UNIVERSITY’S MISSION

"THE UNIVERSITY’S MISSION IS TO UNLOCK WEST INDIAN POTENTIAL FOR ECONOMIC AND CULTURAL GROWTH BY HIGH QUALITY TEACHING AND RESEARCH AIMED AT MEETING CRITICAL REGIONAL NEEDS, BY PROVIDING WEST INDIAN SOCIETY WITH AN ACTIVE INTELLECTUAL CENTRE AND BY LINKING THE WEST INDIAN COMMUNITY WITH DISTINGUISHED CENTRES OF RESEARCH AND TEACHING IN THE CARIBBEAN AND OVERSEAS."
UWI recognises that as a regional university supported by the West Indian peoples, and as the sole local organ equipped to meet local requirements and to relate its own developmental programmes to them, it should give priority to regional needs."

**Mission of the Personnel Office**

"To provide efficient and effective human resource services by developing, implementing and maintaining active and responsive policies,
STRATEGIES AND PRACTISES,
IN ORDER TO RECRUIT,
APPOINT, DEVELOP AND
RETAIN QUALITY STAFF. “

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The University is an autonomous body incorporated under a Royal Charter. The first Charter was granted to the University College of the West Indies in 1949. A Second Charter replaced it in 1962 when Full University status was
attained. This Charter was amended in 1972 and again in 1984 when a radical re-organization took place in the UWI. Under the Charter, the Instruments through which the UWI is governed are the Statutes, the Ordinances, Rules, Regulations, Faculty Standing Orders and the Financial Code.

Welcome to the University of the West Indies, Mona Campus. Our University has the tradition of being a great place to work if you like the rest of us, wish to make meaningful strides in your personal and professional development. A work environment committed to the development of its staff is undoubtedly going to be exciting and
challenging as it strives to meet the myriad demands of a community committed to uncompromisingly high standards for its programmes and its most useful asset, its people.

We have established for ourselves over the years, a fine reputation of quality and excellence in teaching, research and public service. As a part of a regional University, our team possesses a dedication to students and a commitment to the provision of excellent service that makes the University of the West Indies an exceptional and highly respected institution.

The development of Human Resources within our University is critical to its future. We recognize that the human resource component is a critical element in our growth and development and as a consequence it has been fully integrated into our Strategic plan. We are therefore committed to ensuring that our human resource plans, programs and activities are aimed at creating and maintaining an environment conducive to growth, development and productivity of our team and this staff handbook forms part of that effort.

It is important that our team members maintain our tradition of innovation, relevance and excellence in the execution of their duties. We therefore pride ourselves in developing a team committed to the highest ideals of student-centeredness, responsiveness and resourcefulness. As you are welcomed into this institution of excellence, it is hoped that you will contribute meaningfully to the maintenance of this tradition as you develop as a person and as a professional.
MESSAGE...

Mr. G.E.A. Falloon, Campus Registrar

The University of the West Indies welcomes you to our team. You will be contributing to and sharing in the University’s effort to provide for the Caribbean region and beyond teaching, research, and public service at the highest standards.

The success of the University in achieving these goals depends to a significant degree on your efficiency and dedication in the discharge of your
duties and responsibilities. Of particular importance is the quality of service you offer to our clients – internal and external. Their assessment of the University will be influenced by their experiences with you as one of its representatives.

This handbook is designed to help you feel comfortable within your work environment by acquainting you with some very important information such as the University’s benefits, personnel policies as well as the various services and facilities available on the Mona campus.

We value you as a member of our team, and we hope you will find your experience with us rewarding, and one which will enhance your professional and personal growth.

MESSAGE...

Mr. Raymond Eytle, Senior Assistant Registrar
Personnel, Industrial Relations & Training

It is with great pleasure that I welcome you on behalf of the Personnel Office to the University of the West Indies, Mona Campus. In joining the University, you have not only become a member of a dynamic team that strives for excellence, but you have also become a part of an institution which has been in the forefront of creating change
in the society, stimulating visions of a future and producing an excellent cadre of professionals. As a service provider for the University community, the Personnel Office is fostering a culture characterised by trust, quality service, equity, responsiveness and open communication.

Our mission includes our goal to “...provide efficient and effective services...and retain quality staff within a stable and productive working environment.” In keeping with our goal, we find it imperative that members of staff understand our University, are informed of policies, kept aware of the changes in procedures, have an opportunity for self-development and most of all have a sense of feeling valued. To this end we feel that this handbook is both necessary and timely. The information provided includes details of the University’s organizational and campus management structure, the various services and facilities available to staff and a brief outline of the terms and conditions of employment.

Our commitment extends not only to the provision of benefits, but also to fostering the development and welfare of a cadre of professional staff, recognizing that Human Resource is our most important asset.

I hope your experience here will be fulfilling, productive and rewarding.
The Personnel Office is to be commended for responding to the need to publish a “Staff Handbook” which will serve as a guide for the Administrative, Technical and Service staff of the University. The idea of using such medium, through which information can be communicated to the benefit of all concerned, is a move in the right direction.
It is our wish that this handbook will enhance the fast growing information system such as the **Campus Pipeline** and provide vital information and policy guidelines on the offerings of the Personnel Office as well as other service centres. This, no doubt, will assist the staff in carrying out their functions in a more efficient and informed manner.

The Staff Association, MONASA, wishes to register its appreciation for the efforts of the Personnel Office and to lend its support to any idea which will help in the smooth delivery of all its services.

May this new publication serve as a hallmark for future issues and may the users find it informative and resourceful.

**MESSAGE...**

*Mr. Alvin Millwood, Chief Delegate, UAWU*

The officers and members of the University and Allied Workers Union say welcome. You have now become a part of the largest learning institution in Jamaica charged with providing the highest level of education for our nation.

Our mission as a trade union includes a total eradication of illiteracy amongst the work force with special consideration for the service staff in the university. Our commitment extends not only
to the provision of benefits but also to fostering the development and welfare of a cadre of professional staff.

It is imperative that we here at Mona Campus demonstrate in a very marked way, our concern for the environment because we all have to answer the call for new attitudes and behaviour from everyone. Let us not threaten our own survival by careless actions and disregard for the community, large or small. We have enough crises beyond our control, so let us join the vanguard of those committed to human progress.

We must the sustainable development of our environment as a means of development in which the use of existing resources is consistent with the future as well as our present needs. The strength of the UAWU is built on the dedication of staff delegates, our commitment to leadership, and last but not least our relationship with workers. The public image of the union is one of hard work, intelligence and trustworthiness. Our performance on the university campus shows our track record by officers and delegates particularly in organising and negotiating, representing workers. Even when job functions are becoming more diverse and multifunctional, the category of employees represented by the UAWU will clearly not be at a disadvantage because of the disadvantage in technology. Their skills will be constantly upgraded to keep abreast of and to be able to manipulate simple technological devices.

