



MACHAKOS UNIVERSITY

STAFF WELFARE POLICY

OCTOBER, 2018



VISION STATEMENT

A preferred University of Excellence in Scholarship and Service delivery

MISSION STATEMENT

Provide scholarly education through Training, Research and Innovation for Industrial and socio-economic transformation of our communities

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FORWARD

Machakos University recognizes all its employees as the most valuable resource and that the welfare of all staff is essential in achieving the University's Vision and Mission. The University is committed to providing a caring and supportive working environment which is conducive to the welfare of all staff to enable them develop and optimize their full potential. However, staff welfare is a joint responsibility and members of staff are expected to contribute and participate effectively. This policy therefore gives highlights on the benefits staff will enjoy as well as their expected responsibilities.

This policy is to be read hand in hand with the MksU Human Resource Policy, Terms of Service, the signed local Collective Bargain Agreements (CBAs) and other Machakos University approved Policies. The stewardship of the University is hinged on the principles of good corporate governance and integrity, all geared towards the transparent, efficient and effective delivery of services, so as to maintain public confidence in the integrity of the institution, within the Vision and Mission of the University, and the provisions of the Universities Act, 2015.

Members of staff, being the most important resource in the University, are crucial to the University's success. In order for the University staff to work effectively, they need to have support from the University for their relevant professional development, good working environment and life after retirement. This based on the recognition that staff whose individual needs are met feel valued and appreciated and will be more productive in the execution of their duties.

The University therefore looks forward to an energized and productive work force that will propel it to international scene thus attracting more students, staff and other resources. Staff welfare shall therefore be one of my priorities now and in the future.

Sign: _____ **Date:** _____

PROF. LUCY W. IRUNGU, Ph.D.
VICE CHANCELLOR
&
PROFESSOR OF ENTOMOLOGY



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ABBREVIATIONS

AP	~	Administration and Finance
APF	~	Administration, Planning and Finance
BF	~	Benevolent Fund
BFC	~	Benevolent Fund Committee
BFP	~	Benevolent Fund Policy
CBA	~	Collective Bargain Agreement
DVC	~	Deputy Vice Chancellor
GoK	~	Government of Kenya
GPA	~	Group Personal Accident
HoD	~	Head of Division
KUSU	~	Kenya Universities Staff Union
KUDHEIHA	~	Kenya Union of Domestic Hotels, Educational Institutions, Hospitals and Allied Union
MksU	~	Machakos University
PWD	~	Persons With Disability
SACCO	~	Savings and Credit Co-operative
SWP	~	Staff Welfare Policy
UASU	~	University Academic Staff Union
VC	~	Vice Chancellor



1.0 INTRODUCTION

This policy has been written as a guide to assist staff in understanding the responsibilities, conditions and benefits of employment while in the service of Machakos University. The wellbeing and satisfaction of staff members are very important to the realization of the Vision and Mission of the University. With this in mind, the University has adopted policies, which ensure conducive working conditions, fair wages and salaries, standard hours of work and job security for efficient and committed employees. The policy is meant to complement Machakos University Terms of Service (ToS) and Human Resource (HR) Policy document. As such, it should be read *Mutatis Mutandis* with the MksU Terms of Service applicable to your grade as well as with other relevant University policies. Whereas the policy deals with almost every situation important to the staff, it may not cover all the emerging issues because of the numerous departments, sections and units that exist within of the University. Therefore, specific instructions and operational guidelines may be issued from time to time by Heads of Divisions (HoDs).

The members of staff are therefore encouraged to familiarize themselves with University policies regulations and practices. In case of any clarifications, members of staff are advised to consult with their immediate supervisors. They are also required to note that this policy is not a contract of employment document.

The university is guided by its mission, vision and core values when formulating this policy.

1.1 Vision Statement

A preferred University of Excellence in Scholarship and Service delivery

1.2 Mission Statement

Provide scholarly education through Training, Research and Innovation for Industrial and socio-economic transformation of our communities

1.3 Core Values

- Integrity
- Professionalism
- Creativity
- Teamwork and
- Inclusivity

2.0 JUSTIFICATION AND OBJECTIVES OF THE POLICY

2.1 Justification

The purpose of the Welfare Policy is to outline and pursue the staff needs and welfare for harmonious co-existence of all members of staff of Machakos University so as to ensure staff attraction and retention.

2.2 Objectives

The objectives of the Welfare Policy are to:

1. Ensure that staff welfare needs are catered for.
2. Ensure compliance to government statutory requirements.
3. Make MksU a competitive institution that can attract and retain competent staff.
4. Streamline administration of staff welfare issues.
5. Motivate staff for better human resource output.

