



UNIVERSITY OF NAIROBI

POST-RETIREMENT POLICY

NOVEMBER 2016

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FOREWORD

The mandatory retirement age for academic members of staff at the University of Nairobi is seventy (70) years. However, the University has been retaining some academic staff in service beyond their retirement age in view of their contribution to the needs and objectives of the University. Retention of such staff has merits in terms of preservation of: institutional memory and knowledge management; mentoring the younger staff; attracting research grants due to their wide networks and exposure; and enhancing institutional image and visibility. However, it is also recognized that retention of staff beyond retirement age has a number of disadvantages. These include: financial pressure to the University in terms of wage bill for staff who may not be fully productive in teaching and research; jeopardizing succession planning.

The Government guidelines on post retirement contract provide that staff retire when they reach retirement age. However under certain circumstances, a University may retain academic staff beyond their retirement age. In order to ensure effective and efficient management of human resource at the University, a structured and objective policy framework is necessary to address the issue of post-retirement contracts for academic staff while taking into consideration the institutional dynamics of the University and in compliance with Government policy and constitutional provisions.

The general implications of this Policy are that staff will have to undergo a performance evaluation prior to being offered a post-retirement contract. Such a contract will be for a period of two (2) years, renewable only once upon satisfactory performance.



PETER M.F. MBITHI, PhD, EBS

VICE-CHANCELLOR

&

PROFESSOR OF VETERINARY SURGERY

DEFINITION OF TERMS

"Academic Staff" means any person employed by University of Nairobi to teach and conduct research on contract or on permanent and pensionable terms

"Employer" means University of Nairobi

"Post-retirement" means the period after staff attains the mandatory retirement age of seventy (70) years

1.0 INTRODUCTION

The University has experienced an increasing number of academic staff who request for extension of service past the mandatory retirement age of seventy (70) years. The circular from the Chief of Staff and Head of Public Service Ref. OP/CAB.2/7A dated February 14, 2014 directed that on attainment of retirement age, staff must leave service. This is because retention of staff beyond their retirement age has challenges in terms of wage bill sustainability, parity of treatment and equity. However, it is worth noting that the University operates under special environments that may require extension of service for some academic staff beyond their retirement age. Currently, the University of Nairobi has no policy guidelines on extension of service beyond retirement. It is therefore important to develop policy guidelines to efficiently manage the administration of post-retirement contracts.

2.0 SCOPE OF THE POLICY

This Policy applies to academic staff at the University of Nairobi, appointed on permanent and pensionable terms as well as on fixed-term contract who require to be considered for retention in service after attaining the mandatory retirement age of seventy (70) years.

3.0 GOAL AND OBJECTIVES OF THE POLICY

3.1 Goal

The goal of this policy is to provide a framework to ensure effective and efficient management of human resource at the University through a structured and objective strategy in addressing the issue of post-retirement contracts for academic staff, implementation of which takes into consideration government policy and constitutional provisions.

3.2 Objectives

The objectives of this policy are to:

- a) Provide a framework for consideration of academic staff for post-retirement contract; and
- b) Develop and implement a strategy to address issues pertaining to post-retirement contract for academic staff;

4.0 LEGAL AND POLICY FRAMEWORK

This Policy is to be interpreted in accordance with and alongside the following policy and legal documents:-

- a) The Constitution of Kenya
- b) Terms of Service for Academic, Senior Library and Administrative Staff, May 2006
- c) University of Nairobi Human Resource Manual, 2016
- d) Public Service Commission Human Resource Policies and Procedures Manual for the Public Service, May 2016
- e) Circular from the Chief of Staff and Head of Public Service Ref. OP/CAB.2/7A dated February 14, 2014
- f) Any other relevant policy and regulations regarding human resource management.

5.0 ENGAGEMENT OF ACADEMIC STAFF ON POST-RETIREMENT CONTRACT

Consideration of a request for post-retirement contract shall be subject to the results of a needs assessment and an evaluation for eligibility of the staff.

5.1 Needs Assessment

The Department shall demonstrate existing skills gap or service demand prior to consideration of staff for post-retirement contract.

5.2 Evaluation panel

Evaluation of staff for post-retirement contract eligibility shall comprise:

1. Recommendation by a panel consisting of the Principal as Chair, Dean/Director, Chairman of the department and two (2) other members one of whom shall be from outside the department; and
2. Approval, by the Vice Chancellor, of the recommendations of the evaluation panel.

5.3 Evaluation criteria

The following shall be used as criteria for consideration of staff for post-retirement contract:

1. The staff must request in writing their interest to be considered for post-retirement contract;

2. This request must be submitted at least six month before attainment of the retirement age or end of contract;
3. The staff shall have attained the grade of Professor;
4. The staff shall show evidence of continuing academic contribution to the University in the form of research grants, publications and PhD supervision;
5. The staff shall be evaluated on overall contribution to the Department and the University while in active service;
6. A report of positive staff assessment by students shall be mandatory;
7. Staff who have been members of Senior University Management shall qualify for post-retirement contract in view of their contribution and sacrifice.

5.4 Tenure

Upon approval, staff shall be given a post-retirement contract of 2 years, renewable only once.

6.0 COMMITMENTS

Pursuant to the objectives of this policy, the following commitments are made:

1. The University commits to provide adequate information on considerations for engagement of academic staff on post-retirement contract.
2. The Department commits to put in place succession mechanisms at least 5 years to retirement of staff.

7.0 ACCOUNTABILITY

The Vice Chancellor shall be directly responsible for the implementation of this policy.

8.0 POLICY REVIEW

This policy shall be reviewed every five (5) years or as deemed necessary.