We hope and trust that your stay with us at the University of the West Indies will be mutually beneficial so that we can all work together to fulfil our individual cause, once again welcome.
Congratulations to the Personnel Office for introducing this staff handbook. Lack of information regarding benefits, facilities and services can be very frustrating and sometimes even stressful. We therefore have to applaud the Personnel office for this very necessary step in providing the University with valuable information.
The University Health Centre, one of the service facilities provided by the University, has recently undertaken a new mandate “Partners in promoting wellness.” Wellness is an ongoing lifestyle approach to personal excellence. It is a deliberate conscious decision to pursue optimal well-being. It promotes individual well being through a balance in the following areas social, cultural, physical, emotional, intellectual, life planning and environmental.

Let me encourage the University to continue to develop innovative ways of improving the lives of its staff as we all strive to attain this state of wellness, both as individuals and as a community.

**Administrative, Technical and Service Staff**

Welcome to the University of the West Indies (UWI) Mona Campus, the beginning of a new experience, which could bring with it anxiety and other problems of adjustment. As such, this handbook has been prepared with you in mind and should provide all the pertinent information needed to assist you in making a smooth transition to your new work environment.
The handbook is designed to:

- **Acquaint you with our mission, objectives, history, operation and policies.**
- **Assist you to become integrated into the University community as quickly as possible.**
- **Guide you into your role and responsibilities and how to handle them and**
- **Reinforce the importance of your acquiring and practising good human relations’ skills at the work place.**

**INTRODUCTION**

The University of the West Indies (UWI), an institution long recognized for its scholarship, has been a significant force in the political, economic and cultural development of the Caribbean region.

The UWI is truly an international institution as it serves fifteen (15) English-speaking Caribbean countries from three campuses located in Jamaica, Trinidad and Barbados. It also has Centres located in the non-campus countries such as the Centre for Hotel and Tourism Management in the Bahamas.

Through its nine faculties, UWI offers undergraduate and graduate degrees, as well
as diploma and certificate programmes in Agriculture and Natural Sciences, Arts and Education, Engineering, Humanities, Law, Medical Sciences, Science and Technology and Social Sciences.

The Campus at Mona is the oldest and largest of the three campuses and has a student population of approximately 11,000. It is nestled at the foothills of the Blue Mountains range, and is spread over approximately 650 acres of land. In addition to four faculties: Arts and Education, Medical Sciences, Pure and Applied Sciences and Social Sciences, (as well as the first year of law), Mona is home to several special teaching and research units. There are also the Social Welfare Training Centre, the Radio Education Unit, the Caribbean Child Development Centre and the Trade Union Education Institute, all part of the School of Continuing Studies. The University Hospital of the West Indies is a major teaching hospital for the Faculty of Medical Sciences at Mona.

The Philip Sherlock Centre for Creative Arts nurtures specialist skills in the visual and performing arts, and offers degree courses in Creative Writing and Theatre Techniques under the umbrella of the faculty of Arts and Education.
THE ORGANIZATION AND STRUCTURE OF
THE UNIVERSITY

THE SENATE
(Vice Chancellor)

CAMPUS COUNCILS
(Chairpersons)

Campus Audit Committees
(Chairpersons)

ACADEMIC BOARDS
(Principals)

FINANCE & GENERAL PURPOSES COMMITTEE (F&GPC)
(Vice Chancellor)

UNIVERSITY APPOINTMENTS COMMITTEE
(Vice Chancellor)

University Audit Committee
The mission of the University of the West Indies is to unlock the West Indian potential for cultural, intellectual, economic, social and spiritual growth in the Caribbean by high quality and research. It aims at meeting the critical needs of the Caribbean, by providing West Indian Society with an active intellectual centre and linking the West Indian community with distinguished centres of learning, research and teaching in the Caribbean and beyond.

The University recognises that as a regional institution supported primarily by the Governments and peoples of the Caribbean,
and equipped to meet local requirements, it should, in giving priority to regional needs, relate its own developmental programmes with a maximum effort to those needs.

These overall goals commit the University to three central values, which we share as staff, students and faculty:

- **The development of all members of the University Community.** This value implies and affirms dignity, worth and liberty of the individual.

- **A focus on teaching, learning, research and knowledge.** It upholds and sustains the fundamental importance of reasoned and seasoned, critical, and analytic debate and inquiry in all of the University’s academic functions.

- **Societal enhancement that exceeds the commitment to individual development beyond the walls of the University to the ideal of service to the broader community.**

The values identified serve as the foundation for policies and regulations governing the University conduct of students and of staff. On-going membership in the University presumes, on the part of the staff member, a preparedness to help shape and support a community based on these values—values,
which are not only essential but also vital to any such community.

THE UNIVERSITY GOVERNANCE STRUCTURE

The University’s current Structure is based on a Governance Structure that was implemented in August 1996. This was a result of recommendations of a Commission, which had been set up in 1993 to review the Governance Structure that then existed.

This Structure represents a reduction in the number and membership of University committees with greater participation of private, public and Non-Governmental Organization sectors on the decision-making bodies. Campus committees now function fairly autonomously, being guided by general policies set at the university-wide level.
This Governance Structure also places great focus on Distance Education and on relations with other tertiary level institutions within the region and particularly in the non-campus countries. The intention is to ensure that a greater number of West Indians have the opportunity to receive a University Education, even if they are not able to physically move on to a campus for long periods of time. Some 5% of the targeted expansion of enrolment in the current five-year strategic plan is to be achieved through distance teaching.

The major Committees and Boards under the new Governance Structure are described below.

1.1 **THE SENATE**

The Senate is the Academic Authority of the University. It regulates and superintends the University’s Academic work and the discipline of students. The Senate also determines the Academic Policy of the University and advises Council on the provision of facilities to carry out that policy. In addition it is the Body that awards Degrees and Diplomas. However, most of its powers have been delegated to other bodies, e.g. Board for Undergraduate Studies and Board for Graduate Studies and Research. Its membership, under the
new governance, has been dramatically reduced from 194 to 21 and Meetings are convened only under the most exceptional circumstances.

1.2 **BOARD FOR UNDERGRADUATE STUDIES**

The Board for Undergraduate Studies (BUS) exercises on behalf of the Senate, authority over undergraduate academic matters. Its major responsibilities are the setting of general policy guidelines, preservation of regionalism and quality audit and assurance.

