

SIT MANUAL OF INTERNAL PROCEDURE

SIT Manual of Internal Procedures (2023)

Seychelles Institute of technology, providence industrial zone, Mahe

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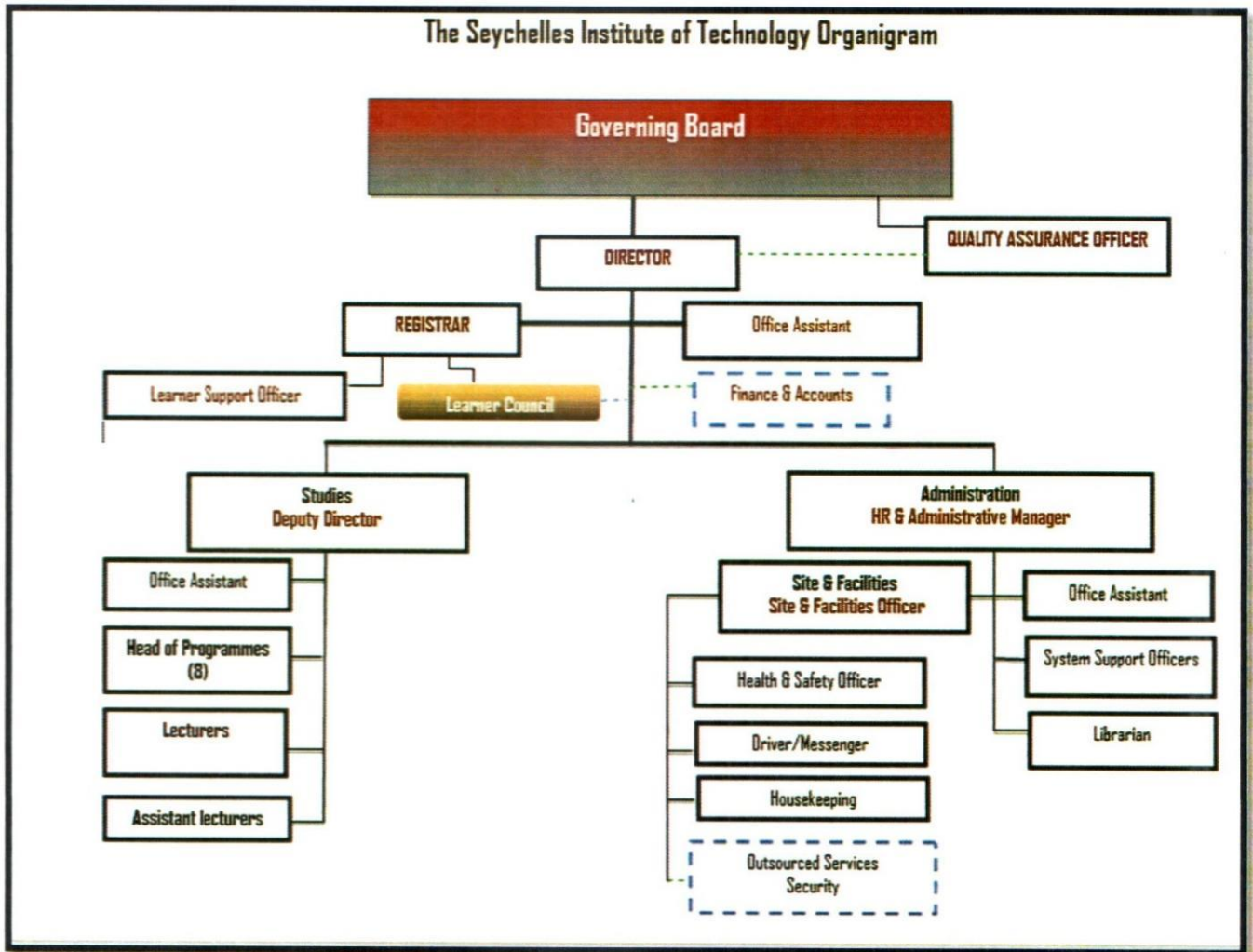
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1.0. Introduction

1.1 Welcome

A warm welcome to the Seychelles Institute of Technology (SIT).

We aim to be an effective training institution. Having documented policies, procedures and guidelines to assist staff in undertaking their work is essential to maximizing our effectiveness.

1.2 Purpose of the document

This Manual of Internal Procedures is designed to introduce you to the SIT, familiarize you with practices, rules procedures and regulations, and other issues related to your employment with the institution. The Manual will also help answer many of the questions that may rise in connection with your employment

As an employee of SIT, you are responsible for reading, understanding, and complying with the provisions of this Manual of internal procedures. The objectives is to provide you with a work environment that is conducive to both personal and professional growth.

2.0 Overview of Seychelles Institute of Technology

2.1 SIT'S core business

The SIT'S core business is to:

- Develop /formulate learning programmes in the fields of Engineering, conforming to the guidelines provided by recognised authorities for those subjects' areas
- Offer and deliver learning programmes in the fields of Engineering to learners enrolled at the Seychelles Institute of Technology
- Develop basic applied research relevant to Seychelles, the region and globally, and in that respect, consult representatives of business and industries.
- Award qualifications

2.2. SIT'S vision, mission, and motto

SIT'S Vision and Mission

Vision Statement: to be A National TVET leader in empowering learners with quality knowledge, skills, and values to contribute to the National economic development.

Mission Statement: is to work in partnership with industry, continually improve its programmes and incorporate innovation and research in order to deliver quality education and training that will equip the Seychellois youth and other learners for employment in an increasingly globalised environment.

2.3 Credo

The Seychelles Institute of Technology (SIT) strives to provide high quality employable competences in TVET and ICT training courses and programmes, through establishment of an internal quality management system guided by quality procedures and processes in all its operations.

2.4 SIT'S Motto

SIT'S Motto is: "Training for Excellence and Opportunities"

3.0. Statement of Philosophy and Open Door Policy.

3.1 Statement of philosophy

We the members of staff, of SIT wish to maintain a work environment that fosters personal and professional growth, and respect for all. Maintaining such an environment is the responsibility of every employee.

The Director is accountable for leading an effective team (Staff) and is thereby accountable for the overall implementation of the policies, rules and procedures outlined in this Manual.

Supervisors are responsible for human resource management within their own staff teams and need to reference this Manual to ensure organizational consistency in the application of the practices detailed in the Manual.

In addition, and importantly, it is responsibility of all staff to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of the other employees, and invite their participation in decision that affect their work
- Encourage growth and development of employees by helping them achieve their personal goal at the SIT
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Recognize that jobs are different, but each is important; that individual performance should be recognized; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.

3.2. Open door policy

The SIT adopts a philosophy of open communication, and in line with this you have the right and are encouraged to speak freely with management about your job-related concerns.

You are urged to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns, and other issues which are important to you.

4.0. Employment

Job Description- Each position shall have a written job description. The job description contains the following components: job title, job purpose, job duties and responsibilities, required qualifications, and working conditions.

4.1 Types of Employees

4.1.1. Full Time/Fixed - Term

The SIT employs a core group of full-time staff. Employment ACT 1995, Part 1, Preliminary gives the interpretation of “fixed – term” in relation to a contract of employment and subject to Section 19 (2), means a term exceeding 3 months the period of which is expressed by reference either to its duration in time or to the duration of a specific scheme or project or of specific works; “fixed-term contract” means consecutive employment for a fixed term.

4.1.2. Temporary Employee/Casual worker

As per the 1995 Employment ACT, Part 1, Preliminary, “casual worker” means a person, engaged by the day and from day to day who is paid daily and whose engagement by one and the same employer does not exceed 90 consecutive days customary in the business in which the worker is engaged. Casual employment should be avoided as far as possible unless there are valid grounds for doing so.

4.1.3. Independent Contractual

The SIT may contract out a substantial part of its work in the form of consultancies. This can include consultants for developing specific programmes, strategic plans, and consultants for other work.

4.1.4. Appointments on contract (PSO-38)

Any person appointed to the public service must be given the appropriate form of contract for acceptance and signature. This form of contract must be in accordance with the laws of Seychelles. This form of contract may be varied in any individual case at the discretion of the Principal Secretary of the Authority

responsible for Public Administration to meet the requirements of any technical cooperation agreement under which the person is recruited

4.2. Conditions and Procedures for Appointment

4.2.1. New Employee Orientation

To help you become familiar with the SIT and our way of doing things, the institution will provide an orientation session within the first few days after you begin work.

