# TABLE OF CONTENTS

**WELCOME TO THE UNIVERSITY OF GHANA**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Principal Officers</td>
<td>1</td>
</tr>
<tr>
<td>2. MISSION OF THE UNIVERSITY</td>
<td>1</td>
</tr>
<tr>
<td>3. VISION OF THE HRODD</td>
<td>1</td>
</tr>
<tr>
<td>3.1 HRODD Systems</td>
<td>1</td>
</tr>
<tr>
<td>4. ADMINISTRATION OF UNIVERSITY OF GHANA</td>
<td>1</td>
</tr>
<tr>
<td>4.1 Main Campus Administration</td>
<td>1</td>
</tr>
<tr>
<td>4.1.1 Teaching Faculties</td>
<td>1</td>
</tr>
<tr>
<td>4.1.2 Accra City Campus</td>
<td>2</td>
</tr>
<tr>
<td>4.1.3 Central Administration</td>
<td>2</td>
</tr>
<tr>
<td>4.2 College of Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>4.3 College of Agric &amp; Consumer Sciences</td>
<td>3</td>
</tr>
<tr>
<td>4.4 University of Ghana Business School (UGBS)</td>
<td>3</td>
</tr>
<tr>
<td>5. STAFF CATEGORY</td>
<td>3</td>
</tr>
<tr>
<td>6. WORKING HOURS</td>
<td>3</td>
</tr>
<tr>
<td>7. CONDITIONS OF SERVICE</td>
<td>3</td>
</tr>
<tr>
<td>8. PAYROLL ADMINISTRATION</td>
<td>4</td>
</tr>
<tr>
<td>9. ALLOWANCES</td>
<td>4</td>
</tr>
<tr>
<td>9.1 Removal Allowance</td>
<td>4</td>
</tr>
<tr>
<td>9.2 Excess Baggage Expense</td>
<td>4</td>
</tr>
<tr>
<td>10. GHANA UNIVERSITIES SUPERANNUATION &amp; SOCIAL SECURITY SCHEME</td>
<td>4</td>
</tr>
<tr>
<td>11. NUMBER OF CHILDREN</td>
<td>5</td>
</tr>
</tbody>
</table>
12. REGISTRATION OF SPOUSE & DEPENDANTS ----------------------5
13. ANNUAL LEAVE ----------------------------------------------------------5
14. STUDY LEAVE ----------------------------------------------------------5
15. PERFORMANCE MANAGEMENT -----------------------------------------5
15.1 Annual Assessment--------------------------------------------------------6
15.2 Probation---------------------------------------------------------------6
16. STAFF ASSOCIATIONS ------------------------------------------------------6
17. ACADEMIC ---------------------------------------------------------------6
17.1 Programmes--------------------------------------------------------------6
17.2 Campuses---------------------------------------------------------------6
18. STUDENT RESIDENTIAL FACILITIES ON CAMPUS ----------------7
19. HEADS OF HALLS AND JUNIOR COMMON ROOM-----------------7
20. TERMINATION OF APPOINTMENT ---------------------------------------7
21. RETIREMENT OF STAFF -----------------------------------------------------7
21.1 Voluntary Retirement and Pension----------------------------------------7
21.2 Compulsory Retirement---------------------------------------------------7
22. OTHER FACILITIES------------------------------------------------------------8
22.1 Post Office-------------------------------------------------------------8
22.2 Bank------------------------------------------------------------------8
23. TRANSPORTATION -----------------------------------------------------------8
24. PLACES TO EAT -------------------------------------------------------------9
24.1 Restaurants-------------------------------------------------------------9
24.2 Food Vendors----------------------------------------------------------9
APPENDICES

Appendix I
- Misconduct
- PENALTIES

APPENDIX II
- Allowances
Welcome to the University of Ghana

On behalf of the Management of the University of Ghana, I welcome you to a fruitful working relationship. We all belong to our special Units. These Units appear to be independent of each other. I want to assure you that each person’s work impacts directly on the total output of the Institution.

This orientation programme has been put together by the Human Resource & Organisational Development Directorate (HRODD) to help you settle quickly in the University so that you can concentrate on the work you have been employed to do.

The objective of the orientation handbook is to draw your attention to the facilities available to members so that you may access them when necessary and also your responsibility as members of staff.

Most Units within the University have Web Pages or other documents giving details of what they do. It is your responsibility to ask questions so that you can find the right information.

