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STAFF RULES AND REGULATIONS

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Introduction

The following Staff Rules and Regulations have been extracted with necessary minor alterations, from those of the staff of the Organization of African Unity as will be indicated at the appropriate Section.

As it will be noticed these rules and regulations are general in nature. When the Centre is established there will be a necessity of formulating more specific staff regulations governing each department.

SECTION 1

DUTIES, OBLIGATIONS AND PRIVILEGES OF STAFF MEMBERS

1. Members of the Secretariat, as defined in Articles 12 - 15 of the Charter, are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment they pledge themselves to discharge their functions and to regulate their conduct with the interest of the Eastern African Centre for Research on Oral Traditions and African National Languages only in view.
2. In the performance of their duties, the Executive Director and members of the Secretariat shall not seek or receive instructions from any government or from any other authority external to the EACROTANAL. They shall refrain from any action that is incompatible with the proper discharge of their duties with the EACROTANAL or which might reflect on their position as international officials responsible only to the EACROTANAL. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. Staff members shall not engage in any continuous or recurring outside occupation or employment, without prior approval of the Executive Director.
3. Staff Members are subject to the authority of the Executive Director and to assignment by him to any of the activities or offices of the EACROTANAL. The whole time of a staff member shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.
4. Official and public holidays of the host country shall be observed. The Executive Director shall publish from time to time a list of other holidays which may be observed by all or specific members of the Secretariat.
5. Members of the Centre shall not communicate to any person any information known to them by virtue of their official position which has not been made public, except in the course of their duties or by authorization of the Executive Director nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Centre.

6. No member of the Centre shall accept any honour, decoration, favour, gift or remuneration from any government or from any source external to the EACROTANAL contrary to his obligations under Articles 12 - 15 of the Charter.

7. Staff member may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

8. The immunities and privileges attached to the EACROTANAL are conferred interests of the Centre. These privileges and immunities do not imply that the staff members who enjoy them shall not perform their private obligations or fail to observe laws and police regulations. In a case where these privileges and immunities arise, the staff members shall immediately report to the Executive Director, with whom alone it rests to decide whether they shall be waived.

9. Members of the Centre shall subscribe to the following written declaration:-

"I solemnly undertake to exercise in all loyalty, direction and conscience the functions entrusted to me as an international civil servant of the Centre, to discharge these functions and regulate my conduct with the interests of the Centre in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to this Centre".

SECTION II

SALARY AND RELATED ALLOWANCES

I. The Executive Director, the Director of Finance and Administration, the Director of Technical Services, ^{and} the Director of Research and Publication are entitled to the following emoluments and allowances and, if otherwise eligible shall also receive such other additional allowances as are available to staff members generally:-

- I. The Executive Director:
 - Annual Basic Salary;
 - Furnished official residence;
 - Official car.

2. Director of Finance and Administration:
Annual Basic Salary;
Free furnished accommodation or accommodation Allowance.
3. Director of Technical Services:
Annual Basic Salary;
Free Furnished Accommodation or Accommodation Allowance.
4. Director of Research and Publication:
Annual Basic Salary;
Free Furnished Accommodation or Accommodation Allowance.

2. Salaries of Staff members shall be fixed by the Executive Director in accordance with the provisions established by the Administrative Committee - TABLE A for the Professional category and TABLE B for the General Service category.
3. Subject to satisfactory service, salary increments shall be awarded annually within the levels set forth in TABLE - A and TABLE B.
4. The Appointments Committee shall determine the salary seats to be paid to personnel specifically engaged on contract for various purposes.
5. The Appointments Committee shall set wage rates and conditions of work for non-statutory staff of the EACROTANAL on the basis of the best prevailing conditions of employment in the locality concerned.
6. The Appointments Committee shall set the conditions of compensation for overtime work to staff members serving in the General Service category who are required to work in excess of the working week established for this purpose.
7. The Executive Director may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorise on advance of salary. Salary advances shall be liquidated within a specified period determined at the time the advance is authorised, in consecutive pay

periods commencing not later than period following that in which the advance is made.

8. A staff member who has not been receiving an allowance, grant or other payment to which he is entitled shall not retrospectively receive such allowances, grant or payment unless he has made written claim within twelve months following the date on which he would have been entitled to the initial payment.

ACCOMMODATION ALLOWANCE

I. Accommodation Allowance is paid to statutory permanent staff (i.e. non locally employed) at the following rates:-

- (a) Salary Scales P4 to P6 - US \$ 360 per month;
- (b) Salary Scales P1 to P3 - US \$ 240 per month;
- (c) Salary Scales class I to class VI - US \$ 128 per month

II. Non statutory staff are not paid accommodation allowance.

DEPENDENCY ALLOWANCE

All statutory permanent staff are paid the following:

For dependent spouse, i.e. a husband or wife whose earnings are below the minimum O.A.U. Statutory salary scale, is paid US \$ 200 per annum.