'Orientation' is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the institution, and prepared for their position. New employee orientation is conducted by relevant supervisor and include the following:

- Overview of the institution, general policies, procedures, and operations
- Introduction to the staff members
- Review of new employee's job description and scope of the position (*a job description will be provided to each employee*)
- Explanation of the SIT'S evaluation/appraisal procedures

For the Post of lecturer, orientation is conducted by the Deputy Director and in the absence of the Deputy Director the Head of Programme and including the following additional documents:

- Hard and soft copy of weekly scheme of work
- Hard and soft copy of Unit framework for unit to be taught
- Copy of learners' unit attendance
- Copy of relevant timetable
- Copy of training calendar of activity for relevant semester

In addition, the supervisor will help you get started on specific functions and complete any necessary paperwork.

As a new employee of the SIT, you will be given a copy of this Manual and will be expected to familiarize yourself with its contents.

4.2.2. Probationary Period of Newly Appointed Employees

The first six months of employment may be considered a probationary period as per Employment Act 2 of 1995, Section 70. the period of probation should be seen as a period of initial induction, guidance, and assessment Vis - a – Vis the employee's suitability for the post. Therefore, you will be given all possible facilities for acquiring experience of the duties of the post while you will be kept under continuous monitoring and guidance.

The probationary period provides you with the opportunity to demonstrate your ability, dedication, and skills to perform the job for which you were recruited.

During the probationary period, your performance will be assessed one month prior to the expiry of the probationary period; the supervisor will determine whether you should be confirmed in post or whether an extension of probation or termination is required.

On the day that you assume duty you will sign the Letter/Contract of Appointment together with the 'Official Secrets Declaration' form and employee 'Code of Ethics'. The letter of appointment will state the period of probation.

4.2.3. Termination of Appointment on Probation

Your appointment as an employee on probation may be terminated by the Director on the following grounds:

- all avenues for improvement have been explored and have been to no avail.
- in the event of cases of misconduct. In cases of misconduct termination of appointment is immediate.

As per the 1995 Employment Act, 57 (2) and 59 (b) during the period of probation you may terminate your appointment by giving seven-day calendar days' notice or paying seven calendar days' salary in lieu of notice.

4.2.4. Confirmation in Post

After successful completion of the probationary period, you will be employed as a full-time employee. You will be issued with a letter of confirmation in the post on or before the due date of the expiry of the probationary period. A letter of appointment will also be issued to you by the SIT. The effective date of appointment is the date on which you assume duty.

As per the Public Procedure Service Manual 1992 Confirmation in Post (order 32.1.e) upon expiry of the probationary period, if the employer fails to formally confirm the employee, the latter is deemed to have been confirmed in post. Any termination that follows must be subject to formalities application to employees who are confirmed in post.

Non-compliance with abuse or disobedience of a public service order shall form the basis of a disciplinary charge. (1.2 C).

4.3. Personnel Records and File

Personnel records are the property of the SIT, and access to the information they contain is restricted and confidential. Employees who wish to review their own file should liaise with their supervisor.

The office assistant in the absence of an administrative officer will establish a personnel file for each employee, which will contain:

- the employee's application for employment
- the interview record form
- the letter of appointment

- the contract of employment
- the job description
- the employee profile and record form
- minute's sheets
- a signed copy of the Official Secrets Declaration Act and Code of ethics
- performance reviews
- disciplinary records
- records of salary increase
- other relevant documents

It is important that the SIT maintains accurate personnel records at all times. It is the responsibility of each employee to promptly notify the Office assistant or administrative officer in writing of any changes in personal data, including change of name, home address/ mailing address, telephone number, marital status, and any other pertinent information.

An employee will be permitted to have access to his/her personnel file in the presence of an officer designated by the Director.

4.4. Personnel Performance Review and Planning

As a new employee you will have your first performance review towards the end of your probationary period, that is, towards the end of three (3) or six (6) months of employment with the SIT.

After this first review, performance reviews will normally be conducted annually, and according to an annual schedule. The annual performance review is a formal opportunity for the supervisor and the employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate the SIT'S needs in the coming year, to create positive change within the institution.

To that end, it is vital that both parties have an open and honest discussion concerning the employees' performance. The supervisor must clearly communicate the needs of the SIT and what is expected of the employee in contributing to the success of the institution for the coming year.

The supervisor and the employee will discuss the employee's performance in relation to the following:

- Quantity and Quality of the job performance
- Attendance & Time keeping
- Meeting requirement of job description
- Dependability, attitude, and cooperation
- Compliance with policies, rules, regulations, and procedures
- Relation with learners' & colleagues
- Participation in extra curriculum activities & others
- Any disciplinary actions
- Year –to – year improvement in overall performance
- Targets for the coming year and ways in which these can be accomplished

Salary increases are linked with performance.as such, your performance review will influence your salary increases. For this reason, among others, it is important that you prepare for these reviews carefully and participate in them fully.

Both the supervisor and you (the employee) will need to sign the performance review form. This is then placed on your personal file as part of your personnel record. This is used as a guide during the course of the year to monitor your progress relative to the agreed upon targets.

As an employee you may request a review of an unsatisfactory performance review. You are expected first to discuss your concern with your immediate supervisor. If further discussion is desired, you may then discuss the situation with the Director, where this is not the immediate supervisor. The decision of the Director is final.

4.5. Outside Employment / Conflict of Interest

Government employees may engage in employment outside the working hours of their full-time employment if they meet the performance standards of their full-time job. Permission is sought through the Director.

Outside employment must not create a conflict of interest with the SIT. Employees are advised to avoid engaging in external business, financial or employment interests that conflict with SIT'S objectives or work performance.

Employees should consider the impact that outside employment may have on their ability to perform their duties at the SIT. All employees will be evaluated by the same performance standards and will be subject to the SIT'S scheduling demands, regardless of any outside work requirements.

As per the law, part- time or outside employment should in no way affect full day official duty of the employee and no overtime allowance will be entertained.

4.6 Transfer, Resignation and Termination

4.6.1 Employment Termination

Termination refers to involuntary employment termination initiated by the employer. Circumstance under which termination in the public interest could be considered include:

- (a). Where an employee is unable to discharge his/her duties owing to:
 - i. ill-health – but the employee has not been medically boarded.
 - ii. frustrated of contracts in legal terms as per employment Act 4 of 2006; and
 - iii. where redeployment is not possible or has not been successful.
- (b). Where an employee cannot be permitted to remain in a post for security reasons.
- (c). Where a person's continued employment has been rendered impracticable owing to the specific circumstances of the case, e.g. an employee has successfully appealed against his/her dismissal, but the employee/employer cannot continue to work together.

- (d). Where an employee's private interests are deemed by the Government to conflict with his/her official duties or position.
- (e). Where a person is taking up an appointment in an external organization at the request of, or with the specific approval of Government.
- (f). Where an employee is appointed to the Office of Minister.

4.6.2. Resignation (PSO 89 Resignation –Order 163)

Resignation refers to voluntary employment termination initiated by an employee.

As per the Law and the Employment ACT 1995, clause 60:

- (a) The Director may accept the resignation of an employee when one month's notice in writing is given or by payment of Government of one month's gross basic salary in lieu of such notice.
- (b) In the case of a casual worker, one day's is required.
- (c) The director may accept the resignation of an employee serving on a special contract or agreement terms if it is in accordance with the relevant provisions of the contract or agreement. Where no such specific provision has been made, the person will be required to give one month's notice in writing or by paying the Government one month's gross basic salary in lieu of notice.
- (d) During the period of probation an employee may terminate his/her appointment by giving seven calendar days' notice or paying seven calendar days salary in lieu of notice. (PSO Order 1 diii)

4.6.3. Staff movements- PSO –Order 46,47-Transfers-b External Transfer

As per the PSO, procedures for external transfers can only be undertaken within public sector organizations in consultation with the employee.

The recruiting organization completes the '**Request for Transfer**' Form. This is then forwarded to the SIT Director for endorsement of Part II if the transfer is agreeable with the Director.

The completed document is then forwarded to the Authority responsible for Public Administration (DPA) for final approval. DPA will consequently issue the employee with the letter of transfer before he/she physically moves to his/her new organization.

A maximum timeframe of six weeks should be set for the employing organization to release the employee who is requesting the transfer. Upon finalization of the transfer, all the entitlement of the employee is also transferred, i.e. gratuity, compensation, and cash equivalent of earned leave.

4.6.3.1 Internal Transfer

Internal Transfer Procedures for internal transfers within the public service, with or without a change in salary to a:

- (i) different post of the same level,
- (ii) post within the same division.

The organisation completes the first two parts of the 'Request for Transfer' Form, which is approved by the Chief Executive Officer. Once approved, copies of the form and related documents are copied to the Authority responsible for Public Administration for monitoring purposes

4.6.4. Handing Over of Property

An employee who is transferred, resigns, or terminates employment with SIT, must return all files, records, keys, and other materials and equipment that are the property of the Institution.

