University of Management and Technology (UMT)

Staff Handbook
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Introduction

This handbook is designed to acquaint staff members with UMT and provide them with information about working conditions, benefits, academic issues and other policies affecting their employment. The staff member should read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as a staff member and outlines the programs developed by UMT to benefit them. In fact one of our major objectives is to provide a work environment that is conducive to both personal and professional growth.

As UMT continues to grow, the need may arise and UMT reserves the rights to revise, supplement or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

It is expected that Office of Human Resources (OHR) will administer these policies in a consistent and equitable manner. The provisions of the manual are not conditions of employment and may be modified, revoked, or changed by the University, with or without notice, at any time.

Questions, which cannot be answered by this manual or Policies and Procedures, should be referred to the OHR. We welcome your comments, suggestions, regarding this manual may be submitted to the OHR at ohr.hd@umt.edu.pk
Rector’s Message

We at University of Management and Technology are pursuing the goal of continuously improving the quality of everything that we do, and you being team members are extending help to make that goal a reality. Certainly the UMT employees would strive to share responsibilities of the participants’ development to become professional citizens of Pakistan. The UMT’s reputation is improving each year as more and more people have started to acknowledge our day to day increasing achievements.

As a team member, the employees deserve recognition for their contributions to this success. They have to create a warm, learner centered environment for our participants and have to become team members that our participants feel proud of.

The handbook provides employees with information about several topics of importance to them. This handbook includes many important policies and procedures to answers many questions.

Dr. Hasan Sohaib Murad
Rector UMT
Foreword by Head OHR

Human capital is the most important resource that an organization possesses. Effective and efficient management of this critical resource is imperative in attaining the goals, continuance of vision and achievement of mission of UMT.

Fair and uniform treatment of employees is paramount in encouraging and supporting service and professionalism in interactions of employees with each other and with the university. This policy manual is an effort in that direction and incorporates into one document university-wide and academic policies.

I look forward to your suggestions and contributions.

Regards,
Disclaimer

The Staff Handbook 2016 contains University policies, procedures, and other related information in effect as of the date of issuance. Any subsequent changes in policies, procedures, or other information are effective as of the date of action or issuance by the Competent University Authority even though such changes have not been distributed as revisions or additions to the Staff Handbook 2016. Revisions of, or additions to, the Staff Handbook 2016 will be uploaded for information to all concerned.

The information in the Staff Handbook 2016 is provided for the convenience of UMT staff members. The Staff Handbook 2016 cannot and is not intended to address all circumstances related to the staff members’ role in the University nor is the information contained in the Handbook intended to constitute an express or implied contract of employment with the University.

Due to ongoing process, there might be occasion where policy implemented is not yet uploaded or published.

Similarly, in an institution, policies and procedures are regularly in the process of review and revision.
1. About the University

Established in 1990 as a project of ILM Trust, the University of Management and Technology has evolved into a premier institution of higher learning in the country. This success rests on the high teaching and research standards maintained by University over the years. The Higher Education Commission (HEC) of Pakistan recognizes all degree programs offered by UMT. In September 2007, the HEC awarded “W” category to the University, placing it among the few select universities in the country in this category. UMT is also among those universities that are eligible for grants under the National Research Program for Universities (NRPU) by the HEC. At present, fourteen schools, four institutes and three centers are operating under the umbrella of UMT, namely:

I. School of Business and Economics (SBE)
II. School of Systems and Technology (SST)
III. School of Social Sciences and Humanities (SSSH)
IV. School of Engineering (SEN)
V. School of Textile and Design (STD)
VI. School of Architecture & Planning (SAP)
VII. School of Science (SSC)
VIII. School of Veterinary Sciences (SVS)
IX. School of Advance Studies (SAS)
X. School of Professional Advancement (SPA)
XI. School of Law and Policy (SLP)
XII. School of Governance and Society (SGS)
XIII. School of Commerce and accountancy (SCA)
XIV. School of Health Sciences (SHS)

UMT Institutes

I. Institute of Communication and Cultural Studies (ICCS)
II. Institute of Islamic Banking (IIB)
III. Institute of Applied Sciences (IAS)
IV. Institute of Clinical Psychology (ICP)
V. Institute of Trade and Competition (ITC)

UMT Centers

I. Center for Management Development (CMD)
II. Center for Teaching and Learning (CTL)
III. Center for Learning and Development (CLD)

UMT distinguishes itself with more than 372 full-time faculty members including 110+ PhDs, 15,000 alumni and almost 10,000 students from 48 districts of Pakistan and 11 countries across the globe. The University has state of the art science and engineering laboratories, computer network with more than
1300 nodes, well-stocked library with over 115,000 physical and 300,000 online resources, bound periodicals and digital resources to facilitate learning and research.

A wide range of doctoral, masters and bachelors degree programs are offered in many disciplines related to business, management, accounting, engineering, social sciences and humanities, law and policy, health sciences etc. All the academic programs offered by UMT are recognized by the HEC and conform to international standards and the credits can be transferred worldwide.

UMT Management Offices are being run by highly competent, cordial and friendly staff members who are dedicated to provide services ranging from finance, accommodation, student affairs and academics to transport and IT. Offices make a vital contribution in promoting the mission of the University i.e. provide world class learning and knowledge. List of management offices at UMT is given below:

1. Office of Rector (ORC)
2. Office of Registrar (ORG)
3. Office of Controller Examination (OCE)
4. Office of Treasurer (OTR)
5. Office of Research, Innovation and Commercialization (ORIC)
6. Office of Planning and Development (OPD)
7. Office of Human Resources (OHR)
8. Office of Participant Affairs (OPA)
9. Office of Information and Admissions (OIA)
10. Office of Communication and Media (OCM)
11. Office of Technology Support (OTS)
12. Office of Information Systems (OIS)
13. Office of Facilities Management (OFM)
14. Learning Resource Center (LRC)
15. Office of Career Services (OCS)
17. Office of Forums and Events (OFE)
18. Quality Enhancement Cell (QEC)

1.1. History

Institute of Leadership and Management (ILM) started working on June 16, 1990. A panel of management professionals, entrepreneurs, social scientists, and engineers got together with missionary zeal and set upon themselves the goal of establishing a world class institution of higher learning. Guided by the noble mission of helping others in actualizing their limitless human potential to its finest shape, ILM sought to respond to the challenges of information-based economy, globalization, and ever changing complexity. Indeed, training and development of human resources is a necessary prelude to realizing economic growth and attaining competitive edge. ILM is an independent, autonomous and not-for-profit organization, working as a Trust and lead by the Board of Trustees. It is registered with the Registrar Joint Stock Companies under the Society Act of 1861. ILM has been awarded Charter from the Government of the Punjab as Institute of Management and Technology, IMT on April 10, 2002 and afterwards University of Management and Technology, UMT on June 16, 2004. Whereas UMT is lead by the Board of Governors.
UMT is a member of:

a) UMT is an institutional member of the Asia Pacific Quality Network (APQN)
b) Association to Advance Collegiate School of Business (AACSB) International, USA
c) European Foundation for Management Development (EFMD), Belgium
d) Association of Management Development Institutions in South Asia (AMDISA), India
e) Association of Management Development Institutions in Pakistan (AMDIP), Pakistan
f) UMT is a partner organization in the effort of Human Resource Competency Study (HRCS).

1.2. Vision

**Our Vision is... Learning** - It defines our existence, inspires all stakeholders associated with us, creates a powerful momentum inside, and responds to the challenges outside. It continues to evolve as present captures new realities and foresight unfolds new possibilities. All in an incessant attempt to help individuals and organizations discover their God-given potentials to achieve Ultimate Success actualizing the highest standards of efficiency, effectiveness, excellence, equity, trusteeship and sustainable development of global human society.

1.3. Mission

**Our Mission is .... Leading** - We aspire to become a learning institution and evolve as the leading community for the purpose of integrated development of the society by actualizing strategic partnership with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

1.4. Board of Governors

As ILM has been granted a Charter from the Government of the Punjab with the name of University of Management and Technology (UMT), the Board of Governors has been constituted for the supervision of UMT’s day to day operations. It reviews the operation, discusses the future plans, consider the recommendations of the Selection Board and examine the annual budget of UMT. The composition of the Board of Governors (BOG) is given below:

a) The Chairman of the Trust;
b) Members of the board of Trustees of the Trust subject to a maximum of eight members;
c) The Chairman, Higher Education Commission or his nominee not below the rank of a Director
d) A Vice Chancellor of a public sector University in the Punjab nominated by the Patron;
e) The Rector; and
f) Secretary to Government of the Punjab, Education Department or his nominee not below the rank of Additional Secretary

The administration and management of the affairs of University vest’s in the BOG. The BOG forwards draft of statutes to Patron for approval.
1.5. **Board of Trustees - ILM**

The Board of Trustees includes prominent business leaders and leading educationists in Pakistan. It gives policy directions and facilitates the acquisition of necessary resources.

1.6. **Selection Board**

Selection Board shall consist of;

a) The Rector;

b) The Dean of Faculty concerned;

c) The Head of Academic Department concerned;

d) One member of the Board of Governors to be nominated by the Board;

e) One eminent scholar to be nominated by the Board of Trustees; and

f) One expert in the subject to be nominated by the Secretary Education.

The Registrar shall be Secretary of the Selection Board. The members, other than ex-officio members shall hold office for a period of three years. No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.

In selection of the candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned, to be nominated by the Rector from a standing list of experts for each subject approved by the Board on the recommendation of the Selection Board and as revised from time to time. The Selection Board has the following functions:

a) Consider the applications and recommend to the Board of Governors the names of suitable candidates for appointment to teaching and other posts, as the case may be, and recommend suitable salary for the candidate concerned;

b) Consider all cases of promotion or selection of officers of the University and recommend the names of suitable candidates for such promotion or selection to the Board of Governors.

1.7. **Finance and Planning Committee**

The Finance and Planning Committee shall consist of:

a) The Rector (Chairman)

b) All the Deans

c) One member of the Board of Governors to be nominated by the Board of Governors

d) One member of the Academic Council to be nominated by the Academic Council

e) One representative each from the Education Department and the Finance Department of the Government of the Punjab not below the rank of Deputy Secretary

f) Director Planning, Higher Education Commission

g) The Registrar

h) Head OHR and

i) One nominee of the Board of Trustees of the Trust.

The Treasurer shall be Secretary of the Finance and Planning Committee. The members, other than ex-officio members shall hold office for a period of three years. The term of office for the nominated
members of the finance and Planning Committee is three years. The Finance and planning Committee has the following functions

I. Prepare the annual statement of accounts and propose the annual budget estimates and advise the Board of Governors thereon
II. Review periodically the financial position of the University
III. Advise the Board of Governors on all matters relating to finance, investments and accounts of the University and
IV. Any other function as may be prescribed by the statutes.

