

**A POLICY PAPER ON STAFF WELFARE PREPARED BY MR. GEORGE
DEBRIE, SENIOR ASSISTANT REGISTRAR FOR ADOPTION BY THE
UNIVERSITY FOR DEVELOPMENT STUDIES – 2011**

INTRODUCTION

Following various concerns raised on Staff Welfare issues over the years, the UDS Management decided to take a more critical look at the subject. Accordingly, a two-member Committee, comprising the Pro-Vice-Chancellor, Prof. David Millar as Chairman and the Head, General Administration, Mr. George Debie as the Liaison Officer, was set up to tackle welfare issues with more seriousness than had hitherto been the case.

To kick-start the process, Mr. George Debie submitted a write-up to the Pro-Vice-Chancellor, with a copy to the Ag. Registrar under cover of a memo dated October 27th, 2010. The two good officers duly studied the document and added their comments which have been duly incorporated in this paper.

In a comprehensively circulated memo dated Thursday, September 23rd, 2010, Mr. George Debie, in his capacity as Head, General Administration, invited all members of staff to submit proposals/inputs on welfare for collation and presentation to Management for consideration and implementation.

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| 1. Ms. Safiatu Wemah | - | Head Final Accounts |
| 2. Mr. E. B. Boahene | - | Assistant Registrar |
| 3. Mr. Moses Asekabta | - | Principal Administrative Assistant |
| 4. GAUA | - | UDS Branch |
| 5. FUSSAG | - | UDS Branch |

6. CCEIR
7. UDS Accra Office
8. UDS Ladies Club

The relevant submissions from all the above have also been here duly incorporated.

Under cover of yet another memo dated November 18th, 2010, the Mr. George Debrie forward a document on staff Welfare Proposals to all stakeholders for their views/comments. This time, only the Faculty of Agriculture responded. Their comments have also been duly incorporated herein.

The details are below:

1. MEMBERSHIP

It is proposed to tackle all welfare issues under the umbrella of a Club, simply referred to as UDS Welfare Club. This body should be independent of, and without prejudice to similar statutory bodies in the University. Membership is open to all members of staff of the UDS, and is compulsory on assumption of duty in the Institution.

2. FUNDING

The Club will draw its funds from monthly contributions of its members and donations from friends of UDS. It is suggested that every member should contribute Five Ghana Cedis (GH¢5.00) monthly out of his/her salary to the Club. A school of thought has suggested that considering the range and quantum of benefits, the GH¢5.00 is on the low side and should attract an upward review. Management or the Board of Trustees may speak to this issue.

These contributions will be deducted at source and paid into a Bank Account to be opened when the Club takes off. This Bank Account should be totally divorced from all other accounts of the University.

3. BOARD OF TRUSTEES

The affairs of the Club would be managed by a Board of Trustees comprising the following:

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|--------------------------------------|---|-----------------|
| 1. Pro-Vice-Chancellor | - | Chairman |
| 2. Registrar | - | Vice-Chairman |
| 3. Head, General Administration | - | Secretary |
| 4. Head of Human Resource | - | Liaison Officer |
| 5. Finance Officer | - | Treasurer |
| 6. Representative from Legal Section | - | Member |

5. SUB-COMMITTEES

It is proposed that the Club should have two (2) Sub-Committees which are the Finance Sub-Committee and Welfare Sub-Committee

Proposed members:

A. FINANCE

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|--------------------------------------|---|------------------|
| 1. Representative from Finance Dept. | - | Chairman |
| 2. Representative from UTAG | - | Member/Secretary |
| 3. Representative from FAS | - | Member |
| 4. Representative from GAUA | - | Member |
| 5. Representative from SMHS | - | Member |

- 6. Representative from FPLM - Member
- 7. Representative from SBL - Member
- 8. Representative from TEWU - Member
- 9. Representative from ICEIR - Member
- 10. Representative from FUSSAG - Member
- 11. Representative from FACS - Member

Duties

- i. Recommend periodic rates of contribution
- ii. Ensure all staff contribute monthly to the Club
- iii. Ensure all payments are credited to Account.
- iv. Reconcile bank statements monthly/quarterly
- v. Recommend Investment Projects to Trustees
- vi. Advise on financial health of Club to Trustees.
- vii. Keep two (2) separate registers, one for applications for claims by members, and the other for approved claims paid to members.
- viii. Consider applications from staff for soft loans and make recommendations for the approval of the Trustees.