Each dependent child up to a maximum of six children is paid US \$ 150 per annum.

When both husband and wife are staff members only one may claim this allowance.

The payment of Dependency Allowance shall be subject to presentation of the following:-

- (a) Copy of marriage certificate or other legal supporting document acceptable by the Organization;
- (b) Copy of birth certificate for each child;
- (c) Certificate of non-employment of spouse; and
- (d) "Life" Certificate per child.

MEDICAL EXPENSES

This is paid to all categories of staff on the basis of 80% of actual bill incurred. Receipts must be accompanied by doctor's prescription. Refunds are made in respect of a staff member and his eligible dependants only.

EDUCATION ALLOWANCE

Statutory staff are paid 75% of actual fees paid up to a maximum of US \$ 400 per child.

Non-statutory staff are paid according to Circular No.10/77 as follows:-

Education allowance shall be paid for each dependent child of an eligible local Staff Member whose duty station is outside his home country attending school up to a maximum of six children not above 18 years of age. It should be noted that a local Staff Member whose duty station is his home country is not eligible for education allowance.

The Allowance shall not however be payable in respect of:

- (a) Attendance at a free school at the duty station.
- (b) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitution for full time attendance at a school of a type not available at the duty station.
- (c) Vocational training or apprenticeship or private tuition which either does not involve full time schooling or in which the child receives payment for services rendered.
- (d) Married children.
- (e) The education allowance shall be payable to the end of the school year in which the child reaches the age of 18 years. If the child's education is interrupted for at least one year by **National Service** or by illness, the period of eligibility shall be extended by the period of interruption. If the Child is totally and permanently disabled, the requirements as to age may be waived by the Secretary-General until the child reaches 21 years of age less one day.
- (f) Claims for education allowance shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.
- (g) Education allowance shall cover only cost of attendance, board, books and stationery.
- (h) In any case where it is established that a staff member has knowingly provided false information in meeting the claim or otherwise has wrongly benefitted under the education allowance rules, such staff member will reimburse immediately the amount wrongly disbursed to him, and face appropriate disciplinary measures.
- (i) The allowance shall be paid on presentation of acceptable receipts.

SECTION III

APPOINTMENT AND PROMOTIONS

1. The Administrative Committee shall establish an Appointment and Promotions Committee under the Chairmanship of the Executive Director whose function will be to review on matters of appointments, salary increments, promotion and review of staff in the General Service and Professional categories.
2. The Administrative Committee shall appoint staff members with the agreement of the Governments of their respective countries. Upon appointment each staff member shall receive a letter of appointment signed by the Executive Director or by an official in the name of the Administrative Committee. The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employments.
3. A copy of the Staff Regulations shall be transmitted to the staff member with the letter of appointment. On accepting appointment, the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the staff Regulations. The appointment of every staff member shall take effect from the date on which he sets out to travel to assume his functions.
4. A former staff member who is re-employed shall either be given a new appointment or he may be re-installed in accordance with the following provisions. In the event of his being given a new appointment, its terms shall be fully applicable without regard to any former period of service. In the event of his being re-installed, the staff member's services shall be considered as having been continuous, and he shall return to the EACROTANAL any financial benefits he received on account of separation. The interval between separation and re-installment shall be charged to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay.
5. Staff members shall be responsible on or after appointment for supplying the Executive Director with whatever information may be required for the purpose of determining or altering their status under the staff Regulations.

All facts of arrest, fine, imprisonment for any offence other than minor traffic violation should immediately be reported to the Executive Director. A staff member may at any time be required by the Executive Director to supply information concerning facts relevant to his integrity, conduct and service as staff member.

6. i) Members of the statutory staff of the Centre shall be African recruited from Member States of the EACROTANAL.

ii) The Executive Director shall circulate to Governments of Member States lists of existing vacancies at regular intervals inviting necessary applications.

iii) In all matters of recruitment, due regard shall be paid to accepted practices of International Organizations, not more than 4 members of the statutory staff being recruited from any one member state.

iv) The selection of staff members shall be made without distinction as to sex religion.

So far as practicable, selection shall be on a competitive basis. Subject to the foregoing provisions, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the EACROTANAL.

7. The Executive Director with the approval of the Administrative Committee shall establish appropriate medical standards which staff members shall be required to meet before and after appointment from time to time.

8. The Administrative Committee shall on the advise of the Executive Director prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment by the Administrative Committee, shall normally be one year. In individual cases the Executive Director may extend the probationary period for not more than a further year. Permanent appointment may be granted to staff members who are holders of a probationary appointment and who, by their qualifications, performance

and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet high standards of efficiency, competence and integrity. Permanent appointment shall be restricted initially to a limited number of personnel who in the opinion of the Administrative Committee are required for the essential continuity of work.

