

UNIVERSITY OF DAR ES SALAAM



UNIVERSITY OF DAR ES SALAAM STAFF REGULATIONS, 2013

**ISSUED ON THE AUTHORITY OF THE COUNCIL OF THE
UNIVERSITY OF DAR ES SALAAM**

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TABLE OF CONTENTS

PREFACE	iv
1. SHORT TITLE, AUTHORITY AND EFFECTIVE DATE.....	1
2. INTERPRETATION.....	1
3. FORMS	2
4. APPLICATION	2
5. LEGISLATION	3
6. UNIVERSITY STAFF CIRCULARS	3
7. AMENDMENTS	3
8. PROMULGATION.....	3
9. CATEGORIES OF SERVICE.....	4
10. CATEGORIES OF POSTS.....	4
11. APPOINTMENTS LIMITED BY ESTIMATES	5
12. ADVERTISEMENT OF POSTS	5
13. APPOINTMENT PROCEDURE.....	5
14. DISQUALIFICATION FROM APPOINTMENT TO THE UNIVERSITY SERVICE	5
15. LETTERS OF APPOINTMENT	6
16. MEDICAL EXAMINATION BEFORE APPOINTMENT	6
17. DATE OF FIRST APPOINTMENT.....	7
18. MAINTENANCE OF SERVICE STANDARDS	7
19. PERIOD OF PROBATION	7
20. CONFIRMATION OF PROBATIONARY EMPLOYEES	8
21. TERMINATION OF PROBATIONARY APPOINTMENT	9
22. TERMINATION OF APPOINTMENT OTHER THAN ON DISCIPLINARY GROUNDS	9
23. TERMINATION OF APPOINTMENT ON DISCIPLINARY GROUNDS.....	11
24. CRIMINAL PROCEEDINGS	11
25. REVIEWS.....	12
26. CERTIFICATE OF SERVICE	12
27. PARTICIPATION IN POLITICS.....	12
28. BASIC SALARY SCALE	14
29. GRADING	14
30. ENTRY POINTS	14
31. PAYMENT OF SALARIES	15
32. INCREMENTS	15
33. INCREMENTAL DATES	15
34. INCREMENTS WITHHELD OR STOPPED OR DEFERRED	16
35. PROFICIENCY BARS	16
36. COMPENSATION FOR DEATH OR INJURY	16
37. HOURS OF DUTY	17
38. HOUSING.....	17
39. SEVERANCE ALLOWANCE.....	19
40. SUBSISTENCE ALLOWANCE FOR TRAVEL ON DUTY, TRANSFER, FIRST APPOINTMENT, ETC., WITHIN TANZANIA	19

41. HOTEL ACCOMMODATION	20
42. TRAVELLING FOR MEDICAL EXAMINATION	20
43. SUBSISTENCE ALLOWANCE FOR TRAVEL ON DUTY OUTSIDE TANZANIA	21
44. DISTURBANCE ALLOWANCE	22
45. RESPONSIBILITY ALLOWANCE	22
46. ACTING ALLOWANCE	23
47. OUTFIT ALLOWANCE	24
48. ANNUAL LEAVE AND TRAVEL ASSISTANCE	25
49. SICK LEAVE	26
50. LIMITATION OF SICK AND CONVALESCENT LEAVE	27
51. EXTENSION OF LEAVE ON MEDICAL GROUNDS	28
52. COMPASSIONATE LEAVE	28
53. MATERNITY LEAVE	28
54. PATERNITY LEAVE	30
55. SPECIAL LEAVE	30
56. STUDY LEAVE	31
57. SABBATICAL LEAVE	31
58. LEAVE WITHOUT PAY	32
59. ENTITLEMENT TO TRANSPORT	34
60. TRANSPORT FOR FAMILIES	34
61. TRANSPORT OF PERSONAL EFFECTS	35
62. TRANSPORT ON LEAVE	35
63. TRANSPORT ON DUTY	35
64. TRAVEL ASSISTANCE – OFFICERS ON OVERSEAS LEAVE AND PASSAGE TERMS	35
65. ENTITLEMENT OF MEDICAL ATTENTION	38
66. ADVANCES OF SALARY	38
67. LOANS	39
69. TERMS OF SERVICE FOR EMPLOYEES PAID AT DAILY RATES OF WAGES	40
70. FUNERAL SUPPORT	41

PREFACE

Since its establishment, the University of Dar es Salaam has always handled matters pertaining to the terms and conditions of service for its staff in accordance with relevant laws and applicable government circulars. For the sake of ease of reference, at its inception in July 1970 the University synthesized such laws and orders, and made them available in the form of a single document entitled the University of Dar es Salaam Staff Regulations, 1970. The Regulations were issued on the authority of the Council of the University of Dar es Salaam, and became effective on 1st July, 1970.

This document replaces the University of Dar es Salaam Staff Regulations, 1970 that were made under Section 57 of the University of Dar es Salaam Act, 1970, and took into account other relevant legislation as well as applicable government policies and directives at the time. However, because of the fluidity of the underlying legal environment and policy frameworks, the interpretation and implementation of the Regulations has always had to be done in light of changes in related policies, laws, and government directives. Such cross referencing was in all cases made under the relevant provisions made in the University of Dar es Salaam Act, 1970 and within the Regulations themselves.

The subsequent establishment of the University of Dar es Salaam Charter, 2007 and the University of Dar es Salaam Rules, 2007, together with the release of numerous new government regulations and directives, put the University on a distinctly new legal landscape. Following these changes, it became extremely cumbersome to continue using the University of Dar es Salaam Staff Regulations, 1970 as the basic legal framework for handling staff matters. The need to thoroughly update the basic document prevailed over continued use of the old document along with the new laws, government directives and internally designed coping mechanisms.

It is under these circumstances that the current document was written and issued on the authority of the Council of the University of Dar es Salaam on (4th December 2013). The University of Dar es Salaam Staff Regulations, 2013, as formally known, are made under Article 25(2) of the University of Dar es Salaam Charter, 2007 and Rule 12(2) (i) of the University of Dar es Salaam Rules, 2007. Like its predecessor, the document takes into account other relevant laws and important government directives and orders currently in force. As further changes in the broader legal environment are inevitable, the document makes proper provisions for cross reference to relevant legislation and government directives whenever the need arises.

Prof. Rwekaza S. Mukandala
VICE CHANCELLOR

SECTION ‘A’

PRELIMINARY

1. SHORT TITLE, AUTHORITY AND EFFECTIVE DATE

These Regulations may be cited as the University of Dar es Salaam Staff Regulations, 2007. The Regulations are made under Article 25(2) of the University of Dar es Salaam Charter 2007 and Rule 12(2) (i) of the University of Dar es Salaam Rules 2007 and they are effective from the date they are approved by the Treasury Registrar.

2. INTERPRETATION

(a) In these Regulations:

Academic staff - means academic staff as defined by Rule 19 of the University of Dar es Salaam Rules 2007.

Administrative Staff - means administrative staff as defined by Rule 20 of the University of Dar es Salaam Rules 2007.

Appointing Authority in relation to any member of staff means the Council or its delegate.

Committee of Council - means a committee established by the Council under Rule 14 of the University of Dar es Salaam Rules 2007 including any Committee required to be established by the University under any law.

Corporate Counsel and Secretary to Council - means Corporate Counsel and Secretary to Council appointed by the Council pursuant to Rule 46(1) and (3) of the University of Dar es Salaam Rules 2007.

Technical Staff - means technical staff as defined by Rule 20 of the University of Dar es Salaam Rules 2007.

University - means the University of Dar es Salaam as established by Article 3 of the University of Dar es Salaam Charter 2007.

- (i) “Appointment” includes a temporary appointment and also includes acting appointment.
 - (ii) “Spouse” for purpose of privileges and entitlements for which an employee qualifies under these Regulations, means one spouse only.
 - (iii) “Child” means biological or legally adopted child who is below 18 years.
 - (iv) “Domicile” means a place where an employee was born or which he has made his permanent home as declared on his appointment.
 - (v) “Family” means an employee and his or her spouse and, if any, the children of such employee as defined in (iii) above.
 - (vi) “Promotion” means the appointment of an employee to a different grade with an immediate or potential increase in salary, stature or any other benefits.
- (b) Subject to the provisions of subsection 2 (a) the various expressions used in these Regulations shall, except where a contrary intention appears, have the same meaning as in the University of Dar es Salaam Charter and Rules 2007.

3. FORMS

Standard forms with such variations as circumstances may require shall be used for the purposes of these Regulations.

