

**THE EFFECTIVE DATE OF THIS CONDITION OF
SERVICE SHALL BE 2ND JANUARY 2018 AND EVERY
STAFF SHOULD BE GIVEN A COPY FREE OF CHARGE
INCLUDING NEW STAFF ON ASSUMPTION OF DUTY.**

CHAPTER 1

1. TITLE AND DEFINITIONS

A. Title and Commencement

This document shall be cited as Regulations Governing the Conditions of Service of Junior Staff of Abubakar Tafawa Balewa University, Bauchi. It shall come into force on the date the Council approves it after Senate recommendation. Where there is any inconsistency in part with the provisions of the University Laws and Statutes, the laws and statutes shall supersede the provisions of the regulations to the extent of the inconsistency.

B. Application

- (a)** These regulations shall apply to employees of the University, except where they have been specifically exempted or the regulations modified by their letters of appointment.
- (b)** The term “Employee” in these regulations shall apply equally to men and women employees unless the contrary is stated or it is obvious from the context, except that provisions about the wives of employees do not apply to the husbands of women employees.

C. Interpretation

In these regulations, unless the context otherwise requires, the interpretation shall be made by the Registrar, and cases not covered by these regulations shall be referred to him.

D. Definitions

- (a)** Vice-Chancellor: Means the Vice-Chancellor of the University or any person appointed by the University authority to act for him for the purpose of all or part of these regulations.
- (b)** Registrar: Means the Registrar of the University or any person appointed by the University authority to act for him for the purpose of all or part of these regulations.
- (c)** Bursar: Means the Bursar of the University or any person appointed by the University authority to act for him for the purpose of all or part of these regulations.

- (d) University Librarian: Means the Librarian of the University or any person appointed by the University authority to act for him for the purpose of all or part of these regulations.
- (e) Appropriate Officer: Means the Registrar and in any case, the Deans, Directors and Heads of Department with the agreement of the Registrar.
- (f) Department: Means any programme, Academic/Administrative or Service Department, Section, Unit or Station recognized by the Governing Council as an integral part of the University.
- (g) Employee: Means any Junior Staff member of the University.
- (h) Established Employee: Means an employee in an established post as designated in Appendix III to these regulations.
- (i) Temporary Employee: Means an employee who is appointed temporarily to a post.
- (j) Junior Staff: Means an employee on a salary scale 01-05.
- (k) Date of Appointment: Means the date on which an employee presents himself to his Head of Department/Programme to assume duty.
- (l) Married Women: Married women include a woman married under any recognized law and custom but does not include a widow or a woman divorced or legally separated from her husband.
- (m) Misconduct: Means gross act of commission or omission to the scandal of the University or to the prejudice of discipline and the proper administration of the business of the University, and without prejudice to the generality of this definition includes corruption, dishonesty, drunkenness at work, false claims against the University, insubordination, negligence, falsification of records, and failure to keep records or suppression of records, conviction on a criminal offence, absence without leave from place of work without satisfactory excuse, indecent relationship with students, negligence deemed by an Auditor to have been the occasion of a loss of funds to the University, disobedience of an order to proceed on leave or to accept a posting or of any other lawful order issued by the University Governing Council, the Vice-Chancellor, the Registrar or appropriate officer, the Bursar, the Head of Department and their representatives.
- (n) Inefficiency: Means a series of acts of omission, commission, incompetence, or misbehavior which of themselves are not serious enough to merit proceedings for misconduct, but of which the cumulative effect is to show that an employee is not capable of discharging efficiently the duties of the office which he holds.

- (o)** Registered Domicile: Means either:

 - (i) In the case of a Nigerian employee the place within Nigeria which on appointment, the employee has declared to be his home or
 - (ii) In the case of a non-Nigerian employee, the place within Nigeria which he elects to nominate as his registered domicile.
- (p)** Child: Means a biological child of the member of staff or a legally adopted child.
- (q)** Family: Means a staff's spouse and children up to a maximum of four who are not above the age of 18 years, who are unmarried and are not in gainful employment and are wholly dependent on the member of staff concerned.
- (r)** Leave of Absence: Means a leave approved to a staff to take up public appointment or get involved in personal engagements.
- (s)** Essential Service: Means services such as medical, security and utilities provided in the University.

CHAPTER 2

2. APPOINTMENTS AND DUTIES

A. Designations, Scale and Salary Grade Levels for Posts and Scheme of Service

- (a) The designations and salary grade levels for the employees of the University shall be as shown in Appendix I to these regulations which may from time to time be reviewed by the Federal Government or the University Governing Council.
- (b) The duties, posts and qualifications including experience of officers in the appointment of the University are also shown in Appendix III of these regulations. Temporary positions in the salary scale will be approved from time to time by the Vice-Chancellor.
- (c) Except where the Regulations require other specific authority, application for payment of entitlement should be made to the Bursar or his/her representative. If the eligibility of a staff member for a payment is in doubt, the matter will be referred to the Registrar for decision. Matters other than claims for payment should be submitted to the Registrar. In the event of an appeal against a decision of the Registrar, the Vice Chancellor will then decide where the applicant is not satisfied he can appeal to the Governing Council whose decision shall be final.

B. Appointment

Appointments are made by the Junior Staff Appointments, Promotions and Training Committee established under the statutes.

Letters of appointments are issued by the Registrar to whom a letter of acceptance shall be made within 3 weeks. The date on which an appointee shall take up an appointment is a matter of agreement between him/her and the University as to the completion of the contractual relationship between them but not exceeding 3 months from the date of the appointment.

C. Date of Commencement

An appointment shall commence from the date the member of staff reports to take up his/her duties or in the case of recruitment from outside Nigeria, on arrival in Nigeria in direct transit to the place of work.

D. Staff Categories

(a) Temporary Employees

Temporary Employees may be appointed:

- (i) When a vacant established post cannot be filled by the normal procedure; or
 - (ii) When a position for which funds are available is created for a limited period of time.
- (b)** A temporary appointment may be authorized by the Vice Chancellor on the recommendation of a Head of Department if the conditions above are met and the person to be appointed is qualified.
- (c)** The terms of appointment of a temporary employee shall be those stated in the letter of appointment, which must be accepted in writing before the appointment becomes valid. Temporary employee shall not be eligible for allowances, leave, quarters, advances or other benefits except as explicitly stated in the letter of appointment.
- (d)** A temporary appointment shall be made for the expected duration of the job to be done or for twelve months, whichever is less. If an extension beyond twelve months is required the Head of Department shall seek the approval of the Vice Chancellor.
- (e)** A temporary appointment may be terminated at any time by either party on giving one month's notice or one month's pay in lieu of notice.

(b) Permanent & Pensionable Appointment

Normally, only Nigerians below the age of fifty (50) years are eligible for a tenure appointment except those on transfer of service. All other staff would be appointed on contract.

- (i) Every appointment of an established employee shall be conveyed in writing on the recommendation of the Appointments, Promotions and Training Committee, by the Registrar on behalf of the Governing Council. It shall not be valid until it has been accepted in writing by the persons appointed.
- (ii) Every appointment shall be subject to the provisions of the Abubakar Tafawa Balewa University Law, the statutes and Ordinances and to these Regulations, and to any amendments made therein from time to time.

- (iii) Every appointment to a post covered by a Scheme of service shall be made in accordance with that Scheme, unless the Council is satisfied, on the recommendation of the Appointments, Promotions and Training Committee, that it shall be in the interest of the University to waive any of its provisions.

E. Provision in the Estimates

No appointment of an established employee shall be made except to vacant post with an approved designation which is provided for in the Estimates. Provided that:

- (a) On the application of Head of Department submitted through the Registrar, the Vice-Chancellor may approve a variation in the establishment Estimates, the cost of which shall be covered by savings on other items.
- (b) An appointment may be made to a post in excess of approved establishment, against an unfilled vacancy at a higher level in the same department's establishment.
- (c) An appointment may be made to a post in the appropriate salary scale but at a higher step than that provided in the Estimates, if savings are available to cover the excess in another personnel emoluments item in the same department.

F. Vacancies – Permanent & Pensionable Employees

- (a) When a vacancy is to be filled by an established employee the Registrar shall normally cause it to be advertised.
Internal advertisements shall be made by notices sent at least one week before the closing date to all sections of the University, where they shall be posted on the notice boards.
- (b) Exceptions not requiring advertisement may be allowed where an employee in the department concerned with the required qualifications is to be promoted to the post.
- (c) A post shall be advertised showing the approved designation, grading and salary scale in accordance with Appendix III, and the relevant qualifications in accordance with the appropriate Scheme of service. If no scheme of service covering the post that has been approved, then the qualifications shall be determined by the Vice Chancellor on the recommendation of the Head of Department, and normally the Registrar shall be consulted.

- (d) Advertisement shall require applications to be addressed to the Registrar. An applicant within the University must apply through his Head of Department, who shall forward the application with a confidential report.
- (e) The confirmation of appointment shall depend on satisfactory work and conduct and on passing any test prescribed in the scheme of service. A Head of Department shall warn an employee of any shortcoming liable to lead to non-confirmation.
- (f) All employees shall apply for confirmation of appointment after probation period of 2 years.

H. Contract Appointment, Renewals and Extensions of Contracts

- (a) Except for staff aged over 65 years who are given one year contract, contract appointments are normally made for a three-year period. A renewal of a three (3) year contract for one year may be considered in special circumstances.
- (b) Contract staff are not normally eligible for promotion during any contract period.
- (c) A contract appointment will end on the day before the appropriate anniversary of the date of its commencement, unless earlier terminated by either party. It is advisable, in cases where renewal of contract is desired, that staff should seek the renewal well in advance usually not earlier than six (6) months and not later than three (3) months before the expiration through the Head of Unit concerned with his/her recommendation to the Registrar for submission to the Junior Staff Appointments, Promotions and Training Committee. A pro-forma for this purpose is available. Information concerning non-renewal of contract should be sent through the Head of Unit to the Registrar preferably at least three months before its expiry.
- (d) A contract can be extended or terminated by mutual agreement. This will usually be effected when renewing contract appointment of a member of staff, so that the new contract will start on 1st October.
- (e) A member of the staff who does not propose to renew his/her contract may also ask for an adjustment of the contract period so that it will end on a mutually acceptable date.

I. Junior Staff on Temporary Appointment

- (a) The Vice-Chancellor on behalf of the Appointments, Promotions and Training Committee shall make temporary appointments of suitable

candidates to vacant posts for a maximum of twelve (12) months pending application of laid down procedures of appointment.

- (b) A temporary appointment shall commence from the date on which the person appointed starts work. It may be terminated by payment of one month salary in lieu of notice by either the University or the person appointed, the period of which will be one week notice.
- (c) The duties of junior staff on temporary appointment shall be assigned by the Head of Department/ Unit concerned.
- (d) For the entire duration of the temporary appointment, salary and allowances shall be on monthly basis.
- (e) The terms of appointment of a temporary employee shall be those stated in the letter of appointment, which must be accepted in writing before the appointment becomes valid. Temporary employee shall not be eligible for allowances, leave, quarters, advances or other benefits except as explicitly stated in the letter of appointment.
- (f) Junior staff on temporary appointment shall not publish or disclose to outside parties any confidential matters concerning the University except publication of results of their research work or expressing their views on matter public concern. The following guidelines are provided for observance where appropriate:
 - i. Where work is undertaken concerning the activities of government or public bodies in Nigeria, the provision of legislation relating to official secrets may be applicable.
 - ii. Matters concerning the University of a Confidential nature shall not be published or disclosed to outside parties by members of the University staff, without the Vice Chancellor's approval.
- (g) Junior staffs on temporary appointment, are also required to observe extant rules.
- (h) A medical examination is also required for a temporary appointment.

J. Transfer of Service

The Vice-Chancellor, on behalf of Governing Council, may approve transfer of service for staff on tenure appointments to and from other scheduled services under the following conditions:

- (a) Staff appointment has been confirmed.

- (b) Staff gives the University at least three months notice to the effective date of Transfer which for academic staff should expire at the end of the semester.
- (c) Staff has made acceptable arrangement to pay any outstanding indebtedness to the University.