9. Fixed term and project appointments, having an expiration date specified in the letter of appointment may be granted for a period of one year subject to renewal or for the duration of a specific project. Fixed term and project appointment may be granted to persons recruited for service prescribed duration, including persons temporarily seconded by national governments or institutions for service with the EACROTANAL.

SECTION IV

ANNUAL, SPECIAL AND HOME LEAVE

1. Staff members shall accrue annual leave while in full pay status at the rate of four weeks of working days a year, provided that not more than twelve weeks of such leave shall be accumulated. Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has not accrued annual leave, it shall be considered as unauthorised and pay and allowances shall cease for the period of such absence. A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 3 weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

2. Special leave, may be authorised by the Executive Director in exceptional cases. Special leave, with full or partial pay or without pay may be granted for advanced study or research in the interest of the EACROTANAL in case of extended illness, or for other compelling reasons for such period as the Executive Director may prescribe.

3. Eligible staff members shall be granted home leave once every two years. Staff members (who are serving outside their home country) shall be entitled once in every two years of qualifying service to visit their homes (country) at EACROTANAL expense. The country of home leave shall be the country of the staff member's nationality, unless in exceptional and compelling circumstances the Executive Director authorises as the home country, for the purpose of this rule, a country other than the country of nationality.

The services of an eligible member is expected by the Executive Director to continue at least one year behind the date of his return from any proposed home leave on the understanding that in the case one year beyond the second anniversary of his date of appointment and that in every other case his service is also expected to continue at least one year beyond the second anniversary of the date of departure on his previous home leave. Home leave may be taken, subject to the exigencies of service, at any time during the calendar year in which it falls due. In exceptional circumstance, a staff member may be granted advanced home leave provided that not less than eighteen months of qualifying service have elapsed since the date of return from his last home leave.

A staff member may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his family. Travel of dependents shall be in conjunction with the approval home leave of the staff member. Dependent children whose parents are staff members each of whom is entitled to home leave, may accompany either parent provided that the frequency of travel does not exceed once in every two years.

SECTION V
SPECIAL SECURITY

The Executive Director shall establish a scheme of special security for the staff, including provisions for sick leave, maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the EACROTANAL.

- i) All sick leave must be approved by or on behalf of the Executive Director.
 - ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service.
 - iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer shall be granted sick leave up to two months on full salary and two months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any three consecutive years shall not exceed eight months, four months on full salary and four months on half salary.
 - iv) A staff member who holds a permanent or regular appointment shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any three consecutive years shall not exceed twelve months, six months on full salary and six months on half salary.
 - v) Except with the approval of the Executive Director, staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner to be designated by the Executive Director, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.
2. Maternity leave:
- a) A staff member who will have served continuously for one year at the anticipated time of confinement:

- i) Shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that their confinement will probably take place within six weeks.
 - ii) Shall be excused from working during the six weeks following of confinement. In any case, the staff member will be entitled to a total of twelve week's leave.
 - iii) Shall receive maternity leave on full pay for the entire duration of her absence in accordance with the above provisions.
- b) A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a)
3. Insurance and Terminal Benefits:
- a) Insurance: The Centre shall establish a comprehensive insurance scheme for members of Secretariat whilst employed by the Centre.
 - b) Gratuity: The Centre shall pay a gratuity amounting to 25% of the basic annual salary to each staff member employed on contract or on a fixed-term basis of not less than one year, on the satisfactory completion of his service or contract.
 - c) Pension: The Centre shall create a Pension Scheme for members of the Secretariat admitted into its permanent service. Rules governing this scheme shall be submitted by the Executive Director through the Administrative Committee to the Council of Ministers for approval.

SECTION VI
TRAVEL EXPENSES

1. Before travel is undertaken, it shall be authorized in writing by the Executive Director. A staff member shall be personally responsible for ascertaining that he has the proper authorization before commencing travel.
2. Staff members travelling on authorized missions or home leave are entitled to transit allowance, i.e. to cover food and lodging, as well as for reasonable terminal expenses. The Executive Director will, from time to time, publish reasonable rates for both purposes.
3. Travel on authorized missions will be on the shortest possible and most appropriate routes. For such purposes, the Executive Director shall, from time to time, publish modes of frequently travelled routes from Headquarters to other points.

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4. In some cases where there is need to provide for excess baggage privileges, the Executive Director shall, from time to time state those specific cases. As a general rule, excess baggage privileges will be given only for the transportation of official property of the Centre.

5. The Executive Director will travel on first class accommodation. Unless the Executive Director otherwise designates in writing, all other personnel will travel by air on economy class, by sea on second-class accommodation, and on such appropriate classes in other means of travel as may be determined by the Executive Director.

6. When personnel are required to use their private motor vehicles for official duties, they will be reimbursed for pre-authorized expenses incurred on a reasonable rates to be determined by the Executive Director with the approval of the Administrative Committee.