This is by no means a complete document. Staff are free to draw attention to any omissions. Every constructive criticism is most welcome.

Ag. Director
HRODD

August 1, 2009
1. Introduction
THE UNIVERSITY OF GHANA was founded as the University College of the Gold Coast by Ordinance on August 11, 1948 for the purpose of providing for and promoting university education, learning and research.

1.1 Principal Officers
Mr. Kofi Annan is the Chancellor of the University, Justice Dr. Samuel Kofi Date-Bah, Chairman of Council, Prof. Clifford N.B. Tagoe, Vice Chancellor, Prof. Kwesi Yankah, Pro-Vice Chancellor and Mr. Joseph Maafo Budu, Registrar.

2. Mission of the University
To develop world-class human resource and capabilities to meet national development needs and global challenges through quality teaching, learning, research and knowledge dissemination.

3. Vision of the HRODD
HRODD envisions the University of Ghana boasting of World Class staff in all categories and at various levels within the University; well-trained, technically competent and knowledgeable in our fields; with integrity, accountability and teamwork as an integral part of our work ethic.

3.1 HRODD Systems
HRODD systems and processes are guided by the Labour Law, Conditions of Service of the three categories of staff, University of Ghana Act and Statutes and the Schemes of Service for Junior and Senior Staff.

4. Administration of University of Ghana
The day-to-day administration of the University is structured as follows:
- Main Campus Administration
- College of Health Sciences
- College of Agriculture & Consumer Sciences
- University of Ghana Business School

4.1 Main Campus Administration
This is made up of Teaching Faculties, Accra City Campus and Central Administration.

4.1.1 Teaching Faculties
The Faculties comprise Departments, Institutes, Schools and Projects. The faculties are:
4.1.2 Accra City Campus
The Accra City Campus offers courses in the Humanities on both full time and part time basis. The Campus currently offers courses leading to the award of Bachelor of Arts (BA) and Bachelor of Science ((B.Sc) in Administration degrees.

4.1.3 Central Administration
This comprises the Offices of the Vice Chancellor; Pro-Vice-Chancellor and Registrar; the Balme Library; Administrative Directorates; and, other Support Services.

Administrative Directorates
- Human Resource & Organisational Development (HRODD)
- Academic Affairs (AAD)
- Public Affairs (PAD)
- Finance
- Internal Audit
- Sports
- Information & Communication Technology (ICTD)
- Planning, Management & Information Services (PMISD)
- Physical Development & Municipal Services (PDMSD)

Support Services
- Halls of Residence
- University Book Shop
- University Hospital
- University Consultancy Centre
- University Guest Centre
- Counselling and Placement Centre
- University of Ghana Basic Schools
- University of Ghana Hostels
- Students Financial Aid Office
- Radio Universe

4.2 College of Health Sciences
The mission of the College is to produce highly qualified and competent health professional and medical scientists to provide preventive and curative services to meet the health needs of the nation and the global community through world-class
teaching, research and knowledge dissemination. The College is headed by a Provost and made up of six Schools and one Institute.

4.3 **College of Agric & Consumer Sciences**
The mission of the College is to train personnel to meet the nation’s high level professional manpower in promoting sustainable agricultural development based on environmentally sound management of natural resources of the agricultural sector and consumer science. The College is headed by a Provost, is constituted by a School, an Institute and three Research Centres.

4.4 **University of Ghana Business School (UGBS)**
The mission of the UGBS is to develop quality human resource capacity through provision of world-class management education, skills training and development, applied research, consultancy and other extension services to meet the needs of its domestic and international customers (students, government, private and public-sector operators in commerce and industry and non-governmental organizations), using knowledgeable, competent and experienced Faculty and state-of-the-art-technology.

5. **Staff Category**
The University has three categories of staff:
- Senior Members (SM) are the academic, professional and administrative personnel who by appointment become members of convocation.
- Senior Staff (SS) are members of staff not below the rank of Administrative Assistant or equivalent.
- Junior Staff (JS) are members of staff below the rank of Administrative Assistant or equivalent.

6. **Working Hours**
8am to 5pm with one hour lunch break at 12.30pm.

Staff on Shift Duty are Security Services, Hospital, Libraries, Research Stations and Hall Porters.

