



GLORIOUS POLYTECHNIC COLLEGE

STAFF REGULATIONS

ZANZIBAR, 2023

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PART ONE

1.0 PRELIMINARY PROVISIONS

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| Short title and commencement | 1.1 These Regulations shall be known as Staff Regulations for the Glorious Polytechnic College (GPC). The Regulations shall apply to all employees of GPC except where their terms of employment have been varied by individual contracts. |
| Interpretations | 1.2 In these Regulations unless the contexts otherwise required: <i>Appointing Authority means the Governing Board (GB) of the GPC</i> |
| Chairperson | <i>Means the Chairperson of the Governing Board of GPC</i> |
| Child | <i>Means an unmarried child, a child born out of wedlock, a step child, a legally adopted child or a child of a deceased near relative, who is not more than eighteen years of age and is wholly maintained by the employee. Also includes a child of any age who, because of infirmity is unable to earn a living and is therefore wholly maintained by the employee;</i> |
| Governing Board | <i>Means the Board of the GPC.</i> |
| Directives | <i>Means the policy decisions issued by the Board Committees and the Board of GPC from time to time.</i> |
| Principal | <i>Means the Principal of the College.</i> |
| Domicile | <i>Means a place in Tanzania where an employee was born or a place in Tanzania where an employee has made his/her permanent home as declared in the personal particulars form and in the employment contract.</i> |
| Employee | <i>Means any person employed by the GPC.</i> |
| Employer | <i>Means the GPC.</i> |
| Family | <i>Means an employee and his or her spouse and if any, the child/children of such employee.</i> |
| Husband | <i>Means one man to whom one woman is married legally.</i> |
| College | <i>Means the Glorious Polytechnic College.</i> |
| Labour Laws | <i>Means the Employment and Labour Relations Act No.1 of 2005 and the Public Service Act No.2 of 2011 and such other Acts which may, from time to time, be</i> |

enacted for the purpose of regulating the relationship between the employer and employee.

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| Man | <i>Means masculine gender: feminine gender or male.</i> |
| Management Team | <i>Means the Administration together with Heads of Department and Head of Units of GPC;</i> |
| Medical Officer | <i>Means a medical practitioner duly registered according to the written laws of Zanzibar and approved by the Board;</i> |
| Minister | <i>Means the Minister responsible for the Education and Vocational Training;</i> |
| Principal Secretary | <i>Means the Principal Secretary of the Ministry responsible for Education</i> |
| Promotion | <i>Means an appointment of an employee to a higher grade/position.</i> |
| Regulations | <i>Means the Staff Regulations of the GPC;</i> |
| Salary | <i>Means the basic salary or wage of an employee.</i> |
| Officer | <i>Means the staff in which a holder of a public, civil or private office.</i> |
| Unit | <i>Means a Unit of GPC with a specific function.</i> |
| Wife | <i>Means wife of an employee notwithstanding the fact that an employee may be permitted by law, customs or religion to have more than one wife.</i> |
| Written Laws | <i>Means Zanzibar Decree/Acts of the House of Representative, Presidential orders, Regulations and By-Laws.</i> |

PART TWO

2.0 HUMAN RESOURCE UNIT

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| Human Resource Section | 2.1 GPC shall have a Human Resources Unit (HRU) for the purpose of recruitment, remuneration, development, motivation and retaining of qualified, responsible, loyal and disciplined staff of the College at the same discharging efficiently and effectively administrative activities. |
| Functions of the HRU | 2.2 The HRU shall discharge the following services: <ol style="list-style-type: none">i. Recruiting and hiring of staff;ii. Determining employment and working conditions;iii. Determining compensation and compensation methods;iv. Establishing career and promotion schemes; |

- v. Establishing of welfare services and social security benefits;
- vi. Developing staff through education and training programmes;
- vii. Establishing and applying methods of consultation, negotiation and settling of disputes between the College and the employees or their representative(s);
- viii. Manpower Planning.

Head of HRU 2.3 The HRU shall be headed by a qualified and experienced Human Resources Officer (HRO) or his/her Assistant with the same or immediate lower qualification and a wide experience in human resources management.

2.4 Being in charge of human resource, it shall be aware of its role as an agent of change in the College, constantly prepared to revise and reform its activities in order to meet new requirements of Institutional changes and developments.

PART THREE

3.0 CONTRACTS OF SERVICE

Unspecified Time Contracts 3.1 Appointments of staff to unspecified time contracts in the College shall be made in accordance with the establishment shown in the recurrent estimates.

3.2 Persons filling these posts can be expected to make full career in the service of the College, dully fulfilling the requirements in their agreed and mutually signed performance contracts until the normal age of retirement.

Specified Time Contracts 3.3 Such contracts shall normally be for a minimum period of three months to two years. Renewable by mutual agreements upon satisfactory fulfilment of the previous performance agreement.

Task/Piece Work Contracts 3.4 Task/Piece Work contracts shall be offered to vocation and other individuals on daily contract rates, with the object of being engaged to perform specific tasks, the end of which is not accurately foreseeable.

3.5 A staff under this contract may be given an oral agreement that will be in a form of setting out the main terms and conditions of service.

3.6 Persons who are engaged in such a contract are paid their wages at the end of each working day and their services may be terminated at the end of any day without notice.