4. APPLICATION

- (a) These Regulations apply to all employees of the University of Dar es Salaam.
- (b) The Vice-Chancellor shall be responsible to the Council for the application of these Regulations.
- (c) In the application of these Regulations, the Vice-Chancellor shall be guided by the decisions of the Council and the University of Dar es Salaam Rules 2007.
- (d) Where any dispute arises regarding the application of these Regulations, the matter shall be placed before the Council. The decision of the Council on any such matter shall be final.

- (e) Where the application of any of these Regulations is at variance with the terms and spirit of relevant instruments established by the Government directives/circulars, the interpretation by the relevant instruments established by Government shall prevail.

5. LEGISLATION

When the provisions of these Regulations are in any way at variance with the provisions of any legislation the latter shall prevail.

6. UNIVERSITY STAFF CIRCULARS

These Regulations may be supplemented as need arises by Staff Circulars issued by the Vice-Chancellor.

7. AMENDMENTS

Every amendment to these Regulations must be authorized by the Council.

8. PROMULGATION

These Regulations shall be posted on the University web-site to be accessible by every employee. In any case a hard copy of these Regulations shall be supplied to every Head of Unit and every prospective employee shall have his/her attention drawn to them. Acceptance of an offer of appointment shall be deemed to include acceptance of the provisions of these Regulations.

SECTION 'B'

GENERAL CONDITIONS OF SERVICE

9. CATEGORIES OF SERVICE

There shall be the following categories of service:

(a) Permanent Service

Permanent appointments shall be appointments whereby the persons so appointed are expected to make a full career in the service of the University of Dar es Salaam until the normal age of retirement, unless their appointments are otherwise terminated as provided under Regulations 14, 22 and 23.

(b) Fixed Term Contract Service

Contract appointments shall normally be for a maximum period of four years renewable by mutual agreement.

(c) Temporary Contract Service

Temporary appointments shall be those offered to individuals required to assist in a period of unusual pressure of work or on account of the illness of permanent or contract staff. They may also be engaged to perform a specific task the end of which is not accurately foreseeable.

(d) Day Service

Employees who shall be those engaged for a period of twenty-four hours or less and are paid their wages at the end of such period. Their services may be terminated at the end of any day without notice.

(e) Part-time Contract Service

These shall be employees who are engaged on fixed contracts to perform specified services in the UDSM.

10. CATEGORIES OF POSTS

There shall be grades of posts to which members of the Academic, Administrative and Technical staff of the University shall be appointed. Appointments under these terms shall be in one of those grades, to be specified in the Letter of Appointment.

11. APPOINTMENTS LIMITED BY ESTIMATES

- (a) No appointments may be made, for which no provision has been made in the approved estimates of the University.
- (b) No increase in the number of posts may be made above the authorized establishment as shown in the approved Estimates, without the prior approval of the Council.

12. ADVERTISEMENT OF POSTS

Vacancies other than those in the Subordinate/Artisan Grade will normally be advertised in the press by the Deputy Vice Chancellor (Administration). The Vice Chancellor, may after consultation with the Deputy Vice Chancellors should release the advertisement if he /she considers that the vacant post may be filled internally, or there is no likelihood of any application being received in response to the advertisement in the local press from a person who is eligible and suitable. Heads of Departments will in all cases recommend to the Deputy Vice Chancellor (Academic) or the Deputy Vice Chancellor (Administration) as the case may be, through their Principals, Deans and Directors of colleges, schools and institutes respectively whether or not a vacancy can be filled by internal promotion.

13. APPOINTMENT PROCEDURE

University Staff appointment shall be made in accordance with Rule 13 of the University of Dar es Salaam Rules 2007. Appointments shall be made by a letter setting out the principal terms and conditions of service.

14. DISQUALIFICATION FROM APPOINTMENT TO THE UNIVERSITY SERVICE

- (a) No person previously convicted of a criminal offence or who has been dismissed or had his service terminated in the public interest, from public service, parastatal organizations, industry or commerce may be appointed to any post in the University of Dares Salaam service. Concealment of such conviction or dismissal shall render an employee liable to termination.
- (b) Notwithstanding the provisions of Regulation 14(a), the University may employ an ex-convict provided prior permission of the President of the United Republic is obtained.
- (c) When appointments are made, preference shall always be given to citizens of the United Republic of Tanzania. Non-citizens shall be appointed only if no suitable

citizens are available. Appointments of non-citizens to teaching positions will be usually to those with a Ph.D. degree.

15. LETTERS OF APPOINTMENT

(a) Permanent

An employee who is selected for appointment on permanent terms shall be issued with a letter of Offer of Appointment by the Deputy Vice Chancellor (Administration). All employees shall be on pension scheme terms and will be free to join a pension fund of their choice. The terms of the appointment will be varied as necessary where the appointment is being made under special terms.

(b) Contract

An employee appointed on contract terms shall be issued with a letter of Appointment by the Deputy Vice Chancellor (Administration). A Contract employee shall be entitled to gratuity and such other benefits as may be specified in the letter of appointment on satisfactory completion of the contract.

(c) Temporary

An employee appointed on temporary basis shall be issued with a letter of appointment as in other cases by the Deputy Vice Chancellor (Administration).

(d) Daily Paid

A day worker shall not be issued with a Letter of Appointment but his/ her particulars will be recorded as required by law and also shown in the Master Pay Roll.

(e) Part-Time

A letter of appointment shall be issued by the Deputy Vice Chancellor (Administration) to suit the nature of work at hand.

16. MEDICAL EXAMINATION BEFORE APPOINTMENT

All prospective employees except daily paid workers must undergo medical examination by a University of Dar es Salaam doctor or a registered or licensed Medical Practitioner. All offers of appointment shall be subject to a certificate of

medical fitness being received by the University. No offer of appointment will be cancelled on grounds of a prospective employee's HIV/AIDS status.

17. DATE OF FIRST APPOINTMENT

- (a) Date of appointment in the case of an employee appointed from a place outside the United Republic of Tanzania who travels directly and by the most expeditious route will be that on which the employee embarks at the port of departure for Tanzania.
- (b) In the case of an employee appointed from within the United Republic of Tanzania, the appointment, will be effective from the date on which he/she assumes duty, provided that he/she commences duty at the place of engagement, otherwise the date of his/her leaving his/her place of engagement to take up his/her duties will be his/her date of appointment, provided that he/she travels by a direct route and without unnecessary delay.

18. MAINTENANCE OF SERVICE STANDARDS

There shall be conducted, by Heads of Departments, Deans, Directors, Principals, Deputy Vice Chancellor (Administration), Deputy Vice Chancellor (Academic), and the Vice Chancellor partial constant reviews of University staff performance leading to necessary recommendations to the Appointments Committee and to the Council in case of promotion to Associate Professor and above. The aim of these regular, constant staff reviews shall be to enable the University maintain academic and administrative standards by promoting meritorious employees, warning, or where necessary, terminating the appointment of those who fall below the standards required and expected of a reputable institution of higher learning.

19. PERIOD OF PROBATION

- (a) The period of probation for administrative and technical members of staff shall, initially, be one year. On satisfactory completion of the probationary period, the employee shall be confirmed in his/her appointment. The service of an employee, whose probationary period has not been satisfactory, may be extended for a further period of up to six months, at the end of which the Appointing Authority shall decide whether or not to employ him/her on permanent terms.
- (b) The probationary period for Academic staff appointed for the first time shall be one year. On satisfactory completion of his/her probationary period, the employee shall be confirmed in his/her appointment. The Vice-Chancellor, on the recommendation of the Deputy Vice Chancellor (Academic), may extend the probationary period for two terms of six months each at the end of which the

Appointing Authority shall decide whether or not to employ him/her on permanent terms.

- (c) Probation is to be considered as a means of ensuring that those whose efficiency are below the standard required, and those who are temperamentally unsuited for the service of the University of Dar es Salaam are not retained. Head of Departments shall ensure that all newly appointed employees have every opportunity of acquiring experience of their duties and are given all possible guidance and assistance in correcting their faults.
- (d) The Appointing Authority shall be the final Authority for deciding upon the termination of probationary appointments.

