

MACHAKOS UNIVERSITY



TERMS OF SERVICE FOR

ACADEMIC/SENIOR LIBRARY AND

ADMINISTRATIVE STAFF

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1.0 AUTHORITY

These Terms of Service are governed by the Universities Act, 2012, Machakos University Statutes and any other amendments thereto made under the authority of the Act in its present or amended form, provided always that the terms of any appointment made shall not be altered except with the approval of the University Council.

2.0 INTERPRETATION

The interpretation of this document shall rest with the Vice Chancellor, subject to appeal to the University Council.

3.0 DESIGNATION

Appointment under these Terms shall be in one of the following designations (or their equivalent, Research, Library or Administrative grades) to be specified in the Letter of Appointment:

- i) Professor ;
- ii) Registrar ;
- iii) Dean of Students ;
- iv) Librarian;
- v) Associate Professor;
- vi) Senior Lecturer;
- vii) Lecturer;
- viii) Assistant Lecturer ;
- ix) Tutorial Fellow.

The Council reserves the right to create, outside of these Terms, special posts under special conditions in accordance with its conception of the interests and efficiency of the University.

4.0 JOB DESCRIPTION

Without being limited to the generalities described below all staff should have a job description for their post which shall act as a guide to job requirements. Staff however may be required to carry out additional and alternative tasks as the University may reasonably

require from time to time.

1.1 Chairmen/Heads of Department shall be required to:

- i). Ensure the efficient running of their departments including allocation of duties to staff assigned to the department.
- ii). Ensure observance in department of provisions of the Act, Statutes and any other regulations made under the said Act and the Statutes.

1.2 The Chairman/Head of Department and all other staff shall be required to: ~

- i) Give such courses to lecturers and demonstrations and conduct such tutorials and practical classes as may be determined by the Chairman/Head of the Department and to direct research, undergraduate and graduate studies.
- ii) Apply themselves to research and advancement of knowledge.
- iii) Take such part in the degree or other examinations of Machakos University as the Council may determine, or as may be provided for in Legal Order and Statutes.
- iv) Undertake such duties as devolved upon members of the University as the Council, the Vice Chancellor or the Academic Board may from time to time determine; the Statutes and Regulations of the University.

- 4.3 i) Members of the Library staff shall be required to undertake such duties as are, in certain cases, determined by the Council, the Statutes and Regulations of the University or as may be determined by the Vice Chancellor or the Librarian.
- ii). Members of the Administrative staff will be required to undertake such duties as are in certain cases, determined by the Council.

5.0 OUTSIDE WORK

5.1 Except in the case of part-time appointments explicitly so designated, members of staff appointed under these terms shall regard services to the University as full-time employment and shall not undertake other work which might encroach upon the

time expected to be devoted to the University duties without the prior permission of the DVCs and the Vice Chancellor.

- 5.2 Such permission shall not be granted where the activity proposed might create conflict between the duty of the member of staff and his/her private interests. The Vice Chancellor may at his discretion lay down conditions as he may think are necessary in granting any permission to a member of staff to undertake outside work. The Vice Chancellor may also at his discretion withdraw such permission

6.0 PLACE OF WORK

The normal place of work shall be University sites but the University reserves the right to deploy staff to other sites as the University may reasonably require.

7.0 HOURS OF WORK

Though required in their respective places of work between 8.00 am and 5.00 p.m except for the lunch hour break between 1-2p.m staff in this grades do not have specified time of work as long as they meet the demands of their work and will not be entitled to overtime payments or time off in lieu. Notwithstanding this, staff are required to be in their place of work during working hours of the week and may also be called upon to be on duty during the Lunch break or any other rest time depending on exigencies of work.

8.0 SALARY SCALES

- 8.1 The current salary rates are as indicated in **Appendix I**

- 8.2 The Council may at its discretion include any of the above salary scales such other posts as it may designate from time to time. For each appointment, the point of entry to the scale shall be specified in the letter of appointment.

- 8.3 The salary incremental date for University employees on these terms will be 1st January annually if on first appointment, one reports for duty between 1st January and 30th June, or 1st July annually if one reports for duty between 1st July and 31st December. In either case, employees are required to complete six (6) months of service before the first increment is granted.

9.0 ALLOWANCES

Allowances are payable to members of staff as appropriate and at such rates as are determined by the University Council from time to time.

