



MACHAKOS UNIVERSITY

HUMAN RESOURCE INDUCTION HANDBOOK

JULY, 2018

VISION, MISSION AND CORE VALUES STATEMENT

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

Core Values

Integrity	To honestly deliver on our promises to our stakeholders
Accountability	To always be accountable in the assigned duties
Professionalism	To be committed to high standards of training and service delivery
Inclusivity	Respect for diversity
Creativity	Determination to continually improve
Teamwork	To actively work together to achieve common goals
Equity	To strive to be an equal university where meritocracy is practiced in all areas

Machakos University Identity Statement

Machakos University (MksU) is an academic institution committed in generating and transmitting knowledge, skills and attitude through Science, Technology and Innovation for the benefit of humanity.

MksU Philosophy Statement

The Philosophy of MksU is: “Education for Industrial and Economic Transformation.”

MESSAGE FROM THE VICE CHANCELLOR



Welcome to Machakos University, the employer of your choice.

We are delighted to have you as a new member of staff and wish to take you through a brief overview of the functions of the University to enable you adjust and embark on your duties as fast as possible.

The Induction Handbook will be able to guide you understand and have an overview of the University's governance structure, its operations, and where to get assistance if needed.

A further departmental induction will be done by the Chairman or Head of Department who will also take you through the departmental work procedures, policies, rules and regulations procedures. In addition, the Head of Department will also spell to you your job specifications.

This Handbook should be read in conjunction with the copy of the Terms of Service documents you signed with the University, the University Statutes and Human Resources Policy and Procedure Manual.

Thank you.

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

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LIST OF ABBREVIATIONS AND ACRONYMS

The following abbreviations will be commonly within the University

CoD	Chairman of Department
DVC (APF)	Deputy Vice Chancellor (Administration, Planning and Finance)
DVC (ASA)	Deputy Vice Chancellor (Academic and Student Affairs)

DVC (RIL)	Deputy Vice Chancellor (Research, Innovation and Linkages)
HoD	Head of Department
HR	Human Resource
ICT	Information Communication and Technology
KUDHEIA	Kenya Union of Domestic, Hotels, Educational Institutions and Allied Workers
KUSU	Kenya University Staff Union
MksU	Machakos University
NHIF	National Hospital Insurance Fund
NSSF	National Social Security Fund
OSHA	Occupational Safety and Health Act, 2007
RBA	Retirement Benefits Authority
SMA	Staff Movement Advice
UASU	University Academic Staff Union
UMB	University Management Board
VC	Vice Chancellor
WIBA	Work Injury Benefit Act 2007

HISTORICAL BACKGROUND

The history of Machakos University (MksU) dates back to 1956, when the first building was started. The first students were admitted in 1957 to the then Machakos Rural Training School. The Institution has gone through upgrading overtime to the current status.

Machakos University (MksU) was Chartered on 7th October, 2016. It is the successor to Machakos University College which was established through a Legal Notice No. 130 of 5th September, 2011.

The number of staff has steadily grown from 200 to currently at 470 and an increase of students to current over 8,300 in the same period. Guided by well-crafted Strategic Plan and Master Plan, Machakos University has right from the

beginning embarked on a carefully charted path of developing academic programmes and infrastructure.

The University has ten Schools namely:

1. School of Engineering & Technology
2. School of Education
3. School of Tourism & Hospitality Management
4. School of Business & Economics
5. School of Humanities & Social Sciences
6. School of Agricultural Sciences
7. School of Environment & Natural Resource Management
8. School of Pure and Applied Sciences
9. School of Health Sciences
10. Graduate School

The Management and Academic Boards have also put in place critical administrative units to complement the governance and administrative structure needed to steer this University to greater heights.

The Administration Division is headed by the Deputy Vice Chancellor (APF). The division comprises of the following departments/sections:

1. Human Resource Department
2. Finance Department
3. Procurement Department
4. Planning (Transport, Repair, Maintenance and Cleaning) Section
5. Hotel & Conference Centre
6. Directorate of PC & QMS and
7. University projects section

SECTION ONE

1.0 MANAGEMENT OF THE INDUCTION PROCESS

Induction enables a new member of staff to be acquainted with and adapt to the new environment and University's organizational system. It commences with orientation which takes place immediately upon appointment and enables the employee be conversant with:

- Objectives and policies of the university;
- Administrative and management structures of the University;
- University standards, norms and culture/tradition;
- Organizational resources; and
- Duties and responsibilities as assigned by the Heads of Department.

Orientation therefore introduces the new member of staff into the organization and team setups within which s/he will henceforth be a player.