20. CONFIRMATION OF PROBATIONARY EMPLOYEES

- (a) The Heads of Departments shall through the relevant Principals of Colleges/ Deans of Schools or Directors of Institutes/Heads of Major Departments make a recommendation to the Appointing Authority regarding the confirmation of probationary employees one month before the expiry of the probationary period. The Appointing Authority will be responsible for the confirmation of appointments. The Appointing Authority may, for good cause extend the period of probation of an employee as per Regulation 19 (a) and (b) above.
- (b) Other conditions may be prescribed as necessary conditions to be fulfilled before an employee's appointment may be confirmed. These may include:
 - the passing of prescribed examinations or tests;
 - the satisfactory completion of certain courses of instruction; and
 - Any other pre-requisites laid down for any particular appointment.
- (c) In cases where confirmation is deferred and the probationary period is extended, the employee:
 - Will not be entitled to an increment until the date of his confirmation. This date will be the basis of determining the employee's future incremental date as provided for under Regulation 33 of these regulations.
 - Notwithstanding the provisions of Regulation 20(a) above, if the employee fails to complete the prescribed probationary period through causes judged at the time to be beyond his/her control, and if he/she succeeds in satisfying such prescribed conditions after a further reasonable period and he/she is considered suitable for confirmation in his/her appointment, the circumstances of his/her case may be examined by the Appointing Authority with a view to

deciding whether he/she shall be treated as though he/she had been confirmed at the normal date.

21. TERMINATION OF PROBATIONARY APPOINTMENT

The Appointing Authority shall give notice of at least one month of termination of probationary appointments. If the termination is on grounds of inefficiency due to the employee's negligence or fault, the provisions of the Employment and Labour Relations Act, 2004 or any other relevant law currently in force shall prevail.

22. TERMINATION OF APPOINTMENT OTHER THAN ON DISCIPLINARY GROUNDS

(a) Retirement

Permanent appointments are tenable to the end of the financial year in which the employee reaches the age of 60 years when retirement is compulsory. An employee may retire voluntarily at the age of 55 years with permission of Council.

(b) Resignation

- (i) An employee on permanent terms may resign his appointment by giving three months' notice in writing to the Appointing Authority u.f.s. the Head of Department, or by paying one month's salary in lieu of notice. The Vice Chancellor may waive the requirement of giving a three months notice in cases where circumstances are such that it is desirable to do so.
- (ii) An employee on contract terms may resign from appointment in accordance with the provisions of the contract.
- (iii) Where no specific provision has been made, the provisions of Regulation 22(b) (i) above shall apply as the case may be.

(c) Completion of contract

On satisfactory completion of contract, an employee may leave the service of the University with all the privileges to which he/she is entitled under the terms of his/her contract. The University shall not be under any obligation to re-employ him/her for any further period. Where such employee wishes after the expiry of his/her contract, to be re-engaged for a further period of service, the employee shall notify the Appointing Authority not later than six months before the normal expiry of his/her contract of the desire to be so re-engaged.

(d) Termination of appointment due to ill-health

An employee may be required to resign on account of persistent ill-health if his/her ailment renders him/her unfit to discharge his/her duties. The Appointing Authority may require such an employee to submit him/herself to examination by a Medical Board (to be appointed by the Ministry currently responsible for Health) with a view to ascertaining whether he/she is physically or mentally incapable of performing his/her duties. The Appointing Authority shall then examine the report of the Medical Board and give a decision which shall be final.

(e) Compulsory retirement

If a Head of Unit considers that an employee should be compulsorily retired on grounds which are not provided for in any other part of these Regulations, he/she will prepare and submit a report on the employee to the Appointing Authority setting forth the grounds and reasons that impel the compulsory retirement of the employee. If the Appointing Authority is satisfied that it is in the interest of the University to do so, it shall issue a three-month notice to the employee notifying him/her of the intention to retire him/her from the service of the University without any loss of rights. Provided that the concerned employee shall have the right to signify his/her acceptance in writing to the proposed compulsory retirement or contest the same by appealing to Council.

(f) Requirement to seek alternative employment

Tutorial Assistantship is a training position. Any Tutorial Assistant who pursues and completes a graded Master's degree and does not attain a minimum GPA of 4.0 shall be given six months within which to seek alternative employment. Similarly, an Assistant Lecturer who pursues and fails to complete a Ph.D. degree study programme successfully, shall be given six months within which to seek alternative employment. Expiry of the six months shall mean cessation of employment. Under rare circumstances shall an employee required to seek alternative employment be considered for recategorisation within University service in which case a strong case from the respective unit shall be a necessary pre-requisite.

23. TERMINATION OF APPOINTMENT ON DISCIPLINARY GROUNDS

(a) General:

Subject to the provisions of any written law for the time being in force, an employee may be terminated from the service of the University if he/she commits serious breaches of his/her contract of service, including but not limited to absenteeism without permission or acceptable reason for more than five days; wilful or habitual negligence or dishonesty or gross incompetence in the performance of work; fraud, theft of, or causing serious damage to University property; and abusive behaviour or being under influence of alcohol or illicit drugs whilst on duty.

(b) Procedure:

If a Head of Unit is dissatisfied with the work/conduct of an employee on permanent or contract terms, he/she shall prepare a report stating the grounds on which he/she recommends termination and shall submit it to the Deputy Vice Chancellor (Administration). The Deputy Vice Chancellor (Administration) will inquire fully into the case and after hearing any grounds upon which the employee seeks to exculpate him/herself will cause the Staff Disciplinary Committee (SDC) to convene for hearing. The Disciplinary Committee will take such disciplinary action as it considers necessary subject to appeals to the Staff Disciplinary Appeals Committee (SDAC).

In all the proceedings under sub-section (b) in this section, the Disciplinary Code as specified in the first schedule of the Rules of the Employment and Labour Relations Act, 2004 or any other relevant law currently in force will be followed.

24. CRIMINAL PROCEEDINGS

- (a) Criminal proceedings instituted against an employee shall not be a bar to institution of internal disciplinary proceedings.
- (b) A clear distinction shall be made between proceedings and internal disciplinary proceedings and disciplinary action shall be instituted and decided fairly, irrespective of the process and outcome of any criminal proceedings instituted.
- (c) Notwithstanding the above, an employee convicted of any criminal offence shall be deemed to have been terminated from the University service.

25. REVIEWS

- (a) Members of staff must be interviewed once a year on or when their incremental dates approach either by the Deputy Vice Chancellors or Heads of Department or Principals of Colleges or Deans of Schools or Directors of Institute concerned. The review will afford employees an opportunity of discussing their progress and give the Management an opportunity of commenting on the employees' work and conduct. Any criticism of one's work shall be made known to the employee concerned and he/she, in turn, should be able to speak frankly to the interviewing officer. Notice of such review shall be given to an employee in advance so that he/she shall have ample time to consider what he/she wishes to say.
- (b) It shall be a duty of every employee who is in the category of permanent or contract employment to fill the Open Performance Review and Appraisal System form OPRAS. If an employee does not submit the form without acceptable reasons for the year under review, he/she will be served with a written warning. If non-submission is repeated in the subsequent year, the staff member concerned will be served with a stern warning. If this occurs in a third consecutive year, the staff member shall be required to seek alternative employment.

26. CERTIFICATE OF SERVICE

An employee who leaves the service of the University of Dar es Salaam shall be supplied with a 'Certificate of Service' which shall be signed by the Appointing Authority or its delegate.

27. PARTICIPATION IN POLITICS

Participation in politics for University employees will be as set out by circulars of the Head of Public Service as will be issued from time to time.

(a) Procedures for a University employee to cease from University service

- (i) A University employee shall cease to be an employee if he/she decides to vie for any position under the Constitution of the United Republic or to contest for any leadership position in a Political Party as stated in the Circular by the Head of the Public Service. Such an employee shall be paid his/her benefits in accordance with relevant legislation and University policies.

- (ii) If a University employee fails in elections and decides to rejoin the University service he/she will be required to apply afresh to the Appointing Authority.

(b) University employees who vie for special seats

University employees who will decide to vie for Parliamentary positions through special seats will be free to do so and if they are elected, they will have a choice of either terminating their service with the University or of taking leave of absence without pay for the whole period they will be in Parliament from the date they are pronounced as MPs by the National Electoral Commission.

(c) University employees who are appointed to political positions

University employees who are appointed to hold political positions shall be granted leave without pay for the duration of their appointment. Such duration shall be as determined by the appointing authority.

SECTION ‘C’

SALARIES, WAGES AND RETIREMENT BENEFITS:

28. BASIC SALARY SCALE

The basic salary scales in force shall be as set out by the Treasury Registrar. An employee serving on overseas expatriate terms shall be paid a basic salary attached to his/her post plus a non-taxable expatriation allowance of 50% of his/her basic salary.

29. GRADING

The grading of the various posts, together with the normal minimum entry qualifications and the normal promotion requirements to higher posts or grading shall be as set out in the Schemes of Service.