1.3 **BOARD FOR GRADUATE STUDIES AND RESEARCH**

The Board for Graduate Studies and Research, acting on behalf of Senate, is responsible for the management of all academic and administrative aspects of graduate studies and research. This includes the co-ordination of graduate examinations, the award of higher degrees and scholarships, the mobilization of funds for graduate studies and research and the fostering of interdisciplinary programme planning. The Committee comprises 23 members and meets twice per year.
1.4 “OUR CULTURE”

A very significant part of our culture is our insistence that students occupy a more central role in our University and be made to know and feel that they are important to our institution. A number of initiatives are being taken to make the campuses more student friendly, such as the recent emphasis on Customer Care and our Training programmes.

Significant changes in the “modus operandi” of the University occurred as a result of the change in the management structure. Deans and Heads of Departments now have authority to manage their own budgets. This has resulted in increased accountability and more conscientiousness in the management of resources.

Our University culture is also reflected in our vision as:

♦ A critical agent of development in the region and is committed to continue expansion of student enrolment even in the context of relatively unchanged contribution from the region’s country.
♦ Our plan speaks to greater responsiveness to the region’s knowledge-needs through an enhanced research agenda developed in consultation with both private and public sectors of the region.

♦ Tighter financial management under a more diversified financing structure

♦ Leaner administration and more responsive management information systems and

♦ Assisting through appropriate Training Programs the need for staff to display a caring and responsive attitude to students.
THE CAMPUS MANAGEMENT STRUCTURE

Our Campus Management Structure in relation to the Governance Structure of the University is shown in at Appendix I. The principal Committees and Boards that deal with Campus-specific matters are as follows:

2.1 CAMPUS COUNCIL

This is the chief management body of the Campus with membership (now 25)
drawn from Government, the Academic Body and the outside community. It provides interaction between the community and the campus in relation to the overall management of its business. In order to ensure that due regard for the interests of the other campuses and the non-campus countries is taken; membership also includes representation from each of the other campuses and the non-campus countries.

2.2 CAMPUS FINANCE AND GENERAL PURPOSES COMMITTEE

The Campus Finance and General Purposes Committee (F&GPC) is the standing committee of Campus Council which conducts business on its behalf in between meetings of the Campus Council. It exercises its powers in respect of matters connected with the receipt and expenditure of money in compliance with the provisions of the Financial Code. Membership includes up
to four persons from outside the University.

2.3 ACADEMIC BOARD

The Principal decision making body for academic matters at the campus is the Academic Board. It has the power to take final decisions on curricula and syllabuses for courses of study at the campus (other than postgraduate courses which are controlled by the Board for Graduate Studies and Research). Undergraduate programmes of study, however, are referred with the recommendation of the Academic Board to the Board for Undergraduate Studies for approval. The Academic Board also has authority to require a student, on academic grounds, to withdraw from the University; and, in accordance with disciplinary regulations, to dismiss any student. Membership of the Board includes all Deans, Heads of Departments and Professors.

2.4 FACULTIES

At the Mona Campus there are four Faculties: Arts & Education, Medical Sciences, Pure & Applied Sciences and Social Sciences. Law is also taught at the first year level, but it is under the
control of the Faculty of Law at Cave Hill. The Centre for Hotel & Tourism Management, part of the Faculty of Social Sciences at Mona, is located in the Bahamas.

2.5 DEPARTMENTS

Within each Faculty the areas of study are divided into Departments each of which has a Head appointed by the Campus Appointments Committee after appropriate consultations. There are twenty-six Departments at the Mona Campus. Some Departments are sub-divided into Units or Sections.

2.6 CAMPUS MANAGEMENT TEAM

The Campus Principal, appointed by the Council, on the recommendation of the Vice Chancellor, is the "Chief Executive Officer" of the Campus. He/She is responsible to the Vice Chancellor for maintaining and promoting efficiency and good order.

The Deputy Principal, also appointed by the council on the recommendation of the Vice Chancellor, performs some of the functions of the Principal as are delegated to him or her by the Principal.
The Deputy Principal at the Mona Campus, inter alia, has responsibility for Student Matters and Academic Quality Assurance on the Campus.

The Principal is further assisted in discharging his/her responsibility by a team of managers, at various levels of appointment and with varying spans of control. Among these are the Deans, who are appointed by the Council on the recommendation of the Principal through the Vice-chancellor. Each Dean is the chair of the Board of the Faculty and ex-officio member of all committees constituted by that Board. Importantly, the Dean is the Principal Budget Holder of the Faculty, which gives him/her control of the "Staff Costs" budget of the Faculty. Other managers include the Campus Registrar, the Campus Bursar, the Campus Librarian, the Director of Student Services, Deputy Bursar, the Estate Manager and the Heads of Department. These managers, as well as others, can be identified in the diagram at Appendix II.
**CAMPUS MANAGEMENT STRUCTURE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Kenneth Hall</td>
<td>Principal</td>
</tr>
<tr>
<td>Professor Elsa Leo-Rhynie</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Mr. G.E.A. Falloon</td>
<td>Campus Registrar</td>
</tr>
<tr>
<td>Mrs. Elaine Robinson</td>
<td>Campus Bursar</td>
</tr>
<tr>
<td>Mr. Herman McDaniel</td>
<td>Deputy Campus Bursar</td>
</tr>
</tbody>
</table>
Mr. Joseph Pereira  Dean, Faculty of Arts and Education

Professor Owen Morgan  Dean, Faculty of Medical Sciences

Professor R.E. Young  Dean, Faculty of Pure and Applied sciences

Dr. Barrington Chevannes  Dean, Faculty of Social Sciences

Mrs. Thelora Reynolds  Director of Student Services

Mr. Timothy Miller  Estate Manager

SERVICES
3.1 THE PERSONNEL OFFICE

“To provide efficient and effective Human Resource services by developing, implementing and maintaining active and responsive policies, strategies and practices, in order to recruit, appoint, develop and retain quality staff.”

The Personnel Office provides the following services:
Recruitment and Placement – This includes advertising, recruiting, hiring of personnel, extensions and confirmation of appointments.

Compensation and Benefits - This includes wage and salary administration, leave administration, health plan administration, job evaluation, staff re-classification, performance appraisal, long service and incentive Awards, and staff welfare.

Industrial Relations - Employee relations, Union management relations, Grievance handling, employee counselling and monitoring terms and conditions of service.

Staff Training and Development – Implementing Staff Training Programmes and study leave.

Human Resource Information Systems – Data and information management, training, personnel records, queries and reports.

Student and Staff Identification
- Identification cards and car passes

For assistance, please feel free to contact us at Gibraltar Camp Road (Telephone Numbers are as follows: 927-2702, 970-2071, (fax) 970-2072
and extensions: 2305, 2356, 2406, 2680.

3.2 THE BURSARY

The Bursary, UWI Mona Campus is located within the Registry Building its mission “...is charged with the responsibility of providing relevant, accurate and timely financial services to Student, Staff...”

Our team is committed to delivering prompt, efficient, courteous service in a customer friendly environment and upholding the highest standards of quality, professionalism and financial integrity...”