PART FOUR

4.0 APPOINTMENT

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| Powers of the Appointing Authorities | <p>4.1 The Appointing Authorities shall have the following powers:</p> <ol style="list-style-type: none">i. To make appointment or promotion or transfer of an employee;ii. To confirm the appointment of an employee appointed on probation;iii. To extend the probationary period of an employee appointed on probation;iv. To terminate the appointment of an employee under the provisions of these regulations;v. To exercise disciplinary measures. |
| Appointment limitation | <p>4.2 No appointment shall be made without the approval estimates of the College.</p> <p>4.3 The increase of posts shall be made by the College and approved by the GB.</p> |
| Advertisement of posts | <p>4.4 The Principal of the College shall normally advertise vacancies those in the Assistant Cadre level and above in the local or regional media. However, the Principal, may at his discretion, dispense with the advertisement if he considers the vacant post may be filled by internal promotion.</p> |
| Disqualifications from appointment | <p>4.5 No person previously convicted of a criminal offence or who had his service terminated in the public interest from public service, Parastatal Organizations, Private Companies, Non-Governmental Organizations and Executive Agencies shall be appointed to any post in the College. However, convicted persons may be considered for employment after getting a legally recognised clearance.</p> |
| Offer of appointment | <p>4.6 An Unspecified Time Contract Staff:</p> <p>4.6(1) An employee who is selected for appointment on Unspecified Contract terms shall be issued with an Employment Contract Form by the Principal setting out conditions of service.</p> <p>4.6(2) No appointment shall be effective unless the employment contract form has been duly accepted and signed by the employee.</p> <p>4.6(3) Where an employee has successfully completed his/her period of probation and if the Appointing Authority is satisfied with the performance of such employee, such authority shall confirm his/her appointment to Unspecified Contract terms.</p> |

4.7 A Specified Contract Staff:

An employee appointed on specified contract terms shall be required to serve for a specific period. Gratuity and such other benefits as may be specified in the employment contract form shall be paid upon satisfactory completion of the contract.

4.8 A Task/Piece Work Employee:

No letter of appointment shall be issued to a task/piece work employee.

4.9 Appointment of Specified Time Contract Staff to Unspecified Term of Contract Position:

4.9(1) Where the Principal is satisfied with the performance of any employee on specified time contract terms who has served on such terms for a period of not less than six months, may recommend to the Appointing Authority that such employee be offered employment on unspecified time contract terms.

4.9(2) Such employee shall be offered an appointment on unspecified time contract terms in case the Appointing Authority approve the Principal's recommendation, and a vacancy exists in the post he/she is being recommended for.

Medical
examination
before
appointment

4.10 No person shall be appointed by the College unless he/she has been examined by a Medical Officer and has been given a Medical Certificate.

4.11 All offers of appointment are subject to submission of a certificate of medical examination to the Principal.

4.12 Medical examination shall be made only on the grounds of acknowledging and keeping records of the new employee's medical status before engagement and shall not be meant to discriminations due to such statuses.

Date of first
appointment

4.13 Where any person is appointed to the service of the College and if he/she is required to assume duty at the place where he/she was recruited, his/her date of appointment shall be the date on which he/she so assumes duty.

4.14 The Appointing Authority may decide to promote any employee to any post on trial basis.

4.15 In the case of any adverse reports on any employee during the period of promotion on trial, the Principal shall bring to the attention of the Appointing Authority of such reports one month prior to the completion of the period of promotion on trial and if the College is not satisfied with the performance and

conduct of the employee, such employee shall be reverted to the post which he/she was holding prior to his/her promotion on trial.

PART FIVE

5.0 PROBATION PERIOD, TERMINATION AND RETIREMENT

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| Period of probation | <p>5.1 The period of probation for members of staff shall be twelve months. On satisfactory completion of his/her probationary period, the employee shall be confirmed in his/her appointment.</p> <p>5.2 The service of an employee, whose probationary period has not been satisfactory, may be extended for a further period of three months at the end of which the Appointing Authority shall decide whether or not to employ such employee on permanent terms.</p> <p>5.3 The Appointing Authority shall be the final authority for deciding upon the termination of probationary appointment.</p> |
| Confirmation of probationary employees | <p>5.4 The Principal shall make a recommendation to the Appointing Authority regarding the confirmation of probationary employee within three months before the expiry of the probationary period.</p> <p>5.5 The Appointing Authority shall be responsible for the confirmation of appointments and may, at its discretion, extend the period of probation of an employee as may deem necessary.</p> |
| Termination of probationary appointments | <p>5.6 The Appointing Authority shall give notice of at least one month of termination of probationary appointments.</p> <p>5.7 If the termination is one grounds of inefficiency due to the employee's negligence or fault, the provisions of the establishment of Zanzibar Social Security Fund Act no 2, 2005 or any other relevant law currently in force, shall be followed.</p> |
| Retirement | <p>5.8 An employee may retire upon performance appraisal, voluntarily after the age of 55 years if he/she so wishes, or 60 years when retirement is compulsory.</p> <p>5.9 The College shall treat with tact and care an employee who is about to retire from the services of the College.</p> <p>5.10 The College shall assist the retiring employee to get his/her pension from social security funds he/she was contributing to before last working day.</p> |

5.11 On his/her last working day, the employee shall be celebrated and thanked for his/her services by the Principal and be given a farewell gift as a token of appreciation for his/her services and a certificate of service.

Resignation 5.12 An employee may resign from his/her appointment by following legal requirements and procedures. An employee on permanent terms and on contract terms may resign his/her appointment by giving three months' notice in writing to the Principal, or by paying a one-month's salary in lieu of notice.