K. Secondment

- (a) Application for secondment of service to the University shall be determined by the Vice Chancellor. Confidential report covering the last three (3) years (or whole service if less than three (3) years) of the Officer's service must be furnished.
- (b) Secondment of an Officer to the public service or scheduled service/organization at his/her own request shall be for a maximum period of two (2) years after which the officer must apply for extension, seek for transfer or return to his/her former post. Approval for secondment and extension shall be given by the Vice-Chancellor on behalf of the University Governing Council.
- (c) The Officer will be entitled to notional increment during the period of secondment and may be granted notional promotion by the University Governing Council on his/her de-secondment in order to restore his/her seniority.

L. Posting

An employee may be posted or stationed wherever his services are considered to be most useful and in the best interest of the University.

M. Termination of Appointment

An appointment may be terminated before its due date of expiry as follows:

- (a) By the Vice Chancellor in accordance with the University statutes.
- (b) By the member of staff giving at least three months notice in writing (or payment in lieu) to the Vice-Chancellor and the latter's acceptance in writing.
- (c) By the Vice-Chancellor, on behalf of the Appointments, Promotions and Training Committee, for sufficient cause, giving at least one month notice (or payment in lieu) to a member of staff on a contract appointment, or on unconfirmed tenure appointment.

N. Disqualifications of Appointment

- (a)** No person shall be eligible for appointment to a post in the University, whether as an established or temporary employee who has:
- (i) Within the last five years completed a term of imprisonment for a criminal offence;
 - (ii) been dismissed or terminated on grounds of misconduct or inefficiency from any post in any University or Organization.
 - (iii) knowingly made a false statement in a material particular when applying for a post.
- (b)** Any person who has obtained employment by concealing information as in (N (a)) above shall be liable to summary dismissal and or prosecution.

O. Duties of Staff

The duties of staff shall be prescribed by the Heads of Department/Unit in consultation with staff concerned in the light of University policy, and shall include period of University duties during vacations. The permission of the Head of Department/Director is required to undertake work away from the campus during term-time, and the Vice-Chancellor's permission is required for any substantial absence during term-time for work or other purpose.

P. Strike Action

Strike action shall be in accordance with the provisions of the 2005 Trade Union Amendment Act.

Q. Political Activities

All partisan political activities including meetings and canvassing for votes shall be prohibited in the University.

R. Disclosure of Information.

Staff shall not publish or disclose to outside parties any confidential matters concerning the University except publication of results of their research work or expressing their views on matters of public concern. The following guidelines are provided for observance where appropriate

- a. Where work is undertaken concerning the activities of government or public bodies in Nigeria, the provision of legislation relating to official matters may be applicable.
- b. Matters concerning the University of a Confidential Nature shall not be published or disclosed to outside parties by members of the University staff, without the Vice Chancellor's approval.

S. Professional Registration

If the nature of a member of staff's duties requires him/her to be registered under any enactment in force in Nigeria it shall be his/her responsibility to obtain the registration.

T. Protective Clothing

- (a) The University shall issue protective clothing where it is required. An employee who has been issued with protective clothing shall wear it at all times when on duty.
- (b) An employee shall be responsible for maintaining his/her protective clothing in good condition. He may be surcharged with cost of replacement, if it becomes necessary, due to his neglect or willful damage.

U. Uniforms

- (a) The University shall issue at least a set of uniforms annually to all employees whose duties require the wearing of uniforms. An employee who has been issued with a uniform shall wear it complete at all times on duty, unless excused by his Head of Department.
- (b) Employees shall be responsible for maintaining their uniforms in good conditions.
- (c) An employee may be surcharged for the cost of replacement of any uniform in his charge which has become unserviceable through neglect, lack of care or willful damage.
- (d) Before leaving the service of the University for any reason whatsoever any employee issued with a uniform and other University property must surrender them to his Head of Department, failing which the employee concerned may be surcharged for the cost of replacement.

CHAPTER 3

3. SUPERVISION AND DISCIPLINE

A. Supervision of Staff

- (a) It shall be the responsibility of each Head of Department, Section, Unit, or any junior officer charged with the duties of supervising those under him/her to report on the staff on monthly basis to the person to whom the function is delegated by the Vice-Chancellor.
- (b) All staff must complete the Promotions and Evaluation report forms annually and the supervising officer must report on them accordingly.
- (c) An employee whose conduct or performance is unsatisfactory shall be given a query in writing by the Head of Department. If his/her explanation is considered by the Head of Department as adequate, no further action shall be taken. A letter shall be written to the staff to indicate that the explanation given is accepted. If his/her explanation is unacceptable or is unsatisfactory, the Head of the Department shall report the matter to the Registrar for further action.
- (d) A third warning shall be regarded as the final warning and any further offences shall be liable to a more severe disciplinary action.
- (e) When an officer's case of misconduct is brought to the attention of a superior officer in a Department / Unit it shall be the duty of that superior officer to forward it to the Registrar or Vice-Chancellor with his/her recommendation(s).
- (f) On receiving the report, the Vice-Chancellor shall take appropriate disciplinary action according to the regulations.

B. Procedure for Staff Discipline

- (a) Where it is alleged that a member of staff is guilty of misconduct or shall for any other reason be disciplined, the Vice-Chancellor or Junior Staff Disciplinary Committee shall set up an Investigation Panel to determine whether or not a *prima facie* case has been established against the staff.
- (b) The Investigation Panel shall be composed to ensure that the membership include the President or Chairman of the Union to which the staff being investigated belongs.
- (c) There shall be a Junior Staff Disciplinary Committee which shall be composed by the Vice-Chancellor.

- (d) The Junior Staff Disciplinary Committee shall consider the report of the investigating panel. The report and recommendation of the Junior Staff Disciplinary Committee shall be forwarded to the Vice Chancellor for consideration and decision.

C. Disciplinary Measures

The following disciplinary actions may be taken against any staff for any of the offences and short-comings defined as misconduct in this Regulation.

- (a) Verbal or written warning;
- (b) Surcharge for loss or willful damage to University property;
- (c) Withholding or deferring increment;
- (d) Withholding of promotion;
- (e) Suspension;
- (f) Reduction in rank;
- (g) Termination of appointment;
- (h) Interdiction;
- (i) Dismissal.

(i) Verbal or Written Warning

An employee who has committed a minor offence may be advised Verbally by his/ her Head of Department.

(ii) Surcharge for loss or willful damage to University property

If at any time the University sustains a loss by reason of neglect or fault of any employee, he shall be liable to make good the loss or damage up to the maximum cost as may be assessed by the relevant authority. Any sums due to such employee by the University may be withheld in satisfaction of such a loss or damage. Decisions to hold an employee liable under this section should be taken by the Vice Chancellor after considering the views of the Bursar and the Head of Department and any representations made by the employee.

(iii) Withholding and Deferring of Increment

A Staff's next increment could be deferred or withheld if he/she has not shown enough efficiency in his/her work. The Staff's attention shall normally be drawn to his/her shortcomings in writing.

(iv). Withholding of Promotion

If a staff refuses to accept responsibility or fails to perform the duties assigned to him/her, his or her promotion may be withheld.

(v) Suspension

1. A member of staff may be suspended from office by the Vice-Chancellor, in a case of misconduct, if a *prima facie* case is yet to be established by the Investigation Panel.
2. Any person suspended as in sub-section **(a)** above, shall be on half pay. The Junior Staff Disciplinary Committee shall before the expiration of a period of three months after the date of the suspension consider the case against that person and come to a decision as to whether:
 - i. Terminate the appointment of the person concerned in which case such a person shall not be entitled to the proportion of his/her emoluments withheld during the period of suspension; or
 - ii. Take such lesser disciplinary action against the person concerned (including the restoration of such proportion of his/her emoluments that might have been withheld) as the Governing Council may determine.

(vi). Reduction in Rank

A member of staff may be demoted to a lower rank after committing an offence of misconduct. The demotion is for a period of three (3) years, after which the staff can be assessed for promotion. If a similar offence is committed, the appointment of the staff may be terminated or he/she may be dismissed.

(vii) Termination of Appointment

Termination implies relieving a staff from his appointment.

- a. A staff on probation (unconfirmed staff), may have his appointment terminated when his/her services are no longer required.
- b. The appointment of confirmed and other category of staff may be terminated if he/she commits a gross misconduct or had two (2) or more written warnings.

(viii) Interdiction

- (a) Where proceedings are initiated which may result in an employee's dismissal, he may be interdicted.
- (b) Formal notice of interdiction shall be given to the employee concerned in writing by the Registrar. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- (c) Where an employee has been interdicted he shall be entitled to receive one half of his salary pending the determination of the proceedings. He shall not be entitled to leave or any allowances.
- (d) An employee under interdiction shall be required to hand over any uniforms, account books and records, keys and any other property of the University in his charge to any such person as the Head of Department shall order and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Registrar Vice Chancellor on the recommendation of Head of Department.
- (e) If the employee is exonerated or acquitted in the proceedings on which he was interdicted he shall be reinstated in his post or a post of equivalent grading unless there are grounds not forming part of the grounds of the proceedings, for dismissal or termination of his appointment. If he is reinstated he shall receive the balance of his full pay for the period of the interdiction.
- (f) An employee who is under interdiction may not, without the permission of the Registrar in writing on the recommendation of Head of Department leave his station during the period of interdiction. An employee who contravenes this regulation renders himself liable to dismissal. If the employee's whereabouts remain unknown, the dismissal may be made without further formality.

ix. Dismissal

If it appears to the Junior Staff Disciplinary Committee that there are reasons for believing that any Junior Staff of the University shall be removed from office or employment on the grounds of misconduct or of inability to perform the functions of his/her office, or employment, the Committee shall:

- a. give notice of those reasons to the person concerned;
- b. afford him/her an opportunity of making representations in person on the matter to the Committee; and
- c. if he/her so requests or any three (3) members of the Committee so request, within the period of one month, beginning with the date of the notice, make arrangements:
 - i. for the matter to be investigated and reported to the management;
 - ii. for the person in question to be afforded an opportunity of appearing before the Committee with respect to the matter; and
 - iii. if the, Management after considering the report of the Committee is satisfied that the person in question shall be removed as aforesaid, Management may so remove him/her by an instrument in writing signed at the directives of the of the Vice Chancellor.

D. Misconduct

Misconduct is defined as an act of wrong doing or an improper behavior which is inimical to the image of the University and includes but not limited to the following:

- (a) Willful act or omission/commission, or general misbehavior to the scandal of the public or prejudicial of discipline and proper administration of the University, and without prejudice to the generality of this definition includes such acts as: Stealing, Immoral behavior, Assault, Foul language, Refusal to proceed on transfer or accept posting, Habitual lateness to duty, Deliberate delay in treating mails, Failure to keep records, Suppression of records, Unauthorized removal of records, Dishonesty, Negligence of duty, Sleeping on duty, Improper dressing while on duty, Refusal to carry out lawful order/instruction, Disobedience of an order to proceed on leave, Dishonesty, Unruly behavior, Insolence, Corruption, Bribery,

Drunkenness at work, False claims against the University, Insubordination, Falsification of records, Fighting, Embezzlement, Membership of secret cults/society, Fraud, Indecent relationship with students and Negligence deemed by an Auditor to have been the occasion of a loss of funds to the University, etc.

- (b) Absence without official leave.
- (c) Conviction for a criminal offence (other than a minor traffic or sanitation offence or the like); cases where there is doubt shall be referred to the Legal Unit for clarification.

E. Removal from office

(a) Removal from office includes:

- i) Termination of appointment;
- ii) Compulsory retirement; and
- iii) Dismissal from service of the University.

(b) Effect of removal from office:

- (i) An officer who is dismissed forfeits his retiring benefits except his contributory pension.
- (ii) A confirmed officer whose appointment is terminated shall be entitled to claim retiring benefits, gratuity, and leave or transport grant, as he may be qualified to claim.
- (iii) An officer who is compulsorily retired from the service of the University shall be entitled to claim Pension benefits and passages as he may be qualified to claim.

