

GHANA ATOMIC ENERGY COMMISSION



CONDITIONS OF SERVICE FOR SENIOR MEMBERS

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TABLE OF CONTENTS

CHAPTER 1

GENERAL	Page
Section	
1. Title	1
2. Definitions	1
3. Duties	2
4. Hours of Work	2
5. Postings	3

CHAPTER II APPOINTMENTS

4

Section	
6. Eligibility for Appointment	4
7. Tenure of Office	4
8. Appointment Procedure	4
9. Minimum Entry Qualification	5
10. Full time Appointment	5
11. Temporary Appointment	6
12. Contract Appointment of Retired Persons	6
13. Terms of Employment	6
14. Declaration of Age	6
15. Medical Examination	7
16. Probation and Confirmation	7
17. Annual Appraisal Report	7

CHAPTER III APPOINTMENTS AND PROMOTIONS

8

Section	
18. Appointments and Promotions Regulations	8
19. Upgrading from Assistant Research Scientist to Research Scientist or Equivalent Grade	8

20.	Promotion from Research Scientist to Senior Research Scientist or Equivalent Grade	8
21.	Promotion from Senior Research Scientist to Principal Research Scientist or Equivalent Grade	9
22.	Promotion from Principal Research Scientist to Chief Research Scientist or Equivalent Grade	9
23.	Promotion for Service Oriented Scientists and Non Scientists	10
24.	Promotion and Study Leave	10
25.	Promotion Procedure	10
26.	Criteria for Promotion	11
27.	External Assessors	11
28.	Promotion Authority	11
29.	Appointment of Director-General/Deputy Director-General, Directors/Deputy Directors/Managers	12
30.	Criteria for determining Seniority	13

CHAPTER IV

SALARIES

14

Section

31.	Salaries and Points of Entry	14
32.	Wrongful placement on Scale or Grade	14
33.	Annual Increments	14
34.	Incremental Date	14
35.	Temporary Officers	14

CHAPTER V

LEAVE

15

Section

36.	Annual Leave	15
37.	General Rules Governing Leave	15
38.	Casual Leave	16
39.	Examination Leave	16
40.	Maternity Leave	16
41.	Leave Without Pay (Leave of Absence)	17
42.	Study Leave	19
43.	Sabbatical Leave	19

44.	Resettlement Leave	19
45.	Secondment	20

CHAPTER VI HEALTH 21

Section

46.	Medical Attention	21
47.	Ill-Health Procedure	21
48.	Insurance	22

CHAPTER VII HOUSING 23

49.	Housing	23
-----	---------	----

CHAPTER VIII ADVANCES, LOANS AND ALLOWANCES 25

Section

50.	General	25
51.	Loan for Purchase of Means of Transport	25
52.	Car Rehabilitation Loan	25
53.	Limitations of Advances and Loans	25
54.	Vehicle Maintenance Allowance	25
55.	Commuted/Project Fuel Allowance	25
56.	Book Allowance	26
57.	Responsibility Allowance	26
58.	Acting Allowance	26
59.	Entertainment Allowance	26
60.	Travelling and Luggage Allowance	26
61.	Nuclear Exposure Allowance	27

CHAPTER IX
DISCIPLINE **28**

Section

62.	Disciplinary Action	28
63.	Disciplinary Procedure	28
64.	Penalties	29

CHAPTER X
GRIEVANCE **30**

Section

65.	Procedure for Grievance	30
-----	-------------------------	----

CHAPTER XI
LEAVING THE SERVICE OF THE COMMISSION **31**

Section

66.	Modes of Leaving the Service of the Commission	31
67.	Resignation	31
68.	Retirement	32
69.	Termination	32
70.	Vacation of Post	32
71.	Superannuation Scheme and Social Security Scheme	32
72.	Pension Scheme	33
73.	Certificate of Service	33
74.	Death of a Serving Officer, His Spouse, Child or Parent(s)	33

CHAPTER XII
INTERPRETATION, REVIEW AND EFFECTIVE DATE

75.	Interpretation	34
76.	Review of Document	34
77.	Effective Date	34
78.	Signatory Clause	34

APPENDIX 1

Categories of Senior Members

35

APPENDIX 2

Ghana Atomic Energy Commission's Regulations Governing the Award of Study Leave

Clause

1.	Objective	37
2.	General Principles	37
3.	Eligibility	37
4.	Conditions	37
5.	Tenure	38
6.	Breach	38
7.	Study Leave Tenable in Ghana	38
8.	Study Leave Tenable Outside Ghana	39
9.	Administration of Study Leave Scheme	40

APPENDIX 3

Sabbatical Leave

1.	Introduction	41
2.	Definition	41
3.	Authority	41
4.	Guidelines for Sabbatical leave	41
5.	Conditions Attached to Sabbatical Leave	43

APPENDIX 4

Scheme of Assessment and Criteria for Promotion of Research-Oriented Scientists

Guidelines and Procedures for Promotion	44
Criteria for Promotion to Higher Ranks	45

APPENDIX 5

Scheme of Assessment and Criteria for Promotion of Service-Oriented Research Scientists

Guidelines and Procedures for Promotion	51
Criteria for Promotion	53

APPENDIX 6

Scheme Of Assessment and Criteria for Promotion of Non Research Senior Members

Guidelines and Procedures for Promotion	58
Criteria for Promotion to Higher Ranks	59

APPENDIX 7

Reward/Award Policy

Preamble	64
Aims/Objectives	64
Criteria/Eligibility	64
Types of Rewards	65
Types of Awards	65
Procedure for Rewarding Staff	65
Team Award	66
(Best Centre/Department/Section/Unit/Laboratory/Committee/Group)	

APPENDIX 8

Categories 2 and 3 Allowances	67
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CHAPTER I

GENERAL

Section 1 TITLE

These regulations shall be cited as the “Ghana Atomic Energy Commission Conditions of Service for Senior Members”.

Section 2 DEFINITIONS

In these Regulations unless the context otherwise requires,

- (1) *Commission* means the Governing Body for the Ghana Atomic Energy Commission (GAEC) hereinafter referred to as “the Commission”
- (2) *Board* means a committee established by the Commission for the management of an Institute.
- (3) *Institute* means an establishment under the Commission set out to undertake specified functions.
- (4) *Director-General* means the Chief Executive Officer of the Ghana Atomic Energy Commission.
- (5) *Deputy Director-General* means the officer appointed by to assist the Director-General to co-ordinate Research and Development activities of the Commission and undertake such other functions as may be assigned to him by the Director General.
- (6) *Director* means an officer appointed by the Commission and charged with the responsibility for directing the administrative, scientific, technical and commercial functions of an Institute/school.
- (7) *Deputy Director* means an officer appointed by the Commission to assist the Director in directing the administrative, scientific, technical and commercial functions of an Institute.
- (8) *Manager* means an officer appointed by the Commission and charged with the responsibility for directing the administrative, scientific, technical and commercial function of a Centre.
- (9) *Senior Member of Staff* means an officer appointed by the Commission to a post in the research or equivalent grade.
- (10) *Officer* means a Senior Member.
- (11) *Research Scientist* means a Senior Member appointed by the Commission to a post in the scientific grade and engaged in research and/or the provision of scientific, technical and commercial services.
- (12) *Established Officer* means an officer employed on a permanent or contract basis for a duty period of not less than twelve (12) months or under special contract terms.

- (13) *Temporary Officer* means an officer employed on month-to-month basis, or for a duty period of less than six (6) months or under special contract terms.
- (14) *Spouse* means an officer's wife or husband whose name appears on official records as having been married to him or her.
- (15) *Child* means an officer's own issue or stepchild or legally adopted child provided that such child is not above eighteen (18) years and for those in school not above twenty one (21) years.
All children should be registered with the Commission. The Commission will extend benefits to a maximum of five (5) children/wards.
- (16) *Medical Officer* means a Registered Medical Practitioner employed by Commission.
- (17) *Misconduct* means any act of willful commission or omission or negligence on the part of an officer which amounts to a failure to perform in a proper manner any duty imposed upon him as such or which contravenes any statute or any bye-law or regulation of the Commission or an officer's behavior or action which is prejudicial to the efficient conduct of the business of the Commission or an Institute or which tends to bring the Commission or an Institute into disrepute.
- (18) *Consultancy means* any approved professional work undertaken by an Institute or an officer, which involves the use of Commission's time and/or resources for a consideration: monetary or in kind.
- (19) *Gender*: Reference in these regulations to the Masculine Gender shall include the Feminine Gender.

Section 3 DUTIES

The duty of every officer shall be as described in the Scheme of Service, letter of appointment and as determined by the Director-General through the Director of an Institute/Directorate. Every worker shall also be guided by the provisions of the Labour Act, 2003, Act 651, Section 11.

Section 4 HOURS OF WORK

- (1) An officer will normally be required to attend work for not less than the minimum number of hours a week as shall be determined by the Commission or the Government from time to time.
- (2) Notwithstanding Section 4(1) above, Senior Members may be required to work for reasonable period outside the normal working hours for which no remuneration will be paid.

- (3) Notwithstanding section 4 (1 and 2) above a Senior Member can be called by Management to do a specific job for the Commission for which he shall be entitled to call-in allowance.
- (4) A nursing mother who has enjoyed her confinement will be allowed four (4) hours off each day for six (6) months. Any extension beyond four hours will be at the discretion of her Director.

Section 5 POSTINGS

An officer may be stationed or either transferred from the Secretariat or an Institute in consultation with his Director to any other Institute or wherever his services are considered, in the opinion of the Director-General to be most useful in the interest of the Commission.

CHAPTER II

APPOINTMENTS

Section 6 ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment, a candidate must have the requisite qualifications and experience as may be laid down from time to time by the Commission in the Scheme of Service.

Section 7 TENURE OF OFFICE

- (1) All appointments to the Senior Member position **below the grade of Principal Research Scientist or its equivalent** shall be five (5) year contract, which are renewable subject to satisfactory performance.
- (2) Appointment to the grade of Principal Research Scientist/Associate Professor and above shall be on tenure.
- (3) The tenure office of Director-General of the Commission shall be for an initial period of five (5) years and may be renewed for another term of five (5) years only subject to satisfactory performance.
- (4) For the position of Deputy Director-General, appointment shall be for an initial period of three (3) years and may be renewed for another term of three (3) years only subject to satisfactory performance.
- (5) The tenure of office of Directors shall be five (5) years and may be renewed for another term of five (5) years only subject to satisfactory performance.
- (6) Deputy Directors of Institutes will serve for a period of three (3) years; that may be renewed for another term of three (3) years only subject to satisfactory performance.
- (7) The tenure of office of Managers of Centres/Heads of Departments shall be three (3) years and may be renewed subject to satisfactory performance for another term of three (3) years only.

Section 8 APPOINTMENT PROCEDURE

- (1) Candidates shall normally apply in response to an advertisement.

- (2) Candidates shall complete approved application forms. They shall name three referees at least one of whom shall be from an institution where the candidates concerned pursued their post-graduate studies or acquired their relevant professional or industrial experience.
- (3) Candidates shall be interviewed by a competent Appointment and Promotions Committee constituted in accordance with Commission regulations within ninety (90) days of the closing date of the advertisement. The Committee should include at least two persons who have expert knowledge in the candidate's field of specialization.
- (4) Appointment of all Senior Members including Directors and other staff shall be made in writing by the Director General. The letter of appointment shall set out the conditions of employment and shall not be valid until it has been accepted in writing.
- (5) The effective date of appointment shall be the date of assumption of duty.
- (6) Up-grading of a serving officer shall be based on availability of vacancy. This does not however apply to the Assistant Research Scientists.
- (7) All other upgrading will be treated as promotion. This will only take place when the candidate with the requisite qualification has satisfied the minimum number of years required to serve on the current grade.

The authenticity of the new qualification shall be verified.

Section 9 MINIMUM ENTRY QUALIFICATIONS

(a) Scientist

The minimum entry qualification for an Assistant Research Scientist grade shall be the Master's degree by research. In the case of Research Scientist grade, the minimum entry qualification shall be Doctor of Philosophy (PhD) in the relevant field.

(b) Non Scientist

The minimum entry qualification for Non Scientist is the Master's Degree or its equivalent in the relevant field.