1.1 INDUCTION RESPONSIBILITY

The induction process is participatory and a collective responsibility of both the University and the inductee. In executing the induction process, the University will ensure that newly appointed members of staff are inducted within three (3) months of assuming office.

It will be responsibility of the Inductee to actively participate in the orientation process. He/she accepts that the induction process is a vital requirement that enhances his/her performance. He will be expected to translate learning into action and subsequently demonstrate the positive impact of the induction programme through commitment, a positive attitude and observance of service regulations and work procedures.

1.2 THE INDUCTION PROCESS

Upon accepting a new appointment, the new member of staff is expected to forward the mandatory HR documents to the office of Head, Department of HR when reporting. Thereafter, to the Registrar (A&P) after which he/she is introduced to the head of his/her department for allocation of duties. Thereafter, the immediate supervisor gives detailed information on the vision, mission, mandate and organizational structure of the Department. This is to be followed by an introduction to other members of staff, an acquaintance with facilities and services within the Department, and with other service departments of the University.

It is the responsibility of the Head of Department to allocate duties and responsibilities and to effectively induct the new member of staff on the job. This entails detailing in writing the job description and providing a schedule of duties to the new staff. Once on the job, the new staff is mentored into the working culture by supervisors and colleagues.

1.3 CONTINUOUS INDUCTION

Induction is conducted on a continuous basis through courses, seminars, workshops and on-the-job training programmes in addition to the induction process outlined in this Handbook.

1.4 FURTHER INFORMATION AND ENQUIRIES

If you require further information on your Terms and Conditions of Service contact the Registrar (A&P) or the Head of Human Resource Department. For further clarification on the contents of this Handbook, please refer your questions to your head of Division/School/Directorate/Department or Section as may be appropriate.

SECTION TWO

2.0 GOVERNANCE AND MANAGEMENT STRUCTURE

The University is governed by:

The University Council is the supreme authority and policy making body of the University and is charged with the governance and administration of the University.

The Senate is responsible for the administration and management of academic matters.

The University Management Board (UMB) is responsible for implementation of policies of the University and in assisting the Vice Chancellor in the day to day management of the University.

The Chancellor is the titular head of the University and in the name of the University, confers degrees and grant diplomas, certificates and other awards of the University.

The Vice-Chancellor is the academic and administrative head of the University. She is assisted by Deputy Vice-Chancellors (DVCs):

Deputy Vice-Chancellor (Administration, Planning and Finance) in charge of Administration, Planning and Finance division.

Deputy Vice Chancellor (Academic and Student Affairs) is in charge of Students' affairs division.

Deputy Vice-Chancellor (Research, Innovation and Linkages) who heads the Research, Innovation and Linkages division.

The Deputy Vice Chancellors are assisted by Registrars who coordinate the functions of the divisions.

2.1 MEMBERSHIP OF THE UNIVERSITY

The membership of the University comprises of:-

- (1) the Chancellor;
- (2) the Chairman of the Council;
- (3) the Members of the Council;
- (4) the Vice-Chancellor;
- (5) the Deputy Vice-Chancellors;
- (6) the Registrars;
- (7) the University Librarian;
- (8) the Chief Finance Officer;
- (9) the Chief Legal Officer;

- (10) the members of the Senate;
- (11) the Academic or teaching members of staff;
- (12) the non-teaching staff of the University;
- (13) the students;
- (14) the members of the Alumni Association; and
- (15) Such other members of staff of the University or any other body formally admitted into association with the University, as the Council may from time to time determine

2.2 ACADEMIC AND STUDENT AFFAIRS DIVISION

The University is further organized into the following ten (10) schools, each headed by a Dean. The Schools are:

2.2.1 School of Agricultural Sciences

The School has the following departments:

- a) Agribusiness Management and Trade
- b) Agricultural Education and Extension
- c) Environmental Studies

2.2.2 School of Environment and Natural Resources

The School has the following department:

- a) Environmental Science

2.2.3 School of Business and Economics

The School has the following departments:

- a) Business Administration/Business Entrepreneurship &
Management/ Sciences
- b) Economics
- c) Accounting Banking and Finance

2.2.4 School of Engineering and Technology

The School has the following departments:

- a) Building and Civil Engineering
- b) Computing and Information Technology
- c) Electrical and Electronics Engineering
- d) Mechanical and Manufacturing Engineering

2.2.5 School of Education.

The School has the following departments:

- a) Educational Management & Curriculum Studies
- b) Educational Communication and Technology
- c) Educational Psychology, Special Needs & Early Childhood Education

2.2.6 School of Humanities and Social Sciences

The School has the following departments:

- a) Linguistics and Languages
- b) Fashion, Design and Marketing
- c) Social Sciences

2.2.7 School of Pure and Applied Sciences

The school has the following departments:

- a) Mathematics and Statistics
- b) Physical Sciences
- c) Biological Sciences

2.2.8 School of Hospitality and Tourism Management

The school has the following department:

- a) Hospitality Management

2.2.9 School of Health Sciences

The school has the following department:

- a) Public Health

2.2.10 Graduate School

The school handles postgraduate studies.

