






The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR STAFF DEVELOPMENT (CUEA/DVC ADM/HRM/12)	HR MANAGER
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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	21 June 2011	4	6.0 Reviewing of the method to make it adequate	HR Manager

0.3 Distribution / Circulation

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


1. PURPOSE

To maintain a well qualified pool of staff for current and future University needs

2. SCOPE

The procedure applies to all CUEA staff apart from casuals, part-timers and those on short-term contracts of less than one (1) year. It covers both undergraduate and postgraduate programmes

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BUT for one degree programme only. In order to qualify for sponsorship/scholarship, the employee must have served for a period of at least three Years (3) after probation. It also covers dependents of “qualifying employees” who study in CUEA.

3. 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 and CUEA QMP-01

3.1.1 Staff development:

In this context, ‘Staff development’ refers to the process of making employees gradually better and more advanced academically so as to make them better workers. It involves the sponsoring of an employee for long-term training for more than one year up to three (3) years. For full-time courses taken locally or internationally an employee may be granted study leave, whereas, for part-time courses taken locally, the employee’s workload may be reviewed to enable him/her complete the training programme within the stipulated period.

3.1.2 Bond:

In this context, “a bond” is a debt instrument in which the University agrees to loan money to their staff members whereby they undertake to return to the service of the University immediately upon completion of training. For a course period of up to 1 year, the bond period is 1 year; 2 years course period, the bond is 2 years; 3 years course period, the bond is 3 years.

3.1.3 Qualifying employee:

Is one who has served in CUEA for a period of at least three Years (3) after probation.

3.1.4 Dependent:

In this context, “dependent” refers to a spouse and up to three (3) children. However, the scholarship shall be granted one at a time for dependants pursuing studies at CUEA.

3.1.5 Tuition waiver:

Is financial aid offered by CUEA to qualifying employees and their dependents covering the total cost of tuition for a given course and in given period of time. The employee is expected to pay other fees such as administration and development fees.


3.2 Abbreviations and Acronyms

3.2.1 TNA - Training Needs Assessment

3.2.2 HR - Human Resources

3.2.3 SDC- Staff Development Committee

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4. 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 6.2.1

5. PRINCIPAL RESPONSIBILITIES


- 5.1 The HR Manager oversees the implementation of this procedure
- 5.3 The Employee initiates the need for further training
- 5.3 The Management Board identifies training opportunities and scholarships
- 5.4 The University Council approves the provision of staff development scholarships.

6. METHOD

Part one: Staff Development for employees

- 6.1 The HR Manager shall communicate in writing to the Chairperson, SDC (DVC Administration) before 31st March reminding him/her to ask staff members to submit their applications for staff development
- 6.2 The DVC Administration shall communicate to all staff members through either e-mail or internal memo about the call for applications for staff development
- 6.3 A staff member shall apply for staff development to the Chairperson, SDC (DVC Administration) through his/her functional HOD in accordance with the staff development policy guidelines
- 6.4 The functional HOD shall recommend the applicant in line with the departmental/faculty needs and forward the application to the DVC Administration within 2 working days
- 6.5 The DVC Administration shall furnish the HR Manager with the list of the applicants within 3 working days for compilation
- 6.6 The DVC Administration shall convene the SDC within 5 working days in order to approve the applicants for staff development
- 6.7 The SDC shall approve the applicant for staff development and also determine the contribution of the University towards the training subject to availability of funds and staff development policy guidelines
- 6.8 The HR Manager shall ensure that feedback is communicated to both successful and unsuccessful applicants within 14 working days

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6.9 The HR manager shall ensure that successful applicants enter a bond before undergoing studies in line with the staff development policy guidelines.

Part two: Scholarship for Dependants

6.1 The HR Manager shall ensure that employees apply in writing for tuition waiver for their dependants within 2 months before the start of the impending course

6.2 The employee shall apply for tuition waiver for his/her dependant to the Chairperson SDC. He/she shall attach the relevant documents such as birth certificate, marriage certificate and CUEA admission letter

6.3 The Chairperson SDC shall furnish the HR Manager with the applications within 3 working days for compilation

6.4 The Chairperson SDC shall convene the SDC in order to approve the applicants for tuition waiver within 10 working days

6.5 The SDC shall determine the contribution of the University towards tuition waiver subject to availability of funds and staff development policy guidelines

6.6 The HR Manager shall ensure that feedback is communicated to both successful and unsuccessful applicants within 10 working days

Note: The tuition waiver ends when the contract of the employee ends or when the employee ceases to be a staff member of CUEA.

7. APPENDICES

None

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