



Handbook

FOR

**APPOINTMENTS, PROMOTIONS, DISCIPLINARY
AND POLICY GUIDELINES**

Issued by:

**THE GOVERNING COUNCIL
PETROLEUM TRAINING INSTITUTE
EFFURUN**

PREFACE

This Handbook for Appointments, Promotions, Discipline and Policy guidelines is issued by the Governing Council of the Petroleum Training Institute (PTI) Effurun, for the guidance of Management and Staff of the Institute in the performance of their functions.

The revised policy guidelines set out in this handbook take effect from 6th October, 2011.

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Chairman, Governing Council

Dated... 26/09/2012

MISSION STATEMENT

PTI's mission is to provide competent technological human resources, through quality training, research and consultancy for the Petroleum and Allied Industry.

VISION STATEMENT

To Become the Leading Oil and Gas Technological Institute in Africa.

An employee of the Petroleum Training Institute is a public servant. As public servants, staffers are under obligation to serve the country with their talents, in honest stewardship and with spirit of patriotism. They are expected to discharge their duties to the best of their abilities.

The PTI as a Federal Government-owned technological institution puts the employee in a special role as both public servant and business entrepreneur (because of the PTI Consult).

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1.0 BRIEF HISTORY OF THE INSTITUTE

1.1 INTRODUCTION

The Petroleum Training institute (PTI) was set up by Act No.37 of 1972 and subsequently amended by Act No.52 of 1975 with the following objectives:

- (a) To provide courses of instruction, training and research in Oil and Gas technology and to provide technicians and such skilled personnel normally required for Oil and Gas Industry.
- (b) To arrange conferences, seminars, and study group relative to the field of learning specified in paragraph (a) above; and
- (c) To perform such other function(s) as in the opinion of the Council, may serve to promote the objectives of the Institute, including the making of such regulations as may be necessary for entry into any type of courses approved by the Institute, the duration of such courses and their academic standards and the recognized equivalents of such certificates and diplomas that the Institute may award, The Institute therefore trains professional human resources specifically for the Petroleum Industry by serving as an Industrial Training Center, offering job-oriented training to meet the specific needs of the Industry. The Institute, in fulfillment of the aims and objectives of the Federal Government policy on local content ensures the replacement of the expatriate technicians (operators and supervisors) working in Petroleum Industry with trained indigenous personnel. This is also a step towards ensuring that the Federal Government objectives of acquisition of necessary technology by Nigerians, and conservation of foreign exchange are achieved.

In addition, the activities of the Institute are geared towards increasing the productivity of the Petroleum industry personnel by organizing booster courses, conferences and seminars to update their knowledge and skills.

In fulfillment of the set out objectives stated above, the Institute runs National and Higher National Diploma Programmes as well as Certificate courses.

1.2 OUR VALUES

Consequently, these dual roles obligate the PTI employees to imbibe the following values:

- Patriotism
- Industry/Hardwork
- Loyalty to the Institute

- Trust
- Integrity
- Accountability
- Transparency
- Commitment to PTI

2.0 RULES AND REGULATIONS

These Rules and Regulations are hereby published for the information of all staff and will apply henceforth in the Institute. In addition, these regulations seek to introduce necessary control and provide correct guidance on the proper conduct of staff generally in the PTI offices and work environment.

2.1 HISTORY OF SERVICE

The Institute has been operating on the Public Service Rule, Federal Government Regulation and Circulars. Also with the formal approval of the Honourable Minister of Petroleum on behalf of the Federal Government following the pronouncement by the National Industrial Court, granted on the 12th April, 1994, the Institute enjoys the same conditions of service as obtained and applicable in the Nigeria National Petroleum Corporation (NNPC).

2.2 GENERAL OBLIGATIONS

- (i) Every employee of the Institute is duty-bound to respect and comply at all times with all rules, regulations and instructions made or given by the Institute, the management and its superior officers for the smooth running of the Institute.
- (ii) Every employee is expected to demonstrate at all times, full loyalty, honesty, dedication and devotion to PTI as his/her Employer.
- (iii) Employees must avoid actions that are against the interest of the Institute.
- (iv) Every employee of the Institute is required to be self-disciplined and to conduct himself or herself at all times, in a manner conducive to peace, order and general well-being of all staff.

Disorderly conduct will be regarded as a breach of discipline.

- (v) It shall be an offence for an employee to divulge information regarded as secret or confidential by the Institute. Staffers are asked to bear in mind that in this regard the provision of the Official Secret Act of 1963 shall be invoked where the management deems fit.

2.3 CARE OF PROPERTY

It is the duty of every employee to take adequate care of any Institute's property/vehicle/equipment/resources (finances) placed at his/her disposal or put in his/her custody in the course of employment, ensuring that h&she safe-guards them against misuse, avoidable damage and loss.

3.0 RECRUITMENT POLICY

3.1 GENERAL POLICY

The PTI recruitment policy is to employ and retain high quality personnel for jobs in the Institute,taking cognizance of knowledge, proven ability, and experience.

3.2 ELIGIBILITY FOR EMPLOYMENT

To be eligible for permanent and pensionable aQpointment in the Petroleum Training Institute, theapplicant must be a Nigerian as defined in Chapter lii of the Constitution of the Federal Republic ofNigeria. In addition, the applicant must:

- (i) Possess a certificate of origin duly signed by the Chairman or Secretary of his Local GovernmentArea;
- (ii) Not be less than 18 years and not more than 50 years of age;
- (iii) Possess such minimum qualifications as specified in the approved Scheme of Service of the Petroleum Training Institute;
- (iv) Be certified by a Government Medical Officer as medically fit;
- (v) Possess a testimonial of good conduct from his last employer or if not previously employed, from the last school or Institution attended;
- (vi) State whether he or she has not been convicted of a criminal offence;
- (vii) State all employment he was engaged in and, if he has left any employment why he did so or if he is still in any empioymentwhetherornot he is underany obligation to remain in ii;
- (viii) State whether or not he is free from anyfinancial embarrassment;
- (ix) Possess the NYSC discharge orexemption certificate where applicable.

3.3 NATURE OF EMPLOYMENT

All employment in the Institute are on a full me basis. No member of staff is allowed to engage in any other gainful business or employment outside the institute without the Institute's prior permission in writing.

3.4 REFLECTION OF FEDERAL CHARACTER

3.4.1 Senior Staff

In view of the significant position of the oil industry in the national economy, it is necessary to spread, as much as possible, senior staff position among citizens from various States of the federation without compromising merit, to reflect the Federal Character as provided for in Section 14(3) of the 1999 Constitution of the Federal Republic of Nigeria.

3.4.2 Junior Staff

Recruitment of Junior Staff particularly the unskilled shall be based on the catchment area principle i.e., the predominance of the Local Governments in the State.

3.5 INTERNAL CANDIDATES

When considering candidate to fill a vacant position, staff within the system, who indicate interest and meet the specification for that position in question is graded not higher than one level above the current substantive rank of the internal candidate.

3.6 RELATIVE OF STAFF

To minimize malpractice in employment, administration of personnel policies and procedures as well as to safeguard the Institute's interest that might thereby be jeopardized, the recruitment of more than two (2) members of the nuclear family in the Institute is disallowed. Nuclear family means a man, his wife and children.

4.0 TYPES OF APPOINTMENT

4.1 PERMANENT AND PENSIONABLE

Any qualified Nigerian may be offered permanent/pensionable appointment except for the following:

Those who have retired from previous employment.

Those who are 50 years and above at the time of employment.

4.2 CONSULTANCY SERVICES UNIT

In view of the Institute's consultancy service and any other business ventures, appointments of contract staff can be considered. Such appointment is not transferable into the Institute. Consultancy Service Unit and any other business service ventures shall have separate conditions of service to be determined by the Ventures.

4.2.1 GENERAL

4.2.2 Contract Appointment

A contract appointment is a temporary appointment which does not provide for the payment of a pension.

Envisaged in this category are experienced professionals and other staff who are required to provide critical service or perform a specific task over a relatively short period by virtue of proven experience in the particular area. Such appointment also presupposes that a permanent staff of that caliber is not available in the system at the material time to fill that position. A contract appointment of this type shall be made for a maximum of 2 years at a time and subject to termination by either side upon one giving the other one-month's notice or payment of one month's salary in lieu of notice.

- (i) Contract Appointment may be offered to expatriates ONLY when suitable Nigerians are not available.
- (ii) Nigerians may be appointed on contract terms:
 - (a) If they are pensioners; or
 - (b) If they are 50 years of age or over at the time they are being appointed; or
 - (c) If they specifically request to be employed on contract terms and it is deemed in the best interest of the Service.

(iii) Anon Nigerian spouse

4.2.3 Temporary Appointment

This type of appointment is not pensionable and should not exceed six months at a time. A staff on temporary appointment is entitled only to the consolidated monthly salary and none of the benefit provided for staff on permanent appointment, except personal accident insurance, medical care for self only, canteen facilities (where available) and prorata leave. The use of temporary appointment as a prelude to permanent employment is forbidden.

4.2.4 Non-Pensionable Short Term Appointments

Appointment of staff on month to month and other short term appointment in Petroleum Training Institute are governed by the conditions set out in the letter offering the appointment and such Rules as applied to such staff. The Principal shall terminate such appointment in accordance with such terms.

4.2.5 Acting Appointments

Acting appointments subject to vacancy shall be approved by the Council on the recommendation of the Principal/Chief Executive provided the officer has spent a minimum of one year on his substantive grade.

5.0 ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment, the candidate must fulfill the necessary conditions and meet the eligibility criteria including those of relevant qualifications and experience as spelt out in 3.2.

6.0 EMPLOYMENT AND RECRUITMENT PROCEDURE

All recruitment/appointments in the Institute must be subject to vacancies and availability of funds. All employment and recruitment to Senior Staff position must be approved by the Council. Pursuant to the Institute policy on recruitment of staff stated below. The following procedure will be observed in recruitment.

6.1 EMPLOYMENT/RECRUITMENT REQUEST

The Department requiring the new staff shall apply to Human Resources Department by completing the Recruitment Request Form. The form must be signed by the Head of Department or Division himself and must be strictly in respect of his departmental staff need. Every application should be supported by a job description.

6.2 APPROVED VACANCY

The Human Resources Department shall satisfy itself that the request relates to an already approved vacancy as provided for in the user Department's organogram and/or current Annual Budget. It is the responsibility of the Head of the requesting Department to obtain such approval from the appropriate authority of the Institute.

6.3.1 Advertisement of all Vacant Positions

All established vacant senior posts not filled by promotion shall normally be advertised. Vacancies will be published both internally and externally through National newspaper advertisements) simultaneously.

Once a post has been advertised, the basic qualification laid down in the advertisement shall be observed while short-listing.

6.3.2 Short-Listing

The Management's Appointments, Promotions and Disciplinary Committee will perform the initial short-listing of application letters showing all candidates who are prima facie qualified for the position in question, with regard to the specification already given by the requesting Department. The specification will be in line with PTI staff grading system.

6.3.3 Method of Assessment

Candidates in the final short-list will be subjected to a selection involving a written examination or a practical test, a personal interview or combination of the three. The letters inviting a candidate to a selection exercise shall allow a minimum of 4 weeks for postage and receipt. Recruitment shall be done on departmental basis as much as practicable but without prejudice to the powers of the Principal to make recommendation to Council on recruitment in any manner or otherwise.

6.3.4 Composition of Appointment Committee

The composition of Appointment Committee for selection interview of prospective employee will be on the following pattern:

Senior Staff (S57-M4)

- PTI Governing Council AP&D (Chairman)
- Members of AP&D
- Principal
- HOD/ Representative of the Respective Departments

- Representative from Federal Character Commission (Observer)
- A Specialist or Consultant (If necessary)
- Registrar (Secretary)

Junior Staff (JSI — JS4)

- Registrar (Chairman)
- Five Senior Officers not below SS 3
- Head Human Resources Development
- HOD of Requesting Department
- Representative from Federal Character Commission (Observer)
- Staff from Human Resources Development not below SS 3 (Secretary)

6.3.5 Basic Information for Appointment Committee Members

On each occasion of a selection interview, the Human Resources Department shall prepare and make available to each member of the panel before the appointed date the following information:

- Full specification of the job(s) in question.
- The vacant position relating to the recruitment.
- Curriculum Vitae of each candidate invited for interview.
- A set of PTI Scheme of Service, salary scale and Conditions of Service.
- Performance Score sheets
- The average score should be computed on the spot

6.3.6 Standard Rating System

On every occasion of the selection interview, each committee shall decide at the outset, before the candidate appears before it, a clear and standard rating criteria to use, which should limit the subjective factor to a minimum. The system should involve a set of relevant criteria and respective weightings to each the weightings to each directly related to the particular job in question. For example, a position may require highest premium of experience. Each committee member shall then rate a candidate, preferably in numerical terms, strictly in accordance with the system, so that the average of the committee members rating becomes the absolute score of the candidate

Forexample, the criteria could be:

- Personal Appearance and General Impression
- Basic! relevant Qualifications,
- Experience relevant to the job.