Some of the services provided by the Bursary include:

Customer Service Section is designed as the primary contact point for all customers (internal and external) of the Bursary, providing accommodation for all cheque payment documents and dealing with queries.

Accounts Payable Section is responsible for the preparation of local and foreign cheques, ensuring prompt payments to both internal and external goods and service suppliers.
Payroll Section is involved with the preparation of salaries, sale of leave, calculation of seniority allowance, salary advances, calculation of back pay and increments, and making relevant salary deductions such as insurance, mortgage and so forth.

Billings and Receivables serves both external and internal customers in regards to billing and recovering receivables from both customers as promptly and efficiently as possible.

The Budget Division is responsible for the development of the UGC biennium budgets for the Mona Campus. The Division ensures that expenditure is kept within budget by monitoring and advising departments of staff costs.

Commercial Operations Unit supports the self-financing/commercial entities of the Mona Campus.

Purchases is responsible for the acquisition of goods and services for all departments and sections of the University.

General Stores is responsible for servicing the departments of the University with a wide range of items
needed to carry out the day-to-day functions of the Campus.

**Staff Benefits** such as study and travel grants, overtime subsistence, local travel claims, assisted passage leave, pension refunds and contributions, airfare refunds etc.

**Treasury Division’s** main objective is to ensure that the University’s financial resources are effectively managed, and that its assets are adequately insured.

For further information regarding the Bursary and the services it offers, feel free to visit their website at [www.uwimona.edu.jm/bursary](http://www.uwimona.edu.jm/bursary).

3.3 **MONA INFORMATION TECHNOLOGY SERVICES (MITS)**

There is a major thrust towards campus-wide computerisation and the modernisation of the associated facilities. The modernisation of computing facilities has as its focus the implementation of a campus-wide distributed computing environment through a campus-wide fibre optic network. The aim of this is to provide a
distributed environment, which integrates all computing resources of the Campus. The network already connects major areas of teaching, research and administration. The number of computers so connected continues to increase and the main area of emphasis is the support of teaching and research for staff and students at all levels. The network also provides access to campus-wide information services and to international; networks such as the Internet.

The Help Desk is fully operational and is located at the MITS office – Gibraltar Camp Road. The purpose of the Help Desk is to create a single access point for receiving and dealing with requests for IT service in order to manage the timeliness, orderliness and effectiveness of response. All requests for Information Technology (IT) services must be directed through the Help Desk where they will be logged and passed to the appropriate technology support person(s). In many cases the Help Desk operators will be able to assist when you call.

They are open for business:

Mondays to Fridays  **8:00am – 7:00pm**
3.4 MAINTENANCE SERVICES

The Maintenance Services Department is responsible for the maintenance and upkeep of the physical facilities of the University at the Mona Campus and also at some off-campus sites. The main operational areas are Buildings, Electrical Services, Sanitation, Grounds, Housing, Transport, and Telephone Services.

For regular maintenance of departmental facilities, you should report to your Supervisor who would inform your Head of Department or your Maintenance Liaison – the person assigned the responsibility for co-ordinating the maintenance activities in your department. Your Maintenance Liaison (Head of Department) will then contact the Customer Service Unit of the Maintenance Services Department at ext. 2010-2013 or by email – mtnce@uwimona.edu.jm.

3.5 THE UNIVERSITY PRINTERY
The University Printer is ideally located on the Mona Campus within easy reach of all departments and faculty offices. Started in 1973 as a joint venture between the University and the Mona Rehabilitation Centre, the University Printery is the single largest employer of disabled persons on the Mona Campus.

Our status and location as part of the Mona Campus Community allows you quick easy access and allows for hands on control of your personal or departmental printing needs. Always ready to provide you with advice, design assistance and quick turn around time for your requests, our experienced staff can be consulted Mondays to Fridays between the hours of 8:00 am & 4:00 pm.

We look forward to furnishing you – our campus colleagues with the following:

- Business Cards
- Stationery
- Magazines
- Brochures
- Posters
- Reports
- Envelopes
- Flyers
- Books
- Full Colour Printing
- Invitations
- Graphic Designing
- Wedding Invitations
- Programmes
- Journals
- Newsletters
- Advice on printing needs.

Call or come in and see us
Tel: 935-8448/935-8391
3.6 THE PRESS UWI

The PRESS UWI and its subsidiary company CANOE PRESS were established in 1992. Its objective is to offer the highest standard of excellence in the selection, production, marketing and sale of quality academic publications. It serves all three campuses and the University Centre from its location at la Aqueduct Flats, Mona Campus.

Telephone: **977-2659** and ext. **2432**

3.7 SECURITY

“Campus Security” secures the University of the West Indies. The first responsibility for personal safety and security lies with each individual. To this end all staff members are required to do all in their power to keep the workplace safe for themselves as well as fellow co-workers.

✓ Do not allow others to use your computer or access to your files.
Do not give others your computer password.
✓ Be aware of unsafe conditions or practices within the work area. Report any such condition or practice to your Supervisor, Manager, or the Director of Security.
✓ At night use the “Security Escort Service” when traversing the campus alone at night or in small groups.
✓ Check that all doors and windows are locked if you are among the last to leave work.
✓ Use the “Campus Alone” monitoring service if you are working late at night in office.
✓ Reduce the amount of valuables kept in your work area and especially cash.
✓ Keep valuables and handbags in a locked drawer or cabinet.

The Director of Campus Security Mr. Tai Ten Quee and his team may be contacted at the following numbers 935-8748, 935-8749 or extensions 2748, 2749.

3.8 HEALTH CENTRE

The University Health Centre – “taking care of your health needs”
The University Health Centre is located along Gibraltar Camp Road opposite the Social Welfare Training Centre. The staff aims to provide high quality Primary Health care in an efficient and empathetic manner, always ensuring that confidentiality is maintained.

Appointments may be made daily during official working hours. These may be made by speaking with our Receptionists, either by telephone or coming to the Centre. A Screening System is used so as to reduce your waiting time if you do not have an appointment but have a problem which you think needs immediate attention. It gives very ill patients the benefit of seeing a doctor as soon as possible. Please do not use this system for minor or longstanding problems, follow-up visits or requests for medicals. Please make an appointment instead.