2.3 OTHER NON-TEACHING ACADEMIC DEPARTMENTS

Apart from the functions performed by the above Schools, there are some non-teaching departments which are not necessarily for teaching but support the Academic division and the Schools. They are:

- a) Academic Programmes & Planning
- b) Admissions Office that is involved in the admission of students;
- c) Alumni that deals with former students
- d) Dean of Students office that deals with the welfare of the students;
- e) Examinations Office that deals with all the students' exam issues.
- f) Games & Sports
- g) Industrial Attachment
- h) Library
- i) Quality Assurance

2.4 ADMINISTRATION PLANNING AND FINANCE DIVISION

Other services that are undertaken by the administrative arm of the University and are not performed or provided by any one individual school are listed below:

- a) Audit
- b) Catering
- c) Central Services/Environment
- d) Finance
- e) Hotel & Conference Centre
- f) House Keeping
- g) Human Resources
- h) Planning and Maintenance
- i) Procurement
- j) University Health Unit

2.4 RESEARCH INNOVATION AND LINKAGES DIVISION

The division of RIL comprises of the following

1. Directorate of Research, Innovation and Technology
2. Industrial Attachment Section

2.5 UNIVERSITY DIRECTORATES

The following are the Directorates in the University:

1. Directorate of Security services
2. Directorate of ICT

3. Directorate of Research, Innovation and Technology
4. Directorate of Performance contracting and Quality Assurance
5. Directorate of TVET Courses

SECTION THREE

3.1 HUMAN RESOURCE MANAGEMENT ISSUES

The Department of HR acts as the link between the staff and the Management. It is the custodian of all the University staff records and a guide to ensure that members of staff are comfortable and are well taken care of.

Staff are encouraged to raise their issues, requests and HR concerns to the Department which will guide on the appropriate officers to approach or act on the issue.

For any enquiries the Department will give guidance and feedback from the Management to the member of staff.

The official working hours for the University are Monday to Friday, starting at 8.00 am to 1.00 pm, and 2.00 pm to 5.00 pm. Although the general working hours are as stated, Heads of Departments shall not be restricted to engaging their staff only during these hours. Members of staff will be available when there is any cause that requires their services before or beyond the stipulated hours.

The Human Resource department is concerned with the following:

- a. Human Resource Planning
- b. Recruitment and Placement;
- c. Training and Development
- d. Industrial Relations and Staff Welfare;
- e. Registry Administration;
- f. Performance appraisal and ISO processes;
- g. Employee Separation.

3.2 STAFF BENEFITS AND WELFARE

The University has a Staff Welfare which has elected officials and is mainly to support each other in time of bereavement. A Staff Welfare Policy can be obtained from the Officials through the office of Head, Department of HR.

3.2.1 Salary Advances

The University does not grant salary advances to staff for personal reasons and more information on this can be retrieved from the HR Policy.

3.2.2 Financial Institutions' Services

Arrangements have been made with the financial institutions to provide short-term loan facilities to staff. The terms of the loans and assessment of credit worthiness of each applicant is the responsibility of the respective financial institution. The University facilitates the servicing of the loans through the check-off system. Members of staff are advised to be cautious to avoid over committing in their pays-slip resulting to financial embarrassments through salary over-commitment through the loans. All should note that no loan application can be processed if not complying with one third rule.

Any other check off deductions from the payroll must be approved by Deputy Vice-Chancellor (AP&F).

3.2.3 Medical Benefits

The University runs a non-contributory medical scheme for members of staff and their immediate families. Consult the HR Policy Manual for more details.

3.2.4 Financial Assistance in Death

The University provides financial assistance to the family of a deceased member of staff as per the Terms and Conditions of Service and the HR Policy Manual

3.2.5 Retirement Pension Scheme

The University has contracts **Independent Board of Trustees** and the Scheme is a contributory and is 1 to 2.

It is a requirement that all eligible members of staff nominate the next of kin and alternate next of kin

3.2.6 Staff Housing

The staff has limited houses for members of staff working in the essential service like the Security and Transport.