- Job knowledge, suitability in the field and Current Affairs.

6.3.7 Interview Report

A formal report shall be produced by the Human Resources Officer in attendance on every selection interview, whether or not it yielded any candidate(s) suitable for appointment. The report should be certified by the Chairman of the Appointment Committee, and shall include the following:

- Date and place of selection Interview
- Title and specification of job(s)
- Panel members present
- Scoring criteria and system used.
- Performance of each candidate starting with statement of confirmed basic personal data, which must include his current or last employment, job title and salary (if any). Then the panel's average score, suitability verdict and any other special remarks on the candidates.
- List of candidates recommended for appointments, in order of merit with the suggested designation and consolidated salary based on his qualification and experience at the time of his employment.

6.3.8 Appointment Committee's Recommendations

At the end of a selection interview session, the application of the scoring system agreed upon at the beginning would have produced a rough performance ranking for all the candidates interviewed. The committee will then proceed to make position recommendations on the following:

- A list of all candidates on merit who have met all requirements and are deemed suitable for employment to the position(s) in question.
- Indication of the candidate(s) on the same list who should be employed now to satisfy the immediate need.
- The current designation and salary to be offered in accordance with PTI system:

6.3.9 Formalization of Interview Report

Within 5 working days of a selection interview, the Human Resources Department shall submit to the appropriate approving authority its recommendations of appointment(s) and salaries to be offered with the relevant interview report attached as a separate supporting document.

6.3.10 Interview for External Candidates Kilometer and Night Allowances

The Human Resources Department shall ensure that the people invited after the final selection interview are paid kilometer and night allowances. The rate payable shall be the same as would be applicable to serving staff on equivalent position as the candidate was considered for.

6.3.11 Medical Examination

Candidates selected for appointment shall be required to undergo a pre-employment medical examination and an offer of appointment is made only when candidates are declared mentally and physically fit by the Institutes designated Medical Officer. Selected candidates who are found to be pregnant shall be offered employment only after their delivery. The pre-employment medical examination shall be at the Institute's medical clinic.

6.3.12 Confidential Report from Previous Employer

All appointments shall be subject to satisfactory confidential report or testimonial from previous employer/Institution.

7.0 OFFER OF APPOINTMENT

All letters of offer of appointments must be signed by the Registrar/Secretary to Council. The letter of appointment shall be a standard document used for all grades and categories of employment, and it shall contain the following:

- Title of the job offered
- Salary (consolidated) and fringe benefits
- Place of work
- Probation period, Confirmation and Pension right, if applicable
- Date of assumption of duty and expiration of offer
- Applicability of PTI Conditions of Service throughout period of service should be stated.
- The offer shall not be renegotiated after initial acceptance.

7.1 ACCEPTANCE OF OFFER

All new employees are subject to fill the necessary documents in the office of the Registrar in the acceptance of offer.

7.2 STAFF REPORTING FOR DUTY

Provided the' staff is not recruited from within 30km (thirty kilometer) radius from the Institute, on assumption of duty helshe shall be entitled to accommodation in a hotel or guest house for a period not exceeding 28 days or allowance in lieu of hotel accommodation.

7.3. INDUCTION COURSE BY HUMAN RESOURCES DEVELOPMENT DEPARTMENT

An induction course shall be organized for the newly recruited staff by Human ResourcesDevelopment Department of the Institute.

7.4 DEPLOYMENT AND PLACEMENT ON PAYROLL

Staff who have successfully completed documentation shall be deployed to the requestingDepartment. The requesting Department shall confirm to Human Resources DevelopmentDepartment that the staff has reported and has been deployed. Thereafter, the Human ResourcesDepartment (HRD) shall place the staff on a payroll by an appropriate Salary Variation Advice (SVA)to the Director, Finance andAccounts (DFA).

7.5 PROBATION

All newly employed staff offered permanentlpensionable appointment in the Institute shall be on probation for the first 24 months of service. At the end of the period, the appointment shall be confirmed, subject to satisfactory performance.

7.6 GENERALGUIDEON GRADING SYSTEM

7.6.1 Placementot New Employees

Placement of new employees will be based on individual educational attainment, training andrelevant experience according to the following guidelines:

GRADING OF OFFICER AND MANAGEMENT CADRE, POSITION, SALARY, QUALIFICATION & EXPERIENCE

Principal/Chief Executive	M3	The management shall upon the directive of the PTI Governing Council, advertise in at least three national newspapers.
Registrar Director	M4	The management shall upon the directive of the PTI Governing Council, advertise in at least three national newspapers. Must have 26 year of cognate experience
Dep. Director	M5	Must have 23 year of cognate experience
Assistant Director	M6	Must have 18 year of cognate experience
Chief officer/supervisor/superintendent	SS1	Must have 15 year of cognate experience
DCO/Supervisor/Sperintensdent	SS2	Must have 12 year of cognate experience
ACO/ Supervisor/Sperintensdent	SS 3	Must have 9 year of cognate experience
Senior Officer/Accountant/ Engineer/Doctor/Auditor/Lawyer/Technology/ Chief Operator	SS4	Must have 6 year of cognate experience
Officer II/Accountant/Lawyer/Technologist/ Chief Operator Doctor/Auditor e.t.c	SS5	Must have 3 year of cognate experience
Officer II/Assistant/ Technologist/Operator Technician	SS6	Good relevant degree. minimum of second class lower credit HND or equivalent qualification
	SS7	ND

Academic qualification only for new appointment (only the highest applies) - 10 points

- (a) ND - 2 points
- (b) HND - 4 points
- (c) B.Sc. - 5 points
- (d) M.Sc. - 6 points
- (e) M. Phil - 7 points
- (f) Ph. D. - 10 points

Professional Qualification &Affiliations - 5points

- (a) Registration by professional body - 3 points
- (b) Membership of professional Associations (National) - 2 points
- (c) Membership of professional Association - (International) 3 points

8.0 PROMOTION

Promotion shall be determined strictly by merit, APER score, seniority, oral interview and the existence of vacancy at the higher post. Promotion shall either be vertical or horizontal. In either of the cases, the minimum increment shall be a percentage of Consolidated Annual Salary (CAS) as provided by the Appraisal guideline of the given year. In all cases promotion shall be guided by the Appraisal Guideline issued by Human Resources Department.

8.1 GENERAL

Declaration of vacancies

Vacancies shall be declared based on the Institute's current existing Organogram, generated from each Department of the Institute, based on their departmental work load? Schedule.

An officer shall be eligible for promotion after a satisfactory service commensurable with his/her ranks as follows:

Officer on JS4 - JS1 minimum of 2 years

Officer on S7 - SS1 minimum of 3 years

Officer on SS1 - MB minimum of 3 years

Officer on M6 - M3 minimum of 4 years

Promotion as the case may be is subject to availability of vacancy, APER and satisfactory performance during interview where applicable. It should be noted that an officer or staff having any pending disciplinary case would not be qualified for promotion.

- 8.1.1 In assessing the merits of staff by the HOD/ Director, a clear distinction shall be made between their record of performance or efficiency in the lower grades or their potential for promotion, i.e. ability and competence to perform efficiently the duties and responsibilities of the higher post.

- 8.1.2 Seniority and previous record of performance shall be taken into account in choosing candidates with equal potential for promotion.
- 6.1.3 Emphasis shall be laid on productivity, good conduct and performance during the interview.

8.2 PROCEDURE

8.2.1 Promotion exercise shall normally take place once a year and the effective date shall be 1ST January.

8.2.2 Junior Staff Committee AP&O

Recommendation for promotion shall be made on the approved format by the reporting officer through the appropriate channel to the Institute’s AP&D Committee (Junior Staff) which in turn shall make appropriate recommendation to the Principal/Chief Executive for approval.

8.2.3 Criterial/EligibilityforPromotionsforJunior Staff

Promotion of Junior Staff shall be determined stiictlyby merit and qualification.

- Academic qualification i.e. WASC, NECO, NABTEB, 5 Credit (Maths and English Languageinclusive at credit level)
- Professional certification. Trade Test I, II & III
- Works place evaluation viaAPER (2 years evaluation forms)

Discipline/work behavior; warning, pending disciplinary action.

JS 3/ JS 4	Messenger/Cleaner
JS 2	Office Attendant
JS 1	Asst. Superviros

The format for grading of junior staff for promotion shall be as follows:

SCORING FOR JUNIOR STAFF

APER	-	90
Seniority	-	<u>10</u>
Total	-	<u>100</u>

NB:

Appearance is compulsory.

A staff will be promoted after scoring an overall pass mark of 65%.

6.2.4 Senior Staff

Recommendation for promotion shall be made on the approved format by the reporting officer through the appropriate channel to the Principal for consideration by the Council.

For administrative and other staff serving in the unit other than their own, their Head of Department shall obtain the opinions of the Head of Unit/Department where they were before making recommendations for promotion.

8.2.5 Upgrading

Upgrading shall not be automatic but subject to vacancy. Upgrading is for a staff who obtains additional qualification within the same career path. Upgrading should be done during appraisal exercise. Only confirmed staff application will be considered for upgrading. All vacancies in the relevant area within the Institute will be pooled for purpose of upgrading.

Staff are advised to take courses / programmes that are related to their current jobs. The employees three year cumulative performance will be taken into consideration for purpose of upgrading.

8.2.6 Conversion

Conversion is subject to vacancy. Staff should have acquired additional qualification and be on SS5 and below.

The employee's three years cumulative performance will be taken into consideration for purpose of conversion. Conversion exams shall be conducted internally with a minimum pass mark of 50%. Conversion examination shall be specific to the career path to which the applicant desires. All vacancies in the relevant area will be pooled within the Institute for the purpose of conversion. NOTE: Conversion will only apply to SS 5 and below

CONVERSION TABLE

ACADEMIC CADRE

NON-ACADEMIC CADRE

Workshop assistant	C &G	JS 4 – JS 1	Typist	35 WPM, S. 75 70 WPM	JS 3 –SS 6
Technician	ND	SS7 – SS3	Secretary	120 WPM	SS6 – SS1
Technologist	HND	SS6 – SS1	Officer	Bsc	SS6 – M3
Lecturer	Bsc, M.sc/ P.hd	- -	Medical Nursing	MBBS	SS6 – M3 SS 7 – SS1

		-	Account officer	ND HND Bsc	SS 7 – SS3 SS 6 – SS1 SS6 – M3
		-	Workshop assistant	C & G, trade test I, II & III	JS 4 – JS 1
		-	Technician	ND	SS7 – SS3
		-	Technologist	HND	SS6 – SS1

Staff who converted laterally have to wait for a period of three (3) years before they can be considered for promotion.

8.2.7 CRITERIA & ELIGIBILITY FOR PROMOTIONS FOR NON ACADEMIC STAFF

The following shall be the basis for normal promotion of the non academic staff:

- (a) Availability of vacancy
- (b) Evidence of satisfactory performance of duty
- (c) Good disposition including readiness to accept additional responsibilities
- (d) Effective contributions to the work and life of the Institute
- (e) Evidence of habitual good conduct and appearance.
- (f) Punctuality and Reliability
- (g) Evidence of exceptional professional and/or administrative ability
- (h) Evidence of special responsibility within the Department and Institute, and contribution to civic activities.
- (i) Evidence of additional relevant higher qualifications
- (j) Ability to work or perform under stress
- (k) Officers who have pending disciplinary cases against them shall not be considered for promotion until they are cleared. An officer who is cleared from disciplinary cases may be considered for the next promotion exercise provided that other criteria are satisfied.
- (l) HND holders must have twenty (20) years workshop experience with a minimum of five (5) years post Master's degree before they can be considered for promotion to Management positions (M6). Subject to availability of vacancy in the Laboratory where he/she will continue to serve after promotion.

- (m) Any Academic staff without a master's degree and relevant cognate working experience cannot be considered for management position.
- (n) Any staff on non-officers cadre with a relevant degree and 12 years cognate working experience should be considered for promotion to Ssl.