Other Facilities offered at the Health Centre includes a **Counselling Unit** staffed by Counselling Psychologists with at least Masters Level training. It offers professional support for psychological, interpersonal or other emotional issues. In addition there is a well-stocked Pharmacy staffed by two registered Pharmacists. They fill all
prescriptions, following a consultation with a Medical Officer. For members of staff and dependents with LOJ Health cards who see a doctor off campus, prescriptions may also be filled at the University Health Centre Pharmacy (the mark-up on pharmaceuticals is less than in commercial pharmacies). The Pharmacy is open during the official opening hours of the Centre. These are:

Mondays – Fridays
8:30am – 4:30pm

SCREENING HOUR

Mondays – Fridays
8:30am – 12:00pm
2:00pm – 4:00pm

N.B. IT IS ESSENTIAL THAT STAFF MEMBERS REMEMBER TO TAKE THEIR LOJ SHAPE CARD AS WELL AS THEIR APPOINTMENT CARDS EACH TIME THEY VISIT THE HEALTH CENTRE.

TELEPHONE: 927-2520 or Ext. 2270/2370

3.9      BANKING

3.9.i National Commercial Bank
The University Branch of National Commercial Bank is located in the centre of the campus, near the faculty of Arts and General Studies and opposite the Bookshop. The Bank provides a wide range of banking and investment services to include Savings Products; Time and Term Deposits; Foreign Currency Accounts; Money Market Instruments; Omni Insurance and Investments. Additionally we offer Alternative Banking Solutions for example ABMs, Point of Sale and Telephone Banking (Telemidas). Our opening hours are:

**Mondays through Thursdays**
8:30 a.m. – 1:30 p.m.

**Fridays**
8:30 a.m. – 3:30 p.m.

For further information please do not hesitate to contact Mr. A. Bellamy, Manager or any Customer Service Representative (CSRs) on the telephone nos. 927-0463 or 977-1181.

3.9.ii **Bank of Nova Scotia**

The University also hosts a branch of the Bank of Nova Scotia. It is situated at the corner of Ring Road and Shed Lane. The bank offers non-cash transactions and staff members who are account holders are able to deposit University
cheques and receive immediate cash at the Automated Banking Machines.

They are open for business on:

**Mondays - Thursdays**
10a.m. - 8p.m.

**Fridays**
10a.m. - 4p.m.

**Saturdays**
10a.m. - 2p.m.

3.10 **THE U.W.I MONA & COMMUNITY CO-OP CREDIT UNION LIMITED**

The Credit Union is the Financial co-operative at your campus whose common bond is the employees and relatives of employees on similar campuses in the area also people in the communities bordering these campuses. This financial co-operative is affiliated to the Credit Unions worldwide. We provide loans for various purposes at the lowest interest rate. We also offer attractive rates on all types of savings. When you become a member you
automatically become a shareholder of the Credit Union.

Services offered include:

- Life Savings
- Loan Protection
- Fixed Deposits
- Regular Shares
- Cambio
- CUMBO Mortgage
- Ordinary Deposits
- Golden Harvest savings Plan
- The Family Indemnity Plan
- 6.75% car Insurance
- Standing Order Payment

The Credit Union also administers Consumption loans on behalf of the University and the Unions through a revolving fund.

### 3.11 Dining Facilities

There are several dining facilities around the Campus. These include:

- The Staff Canteen operated by MONASA – located in the vicinity of the Maintenance Services Department

- Mary Seacole Hall Dining Room
✓ Taylor Hall Dining Room
✓ Social Welfare Training Centre
✓ Kiosks at the Natural Science, Arts and also Social Science Faculty Grounds.
✓ The Pages Café and
✓ Kentucky Fried Chicken Restaurant

**VENDING** is illegal on Campus. For your own health and safety, you should not buy food outside of designated facilities.

### 3.12 THE LIBRARY

The University Library at Mona has a collection of approximately 502,000 volumes that includes books, pamphlets, periodicals, theses, manuscripts, maps and microtexts. The Library receives 7,579 current and 6,266 non-current serial titles.

The Collection is divided among three physical locations on the Mona Campus as follows:

#### 3.12.i Main Library
The Main Library located along the Ring Road, opposite Taylor Hall houses collections in the Arts, Education and Social Sciences, as well as the West Indian Collection. The Main Library is also the location for the Caribbean Public Information Centre (CPIC) that is a repository of publicly available information from the World Bank and is open to the general public.

3.12.ii  Medical Library

The Medical Library situated near the Tony Thwaites wing of the University Hospital houses collections in the medical sciences with a total of 34106 volumes.

3.12.iii  Science Library

The Science Library located within the faculty of Pure and Applied Sciences contains collections in the Pure & Applied Sciences and Pre-Clinical Medicine (anatomy, physiology and biochemistry). The Science Library is now the focal point of Caribbean Disaster Information Network (CARDIN). CARDIN was established in June 1999 to provide linkages with Caribbean disaster organizations, to widen the scope of the collection of disaster related information and to ensure improved access to such material.
3.12.iv Mona Electronic Reference and Information Centre

Mona Electronic Reference and Information Centre (MERIC) is the Library’s newly established computer based research facilities, located in the Main, Science and Medical Libraries.

OPENING HOURS

Semester
Mondays – Fridays 8:30am - 10:00pm
Saturdays 8:30am - 4:00pm

Summer Vacation
Mondays – Fridays 8:30am - 4:00pm
Saturdays 8:30am - 12:00am

Christmas Vacation
Mondays – Fridays
8:30am - 5:00pm
Saturdays
8:30am -12:00am

3.13 THE UNIVERSITY CHAPEL

The affairs of the Chapel are managed by the Chapel Management Committee, which comprises of the Chairman, the Secretary, the Chaplains, the Director of Music, the Chapel Organist, staff and student representatives.
The Anglican Eucharist is celebrated at 7:15 am. every Sunday. Inter-denominational services conducted in rotation by the Methodist, United Church, Baptist and Moravian Chaplains are held at 9:00 a.m. on Sundays during the semester. Mass is celebrated by the Roman Catholic Chaplain at 7:00 p.m. on Saturdays.

There are four official University Services, the Welcome service in September, the Carol Service in December, the Commemoration Service in February and the Valedictory Service in April/May. Except for the Carol Service, these Services are held at 9:00 a.m. The Chapel is made available for special commemorative services at the request of members of the campus community and others who have close connections with the University.

The Chapel is open to you and the Chaplains are willing to serve you.

Chaplains: Ext. 2654
Chapel
(Bookings/Information): Ext. 2317
Chapel (Attendant): Ext. 2496

3.14 THE UNIVERSITY BOOKSHOP
The University Bookshop is situated in the prime commercial area of the Mona Campus, just parallel to the National Commercial Bank. Our core function is to provide a wide variety of texts, journals and stationary for the academic programmes as required by the teaching departments.

Of note is our West Indian collection which is considered as one of the largest in the Caribbean, with a niche market, consisting of both local and international readership. In addition, the Bookshop carries a unique memorabilia collection, comprising of UWI T-shirts, marble mugs, gift pens, beer mugs, towels and many other gift items.