7. **Conditions of Service**
Each category of staff has its conditions of service. Most staff are employed on contract basis. It is the responsibility of all staff to ensure that they have a valid contract at all times.

Appointments within the University are full time. No staff may accept additional work or study without the express written permission of the Vice Chancellor or Registrar.
8. **Payroll Administration**

In order for staff to be included in the payroll, the following must be submitted:
- Letter accepting offer of appointment
- The Head of Department will notify HRODD or the HR section of College/Institute/School as the case may be of the date of assumption of duty.
- HRODD or the HR section of College/Institute/School as the case may be will authorize Finance Directorate or Finance Section of College/Institute/School as the case may be to pay salary.
- Staff will have to contact Finance/Salaries Unit and provide bank details to which salary will be paid.

9. **Allowances**

There are many allowances available to different categories of staff upon application. These range from transport to housing allowances. A list is attached as Appendix II.

9.1 **Removal Allowance**

Staff employed from outside Accra may apply for removal allowance to enable them transport their belongings to Accra.

In the case of staff recruited from outside Ghana, the University may pay the cost of airfare and cost of transportation of personal effects to Ghana.

These two payments are mutually exclusive.

9.2 **Excess Baggage Expense**

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

10. **Ghana Universities Superannuation & Social Security Scheme**

Staff have the option of contributing to a Superannuation Scheme and the Social Security Scheme. The contribution to the Social Security Scheme is done privately.
The letter of appointment will state which employee qualifies to join the Superannuation Scheme. Staff already on the Ghana Universities Superannuation Scheme (GUSS) shall continue to belong to it.

The University (the employer) will contribute its portion to the scheme and staff contribution will be deducted at source. Contact the Finance Directorate for further information.

11. **Number of Children**

The University recognises a maximum of six children/wards for the purpose of free medical facilities, subsidised education in the Primary/JSS and other courtesies. In each case wards shall not be more than two.

12. **Registration of Spouse & Dependents**

Fill the Personnel Record Form and the Service Record Booklet at the HRODD. Support this document with the following where applicable:

- Birth Certificate of Staff
- Provide Marriage Certificate/Affidavit
- Birth Certificates of Children. Copies of Entry into the Register of Births should be supported by another dated document showing proof of parentage
- 2 Passport size photographs each for staff and dependant.

Only registered dependants will enjoy courtesies from the University. Therefore, staff should update their family records regularly.

13. **Annual Leave**

- Senior Members - 62 consecutive days
- Senior Staff - 40 working days
- Junior Staff - between 25 and 34 working days depending on grade.

14. **Study Leave**

University Staff may be sponsored to pursue courses that are related to their jobs. Such sponsorship shall be in accordance with regulations determined from time to time.

Studying without permission from the Pro-Vice Chancellor or Registrar is not acceptable and may result in staff’s name being deleted from the payroll.

15. **Performance Management**

Performance management is the responsibility of the Unit Head. HRODD provides the framework in which the performance is managed across the University.
15.1 Annual Assessment
The schedule of Duties of Junior and Senior Staff is available in brief, in the specified Schemes of Service.

- Junior & Senior staff annual assessment is done by the supervisor/the Unit Head;
- Senior Members in Teaching & Research fill out academic record forms for comment by Head of Department/Unit and Dean;
- Senior Members in Administration and Professional grades fill out annual record forms for comment by Head of Department/Unit and Registrar.

15.2 Probation
On first appointment, all staff serve a period of probation. The probation period for Senior and Junior Staff is one year. Senior Members serve two years’ probation. During this period the Head of Department/Unit will assess the work output and conduct of staff and submit a report on the staff. Upon receipt of a satisfactory performance report, the appointment may be confirmed.

16. Staff Associations
- University Teachers Association of Ghana (UTAG)
- Ghana Association of University Administrators (GAUA)
- Federation of University Senior Staff Association (FUSSAG)
- Teachers & Educational Workers’ Union (TEWU)

17. Academic
17.1 Programmes
- Regular Fulltime programmes
- Sandwich programmes
  - Selected Diploma and MA Courses
- Distance programme
  - The programme is currently offered in 5 Centers in Ghana, namely: Accra (Legon), Kumasi, Secondi-Takoradi, Tamale and Koforidua.