5.13 The resignation of an employee holding a responsible position/property shall be effective only after a proper handing over to the College has been acknowledged by the Principal.

5.14 The resignation of employees having a liability to the College in respect of salary advances/loans or other arrangements shall only be accepted after satisfactory arrangements have been made by such employees for the settlement of amounts due to the College.

5.15 On resignation, the employee shall have full terminal benefits which he/she and the College contributed to a respective Social Security Fund.

Completion and
Renewal of
contract 5.16 On satisfactory completion of a contract, an employee may leave the service of the College with all the privileges to which he/she is entitled under the terms of his/her contract. Similarly, the College shall be under no obligation to re-employ him/her for any further period. However, whether or not the expiry of his/her contract he/she wishes to be re-engaged for a further period of service, the employee must notify the Principal not later than three months before the normal expire of the contract.

Termination of
Appointment due
to Medical
Grounds 5.17 Where the Principal is of the opinion that an employee is incapable by reason of any infirmity of mind or body of satisfactorily discharging the functions of his office, he may cause the employee to present himself before a Medical Board for a medical examination.

5.18 The Medical Board shall proceed to examine the employee and its recommendations shall be submitted to the GB. The Appointing Authority who shall be guided by such report in deciding whether the employee should be retired on medical grounds or not.

Seniority 5.19 Seniority between employees in the same grade shall be determined by their dates of first appointment to such grade.

5.20 Provided that where two or more persons are appointed on the same date and in the same grade their relative seniority shall be determined by the salaries

of respective employees and in the event of their salaries also being equal, by their ages.

5.21 In cases where officers are required to serve a period of probation in first appointment, the seniority of employees in the particular class of grade shall be determined by the date of their confirmation.

5.22 When an employee is promoted to a higher grade, he shall take seniority in the new grade immediately below the last confirmed employee in that grade.

5.23 In cases where two or more employee selected for promotion on the same date assume duties of the new post on different dates, their seniority shall be determined by the respective dates they assume duties of the new post.

Recruitment 5.24 The College shall recruit and hire staff on the basis of qualifications and relevant experience only.

5.25 The College's recruitment procedure shall comprise the following steps:

- i. A job Description detailing job content and skills requirement shall be the basis for recruitment of staff of the College;
- ii. Qualifications shall be matched against the job description;
- iii. Vacant positions shall be advertised giving inter alia concise descriptions the jobs and required qualifications and experience;
- iv. A short-list of applicants shall be drawn up by the Management Team;
- v. Those short-listed shall be interviewed by qualified and experienced persons from within and outside the College as may be determined by the Appointing Authority;
- vi. The most qualified, experienced and suitable applicant shall be recommended to the Appointing Authority for approval;
- vii. A letter of appointment shall be issued in which a probationary period of one year shall be stated and responsibilities, remuneration, rights and privileges shall be outlined;
- viii. After a successful probationary period, a letter of confirmation shall be issued confirming that the selected candidate is hired on permanent terms.

Job descriptions 5.26 The College shall have job descriptions for all positions and shall serve the following purposes:

- i. As basis for recruitment of staff;
- ii. Informing new employees about their jobs;
- iii. A reference of responsibilities and tasks which constitute a particular job;
- iv. Settling issues of demarcation of "who does what";
- v. Basis for the annual performance appraisal;

- vi. Identification of training needs of the job holders.

5.27 The job description shall be brief and clear. It is not a legal document but a working tool and It shall consist of at least the following information:

- i. The job title;
- ii. The position to which the job holder is responsible;
- iii. Subordinates (where applicable);
- iv. Direct entry and in-service qualifications;
- v. The duties and responsibilities of the job holder;
- vi. Salary scale and salary ranges.

5.28 The job descriptions shall be reviewed periodically by the Principal after obtaining advice from the Heads of Departments.

Employment
interviews 5.29 Interviews shall be carried out before any employment and they shall be conducted in a professional way.

5.30 The short-listed candidates shall be informed well in advance about place, date and time of the interview in order to allow them to prepare themselves adequately.

5.31 An interviewing panel shall be constituted in such a way that a professional and fair interview is ensured.

5.32 No undue pressure or vested interests shall be allowed to interfere with the interviewing process.

5.33 The role of each panel member shall be agreed upon before the interview and shall furthermore:

- i. Be familiar with the details of the job;
- ii. Be familiar with the information contained in the original application of each candidate;
- iii. Ask relevant questions to the nature of the job;
- iv. Be polite and encouraging during the interview and make the interviewee feel at ease;
- v. Allow the interviewee adequate time for self-expression;
- vi. Be not interested in the candidate;
- vii. Not let prejudices or feelings come out too strongly;
- viii. Be neutral.

Employment references 5.34 The College shall ask for references when short-listing applicants for a job and shall be prepared to give references when asked by other employing organizations.

5.35 Reference shall be objective and based on the personal file of the applicant concerned.

5.36 The applicant shall indicate his/her referees in his/her application.

5.37 The current applicant's employer shall be one of the referees to be approached for information.

5.38 The references information shall be kept strictly confidential.

New employees' induction 5.39 The College shall have induction programme for new employees.

5.40 The main purpose of an induction programme is to enable new employees to function effectively as quickly as possible.

5.41 The new employee shall be made to feel that he/she is welcomed and important to the organization and that his/her contribution is necessary for the College.