The format for grading of staff for promotion as determined by Council shall be as follows:

NON ACADEMIC STAFF

SS7 - SS1 (Admin)			SS1 - M6& Above (Admin)		
APER	-	90	APER	-	60
Seniority	-	10	Seniority	-	10
			Written test	-	25
			Oral interview	-	05
		100			100

ACADEMIC STAFF

SS7 -SS4			SS4 - SS1		
APER	-	90	APER	-	85
Seniority	-	10	Seniority	-	10
		100	Publication	-	05
					100

NB: APPEARANCE IS COMPULSORY

SS1 - M6 & Above (Academic Staff)

APER	-	55
Seniority	-	10
Writtentest	-	20
Publication	-	10
Oral Interview	-	5

The pass mark for promotion on shall be 65%

8.3 GUIDELINES FOR APPOINTMENTS AND PROMOTIONS ACADEMIC STAFF

8.3.1 Objectives

- (a) To make available quantifiable and objective criteria for the assessment of the performance of academic staff.
- (b) To specify clear performance targets for academic staff so as to encourage them to seek and excel in their careers.
- (c) To stimulate the professional growth of the Institute academic staff by the Institution and thus becoming well-rounded intellectuals.

8.3.2 GENERAL REGULATIONS GOVERNING THE OPERATION OF THE GUIDELINES

For Appointments and Promotions of Academic Staff, the guidelines should be operated under the following general regulation:

- 8.3.3 The attainment of the minimum number of points for appointment or promotion to any rank does not guarantee the candidate's appointment or promotion as it is only part fulfillment of the general requirement for promotion.
- 8.3.4 For the case of promotion requiring publication, items accepted for publication but not yet published maybe accepted and assessed as if they have been published provided they are accompanied by letters of acceptance. However, the acceptance letter shall be valid for only three (3) years.
- 8.3.5 Promotion to the rank of Assistant Director and above is subject to written examination and interview.

8.4 REQUIREMENT FOR PROMOTION OF ACADEMIC STAFF

8.4.1 Number of Years Between a Level and Another

- 1. SS7 - M6 - 3YEARS
- 2. M6-M5 - 4YEARS

8.4.2

S/N	CRITERIA	POSITION
1.	APER	Score
2.	SS 7 – SS1	NNPC condition of service applied and publication
3.	SS 1 – AD	Chief officer's training, written examination and oral interview
4.	Preffessional associations Ss 1 – AD AD – DD	Mandatory

8.4.3 The number of years shall be applicable to the instructor and technologist cadres at each corresponding level. Technologists/Instructors below 55 1 require no publication, but instructors' cadre requires evidence of Student projects for promotion to SS1 and above.

8.4.4 **MINIMUM PUBLICATION POINTS REQUIRED OF OFFICER (TRAINING) CADRE IN ADDITION TO ABOVE PUBLICATION**

1. SS7- SS6 No publication required
2. SS6 - SS5 No publication required
3. SS5 - SS4 No publication required
4. SS4 - SS3 Minimum of 1 point from publication
5. SS3 - SS2 Minimum of 2 point from publication
6. SS2 - SS1 Minimum of 3 point from publication
7. SS1 - M6
8. M6 - MS Minimum of 4 point from publication 8.4.5

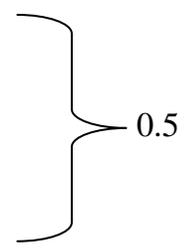
8.4.5 **GUIDE TO RATING PUBLICATIONS**

- (i) Department seminar - 0.5 point
- (ii) Journal paper (local) - 0.5 point
- (iii) Journal paper (international) - 1.5 point
- (iv) conference paper - 0.5 point

- (v) Tech. Report/Inl. Attach Report - 05 point
- (vi) Standard textbook (with ISBN) - 2.0 point
- (vii) Join authorship (2 persons) text book- 1 point each
- (viii) Join authorship (journal) - 1.0 Point to be shared equully by authors
- (x) Patent - 2.5 points

Oral Interview - 5%

- i. Appearance/Dressing - 0.5
- ii. Knowledge of Environmental/Current Affairs - 1.5
- iii. Communication Skill - 0.5
- iv. Confidence/Composure - 0.5
- v. Professional Bodies/Association - 1.0
- vi. Courses taught/work load per semester:
 - 1st Semester -5 points per semester
 - 2nd Semester - 5 points per semester
- vii. PTI Committee served - 0.5 points



9.0 CRITERIA FOR ASSESSMENT OF TEACHING STAFF IN THE APER FORM

Each member of teaching staff shaHbe assessed on:

- 9.1 Professional Qualification & Affiliations** - **5 points**
 - (a) Registration by professional body - 3 points
 - (b) Membership of professionalAssociations (National) - 2 points
 - (c) Membership of professional Association (International) - 3 points
- 9.2 APERForm** - **10points**
- 9.3 ICE, Booster, Consultancy, Practical Contact and Industrial jobs-** 10 points
(25 points each)

9.4 Design/Construction of equipment with report - 5 points (2.5points each)

9.5 Papers presented or published

(i)	Deputy Director (minimum number of points)		4 points
(ii)	Assistant Director	=	3 points
(iii)	Chief Officer	=	2 points
(iv)	Deputy Chief Officer	=	2 points
(v)	Assistant Chief Officer	=	1 point
(vi)	Senior Officer	=	1 point
(vii)	Officer I	=	0 point
(viii)	Officer II	=	0 point

9.6 Administrative experience/Acting Capacity served (2 years) - 2 points

(A Letter to this effect should be issued to the officer concerned.)

9.7 Institute's Standing Committee served (3 years) - 2 points

(No one person should serve in more than 2 committees during the period under review)

9.8 National/Community Service - 2 points

9.9 Student Project Supervision - 0.5 point

9.10 Departmental Examination officers - 3 points

9.11 Seniority - 10 points

10.0 ADMINISTRATIVE EXPERIENCE & COMMUNITY SERVICE

2 **POINTS MAXIMUM**: A staff shall be assessed on his administrative experience and the scores awarded shall not exceed the maximum points stated against each criteria.

(a) Head of Department: Each academic session spent holding that position attracts one point subject to a maximum of 4 points.

(b) Member of PTI Management Committee: Each academic session spent as a member of the Institute's management committee shall attract 0.5 point subject to a maximum of 2 points.

- (c) Member of State or Federal Committee or Board: Each year spent on the Committee or Board shall attract 0.5 point subject to a maximum of 2 points.
- (d) Examination Officer: Each academic session spent on that position shall attract 0.5 point subject to a maximum of 2 points.
- (e) Other responsibilities: Such as Departmental Admission Officer, Examination committee, Registration Officer, etc. Each academic session spent on that position shall attract 0.2 point subject to a maximum of 2 points.

10.1 To qualify for promotion, a staff must obtain the minimum score set out against each of the following cadre.

(i) OFFICER II (TRAINING) - SS6

Candidate to hold good honours degree with a minimum of second class lower from a recognized University with National Youth Service Corps discharge certificate/exemption letter.

(ii) OFFICER I (TRAINING) - SS5

To be eligible for promotion to the position of Officer 1, a staff must score a minimum of 6.0 points.

(iii) SENIOR OFFICER (TRAINING) - SS4

To be eligible for promotion to the position of Senior Officer (Training), staff must have a minimum of 9 points cumulative.

(iv) ASSISTANT CHIEF OFFICER (TRAINING) – SS 3

To be eligible for promotion to Assistant Chief Officer (Training) a staff must have a minimum of 12 points cumulative with at least evidence of students project supervision. With at least 1 point from publication.

(v) DEPUTY CHIEF OFFICER (TRAINING) - SS2

To be eligible for promotion to Deputy Chief Officer (Training), the staff must have a minimum of 15 points cumulative. Evidence of students' project supervision. With at least 2 points from publication

(vi) CHIEF OFFICER (TRAINING) SS 1

To be eligible for promotion to Chief Officer (Training), the staff must have scored a minimum of 18 points cumulative with evidence of students' project supervision with at least 3 points from publication.

(vii) ASSISTANT DIRECTOR (TRAINING) -M6

To be eligible for promotion to Assistant Director (Training), the staff must have scored a minimum of 20 points cumulative with at least 3 points on publication.

(viii) DEPUTYDIRECTOR(TRAINING) - M5

To be eligible for promotion to Deputy Director (Training), the staff must have scored a minimum of 25 points cumulative with at least 4 points on publication.

10.2 DEFINITION OF TERMS

(a) Publication:

A work issued to the public for the advancement of knowledge in one of several forms: Article in learned journal, monograph, book, novel, chapter in a referred book, book review, indexes, paper in published conference proceedings, translations, bibliographies, technical designs, dramatic, poetic and narrative writing. To be acceptable such works must have been referred/assessed prior to publication.

(b) Book:

A book refers to a published work with an independent physical existence. In the context of this document, it should normally be a contribution to knowledge at Tertiary Institution.

(c) Journal:

A periodical issued by a learned/professional society or institution and containing new proceedings, transactions, researched reports of work, analytical, critical and creative work in a particular field.

(d) Paper:

A contribution written by one or more persons and published.

10.3 Scholarly Journal shall be:

- (i) Approved by the Publications Committee
- (ii) Journals indexed locally, internationally and classified as regular and certified by the PTI Librarian.

Journals published by Professional Associations/Societies which are recognized by the Institute.

10.3.1 RIGHTS OF APPEALS AND PETITIONS

10.4.1 Appeals

Every officer has a right of appeal against the decisions of the appropriate authority. Appeals against the decisions of the Senior Staff Committee shall be forwarded to the Governing Council through the appropriate channel. The Registrar shall forward the original of such appeals to the Governing Council, together with the brief and minutes of the relevant Committee and its comments thereon within four weeks of receipt.

10.4.2 APPEAL ON PROMOTION MATTERS

Aggrieved officers may petition within two months after the promotion exercise. The Institute shall set up an appeals/petition committee to review all cases from aggrieved officers. All appeals/petitions must reach the committee and be considered within two months upon the receipt of the petition.

11.0 DISCIPLINE

The Institute expects its employees to perform their duties and generally conduct themselves to acceptable standards consistent with efficient achievement of the P.T.I objectives. However, disciplinary action will be taken against an erring staff whenever performance falls short of these standards, especially in areas such as, but not limited to absence from duty without permission, lateness, inefficiency, insubordination, disloyalty to the Institute, drunkenness while on duty, fraud,

money lending, hawking merchandise on duty, indecent modes of dressing, unauthorized publication or press briefing, refusal to accept posting, tampering or alteration of official records etc.

11.1 DISCIPLINARY PROCEDURE

It shall be the duty of every staff to acquaint himself/herself with the disciplinary rule and every other regulation in force.

11.1.1 Initial Report

The Head of Department or/immediate supervisor should in the first instance, issue an appropriate query to the offending staff. Such query should request for the offending staff written statement of defence and should stipulate a deadline of not more than 48 hours for receipt of the response. Failure to respond to the query or lateness in doing so constitutes a separate offence. Whether or not the response to the query is acceptable to the originator, an initial report must be forwarded to the Human Resources Department for further action or record purposes.

The initial report should contain among other things recommendation for disciplinary action. The query and initial report issued to the offending staff by the Head of Department or immediate supervisor does not preclude the Human Resources Department from issuing the offending staff with another query, if necessary.

11.1.2 Investigation

The Human Resources Department shall within five working days of receiving the report from the subject staff Department, carry out necessary investigation, where information is required. The Human Resources Department will then produce a written summary of the case and submit same, with the recommendation of the appropriate disciplinary action and all relevant evidence attached, to the Principal/CE who in turn may refer it to the appropriate disciplinary committee, if necessary. In this regard, the final authority for senior staff is the Council and the Principal in the case of junior staff.

11.1.3 Decision of Disciplinary Action

The final authority may decide the case on its own or use prior advice of an Ad-hoc Disciplinary Committee of the Institute.

The final decision is referred to the Human Resources Department which will promptly communicate same to the subject staff formally through his/her Head of Department.

11.1.4 Discipline of Female Staff

Any disciplinary proceeding against a female officer which would otherwise have been taken during the time of her maternity leave shall be postponed until her maternity leave has expired.

11.1.5 Petition

Any objection from a member of staff on the issue shall be addressed through his Head of Department to the Human Resources Department for onward transmission to a higher authority, if applicable. However, the petitioner may forward an advance copy to the higher authority concerned where the H.R.D. was found not to have done so.

- (i) A petitioner who is still an officer, shall submit to his immediate superior the original of his petition and such number of copies as will, in addition, provide a copy for each officer through whom it must pass.