Section 10 FULL-TIME APPOINTMENT

Except where otherwise specifically stated, all appointments in the Commission shall be full-time. Any activity outside the scope of the appointment, carrying additional remuneration such as consultancies or part-time teaching may only be accepted or undertaken with the permission of the Director-General acting on behalf of the Commission.

Section 11 TEMPORARY APPOINTMENT

- (1) A temporary appointment shall be on month-to-month basis and shall not exceed six (6) calendar months within which period the appointment must be regularized in accordance with section 10 above or automatically terminated.
- (2) The effective date of regularizing temporary appointment to full-time appointment shall be the date of interview for appointment.

Section 12 CONTRACT APPOINTMENT OF RETIRED PERSONS

- (1) The regulations relating to full-time appointments shall apply to all contract appointments and the terms of contract shall be embodied in the letter of appointment.
- (2) The offer of contract appointment will be determined primarily by the needs of the Institute, as determined by the Director.
- (3) Contract appointment is not automatic. It is subject to vacancy and availability of funds. With regard to post retirement contract appointments the following would apply:
 - (a) Applicants between the ages of sixty and sixty five (60-65) will be given an initial two (2) years contract subject to renewal.
 - (b) Applicants whose ages exceed sixty five (65) years will be given one (1) year contract subject to renewal up to seventy (70) years.Renewal should be subject to satisfactory work output and good health of the officer.
- (4) Contract appointment for officers below the grade of Principal Research Scientist/Associate Professor shall not be made unless approved as a Special case by the Commission.
- (5) When contracted, Officers below the grade of Principal Research Scientist/Associate Professor have to seek the Commission's approval should extension be required beyond the two years (2) initial period.

Section 13 TERMS OF EMPLOYMENT

Staff Appointment

Appointment of staff shall be made in accordance with the provision under Section 7 of the Conditions of Service.

Section 14 DECLARATION OF AGE

Every officer on first appointment is obliged to disclose his true age with birth certificates and/or other supporting documents which cannot later be altered through an affidavit or any means.

Section 15 MEDICAL EXAMINATION

- (1) Appointment to an established post is subject to evidence of satisfactory health on a medical certificate issued by any of the Commission's Medical Officers.
- (2) Submission of the medical certificate to the Commission should be routed through the Medical Superintendent.
- (3) In spite of his apparently satisfactory medical certificate, if within an officer's probationary period, it is established that he suffers from a major disease, which is likely to seriously interfere with his work, his appointment shall be terminated.

Section 16 PROBATION AND CONFIRMATION

- (1) An officer appointed to an established post shall be on probation for one year after which he will become eligible for confirmation in accordance with the terms and conditions specified in the letter of appointment. The confirmation shall be made subject to satisfactory report on his work and conduct by his Director.
- (2) The Commission may at any time terminate the appointment of an officer who is on probation where in its opinion, it is in the interest of the Commission to do so. If the termination is not due to an officer's misconduct, he shall receive one calendar month's notice or one month's salary in lieu of notice. An officer on probation may give one month notice to resign his/her appointment with the Commission.
- (3) The Director-General, on the recommendation of the Director of an Institute, may extend the probationary period of an officer for another twelve (12) months or if he considers it necessary reduce the period.

Section 17 ANNUAL APPRAISAL REPORT

- (i) A Senior Member shall be appraised by his immediate Superior Officer at least once a year in line with the appraisal system.
- (ii) The Director General shall communicate to the Senior Member through his Director, issues including administrative decisions on the appraisal exercise.

CHAPTER III

APPOINTMENTS AND PROMOTIONS

Section 18 APPOINTMENTS AND PROMOTIONS REGULATIONS

- (1) Promotion of Officers shall be in accordance with promotion procedures specified in the **Scheme of Service** and also any other procedures as approved by the Commission from time to time.
- (2) The effective date for the salary attached to the promotion shall coincide with the commencement of government financial year and policy as at the time.

Section 19 UPGRADING FROM ASSISTANT RESEARCH SCIENTIST TO RESEARCH SCIENTIST OR EQUIVALENT GRADE

- (1) The minimum entry qualification for Assistant Research Scientist shall be Masters of Philosophy (MPhil). A candidate for upgrading to the Research Scientist should have a PhD.
- (2) An Assistant Research Scientist or equivalent grade who at the end of 10 years (i.e. on the expiry date of his second contract appointment) fails to satisfy the Appointment and Promotions Board regarding his suitability for upgrade to the Research Scientist or equivalent grade shall not have his contract renewed.

Section 20 PROMOTION FROM RESEARCH SCIENTIST TO SENIOR RESEARCH SCIENTIST OR EQUIVALENT GRADE

- (1) A candidate for promotion to the Senior Research Scientist or equivalent grade will be expected to have served a minimum period of five years on the Research Scientist or equivalent grade in the Commission. In cases of exceptional merit shown by distinguished research work and/or distinguished scientific contribution to an Institute's work, promotion may be made earlier.
- (2) Promotion to the Senior Research Scientist or equivalent grade shall be based on significant research/scientific output, publications and the officer's general performance and contribution to the work of an Institute of the Commission.
- (3) A Research Scientist or equivalent who at the end of ten (10) years (i.e. on the expiry date of his second contract appointment) fails to satisfy the appointment and Promotions Board regarding his suitability for promotion to the Senior Research Scientist or equivalent grade shall not have his contract renewed.

- (4) A Research Scientist or equivalent not engaged in research shall be required to produce yearly reports in which would be presented work accomplished during the year, any special problems encountered and how they were solved (where appropriate such work may be issued as separate monographs), design of special equipment, attendance at special training courses, training of subordinate staff, assistance to industry etc. The report may also include a summary of feedback from institutions and user agencies to which officers rendered services.

In this connection, a simple standard questionnaire may be prepared, where appropriate, for completion by clients after a particular service has been rendered. The yearly reports together with a summary of the various activities undertaken under appropriate headings shall be submitted for purposes of assessment at the time of application for promotion.

Section 21 PROMOTION FROM SENIOR RESEARCH SCIENTIST TO PRINCIPAL RESEARCH SCIENTIST OR EQUIVALENT GRADE

- (1) For promotion from the grade of Senior Research Scientist or equivalent to that of Principal Research Scientist or equivalent, a candidate shall normally have served a minimum period of four years in the Senior Research Scientist or equivalent grade in an Institute of the Commission.
- (2) Promotion from the Senior Research Scientist or equivalent to the Principal Research Scientist or equivalent grade shall be based on substantial output, viz. publications, technical reports, extension activities, etc. should demonstrate professional competence, contribution to an Institute's work and exhibit the ability to lead a research or scientific team.
- (3) In the case of a Senior Research Scientist or equivalent not engaged in research, promotion shall be based on professional competence, contribution to an Institute's work and leadership qualities.

Section 22 PROMOTIONS FROM PRINCIPAL RESEARCH SCIENTIST TO CHIEF RESEARCH SCIENTIST OR EQUIVALENT GRADES

A prospective candidate must have had considerable experience in the conduct of research and in research management evidenced not only by the quality and output of research publications but also by demonstrated effectiveness in position of responsibility involving leadership in a research and development programme of an Institute and must normally have served in the grade for a minimum of three years.

Note: Please refer to the Scheme of assessment for promotion of Research-Oriented Scientists for further clarification in Appendix 4.

Section 23 PROMOTION FOR SERVICE ORIENTED SCIENTISTS AND NON-SCIENTISTS

(a) SERVICE ORIENTED SCIENTISTS

- (1) In the service oriented grades where promotion cannot be based solely on publications, the eligible officer shall be assessed by years of service, annual assessments and interview by a competent Board for performance appraisal.
- (2) The number of years of service before consideration for promotion for service oriented scientist category is the same as that for the research grade staff.

Note: Please refer to the Scheme of assessment for promotion of Service-Oriented Scientists for further clarification in Appendix 5.

(b) NON-SCIENTISTS GRADE

- (1) In the non-scientists grades, (Administrative and equivalent grade) where promotion cannot be solely based on review publications, the eligible officer shall be assessed by his reports, minutes, memoranda, etc and years of service, annual assessments and interview by a panel of competent jurisdiction for performance appraisal before promotion.

Note: Refer to Appendix 6 for approved scheme of assessment for promotion of the non-research scientist for further clarification.

Section 24 PROMOTIONS AND STUDY LEAVE

Officers on study leave of more than one year duration shall not normally be considered for promotion until they return to their posts. Officers proceeding on study leave and who are eligible may apply for consideration for promotion before they leave. Officers on study leave shall normally be eligible for increments, as they become due.

Section 25 PROMOTION PROCEDURE

An Officer who is qualified for promotion shall be required to complete six (6) copies of an application form which shall be forwarded by his Director with his comments to the Director-General along with the Centre Manager's/Head of Department's recommendation and three (3) copies of each of the candidate's selected publications.

Section 26 CRITERIA FOR PROMOTION

Promotion shall be made according to merit and in determining this, account shall be taken of publications, work done, efficiency, qualifications, experience, sense of responsibility, capacity for co-operation with others, initiative, attitude towards work, general behavior and ability for leadership where relevant, and the required minimum period within the grade.

Section 27 EXTERNAL ASSESSORS

- (1) The views of a minimum of two External Assessors shall be sought as and when necessary for appointments and promotions.
- (2) External Assessors shall be appointed by the Director –General after consultation with the Deputy Director-General and/ or the Director of the Institute of the applicant.
- (3) External Assessors should not have been:
 - (a) Directly connected with the undergraduate or post-graduate studies of a candidate;
 - (b) At one time or the other, working colleagues of a candidate. (For example, the candidate should not have previously engaged in a joint research project with the External Assessor or co-authored a publication with him).
- (4) An External Assessor shall be an authority in the main field of competence of the candidate. He shall normally be of a grade higher, and in any case not lower than the grade for which the candidate is being considered for promotion.
- (5) In the selection of External Assessors, where suitable local specialists of the requisite seniority exist, such specialists may be given preference over assessors from outside Ghana so as to forestall possible delays and communications problems.
- (6) In exceptional cases where suitable External Assessors in the field of the candidate cannot be identified, suitable former GAEC staff could be considered as assessors.
- (7) Should there be any fundamental disagreement between the views of the two external assessors, the opinion of a third Assessor shall be sought.
- (8) Where the candidate considered for promotion is unsuccessful, copies of the assessors' report must be made available to the candidate on request without the identity of the assessor being disclosed.

Section 28 PROMOTION AUTHORITY

- (1) Promotion to Chief Research Scientist or Principal Research Scientist grades or the analogous grades shall be made by the Commission on the recommendations of the Appointments and Promotions Committee of the Commission.

- (2) Promotion to other grades shall be made on behalf of the Commission by the Appointments and Promotions Committee.
- (3) Promotion will be communicated to the successful candidates by the Director-General of the Commission.
- (4) Any promotion made contrary to the above shall be declared null and void.

Section 29 APPOINTMENTS OF DIRECTOR-GENERAL/DEPUTY DIRECTOR-GENERAL, DIRECTORS/DEPUTY DIRECTORS/MANAGERS

(a) APPOINTMENT OF DIRECTOR-GENERAL

For details of the appointment criteria please refer to Management Scheme of Service

- (1) A Director-General shall be appointed to a five (5) year term by the Commission and shall be eligible for re-appointment for a further term of five years subject to satisfactory performance.
- (2) The Director-General's position shall be renewed only once, that is a Director-General shall serve only two terms.
- (3) The selection is by a Search Committee that has been constituted by the Commission.

(b) APPOINTMENT OF DEPUTY DIRECTOR GENERAL

- (1) Deputy Director General shall be appointed for a three (3) year term by the Commission. The second term appointment shall be subject to satisfactory performance during the first term.
- (2) Appointment shall be through application, interview and offer of appointment by the appointing authority.
- (3) Vacancy announcement shall be made internally well in advance before the position becomes vacant.

(c) APPOINTMENT OF DIRECTORS

- (1) A Director shall be appointed to a five (5) year term by the Commission and shall be eligible for re-appointment for a further term of up to five years subject to satisfactory performance.
- (2) Directorship shall be renewed only once, that is a Director shall serve only two terms.
- (3) The vacancy shall be advertised externally.
- (4) The assessment of a Director for re-appointment shall be done by the Appointments and Promotions Committee.

