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STAFF DEVELOPMENT POLICY

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APPROVED BY: VICE CHANCELLOR

CHAIRPERSON BOG

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Foreword

Working institutions exist and smoothly run their businesses with support from well managed human capital. University of Tourism, Technology and Business Studies (UTB) is also interested in managing well its employees through various ways. In this framework and in order to enable UTB staff to be easily knowledgeable of their rights and obligations and to abide by them, a Staff Development Policy was established and approved by competent organs.

On behalf of UTB management and on my own behalf, I invite UTB staff to be knowledgeable of their rights and obligations through regularly reading this policy for a better service delivery and rights entitlements at UTB.

KABERA Callixte

Vice Chancellor

Table of contents

FOREWORD	I
TABLE OF CONTENTS	<u>II</u>
STAFF DEVELOPMENT POLICY	1
1. THE SCOPE OF STAFF DEVELOPMENT	1
2. STAFF DEVELOPMENT THROUGH CAPACITY DEVELOPMENT	1
2.1. <i>Forms of capacity development</i>	<u>1</u>
2.2. <i>Capacity needs assessment and capacity development plan</i>	<u>1</u>
2.3. <i>Capacity development implementation</i>	<u>2</u>
2.4. <i>Post capacity development management</i>	<u>2</u>
3. STAFF DEVELOPMENT THROUGH PROMOTION	<u>3</u>
3.1. <i>Performance based promotion</i>	<u>3</u>
3.2. <i>Research, consultancy, presentations and publications based promotion</i>	<u>3</u>
3.3. <i>Qualification based promotion</i>	<u>3</u>
4. STAFF DEVELOPMENT COMMITTEE	<u>4</u>

STAFF DEVELOPMENT POLICY

1. The scope of staff development

UTB staff development has a dual framework: staff development through capacity development and development through staff promotion.

2. Staff development through capacity development

2.1. Forms of capacity development

UTB employees' capacity is developed through various forms including but not limited to academic and professional trainings, induction courses, professional courses, refresher courses, internship, coaching and mentoring, study trips, workshops, conferences, all at national or international level, in-house, in-country, online or abroad.

2.2. Capacity needs assessment and capacity development plan

Capacity development initiative is preceded by a capacity needs assessment carried out by the immediate supervisor which demonstrates loopholes in capacities and performances of an employee vis-à-vis the occupied post or needed capacities at UTB in his/her department of appointment due among others, to economic, technical, organizational, scientific and technological development.

Once the capacity needs assessment is done, UTB makes a capacity development plan indicating forms of training to be attended by its employees, tentative training institutions and the tentative corresponding budget or sources of training financing, which can be borne by the employer, the employee or by cost sharing.

In any case, the UTB critical skills and priority areas' capacity needs prevail over an employee's capacity needs. However, every UTB employee is entitled to a minimum training of one session per three (3) years, whatever its form.

2.3. Capacity development implementation

When the training financial issues are sorted out and the training plan comes to its implementation, UTB authorizes the concerned employee to take part into the planned for training.

During the training period, the employee is entitled to his/her full salary and allowances for the course of training, re-imbursements of costs incurred to the employee where the training does not exceed six (6) months, whereas when the training exceeds six (6) months, the employee is paid only two third (2/3) of his/her salary during that additional period.

However, when it is a training whereby the employee goes on delivering services, she/he is paid the total remuneration regardless the training duration. In such situation, she/he is entitled to two (2) hours per day to concentrate on training related issues.

UTB employee on training is required to safeguard the image of his/her institution and failing the training is considered as employment incompetence which can read to employment contract termination. In addition, the employee on training is required to submit a regular report during and at the training completion, which report is assessed and kept in the employee's administrative file.

2.4. Post capacity development management

At the end of training, the training duration and related leaves, practical's period, internship and similar procedures are not deducted from the annual leave period and are considered as a working period when determining the employee's seniority and experience.

Any employee who accomplishes his/her training is obliged to continue permanently working for UTB within one (1) year, two (2) years, five (5) years and ten (10) years if the attended training covered at least three (3) months, six (6) months, one (1) year and three (3) years respectively.

In case the concerned employee wishes to change his/her employment before the expiry of the period mentioned above, she/he is obliged to reimburse the salary earned during his/her training period and/or money paid for his/her training by UTB or its development partner.

3. Staff development through promotion

3.1. Performance based promotion

Without prejudice to the staff integrated performance management and salary and related allowances chapters of this policy, UTB employee is entitled to performance based promotion in the following cases:

1. If she/he scores at least 70% in her/his annual performance evaluation, she/he is entitled to a bonus;
2. If she/he scores at least 70% within three (3) consecutive years, she/he is entitled to a horizontal grade increment and thus salary increment, in addition to the annual bonus.

3.2. Research, consultancy, presentations and publications based promotion

UTB Research and academic staff are also promoted based on carried out researches, presentations made in conferences and workshops and publication of articles in scientific journals.

Criteria and procedures for appointment and mainly research, consultancy, presentations and publications based promotion of UTB staff are annexed to the present policy.

3.3. Qualification based promotion

All UTB staff, administrative, research and academic, are promoted as a result of new qualifications which match with UTB mandate and capacity needs.

Without prejudice to the staff integrated performance and salary management chapters, administrative staff are promoted horizontally from one grade to another but higher grade of the same post. Therefore, an award of higher academic qualification or a professional certificate

resulting from a training which covered at least six (6) months give right to promotion in the next year without waiting for three (3) cumulative years of normal horizontal promotion. In any case, no promotion can be done more than once in three (3) years.

Research and academic staff are promoted vertically upon criteria and procedures in the promotion policy.

4. Staff development committee

UTB management appoints staff development committee members where all departments are represented. This committee has as main attributions to consolidate the capacity needs assessment and the capacity development plan; and submit to UTB management a regular report embodying, among others, recommendations in regard to UTB priority areas to be given a special attention in authorizing trainings.

The staff development committee also coordinates exercises regarding UTB staff promotion and submits candidates to UTB management for promotion approval, after taking into considerations all surrounding conditions which include staff rules and regulations compliance, staff targets attainment and budget constraints.

Last reviewed: July 2016

By

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