9.1 Responsibility Allowance

The current rates are as indicated in **Appendix II**

9.2 Acting Allowance

Acting allowance shall be payable to a member of staff who on the recommendation of the Head of Department and the approval of the Vice Chancellor is formally appointed to act in a higher post. To qualify for an acting allowance, appointment must last for at least 15 days. Acting allowance will be paid at the rate 15% of Basic Salary of the following designations:

- a. Vice Chancellor
- b. Deputy Vice Chancellor
- c. Registrar and equivalent grades
- d. Dean of School
- e. Deputy Registrar & equivalent grades
- f. Director/Chairman
- g. Snr. Asst. Reg. & equivalent grades
- h. Warden
- i. Asst Reg. & equivalent grades
- j. Assistant Warden

9.3 Mileage Allowance

For travel undertaken within East Africa on University business and with the approval of the Vice Chancellor, mileage allowances are payable at rates applicable to Civil Service or as may be determined by the University Council from time to time. Provided that for travel to points served by regular air routes, the reimbursement shall be limited to the equivalent economy airfare save where the Vice Chancellor has authorized travel by car for reasons of economy (e.g. Where several members of staff travel in one car) or for convenience such as where a member of staff requires travel for official business at the terminal point or enroute as for instance in supervision of Teaching Practice and Industrial attachment.

9.4 House to Office Allowance

A house to office allowance will be paid to members of staff who use their own vehicles and live outside the University and who is not required to live on Campus. The rates will be the same as those

applicable in the case of mileage allowance provided that no member of staff will be paid more than **Shs.10, 000.00** per month under this head. That member of staff who use buses or bicycles or walk from their places of residence to work regardless of the location of their residences should be given **50%** of the applicable house to office allowance per month

The current rates are as indicated in **Appendix III**

9.5 Subsistence Allowance (within Kenya)

Subsistence allowance will be paid to members of staff on official University business as per the Government prevailing rates released from time to time.

Where circumstances warrant, subsistence allowance may be reimbursed, respectively, up to the above amounts.

A higher amount requires approval by the Vice Chancellor but should not exceed 1½ times the above scales.

9.6 Subsistence Allowance (Outside Kenya)

Travel and subsistence allowance outside Kenya shall be payable at rates applicable at any time in Kenya Public Service.

9.7 Subsistence Allowance Payable when Supplementation is Available from Other Sources

When assistance towards subsistence is available from sources outside the University but in circumstances where the University allowance would have been payable, the amount of subsistence allowance paid will be in accordance with the foregoing paragraphs less such supplementation as may have been received.

9.8 Day Trip Allowance

Day trip allowance is payable in cases where the member of staff is on duty outside his normal duty station, but because he/she does not spend the night away from home, he is eligible for subsistence allowance. Day trip allowance is to be paid at half the rate applicable to daily non-accountable subsistence allowance and be non-accountable.

9.9 Entertainment Allowance

The current rates are as indicated in **Appendix IV**

9.10 Leave Travelling Allowance

The current rates are as indicated in **Appendix V**

10.0 TENURE OF APPOINTMENT

10.1 Temporary Appointment and Contract

Temporary appointment (such as Visiting Staff and other supernumerary appointments) and all contract appointments are tenable for such periods and on such terms as are specified in the respective Letters of Appointment.

10.2 Permanent Appointment

- i.) There shall be a minimum probationary period of six months for all appointments made on permanent terms other than appointments to the post of Professor or its equivalent. The Vice Chancellor may, at his/her discretion extend the period of probation for a further six months after the expiry of the further six months.
- ii.) Where after confirmation in a lower grade a member of Staff is appointed to a higher grade but is adjudged not to have satisfactorily completed the probationary period for the higher post, such member may at the discretion of Council be reverted to his/her former grade.
- iii.) Heads and Chairpersons of Departments are required to submit to the Deputy Vice Chancellor (Administration and Finance) at least once a year, confidential reports on staff in their Departments serving probation. At the end of the minimum probationary period, the Head of department shall be required to submit a final report on such member of staff recommending either confirmation or termination of appointment or extension of the probationary period.
- iv.) Where the Chairperson or Head of Department or Dean of School recommends termination of appointment of a member of staff serving on probation, the Vice Chancellor shall have power to terminate the appointment by giving due notice as stipulated in clause 11 below to such member of staff. Details of such termination shall be reported to the next Council meeting following such termination.