There are two semesters in an academic year:
- Semester one – Mid-August to January
- Semester two – Mid-February to July

17.2 Campuses
- Legon
- Korle-Bu
- Accra City Campus
18. **Student Residential Facilities on Campus**

The University has five (5) Traditional Halls. The traditional halls are Akuafo, Commonwealth, Legon, Mensah Sarbah and Volta Hall. The Hostels are Jubilee, International Students Hostel, Valco and Ghana Hostels Limited.

19. **Heads of Halls and Junior Common Room**

Each Hall of Residence has a Senior Tutor, a Deputy Senior Tutor, a Hall Master, Vice-Master, Bursar and Tutorial Secretary. Some Senior Members are affiliated to the Halls as Fellows. Each hall has a JCR that manages students’ affairs.

20. **Termination of Appointment**

The appointment of staff may be terminated on the basis of:
- Indiscipline
- Incompetence and
- Lack of requisite qualification

21. **Retirement of Staff**

21.1 **Voluntary Retirement and Pension**

The laws of Ghana allow for voluntary retirement from the age of 45. However in order to benefit from the Pension schemes the following shall apply:

<table>
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<th></th>
<th>GUSS</th>
<th>SSNIT</th>
</tr>
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<tbody>
<tr>
<td>Membership</td>
<td>Senior Members</td>
<td>Junior and Senior Staff</td>
</tr>
<tr>
<td>Contribution</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>Employer Contribution</td>
<td>12 ½%</td>
<td>12 ½ %</td>
</tr>
<tr>
<td>Qualification for full Benefit</td>
<td>Minimum 15 years’ contribution</td>
<td>- Minimum 20 years’ contribution - 60 years of age</td>
</tr>
<tr>
<td>Scheme Type</td>
<td>Defined Benefit</td>
<td>Defined Contribution</td>
</tr>
<tr>
<td>Guaranteed Pension Period</td>
<td>20 years</td>
<td>12 years</td>
</tr>
<tr>
<td>Voluntary Retirement</td>
<td>50 years</td>
<td>55 years (reduced pension)</td>
</tr>
<tr>
<td>Study Leave without pay or Leave of absence without pay.</td>
<td>Member contributes 22 ½ % of Basic voluntarily</td>
<td>Member contributes 17 ½% of Basic voluntarily</td>
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</tbody>
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21.2 **Compulsory Retirement**

- An employee of the University shall be required to retire from the service of the University at the end of the academic year in which he attains the age of 60. Staff shall be notified in advance of the impending retirement.
22. Other Facilities

- **Medical**: Staff of the University and their dependants are entitled to free medical care. To access this facility, register with the University Hospital/other accredited facility after receiving the Family Card from HRODD/HR Units as the case may be.

- **University of Ghana Basic School**: A University staff is entitled to enroll his/her children and registered wards at the University of Ghana Basic School. Enrollment is subject to the availability of vacancies in the school.

- **Housing**: The University provides housing or housing allowance for entitled staff (Principal and Senior Members). Junior and Senior Staff may compete for staff quarters at the staff village.

- **Publications**: Public Affairs Directorate is responsible for publications of the University, including the Reporter which is the official Gazette of the University.

- **Information and Communication Technology**: Contact the ICT Directorate for your UG e-mail address. The Directorate also provides training for staff and students.

- **Recreation**:
  - Sports Directorate: Swimming Pool, Basket Ball, Tennis among others are available at the Directorate. The facilities are located off the road to South Legon.
  - Botanical Gardens: The Gardens are located at Agbogba Junction off the Haatso road. The Department of Botany operates the Botanical Gardens primarily for research purposes.

Currently, a private individual has developed recreational grounds within the University Botanical Gardens. The facility can be accessed from Agbogba Junction off the Haatso Road.

22.1 **Post Office**
The post office is on the main Avenue close to the Economics Department.

22.2 **Bank**
There are branches of Barclays Bank, Standard Chartered Bank, Ghana Commercial Bank (GCB), Ecobank and HFC Bank available on campus.

23. **Transportation**
The University runs a shuttle which conveys students and passengers around the campus. Metro Mass Transport is also available for similar purposes.

Commercial vehicles without the UG Sticker are not allowed to enter the Campus without security checks. Drivers of such vehicles are required to leave their
licence at the Security check point. They are also expected to leave the premises within 15mins.

Commercial vehicles are not allowed to use the South Legon Gate. Private vehicles without the University Sticker are not allowed to use the South Legon Gate.

The UG car stickers are available at PDMSD – Transport Section.

