

HO TECHNICAL UNIVERSITY



POST-RETIREMENT CONTRACT POLICY

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PREAMBLE AND POLICY STATEMENT

The aims and objectives of Universities in the areas of teaching and research, places a demand on Universities to retain some categories of staff beyond the retirement age of sixty (60) years in Ghana.

Retention of such staff has merits in terms of:

- a) preservation of institutional memory and knowledge management;
- b) mentoring younger staff;
- c) attracting research grants due to their wide networks and exposure;
- d) enhancing institutional staff profile and image; and
- e) special skills and expertise.

In order to ensure effective and efficient management of the human resource of the University, a structured and objective policy framework is necessary to address the issue of Post-Retirement Contracts for critical staff while taking into consideration the institutional dynamics, and in compliance with the pensions regulatory regime in Ghana.

Per related guidelines from the Ministry of Education, it is important to note that the retention of critical staff in public universities is primarily to boost graduate enrollment and research, overall faculty research output, and training of faculty among others.

DEFINITION OF TERMS

- **“Staff”** means any person employed by Ho Technical University on contract or on permanent and pensionable terms.
- **“Lecturer”** means any Senior Member holding full time teaching or research appointment in Ho Technical University.
- **“Post-Retirement”** means the period after staff attains the mandatory retirement age of sixty (60) years.
- **“Professors”** refers to Professors and Associate Professors.
- **“Registrar”** refers to Registrar of Ho Technical University.
- **“The University”** refers to Ho Technical University.
- **“Vice-Chancellor”** refers to Vice-Chancellor of Ho Technical University.

1.0 INTRODUCTION

The University has experienced an increasing number of staff who request for extension of service past the mandatory retirement age of sixty (60) years. Currently, the University has no policy guidelines on extension of service beyond the retirement age. It is therefore important to develop policy guidelines to efficiently manage Post-Retirement Contracts.

2.0 SCOPE

This policy covers faculty (i.e. Professors, Associate Professors and Senior Lecturers) of the University, who wish and apply to be considered for Post-Retirement Contract after attaining the mandatory retirement age of sixty (60) years. For the avoidance of doubt, only Senior Members categorized under Section 5:1 of this Policy document should be considered.

3.0 GOALS AND OBJECTIVES

3.1 Goals

The goal of this Policy document is to provide a framework and guideline to ensure effective and efficient management of human resource at the University through a structured and objective strategy in addressing issues bothering on Post-Retirement Contracts in the University.

3.2 Objectives

The objectives of this Policy are to:

- a) Provide a framework and guideline for consideration of critical staff for Post-Retirement contract; and
- b) Develop and implement a strategy to address issues pertaining to Post-Retirement Contracts in the University.

4.0 LEGAL AND POLICY FRAMEWORK

This policy document is developed in fulfillment of Statute 70 of the Statutes of Ho Technical University (August, 2018) which mandates the University Council to enact such procedures for the award of Post-Retirement Contracts in the University and in tandem with the approved and stipulated guidelines from the Ministry of Education, Ghana.

5.0 GENERAL GUIDELINES AND REGULATIONS

5.1. Eligibility/Qualification of Staff

a) Staff applying for Post-Retirement Contract must have attained Professorial grade (i.e. Professors and Associate Professors) or Senior Lecturer (PhD) grade.

a) The Vice-Chancellor may, in exceptional circumstances, appoint Senior Lecturers without PhD on Post- Retirement Contracts for very specific duties.

5.2 Criteria

Post-Retirement Contracts shall be considered on the basis of evidence of the following:

- a) Unavailability of staff in a critical area of specialization with no prospect of specialization by an existing employee or immediate recruitment.
- b) Continuing professional/academic contribution to the University in the form of publications and PhD supervision.
- c) Ability to attract research grants into the university
- d) Continuing good health based on a Ho Technical University approved Doctor's report.
- e) Experience of staff concerned and key role as Team Lead assigned to assist in undertaking and or completing a specific project successfully.
- f) Evidence of mentorship and transfer of specific skills set.