1.8. University-wide Internal Committees

1. Dean’s Committee
2. Performance Evaluation Committee for faculty
3. Performance Evaluation Committee for staff
4. Performance Evaluation Committee for Key positions (Deans/Directors/CoDs/UMOs)
5. Staff selection and promotion Committee
6. PhD Committee
7. Management Audit Committee
8. Budget and Accounts Committee
9. Marketing, Media and admissions Committee
10. Management Offices Coordination Committee
11. Financial Assistance Committee (FALC)
12. UMC Committee
13. Disciplinary Committee for students
14. Disciplinary Committee for faculty and staff
15. Convocation Committee
16. Library Committee
17. Employees Welfare Committee
18. Staff Selection Committee
19. Academic Staff Selection Committee
20. UMT Sports Committee
21. Convocation Awards and medal Committee
22. Employees Recognition Committee
23. Research Grant Committee
24. Campus Services Committee
25. O&M Manual Committee
26. Central Purchase Committee
1.9. **University Organogram**
2. University Policies

2.1. Nondiscrimination Policy Statement (equal opportunity)

Objective: In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UMT are based on merit, qualifications, and abilities.

Scope: This policy is applicable to all staff members and vacancies at UMT.

Policy: UMT is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. Indeed it is the policy of UMT to promote diversity at workplace through actively seeking candidates from different backgrounds.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, promotion, training and access to benefits.

Process: It is the responsibility of managers and/or supervisors to ensure that all staff members and job candidates are afforded a fair and competitive employment.

Staff members with any questions or concerns about any type of discrimination at workplace are encouraged to bring these issues in writing to the attention of their immediate supervisor or the OHR. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2. Sexual Harassment Policy

The HEC “Policy Guidelines against Sexual Harassment in Institutions of Higher Learning” form an annexure to this manual. In UMT’s context the words Head HR, (for faculty and staff cases), The Registrar (for student cases) may be read in place of Harassment Monitoring Officer (HMO) in the HEC policy.

2.3. Disability Policy

Objective: to provide equal opportunities and ensure safe working environment for disabled persons. They would be provided with equipment and facilities to enable them to carry out their duties.

Scope: this policy is applicable to all vacancies at UMT and staff members of UMT.

Process: The duties and responsibilities of disabled staff members will be reviewed periodically by their supervisor in the light of any changes in their condition. Special needs of disabled staff, arising directly or indirectly because of their work, would be met on a priority basis. Every vacancy will be open to suitably qualified disabled persons subject to safety consideration.

Any person who feels aggrieved under the provisions of this policy may inform OHR or his/her immediate
supervisor about the details of such grievance. Appropriate action will be taken on such application.

2.4. **Alcohol/ Drug Abuse Policy**

**Objective:** Drug and alcohol use is not only prohibited in Islam but also poses an unacceptable risk and disregard for the health, safety and welfare of co-workers and students. UMT is committed to providing a healthy, alcohol and drug-free workplace for its staff members.

**Scope:** This policy is applicable to all staff members, guests and visitors of UMT.

**Policy:** Any person who engages in the possession, use, dispensation, distribution or manufacture of controlled substances (drugs) or alcohol, while on UMT property or on UMT business, or who is convicted of a criminal case involving drugs or alcohol is subject to disciplinary action up to, and including, termination of employment.

Any staff member who reports for duty under the influence of alcohol or drugs, or uses drugs shall be suspended from duty pending investigation.

**Process:** The Head OHR, or his/her designee, in conjunction with the concerned staff member’s supervisor shall conduct an investigation and, based on factual information, determine whether there has been a violation of this policy or not. They will submit a report after initial inquiry to higher authorities. Head OHR will take appropriate action as per decision by higher authorities.

2.5. **Tobacco Use Policy**

**Objective:** To provide a “smoke-free” environment at UMT.

**Scope:** This policy is applicable to all staff members, their guests and visitors, in all buildings, offices and busses owned or operated by UMT.

**Policy:** Tobacco use is inherently an injurious activity that affects not only its users but also those around them. It is therefore expedient to ban all indoor and vehicular tobacco use at UMT.

It is the responsibility of staff members to ensure compliance of this policy from persons visiting them.

In situations where nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

**Process:** OFM will make arrangements for designated smoking spaces in open areas where smoking will be permitted. Such designated areas will be located where there is adequate ventilation to ensure that there is no contamination of air in the non smoking area.

Cigarette butts should be carefully and properly extinguished and saved in an ashtray or trash can. Those who fail to do so will be fined up to Rs. 5000.
2.6. Solicitation Policy

Objective: To maintain a disruption free work and study environment at UMT.

Scope: This policy is applicable to UMT staff members and their visitors/guests.

Policy: “Solicitation” shall include, canvassing or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on UMT property or using UMT resources (including without limitation notice boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

“Commercial Solicitation” means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on UMT property or using UMT resources.

Solicitation and commercial solicitation, either by the public in general or among staff members is not allowed on the premises of UMT. Prohibited solicitations during scheduled working hours include, the general public selling retail goods to staff members or any staff member trying to sell any item or service to another staff member or any other solicitation determined to be inappropriate by the UMT.

UMT approved solicitation, is exempt from this policy. Prior written permission in this regard should only be taken from the OFM.

2.7. Advertising and Distribution Policy

Objective: To lay down rules regarding printed posters, signs, notices, to ensure that physical appearance of the campus is kept tidy and to protect against damage to building surfaces.

Scope: This policy is applicable to the whole UMT campus.

Policy: Designated notice boards are the primary means for displaying printed material on campus. Notice boards in University buildings are intended for notices and other materials related to the programs and goals of the University. Commercial advertisements and publicity may not be displayed on bulletin boards. Only University departments/schools and registered students bodies are authorized to post materials on their designated notice boards in University buildings with prior approval from concerned authorities.

The University retains the exclusive right for promotion of University activities through advertisement and endorsement by commercial enterprises and products.

Non-University businesses, agencies, and individuals may advertise their products or events on campus through paid advertisements with prior permission from concerned authorities.
Process:

a) Posted materials are usually limited to a maximum size of 11x17 inches (exceptions to this limitation must be specifically requested), and must include the name of the responsible person or department (student/office) and a visible expiration date.

b) Posting of materials in locations other than designated bulletin boards is not permissible. Exception being officially sanctioned events. Violations for improperly posting materials will subject the, individual, or department to the costs of removal, repair of damages (if any), and/or disciplinary action.

c) Outdated materials will to be removed by OFM. Individuals or departments that fail to remove their outdated items may be denied use of those notice boards in the future. Academic departments and administrative offices have the right to remove outdated material without contacting the sponsoring person or department.

d) Individuals or organizations not affiliated with the University must bring posting materials to the OFM for display after getting necessary approval from the competent authorities.

Items posted in violation of this policy will be removed, and the concerned individual may be subject to disciplinary action and/or a monetary fine.

2.8. Employment and Other Activities outside UMT

Objective: To regulate employees’ activities and employment outside UMT in order to ensure protection of interest of all concerned

Scope: This policy is applicable to all fulltime/regular employees of UMT.

Policy: The concept of full time employment at UMT, for that matter in any organization, entails lending holistic commitment, investing total knowledge assets, deploying 100% of skills, and endeavoring not only to satisfying by doing the minimum, but striving for beyond to set new standards in a competitive environment. It also requires continuous improvement and adaptation for development of roles and responsibilities within the organization.

The distraction due to conspicuous parallel engagements of professional nature, over and above the fulltime commitment severely disrupts the letter and spirit of fulltime commitment.

Outside employment means holding an office or working fulltime or part-time outside UMT for earning financial, material and other benefits. Outside employment of any kind is not permitted and would attach disciplinary consequences i.e., change in employment status or termination from employment.

Some activities like honorary positions and other engagements on pro bono basis may be permitted subject to approval from the Rector for a specified period of time. Failure to obtain prior approval for such engagements or when such approval has been denied will also result in disciplinary action. Such employee must make sure that the name, property, and facilities of the university are not used or at stake.
If UMT determines that an employee's outside work interferes with performance or the ability to meet the requirements of UMT as they are modified from time to time, the employee may be asked to terminate the outside engagements if he or she wishes to remain with UMT.

**Process:** The permission to hold outside engagements has to be taken from the Rector through OHR on prescribed form duly recommended by the concerned supervisor/head. Each employee's request for outside engagements is to be decided on its own merits, considering such factors such as the approximate amount of time to be given, the employee must undertake that his/her outside engagement will not impair the time and energy the individual devotes to his or her regular university duties.

### 2.9. Conflict of Interest

**Objective:** To protect the interests and reputation of UMT from situations arising due to conflict of interest.

**Scope:** This policy is applicable to all UMT staff members

**Policy:** Conflicts of interest can be defined as any situation in which a staff member is in a position to exploit a professional or official capacity in some way for his/her personal benefit.

Staff members and others acting on UMT’s behalf must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the university in conducting UMT business activities and assignments.

An actual or potential conflict of interest occurs when a staff member is in a position to influence a decision that may result in a personal gain for that staff member or for a friend/relative as a result of UMT’s business dealings. A relative is any person who is related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms or individuals. As a general rule staff members should avoid actions or relationships that might conflict or appear to conflict with his/her job responsibilities or the interests of UMT.

**Process:**

As soon as a staff member receives knowledge of a University transaction or proposed University transaction:

a) to which such staff member or a member of his/her immediate family is a party, regardless of the amount of the transaction, or
b) with an organization in which such staff member or a member of his/her family member has a financial interest,

Such staff member shall disclose the nature of his/her or the family member's interest in the transaction.

Example: a staff member’s brother is in negotiations with the university to become a vendor of UMT. The staff member should disclose this relationship in writing to the HR department.
Failure to report conflict of interest or involving in such activity that can be deemed as conflict of interest will result in disciplinary action.

2.10. Receipt of Gifts Policy

Objective: This policy provides a framework to enable University staff members to consider the giving and receiving of gifts and benefits in the course of their official duties.

Scope: This policy is applicable to all staff members of UMT.

Policy: Giving and receiving gifts is routinely done to promote and strengthen business relationships, however such transactions may have the potential to turn into conflict of interest situations. Therefore, it is the policy of UMT that no staff member shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the staff member vis-a-vis University business. Receiving illicit gratification such as lunch/dinner etc. is prohibited under this policy.

Coffee, soft drinks and similar refreshments of nominal value provided other than as part of a meal are not considered to be gifts under this policy. Therefore, these types of nominal refreshments may be accepted. However, if such gratification appears to influence the judgment of staff member regarding University business then such refreshments/meal will be treated as a bribe.

The staff members should at all time desist from:

a) Giving or receiving money or other cash equivalent as a business gift.

b) Giving any gift to reward a government employee.

c) Offering a gift if he/she knows it would violate the recipient’s policy to accept it.

d) Giving or offering to give bribes.

Process: Staff members must report receipt of gifts to their supervisors. Any deviation from this policy must be reported to the OHR and would be liable to disciplinary action if proven.