7. All other unforeseeable and reasonable expenses incurred in connection with official duties will be reimbursed subject to presentation of satisfactory receipts and documentary evidence.

8. Upon the death of a staff member or of his recognized dependent the EACROTANAL shall pay the expenses of transporting the body from the official duty station to his home country provided this is requested.

9. Subject to the above provisions, the EACROTANAL shall pay travel expenses of a staff member and his eligible dependents from his home country to and from service provided that his appointment was for a period of one year or longer, or he had completed not less than one year of continuous service.

10. A staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependents. The Executive Director, however authorize such payment if he is satisfied there are compelling reasons, for so doing. Entitlement to return travel expenses shall cease if travel has not commenced within three months after the date of separation. In the case of staff member with a fixed-term appointment of less than a year the EACROTANAL shall pay the travel expenses of the staff member only and upon the completion of the project or mission specified in the letter of appointment.

Staff Council: The Executive Director shall establish a Staff Council for the purpose of ensuring continuous contact and harmony between the Executive Director on the one hand, and staff members on the other, and between staff member. The Staff Council shall be entrusted to advise the Executive Director on the administration of the Staff Rules and Regulations and to make proposals to the Executive Director for improvements in the situation of staff members both as regards their conditions of work and their general welfare. The Executive Director shall publish rules governing the membership and function of the Staff Council.

SECTION VIII

1. Gender of Terms: In these rules references to staff members in the masculine gender shall apply also to women, unless clearly inappropriate from the context.
2. Exception of Staff Rules: The Executive Director shall publish such additional administrative instructions as he deems useful and necessary so long as these instructions are consistent with the Staff Regulations and other decisions of the Council of Ministers and the Administrative Council.
3. Disciplinary measures: The Executive Director may impose disciplinary measures on staff members, if in his opinion, such action would be in the interest of the Centre. Disciplinary measures shall consist of warning, written to censure, suspension without pay, demotion or dismissal for violation of the Staff Rules and Regulations, misconduct, lack of integrity or competence.
4. Separation from Service:
 - a) Staff members may resign from the Centre upon giving the Executive Director three month's written notice of resignation by staff member having permanent appointments and thirty days' written notice of resignation by those having fixed term or probationary appointments. The Executive Director may, however, accept resignations on shorter notice.

If, upon resignation a staff member has accrued an annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave up to a maximum of two months.
 - b) The Executive Director may terminate the appointment of a staff member giving his reasons therefore and three months written notice of such termination of staff members having permanent appointments and thirty days' written notice of termination of staff members with fixed term or probationary appointments. In lieu of these notice periods the Executive Director may authorize compensation calculated on the basis of the salary which the staff member would have received had the date of termination been at the end of the notice period. If upon termination a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave, up to a maximum of two months.
5. Financial Responsibility: Any Staff member may be required to reimburse the EACROTANAL either partially or in full for any financial loss suffered by the Centre as a result of his negligence or of his having violated any regulation, rule or administrative instruction.

6. Staff Member's Beneficiaries: At the time of appointment each staff member shall nominate a beneficiary in writing in a form prescribed by the Executive Director in the event of the death of a staff member, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries.

7. Proprietary Rights: All rights, including title copy-right and patent rights, in any work performed by a staff member as part of his official duties, shall be vested in the EACROTANAL.

8. Definition of Dependency: The following definition shall govern the payment of dependency allowance:

- a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed an amount established by the Executive Director for this purpose. This amount shall normally be the approximate equivalent of the lowest entry level of the EACROTANAL salary scale. The amount established by the Executive Director shall be published to the staff by the Administrative instruction or other appropriate means.
- b) A "child" shall be the unmarried child of a staff member, or any other child depending wholly on the staff member for his livelihood, under the age of 18 years, and not covered by dependency allowance of his father mother or guardian. If the child is totally and permanently disabled, the requirements as to age shall be waived.

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 ORDER I AND II
 CATEGORIES I AND II

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STAFF CATEGORIES
Junior II Administrative and Clerical Staff
Junior I Administrative and Clerical Staff
Senior II Administrative and Clerical Staff
Senior I Administrative and Clerical Staff
Principal Senior Administrative and Clerical Staff
Principal Administrative and Clerical Staff

	X	IX	VIII	VII	VI	V
Junior II	8,420	9,200	8,250	8,700	8,420	8,200
Junior I	11,340	11,080	10,850	10,250	10,300	10,040
Senior II	13,230	13,240	12,800	12,680	12,400	12,120
Senior I	16,100	15,100	12,400	12,100	14,800	14,200
Principal Senior	18,880	18,260	18,240	14,250	14,600	14,280
Principal Administrative	20,110	19,180	19,420	19,120	18,230	18,460
Principal Clerical	22,100	21,220	21,400	21,020	20,100	20,320