5.42 The induction shall be carried out professionally with the following contents:

- i. The employee shall first of all be introduced to his/her workplace and the job description shall be explained;
- ii. The employee shall be informed about the structure of the College and be made to understand the role of his/her particular job in the structure;
- iii. The employee shall be informed about his/her remuneration, rights and responsibilities, code of conduct, health and safety matters, regulations etc;

5.43 The induction programme shall be implemented through sessions of information and instruction, introductions, visits and through relevant reading materials about the College activities.

5.44 The Human Resource Unit of the College shall design and implement the induction programme in collaboration with the end user Section Head/Unit Head.

Staff retrenchments 5.45 When staff retrenchments are found necessary the College shall follow all aspects of labour laws regarding redundancy and shall have consultation and agreement, notification and approval of the Ministry of Education and Vocational Training.

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| | 5.46 Fair principles for selecting the staff whose services shall be terminated shall be applied: “Last in first out: may be one such principle, which however, may have to be matched against economic/social and other considerations, from individual situation to another. |
| Entitlement to transport | 5.47 An employee may be granted free transport by the College under the following conditions: <ul style="list-style-type: none"> i. On first appointment; ii. On leave, once every year; iii. On transfer or duty; iv. On termination or dismissal of appointment; v. On medical grounds; vi. To attend training if the training takes place away from the College; vii. When the employee dies away from home and if the College can bear the cost; viii. If the Principal authorizes the same. |
| Transports on Leave | 5.48 The Principal shall be paid transport allowance of aeroplane go and return transport within Tanzania with his wife/her husband and four children. 5.49 Registrar, Chief Academic, Heads of Departments and Units shall be granted TSH 700,000.00 cash. 5.50 The remaining academic and non-academic staff shall be paid TSH 500,000.00 cash. This shall be reviewed from time to time through circulars. |
| Duty travel | 5.51 An officer shall be granted TSH 30,000,00 cash as transport when travelling on duty within Unguja Island. |
| Travelling allowance while on duty within Tanzania or outside Tanzania | 5.52 An officer who shall travel on duty to one of these Islands of Unguja and Pemba, to Tanzania Mainland or abroad shall be eligible to be paid subsistence allowance. 5.53 Subsistence allowances will be equal to those approved by the Revolutionary Government of Zanzibar. 5.54 The period for the on-duty travels shall not exceed two weeks or unless, the Principal directs otherwise. |
| Outfit allowance | 5.55 Any employee travelling on-duty outside Tanzania shall be paid outfit allowance, which shall be paid once after every two years at the rate fixed by the GB. |

5.56 Outfit allowance shall be reviewed from time to time through circulars given by the Principal, given that they shall not be less than those allowed by the Government.

Death 5.57 On information that an employee has passed away, the College shall do the followings:

- i. Express condolences to the family of the deceased;
- ii. Inform the family of any benefits, which they are entitled to from the College and ensure that the family gets the death benefits as quickly possible;
- iii. If the employee dies him/herself, the family members will receive minimum wages from the College;
- iv. If the death occurred to either husband/wife, father, mother, children and dependent, who is less than 18 years, the College will grant twice of the minimum wages to the employee.

Severance allowance 5.58 Severance allowance shall be paid to employees whose employment contract is terminated.

5.59 The allowance shall be calculated at the rate of the employee's salary of seven days for every completed twelve months service for a maximum of ten years.

5.60 No severance allowance shall be paid if termination is on misconduct retrenchment or incapacity, incompatibility and employee unreasonably refuses to accept alternative employment with the same employer or another employer.

Career development 5.61 Promotion of staff shall depend on the employee's qualifications, experience, performance and behaviour. The annual performance appraisal shall be the main basis for promotion.

5.62 Fair competition in recruitment of the Heads of Departments and Heads of Sections shall be the key decisive factor in making a career within the College. For other cadre of staff, it will be on promotion basis unless there is no suitable candidate from within the College.

5.63 Promotion shall be recommended by the Heads of Sections to the Heads of Departments, who will then submit the recommendations to the Principal and thereafter where applicable to the Appointing Authority.

Workers responsibilities 5.64 The College shall specify responsibilities of each employee and make them known to the employee.

5.65 The responsibilities shall be written and carefully explained to the employees. This shall particularly be done in connection with the induction programme but shall be repeated in other in-house programmes when needed.

5.66 Responsibilities regarding the job to be done shall be as laid down in the job descriptions of each position.

5.67 Each worker shall have good behaviour inside and outside the College, among which:

- i. Employees shall serve the College to the best of their ability;
- ii. Employees shall guard and enhance the dignity and the interest of the College inside as well as outside the College;
- iii. Employees shall protect the property of the College in general and property and/or equipment/tools assigned to them in particular;
- iv. Employees shall refrain from soliciting and accepting bribe of any form, material or financial in nature, when discharging the College's services;
- v. The individual shall achieve the target output;
- vi. The employees shall perform their duties with quality perfection;
- vii. The employees shall handle customers promptly, efficiently and with courtesy;
- viii. Employees shall not involve themselves in illegal matters;
- ix. Employees shall be punctual and keep working time;
- x. Employees shall obey instructions from their superiors and adhere to rules, regulations, directives and procedures of the College.

Conflict of interest 5.68 Conflict of interest shall not affect decisions made within the College, because if personal interests were to be allowed to influence decision-making, it would be detrimental to the College's interests.

