
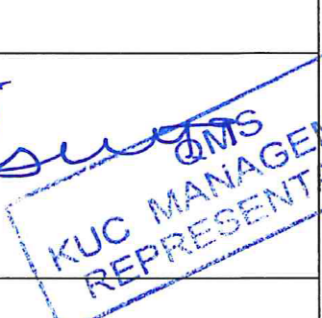

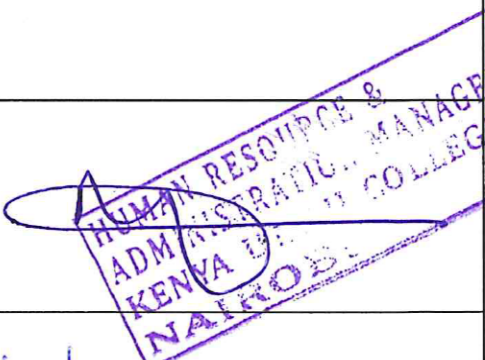




**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURE FOR HUMAN RESOURCE & ADMIN (KUC/QMS/R/036)**

<b>AUTHORIZATION:</b> Procedures for Human Resource & Admin are issued under the authority of:	
<b>ISO (QMS)MANAGEMENT REPRESENTATIVE</b>	
<b>SIGNATURE</b>	 
<b>DATE</b>	23/08/2024
<b>PROCESS OWNER:DIRECTOR HUMAN RESOURCE AND ADMINISTRATION</b>	
<b>SIGNATURE:</b>	 
<b>DATE:</b>	28/8/2024



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**RECORD OF CHANGES**

<b>NO.</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>REASON FOR REVIEW</b>	<b>PAGE</b>	<b>PROCESS OWNER</b>
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DHR & A



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**DOCUMENT DETAILS**

1.	Section A: Quality Objectives
2.	Section B: Procedures
	Title
	Purpose
	Scope
	Reference
	Terminology
	Responsibility
	Input
	Methods
	Output
	Records



**SECTION A: QUALITY OBJECTIVES**

<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>RESOURCE S</b>	<b>RESPON SIBILIT Y</b>	<b>TIME FRAME</b>	<b>KEY PERFORMAN CE INDICATORS</b>
<b>To ensure optimal staffing levels by filling vacant positions within eighth (8) weeks.</b>	Advertising Shortlisting Interviewing Appointing	Budget Competent manpower Approved Staff establishment	DHRA	Continuous	Positions filled within 8 weeks
<b>To ensure payroll is processed by 20th of every month</b>	Consolidate the payroll	Competent manpower	DHRA	monthly	processed payroll by 20 <sup>th</sup> of every month
<b>To undertake staff performance appraisal once a year.</b>	Distribute and receive performance appraisal forms Preparation of performance report	Competent Manpower Performance targets	DHRA	Annually	Appraisal report
<b>To facilitate training for staff for at least 5 days per year.</b>	Carry out a training needs analysis Implement approved training program	Budget Competent manpower	DHRA	Continuous	Number of staff trained for at least 5 days



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<b>To ensure disciplinary process is handled within two months.</b>	Receive disciplinary case  Take disciplinary action	Competent manpower  Human Resource Manual, Policies and Procedures	DHRA	Continuous	Disciplinary cases concluded within 2 months
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## **SECTION B: PROCEDURES**

### **1. PROCEDURE FOR RECRUITMENT**

#### **2. PURPOSE**

To provide guidelines for recruitment of competent and adequate manpower.

#### **3. SCOPE**

This procedure applies to all recruitment, orientation and induction of staff.

#### **4. REFERENCES**

HR Policy and Procedures Manual  
Staff Establishment  
Career guidelines

#### **5. TERMS AND ABBREVIATIONS**

DHRA- Director Human Resource and Administration

#### **6. RESPONSIBILITY**

DHRA - Director, Human Resources & Admin

#### **7. INPUTS**

Competent Personnel  
Budget

#### **8. METHOD**

8.1 DHRA shall advertise all vacant positions

8.2 DHRA will receive and process applications.

8.3 DHRA shall conduct interviews and prepare reports

8.4 The DHRA shall process and send the letter/s of appointment to the successful candidate/s

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- 8.5 The DHRA shall create the staff file
  
- 8.6 The DHRA shall conduct orientation and induction
  
- 8.7 The DHRA shall conduct reference checks within t h r e e ( 3 ) months and act accordingly.
  
- 8 . 8 The DHRA shall confirm probation of new employee after six (6) months.

**9. OUTPUTS**

Filled vacant position

**10. RECORDS**

- Advertisement
  
- Interview report
  
- Appointment letters
  
- Confirmation letters
  
- Orientation / Induction program
  
- Personal file.



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**1. PROCEDURE FOR SALARIES AND WAGES PROCESSING**

**2. PURPOSE**

To provide guidelines for Salaries and wages payments.

**3. SCOPE**

This procedure applies to payments of salaries and wages.

**4. REFERENCES**

The HR Policy & Procedures Manual.

**5. TERMS, ABBREVIATIONS, DEFINITIONS**

DHRA	Director, Human Resources & Admin.
PCA	Pay Change Advice

**6. RESPONSIBILITY**

DHRA - Director, Human Resources & Admin.

