



Administrative Policy and Procedures in an Academic Institution

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Outline

- Introduction
- Human resource planning
- Setting Salary & Benefits
- Performance Evaluation
- Training & Staff development
- Promotion, Fringe benefit, Transfer
- Employee Discipline
- Termination & Retirement
- Management-Employee Relation



INTRODUCTION

- The administration manual is an essential tool encompassing personnel issues including pay procedures, promotion, turnover problems, grievance handling etc.
- Admin policies and procedures protects the organization against possibility of charges of favoritism, unfair treatment in rewards, promotions, and other indicators of discontent.

3



Human resource planning

- A human resource plan shall be based up on objectives, expected volume and scope of work.
- The human resource planning shall also be in line with the financial resources of the organization.
- Recruitment, promotion, training and staff development decisions and actions shall be governed by the human resource needs of the organization.



4



Employment Involves

- Job Classifications - defining duties and responsibilities
- Job Grades - comparative assessment of work load
- Staff Classification – permanent, fixed term or temporary
- Advertising - internal or external
- Recruiting - screening, short listing and assessing (oral/written)
- Setting Standard Code of Conduct
- Induction/ orientation
- Employment of Contract Renewal

5



Setting Salary & Benefits

- Shall have a competitive to attract, retain and motivate competent staff.
- Requires regularly assessing significant change in the cost of living
- Adjustments can be based on:
 - cost of living adjustments, or
 - the results of each individual's performance evaluations.
- Fringe benefits are compensation package in addition to salary and might include leave, medical refund, retirement contribution, professional development, work space maintenance and severance payment



6



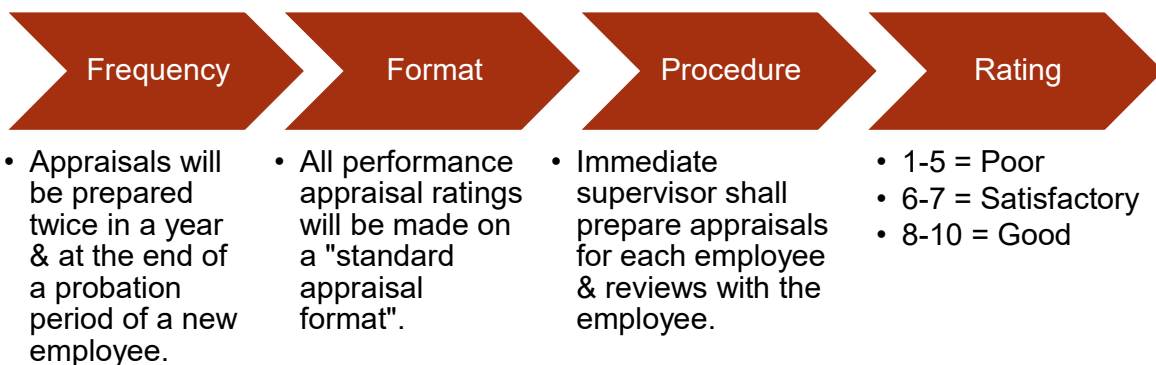
Performance Evaluation

- Evaluating employee performance is an important way to improve the effectiveness of the staff and the Institute.
- Recognizing & rewarding superior accomplishments is key to growth.
- Identifying & improving both organizational & employee poor performance is equally important.



7

ACIPH's Performance Evaluations



8

Training & Staff development

- Determine training needs based on forecast of human resource needs, periodic staff evaluation scheme, suggestions and proposals of supervisors.
- On-the-job training is also be given equal attention while designing the organization's training program.
- Each functional unit shall identify the training needs of its staff members.
- Trainings are offered as a matter of development plan, not purely as a matter of right.

9



Promotion

- Usually competitive based on qualification, performance evaluation and employees attitudinal traits.
- Salary & benefits of the new post starting from the effective date of the promotion.
- Promotion can happen when a post becomes vacant or as a result of change in structure, growth, or special needs.
- An employee under performance improvement plan and/or warnings may not be considered for promotion until they improve performance or their warning lifted.



10



Transfer

- Transfer of employees from jobs to jobs, from one unit to another with the aim of assigning them:
 - according to their relevant qualifications
 - to prepare them for higher responsibilities
 - to satisfy the human resource requirements of functional units
 - to align the employee to the organizational needs.
- Transfer can be:
 - Permanent
 - Temporary



11

Employee Discipline

- Disciplinary actions could be due to:
 - Employee misconduct
 - Excessive lateness
 - Absence from work
 - Failure to comply with organizational procedures
 - Other breaches of the employer/employee relationship
- Depending upon the circumstances, employees may be subjected to:
 - Oral warning
 - Written warning
 - Termination



12

Retirement

- Termination of employment relationship shall be implemented to keep the interest and wellbeing of both the organization and that of its employees.
- Organizations shall terminate the employment in accordance to applicable laws.
- The mandatory retirement age is 60 years. However, organizations may retain a staff member beyond the retirement age as needed.

13



Termination

- Probationary separation
- Resignation by the employee
- Completion of project work /End of contract employment
- Upon agreement of both contracting parties
- Involved in fraud related to his/her assignment
- Threatening or engaged in fighting or publicly insult
- When there is a need to lay off workers as a result of budgetary constraints or redundancy of post
- Employee absence from duty as specified in the law.
- Shows gross incompetence in execution of duties.
- When the employee is deceased.

14



Management-Employee Relation

- The organization's management & its employees shall always aim at maintaining a harmonious and smooth working relationship.
- The organization's management shall remain supportive of its employees' welfare, to the extent permitted by the organization's resources, as well as government rules & directives.
- The organization's management shall at all times would positively react to its employee's constructive suggestions and justified requests.
- Employee shall respect the organization's management policy, rules, regulations and directives.

15



Thank you

16