2.11. Employment of Relatives

Objective: To ensure that UMT employs the most qualified, specialized, and technically competent individuals for all positions.

Scope: This policy is applicable to all UMT staff members.

Policy: UMT seeks to foster an environment of merit and performance. Good talent is welcome from all sources therefore employment of relatives may be considered in appropriate cases. Relative means close family i.e., spouse, parents, son, daughter, brother and sister. However, no staff member is permitted to work within “the chain of command” when one relative’s work responsibilities, salary, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
Staff members, who marry while employed, are treated in accordance with this policy.

2.12. **Zero Tolerance of Workplace Violence and Threats**

**Objective:** To maintain a zero tolerance standard of violence in the workplace.

**Scope:** This policy applies to all staff members of UMT.

**Policy:** Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.

Workplace violence can be inflicted by an abusive staff member, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

**Process:** It is up to each staff member to help make UMT a safe workplace. The expectation is that each staff member will treat all other staff members, as well as students and potential students of, with dignity and respect.

Every staff member is responsible for questioning and/or reporting strangers at workplace to security staff. In case a staff member becomes aware of any threats, physical or verbal, and/or any disruptive behavior of any individual he/she must report the same to the security staff.

It is the responsibility of the heads of departments/schools that staff members must know specific procedures for dealing with workplace threats and emergencies, and how to contact security officials.

Staff members are directed to avoid handling violent situations themselves and instead report the same to Head OFM.

Whenever violent behavior of any staff member is reported it is the responsibility of OHR to determine whether sufficient evidence exists to justify taking disciplinary action. If there is sufficient evidence of violence on part of the perpetrator, disciplinary action up to and not limited to termination form service shall be taken. Also a staff member who exhibits violent behavior may be subject to criminal prosecution.

All staff members are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their heads of departments or to the OHR.

2.13. **Possession of Firearms Policy**

**Objective:** It is the policy of UMT to maintain a safe weapons free environment at UMT.

**Scope:** This policy extends to all staff members, premises and vehicles of UMT.

**Policy:** The possession, wearing, carrying, transporting, or use of a firearm is strictly forbidden on university premises or vehicles. This prohibition also extends to any person who may have acquired a
government-issued permit or license.

Violation of this policy will result in disciplinary action and sanctions up to and including termination of employment.

University security officials, sanctioned to carry firearms by the Rector/Pro-Rector, are exempt from this policy and they may carry licensed weapons openly or in a concealed manner.

**Process:** Disciplinary action for violations of this policy will be the responsibility of OHR.

### 2.14. Communications Policy

**Objective:** Access to computing and networking resources is a privilege to which all concerned staff and staff are entitled. Accompanying that privilege is an obligation, on the part of users, to understand and abide by the responsibilities and regulations that govern the computing environment at UMT.

**Scope:** This policy is applicable to all staff members using computer and network, computers and networks of UMT.

**Policy:** This policy outlines the UMT guidelines concerning the use of University owned networks and computer facilities. Following guidelines reflect the general ethical principles of the University community and indicate the responsibilities inherent in the University computing environment.

#### 2.14.1. Institutional Purposes

The use of computing and networking resources is for purposes related to the University's mission of education, research, and public service. Members of the UMT community may use computing resources only for purposes related to their research, instruction, the discharge of their duties as employees, official business with the University, and other University sanctioned activities. In the interest of making the use of computing and information technology resources a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is tolerated. However, one should not use non-University sources of e-mail, Internet access, and other information technology services for activities of an extensive nature that are not related to University purposes. The use of university computing and networking resources for University-related commercial purposes is permitted only by special arrangement with OTS.

#### 2.14.2. Security

The user is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security of stored information. A summary of the security procedures relevant to the users of University computing and networking resources is given below:

a) Computer and/or network access accounts are assigned to individual users for their exclusive use and should not be shared with others. The use of an account by anyone other than the assigned user is expressly prohibited. Users are expected to exercise diligence in preventing their accounts from being used by others and are required to report to university authorities any suspected breach of
account security. Violation of these regulations governing the use of accounts by others will result in the immediate revocation of the account.
b) Users should secure their accounts by using an obscure account password. Passwords should be changed frequently.
c) The user should understand the level of protection each computer system automatically applies to files and supplement that protection, if necessary, for sensitive information.
d) The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being either their victim or propagator.

2.14.3. Confidentiality

In general, information stored on University computers is considered confidential, whether protected by the computer system or not, unless the owner intentionally makes that information available to other groups or individuals. The University of Management and Technology will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. University employees will maintain the confidentiality of all information stored in University computing resources in accordance with the University of Management and Technology. The University will not seek access to email or electronic documents stored or transmitted on University-owned equipment except where necessary to:

a) Protect the integrity of the University's information technology resources, and the rights and other property of the university;
b) Allow system administrators to perform routine maintenance and operations, and respond to emergency situations; or

Protect the rights of individuals working in collaborative situations where information and files are shared. All computer files and data transmissions shall be free from access by any but the authorized users of the data. It is inappropriate and unacceptable for any person to search, browse, alter or view the content of any file, directory or transmission for which they are not directly responsible. To do so is a serious misuse of authority. Violations may lead to discipline up to and including dismissal from the University. Employees may search, browse, alter or view the content of files, directories or transmissions only with the express consent of the person responsible for those files, directories or transmissions. The technical aspects of electronic communications and storage require that files and transmissions be backed up, logged and occasionally analyzed. When such things are done as part of the normal business of maintaining an efficient computing and networking environment, Employees will maintain strict confidentiality of the information.

2.14.4. Freedom of Speech

University of Management and Technology computer system administrators will not remove any information from individual accounts or from electronic bulletin boards maintained in individual accounts unless it is determined that:

a) The presence of the information in the account or on the bulletin board involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
b) The information in some way endangers computing or networking resources, or the information of other users (e.g., a computer worm, virus, or other destructive program).
c) The information is not in compliance with University of Management and Technology policy.
Users whose information is removed, for any of the reasons indicated above, will be notified of the removal and may appeal any such action by contacting the Rector.

2.14.5. Inappropriate Usage

Computing and networking resources should be used only in accordance with the guidelines indicated herein. Examples of inappropriate and unacceptable use of computing and networking resources include:

a) Harassment of other users (e.g., continuing to send electronic communications when the recipient has requested that you cease, sending threatening messages).

b) Destruction of or damage to equipment, software, or data belonging to the University of Management and Technology or other users.

c) Accessing or attempting to access computer networks or computer systems that you do not have permission to use.

d) Violations of computer system security.

e) Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.

f) Use of computer and/or network facilities in ways that impede the computing activities of others (e.g., randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, overuse of network accessible bulletin boards or conferences, and the "off topic" posting of material bulletin boards and conferences).

g) Use of computing facilities for personal or business purposes unrelated to the mission of the University.

h) Violation of copyrights and software license agreements.

i) Violation of the usage policies and regulations of the networks that the UMT is a member of or has authority to use.

k) Violation of another user's privacy.

l) Academic dishonesty (e.g., plagiarism or cheating).

m) The downloading, storage, and/or display of sexually explicit material (pornography) on University owned equipment.

n) Operating server systems or other network services without prior authorization from the Head OIT.

o) E-mailing to large numbers of recipients without following the concerned policies.

2.14.6. Data storage and backup

Job critical information must be placed on network data storage instead of the assigned computer. It will be the responsibility of OTS to take back up of these folders on a routine basis. The staff member must inform OTS about job critical information of which backup is required.

Administrative position holders are assigned with official email accounts. Information in these accounts must not be deleted or tempered. Administrative position holders must maintain complete history in the inbox, sent items and related folders. Any attempt to delete or modify emails on official accounts will amount to misconduct.
2.14.7. Sanctions

Violation of the policies described herein for use of computing resources are dealt with seriously and may result in the immediate revocation of computer and/or network access pending initial investigation.

The Head OHR, or his/her designee, in conjunction with the employee’s supervisor shall conduct an initial investigation and, based on factual information, determine whether there has been a violation of this policy. In case the employee is found to be in contravention of this policy appropriate disciplinary action will be taken against him under the disciplinary policy.

2.14.8. Phone usage guidelines

Employees should be judicious and not make excessive use of their telephones for personal purposes, including local calls. This is allowed with the understanding that primary use will be for work purposes.

Staff members are expected to adopt a courteous tone over the phone and should avoid rough language in telephonic conversation. Similarly the other party should not be intimidated by aggressive attitude over the phone.

Direct landline numbers and mobile phones with official SIMS are provided to designated employees. Nation-wide and international calls for personal purposes are not allowed. Use of direct lines for dial up internet on the computer is not allowed and would be liable to appropriate disciplinary action.

Each department is responsible for monitoring the use of telephones under its jurisdiction. OFM will provide monthly report to Heads of departments outlining the phone usage by their department. Heads of Departments must review phone usage of their departments and discourage any excessive, wasteful use among his/her team members.

2.15. University Signature Policy

Objective: To maintain the quality of correspondence, sanctity and upkeep of important data/information.

Scope: This policy is applicable to all employees of UMT.

Policy: All official correspondence on UMT letterhead being initiated from the departments should only be signed by the Head personally. Where the Head is on leave officiating officer may sign the documents on his/her behalf.

An employee of the rank of:
   a) Deputy Manager or above - In case of staff may be authorized by the Deans/Directors/CoD/Head, to sign UMT letterhead depending upon his/her job responsibilities.

Process: Unauthorized use of UMT letterheads and unauthorized correspondence on part of employees will tantamount to misrepresentation and would lead to disciplinary action.
2.16. **Non-Disclosure**

**Objective:** To set out expectations and obligations on staff members regarding confidentiality of information.

**Scope:** This policy applies to all employees of UMT.

**Policy:** The protection of confidential business information and secrets is vital to the interests and the success of UMT. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer preferences
- Labor relations strategies
- New materials research
- Student confidential information
- Scientific data
- Scientific prototypes
- Technological prototypes
- Students lists
- Financial information
- Marketing strategies
- Pending projects and proposals
- Research and development strategies
- Scientific formulae
- Technological data
- Any other classified information

An employee depending upon his/her position may be required to sign a non-disclosure agreement as a condition of employment. Employees are not authorized to make copies (photographs, records, photocopy etc.) of official data of the university without proper authorization.

**Process:** Employees who improperly use or disclose organizational secrets or confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

2.17. **Timekeeping and Attendance**

**Objective:** To lay guidelines for maintenance of attendance record, to ensure safety and security of the staff members.

**Scope:** This policy is applicable to all UMT employees.

**Policy:**
Following SOP shall be observed by all concerned for ensuring desirable attendance behavior in office:

I. All employees of the UMT are expected to observe office timings in letter and spirit and display a responsible attendance behavior.