F. Offences and punishments

(a) Stealing/Fraud/Assault: If a staff is found guilty of stealing/fraud/assault, the punishment shall be out-right dismissal, after confirmatory investigation.

(b) Connivance: If a staff connives to steal, the punishment shall be out-right dismissal, after confirmatory investigation as in (i) above.

(c) Sleeping while on Duty: When a staff is found sleeping while on duty, the punishment shall be warning letters for the first, second and third times, after which his/her appointment shall be terminated on the 4th offense.

- (d) **Absence from Duty:** If a staff absents himself/herself from duty he/she shall forfeit the equivalent number of days he/she was absent, provided the number of days does not exceed 21. In addition he/she shall be formally reprimanded. However, a third-time-offender shall have his/her appointment terminated.
- (e) **Absence from Duty for more than 21 days:** If a staff absents himself/herself for more than 21 days, the staff shall be declared a deserter and shall be dismissed from service.
- (f) **Negligence of Duty:** If a staff is negligent in the discharge of his/her duties resulting in the loss or willful damage of property the punishment shall be first, deduction of cost and then warning. The services of a third time offender shall be terminated after confirmatory investigation.
- (g) **Leaving Duty Post:** If a serving member leaves his/her duty post without permission after taking over duty, the punishment shall be as in (iii) above.
- (h) **Fighting one another:** If two or more serving staff's are found fighting one another, they shall be interdicted pending the outcome of an investigation, the result of which shall determine the punishment.
- (i) **Habitual Offenders:** If a staff becomes habitual in committing any minor offense, three or four times consecutively, his/her punishment shall be as in (iii) above.
- (j) **Disobedience of Lawful Order:** If a staff intentionally disobeys lawful order given to him/her by his/her superior, the punishment shall be Reduction in Rank or step, after confirmatory investigation.
- (k) **Drunkenness:** If a staff is found drunk on duty and constituting a threat to peace in the campus his/her punishment shall be as in (iii) above.
- (l) **Insubordination:** If a staff uses any bad remark or comments or insulting language either verbally or in writing to his/her superior, the punishment shall be as in (iii) above, after confirmatory investigation.
- (m) **Leaving Duty Post Before Being Properly Relieved:** If a staff working on shift leaves his/her duty post before being properly relieved, he/she shall be dealt with as in (iii) above. In addition after he/she left his/her duty post theft or damage occurred, he/she shall be dealt with as in (v) above.

(n) **Failure to Respond to a Query:** If a defaulter fails to answer query or queries he/she shall be given serious warning. A third consecutive offense would earn him/her termination.

(o) **Indecent Relationship with Students/Immoral behaviors:** If a staff is found guilty of any of these offence after confirmatory investigation, the punishment is outright dismissal.

Membership of secret cults/society: If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.

(q) **Suppression of records/Unauthorized removal of records/Falsification/Concealment of records:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.

(r) **False claims against the University:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.

(p) **Minor Offenses**

(i) **Lateness to Duty:**

If a staff is late to duty, he/she shall be dealt with, departmentally, by way of spending extra hours after his/her normal working hours. If he/she fails to comply he/she shall then be charged with disobedience of lawful order.

(ii) **Non-alertness:**

If a staff is idle and not alert while on duty, the punishment shall be as in item xvi (a) above (for security staff).

(iii) **Bankrupt and no effort to pay the debt:**

The punishment of refusing to settle debts shall be given departmental warning and the Bursar may be asked to deduct the amount from his/her salary.

(iv) **Refusal to give Evidence:**

If a staff is called upon to give evidence in respect of any matter under investigation and he/she refuses, he/she shall be sanctioned.

In order to avoid witch-hunting or abuse of office by superiors, all serious offenses shall be investigated before any disciplinary action.

CHAPTER 4

4. LEAVES

A. Leave Year

The leave year shall be from 1st October to 30th September of the following year. At the discretion of the University, leave may be taken before it is fully earned.

B. Public Holidays and Work-Free Days

Public holidays and work-free days are not leave-consuming.

C. Annual Leave

All junior staff are entitled to annual leave. Pro-rata leave at the rate of three days per month may be granted for parts of session worked at the beginning or end of a member of staff's service, but if he/she commences his/her appointment after 31st March in any year, this leave will normally be deferred and added to his/her leave in the next session. Any other deferment of leave shall be approved in the session when the leave is due by the Registrar on the recommendation of the Head of Department.

D. Leave for other Established Employees

- (a) The time when leave may be taken shall be decided by the Head of Department concerned. Leave may be taken in installments. For staff in Academic and Library Departments, leave shall normally be taken during the long vacation.
- (b) Any leave not taken during the leave year shall lapse, except that if, owing to the exigencies of the service, it is not possible for an employee to take his full leave during the leave year. Such leave may be deferred and granted when convenient. The Registrar shall be informed in writing by the Head of Department concerned of such deferment. An employee whose leave is so deferred shall be paid his leave transport allowance for that year.
- (c) An employee who is promoted to a grade level attracting a higher leave entitlement and who has already taken his leave for that leave year shall not be granted any arrears of leave.
- (d) Pro-rata leave shall be granted to an employee who has transferred or resigned his appointment provided that he has served for not less than six months since first appointment. It shall also be granted to an employee

retiring on any of the grounds set out in chapter 4, or whose appointment is terminated on grounds other than misconduct.

- (e) An employee who is dismissed or whose appointment is terminated on grounds of misconduct before he takes his/her leave within the year forfeits his/her leave entitlement.

E. Compassionate Leave

Compassionate leave may be granted to a staff for a minimum period of 2 weeks.

F. Casual Leave

Casual leave or leave for urgent private affairs may be granted by the Appropriate Officer on the recommendation of the Head of Department at any time. Casual leave should not be part of the annual leave except if such leave exceeds seven (7) working days within the leave year.

G. Examination Leave

- (a) An application for examination leave shall be made in writing to the Registrar through the Head of Department.
- (b) Examination leave on one occasion in a leave year, for the least necessary period up to a maximum of seven (7) working days may be granted to an employee in order to take a public examination provide that:
 - (i) The course leading to the examination will, in the opinion of the Appropriate Officer, increase his usefulness to the University;
 - (ii) The examination is taken at the nearest available centre; and
 - (iii) He makes his own travel arrangements.

H. Periods which are not Leave-Earning

Periods spent on leave of absence, study leave, study fellowship, secondment, sick leave and maternity leave shall not be leave-earning. A staff on study fellowship lasting more than one year will be considered to use any leave earned but not taken before the fellowship began.

I. Study Leave and Fellowship

- (a) **Preamble**

The University accepts the principle of study leave as a method of staff development. However, study leave is a privilege and not a right. An established employee may be granted study leave by the Management on the recommendation of the Junior Staff Appointments, Promotions and Training Committee with or without pay for the purpose of undertaking a course of study, provided that such a course of study is considered likely to enhance his value to the University. Those who may be granted study leave include - staff on Salary Scale 03 – 05.

(b) Procedure

All applications for study leave shall be submitted through the Head of Department to the Registrar for the consideration of the Junior Staff Appointments, Promotions and Training Committee at least three months before commencement of the course. In case of extreme urgency, the Registrar may, on behalf of the Committee, permit an employee to proceed on study leave and such cases shall be reported at the earliest opportunity to the Junior Staff Appointments, Promotions and Training Committee for formal approval.

(c) Purpose

Study leave/study fellowship should as much as possible be encouraged by the University and granted to all staff for the following purposes:

- i. to give an opportunity to conduct research work, use library or other facilities not available locally or undertake extensive fieldwork/collection of materials;
- ii. to refresh knowledge by contacts with work being conducted elsewhere;
- iii. to pursue in part or whole a degree or diploma;
- iv. for all approved courses, staff, after successful completion shall be entitled to change of cadre or upgrade subject to availability of vacancy.

J. Conditions for Award of Study Leave and Study Fellowship

(a) Diploma and Certificate Courses

For professional courses of one year duration in Nigeria, the University shall be responsible for the payment of basic salary and allowances of the staff in addition to the following fees payable to the Institution:

- i. Registration fee
- ii. Tuition fee
- iii. Examination fee

For Diploma courses of two (2) years duration in Nigeria, an applicant who wishes to be sponsored by the University must have put in at least 5

years continuous service to the University. The candidate shall enjoy his/her salary and allowances as well as the following:

1. Registration fee
2. Tuition fee
3. Examination fee
4. Project allowance

All beneficiaries should be bonded for an equal period of sponsorship.

(b) Short-term Courses not Exceeding Three (3) Months in Nigeria

The University shall strive to sponsor staff for short-term courses not exceeding three (3) months. Such a staff will be paid his/her salary in addition to bearing the full cost of the course.

(c) First Degree Courses

The University shall strive to sponsor staff for first degree. Such staff must have served the University satisfactorily and continuously for at least five (5) years. The sponsorship is subject to availability of funds.

Successful applicants will get the following:

- i. Full annual salary.
- ii. Tuition and registration fees.
- iii. Examination fee (where applicable).
- iv. Project allowance

K. Penalty for Failure to Return to the University

A member of staff granted sponsorship who fails to return on completion of the study without prior approval of the University will be regarded as having committed an act of misconduct and shall be liable to disciplinary action.

L. Sick Leave

- (a)** A Head of Department shall report any case of an employee's absence through sickness exceeding three days to the appropriate Officer.
- (b)** Sick leave shall only be granted to an employee by the appropriate Officer on the production of a medical certificate issued by the University Medical Director, or where this is not practicable by an approved Medical Practitioner and certified by the University Medical Director.
- (c)** A staff member prevented by illness from carrying out his/her work is expected to inform his/her Head of Department/Programme Coordinator

and to seek medical attention promptly. If an illness exceeds one month, it must be reported to the Registrar and the University may require the staff member to be examined by a doctor of its choice and a confidential report to be submitted to the Registrar. On consideration of such a report, the Vice-Chancellor may grant sick leave on full pay up to six months from the date on which the member became incapable of work, but the total amount of sick leave granted with full pay will not normally exceed six months in any period of two (2) years. If a staff member is unable to resume work when this period of sick leave is exhausted, a report of a Medical Board will be obtained and the University Management will determine whether the staff's employment may continue and if so, on what terms and payment, if any.

- (d) Sick leave to attend private or traditional clinic would only be granted on the recommendation of the University Medical Director.

M. Maternity Leave

Each female staff shall be entitled to 16 weeks of maternity leave with full pay beginning not later than 4 weeks from the expected date of delivery (EDD). Such pregnant members of staff shall forward to the Registrar through her Head of Department/Unit a medical certificate indicating the EDD not less than 2 months before that date. The annual leave for that year shall, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, part of the maternity leave that is equivalent to annual leave shall be without pay.

N. Leave of Absence

- (a) Officers may be granted leave of absence by the Vice Chancellor to take up public appointment for the first tenure of the appointment. The leave could be renewed for a second term.
- (b) Leave of absence could be granted to staff for personal engagement for a period not exceeding four (4) years.
- (c) That period of absence is not leave or increment earning.

O. Compassionate Leave

A period of absence from work granted to a staff especially after the death of a close relative. Compassionate leave may be granted to a staff for a minimum period of 2 weeks.

P. Leave Rates

Leave rates entitlement within a year:

Salary Scale	01 – 02	=	14 Calendar Days
Salary Scale	03 – 05	=	21 Calendar Days

- (a)** Period served under leave of absence shall not be counted on retirement for the purpose of payment of gratuity and pension.
- (b)** A staff granted leave of absence is to vacate the University quarters for the period of leave of absence within six (6) months of the approval.

CHAPTER 5

5. MEDICAL AND HEALTH SERVICES

A Health Services

- (a)** The University provides medical and health services for its staff members and their families in addition to the National Health Insurance Scheme (NHIS).
- (b)** The Medical Director of University Health Services may refer a patient for attention outside the University under the NHIS regulations.

