



DR. HILLA LIMANN TECHNICAL UNIVERSITY

DHLTU STAFF WELFARE ASSOCIATION

WELFARE POLICY

MAY 2021

DR. HILLA LIMANN TECHNICAL UNIVERSITY



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MAY 2022

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PREAMBLE

WE, the regular staff of the Dr. Hilla Limann Technical University, Wa, (DHLTU), exercising our constitutional right, freedom 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 Dr. Hilla Limann Technical University (DHLTU)

hereby establishes for themselves a FUND to be known as and called DHLTU

Staff Welfare Association (herein after referred to as “Association”).

B. OBJECTIVE

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

C. MEMBERSHIP

Membership of the Association shall be composed of all permanent staff of DHLTU on its payroll.

D. FUNDING

The Association shall draw its funds from the following sources:

- i. Monthly contributions of **Twenty Ghana Cedis (GHS 20.00)** deducted at source (from salary) and payable into the Association’s Bank Account;
- ii. donations from associates of DHLTU;
- iii. grants
- iv. interests on investments

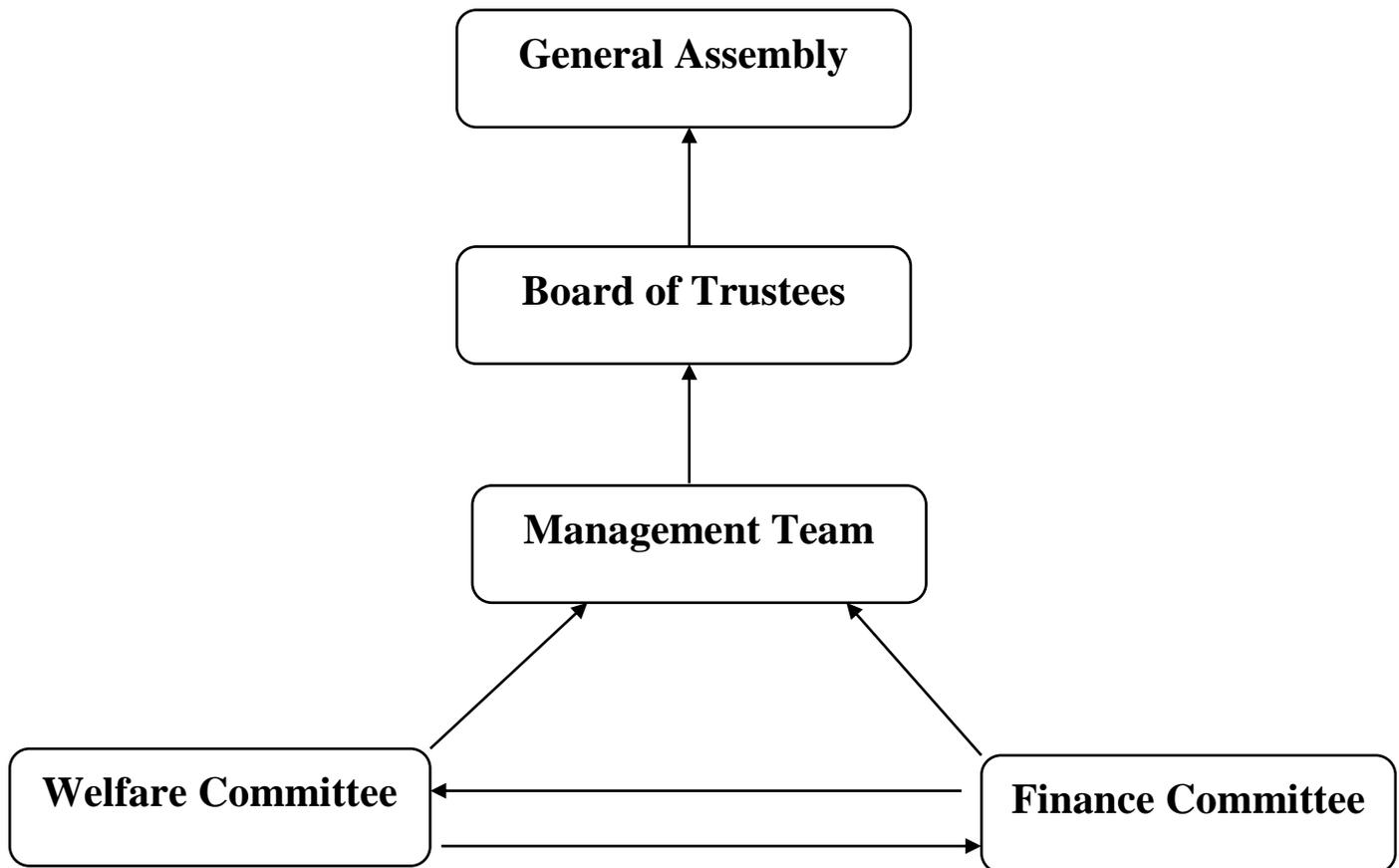
NOTE

- 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; and Welfare Committee.

E (i) ORGANOGRAM



E. (ii) General Assembly

1. The General Assembly is the Assembly of all DHLTU 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 1st 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.

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>i. Director of Human Resource</i> | - | <i>Chairman</i> |
| <i>ii. TUTAG</i> | - | <i>Member</i> |
| <i>iii. TUAAG</i> | - | <i>Member</i> |
| <i>iv. TUSAAG</i> | - | <i>Member</i> |
| <i>v. TUWAG</i> | - | <i>Member</i> |
| <i>vi. TEWU</i> | - | <i>Member</i> |
| <i>vii. Head, Welfare Unit</i> | - | <i>Secretary</i> |
| <i>viii. Representative from Finance Directorate</i> | - | <i>Treasurer</i> |
| <i>ix. Representative from Legal Office</i> | - | <i>Member</i> |

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. Hold periodic meetings to discuss issues on members' welfare;