5.69 When an employee considers that personal interest (financial or others) may be deemed to influence his/her participation in a decision-making process in the College, he/she shall abstain from participation and ask to be excused.

5.70 Where an employee considers that somebody else's personal interests (financial or others) may be deemed to influence a person's participation in a decision-making process, the employee concerned shall report this and propose that the person concerned shall abstain from participation and be excused.

5.71 When the College considers that personal interest (financial and others) may influence the decision-making process, it shall require that the employee concerned shall abstain from taking part in the decision process.

Work schedules 5.72 The College shall have well planned work schedules for their employees in order to promote efficiency and effectiveness.

5.73 The employees shall know during what periods of time they shall be required to perform their tasks.

5.74 Normal working time for the employees of the College shall be 40 hours a week distributed over the week in a way which best benefits both the College and the employees.

5.75 All employees shall have to work overtime when the work situation requires them to do so.

5.76 Principal, Heads of Departments, Heads of Sections and Heads of Units are expected to work extra hours to attain their goals. For that purpose, they shall be paid responsibility allowance.

5.77 Other staff working extra hours shall be paid overtime according to the Regulations of Wages and Terms of Employment Ordinance (Cap.300) as follows:

- i. "Where any employee other than a casual employee or a domestic employee is during any week employed for the aggregate of working hours exceeding 40 hours, he shall be entitled to be paid, in respect of every hour or part of an hour in excess of such 40 hours, one and half time his hourly wage."
- ii. "Where any employee is employed on the statutory weekly rest day or on a public holiday other than Saturdays and Sundays (save where Saturdays and Sunday are the weekly rest days for such employee), he shall be paid in respect of every hour or part of an hour during which he is so employed on such day, two times of his hourly wage in addition to his normal monthly wage."

Dressing code during office hours 5.78 Every employees of the College shall be dressed smartly and decently according to generally accepted and normal conventions corresponding to their positions.

5.79 They shall appear at work clean and tidy and in uniform or safety gears for those required to do so. This is for the safety of the employees themselves and for the good image of the College.

5.80 The College shall provide protective gears and free uniforms to employees whose duties require having uniforms during working hours. The employees

shall not wear sandals, truck-suits, “msuli”, “”, “Khanga” T –Shirt without collar, etc. during working hours.

Retention of
employee records

5.81 The College shall keep adequate, accurate and up-to-date records and information about each worker all the time regarding personal details, academic details, professional details, work experience, discipline, remuneration, leave taking, training, performance evaluation and promotions/demotions until after an employee has retired from the College.

5.82 When the services of an employee have been terminated, his/her employee record shall then be removed from the active file to the dormant file where it shall be kept.

5.83 The Human Resource Unit shall be responsible to keeping personnel records.

Performance
appraisal

5.84 The College shall appraise the performance of her employees on a regular basis preferably end of the year. This is because it shall provide feed-back to the employee on how well/he she is performing, reveal his/her training needs and may also reveal that redesign of the job tasks may be necessary.

5.85 The type of performance appraisal that shall be used is the open performance appraisal system in order to make the appraisal transparent and give the employee chance to defend his/he performance to the superior and make the superior be impartial in performance evaluation.

5.86 The performance appraisal interview shall be between the employee and his/her immediate superior and shall be carried out in a frank and friendly discussion on the work and general behaviour of the worker during the past period.

5.87 The interviewer shall first stress the good points in the performance of the employee and then discuss the negative points.

5.88 The interview shall last for at least 30 – 60 minutes in order to allow for economic usage of time. No interference shall be allowed during the interview.

5.89 The conclusion of the interview shall relate for future action and be agreed by both sides, evidenced by their signatures.

5.90 The filled in performance appraisal interview document shall be signed and dated both by the employee and the Head concerned and shall be retained in the

employee's confidential personal file and copied to the employee for reference at the next performance interview.

5.91 The Human Resource Unit shall prepare the appraisal interviews forms, provide the necessary forms to the interviewers and train the responsible officers on how to perform the appraisal interviews.

Equality of
treatment 5.92 The human dignity of all employees shall always be promoted and maintained.

5.93 The human resource management is based on recognized human values, of respect, tolerance, equity, equality and democracy.

5.94 There shall be no favouritism or discrimination practiced within the College with respect to any employee by reason of position, age, sex race, creed, colour, national origin, political or religious affiliation, or by reason of trade union membership or activity. All employees shall in the above respects be treated equally

Remuneration 5.95 The College shall have a fair and attractive salary structure in order to recruit, motivate and retain qualified and experienced employees.

5.96 The College will never pay unskilled staff less than the minimum wages recommended by the Government. Regarding positions with more responsibility and authority, the College shall pay according to the reasonable rate in order to attract best possible staff.

5.97 Annual increment will be recommended or not recommended in the annual staff performance appraisals. The annual increment shall never be automatic in order to induce efficiency.

5.98 Annual bonus based on achievement of annual profitability and liquidity shall be shared among staff of various grades according to contribution of effort, which cause the College to earn the profit.

5.99 The College will update and revise the remuneration scheme regularly to meet new requirements and above all to match inflation depending on the capability to pay.

Salaries, wages
and increments 5.100 The basic salary scales of the staff shall be those approved by the GB from time to time.

5.101 The grading of the various posts together with the normal minimum entry qualifications and the normal promotion requirements to higher posts or grading shall be subject to revision from time to time.