The Link Gate to GIMPA is closed to the public at 10pm and opens at 5.30am. There are security check points at all the three entrances to the University.

24. Places to Eat

24.1 Restaurants

In addition to the University of Ghana Guest Center, Private caterers run restaurant services in the Catering facilities in the halls of residence and other facilities around campus. These include:

- The Basement (Cafeteria);
- Tasty Treat – Adjacent to NMIMR

24.2 Food Vendors

Food Vendors are located at the Bush Canteen, adjacent to PDMSD and the Night Market opposite Manciples.
APPENDICES

Appendix I

Misconduct

Any act of misconduct or negligence on the part of an employee is an offence which may render him/her liable to disciplinary action. In particular, the contraventions of or failure to observe staff regulations or other instructions without reasonable cause shall be regarded as an offence.

The influence of members of the University, members of the Committees of the University and of persons outside the University shall not be sought in matters connected with discipline or conditions of service or with a view to obtaining consideration for appointment, transfer or promotion.

No member of staff shall have a personal interest in any business transaction with the University.

No employee shall receive gifts given with a view to influencing his/her official conduct or as a reward for official action.

No employee shall employ, for private purposes, the service of the University’s employee at times during which the service of the latter are at the disposal of the University. Nor shall any employee make private use of materials, stores, or apparatus which are the property of the University.

No employee shall, in his/her personal capacity receive any payment from University funds on behalf of, or as agent for any member of the public, except with the prior approval of the Vice Chancellor.

All University monies paid to an employee must either be due to him personally or paid to him in his official capacity, in which case they must be properly brought to account.

It shall be an offence for an employee to receive any money from the University to which he/she is not entitled.

Employee and Private Business

No employee shall at any time engage in private business during working hours.
**Absence without Permission**

1. No employee may leave his/her place of work during normal working hours without permission.

2. Absence from duty without reasonable cause is an offence, and an employee may be dismissed or have his appointment terminated after due warning for habitually absenting himself/herself from work without permission.

An employee who absents himself/herself from duty on grounds of ill-health without being certified by the University Medical Officer, or by a registered Medical Practitioner to be unfit for duty is liable to be regarded as absent without leave. A registered Medical Practitioner can recommend referral for local treatment where diagnosis of ailments cannot be made.

Where an employee is absent from duty without leave or reasonable cause for more than ten consecutive working days, he may be regarded as having vacated his/her post.

**Loans and Debts**

No employee shall act as a money lender or as an intermediary between any employee and a money lender or take any part in collecting debts on behalf of a money lender.

Pecuniary embarrassment from whatever cause which affects or is likely to affect the efficiency of an employee may result in disciplinary proceedings being taken against him/her.

**Press and Broadcasts**

Disciplinary action shall be initiated through an appropriate committee of the University against any employee who is the author of any anonymous publication, in the form of letters, articles etc, or is party to any such publication, or who in any publication bearing his/her signature discusses any matter concerning the University in a manner calculated to undermine confidence in the University.

No employee, unless specifically authorized, shall communicate either directly or indirectly to the Press, or to any unauthorized person any information gained in the course of his/her official duty.
**PENALTIES**

**Degrees of Penalties**

The following are the penalties that may be imposed in disciplinary proceedings in respect of misconduct or unsatisfactory service:

a) Warning or reprimand  
b) Withholding of increment  
c) Suspension from duty without pay for a period not exceeding fourteen days.  
d) Reduction in rank or grade  
e) Interdiction  
f) Termination of appointment.  
g) Dismissal without notice

A fine as distinct from suspension without pay shall not be awarded as a punishment.
Appendix II

Allowances

- Responsibility Allowance
- Entertainment Allowance
- Transfer Grant
- Extra Teaching Allowance
- Invigilation Fees
- Extra Marking Allowance
- Departmental Duty Allowance
- Professional Allowance
- Night Subsistence Allowance (Reimbursable Allowance)
- Vehicle Maintenance Allowance
- Mileage Allowance
- Fuel Allowance
- Off-Campus Allowance
- Book/Equipment Allowance
- Research Allowance
- Warm Clothing Allowance
- Owner-Occupier Allowance
- Children’s Allowance
- Risk Allowance
- Overtime
- Height Allowance
- Day Trip Allowance
- Special Cashier Allowance
- Temporary Transfer Allowance