(d) APPOINTMENT OF DEPUTY DIRECTORS

- (1) Deputy Directors shall be appointed for a three (3) year term by the Commission on rotational basis and shall be eligible for re-appointment for a further term of three (3) years. The second term appointment shall be subject to satisfactory performance during the first term subject to the opinion of the Commission.
- (2) Appointment shall be through application, interview and offer of appointment by the appointing authority.
- (3) Vacancy announcement shall be made internally well in advance before the position becomes vacant.
- (4) The minimum grade of candidate(s) seeking appointment to Deputy Director's position shall be Principal Research Scientist.

(e) APPOINTMENT OF MANAGERS

- (1) Managers shall be appointed for a two (3) three year term by the Commission on rotational basis. The second term appointment shall be subject to satisfactory performance during the first term.
- (2) Appointment shall be through application, interview and offer of appointment by the appointing authority.
- (3) Vacancy announcement shall be made internally well in advance before the position becomes vacant.
- (4) The appointment of Managers shall be by the Director General in consultation with the appropriate Director.

Section 30 CRITERIA FOR DETERMINING SENIORITY

The criteria for determining seniority shall be based on the date of promotion and not salary level.

CHAPTER IV

SALARIES

Section 31 SALARIES AND POINTS OF ENTRY

- (1) Salary scales shall be approved by the government.
- (2) The point of entry on a salary scale for a newly appointed officer will be fixed according to rules laid down by the Commission.

Section 32 WRONGFUL PLACEMENT ON SCALE OR GRADE

- (1) Where an employee has been wrongly graded or placed on a wrong point on a salary scale, the Director-General shall cause the error to be rectified.
- (2) In case of upgrading, any arrears due shall be paid to the officer concerned.
- (3) Where there has been an overpayment, the Commission shall take reasonable steps to recover the amount involved.

Section 33 ANNUAL INCREMENTS

Increments shall normally be granted annually to deserving staff, base on their annual Performance Appraisal. All increments granted or withheld should be communicated by the Director of each Institute to the Director-General before 1st January each year, with copies to the Deputy Director-General, Director of Finance and the Director of Internal Audit.

Section 34 INCREMENTAL DATE

- (1) The incremental date for all appointments shall be the first day of January each year.
- (2) However, an officer who assumes duty after September 30th shall be granted an increment on the 1st day of January of the year following the ensuing year.

Section 35 TEMPORARY OFFICERS

- (1) A temporary Officer shall be paid a fixed monthly salary.
- (2) When a temporary appointment ceases and the officer leaves the service of the Commission any deferred pay due shall be paid.

CHAPTER V

LEAVE

Section 36 ANNUAL LEAVE

The leave year shall be the calendar year (ie. from January to December)

- (1) The current leave rates are not less than **thirty six (36) working days**, excluding Public Holidays.
- (2) An officer who has worked for less than **one (1) year** shall have his proportionate leave credited to the following year. An employee on first appointment shall earn proportionate leave. However, an officer appointed after 30th June shall have his proportionate leave credited to the following year's leave.

Section 37 GENERAL RULES GOVERNING LEAVE

- (1) All leave shall be taken within the calendar year except as provided for under section 37(3). Any leave not taken when due shall lapse unless officially deferred.
- (2) Before proceeding on leave an officer shall complete a leave application form and obtain his Director's permission.
- (3) The Deputy Director-General and Directors shall seek permission from the office of the Director-General when proceeding on leave. The Director shall submit handing over notes.
- (4) Before proceeding on leave an officer shall submit handing-over notes to his Director.
- (5) An Officer who wishes to travel outside Ghana during his leave shall inform the Director-General through his Director. Directors shall also inform the Director-General's office accordingly.
- (6) An officer may be required by his superior to interrupt his leave to discharge any duty, or to undertake a course of instruction during his leave. The remaining portion of his leave shall be taken at a later date. Close supervision must be made by the Directorate of the Institute of which they are employed to ensure that recalled officers take the rest of their leave within the year.
- (7) Time spent on a course of instruction is not leave earning or leave-consuming.
- (8) When an Officer's resignation is accepted proportionate leave may be granted, provided that he has completed three working months service with the Commission.
- (9) Where an appointment is terminated by the Commission on grounds which are non-disciplinary, proportional leave may be granted even though the officer has not served for six months.

- (10) Where an Officer is compelled to proceed on leave or to extend his leave, such leave shall count against the officer's earned leave. Where the officer has already exhausted his earned leave the compulsory leave shall be deducted from the following year's leave.

Section 38 CASUAL LEAVE

- (1) If, before an officer takes the whole of his leave due him, he asks permission to attend to some urgent personal matter, casual leave may be granted and deducted from his earned leave. Permission shall be sought and may be granted in writing.
- (2) If after an officer has taken all his annual leave and it becomes necessary for him to attend to an urgent personal matter, he may apply for permission to absent himself from duty. Such casual leave if granted will not exceed a total of 5 working days in a year.
- (3) In exceptional circumstances casual leave may be extended beyond the maximum entitlement, in which case any additional days so granted shall count against the officer's next annual leave. However, if the appointment of an officer who has taken leave in advance is terminated the number of days so taken shall be commuted to cash and deducted from his benefits.
- (4) In exceptional circumstances, the Director may grant up to five days compassionate leave to an officer in distress. Such leave shall only be granted after the officer had exhausted his annual leave as well as casual leave entitlements.

Section 39 EXAMINATION LEAVE

Leave of absence to sit for approved examination may be granted to an officer by his Director on application.

Section 40 MATERNITY LEAVE

- (1) A pregnant officer shall have a right to a maternity leave of three months (on full pay) of which not more than six weeks may be taken before confinement on the production of a certificate from a recognized medical officer or a midwife that her confinement may be expected within the six (6) weeks.
- (2) Maternity leave shall be additional to annual leave entitlement.
- (3) Maternity leave will count towards increment where applicable, and towards retiring award, if any.
- (4) An officer who is nursing a child will be allowed to be absent for this purpose for four hours each working day for up to nine months after delivery.

Section 41 LEAVE WITHOUT PAY (LEAVE OF ABSENCE)

(1) Approving Authority

- (a) The Director-General may grant leave – without-pay up to a maximum of one year to a member of staff in consultation with the Director.
- (b) Leave without pay beyond one (1) year but not exceeding two (2) years shall be approved by the Director-General on the recommendation of the Director.

(2) Application for leave without pay

- (a) An officer who applies for leave-without-pay shall complete an approved application form which shall be submitted to the Director-General/Director at least three clear months before the proposed commencement of the leave.
- (b) An officer requesting for leave-without pay shall be expected to prepare comprehensive handing-over notes indicating among other things, stage reached in research work in the case of Research Scientists.
- (c) Leave-without-pay may be granted for up to a period of one (1) year in the first instance. It may be renewed for up to another one (1) year.
- (d) Leave-without-pay shall not exceed two (2) years. An officer on leave-without-pay who intends to be away from post for a period exceeding two years shall be required to resign from the service of the Commission at the expiry of the two (2) years and should previously have given six (6) months notice of resignation. Such an officer seeking re-engagement shall be required to make a formal application, which will be processed in the normal way for new appointees.

(3) Eligibility

- (a) An Officer with a minimum period of two (2) years continuous service shall qualify to apply for leave without pay.
- (b) In cases of emergency such as illness of spouse or child, the minimum requirement may be waived and the length of period of leave-without-pay shall not exceed three (3) months and shall be mutually agreed upon between the Director and the applicant.
- (c) An officer granted leave-without-pay must serve a minimum period of two (2) years on his return to post before the Officer qualifies again for another leave-without-pay.
- (d) An officer who has enjoyed study leave under the Commission's sponsorship; shall not be eligible for leave-without-pay until he has completed serving his bond.

(4) Resignation while on Leave-without-pay

A senior member on leave-without-pay shall give three (3) months' notification of resignation from the service of the Commission or forfeit three (3) months' salary from his accrued benefits in lieu of notice.

(5) Resumption of Duty

An officer who fails to resume duty within fourteen (14) continuous days of the expiry of leave-without-pay without reasonable explanation shall be deemed to have vacated his post.

(6) Incremental Credit

The period spent on leave-without-pay shall not count towards incremental credit, except where the period does not exceed six (6) months.

(7) Promotion

The period of leave-without-pay exceeding six-months shall not count towards the minimum number of years for eligibility for promotion to specified grades as laid down in the Guidelines for Promotion.

(8) Accommodation and Rent

An officer granted leave-without-pay exceeding three (3) months shall pay rent at economic rate for his bungalow or flat as shall be determined by the Commission from time to time and shall be required to make suitable arrangements (before the commencement of the study leave) for the payment of rent as it falls due.

(9) Retiring benefits

- (a) An officer granted leave-without-pay shall be required during the period of leave to make his own arrangements to maintain his Superannuation premiums in full (both employee and employer's contributions) where applicable. This clause shall be incorporated in the approval letter.
- (b) A Director General/Directors who completes two terms would be entitled to two years sabbatical leave.
- (c) A Deputy Director General/Deputy Directors who completes two terms would be entitled to one year sabbatical leave.
- (d) The Director-General after serving his term of office shall be entitled to package determined by the Commission.
- (e) Terminal benefit shall be given to retiring staff who have served a minimum ten (10) years in the Commission in line with the welfare scheme.

(10) Loans

An officer who has been granted/guaranteed a loan by the Commission shall settle it in full before proceeding on leave-without-pay or shall make suitable arrangements to settle them while on leave.

Section 42 STUDY LEAVE

Study leave with or without pay may be granted to eligible officers. Each case shall be treated on its own merit

Permission to pursue one (1) year post-doctoral programme may be granted subject to the approval of the Commission on the following conditions:

- (1)
 - (a) Officers who completed their PhD programme without being granted study leave with pay.
 - (b) Officers who completed their PhD programme within three (3) years of their study leave with pay.
- (2) Post-doctoral programme should be undertaken within three (3) years of obtaining PhD
- (3) The one (1) year period granted for post-doctoral programme cannot be extended.
Refer to Appendix 2 for full details on Study leave.

Section 43 SABBATICAL LEAVE

- (1) Sabbatical leave and Scientific/Professional visit may be granted subject to the approval of the Commission to an officer above Research Scientist grade as follows:
 - (a) Up to one (1) year with pay for officers who have served for a minimum of six (6) continuous years.
 - (b) Up to two (2) years with pay for officers who have served for ten (10) continuous years.
- (2) An application for extension for a period not exceeding one year in either (a) or (b) above may be granted on leave-without-pay terms

Refer to Appendix 3 for full details on Sabbatical leave

Section 44 RESETTLEMENT LEAVE

An officer, who arrives from outside Ghana to assume duty, after a course of study of not less than one (1) year, shall on arrival, be given 14 consecutive days resettlement leave in lieu of his annual leave. This leave shall start from the day following the date of disembarkation. An officer should report for duty before he takes the resettlement leave.

Section 45 SECONDMENT

The Commission may allow the Deputy Director-General, a Director and any Senior Member to take up appointment on secondment for a period not exceeding two (2) years. An application for secondment should be addressed to the Director-General for approval. If after the approved period an officer fails to return to post, the officer shall be deemed to have vacated his post.

CHAPTER VI

HEALTH

Section 46 MEDICAL ATTENTION

- (1) An officer, his spouse and children not above eighteen (18) years and for those in school not above twenty three (23) years shall enjoy support medical treatment provided they have registered with the National Health Insurance Authority.
The maternity expenses and approved midwifery excluding delivery charges incurred by an officer shall be borne by the Commission. However, the Commission shall only bear part of the cost of provision of prescribed dentures, and medical, optical and prosthetic appliances once every three (3) years on application, provided that
 - (a) Lenses can be replaced upon prescription at any time;
 - (b) Any tooth extracted can be replaced when necessary. This shall however not include golden dentures.The exact amount to be borne by the Commission shall be fixed by the Commission periodically after market survey.
- (2) An officer shall be responsible for one third of the medical bills on hospital admission while the Commission bears two-thirds for self, spouse and children under eighteen (18).
- (3) Medical treatment shall be taken at Government, University or Mission hospitals. However, in case of an emergency, medical treatment may be taken from any qualified medical practitioner and reasonable bills submitted for payment in accordance with (1) above and subject to the certificates and approval of the Medical Superintendent (MS).
- (4) An officer may, on the prior approval of the Commission consult a registered Herbalist/Traditional Healer in case of any peculiar sickness which cannot normally be treated by orthodox medicine and reasonable bills submitted for payment.
- (5) The provision under this section shall apply to an officer who retires in accordance with the Commission's rules and regulations and his spouse.
- (6) The Commission however in accordance with the Labour Act, Act 651, Section 70 (1)(a) may establish a GAEC Health Management fund in support of medical needs including workmen's compensation issues (Workmen's Compensation Act, Act 187).