An employee failing to do so in the designated time frame will be considered to have stolen such property and the necessary will be done to ensure items are returned. The cost of replacing no-returned items may be deducted from the employee's final salary.

An employee who loans /borrows equipment of the Institution will be required to sign a disclosure and authorization.

4.7 Monthly salary payment

Every Staff of SIT is entitled to a month's salary (Employment act 2010) according to personal qualification and experience. Detailed instructions on payment of salaries are contained in the Financial Instructions issued, from time to time, by the Authority responsible for Finance.

Human Resource and administrative Manager shall immediately notify the Accounts section of any changes to be made in salary for employees proceeding on overseas training and advise to stop payment of salary for employees proceeding on sabbatical leave, unpaid leave and unpaid sick leave, upon suspension, resignation and termination of appointments.

Each individual and overall rating for the different criteria will be used as benchmarks for determining:

- Education Performance Allowance for Lecturers
- Bonus for all members of staff (if applicable)
- Eligibility for allocation of additional responsibilities (i.e. Course Leader, Head of Studies, Head of Programme)
- Eligibility for promotion alongside the requirements of posts outlined the scheme of service
- Eligibility for an increment in salary.
- Thirteen-month' salary as may be directed by government policy.

4.8 Benefits

SIT is to maintain records of the particulars of service including notification to the Accounts section for payment of all benefits of all members of staff.

4.9 Compensation

The SIT under the responsibility of the HR and administrative manager is responsible to communicate with the Accounting Officers to ensure that requests for compensation are processed for payment to be made within one month of the employee's exit from the service.

The salary to be used for the computation of payment of compensation will be the gross basic salary of the employee at the time when payment is due.

The following elements which appear on the last pay slip should include:

- Basic salary.
- Scheme of Service Allowances attached to the post.
- Responsibility, duty or acting allowance (above 6 months);
- Long standing Allowances – these are attached to the post.

4.10 Gratuity

The SIT under the responsibility of the HR and Administrative Manager is responsible to communicate with the Accounting Officers responsible to ensure that requests for gratuity payments are processed, certified, approved and paid upon maturity in a timely manner. No payment shall be made before maturity.

Refer to the PSO or the Public Sector Procedures Manual (2011) for more information on salary, benefits, compensation, and gratuity.

5.0. Hours of Work

5.1. Opening Hours of the SIT

The SIT is a Government Office, and such the Institution has official hours of opening and closing set to meet the requirements of the learners' and field technicians and ensure that the aggregate number of official hours of duty normally applicable to the public Service is adhered to.

The official work week for the SIT consists of five (5) days, Monday to Friday.

Work hours are normally 8.00 am to 4.00pm, that is eight (8) including coffee or tea and lunch breaks. The office service is not in operation during normal lunch hour. The work hours vary for different post and position with assigned responsibilities at the institution;

- The lecturers' working hours are between 0800 to 1500 hrs. (3:00p.m).
- Administrative and Support Staff working hours is between 0800 to 1600 hrs. (4:00p.m)
- Lunchtime and tea break for the Teaching staff are flexible, but the main lunchtime for all employees is from 12:00hrs-1:00hrs and Tea Break 10:00hrs- 10:30hrs.

As per the Public Service Procedures Manual (2011), all offices shall be opened at the official times, in both the morning and the afternoon, and employees shall observe these times or earlier where required, specially:

- i. Employees shall not be absent during official duty hours without the approval of their immediate supervisor. Where the supervisor is not the Director, the supervisor will notify the Director of absences, and this prior to the absence.
- ii. Employees shall be liable to disciplinary proceedings for frequent lateness for work and for poor attendance.
- iii. In case of a new pandemic situation, all staff entering the Campus must go through temperature screening and sanitizing of hands or wash hands in the washbasin at the entry and fill in the attendance book at the entrance gate.
- iv. However, it would be expected that a lecturer and some other support staff would have to arrive at the institution at least 15 minutes prior to the start of the lesson to prepare for classes, laboratory, and workshop practice. Open the library and for administrative support.
- v. In case they are not able to come to work, staff should call the immediate supervisor early enough to enable a replacement and should provide documentary evidence upon return to the supervisor. If a lecturer is timetabled on that particular day, he/she should provide some work through the Head of Programme for the learners to work on during his/her absence.

5.2. Attendance and Punctuality

The director expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work at their starting time each day.

As an employee of the SIT, you need to keep in mind that attendance is a key factor in your job performance. It is important for you to report to work on time and to avoid unnecessary absences. Excessive absences (whether excused or unexcused), lateness or leaving early are not encouraged.

You are expected to abide to the work hours established or earlier where or if required specifically.

You are not expected to be absent during official duty hours without the approval of your supervisor. The supervisor will notify the Director of your absence.

If you are unable to report to work for any reason or plan to arrive late or leave earlier, you must notify your supervisor as far in advance as possible, as or no later than one hour before the start of your scheduled workday, to enable a replacement for the Lecturers and to make necessary work arrangements for the support or administrative staff. Documentary evidence should be provided upon return to the supervisor.

Sick leave shall be granted if the employee is sick, if the employee's child aged under 12 years is sick and a medical practitioner or official authorised by the Authority responsible for Health recommends that the employee attend to the child. In exceptional circumstances when an employee's dependent, other than a child under 12 years, is medically certified as sick and the medical practitioner certifies that the sick person requires the attendance of the employee.

All lecturers and Technicians (Workshop and IT) must report their absence from duty to the respective Heads of Programme at the earliest on the same day.

All support staff must report their absence to the HR and Administrative Manager at the earliest on the same day.

If a lecturer is timetabled on that day, he/she should provide some work through the Head of Programme for the learners to work on during his/her absence.

For planned casual leave you must notify and fill in the request form twenty-four hours (24 hours) prior and only two (2) casual leave is authorized monthly.

“Casual leave” this means being absent for a half day or leaving your working place two to one hours before normal ending hours. In the event of an emergency, you must notify your supervisor as soon as possible.

The SIT recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action. Excessive absenteeism or frequent tardiness put an unnecessary strain on other employees and on the Institution and can have a negative impact on the success of the Institution/learners.

You are expected to be at your workstation at the beginning of each working day.

An employee who absents him/herself from duty, or without leave being granted, or who fails to resume duty on the expiry of the approved leave shall be regarded as being absent without permission and shall be liable to disciplinary action.

5.3 Signing in and signing out

An attendance record is kept at SIT to maintain an accurate record of each staff members' location. A daily sign in and out sheet is used for all staff and stakeholders entering the Campus at the entrance gate.

In the case of a pandemic situation all staff and stakeholders entering the Campus must go through temperature screening and sanitizing of hands or whishing hands in the wash basin at the entrance and fill in the daily in and out sheet at the entrance gate.

5.4 Overtime (PSO –order 77: Overtime Allowance)

5.4.1 Remuneration

The remuneration of all employees is determined on the assumption that their whole time is at the disposal of government. Payment for overtime can therefore only be justified by exceptional circumstances which cannot be met in any other way.

5.4.2 Time off in lieu of payment of overtime

Where an employee qualifies for overtime payment for work and extra teaching loads, he/she may at the discretion of his or her immediate supervisor and the HR and Administrative Manager. Time off equivalent to the number of hours earned as overtime in lieu of payment.

Refer to the PSO for further details on overtime and extra teaching loads.

6.0 Application for annual leave and leave plan.

- Annual leave for Teaching Staff is taken only during semester vacation. Should the staff not need to be disturbed then Annual Leave Request Form (Annual Leave Request Form- SIT LeReF01) is completed to complete the process of application.
- All support staff shall be entitled to 21 working days per year. Annual leave must be applied through the Administrative Officer 10 days prior. Support staff are encouraged to proceed with their annual leave during the SIT semester break.
- Requests for overseas leave should be submitted at least 4 weeks in advance. Teaching staff applying for overseas leave during work due to some personal reasons, they write a leave application letter through the Heads of programme, HR and Administrative Manager and approved by the director or the Deputy Director. Please note that any overseas leave taken during working hours by teaching staff will be considered as unpaid leave.
- The Director proceeding on annual leave, local or overseas, shall first consult with the Chairman of the Board.
- An employee may, in exceptional circumstances, be granted permission to accumulate leave only upon special consideration by the administrative office.
- It is the responsibility of every employee to resume duty from leave on the due date. An employee who absents him/herself from duty without leave being granted or who fails to resume duty on the expiry of the approved leave shall be regarded as being absent without permission and shall be liable to disciplinary action.
- Maternity leave and paternity leave shall be granted for the female to a total of 16 weeks paid maternity leave. (**Seychelles employment Act: Regulation 16(1) amended by regulation 2(a) of SI 32 of 2018**)
- A pregnant female worker shall give to the HR and administrative Officer at least 3 months' notice of her expected date of confinement.
- Paternity leave shall be granted to the male worker if he becomes father of a newborn child and has acknowledge paternity of the child. Paid paternity leave shall be granted 10 consecutive working days. (**Seychelles employment Act: Regulation 19A (1) amended by regulation 2 (b) of 32 of 2018**)

More information on computation and Grant of leave, accumulation of annual leave, extension of annual leave, leave or time off on private affairs/Emergency leave, leave without pay Sabbatical leave and compassionate leave refer to the **PSO**.