II. All UMT Staff members are required to mark their attendance using Electronic Attendance Machines. Only attendance marked through the Electronic attendance will be considered.
III. All employees are expected to observe the break timing for lunch and prayer as per UMT rules and remain available in the office for rest of work hours. In case an employee forgets to mark electronic attendance or to inform about short leave/leave/official tours & visits/meetings etc. an email explaining the necessary details is required to be generated by the concerned employee at hrd@umt.edu.pk

IV. Strict disciplinary action under UMT Rules shall be initiated against those found marking attendance for other employees. Such disciplinary action may include award of minor/major penalty including dismissal/termination from service of UMT.

V. If a person is late beyond the period of grace e.g. 0900-0930 hours, each and every employee is required to put in minimum prescribed work hours on daily basis. It is the responsibility of line managers to ensure that their employees reporting to them are observing proper timings.

VI. Shortfall in minimum work hours shall be accounted for half casual leave for every 04 hours deficit. In addition, this will be recorded in the Personal File of the employee coming late. It shall be responsibility of the Dean/Director/CoD/HSO to ensure compliance of the SOP for Office Attendance and maintain all necessary records. In case of depletion of Casual leave, deductions shall be made from Earned leave account and will be communicated to the concerned employee and will be cc to Dean/Director/CoD/ HSO by OHR.

VII. Attendance performance of each and every employee shall be monitored and reviewed quarterly. In case a person is found to be a habitual late comer, disciplinary action under UMT Rules shall be initiated that may result in award of minor or major penalty including dismissal/termination from service of UMT.

VIII. All reporting and countersigning officers are expected to reflect punctuality in connection to attendance records in the annual Performance Appraisal of the employees.

IX. All line managers are expected to lead from the front and illustrate responsible attendance behavior to develop culture of punctuality by inspiring others.

X. Employees are required not to leave the office without rendering information to the next senior Office/Controlling Officer/supervisor. The same principle shall apply in case of movement of officers/official outside office on official or personal business. Random monitoring of attendance of all the employees during work hours will be carried out without prior intimation and will result in disciplinary action as may be required.

XI. The primary responsibility for ensuring attendance shall rest with the Dean/Director/CoD/HSO who can access the Electronic Attendance Reports concerning their staff from OHR.

XII. OHR shall independently review the attendance performance of each employee and report to the Rector on regular basis.
2.18. Working Hours

Objective: UMT maintains work hours that are compatible with applicable law, departmental functions and the maintenance of effective work schedules.

Scope: This policy is applicable to all employees of UMT.

Policy: Offices of UMT will remain open for business six days a week. Keeping in view the job responsibilities and business needs various categories of employees will have different work timings and off days. The intent here is not to discriminate but to strike a balance between operational requirements and work life balance.

<table>
<thead>
<tr>
<th>Cadre*</th>
<th>Duty Hours</th>
<th>Duty Days</th>
<th>Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Cadre</td>
<td>9 hours per day</td>
<td>5 Days a Week</td>
<td>One Hour Lunch Break</td>
</tr>
<tr>
<td>Management Support (Office Assistants, Coordinators etc)</td>
<td>8 hours per day</td>
<td>6 Days a Week</td>
<td>One Hour Lunch Break</td>
</tr>
<tr>
<td>Support Staff (Office Boys Housekeepers etc)</td>
<td>9 hours per day</td>
<td>6 Days a Week</td>
<td>One Hour Lunch Break</td>
</tr>
<tr>
<td>Part Time Employees</td>
<td>4 hours per day</td>
<td>6 Days a Week</td>
<td>No Lunch Break</td>
</tr>
</tbody>
</table>

Juma Break 12:30 to 2:30

*for details regarding cadres please refer to chapter 3.

- Department heads may adjust the break timings according to roster duty hours of the employees and based on the service delivery requirements of their departments.
- The head of department reserves the right to require any or all employees of his/her department to work over and above the normal working hours and or on their weekly off day(s), depending on the exigencies of work. All non-cadre employees will be duly compensated by overtime payment for this extra effort.
- Heads of management departments must

2.19. Consulting Policy

Objective: The University recognizes that outside consulting plays a valuable role in the professional development of its staff. UMT encourages its staff to engage in outside consulting provided such activities present no conflicts of interest and are kept within reasonable bounds

Scope: This policy is applicable to all employees of UMT.

Policy:
I. All consulting assignments will be handled through the platform of CMD. A staff member desirous of starting a consulting project may send their profile to CMD through OHR.
II. Prior approval must be obtained for consulting use of University equipment or facilities, or the employment of University faculty, staff, and students. The inconsequential use of office-based computing equipment and telephone equipment (e.g. the exchange of e-mails or local telephone calls with a consulting client) is permitted without prior approval.
III. The consulting contract would be made in the name of UMT. From UMT the contract should be signed by the concerned staff member along with Head OHR or Director Finance. Copy of the contract must be put in the consulting file, personnel file, and Office of Treasurer record.

IV. The distribution of consulting amount would be based on the prevailing policy.

V. In case of forced termination of the consulting project due to any reason whatsoever, all tangible and intangible losses (if any) would be borne by the concerned staff member.

VI. During consulting assignment sharing of any confidential information with the client pertaining to UMT about its programs and projects are strictly prohibited and subject to disciplinary action against the concerned staff member.

2.20. Training Policy

Objective: Learning and Development is the key to enhance the capability and capacity of the Human Resources; that is the vital component in Organizational Success. Therefore, sustainable growth and success of the organization requires constant development in system, processes and its people; thus continuous professional development of all team members is inevitable.

Scope: Our focus on learning permeates to all levels - This policy is applicable to all staff members of UMT.

Policy: All staff members are required to undergo a minimum of 5 man-days of training per year. UMT is committed to training and development of its staff members through rigorous and focused interventions to improve, update or refine their skills, knowledge and abilities. These interventions will complement the career mapping and succession management of the employee.

Process: Training needs analysis (TNA) of all staff members / department will be conducted on annual basis. The TNA process will involve the staff member, his/her supervisor and the concerned department head. Inputs would also be taken from the annual performance review process to ensure relevance and objectivity. The results of TNA will be shared with all stakeholders and based upon their feedback a training calendar will be devised which would include all trainings arranged in the order of priority, importance and availability.

Professional development is only possible when the staff member himself/herself gets involved in the process; therefore, it is the joint responsibility of the OD Section and the respective staff member to ensure that all planned trainings in the calendar are conducted/ attended according to the schedule.

While the training calendar provides a comprehensive set of learning opportunities to the concerned staff members – it is not possible to cover all learning events in one calendar. Staff members intending to participate in training events not included in the training calendar may do so by filling the training requisition form. The form is available on the HR portal of the UMT website. Training Requisition Form approved by the concerned department head must be forwarded to the OD Section. The Training Manager will evaluate the request in light of the TNA and the contents of the training program. If the program is deemed to be essential to the learning needs of the staff member he/she will be sent to the training.
For the learning and benefit of other team members and cross-functional department, any incumbent who have acquired the specific training would be asked to cascade the training accordingly.

2.21. Dress Code Policy

Objective: All employees represent UMT and should therefore dress accordingly.

Scope: This policy is applicable to all staff members at UMT.

Policy: Employees are expected to present a clean and neat appearance and to dress appropriately according to the requirements of their positions and in line with Islamic social norms.

Employees must present a professional and well groomed look. As a general guideline employees are instructed to wear formal or semi formal business attire. Casual clothing is discouraged.

Given below is the preferred dress for male and female team members.

<table>
<thead>
<tr>
<th>Male Team Members</th>
<th>Female Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress pants with a dress shirt</td>
<td>Shalwar Qamiz with Dupatta/shalw/scarf</td>
</tr>
<tr>
<td>Shalwar Qamiz with waist coat</td>
<td></td>
</tr>
</tbody>
</table>

The following should be taken into consideration when defining what is regarded as inappropriate clothing for the workplace:

a. t-shirts/tops, shorts and jeans
b. Slogans or pictures on shirts/tops/jackets etc. containing foul language
c. Revealing attire clothes made of see-through materials
d. Sleepers and Joggers etc.
e. Excessively tight clothing and sleeveless shirts

2.22. Disciplinary Policy

Objective: To provide employees with a fair, clear and useful tool for correcting problems impeding performance, as well as to provide a process to assist management in handling cases of unacceptable personal conduct.

Scope: This policy applies to all employees of UMT.

Policy: UMT’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employees for satisfactory service in the future.

The following acts or omissions will be basis of disciplinary action;

a) Disregard or disobedience of rules policies or orders
b) Loafing, loitering, sleeping or engaging in unauthorized personal business.

c) Unauthorized disclosure of confidential information or records and/or violation of non-disclosure policy.

d) Falsifying records or giving false information to other agencies or to employees responsible for record keeping.

e) Failure to comply with health, safety and sanitation requirements, rules, and regulations.

f) Unauthorized or improper use of University property or equipment including vehicles, telephone, internet or mail service.

g) Unauthorized entry to University property, including unauthorized entry during and after duty hours or entry to restricted areas.

h) Unauthorized religious or political activity of any form.

i) Inappropriate dress (Refer to UMT dress code) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

j) Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.

k) Improper behavior e.g. threatening or doing bodily harm

l) Making false or misleading statements

m) Unauthorized usage of university stationery (violation of signature policy)

n) misconduct:

The following acts or omissions will be construed to be misconduct

a) Willful insubordination or disobedience to any reasonable order of superior

b) Theft, fraud or dishonesty in connection with university property

c) Tempering with records

d) Willful damage or loss of UMT property (including intellectual property)

e) Taking or giving bribes

f) Habitual absence without leave

g) Absence without leave for more than 10 days

h) Habitual late

i) Habitual breach of any law of regulatory authority applicable to university

j) Riotous or disorderly behavior during work hours

k) Habitual negligence or neglect of work

l) Striking or inciting others to strike

m) Negating Islamic ideology, Muslim cultural values or national integrity of Pakistan

n) Inefficient working, tardiness or go slow

o) Engage in practice considered as plagiarism under the HEC policy

p) Act or omission that can be construed as sexual harassment

q) Improper relations with students

r) Physical violence

s) Criminal activities

t) Late submission of results without any reason

u) Frequent repetition of any act or omission mentioned above

The above list is not exhaustive and only serves as a guideline.

Process: Head OHR after receipt of formal written complaint by the complainant will initiate the disciplinary proceedings within three working days.
2.22.1. **Written explanation**
The defendant will be asked to provide his explanation in writing regarding the allegations.

2.22.2. **Suspension pending inquiry**
After receiving the written explanation from the defendant Head OHR may deem it necessary to suspend the employee after consultation with the chairman Staff/Faculty disciplinary committee. Such suspension will not be more than four weeks and will not be administered for more than four days at a time. During the period of suspension the employee will be given full salary as per law.

2.22.3. **Disciplinary Committee**

The Head OHR will intimate the disciplinary committee of the proceedings against the defendant employee. The secretary of the staff/faculty disciplinary committee will call the meeting of the committee.

