

CONDITIONS OF SERVICE IN THE GHANA CIVIL SERVICE



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Promotions

General Definition:

- In terms of career, promotions refers to the advancement of an employee's Grade or Position in a hierarchical structure.
- The advancement of an employee form one job position to another

Civil Service perspective:

- In the Civil Service, promotions are aimed at advancing responsibilities, status and remuneration of employees in appreciation of good performance and also to increase efficiency.

Eligibility for promotions

An employee will not be consider for promotion if the staff;

1. Is on employment with the service on temporary basis
2. Is serving a probation period
3. Is study leave of more than one (1) year duration
4. Has not passed prescribed promotion criteriaia
5. Has not undergone a prescribe relevant training programme
6. Is on leave without pay exceeding one (1) year

Conditions for Promotions

Promotions of employees In the Civil Service shall be in accordance with laid down regulations as prescribed in the **Scheme of Service** which include;

- Merit ; *efficiency, Qualification, seniority, experience, sense of responsibility etc.*
- Prescribed minimum service
- Availability of vacancy
- Proven capacity to perform in a higher position
- Proven satisfactory work and conduct
- Undertaking the mandatory Scheme of Service Training

NOTE:

- *Seniority shall be taken into consideration only when all conditions are at par.*
- *Civil Servants who become partially disabled in the course of their duty shall be promoted on basis of satisfactory work conduct only i.e. exempted from examination and assessment interviews*

Scheme of Service:

Working documents that prescribes Entry requirements
Duties and responsibilities
Training requirements
Levels of progression etc.
for every class

Conversion/Upgrading

- Conversion is the movement of a Civil Servant from one Class to another within the Service
- Upgrading is refers to the progression of an Officer within the same class after receiving a higher certification for an approved course of study for that class

Note

- *It is normally requested by an Officer either after receiving certification for completing and approved course or after an Officers has, based on some new skills and competencies developed the interest in the work of another class*

Types of Leave in the Civil Service

Annual Leave

- Every Officer in the Civil Service is entitled to Annual Leave in exception of Officers on probation.
 - *Senior Staff - 36 Working Days*
 - *Junior Staff - 28 Working Days*

Casual Leave

- An employee is entitled for casual leave after exhausting his annual leave
 - *Maximum of 10 Working days*
- Intended to Cover urgent, private and personal affairs (*adequate justification/evidence required for approval*)

Note:

Officers on probation are eligible for leave

Types of Leave in the Civil Service

Examination Leave

- Leave of absence to sit for approved examination **may** be granted on application.
 - *Maximum 10 Working Days*

Special Leave

- In Special circumstances e.g. Case of tragedy an employee may be granted special leave
 - *Maximum of 10 Working days*

Sick Leave

- Subject to appropriate medical report from a qualified Medical practitioner, the service **may** grant sick leave as stipulated below;

Period	Up to 6 months	Beyond months	Beyond 12 months
Category	On Full Salary	On Half Salary	Without Salary

Types of Leave in the Civil Service

Maternity Leave

- Any female employee, on delivering a baby, shall be entitled to Maternity Leave on full pay for maximum of 4 months.
- Six weeks may be taken before the confinement on the production of a certificate by a medical Officer or midwife registered under the law
- Where confinement is abnormal, or when in the same confinement, two or more babies are born, the leave period shall be extended by 4 weeks immediately after the confinement
- On resumption of duty, a nursing mother shall work from 9:00 am to 3:00 pm excluding the hours of break for a period of 9 months

Types of Leave in the Civil Service

Study Leave

- ➔ Subject to the approval of the Head of Civil Service a confirmed employee may be permitted to proceed on Study Leave With/Without Pay subject to the fulfillment of laid down conditions;
1. Applicant must hold a permanent appointment in the Service
 2. They must have been confirmed in their appointment and done not less than 4 years of continuous service
 3. Must have undergone the required trainings as prescribed by the Scheme of Service of the Class of the applicant
 4. Must be nominated by the Ministry/Department for studies relevant to Officers duties
 5. Any Officer sponsored by the Government or under external fellowship or scholarship scheme must sign a **Bond Agreement** to work for the service after completion of the course.

Health and safety

Health

- According to the World Health Organization, health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.
- To achieve good health, it is recommend that;
 - Civil Servants register and maintain membership with the National Health Insurance Scheme to be eligible for health care at accredited facilities nationwide.
 - Visit the the Civil Service Clinic or preferred health care provider for regular medical checkup and advice.

Health and safety

Physical Safety

➤ This is the protection of the Service Personnel, buildings and equipment. The Service strives to provide both safe and healthy environment for its employees and customers and a safe and secure environment for all its assets.

☐ Fire

➤ The Service emergency preparedness policy requires the following be used upon the discovery of a fire

1. Dial 192 or 0302 772 446 or 0299 340 383
2. Remain Calm and avoid shouting “Fire”
3. Pull the nearest fire alarm and notify those in immediate danger
4. If possible and safe, attempt to extinguish the fire with a fire extinguisher