- g) Addressing a specific critical need of a department.
- h) Enhancing departmental and institutional staff profile.
- i) A demonstrated existing skills gap or service demand prior to consideration of staff for Post-Retirement Contract or its renewal.
- j) Assessment on overall contribution of Staff concerned to the Department and the University while in active service.
- k) Evidence of good conduct and regard for authority

5.3 Terms of Appointment

The regulations relating to full-time appointment shall apply to Post-Retirement Contract appointments and the terms of contract shall be embodied in the letter of appointment. Such staff shall be subject to the Conditions of Service for Senior Members as far as applicable. Specific terms applicable to such staff will be spelt out in the contract letter.

5.4 Termination of Appointment

The University reserves the right to terminate the post-retirement contract appointment if performance/conduct falls below standards, in line with disciplinary proceedings of the University.

6.0 APPLICATION PROCESS / PROCEDURE

- a) The staff must express interest through a written application to be considered for Post-Retirement Contract.
- b) The Application dossier of the applicant should contain the following:
 - i. Updated Curriculum Vitae (CV)
 - ii. Ho Technical University approved Doctor's report.
 - iii. Justification for the request.
 - iv. Annual reports on the applicant since the last renewal of contract.

6.1. Application Process and Procedure for Faculty (i.e. Professors, Associate Professors, and Senior Lecturers with PhD)

- a) Applicants shall submit their requests for Post-Retirement Contract to the Registrar through their Heads of Department and through their Deans of Faculty.
- b) The Head of Department shall forward the application with his/her comments, justification for consideration of the applicant, assessment of previous performance and recommendations to the Dean of Faculty.
- c) The Dean of Faculty, upon receipt of the application dossier, shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
- d) The Faculty Appointments and Promotions Review Committee shall consider the application for Post-Retirement Contract in line with *Schedule E32 (f)* and shall forward the application dossier of the applicant with its comments and recommendations to the University Appointments and Promotions Board (UAPB) in line with *Schedule E. 32 (g)* of the Ho Technical University Statutes.
- e) The summarized lists to be submitted to the UAPB by the Faculty Appointments and Promotions Review Committee shall contain information on the following:
 - i. Department
 - ii. Candidate Recommended
 - iii. Age/Date of Birth
 - iv. Rank/Status
 - v. Number of Students (where applicable)
 - vi. Number of Lecturers (where applicable)
 - vii. Justification for Recommendation
 - viii. Decision of the Faculty Appointments and Promotions Review Committee.

7.0 TENURE / DURATION OF CONTRACT

Accordingly, Post-Retirement contracts shall be guided by the following rules as prescribed by the Ministry of Education, Ghana.

- a) Professorial grade staff (Associate Professors and Professors) shall be eligible for post-retirement contract until age 70. The initial contract shall be for 5 years up to age 65 and thereafter contracts shall be offered on a 2+2+1 basis, subject to need and good health.
- b) Senior Lecturers shall be eligible for Post-Retirement contract on a 2+2+1 basis only up to age 65, subject to need and good health.

8.0 COMMITMENTS/ENTITLEMENTS

Pursuant to the objectives of this Policy, the following commitments are made:

- a) Staff on Post-Retirement contract shall be clearly designated and accounted for separately as Contract Staff in the annual budget of the Institution.
- b) Compensation for all Post-Retirement contract staff shall be abated accordingly since such staff will be on pension at the same time.
- c) Staff on Post-Retirement contract shall be entitled to a twelve and a half percent (12.5%) basic salary gratuity at the end of each contract year.
- d) Staff on Post-Retirement Contract shall enjoy all welfare packages and allowances enjoyed by permanent staff of the University.
- e) Staff on Post-Retirement Contract who are in a University accommodation shall continue to occupy such bungalows/University rented apartments till expiration of their contract or exit from the University. Such staff shall continue to pay normal rent.
- f) The University may provide office space, facilities and essential equipment to facilitate the work of staff on Post-Retirement contract.

9.0. IMPLEMENTATION/APPROVING AUTHORITY

The Vice-Chancellor shall directly be responsible for the implementation of this policy. Nevertheless, all Post-Retirement Contract appointments shall be subject to the approval of the Governing Council of Ho Technical University in line with *Schedule E 32 (c)*.

10.0 POLICY REVIEW

This policy shall be reviewed as and when necessary.

DRAFT