

# **UNIVERSITY FOR DEVELOPMENT STUDIES**



## **UDS STAFF WELFARE ASSOCIATION**

### **WELFARE POLICY**

## **PREAMBLE**

WE, the regular staff of the University for Development Studies (UDS), Tamale, Exercising our constitutional right of Association as provided for by Article 21 (e) of the 1992 Constitution of the Republic of Ghana, do establish for ourselves a Staff Welfare Association with the aim of supporting and promoting staff social well-being through a common fund as stipulated in this framework.

Determined to accomplish the mission set for ourselves and committed to building a cohesive body, capable of being each other's keeper, Do hereby craft and chronicle this policy guide for the Association's operations.

## **A. ESTABLISHMENT**

By consensus Staff of the University for Development Studies, Tamale (UDS) hereby establish for themselves a FUND to be known as and called UDS Staff Welfare Association (herein after referred to as “Association”).

## **B. OBJECTIVE**

The aim/objective of the Association is to augment the Welfare needs of its members.

## **C. MEMBERSHIP**

Membership of the Association shall be composed of all regular staff of UDS on its payroll.

## **D. FUNDING**

The Association shall draw its funds from the following sources:

- i. monthly contributions of **Fifteen Ghana Cedis (GHS 15.00)** deducted at source (from salary) and payable into the Association's Bank Account;
- ii. donations from friends of the UDS;
- iii. grants
- iv. interests on investments

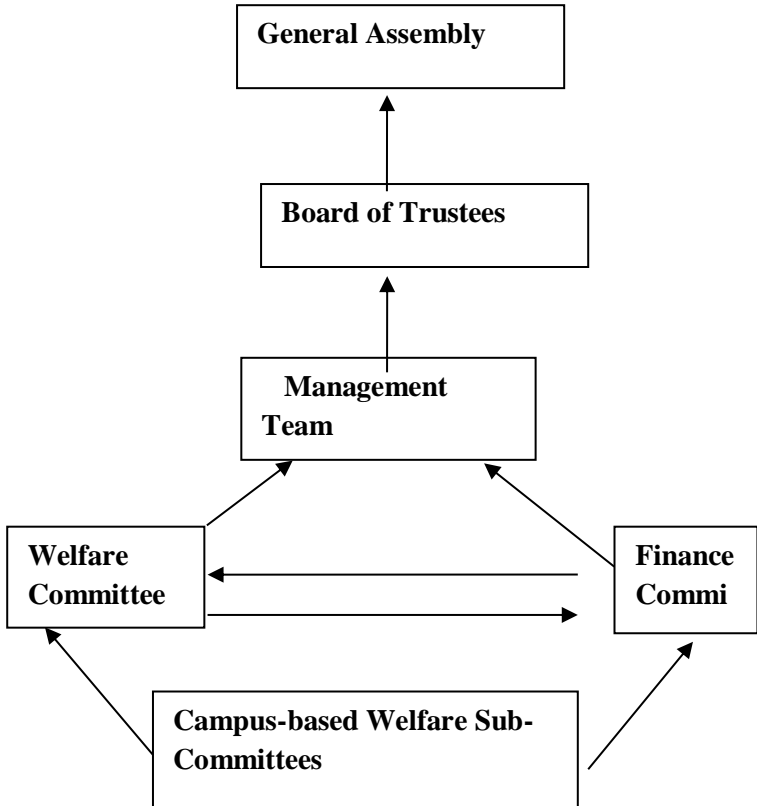
### **NOTE**

- i. Members' monthly contributions are subject to periodic upward review;
- ii. The Association's Bank Account shall be totally divorced from all other accounts of the University.

## **E. STRUCTURE OF THE ASSOCIATION**

The structure of the Association shall be made up of the General Assembly; Board of Trustees; Management Team; Finance Committee; Welfare Committee, and the Campus-based Welfare Sub-Committees.

