



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

KUHeS STAFF WELFARE POLICY

AUGUST, 2023

Policy Name	Staff Welfare Policy
Policy No.	PL/C.6F.2
Effective Date	
Last Review	
Next Review	After 5 years
Council Approval Date	31 August 2023
Employees Subject to this Policy	All staff
Stakeholders Subjected to this Policy	Staff, students, consultants, vendors, contractors and/or any other parties with a business interest with the University
Responsible Office(s)	Registry, Staff Social Welfare Committee, Staff Unions, Sports Committees
Responsible Officer(s)	Vice Chancellor

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5. FOREWORD

Kamuzu University of Health Sciences (KUHeS) recognises that its employees are the most valuable resource, and that the welfare of all staff is essential in achieving the University's Vision and Mission. The stewardship of the University is hinged on the principles of good corporate governance and integrity, all geared towards the transparent, efficient and effective delivery of services, so as to maintain public confidence in the integrity of the institution.

The University is committed to providing a caring and supportive working environment conducive to the welfare of all staff to enable them to develop and optimise their full potential. It recognises that staff welfare is a joint responsibility where members of staff and management contribute and participate effectively and efficiently. The Policy therefore, gives highlights on all staff welfare support the members shall enjoy as well as their expected responsibilities towards their welfare. It has to be read hand in hand with the KUHeS Conditions of Service, Staff Social Welfare Terms of Reference, KUHeS Union Constitution, Kamuzu University of Health Sciences Staff Sports Association (KUHeSSA) and other KUHeS approved policies and structures.



Professor Francis Moto
CHAIRMAN OF COUNCIL

6. PREFACE

This Policy articulates the Kamuzu University of Health Sciences Staff Welfare agenda based on the experiences of local, regional, and international universities. The Policy outlines the staff welfare needs for harmonious coexistence, attraction, and retention of staff.

In addition, this Policy has been developed through a consultative process, involving members of staff of the University and other external stakeholders. The University anticipates that all decisions and initiatives concerning staff welfare shall be guided by the Policy in collaboration with other relevant policies and structures.



Professor MacPherson Mallewa
VICE CHANCELLOR

7. ACKNOWLEDGEMENTS

This Policy is an outcome of a concerted effort by members of the KUHeS Welfare Policy Development Task Force chaired by Dr. Annie Msosa. KUHeS recognises and gives credit to the contributors to existing local and regional policies from which inputs have been drawn extensively.

First, we would like to thank the Vice Chancellor and the entire management team for their untiring support rendered throughout the development process.

Special recognition is also made of individuals who constituted the Staff Welfare Taskforce, as follows: Mr. Pachalo Chirwa, Mrs. Sheila Mponela, Mr. Charles Khoza, Ms. Chiamiko Chinkwita-Phiri, Mr. Aeron Nahuku, Mr. Francis Mdala, Mr. Sunshine Kandiero, Mr Gibson Masache, and Mr. Wilson Kumwenda.

On a special note, we would like to acknowledge Ms. Christina Sambo for secretarial services supporting the smooth development of this Policy.

The University is also indebted to members of staff, and key stakeholders that provided input during the consultation meetings in all the three campuses namely, Blantyre, Lilongwe and Mangochi.

Finally, the University would like to acknowledge the valuable input of Management and Council for their contribution to the policy.

8. LIST OF ABBREVIATIONS AND ACRONYMS

AGM	:	Annual General Meeting
CoS	:	Conditions of Service
GPA	:	Group Personal Accident
HoD	:	Head of Department
KUHeSSSA	:	Kamuzu University of Health Sciences Staff Sports Association
KUHeS	:	Kamuzu University of Health Sciences
KUHeSSU	:	Kamuzu University of Health Science Staff Union
OHSC	:	Occupational Health and Safety Committee
PWD	:	Persons with Disabilities
SACCO	:	Savings and Credit Co-operatives
SSACC	:	Staff and Students Affairs Committee of Council
SSWF	:	Staff Social Welfare Fund
SSWC	:	Staff Social Welfare Committee
VC	:	Vice Chancellor

9. BACKGROUND AND SCOPE

The Staff Welfare Policy is an essential guideline for all staff members as it outlines the responsibilities, conditions, and benefits of employment while working at the University. The Policy is designed to ensure that the well-being and satisfaction of staff members are prioritised and, in turn, contribute to the realisation of the University's Vision and Mission.

To promote a harmonious and conducive working environment, the Staff Welfare Policy has been drawn from the experiences and culture of the University staff, the cultural environment in which the University operates and similar policies from other universities. However, it should be noted that emerging issues may arise, and specific instructions and operational guidelines may be issued from time to time by the University in collaboration with different Staff Welfare Committees.

All members of staff shall be given a copy of this Policy upon joining the University together with other relevant policies to familiarise themselves with the University policies, regulations and practices governing the organisation. In case of any need for clarification, staff members are advised to consult their immediate supervisors or relevant welfare committee representatives.

It is important to note that a policy is not a contract of employment, and it may not cover all emerging issues. Nonetheless, the University remains committed to promoting the welfare of its staff members, and this Policy serves as a framework for ensuring that staff members are treated fairly, with dignity and respect.

