

COLLEGE OF BUSINESS EDUCATION



STAFF REGULATIONS

2011

1.0 PRELIMINARY

1.1 INTRODUCTION

- (a). These Staff Regulations are issued with the approval and consent of the Governing Body of the College of Business Education in whom the responsibility for the policy, control and management of the College is vested under S.14 of the College of Business Education Act, 1965 (Act No.31 of 1965) as amended in 1968 by Act No.17 of 1968, in 1974 by Act No.38 of 1974 and in 2009 by Act No.3 of 2009. These Regulations may be cited as The College of Business Education Staff Regulations 2011.

- (b). The powers of the Governing Body in respect of the control and Management of the College shall stand delegated to the Principal. The Principal shall account to the Governing Body for the day to day running, management and control of the College and shall be subject to directions issued by the Governing Body on all policy matters. The Principal shall apply these Staff Regulations for governing the conduct and regulating the conditions of service of the staff employed by the College.

- (c). The Principal shall be assisted in his responsibilities and duties by the Vice Principals and any act which may be done, ordered or performed by the Principal, may be subject to the orders and directions of the Principal, be done or performed by the Vice Principal cum Director of Studies.

- (d). Where the application of any part of these Regulations is at variance with the terms or spirit of Government Directives or Circulars, the Government Directives or Circulars shall prevail.

- (e). These Regulations are also subject to amendments by circulars and directives that may be issued by the Government from time to time.

- (f). Where any provisions of these Regulations may be interpreted to convey a meaning contrary to any written law, such law shall prevail.
- (g). In any dispute regarding the interpretation of these Regulations, the Principal shall be the arbiter in the first instance.
- (h). An appeal against the interpretation put on these Regulations by the Principal lies with the Governing Body, whose decision shall be final and conclusive.
- (i). These Regulations may be supplemented as need arises by Staff Circulars. The circulars will be numbered serially and reviewed periodically for the purpose of incorporating into these regulations. This applies to the contents of any Staff Circular other than matters of a purely temporary or informative nature.
- (j). Every amendment or incorporation into, these regulations must be authorised by the Governing Body or by a Committee of the Governing Body to which the authority has been delegated.

1.2 DEFINITION

In these Regulations the masculine shall include the feminine, and unless the context otherwise requires:

“Act” means the College of Business Education Act No. 31 of 1965 with subsequent amendments or the National Council for Technical Education Act, 1997, Act No.3 of 1997.

“Appointing Authority” means

- (a). In the case of an employee in salary scale of PGSS 14/PHTS 9 and above the College Governing Body. The Governing Body shall be advised by the Staff Development and Disciplinary Committee.

- (b). In the case of an employee in salary scales POSS I to POSS 9 and PGSS I to PGSS 13 the Principal. The Principal shall be advised by the Management Staff Development and Disciplinary Committee.

“Chairman” Means the Chairman of the Governing Body of the College as Appointed under section 5 of Act No. 31 of 1965 as amended by Act No.3 of 2009.

“Citizen” Means a citizen of the United Republic of Tanzania.

“College” Means the College of Business Education established by Act No.31 of 1965, CAP 315 R.E. 2002.

“Dependant” Means employee’s children, children depending on employee, other people depending on employee not exceeding six in number.

(a). Unmarried child, child born in or out of wedlock, step child legally adopted child or child of a deceased near relative, who is not more than eighteen years of age and who is wholly maintained by the employee.

(b). Unmarried child, child born in or out of wedlock, step child, legally adopted child or child of a deceased near relative, of any age, who because of physical or mental infirmity or because of being a pupil in Primary or Secondary school is unable to earn a living and is therefore wholly maintained by the employee.

“Disciplinary Authority” means:

(a) In case of the Principal, the Governing Body which shall be advised by the Staff Development and Disciplinary Committee.

(b) In case of an employee in salary scale of PGSS 14, PHTS 9 and above, the College Governing Body which shall be advised by the Staff Development and Disciplinary Committee.

(c) In case of an employee in salary scale of PGSS 1 - 13 and POSS 1- 9, the Principal who shall be advised by the Management Staff Development and Disciplinary Committee.

“Director” Unless otherwise provided in these Regulations means Director of studies, Director of Human Resources and Administration, Director of Finance and shall include any other officer so designated by the Governing Body.,

“Directive” Means directives emanating from the Government or Governing Body.

“Domicile” Means a place where a person was born or which he has made his permanent home.

“Employee” Means all categories of employees of the College except:
(a) where otherwise mentioned
(b) casual employees

“Executive Team” Means a team that comprises the Principal, The Vice Principal cum director of Studies, Director of Human Resources and Administration, Director of Finance, Registrar and Chief Internal Auditor in the Management of day to day College activities.

“Family” Means the employee, his spouse, children or dependants under the age of eighteen years or above wholly depending on the employee.

“Furnished” Means a house with complete sets of furniture as per Government circulars.

- “Governing Body”** Means the Governing Body of the College of Business Education as established under sections of Act No.31 of 1965, CAP 315 R.E. 2002.
- “Government”** Means the lawful Government of the United Republic of Tanzania.
- “House”** Means flat, single house or bungalow
- “Interdiction”** Means the temporary removal of an employee from exercising the duties of his office pending disciplinary charge being investigated.
- “Minister”** Means the Minister for the time being responsible for the Ministry of Industry and Trade.
- “Moral Turpitude”** Means an act or behaviour that gravely violates the moral sentiment or accepted moral standards of the community, especially sexual immorality.
- “Premises”** Means the surroundings of the College which shall not be limited to College landed property.
- “Principal”** Means the Principal of the College appointed under section 5 of the Act as amended from time to time.
- “Promotion”** Means the appointment of an employee to a higher grade with an increase in salary.
- “Service”** Means the service rendered by officers employed by the College.
- “Spouse”** Means one wife or a husband declared by the employee to the employer, notwithstanding the fact that an employee may be permitted by law or custom to have more than one wife.

“Unfurnished” Means a house without furniture

“Written Law” Means any written law of Tanzania as referred in Judicature Application of Laws Ordinance and the interpretation of laws and General Clause Act, and it includes delegated legislation.

1.3 GENERAL OBLIGATIONS OF EMPLOYEES

- (a) Every employee is required to report for duty at the time prescribed for the post to which the employee is employed and devote himself entirely to the duties of his post during such hours of duty.
- (b) Every employee shall comply with any lawful orders issued by persons placed in authority over him and he shall carry out and perform any duty he may be assigned or called upon to do by such person.
- (c) Every employee will be responsible through his immediate supervisor for the proper and efficient discharge of the duties entrusted to him and to promote the interest and well-being of the College.
- (d) Every employee is expected to serve in any of the divisions of the College where he is competent to work and it will be a condition of the employment that an employee may be transferred from any one division to another by the employer.
- (e) All employees shall conduct themselves in a civil and obliging manner giving mutual respect compatible to human dignity.

1.4 ORGANISATION:

The Organisation structure of the College shall be as detailed in a layout approved or as may be amended from time to time, by the Treasury Registrar, which is appended to these Regulations as **APPENDIX I.**

1.5 CATEGORIES OF CONTRACT OF SERVICE

- (i) A contract for an unspecified period of time (permanent and pensionable)
- (ii) A contract for a specified period of time for professionals and management cadre
- (iii) A contract for a specific task for six months which may be renewable.

1.6 STRUCTURE OF SERVICE

Employees under clause 1.5 above shall fall into one or other of the categories as specified by the Government or Governing Body directives from time to time.

2.0 RECRUITMENT

2.1 APPOINTING AUTHORITY

- (a) All appointments to the service of the College shall be under the authority of the College Governing Body, and such authority shall remain to other organs as approved by the Governing Body.
- (b) Where the appointments relate to the salary scale of PGSS 14/PHTS 9 and above, such appointments shall be made by the Governing Body. Appointment will be based on recommendations made by the Staff Development and Disciplinary Committee. The latter shall set out the entire field from which the selection was made and the criteria thereof.

(c) Without prejudice to paragraph (a) of these Regulations, all appointments in the salary scale of POSS 1 to POSS 9, and PGSS 1 to PGSS 13, shall be made by the Principal as advised by the Management Staff Development and Disciplinary Committee without any further reference to the Governing Body.

2.2 GENERAL CONDITIONS FOR APPOINTMENT

In order to emphasize the need to recruit appropriate personnel and in the interest of the College, the following general conditions for recruitment shall be observed:

(i) QUALIFICATION

Individual appointed to the service of the College shall have the qualifications specified in the Scheme of Service of the College for every vacancy to be filled.

(ii) APPROVED ESTABLISHMENT

Vacancies to be filled shall only be those available in the College's approved establishment, and when it is deemed that the position is still relevant for the smooth running of the College.

(iii) CONVICTED PERSONS

Individual with known criminal records shall not be appointed to the service of the College. However, where it is deemed that it will be in the interest of the College to employ the person with criminal records, the College Management shall seek permission from the President's Office Public Service Management stating the reasons they consider to be relevant in the prevailing circumstances.

(iv) PREFERENCE

In filling vacant positions preference shall be given to the Colleges employees qualified to fill such vacancies, and the citizens of the United Republic of Tanzania.

(v) AGE LIMIT

- a) An individual whose age is below 18 years shall not be appointed to the services of the College.
- b) An individual whose age is above 45 years shall be employed on contractual terms.
- c) An individual whose age is below 45 years and above 18 years shall be employed on permanent terms.
- d) For the purpose of these regulations the compulsory retirement age shall be 60 years and the voluntary retirement age shall be 55 years.

(vi) RECRUITMENT OF NON CITIZENS

Foreign nationals may be considered for appointment to the College only on fixed contracts as per Government's directives and regulations.

2.3 ADVERTISEMENT OF VACANT POSITION

- (a) Where it is deemed that the recruitment may be made from within the College, the Appointing Authority may decide not to advertise the vacant post in the mass media. That notwithstanding, the Appointing Authority shall ensure that prospective candidates from within are asked to apply for the vacant posts in writing. A vacant position shall not be filled by an internal staff who did not apply for the position.
- (b) Where the Appointing Authority deems that it will be of advantage to recruit from outside the College, the vacant post shall be advertised in mass media.

2.4 MODE OF APPLICATIONS

Applications shall be accompanied by Photostat copies of certificates, and curriculum vitae and they shall unless otherwise stated be addressed to:-

The Principal,
College of Business Education,
P.O. Box 1968,
DAR ES SALAAM.

2.5 INTERVIEW OF CANDIDATES:

- (a) Candidates shortlisted for interview shall appear before an interviewing panel. For the positions of the Principal, Director of Human Resources, Director of Finance, Registrar and others in the scale above PHTS 9/PGSS 14 interviews shall be conducted by the Staff Development and Disciplinary Committee of the Governing Body, subject to the approval of the Governing Body.
- (b) For all other positions, interviews shall be conducted by the Management Staff Development and Disciplinary Committee.

2.6 COMMUNICATION TO APPOINTED CANDIDATES

Candidates selected to fill the vacant positions shall be notified of the appointment in writing after approval of their Appointing Authority.

2.7 DATE OF FIRST APPOINTMENT

The date of first appointment of the newly appointed employee shall be the date on which the appointee reports for duty. The letter of appointment in these regulations in **APPENDIX II.**

2.8 MEDICAL EXAMINATIONS

Appointment shall be subject to candidates passing medical examination conducted by a qualified medical practitioner. Where the medical reports indicate that the candidate is not medically fit, the recruitment shall be cancelled and the candidate shall be notified accordingly. The medical examinations form in these regulations in **APPENDIX III.**

2.9 REPORTS FROM REFEREES AND PREVIOUS EMPLOYERS

Appointments shall be made subject to the opinions of referees and previous employers (if any). Where such opinions are adverse the prospective candidates shall not be employed.

2.10 PROBATION

- (a) All staff appointed on terms other than contract and/or temporary basis shall have a probationary services period of twelve months during which their performance and general conduct shall be critically observed.

- (b) Probation may be extended where the Appointing Authority deems it appropriate to do so, provided the period of probation extension does not exceed six months and the employee on probation shall be informed in writing of the extension before the probation period expires.

- (c) If the performance of the employee on probation fails to satisfy the appointing authority after the extension in (b) above, his employment shall be terminated.

3.0 PROMOTION

3.1 OBJECTIVES:

The objectives of staff promotion are:

- (a) To reward a staff who has shown good performance and is deemed to have the ability to handle responsibilities in the new and higher position;
- (b) To foster career growth of the staff in keeping with the College Scheme of Service; and
- (c) To serve as a tool for motivation of staff for higher performance.

3.2 CONDITIONS FOR PROMOTION

A staff who fulfils the requirements of the College Schemes of Service and whose conduct is satisfactory shall be considered for promotion. Considerations for promotion shall be based on annual reports which will provide the required data to the Appointing Authority in order to assist it to arrive at informed decisions, vacancy and budget of Personal Emolument where necessary.

3.3 AUTHORITY FOR PROMOTION

- (a) The authority for promotion of staff shall be under the Governing Body and such authority shall remain delegated to the Staff Development and Disciplinary committee to advise the Governing Body for staff in the scales PGSS 14/PHTS 9 and above.
- (b) Staff in the scales of PGSS 13 and below, shall be promoted by the Management Staff Development and Disciplinary Committee. The Governing Body shall be notified on the Committee's decision.

3.4 SALARY INCREMENTS

The College shall consider award of salary increment to staff eligible twice a year, in January, for staff whose incremental date falls between January 1st and June and for staff whose incremental date falls between July and December of the year under consideration.