6.1 Leave record

SIT shall maintain leave records for every employee, showing the amount of leave for which each employee is eligible, and the amount of leave taken by each employee, within each employee's personal file.

6.2 Handing over when proceeding on leave

When an employee proceeds on leave, he or she shall hand over to his or her immediate supervisor or whoever has been assigned to delegate any outstanding files, dossiers, or projects for follow-up action, as well as electronic information that may be required for the effective performance of duties.

When an employee proceeding on leave is responsible for cash, stores, or other government assets, such assets shall be accounted for and handed over to the officer who has been assigned to take over.

An employee taking over the post temporarily or permanently shall ensure that all assets are accounted for, as the employee shall be liable for any irregularity that may be discovered subsequently.

7.0 Employee communications

7.1 SIT internal communication

SIT Internal communication refers to exchanging information, messages, and ideas within an organization. It involves sharing information and knowledge among individuals, departments, administrative staff, and teams. Communication is one of the SIT functions that will help the institution to stay efficient and productive.

The primary goal of the SIT internal communication is to ensure that everyone is informed, engaged, and aligned with the SIT's goals, vision, and values. Effective internal communication is crucial for building a positive culture, improving staff morale and productivity, and ensuring that all staff members work towards the same objectives.

Implementing policies to strengthen inter-departmental communication helps to underscore its importance and maintain an efficient flow of information. All staff must communicate with all other staff in a polite, helpful, friendly and professional manner.

Staff have a responsibility to discuss with another member of staff who they feel is communicating with them in an inappropriate manner. If this does not provide a solution to the issue the member of staff concerned may consider making a formal complaint.

Staff are expected to:

- Check their emails at least every 24 hours on workdays. (Refer to the Policy on Communication for additional information)
- Disseminating accurate and efficient communication between departments, so that everyone would be maintaining trust within SIT, to eliminate the extra fact-checking step that can slow down positive performance and output.
- Heads of Department should ensure that the information they are sharing to staff is reliable and timely to help improve operational efficiency.
- Conflict resolution should be used at SIT to provide clear and timely communication throughout, to assist and help to make things easier between staff members.
- Conflicts between staff members may arise for any number of reasons and must be resolved promptly without affecting the quality of education and support we provide to our learners and the teamwork and cooperation of the staff.
- To avoid rumors, certain areas require confidentiality.
- Conflicts, which cannot be resolved amongst individuals, would require further assistance from the Heads of Programme or the HR and Administrative Officer, or the Director.
- The Director may contact the SIT Governing Board Chairman to consider the issue if resolution is not succeeded.

7.2 Staff meeting

A minimum of two (at least one every semester) staff general meetings chaired by the director will be held during one academic year. One of the two meetings shall be held one of the three days before the beginning of the first semester (in January) of the year.

Extraordinary general meetings for staff may be held in between and during the semesters, as may be found necessary and recommended by management. During each staff meeting, every member of staff shall sign an attendance register for the record. A member of staff may be marked absent for the meeting for failing to sign the attendance register.

A staff member who fails to attend a staff general meeting must excuse himself or herself with his supervisor beforehand. The staff members may be asked to submit a supporting official paper as evidence of their absence. A staff member who fails to attend a staff general meeting without notifying the supervisor prior and does not provide supporting evidence for not attending will be marked absent.

A staff member who fails to attend two staff general meetings without providing a valid reason and/or supporting paper may be issued a warning letter in which he or she will be asked to provide his or her explanation and reply in writing. Failing at least two staff general meetings may have implications for the percentage allocation of incentives, awards, and the thirteen-month's salary as directed by government policy.

7.3 Staff Continuous Professional Development

Continuous professional development (CPD) is how SIT professionals maintain and evolve their skills, knowledge, experience and understanding. All staff members are required to do consciously and proactively, track, document and reflect on activities that make them better at what they do. All staff members must participate in the Continuous professional development sessions.

7.4 Department and departmental meeting

At SIT, a department is made up of a Head of Program (HOP) who oversees a number of programs and is supported by a number of specialized lecturers to support teaching and learning.

An administrative office assistant provides secretarial help to the HOP.

A specialized lecturer who has a particular amount of experience and satisfies the requirements listed in the Teachers' Scheme of Service (TSS) may eventually be proposed for senior lecturer status.

To run the department, the senior lecturer then closely collaborates with the HOP. In the absence of the HOP, he or she may perform the HOP's duties.

The department will also have a workshop technician and/or IT technician who is responsible for maintaining the equipment, making sure that training materials and supplies are available, and helping the lecturers run practical sessions in the workshops and computer rooms.

SIT has the following departments responsible for the facilitation of teaching and learning:

- Department of Carpentry & Joinery and Plumbing
- Department of Construction, Masonry and Painting & Decorating
- Department of Electrical Installation and Refrigeration & Air conditioning
- Department of Electrical & Electronics and Information Technology
- Department of Mechanical Engineering
- Department of Motor Vehicle Engineering
- Department of Work Based Experience/Apprenticeship and Recognition of Prior Learning (WBE/App/RPL)
- Department of In-service and short courses

All teaching staff members and workshop technicians are associated with a particular department according to their expertise in the subjects they teach. In that situation, it may be necessary for a lecturer from one department to teach a relevant specialist course or a module that is also found in a different program from a different department.

This is done to ensure that capacity and human resources are fully exploited as well as to make the best use possible of the resources and expertise that are already available and to facilitate cross-departmental support and assistance.

Every employee should see themselves as part of the department team and work together to uphold a culture of ethical behavior and excellence in instruction, practices, and processes to improve the efficacy and efficiency of the SIT quality management system now in place.

Each member of the teaching staff should contribute to the process of requesting training materials for their department through their recommendations, which should be shared with the heads of their respective programs, senior lecturers, and/or workshop technicians, as appropriate.

To support teaching and learning and to ensure that students who graduate from the department do so as well-rounded individuals who are equipped with the necessary skills, each member of the teaching staff who works in a department should give it their all, set high standards in everything they do, and display exemplary behavior in appearance, dress code, and approach when managing a group of students in the classroom, in the workshop, as well as in other locations on the SIT Campus.

7.4.1 Frequency of Department Meeting

- A department meeting chaired by the Head of Programme or Senior Lecturer (in the absence of the HoP) shall be held on every third Friday of each month of training, except during the semester break.
- All teaching and support staff in the department shall attend department meetings, as all decisions and recommendations will need to reflect the participation of the whole team.

7.5 Bulletin boards

Bulletin boards at SIT should reflect what is happening at SIT, it should focus on lecturers' particular curriculum information and what learners are doing in the classroom and the schools' mission, vision, and values. Further, bulletin boards "provide opportunities to connect learning experiences across classrooms or time and make students' learning visible.

7.6 Emails

Every member of the staff of SIT will be issued an internal email address and password, which will allow them to access their personal inbox.

Email is a constant, vital part of day-to-day work life to communicate with both internal and external stakeholders. All teaching and administrative staff are required to read their emails frequently.

Email is a cost-effective and efficient way to communicate with others to convey important information; members of staff can send updates, share documents, communicate with learners and keep in touch with every staff.

For this reason, it is truly important for all staff members to develop skills for effective email communication.

Staff should always maintain professionalism in their correspondence.

The institution retains the right to enter, search, and/or monitor any staff member's files and transmissions as well as the private institution e-mail system for business purposes without their consent. Employees should be prepared for management to receive communications they send and receive through the institution's email system.

Investigate unusual usage if necessary.

Any Internet abuse must be reported to the Director by staff members.

The Professional Center may take disciplinary action, up to and including dismissal, for violations of its Internet usage policy.

7.7 Letters and memos

Letterheads of SIT are to be used to strengthen SIT's image through effective communication. All official correspondence leaving SIT should be on letterhead, Whether the purpose of the document is to communicate for internal or external matters, or simply for publicity. Any official communications leaving the SIT should go through the Director or Deputy Director, as per the request for all staff to follow the lines of communication.

All official correspondence should be addresses through the director
All correspondence when submitted should be attached with the right addressed envelope.