The committee will provide every opportunity to the defendant to defend himself/herself. A written record of minutes of proceedings of the committee will be kept. If the inquiry committee finds the employee guilty appropriate disciplinary action up to termination from employment may be taken against the defendant employee.

In case the defendant employee is found not guilty of allegations he/she will be reinstated to his/her position and would be considered to be on duty during the period of suspension.

2.22.4. **Disciplinary Action**
Depending upon the gravity of the act or omission disciplinary action may call for any of the following actions—

a) written warning,
b) Stoppage of increment
c) Demotion to a lower rank
d) Fine
e) termination of employment

2.22.5. **Written warning**
A written warning will state the specific performance or conduct that is the basis for disciplinary action, specific performance or conduct corrections to be made, timeframe within which to demonstrate the corrections and consequences for failing to make corrections.

2.22.6. **Stoppage of Increment**
The annual increment of the employee may be stopped for that particular year provided his/her actions/omissions warrant such a punishment.

2.22.7. **Fine**
Depending upon the act/omission an employee may be fined up to 3 percent of his her salary.

2.22.8. **Demotion to a Lower Rank**
An employee may be demoted to a lower rank in consequence of disciplinary proceedings against him. His/her salary may or may not be adjusted depending upon the severity of act/omission.
2.22.9. **Termination of Employment**
An employee may be terminated from service after conducting a formal enquiry.

2.22.10. **Appeals**
An employee aggrieved by the decision of the Disciplinary Committee may appeal to the Rector within three days of receiving the written decision of the disciplinary committee. The Rector may constitute a new disciplinary committee or again refer the matter to the committee that heard the case of the staff member.

2.23. **Grievance Resolution Policy**

**Objective:** To provide effective, fair, equitable and just process to resolve staff members’ grievances

**Scope:** This policy is applicable to all staff members

**Policy:** There may be a situation where a staff member feels that he/ she has not been given fair treatment. The staff member must discuss these situations with his/her immediate supervisor first. The immediate supervisor/Head will document the discussion and try to resolve the issue. If the matter is not resolved amicably in the opinion of aggrieved staff member, a formal grievance procedure (given below) may be used. The employee may voluntary discontinue the procedure at any step if he or she wants to do so.

**Process:** The grievance procedure consists of the following steps.

- Employee will report the grievance in writing to Head OHR within three calendar days after discussion with his or her supervisor/Head.
- The Head OHR will forward the grievance to the Grievance Resolution Committee along with his comments. The Grievance Resolution Committee would comprise of the following members.
  
Rector's nominee

1. Dean/Director/CoD/HSO of the School/Institute/department in which the grievance occurred. However if the grievance is against the concerned Dean/Director/CoD/HSO of the School/Institute/department he/she will not be a member of the committee. He/she may give testimony or present evidence before the committee.
2. One Professor or an Associate Professor or an officer of rank M-1 or M-2.
3. Manager Employee Relations Communication
4. Head OHR
5. A nominee of the staff, if required.

- Grievance Resolution Committee will take the perusal of the issue(s). After reviewing the evidence and testimonies presented by all parties, the committee will communicate the decision to Head OHR within the three working days after receiving the grievance. The Head OHR will communicate the decision of the committee in writing to the concerned employee(s) within two working days of the decision.
- The Grievance Resolution Committee has full authority to recommend remedial action or adjustment deemed appropriate to resolve the grievance.
• A staff member aggrieved by the decision of the committee may tender an appeal within three days of receipt of the written decision of the committee, before the Rector. The Rector may constitute a new committee of refer the matter to the same committee for redressal of grievance.

Employees should not feel reluctant to use this procedure, if they feel strongly about an issue or problem. It is the responsibility of management to settle any misunderstandings quickly and fairly.

2.24. Communication with Authorities

(Board of Governors and Other Statutory Bodies - HEC/Patron/Secretary of Education / Accreditation Bodies)

Objective: To lay down guidelines for official communication by the University Employees.

Scope: This policy is applicable to all employees at UMT.

Policy: It is to be noted that direct communication to any authority on personal matter without in advance information and permission of Reporting Officer and Office of Rector is strictly prohibited.

a. All communication to the Board or any member of the Board or Chairperson would be the responsibility of the Rector.

b. Rector may assign concerned officials for various tasks.

c. No employee can communicate to the Board or Chairperson directly without due process through Office of Rector.

d. Any direct communication would be liable to automatic termination.

e. If communication pertaining to personal matter or organizational decisions, it would be considered breach of discipline, mala fide and a basis for automatic termination.

2.25. Use of University Vehicles

Objective: To ensure optimal use and maintenance of University maintained vehicles provided to employees as perk cars.

Scope: This policy is applicable to all university maintained cars given to employees as perk cars.

Policy: University maintained vehicles are given to employees in recognition of their outstanding achievements in their careers and as per their entitlement. It is the responsibility of the employee to maintain the vehicle in good working order at all times. University maintained vehicles are provided to employees under the premise of normal business usage. Therefore the concerned employee shall inform OHR if he/she wishes to take the car out of city.

All university maintained vehicles should keep a log of, in/out time and mileage, fuel consumption and routine maintenance e.g., oil change etc.
The vehicle should be driven preferably by the staff member him/herself or the university provided driver. In either case possession of valid driver’s license is necessary. Use of vehicle by relatives etc. will be considered as unauthorized usage. Routine maintenance expenditure would be reimbursed as per entitlement. However, special maintenance like tyre change, engine work etc. would have to be approved by the OFM and sanctioned by the Rector.

All major accidents must be reported to OFM. OFM will prepare an accident report and submit to rector for major repairs due to accident. Use of seatbelts is mandatory condition of vehicle use.

2.26. Officer on Special Duty (OSD)

**Objective:** To establish regulations regarding Officer on Special Duty positions.

**Scope:** This policy is applicable to all staff positions in the University.

**Policy:**
1. Rector may declare a person OSD because of non-availability of a suitable position.
2. A new contract will be issued to OSD.
3. The maximum duration of OSD would be three months.
4. The person given the status of OSD would receive only gross salary without any perks.
5. The person given the status of OSD may be given assignments by the Rector or may be sent on leave as may be the case.
6. On expiry of three months, the employment status would be considered terminated if not renewed or reassigned.

2.27. Qualification Enhancement (In-house)

**To be incorporated**

2.28. Qualification Enhancement (Outside UMT):

Staff members may groom their skills knowledge and abilities by doing short courses, certifications and diplomas in institutions other than UMT.

The OD section in association with concerned Dean/Director/CoD/HSO will perform a need analysis for determining the suitability of the course, certification or diploma.

UMT will provide financial assistance on case to case basis in to employees enrolled in degree programs outside UMT. A relaxation of 6 hours per week may be provided to the staff member enrolled in a degree program outside UMT.
3. Employment Policies and Procedures

3.1. Employment policy

Objective: It is the policy of UMT to attract and retain quality human resources.

Scope: This policy is applicable to all vacant positions at UMT.

Policy:

3.1.1. Position Authorization

Proper HR planning is necessary to attain organizational goals and objectives. Therefore all new hiring should preferably be preplanned at the start of financial year. Given below is the process of position authorization and hiring of new human resources.

a) The Head OHR will in consultation with the concerned Head will finalize the position(s) requirements keeping in view the university growth areas and turn-over. Head OHR shall submit all proposed new positions to the Budget and Account Committee for subsequent recommendation from Finance and Planning Committee (F&PC) and final approval from BOG.

b) The concerned Head of Support Office shall send the filled Staff Requisition Form (SRF) stating the required position(s) to be filled along with the justification for the same.

c) The Head OHR shall confirm and verify from record whether the position is budgeted or not.

d) In contingencies where it was not possible to foresee and plan for a new position as per process outlined above, OHR will get approval from the Rector for hiring on positions not budgeted (on six months ad hoc appointment).

3.1.2. Job Descriptions and Job Specifications

The OHR will maintain updated job descriptions and job specifications for all positions in the university. The job descriptions will accurately reflect all elements of the position. Job specifications will explain essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job.

3.1.3. Staff Classification

Staff classification at UMT is given below:

3.1.3.1. Full Time Permanent (FTP)

A permanent staff member is a staff member who has been engaged on work of permanent nature likely to last more than 12 months and has satisfactorily completed a probation period of 180 days. However in case of rehire probation period will be 90 days.

3.1.3.2. Full Time Contract (FTC)

A staff member hired to work usually for six to twelve months on contract basis. Subject to the satisfactory performance of employee, the job status may be changed from FTC to FTP.

3.1.3.3. Part Time

A part time staff member is hired for work from 4 to 6 hours per day (without break).
3.1.3.4. **Temporary Staff**
A temporary staff member is a staff member who has been engaged for work which is of an essentially temporary nature likely to be finished within a period not exceeding nine months.

3.1.4. **Recruitment Process of Staff**

3.1.4.1. **Appointment Process**

a) Office of Human Resources would initiate the appointment process after receiving the Staff Requisition Form from the concerned Dean/Office Head.

b) The suitable candidates would be searched from the active database of CVs maintained by OHR. If suitable candidates are not found in the database, the post would be advertised on the web and/or in the newspaper. The advertisement would be drafted by the Office of HR in consultation with the concerned Head.

c) All applications would be received and the shortlisted candidates would be called for test and/or interview by the Office of HR. In keeping with our commitment to excellence no third division holder candidate would be deemed eligible for all staff appointments.

d) The Selection Committee (Assistant Manager and above) is responsible for the appointment of staff for the positions of Assistant Manager, Deputy Manager, Manager, Senior Manager.

e) The Selection Committee (Below Assistant Manager Level) is responsible for the appointment of staff for the positions of Office Assistant, Office Associate / Coordinator, Lab Assistant, Officer, Senior Officer, Research Assistant / Associate.

f) The Selection Committee (Lower Staff) is responsible for the appointment of lower staff.

g) While all appointments for the position of Heads of Support Offices would be appointed through the statutory Selection Board.

h) Offer letter would be sent to the first person in merit list, after securing references as provided by the candidate and verification of the documents. In case of non-acceptance by the first candidate, offer would be made to the next in merit.

3.1.5. **Job Posting**
Job Advertisements of suitable positions would be displayed on internal notice boards, website and also via email to faculty and staff members. Staff members who wish to apply for the position themselves may do so after getting approval from their supervisor.