3.5 ANNUAL PERFORMANCE REPORTS

(a) **Staff Responsibility**

Every staff shall be required to submit his performance report for the past twelve months by completing the Annual Report form **(APPENDIX IV A AND B)**, at the end of the calendar year. In filling this form the staff shall ensure that all the information required are supplied and handed over the completed report to his Head of Department.

(b) Head of Department Responsibilities

(i) The Head of the Department shall supply the required information about the staff quality of work performance, behaviour and fulfilment of the requirements of the Scheme of Service. It will be an offence to pad the report in order to please the staff or victimise the staff by supplying adverse information which the Head of Department/section never brought to the attention of the staff.

(ii) A completed form together with the opinion of the Head of Department shall be forwarded to the respective Head i.e, Vice Principal Cum Director of Studies or Director of Human Resources and Administration for the rest of staff.

(iii) The Vice Principal cum Director of Studies and Director and Human Resources and Administration shall give their recommendations and advise on the course of action they consider appropriate, and then they shall forward the report to the Principal.

(iv) Staff who fail to fill Annual performance Appraisal forms shall be warned in writing by their relevant disciplinary authority.

(c) THE RESPONSIBILITIES OF PROMOTION AUTHORITY.

- (i) The Principal shall make his recommendations to the Management Staff Development and Disciplinary Committee for all categories of staff in PGSS 13 /POSS 9 and below. The Committee may promote, award increments, withhold increments, revert promoted staff to their former lower position if they performed poorly during the probation, terminate the services of the recruits who did not fulfil the probation requirements, and terminate the services of the staff whose performance has been persistently poor despite repeated warnings.

- (ii) Where the staff are in the Scales of PGSS 14/PHTS 9 and above, the Management shall make recommendations and advise the Governing Body's Staff Development and Disciplinary Committee on the course of action to take. The Staff Development and Disciplinary Committee shall deliberate the Management's recommendations and forward recommendations to the Governing Body. The Governing Body's decision shall be final.

- (iii) Where the staff who are in the scale of PGSS 14 and above, the Staff Development and Disciplinary Committee shall make recommendations to the Governing Body for promotion, award increments, withhold increments, revert to old position, terminate the service of recruits who did not fulfil the requirements of the probation, and terminate the services of staff whose performance has been persistently poor despite repeated warnings and should be notified in writing.

- (iv) Staff who fails to fill Annual Performance Appraisal Forms shall be warned in writing by their relevant

disciplinary authority. The staff who fails to fill the Annual Performance Appraisal forms shall not be given the Annual salary increment and the disciplinary authority shall have powers to withdraw the existing salary increment to the staff.

3.6 FEEDBACK TO STAFF

A staff who has been appraised recommended shall be notified in writing of his weaknesses by the Director of Human Resource and shall be required to show improvement in his conduct in the next twelve months, failure of which may lead to disciplinary action. Staff who has been promoted should be notified in writing immediately.

4.0. TRAINING AND DEVELOPMENT

4.1. CAREER DEVELOPMENT:

There shall be a Training Policy of the College.

4.2 THE OBJECTIVES

Training is designed to enable the College to have the highly trained team of academic and support staff who is capable of attaining the educational objectives assigned to this College by the Nation.

4.3 TRAINING PROGRAMME

There shall be a comprehensive training program indicating the expected kind of training, expected years for all full time employees of the college. This will be the main guide for staff development through training.

4.4 BONDING AGREEMENT

An employee who is selected for training within or outside Tanzania for a period of more than one year shall sign a bond prior to his studies assuring that on completion of his studies he shall be bound to work for the College for a minimum period prescribed in training policy.

5.0 EMOLUMENTS, ANNUAL INCREMENTS, ALLOWANCES, LOANS, ADVANCES AND HOUSING

5.1 SALARY SCALES

- (a) The salary scales of employees shall be prescribed by the Treasury Registrar from time to time.

- (b) Except as directed by the Appointing Authority, new recruits or newly promoted employees, shall enter the service at the minimum of the scale provided. A higher entry point may be granted in cases where the entrant possessed higher qualifications and experience or additional qualities than those prescribed for minimum scale laid down for the post.

5.2 WHEN AND HOW SALARIES WILL BE PAID

- (a) Salaries shall be payable at the end of each calendar month of service and after deduction of any taxes or statutory withholding due on the salary of every employee.

- (b) Employees may draw their salaries in cash or by cheque from the cash office or they may arrange with the Director of Finance to have their salaries paid to the credit of their bank accounts.

5.3 ADVANCES OF SALARY

Advances of salary may be offered to the employee requesting for it in accordance with the College Financial Regulations as amended from time to time, such advances shall not exceed 40% of the gross pay of the individual, provided the employee shall remain with $\frac{1}{3}$ of gross salary which shall be payable at the end of the month.

5.4 LEAVE SALARY

An employee proceeding on leave may be paid his leave salary in advance as provided in section 6.2(e) of these Regulations.

5.5 ANNUAL INCREMENTS

- (a) Every permanent employee shall be eligible for annual salary increment as prescribed by his salary scale schedule until the maximum of his salary scale/range (the bar) is reached provided the increment is not withheld for disciplinary reasons.
- (b) Annual salary increment shall be awarded only when the Appointing Authority is satisfied that the staff has fulfilled the conditions of conduct and performance appraisal exercise report.
- (c) Double increment may be provided to an employee who has been nominated as the best worker and who is not eligible for promotion in that particular year.
- (d) The increment of an employee may be withheld if:
 - (i) The Appointing Authority is satisfied that the employee's performance is unsatisfactory for the year under evaluation.
 - (ii) The employee has failed to fill the performance appraisal forms in the respective year.
 - (iii) Disciplinary proceedings have been instituted against the employee and found guilty of the offense charged.
- (d) Where it is so decided that the increment(s) be withheld, the employee shall be informed in writing the reasons upon which the decision has been based. And when increments are restored no arrears shall be claimed.
- (e) The incremental date of an employee will be as per clause 3.4 above.
- (f) Where an employee is promoted to a higher grade, his incremental date shall change to the date of his promotion.

- (g) The College shall maintain a confidential file in respect of each employee. Consideration will be given to these reports when the exercise of granting increment is made.
- (h) The Appointing Authority shall decide and rule on increments of employees whose confirmation has been delayed. The incremental date of the employee whose confirmation has been extended shall change to conform to the confirmation date.
- (i) Incremental dates of contractual employees shall be governed by the terms of respective contractual document.
- (j) Temporary employees shall not be eligible for increments.

5.6 WAGES FOR CASUAL LABOURERS

Casual Labourers shall be paid wages as fixed by the minimum Wage Board and approved by government and published in Government Notice.

5.7 ALLOWANCES

- (a) The following allowances at a prescribed rate shall be paid to employees irrespective of their terms of service, in certain circumstances:
 - (i) Subsistence Allowance
 - (ii) Disturbance Allowance
 - (iii) Acting Allowance
 - (iv) Housing Allowance
 - (v) Responsibility Allowance
 - (vi) Extra duty Allowance and Meal allowance
 - (vii) Sitting Allowance
 - (viii) Uniform allowance
 - (ix) Luggage allowance

- (b) The allowance shall be paid to employee other than casual labourers.

5.8 SUBSISTENCE ALLOWANCE WHILE TRAVELLING ON DUTY WITHIN TANZANIA

An employee who travels on duty within Tanzania shall be eligible to claim a subsistence allowance per night of absence on duty at the rate applicable to government officers as determined by the Treasury Circular.

5.9 SUBSISTENCE ALLOWANCE WHILE TRAVELLING ON DUTY OUTSIDE TANZANIA.

- (a) When employee is required to travel on duty outside Tanzania, he shall be paid subsistence allowance at the rate applicable to the government officers.

- (b) Where the subsistence expenses of the employee are met by another government or organization and such expenses are not partly paid by the Tanzania Government or the college, the employee may claim at the rate provided by the Government, the difference between the rate of his grade and that paid by government or another organization, to enable the employee to meet incidental expenses.

5.10 SUBSISTENCE ALLOWANCE ON FIRST APPOINTMENT

- (a) An employee who is arriving on first appointment shall be entitled to subsistence allowance for seven days at a rate applicable to his grade provided he is not given accommodation. The rate applies to the employee and his family.

- (b) An employee who is arriving at his duty station on first appointment shall be entitled to free transport to his duty station.

5.11 SUBSISTENCE ALLOWANCE

Where owing to the absence of suitable quarter an officer entitled to housing under these regulations is accommodated elsewhere, such an officer may claim subsistence allowance at the applicable rate for a period not exceeding seven days for himself and his family. Payment of housing allowance shall cease immediately on allocation of either a quarter or if he shall be accommodated in an appropriate hotel.

5.12 RATE OF SUBSISTENCE ALLOWANCE FOR THE FAMILY

Where the family of the employee is entitled to subsistence allowance, the spouse of the employee shall be entitled to full rate, while children or dependants shall be half rate of the rate applicable to the employee.

5.13 DISTURBANCE ALLOWANCE

An employee shall be paid disturbance allowance on being transferred from one station to another at the rate of 10% of the employee's annual substantive basic salary.

5.14 ACTING ALLOWANCE

- (a) All duty posts shall carry an acting allowance as may be amended by Treasury from time to time. An employee who is required to act in these posts for more than 14 days will be paid Acting Allowance. The acting allowance shall be the difference between the gross salary of the employee appointed to act at the post and the minimum gross salary attached to the post.
- (b) No employee shall claim a right to the privilege of acting in a senior position on any ground whatsoever, unless such an officer was duly appointed to act in a vacant position in writing.
- (c) Where an employee acts in a vacant post satisfactorily for a period of six months continuously shall be recommended to the Appointing Authority to be substantively appointed to the post

provided that he has the required qualifications for the post as provided in the respective scheme of service.

5.15 OUTFIT ALLOWANCE WHEN TRAVELLING OUTSIDE TANZANIA

An employee travelling outside Tanzania on duty shall be entitled to receive prior to his departure once in every two years cycle, an Outfit Allowance. In cases where the cost of the employees' visit or study overseas is met by another government, organisation or another agency and where such costs include the provision for payment of Outfit Allowance, the employee shall be paid the difference between the allowance paid by the sponsor and that paid the College if the allowance paid by the sponsor is less than that prescribed in the government directives.

5.16 HOUSING

An employee entitled to housing allowance and has not been given a College house, shall be paid housing and electricity allowance as per Government circular.

5.17 RESPONSIBILITY

Employees heading directorates, departments and sections or work of a specialized nature will be entitled to a Responsibility, Utility and Telephone Allowances as per College Incentive Scheme.

5.18 EXTRA DUTY ALLOWANCE

Extra duty shall be paid at the basic rate per day which shall be determined in accordance with Government Circulars and the College Incentive Scheme.

5.19 ENTERTAINMENT ALLOWANCE

Where an entertainment allowance permitted by the Governing Body is made, the entertaining officer will not be required to account for the amount spent.

The Principal of the College who is the Accounting Officer for the purpose of these staff Regulations, shall be entitled to allocation of funds for entertainment allowance for Government Hospitality.

5.20 INSURANCE FOR TRAVELLING ON DUTY.

An employee who is required by the College to travel on duty by air, marine or road will be insured as per government Insurance Policy or Policy of the Travelling Agency.

5.21 BURIAL GRANT

(a) The burial grant shall comprise the cost of the deceased and it shall be payable on death of the following members of the employee's family:- the employee himself, his spouse, and not more than four children and two dependants of the employee.

(b) The burial cost of the deceased shall be as follows:

(i) If the death involves the employee himself or his spouse the College shall pay the cost covering transportation of the body of the deceased, coffin, grave, shroud, wreath and condolence. The amount of Money payable shall be determined by the budget within the year in which the death occurs.

(ii) If the death involves the employee's child or dependant the College shall pay the cost covering transportation of the body of the deceased, coffin, shroud, wreath and condolences. The amount of money payable shall be half of the amount payable if the death involves the employee himself or his spouse as per paragraph 5.21 (b) (i) above.

5.22 SITTING ALLOWANCE

Sitting Allowance will be paid to the members of the Board of Examiners, Staff Development and Disciplinary Committee, Finance and Planning Committee, Academic Planning Committee, Students Affairs Committee and any other sittings at rates approved by the

Governing Body. Sitting allowance for members of the Governing Body shall be paid to them at the rates approved by the Treasury Registrar.

5.23 HOUSING

(a) Nature of Housing

The College may build, erect or hire houses for the purpose of accommodating its employees.

(b) Obligation to provide housing

- (i) The College shall have an obligation to provide housing only to those entitled employees according to their terms of appointment. Such employees shall have preference over all other employees for allocation of houses owned or rented by the College. For this purpose employees shall be divided into two grades namely “entitled officers” and “eligible officers”.
- (ii) “Entitled officers” shall include two categories (A and B). Category “A”, shall include the Principal and Operational Staff who are leaders and whose salaries are in PGSS salary scales. Category “B” shall include senior College staff with PHTS or PMGSS 18 – 21.
- (iii) Eligible officers shall include all other employees who are not entitled as detailed in (ii) above.

(c) Housing allocation Committee

The College shall establish a Housing Committee, which shall comprise of one representative from each of the following Trade Union, Academic staff, legal section/unit, Estate unit and the Director of Human Resources and Administration who shall be the Chairman and the office of student affairs. This Committee is advisory to the Principal who shall have the final say in allocation of houses. The Housing Committee shall allocate

housing units to entitled and eligible employees in accordance with the Housing Policy.