30. ENTRY POINTS

- (a) Except as directed by the appropriate Appointing Authority, newly appointed employees or those promoted to a higher grade shall be placed on the minimum of the scale approved for the grade concerned. The Appointing Authority may, however, award a higher starting point by granting incremental credit for all completed years of one's approved experience acquired after obtaining the qualifications necessary for this appointment at the rate of one increment for each year of such experience, provided that such increments shall not exceed the maximum of the salary scale to which he/she is being appointed.
- (b) If, however, the employee's previous salary is higher than the minimum of the new office, his/her salary shall be slotted to the next higher point in the new scale above the salary he/she was receiving hitherto.
- (c) In any case, where the date of promotion and incremental date coincide, the employee shall be deemed to have been granted an increment for which he/she would have been eligible in his/her old scale on the due date and his/her point of entry to the new scale will be determined accordingly.
- (d) Notwithstanding any of the foregoing, if in such a case the employee's former office was one to which no duty, seniority or similar non-pensionable allowance was attached, and he/she is promoted to an office carrying such an allowance, he/she will serve for a full incremental period in the new office before becoming eligible for an increment.
- (e) Any case of promotion to an office carrying a salary on an incremental scale in which the application of the arrangement set out in this Regulation is irrelevant

or would act to the disadvantage of the employee, will be decided in such a manner as the Appointing Authority may determine.

31. PAYMENT OF SALARIES

- (a) The salaries of all employees shall normally be paid at the end of each month.
- (b) An employee proceeding on leave may, before departure, be paid salary up to the end of the period of his/her earned paid leave.
- (c) Employees in the subordinate Grade, who wish to receive their salary in two instalments, during the middle and at the end of each month, may be paid in this manner provided they notify the Bursar in advance of their request. Such arrangements once made may not be varied.

Salary advance may be granted to a member of staff on first appointment.

32. INCREMENTS

- (a) *Definition:* An increment is an increase of salary of a prescribed amount which, provided certain conditions are satisfied, is normally granted annually to a holder of posts in incremental scales of salary until the maximum of the scale is reached. In all cases, the primary conditions will be that the employee has discharged his/her duties with efficiency, diligence and fidelity during the year concerned, and that his/her conduct has been satisfactory. When these conditions have not been met, the Appointing Authority may take the necessary steps to stop, withhold, or defer increments.
- (b) Salary increments will be granted on the dates when they fall due and they will accordingly be paid automatically unless the university has received definite instructions to the contrary from the Treasury Registrar, or unless the employee has reached the top of his/her scale. No increase in salary other than the normal increment may be authorized without the written permission of the Appointing Authority.
- (c) An increment or increments may not be granted before the date on which they fall due, but an increment or increments may be paid retrospectively.

33. INCREMENTAL DATES

All members of staff whose salaries are not “fixed” shall fall into one of the following annual incremental dates:

- (a) An employee, whose date of first appointment is between January 1, and June 30, receives his/her annual increment on January 1, of each year.
- (b) An employee, whose date of first appointment is between July 1, and December 31, receives his/her annual increment on July 1, of each year.
- (c) When an employee is promoted to a new post his/her future incremental date shall remain the same.

34. INCREMENTS WITHHELD OR STOPPED OR DEFERRED

When the conditions mentioned in Regulation 32(a) above have not been met, the relevant Appointing Authority may take the necessary steps to stop, withhold or defer increments;

- (a) When an increment is withheld or deferred, the employee, not having qualified for his/her increment on the due date, cannot receive his/her increment on that date until he/she has fulfilled the necessary conditions. On doing so, his/her next increment will fall due on his/her original incremental date.
- (b) When an increment is stopped, the employee cannot be considered for the grant of an increment until another year has been served.
- (c) Before an increment is withheld or deferred, the employee, shall be informed in writing of the reasons thereof and shall be given an opportunity to submit his/her representation in writing to the Appointing Authority.

35. PROFICIENCY BARS

The Council may introduce a Proficiency Bar into any salary scale or scales where it considers it desirable, and with the prior consent of the Treasury Registrar.

36. COMPENSATION FOR DEATH OR INJURY

The extent of the liability of the University for payment of compensation under certain conditions for an employee's death or incapacity resulting from an accident or an occupational disease arising out of and in the course of his/her employment with the University is as prescribed in the law relating to Accidents and Occupational Diseases as amended from time to time. (SUPERANNUATION BENEFITS)

(a) Pension Schemes

Employees of the University shall, on first appointment, be required to become members of a mandatory pension scheme provided that it shall be the right of an

employee to choose the scheme under which he/she shall be registered. The University and the employee shall each contribute a percentage of the employee's salary to the respective pension scheme as prescribed by the relevant legislation establishing such a scheme.

(b) Contract Gratuity

An employee of the University serving on a contract which provides for payment of gratuity shall be entitled to receive on satisfactory completion of the contract, a taxable gratuity calculated at the rate prescribed in his/her contract. Any employee engaged at the age of 45 years and above will on satisfactory completion of contract receives a taxable gratuity at the rate of 25%.

37. HOURS OF DUTY

- (a) In general, hours of duty are determined by the intensity of the work to be performed, having regard to the particular circumstances of the vocation or place of work. In fixing restored hours of duty, account shall be taken of such factors as the requirement of the public, etc. It therefore, follows that hours of duty may vary both for members of different vocations at the same place of work. The statutory hours of work for all employees shall, however, be 8 hours per day and 40 hours per week.
- (b) When it is necessary for some reasons for an employee to attend at his/her place of work for less than standard hours he/she will not be eligible for overtime payment on any occasion where he/she is called on to work beyond his/her normal (working) hours, until he/she has exceeded the standard daily hours prescribed. Employees called upon to work beyond standard hours will, unless they are given time off in lieu, be paid overtime as will be approved and directed by the Deputy Vice Chancellor responsible for Administration from time to time. Time off in lieu shall be granted not later than the succeeding working week but it may be deferred for a further reasonable period at the employee's request.
- (c) Notwithstanding the provision of 37(a) and (b) above, where the exigencies of the service so require the Management may require an employee to work after office hours.

38. HOUSING

- (a) The obligation of the University to provide housing accommodation for employees is restricted to entitled officers only. Entitled officers include employees whose terms and conditions of service include entitlement to housing. In addition to these, other employees whose status and responsibility are judged

by the Council to be known as eligible to housing will be provided with accommodation after the needs of entitled officers have been met and only where houses are available.

- (b) A Housing Committee will be appointed to allocate quarters. The Housing Committee will draw up their own rules regarding procedures and priority. Normally quarters will be allocated taking into consideration the relative length of service, seniority, and status of the employee concerned. The Committee will also take into account, inter alia; the length of time the employee has remained without a normal quarter and the size of his/her family.
- (c) Where owing to unavailability of suitable quarters an entitled officer is accommodated in a hotel at his/her duty station, he/she shall be refunded with the accommodation element of the hotel bill for him/herself, spouse, and children less a deduction equivalent to $\frac{1}{3}$ of the normal rent payable by him/her for a quarter. Where the hotel bill is inclusive, (full board and lodging) the accommodation element for the purpose of this regulation and subject to relevant Government Circulars, as may be issued from time to time, will be deemed to be 50% of such inclusive charge.
- (d) The University shall be responsible for maintaining the house and other property in good condition. Any loss of, or damage to, property not attributable to "fair wear and tear", shall be the responsibility of the occupying employee. The management shall be the final arbiter as to what is "fair wear and tear". It will be the responsibility of the occupier to notify the management in writing, of any losses or defects in the premises and/or movable property therein. No claim shall be entertained in respect of losses of or damage to occupier's personal property kept in the premises.
- (e) The Management shall arrange and bear the capital and infrastructural costs of the supply of water, light and power to the premises as may reasonably be required and is available. The recurrent consumption charges of this supply shall be borne by the occupier.
- (f) The rent payable by a member of staff occupying a University quarter will be 10% of the occupant employee's salary except for the entitled employees whose accommodation shall be rent free.

SECTION ‘D’

ALLOWANCES

39. SEVERANCE ALLOWANCE

The extent of the liability of the University for Payment of severance allowance is as prescribed in the Employment and Labour Relations Act, 2004. When the University of Dar es Salaam has made, in respect of any employee, a statutory contribution to the social security fund the amount of the severance allowance for the period may be reduced by the sum of the statutory contribution made during that period in respect of that employee, less the sum which the University of Dar es Salaam deducted as the employee's contribution.

