



KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

HUMAN RESOURCE PROCEDURE MANUAL

KNP/PM/HR/ 02

VERSION:C

REVISION: 1

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>



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RECORDS OF CHANGE

NO.	DETAILS OF CHANGE	DATE
1.		
1.		
2.		
3.		
4.		
5.		
6.		
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11.		
12.		

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CIRCULATION

NAME	COPY NO.
Principal	1.
Deputy principal administration	2.
Deputy Principal Academics	3.
Registrar	4.
Quality assurance	5.
Dean of students	6.
Management representative	7.
HOD Agriculture	8.
HOD Building and civil engineering	9.
HOD Business	10.
HOD Electrical /electronic	11.
HOD Hospitality Management	12.
HOD IT	13.
HOD Liberal studies	14.
HOD Maths and Applied sciences	15.
HOD Mechanical Engineering	16.
Examinations Officer	17.
Finance Officer	18.
Procurement Officer	19.
HOD Guidance and Counselling	20.
HOD Library	21.
Industrial Liaison Officer	22.
PC Coordinator	23.
Sports Officer	24.
External Auditor	25.
Human Resource	26.

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PROCEDURE NUMBER 1: RECRUITMENT AND INDUCTION

1.0 GENERAL

1.0 PURPOSE

The purpose of this procedure is to ensure efficient, effective and fair way of selecting, recruiting and inducting of KNP staff as per the HR policy.

1.1 SCOPE

This procedure shall cover all recruitment and induction at KNP

1.2 TERMS DEFINITION

- a) GC – Governing Council
- b) HOD-Head of Department
- c) HOS – Head of Section
- d) CDTVET - County Director TVET
- e) Reg admin-Registrar Administration
- f) HRO -Human resource officer
- g) HRAC-human resource advisory committee
- h) DC – Disciplinary Committee

1.3 REFERENCES


- a) Current T.S.C code of ethics
- b) TSC rules and regulations
- c) WIBA - The Work Injury Benefits Act, 2007
- d) OHS – Occupational Safety and Health Act, 2007 (Act No. 15 of 2007) (Cap. 514).
- e) Government circulars on labour
- f) Terms of service for staff
- g) Employment acts
- h) Service charter
- i) Human resource policy manual

1.4 PRINCIPAL RESPONSIBILITY

The HRO shall ensure that this procedure is strictly adhered to and maintained.

1.5 INTERFACES/INTERACTIONS

- a) All departments for submission of department staffing requirements
- b) Principal for approval/ advice/consultation

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1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

1.7.1 FOR RECRUITMENT

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness and transparency in recruitment	Review advertisement, list of applicants, and their qualification against the list of selected candidates their interviews scorecards and the minimum requirements for the job
Effective recruitment	Compare needs assessment report with the approved staff establishment and the list of recruited staff.
Fairness in the placement of staff	Review the appointment letter against staff job description and place areas

1.7.2 FOR INDUCTION

Effective process	Evaluation of induction reports against induction programme. Observe the time taken for the staff to settle down. review feedback from department
Timely induction	Review the date of induction as per the induction report against the date when the staff reported

1.8 RESOURCES


The resources to be used in the process are listed below:-

- a) Tools equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

1.9 INPUTS AND OUTPUTS

1.9.1 FOR RECRUITMENT

INPUTS	OUTPUTS
Staff establishment	Advert for vacant positions Applications Shortlisted candidates Interview report
Man power requisition forms	
Shortlisting tool	
Interview score sheets	

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Personnel	Name of successful candidates
Funds	Communications
HR policy	Letter of appointment to the successful candidates


1.9.2 FOR INDUCTION

INPUTS	OUTPUTS
New staff	Induction report
Induction programme,	
Personnel	

2.0 METHOD

2.0 Recruitment of GC Staff

- 2.1.1 This procedure shall start with the HRO requesting the HOD to submit their staffing requirements
- 2.1.2 The HRO shall summarize the staff needs guided by the HR Policy and report, with the recommendation, to the HRAC.
- 2.1.3 The Principal shall confirm the vacant position(s) and report to the GC
- 2.1.4 Upon approval by the Polytechnic Council the Principal shall authorise the HRO to advertise the vacant position(s) where necessary.
- 2.1.5 Upon receipt of applications the HRO shall make a summarised list of all applicants and short list the applicants as per the advert and present the lists to the Principal for approval
- 2.1.6 Upon approval the Principal shall in consultation with the chairman of the Polytechnic Council set a date for the interview.
- 2.1.7 The HRO shall invite the candidates for interviews as per the agreed dates.
- 2.1.8 Upon successful interview the candidates shall be informed about the outcome of the interview in writing.
- 2.1.9 The successful candidate shall be expected to report within 21 days from the day of dispatch of letter of offer of employment.
- 2.1.10 The prospective employee shall first report to the Principal who will then refer him /her to the HRO.

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2.1.11 If the successful candidate declines or fails to report within the stipulated time the vacancy shall be filled guided by the HR policy.