11.0 TERMINATION OF APPOINTMENT

11.1 Resignation

- i). A member of staff may resign from his post by giving notice, or by paying salary for the equivalent period of notice in lieu of such notice. In the case of a teaching staff on contractual terms, such notice shall terminate on the day prior to the commencement of any Semester. The period of notice shall be as follows:
 - a. Full Professor - 6 months
 - b. All other staff - 3 months

- ii). The Vice Chancellor may under special circumstances waive the whole or in part, the period of notice and the University shall not be liable for any dues as a result of such waiver.

11.2 Retirement

The retirement age shall be Seventy five (75) years for teaching staff (e.g. Professor and Lecturers) and Sixty (60) years for all other staff including graduate and teaching assistants. *(For purposes of this clause, a teaching member of staff is defined as that one holding the posts of either Assistant lecturer, lecturer, Senior lecturer, Associate Professor, Professor since the minimum academic qualification required for teaching in a university is a master's degree in a relevant area)*

A member of staff who reaches the retirement age shall be required to cease duty on the next 30th June following the date that he/she attains retirement age.

With the agreement of the member of staff concerned, the Council may re-employ the retired member on contractual terms.

11.3 Invalidating

If a member of staff is prevented by illness from carrying out his duties the Council may appoint a Medical Board to examine him/her. After considering the Medical Board's report, the Council shall have power to terminate the appointment on medical grounds if it thinks fit and prescribe the terms and conditions of such termination.

11.4 Removal for Good Cause

- i.) When in the opinion of the Vice Chancellor, there has been good cause as defined below, the Vice Chancellor shall have power to interdict the member of staff, and through the administration division investigate and make recommendations to a Committee appointed by Council with powers to terminate with good cause a member of staff's services on these terms. Where applicable, the terms and period of notice shall be as stipulated in these Terms. During time of interdiction the person will be on half salary except for gravious offences as prescribed by the Employment Act 2007.
- ii.) A member of staff whose appointment is terminated under this section shall retain his/her right of appeal to the full Council and such an appeal must be lodged within three weeks of notification of the Committee's decision to the concerned member of staff.
- iii.) For purposes of these rules "Good Cause" means:
 - a) Conviction of a felony, or of any misdemeanor which the council shall deem to be such as to render the member of staff concerned unfit to continue to hold office, or;
 - b) Conduct which the Council shall deem to be such as to constitute failure or inability of the member of staff concerned to continue to perform his/her duties or to comply with the conditions of his/her appointment, or;
 - c) Conduct of scandalous or disgraceful nature, which the Council shall deem to render a person, unfit to hold his/her office.

This clause should be read together with other relevant clauses in the HR policy.

11.5 Clearance Certificate after Termination of Service

A member of staff is required to produce a clearance certificate to the Finance Officer two weeks before the last day of Service.

12.0 PENSIONS SCHEME

Machakos University operates a Staff Pension Scheme. All members who are appointed on permanent terms are required to be members of Scheme. The contribution is equivalent to 30% of the member's basic salary of which the University contributes 20%, and 10% by the member of staff by way of monthly deductions from his/her salary. A copy of Trust Deed and Rules of the Scheme shall be provided to every member.

12.1 Gratuity

Staff employed on contract will be paid gratuity at the rate of 31% of their basic salary. Such gratuity shall be payable only on successful completion of their contract. No gratuity shall be paid to a member of staff who voluntarily terminates his/her appointment before expiry of the contract.

13.0 HOME

The letters of appointment shall specify the "Home" of the member of staff. The University will not designate a place as home if the member's adaptation of such a home is only recent or temporary and at the time of appointment consideration shall be given of the member's country of origin and place of recruitment. The decision of the University as to specification of "Home" shall be final.

13.1 Leave

Members of the Senior Administrative, Library and Research Staff under terms shall be entitled to annual Leave as follows, in all cases exclusive of Saturdays, Sundays and Kenyan Public Holidays:

- a) Staff equivalent to Assistant Registrar and below 30 days
- b) Staff equivalent to Senior Assistant Registrar and above 36 days

Annual leave shall be earned in a Calendar year, that is, (January 1st to December 31st) or such portions thereof as a member of staff shall have in the Service of the University.

- i.) Academic members of staff in the teaching Department shall not normally be required in residence during vacation but the Vice Chancellor shall have power to require an individual member of staff to remain in residence during the vacation or portion thereof as may be necessary.

