



**TAKORADI TECHNICAL UNIVERSITY**  
**GENERAL WELFARE POLICY**

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## **1.0 INTRODUCTION**

The Takoradi Technical University in consultation with all stakeholder's representatives namely; POTAG, GAPA, POWAG, TEWU, PAAG and Management deemed it appropriate to collectively and mutually consider the design of this policy to establish a culture of care and wellbeing in all the University's dealings with its members of all contributing staff.

## **2.0 STATEMENT OF CORE VALUES**

The University cherishes and upholds the welfare of all contributing staff. It deems welfare paramount in the life and growth of the institution.

The University shall be committed to providing a supportive working conditions and environment, which is conducive to all.

The core values of the University welfare policy shall be:

1. Promoting all contributing staff health and social wellbeing.
2. Seeking all contributing staff interest in personal development.
3. Seeking to provide decent housing for all contributing staff.
4. Giving support to all contributing staff in times of need.

## **3.0 SCOPE OF THE POLICY**

This policy shall apply to:

1. For all contributing staff of the University.

## **4.0 RESPONSIBILITIES**

It is the responsibility of all in the University Management to act in a manner that would ensure the wellbeing of all contributing staff. However, the responsibility of the implementation of this policy lies on the following;

### **4.1 Council**

It shall have oversight responsibility for the implementation of this policy.

### **4.2 Management**

It shall be the responsibility of Management to formulate procedures that would ensure the enforcement of the policy and in addition provide logistics to ensure compliance.

### **4.3 Welfare Committee/Board**

This body shall be responsible for the day-to-day activities of the welfare. They shall also recommend appropriate actions where necessary.

### **4.4 Staff**

All contributing staff shall have a responsibility to exercise honesty at all times and exhibit reasonable behaviour.

## **5.0 THE BENEFITS**

The benefits of the Welfare Policy shall cover the welfare of staff under listed below;

### **1. HEALTH CARE**

Refer to the Health Care Policy of the University.

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## **2. HOUSING**

Refer to the Housing Policy of the University.

## **3. STAFF DEVELOPMENT**

Refer to the Staff Development Policy of the University.

## **4. APPOINTMENTS AND PROMOTION**

Refer to the reviewed Statutes of the University.

## **6.0 SOCIAL BENEFITS**

The policy considers social benefits to include Marriage, Out-dooring, Bereavements, Retirement, Awards Day, Get-Together and Salary Advances.

### **6.1 Marriage**

All contributing staff who contracts marriage and duly notifies the University shall receive a cash donation of Five Hundred Ghana Cedis (GH¢500.00). This benefit is restricted to only one marriage per staff. The University shall provide one vehicle for transporting the attending staff.

### **6.2 Outdooring**

All contributing staff who gives birth and duly informs the University shall receive a cash donation of Two Hundred Ghana Cedis (GH¢200.00). This benefit applies to three (3) children per staff.

### **6.3 Bereavements**

The University shall support members who are bereaved. The following shall be the scale of benefits;

### **6.3.1 Death of Staff**

The University shall make a representation. A vehicle to convey staff and also make a donation of One Thousand Five Hundred Ghana Cedis (GH¢1,500.00).

### **6.3.2 Spouse and Child Below Eighteen (18) Years**

The University shall make a representation and make a donation of One Thousand Ghana Cedis (GH¢1,000.00)

### **6.3.3 Death of Staffs' Parent**

The University shall make a representation and make a donation of Five Hundred Ghana Cedis (GH¢500.00)

## **6.4 Benefits for Junior Staff**

All junior staff of the university shall contribute 50 percent of contributions made by senior staff and shall therefore be entitled to 50 percent of financial benefits as mentioned in articles 5 of the social benefits

## **6.5 Awards Day and Get-Together**

The Welfare Association shall organize an annual get-together and awards day as it deems fit. This shall be to honour staff who have served the University for ten (10), fifteen (15), twenty (20) years and above.

## **7.0 CONCLUSION**

In conclusion the welfare scheme contributions under this policy shall be sustainable based on the contributions to be able to meet all donations and financial support outflows from the fund. The Welfare Committee at its governance level shall ensure prudent management of the fund.



Non-contributing staff shall NOT be entitled to the benefits enshrined in this policy.