Section 47 ILL-HEALTH PROCEDURE

The ill-health procedure of the Commissions is as follows

- (1) When an officer suffers from ill-health which causes his absence from duty for a continuous period of fourteen (14) days, he is required to furnish the Director of his institute with a report from a Medical Officer.
- (2) If this report certifies that continued absence from duty is necessary, the Director General on the recommendation of Commission's Medical Officer may allow sick leave with full pay from the date when the officer fell sick for a period not exceeding nine months.
- (3) If at the end of this period, the Commission's Medical Officer certifies that further absence from duty is desirable, the Director-General may grant another period of sick leave not exceeding six (6) months on half salary. No payment of salary will be made

after this period should the Commission grant any further dispensation, which shall not be more than fifteen (15) months.

- (4) During any period of absence from duty on account of illness, an officer is required to provide the Director with a report from the Medical Officer at intervals of one month from the date of the first report.
- (5) The cost of approved travel for medical attention within Ghana shall be borne by the Commission.
- (6) During absence from duty on account of ill-health, an officer will remain liable to pay rent for accommodation provided by the Commission unless he and his family vacate the accommodation.
- (7) On the expiry of sick leave granted to him, an officer who fails to resume his duties **contrary to medical advice** will be deemed to have vacated his post if he continued to be absent for 14 working days from the day following that on which his sick leave expired.
- (8) In cases of chronic ill-health of officer's dependants (spouse/children), Commission may decide to limit its financial responsibility in respect of such dependants.

Section 48 INSURANCE

- (1) All staff who are not covered by the Workmen's Compensation Law, 1987 (PNDCL 187) shall be covered by an insurance policy concluded on their behalf by the Commission, as approved by the Government.
- (2) As far as possible, an officer engaged on work agreed to be hazardous which is likely to disable him shall be insured against such hazards. Group insurance should be preferred where applicable.
- (3) Periodic medical check-up shall be arranged for employees engaged on jobs, which expose them to health hazards.

CHAPTER VII

HOUSING

Section 49 HOUSING

- (1) The Commission shall not be responsible for providing accommodation for its employees. However, the Commission may provide accommodation for key Senior Members whose jobs are such that they stay close to the Commission's facilities. However:
 - a. Government approved rate of basic salary shall be paid in lieu of accommodation to key staff who are on scientific projects that require that they reside close to the place of work or the facility but are not accommodated. (The current approved rate is 20% of 2017 basic salary).
 - b. Government approved rate of basic salary shall be paid to key staff who by virtue of their duties are to be housed by the Commission but have through their own resources constructed their own accommodation (owner Occupier) and are living in them. (The current approved rate is 20% of 2017 basic salary).
- (2) An officer granted study leave with pay will be required to vacate the accommodation provided by the Commission after thirty six (36) months if he has not completed his programme within the study leave period.
- (3) Accommodation may not be provided for an officer of the Commission whose spouse is already enjoying this facility commensurate with the officer's status in the public service in Accra.
- (4) An employee who terminates his appointment by resignation should be required to vacate Commission's accommodation on the expiry of his period of notice of resignation.
- (5) An employee whose appointment is terminated with or without forfeiture of benefits shall not be allowed to stay in Commission's accommodation for a period exceeding three (3) months.
- (6) The spouse and/or children of a deceased member of staff shall be allowed to live in the Commission's accommodation for a period not exceeding six (6) months. The rent due for the occupancy of the accommodation by the spouse and/or children after six (6) month period shall be recovered from any benefits due to the deceased.
- (7) An employee who leaves the service of the Commission on compulsory retirement shall be required to vacate the Commission's accommodation within three (3) months. Rent shall be payable at prevailing Commission rates for the category of accommodation. In the case of voluntary retirement the officer shall be required to vacate the accommodation by the date on which he leaves the service of Commission.

- (8) An officer granted leave-without-pay shall after three months be required to pay rent at prevailing Commission approved economic rate for the category of accommodation for a period of 12months after which he will be required to vacate the premises.
- (9) An officer on secondment shall be entitled to retain the Commission's accommodation during the approved period of his secondment provided that the organization to which he is seconded agrees to pay for the accommodation at a rate agreed with the Commission.
- (10) An officer on sabbatical leave may keep his accommodation

CHAPTER VIII

ADVANCES, LOANS AND ALLOWANCES

Section 50 GENERAL

The rules and regulations regarding the grant of loans and allowances will be determined by the Commission/Government from time to time. The granting of such loans and allowances in all cases shall be subject to the availability of funds.

Section 51 LOAN FOR PURCHASE OF MEANS OF TRANSPORT

Provided the nature of an officer's work warrants the acquisition of a means of transport, an officer considered eligible to receive an advance for the purchase of means of transport may be granted a loan according to the rules of the Commission's car loan scheme when funds are available. The Commission may also guarantee the granting of a loan from the bank for an officer.

Section 52 CAR REHABILITATION LOAN

An officer, on application and subject to availability of funds may be considered for a car rehabilitation loan in respect of his officially registered vehicle. This loan shall be recovered in 12 equal installments.

Section 53 LIMITATIONS OF ADVANCES AND LOANS

An advance or loan shall be granted to an officer only when the total monthly refund of all advances and loans shall not exceed two-fifth (2/5) of the officer's gross monthly salary.

Section 54 VEHICLE MAINTENANCE ALLOWANCE

- (1) An officer who uses his own means of transport for official duties shall be entitled to monthly vehicle maintenance allowance at rates that will be determined by Government from time to time.
- (2) Maintenance allowances shall be paid in respect of a car temporarily off the road for repairs for up to a maximum period of 120 consecutive days.

Section 55 COMMUTED/PROJECT FUEL ALLOWANCE

This allowance is paid to key staff who may be involved in the implementation of projects and management of facilities outside the enclave of the Commission as follows:

- i. Key staff who use own cars for project duties are to be paid equivalent of 35 gallons of fuel per month.

- ii. Key staff who do not own cars but commute to project sites with public transport are to be paid equivalent of 20 gallons of fuel per month.

Section 56 BOOK ALLOWANCE

Officers shall be entitled to book allowance to be determined from time to time by the Commission/Government.

Section 57 CATEGORY IV ALLOWANCES

Category IV allowance(s) shall be paid to the Director-General, Deputy Director-General and other Directors.

Section 58 ACTING ALLOWANCE

- (1) An acting allowance shall be paid to an Officer formally asked by Commission to act for not less than four (4) consecutive weeks in any of the following positions.
 - (a) Director-General
 - (b) Deputy Director-General
 - (c) Director or equivalent
 - (d) Deputy Director or equivalent
 - (e) Manager and Heads of Department
- (2) The acting position should be given to the next senior most person in each case.
- (3) Acting allowance shall be the difference between the (Acting) Officer's salary and minimum salary point of the (Acting) post or 20% of the basic salary whichever is higher.

Section 59 HEADSHIP ALLOWANCE

- (1) Payments of government approved rate of allowance(s) shall be paid to employees who are Heads of Departments and Managers of Centres during their term in office. These positions are rotational as well as termly. The current approved rate is 20% of 2017 basic salary.
- (2) An officer away from post for more than four (4) consecutive weeks shall not receive headship allowance(s), unless the person is on annual leave or official duty outside the Commission.

Section 60 TRAVELLING AND LUGGAGE ALLOWANCE

Any officer who retires or resigns after not less than five years' service with the Commission or who first assumes duty shall be entitled to transportation to convey up to 10 tons of luggage or in lieu, an allowance at existing government rate shall be paid.

Section 61 NUCLEAR EXPOSURE ALLOWANCE

Nuclear exposure allowance of government approved rate of basic salary shall be paid to all staff by virtue of their exposure to nuclear radiation. The current approved rate is 20% of 2017 basic salary

Note: Refer to Appendix 8 for full list on categories 2 and 3 allowances approved by Government and.

CHAPTER IX

DISCIPLINE

Section 62 DISCIPLINARY ACTION

Disciplinary action may be taken against an officer in respect of misconduct. Misconduct includes all or any of the following:

- (a) Misappropriation of funds
- (b) Misapplication of funds
- (c) Pilfering and/or theft
- (d) Vacation of post
- (e) Divulging any confidential information obtained from official source/or publication of an unauthorized material
- (f) Fraudulent or negligent misrepresentation/forgery
- (g) Immoral conduct or indecency, physical assault or fighting, altercation on premises.
- (h) Rudeness and/ or insubordination
- (i) Drunkenness while on duty
- (j) Improper use of Commission's property or willful damage to Commission property
- (k) Conviction for felony or other criminal offence.
- (l) Incitement of workers to engage in illegal action (e.g. illegitimate strikes, insubordination, etc)
- (m) Dishonesty
- (n) Publication in the media bringing the Commission into disrepute.

Section 63 DISCIPLINARY PROCEDURE

- (1) For any of the above offences, the Director-General shall appoint a Disciplinary Committee with the Deputy Director-General or any Senior Member in the absence of the Deputy Director General and four other members including a Senior Member from a cognate Institute who shall not be below the grade of the affected officer. The recommendations of the Disciplinary Committee shall be submitted to the Director-General, who shall be the chief disciplinary officer for final decision.
- (2) In extreme case with issues involving the Director General, Deputy Director General or Directors an independent committee made up of both internal and external members shall be formed.
- (3) In all proceedings of a Disciplinary Committee, the officer accused of misconduct shall be entitled to be informed in writing about the basis on which proceedings are initiated.
- (4) The officer shall be entitled to appear before the Committee for the purpose of explaining and defending his conduct. He shall also be entitled to witness and hear testimony of any witnesses called by the Committee.
- (5) The Director-General has the power to direct an officer against whom proceedings of a major offence are being taken or about to be taken, or against whom criminal proceedings are being initiated to proceed on interdiction.

- (6) The salaries and allowances of an interdicted officer shall be paid in accordance with prevailing government regulations.
- (7) If proceedings do not result in the officer's dismissal or removal, any salary and allowances withheld from him shall be restored.

Section 64 PENALTIES

- (1) The following penalties may be imposed in disciplinary proceedings in respect of misconduct.
 - (a) **Summary Dismissal:** Termination of appointment with forfeiture of all retirement benefits payable by Government and also under the Commission's Superannuation Scheme except such as are permitted to be paid by regulations on said Scheme in such circumstances.
 - (b) **Termination:** Termination of appointment with or without reduction in retiring benefit.
 - (c) **Reduction in Rank:** Demotion
 - (d) **Reduction in Salary:** An immediate adjustment of salary to a lower point on the salary scale attached to the post in question.
 - (e) **Deferment of Increment:** Postponement of the date on which increment is due with corresponding postponement in subsequent years.
 - (f) **Stoppage of Increment:** Non-payment for specified period of an increment otherwise due.
 - (g) **Suspension:** Suspension from duty with consequential loss of pay and allowance for a period not exceeding fourteen (14) days.
 - (h) **Reprimand:** Written rebuke by superior officer.

(2) Right of Appeal

An officer adversely affected by any decision of a disciplinary proceeding may, within fourteen (14) days of notification to him of the decision, appeal against such decision to the Commission, whose decision shall be final.

CHAPTER X

GRIEVANCES

Section 65 PROCEDURES FOR GRIEVANCES

Where any officer is aggrieved by the implementation of any of the provisions of these Regulations with reference to him, he shall submit in writing the grounds of his grievances to his Director for redress. If the grievance could not be redressed to the satisfaction of the petitioner, the petitioner may request that his grievance be referred to the Deputy Director-General and subsequently to the Director-General or the Commission. The Director of the Institute or Deputy Director-General or Director-General shall do so with his comments. The decision of the Commission shall be final.