- ii.) Where an academic member of staff is required to be on duty throughout a calendar year such that he/she is unable to take vacation of at least 30 days duration, then with the approval of the Vice Chancellor, such a member of staff shall be granted leave at the earliest opportunity possible, but not later than the end of the following calendar year to the extent that his leave with such number of days vacation he may have taken will total less than thirty (30) days.
- iii.) Annual leave shall not be accumulated and any leave not taken in any year shall be automatically forfeited unless prior permission to accumulate has been given by the Deputy Vice Chancellor (Administration and Finance). Any such accumulated leave shall be taken in entirety together with the leave earned in the following year or otherwise forfeited. Normally not more than half of an annual entitlement may be forwarded to the succeeding year.
- iv.) Expatriate members of staff may with the permission of the Vice Chancellor accumulate up to 15 days in each year for the purpose of adding to their leave in the year in which vacation passages are due.
- v.) Leave may be taken at any time during the leave year on the recommendation of the Head of Department and with the approval of the Deputy Vice Chancellor (Administration, Planning and Finance).

13.2 Sabbatical leave

- i.) The University considers that in the interests of both the University and members of staff, it is desirable that members of staff should be released from their normal duties at intervals during their career to undertake further study.
- ii.) Sabbatical leave shall be granted to members of staff on permanent terms only after completion of six years continuous service with the University from the date of appointment or since return from sabbatical or study leave. The Deputy Vice Chancellor (Administration, Planning and Finance) shall determine when such leave may be taken.
- iii.) Sabbatical leave shall be granted at the rate of nine (9) months after six (6) years of continuous service.
- iv.) Sabbatical leave shall be granted on full pay and normally in extension of a long vacation.

- v.) Application for sabbatical leave shall set out in detail the course of study/research area proposed, the duration of leave requested and the financial assistance sought. Application shall be sent to the Deputy Vice Chancellor (Administration, Planning and Finance) through the Chairperson/Head of Department concerned.

13.3 Study leave

- i) Study leave shall only be granted by Council on the basis of the needs of the University and the interest of staff development.
- ii) Study leave may be of any duration as the Council may determine and subject to such conditions as the Council may lay down.
- iii) The University Council shall have absolute discretion to accept or reject an application for study leave.

13.4 Sick Leave

Where a member of staff who has completed one year's service is unable to carry out his/her duties for reasons of ill health certified by a qualified medical practitioner, sick leave on full pay shall be granted for periods up to a total of three months in anyone Calendar year. Subject to the right of the council to call for a second medical opinion after which the Council shall review the position. If sickness extends beyond three months, the Council shall continue to pay salary at half rate for a further period of three months subject to a second medical opinion.

For a member of staff with less than one year's service who is unable to carry out his/her duties through ill health, certified by a qualified medical practitioner, the period of paid sick leave shall be restricted to three months with full pay and further period of three months with half pay.

13.5 Maternity Leave

- i). Women members of staff shall be granted maternity leave with full salary for a period of three months.
- ii). Maternity leave may be taken approximately one month before the expected date of confinement, and application for maternity leave should be submitted to the Deputy Vice Chancellor (Administration, Planning and Finance) through the Head of Department at least one month before the date of

commencement of leave.

13.6 Paternity Leave

Male members of staff are entitled to a paternity leave of ten (10) working days with full pay following confinement of their legal spouses. Such leave shall be approved by the Deputy Vice Chancellor (Administration, Planning and Finance) upon production of a valid birth notification and a recommendation from the relevant Head of Department/Section.

13.7 Special Leave

The Vice Chancellor may at his/her discretion, grant special leave for any purpose (e.g. compassionate reasons, attendance at learned conferences) not covered by the categories of leave set out above. In granting such leave, the Vice Chancellor shall take into account the effect of such absences on a member's University work.

14.0 MEDICAL BENEFITS

The University shall provide outpatient medical consultation to member of staff at the University Health Unit.

14.1 Medical Scheme

MU recognizes the importance of having a healthy workforce in its services. It undertakes to provide a medical scheme that supports its corporate vision and mission. All employees of MU shall adhere to the University Medical Scheme Policy and Health Insurance as may be amended from time.

Eligibility

- i) Eligibility to the medical scheme will be on forfeiture of any medical allowance payable.
- ii) Every employee in MU service, excluding casuals shall be entitled to medical benefits for themselves and their eligible members of the family who include a spouse and four (4) dependent/legally adopted children under the age of eighteen (18) or twenty five (25) years for those still pursuing full time education.
- iii) Only one registered spouse shall be entitled to the medical benefit.
- iv) Eligible employees shall include the following:

- a) Those serving on permanent and pensionable terms of service;
- b) Those serving on probationary terms of service.
- c) Contract terms exceeding one year

15.0 REGULATIONS GOVERNING TRAVEL ARRANGEMENTS AND ASSISTANCE

15.1 Definitions for the purpose of this section:

"Children" shall mean, children of members of staff (including legally adopted children) under the age of 18 or, if over 18, students attending recognized full-time courses of higher or other approved education, who in the opinion of the Vice Chancellor are dependent upon the member of staff. Children over twenty five (25) years will not be covered.