(d) Applications for quarters

(a) Applications for the allocation of houses shall be made to the Housing Committee by providing the following information:

- (i) Name of the employee
- (ii) Marital status
- (iii) Number of children and their ages, and other family particulars
- (iv) Salary and salary scale
- (v) Date of appointment and length of service
- (vi) Present accommodation

(e) Rent

Any employee allocated a house shall pay a percentage of his basic salary as rent, according to the category of house flat or bungalow allocated to him, which at present is fixed as follows:

CATEGORY	FURNISHING	SALARY PERCENTAGE
A	- With furniture	10%
	- Without furniture	8%
B	- With furniture	8%
	- Without furniture	6%

(f) General conditions of tenancy

- (i) The College shall not pay for water, gas or electricity consumed by the tenant.
- (ii) The tenant shall not do anything which may contribute to unhealthy conditions to the community or cause fire hazards.

- (iii) No College tenant shall be allowed to let or sublet, in full or part of the premises allocated to him nor shall an employee be allowed to occupy the house with any person other than his wife, children, dependants and other close relative(s).
- (iv) No employee shall make alterations to the allocated house without the prior written approval of the Housing Committee.
- (v) It shall be the responsibility of the employee allocated a house to keep the house and premises clean and maintain all internal fittings and fixtures in good condition. Any damage attributable to the tenant's negligence may be repaired by the employee if the Housing Committee is satisfied that the tenant was negligent. Where the tenant fails to meet the cost of repairs the College shall recover the repair costs from the emoluments due and payable to the tenant by the College.
- (vi) All matters pertaining to repairs, renovations, redecorations, replacement of furniture and fittings shall be directed to the Director of Human Resources and Administration.
- (vii) An employee allocated a house shall acknowledge the inventory of assets in the College quarter allocated to him and he shall be responsible for their proper care. Any defect to the assets shall be reported immediately, failure of which shall constitute negligence. Report shall be made to the Director of Human Resources and Administration giving the circumstances and the

estimated cost of the damage, loss or theft, as the case may be. The Management shall consider the facts of the case and decide whether or not the employee concerned is to be held responsible for making good the damage or loss.

- (viii) When vacating a house, the employee concerned shall sign an Inventory of all assets available in the house including fittings and make a declaration as to the conditions of the house and articles therein, and hand over the same to the Director of Human Resources and Administration who may authorize an officer of the College to verify the accuracy of the declaration.
- (ix) Furniture and fittings shall not be removed from the house without the written authority of the Director of Human Resources and Administration.
- (x) The quarters are allocated to employees on the clear understanding that the occupants of the house conduct themselves in a manner conducive to good neighbourliness. Tenants shall refrain from engaging in any activities which may become a nuisance to neighbours.
- (xi) The College shall remove any furniture or articles belonging to the College from any house after consultations with the tenant.
- (xii) The tenant has to be informed sufficient days in advance whenever the College wants to visit his premises for any reason except when there is an emergency.

- (xiii) The College employee sent for the purpose of inspecting or carrying out repairs considered necessary to any quarter shall not be prevented by the tenant to carry out such inspections or repairs provided that he properly identifies himself.
- (xiv) Whenever the College wants a house allocated to an employee be vacated, the tenant shall be given three months notice to vacate the house. In case the employee who has been given a notice to vacate a house defaults, legal measures shall be taken against him in accordance with the College Housing Policy and Land Act 1999 and Act No.5 of 1999.

(h) HOUSING WHILE ON TRAINING

An employee, who leaves the College for long term training, shall be allowed to retain the College quarter provided he agrees to continue paying house rent.

5.24 LOANS

(a) GRANTING LOANS

Loans may be granted to employees for the purchase of different items as per College Loan Policy.

(b) LOAN ELIGIBILITY

In addition to the provisions of these Regulations loans shall be made subject to the Loan Policy of the College.

(c) LOAN RECOVERIES

- (i) Loans shall be recovered from employees' salaries in instalments not exceeding 12 months unless the number of

instalments is extended on request by the employee and accepted.

- (ii) Loans that its recover exceeds twelve months shall accrue interest at the rate determined by the Government from time to time.
- (iii) When the employee's services are terminated before the loan is fully recovered the remainder of the loan shall be recovered from the employee's terminal benefits.
- (iv) It shall be the responsibility of the Director of Finance to ensure that all loans are recovered on the dates the instalments become due.
- (v) In all cases loan shall be given on the conditions that the previous loan has been fully recovered.
- (vi) An employee who is still on probation shall not be eligible to access loan whereas the accounting officer shall be vested with discretionary power to make an ineligible employee access loan.

6.0 LEAVE

6.1 TYPES OF LEAVE

Subject to the fulfilment of the condition attached to the respective leave, the employee may be granted annual leave, maternity/paternity leave, sick leave, special leave, leave for expatriate; leave without pay and study leave. In these Regulations the leave form is in **APPENDIX VI**.

6.2 ANNUAL LEAVE

- (a) Every employee shall once in every cycle be entitled to 28 consecutive days paid leave. Leave shall be granted on the basis of completion of a leave cycle calculated on a personal basis from the date of first appointment of each employee. Annual leave in accordance with these Regulations shall normally be taken when due and may be granted when the College feels that the employee is not required for urgent services during the period of leave.
- (b) The employee will be granted once during the two-year leave cycle, free transport in the form of a cash grant calculated on basis of the prevailing fare rates provided by responsible transport regulatory authority for himself, spouse and up to four children under 18 years of age to and from:-
 - (i) The point nearest to his home or place of domicile served by such service in the case of an employee domicile in Tanzania or
 - (ii) The point of departure to his country of domicile in the case of employee domicile is elsewhere outside Tanzania.

- (c) An employee on first appointment may earn his annual leave after a continuous period of service of eight months.
- (d) Leave earned during a year shall be taken during that year. Leave accumulation to the maximum of two earned leave cycle may be allowed in exigencies of duty provided a written approval from the supervisor is available. In no event shall any employee be allowed to forego leave for 3 consecutive years. Any leave accumulated without permission shall be forfeited.

6.3 MATERNITY LEAVE

- (a) 84 days paid maternity leave shall be granted to a female employee who is expected to deliver or who has delivered a child irrespective of whether such female employee is legally married or not. Such leave shall be granted when evidenced by a medical certificate from a medical practitioner.
- (b) Paid maternity leave may be granted once in every three years period counting from the date on which the employee completed her last paid maternity leave. However if pregnancy is not fruitful or the offspring dies within one year after delivery, an employee shall be entitled for paid maternity leave even if three years are not due provided she fulfils the conditions of maternity leave.
- (c) A female employee, who gives birth to more than one child at the same pregnancy, shall be entitled to 100 days paid maternity leave.

6.4 PATERNITY LEAVE

A male employee shall be entitled to at least five days paid paternity leave if the:

- (a) leave is taken within 7 days of the birth of a child
- (b) the employee is the father of the child; and

- (c) Five days referred to in this subsection are the total number of days to which the employee is entitled irrespective of how many of the employee's children are born within the leave cycle.

6.5 COMPASSIONATE LEAVE

- (a) An employee may be granted special leave of absence for the purpose of enabling him to attend to any urgent personal affairs provided he has satisfied the Principal that his personal attendance is necessary. Such days shall be deducted from the employees annual leave
- (b) Where such leave is in respect of attending a funeral of a close relative (spouse, father, mother and child), the Principal shall grant 14 days leave which shall not be deducted from the employee's annual leave entitlement.

6.6 SICK LEAVE

An employee on permanent, or contract terms, will be entitled to sick leave not exceeding six months on full pay and six months on half pay in any "sick period thereafter". A "sick period" is the period the length of which is three years from date of first appointment. New "sick period" commences thereafter. Leave in excess of 12 months shall render the termination of an employee on medical grounds.

- (i) The approved absence of a public servant from duty on account of illness shall be regarded as a sick leave. Absence from duty on account of illness must be reported by the public servant concerned to the Principal and must be supported by a Medical report from approved Medical practitioner.
- (ii) An employee who falls sick must obtain a sick sheet for purposes of treatment.

- (iii) For the purposes of these Staff Regulations, a sick leave shall be granted to the sick employee for six months on full pay and may be granted another six months on half pay. Where a need arises for leave in excess of 12 months period consideration shall be given to the termination of employee's employment on medical ground.

6.7 CONVALESCENT LEAVE

- b) A leave granted in excess of six months of sick leave is regarded as convalescent leave
- c) An employee may be granted convalescent leave on recommendation of the medical practitioner for recuperative purposes following his/her sick leave.

6.8 SABBATICAL LEAVE

In order to broaden the experience of employee and thus increase his potential value to the service, employee may be granted special leave of absence to join and work for organizations approved by the College, or to pay visits to Institutions in the Commonwealth or elsewhere for the purpose of research, etc. This form of leave shall be with pay and shall be known as "Sabbatical Leave". It shall be granted on the following terms:

- (a) An employee may be entitled for the grant of "Sabbatical Leave" if he is confirmed in his appointment and has the necessary skills, qualifications and experience required by International/Local Organisation;
- (b) The Sabbatical Leave shall be approved by the Principal except for the Principal in which case the approval shall be given by the Governing Body;

- (c) Application for Sabbatical Leave shall be submitted to the Principal by the employee who applies for it indicating clearly the benefits expected therefrom;
- (d) The travel expenses of the employee granted "Sabbatical Leave" in order to work for International/Local Organization may be met by the College/organization concerned. The travel expenses for "Sabbatical Leave" granted in order to enable a College Staff to pay visits to institutions in a Commonwealth country or elsewhere may be met by the College/Organization concerned, a donor or by the Government. No subsistence allowance shall be payable from Government funds; and
- (e) "Sabbatical leave" shall be limited to twelve months and shall be granted once in every five year period.

6.9 LEAVE WITHOUT PAY

- (a) Leave without pay shall not be granted except under condition as stipulated under paragraph (c) of this clause.
- (b) When a member of staff has been allowed unpaid leave for any period, he shall not be entitled to any salary or any other emoluments for such period and the period of unpaid leave shall not be leave earning. All leaves without pay shall not exceed twenty four months.
- (c) Special circumstances which may warrant leave without pay and/or its extension are as follows:-
 - (i) Extension of maternity leave on medical grounds.
 - (ii) Where a female employee who is not entitled for maternity leave but fulfils the conditions for maternity leave as provided for in the College regulations wishes to go on maternity leave.

- (iii) Study leave an employee does not qualify for a paid study leave.
- (iv) Extension of practical (industrial) attachment if this will be in the interest of the College.
- (v) Accompanying a spouse
- (vi) Standing for political election.
- (vii) Attending higher education course or training which is not in the training programme of the employer.

6.10 RECALL FROM LEAVE

An employee who is on leave may, if the exigencies of service so require, be recalled at any time prior to the expiry of his leave, subject to consensus between employer and employee provided that the remaining part of the leave will be carried forward.

6.11 PUBLIC HOLIDAYS

The College shall observe Public Holidays pronounced by the Government. Employees shall be off duty on Public holidays.

6.12 SECONDMENT

- (a) Normally an employee staff will receive a secondment period of not more than 24 months after which the College will request for his transfer. The request for permanent transfer shall include copies of the correspondence to this effect between employee and the College or Organization concerned.
- (b) It will be the responsibility of the employee to inform the College of the expiration of his secondment period and that he is willing to be transferred to the organization concerned permanently. Extension will be granted subject to the exigencies that may arise.

- (c) In the case of short term assignments (not more than three months) permission shall be sought from the Principal who will inform the Governing Body.

- (d) If the staff on secondment occupies the College quarter he will be required to pay house rent in accordance with these staff regulations.

7.0 TRAVELLING AND TRANSPORTATION

7.1 ENTITLEMENT TO FREE TRANSPORT

- (a) Employees shall be entitled to free transport at the expenses of the College when travelling:-
 - (i) On first appointment
 - (ii) On duty
 - (iii) On leave
 - (iv) On medical grounds
 - (v) On termination of appointment/Retirement/Dismissal

- (b) An employee, spouse, dependant or child shall be entitled to free transport and allowance for treatment elsewhere in Tanzania.

7.2 MODE OF TRAVEL AND CLASS

- (a) An employee drawing salary of PGSS/PHTS 9 and above is entitled to first class travel by railway or marine service.

- (b) An employee drawing salary of PGSS 4-8, POSS 5-9, PHTS 5-8 are entitled to second class travel by railway and marine service.

- (c) All other employees shall be entitled to travel by third class by railway services or marine services.

- (d) Travelling by air shall be reserved for the Principal, member of the Executive Team and any other employees on the discretion of the Principal. Employees shall travel by economy class where the cost of air ticket funded by the college except the principal who may travel by business class.

- (e) Travel by road service (Bus) will form a common mode of travel to most staff.

7.3. TRAVELLING ON FIRST APPOINTMENT

On first appointment of the new employee the College shall meet all costs of transporting the family of the employee and their belongings to work station.

7.4. TRAVELLING ON DUTY

An employee who is required to leave his work station to attend to official business of the College shall be considered to travel on duty and he shall be entitled to free transport and all the prescribed allowances in Government Circulars.

7.5. TRAVELLING ON LEAVE

An employee entitled to paid transport while traveling on leave shall claim return travel ticket or an equivalent cash grant for himself and or spouse and up to four dependant children to his place of domicile once every two years.

