





## The Catholic University of Eastern Africa

| TITLE   | AUTHOR   |
|---|--|
| <b>PROCEDURE FOR RENEWAL OF EMPLOYMENT CONTRACTS (CUEA/DVC ADM/HRM/05)</b>  | <b>HR MANAGER</b>  |
|   | NO. OF APPENDICES:   |
|   | <b>NONE</b>  |
| <b>AUTHORIZATION</b><br>This Standard Operating Procedure is issued under the authority of:   |  |
| TITLE   | <b>DEPUTY VICE CHANCELLOR ADMINISTRATION</b>   |
| SIGNATURE   |  |
| DATE  | <b>21<sup>st</sup> April 2015</b>  |
| ISSUE DATE  | <b>21<sup>st</sup> April 2015</b>  |
| STAMP CONTROLLED / UNCONTROLLED   | <b>CONTROLLED</b>  |
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| Revision | 01 |  | Date | 20 <sup>th</sup> April 2015 |
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|  | <b>Standard Operating Procedure</b>                  | <b>(CUEA/DVC<br/>ADM/HRM/05)</b> |
| <b>Title</b>  | <b>Procedure for Renewal of Employment Contracts</b> | <b>Page 2 of 4</b>               |

## 0. CONTENTS AND RECORD OF CHANGES

### 0.1 Table of Contents

|     |                                      |   |
|-----|--------------------------------------|---|
| 0.  | CONTENTS AND RECORD OF CHANGES ..... | 2 |
| 1.0 | PURPOSE.....                         | 2 |
| 2.0 | SCOPE .....                          | 2 |
| 3.0 | TERMS AND DEFINITIONS.....           | 2 |
| 4.0 | REFERENCES .....                     | 3 |
| 5.0 | PRINCIPAL RESPONSIBILITIES .....     | 3 |
| 6.0 | METHOD .....                         | 3 |
| 7.0 | APPENDICES .....                     | 4 |

### 0.2 Record of Changes

| No | Date       | Details of Changes |   | Authorization |
|----|------------|--------------------|---|---------------|
|    | (dd-mm-yy) | Page               | Clause/subclause                                | Title         |
| 1  | 21-06-2011 | 3                  | 6.1 Inclusion of the word “shall” and timelines | HR Manager    |
| 2. | 20-04-2015 | 3                  | 3.1.3 and 3.1.4 Inclusion of definitions        | HR Manager    |
| 3. | 20-04-2015 | 3, 4               | 6.1 Include Title, 6.2 Include section          | HR Manager    |
|    |            |                    |   |               |

### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

### 1.0 PURPOSE

To ensure efficient, fair and timely renewal of employee contracts in accordance with satisfactory performance standards.

### 2.0 SCOPE


All CUEA Staff members on Contractual appointment of at least three (3) years and above. Those with less than 3 years contract need not to follow this procedure.

### 3.0 TERMS AND DEFINITIONS

#### 3.1 Definitions of Terms Used

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual:

|          |    |  |      |                             |
|----------|----|--|------|-----------------------------|
| Revision | 01 |  | Date | 20 <sup>th</sup> April 2015 |
|----------|----|--|------|-----------------------------|

|   |  |                                  |
|---|--|----------------------------------|
|  | <b>Standard Operating Procedure</b>                  | <b>(CUEA/DVC<br/>ADM/HRM/05)</b> |
| <b>Title</b>  | <b>Procedure for Renewal of Employment Contracts</b> | <b>Page 3 of 4</b>               |

**3.1.1 Contract:** For the purpose of this procedure ‘Contract’ refers to a legal agreement between an employer and an employment as regards to the conditions of work.

**3.1.2 Renewal:** In this context, ‘renewal ’refers to the official increase of the period of time for a contract entered into earlier but came to an end. Contract renewal therefore, refers to the extension of time for a contract which was awarded earlier after an agreement between the employee and the employer.

**3.1.3 Long Term Contract:** Contract lasting one year and above.

**3.1.4 Short Term Contract:** Contract lasting one year and below.

### **3.2 Abbreviations and Acronyms**

3.2.1 HR - Human Resources

3.2.2 SDC- Staff Development Committee

3.2.3 SEC-Staff Evaluation Committee

## **4.0 REFERENCES**

This procedure makes reference to the following documents which form part of the QMS documentation:

4.1 HR Policies and Procedures Manual

4.2 ISO 9001:2008, Quality Management systems –Requirements clause 7.5.2

## **5.0 PRINCIPAL RESPONSIBILITIES**

The HR Manager shall ensure that this procedure is strictly adhered to.


## **6.0 METHOD**

### **6.1 Long Term Contracts**

6.1.1 The Office of the HR shall communicate in writing to staff members whose employment contracts are about to expire reminding them of the need to renew their contracts and copy to their respective HODs and Deans or equivalents. This shall be done at least three (3) months before the due date of expiry.

6.1.2 A staff member whose contract is about to expire shall communicate to the HR Manager in writing through the respective Dean and HOD, at least two (2) months before the due date explaining why his/her contract should or should not be renewed.

|          |    |  |      |                             |
|----------|----|--|------|-----------------------------|
| Revision | 01 |  | Date | 20 <sup>th</sup> April 2015 |
|----------|----|--|------|-----------------------------|

|   |  |                                  |
|---|--|----------------------------------|
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| <b>Title</b>  | <b>Procedure for Renewal of Employment Contracts</b> | <b>Page 4 of 4</b>               |

- 6.1.3 The respective Dean and the HOD shall write recommendation letters to the HR Manager explaining why the contract should or should not be renewed within 3 working days.
- 6.1.4 The HR Manager, in consultation with the relevant DVC, shall forward the three letters to the respective SEC for deliberation and recommendation within two (2) weeks.
- 6.1.5 The Chairman of the SEC shall forward the Committee's recommendation to the VC for action.
- 6.1.6 The VC shall write to the respective staff member informing him/her of the decision reached.
- 6.1.7 If the decision is to have the contract renewed, the staff member shall sign a contract for the next specific period with the VC witnessed by the University Lawyer and/or the HR Manager.
- 6.1.8 If the decision is not to renew the contract, the staff member shall be served with a notice period or be paid a salary equivalent to the notice period.

## 6.2 Short Term Contracts

- 6.2.1 The Office of the HR shall communicate in writing to the HOD requesting him/her to recommend and state whether the staff contract needs to be renewed within one (1) month before the contract expires.
- 6.2.2 The respective HOD shall write recommendation letters to the HR Manager explaining why the contract should or should not be renewed within three (3) working days.
- 6.2.3 The DVC / Administration shall write to the respective staff informing him / her of the decision reached:
- 6.2.3.1 If the decision is to have the contract renewed the staff shall be informed two (2) weeks prior to the expiry of the contract.
- 6.2.3.2 If the decision is not to renew the contract, the staff member shall be informed two (2) weeks prior to the expiry of the contract.

## 7.0 APPENDICES

None

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|----------|----|--|------|-----------------------------|
| Revision | 01 |  | Date | 20 <sup>th</sup> April 2015 |
|----------|----|--|------|-----------------------------|