

## **PROGRESS REPORT ON THE ACTIVITIES OF THE DIRECTORATE OF STAFF WELFARE AND EMPLOYEE RELATIONS FOR THE 2020 FINANCIAL YEAR**

### **1.1 MANDATE**

The Directorate's mandate is to provide good and healthy work environment and relationship, maintain high ethical standards, discipline and ensure a dignified exit for retirees in the civil service.

### **2.1 OBJECTIVES**

The objectives of the Directorate are to:

1. retire civil servants who have attained the statutory retirement age of 60 years.
2. process annual vacation leave and other types of leave for Civil Servants
3. facilitate training and induction seminars in the processing of End-of-Service Benefits and disciplinary procedures
4. receive and address complaints and grievances arising from MDAs and set up standards for instituting discipline in the Civil Service.
5. Facilitate a dignified exit of Civil Servants across MDAs through the processing of End-of-Service Benefits.

### **3.1 ACTIVITIES /ACHIEVEMENTS OF THE DIRECTORATE OF STAFF WELFARE AND EMPLOYEE RELATIONS**

The following were some of the activities undertaken by the Directorate from January, 2020 to date

#### **a) RETIREMENT OF CIVIL SERVANTS WHO HAVE ATTAINED THE STATUTORY RETIREMENT AGE**

Retirement is a statutory requirement for Civil Servants who have attained the age of 60 (Sixty) years. It is a kind of separation from the Civil Service which aims at providing the enabling environment for retired Officers to access their benefits for the purpose of meeting their needs including that of their dependants. From January to date, the Directorate has retired 455 (Four Hundred and Fifty Five) Civil Servants. About 80% of this number had accessed their benefits in the form of gratuities and pensions while the remaining 20% is being processed.

#### **b) ANNUAL VACATION LEAVE**

Chapter 6 of the Civil Service Code, Regulations and Rules makes provision for Civil Servants to proceed on Annual Vacation Leave after 12 months of continuous service. Within the course of the year, the Directorate has processed 7,987 Annual Vacation Leave forms for applicants who were found eligible to proceed on leave. In

addition to Annual Vacation Leave, the Directorate also processed other requests for leave as follows:

- i. Casual Leave: 19
- ii. Maternity Leave: 62
- iii. Sick Leave: 14 among others

Maternity leave is granted to female Civil Servants based on medical report

#### **c) DISCIPLINE**

The Human Resource Office as the environmental manager of the Civil Service is charged with the responsibility of instituting discipline in respect of Civil Servants across Ministries, Departments and Agencies (MDAs). From January to October, 2020 a total of 32 (Thirty Two) Officers were subject of disciplinary proceedings many of which had arrived at a conclusion and had been reinstated while a few others were dismissed and 2 (Two) are ongoing. Due to the stringent disciplinary measures taken against violators, the number of cases of indiscipline across the Civil Service has rescinding progressively as compared with the previous years.

#### **d) REINSTATEMENT**

Civil Servants across MDAs who have been granted Study Leave to pursue courses abroad or who were granted Secondment to other institutions are usually removed from the payroll as they proceed on such assignments. On completion of the assignment, the Officers are bound to request for reinstatement in post and payroll. As a result of this, the Directorate had processed a total of 9 applications for reinstatement. 7 (Seven) were granted approval while 2 (Two) are ongoing.

#### **e) RESIGNATION**

In 2020, a total of 7 (Seven) requests for resignation from the Civil Service were approved and processed and the affected Officers names removed from the payroll. Most of these resignations were from the middle level cadre.

#### **f) CHANGE OF NAME**

A total of 21 (Twenty One) requests for Change of Name was received from January to date. Out of this number, 10 (Ten) had been successfully processed while 11 (Eleven) others were being referred to the National Civil Registration Authority (NCRA) for confirmation of their status. Most of the requests for Change of Name were from female Civil Servants.

## **g) TRAINING OF HUMAN RESOURCE PERSONNEL IN THE PROCESSING OF END-OF-SERVICE BENEFITS AND PROCEDURES FOR HANDLING DISCIPLINE ACROSS MDAS**

The purpose of the training was as a response to the Directorate of Staff Welfare and Employee Relations' mandate to effectively and efficiently handle discipline across Ministries, Departments and Agencies with a view to ensuring accountability for actions that hinge on behaviour by civil servants. The training therefore, served as a forum for the coordination of disciplinary proceedings by all stakeholders in order to accomplish a well-disciplined work force within the ambit of the Civil Service Code, Regulations and Rules and other regulations and statutes in force. It was divided into two components: the first was done on 8th October, 2019 while the other part of the same component was completed in 2020 at the Civil Service Training College due to COVID-19 restrictions. The training also encompassed the processing of End-of-Service Benefits for Officers who are separated from the service.

### **4.1. CHALLENGES**

The Directorate encountered some challenges during the year but most of the challenges such as inadequate staff had been minimized through the recruitment and posting of 1 (One) Administrative Officer, 1 (One) Human Resource Officer and 1 (One) Executive Officer. This number had boosted the capacity of the Directorate. Some of the key challenges now are:

i. Lack of office equipment and furniture such as computers and accessories, photocopiers and office cabinets to meet with the day-to-day's activities of the Directorate. In order to fully perform its activities adequately, the Directorate needs 3 (Three) Desk top computers and accessories and 2 (Two) Photocopiers. Most of the computers in the Directorate are faulty due to old age.

**Submitted**  
**7<sup>th</sup> October, 2020**