- (ii) A petition to the Governing Council shall, if written by a person who is still an officer be forwarded through the Principal and an advance copy of his petition may be sent to the Governing Council. The Registrar shall forward the original of such petitions to the Governing Council, together with the brief and minutes of the relevant Committee and its comments thereon within four weeks of receipt.

11.2 DISCIPLINARY MEASURES

11.2.1 Verbal Warning

Depending on the gravity of an offence, the Human Resources Department may decide to dispose of an infringement of the Conditions of Service and/or Internal Regulations by giving the offender an oral warning.

11.2.2 Written Warning

When an employee is found guilty of any of the offences listed below, he/she shall be given a letter of warning. However, more severe punishment may be imposed if there had been previous infringement by the same staff.

- i. Lateness to work
- ii. Poor attitude to work
- iii. Abuse of the Institute's properties, facilities and time;
- iv. Failure to carry, display or show on demand, the Institute's identity card
- v. Hawking merchandise
- vi. Negligence
- vii. Foul language
- viii. Failure to keep records
- ix. Alteration or tampering with records

For an unauthorized absence, the principle of no work no pay shall apply in addition to other sanctions consequent upon his conduct.

Any member of staff who is given a written warning will automatically forfeit his productivity bonus and the annual increment for the following year.

11.2.3 Interdiction on Half Pay

An employee whose conduct is under investigation may be interdicted from duty for a length of time not exceeding 6 months. An employee on interdiction shall be entitled to only half of his consolidated salary during interdiction.

Where a staff is proved innocent, and restored to duty, the amount withheld shall be paid to the staff.

Management shall, however, ensure that the period of such interdiction does not drag on indefinitely.

- (i) When serious case that may lead to dismissal has been instituted against an officer, the Principal/Chief Executive or the Governing Council may interdict him on not more than halfpay pending the determination of the case.
- (ii) Recommendations to the Management for interdiction shall be made only if it is against the public interest that the officer should continue to perform any of the duties of his rank. When the charge against him is such that the continued performance of his current duties is against the public interest or prejudicial to the investigation of the charge against him, consideration shall be given to putting him on alternative duties. Interdiction shall only be resorted to when this is not possible.
- (iii) When an officer is interdicted he shall cease to report for duty and shall receive such proportion of his emoluments, being not less than half of his entitlement as the Management may determine. The letter informing an officer of his interdiction shall also indicate the proportion of emolument he is to receive while on interdiction.
- (iv) If findings indicate that he is not guilty of the charge made against him, the officer shall immediately be reinstated and shall receive the full amount of his emoluments denied himwhile he was interdicted.
- (v) If he is found guilty but is not dismissed, he may be refunded such portion of the emoluments denied him as the Management may determine.
- (vi) An officer who is under interdiction or suspension shall notify the Institute of his intention to leave his station. He shall however, not leave the country without the specific approval of thePTIGoverning Council.
- (vii) He is also responsible for keeping the Institute informed of the address at which instructions to him can be delivered.

- (viii) If he fails to comply with the instructions delivered to him at such address within seven days of such delivery, he will be regarded as absent from duty without leave.

11.2.4 Suspension without Pay

Acts of serious misconduct shall be punished with suspension without pay. Suspension should not be used as a synonym for interdiction. It shall apply where a prima facie case, the nature of which is serious, has been established against an officer and it is considered necessary in the public interest that he should forthwith be prohibited from carrying on his duties. Pending investigation into his misconduct, the Principal/CE shall, with the approval of the Governing Council, suspend him from the exercise of the powers and functions of his office and from the enjoyment of his salaries.

11.2.5 Dismissal

The ultimate penalty for serious misconduct is dismissal. An officer who is dismissed forfeits all claims to retiring benefits, leave or transport grant, etc.

An officer shall be dismissed from the Institute on grounds of serious misconduct.

Serious misconduct is defined as a specific act of very serious wrongdoing and improper behaviours which can be investigated and proved. An employee may be dismissed from the Institute on the following grounds:

- (i) Fraud
- (ii) Theft/Stealing
- (iii) Willful damage of the Institute's property
- (iv) Divulging of official secret
- (v) Willful act or omission or general misconduct to the scandal of the public.
- (vi) Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like)
- (vii) Absence from duty without leave
- (viii) Disobedience of lawful order, such as refusal to proceed on transfer or to accept posting, etc.
- (ix) Suppression, alteration, tampering or falsification of records

- (x) False claims against Government.
- (xi) Serious financial embarrassment
- (xii) Corruption
- (xiii) Embezzlement
- (xiv) Fighting while on duty
- (xv) Membership of secret societies
- (xvi) Violation of section 14(3) of the 1999 Constitution of the Federal Republic of Nigeria
- (xvii) Contravention of appropriate provision of the Public Service Rules and Financial Regulations
- (xviii) Dishonesty
- (xix) Drunkenness while on duty.
 - (i) Insubordination
 - (ii) Negligence

11.2.6 Effective Date of Dismissal

When an officer is dismissed, no notice or salary in lieu shall be given to him and his dismissal shall take effect from the date on which he is notified thereof. The date shall be notified by the PTI Governing Council through the Principal/CE as soon as practicable. Where the officer concerned seeks to evade this official notification, the effective date shall be:

- a. that on which he is served with the notification, even when he may refuse to acknowledge the receipt; or
- b. the date on which the notification is delivered by a messenger to his recorded address, even when the officer concerned does not himself acknowledge the receipt of such delivery; or
- c. the date on which the notification is sent by post to his last known or normal address in accordance with the definition of ‘service by post’ in section 26 of the Interpretation Act (Cap.192).

11.2.7 Officer under Criminal Charge

An officer must, under pain of disciplinary action, promptly report to his Principal/CE whenever he is convicted of criminal offence and must report the outcome of the charge. If an officer is convicted of a criminal charge, the Institute shall consider the proceedings of the criminal court and if it is of the opinion that the officer should be dismissed or subjected to some lesser penalty on account of the offence for which he has been convicted, the officer may thereupon be dismissed or otherwise punished.

11.2.8 Effect of Criminal Proceedings

Nothing shall prevent disciplinary action being taken or continued against an officer whether or not

- (i) Criminal proceedings have been instituted with respect to such a person in any court of law in Nigeria or elsewhere or are about to be instituted or are contemplated; or
- (ii) The grounds upon which any criminal charges are based or are to be based are substantially the same as those upon which the disciplinary proceedings were or are to be instituted.
- (iii) An officer acquitted of a criminal offence shall not be penalized for any charge of which he has been acquitted, but nothing in this rule shall prevent his being dismissed or otherwise punished on any other charges arising out of his conduct in the matter, provided that such charges do not raise substantially the same issues as those of which he has been acquitted. If the Institute thinks fit, the usual procedure may be followed for the purpose.

11.2.9 Suspension of Convicted Officers

An officer convicted by a Court of Law of criminal offence (other than a minor traffic or sanitary and the like) shall be suspended with effect from the date of conviction, pending consideration of his case by the Institute.

11.2.10 Absence without Leave

Any officer who absents himself from duty or from Nigeria without leave renders himself liable to be dismissed from the service and the onus shall rest on him, to show that the circumstances do not justify the imposition of the full penalty.

11.2.11 Oath of Secrecy

- (a) It shall be the duty of every Principal/CE of the Institute to ensure that all officers, employees and temporary staff in the Institute who have access to classified or restricted papers signed the Oath of Secrecy, in the appropriate form before they are granted such access and that the declarations so signed are safely preserved. To facilitate this action in respect of officers holding junior posts, the oaths of secrecy is incorporated in the revised form (No. Gen. 75).
- (b) Every officer is subject to the Official Secrets Act, (Cap 335) (reproduced as appendix) and is prohibited from disclosing to any person, except in accordance with official routine or with the special permission of Management, any article, note, document or information entrusted to him in confidence by any person holding office under any Management in the Institute or which he has obtained in the course of his official duties. Similarly, every officer shall exercise due care and diligence to prevent the knowledge of any such article, note, document or information being communicated to any person against the interest of the Institute.
- (c) Every officer is prohibited from abstracting or copying official minutes, records or other documents except in accordance with official routine or with special permission of the Principal/CE.
- (d) Officers shall not as general rules have access to official and secret records relating personally to themselves.
- (e) No officer may, on leaving the public service, take with him any public record without the written permission of the Principal/CE or the PTI Governing Council.
- (f) Historical manuscripts of other documents of public interest which may be discovered by any officer in the course of his official duties may not be appropriated to his own use, but their existence must be reported to the Institute in order to take appropriate steps for their examination and preservation.
- (g) Except in pursuance of his official duties, no officer shall, without the express permission of the Principal/CE whether on duty or leave of absence.

Act as the editor, or take part directly or indirectly in the management of, or in any way make financial contribution to any newspaper, magazine or journal except the following:

- (i) Departmental or staff magazine
- (ii) Professional journal

- (iii) Publication of voluntary organizations;
- (h) Contribute to whether anonymously or otherwise, or publish in any newspaper, magazine or periodical, or otherwise cause to be published in any manner anything which may reasonably be regarded as a political or administrative nature.
- (i) Speak in public or broadcast on any matter which may reasonably be regarded as of a political or administrative nature.
- (j) Allow himself to be interviewed or express any opinion for publication any question of a political or administrative nature or on mailers affecting the administration, public policy, defence or military resources of the Federation of any other country.
- (k) a. In considering whether or not permission for the proposed publication is to be granted, the Principal/CE shall have regard to the interest of the Institute and the public, and may, if he considers it necessary, seek the opinion of the PTI Governing Council.
- b. On the submission to the Principal/CE of a brief outline of the scope of the proposed publication and the method of the treatment to be applied thereto, the Principal/CE may give the provisional permission for the proposed publication; provided that a final permission thereof shall be granted unless a full and complete manuscript thereof shall have been submitted to the Principal/CE and he is satisfied that the proposed publication is not against the interest of the Institute or the public.
- (l) Nothing in this guideline shall be deemed to prevent an officer from publishing in his own name, by writing, speech or broadcast, matters relating to a subject of general interest which does not contain a criticism of any officer, minister, official and ministerial statements or actions, or which can be regarded as of a political or administrative nature; provided that in so publishing any matter complied with Institute sanction from official records, he gives prominent disclaimer of Institute responsibility for its accuracy.

11.2.12 Political Activities

No officer shall, without express permission of the Institute, whether on duty or leave of absence:

- (a) Hold any office, paid or unpaid, permanent or temporary, in any political organization;
- (b) Offer him or nominate anyone else as a candidate for any elective public office including membership of a Local Government Council, State or National Assembly.

- (c) Indicate publicly his support of or opposition to any party, candidate or policy;
- (d) Engage in canvassing in support of political candidates. Nothing in this rule shall be deemed to prevent an officer from voting at an election.

11.2.13 Resignation Before Seeking Elective Office

Resignation is necessary before seeking elective public office. Any officer wishing to engage in partisan political activities or seek elective public office shall resign his appointment forthwith.

11.2.14 Investments

- (a) Public Officers are not prohibited from holding shares in both public and private companies operating in Nigeria or abroad except that they must not be directors in private companies, and may only be directors in public companies if nominated by Government.
- (b) A public officer, whenever required to do so by the Principal/Chief Executive, shall disclose within three working days, in confidence, full information about any investments held by him or his immediate family whether held in their own names or in the names of other persons or otherwise. Where an officer is called upon to divest himself of investments which are likely to lead to public scandal or are likely to be construed as an indication that the officer has abused his position for his private advantage, and he fails to comply within six months, the matter shall be reported to the Institute for necessary action.

11.2.15 Prohibition of Private Practice

In accordance with the provisions of the Regulated and other Professions, Private Practice Prohibition Act, (Cap. 390) Part II, no officer shall engage in private practice.

11.2.16 Termination

An employee's appointment may be terminated for any of the following reasons:

- (i) General inefficiency
- (ii) Alteration of official documents, e.g. relating to work attendance, finance, assets etc
- (iii) Abandonment of place of work especially at operational locations or postings
- (iv) Negligence that has the probability of causing or actually causes the loss or damage to the Institute's property.

- (v) Sleeping on duty after a previous warning
- (vi) Disloyalty to the Institute e.g. divulging of official secrets or classified documents to the detriment of the Institute.
- (vii) Insubordination
- (viii) Drunkenness while on duty
- (ix) Smoking in prohibited areas

Any other offence where the management considers termination of appointment appropriate in accordance with the provision in the Act.