To ensure that all information is received by all staff, there is an internal staff what's app group for the sharing of daily and urgent information. All staff receive Memo and acknowledged by signing either through the Hop or the administrative assistant.

All letters sent and received at SIT are recorded in a logbook kept by the Office assistant.
Each employee who receives a letter must sign it in the logbook.
Memo circulated to all staff should be recorded in a memo circular file or folder.

7.8 External communications

External communication is between SIT staff and parents as well as with other clients in the community members and the media.

The Seychelles Institute of Technology is dedicated to creating an environment that is productive, fulfilling, and runs smoothly. The SIT considers it essential that management, teaching and support staff, students, parents, and other stakeholders communicate in the workplace in a clear, polite, accurate, coordinated manner, and in a timely manner.

All External and official Correspondence, leaving SIT should be on letterhead, and addresses through the director attached with the right addressed when submitted.

For more information of communication, protocols refer to the SIT communication policy, in the Staff policy handbook.

8.0 Obligations of the Employee

8.1 Responsibility

The primary duties of employees are to individually complete the work for which they were hired and to do so meticulously and seriously. To achieve the institutional goals of SIT, staff must adhere to the rules, guidelines, and policies.

8.2 Telephone use

A productive phone system at SIT facilitates effective contact between SIT staff and stakeholders. In addition to being more personal and speedier than email, the telephone is also simpler and faster to use.

Only formal or official usage of the telephone facilities is permitted. Calls from abroad are not allowed unless they are for business purposes.

The office assistant will make every effort to forward each incoming call to the appropriate staff.

If the intended receiver cannot be reached or does not have an extension line in their office, the office assistant will take note of the message to pass on later.

To minimize abuse, all calls made will be monitored.

8.3 Internet access and use

Internet access on all SIT computers is provided free of charge to facilitate, research, teaching and learning.

The IT department and the system support officer will be in charge of overseeing Internet-related activities including sending emails and visiting websites.

The System support officer and the department of IT shall restrict and control access to important data and information, the assignment and administration of passwords, and the assignment and usage of system privileges on each computer platform.

It is the responsibilities of the user who use SIT's' computer systems, or networks to do so in accordance with this policy document.

Refer to the staff policy on Information Technology (IT) for more information.

8.4 Library access and use

The SIT provides the learners and staff with a Library facility equipped with a variety of reading materials and access to educational sites.

The library is equipped with computers and the SIT provides 24-hour Wi-Fi access. In addition to the learning resource the SIT will provides virtual learning resources such as e-library which provides digital library services to the staff and learners.

8.5 Care of equipment

Efficient procedures for the maintenance, repair and upgrading of SIT equipment and facilities are essential to the SIT smooth operation. Proper maintenance of equipment ensures the availability of resources (materials and tools) for training and assists the lecturers in conducting practical sessions in the workshops and computer labs.

Files will be kept according to the SIT process and procedure, given in the SIT Quality Assurance Manual. Electronic records should also be kept for tracking of equipment and machinery.

Successful inventory implementation, management of supplies and maintenance requires data controls from orders, date of purchase, shipping or transportation, storage, receiving and right off records.

Proper management of inventory and supplies is important for SIT to avoid spoilage, dead stock, cost-efficiency and losing track or records.

Records to be kept in the system are:

- Inventory records of all equipment by all departments and administration.
- List of equipment and tools specifications
- Right off list of equipment

8.6 Information Risk Management

Information risk management is the process of identifying ways SIT can be affected by disruptive incident and how it can limit the damage. It encompasses any scenario in which the confidentiality, integrity and availability of data is compromised. Examples: Cyber-attacks, threats, negligence, or malicious employees as well as residual risk. An information risk management system will help SIT to understand where information assets are, how to protect them and how to respond when a breach occur.

SIT should have a comprehensive risk management in place that will address the four categories below:

- (a) **Strategy:** High-level goals aligning and supporting the SIT's mission
- (b) **Operations:** Effective and efficient use of resources
- (c) **Financial reporting:** reliability of operational and financial reporting
- (d) **Compliance:** compliance with applicable policies, laws and regulations

8.7 Document management

Storage and retention of records and materials are very important. Historical data, whether paper-based or in the form of electronic data, should be effectively managed to prevent any data integrity issues, as this data may be requested when submitting for audit purposes.

9.0 Staff Conduct (Code of Conduct)

9.1 Attire and public image

The staff code of conduct at SIT should guide the daily work of Employees. It provides guidance to staff and regarding their day-to-day personal conduct and thus aims to raise awareness of appropriate ethical standards of work performance.

Dress Code rules at SIT are an important part of creating a safe, productive work environment and maintaining the SIT's public image. It is important for all employees to be appropriately dressed in a manner which demonstrates professionalism, decency and sensitivity to others, and respect towards oneself, colleagues, learners and members of the public. Clothing and grooming should suit the occasion and culture.

A Lecturer should dress modestly and decently to enhance authority in class. Formal clothing, which is widely accepted in most educational institutions.

All staff who need to be safe when assisting students in practical practice should wear protective apparel.

9.2. Responding to customer enquiries and problems

All SIT employees must maintain a high standard of customer service to earn the trust of our stakeholders and safeguard SIT's good name. When all employees are effectively exchanging information, our clients may receive the care they need, and customer service is enhanced.

When in doubt, each staff member should direct questions to the appropriate office. Throughout all phases of operation and function, SIT should always be able to sustain a level of customer service that is acceptable.

9.3 Harassment

Workplace harassment can include physical, verbal, sexual and emotional harassment and anyone can be a victim. All types of workplace harassment are illegal. They not only affect an employee's productivity, comfort and safety at work, but they can also be exposed to legal liability if the harassment is not handled properly.

The SIT has policies against sexual and other types of harassment to ensure that all the employees 'feels safe and work in a secure environment.

It is the employees' rights and responsibilities to inform the alleged harasser orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the alleged harasser, or if such communication has been ineffective, the employee is encouraged to report the unwelcome

conduct as soon as possible, which shall be subjected to disciplinary action.

Your immediate supervisor or the HR and administrative manager or the director should be the main communication channel.

9.4 Discrimination

In case SIT staffs believe that he or she has been unjustly treated or had experienced any forms of discrimination in work, the following procedures will be followed in order to redress his grievances towards another staff. Grievances may be filed by a staff or by a group of staff. SIT assures the staff that he or she will not be reprimanded or discriminated in filing his complaint. SIT recognizes and values the rights of any staff against whom a complaint has been brought.

The aggrieved staff will fill up the grievance form and approach his immediate supervisor or (HOP), Head of Programme or the HR and administrative Manager to present his complaint. The supervisor will try to redress the situation immediately as reasonably as possible.

The staff will keep a copy of the grievance letter in case he needed to present his complaint to the next higher authority.

If the complaint is not settled, the staff may present his case to the next higher authority

The Deputy Director or the Director to redress the issue.

If there was no decision after the given period or the staff is not satisfied with the outcome of his case, he can present it to the Principal Secretary.

All cases need to be properly investigated and the investigating body will confirm the validity and credibility of the presented witness for the inclusion of his testimony to the case.

9.5. Handling complaints of employees

All staff of SIT have a right to express their opinion in an assertive manner. Complaints can be handled through their immediate supervisor and can be escalated to the higher authority if the complaint is not settled.

SIT will ensure that there is a procedure for handling complaints. The following steps should be taking into consideration:

Review the complaint as quickly as possible, make sure to fully understand the complaint and clarify the problem with the employee.

- Grievance Procedure in place.
- Formal Investigation.
- Meeting.
- Appeal

9.6 Substance abuse check in education act (substance abuse policy)

Smoking:

Smoking on the SIT's compound and premises is prohibited for any staff working on the premises including visitors.

It is the SIT responsibility to ensure that both staff and visitors adhere to the guidelines in respect of the Smoking of Tobacco Products.

SIT will ensure that all employees are aware of and understand that tobacco use is extremely dangerous to the health of both smokers and non-smokers, thereby enhancing and protecting the fundamental rights of all citizens, and more specifically our employees and learners.

Smoking outside of the SIT Designated Area, will be disciplined based on the SIT's Code and may lead to disciplinary actions for continually ignored.

Drug and Alcohol:

The Seychelles Institute of Technology has a vital interest in ensuring a safe, healthy and efficient working environment for our staff members and the learners as well as their parents we serve.

The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone.

Staff members are prohibited from reporting to work or working while using or under the influence of alcohol or an illegal or unauthorized controlled substance.

Staff members are prohibited from engaging in the unlawful or manufacture, distribution, sale or possession of illegal substances and alcohol in the workplace, on institution premises, in SIT vehicles or while engaged in normal institution activities.