3.1.6. **Job Referrals**
Job referrals either by the staff member or external sources are considered to be one of the most important sources of prospective candidates. Therefore staff members or external sources would be encouraged to share resumes whenever there is a vacancy.
3.2. Tenure System

Objective: To lay down rules governing tenure positions.
Scope: This policy is applicable to all tenure positions in the University.
Policy: All positions, statutory and otherwise are tenured for three years unless specified otherwise. On completion of the tenure, all incumbents would be required to submit a comprehensive report. The following process will be followed:

1. OHR will write the incumbent to submit a comprehensive report before the completion of his/her tenure. The tenure report shall include the following areas:
   a) Efforts related to increase in efficiency, effectiveness, excellence, and empowerment;
   b) Attempts to develop systems, institutionalize service culture, and team-work;
   c) Establish linkages with external stakeholders and internal constitutes;
   d) Managerial and financial services, as relevant;
   e) Improvement in comparison of previous years;
   f) Graphic and numerical evidence and annexure, wherever applicable.
2. The incumbent will submit the report to OHR.
3. OHR would present the report to the Rector. Rector would make the decision in anticipation of the approval by the Board of Governors (BOG).
4. Unless otherwise informed by the OHR, tenure would be considered expired at the terminal date.
5. The incumbent may be granted second tenure on the same post. However, the third tenure in the same position shall only be granted after an extensive review and appropriate justifications of the need for such extension.
6. New appointment would be subject to the standard procedure of recruitment and selection of UMT.

3.3. Probation Period

Objective: UMT is committed to the fair, equal and consistent treatment of staff with regard to the probation period.
Scope: This policy is applicable to all UMT staff members.
Policy: The probation period is intended to give new staff members the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. UMT uses this period to evaluate staff member’s capabilities, work habits, and overall performance.

The probation period for all new hire cases is 180 days, while all rehire cases will go through a probation period of 90 calendar days after their date of hire. Any significant absence will automatically extend probation period by the length of the absence. If UMT determines that the probation period does not allow sufficient time to thoroughly evaluate the staff member’s performance, the probation period may be extended once for duration of 30 days.
During the probationary period, the onus is on the supervisor to provide the necessary information and training that will equip the individual to undertake all aspects of his/her role at UMT and on the staff member, to demonstrate his/her suitability for the post. Supervisors must ensure systems are in place to support and monitor the probationer's work throughout the probationary period in order that he/she receives such assistance as is reasonable to fulfill the duties and responsibilities of the position.

In circumstances where problems arise during a period of probation, the supervisor should raise these with the staff member in a timely manner. The staff member must be given an opportunity to respond to any concerns. Supervisor should discuss the action required by the member of staff to address the problem and where necessary give clear, unambiguous warnings if standards are not met.

Upon satisfactory completion of the initial probation period, staff members will be considered as confirmed staff members. Confirmation does not mean regularization.

During probation period one week quit notice is required from either side or one week salary in lieu of notice. During the probation period, new staff members are eligible for those benefits that are required by law. All leaves will be considered without pay during probation period.

Process: In order to set goals and performance parameters, the newly joined staff member and his/her supervisor shall fill the part 1 of the probation period evaluation Report outlining the learning and job specific goals and both will sign the same.

Upon completion of probation (90 to 180 days) the supervisor and the staff member will fill in part 2 of the probation period evaluation Report. The supervisor shall forward the completed form recommending, confirmation, extension of probation period or termination, to OHR for further necessary action and record in the personnel file of the staff member.

3.4. Transfer of Staff

Objective: Professional moves within university may be necessary to advance not only objectives of the university but also the career aspirations of individual staff members.

Scope: This policy is applicable to all staff members of UMT.

Policy

Transfers process may be initiated at the request of the staff member or his/her supervisor. In either case a cogent business case must be there for transfer to other department. The guiding principle in this regard is optimal utilization of available human resources. Transfer may be initiated due to variety of reasons, however the main factor is usually organizational need.

All transfers should be lateral, i.e., to the same level. Transfer to higher position or promotion is not allowed under this policy.
Process:

3.4.1. **Transfer to another department/school/institute/center**
Application for transfer to another department/school/institute/center will be made to the Dean/Director/Head of the current school/institute/center/department with prior approval from the supervisors. The current dean/director/Head in consultation with the concerned supervisor will forward the case to OHR for Rector’s approval. OHR will verify availability of vacancy, get Rector’s approval and inform all concerned.

3.4.2. **Change of Staff Classification**
Flexible work environment creates a culture of retention. It may be necessary to transfer a staff member from one classification to another. Moves from part-time staff to fulltime staff would be considered as new appointments and would be covered under employment policy. However, a staff member who wishes to become part-time staff member from current appointment of full-time staff member may apply to the concerned supervisor/Head. The concerned dean/chairperson/Head would send recommendation to OHR for onward approval from rector.

3.5. **Job Rotation Policy**
To be incorporated.

3.6. **Rehire of Former Staff Members**

**Objective:** To lay down guidelines for rehire of former Staff members.

**Scope:** This policy is applicable to all former Staff members of UMT.

**Policy:** At UMT we are cognizant that business fluctuations may necessitate lay-offs. Former Staff members form an important resource pool to be tapped in period of growth. Laid off Staff members may be contacted to augment the workforce whenever required.

There may be instances of Staff members going on long study leaves. An improvement in qualification will not guarantee employment, per se, in these cases.

All rehire cases would be dealt with in accordance of merits of each particular case without prejudices to any party concerned. Previous performance will be the main yard-stick while deciding about rehiring former staff members. Terminated staff members will not be considered for reemployment.

All rehire cases will be considered as new appointment and will be dealt under the employment policy.
3.7. Promotion Policy for Staff

Objective: It is the policy of UMT to ensure that all promotions are based on merit.

Scope: This policy is applicable to all staff members

Policy:

• A staff member is eligible to apply for promotion to the next cadre after three years or the time period specified in career path of the higher position. Unpaid leaves will not be considered in counting service period of the staff member.
• In order to be promoted to the next cadre a staff member must fulfill the job specifications of the next position i.e., educational and experience requirements of the higher cadre.
• Once promoted the staff member will not be eligible to apply for promotion for the next three years. Promotion is not a matter of right, a staff member must possess the skill knowledge and abilities necessary for performance of responsibilities of the higher position. In this regard due weightage is assigned to the trainings attended by the staff member to groom him/herself.
• Past performance is a good indicator of the abilities of the staff member. Therefore only staff members with Grade B or above (during the last three years) will be considered for promotion.
• A Staff Promotion Committee is established with the mandate to hear and decide all promotion cases.
• The committee will decide promotion cases on the basis of afore mentioned criteria. Suitable tests and other tools like presentations etc. may also be employed while assessing the staff member for promotion. The concerned staff member will be given every opportunity to state his/her case for promotion before the committee.
• A staff member aggrieved by the decision of the Promotion Committee may appeal to the Rector through Head OHR. Any decision by the Rector will be deemed as final and no appeal shall lie against it.

3.8. Access and Review of Personnel Record

Office of Human Resources (OHR) is the sole authority to maintain a personnel file of each staff member. The personnel file includes such information as the staff member's job application, educational documents, experience certificates, reference letters, medical information, Job description details, roles and responsibilities, compensation and benefit records, copy of identity card, resume, photograph, records of training, documentation of performance appraisals and salary increases, and other employment records. Changes of address, phone number, marital status, emergency contact information, etc., must be reported in writing in a timely manner to the Office of Human Resources.

Personnel files are the property of UMT and only Office of Human Resources will seek and maintain record in complete secrecy and confidentiality. Access to the information to any officer (internal/external) is possible only on prior approval and as per approved policy. All personal information, including medical information is confidential. It is against the policy to provide home phone number, address, or any other information of a personal nature to any unauthorized person.
University employee Phone List contains home phone numbers, etc. of all employees. This list is published periodically as updates are needed and distributed to all employees. If the staff member does not wish his/her home phone number published, he should contact the Office of Human Resources.

Staff members who wish to review their own file (with reason as what exactly they want to review) should contact the Office of Human Resources. This is possible with reasonable advance notice, and in the presence of an individual appointed by UMT to maintain the files.

Other organizations may request the University from time to time to verify the employment records. The OHR will reply this request and the verification will be limited to his Job Title and Date of joining, unless the staff member authorizes in writing the release of other information, such as salary, etc.

3.9. Separation from Employment

Objective: To separate staff members from employment, as appropriate and necessary, in conformance with law and rules and regulations of the university.

Scope: This policy is applicable to all staff members of UMT.

Policy: A staff member may separate from employment of UMT in one of the following ways:

3.9.1. Resignation
Resignation is a voluntary act initiated by the employee to end employment with UMT. As per law all employment in UMT is employment at will i.e., it can be ended through will of both parties, either by UMT or by the employee.

“One month notice will be required from either side or one month salary in lieu of notice, except in the case of contract expiry, misconduct, inefficiency, negligence or failure in the performance of duties. However, if you resign during the semester, you will be responsible to complete all your teaching assignments unless, agreed upon by your concerned Dean/CoD otherwise.”

3.9.2. Layoff
Layoff connotes involuntary employment separation initiated by the organization for non-disciplinary reasons. Layoffs may be necessary due to business reasons, such as restructuring or reorganization of a work unit, discontinuation or modification of a program, function, or job(s), material change in duties and/or financial reasons.

It may also be necessitated by increasing institutional requirements for higher quality work and efficiency i.e cost reduction, as well as effectiveness i.e right talent for right job.

One month notice or one month salary in lieu of notice shall be given from either side or mentioned otherwise.
3.9.3. **Termination of Employment**

Involuntary employment termination initiated by organization for any reason other than misconduct or disciplinary reason. One month notice or one month salary in lieu of notice shall be given by the employer. However, in case of termination on misconduct or disciplinary reasons, benefits may be forfeited and loss of university property, if any, will be recovered from the employee’s final settlement dues. Employees terminated on misconduct or disciplinary reason shall not be considered for rehiring at any stage.

3.9.4. **Retirement**

Please refer to the Retirement Policy for details.

3.9.5. **Death**

In the unfortunate event of Staff member’s death the supervisor should immediately inform the OHR. OHR will contact the kin/heir of deceased for administration of applicable benefits.

3.10. **Final Clearance**

Staff members are responsible for all property (including intellectual property), materials, or written information issued to them or in their possession or control.

**Resignation:** UMT official property is to remain in use of resigned or retiring employee only as long as he/she serves UMT. Before leaving service the concerned staff member must hand over all UMT property to OHR 2-3 days before leaving service. Notice period pay is going to be subject to electronic attendance.

**Termination:** On the date of termination all perks, privileges and benefits (including medical benefits) would cease. All UMT assets (car, laptop, mobile phone official SIM etc.) will have to be deposited with the OHR on the date of termination. Settlement pay would be subject to electronic attendance. No leave is admissible during notice period neither will the earned leaves be adjusted during this period.

3.11. **Final Settlement**

Whatever the mode of separation from employment OHR will initiate the final settlement of the Staff member. However the responsibility of getting clearance lies on the staff. Administration of final salary and benefits according to the applicable policies would be done after necessary clearance from all departments.

No benefits will be applicable in case of termination. Final salary will be paid after deductions (if any) and would include provident fund payment (if applicable).

3.12. **Retirement Policy**

**Objective:** The University believes that having a normal retirement age has numerous benefits for the institution and its staff members, including allowing staff members to plan and prepare for retirement.
Scope
This policy applies to all UMT Staff members and comes into effect whenever staff member is within three months of his/her normal retirement age.