"Home" shall mean the nearest place that can be reached by scheduled transport service to the place defined as "Home" in the Letter of Appointment.

"Free Passages" shall mean the cost of travel by most direct route between

"Home" or other place approved by the Deputy Vice Chancellor (Administration, Planning and Finance) and Machakos or vice-versa for the member of staff, his/her spouse and children up to the equivalent of five economy class airfares.

"Permissible Baggage Charges" shall mean the cost of any of the following in respect of personal effects (including if desired a motor car) packing (including crates) collection, storage delivery, insurance, freight, handling dock charges and dues.

15.2 General

Travel arrangements in all cases will either be made by the Deputy Vice Chancellor (Administration, Planning and Finance) or by an agent appointed by him/her. Members of staff, including those whose 'home' is outside Kenya, may make their own arrangements only with the express consent of the Deputy Vice Chancellor (Administration, Planning and Finance).

15.3 Rates of Passage and Baggage Assistance

- i). Staff whose homes are in Kenya will be eligible for Passage & Baggage
- ii). Staff whose homes are outside Kenya will be eligible for actual cost of transporting one hundred and seventy five (175 kgs) Kilogram's

unaccompanied baggage by airfreight, or equivalent in cost by any other means on first appointment and on termination of appointment.

iii). For all staff on Sabbatical Leave:

a. Actual cost of free passages provided that the member of staff is not at the same time entitled to passages under (i) and (ii) above at the time sabbatical or study leave is granted.

b. Baggage allowance of up to 20 Kgs on outward journey and 100kgs unaccompanied for member of Staff/family when returning.

The current rates are as indicated in **Appendix VI**

16.0 HOUSE ALLOWANCE

16.1 Schemes

The University offers a competitive housing allowance as stipulated below in section 16.6. The University also offers limited rental housing.

16.2 Entitlement

Members of staff on the following categories holding establishment posts are entitled to University housing allowances mentioned in the preceding paragraph:

i). Members of staff on permanent terms of service.

ii). Members of staff on contract terms.

iii). Such other staff as the Council may specify from time to time.

16.3 Accommodation Arrangement on Arrival on first appointment or on departure on termination of appointment

For the purposes of this section, a member of staff, his/ her spouse and legally dependant children are entitled to the allowance detailed in the following paragraph:

i) Initial arrangement on Arrival on First Appointment.

A member of staff on first appointment may on arrival be booked by the University to stay in a hotel or boarding house for bed and breakfast only for self, spouse and legally dependent child up to a maximum of fourteen (14) days. During this period an employee is entitled to house allowance.

ii) Arrangement on Departure or termination of Appointment

During the last two weeks of employment, a member of staff may be allowed to reside in a hotel or boarding house for such period not exceeding 14 days as Deputy Vice Chancellor (Administration, Planning and Finance) may approve. Allowance will then be payable at the rate of 70% of the charges for bed and breakfast only in respect of the member of staff, his/her spouse and legally dependent children.

16.4 Allocation of University Quarters

Allocation of University Residential quarters to staff is made by the Council in accordance with University housing regulations formulated by the University from time to time.

16.5 Rent

- i). Members of staff will be required to pay rent for University accommodation at the rate of 75% of the applicable Machakos town market rate.
- ii). The member of staff shall meet other charges e.g water, security/electricity etc as may be detailed in the Letter of Housing Allocation.

16.6 Rates of Housing Allowance

Appropriate rent for University accommodation will be deducted from the member of staff monthly salary.

The current rates for Housing Allowance are as indicated in **Appendix VII**

17.0 MEDICAL EXAMINATION

All offers of appointment are conditional upon receipt of a medical

report satisfactory to the University, on health of the appointee and his/her fitness to take up the post.

18.0 INDUSTRIAL PROPERTY RIGHTS

At any time during the appointment of a member of staff whether alone or with other person(s) make an invention ownership of inventions will be determined according to the Industrial property Act 2001 and the said member of staff shall make confidential full and detailed disclosure to the University to enable the University determine if it belongs to the University

and the said member of staff shall do all things necessary to enable the University obtain the benefit of the invention. As much as possible the University policy on intellectual property shall apply.

