





## KISII NATIONAL POLYTECHNIC

### PROCEDURE FOR HUMAN RESOURCE MANAGEMENT

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	<b>KISII NATIONAL POLYTECHNIC</b>	<b>KNP/HR/SOP/007</b>
<b>TITLE:</b>	<b>PROCEDURE FOR HUMAN RESOURCE MANAGEMENT</b>	Page 2 of 6

## CONTENTS AND RECORD OF CHANGES

### 0.1 CONTENTS

1. PURPOSE
2. SCOPE
3. REFERENCES
4. TERMS USED
5. PRINCIPAL RESPONSIBILITIES
6. METHOD

### 0.2 RECORDS OF CHANGE

NO.	Date	Details of changes		Authorization/ Name
		Page	Clause/Sub-clause and comment	
01	28 January 2014	4/4	6.8 – to read: The unsuccessful applications are archived.	Joyce Omweri
02	28 January 2014	4/4	6.9 – insert: the COUNCIL teaching staff receive their appointment letters from the HRO and are inducted by the respective HOD.	Joyce Omweri
03	5 June 2015	4/4	6.4- expunge “chronologically” 6.7 – to read: .. panel and both successful and	

<b>Revision:</b>	06	<b>Issue No.</b>	07
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**KISII NATIONAL POLYTECHNIC**

**KNP/HR/SOP/007**

**TITLE:**


**PROCEDURE FOR HUMAN  
RESOURCE MANAGEMENT**

Page 3 of 6

			unsuccessful applicants are notified through a letter.	
04	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
05	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

**Revision:** 06

**Issue No.** 07

	<b>KISII NATIONAL POLYTECHNIC</b>	<b>KNP/HR/SOP/007</b>
<b>TITLE:</b>	<b>PROCEDURE FOR HUMAN RESOURCE MANAGEMENT</b>	Page 4 of 6

### 0.3 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

### 0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply.

### 1.0 PURPOSE

To identify and recruit staff on merit, ensure payment of salaries to KNP employees, and to guide KNP staff in applying and proceeding on leave whenever need arises.

### 2.0 SCOPE

This procedure describes the processes for recruiting, salary payment, processing of leave for staff employed by the KNP Governing Council.

### 3.0 REFERENCES


3.1 Employment Act.

3.2 Contract letter.

3.2 IMS Manual.

3.3 Career Progression Policy.

<b>Revision:</b>	06	<b>Issue No.</b>	07
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	<b>KISII NATIONAL POLYTECHNIC</b>	<b>KNP/HR/SOP/007</b>
<b>TITLE:</b>	<b>PROCEDURE FOR HUMAN RESOURCE MANAGEMENT</b>	Page 5 of 6

3.3 KNP Human Resource Policy Manual.

3.4 Strategic Plan.

#### **4.0 TERM AND DEFINITIONS**

Terms and definitions in the IMSM apply.

#### **5.0 RESPONSIBILITY**

The Human Resource officer is responsible for implementation of this procedure.

#### **6.0 METHOD**

##### **6.1 Recruitment of Council Employees**

Refer to the KNP /MR/HRMP/02 Clause 2.11

##### **6.2 Salary Payment**

6.2.1 The HRO prepares payroll by the 20<sup>th</sup> day of every month.

6.2.2 Upon approval of the payroll by the Principal, the F.O. ensures that salary is posted by the 28<sup>th</sup> day of that month.

##### **6.3 Leave Processing**


6.3.1 Applicant fills the leave form and submits it to the relevant Head of Department for recommendation.

6.3.2 Applicant returns the form to Human Resource Office for verification and authorization.

6.3.3 The HRO forwards the signed application to the Principal for approval.

6.3.4 Upon approval, the applicant hands over his/her responsibility to the HRO before proceeding for leave.

<b>Revision:</b>	06	<b>Issue No.</b>	07
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	<b>KISII NATIONAL POLYTECHNIC</b>	<b>KNP/HR/SOP/007</b>
<b>TITLE:</b>	<b>PROCEDURE FOR HUMAN RESOURCE MANAGEMENT</b>	Page 6 of 6

6.3.5 The officer reports back to the HRO upon expiry of leave for assignment of duty.

<b>Revision:</b>	06	<b>Issue No.</b>	07
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