The Music collection is also expansive and caters to a wide cross section of music lovers, in particular – Jazz, Reggae, R&B, Modern and Contemporary Gospel. The Computer Software and Accessories sourced, are among the more sophisticated on the market with a variety of printer cartridges, zip discs, gel wrist rest pads, anti-virus and utilities software, being just a few of the available items.

The Book Grant Selection facilitates purchases by the Academic staff and
Administrators, which provides cashless transfer of the relevant support material. Under our Personal Order Plan, the Bookshop provides a service for staff without his grant. Diligent students and off-campus customers can also access his plan in which we source texts that are not currently available on our shelves. Delivery via courier is optional.

The Bookshop also participates in off-site exhibitions and cultural displays to promote a knowledge platform to the wider community, which speaks to the versatility of the Bookshop and the diverse nature of our products and services.

Regular opening hours are 8:30a.m. to 4:30p.m. on Tuesdays, Thursdays & Fridays and 8:30a.m. to 5:30p.m. on Mondays and Wednesdays. At the beginning of each semester, the Bookshop extends its working hours to 6:00p.m. daily to facilitate evening/part-time students’ schedule.

3.15 **BARBER SHOP**

There is a Barber shop located on the Campus. It is situated in the staff canteen building, which is in the vicinity of the Maintenance Services Department.
There are a number of special teaching and research units on the Campus:

- **Caribbean Institute of Mass Communication (CARIMAC)**
- **Institute of Caribbean Studies (ICS)**
- **Education Research Centre**
- **Biotechnology Centre**
- **Tropical Metabolism Research Institute which includes the Sickle Cell Unit (TMRU)**
- **Centre for Gender & Development Studies**
- **Centre for Marine Sciences**
- **Centre for Nuclear Sciences**
- **Centre for Environment & Development (UWICED)**
- **Consortium Graduate School of Social Sciences (CGSS)**
- **Institute of Social and Economic Research (ISER)**
- **Mona institute of Business Limited**
- **School of Continuing Studies which includes:**
  - Philip Sherlock Centre for the Creative Arts
  - Social Welfare Training Centre
  - Radio Education Unit
Located on the Campus, but not a part of the University, are the Caribbean Food and Nutrition Institute (CFNI), the Norman Manley Law School, and the ICWI Group foundation Learning centre Pilot Project.

3.17 UWI DISTANCE EDUCATION CENTRE (UWIDEC)

The University of the West Indies (UWI) Distance Education Centre (DEC) works with faculties of UWI located on the three campuses in Barbados, Jamaica and Trinidad and Tobago, as well as with other organizations, to develop and deliver quality programmes by distance, to meet the learning needs of the people of the Caribbean. There are DEC centres located in all English-speaking Caribbean countries that support UWI.

In widening access to UWI programmes, the DEC uses a variety of distance education methodologies: self study
print materials, tutorials, and interactive audio graphic teleconferences. The DEC is also encouraging the use of computer-assisted learning packages, e-mail and world-wide-web access.

The Board for Non-Campus Countries and Distance Education, chaired by a Pro-Vice Chancellor, provides the overall policy direction for the distance education.

For information regarding UWIDE sites the programmes offered, you may contact the Campus Coordinator (Mona) by telephone 927-2831, ext. 2421, 2417, fax: 977-3494 or by email: uwidec@uwimona.edu.jm

3.18 UWICED

The University of the West Indies Centre for Environment and Development (UWICED) was established in 1993 in response to the growing level of concern about the process of environmental degradation resulting from the combination of poor economic progress and population growth in the region. UWICED has been compared to select “Centres of Excellence” on account of the unique nature of its mandate. UWICED is committed to an
interdisciplinary approach, coupling environmental management with socio-economic development.

UWICED’s goals are to:

- Provide a regional focal point for initiating facilitating and strengthening research and graduate education.
- Promote technology-led entrepreneurial development programmes.
- Provide training and information systems capability on environment, development and related issues with particular reference to issues affecting Small Island States;
- Promote and lead the development of the multidisciplinary frameworks needed to integrate knowledge from diverse sources; and
- Promote environmental entrepreneurship

3.19 THE PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS

The Philip Sherlock Centre of the Creative Arts caters to cultural activities of the campus and the wider community. It is also the venue for settings related to co-curricula activities of the Student body.
The main facilities offered by the PSCCA are the theatre, which can accommodate lectures, theatrical performances, video and slide projections. The patio outside of the theatre could also be used in interesting creative ways as well as the mound outside of the theatre.

The “Round” or Central Area is the facility that can be used for exhibitions, rap sessions, performances, lectures and so forth. This is a flexible space, which can be easily adapted to a different number of activities. Every month on the last Wednesday and Thursday of the month we hold a CREATIVE MARKET PLACE on the lawns in front of the Centre. To this market place we invite creative people to display and sell their creative products. The centre charges a fee for table/tent and chair.

The Centre also offers courses for which University staff and family members are given a 50% discount:

- Fashion Designing and Pattern Making
- Interior Decorating
- Professional Nail Technology
- Precision Hair Cutting
- Short Story Writing
The length of these courses varies from two (2) years to twelve (12) weeks. Information on the costs of these courses and the cost of the rental of the theatre can be obtained at the Centre office between the hours of 8:30am. to 4:30pm each weekday.

3.20 THE PUBLIC RELATIONS OFFICE

The Public Relations Office (PRO) is broadly responsible for developing public awareness of the University’s teaching, research and outreach activities so as to achieve understanding and appreciation of the institution and its contribution to national and regional development.

It is responsible internally for facilitating the flow of information between administration, staff and students so as to build morale and encourage a sense of community and identity with the organization.
The Office will assist with promoting guild/hall/club/association activities. Its existing programmes include the **UWI Notebook** which appears weekly on **Mondays in the Daily Gleaner**; **On Campus**, a weekly fifteen (15) minute news magazine programme aired on **Sundays at 4:00 p.m. on** Supreme ‘94 (AM Radio) and on **Radio Mona (88.9 FM)**; **UWI IN THE 21st CENTURY**, an interview feature focusing on research at Mona which airs on **Mondays at 7:15 a.m. on** Power 106 FM during Independent Talk. Listen also to the “**Young Achievers**” programme aired on the first **Wednesday of each month on** KLAS FM 89. The Office also produces a monthly newsletter **Mona News**, which issues news releases on activities on Campus to local and regional media, arranges tours and mounts exhibitions on the work of the University.
RECREATIONAL
* The University Chapel

*The Swimming Pool
4.1 **Bellevue House**

The University owns a house in the mountains, at Bellevue, St. Andrew, and one on the north coast at Cardiff Hall near Runaway Bay where the staff members may stay for a very reasonable charge. Bookings for both houses can be made through the Housing Accommodation Section of the Maintenance Services Department.