This policy does not apply where retirement takes place before the normal retirement age. Where staff members wish to retire before their normal retirement age, Office of Human Resources should be contacted to discuss the options for early retirement.

Policy:

A normal retirement age also enables the University to undertake workforce planning and ensures the creation of opportunities for promotion and career progression for all staff members.

The University recognizes that some staff member may wish to work beyond their planned retirement date and that the University can gain from the retention of valuable skills, knowledge and experience that extending their employment can bring.

This policy details the procedure to be followed when staff member are approaching normal retirement age and how University may consider an employee to continue working beyond his/her planned retirement date.

The University is committed to creating a positive and inclusive environment, respecting equality and diversity and encouraging good relations between people of all ages. The University recognizes the valuable contribution made by the employees of all ages and will work towards eliminating prejudice and discrimination irrespective of age.

3.12.1. Planned Retirement

For staff members, the normal retirement age is 60 years for both male and female.

3.12.2. Planned Retirement Procedure
Office of Human Resources will write to the staff member three months prior to normal retirement age informing him/her about the retirement date. The staff member will therefore retire on his/her planned retirement date.

3.12.3. Working beyond Planned Retirement
If it can be demonstrated that it is in the best interest of University to continue the service of a staff member to work beyond the planned retirement date, the following criteria will be taken into consideration:

a) The staff member is in good health;

b) The skills, knowledge or experience that are key to the University meeting its objectives and which the University may have difficulty replacing;

c) Staff member is employed in post that the University may experience difficulty in recruiting to;
d) An appropriate revised retirement date where applicable on Rector’s discretion.

3.12.4. Working Beyond Planned Retirement Procedure

In case University may consider a staff member to work beyond the planned retirement date, Head OHR will take final approval from the Rector of the decision and write to the staff member, informing him/her the outcome. This will be either:

a) that the University has considered him/her to work beyond the planned retirement date on such terms as may be agreed;

b) that the University has considered him/her to work beyond the planned retirement date, but for an alternative employment terms e.g. contract or part-time

The staff member will continue to be employed by the University on six months term period renewed for a maximum of four (4) terms or two (2) years.

All benefits will forfeit by the staff member which he/she was getting prior to his/her planned retirement date.

3.12.5. Benefits on Retirement

Upon retirement, the staff member will be paid Provident Fund, EOBI pension and any other benefits in accordance with the UMT policy.
4. Classification and Compensation

4.1. Compensation Classification System

Objective: To pay salaries that are market competitive and internally equitable according to duties and responsibilities of the position and the amount and quality of the work performed in comparison with other University staff members.

Scope: This policy is applicable to all staff members of UMT

Policy: under preparation

4.2. Establishing Salary Ranges

The OHR develops compensation levels for different classifications and minimum and maximum rates for various salary ranges. OHR will forward these suggested pay ranges to the Rector. The Rector will present these to the Board of Governors. The BOG has the ultimate authority to approve pay ranges.

4.3. Salary Administration

a) The Salary period of a staff member shall not be more than one calendar month.

b) No staff member can claim increase in salary or selection to a particular assignment as a matter of right.

c) The salary of all regular staff members shall consist of basic salary and number of allowances, e.g. House rent, conveyance, utilities, and medical.

4.4. Deductions from Salary

The law requires that UMT make certain deductions from every staff member’s compensation. Among these are various taxes and provident fund etc. Any fines or deductions for unpaid leaves may be made as per the prevailing laws and policies of university.

4.5. Advance Salary

Staff member may be granted one month’s gross salary as an interest free advance. This advance will be recovered in three equal monthly installments starting from the monthly salary payable immediately after the release of this advance. A staff member drawing this benefit will not be eligible to apply for it again for the next six months from the date of issuance of advance. Furthermore this facility may be availed only in acute emergencies. Advance salary may be obtained only twice a year.
5. Performance Evaluations

5.1. Staff Performance Evaluations

**Objective:** To establish a system for the appraisal, development, and documentation of all staff members’ performance.

**Scope:** This policy is applicable to all staff members at UMT.

**Policy:**

5.1.1. Minimum Period for Evaluation
At the end of each calendar year, staff members who have been appointed on or before December 31st are evaluated on the basis of their performance.

5.1.2. Self Appraisal Form
Staff members from Officer and above designations must fill in the Self Appraisal Form and submit it to their respective Heads. The self appraisal form provides the staff member with the opportunity to give his/her perspective regarding performance during the appraisal period. All Heads’ will submit their self appraisal forms after completion to their respective supervisors.

5.1.3. Performance Evaluation Forms
The supervisor/Head will evaluate the staff member’s performance objectively and without bias. The supervisor/Head will evaluate performance/verifies the scores on Performance Evaluation Form and assign a grade to the staff member.

Performance Evaluation Form A is for M4 and above cadres and Form B is for M5 cadre.

5.1.4. Summary Sheets
After evaluating the performance, the supervisor/Head will give final comments by comparing the current year’s performance with the last year’s performance and forward it to the Office of Human Resources for compilation and preparation of summary sheets.

5.1.5. Performance Evaluations Committee
The OHR will forward the summary sheet to the department-wide performance evaluation committee. The committee shall review all evaluations with a focus on elimination of skewed grading and bias while ensuring impartiality. In case of any difference of opinion the Head may have to justify his/her grading before the committee. After deliberating on the issue the performance evaluation committee shall assign a final grade to the staff member. The grading is sent to Rector for endorsement.

5.1.6. Final Grade
The OHR shall finalize and communicate the grade and improvement areas, if any, to the staff member through letters.
5.1.7. **Appeals**
An aggrieved staff member may challenge the grade awarded to him by the performance evaluation committee. Such an appeal will be heard by Performance Evaluation Board. The board is chaired by the Rector, Head OHR is its secretary while three members are selected among three senior staff members (Manager & above).

After hearing the aggrieved staff member the board will communicate its decision through OHR.

**6. Staff Leaves Policy**

**Objective:** Paid time off is available to eligible employees to provide opportunities for rest, relaxation, and personal development.

**Scope:** This policy is applicable to all regular full time staff members of UMT.

**Policy:** Leave are divided into the following categories

**6.1. Earned Leave**

After an employee has completed probation period, he/she is eligible for earned leave benefit (please note that all leaves during probation period will be without pay). Specific information regarding exact period earned is available from Office of Human Resources. However, the following schedule is generally descriptive:

1. 1.166 days vacation for every month of service. The total un-availed earned leave accumulated after a year of service would stand at 14 calendar days.
   This earned leave can be carried over to the next year, subject to an accumulated ceiling of 28 days. Any accumulated earned leave beyond 28 days will be lost.

**6.2. Leave without Pay**

Employees who have completed 5 years of continuous service at UMT may ask for a maximum of 3 years of leave without pay. This leave, however, will be granted by the Rector on approval by the concerned supervisor/Head. The period of leave would not be counted towards seniority of the employee nor he/she will be entitled for any UMT benefit during the leave period.

Any leave more than the leave quota available to the employee, for purposes other than official assignments, will be considered as leave without pay

**6.3. Sick and Casual Leave**

Sick leave and casual leave is time off with pay for absences due to illness, injury, family emergency, or a personal urgent requirement. One and a half days of sick and/or casual leave is accumulated for each month of service (as stated earlier all leaves during probation will be without pay). In cases of extreme
emergency all leaves during probation period would be treated as unpaid leaves unless the staff member is able to show that the leave was due to extreme emergency (death of a blood relative, medical emergency etc.). Medical emergency means any condition that it is the opinion of a registered medical practitioner requires immediate hospitalization. Employees can consume all their sick and casual leaves before 31st August of each year. These leaves will not be accumulated.

6.4. Maternity Leave

All regular female team members may avail maternity leave of 90 days (45 days pre-natal/45 days post-natal) after a minimum service period of one year with UMT. Doctor’s certificate is a necessary precondition of availing this leave. This leave can be availed twice during career with UMT. The concerned employee must at least give a 30 days prior notice to her supervisor before availing this leave. In cases where the staff member has to go on early leave due to complications – such period will be considered as maternity leave. The total leave period would remain the same.

6.5. Hajj Leave

Employees desirous of performing Hajj will be facilitated by UMT by giving them a paid leave of 40 days. Hajj leave may be availed only once during the career of staff member.

6.6. Leave during probation period

All leaves during probation period would be treated as unpaid leaves unless the staff member is able to show that the leave was due to extreme emergency (death of relatives like parents, spouse, children, brother/sister and medical emergency that requires admission to hospital)

6.7. Official Leave

Employees attending training or workshops etc. in line with their official responsibilities will be deemed on duty for the period of such activities. In such cases the employee must get prior approval on email from his/her supervisor and send email to OHR stating the reason of official leave. The OHR shall mark the staff member as present in the attendance record for the period of official leave.

6.7.1. Leave Types

Depending upon the duration of leave, leaves are divided into the following categories:

a) Full leave: A leave of absence spanning a complete work day of the employee
b) Half leave: A leave of absence of 4 hours or half work day of the employee
c) Short leave: A leave of absence of less than half 4 hours
Process

1. An employee may apply leave on the prescribed leave application form (available at UMT website or with OHR) duly signed by his/her supervisor.

2. The employee should clearly mention the name and signatures of the person who would be officiating his/her duties in his/her absence.

3. A leave application of seven or more days must be presented at least seven days in advance.

4. It is the responsibility of each Head of Departments to keep the leave record updated and transparent by having his/her own signature along with that of the concerned employee.

5. Leave record will be maintained by the Department concerned and provided to the OHR on fortnightly basis.

6. **Note:** All leaves will be calculated on calendar day basis not on working days basis
7. Benefits

Objective: To lay down the framework of various benefits available to UMT staff members.

Scope: This policy is applicable to all staff members of UMT

Policy:

7.1. Indoor Health Facility / (Group Health Insurance Scheme, GHIS)

All regular full time staff members of the University, having age less than 65 years shall be entitled to become members of Group Health Insurance Scheme (GHIS). The university will bear the full cost of insurance premium to provide indoor medical cover for the eligible staff members and their dependents (spouse & children).

Every staff member shall be required to fill Family Health Questionnaire to get the health insurance cover. The form is available at the UMT website and OHR.

The coverage of treatment would be as per entitlement of the staff member according to the contract between UMT and Health Insurance Company.

7.2. Outdoor Health Facility

All regular full time staff members of the University, having age less than 65 shall be entitled to outdoor medical coverage (Diagnostics and consultation), which covers doctors’ consultation and medical tests at the panel hospitals. 15% of the outdoor medical expense except consultation of every staff member and dependents (spouse, children & parents) will be deducted from his / her salary on actual basis.