3.3 STAFF UNIONS

The staff unions that serve Machakos University members of staff are indicated below, the union are organized such that there are university chapters. Once a staff becomes a member of either the union, there are monthly subscriptions through check-off systems. The unions hold elections regularly to elect their officials in accordance to their constitution.

All the non-teaching Staff of the University are eligible as members of this Union.

3.3.1 Kenya Union of Domestic, Hotels, Educational Institutions and Allied (KUDHEIA) workers

Members of non-teaching Staff in Grade 1 to 4 are free to subscribe to KUDHEIA. Recognition of a trade union by the University will be as per the Labour Relations Act, 2007.

3.3.2 Kenya Universities Staff Union (KUSU)

Members of Non- Academic staff may wish to join and be members of the Machakos University KUSU Chapter.

3.3.3 University Academic Staff Union (UASU)

Members of Academic staff may wish to join and be members of the Machakos University UASU Chapter.

3.4 MACHAKOS UNIVERSITY SACCO LTD.

All employees are free to join MksU SACCO Ltd. Details of joining can be obtained from the Officials.

3.5 PERSONS WITH DISABILITIES

In compliance with the Persons with Disabilities Act, 2003 the University has put in place amenities and mechanisms in place to facilitate service provisions to Persons with Disabilities.

Members of Staff living with disabilities are encouraged to disclose the fact through the Registrar, Administration and Planning from where they can be introduced to the Officials.

SECTION FOUR

4.0 SERVICE DEPARTMENTS

The following are the service facilities within the University:

4.1 SECURITY AND SAFETY

The University has put sound security in place and operates a fully-fledged security service manned by both internally appointed staff and contracted external security services.

Every officer of the University must be concerned with security issues. All members of staff are expected to have staff identity card during the course of his/ her duties.

4.2 ICT SERVICES

Online, Internet, e-mail and any other computer facilities are available in the University through local and wide area networks.

Once a staff has reported, it is required that they to get in touch with the Directorate of ICT for registration, allocation of emails and any other internet services. You are encourage to use the service responsibly and especially for research, teaching and official communication.

The University has also automated all major functions through enterprise resource planning (ERP).

4.3 LIBRARY FACILITIES

There is an automated Library system in place and each is encouraged to visit the Library and use the facilities in consultation with the University Librarian. Services offered are access to electronic resources locating materials circulation services and photocopying services.

4.4 PROCUREMENT

The University has a Procurement Department and staff are encouraged to adhere to the Procurement regulations and procedures laid down. These can be gotten from the Department.

4.5 COUNSELING SERVICES

For any staff who may face challenges affecting their performance, Counseling Services are provided for the benefit of employees. The Office of the Human Resources, may recommend that an employees who has sought these services when they are faced with personal or job-related problems that may affect their performance. The procedure is handled with confidentiality and staff are encouraged to feel free to consult.

4.6 DEAN OF STUDENTS OFFICE

The office handles aspects that include: student welfare and conduct, provision of counseling, vocational, and career guidance services. Any member of staff can get in touch with the Dean of Students if they feel a student needs counseling or further investigations.

4.7 FINANCIAL SERVICES

All financial transactions are done in finance department including the pay roll management. Staff are encouraged to familiarize themselves with issues to do with imprests, claims and payment of different items or get in touch with the Chief Finance Officer. The Government issues circulars on finance for complement or clarify provisions within the law.

4.8 TRANSPORT SERVICES

There is transport for official use only. Each member of Staff is required to follow the laid down procedures in the ISO Manual and HR Policy

4.9 UNIVERSITY HEALTH UNIT SERVICES

The University has a Health Unit that is meant for students only.

4.10 REFRESHMENT SERVICES

The University has Hotel and Conference services that serve various customers.

4.11 ISO PROCEDURES

The university management has committed to continually improve the services so as to conform to the Quality Management System based on ISO 9001:2015. Each member of staff is required to familiarize him/herself with the departmental procedures to avoid non-conformities.