12.0 CERTIFICATES AND CAREER LIMITS FOR STAFF

12.1 POLYTECHNIC AND UNIVERSITY CERTIFICATES

S/NO	DESCRIPTION	EQUIV.	ENTRY (CS)	ENTRY (PTI)	LIMIT (PTI)	RMK
1.	ND (Bus. Admin. Sec. Admin, Marketing, Library Science. Public Admin. Hotel & Catering. Management. Entry qualification; WASC O/L with 5 years. Institution; Polytechnics & Monotechnics.	Any diploma with same duration and awarded by recognized accredited institution.	GL 06	SS 7	SS 3	
2.	ND (Engineering-Civil, Electro, Auto, Computer Science, Accountancy, Quantity Survey, Mt)	Ditto	GL 07	SS7	333	
3.	HND (Bus- Admin, Sec. Admin, Marketing, Auto, Computer Science, Accountancy, Quantity Survey, Estate Mgt.) Entry Qualification: WASC OIL with five Credits Duration: a year. Institution: Polytechnics and Monotechnics	HND	GL 07	SS 7	SS 1	
4.	HND (Engineering-Civil, Mech, Elect Electro, Auto, Computer Science, Accountancy, Quantity Survey, Estate Mgt.) Entry Qualification: Good grade in ND & 1 year IT Duration: 2 Years. Institution: Polytechnics & Monotechnics	HNC/HND	GL 08	SS 6	SS 1	
5.	University First Degree (8.Sc, BA, B.Eng) Duration; 4 years or 3 years/as applicable) fulltime. Institution: recognized universities	N/A	GL 08	SS 6	M3	
6.	Diploma: A sub-degree qualification of 2 years duration (after GCE OIL, s Credits)	ND	GL 06	JD 1	SS 3	Universities and Polytechnics now advised by

	awarded by a University or Polytechnic to meet specific requirements e. g. Local Govt. For First degree admission etc.					the Federal Ministry of Education to stop award henceforth.
7.	Advanced Diploma: A sub-degree qualification Awarded after one year. Full- time duration and a good grade Diploma level as entry qualification.	Above ND (But not equivalent to HND)	GL 06	SS 7	SS 3	Ditto
8.	Post Graduate Diploma: A post first Degree and HND Qualification as entry qualification for Master's programme or for proficiency in a professions) career.	Certificate on its own	N/A	N/A	N/A	Strictly awarded for the furtherance of Masters degree programmes or to acquire proficiency in a profession e. g. Education.
9.	Stallite Campuses degree					Federal Ministry of Education yet to accredit satellite campuses. Action on these certificate should be put on hold until otherwise 10
10	ICAN or ICPA or CIPFA or ICMA	N/A	GL08	SS5	M4	
11	ANAN professional Diploma. Entry Qualification: HND or First Dgree	N/A	GL08	SS5	M4	

12.2 TEACHING CERTIFICATES

1.	Nigeria Certificate of Education (NCE)		GL07	SS7	SS3	
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12.3 MEDICAL CERTIFICATE

S/N	DESCRIPTION	EQUIV.	ENTRY (CS)	ENTRY (PTI)	LIMITS (PTI)	REMARKS
1	NRN or SRN (Nigeria State Registered Nurse) Entry Qualification: WASC O/L, 5 Credits, Duration: 3 years, Institution: Registered Schools of Nursing	N/A	GL 07	SS7	SS3	
2.	SRM (State Registered Midwife) Entry	N/A	GL 07	SS7	SS3	

	Qualification: srn Institution: Registered School of Nursing					
3.	SRN + SRM	N/A	GL 07	SS7	SS1	Must be unit Head
4.	MBBS (Medical Doctor	N/A	GL 09	SS5	M4	

12.4 NURSING CADRE

Position	SAL	Qualification
Head Nursing/CNO	SS1	By promotion
Dep. Chief Nursing Officer/Supt.	Ss2	WASC, SRN, Plus SRM with a least 15-17 years experience or by promotion.
Assit. Chief Nursing Officer/Supt.	SS3	WASC, SRN Plus SRM at least 12-14 years experience or by promotion
Senior Staff Nurse	SS4	WASC, SRN, plus SRM with at least 9-11 years
Staff Nurse	SS5	WASC, SRN Plus SRM with minimum of 6 to 8 years post SRN qualification experience.
Staff Nurse II	SS6	WASC, SRN, plus SRM with minimum of 3-5 years post SRN qualification experience.
Staff Nurse	SS7	WASC, SRN plus SRM

12.5 SECRETARIAL CADRE

Position	SAL	Qualification
Executive Secretary 1	Ss6	By promotion from next lower grade
Secretary	SS7 or 6	HND/B.sc in Secretarial Studies or by promotion with ND in Secretarial Studies

12.6 TYPIST CADRE

Position	SAL	Qualification
Typist Supervisor I	SS6	By promotion from next lower grade
Typist Supervisor II	SS7	By promotion from next lower grade
Senior Typist	JS I	Ditto
Typist Grade I	JS 2	Ditto
Typist Grade II	JS3	WASC/GCE plus 35 wpm in Typewriting, FSLC plus 5 owpm in Typewriting plus at least 3 years experience.

12.7 SECRETARIAL CERTIFICATE

S/N	DESCRIPTION	EQUIV.	ENTRY (CS)	ENTRY (PTI)	LIMITS (PTI)	REMARKS
1	FSLC plus RSA Cert. or Secondary Modern School (Commercial) leaving Certificate	Typist II	GL 03	Nil		
2.	Above plus 35 wpm	Typist	GL 03	Nil		
3.	WASC O/L plus RSA	Confidential	GL 06	SS7	SS3	

	or FTC 100/50 W.P.M Passes in Secretarial Practice. English Languages, Business Communication and Office Management	Secretary Grade III (ND)				
4.	3 above with 120/50 w.p.m	Confidential Secretary Grade 1V	GL 07	SS6	SS1	

12.8 CITY AND GUILDS CERTIFICATES (CRAFT)

S/N	DESCRIPTION	EQUIV.	ENTRY (CS)	ENTRY (PTI)	LIMITS (PTI)	REMARKS
1	City & Guilds (Industrial Operative Course) Cert. A & Advanced Cert.	WASC/NABTES Technician Basic	Grade level 02	JS 4	JS 1	
2.	City & Guilds(Office Machinery Servicing) Certificate	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
3.	City & Guilds(Welding Craft practice) part 1	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS1	
4.	City & Guilds(Welding Craft practice) part II	WASC/NABTEB Technician intermediate	Grade Level 04	JS 4	JS 1	
5.	City & Guilds Basic Engineering Craft Studies) Part I	WASC/NABTEB Technical Advanced	Grade Level 02	JS 4	JS 1	
6	City & Guilds(Mechanical Engineering Craft studies) part II	WASC/NABTEB Technician Basic	Grade Level 05	JS 4	JS 1	
7.	City & Guilds(Mechanical Engineering Craft studies) part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
8.	City & Guilds(Mechanical Engineering Craft studies) part II	WASC/NABTEB Technician Intermediate	Grade Level 05	JS 4	JS 1	
9.	City & Guilds(Mechanical Engineering Craft studies) part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
10.	City & Guilds(Instrument Production Craft Studies) Part II	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 04	JS 1	
11.	City & Guilds(Instrument Production Craft Studies) Part II	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	

12.	City & Guilds(Refrigeration Mech. Instal& Services Cert)	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	
13.	City & Guilds(Welding Craft Engineering Craft Studies) part II	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
14.	City & Guilds(Welding Craft Engineering Craft Studies) part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
15.	City & Guilds(Pipe Work Craft Engineering Craft Studies) part II	WASC/NABTEB Technician Intermediate	Grade Level 05	JS 4	JS 3	
16.	City & Guilds(Pipe Work Craft Engineering Craft Studies) part II	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
17.	City & Guilds(Engineering Craft Supplementary Studies Experimental Course) Cert.	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
18.	City & Guilds(Telecommunication Part I.	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
19.	City & Guilds(Telecommunication Mechanics Part I.	WASC/NABTEB Technician Intermediate	Grade Level 02	JS 4	JS 1	
20.	City & Guilds(Telecommunication Mechanics Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
21.	City & Guilds(Electronics Servicing/New Scheme) Part 1	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
22.	-do- Part	WASC/NABTEB Technical	Grade Level 04	JS 4	JS 1	
23.	-d0- Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
24.	City & Guilds(Instrument Maintenance Craft Studies) Part II	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
25.	-do- Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
26.	City & Guilds Electrical and Electronic Craft Studies (Old Scheme)	WASC/NABTEB Technician Intermediate	Grade Level 05	JS 3	JS 1	

	Part II					
27.	City & Guilds Electrical and Electronic Craft Studies (Old Scheme) Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
28	City & Guilds Electrical Instal Work Cert. A, or Part I	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
29	City & Guilds Electrical Instal Work Cert. B, or Part II	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
30.	City & Guilds Electrical Instal Work Cert. C, or Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
31	City & Guilds Marine Craft Fitting (New Scheme) Part I	WASC/NABTES Technician Basic	Grade Level 02	JS 3	JS 1	
32.	City & Guilds (General Courses in Engr. Ship Building Cert.	WASC/NABTES Technician Basic	Grade Level 02	JS 3	JS 1	
33.	City & Guilds (Sciences & Technology of Refrigeration (Old Scheme Cert.	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
34.	-so- part II	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS1	
35.	City & Guilds (Motor Vehicle Craft Studies) part I.	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
36.	-do-	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
37.	-do- Part III	WASC/NABTEB Technical Advanced	Grade Level 05	JS 3	JS 1	
38.	City & Guilds (Motor Vehicle Service Reception Cert. part I.	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	
39.	City & Guilds (Vehicle Parts Personnel).	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
40.	City & Guilds (Vehicle Body Work Craft Studies Parts I).	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
41.	-d0- part II	WASC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
42.	-d0- part 111	WASC/NABTEB	Grade	JS 3	JS 1	

		Technician Advance	Level 05			
43.	City & Guilds (Motor Vehicle Mechanical Work Park 1	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
44.	City & Guilds (Motor Vehicle Mechanical Work Park 11	WASC/NABTEB Technician Advance	Grade 04	JS 4	JS 1	
45.	-do- part 111	WASC/NABTEB technician advance	Grade 05	JS 3	JS 1	
46.	City guilds (printing machine operative work) part 11	WAEC/NABTEB Technical Advance	Grade Level 04	JS 4	JS 1	
47.	City & Guilds Reprographic Tech. Cert	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
48.	City & Guilds Plumbing Craft Cert.	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS 1	
49.	City & Guilds plumbing craft (advance) cert.	WAEC/NABTEB Technician Advacne	Grade Level 05	JS3	JS 1	
50.	City & Guilds Boiler Operation's Cert.	WAEC/NABTEB Technician Basic	Grade Level 02	JS 3	JS1	
51.	City & Guilds (steam turbine plant operator's cert. part 1 & 11	WAEC/NABTEB Technician Basic	Grade Level 02	JS 4	JS1	
52.	City & Guilds Principles of Power Plant Part 11	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	
53.	Gas & Subject: (a) Service Engr. (Gas) (b) Distribution Craftmen (Gas) (c) Governor Craftmen (Gas) Cert. (d)Gas Utilization	WAEC/NABTEB Technician Advance	Grade Level 05	JS 3	JS1	
54.	City & Guilds (Carpentry and Joinery) Craft Cert	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	
55.	City & Guilds (Carpentry and Joinery Craft) Advance Cert.	WAEC/NABTEB Technician Advance	Grade Level 05	JS 3	JS1	
56.	City & Guilds (Bricklaying and Concreting) Craft Certificate	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	

57.	City & Guilds (Bricklaying And Concreting) Parts 1 & 11	WAEC/NABTEB Technician Advance	Grade Level 05	JS 3	JS1	
58.	City & Guilds (Painting And Decoration) Craft Cert.	WAEC/NABTEB Technician Intermediate	Grade Level 04	JS 4	JS1	
59.	City & Guilds (Painting And Decoration) Advance Craft Cert	WAEC/NABTEB Technician Advance	Grade Level 05	JS 3	JS1	

12.9 CITY & GUILDS TECHNICIANS CERTIFICATE

S/N	DESCRIPTION	EQUIV.	ENTRY (CS)	ENTRY (PTI)	LIMITS (PTI)	REMARKS
1	City & Guilds Mechanical (Engineering Technician)Part 1 Craft	WASC/NABTES Technician Basic	Grade level 02	JS 4	JS 1	
2.	City & Guilds (Mechanical Engineering Technician)Part 11 Craft	OND Equivalent	Grade Level 07	SS 7	SS 3	
3.	City & Guilds (Mechanical Engineering Technician)Part 111 Craft	HND Equivalent	Grade Level 08	SS 6	SS1	
4.	City & Guilds (Instrument Production Technicians)Part 1 Craft	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
5.	City & Guilds (Instrument Production Technicians)Part 11 Craft	ND Equivalent	Grade Level 06	JS 7	SS3	
6	City & Guilds (Instrument Production Technicians)Part 111 Craft	HND Equivalent	Grade Level 08	SS6	SS 1	
7.	City & Guilds Refrigerator Technicians Cert. Part 1Craft	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
8.	City & Guilds Refrigerator Technicians Cert. Part	ND Equivalent	Grade Level 06	SS7	SS3	