10. RATIONALE FOR THE POLICY

KUHeS recognises that staff members require a conducive and cohesive work environment to achieve excellent work performance. The Staff Welfare Policy aims to promote excellence in organisational culture by addressing all staff welfare issues. Staff welfare encompasses a broad range of benefits and services that have been put in place to promote the physical, mental, financial, social, and spiritual well-being of staff members.

The Staff Welfare Policy provides a framework for decision-making and a guiding tool for activities related to staff welfare. The Policy systematically addresses the welfare needs of staff by placing governance and operational structures in place and highlighting the key benefits and services available to staff members. Among other things, the implementation of the Policy is expected to promote cohesion and a conducive work environment through uniformity in decision making, promotion of social integration, observance of occupational health hazards and safety measures, and inculcate the spirit of oneness and humanity.

11. KUHeS VISION

A world class University and a Centre of Excellence in health education, research and innovation.

12. KUHeS MISSION

To advance knowledge, professional competencies, skills and innovations in health sciences through high quality student-centered and innovative education and research that responds to national and global policy in health and development needs in an efficient, sustainable and result-oriented manner.

13. AIM OF THE POLICY

This policy aims to promote staff welfare that shall lead to conducive staff working environment and retention at KUHeS.

14. OBJECTIVES OF THE POLICY

The objectives of Staff Welfare Policy are as follows:

- a. Ensure that staff welfare needs are catered for including those with special needs
- b. Promote psychosocial and physical wellbeing of staff.
- c. Facilitate the creation of team spirit and cooperation among staff during happy and hard moments.

15. KEY PRIORITY AREAS

This Policy has the following key priority areas:

- a. Benefits and Institutional Support
- b. Staff Wellness
- c. Economic Empowerment
- d. Social Welfare
- e. Staff Unions
- f. Sports
- g. Occupational Health and Safety

15.1 Priority Area 1: Benefits and Institutional Support

The University shall provide the following benefits and institutional support:

15.1.1 Training and development

The University shall support the training of staff as per the Staff Training Policy and Conditions of Service

5.1.2 Training of dependents at KUHeS

Educational benefits for dependents shall be implemented in accordance with the Conditions of Service.

15.1.3 Staff loans

The University shall provide a letter of undertaking for staff members to acquire loans from various lending institutions.

15.1.4 Advances

An employee requiring an advance shall be granted as stipulated in the Conditions of Service. These advances shall be funded by the KUHeS revolving fund.

The following shall be the advances: -

- a. Emergency advance
- b. Salary advance
- c. Education advance
- d. House rent advance
- e. General purpose advance

15.1.5 University waiver on social functions

Members of staff who opt to hold their social functions that do not contravene university businesses within the University shall be granted 20% discount on the prescribed costs of accommodation, venue and open space or grounds.

15.1.6 Celebrations

The University in collaboration with the Staff Social Welfare committee shall provide support for the following social functions:

- i. Year-end Christmas celebrations
- ii. Farewell parties for staff leaving the University

15.1.7 Team building activities

The University shall facilitate and encourage team building activities such as:

- i. Open day with families
- ii. Hiking
- iii. Social activities

15.1.8 Insurance cover benefits

The University shall at the minimum provide the following insurance cover benefits: -

a. **Group personal accident**

The group personal accident cover shall cover a group or individual staff member against accidental injury, disability from medical conditions or death. The coverage amount shall be paid lump sum to the beneficiaries elected by the staff member or insured parties.

b. **Medical cover**

- All employees shall be required to join a medical insurance scheme approved by KUHeS University Council unless they provide reasonable proof of such membership being comparable to the level recommended by the University Council.
- The University shall pay 100% contribution to the medical scheme for each employee and spouse to the medical scheme approved by the University Council.
- An employee shall be responsible for paying 50% of the contribution applicable to the medical scheme for the

declared beneficiaries up to a maximum of four (4). The University shall cover the other 50%.

c. Funeral cover

Covering funeral expenses in the event of the death of a staff member, spouse and biological or legally adopted children shall be done as stipulated in the Conditions of Service

15.1.9 Retirement benefit schemes

Staff who are on pensionable terms of service shall be entitled to pension as per the KUHeS pension scheme

15.1.10 Bereavement

- a. Support during bereavement
- i. The University shall provide support as outlined in the Conditions of Service towards bereavement of staff member, spouse and biological/legally adopted children below 18 years of age upon proof of staff records.
 - ii. In case of the death of a biological mother or father, the University shall provide transport only at half cost for which the member shall apply through the normal transport requisition process. Staff members joining the University shall be encouraged to make provisions of funeral insurance covers for their parents and relatives for the coffin, Calico cloth or other burial material.
 - iii. The provision of transport in case of death of a relation (biological mother/father) is a privilege and not a right.