Any violation of this policy may result in disciplinary action, up to and including discharge.

9.7 Conflict of interest

A conflict of interest in the workplace is when someone's personal obligations or loyalties clash with their duties in the workplace. The conflict compromises their ability to make impartial decisions, judgments, or actions that serve the best interests of the institution.

Family, friendships, finances, and self-serving interests are common factors that lead to conflicts of interest.

It is best for all members of staff to prevent entering into a situation where their actions might create a conflict as it may lead to disciplinary actions.

Examples of conflict of interest:

- Hiring an unqualified or invalid license or unregistered relative, friends or acquaintances to provide services for the Institution.

- Accepting payment, favor or gift from learners, colleagues, or external stakeholders. Such as vendors or customers.
- Failing to investigate a subordinate or coworker's wrongdoing because they are a friend, relatives, or favouritism.
- Sharing confidential information about the SIT institution with other PC's or educational Institution.

10.0 Discipline

10.1. Record of disciplinary punishment

In the discharge of duties, SIT staff shall, always be courteous and polite both to fellow employees and to members of the public. All members of staff shall also comply with any rules, established by the Authority, SIT has the appropriate code of ethics and discipline and acceptable standards. Self-discipline Demonstrate determination, strength of mind, and commitment to comply to these set of rules and regulations.

Any disciplinary punishments irrespective of category shall be recorded on the staff personal file kept by the HR and administrative manager.

10.2. Categories of disciplinary offences

10.2.1 Minor disciplinary offences:

- Within a period of 12 months, fails to observe working hours on two and not more than four occasions.
- Within a period of 12 months, fails to report for work on one, and not more than, two occasions.
- Is absent without permission from the normal place of work or from the location of a posting during working hours.
- Fails to obey reasonable orders or instructions given by their HOP's, supervisor, or employer.
- Makes any illicit or unauthorised use of SIT property or equipment.
- Negligently causes minor damage to the property of SIT.
- Fails to keep a secret involving the employee's professional and personal matters.
- Sharing confidential information.
- (Fails to comply with the SIT policies, rules and regulations.
- Appears at work whilst visibly under the influence of alcohol or dangerous

drugs or consumes alcohol or dangerous drugs while at work or during an undertaking.

- k) (Knowingly makes false statements during investigation of accidents at work or of breaches of discipline.

10.2.2 Serious disciplinary offences: -

- (a) Fails to observe working hours or is absent from work without authorisation on three, or more occasions, within a period of 12 months.
- (b) Is absent from work without justification for a whole day on three, or more occasions, within a period of 12 months.
- (c) Fails repeatedly to obey reasonable orders or instructions given by the immediate supervisor, HOP's or the Management of SIT including orders or instructions.
- (d) Fails to keep a secret involving the employee's professional and personal matters, where the failure results in serious prejudice to the SIT institution or the general interests of the Ministry of Education and the Government.
- (e) Willfully or intentionally damages the property of SIT thereby causing a reduction or stoppage of processes and performance or serious prejudice to SIT and the Ministry of Education.
- (f) Is unable to carry out assigned duties because of alcohol or dangerous drugs or refuses to comply with a requirement of the SIT and the Ministry of Education.
- (g) Commits any offence involving dishonesty, robbery, breach of trust, deception, or other fraudulent practice within the workplace or during the performance of the work of the employee.
- (h) In the course of the employment the staff assaults, or inflicts bodily injury upon a learner, a staff or a colleague at SIT.
- (i) Commits any active or passive bribery or corruption and presents.
- (j) Commits an offence whereby the employee causes serious prejudice to the
- (k) employer or employer's undertaking.
- (l) Does any act, not necessarily related to the work of the employee, which reflects seriously upon the loyalty or integrity of the employee and causes serious prejudice to the SIT institution.
- (m) Shows a lack of respect to, insults, or threatens a learner or another worker whether it is a superior, a subordinate or a colleague.

- (n) Willfully, repeatedly and without justification fails to achieve work performance objectives, meet deadlines and the normal delivery as fixed in accordance with standards applicable to all staff members.

10.3. Verbal reprimand or warning

This may be issued by a supervisor in respect of a minor case of unsatisfactory work or conduct by an employee under the supervisor's control.

10.4. Written warning

Written warning indicates the severity of the SIT concerns and clarifies that the staff member in question needs to match or exceed the standards of behavior outlined in the SIT code of conduct and policies.

A written warning is a cautionary reminder in writing that outlines the behavior expected in the workplace, detailing the incidences of misconduct, and highlights the corresponding consequences.

Issuing written warnings at SIT will put an end to repeated lateness, continued absenteeism, poor performance, and breaches of the SIT code of conduct and policy.

10.5. Disciplinary offences and penalties

Suspected criminal offence.

Where the SIT and the Ministry of Education has reason to believe that a member of staff has committed a serious criminal offence; this matter should be reported immediately to the Police for action. Where losses of public monies, stores or other assets are involved, the procedure to be followed is set out in Financial Instructions 1103 in the public service procedure manual.

The following punishment may be imposed upon an employee because of disciplinary proceedings: -

- (a) Dismissal, that is termination of appointment with forfeiture of all privileges in accordance with the provisions of any form of agreement or law for the time being in force;
- (b) Demotion, that is, removal to a post allocated on a lower salary grade carrying an immediate reduction in salary.
- (c) A written warning, which may be copied to the Union of which the employee is a member, if applicable.
- (d) Non-payment of salary for any unauthorised absence from work provided that the employer may deduct the equivalent of three days salary for each day of unauthorised absence from work for each second or subsequent unauthorised absences within a period of 12 months. In addition to any of the punishments as specified under (a) to (d) above, restitution payment, that is, the recovery of the amount of any loss, damage, destruction or reparation caused to Government or

the value of any property of Government by the employee, by any willful act or omission or by reason of the person's failure to take reasonable care or discharge duties in a reasonable manner.

10.6 Termination in the public interest - Order 137

Examples of circumstances under which termination in the public interest could be considered:

- (a) Where an employee is unable to discharge his/her duties owing to:
 - (i) ill-health – but the employee has not been medically boarded.
 - (ii) Frustration of contracts in legal terms as per Employment Act 4 of 2006; and
 - (iii) Where redeployment is not possible or has not been successful.
- (b) Where an employee cannot be permitted to remain in a post for security reasons.
 - (c) Where a person's continued employment has been rendered impracticable owing to the specific circumstances of the case, e.g. an employee has successfully appealed against his/her dismissal, but the employee/employer cannot continue to work together.
- (d) Where an employee's private interests are deemed by the Government to conflict with his or her official duties or position.
- (e) Where a person is making an appointment in an external organisation at the request of, or with the specific approval of, Government.
- (f) Where an employee is appointed to the Office of Minister.

11.0 Staff Welfare

SIT thrives on the satisfaction of all its staff members. Staff welfare and management at SIT ensure that all employees are happy, healthy, safe, and productive. Staff welfare refers to all aspects of a workplace environment that support the well-being of its staff.

This includes physical safety, mental health, and stress-management programs. It also encompasses employee benefits such as vacation time, socialization, team building, retirement plans, and other support services. The main goal of employee welfare is to ensure that the workplace is enjoyable and safe for everyone.

11.1 Social Committee

The Social committee at SIT should be made up of representatives from each department, and the committee members should elect the chairperson. The Social Committee oversees planning SIT's social, extracurricular events, volunteering, and fund-raising events. The members of the Social

Committee will discuss ideas for yearly events, have a plan of action and establish a schedule for social events.

The Social Committee is crucial because it helps create a positive workplace culture by bringing employees together. These events will boost employees' morale, teamwork, collaboration and create a more pleasant and productive environment at SIT.

The Social Committee will act as a communication channel between employees and management and must have its objectives and intentions.

11.2 Professional Development of Staff

SIT recognizes that its employees are its most important asset and is committed to investing in their training and development. SIT acknowledges the value of motivating and assisting all employees to pursue professional development opportunities. SIT encourages employees to develop the skills necessary to meet not just the demands of their position now, but also those of their work in the future.

The primary objective is to guarantee that every employee has the information, abilities, and attitudes necessary to support the SIT's needs in respect to its vision, purpose, and strategic goals.

Training and professional development are thus seen as necessary investments to improve the quality of programmes and other services offered by SIT.

By investing in training and professional development, employees are afforded opportunities to achieve their full potential whilst fulfilling their need for job satisfaction.

SIT also recognised that training and professional development are not only vital to meeting future goals and targets, but they also make an essential contribution to the development of responsible and supportive employees and a progressive institution.