- iv. Periodic review of policy to meet current challenges;
- v. 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 from the Committee
- ii. The Chairman of the Finance Committee and two (2) others from the Committee
- iii. Head of the Welfare Unit as the Secretary

F. (i) Duties

- i. Shall ensure the day to day running of the Association;
- ii. Policy formulation on members' welfare issues;
- iii. Periodic review of policy to meet current challenges;
- iv. Propose levels of Honourarium for the Board of Trustees' Approval.

F. (ii) Meetings

The Management Team shall meet every three 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 seven (7) comprising:

- i. Representative from Finance Directorate - Chairman
- ii. Representative from TUTAG - Member
- iii. Representative from TUAAG - Member
- iv. Representative from TUSAAG - Member
- v. Representative from TUWAG - Member
- vi. Representative from TEWU - 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;
- 1. Ensure all staff contributes monthly to the Association;
- 2. Ensure all payments are credited to the Bank Account;

- 3.Reconcile Bank Statements monthly / quarterly;
4. Recommend Investment Projects to the Management Team;
5. Advise on financial matters to the Management Team;
6. Periodic advice the Management Team on the amount of imprest to be allocated to the Campus Conveners;
7. Keep two (2) separate registers: one for applications on claims by members, and the other for approved claims paid to members;
8. 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 eight (8) comprising:

- | | | | |
|------|---|---|---------------|
| i. | <i>University Welfare Officer</i> | - | <i>Member</i> |
| ii. | <i>Head of Human Resource</i> | - | <i>Member</i> |
| iii. | <i>Director of Finance or Representative</i> | - | <i>Member</i> |
| iv. | <i>One (1) elected Representative each from (Senior Members-Teaching, Senior Member-Non-teaching, Senior or Junior Association)</i> | - | <i>Member</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. BENEFITS