B. Medical Examination

The appointment of a prospective member of staff, including any renewal of contract appointment of a person over the retiring age, shall not be valid until the Medical Director of Health Services has certified to the Registrar that the person is medically fit to undertake the duties of his/her post. Such certification should be based on a medical examination performed by the University Health Services or any recognized Government Hospital. On the advice of the Medical Director of Health Services, the Vice-Chancellor may at any time require a staff to be re-examined by the University Health Services. All medical certificates will be treated as strictly confidential in accordance with medical ethics.

C. Treatment Overseas

The University accepts no liability for medical or dental expenses incurred outside Nigeria.

D. Insurance

All University staff are expected to register with the NHIS in the Health Maintenance Organization (HMO) of their choice.

E. Termination of Appointment Due to Sickness

The University Management may terminate a staff appointment at any time, with three months' notice, if he/she is unable to work due to apparent illness but refuses to undergo a medical examination in accordance with 5**(b)** or refuses to undergo appropriate treatment.

F. Funeral Entitlement

- (a)** The University shall pay the sum of one hundred thousand naira (N100,000.00), only as cost of funeral arrangements at the death of a full-time staff from CONTISS 01-05 , to his family.
- (b)** The University shall pay to the family of the deceased, cost for one full page advert in a National Newspaper for the publication of obituary at the prevailing rate.
- (c)** The University shall pay for the transportation of the corpse to the staff's home town at reasonable cost.

CHAPTER 6

6. PASSAGES

A. Entitlement to Passage

The University shall provide or pay transport for staff and their families as set out below:

- (a) On first appointment and on final departure from the University Transport, for self and family.
- (b) On retirement, expiry of a contract, or earlier termination of an appointment for himself/herself, spouse and up to four children below the age of 18 years.
- (c) When traveling on University business in Nigeria, the staff will be entitled to transport for himself/herself and, in exceptional circumstances, for any member of his/her family accompanying him/her at University expense with prior authorization by the Registrar.
- (d) When traveling on University assignment outside Nigeria the staff is entitled to estacode at the rate as approved by the Federal Government.
- (e) Staff wishing to travel outside Nigeria other than as provided for (iv) above, shall only do so with the Vice-Chancellor's approval on behalf of the Management.

B. Mode of Transport

- (a) All transport for the purposes set out in paragraph 6(a) which the University will provide or pay for, will be by air, road or rail. Within other countries it may be by economy class by rail, first class by inter-island steamer service.
- (b) A member of a staff traveling at University expense, or on University business is covered by life insurance up to twice his/her salary per annum.

C. Baggage

- (a) On first appointment, a member of staff recruited from outside Nigeria shall be paid a baggage grant for himself/herself and family commensurate with the present rate no matter the mode of transport used. A similar grant may be paid on final departure from the University on proper completion of his/her appointments if the member of staff is domiciled outside and is leaving Nigeria. If the relevant baggage expenses exceed the amount granted, the Registrar may authorize the refund of the excess up to a maximum of ₦50,

000.00 each; in exceptional cases additional refunds may be granted by the Vice-Chancellor. These provisions will not apply if the transport or baggage is paid by another body.

(b) Excess Baggage Allowance for staff recruited overseas and on final departure:

- **Accompanied by Air:**

50 kilo excess baggage	-	Single
100 kilo excess baggage	-	Double
- **Unaccompanied by Air:**

100 kilo excess baggage	-	Single
200 kilo excess baggage	-	Double or
- **Unaccompanied by Seas:**

3 Cubic meters	-	Single
6 Cubic meters	-	Double

(c) On first appointment a member of staff recruited from within Nigeria may be refunded his/her actual expenses of packing and transporting his/her baggage to the University up to a maximum of ₦50, 000.00 each for himself/herself and his wife (in the case of a man), if they are not covered by another body. In exceptional cases, additional refunds may be authorized by the Vice-Chancellor. A similar refund may be made on final departure from University, to a member of staff domicile in, or going to a destination in Nigeria.

(d) A staff member going on Study Leave or Study Fellowship abroad with spouse, on University sponsorship, may be paid a baggage grant of ₦50, 000.00. If the period of Study Leave or Study Fellowship is two semesters or longer, the Registrar may authorize the refund of additional actual baggage expense up to a maximum of ₦40, 000.00. A similar refund may be made for the return to Nigeria.

CHAPTER 7

7. SALARIES AND ALLOWANCES

A. Salaries

The salary structure in the University shall be as approved by the Federal Government.

- (a) Salaries are paid monthly and annual increments are normally effective on from 1st October of every year.
- (b) The salary may be forfeited for any period during which a staff member absents himself/herself from his/her duty without sufficient cause. Appeals against such decisions may be made to the Management.
- (c) Within three months after first arrival a staff, through his/her Head of Department may obtain a salary advance of up to one month salary. Repayments begin in the month after the advance is drawn.

B. Allowances

The following allowances are payable to qualified staff of the University as contained by the prevailing Federal Government and University Unions' Agreement.

(a) Traveling Allowances

i. Traveling within Nigeria

- 1. A staff traveling on University assignment within Nigeria, shall be refunded a reasonable cost of hotel or similar accommodation and meals for himself/herself (and his wife, if the Registrar has approved her accompanying him at University's expense). This includes reasonable expenses during journeys from the point of arrival in Nigeria or to the point of departure, when the University is paying for transport expenses outside Nigeria at the prevailing rate.
- 2. When traveling on University assignment within Nigeria and not staying in a hotel, but having to make his/her own arrangements for accommodation and meals, a staff shall be paid a traveling allowance at the prevailing rate.

ii. Traveling outside Nigeria

1. When traveling on University assignment outside Nigeria, with the Vice-Chancellor's approval, and paying for hotel or similar board and lodging, a staff member shall be paid to meet the expenses at the prevailing rate.
2. In the alternative, an estacode allowance at an approved rate by the Federal Government could be paid to cover accommodation, board and incidental expenses.

(b) General Allowances

- i. **Housing Allowance:** Housing allowance shall be paid to all Junior Staff who are not provided with official quarters at the rate applicable.
- ii. **Kilometer Allowance:** Kilometer allowance shall be paid to all staff of the University at the rate applicable.
- iii. **Night Allowance:** Night allowance is payable to all staff of the University at the rate as applicable.
- iv. **Responsibility Allowance:** Responsibility allowance shall be payable to entitled staff of the University at the rate applicable.

(c) Earned Allowances

Earned allowances shall be paid in accordance with the 2009 FGN/Unions agreements.

(d) Duty Tour Allowance (DTA)

Duty Tour Allowance (DTA) is payable to eligible staff of the University at the rate applicable.

(e) Kilometer Allowance

Kilometer allowance shall be paid to eligible staff of the University at the rate applicable.

(f) Transport Allowance

Transport allowances shall be paid to all staff of the University at the rate applicable.

(g) Non-Accident Bonus

- (i) A motor driver, whether on the permanent establishment or daily rated, shall earn a “non-accident bonus” of one month basic salary after he has completed one year accident free driving with the University.
- (ii) The term “accident” in this context means any occurrence to a vehicle being driven or handled by the driver at a material time whereby damage is done to a property of any kind or injury is done to person or animals.
- (iii) A driver who is involved in an accident shall forfeit his bonus unless he can prove that he was not at fault and shall start a further qualifying period of one year accident-free driving as from the date of the accident.

(h) Hazard Allowance

Hazard allowance per annum is payable to all entitled staff as in the agreement between FGN and the Unions.

(i) Overtime

- (i) Overtime allowance may be paid for approved work done in excess of 40 hours a week or on public holidays or work-free days to employees holding certain posts listed from time to time by the University.
- (ii) No employee who is eligible for overtime allowance should be paid for more than 40 hours overtime in any one month without the express permission of the Registrar on the recommendation of Head of Department in writing. In case of an emergency, a Head of Department may authorize overtime work in excess of 40 hours in a month but shall report this to the Registrar as soon as possible afterwards.
- (iii) No payment will be made for overtime worked on any day when traveling allowance is payable in respect of the following night, if the overtime is directly related to the reason for paying traveling allowance.

(j) Shift Duty Allowance

Workers on shift duty are entitled to this allowance as per prevailing rate.

C. Staff Development

The University shall fund or organize at least one local training programme each year for staff.

CHAPTER 8

8. LOANS AND ADVANCES

A. Loans and Advances

The total indebtedness of an employee to the University shall be limited to such a sum as will ensure that his total monthly repayments of advances and/or loans do not exceed one third of his net monthly salary.

B. Salary Advance

An advance on account of salary may be permitted on the authority of the Registrar or his representative on the recommendation of Head of Department to employees on first appointment and shall be limited to an amount equivalent to one month's salary to be refunded in not more than three consecutive monthly installments. No other advance on account of salary shall normally be granted except on the special recommendation of the Head of Department and on the authority of the Bursar or his representative.

C. Loans for Purchase of Vehicles

Loans for the purchase of vehicle shall be as contained in the prevailing Federal Government / University Unions Agreement.

D. Vehicle Refurbishing Loan

The actual amount granted shall not exceed the cost of putting the vehicle on road at the prevailing rate, i.e. the cost of the vehicle, insurance and license.

Every staff shall qualify for Motor Vehicle Refurbishing Loan provided that:

- (a) He/she has served the University for five years or more in a pensionable position and has been confirmed. Thus, he/she can act as a self surety.
- (b) He/she provides as surety: A confirmed University staff who has served for 5 or more years in a pensionable position, such a surety would be required to enter into a bond for the repayment of such loan balance should the borrower default.
- (c) He/she provides two confirmed University staff, who have served for not less than three years each, to act jointly as sureties. A potential beneficiary can be one of the sureties if he/she qualifies and each of the sureties would be held severely liable should the borrower defaults.

- (d) He/she is a contract officer who is entitled to contract gratuity and passages and hence can be a self surety so long as the total amount he/she is applying for does not exceed the sum of his/her contract gratuity and passages.
- (e) A staff who is entitled to gratuity cannot guarantee total loan(s) more than his/her gratuity.
- (f) Staff who is qualified to jointly guarantee a loan can act as surety only once.
- (g) No staff who has an outstanding motor vehicle refurbishing loan shall be allowed a new loan until the outstanding loan is fully paid up.
- (h) The payment period for the loan is a maximum of 60 months for staff on tenure appointment and 24 months for staff on contract appointment provided the loan is fully paid within the contract period. Where a contract officer acts as a surety, the loanee must be ready to refund the loan fully within the contract period of the staff. The loans committee reserves the right to refuse to recommend such an application where it is convinced that the total monthly deductions will contravene any existing financial regulations of the University.

E. Housing Loan

- (a) Junior staff should be entitled to a housing loan as contained in the FGN/Unions agreement.
- (b) Regulations for Staff Housing Loan:
 - (i) Confirmed staffs are eligible to apply for a Housing Loan under the University's Housing Loan Scheme.
 - (ii) An applicant shall produce original Certificate of Occupancy from the relevant State Government or Federal Capital Territory.
 - (iii) An applicant shall submit an approved building plan indicating the exact location of the land along with application forms.
 - (iv). An applicant shall request and obtain consent to mortgage from the State Government or Federal Capital Territory Authority. The letter of consent to mortgage the property shall be forwarded to the Housing Loan Committee with the application form.

- (v) An applicant shall submit a Quantity Surveyor's detailed estimated cost of the proposed building to the Housing Loan Committee.
- (vi). An applicant shall undertake to insure the house built from a University Loan for the duration of the Loan.
- (vii) Approved Loan shall be drawn by the successful applicants in two installments as follows:
 - 50% of the total approved loan on approval; and
 - 50% at the time of roofing, ceiling, finishing and external works.
- (viii) Repayment shall be done in installment at a monthly rate to be worked out by the Bursary Department in respect of each loanee.
- (ix) Repayment of Housing Loan shall commence six months after a successful applicant has received the last installment or one year after the first installment whichever comes first.
- (x) Successful applicants shall not mortgage a house built with the University loan to any other lender until the University's loan is fully repaid.
- (xi) The loan can be given for:
 - a. Building a new house;
 - b. Redeeming a house; or
 - c. Purchasing a house.

The amount of loan to be granted for redeeming a house shall be determined from the estimate made by a Quantity Surveyor.