2.1.12 this procedure shall be deemed complete when the successful candidate reports to the Principal.

2.2 INDUCTION

2.2.1 At least 7 days to the date of reporting of new staff, HRO shall prepare an induction programme and circulate to all Heads of Departments


2.2.2 Upon reporting, the prospective employee shall hand over the letter of offer of Employment to the HRO.

2.2.2 Upon receiving the letter of offer of employment, the HRO shall induct the employee on general issues as per the HR policy and refer the new employee to the respective department for further induction on departmental/technical issues.

2.2.3 The procedure shall be deemed complete upon HRO receiving the induction report and handing over the new employee to the relevant HOD/HOS for duty allocation.

3.0 LIST OF APPLICABLE RECORDS/REPORTS.

- a) Memo
- b) Minutes.
- c) Application letters.
- d) A list of shortlisted personnel.
- e) Letter of offer.
- f) Induction programme
- g) Induction report.

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PROCEDURE NUMBER 2: TRAINING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficient, effective training and through appraisal and TNA of KNP staff as per the HR policy.

1.2 SCOPE

This procedure shall cover all training at KNP

1.3 TERMS DEFINITION

- a) GC – Governing Council
- b) HOD-Head Of Department
- c) HOS – Head Of Section
- d) Reg admin -REGISTRAR ADMINISTRAR
- e) HRO -Human resource officer
- f) HRAC-human resource advisory committee
- g) TNA- Training Needs Assessment

1.4 REFERENCES


- a) WIBA - The Work Injury Benefits Act, 2007
- b) OHS – Occupational Safety and Health Act, 2007 (Act No. 15 of 2007) (Cap. 514).
- c) Government circulars on labour
- d) Terms of service for staff
- e) Human resource policy manual

1.5 PRINCIPAL RESPONSIBILITY

The HRO shall ensure that this procedure is strictly adhered to and maintained.

1.6 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

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PERFORMANCE TARGET	MONITORING AND MEASUREMENT
1. Effective training:	Evaluation achievement of training objectives by reviewing the training report against the TNA and staff performance
2. Total adherence to the training programme and TNA	Review training reports against the training programme and TNA reports

1.8 RESOURCES

The resources to be used in the process are listed below:-

- e) Personnel
- f) Funds
- g) Facilities

1.9 INPUTS AND OUTPUTS


INPUTS	OUTPUTS
Training materials, trainees, trainers, training venue, attendance sheet, training schedule, training needs assessment report	Filled attendance sheet, training equipped with knowledge and skills, training reports/certificates

2.0 METHOD

- 2.1 This procedure shall start by the HRO carrying out a Training Need Assessment guided by the HR Policy.
- 2.2 The HRO shall convene a meeting with the HRAC to evaluate the TNA
- 2.3 Upon approval, the Principal shall then forward the recommendations to the GC where necessary.
- 2.4 Upon approval the HRO shall prepare a training projection plan.
- 2.5 The process shall be deemed complete when staff are trained in the approved area

3.0 LIST OF APPLICABLE RECORDS/REPORTS

- a) TNA report
- b) Training memo.
- c) Attendance list.
- d) Training Report.

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PROCEDURE NUMBER 3: STAFF APPRAISAL

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure that the staff are effectively appraised and Motivated and enable a higher level of staff participation.

1.2 SCOPE

This procedure shall cover non-teaching staff.

1.3 TERMS DEFINITION

- a) HR – Human Resource
- b) GC - Governing Council.
- c) Reg admin - Registrar Administration
- d) HOD - Head Of Department
- e) HOS - Head Of Section
- f) HRO - human resource officer
- g) HRAC - Human resource advisory committee

1.4 REFERENCE

- a) Current Kitale National Polytechnic terms and conditions of service.
- b) Public Service Code of Ethics and Conducts (2003)
- c) Employment Act.
- d) Common Bargain Agreement.

1.5 PRINCIPAL RESPONSIBILITY

HR shall ensure that this procedure is strictly adhered.


1.6 INTERFACES/INTERACTIONS

- a) HODs/HOSs to facilitate appraisal of staff in their department /section
- b) Finance Officer, to budget for the outcome of the performance appraisals
- c) The Principal for approval of the appraisal reports and for information in regards to its implementation
- d) Communication of procedures for guidance and regards to communication

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
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Timely appraisal	Review appraisal report against the timeliness in the HR Policy
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1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools, equipment and machines
- b) Personnel
- c) Funds/resources
- d) Facilities


1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Appraisal forms	Recommendations made
Employee job descriptions	Appraisal reports
Set targets	Action taken
Staff to be appraised	Communication

2.0 METHOD

2.1. Appraisal of KNP COUNCIL staff.

- 2.1.1 The procedure shall start with the HRO issuing the appraisal forms to HOD/HOS.
- 2.1.2 The HOD/HOS shall issue the forms to the KNP COUNCIL staff in their respective sections to fill in at the beginning of the month of June of every Financial Year.
- 2.1.3 All employees' shall be expected to fill the forms within seven (7) working days and return them to the HOD who will in turn forward them to HRO.
- 2.1.4 The appraisal committee comprised of HRO, registrar admin, and the Finance Officer shall be convened within seven (7) working days by the HRO.
- 2.1.5 During appraisal, the committee shall address the following:
 - a) Previous recommendation.
 - b) Action taken
 - c) Current duties and responsibilities
 - d) Performance target fully met, partially met and not met.
 - e) Report by respective superior and the appraiser.
- 2.1.6 The committee shall make a summarized report with recommendations in all areas by

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10th of July every year and forward it to the Principal for approval.

