

BAGABAGA COLLEGE OF EDUCATION

(BACE)



STAFF DEVELOPMENT POLICY

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DEFINITION OF TERMS

In this Policy document, unless the context otherwise requires, the following definitions shall apply:

1. **Development:** Instructional programmes and/or experiences designed to help employees become more efficient professional workers, or to bequeath on them with the knowledge and skills that improve career advancement opportunities.
2. **Training:** Instructions provided to stimulate change. Its focus is short-term, and directed solely at furnishing knowledge or skills that employees need to carry out their present work duties efficiently and effectively.
3. **Needs Assessment:** A systematic method for determining gaps between current and desired performance levels.
4. **Evaluation:** A systematic process that determines the worth, value, or significance of work performance of an employee.
5. **BACE:** Bagabaga College of Education.
6. **Management:** Refers to BACE Management including the Principal, Vice Principal, College Secretary, Finance Officer, Librarian, Students Affairs Officer, Quality Assurance and Academic Planning Officer and any other Officer holding Management position in the College.
7. **Departments:** Refers to the various Departments in BACE.
8. **Centers/Units:** Refers to the various cost management centers/units within each Department.
9. **Section:** Refers to all the administrative setups within BACE.
10. **Leave:** A period of time that one is to be away from one's primary job while maintaining the status as an employee, or a period of time when an employee is given the opportunity to embark on any course of study.

- 11. Sabbatical:** an extended period of leave, often one year long, taken by an employee in order to carry out projects not otherwise associated with the employee's job.
- 12. Continuous Service:** Refers to a situation where an employee has not broken his/her chain of service to BACE since his/her first appointment or resumption of duty for the minimum number of years required to grant that employee any kind of leave.
- 13. Bond:** A contractual agreement or covenant, the breach of which is subject to legal enforcement.
- 14. HoD:** Head of Department
- 15. Unearned Salary/Allowances:** Salaries and allowances paid to staff which are not due them.

1.0 BACKGROUND

Staff Development Policy refers to all the policy guidelines, practices, and procedures used by the College to develop the knowledge, skills, and competencies of staff in order to improve on the effectiveness and efficiency of the individual staff and the College.

The policy seeks to support and assist the development of individual staff and thereby enhance the College's performance by contributing to the achievement of strategic objectives and goals. It is therefore committed to providing staff with development opportunities to ensure that individuals and Departments are able to contribute fully to the achievement of their respective Departments and the overall vision of the College.

2.0 VISION

To become a Public University of Education in the Training of Professional Teachers.

3.0 MISSION

To train academically sound, competent, and disciplined professional teachers to teach in Ghanaian basic schools.

4.0 CORE VALUES

Our core values are translated into value statements that represent the hallmark of our culture as an institution of higher learning. They will be the enduring tenets that will guide us to achieve our vision and accompanying goals. The core values of the College include integrity, respect, and loyalty.

4.1 Integrity

We will exhibit the highest standards of practice to earn the trust of our stakeholders. We would be committed to knowledge generation that positively impacts the lives of those within and outside our college community.

4.2 Respect

We would provide others with a world-class experience that demonstrates our value for the diversity and contributions of the members of our community.

4.3 Loyalty

We will demonstrate a strong resolve to give back selflessly to the college.

5.0 PURPOSE

The purpose of this policy is to **evaluate, identify and provide opportunities for the training and/or development of the human resource** of the College.

6.0 OBJECTIVES

The aims and objectives of this policy are to:

- a. develop, train and retain high-level human resource;
- b. ensure the provision of higher quality education, research and innovation; and
- c. establish an efficient and effective staff development management system.

7.0 STAFF DEVELOPMENT AND RESEARCH COMMITTEE (SDRC)

The Staff Development and Research Committee is one of the Statutory sub-committees of the Academic Board established by the Statute. The SDRC shall be constituted in line with the Statute from time to time.

8.0 THE COMPOSITION OF SDRC

- (i) Principal of the College - Chairperson
- (ii) Vice Principal of the College
- (iii) Heads of Department
- (iv) College Finance Officer-
- (v) One Rep from Academic Board
- (vi) Librarian
- (vii) College Registrar-----Secretary

1. Meetings and Quorum

Fifty percent (50%) of the membership including the Chairperson

2. Functions of the Staff Development and Research Committee (SDRC)

- a. To examine and take appropriate action on grants for research, conferences, and scholarships as may be approved by the Academic Board.
- b. To consider research proposals, approve and disburse funds allocated for the purpose.