4.2 **Lyssons Beach and Swimming Pool**

The University owns a private beach, Lyssons Beach in St. Thomas. There is also an Olympic size Swimming Pool near to the playing field on Campus.

Tickets for both the Swimming Pool and Lyssons beach are available for a nominal cost from the Housing Accommodation Section of the Maintenance Services Department.
IMPORTANT ASPECTS OF TERMS AND CONDITIONS OF SERVICE
5.1 **Probationary Period**

Employees recruited for permanent positions are required to serve a three-month probationary period. During this period, performance will be monitored and a final assessment completed at the end. Upon satisfactory completion of this probationary period, an employee gains permanent employment status and as such would be eligible for certain benefits and privileges, some of which are described in this manual.

The new employee should be given periodic feedback on his/her performance and given an opportunity to correct errors before the expiration period. If the necessity arises for extension of the probationary period this should be communicated to the employee before expiration. The Personnel Office initiates the request for a report on the employee’s probationary period.

5.2 **Promotion**

A promotion becomes possible when a post at a higher level becomes vacant or when an existing post has been upgraded because the duties and responsibilities attached thereto have changed. In either case, the employee being considered for promotion should
possess the required qualifications for appointment to the post.

5.3 **Training and Development**

Training and Development of staff is an important function of the Personnel Office. This is usually carried out in collaboration with the Head of Department/Supervisor, through interviews or discussions. Employees and their unions may also make recommendations for their training.

5.4 **University Property**

Employees are expected to exercise due care in the use of University property and to utilize such property only for authorized purposes. Negligence in the care and use of University property may be considered cause for disciplinary action. At the time of termination of employment an employee must return to the Head of Department or nominee any University Property which was issued to him/her for the performance of his/her duties.

5.5 **Performance Appraisal**

The University has an Employee Performance Appraisal System for all Administrative, Technical and Service employees. This is designed to improve
communication among managers, supervisors you the employee, and to give you a better understanding of what is expected of you in your job. In our system, supervisors observe employees’ performance, continually talk with employees about their performance and appraise employees’ work based on what the job requires. It is believed that the performance of each of you is key to the overall success of the University.

5.6 Career Development and Education

Your growth and development is important and the University has various programmes and other forms of assistance, which provide the opportunity for you to enhance your personal growth and development. Details are available in your Collective Agreements, through Circular or from the Personnel Office through your Department Head. We have a number of in-house training programmes mounted through the Personnel Office year round. You are urged to participate fully in these when selected to attend since it will greatly enhance your opportunities for career growth at the University.
5.7 Your Personal File

The Personnel Office maintains a Personal file for you. This file contains documents such as your application, copies of Certificates, personal data, references, performance appraisals, changes in work or personal status, letters, salary increases, benefits administration and any other information relevant to your employment with us. Since this file is used to deal with most matters of interest to you such as promotion, training and increased remuneration, it is important that you help us to ensure that it is up-to-date. As such you should let us know of any changes in your name, status, dependants, address and telephone number from the time you joined us. If you complete any training program or increase your education level, please let us know.

5.8 Guidelines for Conduct

We expect good personal behaviour from all members of staff since this reflects thoughtful consideration of the rights of others. It is very important to our University since your actions represent our University to the public. Any action or behaviour, which is considered inappropriate, offensive or
reflective of certain job deficiencies, will be dealt with in accordance with procedures set out in our Collective Agreements. Following is a list of some actions, which we feel, must be avoided since they could result in disciplinary action that ranges from a verbal warning to termination depending on the findings of the relevant enquiry/hearing.

- Assault/fighting
- Horseplay
- Theft or stealing
- Leaving work/duty assignment without permission
- Sleeping on duty
- Unauthorized use of University property or equipment
- Unsatisfactory attendance or punctuality

### 5.9 Working Hours

Our regular schedule is a five (5) day forty (40) hours per week. The normal working hours are as follows:

**Mondays - Fridays**  
Administrative, Technical and Clerical Staff (MONASA)  
8:30a.m. to 4:30p.m.

**Service Staff (UAWU)**  
7:30a.m. to 3:30 p.m.
In some areas, employees may be required to work on a shift system or on a different schedule.

5.10 Lunchtime

If you are working on regular schedule you are permitted one hour for lunch, normally between 12 noon and 2p.m. This hour will vary depending on the particular work area and as agreed at the date of employment.

5.11 Attendance

This is an area, which the University considers to be of great importance. If you are not here, something important does not get done. Someone else may help out in an emergency, but this is not ideal. You are therefore required to be at work for the required hours of work. If you must be unavoidable absent from your job (that is, other than planned vacations or times that have been approved in advance), let your supervisor know as soon as possible by telephone or message on the first day the reason for your absence and when you expect to return. Upon return, you should complete the required forms for the record. If you anticipate return date changes, please keep your supervisor informed. Unapproved absences disrupt work and will not be tolerated.
5.12 **Grievance Procedure**

When you have a problem – let’s talk it over. We want you to enjoy your work here. Your Supervisor/ or Head of Department is responsible for helping to resolve any work-related misunderstanding. In addition, there are procedures such as Grievance Procedure, and University Administrative Practices, to assist you in bringing problems to the attention of those whom can help you. You are welcome at the Personnel Office at anytime.

5.13 **Pay**

You will normally receive your first pay cheque on the next pay period after joining us. Pay cheques or statements are normally distributed in your Department or at a location near to your workstation. Your Supervisor will tell you exactly where to pick up your cheque or whether it would be brought to you.

**Monthly paid employees are usually paid on the twenty-fifth (25th) day of each month. Where the twenty-fifth (25th) day of the month is a Saturday or Sunday, salary shall be payable on the Friday immediately preceding.**
For **fortnightly paid employees, salary payment is usually made every other Thursday**. Payroll matters are handled by the Bursary Payroll Section, which is situated in the main administrative block. If you have a serious problem that cannot be sorted out through your Department, you should contact the relevant Salaries clerk in the Bursary.

5.14 **LEAVE**

5.14.i **Vacation**

You become eligible for vacation leave after one year of continuous employment. Leave is granted as follows:

**Monthly Paid Staff**

- 1-9 years: 28 days
- 10-14 years: 35 days
- 15 years +: 42 days

**Fortnightly Paid Staff**

- 1-4 years: 21 days
- 5-9 years: 28 days
- 10-14 years: 35 days
- 15 years +: 42 days

Applications for vacation leave must be made on the designated form and must
be recommended by the Department Head, who would forward it to the Personnel office for approval. Most Departments develop a leave roster early in the year in order to ensure that the scheduling of leave does not interrupt the smooth flow of work.

5.14.ii **Maternity**

A female employee who has been employed for a continuous period of one year is entitled to twelve (12) weeks Maternity Leave with pay.