General staff development opportunities will be available through:

- Workshops, training sessions and seminars at the SIT involving outside speakers or trainers.
- Workshops, training sessions and seminars led by SIT staff
- SIT-organised visits to conferences, workshops, training sessions or seminars elsewhere.

Staff development opportunities may be initiated either by the Heads of programmes, HR, and Administrative Manager, (in order to address a weakness noted in staff appraisal) or by the individual staff-members.

(Refer to the Training and Professional Development Policy for more details).

12.0 SIT Vehicles

Use of SIT vehicles

The SIT vehicles will be used to enable employees to carry out certain functions, as per established regulations and procedures. In the case of SIT the vehicles shall be used for:

- Dispatching of documents
- Collections of SIT supplies and equipment.

Except under the conditions stated below, no one other than an authorised driver will drive the SIT vehicle and disciplinary action is taken against any employee who contravenes the use of SIT vehicles.

The exceptions are: -

- I. In an emergency, due to the sudden illness of the driver.
- II. In the absence of the authorised driver, when the use of the vehicle is urgently required; and when, in the opinion of the authorised driver, it is necessary or justified by special circumstances (provided that no person shall drive a Government vehicle unless the person is in possession of a valid driving license).

The use of SIT vehicle, by an employee, for private purpose is prohibited.

The employee will record in the vehicle logbook full details of all official journeys.

It is the duty of the authorised driver of the vehicle to ensure that the log book is kept up to date.

An employee authorised to drive a Government vehicle must::

- (i) Be in possession of a Note of Authority issued by SIT.
- (ii) Not use the vehicle for any purpose other than that specified in the Note of Authority.
- (iii) Immediately report to the HR and administrative manager of any damage to the vehicle.
- (iv) Park the vehicle in a safe and secure location.
- (v) Keep the vehicle clean and report any mechanical faults that occur.
- (vi) Not permit any person except another authorised SIT staff to drive the vehicle.

An authorised driver will, always, be liable for any injury or damage that may be caused through the person's own fault or negligence.

13.0 Occupational Health and Safety

SIT should have a First Aid box within the SIT containing basic first aid material as prescribed by the Authority responsible for Health.

An SIT staff is required to report, within 48 hours, any accident which results in a worker's death or injury of sufficient seriousness to necessitate absence from work for a period exceeding three days.

Where there is no Residual disability and the employee has been given sick leave, Government is not liable; therefore, no claim for Workers' Compensation is entertained; Where sick leave has been given and there is Residual disability, a claim for Workers' Compensation may be entertained depending on the percentage of the Residual disability. The claim is forwarded to the Authority responsible for Public Administration through the Chief Executive Officer of the respective organisation for processing and subsequent approval. The employee shall then be informed of the outcome.

13.1 Personal Health

The Seychelles Institute of Technology (SIT) will provide a safe, healthy and conducive environment for all members of the PC community through:

- i. Compliance with all applicable relevant legislation, codes of practice and standards
- ii. Providing and maintaining a safe system of work
- iii. Providing adequate and the necessary resources to fulfil SIT responsibilities.
- iv. Identifying and providing relevant health and safety training to members of the PC community
- v. Implementing risk management processes to appropriately control risks in the workplace
- vi. Communicating this policy and relevant health and safety information to all students, employees, contractors, visitors, and relevant partners.
- vii. Encouraging a culture of consultation, initiative, and responsibility across the SIT to continually improve the performance of the health and safety Management System.

13.2 Fire drill and fire equipment

The SIT institutional policy ensures proper implementation for safety and protection of staff, learners and visitors inside the SIT premises.

Health, safety is everyone's responsibility, and its effective implementation requires the involvement and commitment of all stakeholders.

All members of staff need to ensure that they report the health and safety matters to the Health and Safety Committee through proper channels for further action.

The Health and Safety Committee terms of reference of SIT emphasize on the process and conduction of fire drills at SIT and the building security and safety measures.

14.0 Visitors

The SIT institution assures all visitors a warm, friendly, and professional welcome, whatever the purpose of their visit, SIT has a legal duty of care for the health, safety, security, and wellbeing of all members of staff and learners. This duty of care incorporates the duty to safeguard all learners and members of staff from subjection to any form of harm, abuse, nuisance, or inappropriate influence. It is the responsibility of all staff at SIT to ensure that this duty is always followed.

The SIT therefore requires that all visitors (without exception) comply with the SIT visitor's policy and procedures.

Failure to do so may result in the visitor's escorted departure from the school site.

All visitors must sign-in at the gate before they are permitted on campus.

Any SIT employee who anticipates a guest should give the security guard at the gate information about the visitor. Their name, the time you may anticipate them and the reason for their visit will all be given.

A clear protocol and procedure are in place for the admittance of external visitors on the campus, which is understood by all staff, learners, visitors and parents.

This is also important for all visitors on the site in the event of an emergency or practice drill.

Staff should be conscious of the presence of their work colleagues and their belongings when bring visitors in their office.

Staff should not leave visitors (friends, colleagues not working at SIT) unattended in any office, where other colleague staff member is an occupant in that same office.

The SIT visitor's policy

15.0. Official Travel Outside the Republic

An employee who travels on duty overseas at the request of Government is insured under a policy maintained by Government. The insurance policy covers: -

- Personal accident
- Medical expenses
- Loss of baggage and personal effects
- Repatriation.

15.1 Subsistence allowance/ Per diem

Subsistence allowance is paid out to an employee travelling on official duty either within or outside of the Republic to ensure that officers who do so are not out of pocket.

Circumstances for payment of subsistence allowance:

- (i) Duty journeys within the Republic, not involving transfers.
- (ii) Duty journeys outside the Republic.

The concept of payment of full subsistence allowance is calculated to meet the cost of accommodation, meals, transport and incidental expenses when a duty is not funded by the organisers, whereas reduce per diem is paid to meet the cost of incidental expenses when the trip is fully funded.

(e) Where an employee is transferred to one of the inner or outlying islands and where MOE or SIT, is unable to provide accommodation for him/her, the employee will be eligible to receive subsistence allowance at the rate of SR1500 per month to assist him/her towards the accommodation expenses, until such time that his/her the MOE is able to provide suitable accommodation.

Refer to PSO 2011 for more formation on Official Travel and allowance.

16.0 Internal policies and procedures implemented at SIT

The SIT and its board members are pleased to present the Policies of SIT.

Technical and Vocational Education and Training (TVET) focuses on relevant skills development for true National development, enhanced productivity, and economic growth.

The SIT Policy, therefore, is to support the creation of needed employable skills and competencies relevant for the national transformational labour market.

The Policy emphasizes a flexible workplace-oriented (practical) delivery with the theoretical knowledge acquisition under the current education system.

List of SIT Policies

- ❖ Staff Induction Policy
- ❖ Quality Assurance Policy
- ❖ Use of professional Centre Premises and Facilities Policy
- ❖ SIT Communication Policy
- ❖ Grievance Policy
- ❖ Staff Performance Appraisal Policy
- ❖ Health and Safety Policy
- ❖ PC sexual Harassment Policy for staff
- ❖ Development of Short Courses Policy.
- ❖ Assessment Policy
- ❖ Training and Professional Development Policy
- ❖ Deferment and Resignation Policy
- ❖ IT System- (SIT)
- ❖ Moderation Policy
- ❖ Moderation Portrait
- ❖ Moderation Process
- ❖ Photocopying procedure
- ❖ Procedure for handling Lateness and Absenteeism
- ❖ Short Course application Procedure

- ❖ SIT Manual of Internal procedures draft copy
- ❖ WBE procedures for Enrolment
- ❖ Work from home Policy
- ❖ Learners Code of conduct
- ❖ Learners Rights and Responsibilities Policy
- ❖ Learner Support Policy
- ❖ Learners Policy
- ❖ PC Sexual Harassment Policy for Learners
- ❖ Pregnancy Policy
- ❖ Work Based Experience Policy
- ❖ Learners Induction Policy

ICT Policies

- ❖ Anti-Virus Policy
- ❖ Application Implementation Policy
- ❖ Approved Application Policy
- ❖ Asset Control Policy
- ❖ Backup Policy
- ❖ Backup Policy ZIP
- ❖ Computer Training Policy
- ❖ Incident Response Plan
- ❖ Incident Response Plan Examples
- ❖ Internet Connection Policy
- ❖ Intrusion Detection Policy
- ❖ IT equipment Purchase and Failure
- ❖ Mobile computer Policy
- ❖ Network Documentation Policy
- ❖ Network Scanning Policy
- ❖ Network Risk Evaluation
- ❖ Password Policy
- ❖ Remote Access Policy
- ❖ Security Policies
- ❖ Server Monitoring Policy
- ❖ Server Documentation policy
- ❖ System Lockdown Policy
- ❖ system update Policy
- ❖ User Privilege Policy
- ❖ Wireless Use Policy

Refer to Staff Policy document and Staff Handbook to read these policies and to acquire more details.