**7. INPUTS**

Competent Personnel

**8. METHOD**

**8.1 Salaries Processing**

8.1.1 Pay Change Advice (PCAs) shall be prepared as per received change requests.

8.1.3 The DHRA shall retain the payroll changes.

8.1.4 The DHRA shall print the final payroll by 20<sup>th</sup> of every month.

**8.2 Casual Wages/Part-time/Locum/Overtime Payments**

8.2.1 The employee shall complete the appropriate claim forms;  
KUC/ADMIN/R/067; KUC/ADMIN/R/036 and KUC/ADMIN/R/144

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respectively.

- 8.2.1 The DHRA shall receive and process dully- f i l l e d c l a i m form
  
- 8.2.3 The DHRA shall forward to accounts for payment



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**PROCEDURE FOR STAFF PERFORMANCE APPRAISAL**

**1. PURPOSE**

To purpose of this procedure is to provide guideline for conducting employee performance assessment

**2. SCOPE**

This applies to all employees

**3. REFERENCES**

HR Policy and Procedures manual

**4. TERMS AND ABBREVIATIONS**

DHRA – Director Human Resource and Administration

**5. RESPONSIBILITY**

DHRA – Director Human Resource and Administration

**6. INPUTS**

Competent Human capital  
Individual appraisal forms  
Performance targets

**7. METHOD**

- 7.1 The DHRA shall set performance targets.
- 7.2 The DHRA shall conduct performance appraisal
- 7.3 The DHRA shall prepare a performance appraisal report
- 7.4 The DHRA shall generate the training needs analysis within two (2) months



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## **8. OUTPUTS**

Appraisal report

Training Needs Assessment

## **9. RECORDS**

Appraisal forms

Performance Targets



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**1. PROCEDURE FOR TRAINING AND DEVELOPMENT**

**2. PURPOSE**

The purpose of this procedure is to enhance employees competency

**3. SCOPE**

Training and development for all employees.

**4. REFERENCES**

Policy on training and development  
HR Policy and Procedures Manual  
Training Needs Analysis Report

**5. TERMS AND ABBREVIATIONS**

TNA – Training Needs Analysis  
HRMAC – Human Resource Management Advisory Committee

**6. RESPONSIBILITY**

DHRA - Director, Human Resource and Administration

**7. INPUTS**

Competent Personnel  
Individual training application forms  
TNA report

**8. METHOD**

8.1 The DHRA shall undertake a Training Needs Analysis and prepare a report

8.2 DHRA shall compile the training and development projections

8.3 The DHRA shall seek necessary approval to implement the training and development projections

8.4 The DHRA shall communicate the TNA results to individual employees.



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- 8.5 DHRA shall compile the training and development master plan using form; KUC/ADMIN/R/021 and submit the report to HRMAC.
- 8.6 DHRA shall maintain all training and development Participation records for all staff using form; KUC/ADMIN/R/148
- 8.7 The DHRA shall within a year initiate a training impact assessment/evaluation.
- 8.8 The DHRA shall prepare a training impact analysis report for the training and development carried out in the financial year.

## **1. PROCEDURE FOR DISCIPLINE**

### **2. PURPOSE**

To give guidelines on handling of disciplinary cases

### **3. SCOPE**

The procedure covers from receiving of disciplinary cases to conclusion.

### **4. REFERENCES**

HR Policy and Procedures Manual  
Labour Laws  
Constitution of Kenya

### **5. TERMS AND ABBREVIATIONS**

DHRA – Director Human Resource and Administration

### **6. RESPONSIBILITY**

Director Human Resource and Administration

### **7. INPUTS**

Competent Personnel

### **8. METHOD**

- 8.1 The DHRA shall receive the disciplinary case.
- 8.2 The DHRA shall initiate a disciplinary action process within

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five (5) working days

8.3 The DHRA shall take appropriate disciplinary action within two months.

8.4 The employee may appeal against the action within 14 days

8.5 The appeals shall be handled as per the Human Resource Manual.

**1. PROCEDURE FOR SEPARATION**

**2. PURPOSE**

To provide guidelines on the process of employee separation

**3. SCOPE**

The procedure shall cover both voluntary and involuntary separation of employees

**4. REFERENCES**

HR Policy & Procedures Manual

**5. TERMS AND ABBREVIATIONS**

PCA – Pay change advice

DHRA – Human Resource Manager

**6. RESPONSIBILITY**

DHRA –Director Human Resource and Administration

**7. INPUTS**

Notification of exit

Competent Personnel

**8. METHOD**

**8.1 VOLUNTARY SEPARATION**

8.1.1 The employee shall express his/ her intention to terminate services .

8.1.2 DHRA shall give notice of retirement to employees who will have attained the mandatory retirement age (60) at least one (1) year before.

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8.1.3 The DHRA shall acknowledge the intention of the employee within two working days.

8.1.4 The employee shall complete a staff Exit checklist form KUC/ADMIN/R/065.

8.1.5 The DHRA shall process employee terminal dues.

**8.2 INVOLUNTARY SEPARATION**

8.2.1 The DHRA shall issue the separation letter to the employee.

8.2.2 The employee shall complete the staff Exit checklist KUC/ADMIN/R/065.

8.2.3 The DHRA shall facilitate processing of the employee terminal dues.

**8.3 DEATH**

8.3.1 The DHRA shall be notified of the death of an employee

8.3.2 The DHRA shall facilitate clearance

8.3.3 The DHRA shall facilitate employee terminal dues.

**9. OUTPUTS**

Staff cleared  
Closed Staff File

**10. RECORDS**

Termination letters  
Resignation letters  
Resignation acceptance letter  
Staff Exit checklist form  
Final Computation

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