- c. To receive and study applications, and recommend the granting of scholarships to appropriate persons.
- d. To support funding for in-service training, research, and conferences.
- e. To formulate policy on the College's publications.
- f. To find assessors in consultation with Departments to evaluate documents for publication.
- g. To consider and recommend for approval specific works for sponsorship or publication by the College.
- h. To administer funds provided for editing of the Principal's Annual Report and any other official publications of the College.
- i. To formulate a Staff Development Policy for the College.

9.0 CATEGORIES OF STUDY LEAVE

Generally, there are two main categories of study leave

- 1. Study Leave with Pay (Leave of Absence with Pay) and
- 2. Study Leave without Pay (Leave of Absence without Pay)

9.1 Study Leave with Pay includes:

- a. Study Leave with Pay (Full Time)
- b. GETFund Scholarship/Refund
- c. Government of Ghana Scholarship
- d. Scholarships awarded by other bodies other than the Government of Ghana
- e. Fellowship Programmes
- f. Part-Time/Distance/Sandwich/Online Programmes
- g. Training, Seminars, Conferences or Workshops
- h. Sabbatical

a. Study Leave with Pay (Full Time)

This may be granted at the discretion of the College Principal and the rate of one year's leave after three (3) years' work. It is available to Ghanaians for periods of formal training normally up to three (3) years, which may qualify them for higher degrees.

Study leave with pay may be granted to deserving employees for internal/external training schemes in recognised institutions to help them acquire qualifications or experience relevant to their work. Such sponsorship shall be in accordance with regulations determined from time to time by the College.

Where the employee does not qualify for study leave with pay, he/she may apply for/may be granted leave without pay.

However, an employee embarking on a programme that is of critical service to the College may be considered for study leave with pay.

b. GETFund Scholarship

Staff may apply for this scholarship through the Principal. Beneficiaries shall be required to return and serve the College for a stated period. Staff whose study leave has been approved may pay their fees and submit their receipts through the Principal to GETFund for reimbursement.

c. Government of Ghana Scholarship

These are scholarships from the Government for specific areas of study either abroad or Ghana. Staff may apply for it through the Principal. Beneficiaries of such scholarships may be paid their salaries while on studies. Beneficiaries shall be required to return and serve the College for a stated period.

d. Scholarships Awarded by other Bodies

The BACE shall endeavour to source funding from other bodies or individuals to support Staff Development. Staff may also source other possible ways of funding their education or access any other funds available to support their education. Beneficiaries of such scholarship

may be paid their salaries while on studies. Beneficiaries shall be required to return and serve the College for a stated period.

e. Fellowship Programmes

Fellowship programmes directly linked to BACE or the Government of Ghana or through any partnership or collaboration of any institution in Ghana or abroad to which an employee stands to benefit with his/her salary been paid in the course of the programme shall be deemed to have been sponsored. Beneficiaries shall be required to return and serve the College for a stated period.

f. Sandwich/Part-Time/Distance/Online/Weekends Programmes

A staff may be granted study leave with pay to pursue a sandwich/part-time/distance/online/weekends programme leading to the award of a higher degree within his/her discipline. In any of these stances above, the applicant and his/her Head of Department/Centre/Unit/Section shall be required to ensure that the programme of study does not interfere with his/her work schedule.

g. Training, Seminars, Conferences or Workshops

The college may also sponsor, support or assist any employee to participate in short training schemes, seminars, conferences and/or workshops.

h. Sabbatical

Sabbatical leave may be granted to Senior Members to enable them to carry out an academic project or activity.

9.2 Study Leave without Pay

Study Leave without Pay may take any of the forms as indicated in 9.1 above.

An applicant wishing to pursue a programme of study not directly related to his/her discipline, or not relevant to the department or the college may be considered for leave under the terms governing leave of absence without pay (study leave without pay).

An applicant who has not served the minimum of three (3) years continuous service to the BACE after his/her first appointment or resumption of duty could also apply for such leave if only the applicant was not bonded on his/her first appointment to serve the BACE for a continuous period of not less than three (3) years.