7.6. TRAVELLING ON MEDICAL GROUNDS

- (i) Where an employee is required to appear for treatment to a station outside work station and within or outside the boundaries of the United Republic of Tanzania and where such treatment has been recommended by a Medical Officer, such employee shall be entitled to travel assistance and any additional expenses to the place of treatment and back.
- (ii) Where an employee is proceeding on sick leave in order to rest as provided in regulation 6.6 the College shall meet the cost of traveling for sick employee and one escort.

7.7. TRAVELLING AFTER TERMINATION OF EMPLOYMENT

An employee terminated on grounds specified under regulation 10 shall be entitled to travel assistance together with his families. Such assistance shall not apply to employees who have resigned.

7.8. TRANSPORT FOR WIDOW/WIDOWER AND CHILDREN

Where a married employee dies while in the service of the College, the College shall bear the cost of transporting the family of the deceased employee to the place of domicile.

7.9. TRANSPORTATION OF PERSONAL EFFECTS

An employee on first appointment arriving from the place of their recruitment, employees on retirement when stationed away from their place of domicile, shall be entitled to receive transport assistance toward the carriage of their personal effects as follows:

- (i). Employees drawing salaries of PTSS/PGMSS 6, PGSS/PHTS 6 and above shall be entitled to three metric tones (3000 kgs) or equivalent.
- (ii). Employees drawing salaries in the scales of POSS 1-9 and PGSS 1-5 shall be entitled to one and half metric tones (1500 kgs) or equivalent.
- (iii). The payment formula shall be: **Tshs 1,000 x km x tonnage**

7.10. TRANSPORT ASSISTANCE ON LEAVE PENDING RETIREMENT

An employee who retires from the College Services shall be entitled for the free travel entitlement to his place of domicile with his family.

8.0 STAFF RELATIONS

- 8.1 In order to foster good working relations, the College shall ensure that employees are kept fully informed of the College policies and plans.
- 8.2 The College shall encourage consultations with employees to ensure that no changes in working arrangements or conditions are decided upon without the views of the employee's concerned having been obtained and shall promote and value employee's participation of all levels.
- 8.3 The College shall deal promptly with industrial grievances of individual or groups.
- 8.4 The College shall maintain a positive attitude towards Trade Unions and the membership of its employees in Trade Unions.
- 8.5 In dealing with grievances, the Principal shall ensure that the Public Service Act (Act No.8 of 2002), Public Service Regulations 2003, the Standing Order for the Public Service 2009 and Government Circulars and Labour Laws such as the Employment and the Labour Relations Act No.6 of 2004 are adhered to.

9.0 CODE OF ETHICS AND CONDUCT FOR THE PUBLIC SERVICE

The Government has issued Code of Ethics and Conduct for the Public Service. This Code is reproduced as **APPENDIX VII** and forms part of these Regulations.

10. DISCIPLINE

10.1 DISCIPLINARY POLICY

It is the declared policy of the College to:

- (a). Create a standard of conduct which is conducive to safe, orderly and tranquil environment within the premises of the College.
- (b). Assign the responsibility for administering the standard of conduct to the College departments and provide them with the necessary support.
- (c). Treat all employees equitably.
- (d). Give employees adequate rights and means of representation in cases in which disciplinary action against them is imminent.
- (e). Decide upon disciplinary action according to the merits of each case, together with the employee's record, facts and evidence.

10.2 EMPLOYEES' RESPONSIBILITIES

Each College employee should understand his obligations within the context of these Regulations. Violation of code of conduct as provided in section 9 shall be construed as misconduct and the employee concerned shall be charged. Ignorance of any section of the Regulation shall not be accepted as an excuse.

10.3 WORKING HOURS

All employees save for the academic staff and those working on shifts shall call for duty at 8:00 a.m. and remain at their place or work until 4:00 p.m. For the purposes of these staff Regulations the working hours shall be eight (8) hours per working day.

- (a) Staff working on shifts shall be required to report for duty according to the shift rosters issued by their supervisors, and they shall remain at their place of work for eight hours.

- (b) Academic staff shall be obliged to call for duty according to the class timetables issued by the Heads of Academic Departments. It will be presumed that academic staff are devoting their time solely on academic activities in the hours of work when they are not obliged to be in classes. As such they will not be required to remain in their offices if they have no classes to teach.
- (c) Under these Regulations an employee shall be considered to have committed an offence if he:
 - (i) Reports for duty later than the specified time for reporting for duty; or
 - (ii) Leaves or is absent from the place of work without permission; or
 - (iii) Does not report for duty at all.

10.4 ABSCONDMENT/ABSENTEEISM

- (a) Where an employee remains absent from duty for 5 or more days such an employee shall be considered to have absconded from duty, and he shall be dismissed from duty.
- (b) Before an absconded employee is dismissed the following procedure shall be followed:
 - (i) A charge sheet shall be issued to the employee if he reports for duty on the sixth day.
If the employee does not report for duty on the sixth day, it will be construed that he has made a self-abscondment of service unless further defence is received for further consideration by appropriate disciplinary authority.
 - (ii) Where the employee's reply to the charges is unsatisfactory such an employee shall be dismissed.

10.5 THE EFFECTIVE DATE OF ABSENCE

Absence from duty shall be with effect from time and date when an employee was expected to be on duty whether such an employee was on annual leave, travelling on duty, study leave or sick leave.

10.6 DISHONEST

- (a) It shall be construed that an employee has committed an act of dishonest if he will misappropriate the assets of the College, knowingly causing the assets of the College to be misappropriated, knowingly claims an advantage he is not entitled to, he is engaged in activities designed to defraud or cause loss to the College, and other actions which may be interpreted as dishonest under these Regulations.

- (b) Dishonest shall be treated as a major offence punishable according to the provisions of these Regulations.

10.7 BREACH OF CONFIDENTIALITY

- (a) Under these Regulations the employee shall be deemed to have committed an offence if he will communicate any information concerning the College to an unauthorised person, whether such a person is an employee of the College or comes from outside the College, provided that such communication was considered prejudicial to the College except for matters of public interest.

- (b) A breach of confidentiality shall be considered as a major offence and punishable basing on the gravity or harm done.

10.8 BEING ON DUTY UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

- (a) An employee who reports for duty is expected to be sober. Where an employee on duty shall be found to be under the influence of alcohol or drugs the following procedure shall be followed:
- (i) If the employee is within the premises of the College Offices the immediate supervisor shall report the matter to the Head of the Department.
 - (ii) The Head of the Department shall obtain the College sick sheet and ask the employee to accompany him to the approved medical practitioner. The medical practitioner shall be asked to ascertain whether the employee's blood contains an amount of alcohol or drug which would impair his performance of duties effectively.
 - (iii) If the medical report will indicate that the employee is under the influence of drugs or alcohol considered to impair effective performance of duty, such an employee shall be charged for having committed a major offence as defined under section 11.2 of these regulations.
 - (iv) Where an employee is on duty in the place other than the College offices, the matter shall be reported to his supervisor, any director of the College or the Principal before procedure under paragraph **(a) i to iii** of this Regulation is implemented. Where the immediate supervisor is not accessible, any director or a senior employee shall take the offending employee to the approved medical practitioner.
- (b) Where an employee under drugs or alcohol influence refuses to have his blood taken for testing alcohol or drug content, he shall

be charged for insubordination for being on duty under the influence of alcohol or drugs provided this refusal is witnessed by two employees besides the supervisor, and the offending employee may have his services terminated.

10.9 NEGLIGENCE

- (a) Every employee is expected to execute his duties in a manner which is consistent with policies, procedures, rules, regulations and directives of the College. An employee who disregards the foregoing and causes the College to occasion any loss, or to be in dispute with third parties, or cause the College to be embarrassed, shall be deemed to have committed an act of negligence.

- (b) Where negligence results into the College losing its funds, recovery may be affected from the emoluments of a negligent employee besides the other appropriate penalties which may be taken against him.

10.10 ALTERCATION AND CONFLICTS

Where it is established that an employee was engaged in altercation or physical conflicts at a place of work with fellow employees or members of the families of fellow employees within the work premises, such an employee shall have committed an offence.

10.11 INSUBORDINATION

Each employee is expected to execute duties and comply with lawful instructions from his supervisor. Where an employee refuses to accept duties and instructions lawfully issued by his supervisor or shows disrespect to supervisor such an act shall be interpreted as insubordination.

10.12 SOLICITING OF FAVOURS OR RECEIVING GIFTS

The College employees are forbidden from soliciting or accepting valuable gifts or presents from those they serve in their capacity as College employees.

10.13 CONVICTED EMPLOYEE

Employees convicted of a criminal offence and imprisoned, shall have their services terminated. Such employees who have finished their sentence in prison may be reinstated if management of the College considers that it will be in the interest of the College as per regulation 2.2(iii) of these Regulations. Before reinstating such employee the College Management shall seek approval from the President's Office Public Service Management.

10.14 DECENCY AND UNIFORM

- (a) All employees of the College shall appear at their place of work decently. An employee shall be considered to have appeared for duty indecently if it will be established that he wore torn or dirty clothes, slippers, shorts, khangas, robes, etc, he had a dirty body, or uncombed hair, or appeared in a condition which can be interpreted as indecent, or fails to appear in uniform issued to him by the College.
- (b) Where an employee appears for duty indecently, he will be sent home to enable him go and change clothes or wash his body and come back for duty. During the employee's absence from duty while away to change clothes or wash his body he shall be deemed to be absent from duty.

10.15 PART-TIME TEACHING

Under this Relation members of the academic staff are allowed to teach as part time lecturers in institutions offering similar courses as those offered by the College as long as this arrangement does not adversely affect their duties at the College.

10.16 ACADEMIC STAFF CODE OF CONDUCT

Where academic staff are employees of the College or whatsoever it is desirable that they should conduct themselves in an acceptable manner of their professions and their duties which reflects the image of the College.

10.17 OBLIGATIONS OF ACADEMIC STAFF

- (a) Members of academic staff shall strive to acquire the highest qualifications both academically and professionally in order to advance themselves.

- (b) Each member of academic staff shall be required to teach at least the hours prescribed by the college for each grade of academic staff in a week.

- (c) In addition to the requirement of academic advancement and adequate teaching, members of academic staff shall be fully provided with all necessary tools in order to undertake the following.
 - (i) Present papers at seminars, workshop, fora, symposia etc.
 - (ii) Publish books, and teaching manuals
 - (iii) Undertake research
 - (iv) Undertake consultancies
 - (v) Initiate the introduction of new system of conducting academic activities at the College, such as a new system of teaching which simplifies and enhances the processes of teaching, proposing new curricular whose effect will boost the quality of the College award, and the acceptability of the College to its clients nationally and internationally.

10.18 BREACH OF ACADEMIC CODE OF CONDUCT

It shall be construed that the member of academic staff has committed an offence under these regulations if he:

- (i) Practices victimization of the students he teaches.
- (ii) Tampered or alters marks already awarded to students or awards marks for assignment not undertaken by students.
- (iii) Borrows money or any other property from students.
- (iv) Uses abusive language in class.
- (v) Fights with students.
- (vi) Fails to teach properly.
- (vii) Fails to cover the syllabus,
- (viii) Fails to give required assignments to students.
- (ix) Fails to evaluate the class and timely submit the results sheet
- (x) Undertakes a consultancy assignment which he is incompetent to execute.
- (xi) Travels outside his duty station during working days without prior permission from his supervisor.
- (xii) Drinks liquor during official working hours.
- (xiii) Develops close relationships with students which may impair his independence as a lecturer.
- (xiv) Sub-contracts someone else (even if the engaged party is qualified) to do his duties while he is engaged in other activities which are not in the interest of the College.

10.19 COMMENCEMENT OF CHARGE(S)

- (a) Where the employee breaches the College Code of Conduct and the matter comes to the notice of the college, the employee shall be charged.
- (b) A charge sheet signed by the Head of the relevant Directorate of the College shall be issued to the employee, who will be required to comply with the instructions of the letter of

explanation to which the details of offences made shall be attached.

- (c) A charge sheet shall be issued in sufficient copies all of which shall be signed by the addressee to acknowledge receipt of the charges. The charged staff shall indicate on all copies the date and the time when he received the charge sheet. A copy of the acknowledgement of a charge sheet shall be filed in the staff confidential file. A charge sheet is in **APPENDIX VIII** of these Regulations.

10.20 FAILURE TO PRESENT A WRITTEN DEFENCE

- (a) The charged staff shall be required to present his written defence within 7 days from the date he was served with the charge sheet. Where the staff feels that he cannot prepare his defence in the period of 7 days, he may apply for an extension of this period to 10 days, provided the application for this extension is received by management within 72 hours.
- (b) Where the charged staff fails to present the written defence within the specified period, it shall be deemed that the staff has no defence to offer, and the management shall make recommendations on the course of action to be taken by the disciplinary authority.

10.21 INTERDICTION AND ADDITIONAL EVIDENCE

- (a) where the offence is minor as defined in Regulation 10.1 and management considers that the evidence available is sufficient, management shall explain to the employee the action taken and such letter shall be copied to the Trade Union Branch at the college.

- (b) Where however management considers the evidence available to be insufficient additional evidence shall be sought while the employee is allowed to work.
- (c) Where an employee commits a major offence as provided in regulation 11.2 or the employee commits a minor offence under regulation 11.1 on the repeat basis and falls in the ambit of summary dismissal, such an employee shall be interdicted on the day he is served with the charges.