5.112 The starting salary of an employee on first appointment shall normally be at the minimum of the salary scale applicable to the post to which the appointment is made.

5.113 The appropriate Appointing Authority may, however, at its discretion, allow some increments above the minimum having due regard to the employee's approved professional and/or technical qualifications or experience.

5.114 The salaries of all employees will normally be paid at the end of each month.

5.115 An employee proceeding on leave may, before departure, be paid salary in advance provided he applies for it.

5.116 An advance of salary may be granted to a member of staff who applies for it for genuine reasons.

5.117 Employees promoted to a higher salary scale shall enter the new scale at the minimum of that scale, unless he is already drawing a salary higher than the minimum of the new scale in which case he shall receive the salary point in the new scale next higher to his salary as at the date of promotion.

5.118 An increment is an increase of salary of a prescribed amount, which provided certain conditions are satisfied, shall normally be granted annually to holders of posts on incremental scale of salary until the maximum of the scale is reached. In all cases the primary conditions shall be that the employee has discharged his duties with efficiency, diligence and fidelity during the year concerned, and that his conduct has been satisfactory. When these conditions have not been met the Appointing Authority may take the necessary steps to stop, withhold or defer increments.

5.119 Every employee is entitled to annual increments as shown in the salary scale to which he is appointed, until such time as he reaches the maximum of that scale.

5.120 An increment or increments may not be granted before the date on which they fall due, but an increment or increments may be backdated.

5.121 All members of staff shall fall into one of two annual incremental dates:

- i. an employee whose date of first appointment is between January 1st , and June 30th , shall receive his annual increment on the January 1st of each year;
- ii. An employee, whose date of first appointment is between July 1st and December 31st shall receive his annual increment on July 1st of each year;
- iii. When an employee is promoted to a new post his future incremental date shall remain the same.

5.122 The extent of the liability of the College for payment of compensation under certain conditions for an employee's death or incapacity resulting out of and in the course of his employment with the College shall be as prescribed in the Worker's Compensation Act No.15, 1986.

5.123 The College shall pay salaries/wages on the following basis:

- i. Monthly basis for all permanent staff;
- ii. Fortnightly basis for part-time staff, who opt for such an arrangement;
- iii. Daily basis for temporary/casual labour.

5.124 Employees will as early as possible be informed about any change in their regular remuneration and the reasons in order to enable the employee to make necessary arrangements to adjust his/her economy to the new situation.

5.125 Each employee will be informed by a circular letter about the new pay change. The letters shall be copied to the Accounts Section and to the personal files of the employees.

Acting allowances 5.126 There shall be an acting allowance that shall be approved by the GB to be paid to an officer appointed to shoulder the responsibilities of that post whose holder is away for a period of not less than one month.

5.127 The appointment of employee to fill these posts whose officer shall be away on short period will follow the criteria of seniority but the GB shall have the powers to appoint any other officer to act on that post.

5.128 No officer shall be appointed to act in a position for more than 12 months.

5.129 In case of acting more than 12 months period, the GB shall recommend him to be confirmed to the post or otherwise differ his appointment.

Other allowances 5.130 The Principal shall have powers to propose to the GB for approval, the following allowances be granted to the respective employees as motivation:

- i. Responsibility Allowance;
- ii. Teaching Allowance;
- iii. Transport Allowance;
- iv. Communication Allowance.

- Per diem 5.131 All employees of the College shall be paid per diem when on duty out of the normal work station in order to cover the cost of being away from home.
- 5.132 The amount of the per diem shall differ and be related to the grade of the employee.
- 5.133 The Human Resource Unit shall establish and recommend the per diem rates for various categories of staff for various places and get them approved by the GB.
- Safety and health 5.134 The College shall establish and develop working conditions, which ensure that the safety and health of workers are safeguarded. This is in recognition that man's most valuable possession life, health, physical integrity, aptitudes, professional skills and human dignity should not be endangered by his/her employment.
- 5.135 Machinery in workplaces shall be securely guarded according to the Factory's to the Ordinance.
- 5.136 Safe use of chemicals shall be applied according to safety procedures relating to chemical.
- 5.137 Safe practices in the work place shall be adhered to.
- 5.138 All employees shall observe hygienic conditions in all College's work places.
- 5.139 Ergonomic aspects shall always be taken into consideration with regard to the working environment (Ergonomics means the relationship between man and the working environment with the aim of making work as efficient as possible and minimizing fatigue)
- 5.140 Regular inspection of compliance with rules and regulations of safety and health shall be undertaken by the Human Resource Unit in collaboration with the Trade Union. An inspection report shall be submitted to the Principal.
- 5.141 Safety and Health regulations shall be subject to continuous revision and improvement.

Rest days and public holidays

5.142 All employees shall be entitled to all gazetted public holidays and two rest days per week with full pay in accordance with the Employment Act except in a case of mutual agreement that the employee shall work on such a day.

5.143 The rest days per week shall be on Saturday and Sunday for the physical and mental well-being of the employees.

5.144 The Human Resource Unit shall be responsible for informing the employees about the dates of public holidays and means of compensation for those who are required to work on rest days and public holidays.

PART SIX

6.0 LEAVES

Annual leave

6.1 All employees shall be entitled to be paid annual leave of 28 days a year within twelve months.

6.2 All employees shall complete an “Application for Leave” form and have the application approved by their Heads of Sections and Departments within a week before the beginning of the desired leave.