40. SUBSISTENCE ALLOWANCE FOR TRAVEL ON DUTY, TRANSFER, FIRST APPOINTMENT, ETC., WITHIN TANZANIA

- (a) A University employee shall be entitled to receive subsistence allowance in respect of every night for which he/she is away from his/her duty station at rates to be determined from time to time by the Treasury Registrar.
- (b) A University employee travelling on duty who does not spend a night away from his/her duty station but who spends six hours or more from his/her duty station in anyone day shall be entitled for 50% per-diem of that station.
- (c) A University employee who travels on duty for more than six hours shall be entitled 50% of subsistence allowance as transit allowance which shall be determined from time to time by the Treasury Registrar.
- (d) Other expenses related to transportation between home or hotel on arrival or departure station, shall be reimbursed in addition to the subsistence allowance.
- (e) Subsistence allowance on transfer from one station to another.
 - (i) Subsistence allowance shall be paid to a University employee, spouse, and children under 18 years of age and those above who are still schooling or dependants for the nights necessary spent on the journeys to the new station.
 - (ii) On arrival at a new station on transfer, a University employee shall be paid subsistence allowance for a period of 7 days for him/herself, spouse and children or dependants.
 - (iii) For an employee entitled to a free housing on arrival at a new station on transfer or on return from outside the country shall be paid subsistence

allowance for a period of 30 days for him/herself, spouse and children or dependants provided that no suitable accommodation is available and after approval has been granted by the Deputy Vice Chancellor responsible for Administration.

(iv) Notwithstanding the provisions of this Regulation, children or dependants shall be paid a half of the subsistence allowance of the employee.

(f) Subsistence allowance on arrival on first appointment.

A University employee on first appointment within Tanzania shall be paid subsistence allowance on the journey from his/her home or place of engagement to his/her duty station and for the first 7 days at his/her duty station provided that he/she is eligible for housing.

(g) Other conditions for payment of subsistence allowance.

Any other conditions for payment of subsistence allowance under Regulation 41 shall be as provided for under the Tanzania Government Standing Orders currently in force.

41. HOTEL ACCOMMODATION

An employee who, whilst travelling on duty away from his/her station stays at an hotel, or club, may, where his/her hotel expenses for board and lodging exceed the rate of subsistence allowance payable, be reimbursed, on production of receipted accounts, the cost of his/her accommodation and food plus any service charge or tax which may be levied at such hotel, or club, provided that no payment will be made in respect of, wines, liquors, entertainments or additional meals for guests but an employee may be reimbursed an amount equal to 20% of the hotel bill in order to cover such incidental element of expenditure as laundry, tips and internal transport at place of duty.

42. TRAVELLING FOR MEDICAL EXAMINATION

A University employee travelling to a station other than his own for examination by a medical board or a medical officer shall be regarded as travelling on duty and thus eligible to receive appropriate subsistence allowance provided that prior approval for the travel shall have been granted by the Deputy Vice-Chancellor responsible for Administration. If the employee on arrival at the station at which he/she is being examined or treated stays at a hotel, hostel, club, etc. the terms of Regulation 41 shall apply.

43. SUBSISTENCE ALLOWANCE FOR TRAVEL ON DUTY OUTSIDE TANZANIA

- (a) The rates of subsistence allowance payable to employees travelling on duty outside Tanzania will be according to rates as may be revised from time to time by the Treasury Registrar.
- (b) An employee who will opt to stay in a luxurious hotel will not be paid a higher subsistence allowance than the approved rates shown except where he/she has evidence that the place has no cheaper hotel or other accommodation. But where the rate of subsistence allowance is not sufficient, the employee will, instead of subsistence allowance, be reimbursed, on production of receipted bills, the exact cost of food and accommodation and other basic requirements. In such cases the employee will be paid an extra amount of 20% of the total hotel bill in order to cover minor expenses.
- (c) The cost of transportation to and from the airport on arrival/departure and the air terminal/hotel will be reimbursed by the University on production of relevant receipts or other acceptable evidence.
- (d) Where subsistence expenses of an employee travelling abroad are met by another government or organization concerned with the visit the normal practice will be that the employee is not entitled to receive any subsistence allowance from the University. However, if circumstance dictates a need to pay some allowance to cover such incidentals, the employee will be eligible to receive 30% of the existing rates of subsistence allowance.
- (e) Where an employee travelling abroad is leading an official party and where he/she is required to return hospitality extended officially to him/her and his/her party, he/she may be reimbursed the actual entertainment expenditure incurred, within the limits set out by the University Council, provided that prior written approval of the Vice Chancellor was obtained for such expenditure.
- (f) Subject to the approval of the Vice Chancellor where necessary, employees may be granted an impress to cover the amount of subsistence allowance that would be payable to them for the anticipated period of their visit outside Tanzania. Under no circumstances will employees be granted an impress in excess of this amount.
- (g) The employee must retire the impress granted to him/her within fourteen days from the day of his/her return from the overseas journey. The officer will not be granted another impress before he/she retires the impress given to him/her

earlier. Provisions of the Financial Regulations shall apply when the impress is not retired within the period stipulated.

44. DISTURBANCE ALLOWANCE

If it becomes necessary for any University employee to be transferred not on his/her own request from one duty station to another he/she shall be paid disturbance allowance at the rate of 10% of his/her annual basic salary, subject to review by statutory organs from time to time. An employee who is accommodated in a hotel will not be entitled to subsistence allowance. However, the University will pay for hotel accommodation (bed and breakfast) for the employee, his/her spouse and dependent children. In addition the employee will be required to pay one third (1/3) of the amount of the rent which he/she would have been required to pay if he/she had been given a house.

Where an expatriate employee chooses to stay with his/her friend as a paying guest instead of hotel accommodation the University shall pay the employee any amount of money which does not exceed one third (1/3) of the appropriate accommodation cost. The University will make sure that cases as outlined above are minimized.

45. RESPONSIBILITY ALLOWANCE

(a) The following officers shall be entitled to payment of responsibility allowance:

1. Vice-Chancellor
2. Deputy Vice Chancellors
3. Constituent College Principals
4. Campus College Principals
5. Corporate Counsel & Secretary to Council
6. Directors in the VCs & DVC's Offices
7. Deans of Schools
8. Directors of Institutes and Library
9. Dean of Students
10. Chief Internal Auditor
11. Medical Officer in-charge

12. Deputy Principals, Deans and Directors.
13. Bursar
14. Estates Manager
15. Manager, Procurement Management Unit
16. Deputy Directors in the DVC's Offices
17. Deputy Dean of Students
18. Deputy Estates Manager
19. Associate Deans and Directors
20. Heads of Academic Department
21. Coordinators of Units approved by Senate
22. Auxiliary Police Commandant

(b) The rates for payment of responsibility allowance to the above mentioned officers shall be as determined from time to time by the Treasury Registrar.

(c) An acting responsibility allowance of the same rates above will be payable to employees who will act in the above job positions. Provided that the qualifying period for payment of the acting responsibility allowance shall be fourteen (14) calendar days in all cases and the acting appointment has been made by the Vice Chancellor.

46. ACTING ALLOWANCE

The following posts shall carry acting allowance:

1. Vice-Chancellor
2. Deputy Vice Chancellors
3. Corporate Counsel and Secretary to Council
4. Directors in the VC's and DVC's offices
5. Principals, Deans and Directors
6. Deputy Principals, Deans and Directors
7. Heads of Department and

any other post(s) that may be designated by the Council.

When the substantive holder of any of these posts is away from his/her desk for a period in excess of 14 days and an acting employee is appointed to shoulder the full duties and responsibility of the post, the acting officer, shall be paid an acting allowance at the rate of the full difference between his/her substantive salary and that of the post in which he/she so acts, subject to the provision that in no case shall the allowance payable exceed one half of the officer's substantive salary, and that no employee shall be appointed to act in any one post for a period exceeding six months. No acting allowance shall be payable where the post is vacant. The decision whether an acting appointment is necessary or desirable in such a case shall rest with the Vice-Chancellor.

47. OUTFIT ALLOWANCE

- (a) All employees who travel outside Tanzania on duty, visit, course, conferences/seminars or on duty tours will be paid an outfit allowance at prevailing rates irrespective of the period covered or course or climate.
- (b) The payment of allowance will be subject to the following conditions;
 - (i) The allowance will be paid prior to the employee's departure from Tanzania;
 - (i) The allowance will be paid once in every three years. It will not, however, be paid more than once in respect of one course of training even where the duration of the course is longer than three years;
 - (ii) Officers will be required to purchase the necessary outfit although they will not be required to account for the allowance by producing receipted account of the expenditure incurred on the purchase of necessary outfit;
 - (iii) In cases where the expenses of an officer's visit or course of training overseas are met by an Agency and where such expenses include provision for payment of an outfit allowance but the allowance is not enough the officer may, at the discretion of the Vice Chancellor, be paid the difference.