5.14.iii **Departmental /Emergency**

Your Head of Department may grant you leave for not more than four consecutive working days at any time, on the grounds of “urgent private affairs”.

If you are in the Monasa Bargaining Unit you are eligible for a total of **fourteen (14) working days in each calendar**. If you are in the UAWU Bargaining Unit, the University reserves the right to deny the concession where it is considered abuse.
5.14.iv Special

‘Special’ Leave will be granted if you are required to carry out jury duty or national service.

5.14.v ‘No Pay’

You may be granted Leave of Absence without salary at the discretion of your Head of Department.

5.15 Health Benefits

Health Benefits are provided under a health insurance scheme. The University Health Centre is now a Health Provider. There is a list of all Providers under the Health Scheme posted on the Personnel Web Page. Or this can be accessed through the University’s Web site at www.uwimona.edu.jm/centres/.

The Personnel Office administers the LOJ SHAPE PLAN and the following activities are involved:

✓ Registration
✓ Changes to registration
✓ Claims and queries
✓ Collection of cheques.
5.16 Identification

The identification card issued to each employee at the time of employment must be in possession of the employee at all times, while on the University Campus. The production and issuance of identification cards is the responsibility of the Personnel Office, and hence the loss of, or damage to identification cards must be reported to that office for replacement at a cost to the employee. New employees however, should endeavour to obtain an identification card by the first working day. On termination of employment, employees are required to return their identification cards to the Personnel Office.

5.17 Injury on the Job

All injuries incurred while on the job should be reported to the Supervisor/Head of department, the Health Centre and the relevant officer in Bursary immediately. All claims should be made on the insurance company within thirty (30) days of the injury.
5.18 Abandonment of Posts

A post is deemed abandoned by its holder if the holder is absent from duty for three consecutive working days, without approved leave or notice. Heads of department are required to report to the personnel department immediately an employee fails to report for duty.

5.19 Behaviour

Employees at all levels are required to observe appropriate behaviour at the workplace at all times. Extremes in behavioural tendencies may be subject to counselling and/or other interventions, which may be deemed necessary.

5.20 Office Etiquette

Your personal qualities can mean the difference between success and failure in your department. Certain kinds of behaviour are essential when you are in close contact with customers and fellow workers. The observance of good office decorum is a requirement of the University.
5.21 **Compensation / Emoluments**

Each employee is compensated for his/her services within a specific salary scale, which is attached to the established post in the department. An employee's relevant experience and qualifications influence the point in scale at which they are compensated. Basic salary may be increased annually by means of increments and is normally awarded on satisfactory performance of duties.

5.22 **Staff Exemption**

Permanent full-time employees and temporary employees with at least three (3) years continuous service are eligible for exemption from tuition and examination fees for all courses offered by the University except those that are self-financing. Employees interested in this benefit are required to complete the relevant form in the Personnel Office indicating their status. **This needs to be completed by June 30**, each year to facilitate efficient processing of each form.
5.23 Job Descriptions

Benchmark descriptions are available for all jobs. Heads of Departments are asked to construct individual job descriptions using the benchmarks as guidelines. Any significant changes in duties should be drawn to the attention of the Personnel Office for review.

5.24 Online facilities

The Personnel Office and the Appointments Sections have jointly developed a Web Site recently. Members of the community can now access information on the institution’s human resource policies, practices and offerings by visiting our web site at personl@uwimona.edu.jm.

5.25 Sick

If you are absent from work as a result of being medically unfit to carry out your duties, on submission of a medical certificate you would be granted sick leave up to the agreed limit.

All permanent and temporary members of staff who have been with the University for one year shall be granted fourteen (14) days sick leave with full
Probationers may be granted sick leave at the discretion of the University.

Additional sick leave in the form of Compassionate sick Leave may be granted where you would have exhausted your sick leave entitlement, and the University is satisfied that you suffered from a serious or chronic illness that necessitates your being absent from work for a prolonged period.

5.26 Study

The University extends leave facilities with pay to permanent employees, having minimum of four years service with the University and wish to pursue part-time study courses approved by the Personnel Office.

5.27 Assisted Passage

If you are a Permanent full-time employee having a minimum of six years continuous service with the University and are in receipt of a qualifying salary you will be eligible for three months leave of absence to facilitate travel abroad.
5.28 **Retirement**

All members of the Administrative, Technical and Service staff retire at age sixty (60). At the request of the Department and upon approval by the relevant Committee, such an employee may be offered temporary or contractual employment for periods not exceeding one year at a time.

6.1 **TRANSPORTATION**

The University provides a subsidised bus service for its staff. The schedule is as follows:

- Eltham Park to UWI via Spanish Town, Washington Boulevard
- Spanish Town to UWI via Spanish Town Road, Three Miles, Hagley Park Road
- Greater Portmore (and its Environs) to UWI via Causeway Road
- Gregory Park (and its Environs) to UWI via Causeway Road, Hagley Park Road
- Cross Roads to downtown Kingston via Mountain View Avenue and Old Hope Road

These routes are reversed in the evenings. Also, public transportation is
within easy reach of the University. The bus routes are as follows:

- Half-Way-Tree to August Town via Liguanea and Mona Road
- Downtown Kingston to August Town via Cross Roads
- Liguanea and Papine
- Downtown Kingston to August Town via Cross Roads
- Liguanea, Mona Heights and Mona Road

The buses that pass through Half-Way-Tree stop at the main entrance to the University while the bus that travels to Downtown Kingston passes on Golding Avenue and by the back gate of the University at Irvine Hall and Shed Lane.

7.1 TRAFFIC REGULATIONS ON CAMPUS

Staff members are required to observe all traffic rules and regulations in force on the Campus. Parking areas are designated and a sticker identifies vehicles of members of staff. Parking stickers are available through your Department Head. Vehicles, which are illegally parked, would be clamped and would be released upon payment of a fee.
8.1 TELEPHONE SERVICES

Most Departments have a combination of extensions of the University Switchboard and direct lines. Staff members are expected to use the telephones for business calls only, and to exercise discretion. Permission to make personal calls is required.

9.1 GROUP LIFE INSURANCE

Among the benefits enjoyed by members of Staff is that of automatic cover under the University’s Group Life Policy. There is a non-contributory Scheme offering a minimum of a year’s salary to the spouse of a deceased employee. The sum payable does not form part of the estate of the deceased, but is the property of the surviving spouse. In the event that there is no surviving spouse, the University reserves the right to administer it for the benefit of any issue of the estate.
“Why Be Satisfied With Competence, When There Is Such A Thing As Excellence…”

“It Is Not The Hours That You Put Into The Work That Matters, It Is The Work That You Put Into The Hours…”

“It Is Not The Job That Makes The Man, It Is The Man That Makes The Job…”

Adapted from: Motivational Thoughts
Mr. Uriel Salmon, C.D.