- iv. For staff member's relatives not covered above, the University shall assist where possible by providing an emergency advance only, when the staff member fulfills emergency advances regulations (Ref to KUHeS Administrative Manual, Procedure Number 9, Funeral Management, 2023).

b. Support for staff members attending funerals

- i. The University shall provide support to members of staff in form of condolence money (as prescribed in the Staff social Welfare Handbook), food and transport, when attending a funeral of a staff member, staff member's spouse or children (biological or legally adopted and below 18 years)
- ii. The University shall provide support to members of staff when attending a funeral in the following circumstances:
- Death of Staff member
 - Death of staff member's spouse and children below 18 years of age
 - Death of biological or legally adopted children upon proof of staff records
- iii. The support shall be in the form of:
- condolence money as prescribed in the Staff Social Welfare hand book
 - food
 - transport

15.2 Priority Area 2: Staff Wellness

KUHeS Management is committed to the organisational, professional, physical, environmental, psychological, emotional and spiritual wellbeing of all members of staff. All staff members shall access medical assistance at all KUHeS Clinics without payment of short fall and shall be encouraged to have yearly medical checkup.

15.2.1 University wellness facilities

The University shall strive to establish wellness facilities to take care of wellness issues in all campuses. The University wellness facilities shall consist of the following:

- a. Common rooms
- b. Business Centre with the following facilities (Tuck shop, ATM, Food Kiosk)
- c. Gymnasium (Gymn)
- d. Crèche
- e. Nursery
- f. Physiotherapy services
- g. Psychosocial support
- h. Chapel for interdenominational prayers/memorial services

15.2.2 Recreation facilities

The University shall provide a facility for recreation for staff in all campuses. The facility shall cater for relaxing, resting, eating and socialising. In case of University staff members wanting to subscribe to University owned commercial facilities, the staff shall be subsidised according to the Strategic Business Unit operational guidelines.

15.3 Priority Area 3: Economic Empowerment

Economic empowerment of staff is one of the critical areas of focus to retain staff within the University. As such, the university shall provide a platform for the following:

15.3.1. SACCO membership

The Staff Social Welfare Committee (SSWC) shall be responsible for establishing KUHeS Savings and Credit Co-operative (SACCO). All employees shall be free to join the SACCO.

15.3.2 Hire-purchase facility

The University may facilitate purchase of various items by members of staff through salary deductions at a small fee from the company according to staff remuneration in the SACCO account. The University can enter an arrangement with various hire-purchase companies to enable staff enjoy such facilities.

15.3.3 Gratuity scheme

The SSWC shall establish a gratuity scheme through the SACCO which shall be contributory and voluntary. The staff member shall make contributions towards the gratuity scheme as a SACCO member.

15.3.4 Financial literacy

The SSWC shall facilitate trainings for its members of staff on financial literacy to ensure that staff are equipped with knowledge and skills on handling finances.

15.4 Priority Area 4: Staff Social Welfare

The University shall promote and encourage staff-led initiatives aimed at enhancing social welfare activities.

The University shall champion the establishment of a Staff Social Welfare Committee, which shall be partly funded from the University budget and staff monthly contributions. Staff members shall have mandatory monthly financial deductions to be remitted to the KUHES Staff Welfare account.

15.5 Priority Area 5: Sports

The University shall promote and encourage sporting activities aimed at enhancing staff physical fitness and general well-being.

The University shall champion the establishment of a Staff Sports Association, which may be partly funded by the University budget.

Staff members shall be free to join the Association and subscribe to statutory deductions that shall be remitted to the Sports Association's account.

15.6 Priority Area 6: Occupational Health and Safety

The University shall make provision for the regulation of conditions of employment in workplaces regarding occupational health, safety and welfare of all staff members. It shall conduct regular inspection of certain plant and machinery within the University, for prevention of its staff members from accidents.

In compliance with the Occupational Health and Safety Policy, Staff Welfare policy, structures and corresponding Acts, the University shall put in place amenities to improve access and conduct health and safety audits as required from time to time.

15.7 Priority Area 7: Staff Unions

All staff members shall be free to join unions that promote workers' rights and shall subscribe to statutory deductions which shall be remitted to the union's account. In the event of staff strike, the staff members shall only be paid for 3 days as stipulated in the Malawi Government Employment Act.

16. IMPLEMENTATION OF THE POLICY

Implementation of Staff Social Welfare Policy shall be done by the following committees in conjunction with the University Management:

- a. Staff Social Welfare Committee
- b. Sports Association
- c. Occupational Health and Safety Committee

17. FINANCIAL IMPLICATIONS

The University shall establish a budget line as contribution towards staff welfare to be remitted to a Staff Social Welfare account. In addition, financial contribution shall also be from staff monthly mandatory deductions and other income generating activities decided by the members of staff through the Staff Social Welfare Committee. Other Staff Welfare Committees such as the KUHeSSA committee shall have their own funds towards their activities accordingly.

18. MONITORING AND EVALUATION

Staff and Students Affairs Committee of the Council shall be responsible for the oversight of this Policy. The Staff and Student Affairs Committee of the Council shall receive quarterly report of activities and audited financial reports from all implementing bodies. The implementing bodies shall be accountable to all staff members.

The Policy shall be reviewed every five (5) years and from time to time when need rises.