CHAPTER XI

LEAVING THE SERVICE OF THE COMMISSION

Section 66 MODES OF LEAVING THE SERVICE OF THE COMMISSION

The recognized modes of leaving the service of the Commission without loss of appropriate entitlements shall be:

- (a) Resignation
- (b) Retirement
- (c) Termination (excluding dismissal)
- (d) Medical Grounds
- (e) Death

Section 67 RESIGNATIONS

- (1) An officer who wishes to resign or terminate his services with the Commission shall give three (3) months' notice as required in his letter of appointment. Such notice shall be addressed to the Director-General through the Director of the Institute.
- (2) When a Director of an Institute receives a resignation notice, he will forward it to the Director-General through the Deputy Director-General with his recommendations. The Director-General will then inform the officer in writing through his Director whether or not his resignation has been accepted. If the resignation is accepted, the Director-General shall inform the Director of Finance of the effective date.
- (3) Resignation will not usually be accepted where criminal or disciplinary proceedings have been, or are about to be, instituted against an officer.
- (4) An officer who ceases to attend duty before his resignation is accepted or fails to give required notice shall be regarded as having severed his connection with the Commission from the date on which he ceased to attend duty and will be regarded as not having given the required notice.
- (5) On leaving the service of the Commission, an officer shall prepare full handing-over notes and, where relevant, a full account of the research he has conducted, showing results, the stage reached and describing any uncompleted research projects, any problems encountered together with suggestions for the continuation of the work. This report should be submitted to the Director of the Institute, with a copy for the Director-General and Deputy Director-General not later than a fortnight before the departure of the officer. Failure to comply with this provision will result in the withholding of terminal benefits:
- (6) Every officer shall complete a clearance form as approved by the Commission that will be countersigned by the Director of his Institute before the officer leaves the service of the Commission.
- (7) These formalities must be completed before the Director-General can authorize payment of terminal benefits.
- (8) The Commission without further authority than this paragraph can use the terminal benefits for settling debts owed it by an officer severing his connection with the Commission.

Section 68 RETIREMENT

(1) Compulsory Retirement

An officer will be required to retire compulsorily from the service of the Commission at the age of 60. Any extension of service beyond his age shall be subject to rules made from time to time. Under the current regulations, an extension may be granted on two (2) years basis subject to medical fitness up to age not exceeding sixty-five (65) with yearly extension up to age 70, then after 70 years part time.

(2) Voluntary Retirement

An officer may retire voluntarily after the age of fifty-five (55). Such an officer must have served for a minimum period of ten (10) years in the Commission and must give six (6) month notice of his intention to voluntarily retire.

(3) Retirement on Medical Grounds

An officer may be required to retire if a Medical Board has declared him incapable, by reason of any infirmity of mind or body, in discharging the duties of his office and if such infirmity is likely to be prolonged. The Director of an Institute may, at any time or if an officer so requests, call upon an officer to present himself for examination by a Medical Board.

Section 69 TERMINATION

The appointment of an officer may be terminable on either side by giving three (3) months' notice or upon the payment of three (3) months' salary in lieu of notice; but the Commission reserves the right to terminate the appointment on grounds of inefficiency/incompetence, indiscipline or misconduct.

Section 70 VACATION OF POST

Any officer who absents himself from work without permission or reasonable cause for more than ten (10) consecutive working days shall be deemed as having terminated his appointment with the Commission without giving the required notice and shall lose all his entitlements as provided in Section 69.

Section 71 SUPERANNUATION SCHEME & SOCIAL SECURITY SCHEME

The Commission requires established officers to participate in a contributory Superannuation scheme, or Social Security Scheme subject to the rules governing the operation of the scheme. Where, however, for medical or other approved reasons, an officer holding an established superannuated post is not permitted to join the scheme, he will be paid, on leaving the Commission's service, a special gratuity in lieu of

superannuation, accruing at the prevailing rate as spelt in the Staff Superannuation Scheme.

Reference should be made to the Staff Superannuation Scheme for further details on superannuation.

Section 72 PENSION SCHEME

Staff who retires from the Commission at the age of 60 shall qualify to draw pension under the Commission's pension scheme, or Social Security Pension Scheme as well as approved medical benefits.

Section 73 CERTIFICATE OF SERVICE

An officer who retire or is about to leave the service of the commission shall be given a Certificate of Service on request.

Section 74 DEATH OF SERVING OFFICER, HIS SPOUSE, CHILD OR PARENT(S)

- (1) On the death of a serving officer, the Commission shall give a coffin and shroud and donate an amount of money, which will be reviewed from time to time towards funeral expenses. The Commission shall also provide transport to convey the deceased to his registered hometown in Ghana or place of burial in Ghana at the convenience of the bereaved family. The bereaved family shall also be provided with appropriate transport to accompany the corpse and subsequently convey the personal effects of the deceased to the appropriate destination if required.
- (2) In the event of the death of a spouse, child or parent of an officer the Commission shall donate an amount of money, which will be reviewed from time to time.
- (3) On the death of a serving officer, the equivalent of six months' salary shall be paid to his spouse and/or children and in the absence of these, the next of kin.

CHAPTER XII

INTERPRETATION, REVIEW AND EFFECTIVE DATE

Section 75 INTERPRETATION

The Conditions of Service specified in these Regulations shall prevail in all cases of conflict.

In cases where there is ambiguity in the interpretation of any provision of the Conditions of Service the matter shall be referred to the Commission for a decision, which shall be final.

Section 76 REVIEW OF DOCUMENT

These Conditions of Service may be reviewed by the Commission from time to time to reflect changing conditions and/or circumstances.

Section 77 EFFECTIVE DATE

These Regulations shall be deemed to have come into effect on the **18th day of June, 2015.**

Section 78 SIGNATORY CLAUSE

Approved by Commission on this **18th day of June, 2015.**

.....
Dr. A. W. Q. Barnor
(CHAIRMAN OF COMMISSION)

.....
Prof. B.J.B. Nyarko
(DIRECTOR-GENERAL)

APPENDIX 1

CATEGORIES OF SENIOR MEMBERS

POSITION

Director-General
Deputy Director-General
Directors /Dean
Deputy Directors/Vice Dean
Managers/Heads of Department
Heads of Section

SCIENTIFIC GRADE

Chief Research Scientist
Chief Librarian (PhD)
Principal Research Scientist (PhD)
Principal Librarian (PhD)
Specialist (Medical)
Principal Librarian (Non PhD)
Principal Research Scientist (Non PhD)
Chief Medical Officer
Senior Research Scientist (PhD)
Senior Research Scientist (Non PhD)
Senior Librarian (PhD)
Senior Librarian (Non-PhD)
Principal Medical Officer
Superintendent Pharmacist
Senior Medical Officer
Research Scientist (PhD)
Research Scientist (Non-PhD)
Senior Pharmacist
Librarian (PhD)
Research Scientist (Non-PhD)
Librarian (Non PhD)
Medical Officer
Assistant Research Scientist

NON SCIENTIFIC GRADE

Chief Legal Officer
Chief ICT Officer
Chief Administrative Officer
Chief Accountant

Chief Internal Auditor
Chief Public Relations Officer
Chief Procurement Officer
Principal Legal Officer
Principal Administrative Officer
Principal Internal Auditor
Principal Accountant
Principal Procurement Officer
Principal ICT Officer
Senior Public Relations Officer
Senior Internal Auditor
Senior Administrative Officer
Senior Procurement Officer
Senior ICT Officer
Senior Accountant
Senior Legal Officer
Administrative Officer
Accountant
Internal Auditor
ICT Officer
Procurement Officer
Legal Officer
Public Relations Officer
Assistant Administrative Officer
Assistant Accounting Officer
Assistant Internal Auditor
Assistant ICT Officer
Assistant Procurement Officer
Assistant Legal Officer
Assistant Public Relations Officer

APPENDIX 2

GHANA ATOMIC ENERGY COMMISSION'S REGULATIONS GOVERNING THE AWARD OF STUDY LEAVE

(1) OBJECTIVES

Training shall aim at raising the level of competence of an officer to enable him to contribute more effectively and efficiently to the overall objectives of the Commission.

2 GENERAL PRINCIPLES

The principles guiding training shall be as follows:

- (a) The Commission shall reserve the right to approve/disapprove study leave with or without pay
- (b) That the training shall take place at institutions or establishments recognized by the National Accreditation Board (NAB) or International Atomic Energy Agency (IAEA) approved training centres.
- (c) That the training shall normally be done locally. When facilities for such training do not exist, then shall training be sought outside Ghana.
- (d) The release of an employee, for training will depend on the exigencies of the institute/Commission.
- (e) Training shall be based on identified training and development needs of the individual and the organization.

3. ELIGIBILITY

- (a) Only employees who have continuously worked in the Commission for a minimum period of two (2) years and are medically fit shall be eligible.
- (b) Candidates should fully satisfy entry requirements for admission to a recognized Institution or establishment.

4. CONDITIONS

- (a) The period will be as stated on the individual's bond application
- (b) The candidate will be subjected to Commission's regulations and discipline while on study leave.
- (c) A candidate shall be expected to complete the approved course of study. A change of course or termination of course will have to receive prior approval of the Commission on the advice of the Director of the Institute/Director of Administration.
- (d) Candidate required to produce thesis in the course of his training shall provide two copies of the thesis for presentation: one to his Institutes and the other to the Secretariat.

- (e) It shall be the responsibility of an officer of the Commission on study leave to notify the Commission of any award he shall receive during the tenure of the leave, within a month of receipt of such award, so that cognisance will be taken of it in his study leave terms.

5. TENURE

Tenure of study leave shall be as follows:

- (a) Two (2) years for the MSc/MPhil with a possible extension of one (1) year as may be necessary. The extension of time can only be granted if it is supported by a favourable recommendation from the candidate's Supervisor.
- (b) Three (3) years for the PhD with a possible extension of one (1) year as may be necessary as stated in (a) above;

6. BREACH

In the event of a breach of the foregoing obligations, the member of staff shall:

- (a) Not be eligible for any benefits arising out of the superannuation contribution made by the Commission during the total period of his absence under training.
- (b) Be liable for a refund of any expenditure incurred on him or on his behalf.
 - (i) By way of salary during the total period of his absence in training; and
 - (ii) By way of advances or allowances paid to him under clause 7 and 8.

7. STUDY LEAVE TENABLE IN GHANA

For a candidate granted study leave tenable in Ghana, the Commission shall be responsible for the following:

(A) Residential Courses

- (i) Full salaries plus increments when earned.
- (i) Payment of approved fees and appropriate training allowance towards boarding and lodging at rates to be determined by Commission from time to time.
- (iii) Payment of Maintenance and Traveling allowances where the officer possesses a means of transport and same is used in connection with the approved training provided the officer is entitled to maintenance allowance. Such claims should be submitted on the appropriate Ghana Atomic Energy Commission form certified by the staff's Supervisor.
- (iv) Payment of cost of preparation of 5 copies of thesis, to be made against bills.
- (v) Granting permission in case of married officers, on request, for retention of Commission accommodation allocated to the officer for occupancy by his family for a period not exceeding two years.

Payments under sub-section (ii) to (v) above will be subject to the availability of funds.

(B) Non-Residential Courses (full-time)

- (i) Full salary plus increments when earned.
- (ii) Permission will be granted on request to retain Commission accommodation for occupancy by his family for not more than three years.

(C) Non-Residential Courses (part-time)

- (i) Provision of facilities described under (B) above.
- (ii) The officer shall be required to continue to do his normal work at his Institute, and shall be released as and when necessary to attend lectures, seminars or any other activity in connection with the approved study or training.

(D) Book and Equipment allowance

Book allowances shall be paid in accordance with the existing rates of the allowance for the Senior Members.

8. STUDY LEAVE TENABLE OUTSIDE GHANA

It is recognized that it might be necessary to grant award to members of staff to undertake research or to work for higher degree or for the purpose of keeping abreast with developments in their fields at institutions/universities outside the country. Where it is found necessary for an officer to undertake studies outside the country, serious effort should be made to secure external support (i.e. fellowships) for the officer so that the Commission's financial commitments will be reduced.

