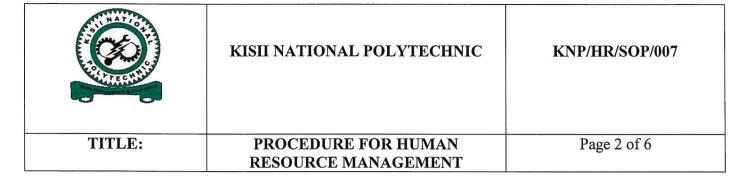


## KISII NATIONAL POLYTECHNIC

## PROCEDURE FOR HUMAN RESOURCE MANAGEMENT

DOC.NO: KNP/HR/SOP/007	<b>REV:</b> 06
ISSUED BY: MANAGEMENT REPRESENTATIVE	DATE OF ISSUE:
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CONTROLLED



#### 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	
	(dd-mm-yy)	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		

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			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



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#### 0.3 DISTRIBUTIONS

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

#### 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.

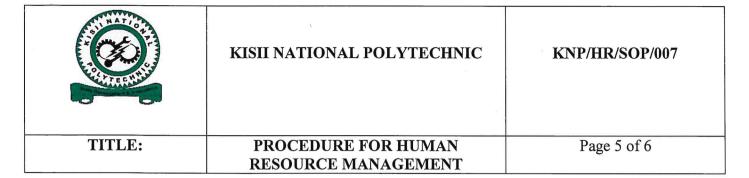
#### 2.0 SCOPE

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.

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- 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

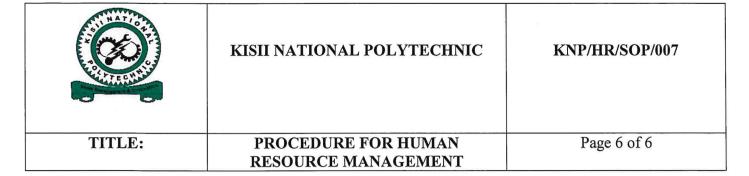
#### 6.2 Salary Payment

- 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.

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