APPENDIXES

Employment Application form
Performance appraisal review
Leave request form
Exit check list
Return from overseas leave
Permission to leave form

ABBREVIATIONS

The key terms used in IN THE sit manual OF Internal Procedure are defined as follows for purposes of guiding their interpretation and application:

SIT-Seychelles Institute of Technology

PC - Professional Centre

CoS- Coordinator of Studies

Dir-Director

CPD -Continuous Professional Development

HoP-Head of Programme

OM-Office Manager

PSO-Public Service Order

QA-Quality Assurance

SQA-Seychelles Qualifications Authority

LSO-Learner Support Officer

TVET-Technical and Vocational Education and Training

WBE-Work Based Experience

SEYCHELLES PUBLIC SERVICE

GOVERNMENT OF SEYCHELLES - EMPLOYMENT APPLICATION FORM

1. POSITION APPLIED FOR

POSITION TITLE	EMPLOYER NAME	POSITION CODE
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. PERSONAL INFORMATION

Surname: (Dr/Mr/Mrs/Ms) First Names: (tick name normally used)	Initials	National Identity Number
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname at Birth:	Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Nationality:	Country of Birth:	
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Residential/Postal Address:	Contact Numbers:
Marital Status Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>		

3. EDUCATION AND TRAINING RECORD

Level Course:	
Qualification Obtained:	
Subjects:	
Institute:	Date Entered:
Name:	Date Left:
Address:	
Level/Course:	
Certificate Obtained:	
Subjects:	
Institute:	Date Entered:
Name:	Date Left:
Address:	
Level/Course:	
Certificate Obtained:	
Subjects:	
Institute:	Date Entered:
Name:	Date Left:
Address:	

4. LANGUAGES

Language	Level and Qualifications (if any)
1. Kreol	
2. English	
3. French	
4.	
5.	

5. DRIVING LICENCE (S):

State Types which you possess:

6. EMPLOYMENT HISTORY

Employing Organisation	Salary Grade:
Address:	SG:
Position Occupied:	
From: To:	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From: To:	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From: To:	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From: To:	Gross Salary/year:
Reason for Leaving:	SR:

7. On what date would you be available to take up employment:

8. DESCRIPTION OF CAREER

(Please give a concise account of relevant experience and reasons for applying for this post. Use additional sheets if necessary):

9. REFERENCES

(Give Details of two persons in a supervisory position known to you for two years):

Surname:	First Names:	Contact:
Address:		Occupation:
Surname	First Names:	Contact:
Address:		Occupation:
May we contact? (a) Your present employer? (b) Your past employers?		

10. NEXT OF KIN

(Person to be contacted in case of emergency)

Surname	National Identity Number: <table style="width: 100%; border: none;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>										
First Names	Contact Numbers:										
Address:											
Relationship to applicant:											

11. OTHER RELEVANT PARTICULARS

(Describe any special interests)

12. INTERESTS IN PRIVATE BUSINESS
(Give details)

13. DECLARATION

The facts set forth in this application for employment are true and complete.

Signature:

Date:/...../.....

14. COMMENTS OF PRESENT EMPLOYER
(If applicable)

Name:

Designation:

Signature:

Date:/...../.....

MINISTRY OF EDUCATION
EMPLOYEE PERFORMANCE APPRAISAL REVIEW

DIVISION:

PERIOD OF ASSESSMENT: FromTo

Employee:

Post No

--	--	--	--	--	--	--	--	--	--	--	--

Job Title:

SB and Salary:

Date commenced employment: Date appointed to post:

To be completed by the employee's Supervisor

PLEASE NOTE: The ratings must be sustained by specific comments on observed performance. For each item rate how well the employee has performed against the maximum level of performance expected of his/her grade. Rating should be in respect of (a) assignments (b) specific output, and should be based on agreed standards.

RATING:

1. Outstanding performer, best amongst all others in the same or similar positions.
2. Above average performer – exceeds position requirements.
3. Average performer capable. Not outstanding but meets position requirements.
4. Below average performer – barely meets position requirements.
5. Poor performer – unsatisfactory.
- 0 Not applicable.

(tick in appropriate column)

FACTOR	1	2	3	4	5	0	Comments/Examples
General behaviour							
Quantity and quality of work output							
Sense of responsibility and reliability							
Initiative and commitment							
Relations with colleagues							
Relations with students							
Attendance and timekeeping							
Others (Specify)							
Overall rating							

List of warnings and other disciplinary measures taken against the employee during the period under assessment :-

INCIDENT	RESULT	ACTION TAKEN	OUTCOME- AGREED GOAL FOR IMPROVEMENT

Supervisor

Name : Signature

Post Title Date

INTERVIEW REPORT : Date of interview

Key issues discussed
.....
.....
.....

Targets for forthcoming period
.....

Supervisor

On the basis of your ratings/interview, what recommendations do you make respect of this employee?

(1) Training/Development:

(2) Job rotation/Transfer

(3) Potential for promotion

Signature Date

Head of Department/Division

Comments
.....
.....

Name Post Title

Signature

Ministry of Education
Professional Centre
Leave Application Form

Ministry of Education
Professional Centre
Leave Application Form

Date:

Date:

PERSONAL DETAILS

PERSONAL DETAILS

Name:

Name:

Surname:

Surname:

Post Title:

Post Title:

Professional centre:

Professional centre: SIT SIT

LEAVE DETAILS

LEAVE DETAILS

Start Date:

Start Date:

End Date

End Date

Return to work on

Return to work on

Address while on leave

Address while on leave

Total number of days

Total number of days

LEAVE TYPE

LEAVE TYPE

Annual leave

Annual leave

Maternity leave

Maternity leave

Paternity leave

Paternity leave

Unpaid leave

Unpaid leave

Compassionate

Compassionate

Signature of Employee

Signature of Employee

RECOMMENDATION

RECOMMENDATION

Approved

Approved

Not Approved

Not Approved

Director: signature:

Director: signature:

Date:

Date:

Admin & HR Manager: Signature:

Admin & HR Manager: Signature:

Date:.....

Date:.....

SIT Employee Exit Checklist

Task	Done	Not applicable
Ensure termination paperwork is complete		
Inform key stakeholders (payroll, IT, operations, legal and senior management) to prepare for the exit process		
Communicate the employee exit internally		
Collect SIT assets if applicable. Asset Name:		
Remove software access		
Conduct exit interview		
Thank employee on final day		
Collect exiting employee's contact information		

SEYCHELLES INSTITUTE OF TECHNOLOGY OFFICIAL FORM

SUBJECT: Return from Overseas Leave

Institution:

Name of person:

National Identity Number

Post Number

Leave dates:

Departure date:

Return date:

Date of Resumption of duty:

Officer's comment, if any:

.....

PL's comment, if any:

.....

.....

.....

PL's signature

Officer's signature

cc. Payroll
SSPO

SEYCHELLES INSTITUTE OF TECHNOLOGY OFFICIAL FORM

SUBJECT: Return from Overseas Leave

Institution:

Name of person:

National Identity Number

Post Number

Leave dates:

Departure date:

Return date:

Date of Resumption of duty:

Officer's comment, if any:

.....

PL's comment, if any:

.....

.....

.....

PL's signature

Officer's signature

cc. Payroll
SSPO



SEYCHELLES INSTITUTE OF TECHNOLOGY

PERMISSION TO LEAVE SIT CAMPUS

STAFF NAME: _____

PROGRAMME: _____

DATE: _____

REASON _____

APPROVAL BY SUPERVISING OFFICER: _____

APPROVAL HUMAN RESOURCES MANAGER: _____



SEYCHELLES INSTITUTE OF TECHNOLOGY

PERMISSION TO LEAVE SIT CAMPUS

STAFF NAME: _____

PROGRAMME: _____

DATE: _____

REASON _____

APPROVAL BY SUPERVISING OFFICER: _____

APPROVAL HUMAN RESOURCES MANAGER: _____

Internal Procedure Manual Version Control

DATE _____

Version	Date	Author/s	Amendments	Circulated to
		IQAMC		

Approval Cover Sheet

Approval Process Dates:	
owner:	
Title:	
Action requested:	
New <input type="checkbox"/> Revision <input type="checkbox"/> Retire <input type="checkbox"/> Other <input type="checkbox"/>	
Governing Board Review:	Meeting Date:
Chairman Signature: I certify that the policy has been drafted and vetted within the Governing Board.	
Signature: _____	Date: _____
Director Signature: I certify that the policy has been approved by the governing Board.	
Signature: _____	Date: _____