10.22 PROBE COMMITTEE

- (a) Management shall appoint a Probe Committee together additional evidence to substantiate the charges. The Probe Committee shall be appointed after the charged employee has submitted his defence against the charges.
- (b) Where the offence involves technical issues such as fraud, management shall appoint a competent member among the Probe committee to render professional opinion on the offence committed.
- (c) Appointment of members to the Probe Committee shall comply with Regulation 46 of the Public Service Regulations 2003, which requires individuals in given scales of salary and whose seniority is higher than that of the charged employee, to be appointed as members of Probe Committee.

11.0. CATEGORIES OF OFFENCES

11.1. MINOR OFFENCES

Minor offences shall include offences such as reporting for duty late, absence from duty without permission, failure to complete the assigned tasks, negligence which does not result into losses or impairment of safety of persons or property, offences which are not considered gross, any offences under Employment and Labour Relations Act, 2004 Second Schedule.

11.2 MAJOR OFFENCES

(a) Major offences shall include offences such as wilful damage, misuse or misappropriation of College resources, negligence which endangers an employee himself or others or property, or unjustifiable assault to employees or employer or members of their families, or repeated act of insubordination, or reporting for duty under the influence of drugs or alcohol, or conviction by the court of law leading to imprisonment, or conveyance or disclosure of information deemed prejudicial to the college, or any act which is against public interest, or minor offence repeated more than three times within a period of six months and other offences which may be interpreted to be major offences, or major offences defined in the Employment and Labour Relations Act, 2004.

(b) It shall also be deemed that the academic staff has committed major offence if it will be evident that:

(i) The academic staff willfully victimized the student as a result of which the grade of the student is lower than the grade the student should have received if he was not victimized.

(ii) The academic staff has awarded marks for assignment not done, or he has altered marks already awarded or he

has in anyway assessed the assignment of a student with a view of passing a student who should not have passed.

- (iii) The academic staff without valid reason has failed to cover the syllabus, his lectures are below the required standard, or he fails to give the minimum number of assignments stipulated in the College Examination Regulations.
- (iv) Academic staff uses informal language in class or during the meetings with students, or he fights with students.

11.3 DISCIPLINARY AUTHORITY

- (a) Disciplinary matters relating to staff in the salary scale of PGSS 13/POSS 9 and below shall remain delegated to the Management Staff Development and Disciplinary Committee which will advise the Principal on the course of action to take.
- (b) All disciplinary matters relating to staff in the salary scale PGSS 14/PHTS 9 and above shall be decided by except the Principal shall be decided by the Governing Body with the advice of the staff Development and Disciplinary Committee on the course of action to take. The Governing Body shall not be bound by the advice of the Staff Development and Disciplinary Committee.

11.4 HEARING BY DISCIPLINARY AUTHORITY

The staff whose case has been brought to the Disciplinary Authority shall be entitled to a fair hearing besides the written defence submitted to management. The staff shall be entitled to make the statement in the presence of the representative of the Trade Union. He may also wish to call in witnesses who will be examined by the Disciplinary Authority.

11.5 FORWARDING OF WRITTEN DEFENCE

Where the staff presents his written defence, the College Head of the Department/Section in which the offending staff serves shall forward the staff statement to the Principal together with his opinion and recommendations. The Principal shall make his recommendations to the Staff Development and Disciplinary Committee which shall decide on the course of action to take.

Where the disciplinary case is to be decided by the Governing Body, the Staff Development and Disciplinary Committee shall forward the case to the Governing Body with recommendations.

11.6 IMPOSITION OF PENALTY

- (a) Where the Disciplinary Authority is of the view that there is sufficient evidence that an employee has breached the College Code of Conduct, or Code of Ethics and Conduct for the Public Service penalties will be imposed on the employee by the relevant Disciplinary Authority. The penalties to be imposed on the employer shall be as provided in **APPENDIX (IX)**

11.7 APPEALS TO THE GOVERNING BODY

- (a) Where the penalty has been awarded by the relevant Disciplinary Authority, and the staff believes that justice was not done, the staff shall be entitled to an appeal to the Governing Body provided the appeal is made within seven days after the date when the staff was informed of the penalty imposed on him.
- (b) The appellant staff shall present his appeal addressed to the Governing Body copied to the Principal.
- (c) The penalty awarded by the relevant Disciplinary Authority shall remain in force until the Governing Body decides otherwise.
- (d) Where the staff appeals against the penalty imposed by the relevant Disciplinary Authority, the Governing Body shall have

powers to reverse or uphold the decision of a disciplinary authority. For the Governing Body disciplinary authority appellant authority shall be Civil Service Commission.

- (e) In all disciplinary proceedings and in every appeal under these regulations the accused employee shall be entitled to a copy of the decision made by the disciplinary authority or as the case may be the appellate authority.
- (f) An employee whose disciplinary authority is the Governing Body, if not satisfied with the decision of the Governing Body they shall appeal to the Public Service Commission.

12.0 RETIREMENT AND TERMINATION

12.1 RETIREMENT ON GROUNDS OF AGE

- (a) After reaching the voluntary retirement age of 55 years, an employee may voluntarily retire from service of the College, provided he has given a notice of six (6) months so as to avail adequate time for management to arrange for replacement and payment of terminal benefits.
- (b) Upon reaching the compulsory retirement age of 60 years, an employee shall retire from the service of the College. The College shall serve him with a retirement notice of six months preceding the date of retirement.

12.2 TERMINATION OF SERVICE

Termination of service shall be effected in writing as follows:

- (a) Staff on permanent service shall be given three months notice or 24 hours notice, with payment of one month's salary in lieu of notice.
- (b) Staff on contract service shall be terminated in accordance with the terms of such contract.
- (c) Staff on probation period shall be given one month's notice or 24 hours notice with payment of one month's salary in lieu of notice.
- (d) Staff on temporary employment shall be given one month's notice or 24 hour notice with payment of one month's salary in lieu of notice.
- (e) Staff on secondment shall be terminated in accordance with the terms of such appointment.
- (f) Casual labourers shall be terminated at the closure of a working day.

12.3 TERMINATION/RETIREMENT ON MEDICAL GROUNDS

Where an employee is unfit to carry out his normal duties due to prolonged illness or ill-health, the Principal shall cause a Medical

Authority to submit a report on the condition of the employee. If the Medical Authority is of the opinion that the employee is unfit for continued employment, the Principal shall submit the report to the Appointing Authority along with his own recommendations as to whether or not the employee should be terminated/retired on medical grounds. If the Appointing Authority is of the opinion that the employee is to be terminated or retired on medical grounds, the employee shall be terminated/retired.

12.4 TERMINATION ON GROUNDS OF DISCIPLINE

The Services of an employee may be terminated on disciplinary grounds after the Appointing Authority is satisfied that the offence warrants the punishment of termination from the College service.

12.5 RESIGNATION

The employee may resign from his engagement in accordance with the terms and conditions of service stipulated in his letter of appointment.

12.6 DISMISSAL

- (a) A College employee who is accused of committing a criminal offence involving corruption or embezzlement of College fund or property shall forfeit all his rights or claims except his own contribution to a Pension Fund after being found guilty on the offence by a court of law with competent jurisdiction on the matter.
- (b) The appropriate Appointing Authority may decide to reduce the penalty from termination having taken into account the employee's record of service, circumstances of the breach of conduct, and other mitigating factors considered acceptable.

12.7 EXPIRY OF CONTRACT

On successful expiry of contract of service, the employee shall be paid terminal benefits as per gratuity provision of the agreement. Employee

on contractual terms shall be eligible for a gratuity at the rate specified in the respective contract.

12.8 LAY-OFF

Without prejudice to the provisions of the various superannuation schemes to which the employee is a member, when an employee has to be laid-off, he shall be entitled to benefits as shall be provided in a Voluntary Agreement to be signed between the employer and the Trade Union.

12.9 DEATH WHILE IN EMPLOYMENT

Upon death, all benefits of the deceased employee shall be paid to the person legally appointed to administer the deceased's estates under the Probate and Administration of Estates Act, [CAP 352 RE 2002 and the Magistrates Courts Act, 1984].

12.10 TERMINAL BENEFITS

An employee who is terminated from the services of the College shall be availed with the following:

- (a) One month's salary in lieu of notice.
- (b) Fare for himself and his family to his place of domicile subject to the limitation set out in these regulations.
- (c) Transportation of his personal effects to the place of his domicile subject to the limitation of his entitlement set out in these regulations.
- (d) Terminal benefits from Social Security Funds.

12.11 DISBURSEMENT OF RETIREMENT BENEFITS

A permanent employee who has retired shall be entitled to contributions to the Pension Fund by the employee and the employer, in accordance with the relevant Fund Scheme. The College shall correspond with the Pension Fund immediately after the employee has been served with the letter of termination.

12.12 RECOVERY OF DEBTS

- (i) Debts outstanding against the employee whose services have been terminated shall be recovered in full from his benefits.
- (ii) Where the benefits are not enough to cover his outstanding debts, the College shall resort to other legal means in the recovery of the same.

12.13 CERTIFICATE OF SERVICE

A certificate of service shall be issued to the employee leaving the service of the College. The certificate shall be signed by the Principal. One copy of the Certificate will be delivered to the employee and the other retained in his personal file. The certificate of service in these Regulations in **APPENDIX (X)**

13.0 GENERAL STAFF RULES

13.1 CHANNELS OF COMMUNICATION

- (a) The Principal shall be the Chief spokesman of the College. Where the Principal shall be away, the Acting Principal shall by delegation be the Chief spokesman of the College. However, such arrangement shall not invalidate the Principal's right to speak for the College wherever he may be whether this is within or outside the United Republic of Tanzania.
- (b) The Normal channel of communication within the College shall follow the linear chain of command as delineated by the organization chart of the College.
- (c) In adherence to regulation 13.1(b) the normal channel of communication to the Principal shall be through the employee's departmental head.

13.2 REPORTING OF LOSS

- (a) All losses or suspected loss of the College property due to theft, fraud or negligence shall be reported at once to the Principal who shall expediently cause an investigation to be undertaken.
- (b) Heads of Departments shall submit a report in writing of the loss to the Principal immediately after the event, and in any case not later than twenty four hours after the loss has come to the notice of the Head of Department.
- (c) Reporting to the Police on loss, any incident of theft, burglary or fraud shall be made by the employee immediately after reporting to the Principal by the fastest means possible followed by a written report of the incident and action taken.
- (d) Where an accident occurs causing bodily injury to any person or damage to the property of the College or its employees; the

matter shall be reported in writing to the Principal immediately by the responsible employee.

13.3 REPORTING OF MOTOR VEHICLES ACCIDENTS

Where vehicles belonging to the College are involved in any accident, the drivers of the vehicles or any employee present at the scene of accident, shall report the matter immediately to the Police and Officer responsible for Transport under whom the driver is working and Officer responsible for Transport shall in turn report the accidents to the Principal as a matter of urgency and duty.

14.0 MEDICAL ENTITLEMENTS

- a) All college staffs serving in whatever terms shall be entitled to medical treatments as strictly as covered by National Health Insurance Fund (NHIF).
- b) Where the medical attention is not covered by the National Health Insurance Fund (NHIF) the employer may pay for the medical treatment to the staff, spouse, children and dependents who are recognised under the National Health Insurance Fund (NHIF) by virtue of their identity cards.
- c) All staffs of the College shall be required to subscribe to the services of the National Health Insurance Fund (NHIF) prior to their employment.
- d) Where these staff regulations are silent on some particular issues relating to medical treatment the Standing Orders for the Public service 2009 shall take precedence to the extent of that Lacunae in these staff regulations 2011.

15.0 MISCELLANEOUS

15.1 COMPENSATION FOR DEATH OR INJURY

An employee's death or incapacity resulting from an accident or an occupational disease arising out of and in the course of his employment with College will be compensated in accordance with Workmen's Compensation Act 2008.

15.2 COLLEGE WORKERS' COUNCIL

The College workers' council was established to implement Presidential Directive No. 1 of 1970 and Labour Institutions Act 2004. The main functions of the Council are to:-

15.2.1 Ensure that within the College there is full workers' participation in matters affecting the College.

15.2.2 Advise the College on better ways of improving performance and to recommend appropriate steps to improve the services of the College.