- (xii) The proposed house to be acquired, redeemed, or built shall be within Nigeria.
- (xiii) An application for a loan to purchase a house shall not be considered by the Housing Loan Committee unless the applicant produces written offer of sale supported with authentic evidence showing that title will be transferred immediately on completion of purchase.
- (xiv) Fees chargeable for stamp duties, registration of titles, preparation of plan and other incidental expenses in respect of a loan shall be borne by the applicant.

- (xv) An applicant shall be required to pay the balance between his/her loan and the amount required to build or purchase the house he/she proposes and the evidence submitted with the application form.
- (xvi) In the event that:
 - 1. The borrower dies before the repayment of a loan granted to him/her is completed; the Committee may set in motion the machinery for foreclosure under the mortgage unless arrangements satisfactory to the Committee are made by the borrower's next-of-kin for the repayment of the loan.
 - 2. The borrower resigns his/her appointment or is dismissed from the University before the full repayment of the loan granted to him/her the committee may order a foreclosure under the mortgage.
 - 3. The borrower transfers to another University or any other known government agency, the Committee may allow arrangements to recover the loan from the new employer through monthly deduction from the borrower's salary as arranged in the University.
 - 4. The borrower retires from the University before the full repayment of the loan granted to him/her, arrangements to recover the loan from his/her benefits or any other suitable arrangement should be made.
- (xvii) The loan shall be completely recovered within a maximum period of 60 months or from the staff's entitlement on retirement in the event that repayment is not completed prior to retirement.

CHAPTER 9

9. HOUSING

A. Entitlement

Holders of certain posts to be specified from time to time by the University Junior Staff Housing Committee may be given a house if their duties require them to live near their place of work and if house are available. All other cases will be considered on their merit.

B. Allocation

- (a) Allocation of University quarters shall be made by the officer in charge of quarters in writing on the instruction of the Committee.
- (b) Private arrangements for a change of house shall not be valid or implemented without the approval of the officer in-charge of quarters in writing on the recommendation of the Committee.
- (c) No un-authorized person shall be permitted to occupy University quarters.
- (d) All staff provided with University accommodation will be allowed to keep the houses so provided, only for the duration of their services with the University.

C. Conditions for Occupation of Quarters

- (a) A new occupant must acknowledge receipt of the quarters and all articles of University furniture/fittings therein by signing the furniture/fittings inventory and key register.
- (b) A staff provided with University quarters must give at least 48 hours notice to the Director, Works and Services Department/Officer controlling the quarters of his/her intention to vacate the premises.
- (c) University quarters must be taken over from the departing occupant and handed over to the authorized representative of the Officer controlling the quarters.
- (d) An outgoing occupant must hand over the key of the quarters he/she is vacating to the Director, Works and Services/Officer controlling the quarters and remains responsible for the quarters and all articles of the University furniture/fittings therein until he/she obtains the signature of

such representative to the furniture/fitting inventory and key register in acknowledgement of their surrender.

- (e) No staff shall continue to occupy University quarters three (3) months after the date of his/her resignation, transfer or retirement or beyond one (1) month from the date on which he/she collects the retirement benefits.
- (f) A dismissed staff shall not retain University quarters three (3) months from the date of dismissal.
- (g) A staff on leave of absence from the University shall vacate University quarters at most three (3) months after approval of the leave or pay an agreed rate as defined by the University.
- (h) Spouse of a deceased's staff can retain University quarters after payment of the deceased entitlements for not more than three (3) months.
- (i) The houses shall be renovated once in every five years. In the event of failure by the University to renovate the houses, the occupant, shall renovate and submit to the authority the receipts for refund with the prior consent of the Vice-Chancellor.

D. Water and Electricity Rates

A member of staff living in quarters allocated by the University shall be liable to pay for water and electricity supplies at the existing water and electricity rates deductible from monthly salary, by the University.

E. Maintenance of Quarters

- (a) An employee provided with University accommodation shall be responsible for keeping it in good condition as well as any article of University included therein. The occupant shall where appropriate, be required to defray the cost of dilapidation.
- (b) An employee provided with University quarters shall be responsible for the maintenance of good relations with his/her neighbors'.
- (c) The University shall take any necessary action it deems fit against any employee involved in any incidents prejudicial to the well-being of the other occupants of University quarters.
- (d). An employee occupying University quarters, who wishes to keep poultry or livestock must do so in a run or pen with the consent of University Management.

- (e) An employee occupying University quarters shall be responsible for the maintenance of surroundings as specified by the Director of Works/ Officer controlling the quarters.

D. Subletting

- (a) An employee provided with University quarters shall not sublet any part thereof or take in lodgers.
- (b) In the event of two or more employees sharing a quarters, each shall pay an equal proportion of the rent to be paid for it.

CHAPTER 10

10. SECURITY

- A.** Staff, their families and property are entitled to adequate security within the University premises. The Security Division maintains 24 hours coverage and surveillance for the safety of the University community.
- B.** Identity cards and car labels shall be made available to staff by the Security Office.
- C.** Staff members are required to always bear their identity cards and observe all rules governing the security of persons and/or property.
- D.** Roaming of domestic animals around residential areas and offices is strictly prohibited. Similarly the cultivation of tall annual crops within 50m perimeter of any University building is not allowed. Staff contravening these orders shall be guilty of misconduct.
- E.** All pets kept within the University quarters especially dogs must be vaccinated as at when due and should be restricted within the owner's compound. Copies of the certificate of vaccination must be deposited at the Security Unit.

CHAPTER 11

11. PROMOTION

A. Definition

Promotion means raising an employee from a lower grade level to a higher one.

B. Promotions Committee

- (a) There shall be a University Junior Staff appointments, promotions and training Committee which shall consider and make recommendations to the Management on all proposals for promotion whether or not covered by an approved Scheme of Service.
- (b) The Junior Staff Appointments, Promotions and Training Committee shall consist of the Registrar as Chairman, Vice Chancellor's nominee, the other Appropriate Officers or their representatives, the Bursar, University Librarian and Director of Works and Faculties representatives.

C. Conditions for Promotion

- (a) The Employee:
 - (i) has the required qualifications and experience; and
 - (ii) is recommended by his Head of Department as having merited promotion by his satisfactory work and conduct.
- (b) All promotions require the approval of a Promotions Committee
- (c) There must be an establishment posts to which the employee is to be promoted.
- (d) No employee shall be promoted until he has been confirmed and has fulfilled the 3 years waiting period.
- (e) Where there is no approved scheme of service, promotions shall as far as possible be made on a comparable basis to those provided for in approved Federal Government Schemes of Service.

D. Recommendations for Promotion

- (a) Heads of Departments shall send recommendations for promotions to the Registrar by dates which the latter will notify.

- (b) The Registrar will submit to the relevant Promotions Committee all recommendations for promotions (indicating which are or are not covered by an approved Scheme of Service).
- (c) All list of recommended and non-recommended cases should be forwarded to the Registrar for onward submission to the Junior Staff Appointments, Promotions and Training Committee.

E. Promotions Committee

- (a) There shall be a University Junior Staff Appointments, Promotions and Training Committee which shall consider and make recommendations to the Management on all proposals for promotion whether or not covered by an approved Scheme of Service.
- (b) The Junior Staff Appointments, Promotions and Training Committee shall consist of the Registrar as Chairman, the other Appropriate Officers or their representatives, the Bursar, University Librarian and Director of Works and Schools representative.

F. Effective Date for Promotion

Promotions shall normally be granted with effect from an incremental date subsequent to the necessary conditions being fulfilled and coming after the recommendation were made.

G. Point of Entry for Promotion

When an employee is promoted, he will enter the new grade level at the point which would not mean a reduction in salary.

H. Change of Cadre

Change of cadre is itself a promotion, it cannot be effected until the staff concerned has reached his bar and that all the requirements i.e. qualifications, waiting period, vacancy etc have been satisfied. The salary of the officer concerned shall not be personal but commensurate to the new cadre.

CHAPTER 12

12. EXIT FROM SERVICE

Apart from death or disciplinary measures, an employee may exit from service by the following:

- Resignation
- Normal retirement
- Retirement on medical grounds
- Retirement on grounds of redundancy
- Transfer of service

A. Resignation

- (a) An employee may at any time tender his resignation in writing to the Registrar through his Head of Department. It shall normally be accepted but in special circumstances the Registrar may require him to serve more than the normal notice period, or the University may waive all or part of the period.
- (b) One month notice is required for Junior Staff on probation and 3 months for confirmed staff or payment of a month salary in lieu of notice.
- (c) An employee who ceases to carry out his duties before his resignation is accepted or before the required period of notice expires shall be liable to dismissal.

B. Normal Retirement

- (a) An employee shall retire from the service of the University on his/her 65th birthday.
- (b) An employee may retire from the service of the University at any time on giving three months notice to the Registrar and in accordance with the prevailing Pension Act.

C. Retirement on Medical Grounds

An employee may be called upon by the Registrar to retire, with three months' notice, if he is declared by the University Medical Board to be incapable of discharging his/her duties because of an ailment of body or mind which is likely to persist beyond the expiry of any sick leave which might be granted.

D. Retirement on Grounds of Redundancy

An employee may be called upon by the Registrar to retire, with three months notice, if the employee becomes redundant by reason of a necessary re-organization in any Department.

E. Transfer of Service

An employee may transfer his/her services to another scheduled service if the new employer agrees to accept him/her.

F. Entitlement

The entitlement to leave and allowances of employees who resigned or retired are governed by Chapters 12 and 13 of these regulations and as provided in the prevailing Pension Act.

CHAPTER 13

13. PENSION AND GRATUITY

- A.** A Staff that retires or resigns his appointment shall derive his/her retirement benefit in accordance with the prevailing Pension Reform Act.

B. Death Benefits

Death benefit will be paid to the Next- of- Kin of a deceased full time staff as per prevailing FGN regulations.

C. Injury Benefits

If an officer is incapacitated as a result of injury during the course of his duty by no fault of his/hers, she/he shall be granted injury benefits at the following rates with effect from the date he/she sustains the injury.

Degree of Incapacitation: The degree of incapacitation shall be determined medically as follows:

Level of Incapacitation	Rate
30% - 49%	- 10% of pension at date of injury
50% - 69%	- 15% of pension at date of injury
70% and above	- 30% of pension at date of injury

Provided that if the officer's retirement is necessitated or materially accelerated by the injury and he has not completed the minimum period of 10 years qualifying him for a pension, he may be granted in lieu of a gratuity stipulated above, a pension calculated on pro-rata basis, at the rate of 30% of his salary for every one year service.

D. Entitlements of Pension and Gratuity

All pension and gratuity entitlements are to be paid to the beneficiary or Next-of-Kin by PENCOM through Pension Fund Administrator (PFA) and the University, respectively.