3.0 SCOPE

This policy covers all Permanent and Pensionable, Permanent, Contractual staff at MksU both academic and non-academic staff.

4.0 OBLIGATIONS / EXPECTATIONS

4.1 Obligations of Management

The University Management Shall:

1. Ensure that the policy is implemented for the benefit of all staff.
2. Facilitate availability of resources on time to meet the needs of all the staff.

4.2 Obligations of Staff

All the staff shall:

1. Provide comprehensive profiles of themselves and update the same regularly or whenever change occurs.
2. Report promptly in writing to the Management through their immediate supervisors of any staff welfare need that may require attention.
3. Play active role in planning their own personal welfare by subscribing to the various welfare groups in and out of the University.

5.0 STAFF BENEFITS

The Staff Welfare Policy is based on the university vision, mission and core values.

5.1 Staff Training and Development Support

The University shall support the training of staff as per the Staff Training Policy

5.2 Training of dependants at Machakos University

Staff whose dependants are admitted at Machakos University shall receive 60% taxable fee waiver on tuition. The waiver shall be up to a maximum of four (4) dependants.

5.3 Social Functions

Members of staff who opt to hold their social functions that do not contravene university policies within the University shall be granted 30% discount on the prescribed costs of accommodation, food and drinks. The cost of open space shall be waived. The discount shall apply to employees' spouse(s) and children so long as proof of relationship is provided.

5.4 Staff loans

5.4.1 Staff Car Loan

Machakos University may guarantee staff to acquire car loans as per the Salary and Remunerations Commission (SRC) guidelines so long as the loans are within the two third rule for commitment of their basic salary.

5.4.2 Land and Mortgage

Machakos University will provide administrative support to enable staff acquire houses through mortgages as guided by the SRC and also facilitate acquisition of land through internally organized programmes.

5.4.3 Salary Advances

Salary advance of up to one 1/3 of basic salary may be granted by the Vice Chancellor when an employee, owing to circumstances beyond his control is placed in a difficult financial position requiring assistance from MksU. However, the Vice Chancellor may exercise discretion to grant a salary advance of not more than two (2) months. When applying for the salary advance, the employee shall be required to attach documentary evidence or adequate written explanation in support of the application.

The maximum period of repayment of any advance salary shall be 12 months. The recovery shall normally be effected in equal monthly installments from the gross salary payable to the employee each month

5.5 Staff wellness

Machakos University Management is committed to the organizational, professional, physical, environmental, psychological and emotional wellbeing of all members of staff. The University shall establish a wellness center to take care of wellness issues. The medical wellness of staff shall be provided through a non-contributory comprehensive annual medical cover. Each year the areas of Staff Health and Wellbeing will be audited using the Staff Opinion Survey data. The University will ensure all staff members work in a conducive environment and shall provide the necessary occupational gears for protection.

5.5.1 In Office Medical Cover

The University runs a non-contributory medical scheme for members of staff and their immediate families. The immediate family of a member of staff shall comprise one spouse and the member's own

children either legally or adopted (up to four children) up to the age of 25 years if they are full time students, not married or working. For staff and their spouses and staff working at the university, the medical scheme shall consider the staff in the highest grade as the principal member. However, where such staff separate legally, then the duo shall be considered independently as principal members.

5.5.2 Post-Retirement Medical Scheme

The University will develop a contributory Post-Retirement Medical Scheme (PRMS) where the staff shall contribute an agreed percentage of their basic salary and the University will make its contribution as per the PRMSP.

5.5.3 Hospital Visits

Where a spouse or dependant of Machakos University employee or fellow employee is hospitalized, the University may grant such a person(s) permission to visit the patient subject to work exigencies.

5.5.4 Staff Counselling Services

Counselling services will be provided as per the Machakos University Staff Medical Scheme

6.0 RETIREMENT BENEFIT SCHEMES

Staff who are on permanent and pensionable terms of service shall be entitled to pension as per the Machakos University Staff Retirement Pension Scheme. However, staff on permanent or contract terms of service shall be entitled to the payment of gratuity of 31% of their Basic Salary.

7.0 BENEVOLENT FUND

The University shall establish a benevolent fund that shall be mandatory for all staff. The fund shall support funeral expenses including purchase of coffin and hire of hearse for spouse, parents, four dependents aged up to 25 years if in college and not married or working. The execution of the benevolent fund shall be administered by a Benevolent Fund Committee (BFC) appointed by the Vice Chancellor and chaired by the Deputy Vice Chancellor (APF). Other members will include Registrar (AP), In charge HR and Union representatives.