SECTION 'E'

LEAVE

48. ANNUAL LEAVE AND TRAVEL ASSISTANCE

A: For employees on Local Leave Terms

- (a) Leave other than Study Leave, Sick Leave and Special Leave, will be taken at a time convenient to both the University and the employee.
- (b) An employee shall be entitled to leave with full pay on terms applicable to officers on local leave as follows:
 - (i) An employee on annual leave is entitled to annual leave of 28 days, and such leave shall be inclusive of any public holidays that may fall within the period of the leave. The annual leave cycle is in respect of a period of one year commencing from the date of the employee's appointment or anniversary thereof.
 - (ii) Leave may be taken piecemeal or by special permission by the Deputy Vice Chancellor (Academic) in the case of academic staff and by the Deputy Vice Chancellor (Administration) in the case of administrative and technical staff. The full leave entitlement may be accumulated on grounds of exigencies of service, over a two year period but under no circumstances should accumulation beyond the two-year period be allowed.
 - (iii) An employee who resigns after less than 12 months' service since his/her first appointment will not be entitled to any leave.
 - (iv) Transport entitlement leave shall be granted in relation to two-year leave cycle from the date of first appointment.
 - (v) Every employee shall be granted, once during the leave cycle two years for the purpose of travelling on leave, free transport for him/herself, his/her spouse and up to four dependent children under 18 years of age or who are still schooling and dependants who are wholly dependent upon that employee to and from:
 - the point nearest to his/her home served by appropriate public transport service in the case of employees domiciled in Tanzania; OR

- The point of entry to his/her country of domicile in the case of an employee domiciled elsewhere in East Africa or contiguous territories.

B. For Expatriate Employees on Overseas Leave Terms

The leave rate for employees on expatriate terms shall be three months per tour of contract taken after twenty-one months of active service of each contract tour.

C. General

(i) The Vice Chancellor or if he/she so delegates, the Deputy Vice-Chancellor (Academic) or the Deputy Vice-Chancellor (Administration) may require an employee to return from leave before the end of his/her leave entitlement. In such cases the balance of leave not taken shall be added to the member's entitlement of leave on or before termination of his/her appointment. When an employee serving on local leave terms is recalled before the end of his/her annual leave, he/she will be allowed to carry forward the unspent portion of leave within the two-year leave cycle only.

(ii) Leave period will be inclusive of Sundays, Public Holidays, and travelling time. Sick and convalescent leave with pay will be leave-earning.

(iii) Where an employee who is eligible for leave will not be returning for further service owing to resignation, retirement, termination of appointment, he/she will be granted proportionate leave as at the date of cessation of duty calculated at his/her annual leave rate in respect of the complete months of his/her last leave earning cycle. It follows therefore that where an employee has already availed him/herself of his/her full annual leave in respect of the last leave cycle of his/her service, he/she will only be entitled to a proportion of that annual leave, he/she will be required to refund his/her employer the salary for the period involved. Where a newly appointed employee, on completion of twelve months service, he/she shall be required to refund to his/her employer an amount equal to the number of leave days or granted.

(iv) Employees engaged in teaching duties will normally be permitted to take their leave only during the University's vacations.

49. SICK LEAVE

- The Vice-Chancellor, on receipt of an approved medical officer's report of an employee's sickness, will approve the absence of an employee from duty on account of illness, and this absence will be regarded as sick leave. The absence

from duty on account of illness must be supported by a certificate from the University's Medical Officer in charge or any recognized Medical Practitioner, or from any other Medical Practitioner approved by the Government. A sick sheet for purposes of treatment must be obtained.

Absence from duty without approval entails liability to forfeiture of salary in addition to any other disciplinary action.

(b) Convalescent Leave.

An employee shall be granted absence from duty on grounds of convalescence on the recommendation of the University's Medical Officer in charge. This absence from duty will be regarded as convalescent leave. Subject to a recommendation of the Medical Officer in-charge, an employee may be permitted to spend convalescent leave granted to him/her anywhere in Tanzania, at the expense of the University provided it is so specified by the Medical Officer in-charge. The Vice Chancellor may after consultation with the Deputy Vice-Chancellor (Administration) authorize financial assistance to employees when convalescent leave has been recommended, subject to Council's approval.

50. LIMITATION OF SICK AND CONVALESCENT LEAVE

- (a) All employees except those serving on temporary or daily terms shall be permitted sick or convalescent leave not exceeding six months on full pay and another six months on half pay in any 'sick period'. Where sickness persists in excess of these periods, consideration shall be given to the termination of an employee's service on medical grounds. For a member of staff with less than one year's service the period of sick leave on full pay will be restricted to one half of basic salary earned during his active service.
- (b) A "sick period" is three years from the date of first appointment, and a new "sick period" commences thereafter. In case an employee's sick leave extends from one "sick period" to another, his fresh "sick period" will commence on his return to duty on completion of such sick leave.
- (c) Temporary employees may be granted sick leave not exceeding one month on full pay and one month on half pay in any one year of service, from the date of engagement. Any leave granted in excess of these periods will be unpaid.
- (d) The limitations in 50(a) and (c) above may not be exceeded without the specific authority of the University Appointments Committee.

51. EXTENSION OF LEAVE ON MEDICAL GROUNDS

- (a) An employee who falls ill during his/her leave and is unable to resume duty on the expiry of such leave, will report to the Vice Chancellor and forward a certificate from his/her medical attendant stating the nature of illness and, if possible, its probable duration. The Vice Chancellor may then grant additional leave (which will be sick leave). Unless this order is observed, an employee will not be entitled to any extension of leave on grounds of ill-health.
- (b) No extension of leave on medical grounds will normally be granted to an employee who has proceeded on leave pending retirement; or termination of service.

52. COMPASSIONATE LEAVE

- 49. The Vice-Chancellor may approve a maximum of two weeks' leave in the event of death of one of the members of staff's family. For the purpose of this Regulation, the employee's family is limited to spouse, children, mother and father.
- (b) The Vice Chancellor may grant to an employee leave of absence to attend to some urgent matters, and such leave will normally be deducted from the employee's leave entitlement.

53. MATERNITY LEAVE

- (a) A female employee in respect of whom a medical officer has given a certificate that she is expected to deliver a child will be entitled to:
 - (i) Pre-natal maternity leave of forty-two days which may be taken at any time:
 - after the completion of the seventh month of pregnancy if and before delivery; OR
 - before the completion of the seventh month of pregnancy if a Medical Officer recommends that such leave is necessary or desirable in the interest of the employee health; and
 - (ii) Post-natal maternity leave of forty two days commencing from the day on which such female employee delivers herself of a child provided that:-
 - A female employee shall not be entitled to any maternity leave if she did, at any time within the three years immediately preceding the date on

which the application for maternity leave is made and while in the continuous employment by the University, take any maternity leave;

- An employee shall, in relation to any pregnancy, be deemed to have taken the whole of her maternity leave to which she is entitled if she does, in relation to that pregnancy, take the whole or any part of the pre-natal or post-natal maternity leave;
- (iii) Where in any calendar year a female employee has taken maternity leave she shall forfeit her annual leave which she should have, but for this paragraph, been entitled to take in that calendar year, OR
- If she has already taken her annual leave in such calendar year, the annual leave which she would but for this paragraph be entitled to take in the next succeeding year.
- (b) Maternity leave shall be with full pay and at the expense of the employer but will not be entitled to leave passage pay.
- (c) For purposes of:
- (i) Paragraph (a) above, it is immaterial whether or not the female employee who applied for maternity leave is lawfully married.
 - (ii) With regard to Regulation 54 (a) above, where during any period a female employee has been employed by one or more employers, the University being one of them, in any of the circumstances specified or are deemed by any written law, to have been specified in subsection (1) of section 8A of the Severance Allowance Act, 1962 she shall be deemed to have been in the continuous employment of the University during such period.
 - (iii) With regard to Regulation 54(a) (iii) of paragraph (a) above, where a female employee commences her maternity leave in any calendar year and completes it in the succeeding calendar year she shall be deemed to have taken the maternity leave in the calendar year in which such leave expires.
- (d) A female University employee shall, within a period not exceeding six months after maternity leave, be allowed to leave office two hours before the end of the office hours every day to breast-feed her child. This leave shall be granted to a female employee who has a breast-feeding child.
- (e) Any further clarification related to maternity leave shall be referred to the Tanzania Government Standing Orders.