APPENDIX I

NATIONAL SALARIES INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA

CONSOLIDATED TERTIARY INSTITUTIONS SALARY STRUCTURE (CONTISS) EFFECTIVE DATE: 1ST JANUARY, 2007 OR AS APPROVED BY THE FGn FROM TIME TO TIME

CONTISS	1 N	2 N	3 N	4 N	5 N	6 N	7 N	8 N	9 N	10 N	11 N	12 N	13 N	14 N	15 N	INCR. RATE
01	152544	156850	161156	165462	169768	174074	178380	182686	186992	191298	195604	199910	204216	208522	212828	
02	154637	159930	165223	170516	175809	181102	186395	191688	196981	202274	207567	212860	218153	223445	228739	
03	162027	168385	174743	181101	187459	193817	200175	206533	212891	219249	225607	231965	238323	244681	251039	
04	183712	191102	198492	205882	213272	220662	228052	285442	242832	250222	257612	265002	272393	279782	287172	
05	224196	233201	242206	251211	260216	269221	278226	287231	296236	305241	314246	323251	332256	341261	350266	
06	362757	376205	389655	403104	416553	430002	443451	456900	470349	483798	497247	510696	524145	537594	551043	
07	579391	599242	619093	638944	658795	678646	698497	718348	738199	758050	777901	797752	817603	837454	857305	
08	671747	695053	718359	741665	764971	788277	811583	834889	858195	881501	904807	928113	951419	974725	998031	
09	777984	803243	828502	853761	879020	904279	929538	954797	980056	1005315	1030574	1055833	1081092	1106351	1131610	
10	871729	909773	947817	985861	1023905	1061949	1099993	1138037	1176081	1214125	1252169					
11	973305	1013528	1053751	1093974	1134197	1174420	1214643	1254866	1295089	1335312	1375535					
12	1075353	1118655	1161957	1205259	1248561	1291863	1335165	1378467	1421769	1465071	1508373					
13	1445599	1503506	1561413	1619320	1677227	1735134	1793041	1850948	1908855							
14	1820908	1891016	1961124	2031232	2101340	2171448	2241556	2311664	2381772							
15	2232199	2312648	2393097	2473546	2553995	2634444	2714893	2795342	2875791							

APPENDIX II

**TABLE FOR CALCULATION OF ANNUAL ALLOWANCE AND GRATUITY ON
PERCENTAGE OF FINAL SALARY FOR ESTABLISHED STAFF ONLY**

NEW SCHEDULE			NEW SCHEDULE		
YEARS OF QUALIFYING SERVICE	GRATUITY AS % OF FINAL TOTAL EMOLUMENT	YEAR AS % OF FINAL PAY	YEAR OF QUAL. SERVICE	GRATUITY AS % OF FINAL EMOLUMENT	PENSION AS % OF FINAL TOTAL EMOLUMENT
-	-	-	-	-	-
-	-	-	5	100	-
-	-	-	6	108	-
-	-	-	7	116	-
-	-	-	8	124	-
-	-	-	9	132	-
-	100	-	10	100	-
10	110	-	11	108	30
11	120	-	12	116	32
12	130	-	13	124	34
13	140	-	14	132	36
14	100	30	15	140	38
15	110	32	16	148	40
16	120	34	17	156	42
17	130	36	18	164	44
18	140	38	19	172	46
19	150	40	20	180	48
20	160	42	21	188	50
21	170	44	22	196	52
22	180	46	23	204	54
23	190	48	24	212	56
24	200	50	25	220	58
25	210	52	26	228	60
26	220	54	27	236	62
27	230	56	28	244	64
28	240	58	29	252	66
29	250	60	30	260	68
30	260	62	31	268	70
31	270	64	32	276	72
32	280	66	33	284	74
33	290	68	34	292	76
34	300	70	35	300	78
35					80

NB: Any part of a year that is more than six (6) months shall, for the purpose of this schedule, be regarded as a complete year after the qualifying period of 10 years service for pension.

APPENDIX III

ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI SCHEME OF SERVICE FOR JUNIOR STAFF

UNSKILLED, SEMI SKILLED GRADES AND STAFF WITH POST PRIMARY EDUCATION

These comprise posts such as Messengers, Cleaners, Attendants, Apprentices, Cooks, Stewards and Laborers etc. on CONTISS 2 to CONTISS 3 who have little or no education/professional qualification. For staff in these categories to qualify for promotion from CONTISS 3 and/or CONTISS 4 they must have spent a minimum of 3 years in post with First School Leaving Certificate (FSLC) or its equivalent, for staff without First School Leaving Certificate (FSLC) can rise to CONTISS 4 terminally, while those with Senior School Certificate of Education (SSCE) are appointed from CONTISS 3 and can rise up to CONTISS 5. Those that scheme cannot capture their nomenclature should be promoted citing its equivalent or otherwise.

I. MIS Assistant Cadre

- | | |
|-------------------------------------|---|
| 1. MIS Attendant (CONTISS 2) | Secondary School Certificate at Pass level. |
| 2. MIS Assistant (CONTISS 3) | By appointment Secondary School Certificate with 5 Credits. |
| | By promotion MIS Assistant with 3 years satisfactory service. |
| 3. Senior MIS Assistant (CONTISS 4) | By promotion 2 above + 3 years satisfactory service. |
| 4. Asst. MIS Officer (CONTISS 5) | 3 above + 3 years satisfactory service. |

II. Cleaner Cadre

- | | |
|--------------------------------|--|
| 1. Cleaner (CONTISS 02) | Able bodied candidate |
| 2. Senior Cleaner (CONTISS 03) | 1 above + 3 years satisfactory service without FSLC 1 above + 5 years satisfactory service with FSLC, + 3 with SSCE. |
| 3. Head Cleaner (CONTISS 04) | 2 above + 3 years satisfactory service with FSLC, + 3 years with SSCE. |

ADVANCEMENT BEYOND THE CADRE

Any Head Cleaner who acquires 4 credits at SSCE or Full TG II Cert is eligible for lateral conversion to Clerical Officer Cadre.

III. Messenger

- | | |
|---------------------------|----------------------------------|
| 1. Messenger (CONTISS 02) | Certificate of Primary Education |
|---------------------------|----------------------------------|

- | | |
|----------------------------------|---|
| 2. Senior Messenger (CONTISS 03) | 1 above + 3 years satisfactory Service and 3 years with SSCE/TGII Cert. |
| 3. Head Messenger (CONTISS 04) | 2 above + 3 years satisfactory Service and 3 years with SSCE/TGII Cert. |

ADVANCEMENT BEYOND THE CADRE

Any Head Messenger who acquires 4 credits at SSCE or Full TG II Cert is eligible for lateral conversion to Clerical Officer Cadre

IV. Clerical Officer Cadre

- | | |
|--|--|
| 1. Clerical Assistant (CONTISS 02) | By direct appointment of a candidate with credits pass in 4 subjects in (GCE/SSCE/WAEC/NABTEB). |
| 2. Clerical Officer (CONTISS 03) | By direct appointment of a candidate who holds O 'Level in GCE/SSCE/ WAEC /NABTEB) 4 credits.
By promotion of Clerical Assistant after 3 years of satisfactory service. |
| 3. Senior Clerical Officer (CONTISS 04) | By direct appointment of a candidate Who holds Clerical Officer certificate with 3 years of experience.

By promotion of Clerical Officer after 3 years of satisfactory service. |
| 4. Asst. Chief Clerical Officer (CONTISS 05) | By direct appointment: Diploma in relevant discipline from recognized Institution.

By promotion of a Senior Clerical Officer after 3 years of satisfactory service. |

ADVANCEMENT BEYOND THE CADRE

Any Chief Clerical Officer who acquires Executive Officer Grade Course Certificate or a diploma in relevant discipline, is eligible for lateral conversion to Executive cadre.

V. Secretarial Assistant Cadre

- | | |
|--|--------------------------------------|
| 1. Secretarial Assistant III (CONTISS 3) | By direct appointment of a candidate |
|--|--------------------------------------|

Who holds at least 4 O'Level (GCE/SSCE/WAEC/NABTEB) credits, in addition to 25wpm and a recognized certificate of computer training.

2. Secretarial Assistant II (CONTISS 4)

By direct appointment of a candidate who holds at least 4 O'Level (GCE/SSCE/WAEC/NABTEB London or Cambridge) credits in addition to 35wpm, 3 years relevant experience and a recognized certificate of computer training.

By promotion of Secretarial Assistant III with 35wpm and 3 years of satisfactory service.

3. Secretarial Assistant I (CONTISS 5)

By direct appointment of a candidate who holds at least 4 O'Level (GCE/SSCE/WAEC/NABTEB London or Cambridge) credits plus 50wpm, 6 years relevant working experience and a recognized certificate of computer training.

By promotion of a Secretarial Assistant II with 50wpm and 3 years satisfactory service.

ADVANCEMENT WITHIN THE CADRE

Any Secretarial Assistant I with 3 years satisfactory service, is eligible for advancement/promotion to the rank of Senior Secretarial Assistant on CONTISS – 06).

VI. Secretarial Cadre

4. Confidential Secretary IV (CONTISS 4)

By direct appointment of a candidate who holds at Least 4 O'Level (SSCE/WASC/GCE/GCE London Cambridge, NABTEB) credits, in addition to Confidential Secretary IV Certificate, 35/80 WPM and a

1. Confidential Secretary III (CONTISS 5)

recognized certificate of computer training.

By direct appointment of a candidate who holds at least 4 O'level (SSCE/WASC/GCE/NABTEB credits, in addition to Confidential Secretary III, Certificate, 50/100WPM and a recognized certificate of computer training.

By promotion of Confidential Secretary IV who has Confidential Secretary III certificate, 50/100WPM and 3 years of satisfactory service.

VII. Executive Cadre

1. Assistant Executive Officer (CONTISS 5)

Assistant Executive Officer (A.E.O) Course Certificate or Diploma in relevant field, from recognized institution.

A Chief Clerical Officer who possesses F.1 above can be re-designated to Executive Officer.

VIII. Gardener Cadre

1. Gardener (CONTISS 02)

Suitable able, healthy bodied men.

2. Senior Gardener (CONTISS 03)

By appointment: a suitable able bodied candidate + 3 years experience as gardener with F SLC and 3 years with SSCE.

By promotion: G.1 above + 3 years satisfactory service and 3 years with SSCE.

3. Head Gardener (CONTISS 04)

G.2 above + 3 years satisfactory service and 3 years with SSCE.

ADVANCEMENT BEYOND THE CADRE

Any Head Gardener who acquires 4 credits at SSCE/GCE 'O' Level or Full TG Certificate is eligible for lateral conversion to Clerical Cadre.

IX. Washer man Cadre

1. Washer man (CONTISS 02)

Certificate of Primary Education

- | | |
|-----------------------------------|---|
| 2. Senior Washer man (CONTISS 03) | By direct appointment: a candidate who can read and write + 3 years experience as washer man. |
| | By promotion: H.1 above + 3 years satisfactory service |
| 3. Head Washer man (CONTISS 04) | H.2 above + 3 years satisfactory service. |

ADVANCEMENT BEYOND THE CADRE

Any Head Washer man who acquires 4 credits at SSCE 'O' Level or Full TG Certificate is eligible for lateral conversion to Catering Assistant Cadre.

X. Kitchen Attendant/Cook Cadre

- | | |
|-----------------------------------|---|
| 1. Kitchen Attendant (CONTISS 02) | Candidate possessing ability to read and write. |
| 2. Cook (CONTISS 03) | By direct appointment: Certificate of Primary Education or pass in SSCE also ability to read and write simple English + 3 years experience as Kitchen Attendant.

By promotion: confirmed and competent Kitchen Attendant + 3 years satisfactory service. |
| 3. Senior Cook (CONTISS 04) | By direct appointment: Certificate of Primary Education or ability to read and write simple English + 3 years experience as Cook.

By promotion: 1.2 above + 3 years satisfactory service. |
| 4. Head Cook (CONTISS 05) | Confirmed and competent Senior Cook who spent 3 years on post. |

ADVANCEMENT BEYOND THE CADRE

Any Head Cook who acquires 4 credits at SSCE/GCE 'O' Level or Full TG Certificate is eligible for lateral conversion to Catering Assistant Cadre.

XI. Steward Cadre

- | | |
|-------------------------|---|
| 1. Steward (CONTISS 02) | Ability to read and write simple English. |
|-------------------------|---|

2. Senior Steward (CONTISS 03) By direct appointment: Candidate possessing primary school certificate + 3 years experience as a steward.

By promotion: XI.1 above + 3 years satisfactory service.
3. Head Steward (CONTISS 04) XI.2 above + 3 years satisfactory service

ADVANCEMENT BEYOND THE CADRE

Any Head Steward who acquires 4 credits at SSCE/GCE 'O' Level or Full TG Certificate is eligible for lateral conversion to Catering Assistant Cadre.

XII. Catering Assistant Cadre

1. Catering Assistant (CONTISS 03)
 - i. SSCE/GCE with 4 credits or full TG II Cert.
2. Senior. Catering Assistant II (CONTISS 04) Appointment/promotion: XII.1 + 3 years satisfactory service
3. Senior Catering Assistant I (CONTISS 05) By direct appointment: candidate possessing a diploma a Hotel and Catering Management or its equivalent from recognized Institution.