15.2.3 Advise the College on terms and conditions of employees of the College

15.2.4 Advise the College on general matters pertaining to moral and discipline of the College employees.

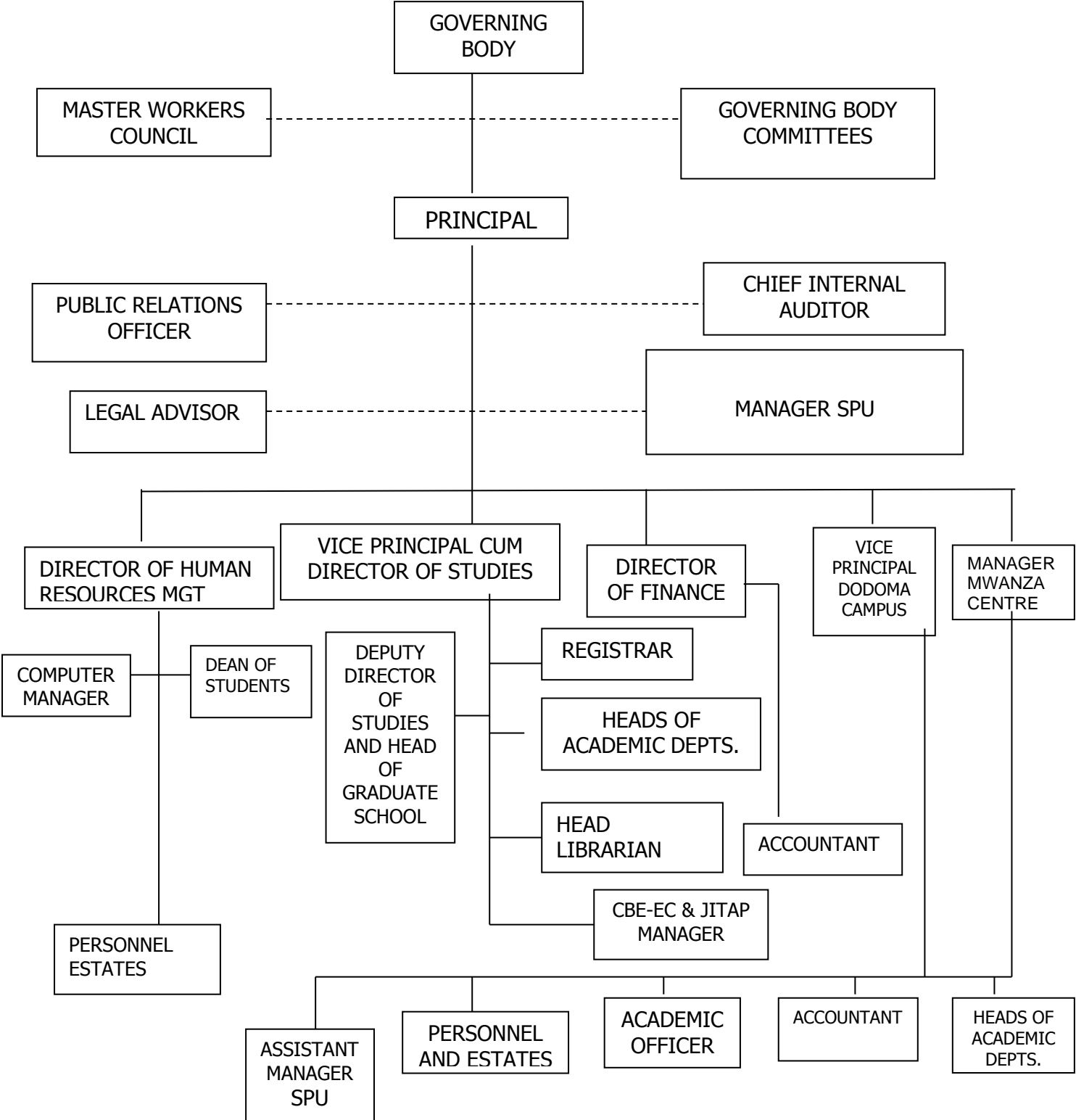
15.3 FIRE FIGHTING PRECAUTIONS

Dangerous, inflammable and corrosive goods should be stored very carefully. Fire fighting appliances should be thoroughly tested/serviced at least once a year to ensure their efficiency. Employees should be taught practically how to operate fire-fighting appliances.

15.4 TIME-BAR ON CLAIMS BY EMPLOYEES

Any claim by a College employee for entitlement under these regulations made more than a year after the claim fell due will normally be treated as time-barred unless the Principal is satisfied that special circumstances precluded the submission of the claim at an earlier date.

THE COLLEGE ORGANIZATION STRUCTURE



APPENDIX (II)

LETTER OF APPOINTMENT TO PERMANENT STAFF

TO.....

.....

.....

.....

Dear Sir,

I am pleased to offer you appointment as a..... in this College in the Principal terms and conditions set out hereunder.

1. Your initial salary will beper annum.....in the
2. Your appointment will be on permanent and pensionable terms whereas you will be on probation period of twelve (12) months subject to your work and conduct being satisfactory, and you will be eligible for confirmation in your appointment.
3. During the probationary period your appointment with the College may be terminated by either party by giving one month's notice in writing or one month's gross salary in lieu of such notice. Such notice may include earned leave. Thereafter, the employment may be terminated on giving three month's notice in writing or on paying one month salary in lieu of such notice.
4. You will be required to contribute to the Parastatal Pension Scheme and contributions towards the scheme will be deducted from your salary.
5. You will be eligible for 28 consecutive days leave per annum. No leave allowance is payable but you will be entitled to receive a return travel warrant to your place of domicile once in every two years.
6. You will be required to contribute to the National Health Insurance fund for Medical Treatment.
7. Your appointing is also conditional upon you being found medically fit by a certified Medical practitioner.

- 8. Other conditions of service will be in accordance with Public Service Act 2002, Standing Order for the Public Service 2009, Public Service Regulation 2003 and Staff Regulations.
- 9. Your appointment will take effect from the date on which you assume duty.
- 10. Should you wish to accept this offer, please signify your acceptance by returning the duplicate of this letter, duly completed.

Yours faithfully,

Signature.....

Name.....

DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION

I hereby accept the offer of appointment of the foregoing terms and conditions. I confirm that I satisfy the requirement of leadership as contained in the Declaration. I shall assume duty on.....

Name and Signature.....

Date.....

COLLEGE OF BUSINESS EDUCATION
DAR ES SALAAM/DODOMA

FORM: CBE – MEF

Principal,
CBE,
P.O. Box 1968,
Dar es Salaam.

Part A:

To the Medical Officer,

.....
.....

Dear Sir/Madam,

Mr./Mrs./Miss

.....

Please examine the above named as to his/her fitness for appointment/re-engagement as (insert title or post) on Temporary/Permanent and pensionable terms.

Name:.....

Date

Signature

Stamp

Part B:

MEDICAL CERTIFICATE

(To be completed by a Medical Officer)

I have examined the above mentioned and consider that he/she is physically fit/unfit for appointment/re-engagement as above.

Name :

Date

Signature

Destination

Station

Stamp

Delete as necessary.

COLLEGE OF BUSINESS EDUCATION

**ANNUAL CONFIDENTIAL REPORT FORM FOR ACADEMIC STAFF FOR
THE CALENDAR YEAR**

PART 1: FILLED BY STAFF MEMBER

1. PERSONAL PARTICULARS

1.1 Personal History

Name (in full): Date of

birth:.....

Designation

.....

Education: *(only provide information for tertiary education)*

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1.2 Previous working experience other than teaching *(should be only filled for the past 10 years)*

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1.3 Posts held at this College (other activities apart from teaching done at the same period)

Post Date(s):

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1.4 Extracurricular activities (*include involvement in community service*)
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2. PUBLICATIONS SINCE LAST PROMOTION

2.1. Publications in refereed journals (*indicate relevant serial nos. on attached CV*)
.....
.....
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.....

2.2. Technical notes and book reviews (*indicate relevant serial nos. non attached CV*)
.....
.....
.....
.....

2.3. Book chapters/Books (*indicate relevant serial nos. on attached CV*)
.....
.....
.....
.....

2.4. Manuscripts

Manuscripts submitted for publication (*indicate journal/publisher and year of submission*)
.....
.....
.....
.....
.....

2.5. **Other research papers/writings** (*indicate media/purpose, e.g. Govt. Reports, Research Reports, Conference Papers retrievable from proceedings, etc.*)

Indicate also relevant serial nos. on attached CV)

2.6. **If you did not publish please give reasons**

.....

3. ON-GOING RESEARCH PROGRAMMES

Current Research Programmes and Progress made since last promotion

3.1. **General Information of the Project(s)** (*attach separate sheet where necessary*)

Programme/ Project	Funding Source and sum	Responsibility (PI, Member, coordinator etc.)	Project Duration	Geographical scope (regional, national, international)

4. TEACHING/CONSULTANCY

4.1. (a) **Undergraduate Teaching**

Course (Code and Title)	Course Units	Number of Students	Contact hours (seminars, practicals, tutorials)	Field work (hours/days)

4.1 (b) Post graduate Supervision/Teaching

Degree Programme (Postgraduate Diploma/Masters/PhD)	Course/Thesis Title	Number of Students	Student Progress	Funding source and Amount

4.2. Consultancy Service held/conducted

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PART II: COMMENTS BY HEAD OF DEPARTMENT

5. STAFF MEMBER’S EFFECTIVENESS AS A RESEARCHER

5.1. Research Activities

(a) Publications in refereed journals

.....

.....

.....

(b) Book chapters/Books

.....

.....

.....

(c) Other research papers/writing (*indicate media/purpose, e.g. Govt. Report, Research Reports, Conference Papers retrievable from proceedings etc*)

.....

.....

.....
 (d) Consultancy reports

5.2. **Other academic activities** (*indicate other academic activities done by the individual e.g. evening programme teaching, short course organization, excursions etc*).

6. Staff member's effectiveness as a Lecturer

6.1.

		GRADE		
		A	B	C
Teaching Materials	a) Lecturers			
	b) Practicals			
Availability for Consultation				
Punctuality				
Supervision				
Student's Evaluation	a) Lectures			
	b) Practicals			

6.2. Carefulness in grading students' scripts

Very Careful

Careful

Moderately Careful

Not Careful

6.3. Carefulness in keeping students' records

Very Careful

.....

Careful

.....

Moderately Careful

.....

Not Careful

.....

6.4. Comments on teaching work load

Satisfactory

.....

Not

Satisfactory.....

6.5. Other comments on his/her teaching

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7. SUMMARY AND WEIGHTING OF ACADEMIC ACTIVITIES

Year of Last Promotion

.....

Please indicate staff's performance for the last three years.

				Remarks
Certificate/Diploma Teaching				
Undergraduate Teaching				
Postgraduate Teaching				
Publication (% Achievement)				

8. PARTICIPATION IN PUBLIC SERVICE IN THE COLLEGE AND/OR OUTSIDE THE COLLEGE

8.1. **Participation in Departmental matters (e.g. administration, departmental meetings and committees)**

Active

.....

Not

active.....

Not had the opportunity:

.....

8.2. Participation in College matters (e.g. administration, committees and task forces)

Active

.....

Not

active.....

Not had the opportunity:

.....

8.3. Participation in National/Community activities (e.g. national boards, consultancy etc)

Active

.....

Not

active.....

Not had the opportunity:

.....

9. GENERAL COMMENTS ON STAFF MEMBER'S BEHAVIOUR:

9.1. Respects for other People:

Excellent

.....

Very

Good.....

Unsatisfactory.....

.....

9.2. Dedication to work

Very Serious

.....

Serious

.....

Moderately Serious

.....

Not Serious

.....

9.3. Spirit of Cooperation with Head of Department and other co-workers:

Satisfactory

.....

Unsatisfactory

.....

9.4. Any special weakness been communicated to the staff members?

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.....

.....

9.5. additional Comments:

Yes

.....

Not

.....

How was this Effected? Written Warning

.....

Verbal Communication

.....

Others

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.....

9.6. Additional Comments

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10. DEPARTMENT HEAD'S RECOMMENDATION:

Recommendation for Promotion

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.....
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Other Recommendations

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.....

Reasons for the Recommendations

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Date

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Signature of Head of Department

**PART III: COMMENTS BY COMMITTEE OF HEAD OF
ACADEMIC
DEPARTMENTS**

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Date

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Signature of the VP/DS

PART IV: COMMENTS BY THE PRINCIPAL

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Date

.....

Signature of the Principal

CHUO CHA ELIMU YA BIASHARA

**RIPOTI YA TATHMINI YA UTENDAJI KAZI YA MWAKA
SEHEMU YA I : TAARIFA ZA BINAFSI**

Jina Kamili

Jinsia

Utaifa:

Tarehe ya Kuzaliwa:

Ndoa: Nimeoa/Nimeolewa

Idara/Kitengo:

Tarehe uliyojiriwa mara ya kwanza katika Chuo cha Elimu ya Biashara

.....

Cheo nilichoanzia:

Uthibitisho kazini: Nimethibitishwa/Sijathibitishwa

Cheo cha Sasa:

Tarehe niliyopata cheo hicho:

Mshahara wa Sasa

Ngazi ya Mshahara

Tarehe ya Nyongeza ya Mshahara: *Januari/Julai

Mpango wa Ajira: (a) wa kudumu

(b) wa Mkataba

(c) wa kuajiriwa kama mtaalamu wa kutoka nje ya nchi

(d) wa kuazimwa.

Sifa za Elimu:

.....

Aina ya kazi uliyofanya katika mwaka mzima:

.....

.....

.....

Tarehe

.....