## **E (i) ORGANOGRAM**



## **E. (ii) General Assembly**

1. The General Assembly is the Assembly of all UDS Staff who contribute into a pool called "the Fund".
2. The authority of the Association shall be vested in the Members through the General Assembly who exercise their power(s) through voting at Annual and Special General Meetings.

## **E (iii) Annual General Meetings**

1. The Annual General Meeting shall be held once every year within the 1<sup>st</sup> Quarter of the following year.

2. The Members shall be informed of the Annual General Meeting through Circulars and Notices.
3. The Management Team shall organise the meetings on Campus levels.

### **E (iv) Business of Annual General Meeting**

The Annual General Meeting shall:

1. Confirm the Minutes of the previous Annual General Meeting and any Special General Meetings.
2. Receive reports of the past year's work from the Management Team, the Statement of Accounts for the same period and an Audited Report.
3. Ratify allowances or honorarium for work done (if any) for the Association by members.



4. Ratify Welfare and Financial issues proposed by the Management Team.
5. Ratify approval(s) made by the Board of Trustees on transactions carried out on behalf of the Association
6. Conduct any other Business.

#### **E (v) BOARD OF TRUSTEES**

1. The Board of Trustees shall have an oversight responsibility over the Management Team.
2. The Board of Trustees shall comprise:
  - i. *Pro-Vice-Chancellor -Chairman*
  - ii. *Registrar -Vice-Chairman*
  - iii. *Head, Welfare Unit -Secretary*
  - iv. *Finance Officer -Treasurer*

- v. *Representative from Legal Office - Member*

### **E (vi) Duties**

The duties of the Board of Trustees shall include:

- i. Play advisory role to all committees;
- ii. Interface between committees and University Management;
- iii. To hold periodic meetings to discuss issues on members' welfare;
- iv. Periodic review of policy to meet current challenges;
- v. To hold and manage the assets of the Association in Trust;
- vi. Act in the best interest of the Association,

### **E. (vii) Meetings**

Unless otherwise necessitated the Board shall meet twice a year

### **E. (viii) Quorum**

A membership of three (3) including either the Chairman or Vice shall form a quorum at any meeting of the Board.

## **F. MANAGEMENT TEAM**

The Management Team shall have a membership of seven (7) comprising:

- i. The Chairman of the Welfare Committee and two (2) others
- ii. The Chairman of the Finance Committee and two (2) others
- iii. Head of the Welfare Unit as the Secretary

## **F. (i) Duties**

- i. Shall ensure the day to day running of the Association;
- ii. Approval or otherwise of recommendations/requests by Campus Conveners from members;
- iii. Policy formulation on members' welfare issues;
- iv. Periodic review of policy to meet current challenges;
- v. Liaising with Campus Conveners in dealing with issues from the Campuses;
- vi. Act as interface between Board of Trustees and the Campus Conveners;
- vii. Propose levels of Honourarium for the Board of Trustees' Approval.

## **F. (ii) Meetings**

The Management Team shall meet every two months and the meetings shall be chaired by the Chairman of the Welfare Committee.

**F. (iii) Quorum**

The Quorum of a meeting of the Management Team shall at least be four (4) members present.

**F. (iv) Decision(s)**

- i. The decision(s) of the Management Team shall be by simple majority.
- ii. The Chairman shall have a casting vote in the event of a tie.

**G. COMMITTEES**

The Association shall have two (2) Committees namely:

- i. Finance Committee

ii. Welfare Committee

## **H. FINANCE COMMITTEE**

The Finance Committee shall have a membership of six (6) comprising:

- i. Rep. from Finance Directorate-Chairman
- ii. UTAG - Member
- iii. GAUA - Member
- iv. FUSSAG - Member
- v. TEWU - Member
- vi. Ladies Club - Member
- vii. Representative from Welfare Unit-Secretary (**without voting rights**)

### **H. (i) Duties**

The duties of the Finance Committee shall include but not limited to:

1. Recommend periodic rates of contribution;

2. Ensure all staff contributes monthly to the Association;
3. Ensure all payments are credited to the Bank Account;
- 4.Reconcile Bank Statements monthly / quarterly;
5. Recommend Investment Projects to the Management Team;
6. Advise on financial matters to the Management Team;
7. Periodic advice the Management Team on the amount of imprest to be allocated to the Campus Conveners;

8. Keep two (2) separate registers: one for applications on claims by members, and the other for approved claims paid to members;
9. Facilitate hire purchase of items for its members.