By promotion: confirmed and competent Senior Catering Assistant II + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Catering Assistant who acquires HND Hotel and Catering Management from recognized Institution is eligible for lateral conversion to Catering Officer Cadre.

XIII. Library Cadre

1. Head Library Attendant (CONTISS 2) Full post primary education. 1 above + 3 years minimum of satisfactory service.
2. Library Assistant (CONTISS 3) 4 credits at GCE O Level, or Teachers Grade II Certificate. 3 years minimum of satisfactory service XIII 1 above.

3. Senior Library Assistant (CONTISS 4) 3 (2) above + 3 years satisfactory service.
4. Asst. Library Officer (CONTISS 5) 3 above + 3 years minimum of satisfactory service.

XIV. Stores

M.1 Store Keeper Cadre

1. Store Attendant (CONTISS 01) Certificate of Primary Education
2. Store Assistant (CONTISS 02) By direct appointment: Full post primary education.

By promotion: 1 above + 3 years satisfactory service.
3. Store keeper (CONTISS 03) By direct appointment: 4 credits SSCE/GCE O'Level, or Teachers Grade II Certificate.

By promotion: Full post primary education + 3 years satisfactory service as Store Assistant or Basic Stores Certificate Course + 3 years satisfactory service as Store Assistant.
4. Senior Store Keeper (CONTISS 4) 3 above + 3 years of satisfactory service as store keeper.
5. Chief Store Keeper (CONTISS 05) 4 above + 3 years satisfactory service as Senior Store Keeper.

ADVANCEMENT BEYOND THE CADRE

Any Chief Store Keeper who acquires OND (Stores) or Assistant Stores Officer Course Certificate is eligible for lateral conversion to Stores Officer Cadre.

M.2 Stores officer Cadre

1. Asst. Stores Officer (CONTISS 5) Assistant Stores Officer's Course Certificate or its Equivalent.

XV. Radio/Telephone Operator Cadre

1. Radio/Telephone Operator (CONTISS 02) Certificate of Primary Education +

evidence of training in telephone operation duties.

2. Senior Radio/Telephone Operator (CONTISS 03) Appointment/Promotion: N.1 + 3 years satisfactory service.
3. Radio/Telephone Supervisor (CONTISS 04) By direct appointment: Certificate of Primary Education + 3 years Post-qualification cognate experience.

By promotion: confirmed and competent Senior Radio/Telephone operator with 3 years satisfactory service.
4. Snr. Radio/Telephone Supervisor (CONTISS 05) Competent Radio/Telephone Supervisor with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Radio/Telephone Supervisor who acquires 4 credits at SSCE/GCE O Level including science subjects + OND in the relevant area, with 2 years satisfactory service is eligible for lateral conversion to Technical Cadre.

XVI. Technical Cadre

1. Technical Assistant (CONTISS 3) 4 credits at GCE O Level including Science Subjects.
2. Senior Technical Assistant (CONTISS 4) 1 above + 3 years minimum of satisfactory service.
3. Asst. Technical Officer (CONTISS 5)
 - (i) 2 above + 3 years minimum of satisfactory service
 - (ii) Fresh holders of OND are appointable

XVII. Pharmacy Assistant Cadre

1. Pharmacist Assist. (CONTISS 04): SSCE 4 credit Certificate for Community Health Assistant from any recognized Institution.
2. Senior Pharm. Asst (CONTISS 05): As in P.1 above + 3 years as Pharm. Assistant

XVIII. Nursing Aids Cadre

1. Nursing Aids (CONTISS 02) FSLC

2. Senior Nursing Aids (CONTISS 03) By Appointment: 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate including 2 Science Subjects.

By Promotion: Confirmed and competent Nursing Aids + 3 years satisfactory service.

3. Prin. Nursing Aids (CONTISS 04) Competent Senior Nursing Aids with 3 years satisfactory service.

4. Asst. Chief Nursing Aids (CONTISS 05) Competent Prin. Nursing Aids with 3 years satisfactory service

ADVANCEMENT BEYOND THE CADRE

Any chief nursing aids who acquires NRN/SRN is eligible for conversion to Nurse Cadre.

XIX. Ward Attendant Cadre

1. Ward Attendant (CONTISS 02) Certificate of Primary education.
2. Senior Ward Attendant (CONTISS 03) Confirmed and competent Ward Attendant with 3 years satisfactory service.
3. Head Ward Attendant (CONTISS 04) Competent Senior Ward Attendant with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Ward Attendant who acquires 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate including 2 Science Subjects is eligible for conversion to Nursing Aids Cadre.

XX. Science Laboratory Cadre

1. Lab. Attendant (CONTISS 2) Full primary school education with science background or (1) above + 3 years minimum of satisfactory service.
2. Lab. Assistant (CONTISS 3) By appointment: 4 credits GCE O Level (including Two science subjects).

By promotion: (2) above + 3 years minimum satisfactory service.

3. Senior Lab. Assistant (CONTISS 4) 3 Above + 3 years minimum satisfactory service
4. Assistant Technologist (CONTISS 5) 4 above, City and Guides Part I or OND in Science Laboratory Technology, and Minimum of 3 years satisfactory service.

XXI. Watchman Cadre

1. Watchman (CONTISS 02) Mentally and Physically fit candidate possessing the ability to read and write.
2. Senior Watchman (CONTISS 03) Confirmed and Competent Watchman with 5 years satisfactory service.
3. Head Watchman (CONTISS 04) Competent Senior Watchman with 5 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Watchman who acquires Primary Certificate is eligible for lateral conversion to Security Guards Cadre.

XXII. Security Guards Cadre

1. Security Guard II (CONTISS 02) Certificate of Primary Education.
2. Security Guard I (CONTISS 03) Confirmed and competent Security Guard II with 3 years satisfactory service.
3. Senior Security Guard (CONTISS 04) Competent Security Guard with 3 years satisfactory service.
4. Head Security Guard (CONTISS 05) Competent Senior Security Guard with 3 years satisfactory

ADVANCEMENT BEYOND THE CADRE

Any Head Security Guard who acquires 4 credits at SSCE/GCE 'O' Level of Full TG II Certificate is eligible for lateral conversion to Assistant Security Officer Cadre.

XXIII. Assistant Security Officer Cadre

1. Patrolman (CONTISS 02) Full FLC Certificate.
2. Senior Patrolman (CONTISS 03) Confirmed and Competent Patrolman with 3 years satisfactory service.
3. Assistant Patrol Supervisor (CONTISS 04) By direct appointment: A retired

police Sergeant or Army Staff Sergeant with 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate.

By Promotion: Competent Senior Patrolman with 3 years satisfactory service.

4. Patrol Supervisor (CONTISS 05) By direct appointment: Warrant Officer I or II in the Army or Inspector in the Police.

By promotion: Competent Assistant Patrol Supervisor with 3 years satisfactory service.

By Promotion: Competent Patrol Supervisor with a diploma in Law or Crime Management + 3 years satisfactory Service.

XXIV. Drivers Cadres

1. Motor Driver (CONTISS 2) Leaving School Certificate + Group "E" Driving License + 3 years licensed Driving experience.
2. Driver/Mechanic II (CONTISS 3) 1 above + Trade Test III + minimum of 3 years satisfactory service.
3. Driver/Mechanic 1 (CONTISS 4) 2 above + 3 years minimum satisfactory service, + Trade Test II.
4. Senior Driver/Mechanic/Transport Foreman (CONTISS0 5) 3 above + 3 years minimum of satisfactory service + Trade Test I & Trade 1.

XXV. Assistant Works Superintendent Cadre

1. Assistant Works Superintendent (CONTISS 05) Assistant Works Superintendent Training course certificate or equivalent.

XXVI. Artisan Craftsman Cadre

1. Assistant Craftsman (CONTISS 02) Certificate of Primary Education + a pass in

Fed. Min. of Labour Trade Test Class III in the appropriate trade.

2. Craftsman (CONTISS 03)

By direct appointment: Government craft certificate obtained from Government Technical College or any approved institution.

By promotion: Confirmed and competent craftsman with Government Trade Test Class II in appropriate trade + 3 years satisfactory service.

3. Senior Craftsman (CONTISS 04)

By promotion: Competent craftsman with 3 years satisfactory service.

4. Foreman (CONTISS 05)

Competent Senior Craftsman with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Senior Foreman who has undergone Advance Trade Test (ATT) Course on Works Superintendent conducted by Fed. Min. of Labour & Productivity, is eligible for lateral conversion to Works Superintendent Cadre.

XXVII. Livestock Attendant Cadre

1. Livestock Attendant (CONTISS 02) Physically and mentally fit candidate

2. Senior Livestock Attendant (CONTISS 03) By direct appointment: Certificate of Primary Education.

By promotion: confirmed and competent Livestock Attendant with 3 years satisfactory service.

3. Head Livestock Attendant (CONTISS 04) Competent Senior Livestock Attendant with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Livestock Attendant who acquires SSCE/GCE ‘O’ Level or Full TG II Certificate preferably including Biology or Agricultural Science is eligible for conversion to Livestock Overseer Cadre.

XXVIII. Livestock Overseer Cadre

1. Assistant Livestock Overseer
(CONTISS 02): Full Secondary education with Science Background.
2. Livestock Overseer (CONTISS 03) By direct appointment: SSCE/GCE ‘O’ Level or Full TG II Certificate probably including Biology or Agricultural Science.

By promotion: Confirmed and Competent Assistant Livestock Overseer with 3 years satisfactory service.
3. Assist. Chief Livestock Overseer
(CONTISS 04) Competent Livestock Overseer with 3 years satisfactory service.
4. Chief Livestock overseer
(CONTISS 05): Competent Assistant Chief Livestock Overseer with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Livestock Overseer who undergone a prescribed training course for Assistant Livestock Superintendent at a recognized Veterinary School or School of Animal Health/Husbandry is eligible for Advancement/promotion to Assistant Livestock Superintendent.

XXIX. Poultry Assistant Cadre

1. Poultry Assistant (CONTISS 02): Full Secondary Education
2. Senior Poultry Assistant
(CONTISS 03) By direct appoint: 4 credits at SSCE/GCE O’Level or Full TG II Certificate in preferably including Mathematics, Chemistry, Biology or Agric Science.

By Promotion: confirmed and competent Poultry Assistant with 3 years satisfactory service.

3. Assistant Chief Poultry Assistant
(CONTISS 04)

By direct appointment:

Certificate in Animal Science, Animal Husbandry/animal production, Agriculture or range management from recognized Veterinary School or School of Animal Health/Husbandry.

By promotion: Competent Snr. Poultry Assistant with 3 years satisfactory service.
Prin. Poultry Assistant with 3 years satisfactory service.

4. Chief Poultry Assistant (CONTISS 05) Competent Assistant Chief Poultry Assistant with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Poultry Assistant who undergone a prescribed training course for Assistant Livestock Superintendent in a recognized institution is eligible for Advancement/promotion to Assistant Livestock Superintendent.

XXX. Veterinary Laboratory Assistant Cadre

1. Veterinary Laboratory Assistant (CONTISS 02) Full Secondary Education

2. Senior Veterinary Laboratory Assistant
(CONTISS 03)

By direct appointment: 4credits at SSCE/GCE 'O' Level or Full TG II Certificate in preferably including Mathematics, Chemistry, Biology or Health Science.

By Promotion: Confirmed and competent Veterinary Laboratory Assistant with 3 years satisfactory service.

3. Assistant Chief Veterinary Laboratory Assistant (CONTISS 04): Competent Senior Veterinary Laboratory Assistant with 3 years satisfactory service.
4. Chief Veterinary Laboratory Assistant (CONTISS 05) Competent Assistant Chief Veterinary Laboratory Assistant with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Veterinary Laboratory Assistant who undergone a prescribed training course in a recognized Institution is eligible for advancement/promotion to Veterinary Laboratory Technician.

XXXI. Herdsman Cadre

1. Herdsman (CONTISS 01): Physically and mentally fit candidate.
2. Senior Herdsman (CONTISS 02): Confirmed and Competent Herdsman with 3 years satisfactory service.
3. Head Herdsman (CONTISS 03) : Competent Senior Herdsman + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Herdsman who acquires 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate preferably including Biology or Agricultural Science is eligible for lateral conversion to Livestock Overseer Cadre.