54. PATERNITY LEAVE

A male University employee shall be entitled to at least five days paternity leaves if:

- (a) The leave is taken within seven days of the birth of a child, and
- (b) The male employee is the father of the child.

55. SPECIAL LEAVE

(a) Sporting Events

Employees of any category selected to represent the University as competitors or recognized team officials at national and international sporting events may, subject to the exigencies of the service, be granted leave necessary to participate in these events. Such leave shall be on full pay and shall not count against normal leave entitlement, and will carry no entitlement to transport privileges and allowances.

(b) Conferences, Seminars and Other Activities

Employees selected to attend conferences, seminars, or other activities sponsored by recognized official organizations may subject to the exigencies of the service, be granted special leave of absence to enable them to attend the conferences, seminars, etc. Such leave will be on full pay and will not count against ordinary leave entitlement and shall carry entitlement to transport privileges and allowances as applicable when University employee travel on duty.

(c) Leave for Examinations

Leave of absence without loss of salary may be granted to employees for purposes of sitting for examinations recognized by the University of Dar es Salaam.

(c) Administrative Leave

An academic member of staff who serves in a leadership position as Vice Chancellor, Deputy Vice Chancellor, Principal, Deputy Principal, Dean, Director, Associate Dean, Deputy Director, or Head of Department shall be entitled to administrative leave of one month for each year of administrative work. Application for the leave shall be accompanied by a work plan from which verifiable outputs will be expected.

(d) Discretionary power of the Vice Chancellor

The Vice-Chancellor may after consultation with the Deputy Vice-Chancellor – Administration authorizes financial assistance to employees in connection with examinations relevant for one's work subject to reporting to the Council.

56. STUDY LEAVE

- (a) An employee may be granted study leave to undertake a course of study either within or outside Tanzania.
- (b) Leave granted will be of such reasonable duration as would ordinarily enable the employee to complete the course in question. Where an employee is granted study leave locally he/she shall not mandatorily be engaged in University related assignments.
- (c) Applications for study leave shall spell out in detail the course of study proposed, the duration of leave requested, and the financial assistance sought. Application shall be sent to the Appointments Committee through the Head of Department concerned, and shall be adjudicated by the Appointments Committee or its delegate in consultation with the Deputy Vice Chancellor (Academic) or Deputy Vice Chancellor (Administration) in the case of academic or administrative staff, respectively, the Principal of College, Dean of the School, Director of the Institute, and the Head of the Department concerned, on grounds of the value of the proposed work to the individual and the University, staffing situation of the Department, and the financial implications.
- (d) Employees who have been granted study leave shall be entitled to the following:-
 - (i) A return passage not exceeding the cost of economy class air fares for the employee to and from the approved study leave destination;
 - (ii) Twenty kilos of excess baggage at unaccompanied baggage rates by air for each passenger.
- (e) Further conditions of study leave shall be referred to the University of Dar es Salaam Staff Development Policy.

57. SABBATICAL LEAVE

A member of the academic staff on permanent terms may be granted Sabbatical Leave in accordance with the following regulations:

- (b) All candidates eligible for a sabbatical must be approved by the respective unit. For eligibility a member must have completed at least four years since he/she obtained his/her Ph.D. Units which have more than one member eligible for a sabbatical will determine the order in which such members can take their sabbaticals. Under no circumstances should teaching be affected as a result of these arrangements.
- (c) Individuals will be required to present satisfactory study/work programmes to their units before the Appointments Committee can be requested to approve.
- (d) As far as possible sabbaticals shall be taken at a place which is most suitable for the candidate.
- (e) For purposes of financial arrangements, each case will be treated according to the conditions of the programme. For example, where the member will receive full pay from a donor or from any supporting organization, that member will be granted the sabbatical on no pay basis. Where no donor has made any substantial or adequate arrangements, the member will receive his full pay from the University.
- (f) Where a sabbatical involves substantial financial need for research the normal procedures for applying for research funds will be followed.
- (g) Priority will be given to candidates planning to take their sabbaticals within the country.
- (h) Rules and Regulations Governing Sabbatical Leave shall be as set out in the University of Dar es Salaam Staff Development Policy.

NOTE: Since some individuals do take a year off for “further training” or fellowship or “special assignments” or secondment in Government or other organizations it will be necessary to consider such experience as substitute for a sabbatical. Exceptions will be made where a unit does not have other members due for a sabbatical and have not had the opportunity for the other types of time-off.

58. LEAVE WITHOUT PAY

- (a) The Vice-Chancellor may grant leave without pay to an employee provided that he is satisfied that it is in the public interest to do so. Such approval shall be obtained before an employee goes on leave without pay.

- (b) The application for leave without pay shall be made through the immediate head of unit and Principal/Dean/Director as the case may be who shall forward it to the Deputy Vice-Chancellor (Academic) or the Deputy Vice-Chancellor (Administration) in the case of academic or administrative and technical staff, respectively.
- (c) Applications for leave without pay described above shall be made through the Vice Chancellor who shall forward it with recommendation to the Permanent Secretary (President's Office – Public Service Management) for approval.

SECTION “F”

TRANSPORT AND TRAVELLING

59. ENTITLEMENT TO TRANSPORT

- (a) Any employee shall be granted paid transport by rail, steamer or any recognized public motor transport and may claim refund of incidental expenses in accordance with prevailing University rates:
 - (i) on first appointment;
 - (ii) on leave once in every two years cycle;
 - (iii) on termination of appointment
 - (iv) on duty/transfer;
 - (v) to obtain necessary medical/dental treatment;
 - (vi) to attend seminars, in-service training funded entirely by the UDSM.
- (b) “Home” shall mean a place where an employee was born or where he/she has made his/her permanent home as declared on his appointment.
- (c) Air transport will be permitted where air transport is the only practical means of transport and normally in economy class.
- (d) If an employee on probation or first appointment voluntarily terminates his/her appointment within six months after arrival at the University, the Council shall be entitled to require from him/her the return of one half of the cost of passage and expenses paid by the University in respect to him/herself and his/her family.

60. TRANSPORT FOR FAMILIES

- (a) An employee shall be granted transport for him/herself, spouse, children under the age of 18 years and those above but are still schooling or dependants who follow him/her on:
 - (i) first appointment;
 - (ii) termination of appointment;
 - (iii) transfer
- (b) Local transport privileges in respect of the spouse and children of an employee may also be granted in connection with:
 - (i) convalescent leave; medical and dental treatment;
 - (ii) leave;
 - (iii) death of employee;

- (iv) departure of the employee on training for more than one year;
 - (v) in case of an employee's serious illness requiring treatment elsewhere other than his/her station.
- (c) The class of accommodation for families will be the same as that to which the employee him/herself is entitled, but no expenses will be met by the University in respect of any additional luggage.

61. TRANSPORT OF PERSONAL EFFECTS

Particulars of the authorized amount of personal effects which may be carried free at the University's expenses are available upon request from the Directorate of Human Resource and Administration.

62. TRANSPORT ON LEAVE

- (a) An employee may be granted once in each period of two years, a return travel ticket by rail or recognized public motor transport, or steamer service for him/herself, spouse and up to four children or dependants to travel from his/her station to his/her home in Tanzania. The Vice-Chancellor may grant free transport by air instead of free surface transport on leave for an employee and his/her family, where air transport is the only practical means of transport.
- (b) Where an employee does not wish to travel to his/her home in Tanzania but wishes to spend his/her leave elsewhere, he/she may do so but the reimbursement to him/her of his/her travel expenses will be limited to what would have cost the University had he/she travelled to his/her place of domicile.

63. TRANSPORT ON DUTY

An employee shall be granted free surface transport when travelling on duty. However, when economy can be affected by use of air travel or where saving of time is important, an employee may be directed by the Deputy Vice Chancellor (Administration) to travel on duty by air.

64. TRAVEL ASSISTANCE – OFFICERS ON OVERSEAS LEAVE AND PASSAGE TERMS

On first appointment and termination of appointment:

- (a) "Home" shall mean the nearest place that can be reached by scheduled transport service to the place defined as "home" in the employee's Letter of Appointment.