Diagnostic tests and consultations at facilities other than the panel hospitals/lab, will only be reimbursed up to the rates settled with the panel hospital/lab. Any test worth more than Rs. 5000 will be reimbursed at the rate of 50 percent of the actual value. Exclusions;

1. All types of medicines & vaccinations.
2. Medical tests like; CT scan, MRI, Angiography, Thallium Scan etc.

7.3. Life Assurance

UMT provides life insurance facility to its all staff members up to the age of 60 years for men and 55 years for women.

7.4. Marriage Bonus

A permanent employee may be granted one basic salary or Rs. 10,000 whichever is higher, up to maximum of Rs. 50,000 as marriage bonus on account of his/her own 1st marriage, his/her real children’s
1st marriage. No more than two marriage bonuses can be claimed by an employee during his/her career at UMT.

**Process:**

The staff member will provide the following documents to OHR for wedding bonus:
1. Application on plain paper duly recommended by the concerned head
2. Copy of Nikah Nama dully attested by the Nikah Registrar
3. Copy of CNIC of self/family member who got married and employee’s father

**7.5. Education Assistance Policy (Kinship)**

Kin of all full time regular Staff members may be given educational assistance according to the following rules:
1. All regular full time staff members having minimum two or more years of service may avail fee discount at the following rates:
   a) 50% of tuition fee waiver will be given to the staff members’ with minimum two years of service for their spouse and children.
   b) 75% of tuition fee waiver will be given to the staff members’ with minimum three years of service for their spouse and children.
   c) Full registration fee will have to be paid by the staff member at the time of admission.
2. Financial Assistance could only be given to staff member for his/her children and spouse.
3. Admission will be given on merit according to the UMT rules and regulations
4. Financial Assistance will be given to only three kin during staff member’s career at the UMT.
5. In case the staff member resigns or is terminated for any reason, the kin shall pay all outstanding dues. The financial assistance will be continued in case of staff member death during his/her stay at UMT.
6. A beneficiary (kin of the staff member) can only complete one degree under this program.
7. The staff member's kin is liable to discontinuation from discount, if he/she does not maintain the CGPA required for that particular program.
8. An applicant can avail benefit under one policy only i.e., either as kin or as alumni - multiple fee exemptions are not allowed

The staff member will provide the following documents to OHR:
1. Application dully recommended by the concerned head
2. Admission Form with all required documents and admission letter
3. OHR will get approval from the Rector and inform OTR and OIA

**7.6. Employees old age benefits**

All male employees of less than 60 years of age and female employees of 55 years of age would be registered with Old Age Benefits Institution. Monthly contributions would be paid to EOBI. Staff members or their kin would be entitled to claim benefits from EOBI after retirement or death of registered staff member as per the EOBI policy. As per the EOB Act, the nominal sum of employees’ contribution will be deducted from the employee salary on monthly basis.
7.7. **UMT Provident Fund:**

UMT Provident Fund is a contributory plan e.g. monthly contributions are made by eligible staff members. Contribution @ 7% of monthly basic salary is deducted and an equal contribution is made by UMT. Fund is managed by the trustees of the fund. For detailed rules and regulations, please contact OHR.

7.8. **Professional Membership**

All staff members of the rank of Assistant Manager and above having a minimum of two years of service with UMT are eligible for membership of professional body relevant to their field of work. A staff member claiming this benefit must get prior approval from his/her supervisor by showing that such membership would have good developmental impact on his/her professional grooming. The annual subscription for membership would be paid by UMT. In case of online subscription the staff member would provide username and password to OHR for deactivation/reallocation of service in due to resignation or retirement.

Staff members fulfilling the criteria may submit “Professional Membership Form” duly approved by their Department Head to OD section for further approval from Rector.

7.9. **Hajj Draw**

Each year two lucky draws would be held to provide two lucky winners a chance to perform Hajj. The draws would be held in two categories. Only those employees who have not performed Hajj before will be eligible to be part of draws. For detailed rules and regulations, please contact OHR.

7.9.1. **Category A**

All Muslim employees drawing salary less than or equal to Rs. 50,000 per month are eligible to participate in this draw. The lucky winner would be entitled to perform hajj as per hajj expenses as announced by federal government.

7.9.2. **Category B**:

All Muslim employees drawing salary from Rs. 50,000 to 150,000 per month are eligible to participate in this draw. The winner in this draw would be entitled to 50 percent of the hajj expenses as announced by federal government.

7.10. **Mobile Phone/Blackberry**

UMT provides Blackberry/Mobile facility to all Heads of Support offices and those staff members whose job requirements warrant such a facility.

No staff member can claim university provided mobile handset or mobile phone bill reimbursement as a matter of right. The main qualifying condition in this regards is organizational need and job requirement. University provided handsets would not be replaced before 2 years.
First set replacement after two years will be free. The concerned staff member shall pay 50 percent of
the mobile set value for getting the second replacement set. The same rule applies to repair of third set
i.e employee will bear 50 percent of the repair cost.

The staff member shall bear 50% cost of repair of the mobile phone after one year of use.

7.11. Vehicles Repair / Maintenance

The staff members provided with a car by the university through lease policy may be entitled
to vehicle maintenance expenses on actual basis up to the prescribed limits. This facility is also for the staff
members whose job requires extensive travel in line with official duties.

Reimbursements will be claimed through the Department Head concerned on Expense Claim Voucher
accompanied with the actual receipt of fuel/maintenance bills up to the per month entitled limits.

7.12. TADA Policy

Scope: This policy is applicable to all staff members of UMT

Policy:

7.12.1. Recommended rates for DA

<table>
<thead>
<tr>
<th>Cadre</th>
<th>Boarding &amp; Lodging on actual basis within specified limits (with receipts)</th>
<th>Boarding &amp; Lodging on lumpsum basis (Own Arrangement, no receipts required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>M-1, M-2 &amp; A-1, A-2</td>
<td>Rs 6500/- (per night, all inclusive)</td>
<td>Rs 2000/- (per day)</td>
</tr>
<tr>
<td>M-3, M-4 &amp; A-3, A-4</td>
<td>Rs 5000/- (per night, all inclusive)</td>
<td>Rs 2000/- (per day)</td>
</tr>
<tr>
<td>M-5 &amp; A-5</td>
<td>Rs 4000/- (per night, all inclusive)</td>
<td>Rs 2000/- (per day)</td>
</tr>
<tr>
<td>Other staff except drivers</td>
<td>Rs 3000/- (per night, all inclusive)</td>
<td>Rs 1500/- (per day)</td>
</tr>
<tr>
<td>Drivers only</td>
<td>Rs 1000/- (per day)</td>
<td>Rs 1000/- per night (all inclusive)</td>
</tr>
</tbody>
</table>
7.12.2. Travel allowance for Intra-city Travel – Current and recommended rates

<table>
<thead>
<tr>
<th>Recommended Rates</th>
<th>Car</th>
<th>Motorcycle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. 12 Per Km</td>
<td>Rs. 6 Per Km</td>
</tr>
</tbody>
</table>

a) OHR/OFM should enter into alliances with reputed guest-houses/hotels to get better and safe services at bargain rates. The employee on official visit must stay in the designated guest houses/hotels. Employee will be provided the list of these guest houses/hotels by the OHR or OFM.

b) In order to ensure quality of service and ease of operations the employee must inform OHR through his/her supervisor at least one week in advance before traveling. The employee must also justify taking other employees along with him/her official trips.

c) In case of company provided accommodation, 25% of the lumpsum DA will be given.

d) In order to claim DA, an employee must spend the full working day in another city.

e) In case using personal conveyance for official outstation visits fuel claims will be reimbursed as per actual on the basis of receipts.

f) These rates will be effective from the date of approval from the Rector.

7.13. Financial Assistance for Low Income Staff

All regular full time part-time and contractual employees (non cadre) having service of more than one year, drawing salary up to Rs. 20000 are eligible for financial assistance from welfare fund. The maximum amount of loan is equivalent to three gross salaries or Rs. 30,000 whichever is lower. Financial Assistance Committee would consider all financial assistance cases in the light of rules mentioned below:

Rules:
1. Loan would be disbursed for
   a) Marriage (self, son, daughter, and sister)
   b) Medical needs (dependants including parents)
2. Loan would be interest free.
3. The loan amount would be recoverable in ten equal monthly installments. Recovery of loan amount would be through source deduction from salary. In case of resignation or termination from service the loan amount would be deducted from the final settlement. If the final settlement amount is less than the loan amount the remainder shall be deducted from the salary of guarantors.
4. Applications would be entertained only on the prescribed application form.
5. Two guarantors are required for applying for loan under this benefit. Guarantors must be permanent employee of the university and he/she should not be availing loan facility and must not be guarantor of more than two employees. Guarantors must sign the application before submission to OHR.
6. Approval from concerned head is mandatory for applying loan under this benefit.
7. The applicant must be able to produce compelling documentary evidence of medical or marriage need. Without proof no application would be entertained.
8. The Financial Assistance Committee would meet on alternate Fridays of every month subject to availability of funds.
9. The Rector has the right to write-off full or partial interest or to change the number of installments from ones stated above, or raise the loan amount as mentioned earlier (in cases of emergence needs on recommendations of the committee).

10. A staff member would not be able to re-apply for loan under this facility within six months of recovery of the last installment of the previous loan. However in case of emergency request of financial assistance may be made irrespective of the previous status.

7.14. **Research Paper by Staff Member**

Being a seat of learning UMT actively encourages research. Staff members may follow their fellow colleagues in faculty by writing research papers. In case the paper is published in a HEC recognized journal the publishing fee would be paid by the UMT. Claims would only be entertained on properly filled and approved Research Paper Publication Form.
8. Recognition Rewards Policy

Objective: UMT recognizes the value of continued service, loyalty, and longevity among the dedicated and committed staff members of the UMT. To express recognition for this service to the university and the community UMT presents various awards to the deserving.

Scope: This policy is applicable to all full time regular employees of UMT.

Policy:

8.1. Long Service Awards

A certificate and cash award will be presented to staff member who have served the university for the stipulated period of time. This award starts at five years and increment of five years as given below:

<table>
<thead>
<tr>
<th>Service Length</th>
<th>Cash Award in PKR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Years</td>
<td>xxxx</td>
</tr>
<tr>
<td>10 Years</td>
<td>xxxx</td>
</tr>
<tr>
<td>15 Years</td>
<td>xxxx</td>
</tr>
<tr>
<td>20 Years</td>
<td>xxxx</td>
</tr>
<tr>
<td>25 Years</td>
<td>xxxx</td>
</tr>
<tr>
<td>30 Years</td>
<td>xxxx</td>
</tr>
</tbody>
</table>

Eligibility: The staff member must have a continuous unbroken service period of 5 years without breaks/unpaid leave of absence of 1 or more year.

8.2. Community Service Award

The Community Service Awards is presented annually in recognition of excellence in the area of volunteer work with charitable, nonprofit, or similar organizations within the community. UMT allocates Rs. 10,000 cash award, for its staff members. All full time employees of the university are eligible for the award.

Nominations are received by the welfare committee in January each year. Awards are presented at an appropriate ceremony in June each year.