	11Craft					
9.	City & Guilds Refrigerator Technicians Cert. Part 111Craft	HND Equivalent	Grade Level 08	SS6	SS1	
10.	City & Guilds Fabrication & welding Engineering Tech. Cert. Part 1	WASC/NABTEB Technician Basic	Grade Level 02	JS 04	JS 1	
11.	City & Guilds Fabrication & welding Engineering Tech. Cert. Part	ND Equivalent	Grade Level 06	SS7	SS3	
12.	City & Guilds Fabrication & welding Engineering Tech. Cert. Part	ND Equivalent	Grade Level 08	SS6	SS1	
13.	City & Guilds Telecommunication Techn. And Advance Studies in Telecoms. & Electronics Part 1 Craft	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
14.	-od- Parts 11 Craft	ND Equivalent	Grade Level 06	SS7	SS3	
15.	City & Guilds Telecommunication Techn. And Advance Studies in Telecoms. & Electronics Part 111 Craft	HND Equivalent	Grade Level 08	SS 6	SS1	
16.	City & Guilds Electrical installation course part 1craft	WASC/NABTEB Technician basics	Grade Level 02	JS 4	JS 1	
17.	City & Guilds Electrical installation course part 11craft	ND Equivalent	Grade Level 07	SS7	SS3	
18.	City & Guilds Electrical installation course part 111craft	HND Equivalent	Grade Level 08	SS6	SS1	
19.	City & Guilds Dental Technician Final Cert. Intermediately (3component)	ND Equivalent	Grade Level 07	SS7	SS3	
20.	City & Guilds Dental Technician Final Cert. Intermediately (4component)	HND Equivalent	Grade Level 08	SS 6	SS 1	
21.	City & Guilds Vehicle Techn. Cert. Part 1 Craft (3component)	WASC/NABTES Technician Basic	Grade Level 02	JS 4	JS 1	
22.	City & Guilds	ND Equivalent	Grade 07	SS 7	SS3	

	Vehicle Techn. Cert. Part 11 Craft (3component)					
23.	City & Guilds Vehicle Techn. Cert. Part 111 Craft (3component)	ND Equivalent	Grade Level 08	SS6	SS1	
24.	City & Guild Vehicle Body Engineering Techn. Cert. Part 1 Craft	WASC/NABTEB Technician Basic	Grade Level 02	JS 4	JS 1	
25.	-Do- Part II Craft	ND Equivalent	Grade Level 08	SS7	SS3	
26.	-Do- Part III Craft	HND Equivalent	Grade Level 06	SS6	SS1	
27.	City & Guilds Construction Techn. Cert. Part 1	NDEquivalent	Grade Level 06	SS 7	SS3	
28	-Do- Part II Craft	HND Equivalent	Grade Level 0	SS6	SS1	
29	City & Guilds Structural Engineering Tech. Cert. Part 1	ND Equivalent	Grade Level 06	SS7	SS3	
30.	City & Guilds Structural Engineering Tech. Cert. Part 11	HND Equivalent	Grade Level 08	SS6	SS1	
31	City & Guilds Traffic Engineering Tech. Cert. Part 1	ND Equivalent	Grade Level 06	SS7	SS3	
32.	-Do- final	HND Equivalent	Grade Level 08	SS6	SS1	
33.	City & Guilds Sciences Tech. part I Cert.	WAEC Technician Basic	Grade Level 02	JS 4	JS 1	
34.	-do- part I	ND Equivalent	Grade Level 06	SS7	SS3	
35.	-do- part II	HND Equivalent	Grade Level 08	SS6	SS1	
36.	City & Guilds Visual Certificate Part11	ND Equivalent	Grade Level 06	SS7	SS3	
37.	City & Guilds Visual Advance Certificate Part111	HND Equivalent	Grade Level 08	SS 6	SS 1	
38.	City & Guilds Photographic Technicians Certificate Part11	ND Equivalent	Grade Level 06	SS 7	SS3	
39.	City & Guilds Photographic Technicians Certificate Part11	HND Equivalent	Grade Level 08	SS6	SS1	

12.10 (SS6 – M3)

Principal / chief executive	M3	By appointment
Director	M4	A good relevant degree with 26 years post qualification experience at least 8 years of which should be in oil industry or related activities and 4 years in senior management position or by promotion /appointment
Depute director	M5	A Good Relevant Degree With Minimum Of 22 Years Post Qualification experience at least 8 years of which should be in oil industry or related activities and 4 years in senior management position or by promotion/appointment
Asst. Director	M6	Good relevant degree with minimum of 18 years post qualification experience of which at least 3 years in senior management position or by promotion/appointment
Chief/Officer/Supervisor/superintendent	SS1	Good relevant or equivalent qualification with minimum of 15years post qualification experience in relevant field or by promotion
DCO/Supervisor//superintendent	Ss3	Good relevant or equivalent qualification with minimum of 12years post qualification experience in relevant field or by promotion
DCO/Supervisor//superintendent	SS3	Good relevant or equivalent qualification with minimum of 9 years post qualification experience in relevant field or by promotion
Senior officer/account/engineer/doctor/auditor/lawyer/technologist, chief operator	SS4	Good relevant or equivalent qualification with minimum of 6years post qualification experience in relevant field or by promotion
Offier/Account/Engineer/Doctor/Auditor/Lawyer/Technologist, Chief Operator	SS5	Good relevant or equivalent qualification with minimum of 3 years post qualification experience in relevant field or by promotion
Accountant/Technologis/Operator	SS6	Good relevant or equivalent qualification.

12.11 NON-PROFESSIONAL

	ACADAMIC REQUIREMENT	ENRY POINT	LIMIT
Library Attendant Audio – visual attendant Porter Librry assistant Audio – visul attendant Photographic assistant	WAEC 5 Credit including mathematics and English language	JS4	JS1
PROFESSIONALS	ND	SS7	SS3
Supervisor Ii (Lib,) Supervisor I (Lib) Senior Supervisor (Lib) Assist Chief Supervisor (Lib) Chief Supervisor (Lib)	National diploma in the follofing Library science Book building Computer science Electrical electronic		

PROFESSIONALS	ND	SS7	SS3
Supervisor I (Lib,) SS6 Senior Supervisor (Lib) SS5 Assist Chief Supervisor (Lib) SS4 Chief Supervisor (Lib) SS3 Depute chief officer (Lib) SS2 Chief Officer (Lib). SS1	National diploma in the follofing Library science Book building Computer science Electrical electronic		

PROFESSIONALS	ND	SS7	SS3
Officer II (Lib). SS6 Officer I (Lib). SS5 Senior Officer (Lib). SS4 Assistant Officer (Lib). SS3 Depute chief officer (Lib) SS2 Assistant Director (Lib) M6 Depute director (Lib) M5	Librry Science		

13.0 DISENGAGEMENT

13.1 RESIGNATION/TERMINATION OF APPOINTMENT

13.2 NOTICE

An employee shall be free at any time with or without stating any reason to resign his appointment with the institute upon giving due notice. The Institute has a reciprocal right to terminate an employee's appointment upon giving due notice.

Management /Senior staff	-	3 months
Junior Staff	-	1 month

14.0 RESPONSIBILITY ALLOWANCE

14.1 Management

Whenever it becomes necessary for a senior staff to cover the duties and responsibilities of management staff e.g. Assistant Director for a period not less than 30 days, the staff shall be entitled to a responsibility allowance.

Payment of responsibility allowance must be preceded by a formal letter issued to the staff by the Registrar/Secretary to Council assigning the responsibilities of the higher position to him. Payment shall cease as soon as the staff relinquished the responsibility.

14.2 MANAGEMENT SECRETARIES AND DRIVERS (WHERE APPLICABLE)

In recognition of the special and peculiar burden attendant upon their posts, secretaries and drivers attached to Management staff shall be entitled to responsibility allowance as per approved rates.

15.0 ACTING APPOINTMENT ALLOWANCE

Management staff that is formally issued with letters of Acting Appointment shall be entitled to 10% of their Consolidated Annual Salary (GAS). The allowance shall cease when they stop to act in such positions. Staff shall only act on positions that are at most one grade level above their current grades.

16.0 TRANSFERS

Any employee of the Institute may, at anytime, be transferred temporarily or permanently to different locations of the Institute and may also be assigned to the service of the Subsidiary Companies of the Institute.

16.1 PERMANENT TRANSFER

Any transfer from one location to another lasting for a period of not less than three months is regarded as permanent. An employee on permanent transfer shall be provided free transportation to the new location.

16.1.1 TRANSFER BENEFITS

An employee on permanent transfer shall be entitled to the following allowances:

- (a) Disturbance Allowance of one month consolidated salary.
- (b) Allowance for accommodation and other incidentals for not more than 90 days at the approved rates.
- (c) Transport claims:- Personal effects of self and family at the approved rates. The Institute shall pay transportation for self, spouse and a maximum of 4 children at an approved rate of kilometers allowance per person, where transportation is by owned vehicle; Transportation by air shall be reimbursed at the actual cost.

16.2 TEMPORARY TRANSFER

A temporary transfer shall be one so stated in the letter of transfer, and in general, must not exceed a period of three months. Any temporary transfer which exceeds three months must be approved in writing by Management, and shall be regarded as permanent. Such approval will not be regarded as retrospective for purposes of payment of transfer benefits. Staff on temporary transfer shall be treated as being on duty away from their normal bases and shall accordingly draw board, lodging and night allowances as stipulated under local tours.

16.3 REQUESTS FOR TRANSFER

Where a request is made by a staff and approved, the following conditions will apply:

- a) There should be no payment of Disturbance Allowance.
- b) There should be no payment of allowance for accommodation.

c) The staff shall however, be entitled to transport claims as provided for 16.1.1(c) above.

17.0 LEAVE OF ABSENCE

Leave of absence may be granted at Management's discretion to deserving staff for a maximum period of two years under the following conditions:

- (a) Staff accompanying their spouse on Diplomatic/official posting outside the country.
- (b) Staff taking up Federal Government or State appointments. Individual application letters arising from proven serious personal problems may also be considered for absence up to six (6) months.

In all circumstances, leave of absence shall be without pay and re-absorption shall be automatic where staff resumes within six months.

In the event that a staff does not return or is not reabsorbed after the approved period of absence, such an employee shall be paid his terminal benefits in accordance with provision of the Pension Reform Act of 2004. The period of leave of absence shall not count for purposes of pensions.

18.0 MERIT AWARD

The Institute may, upon the recommendation of Management, grant either generally or individually, merit awards as it may deem fit upon the basis of Institute performance and/or individual merit within a calendar year

An award must be justified by outstanding contributions to the Institute usually by a citation of the contributions.

19.0 TRAINING AND RESEARCH POLICY

19.1 INSTITUTE'S TRAINING AND RESEARCH POLICY

The Institute shall operate a research policy as approved by the academic Board from time to time. PTI Training Mission is to:

- (i) Provide comprehensive, technical, management development and training services that will help PTI management and staff to grow and achieve excellence in their performance.
- (ii) Develop in-house competence to offer consultancy services to the Petroleum industry both inside and outside Nigeria.

19.2 INSTITUTE TRAINING PHILOSOPHY

PTI's training philosophy is based on its strong belief in excellence, professionalism and keeping abreast with an investment and therefore recognizes its vital importance to the continuing existence of the Institute.

19.3.0 ORGANIZATION

19.3.1 There shall be established a Staff Development Committee (SDC) in the Institute to handle the issue of staff training and development. The SDC will maintain a functional relationship with the Department of Human Resources Development to:

- (a) Implement the Institute's Training Policy (ITP)
- (b) Develop strategic plans for long and short term courses/programmes
- (c) Develop in-house professional training competence
- (d) Link training and development to management and staff
- (e) Develop and maintain training database
- (f) Develop in-house training consulting services, etc.