Any applicant who fails to meet all the conditions for study leave with pay shall be granted study leave without pay unless otherwise declined by the applicant.

a. Sabbatical

Sabbatical leave shall be granted to only Senior Members. One (1) year sabbatical leave may be granted to staff after six (6) years of continuous service to BACE. Applicants seeking sabbatical leave shall comply with the procedure/guidelines for the granting of leave as stated in this policy and any other statutory documents.

b. Training, workshops, seminars, and conferences

The College may also sponsor or fund qualified employees to participate in relevant training/workshops or seminars, and conferences. Support may also be in the form of assisting staff to gain admission to specialized programmes of higher learning, travel arrangements and documentation.

10.0 PROBATION

An employee on probation shall not be granted any form of study leave.

11.0 PROCEDURE/GUIDELINES

The College may grant study leave to eligible staff from time to time. The general principles governing study leave include:

- a. The granting of study leave of any kind is subject to the staffing position and the programme of work of a Department/Centre/Unit/Section. Study leave will not be granted merely because it is provided for in this policy and the Conditions of Service.
- b. A staff who intends to embark on any form/kind of studies should consult his/her Head of Department/Centre/Unit/Section in the early stages of his/her plans (at least six (6) months'

notice should normally be given to the Head of Department/Centre/Unit/Section) and thereafter submit an application to the College Principal through the Head of Department/Centre/Unit/Section.

- c. Such an application should include a statement of what the applicant expects to do, how long he/she estimates that the proposed programme of study will take, the time he/she wants to take the study leave and any other necessary information.
- d. The Head of Department/Centre/Unit/Section will then forward the application with his/her detailed comments, to the College Principal.
- e. No study leave will normally be granted within two academic years of recruitment or of return from study leave. That is, the applicant should have served two academic years in addition to one year of probation.
- f. Where study leave of more than one year has been granted, the staff concerned should send an annual progress report on his/her work to the College Principal through his/her Head of Department/Centre/Unit/Section.
- g. An application for a change of programme shall not be accepted after approval has been granted.
- h. Under normal circumstances, an application for an extension of study leave will not be entertained. In making an application for an extension of study leave, the staff concerned should observe the following:
 - at least three (3) months' notice should be given; and
 - the report from the academic advisor shall state the work that has been carried out so far by the student, as well as what remains to be completed and the time within which the remainder of the project/studies is expected to be completed;
 - where the leave was granted other than study leave without pay, the applicant shall notify the principal of the remaining cost involved in completing the programme. These shall include additional school fees, study materials and accommodation; and

➤ if the application for extension is approved by the Principal, the BACE shall bear the entire cost of the study (100%). The applicant shall bear fifty percent (50%) of the cost of study if he/she requests for an extension of the study period for the second time, while the BACE will bear the remaining fifty percent (50%).

- i. An applicant who fails to seek permission from the college before embarking on any form of study shall be granted leave of absence without pay (study leave without).

12.0 ACADEMIC STAFF RETENTION STRATEGY

To ensure staff retention in BACE, the following remedies may be adopted:

- a. Facilitate staff opportunities to offer consultancy services;
- b. Create avenues for research opportunities and funding;
- c. Give Senior Members the time and opportunity to undertake research;
- d. Support Senior Members to participate in training, workshops, seminars, conferences and undertake academic visits.

13.0 CONDITIONS

Apart from leave without pay, training, workshops, seminars, and conferences, all other forms of leave as indicated in this policy and any other statutory documents shall be bonded.

- a. For one (1) year full-time study leave, the staff concerned shall be required to return to the service of the College for at least two (2) academic years immediately after completion.
- b. For two (2) years of full-time study leave, three (3) years of service shall be required.
- c. A three (3) year full-time study leave attracts four (4) years of service to the College.
- d. A four (4) year full-time study leave attracts five (5) years of service to the College.
- e. For Sandwich/Part-Time/Distance/Online/Weekend Programmes, bonding shall take half ($\frac{1}{2}$) of the period spent on the Programme.
- f. Leave granted under the terms of Sandwich/Part-Time/Distance/Online/Weekend Programmes, shall not affect the eligibility of Senior Members for Sabbatical and promotion.

