

**KIBOGORA INSTITUTE A.K.A.
"KIBOGORA POLYTECHNIC"**



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PART TIME STAFF POLICY

September 2013

KIBOGORA POLYTECHNIC PART TIME STAFF POLICY

Introduction

The Kibogora Polytechnic is a higher learning institution located at Nyamasheke District, Western Province in Rwanda. In this document, we are going to show how part time staff are selected, appointed, honor the contract and paid. Then we are going to talk about disciplinary measure to respect institutional spirit, rules and conduct and how to terminate the contract.

Part time selection

Kibogora Polytechnic publishes the job opportunity on various media and the recruitment committee elected by the Board of Directors select prospectus candidates to pass interview based on their qualification and experience in related domain.

Appointment of Part time staff

The staff who passed the interview and succeeded with at least 70% got the opportunity to be appointed by the KP Rector or by the board depending on the position and the person to report on. Moreover, they should respect the KP job performance contract and their specific job description.

How part time staff honours their contract

The part time staff present contract is based on hours worked per semester. The request of established schedule is required by all employees. This includes the submission of students' results which is a maximum of three weeks from the examination or assignment submission.

Remuneration

During the execution of the present contract, the employee will receive a remuneration based on hours worked. The final payment (25% of total amount of salary per course) will be done after the lecturer has been submitted to dean of faculty, a full report including examination copies and students marks for the assessment and reassessment tests as well. Interim payments will be made monthly in arrears on approval of signed time sheet. The gross salary is Seven Thousand One Hundred

Forty Three Rwandan Francs (7,143RwF) equivalent to a fixed net salary of Rwf 5000 per hour (Five Thousand Rwandan Francs per hour).

The students work study are being payed hourly. The net salary equal to 500RwF per hours.

The other casual employees are being payed hourly. The net salary equal to 1,000RwF per hours.

A fixed payment may be determined by the Director of Finance and Administration for the part time staff who are hired in the position different from academic part time staff.

Institutional Spirit,

The founders required the institution to have a Christian ethos. In addition to the Choir, a Chaplain has been appointed, who will be a member of the Executive Council. A day of prayer was successfully initiated in February 2013 and it is intended this will be a calendar fixture each semester. However the needs of other faiths are respected with a prayer room allocated for Muslim students.

Professional Incompetence

In case the employee is not in a position to perform the given tasks, the employer has full right to terminate the agreement at any point of time. However, the decision will be guided by labour law and internal rules and regulations.

Disciplinary Measures

Staff are required to behave in a professional, collegial manner at all times. The following are examples of behaviour which will be subject to disciplinary action:

- Criminal Behaviour, whether prosecuted by the police or not – including theft, assault, fraud;
- Accepting or offering bribes;
- Drunkenness or the use or dealing in illegal drugs;
- Unauthorised absence;
- Insubordination – failure to execute a reasonable request of management;
- Working for another employer (unless authorised by the Vice Rector Finance & Admin);
- Undertaking private contracts (unless authorised by the Vice Rector Finance & Admin);

- Academic offences (e.g. cheating, collusion);
- Sexual approaches to students;
- Sexual harassment of staff and students;
- Inappropriate use of confidential information;
- Bringing the Institution into disrepute;

Where the conduct allegations are grave (gross misconduct), the Rector may suspend the employee while investigations are concluded.

A Disciplinary Sub-Committee will be convened to hear the allegations. Two members of the Executive Committee who are not involved in the allegation will be appointed by the Rector to constitute the Sub-Committee. In cases where gross misconduct is alleged, or in the case of repeat offences, the Rector will chair the sub-Committee. The employee has the right to be accompanied to the Sub-Committee meeting where the allegations will be heard, and will have at least five working days notice of the meeting.

The Sub-Committee will determine if the allegations are found, and if so the appropriate outcome. If gross misconduct or a repeat offence is proven the normal outcome will be summary dismissal.