19.3.2 There shall be an established Research Committee to handle staff research. (a) To provide funds for research.

19.4 ROLE OF HEADS OF DEPARTMENT

The Heads of Department (HODs) shall be primarily responsible for identifying the training and development needs of his subordinates based on performance requirements and career path. In this respect, the HODs shall:

- (i) Develop on-the-job training plans;
- (ii) Nominate employees for training
- (iii) Approve post-training action plan and
- (iv) Provide feedback on training effectiveness.

19.5 ROLE OF THE INDIVIDUAL

While the Institute shall provide every training and development opportunity to each individual employee, the individual shall in turn be primarily responsible for taking every initiative, self discipline, and motivation to avail himself of the training opportunity. The individual employee shall, in the process;

- (i) Demonstrate high sense of responsibility during training, and
- (ii) Comply with the minimum training hour requirements by avoiding lateness and absenteeism.
- (iii) Write a report on the course attended within two weeks of completing the programme through his Head of Department to the Registrar with copies to the Principal/CE, Director of Engineering or Director of Science in the case of an Academic Staff. Non compliance shall be regarded as a breach of discipline.

19.6 TRAINING HOURS

Every staff is required to have a minimum of 40 training hours in 3 years which must be related to the employee's specific job and career. Where possible this could be increased to one or more courses per year provided it is always career oriented.

19.7 INSTITUTE SPONSORSHIP

- (a) Applicant shall be a confirmed staff who must have spent not less than three (3) years of good service with the Institute
- (b) Training recommendation shall be made and justified by the head of department in the individual career path.
- (c) Officer's nomination must be initiated and recommended by his Head of Department/Directorate

- (d) Course of study must be relevant to the need of the officer's job and beneficial to the Institute.
- (e) Salaries and allowances of the officer shall continue to be paid while attending the approved course.
- (f) The PTI shall pay course fee upon presentation of the institution's official invoice. Payment or reimbursement for books and other items of equipment shall be made according to the Institute's guide as may be approved from time to time.
- (g) Duration of sponsorship shall be two years renewable.
- (h) For study leave with pay, reabsorption into PTI is also automatic.

19.8 EDUCATIONAL ASSISTANCE

For part-time or sandwich programmes:

- a. Applicants shall be confirmed staff of PTI
- b. Course must be in outside working hours or on weekends or during semester holidays for sandwich programmes
- c. Course organizers shall be those recognized by the Federal Ministry of Education (FME)
- d. Duration of the course must not exceed five (5) years. Cost of any repeat shall be borne by the recipient
- e. The Institute shall reimburse course fees and cost of books upon presentation of the school's official invoice.
- f. All reimbursements can only be made in Naira on submission of the official receipts based on official invoice, and after the successful completion of the course.
- g. Beneficiaries for sandwich programmes shall forfeit all annual leave for the duration of the programme to compensate for long absence from official duties. They shall however, be paid their leave allowances.
- h. Approval (for part-time and sandwich programmes) shall rest with the management and be communicated to relevant officers.

19.9 STUDY LEAVE WITHOUT PAY

- a. Applicant shall be a confirmed staff who must have spent not less than three (3) years of good service with the Institute
- b. Head of applicant's department must first recommend before forwarding to the Registrar for processing and final approval by the Principal CE.
- c. Course of Study must be relevant to the need of the officer's job and beneficial to the Institute..
- d. Salaries and allowances shall not be paid while attending the course
- e. Re-absorption for any leave of absence of one year duration and less will be automatic.
- f. Re-employment after twelve (12) months shall be subject to availability of a vacancy for which the new qualification would be relevant.
- g. For the purposes of gratuity and pension, any absence of more than two (2) years duration shall be regarded as a break in service.

19.10 STUDY LEAVE WITH PAY

- a. Applicants shall be a confirmed staff who must have spent not less than three years of good service with the Institute.
- b. The Head of his Department must endorse the officer's programme of study.
- c. Course of Study must be relevant to the need of the officer's job and beneficial to the Institute.
- d. Salaries and other allowances of the officer shall continue to be paid while attending the course/programme.
- e. The Institute is not responsible for the officer's course fees or any other cost in relation to the programme.
- f. Duration of study leave with pay shall be two (2) years.
- g. Reabsorption of the staff after the course is automatic.
- h. Beneficiary shall be bonded for four (4) years.

19.11 BONDING

Staff who are on Institute's sponsored long duration courses/programmes, training or attachments are expected to sign a bond, which would assure the Institute of their services at the end of their training period.

The following schedule gives the period of study and the corresponding period that the officer is expected to serve the Institute as a result of the sponsorship:

- (i) Study period of 12 months – 2 years Bond
- (ii) Study period of more than 12 months - 4 years Bond

A full refund for the total amount expended by the PTI in executing the sponsorship shall be demanded if the terms of the bond are broken by the recipient.

19.12 LONG DURATION COURSES, TRAINING/ATTACHMENT

An employee of PTI may be sponsored by the Institute to attend long duration courses, training/attachment locally outside his/her station.

Where board and lodging are not provided by the training Institution, the officer attending such a course/training or attachment outside his station in excess of three months shall be entitled to an allowance in lieu of hotel accommodation for ninety (90) days.

Thereafter he shall be paid 30% of the approved daily rate for the rest of the programme.

20.0 LEAVE

20.1 ANNUAL LEAVE

An employee of the Institute shall be entitled to annual leave once in every completed twelve months of service in the Institute. Thus, the employee qualifies for the first annual leave after 12 months of service. However, subsequent leave may be taken once a year, provided it is at least 6 months after the previous one. Human Resources Department shall draw up an appropriate leave roster at the beginning of the year. Annual leave entitlement for all categories of staff is as follows:

Staff on SS7 and above32 working days

Staff on JS4 to JS123 working days

All employees must apply for and take their annual leave as and when due or it will be deemed voluntarily forfeited. Management may however, defer or bring forward any annual leave to such date as it may deem fit in the interest of its operation. This notwithstanding, Management shall ensure that staff go on their annual leave.

A staff who is denied his annual leave at instance of his HOD with the approval of the Principal/Chief Executive shall be entitled to one consolidated month's salary.

20.2 COMPASSIONATE LEAVE

A compassionate leave may be granted for a maximum of 7 days in any one calendar year to. Employees on the occasion of serious personal problem or tragedy upon application supported by convincing evidence of the circumstances. Compassionate leave so granted shall be deducted from the employee's next annual leave entitlement, except in the event of the death of a member of the immediate family i.e. father, mother, spouse, child.

20.3 EXAMINATION LEAVE

An employee may be granted leave to sit for an examination conducted by a recognized or approved examination body. Permission for such leave shall be granted only for the days the examination takes place as per the timetable and on production of evidence of having been registered for the examination. Duly authorized examination leave will not be deductible from annual leave.

Status of the employment of the staff shall be at the Institute's discretion on medical advice

20.4 LEAVE ALLOWANCE

Annual leave allowance shall be paid to all employees proceeding on annual leave at the rate approved from time to time.

20.5. MATERNITYLEAVE

Female employees in the service of the Institute maybe granted maternity leave with or without pay for a period riot exceeding sixteen (16) weeks to run concurrently with annual leave as follows:

- a. Those who have served for at least twelve months will be granted maternity leave on full pay.
 - b. Where a staff has enjoyed her annual leave prior to her application for maternity leave within a leave year. forthefour (4) months duration of maternity leave granted, the equivalent of the period of annual leave shall be without pay.
 - c. Where a female employee is not yet qualified for annual leave, she shall not ordinarily be qualified formaternityleave. However, she may be granted a two month leave of absence without pay, and one month with pay. Annual leave application letters in such cases will not be entertained until at least six (6) months after assumption of duty.
 - d. Application e'.ters for maternity leave received Less than 24 months from end of a previous one may only be granted without pay but shall be entitled to other benefits such as pre-natal and post natal free medical treatments.
 - e. All application letters for maternity leave should be supported by a maternity leave certificate issued by a goemnient registered medical practitioner in any of the government hospital and must reach the Institute not less than thirty (30) days before the commencement of the maternity leave. The staff will forward itto the Registrarthrough her departmental head.
 - f. The Institute must be notified within two (2) weeks of delivery by submission of a copy of the birth registration certificate.
 - g. Any female employee who is nursing a child shall be granted an hour before the closing time as off duty. Every working day. This facility shall be granted up to a maximum period of six (6) months from the date of birth of the child.
- 20.6 An employee whois unable to perform his official duties due to sickness must ensure thatthe sickness is reported by him or by someone else on his behalf to the Institute within forty-eight (48) hours of being absent Failure by the employee to make a report within the stipulated time shall be treated as absencefromdutywithout permission. An employee reporting sick must submit a medical certificate of unfitness within seventy-two hours issued by a government medical practitioner. In case of extreme emergency, the Institute may at its discretion, consider accepting a medical certificate

of unfitness issued by any other registered practitioner. In any case, where the period of sickness is prolonged or likely to be prolonged, all medical certificates of unfitness issued in favour of an employee shall be revalidated every seven days or less until the employee is discharged.

An employee on sick leave shall be entitled to payment during the period of illness as follows:

- First six months - full pay
- Next six months - Half pay
- Thereafter - status of the employment of the staff shall be at the institute's discretion on medical advice

Otherwise, such a sick employee should be treated in line with Public Service Rules (PSR) No. 070316(i) as revised in 2008 the maximum aggregate sick leave which can be allowed an officer who is not hospitalized, during any period of twelve months shall be forty-two (42) calendar days. Where such an officer has been absent from duty on the ground of ill-health for an aggregate period in excess of forty-two (42) days within twelve calendar months, the officer should be made to appear before a government Medical Board with a view to its being ascertained whether he should be invalidated from service.

In that connection PSR No.070317(a) states that an officer who is recommended by Medical Board or a Health-Care Provider to be permanently invalidated will forthwith commence vacation leave prior to retirement in accordance with rule 100239(b).

21.0 OFFICE SUPPLIES

21.1 NEWSPAPERS

(i) Entitlement

Management staff and Heads of Department shall be supplied a set of newspapers and appropriate periodicals-- each at PTI expense. The number of national newspapers and periodicals in each case will be determined by Management from time to time.

(ii) Other Supplies

- (a)** Heads of Department whose work depend on continuous contacts with the public maybe supplied one set of all National/Local Newspapers for Departmental general use.

- (b) A maximum of six (6) National/Local newspapers and magazines will be made available to the library. The quantity and type are subject to approval by management from time to time.

The list of entitled staff by above-stated criteria (i and ii) must be pre-approved and reviewed periodically by the management on the basis of supply.

21.2 RENT ADVANCE

A rent advance not exceeding the sum of 2 months consolidated salary may be granted to an employee on the following occasions:

- (a) First appointment
- (b) Arrival at a new station on transfer

Rent advance shall be repayable by twelve equal consecutive monthly deductions from salary commencing from the month immediately following that in which the advance is paid.

21.3 COMPASSIONATE LOAN

At the discretion of the Institute, an employee, provided that his appointment is confirmed, may be granted a personal loan to enable him cope with circumstances arising from emergencies. The amount of the loan will not exceed the sum of the employee's three months consolidated salary. The repayment period shall not exceed twelve months from the month following that in which the loan was paid to the staff. No one shall receive the loan more than once in two consecutive years.

21.4 VEHICLE LOAN

The Institute shall grant loan to all categories of staff at the rate agreed from time to time. An employee who wants a vehicle loan shall obtain the application, guarantors and loan agreement form from the Human Resources Department which will then secure final approval and execution of the loan agreement by the appropriate authority. The vehicle loan is asslated hereunder:

- (i) A staff borrower shall take out and maintain a comprehensive policy of insurance through the Institute's fleet insurance scheme.

- (ii) A borrower must present guarantors acceptable to the Institute to secure the loan. The two guarantors must be PTI confirmed staff. The consolidated annual salary of such guarantors must be higher than the quantum of the vehicle loan applied for!
- (iii) A borrower must in all cases of approved vehicle loan, conclude and execute the vehicle loan agreement with the Institute before the cheque for the loan is issued.
- (iv) The final approval of all vehicle loan application letters shall be by the Principal/CE. And the Head, Human Resources Department shall convey such approval to the officer concerned.
- (v) No staff may act as guarantor for more than one loan at a time.
- (vi) Where a staff at the time of employment with the Institute has an outstanding vehicle loan with a former employer, the staff may if he so desires, apply to the Institute to take over the loan, in which case, the following steps shall be taken: . .
 - (1) The staff shall write to the Head of Human Resources stating the details and amount of the outstanding loan. In addition, the staff shall complete and submit appropriate loan application forms and provide evidence of purchase, ownership and possession of the vehicle.
 - (2) The Human Resources Department shall verify the authenticity of the information provided by such staff.
 - (3) In respect of successful applications, the Finance and Accounts will remit to the former employer, the balance of the loan and make the monthly deductions from the employee's salary.
 - (4) The repayment period for the vehicle loan shall not exceed seventy-two (72) months, from the month following that in which the loan was paid to the staff.