Contribution to the fund shall be through a monthly check off of an amount agreed by the staff and remitted to an account identified by the committee members. Each member shall be required to fill a declaration form which shall be used to guide on payment of benefits. Where parents/dependants are shared, such payments shall be covered only once. The administration of the fund shall be as outlined in the Benevolent Fund Handbook and disbursements shall be on request by the affected staff, spouse or dependent.

7.1 Demise in Service Support

Demise in service support shall only apply to staff, one spouse, four dependants aged up to 25 years if in College and not married or working. The support shall be provided by the University and shall include;

- a) The employer shall contribute **KShs. 120,000** towards funeral expenses as follows:-

- Coffin - KShs. 40,000
 - Mortuary fees - KShs. 10,000
 - Transport for the body - KShs. 30,000
 - Transport for immediate family members - KShs. 40,000
- b) The employer shall place a 18 cm x 9 cm size death announcement once in one of the national Daily Newspapers for a member of staff.
 - c) Support for at least one Management representative.
 - d) The University will facilitate transport for staff members up to a maximum of **KShs80,000**

7.2 Demise of parents

In the event of demise of the parents (biological father and mother or parents by adoption), the University shall facilitate transport for staff members of up to a maximum of **Kshs40,000**. For other burial expenses the Benevolent Fund Policy shall apply.

7.3 Source of Funds

The University shall set aside each year a budget to cater for the costs in 7.1 and 7.2. The budget shall be in tandem with the continuous increase in the staff population and number of dependants. The budget line shall be designated as '*Staff Welfare*'.

7.4 Limit of Support

The limit of support by the University shall be dependent on the approved budget and not on the number of occurrences. Support shall only be given to one person in the incase where both of spouse or dependants work for the University. The transport support for staff members shall not be for more than one 52 seater capacity bus and shall be paid directly to the transport provider as per market rates.

7.5 Demise Requisition

The following conditions shall apply when requesting for support after demise.

- 1) All requests shall be done immediately after the occurrence of the demise.
- 2) Immediately bereavement of a member/spouse/dependant occurs, the Head of section shall send a memo to the DVC/APF informing him/her on the occurrence.
- 3) The member/spouse/dependant or HOS shall make an application to the DVC (APF) within the shortest time possible for support from the University using a prescribed form. A copy of the death certificate/Burial Permit MUST be attached.
- 4) On receiving the application, the DVC (APF) shall make an administrative decision or depending on the urgency and scope of request. The DVC (APF) may request for additional information if need be.

- 5) The applicant will be informed of the status of his/her application no later than five (5) business days from the receipt of the application.
- 6) The benefit to the members shall be reviewed during the review of the policy or as per the signed CBAs with the Unions.
- 7) All disbursements for demise support shall be made directly to the beneficiary except for the staff transport.

8.0 SACCO MEMBERSHIP

All employees are free to join Machakos University Savings and Credit Co-operative (SACCO) which is hosted in the University. The University shall facilitate the SACCO through provision of office space and check-off for any deductions.

9.0 HIRE-PURCHASE FACILITY

The University may facilitate purchase of various items by members of staff through the hire-purchase check-off system at a small fee. The University can enter an arrangement with various hire-purchase companies enable staff enjoy such facilities.

10.0 INSURANCE COVER BENEFITS

All University staff on contractual or permanent and pensionable terms are covered under Group Personal Accident (GPA) cover. This is a 24 hour cover for body injury caused by violent accidental, external, and visible means resulting directly and independently in death, permanent or temporary disability.

11.0 PERSONS WITH DISABILITY (PWD)

In compliance with the Persons Living with Disability Act 2003, the University shall put in place amenities for the physically challenged members of staff.

12.0 STAFF UNIONS

All staff members shall be free to join unions that promote their welfare and shall subscribe to statutory deductions that shall be remitted to the unions. Where such membership is not subscribed, the staff members shall be charged agency fee whenever any negotiated benefits are awarded. The current unions in the University are;

12.1 KUDHEIHA

Members of staff in Grades 1-4 serve under Terms of Service contained in the Collective Bargaining Agreement (CBA), which is negotiated between the University and the trade union, Kenya Union of Domestic Hotels, Educational Institutions, Hospitals and Allied Union (KUDHEIHA), every four years.

12.2 KUSU

Members of staff in Grades 5-15 serve under Terms of Service contained in the Collective Bargaining Agreement (CBA), which is negotiated between the University and the trade union, Kenya Universities Staff Union (KUSU) every four years.