- (b) An expatriate employee is entitled on first appointment to free passages for him/herself, his/her spouse and all dependent children under the age of 21 years and his/her entitlement is as a general rule by economy class only.
- (c) On termination of appointment employees shall be entitled to the same privileges as outlined in (b) above; provided that:
 - (i) The passages must be taken up within six months of the date of termination of appointment;
 - (ii) If a member terminates his/her appointment before the expiration of two years or if he fails to comply with the requirements of giving due notice of his/her resignation, or if his/her appointment is terminated by Council as removal for good cause, he/she shall be held to have forfeited his/her passage rights and the Council, having regard to all the circumstances shall determine what proportion of passages, if any, it will pay on his/her behalf;
 - (iii) If a member on first appointment or renewal of contract, voluntarily terminates his/her appointment within six months after arrival at the University, the Council shall be entitled to require from him/her the return of one half of the cost of passages and expenses paid by the University in respect of him/herself and family;
 - (iv) A passage entitlement in respect of the return journey from the University to his/her home shall normally be paid only if an employee has completed two academic years since he/she last received a passage to his/her home;
 - (v) The University will pay only the difference between the entitlement shown above and any lesser amount received from any other source by any employee on appointment or termination.
- (d) Termination of appointment takes place only when the employee leaves the service of the University permanently.
- (e) "Free passages" for employees whose homes are overseas means passages and baggage allowance as set out in (g) below-
- (f) Travelling Time
 - (i) On first appointment salary and allowances shall be payable in respect of time necessarily used while travelling by means approved by the Deputy Vice-Chancellor (Administration).

- (ii) The Council may, in special cases, compensate newly appointed employees between their selection for appointment and their departure to take up duty.
- (g) Baggage Allowance shall be 50 kilos unaccompanied by air or 80 cubic feet or 2.3 cubic meters by sea. The University will supply transport to convey effects to or from the last railway station, airport, or harbour in Tanzania. Package of personal effects is not covered by this allowance. Motor vehicles shall not be included in the personal effects.

All luggage to be transported at the University expenses must be packed properly and crated securely before being handed over for transportation and an employee will be responsible for ensuring that any conditions laid down by shipping or other transporting agencies are properly observed provided that the University shall accept no responsibility whatsoever for any repacking, marking, etc, or for any loss or damage to personal effects transported whether in transit or in stores.

- (h) The maximum University liability of up to five adult passages is assessed as follows:

Employee	-	One passage
Employee plus spouse	-	Two passages
Children under 12 years of age	-	Half passage each
Children of 12 years and above	-	One passage each

- (i) Normally an employee and his/her family is expected to travel by air. However, should he/she choose to go by sea he/she will be paid the equivalent air fare in cash, provided that no subsistence allowance shall be payable to him/her for the nights he/she spends on the voyage and the effective date of the appointment shall be the actual date of arrival in Tanzania.
- (j) Travel arrangements in all cases will be made through a travel agent appointed by the University.
- (k) All expatriate employees will be granted the usual local transport privileges within the United Republic of Tanzania unless stated otherwise.

SECTION ‘G’

MISCELLANEOUS

65. ENTITLEMENT OF MEDICAL ATTENTION

- (a) All University employees are entitled to medical and surgical attention covered by the National Health Insurance Fund, National Social Security Fund and any other health insurance scheme recognised by the government of the United Republic, provided that such medical attention is available in Tanzania and has been prescribed by a recognized medical practitioner.
- (b) In case where any medical attention is not covered by the National Health Insurance Fund, National Social Security Fund or any other health insurance scheme, the University shall pay for the medical or surgical attention to the University employee.

66. ADVANCES OF SALARY

(a) Before Proceeding on Duty outside Tanzania

The Deputy Vice-Chancellor (Administration) is authorized to advance to an employee preceding outside Tanzania on duty for a period of not less than two months a reasonable sum but not exceeding one month's gross salary.

(b) On First appointment or Return from Duty outside Tanzania

The Deputy Vice-Chancellor (Administration) is authorized to advance to an employee on first appointment a reasonable sum not exceeding one month's gross salary. A similar advance may be paid to an employee on his/her return from duty outside Tanzania provided that such a duty has been for a period of not less than three months.

(c) To Meet Fees for Evening Classes, Correspondence Courses or Examinations

The Deputy Vice-Chancellor (Administration) is authorized to grant an advance of salary to an employee to assist him/her to meet the fees for evening classes, correspondence courses, or examination under the following conditions:

- (i) The course/examination is of direct relevance to the employee's duties, or is likely to assist him/her to qualify for advancement in the service;

- (ii) The employee is properly qualified to embark on the course or to enter the examination and is likely to complete the course with diligence or has a reasonable prospect of passing the examination;
- (iii) The training institution is recognised in terms of full accreditation by the relevant authority;
- (iv) Full recovery of the advance over the period allowed will be possible without the employee being seriously financially embarrassed.

The advance will be limited to a maximum of three months' gross salary or actual amount of fees whichever the less is. The advance will be payable direct to the Institution/Body conducting the course/examination and not to the employee him/herself.

(d) Discretionary Powers of the Deputy Vice-Chancellor-Administration

Salary advances and loans to the maximum of two-month salary may be granted to a University employee through an application to the Deputy Vice-Chancellor (Administration) provided that

- (a) Funds are available;
- (b) Net take home pay after recovery of such loan shall not fall below a third of basic salary;
- (a) The amount so granted shall be recovered within the same Financial Year;
- (b) The applicant does not owe any money to the University of Dar es Salaam.

67. LOANS

- (a) Following limited financial resources to provide sizeable loans to its staff to meet various short and medium term needs the University has established bank loan schemes which are guaranteed by the University. Employees can access loans of different amounts repayable upon an agreed timeframe. The following are the terms and conditions attached to such loans:
 - (i) A University employee will qualify for a loan if he/she is employed by the University on permanent terms and confirmed in his/her post.
 - (ii) University employees serving on contract terms will also access such loans provided that the repayment period matches with the remaining period

of their contracts. Employees serving on post retirement contract will not access such loans.

(iii) Amount of a loan that an employee can apply for shall depend on one's basic salary and the period that one has served with the University. In the latter case application will be considered for employees who have served for at least one year; a period that one may have been confirmed on the job. Tutorial Assistants whose appointments are subject to specified conditions will not access such loans.

(iv) Overtime, temporary allowances and other private income will not be used to determine amount of a loan to be granted.

(v) An employee will access a second loan (topping up) after he/she has serviced the previous loan to at least half of the repayment period. Employees shall be encouraged to hold one loan with one bank. However, buy-off will be possible with all banks.

(vi) An insurance premium will be paid by the borrower with an intention of taking care of risks that may arise out of borrower's death or permanent disability. The payment shall not be refundable.

(b) The Deputy Director, Finance (Bursar) will be responsible for ensuring that the instalments of the loans are regularly paid and that if an employee leaves the University of Dar es Salaam service or his/her service is terminated, suitable arrangements shall be made for the recovery of the outstanding balance of the loan.

68. FREE ISSUE OF UNIFORMS

Employees of the University who by nature of their duties are compelled to wear uniforms or some protective garments shall be issued with them and once they are issued they must be worn throughout the work days.

69. TERMS OF SERVICE FOR EMPLOYEES PAID AT DAILY RATES OF WAGES

(a) Working Hours

All employees will be expected to work according to the statutory hours a week.

(b) Wages, salaries and allowance

All employees shall be paid wages, salaries and allowances as defined by the Treasury Registrar, parent Ministry and the University Council.

(c) Leave and leave earning rate

- (i) An employee will be eligible for leave at the rate of one day each complete month's service, from the date of appointment or from the date of return from leave. Leave may be accumulated up to a maximum of 18 days.
- (ii) Notwithstanding the provision of paragraph (i) above, an employee whose employment is terminated on grounds of redundancy, may be granted earned leave provided that he/she has served for not less than six months since his/her appointment or return from last leave as the case may be.

(d) Termination of Appointment

Employees on daily rates of pay shall be informed on engagement that their services may be terminated at the end of any working day without notice; that they may similarly leave their employment at the end of any day without notice and that they shall thereupon be granted any leave or other privileges for which they may be eligible under this section.

70. FUNERAL SUPPORT

- (1) The University shall be entitled to cover the following burial costs to its employees:
 - (a) Coffin;
 - (b) Grave;
 - (c) Shroud;
 - (d) Wreath and decorations; and
 - (e) Transport costs of the deceased employee or legal dependants from the point of death to the home place of the deceased or any other place as decided by the deceased himself prior to the occurrence of death or his relatives or his official representative (s).
- (2) The funeral costs specified under paragraph (1) shall apply to employee spouse and children and shall be borne by the University.
- (3) The University shall have its own arrangements as deemed appropriate to provide for some reasonable support for the funeral expenses highlighted in paragraph (1).