(A) Full Commission Grant (subject to the availability of funds)

Where a staff is awarded a full Commission grant, the facilities shall consist of the following:

- (i) Return tourist fare between Ghana and place of study.
- (ii) All approved fees (e.g. registration, tuition, examination).
- (iii) Payment of cost of preparation of 5 copies of thesis; payment will be made against bills.
- (iv) Books and special equipment allowances as in 7 (D) above.
- (v) Payment of salary plus increment when earned.
- (vi) Payment of subsistence allowance at Scholarships Secretariat rates applicable to officers receiving salaries while on training.

(B) Grant from other sources

(Where an officer wins an award from sources outside the Commission the value of the award shall be taken into consideration in determining the Commission's responsibilities (subject to availability of funds) described in (A) above.

Where the officer wins an award through the Commission the value of the award will determine the Commission's responsibilities.

9. ADMINISTRATION OF STUDY LEAVE SCHEME

- (a) In order to achieve uniformity in the application of the clauses stipulated above the study leave scheme shall be administered by the Executive Committee of Commission.
- (b) Application should be submitted through the Director of the Institute to the Director General who will refer the matter to the Executive Committee. The Director of the Institute shall ensure that the application satisfies all the requirements set out above and that the following conditions are fulfilled:
 - (i) The Institute can manage without the service of the candidate during the period he will be away on study leave.

He or she shall fill and submit the bound form before leaving.

APPENDIX 3

SABBATICAL LEAVE

1. Introduction:

Senior members can apply for and be granted Sabbatical Leave for up to two (2) years.

2. Definition:

Sabbatical leave is release from duties for a specified period of time to further research, scholarship, teaching and learning enhancement, or practice in order to achieve agreed specified objectives that support the Commission's strategic goals. The only normal duties which a member of staff should be expected to do when on Sabbatical leave are those directly related to the aims of the sabbatical leave.

Sabbatical leave is not a right but a privilege. It is therefore not automatic but should be based on the merits of a proposal, specified objectives and planned outputs in relation to the Commission's criteria and objectives.

3. Authority:

The Commission is the sole authority in granting Sabbatical leave.

4. Guidelines for Sabbatical Leave:

Sabbatical leave is granted to officers primarily for the purposes of enabling them acquire additional knowledge and competency in their respective fields. It is for the purpose of study, research or other pursuit, the object of which is to increase the officer's usefulness to the Commission.

a. Eligibility:

Entitlement to sabbatical leave is not automatic but based on the merits of a proposal, its specified objectives and planned outputs in relation to the Commission.

Officers who have served in the Commission for a minimum of six (6) continuous years above Research Scientist or the equivalent grade shall be entitled to Sabbatical Leave.

Since the objective is to increase the officers' usefulness to the Commission, the person granted Sabbatical leave should be able to return to post and serve the Commission for at least two (2) years.

b. Application

Officers wanting to go on Sabbatical leave shall apply at least twelve (12) months before the due date.

The officer must apply in writing, through his Centre Manager who is expected to forward his comments on the application to the Director of the Institute whose comments on the application would be sent to the Director-General.

The application is to indicate:

1. Proposed period of Sabbatical leave which includes the date the leave commences and the date it ends.
2. Research Organization or University in which the leave will be taken.
3. Purpose for which Sabbatical leave is requested. (Concise statement of not more than 25 words in lay language).
4. A statement of Plans (a description of the activities to be undertaken during the proposed leave).
 - (i) It should explain how the purposes identified above are to be accomplished, and how the Sabbatical leave will contribute to meeting the goals of the officers' unit, section, research work and the Commission.
 - (ii) It should indicate where the Sabbatical leave will be taken, the justification for the location, the general plan for the sabbatical and its potential significance or usefulness as a scholarly or creative activity or for the development of instructional material to increase competence in an area appropriate to the applicant's duties at the Commission.
 - (iii) The statement should be in lay language understandable to colleagues in other disciplines and not more than 1000 words. It should include description of the proposed research or creative work, explanation of its significance and if possible its role in the furtherance of knowledge in his field and the information on the institution or place where the work will be undertaken and reasons for its pursuance there and then.

Recommendations from the Manager of Centre and the Director of the Institute must accompany the application including a statement as to what provision will be made for the workload of the applicant during his absence. The statement would cover the research activities of the applicant and the stage reached as well as the direction of theses of students for whom the applicant is a supervisor where applicable.

5. Conditions attached to Sabbatical Leave

- a. During Sabbatical leave one will be entitled to his basic salary but will not be entitled to the following allowances:
 - i. Book Allowance
 - ii. Responsibility Allowance where applicable
 - iii. Entertainment Allowance where applicable
 - iv. Transport/off campus and Maintenance Allowance where applicable
 - v. Hazard/Risk Allowance
- b. The Sabbatical Leave will be tenable only at the institution that has been approved.
- c. On the expiration of the Sabbatical Leave, one will be required to return to the service of the Commission for minimum of two years.
- d. The officer will also be required to submit a report to the Director-General on his activities while on Sabbatical Leave.
- e. An application for an extension of the Sabbatical Leave on Leave-without-pay terms cannot be granted.
- f. Should one fail to return to post within one month after the expiration of the leave, he will be deemed to have vacated his post. In addition he will be liable to refund all salaries enjoyed during the leave.
- g. One will be required to prepare comprehensive handing-over notes to the Director-General before leaving for Sabbatical leave to ensure an effective take-over of his duties.

APPENDIX 4

SCHEME OF ASSESSMENT AND CRITERIA FOR PROMOTION OF RESEARCH-ORIENTED SCIENTISTS

A) Guidelines and Procedures for Promotion

1. A candidate who is qualified for promotion shall be required to complete six (6) copies of an application form, which shall be forwarded by his/her Director to the Director-General along with Assessment Reports of the Head of Department/Center Managers and the Director of the Institute.
2. There shall be two (2) standing promotion bodies, an Institutes' Promotion Committee (IPC) and Appointments and Promotions Board.
3. On receipt of an application for promotion, the Director-General shall refer it to the Institutes' Promotions Committee for consideration.
4. The Institutes' Promotions Committee shall have a flexible composition. Core scientific staff who are of the rank of Principal Research Scientist and above shall be invited to sit on the Committee to consider promotions below them. The Committee shall have as its core member the Deputy-Director General as Chairman, Directors and the Director of Administration as Secretary.
5. Where a candidate is seeking promotion to the rank of Chief Research Scientist the IPC shall consist of Chief Research Scientist and the number should not be less than three (3).
6. The Institutes' Promotion Committee shall meet at least once in a quarter to consider applications for promotion and shall forward all the application together with the Committee's comments and recommendations to the Director-General for further action. The comments shall reflect applicant's fulfillment of the relevant criteria for promotion.
7. The submission shall consist of:
 - a) Completed application forms
 - b) A copy of the candidate's curriculum vitae (CV);
 - c) Copies of the applicant's publications, and other written works (where applicable) separating them into materials used for previous promotions and new materials.

8. The Deputy Director General/Chairman of the IPC shall acknowledge receipt of all applications and further notify candidates whose applications fully meet the required criteria and the date of receipt of application.
9. Promotion of deserving candidates shall be effective on the date of acceptance of their papers, i.e. the date the IPC completes the vetting of the promotion papers and becomes satisfied that the applicants have fully fulfilled all the requirements for promotion.
10. The Director-General shall request for three External Assessors to comment on applicant's publications submitted for promotion, stating their contributions to the candidate's field of research and candidate's academic standing.
11. An External Assessor shall be a person of good standing in the applicant's field, normally of the status of Professor or equivalent but not employed or in any way connected to the Commission or associated with the candidate.
12. In each case of promotion, the Director of Administration shall provide the Appointments and Promotions Board with:
 - a) The approved criteria for promotion;
 - b) The report of the Institute's Promotions Committee;
 - c) The report of the External Assessors, if any;
 - d) The assessment report of the Head of Department/Centre Manager and Director of Institute;
 - e) A profile of each candidate including date of birth, date of first appointment and date of last promotion.
13. Without prejudice to other provisions in these guidelines, all Directors of Institutes shall once a year, review/appraise the performance of all scientific staff of their Institutes and submit reports to the Director-General. The appraisal report shall be copied to the staff concerned for comments and made available to the Institute's Promotions Committee.

B) Criteria for Promotion to Higher Ranks

Criteria for promotion to higher rank shall consist of the following:

1.0 Minimum Number of Years Required for Promotion

<u>Grade</u>	<u>Minimum No. of Years</u>
Senior Research Scientist	5
Principal Research Scientist	4
Chief Research Scientist	3

2.0 Conferment of Professorship:

2.1 Associate Professor

For conferment of Associate Professor Candidate should be – regularly teaching at the university and should have supervised at least six students at Masters Level.

In addition to satisfying the minimum number of years on the particular level, an application for promotion shall be assessed on the basis of evidence of continuing performance in respect of the following:

- i. Publications;
- ii. Scholarship (i.e. additional academic work/degrees)
- iii. Administrative Experience
- iv. Service to the Commission/Country and
- v. Other criteria of the School of Nuclear and Allied Sciences, University of Ghana shall apply.

2.2 Professorship

For conferment of professorship candidate should be regularly teaching at the University and should have supervised at least two PhD students, ten Masters and have international linkages and fund raising effort. In addition, other criteria of the School of Nuclear and Allied Sciences, University of Ghana shall apply

3.0 Weighting (Evaluation) Scheme

The following weighting scheme shall apply to the selected criteria for promotion:

<u>Points</u>	<u>Maximum</u>
i. Relevant Publications	55
ii. Scholarship	5

iii.	Technology Transfer/Commercialization	20
iv.	Membership of Committees/Societies/Civic Positions	10
v.	Administrative Experience	5
vi.	Other Activities	5
	TOTAL	100

4.0 Relevant Publications

Maximum Points = 55

Publication submitted by a candidate for assessment shall be relevant to the field of work or that of the Commission. This shall include the following:

Commission's Technical Reports (contains information which is proprietary or classified)
 Refereed Journal Papers
 Edited Conference Papers
 Books
 Non-Refereed Journal Papers
 Unedited Conference Papers/Poster Presentations
 Handbooks
 Chapter(s) in Books
 Other Technical Reports

4.1 Evaluation (Weighing) Scheme for Publications

The following Evaluation (weighting) Scheme for Publications

	Points
(a) Book in relevant field	9.0
(b) Commission's Classified Technical Report	5.0
(c) Article in Refereed Journal	3.0
(d) Edited Conference Paper	2.0
(e) Non-Refereed Journal Paper	1.0
(f) News paper and News letter articles	1.0
(g) Unedited Conference Paper/Poster Presentation	1.0
(h) Handbook	2.0
(i) Chapter(s) in a book	3.0
(j) Other Accepted and Non Published Technical Report	1.0
(k) IAEA TECDOC Paper (Edited)	2.0
(l) IEA TECBOC Papers (Unedited)	1.0

- 4.2** In the case of publications with joint authorship the maximum points shall be credited to each of the authors.