12.3 UASU

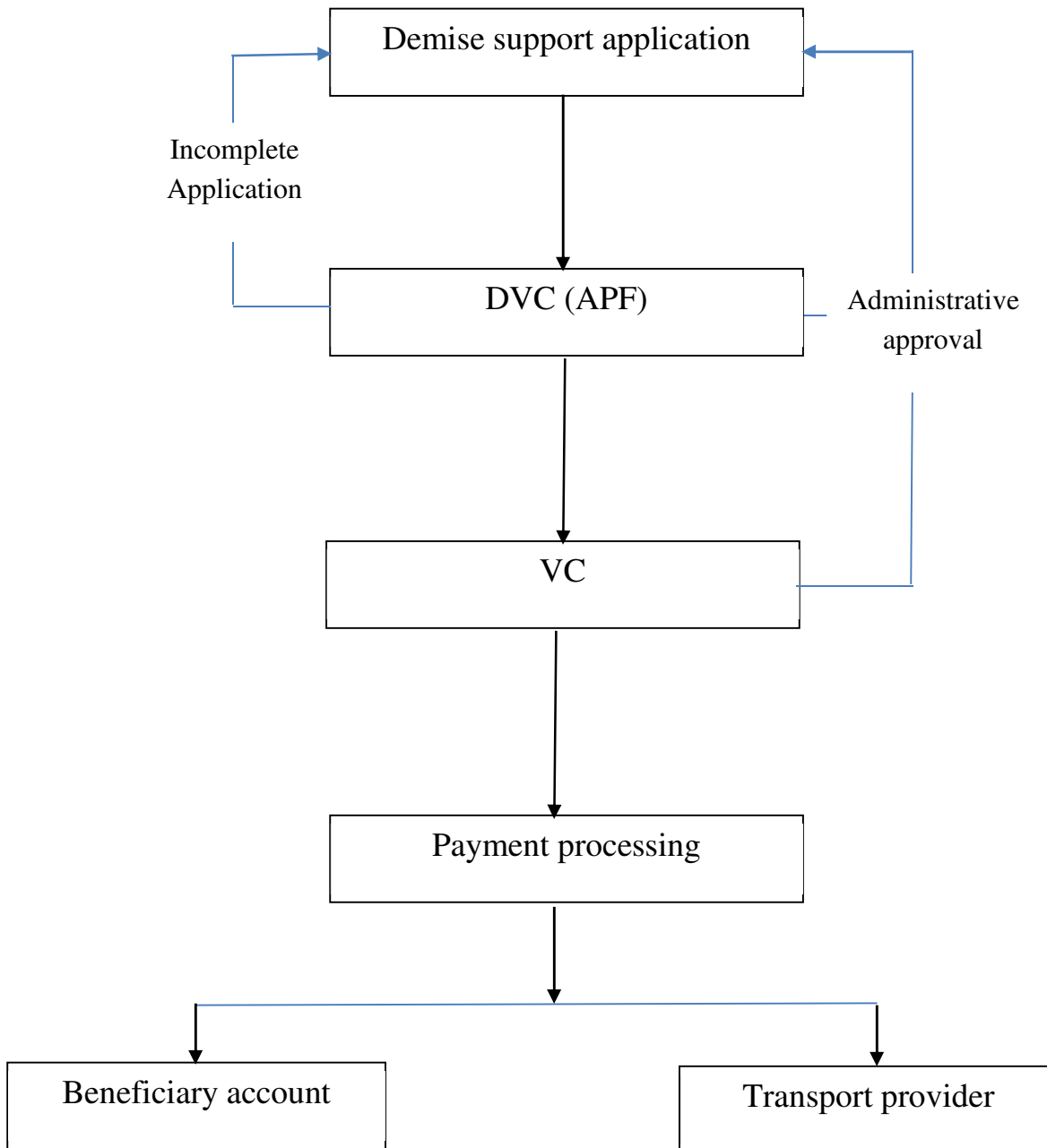
Members of Academic Staff serve under Terms of Service contained in the Collective Bargaining Agreement (CBA), which is negotiated between the University and the trade union, Universities Academic Staff Union (UASU), every four years

13.0 SECURITY

All University facilities are appropriately insured thus, ensuring security of all users. In addition, the University operates a full-fledged security service manned by internally appointed staff, contracted external security firm and armed officers.



14.0 DEMISE SUPPORT FLOW CHART



15.0 POLICY REVIEW

This policy can be reviewed any time when need arises. However, review shall be done after every 5 years.

16.0 POLICY APPROVAL

Approved by:
CHAIRMAN, MACHAKOS UNIVERSITY COUNCIL

Signature: **Date:**