B. WELFARE

- 1. Representative from FOA - Chairman
- 2. Representative from FUSSAG - Member/Secretary
- 3. Representative from FIDS - Member
- 4. Representative from UDS Ladies Club - Member
- 5. Representative from Graduate School - Member
- 6. Representative from FRNR - Member

- 7. Representative from FMS - Member
- 8. Representative from SBL - Member
- 9. Representative from FPLM - Member
- 10. Representative from TEWU - Member
- 11. Representative of Library - Member
- 12. Representative of Ladies Club - Member
- 13. Representative from FOE - Member

Duties

- 1. Organise presentations to staff who give birth
- 2. Organise staff attendance to burials / funerals
- 3. Organise visits to the sick on admission.
- 4. Organise presentations to staff on resignation or retirement.
- 5. Organise periodic health screening and walks.
- 6. Organise the yearly clean- up exercises and fun-games
- 7. Determine which staff(s) deserve(s) awards and make appropriate recommendations to the Trustees

6. BENEFITS

Members will be entitled to the following benefits:

A. <u>Birth</u>	A member who gives birth to a child will receive	GH¢100.00 This benefit is limited to two (2) births.
B. <u>Bereavement</u>		
i. Death of	GH¢500.00	Should be given to spouse and

Member		children in addition to two (2) bottles of imported Schnapps or their equivalent in soft drinks. A bus should be fuelled and made available to staff who may want to attend the burial/funeral. This should be funded by the Club.
ii. Death of Spouse	GH¢400.00	Should be given to widow or widower or children. Members will enjoy this benefit once. A bus should be fuelled and made available to staff who would want to attend the burial/funeral. This should be funded by the Club.
iii. Death of Child	GH¢300.00	Should be given to member. This benefit is limited to two (2) children.
iv. Death of Biological Parents	GH¢400.	Should be given to the member. A bus should be fuelled and made available to staff who would want to attend the burial/funeral. This should be funded by the Club.
C. Resignation	One-third (1/3)	A member who resigns from the

	of his total contributions	University/Club will enjoy one-third (1/3) of his total contributions as at the time of resignation.
<u>D. Retirement</u>	Two-thirds (2/3) of his total contributions	A member who retires will enjoy two-thirds (2/3) of his total contributions at the point of his retirement; the presentation of this benefit will be done at a special get-together organized for such a purpose.
<u>E. Admission At Hospital</u>	-More than one week GH¢75.00 -Two weeks plus GH¢100.00	<ul style="list-style-type: none"> • A member on admission beyond a week receives an amount of Seventy Five Ghana Cedis (GH¢75.00). • A member who is admitted for two (2) weeks and more receives an amount of One Hundred Ghana Cedis (GH¢100.00).
<u>F. Wedding/ 'Amaria'</u>	GH¢100.00	A member who weds or makes 'Amaria' receives GH¢100.00. This is enjoyed only once.

These amounts shall be reviewed periodically upwards on the recommendations of the Finance Sub-Committee to the Trustees for approval

Any of these benefits can only be enjoyed by a member, six (6) months after membership. For those already in the employment of UDS, membership starts

from the date of acceptance and implementation of the policy. For those yet to be employed, membership starts from the date of assumption of duty on permanent appointment.

7. **YEARLY GET-TOGETHER**

All members will participate in a get-together once a year. This will be organized on a campus-by-campus basis. A percentage of dues should be used as seed-capital for the party

8. **OTHER BENEFITS**

1. There should be medical/ health screening for all members once in every six (6) months. This should be funded by the Club.
2. The Club should fund a medical screening for all food vendors on all the Campuses once every quarter.
3. The Club should organise and fund yearly clean-up exercises.
4. The Club should organise and fund yearly fun-games.
5. The Club should organise and fund quarterly health walks.
6. The Club should institute an award scheme for deserving staff as a motivation. These awards should be given at the end-of-year parties.
7. The Club should institute a soft loan scheme for its members.