6.3 The approved leave application shall then be forwarded to the Human Resource Unit, which shall check whether the applicant qualifies for leave or not.

6.4 Where the applicant qualifies, leave shall be granted and the applicant shall be informed accordingly and the leave days shall be registered in his/her personal file.

6.5 Paid annual leave shall be calculated monthly from the date of commencement of duty (probationary period shall be counted).

6.6 Where commencement of duty is before the 15th of the month, full leave shall be credited. Where commencement of duty is after the 25th of the month, no leave shall be credited for that month.

6.7 In the best interest of the College, an employee may at any time be required to take all or part of his/her annual leave.

6.8 Annual leave must be taken during the 12 months in which it is earned or within six months thereafter.

6.9 Payment in lieu of leave shall normally not be allowed except at the discretion of the Principal and when an employee leaves the services of the College with terminal.

6.10 The Human Resource Unit shall be responsible for the administration of leave procedures.

6.11 When there is a concentration of leave applications during a certain period of the year, the College shall have entitlement to reschedule the leave in order to enable the College to discharge its functions.

Leave of absence 6.12 The College shall have a positive attitude to applications for genuine unpaid leave of absence.

6.13 The application for leave of absence shall be submitted to the Head of Section concerned, who shall investigate whether the reason for the wanted leave is valid or not. Then the application shall be forwarded to the Head of Department and Head of Human Resource Unit for further scrutiny and assessment.

6.14 Where the reason for leave of absence is found valid such as attending training, medical grounds etc. and the College is able to release the person for the period requested, the leave shall be granted.

6.15 When considering granting leave of absence, the length of service and quality of performance of the applicant and the impact to the business shall be considered before any decision is taken.

6.16 Leave of absence shall be authorized by the Principal only.

6.17 Any College's academic employee who has been appointed by the President to serve different post of the Government other than to the service of College shall be considered as part of College faculty on leave of absence.

Leave without pay 6.18 Leave without pay shall be granted by the Principal after receiving such a request (with good reasons) from an employee.

6.19 The GB shall have the final decision if the employee is not satisfied with the decision of the Principal.

6.20 Leave without pay shall be granted for a period not exceeding two years. If further request for extension of such leave is submitted, then the request shall be sent to the GB for approval.

Leave without pay shall be granted under the following circumstances:

- i. Sickness: This must be supported by documents (certificate) from a Government Medical Officer;
- ii. Study: Should be supported by documents (evidence) of admission from the College concerned showing all details of the course including duration;
- iii. Employment in the UN and Other International Bodies. This should be supported by letter of offer from the respective organization.
- iv. Other reasons: Like an employee attending his sick parents, joining his wife abroad or vice versa or any other reason which in the opinion of the Principal is beneficial to the interest of the College or the country.

Sick leave 6.20 All employees of the College shall be entitled to be paid sick leave.

6.21 When an employee falls suddenly ill during work, he/she shall report this to his/her immediate superior and be released from work in order to see the approved Medical Officer after getting a sick sheet.

6.22 When an employee falls suddenly ill at home, he/she shall then immediately visit the approved Medical Officer and as soon as possible in the circumstances report this to his/her immediate superior.

6.23 If the doctor prescribes that the employee shall report to work, the employee shall do so and provide a certificate from the doctor that the employee has consulted him/her on date indicated.

6.24 The sick sheet shall be handed over to the immediate superior, who shall forward it to the Human Resource Unit for filing in the personal file of the employee.

6.25 If the doctor prescribes excused duty, the sick sheet shall be given to the Head of Unit/Section/Department concerned and the Human Resource Unit for record and necessary action.

6.26 In all the above cases the certification shall be made by the approved Medical Officer or in case of emergency by any registered medical practitioner.

6.27 Absence without approval of the government doctor entails liability for forfeiture of salary in addition to any other disciplinary action.

6.28 The College shall seek the services of a Medical Board to determine the employee's retirement on medical grounds, if it becomes clear that the employee cannot report back to work at all.

6.29 The medical documents shall be filed in the confidential personal file of the employee.

Compassionate leave 6.30 The College shall grant compassionate leave in case of death of the employee's immediate registered family member: mother, father, wife/husband, child and any dependant of not more than 18 years.

6.31 Compassionate leave shall be granted by the Human Resource Unit after consultation with the relevant employee's immediate superior and after obtaining objective evidence of occurrence of death.

6.32 An employee on permanent terms of service shall be granted three consecutive days compassionate leave to attend funeral of a spouse, family member and parents. The leave days shall not be deducted from the employee's annual leave.

Maternity leave 6.33 A female employee shall be eligible of three months post-natal maternity leave commencing from the day on which such employee delivers a child.

6.34 Post-natal maternity leave of three month shall be granted once after every three years of delivery.

6.35 Paternity Leave: A male employee on permanent terms of service shall be entitled to five consecutive working days to assist his wife after delivery once after every three years.

Leave after the death of husband 6.36 A female employee shall be eligible of four months and ten days leave after the death of her husband.

6.37 While on such a leave the officer shall enjoy all the benefits i.e. full salary and other benefits and her annual leave shall not be affected.

PART SEVEN

7.0 BENEFITS AND DISCIPLINE

Social security benefits 7.1 The College shall ensure that every employee is a member of a Social Security Fund.