SECTION FIVE

5.0 LEGAL AND INSTITUTIONAL FRAMEWORKS

5.1 RELEVANT LAWS

There are several labour laws in Kenya that may govern your relationship with the University as an employer. They are listed below:

- a) The Employment Act, 2007 sets out the rights and obligations of both employees and the employer;
- b) The Labour Relation Acts, 2007 governs the establishment of Trade Unions and Employer's Organizations. This legislation shall be relevant to you if you choose to subscribe to any of the Unions recognized by the University.
- c) The Higher Education Loans Board Act requires that any beneficiary of its funding discloses to the employer whilst the employer is required to give particulars of your engagement within one month of reporting. Ensure your information is captured in the Personal Information Form;
- d) The Constitution of Kenya

5.2 THE UNIVERSITIES ACT, 2012

Machakos University is established under the Universities Act, 2012. It is hence created as a body corporate with a legal personality recognized in law and granted the key mandate of meeting the objectives of higher education enumeration in Section 3(1) of the Universities Act. These objectives are listed as:

- i) Advancement of knowledge through teaching, scholarly research and scientific investigation;
- ii) Promotion of learning in the student body and society generally;
- iii) Promotion of cultural and social life of society;
- iv) Support and contribution to the realization of national economic and social development;
- v) Promotion of the highest standards in, and quality of, teaching and research;
- vi) Education, training and retraining higher level professional, technical and management personnel;
- vii) Dissemination of the outcomes of the research conducted by the university to the general community;
- viii) Facilitation of life-long learning through provision of adult and continuing education;
- ix) Fostering of a capacity for independent critical thinking among its students; and
- x) Promotion of gender balance and equality of opportunity among students and employees.
- xi) Promotion of equalization for persons with disabilities, minorities and other marginalized groups.

Part V of the Universities Act outlines the Management and Governance of Universities. Section 34 of the Universities Act states that a University shall be governed in accordance with the provisions of its Charter and Statutes made by its Councils.

The key governing organs of Machakos University are hence the Council, the Senate and the University Management Board (UMB). The functions of each of these organs are set out in the Act and elaborated further in the Machakos University Charter and the Statutes

5.3 THE CONSTITUTION OF KENYA, 2010

The Constitution of Kenya is the supreme law of the Republic of Kenya binding all persons and State Organs both at the national and county levels of Government. In that regard, a University in Kenya discharging its functions and exercising its powers under the Universities Act, shall be guided by the national values and principles of governance set out in Article 10 of the Constitution, and shall in that regard:

- i) Promote quality and relevance of its programmes;
- ii) Enhance equity and accessibility of its services;
- iii) Promote inclusive, efficient, effective and transparent governance systems and practices and maintenance of public trust;
- iv) Ensure sustainability and adoption of best practices in management and institutionalization of systems of checks and balances;
- v) Promote private-public partnership in university education and development; and
- vi) Institutionalize non-discriminatory practices.

Other articles in the Constitution applying to you as a member of Staff in Machakos University are:

- a) Articles 232 on Principles of Public Service
- b) Chapter Six of the Constitution on Leadership and Integrity.

You are hence advised to ensure that you obtain a copy of the Machakos University HR Policy for further guidance on what is expected of you.

All the above regulations can be obtained from www.kenyalaw.org

5.4 OTHER REGULATIONS

It is advised that you ensure that you familiarize yourself with the other relevant Acts and documents that may directly or indirectly may be of use to you as you serve the University. These are NSSF (see www.nssf.org.ke), WIBA (visit www.kenyalaw.org), NHIF (see www.nhif.org.ke), RBA (see www.rba.org.ke), OSHA (visit www.kenyalaw.org), Commission for University Education Standards and Guidelines (www.cue.org.ke) and Public Service Commission Human Resource policy (www.publicservice.go.ke)

SECTION SIX

6.0 UNIVERSITY POLICIES, MONITORING AND REVIEW

6.1 UNIVERSITY POLICIES AND OTHER

MksU continues to formulate many policies with time and the ones already mentioned and existing, they are subject to review and may change in due course. Ensure you obtain updated copies from the respective offices. These can also be downloaded from the MksU website (www.mksu.ac.ke)

The following are the Policies that are in place:

- MKsU Human Resource policy.
- MKsU Policy on Selection of Casuals.
- MKsU Staff Recruitment and Promotion Criteria
- MKsU Staff Training and Development Policy
- MKsU Gender Mainstreaming Policy
- MKsU Disability Mainstreaming Policy
- HIV/AIDS Policy
- Sexual Harassment Policy
- Post-Retirement Medical Cover Policy
- Staff Welfare and Housing Policy
- Research Policy
- Endowment Policy
- Intellectual Property Rights Policy
- Examination Policy
- Visiting Staff Policy
- Sabbatical Leave Policy

6.2 MONITORING AND EVALUATION

Monitoring and evaluation of implementation of this Handbook shall be on a regular basis and reports shall be compiled by Human Resource Department.

6.3 DOCUMENT REVIEW

This Handbook shall be reviewed from time to time as need arise.

Staff Induction Handbook approved for implementation:

Vice Chancellor

.....Date:.....
....

PROF. LUCY W. IRUNGU, Ph.D.