4.3 Requirement for Publications

The following shall be basic documents and minimum qualification required by IPC for evaluation for promotion:

Total marks required 55%

GRADE		MINIMUM PAPERS AND OTHERS	MINIMUM MARKS SCORED
From	To		%
Research Scientist	Senior Research Scientist	Five (5) & other publications	²⁰ / ₅₅
Senior Research Scientist	Principal Research Scientist	Ten (10) (Cumulative), & other publications	³⁰ / ₅₅
Principal Research Scientist	Chief Research Scientist	Fifteen (15) (Cumulative), & other publications	⁴⁵ / ₅₅

5.0 Qualification

Maximum Point = 5

The following evaluation (weighting) scheme shall apply to scholarship

Degree	Points
PhD	5
M.Phil./MSc./MA (by Research)	3
MSc./MA (by Course Work)	2

6.0 Technology Transfer and Resource Mobilisation/Commercialization

Maximum Points = 20

This includes service to the Community or Nation:

	<u>Points</u>
a) Design of Prototypes and transferring to industry, etc.	10
b) Training of farmers/ industrialists in the use of New Technology	5 (Max)
c) Adapting an existing Technology for Transfer	4
d) Expert Mission 1 per mission	5

e)	Writing of Manuals for the Community on Scientific Issues	2/Manual (Max 6)
f)	Public Lectures on Scientific/Technical Matters	1/Lecture (Max 5)
g)	Commercial activities per annum	
i.	Minimum US\$2000 (equivalent)	2
ii.	Between US\$2000 – 5000 (equivalent)	3
iii.	Between USD\$5000 – 20,000 (equivalent)	5
iv.	Above USD\$20,000 (equivalent)	10
v.	Above USD\$100,000 (equivalent)	20

7.0 Membership of Committees/Societies/Civic Positions

Maximum Points = 5

(a)	Permanent Committees	Points
▪	Chairman	1.0/Committee
▪	Member	0.8/Committee
(b)	Ad-hoc Committees	
▪	Chairman	0.5/Committee
▪	Member	0.4/Committee

8.0 Administrative Experience

Maximum Points = 5

	<u>Position</u>	<u>Points</u>
a)	Deputy Director-General	5.0
b)	Directors of Institutes	4.0
c)	Deputy Directors	3.5
d)	Heads of Departments	3.0
e)	Heads of Sections	2.0
f)	Acting Positions	
	* Less than three (3) months	1.0
	* Three (3) and above	2.0
g)	Project Leader/Co-ordinator	1.0
h)	Workshop Organiser	1.0
i)	AFRA Co-ordinator	1.0

9.0 Other Activities

Maximum Points = 10

- | | | |
|-----|---|-----------------|
| (a) | Supervision of Post-Graduate Research | |
| | MSc./M.Phil | 1.0/Student |
| | Ph.D | 2.0/Student |
| (b) | Supervision of Under-Graduate Research | 0.5/student |
| (c) | Part-time Teaching at the University | 1.0/Course |
| (d) | Editing of Pamphlets, Journal, Books, etc. | 0.5-1.5/Item |
| (f) | Review of Journal Manuscripts and Conference Proceedings | 1.0/Paper |
| (g) | 1 Examiner/Assessor for Universities/ Tertiary Institutions | 1.0/Appointment |

10.0 Overall Grading

The overall assessment of scientific achievement for promotion shall be graded as follows:

<u>Rank</u>	<u>Total Marks scored</u>
i. Senior Research Scientist	50%
ii. Principal Research Scientist	60%
iii. Chief Research Scientist	75%

APPENDIX 5

SCHEME OF ASSESSMENT AND CRITERIA FOR PROMOTION OF SERVICE/DEVELOPMENT-ORIENTED RESEARCH SCIENTISTS

A) Guidelines and Procedures for Promotion

- 1. Categories of Research Scientists Qualified for Promotion shall be Research Scientists who render services in the following areas:**
 - i. Nuclear Power Development Programme
 - ii. Engineering Services
 - iii. Non-Destructive Inspection Services
 - iv. Radiation Protection Service
 - v. Radiation Processing Services
 - vi. Crop Production and Animal Husbandry
 - vii. Library Services
 - viii. Scientific and Research Coordination
 - ix. Media/Public Relations and Communication Service
2. A candidate who is qualified for promotion shall be required to complete six (6) copies of an application form, which shall be forwarded by his/her Director to the Director-General along with Assessment Reports of the Head of Department/Center Managers and the Director of the Institute.
3. There shall be two (2) standing promotion bodies, an Institutes' Promotion Committee (IPC) and Appointments and Promotions Board.
4. On receipt of an application for promotion, the Director-General shall refer it to the Institutes' Promotions Committee for consideration.
5. The Institutes' Promotions Committee shall have a flexible composition. Core scientific staff who are of the rank of Principal Research Scientist and above shall be invited to sit on the Committee to consider promotions below them. The Committee shall have as its core member the Deputy-Director General as Chairman, Directors and the Director of Administration as Secretary.

6. Where a candidate is seeking promotion to the rank of Chief Research Scientist and analogous grades the IPC shall consist of Chief Research Scientist/Analogous grades and the number should not be less than three (3).
7. The Institutes' Promotion Committee shall meet at least once in a quarter to consider applications for promotion and shall forward all the application together with the Committee's comments and recommendations to the Director-General for further action. The comments shall reflect applicant's fulfillment of the relevant criteria for promotion.
8. The submission shall consist of:
 - a) Completed application forms
 - b) A copy of the candidate's curriculum vitae (CV);
 - c) Copies of the applicant's publications, and other written works (where applicable) separating them into materials used for previous promotions and new materials.
9. The Deputy Director-General/Chairman of the IPC shall acknowledge receipt of all applications and further notify candidates whose applications fully meet the required criteria and the date of receipt of application.
10. Promotion of deserving candidates shall be effective on the date of acceptance of their papers, i.e. the date the IPC completes the vetting of the promotion papers and becomes satisfied that the applicants have fully fulfilled all the requirements for promotion.
11. The Director-General shall request for three External Assessors to comment on applicant's publications submitted for promotion, stating their contributions to the candidate's field of research and candidate's academic standing.
12. An External Assessor shall be a person of good standing in the applicant's field, normally of the status of Professor or equivalent but not employed or in any way connected to the Commission or associated with the candidate.
13. In each case of promotion, the Director of Administration shall provide the Appointments and Promotions Board with:
 - f) The approved criteria for promotion;
 - g) The report of the Institute's Promotions Committee;
 - h) The report of the External Assessors, if any;

- i) The assessment report of the Head of Department/Centre Manager and Director of Institute;
 - j) A profile of each candidate including date of birth, date of first appointment and date of last promotion.
14. Without prejudice to other provisions in these guidelines, all Directors of Institutes shall once a year, review/appraise the performance of all scientific staff of their Institutes and submit reports to the Director-General. The appraisal report shall be copied to the staff concerned for comments and made available to the Institute's Promotions Committee.

B. Criteria for Promotion

This criteria is for scientists whose functions are primarily service oriented and commercial in nature.

1.0 Minimum Number of Years Required for Promotion

Grade	Minimum No. of Years
Senior Research Scientist	5
Principal Research Scientist	4
Chief Research Scientist	3

2.0 For promotion to higher scientific grades, evidence of continuing performances in respect of the following shall be required:

- (a) Output and quality of work and usefulness
- (b) Service to the Commission and Ghana
- (c) Leadership
- (d) Sense of responsibility
- (e) Initiative and reliability
- (f) Resource Mobilization and Commercialization / Technology Transfer
- (f) Interview (if required)

3.0 Weighting (Evaluation) Scheme

The following weighting scheme shall apply to the selected criteria for promotion:

	Maximum Points
i. Publications (Technical reports, Projects etc)	30
ii. Qualification	5
iii. Resource Mobilization and Commercialization	

	Technology Transfer	35
iv.	Membership on Committees/Societies/Civic Positions	5
v.	Administrative Experience	10
vi.	Interview (if any)	10
vii.	Other activities	5
	TOTAL	100

4.0 Relevant Publications

Maximum Points = 55

Publication submitted by a candidate for assessment shall be relevant to the field of work or that of the Commission. This shall include the following:

Commission's Technical Reports (contains information which is proprietary or classified)
 Refereed Journal Papers
 Edited Conference Papers
 Books
 Non-Refereed Journal Papers
 Unedited Conference Papers/Poster Presentations
 Handbooks
 Chapter(s) in Books
 Other Technical Reports

4.1 Evaluation (Weighing) Scheme for Publications

The following Evaluation (weighting) Scheme for Publications

	Points
(a) Book in relevant field	9.0
(b) Commission's Classified Technical Report	5.0
(c) Article in Refereed Journal	3.0
(d) Edited Conference Paper	2.0
(e) Non-Refereed Journal Paper	1.0
(f) News paper and News letter articles	1.0
(g) Unedited Conference Paper/Poster Presentation	1.0
(h) Handbook	2.0
(i) Chapter(s) in a book	3.0
(j) Other Accepted and Non Published Technical Report	1.0
(k) IAEA TECDOC Paper (Edited)	2.0
(l) IEA TECBOC Papers (Unedited)	1.0

4.2 In the case of publications with joint authorship the maximum points shall be credited to each of the authors.

4.3 Requirement for Publications

The following shall be the basic documents and minimum marks required for promotion:

Total marks required 30%

GRADE		PAPERS	MINIMUM MARKS SCORED
FROM	TO		%
Research Scientist	Senior Research Scientist	5 Technical Reports on major assignments taken & other publications	¹⁵ / ₃₀
Senior Research Scientist	Principal Research Scientist	10 Technical Reports, & other publications	²⁰ / ₃₀
Principal Research Scientist	Chief Research Scientist	15 Technical Reports, & other publications	³⁰ / ₃₀
* Refereed publications will be an advantage for each grade.			

5.0 Resource Mobilization and Commercialization/Technology Transfer

Maximum Points = 35

This includes service to the Community or Nation:

	<u>Points</u>
a) Design of Prototypes and transferring to industry, etc.	20
b) Training of farmers/ industrialists in the use of New Technology	5
c) Adapting an existing Technology for Transfer	4
d) Expert Mission 1	5
e) Writing of Manuals for the Community on Scientific Issues	2/Manual(Max10)
f) Public Lectures on Scientific/Technical Matters	1/Lecture(Max10)
g) Commercial activities per annum	
ii. Between US\$2000 – 4,999 (equivalent)	1
iii. Between USD\$5000 – 19,999 (equivalent)	2
iv. Between USD\$20,000 – 49,999 (equivalent)	3
vi Between USD\$50,000- 99,9999 (equivalent)	5
v. Between USD\$100,000-149,999 (equivalent)	10
vi Between USD\$ 150,000- 249,9999(equivalent)	15
vi Above USD\$ 250,000 is	20

6.0 Membership of Committees/Societies/Civic Positions

Maximum Points = 5

(a)	Permanent Committees	Points
▪	Chairman	1.0/Committee
▪	Member	0.8/Committee
(b)	Ad-hoc Committees	
▪	Chairman	0.5/Committee
▪	Member	0.4/Committee

7.0 Administrative Experience

Maximum Points = 10

	Position	Points
a)	Directors of Institutes	4.0
b)	Deputy Directors	3.5
c)	Heads of Departments	3.5
d)	Heads of Sections	2.0
e)	Acting Positions	
	* Less than 3 Months	1.0
	* 3 Months and above	2.0
f)	Project Leader / Co-ordinator	2.0
g)	Workshop Organiser	1.0
h)	AFRA Co-ordinator	2.0

8.0 Qualification

Maximum Points =5

PhD	5
M.Phil./MSc./ MA (by Research)	3
MSc./ MA (by Course Work)	2
Post-Graduate Diploma	1

9.0 Other Activities

Maximum Points = 5

(a)	Supervision of Post-Graduate Research	
	MSc./M.Phil.	1.0 / Student
	PhD	2.0 / Student
(b)	Supervision of Under-Graduate Research	0.5 / Student
(c)	Part-Time Teaching at the University	1.0 / Course
(d)	Editing of Pamphlets, Journal, Books, etc.	0.5–1.5 / Item
(e)	Review of Journal Manuscripts and	

Conference Proceedings 1.0 / Paper
(f) Examiner/Assessor for Universities/Tertiary Institutions
1.0/Appointment

10.0 Overall Grading

The overall assessment of scientific achievement for promotion shall be graded as follows:

Rank	Total Marks Scored (%)
I. Senior Research Scientist	50
II. Principal Research Scientist	60
III. Chief Research Scientist	75

APPENDIX 6

SCHEME OF ASSESSMENT AND CRITERIA FOR PROMOTION OF NON RESEARCH SENIOR MEMBERS

A) Guidelines and Procedures for Promotion

1. A candidate who is qualified for promotion shall be required to complete six (6) copies of an application form, which shall be forwarded by his/her Director to the Director-General along with Assessment Reports of the Head of Department/Center Managers and the Director of the Institute.
2. There shall be two (2) standing promotion bodies, an Institutes' Promotion Committee (IPC) and Appointments and Promotions Board.
3. On receipt of an application for promotion, the Director-General shall refer it to the Institutes' Promotions Committee for consideration.
4. The Institutes' Promotions Committee shall have a flexible composition. Core Administrative staff who are above the rank of Principal Administrative officer or Analogous grade shall be invited to sit on the Committee to consider promotions below them. The Committee shall have as its core member the Deputy-Director General as Chairman, Directors and the Director of Administration as Secretary.
5. Where a candidate is seeking promotion to the rank of Chief Administrative Officer or analogous grades the IPC shall consist of Chief Administrative officer and the number should not be less than three (3).
6. The Institutes' Promotion Committee shall meet at least once in a quarter to consider applications for promotion and shall forward all the application together with the Committee's comments and recommendations to the Director-General for further action. The comments shall reflect applicant's fulfillment of the relevant criteria for promotion.
7. The submission shall consist of:
 - a) Completed application forms
 - b) A copy of the candidate's curriculum vitae (CV);
 - c) Copies of the applicant's publications, and other written works (refereed papers/publications shall be an advantage.), separating them into materials used for previous promotions and new materials.

