it shall be interpreted and have effect in all respects as if signed by him prior to commencing the course.

IN WITNESS WHEREOF the parties here to have duly executed these presents in the manner and on the days and year here in-after mentioned.

- (1) SIGNED and DELIVERED by the
Said.....in
for and on behalf of
his capacity as.....
On the day and year first above
Written
- } THE UNIVERSITY/
CONSTITUENT COLLEGE

Before me:

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____

- (2) SIGNED and DELIVERED by the
Said.....
who is known to me personally/
.....
identified to me by.....
personally in my presence the
day and year first above written
- } CANDIDATE

Before me:-

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____

- (3) SIGNED and DELIVERED by the
said.....
who is known to me personally/
identified to me by.....
.....
the latter being known to me
personally in my presence the
day and year first above written

FIRST GUARANTOR

Before me:-

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____

- (4) SIGNED and DELIVERED by the
Said.....
who is known to me personally/
identified to me by
.....
The latter being known to me
personally in my presence the
day and year first above written

SECOND
GUARANTOR

Before me:-

Name: _____

Signature: _____

Postal Address: _____

Qualification: _____