XXXII. Irrigation Attendant Cadre

1. Irrigation Attendant (CONTISS 02) Physically and Mentally fit candidate
2. Snr. Irrigation Attendant (CONTISS 03) By direct appointment: Certificate of Primary Education.

By promotion: Confirmed and Competent Irrigation Attendant with 3 years satisfactory service.
3. Head Irrigation Attendant (CONTISS 04) Competent Senior Irrigation

Attendant + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Irrigation Attendant who acquires 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate preferably including Physics, Chemistry, or Agricultural Science is eligible for lateral conversion to Irrigation Overseer Cadre.

XXXIII. Irrigation Overseer

1. Assistant Irrigation Overseer (CONTISS 02): Full Secondary Education.
2. Irrigation Overseer (CONTISS 03)
 - By direct appointment: 4 credits at SSCE/GCE O' Level or Full TG II Certificate preferably including Physics, Chemistry, or Agricultural Science.
 - By promotion: Confirmed and competent Assistant Irrigation Overseer with 3 years satisfactory service.
3. Senior Irrigation Overseer (CONTISS 04): Competent Irrigation Overseer with 3 years satisfactory service.
4. Assistant Chief Irrigation Overseer (CONTISS 05): Competent Snr. Irrigation Overseer with 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any chief irrigation overseer who has undergone a prescribed training course for Assistant Irrigation Superintendent at a recognized institution is eligible for advancement/promotion to Assistant Irrigation Superintendent.

XXXIV. Fisheries Attendant Cadre

1. Fisheries Attendant (CONTISS 02): Mentally and physically fit candidate
2. Senior Fisheries Attendant (CONTISS 03): Confirmed and competent fisheries attendant with 3 years satisfactory service.

3. Head Fisheries Attendant (CONTISS 04) Competent Senior Fisheries Attendant + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Head Fisheries attendant who acquires 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate probably including a pass in Biology, is eligible for lateral conversion to Fisheries Overseer Cadre.

XXXV. Fisheries Overseer Cadre

1. Assistant Fisheries Overseer (CONTISS 02): Full Secondary Education with Science Background.
2. Fisheries Overseer (CONTISS 03): By direct appointment: SSCE/GCE 'O' Level or Full TG II Certificate probably including a pass in Biology.
3. Senior Fisheries Overseer (CONTISS 04): By promotion, confirmed and Competent Assistant Fisheries Overseer with 3 years satisfactory Service.

1. Assist. Chief Fisheries Overseer (CONTISS 05): Competent Fisheries Overseer with 3 years satisfactory Service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Fisheries Overseer who acquires a Diploma course for Fisheries Superintendent from recognized institution is eligible for lateral conversion to Fisheries Superintendent Cadre.

XXXVI. MEDICAL LABORATORY ATTENDANT CADRE

1. Medical Laboratory Attendant I (CONTISS 02): By appointment First School leaving Certificate.
2. Medical Laboratory Assistant II (CONTISS 03): By direct appointment of a candidate possessing O'level WASC/GCE/SSCE/ NABTEB) with at least 3 credits including Chemistry and Biology plus National Certificate

for Lab Assistant.
By promotion of a Medical Laboratory Attendant who passed the natural certificate Examination for Lab. Assistant plus 3 years satisfactory service record.

3. Medical Laboratory (CONTISS 04): By direct appointment of a candidate possessing the qualifications specified in 1 above plus at least 3 years working experience.
By promotion of medical Laboratory Assistant with 3 years satisfactory service.
4. Senior Medical Lab. Asst. (CONTISS 05): By direct appointment of a candidate possessing the qualifications specified in sub. (1) above plus 6 yrs post qualification experience.
By promotion of a Medical Laboratory Technician with 3 yrs satisfactory service.

XXXVII. Porter Cadre

1. Porter (CONTISS 02) : Full secondary education
2. Senior Porter (CONTISS 03) : 1 above + 3 years satisfactory service
3. Head Porter (CONTISS 04) : 2 above + 3 years satisfactory service.
4. Asst. Chief Porter (CONTISS 05): 4 Credit at SSCE/GCE 'O' Level + TTI + 3 years satisfactory service.

XXXVIII. Chainman Cadre

1. Chainman (CONTISS 02): Full Secondary Education/Senior Secondary School Certificate + 3 years experience.
2. Senior Chainman (CONTISS 03): Confirmed and competent chainman with 3 years satisfactory service.
3. Head Chainman (CONTISS 04): Competent Senior Chainman with 3 years satisfactory service

ADVANCEMENT BEYOND THE CADRE

Any Head Chainman who acquires Fed. Min. of Labor Trade Test cert III, II and I is eligible for lateral conversion to Artisan Craftsman Cadre.

XXXIX. Public Relations Assistant Cadre

1. Public Relations assistant (CONTISS 02): 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate including English Language.
2. Senior Public Relations Assistant (CONTISS 03): Confirmed and competent Public Relations Assistant with 3 years satisfactory service.
3. Prin. Public Relations Assistant (CONTISS 04)

By direct appointment: Certificate in Mass Communication, Journalism or related field from recognized Institution with 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate including English Language.

By promotion: competent Senior Public Relations Assistant with 3 years satisfactory service.
4. Asst. Chief Public Relations Assistant (CONTISS 05)

By direct appointment: Diploma in Mass Communication, Journalism or related field.

ADVANCEMENT BEYOND THE CADRE

Any Chief Public Relations Assistant who acquires HND in Mass communication, Journalism or related field is eligible for conversion to Public Relations Officer's Cadre.

XXXX. Data Processing Assistant

1. Data Processing Assistant II (CONTISS 02): Full Secondary Education
2. Data Processing Assistant I (CONTISS 03): By direct appointment: 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate, preferably with pass in Mathematics.

By promotion: confirmed and competent Data Processing Assistant II with 3 years satisfactory service.

3. Senior Data Processing Assistant
(CONTISS 04)

By direct appointment: 4 credits at
SSCE/GCE 'O' Level or Full TG II
Certificate, preferably with pass in
Mathematics with 3 years experience
as Data Processing Assistant I.

By promotion: Competent Data
Processing Assistant I with 3 years
satisfactory service.

4. Assist. Chief Data Processing Assistant
(CONTISS 05):

Competent Senior Data Processing
Assistant with 3 years satisfactory
service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Data Processing Officer who acquires Diploma in computer or Data Processing from recognized Institution is eligible for lateral conversion to Data Processing Officer Cadre.

XXXXI. Photographic Assistant Cadre

1. Photographic Assistant II (CONTISS 02): Full Secondary Education or primary certificate + training in Photography in a reputable firm.
2. Photographic Assistant I (CONTISS 03): By direct appointment: 4 credits at
SSCE/GCE 'O' Level or Full TG II
Certificate + 3 years post-
qualification experience.

By promotion: Confirmed and
Competent Photographic Assistant II
with 3 years satisfactory service.
3. Senior Photographic Assistant (CONTISS 04): Competent Photographic Assistant
I with 3 years satisfactory service.
4. Assistant Chief Photographic Assistant
(CONTISS 05): Competent Senior

Photographic Assistant 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Photographic Assistant who acquires Final Certificate of City and Guilds of London Institute in Photograph or Final Cert of Incorporated Photographers formally (Institute of British Photographers) or HND in Photography, is eligible for lateral conversion to Photographers Cadre.

XXXXII. Fireman

1. Fireman II (CONISS 02) Full Secondary Education
2. Fireman I (CONTISS 03) By direct appointment: 4 credits at SSCE/GCE 'O' Level or Full TG II Certificate + 3years post-qualification experience.

By promotion Competent Fireman II with 3 years satisfactory service.
3. Leading Fireman (CONTISS 04): Fireman Grade I with Fireman Certificate of Competency (FCC) Class II + 3 years satisfactory service.
4. Senior Fireman (CONTISS 05): Leading Fireman with Fireman Certificate of Competency (FCC) Class 1 + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Fireman who has undergone a prescribed training programme for conversion to the Fire Superintendent cadre is eligible for lateral conversion to the appropriate grade of Fire Superintendent.

XXXXIII. Cartographic Attendant Cadre

1. Cartographic Attendant (CONTISS 02): Certificate of Primary Education
2. Snr. Cartographic Attendant (CONTISS 03): Confirmed and Competent with 4 years satisfactory service
3. Head Cartographic Attendant (CONTISS 04): Competent Snr. Cartographic Attendant with 4 years satisfactory services.

ADVANCEMENT BEYOND THE CADRE

Any Head Graphic Attendant who acquires 4 credits at SSCE/GCE O/level or TG II Cert. is eligible for lateral conversion to Cartographic Draughtsman cadre.

XXXXIV. Cartographic Draughtsman Cadre

1. Graphic Asst. (CONTISS 02): Full Secondary Education
2. Cartographic Draughtsman (CONTISS 03)
 - By direct appointment: 4 Credits at SSCE/GCE 'O' Level or Full TG II Certificate.
 - By promotion: Confirmed and Competent Graphic Asst with 3years satisfactory service.
3. Snr. Cartographic Draughtsman II (CONTISS 04)
 - By direct appointment: Candidate possess any of the qualifications specified in 2 above + 3years post qualification.
 - By promotion: Competent Graphic Draughtsman with 3 years satisfactory service.
4. Snr. Graphic Draughtsman I (CONTISS 05)
 - Competent Snr. Graphic Draughtsman II with 3 years satisfactory service.

APPENDIX I (B) NATIONAL SALARIES INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA CONSOLIDATED TERTIARY INSTITUTIONS SALARY STRUCTURE(CONTISS)

CONSOLIDATED UNIVERSITY NON ACADEMIC SALARY STRUCTURE (CONUNASS) /CONTISS											
	1	2	3	4	5	6	7	8	9	10	11
	N	N	N	N	N	N	N	N	N	N	N
01 CONUNASS/CONTISS	152544	156850	161156	165462	169768	174074	178380	182685	186992	191298	195604
Peculiar Allowances	101676	104883	107789	110686	113602	115608	119414	122321	125227	128133	131039

Rent	38530	39671	40810	41950	43090	44229	45358	46508	47648	48787	49927
Total Emolument	293050	301404	308755	318107	325460	334811	243162	351515	359867	368218	376569
02 CONUNASS/CONTISS	154637	159930	165223	170516	175809	181102	186396	191688	196981	202274	207567
Peculiar Allowances	103389	106961	110534	114106	117679	121251	124823	128396	131969	135541	139113
Rent	39084	40485	41885	43286	44687	46087	47486	48889	50290	51650	53050
Total Emolument	297110	307376	317642	327908	338175	348440	358706	368973	379240	389505	399771
03 CONUNASS/CONTISS	152027	166385	174743	181101	187459	193817	200175	206533	212891	219249	225607
Peculiar Allowances	108576	112657	116959	121250	125541	129832	134123	138415	142706	146997	151288
Rent	41039	42721	44404	46086	47769	49451	51134	52816	54499	56181	57863
Total Emolument	311442	323773	336106	348437	360769	373100	385432	397764	410095	422427	434758
04 CONUNASS/CONTISS	183712	191102	198492	205862	213272	220662	228052	235442	242832	250222	257612
Peculiar Allowances	123012	127999	132986	137974	142961	147949	152936	157924	162911	167898	172885
Rent	48776	48731	50886	52641	54596	56551	58506	60461	62416	64271	66126
Total Emolument	353500	367832	382165	396497	410930	425162	439494	453827	468159	482492	496824
05 CONUNASS/CONTISS	224196	233201	243206	251211	260216	269221	278226	287631	296236	305241	314246
Peculiar Allowances	150334	156411	162489	168567	174644	180722	186800	192877	198955	205033	211110
Rent	57486	59869	62252	64535	67017	69400	71783	74166	78549	76931	81314
Total Emolument	432016	449481	468947	484412	501879	519343	536809	554274	571740	589205	606670