Sahihi ya Mfanyakazi

SEHEMU YA II: TATHMINI YA UTENDAJI KAZI WA CHEO CHA SASA

UBORA		ALAMA ZA VIGEZO - CHANGANUZI						ALAMA ZA VIGEZO - VIKUU					
		A	B	C	D	E	HH	A	B	C	D	E	HH
VIGEZO VIKUU	VIGEZO CHANGANUZI												
KUNDI 'A' 1. MAARIFA NA UZOEFU WA KAZI	a) Ni kwa kiasi gani anamudu kazi yake ?												
	b) Je anayo maarifa ya kutosha kutenda kazi yake kwa ufanisi ?												
	c) Je anao uzoefu wa kutosha ?												
2. UBORA WA UTENDAJI	a) Je ni mwangalifu na mnadhifu katika kazi yake ?												
	b) Je anaonyesha jitihada na kutaka ukamilifu katika kazi yake ?												
3. KIWANGO CHA UTENDAJI	a) Je ana kiwango gani cha wastani wa utendaji kazi ?												
	b) Je anaweza kumudu kazi za ziada ?												
4. UAMUZI	a) Je ni mtu anayeweza kubashiri mambo na kupima maendeleo ya baadaye na kutoa mapendekezo ya kufaa ?												
	b) Je uwezo wake wa kutoa uamuzi sahihi na wa haraka ukoje ?												
5. UWEZO WA KUENZISHA NA KUBUNI MAMBO	a) Je anaweza kufanya kazi bila kusimamiwa ?												
	b) Ni hodari kiasi gani katika ubunifu wa mawazo asilia na utekelezaji wake ?												
6. USIMAMIAJI	a) Ana uwezo wa kiwango gani wa kutoa maelekezo na kuhakikisha kuwa yanatekelezwa ?												
	b) Ni kiasi gani anaweza kusimamia watu walio chini yake ?												
7. UWEZO WA KITAWALA	a) Je ni hodari kiasi gani katika kupanga, kuendesha na kuratibu kazi ?												

	b) Je ni hodari kiasi katika kutoa mafunzo kwa wafanyakazi anaowaongoza ?																			
8. UWEZO WA KITAALAMU/ KIUFUNDI	Ni mzuri kwa kiwango gani katika maarifa na umilisi wake wa kiufundi/kitaalamu?																			
KUNDI 'B' 1. UWEZO WA KUJIELEZA	a) Je anaweza kiasi gani kujieleza katika maandishi ?																			
	b) Je anaweza kiasi gani kujieleza katika mazungumzo ?																			
2. TABIA NA MTAZAMO	a) Je tabia yake ni nzuri kiasi gani ?																			
	b) Anajitahidi kiasi gani kuzingatia maelezo na kanuni ?																			
	c) Utu wake na jinsi ya kukabiliana na watu au jambo ukoje ?																			
	d) Je anashirikiana vizuri na wafanyakazi wenzake wa ngazi zote ?																			
3. UWAJIBIKAJI	a) Ni kwa kiasi gani hukubali na kutimiza wajibu ?																			
	b) Ni mtiifu na mtegemewa kiasi gani ?																			
	c) Ni mahiri kiasi gani katika mahusiano na umma ?																			

MAFUNZO NA/AU MAHITAJI MENGINE YA MAENDELEO

Onyesha eneo ambalo unafikiri mtathminiwa anaelekea kulimudu na jinsi chuo cha elimu ay Biashara kinavyoweza kumtumia vizuri zaidi :

.....
.....
.....

Tathmini ya Jumla ya sehemu hii :

.....

SEHEMU YA III

MAPENDEKEZO YA TATHMINI YA KITENGO /IDARA

1. Afisa hastahili nyongeza ya kawaida.
 2. Afisa anastahili nyongeza ya kawaida.
 3. Afisa anastahili nyongeza mbili.
 4. Afisa anafaa kupandishwa cheo kwenda daraja linalofuatia.
 5. Afisa anapaswa kubadilishwa cheo na kuwa :
-

Tarehe :.....

.....
MWENYEKITI, KAMATI YA
TATHMINI YA IDARA/KITENGO

SEHEMU YA IV

Maoni ya Mkurugenzi wa Rasilimali watu na utawala :

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.....

Tarehe :.....

.....
MKURUGENZI WA RASLIMALI
WATU WA UTAWALA

SEHEMU YA V

Maoni ya Mkuu wa Chuo

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.....

Tarehe

.....

Mkuu wa Chuo

KIELELEZO:

- A. Vizuri sana - 5
- B. Vizuri - 4
- C. Wastani - 3
- D. Vibaya - 2
- E. Vibaya sana - 1
- HH. Haihusiki

TAARIFA YA SIRI KWA WAFANYAKAZI WAENDESHAJI

1. Miaka mitatu ni kiwango cha chini ambacho kinakubalika mfanyakazi afikiriwe kupandishwa cheo kimoja. Si lazima apandishwe cheo bali kitakachokuwa muhimu ni utendaji wake wa kazi kuwa mzuri katika kiwango kinachokubaliwa.
2. Mfanyakazi ambaye hajatimiza miaka mitatu kazini au katika cheo kimoja ataweza kufikiriwa kupandishwa cheo ikiwa tu zitakuwepo sababu mahsusi zitakazoridhisha kamati.
3. Mfanyakazi anayependekezwa kupanda cheo lazima awe amepata kiwango cha wastani wa B katika tathmini ya utendaji wake wa kazi kwa miaka mitatu mfululizo.
4. Nyongeza mbili zinaweza kutolewa kwa wale tu walio na Gredi A katika utendaji kazi ambao wamekwishatumikia zaidi ya mwaka mmoja tangu wapandishwe vyeo.
5. Mfanyakazi aliye na utendaji kazi wa Gredi D au E na ambaye amekwishaonywa kwa maandishi na Mkuu wa Idara asipewe nyongeza ya mwaka. Taarifa za maandishi za kuonywa zitolewe.
6. Kumpandisha cheo mfanyakazi katika baadhi ya vyeo, kutategemea kuwepo kwa nafasi ya cheo hicho kwani nafasi zingine ni za uteuzi.
7. Mfanyakazi ambaye amechaguliwa kuwa mfanyakazi bora na anastahili kupanda cheo atapewa nyongeza moja zaidi.
8. Mfanyakazi ambaye amechaguliwa kuwa mfanyakazi bora hajastahili kupandishwa cheo atatumikiwa nyongeza mbili.
9. Mfanyakazi aliyefikia kikomo cha ngazi ya mshahara apewe nyongeza moja zaidi apandishwapo cheo.
10. Mfanyakazi aliyefikia kikomo cha ngazi ya mshahara kwenye kada yake akipata alama ya Gredi A katika utendaji kazi kwa miaka mitatu mfululizo anastahili kupendekezwa kupewa motisha ya mshahara wa miezi miwili.
11. Mfanyakazi aliyefikia kikomo cha ngazi ya mshahara kwenye kada yake akipata alama ya Gredi A miaka miwili na B mwaka mmoja katika utendaji kazi atastahili kupongezwa kwa kupewa motisha ya mshahara wa mwezi mmoja.

12. Mfanyakazi yeyote ambaye amepewa barua ya sifa na Kamati ya Ajira atatunukiwa nyongeza mbili iwapo ngazi yake ya mshahara inaruhusu.
13. Mfanyakazi yeyote ambaye amepewa barua ya sifa kutoka idarani mwake hatatunukiwa nyongeza ya ziada.
14. Endapo mfanyakazi atabadilishwa (Recategorization) anaweza akapewa nyongeza ya ziada.
15. Upimaji (Assessment) utendaji wa kazi na sifa zingine usifanywe mtu mmoja binafsi, bali kamati ndogo iundwe rasmi kwa shughuli hiyo.
16. Ni vizuri kuzingatia daraja (Grades) zilizomo katika fomu hiyo, yaani ikiwa utendaji wa mfanyakazi ni Grade A basi tia alama katika chumba "A" na sio B au C.
17. Kwa hali ya kawaida haitegemewi mfanyakazi apate asilimia mia moja (100%) ya tathmini. Ikitokea hivyo idara husika iambatanishe wasifu unothibitisha vipaji maalumu vinavyodhihirisha utumishi uliotukuka.

FOMU ZA SIRI ZA TAARIFA YA UTENDAJI KAZI WA WAFANYAKAZI WAENDESHAJI KWA MWAKA 2010.

1. Nakuleteeni fomu za taarifa za siri za utendaji kazi kwa kipindi cha mwaka 2010.
2. Aidha napenda kusesitiza kuwa katika mapendekezo yenu wakati wa kujaza fomu hizi ni **LAZIMA** kuzingatia masharti yaliyomo katika Miundo ya Utumishi ya Wafanyakazi Waendeshaji. Pamoja na Waraka huu naambatanisha mwongozo ambao utasaidia wakati wa utekelezaji wa zoezi la kuwatathmini wafanyakazi wahusika.
3. Kila Mfanyakazi analazimika kujaza fomu hizo na kuhakikisha kuwa vipengele vyote katika sehemu ya kwanza kuhusu taarifa za binafsi vinajazwa pasipo kuachwa wazi. Fomu zote ambazo hazitajazwa kwa uangalifu zitarudishwa ili zikamilishwe ipasavyo.
4. Wafanyakazi ambao wako masomoni watapaswa kutumiwa fomu na Wakuu wao wa Idara na kuhakikisha kuwa zimerudishwa Idarani tayari kwa kufanyiwa tathmini.
5. Tafadhali mnaombwa kuzirudisha fomu hizi zikiwa zimejazwa na kutathminiwa **KIKAMILIFU** ifikapo tarehe Fomu ambazo zitaletwa baada ya tarehe hiyo hazitajadiliwa katika kikao cha Kamati ya Ajira, tarehe, bali zitasubiri hadi wakati wa kikao cha 'Mini-Review' ambacho kitafanyika mwezi
6. Wakati huo huo mtatakiwa kututumia jina la mfanyakazi bora/hodari mmoja Mwanataaluma na mmoja mwendeshaji (pale panapohusika) wa sehemu zenu za kazi pamoja na wasifu wao ili baadaye kuweza kuwachagua wafanyakazi bora/hodari wa Chuo.
7. Uchaguzi wa mfanyakazi bora/hodari Mwanataaluma na Mwendeshaji wa Chuo cha Elimu ya Biashara utafanyika tarehe

APPENDIX (V)

BONDING AGREEMENT

THIS AGREEMENT is made the day of Year.....
BETWEEN THE COLLEGE OF BUSINESS EDUCATION a body corporate
establishment by the College of Business Educating Act. 1965(hereafter
called "the EMPLOYER") of the one part and.....of
THE COLLEGE OF BUSINESS EDUCATION(hereinafter called the
"Employee") of the other part.

WHEREAS the Employee has been selected to attend a training course a
.....(hereinafter called "the Institutions) wholly/partly* at the
expense of the COLLEGE.

IT IS HERBY AGREED as follows:-

1. In consideration of the payment by the College of the whole/part* of
the expense of the course the Employee undertakes:

- (i) To pursue and complete the course in accordance with the
directions contained herein and in accordance with any other
such directions as may be given to him/her* by the College.
- (ii) To proceed as and when directed by the College to the
Institution.
- (iii) To begin his/her* training at such time at the College may
appoint and to pursue and continue diligently with such training
until the completion of the course unless he/she* is prevented
from doing so by sickness not self induced by his/her* conduct.

and/or

- (b) On successful completion of the course the employee undertake
to continue to serve the College from the date he/she* reports
for duty after the course in such capacity and at such salary,

subject to such terms and conditions as the College may determine provided that the Institution shall be entitled to determine his/her* employment by giving him/her* one month's in lieu of such notice and any other emoluments required by law.

3. If the Employee fails and /or neglects:
 - (i). To pursue or complete the course diligently;
 - (ii). To comply with all the rules of and directives whatsoever given by the Institutions;
 - (iii). To comply with any directions given by the Institution the College may discontinue the arrangement for the course and there upon the Employee shall be liable to pay to the College the total cost incurred until then in his/her* respect in connection with the said course. The College shall be the sole judge of whether the Employee is diligently pursuing the course or not, the Employer may require the employee on training to furnish his/her reasons as to why further steps should not be taken against such employee.

- 4.(a) If the Employee fails to enter into a contract of employment as provided in paragraph2(b) above, besides other damages, he/she* shall be liable to repay to the College the whole of the cost of his/her* training immediately.

- (b) If having successfully completed the course the Employee wrongfully determines his/her* contract of employment with the College; besides other damages, he/she* shall be liable to repay to the College an amount equivalent to the whole of the cost of his/her* training spread over the period ofyears with a prorate reduction as to the period of the contract already served by the Employee after the date of resumption of duties upon the successful completion of the course.

Whilst the Employee is receiving the training, the College shall continue to pay the Employee his/her* salary and other allowances and formal incremental progressing shall not normally be affected by this training.

During the period of the training and service with the College the Employee will contribute all his/her efforts, knowledge and skill to the maximum of his/her* ability to the benefit of the College.

IN WITNESS WHEREOF; the parties hereto have set their hands the day and year first above written.

SIGNED by
For and on behalf of the said
Employer in the presence of }
For Employer

Signature:.....
Postal address:.....
.....
Qualification:

SIGNED by }
The said Employee in the presence of
Signature:.....
Postal Address:.....
.....
Qualification:.....

BEFORE ME:

At Dar es Salaam this day of 20..... the parties to this bond agreement are known to me personally or introduced to me by Who is known to be personally this day of 20.....

Name:

Signature:

Qualifications: Advocate/Commissioner for Oaths Notaries Public

APPENDIX (VI)

CHUO CHA ELIMU YA BIASHARA MAOMBI YA LIKIZO (Jaza nakala mbili)

SEHEMU A: Maelezo binafsi (Ijazwe na Mwombaji)

1. Jina kamili.....
2. Idara.....
3. Cheo.....
4. Tarehe ya kuajiriwa.....
5. Naomba likizo ya mwaka/uzazi/dharura/ugonjwa ya siku
Kuanzia..... Hadi.....
Sababu.....
.....
.....
6. Nyumbani kwangu
(Anwanikamili).....
(simu kama ipo).....
7. Nataka kwenda.....
Ambako nitakaa siku..... ambako anuani yangu.....
.....
8. Naomba malipo yangu ya mshahara na ya likizo yafanywe kabla
sijaondoka/baada ya kurudi
9. Mshahara wangu kwa mwezi ni shs.
10. Mwaka huu nastahili/sistahili* kulipwa gharama za usafiri kwa ajili
yangu mwenyewe, mke wangu na motto/watoto.....
11. Ninasafiri tunasafiri/wanasafir*kwenda.....kwa
basi/meli/garimoshi/ndege, nauli ya mtu mzima ni
shs.....
- 13 Jina kamili la mke wangu ni.....