### **H. (ii) Meetings**

The Finance Committee shall meet at least, two (2) times in a year.

### **H. (iii) Quorum**

A membership of three (3) including the Chairman shall form a quorum.

### **H. (iv) Decision(s)**

In the event of a tie at voting, the Chairman shall have a casting vote.



## **I. WELFARE COMMITTEE**

The Welfare Committee shall have a membership of ten (10) comprising:

- |              |   |                |
|--------------|---|----------------|
| <i>i.</i>    | <i>Representation from Tamale -</i>     | <i>Member</i>  |
| <i>ii.</i>   | <i>Representation from Wa-</i>          | <i>Member</i>  |
| <i>iii.</i>  | <i>Representation from Navrongo -</i>   | <i>Member</i>  |
| <i>iv.</i>   | <i>Representation from Nyankpala-</i>   | <i>Member</i>  |
| <i>v.</i>    | <i>Representation from UTAG-</i>        | <i>Member</i>  |
| <i>vi.</i>   | <i>Representation from GAUA-</i>        | <i>Member</i>  |
| <i>vii.</i>  | <i>Representation from FUSSAG-</i>      | <i>Member</i>  |
| <i>viii.</i> | <i>Representation from TEWU-</i>        | <i>Member</i>  |
| <i>ix.</i>   | <i>Representation from Ladies Club-</i> | <i>Member</i>  |
| <i>x.</i>    | <i>Rep. from Welfare Unit-</i>          | <i>Member-</i> |
|              | <i>Secretary</i>                        |                |

### **I. (i) Duties**

The duties of the Welfare Committee shall include but not limited to:

1. Organise staff to attend weddings/amaria;
2. Organise presentations to member(s) who

give birth;

3. Organise visits to sick member(s) on admission;
4. Organise staff attendance to burials/ funerals;
5. Organise presentations to Member(s) on resignation or retirement;
6. Facilitate periodic health screening
7. Organise periodic fun-games, talks and walks
8. Organise yearly clean-up exercises.

### **I. (ii) Meetings**

The Welfare Committee shall meet quarterly.

### **I. (iii) Quorum**

A membership of five (5) including the Chairman shall form a quorum.

### **I. (iv) Decision(s)**

In the event of a tie in voting, the Chairman shall have a casting vote.

### **NOTE**

The Chairman to the Welfare Committee shall be elected at its very first meeting and this shall be facilitated by the Member-Secretary.

### **J. TENURE OF OFFICE**

1. The tenure of office for both the Chairmen of Finance and Welfare Committees'/ Conveners' shall be three (3) years subject to re-election for another term.
2. All positions shall be held for three (3) years subject to re-election for another term.

## **K. CAMPUS-BASED WELFARE SUB-COMMITTEES**

There shall be Campus-based Welfare Sub-Committees chaired by the Campus Conveners/Representatives.

### **K. (i) Composition**

The Campus-based Welfare Sub-Committees shall comprise all Campus Conveners, a representative each from Faculties, Schools, Library and Unions and Associations whichever applicable.

### **K. (ii) Duties of Campus-based Welfare Sub-Committees**

1. Hold periodic and emergency meetings on campuses to discuss issues of staff welfare;

2. Make the outcome of these meetings known to the Main Welfare Committee through their Conveners;
3. Submit a copy of their proceedings to the Welfare Office.

### **K. (iii) Duties of Conveners**

The Conveners shall:

1. Serve as liaison between members on campuses and University-Wide (Main) Welfare Committee;
2. Hold periodic meetings with members on campuses to discuss welfare issues;
3. Take suggestions from members to the Management Team and the Main Welfare Committee respectively for discussions;
4. Verify and recommend all claims coming from the Campuses.