- g. For a one (1) year sabbatical, staff shall be required to return to the service of BACE for at least two (2) academic years immediately after such leave.
- h. A grantee who vacates his/her post after being granted sabbatical shall be required to pay all unearned salaries and allowances to the college.
- i. The award of scholarship is contingent upon the availability of funds;
- j. All staff who intend to embark on any form of study shall seek approval from the Principal through his/her HoD. Any staff who fails to seek approval from the Principal before embarking on any form of studies shall have his/her salary suspended and shall be deemed to have been granted study leave without pay. Such an applicant shall have his/her application for promotion rejected when applying for promotion, appointment or upgrading.
- k. No study/sabbatical leave or leave of absence will normally be granted within two academic years of recruitment or of return from study/sabbatical leave.
- l. Staff on further studies who complete their studies shall return to the college as soon as possible by formally reporting to the Principal through their HoDs.
- m. Any staff who embarks on any programme of study without prior written approval from the Principal shall be deemed to have breached the rules of discipline in the college and/or vacated his/her post.
- n. A staff who fails to return to post after being granted any form of study leave with pay (leave of absence with pay) shall be considered to have vacated his/her post. The candidate shall be required to refund/pay all sponsorship packages as well as the period of service to the college after completion and shall also refund his/her salaries in lieu of short notice of resignation or exit.

14.0 BREACH OF STUDY LEAVE

- a. Continuous enjoyment of study leave with pay/sponsorship shall be solely dependent on the staff's academic performance.
- b. In case the bond is broken, the staff will be required to pay back the total cost incurred whilst on training plus salaries earned for the period of study with interest at the prevailing bank rate.
- c. The Guarantor(s) shall be held ultimately responsible for the full payment of the total cost of training at the prevailing bank rate.
- d. Change of course without seeking approval from the Principal is tantamount to a breach of the study leave hence the penalty for the breach is as stated in 'b' above.
- e. Failure to complete programme of study without any tangible reason the staff in question shall be bonded for the number of years spent on the programme in addition to the grace period of the bond.
- f. An officer who returns to the service of the College after an approved/sponsored programme of study shall be eligible for another study leave/sponsorship ONLY when he/she has finished serving the bond.

15.0 POLICY REVIEW

This Policy may be reviewed upon a written request made by any staff of the college to the Principal. The request or appeal shall be referred to the Academic Board for consideration. It may also be reviewed after every five (5) years with effect from the date the policy came into force.

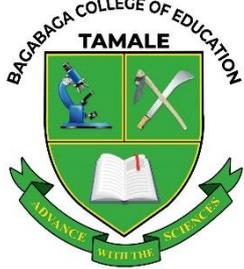
16.0 TRANSITIONAL PROVISIONS

The provisions of this policy do not prejudice any rights/obligations or any other privilege(s) of a person who immediately prior to the coming into force of this policy.

17.0 COMMENCEMENT

This policy shall be deemed to have come into force on this **19th day of December 2024**.

18.0 APPENDIX: BOND FORM

	<p>BAGABAGA COLLEGE OF EDUCATION, P. O. BOX 35 ER, TAMALE info@bace.edu.gh GPS-NS-010-6647</p> <p>STAFF BOND FORM</p>	<p>PHOTO</p>
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BY THIS BOND WE (name of staff).....
of.....
Employed aswith
.....
Department of the Bagabaga College of Education and
.....
..... (name of 1st
guarantor) of
..... and
..... (name of 2nd guarantor) of
..... (Hereafter called the guarantors)
are held and firmly bound unto the Bagabaga College of Education and its Assigns and Successors
(hereafter called the employer/beneficiary) in the sum of
GH¢.....
(equivalent ofto be paid
during the period of the study/leave) of which sum the Beneficiary and the Guarantors bind
themselves, their successors and assignees jointly and severally by these presents.

Sealed with our seals this day of20.....

NOW THE ABOVE OBLIGATION is conditioned to be void in case the above-named staff shall
duly complete the course of study/leave.....
..... at (name of institution)
..... over a
period from to
and return to the Employer (Bagabaga College of Education) and serve in whatever capacity the
employer may determine for period of years.

SIGNED, SEALED, AND DELIVERED BY

DATE

.....

.....

The written name of staff in the presence of

EMPLOYER/BENEFICIARY

SIGNED, SEALED, AND DELIVERED BY

DATE

.....

.....

The written named Beneficiary in the presence of

1ST GUARANTOR

SIGNED, SEALED, AND DELIVERED BY

DATE

.....

.....

The written named Beneficiary in the presence of

2ND GUARANTOR

WITNESS:

Name:

.....

Signature: Date: Tel:

NB: This declaration should be witnessed by a person holding a responsible position such as the Principal of a College of Education, the Principal of a Technical Institute, a Senior Civil Servant, a Lawyer, a Clergyman, a Military or Police Officer or a Medical Officer, and Headmaster of a Secondary School.