19.0 COPYRIGHT AND PROPERTY RIGHTS

The University policy on intellectual property rights shall apply.

20.0 COLLECTIVE AGREEMENTS

These terms and conditions may be varied by national or local agreements with recognized trade Unions.

21.0 GRIEVANCE PROCEDURE

If any staff member wishes to raise any grievance relating to their employment they shall do so in writing to their immediate supervisor.

22.0 ACCEPTANCE

22.1 An offer of appointment under these terms shall be made by a Letter of Appointment in three copies each signed by Deputy Vice Chancellor (Administration and Finance).

22.2 Acceptance of the offer shall be signified by the signature of appointee on two copies of the letter of appointment, one copy of these Terms and completed copies of the staff record forms.

23.0 DECLARATION

Members of staff are required to give true and accurate information on claims emanating from these Terms of Service.

The University may at its sole discretion opt to take whatever action it may deem fit in the event of submission of inaccurate information/claim, either on acceptance of this offer or any other time thereafter during the currency of the appointment made under these Terms of Service.

24.0 ATTACHMENTS

I. Staff Record Forms

II. Medical Examination Form

SIGNATURE OF APPOINTEE

Date-----

DEPUTY VICE CHANCELLOR
(ADMINISTRATION, PLANNING & FINANCE)

Date-----

APPENDICES

Appendix I

Basic Salary

a) Academic staff

i)	Grade 15 (Professor)	Kshs.170,681.00 ~ 248,898.00
ii)	Grade 14 (Ass. Prof)	Kshs.145,441.00 ~ 203,605.00
iii)	Grade 13 (Snr. Lect.)	Kshs.112,038.00 ~ 159,720.00
iv)	Grade 12 (Lecturer)	Kshs.99,409.00 ~ 140,683.00
v)	Grade 11 (Asst. Lect./T/F)	Kshs.83,598.00 ~ 118,348.00

b) Non- Academic staff

i)	Grade 15	Kshs. 170,681.00 ~ 248,898.00
ii)	Grade 14	Kshs. 135,859.00 ~ 189,813.00
iii)	Grade 13	Kshs. 106,327.00 ~ 149,940.00
iv)	Grade 12	Kshs. 94,347.00 ~ 131,736.00
v)	Grade 11	Kshs. 79,344.00 ~ 112,312.00

Appendix II

Responsibility Allowance

Designation	KShs. Per Month
Dean of School/Students	20,000.00
Directors	20,000.00
Chairman of Dept./Head H/Unit	14,000.00

Appendix III

House to office allowance

<u>Category</u>	<u>Rates (Kshs) per month</u>
Members of staff Who use own Vehicles	Kshs.10,000.00
Members of staff who use Any other means of transport	Kshs.5,000.00

Appendix IV

Entertainment Allowance

Deans of Schools/Students	KShs.12,000.00
Directors	KShs.12,000.00
Chairmen of department	KShs. 8,000.00

Appendix V

Leave Travelling Allowance

Prof. & Equivalent grades	Kshs.18,576.00
Assoc. Prof. & Equivalent grades	Kshs.15,400.00
Snr. Lect. & Equivalent grades	Kshs.13,306.00
Lect. & Equivalent grades	Kshs.11,642.00
Asst. Lect. & Equivalent grades	Kshs. 8,870.00

Appendix VI

Rates of Passage and Baggage Assistance

Prof. & Equivalent grades	Kshs.13,080.00
Assoc. Prof. & Equivalent grades	Kshs.13,080.00
Snr. Lect. & Equivalent grades	Kshs.12,056.00
Lect. & Equivalent grades	Kshs.11,836.00
Asst. Lect. & Equivalent grades	Kshs. 8,591.00

Appendix VII

Housing Allowance

a) Academic Staff

i)	Professor	Kshs.73,715.00
ii)	Assoc. Professor	Kshs.66,344.00
iii)	Snr. Lecturer	Kshs.58,972.00
iv)	Lecturer	Kshs.55,286.00
v)	Asst. Lecturer	Kshs.51,601.00

b) Non-Academic Staff

i)	Grade 15	Kshs.73,715.00
ii)	Grade 14	Kshs.62,658.00
iii)	Grade 13	Kshs.58,972.00
iv)	Grade 12	Kshs.55,286.00
v)	Grade 11	Kshs.47,917.00