8. The Deputy Director General/Chairman of the IPC shall acknowledge receipt of all applications and further notify candidates whose applications fully meet the required criteria and the date of receipt of application.
9. Promotion of deserving candidates shall be effective on the date of acceptance of their papers, i.e. the date the IPC completes the vetting of the promotion papers and becomes satisfied that the applicants have fully fulfilled all the requirements for promotion.
10. The Director-General shall request for three External Assessors to comment on applicant's publications submitted for promotion, stating their contributions to the candidate's field of research and candidate's academic standing.
11. An External Assessor shall be a person of good standing in the applicant's field, normally of the status of Professor or equivalent but not employed or in any way connected to the Commission or associated with the candidate.
12. In each case of promotion, the Director of Administration shall provide the Appointments and Promotions Board with:
 - k) The approved criteria for promotion;
 - l) The report of the Institute's Promotions Committee;
 - m) The report of the External Assessors, if any;
 - n) The assessment report of the Head of Department/Centre Manager and Director of Institute;
 - o) A profile of each candidate including date of birth, date of first appointment and date of last promotion.
13. Without prejudice to other provisions in these guidelines, all Directors of Institutes shall once a year, review/appraise the performance of all scientific staff of their Institutes and submit reports to the Director-General. The appraisal report shall be copied to the staff concerned for comments and made available to the Institute's Promotions Committee.

B) Criteria for Promotion to Higher Ranks

1.0 Minimum Number of Years Required for Promotion

<u>Grade</u>	<u>Minimum No. of Years</u>
Senior Administrative Officer/Analogous	5
Principal Administrative Officer/Analogous	4

2.0 In addition to satisfying the minimum number of years on the particular level, an application for promotion shall be assessed on the basis of evidence of continuing performance in respect of the following:

- i. Publications (Technical reports, refereed journals, etc.)
- ii. Relevant working experience at that grade
- iii. Output and quality of service (memoranda, feasibility reports, manuals financial statement.etc)
- iv. Scholarship (academic work/degrees)
- v. Membership of Committees (Service to the Commission/Country)
- vi. Administrative Experience
- vii. Interview
- viii. Other Activities

3.0 Weighting (Evaluation) Scheme

The following weighting scheme shall apply to the selected criteria for promotion:

Points	Maximum
i. Relevant Publications	10
ii. Relevant working experience at that grade (above 10years less or equal to 5, below 10years less or equal to 3)	5
iii. Output and quality of written works	40
iv. Scholarship	5
v. Membership of Committees/service to Commission and Country	5
vi. Administrative Experience	5
vii. Other Activities	10
viii. Interview	20
TOTAL	100

4.0 Relevant Publications

Maximum Points = 10

Publication submitted by a candidate for assessment shall be relevant to the field of work or that of the Commission. This shall include the following:

Commission's Technical Reports/Classified Reports (contains information which will aid Commission's work)

Refereed Journal Papers

Edited Conference Papers

Books

Non-Refereed Journal Papers

Unedited Conference Papers/Poster Presentations/Development of Training materials

Handbooks

Chapter(s) in Books
Other Technical Reports

4.1 Evaluation (Weighing) Scheme for Publications

The following Evaluation (weighting) Scheme for Publications

	Points
(a) Book in relevant field	9.0
(b) Commission's Technical Report	5.0
(c) Article in Refereed Journal	3.0
(d) Edited Conference Paper	2.0
(e) Non-Refereed Journal Paper	1.0
(f) News paper and News letter articles	1.0
(g) Unedited Conference Paper/Poster Presentation/Training materials	1.0
(h) Handbook	2.0
(i) Chapter(s) in a book	3.0
(j) Other Accepted and Non Published Technical Report	1.0

4.2 In the case of publications with joint authorship the maximum points shall be credited to each of the authors.

4.3 Requirement for Publications

The following shall be basic documents and minimum qualification required by IPC for evaluation for promotion:

Total marks required 10%

GRADE		MINIMUM PAPER/REPORT	REFEREED TECHNICAL	MINIMUM MARKS SCORED
From	To			%
Administrative Officer /Analogous	Senior Administrative Officer /Analogous	Two (2)	Commission's Technical report and other publications	⁴ / ₁₀
Senior Administrative Officer /Analogous	Principal Administrative Officer /Analogous	Four (4)	Commission's Technical report & other publications	⁶ / ₁₀
Principal Administrative Officer /Analogous	Chief Administrative Officer /Analogous	Six (6)	Commission's Technical report (Cumulative), & other publications	¹⁰ / ₁₀

Refereed publications will be advantage for each grade

5.0 Qualification

Maximum Point = 5

The following evaluation (weighting) scheme shall apply to scholarship

Degree	Points
PhD/Specialist Qualification	5
Full Professional Qualification/LLM	3
M.Phil./MBA /MPA	3
MSc./MA (by Course Work)	2

NB Where a candidate has two (2) different qualifications not in the same field, but both relevant to the Commission, they shall be summed up, not exceeding five (5) points.

i.	Administrative Experience	Maximum Points – 5
a.	Director	5
b.	Deputy Director	4
c.	Head of Department	3
d.	Head of Section	2
e.	Acting Positions	
	Less than 3 months	1
	More than 3 months	2
ii.	Service to the Commission/Country	Maximum Points – 10
a.	Permanent Committees	
	Chairman	1.0/Committee
	Member	0.8/Committee
b.	Ad-hoc Committees	
	Chairman	0.5/Committee
	Member	0.4/Committee
iii.	Work Output (Written Work)	Maximum Points – 40
		Points
a.	Memorandum	1.0 Max 10
b.	Report	2.0 Max 10
c.	Manual/Training material	2.0 Max 10
d.	Handbook	2.0 Max 10
e.	Project Report	2.0 Max 10
f.	Minutes	0.5/Meeting 10
g.	Technical Report	1.0 Max 10
h.	Unedited Conference	1.0 Max 5
i.	Feasibility Report	3.0 Max 6
j.	Refereed Journal Paper	3.0 Max 3
k.	Book	9.0 Max 9
l.	Chapter in a Book	3.0 Max 3

- iv. Other Activities** **Maximum Points - 10**
- | | |
|---|-----------------|
| a) Part time teaching/ | 1.0 /course |
| b) Resource person(Training Course /Workshops, Conferences) | 1.0 |
| c) Presentation at Seminars/Public Lectures | 1.0 |
| d) Review of journal manuscripts and conference papers | 1.0/paper |
| e) Editing of pamphlets , books etc | 0.5/item |
| f) External Examiner for Tertiary Institution | 1.0/appointment |
| g) Supervision of thesis: | |
| i. Undergraduate | 0.5/student |
| ii. MPhil/MSc. | 1.0/student |
| iii. PhD | 1.0/student |
- v. Interview by Appointment and Promotion Committee** **Maximum Points - 20**

6.0 Overall Grading

The overall assessment of Administrative achievement for promotion shall be graded as follows:

Rank	Total Marks Scored (%)
i. Senior Administrative Officer/Analogous	50
ii. Principal Administrative Officer/Analogous	60
iii. Chief Administrative Officer/Analogous	75

APPENDIX 7

REWARD/AWARD POLICY

1.0 PREAMBLE

This policy seeks to acknowledge the contribution and achievements of employees of the Commission and generally increase productivity through staff motivation. With the new drive to link the activities of GAEC to the private sector through technological transfer, this reward scheme is very relevant.

The Commission shall be committed to recognizing its employees for excellent performance and other meritorious contributions and achievements. The rewards may be in Financial and/or non - Financial terms.

The Commission shall institute formal annual Performance Management System (PMS), which shall be used as part of the criteria for selection of exceptional individual(s) or group performance for any particular year.

2.0 AIMS/OBJECTIVES

The aim of the policy is to encourage staff to be creative, innovative and dedicated with their jobs both for the Commission and the individual benefit.

The specific objectives are to:

- Recognize exceptional performance
- Motivate staff to achieve the overall goals of the Commission.
- Enhance general performance of staff
- Retain competent staff and high flyers
- Promote corporate responsibility towards staff
- Align staff goals to the Commission's goals to enhance productivity.
- Enhance technological transfer and marketing strategies towards private sector development
- Enable staff explore avenues for innovation.

3.0 CRITERIA/ELIGIBILITY

For a person to qualify for an award, he/she must have the following qualities:

- (a) Consistent outstanding levels of performance and good conduct
(Discipline, punctuality and commitment to work)
- (b) Resourcefulness (Good at finding ways of doing things to solve problems)
- (c) Job knowledge/Competency and timely delivery of task

- (d) Proven professional ability (demonstrated by work output such as proposals, memos, project report, publications, etc.)
- (e) Being efficient team player
- (f) Outstanding work output
- (g) Innovativeness
- (h) Service to the Commission/Country

4.0 TYPES OF REWARDS

The categories of rewards are:

(i) Financial Rewards

- (a) Cash reward
- (b) End of year bonuses for staff
- (c) Individual/Team Bonuses (20% of after net profit of IGF to team members)
- (d) Incremental jump
- (e) Accelerated promotion
- (f) Long service award

(ii) Non-Financial Rewards

- (a) Certificates
- (b) Plaques/citation
- (c) Gifts (TV, Gas Burner/Electric cooker, Fridge, Citation, etc)
- (d) Career development and Training

5.0 TYPES OF AWARDS

The types of awards shall include the following:

A. Individual

- i. Best worker (Senior Members, Senior and Junior staff categories)
- ii. Overall best worker (Commission)
- iii. Overall best worker (Institute)

B. Team Award

Best Centre/Department/Section/Unit/Laboratory/Committee/Group

6.0 PROCEDURE FOR REWARDING STAFF

6.1 Individual

Procedure for rewarding Junior, Senior Staff and Senior Members shall be as follows:

- (a) The HR department shall initiate the process by writing a circular to all the Institutes/school for submission of the best worker for the year under review.

- (b) The Institutes/school shall constitute a best worker Standing Award Committee to select the best worker in the year under review in the various categories and submit a report to the Director/Dean of the Institute/school for consideration by the Institutes'/schools' Administrative Committee by the end of September.
- (c) The nominees from the various Institutes shall be forwarded to the Director of Administration through the Director General by mid October.
- (d) The GAEC Standing Committee chaired by the Director of Administration shall assess all the nominees and make recommendations to the Executive Committee.
- (e) Presentations of awards in the various categories shall be made at staff end of year Durbar.

6.2 Team Award (Best Centre/Department/Section/Unit/Laboratory/Committee/Group)

The Team that has exceptionally contributed to the achievement of the Commission shall be rewarded. The GAEC Standing Committee in consultation with the Director-General shall make recommendation for consideration by the Executive Committee as to any of the above mentioned that deserves to be awarded.

APPENDIX 8
CATEGORIES 2 AND 3 ALLOWANCES

List of Identified Categories 2 and 3 Allowances in the Public Service approved for implementation by Government dated September, 2015:

1. Acting Allowance
2. Additional Duty Allowance
3. Overtime Allowance
4. Call-in- Allowance
5. Commuted Overtime Time Allowance
6. Height Allowance
- 7A Permanent Transfer
- 7B Temporary Transfer Allowance
- 7C Travelling Expenses
- 8 Tools Allowance
- 9A Physical Challenge Guide Allowance
- 9B Physical Challenge Transport Allowance
- 10A Night/Out -of -Station Allowance (Local Trip)
- 10B Foreign Trips
11. Day Trip Allowance
12. Vehicle Maintenance Allowance
13. Kilometric Allowance
14. Medical Subsidy
15. Funeral Grant
16. Uniform/ Clothing Allowance
17. Protective Clothing Allowance