## L. IMPREST

Imprest shall be made available to the Conveners to expend and report accordingly to the Management Team.

## M. BENEFITS

The entitlements of Members shall include:

S/No.	ITEM	DETAILS	BENEFITS
1	<b>Birth</b>	A member who gives birth to a child shall receive	(i). Three Hundred Ghana Cedis (GHC300.00).
			<b>This benefit is limited to three (3) births only.</b>
2	<b>Bereavement</b>		
	i. Death of a Member	a. One Thousand Ghana Cedis (GHC1,000.00)	(i). Shall be given to spouse and Children.

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			(ii). A bus shall also be fuelled and made available to staff members who may wish to attend the burial/funeral. This is without prejudice to the University providing a bus.
			(iii). This shall be funded by the Association.
		b. One hundred Ghana Cedis (GHC100.00) and Two (2) bottles of imported	(iv). Shall be given to the family as donation.

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		Schnapps or its equivalent.	
	ii. Death of Spouse	Five Hundred Ghana Cedis (GHC500.00)	<p><u>(i). Shall be given to the member.</u></p> <p>(ii). A bus shall also be fueled and made available to staff members who may wish to attend the burial/funeral. This is without prejudice to the University providing a bus.</p>
			<b>(iii). Members</b>



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			<b>shall enjoy this benefit only once.</b>
		b. Fifty Ghana Cedis (GHC50.00)	(i). Shall be given for prayers.
	iii. Death of Child	Five Hundred Ghana Cedis (GHC500.00)	(i). <u>Shall be given to the member.</u>  (ii). A bus shall also be fuelled and made available to staff members who may wish to attend the burial/funeral. This is without prejudice to the University providing a bus.

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			(iii). This benefit is limited to only three (3) children.
	iv. Death of Biological Parents	Seven Hundred Ghana Cedis (GH¢700.00)	(i). Shall be given to the member.
			(ii). A bus shall be fuelled and made available to staff who would wish to attend the burial/funeral.
			(iii). This shall be funded by the Association.
			<b>(iv). Staff benefit for each parent only once.</b>
3	<b>Resignation/ Dismissal</b>	A member who resigns	(i).If he/she has never

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		or dismissed from the University by Management.	benefitted shall enjoy one-third (1/3) of his/her total contributions as at the <u>time of resignation or dismissal</u> . (ii). If he/she has ever benefitted and resigns or dismissed, shall not enjoy the (1/3) package.
4	<b>Retirement</b>	A member who retires will enjoy	A lump sum or a material gift of value
5	<b>Contract Staff</b>	Contract staff shall not contribute to the Welfare	<b>(i). Shall not benefit from any of these packages.</b>

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6	<b>Admission at Hospital/ Recognised Traditional Healer</b>	Would receive an amount of Two Hundred Ghana Cedis (GHC200.00) once in a year.	A member on admission beyond a week.
7	<b>Marriage</b>	Shall receive Five Hundred Ghana Cedis (GHC500.00).	(i). A member who marries <b>(ii). The package shall be enjoyed once</b>

## **8.0 OTHER ACTIVITIES**

- i. The UDS Welfare Committee shall facilitate the organisation of medical/health screening for all members once a year in the University Health Facility funded by the University;

- ii. The UDS Welfare Association shall facilitate yearly clean-up exercises;
- iii. The UDS Welfare Association shall facilitate yearly fun-games and health walks/ talks.

### **AMENDMENTS:**

These amounts shall be reviewed periodically (upwards) on the recommendations of the Finance/Welfare Committees to the Management Team before its submission to the Board of Trustees for advice and General Assembly for its approval.

Any of these benefits shall only be enjoyed by a member, six (6) months after membership. For those already in the employment of UDS, membership starts from the date of acceptance and implementation of the policy. For the new employees,

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membership starts from the date of  
assumption of duty.

## **POLICY REVIEW**

This policy shall be subject to a review every  
three (3) years.