7.2 In the case of Zanzibar Social Security Fund, (ZSSF) the employer shall contribute 13% and the employee shall contribute 7% of gross salary every month, but the contribution may change accordingly as it will be decided by ZSSF.

Discipline 7.3 Every employee shall conduct himself in a manner designed to the interest, good name and well-being of his College.

7.4 Any employee failing to conduct himself in such manner through wilful acts, omission or negligence may be guilty of misconduct and subject to disciplinary action.

7.5 Misconduct is any act done without reasonable excuse by an employee of the College, which amounts to a failure to perform in a proper manner any duty imposed.

7.6 It is explained for the avoidance of any doubt that the conviction of the College's employee for any offence whatsoever tends to bring the College's service into dispute.

7.7 It is misconduct for an College's employee to:

- i. be absent from duty without leave or reasonable excuse;
- ii. be insubordinate, use without consent of the relevant authority, any property or facilities provided for the purpose of the College's service for some purposes not connected with official duties;
- iii. engage in any gainful occupation outside the College service without the consent of the prescribed authority;
- iv. act or omission involving moral turpitude e.g. theft, corrupt practices;
- v. act or omission which tends to bring the College into disrepute;
- vi. refusal to comply with an order regarding carrying out certain activities;
- vii. failure to perform satisfactorily any duty imposed upon him by the employer;
- viii. disclosure of embargoed, secret and confidential information of the College;
- ix. act or omission which is against College's interest;

- x. inability to perform duties efficiently by reason of the use of alcohol or abuse of drugs
- xi. negligence occasioning loss to the College;
- xii. gross negligence in the performance of duties;
- xiii. being late for duty;
- xiv. absent from work place during working hours without permission;
- xv. indecent assault or indecently insulting employees and superiors.

7.8 Where a member of staff by his/her act or omission or by his/her negligence or misconduct or by reason of his failure to take reasonable care or to discharge his duties in a reasonable manner, causes the College to suffer any loss or causes damage to any property of the College, the amount of such loss or the value of the property damaged or an amount equal to the cost of repairing such property or such portion of such amount or value, as the appropriate authority may determine, may be recovered from such member of staff in accordance with applicable laws.

7.9 If in any case the Principal or anyone acting on his behalf, considers that it is in the interest of the College that an employee should cease forthwith to exercise the powers and functions of his/her office, he may interdict the employee from the exercise of his powers and functions.

7.10 Where an employee is interdicted under Section 7.9 of this Regulation, such employee shall be informed of the reasons for such interdiction and shall receive half his salary, until a final decision is made.

7.11 Where any disciplinary or criminal proceedings have been taken or Colleged against an employee under interdiction and such employee is not dismissed or otherwise punished under these Regulations, salary withheld shall not be restored to him upon the termination of such proceedings. For the purpose of this regulation ‘salary’ means the basic salary.

7.12 An employee under interdiction may not leave his/her station without prior permission, in writing of the Principal or Head of Department.

Loss of privileges
on dismissal

7.13 Subject to the provisions of any written law for the time being in force, an employee who is dismissed shall forfeit all rights or claims with regard to leave, passages, terminal benefits (except his/her own contributions to a contributory pension scheme), and other benefits attached to his post.

Staff association

7.14 The GB may approve the establishment of a Staff Association in the College.

7.15 The affairs of Staff Association including membership shall be governed by its constitution.

- Right to make presentation 7.16 A Staff Association established and governed with the provision of this Regulation shall have a right to make presentation to the Organs of the College in accordance with the relevant laid rules and regulations.
- Other benefits 7.17 An employee in permanent terms of service who has been on the service for consecutive period of not less than five years at GPC shall have the right to train his/ her son/ daughter at years.
- 7.18 Principal shall grant this opportunity to only those candidates meeting a Minimum entry qualification set by GPC GB.
- 7.19 Soft Loans: When financial position of the College allows, the College shall set aside funds or mechanisms in each financial year to facilitate soft loans for staff with low salaries or staff who have been proved to have serious difficulties in life. The loans and advances shall not be subjected to any interest rate.
- 7.20 Housing: The College shall provide accommodation to staff that are eligible, this accommodation must on a soft condition, which depends on availability of College house and financial situation of the staff.
- 7.21 Staff Training and Development: Staff Training and Development at College shall be a continuous self- directed process, requiring investment first by the individual and second by the College.
- 7.22 It shall be seen as having a significant part to play in achieving and maintaining and improving staff compliance and the survival and success of the College.
- 7.23 Training budget and Sources of funds for Training and Development: The College shall decide in every financial year the number of employees to be sponsored or looks themselves sponsored and programmes to be pursued.
- 7.24 Compensation for Death or Injury: Where the staff 's injuries or death has been caused by an accident or an occupational disease arising out of and in the course of his employment, he shall be compensated for such injuries or death in accordance with the procedures provided for under:
- i. the Accident and Occupational Diseases (Notification) Act, Cap. 330. R. E. 2002;
 - ii. the Worker's Compensation Act, 2008 and subsidiary legislation.

PART EIGHT

MISCELLANEOUS

Application and amendments 8.1 Where the applications of any provision of these regulations is in any way, contravene with the terms and spirit of any written law of the country, the written law shall prevail.

8.2 These regulations shall be reviewed from time to time in the light of changes and experience of the College.

8.3 The GB shall authorise every amendment of these regulations when it deems necessary.

SIGNED on this 20th day of October, 2023.

(Chairperson of the GB of College)