The entitlements of Members shall include:

| S/N | ITEM | DETAILS | BENEFITS |
|-----|----------------------|--|--|
| 1 | Birth | A member who gives birth to a child shall receive | (i) Three Hundred Ghana cedis (GH¢300.00) This benefit is limited to three (3) births only. |
| 2 | Bereavement | | |
| | i. Death of a Member | a. One Thousand Ghana Cedis (GH¢1,000.00) | (i) Shall be given to spouse and children. (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 (GH¢100.00) and Two (2) bottles of imported Schnapps or its equivalent. | (iv) Shall be given to the family as donation. |
| | ii. Death of Spouse | a. Five Hundred Ghana Cedis (GH¢500.00) | (i) Shall be given to the member. (ii) A bus shall also be fueled and made available to staff members who |

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| | | | <p>may wish to attend the burial/funeral. This is without prejudice to the University providing a bus.</p> <p>(iii) Members shall enjoy this benefit only once.</p> |
| | | b. Fifty Ghana Cedis (GH¢500.00) | (i) Shall be given for prayers. |
| | iii. Death of Child | Five Hundred Ghana Cedis (GH¢500.00) | <p>(i) Shall be given to the member.</p> <p>(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.</p> <p>(iii) This benefit is limited to only three (3) children.</p> |
| | iv. Death of Biological Parents | Seven Hundred Ghana Cedis (GH¢700.00) | <p>(i) Shall be given to the member.</p> <p>(ii) A bus shall be fuelled and made available to staff who would wish to attend the burial/funeral.</p> <p>(iii) This shall be funded by the Association.</p> <p>(iv) Staff benefit for each parent only once.</p> |
| 3. | Resignation/Dismissal | A member who resigns or dismissed from the University by Management. | (i) If he/she has never benefitted shall enjoy one- |

| | | | |
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| | | | <p>third (1/3) of his/her total contributions as at the time of resignation or dismissal.</p> <p>(ii) If he/she has ever benefitted and resigns or dismissed, shall not enjoy the (1/3) package.</p> |
| 4. | Retirement | A member who retires will enjoy | A send-off party at the end of each calendar year for all retirees and a gift with a value of GH¢2,000.00 shall be given to each person and the total cost shall be shared, 50% from Management and 50% from the Welfare Fund. |
| 5. | Contract Staff | Contract staff shall not contribute to the Welfare | (i) Shall not benefit from any of these packages. |
| 6. | Admission at Hospital/Recognised Traditional Healer | Would receive an amount of Two Hundred Ghana Cedis (GH¢200.00) once in a year. | A member on admission beyond a week. |
| 7. | Marriage | Shall receive Five Hundred Ghana Cedis (GH¢500.00). | <p>(i) A member who marries.</p> <p>(ii) The package shall be enjoyed once.</p> |

8.0 OTHER ACTIVITIES

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

9.0 AUDITING OF ACCOUNT

- i. The General Assembly shall maintain Books of Accounts
- ii. The Books and Accounts of the Association shall be audited each year by the Auditors.
- iii. Copies of the Audited Accounts shall be sent to every member of staff twenty-one (21) days before the meeting at which the Accounts are to be considered.
- iv. The Audited Accounts shall be discussed and approved at the General Meeting of members.
- v. The Financial year of the Association shall end on the 31st of December of each year.
- vi. The Auditors of the Association shall be the Auditors of the University.

10.0 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 DHLTU, membership starts from

the date of acceptance and implementation of the policy. For the new employees, membership starts from the date of assumption of duty.

11.0 POLICY REVIEW

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

Committee Members of the Draft Welfare Policy

- Mr. Alhassan Abdulai - Chairman/Technical University Administrators Association of Ghana (TUAAG) Representative
- Mr. Robert Ahiabor - Member/ Technical University Teachers Association of Ghana (TUTAG) Representative
- Ms. Ophelia Tabele - Member/Technical University Workers Association of Ghana (TUWAG) Representative
- Mr. Abu Iddrisu - Member/Teachers' and Education Workers' Union (TEWU) Representative
- Mr. Isaac B. Paruzie - Member/Secretary

WELFARE POLICY

DHLTU STAFF WELFARE ASSOCIATION