14. Majina ya watoto watakaostahili nauli
 1.....tarehe ya kuzaliwa
 2.....tarehe ya kuzaliwa.
 3.....tarehe ya kuzaliwa.
 4.....tarehe ya kuzaliwa.
15. Nauli yangu/yetu kutoka Dar es Salaam na kurudi ni Shs.....
 Kama ilivyoonyesha katika mchanganuo uliombatanishwa.
 (ambatanisha mchanganuo wa nauli yako, mke na watoto)
16. Nathibitisha kwamba maelezo yote niliyoyatoa hapo juu ni sahihi na kweli tupu.
 Tarehe..... Sahihi ya mwombaji.....

SEHEMU B: Mapendekezo ya Mkuu wa Idara

17. Napendekeza/sipendekezi* aende likizo.
 Anahitajika/hahitajiki mtu wa kumshikia/mahali pake patashikwa
 Na.....

 Tarehe Sahihi ya Mkuu wa Idara

KIFUNGU C: Maelezo ya likizo
(Ijazwe na Afisa Utawala/Mkuu wa Masijala)

18. Napendekeza/sipendekezi* maombi ya likizo pamoja na hati ya kusafiria/fedha taslim na kuthibitisha kuwa:
- (a) Tarehe ya kuajiriwa chuoni

- (b) Idadi ya siku za likizo ambao hazikuchukuliwa, kutokana na kipindi kilichopita ni.....

- (c) Aliwahi kupata hati ya kusafiria fedha taslim* kwa likizo aliyochukua toka tarehe..... hadi tarehe.....
- (d) Mtajwa hapo juu anastahili kupewa likizo ya siku..... Baada ya kufanya mahesabu ya siku..... kwa mwaka ana ziada ambazo hazikuchukuliwa. Likizo itamalizika tarehe..... na tarehe ya kuripoti kazini ni.....

19. Ninapendekeza/sipendekezi* likizo kwa sababu zifuatazo:

.....

Tarehe

Sahihi ya Afisa Utawala

SEHEMU D: Idhini ya likizo

(Ijazwe na Mkurugenzi wa Mafunzo/Katibu Mtendaji/Mkuu wa Chuo)

20. Mapendekezo yaliyotolewa katika kifungu C yanaidhinishwa/hayaidhinishwe* kutokana na sababu zifuatazo:-

.....

.....
 Sahihi ya Mkuu wa Chuo

.....
 Tarehe

APPENDIX (VII)

CODE OF ETHICS AND CONDUCT FOR THE PUBLIC SERVICE IN THE UNITED REPUBLIC OF TANZANIA

I ETHICAL CONDUCT AND BEHAVIOR

In order for the Public Service to be efficient and respected Public Servants must behave and conduct themselves in a manner as stipulated below:-

1. Respect all Human Rights and be courteous;
2. Perform diligently and in a disciplined manner;
3. Promote team work;
4. Pursue excellence in service;
5. Exercise responsibility and good stewardship;
6. Promote transparency and accountability;
7. Discharge duties with integrity, and
8. Maintain political neutrality.

This code will explain each of these expectations in more detail.

II RESPECT HUMAN RIGHTS AND BEING COURTEOUS:

1. A Public Servant has the right of being a member of any Political Party and can vote both for his Political Party and in general elections.
2. A Public Servant can become a member of any religious sect provided that he does not contravene the existing laws. However since the government has no religion, religious beliefs should not be advocated in Public Service Offices.
3. A Public Servant shall not discriminate or harass a member of the Public or a fellow employee on grounds of sex, tribe, religious, nationality, ethnicity, marital status or disability.

4. A public Servant shall be courteous to senior and fellow employees as well as to all clients and particularly the clients being served. If a public servant is requested to clarify or to provide direction on issues arising from laws, regulations and procedures, the employee will do so with clarity and promptness.
5. A public servant will respect other employees, their rights, as well as their right to privacy especially when handling private and personal information.
6. A public servant shall refrain from having sexual relationships at the work place likewise he will avoid all type of conduct which may constitute sexual harassment which include:-
 - (i) Pressure for sexual activity or sexual favors with a fellow employee;
 - (ii) Rape, sexual battery and molestation or any sexual assault;
 - (iii) Intentional physical conduct which is sexual in nature such as unwelcome touching, pinching, patting, grabbing and or brushing against another employee's body, hair or clothes;
 - (iv) Sexual innuendoes, gestures, noises, jokes, comments or remarks to another person about one's sexuality or body;
 - (v) Offering or receiving preferential treatment, promises or rewards and offering or submitting to sexual favours.

III DISCIPLINE AND DILIGENCE

1. For efficient performance a public servant will perform his duties diligently and with a high degree of discipline. An employee shall therefore use the time, skills and expertise one has so as to attain the expected goals. Public servants are expected to:
 - (i) Obey the law
 - (ii) Obey and effect lawful directives from his superior;

- (iii) Carry out assigned duties efficiently and where a public servant considers that he is being asked to act improperly he/she shall report the matter to his superior(s) in accordance with the laid down procedures;
 - (iv) Be ready to work at any duty station;
 - (v) Refrain from any conduct which might impair one's work performance;
 - (vi) Keep punctuality with respect to hours of arrival at work, at all official appointments or engagements and not absent oneself from duty without proper authorization or reasonable cause;
 - (vii) Avoid the use of rude and abusive language.
 - (viii) Finish assigned duties within required time and standards.
2. An employee will maintain personal hygiene, dress in respectable attire in accordance with the acceptable norms of the office as stipulated in staff circulars.
 3. While out of office, an employee will conduct his personal life in such a manner that it does not affect his services or bring the Public Service into disrepute. He is therefore required to refrain from becoming drunk, using narcotic drugs and any other unacceptable behaviour.
 4. A Public Servant shall not disclose confidential or official information which has been communicated to or has been availed while discharging official duties without due permission. An employee shall continue to maintaining secrecy and confidentiality of official information even after one has left the Public Service.
 - (i) A Public Servant shall not use any official document or photocopy such a letter or any other document or information obtained in the course of discharging his/her duties for personal ends;
 - (ii) Public Servants shall not communicate with the media on issues related to work or official policy without due permission;

- (iii) Official information will be released to the media by officials who have been authorized to do so according to the laid down procedures.

IV TEAM WORK

Public Servants will strive to promote team work by offering help to co-employees whenever the need so arises. Team work will be achieved by Public servants observing the following:

- (i) Giving instructions which are clear and undistorted;
- (ii) Giving due weight and consideration to official views submitted by fellow employees and subordinates;
- (iii) Ensuring that subordinates clearly understand the scope of their work and encourage them to enhance their competence and skills;
- (iv) Giving credit to an employee with outstanding performance and not seeking personal credit at the employee's expense.
- (v) Avoiding malicious actions or words intended to ridicule either subordinates or supervisor;
- (vi) Reporting on his subordinates to be done fairly and without any fear.

V PURSUING OF EXCELLENCE IN SERVICE

Since the Public service is geared towards provision of excellent services, public servants will do the following:-

- (i) Strive to achieve the highest standards of performance.
- (ii) If a member of a professional body (doctors, teachers, pharmacists, engineers, lawyers etc.) then adhere to their respective professional Code of Conduct;
- (iii) Strive to acquire new knowledge and skills continuously and use them effectively; and
- (iv) Recognize the need for training and strive to get such training.

VI EXERCISE RESPONSIBILITY AND GOOD STEWARDSHIP

1. A Public Servant shall act within the boundaries of the authority and responsibilities delegated. In doing so he shall:
 - (i) Make decisions in line with authorized standards and procedures; and
 - (ii) Discharge duties effectively and be accountable for one's own actions.

2. A Public Servant shall safeguard public funds and other properties of the public, entrusted to him/her and shall ensure that no damage, loss, misappropriation occurs to the funds or public property;

A Public Servant will use such resources for public use only. Public property includes office suppliers, telephones, computers, copiers, buildings and other properties purchased with Government funds or donated to the government or services such as telephone, water and electricity are also part of public property.

VII TRANSPARENCY AND ACCOUNTABILITY

1. A Public Servant will adhere to and practice meritocratic principles in appointments, promotions and while delivering any service. He will be accountable both for actions and in actions through normal tiers of authority.
2. (i). A Public Servant shall conduct meetings for the purpose of promoting efficiency and shall not use meetings as a way of avoiding being responsible for the decisions he is supposed to have made on her own;

- (ii) A Public Servant shall not engage in unofficial activities or projects during official hours or conduct such activities or projects within the office premises or by using public property; and

(iii) A Public Servant shall be ready to declare his property or that of his spouse when required to do so.

3. A Public Servant shall be Loyal to the duly constituted Government of the day and will therefore implement policies and decisions given by the Minister or any other Government Leader.

VIII DISCHARGE DUTIES WITH INTERGRITY

1. A Public Servant shall not fear to abide by Laws, Regulations and Procedures when discharging his duties.

2. A Public Servant shall not solicit; force or accept bribes from a person whom he is serving, has already served or will be serving either by doing so in person or by using another person.

3. (i). A Public Servant or any member of his family shall not receive presents in form of money, entertainment's or any service from a person that may be regarded as geared towards compromising his integrity.

(ii) A Public Servant may accept or give nominal gifts such as pens, calenders and diaries in small amount.

(iii) A Public Servant will return to the donor any other gift or handle them over to the government, in which case a receipt will be issued.

4. A Public Servant shall perform his duties honestly and impartially to avoid circumstances that may lead to conflict of interest. If conflict of interest arises he shall inform his supervisor who will decide upon the best course of action to resolve it.

5. A Public Servant shall not borrow to the extent of not being able to repay the debts as this will discredit the public service as well as affect his ability to make unbised decisions.

IX POLITICAL NEUTRALITY

1. A Public Servant can participate in politics provided that when so doing he/she observes the following limitations:-
 - (i) Shall not conduct or engage oneself with political activities during official hours or at work premises;
 - (ii) Shall not take part in political activity which will compromise or be seen to compromise his/her loyalty to the Government;
 - (iii) Shall not provide services with bias due to his/her political affiliation;
 - (iv) Shall not pass information or documents availed through his/her position in the service to his/her political party.

2. Although public servants have a right to communicate with their political representatives they:
 - (i) Shall not use such influence to intervene on matters affecting him/her which are in dispute between the government and him/her;
 - (ii) Shall not use such influence for furthering personal ends which are not part of the Government Policy.

X CONCLUSION

The Code of Ethics and Conduct has been issued pursuant to the Public Service Act. 2002 Act No. 8 of 2002. A breach of the Code will be dealt with under the Public Service Act 2002, Act No. 8 of 2002, National Security Act, Prevention and Combating of Corruption Act or any other relevant law.

On its part the government has the obligations to provide the following things:-

- Establish meritocratic principles and procedures to be used in appointments, promotions and in all other service delivery activities;
- Establish a system which specifies the authority, responsibilities and expected actions of each public servant which can then be assessed after a specific time;

- Effect an appraisal system which will enable a public employee to participate in assessing his performance;
- Ensure that safe working conditions prevail which will enable the public employee to discharge his duties without undue risk or fear; and
- Remunerate public servants on the basis of skills, responsibility and working conditions.

For efficient, effective and courteous delivery of service to the public all Public Servants must observe this Code.

APPENDIX (VIII)

**THE COLLEGE OF BUSINESS EDUCATION
NOTICE ATTACHED CHARGE SHEET**

From.....Date.....

To.....

- 1. It is alleged that you have committed an offense as detailed in the charge sheet attached. You are required to reply in writing within 72 hours of receipt of the letter indicating your defence against the charge made against you.
- 2. It will be assumed that you do not wish to give any defence. If you do not reply within 72 hours, and if you fail to apply for an extension of the time within you are required to prepare your defence.
- 3. If you are unable to prepare your defence within 72 hours you may reply for an extension of time up to 96 hours.
- 4. If you fail to give reply in writing within the hours specified in paragraph 2 and 3 above it will be deemed that you have no defence against the charges made against you, and you will be informed of the action taken against you.

Received..... (SIGNED)

Time.....

Date.....

For: PRINCIPAL

APPENDIX IX

PENALTIES

Where the Disciplinary Authority is of the view that there is sufficient evidence that an employee breached the College's code of conduct it shall impose the following penalties on the employee.

<u>OFFENCE</u>		<u>PENALTY</u>
(i)	A minor offence committed for the first time.	A written warning
(ii)	A minor offence is committed for the second time.	A written reprimand, and a fine where applicable.
(iii)	A minor offence is committed for the third time.	A written severe reprimand. In addition to this the employee may have increments withheld, deduction in salary or a demotion.
(iv)	A minor offence is committed for the fourth time provided it does not refer to late coming and absence from work during working hours.	Demotion or termination of services.
(v)	Any employee comes late or absents himself from work during working hours for more than four times.	Demotion or termination .
(vi)	A major offence is committed once.	Demotion or termination.
(vii)	A major offence is committed for the second time.	Termination of services .
(viii)	The College however, reserves the right to impose a stiffer penalty depending on the circumstances of each case.	

**COLLEGE OF BUSINESS EDUCATION
DAR ES SALAAM/DODOMA/MWANZA**

CERTIFICATE OF SERVICE

Name of Officer

.....

Details of Offices held, giving dates

.....

.....

.....

Cause of termination of appointment.....

.....

Efficiency.....

.....

.....

General conduct.....

.....

.....

.....
Head of Department/Section

.....
Principal

Of.....

.....20.....

.....