2.1.7 Upon approval, the Principal in consultation with the KNP COUNCIL shall decide on the implementation of report.


2.1.8 The Principal shall inform the HRO of the decision and recommendations of the Polytechnic Council.

2.1.9 The procedure shall be deemed completed when action has been taken as per the recommendations of the Polytechnic Council.

2.2 The awards procedure shall start from here as per the awards policy

3.0 LIST OF APPLICABLE RECORDS/REPORTS.

- a) Memo
- b) Appraisal form.
- c) Report.
- d) Awards policy

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PROCEDURE NUMBER 4: STAFF DISCIPLINE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure fair efficient, effective staff discipline.

1.2 SCOPE

This procedure shall cover teaching and non-teaching staff discipline.

1.3 DEFINITION OF TERMS

- a) **COR** – Code of regulations for teachers
- b) **CG** – Governing Council
- c) **Reg admin** – Registrar Administration
- d) **HOD** – Head of department
- e) **HOS** – Head of section
- f) **TSC** – Teachers service commission

1.4 REFERENCES


- a) Current T.S.C code of ethics
- b) Current KNP terms and conditions of service
- c) Teachers service commission act cap 212
- d) Current TSC code of regulations
- e) Public service code of ethics and conduct (2003)
- f) Employment act cap 226
- g) Current KNP academic policy

1.5 PRINCIPAL RESPONSIBILITY

The HR shall ensure that this procedure is strictly adhered to and maintained.

1.6 INTERFACES/INTERACTIONS

- a) Principal for action on disciplinary cases forwarded to the principal's office
- b) All departments for receipts and handling of disciplinary cases within their departments
- c) Registrar Administration for handling of disciplinary cases that involve non-teaching staff

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1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Fairness	Review the reported case and the investigation reported against the staff code of conduct and the action taken
Timely reporting, handling and resolution disciplinary cases	Review the dates the case reported (occurrence book) and the time action is taken/ resolved against the stipulated timelines in their applicable disciplinary guidelines
Disciplined staff	Compare the number of disciplinary cases reported on a termly basis


1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools, equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Reported case	Evidence of investigation
Employee past disciplinary records	Action taken
Disciplinary committee	Recommendation of the disciplinary committee
Legal provisions	Communication
Daily occurrence book	Filled occurrence book

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2.1 METHOD


- 2.1.1 This procedure shall begin with the HOD receiving allegation, as per internal communication procedure in the operations procedure manual from either student, teaching or non – teaching staff
- 2.1.2 Upon receipt of the complaint, the HOD shall record details of the allegation in a daily occurrence book and deliberate the matter with the involved persons immediately with the objective of solving it.
- 2.3 If the HOD is in a position to solve the allegation, he/she shall solve it within the same day and record it in the daily occurrence book.
- 2.4 In the event the HOD is unable to solve the allegation, he/she shall forward it to the Registrar Administration in case it involves a member of the teaching staff or to the HRO if it involves a member of the non-teaching staff with recommendations for further deliberation.

2.5 Cases concerning non-teaching staff

- 2.5.1 For cases concerning non-teaching staff, the HRO shall conduct investigations to confirm the allegations within 14 days and forward the findings to the Deputy Principal (Admin) for action where necessary.

2.6 Cases concerning teaching staff

- 2.6.2 Upon receipt, the Registrar (admin) shall record the details of allegation and the recommendations from the HOD in his/her daily occurrence book.
- 2.6.3 The Registrar administration shall carry out detailed investigation within 14 days on the issue, and take appropriate action on the accused as per Teachers service commission act cap 212 and TSC COR 2005 (Chapter X; Discipline), and KNP terms and conditions of service.
- 2.7 In the event, the registrar admin or HRO are unable to resolve the disciplinary issues; they shall refer the cases to the Principal within 2 days with recommendations.
- 2.8 Upon receipt of the recommendations, the Principal shall act on them as applicable guided by the following: -
- a) Current KNP terms and conditions of service
 - b) Teachers service commission act cap 212
 - c) Current TSC code of regulations

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d) Public service code of ethics and conduct (2003)

e) Employment act cap 226.

2.9 The Procedure shall be deemed complete upon the accused being appropriately disciplined.

3.0 **LIST OF APPLICABLE RECORDS/REPORTS.**

a) Letters of complaints.

b) Previous written warnings.

c) Final decisions arrived at.