22.0. MEDICAL

PTI management shall ensure a healthy workforce through the provision of a comprehensive Medicare to staff and registered dependents. It shall also ensure a healthy work environment through good occupational health practice.

22.1 INSTITUTE OBLIGATIONS

The Institute will be responsible for the cost of the following medical treatment received in government hospitals and from the Institute's owned and nominated clinics/hospitals.

- a. Outpatient and inpatient treatment for an employee, and eight (8) registered dependants including spouses and children under the age of eighteen (18), except while still in school.
- b. Full cost & child delivery for the female employee and the registered wife of the male employee.
- c. The cost of treatment received by the employee during annual leave or during emergencies, if the medical bill is certified by the registered medical practitioner acceptable to and approved by the Institute.
- d. The treatment and maintenance of an employee accidentally injured in the course of work.
- e. Dental care provided by a medical practitioner acceptable to and approved by the Institute. The cost of dental case, however, will not include the procurement of denture (false teeth)
- f. In respect of Ophthalmic treatment, the Institute shall be responsible for the cost of treatment of eye disease including eye operation where necessary.
- g. Shall be responsible for the provision of lenses and frames of staff subject to approval limits for various staff categories.
- h. Shall be responsible for optical lenses and frames of dependants of staff subject to approval limit by management from time to time.
- i. The institute will not replace lenses for staff or dependents within two years of collecting any pair from the Institute.
- j. Staff will be responsible for paying for their cost or broken frames outside the two years time limits, regardless of the circumstances of the cost of the glass.
- k. Staff and dependants may collect lenses only from their permanent locations.

22.2 RETIREES

Retirees and their registered spouses are entitled to all the Institute's medical benefits.

22.3 OVERSEAS TREATMENT

The Institute shall not be responsible for the cost of medical treatment received outside Nigeria unless such treatment had been previously recommended by the Institute's doctor(s) and approved by Management except in cases of illness when an officer is on an overseas duty tour, assignment or training.

22.4 GENERAL TERMS AND CONDITIONS FOR OVERSEAS MEDICAL TREATMENT

- a. Approval granted would be for a specific treatment and payment shall be restricted to this only
- b. PTI shall provide an allowance to be used to pay all the expenses including accommodation and transport. The payment of this allowance would stop when the staff is admitted into hospital, then the full cost of hospital accommodation shall be paid. The hospitals are not hotels, and staff shall be allowed to stay in the hospital when necessary only.
- c. The full cost of the hospital treatment shall be paid but shall exclude the following:
 - i. Cost of extra meals for guests
 - ii. Cost of international telephone calls
 - iii. Accommodation for any extra person in the hospital.
 - iv. Any extra days spent in the hospital not considered medically necessary i.e. spent at the request of the patient. (Note and above).
- d. On arrival, the staff shall adhere very strictly to the treatment schedule and return promptly to Nigeria on conclusion of the treatment.
- e. Extensions or payment of any additional allowances after initial approval shall be solely at the discretion of the Institute.
- f. PTI reserves the right to terminate the treatment at any point:
- g. All staff and retirees going on approved medical treatment abroad will require to sign an agreement to be provided by the Human Resources Department.
 - (i) If it is unable to accommodate the cost
 - (ii) If it finds that there are no significant gains of continuing treatment or the case is considered terminal or that adequate care can be provided in Nigeria or elsewhere. PTI will closely monitor the progress of treatment.

- (iii) If the staff solicits for money or request physician or hospital for fund deposited for treatment. This is a very serious offence and may result in termination of treatment or employment or both. Monies deposited remain property of PTI. The Institute reserves the right to direct the application of such.

The rates, based on appropriate grade levels, shall be paid in line with what is in place at the time.

- a. The dependants, when travelling alone shall be maintained at the appropriate rate.
 - b. When the patient has to travel with a child or a spouse has to accompany a patient, they should be paid the full estacode to cater for the two that is 50% of regular rates after the first 28 days.
- h. The terms and conditions of medical treatment for retirees and spouse(s) are as follows:
- (i) Payment of hospital fees
 - (ii) Payment of 30% regular estacodes rates
 - (iii) All retirees shall travel on economy class ticket except those who retire from position of Deputy Director and above who shall travel on business class tickets.

22.5 REGULAR MEDICAL CHECKUP

All employees of the Institute shall be required to undertake medical examination of fitness at intervals of not less than once in two (2) years. The Institute also reserves the right to request an employee to be examined by a nominated medical practitioner(s) at any time.

22.6 NATIONAL HEALTH INSURANCE SCHEME (NHIS)

The Institute is currently operating the National Health Insurance Scheme for members of staff and their dependants in accordance with the Federal Government Policy as contained in Act. No. 35 of 1999.

The National Health Insurance Scheme programme is a social Health programme in which the Health Care of employees and their dependants in the formal sector is paid for, from funds created by pooling the contributions of employees and employers.

Currently the Institute is a primary health provider.

22.6.1 THE FORMAL SECTOR CONSISTS OF THE FOLLOWING

- Public Sector
- Organised private sector
- Armed forces, Police and Allied services
- Students of tertiary Institutions
- Voluntary contributors

22.6.2 CONTRIBUTIONS

The contributions are earning related. The employer pays 10% while the employee pays 5% representing 15% of the employee's basic salary. However, processing (vacating) period is sixty (60) days before a participant can access services.

22.6.3 SCOPE OF COVERAGE

The scope covers the health care benefit for the employee and spouse and eight (8) biological children below the age of 18 years. More dependants or children above the age of 18 would be covered on the payment of additional contributions from the principal beneficiary. However, children above 18 years who are in tertiary institutions will be covered under Tertiary Insurance scheme.

22.6.4 BENEFIT PACKAGE

Health care providers under the scheme shall provide the following benefit package to the contributors:

- Outpatient care, including necessary consumables
- Prescribed drugs. Pharmaceutical care and diagnostic tests as contained in the National Essential Drugs list and Diagnostic Test lists.
- Maternity care for up to eight (8) live births for every insured contributor/ couple in the Formal Sector Programme.
- Preventive care, including immunization, as it applies in the National Programme on Immunization, health education, family planning, antenatal and post-natal care.
- Consultation with specialists such as physicians, pediatricians, obstetricians gynaecologists, general surgeons, orthopaedic surgeons, ENT surgeons dental surgeon radiologists, psychiatrists, ophthalmologists, physiotherapists, etc
- Hospital care in a standard ward for a stay limited to cumulative 15 days per year. Thereafter, the beneficiary and/or the employer pays. However the primary provider shall pay per day for bed space - a total 15 days cumulative per year.

- Eye examination and care excluding the provision of spectacles and contact lenses.
- Arangeotpmstheses (limited to artificial limbs produced in Nigeria); and
- Preventi'e dental care and pain relief (including consultation, dental health education, amalgamlikig, and simple extraction).

22.6.4 AILMENTS THAT ARE EXCLUDED FROM THE NHIS SCHEME

The following conditions are excluded from the benefits package of the NHIS.

- 1) Occupational I industrial injuries are excluded to the extent covered under the Workmen Compensation Act.
- 2) High technology investigations, except in life—threatening emergencies, e.g. CT. Scan, M.R.I.
- 3) Injuries resulting from:-
 - a. Natural disasters e.g. earthquakes, landslides etc (force majeure)
 - b. Conflicts, social unrest, riots, wars etc.
- 4) Epidemics
- 5) Family planning commodities, including condoms
- 6) Injuries arising from extreme sports e.g. car racing, horse racing, polo, mountaineering, boxing, wrestling etc.
- 7) Drug abuse/addiction
- 8) Terminal illnesses, including all Cancers
- 9) Domestic visit
- 10) Periodic medical check - up unrelated to illness
- 11) Surgery
 - i. Transplant and cosmetic surgeries
 - ii. High cost surgical procedure including organ transplants, e.g. open heart surgery, neurosurgery (except borehole) laminectomy etc
- 12) Ophthalmology: Provision of spectacles, contact lens etc.
- 13) Ear, Nose and Throat (ENT)
 - i. Hearing aids and associated appliances

- 14) Medicie
 - i. Management of cerebro- vascular accidents (CVA) beyond the initial treatment.
 - ii. Tuberculosis
 - iii. Chlonic renalfailure.
- 15) Paediatrics
 - i. Congenital abnormalities involving major! extensive surgical repairs, e.g. Separation of Siarnese twins, omphalocoelectc
 - ii. Chronic congenital defects e.g. Hirschsprung disease etc
- 16) Obstetrics&Gynaecology
 - i. Infertility management
- 17) Dental
 - i. Dentures, crown bridges, implants
 - ii. Scaling and polishing
 - iii. Maxillo—facial surgeries
 - iv. Root— canal treatment

23.0 BONUSSES

23.1 PERFORMANCE INCENTIVE BONUS

All confirmed and unconfirmed employees of the Institute who are on the payroll as at 31” December each year, and have rendered satisfactory service during the year will be entitled to Performance Incentive Bonus (PIB). The amount to be paid will be based on management discretion. Astaff who has been issued one or more letter(s) of warning for any act of indiscipline during the relevant period, will not be entitled to the P18.

23.2 DRIVERS' NO-ACCIDENT BONUS

The Institute will pay on the 1st of January of each year, a no accident bonus to every Motor Driver in its service who shall have driven during the preceding year without an accident attributable to his own carelessness or negligence. The amount payable in any one year shall be as approved from time to time. Payment of the bonus shall be subject to prior certification and approval of the Head of Department.

24.0 CANTEEN SERVICES

The Institute shall wherever possible, provide canteen services to all its employees.

24.1 MEAL ALLOWANCE

Where canteen services are not provided, employees are entitled to meal allowance as agreed from time to time.

24.2 MANAGEMENT OF THE CANTEEN

- i) Where the canteen service is contracted out, the contractor's bill must be closely checked before payment to ensure that bills agree with actual consumption.
- ii) PTI installed kitchen equipment must be safeguarded from unnecessary damage and losses by an effective system of accountability. Where the canteen service is contracted out, responsibility for such equipment should be placed on the contractor and written into the contract agreement.
- iii) All staff of canteen contractors should be examined and certified medically fit to handle food materials by employed or nominated doctors, at least once a year.

25.0 CLUB MEMBERSHIP

The Institute shall sponsor management staff (M6 — M3) for a maximum of two social clubs. Management may decide to sponsor any other staff, where such membership may be conducive to the advancement of the Institute's interest. Chief Officers shall be entitled to one (1) appropriate club, subject to management's approval.

26.0 MEMBERSHIP OF PROFESSIONAL BODIES

The Institute shall support an employee's membership of relevant professional associations/bodies where the membership can help the employees to develop and maintain his professional competence. The Institute's responsibility shall be limited to payment of registration and annual subscription fees including fees for annual

conference where applicable. This benefit shall be limited to professional bodies within Nigeria.

27.0 LONG SERVICEAWARD

In recognition of an employee's loyal and meritorious service to the Institute, and in token appreciation of such service, the Institute shall hold a Long Service Award (LSA) ceremony once a year and shall reward employees with certificates and plaques. The gift items for the different milestones have been monetized. The following milestones shall be recognized for the purpose of the awards:

- (a) 10years
- (b) 15 years
- (c) 20 years
- (d) 25 years
- (e) 30 years
- (f) 35 years

For the purpose of this section, only services in the defunct NNPC, NPRC as well as DPR and NNPC will qualify staff who transferred their services to PTI for the awards.

28.0 DEATH BENEFITS

- (a) An employee who dies while in the service of the Institute shall be entitled to the following benefits;
 - (i) Three (3) months consolidated salary for the first year of service. For this purpose, any period of service up to three (3) months and above shall count as service for the first year.
 - (ii) The Institute shall be responsible for the following, where they are applicable:
 - (i) The cost of coffin (where applicable)
 - (ii) The gravespace
 - (iii) Mortuary service
 - iv) Transportation of the corpse and the personal effects of the immediate family to his hometown
 - v) Obituary announcement in at least one national daily and in posters.

- (b) Where the deceased did not qualify for gratuity, he shall be entitled to (i) and (ii) above plus one month's consolidated salary for every completed year of service.
- (c) If the employee dies intestate, a 'Letter of Administration' must be produced to determine entitlements, The Letter of Administration must contain the name of the deceased's spouse or direct offspring.
- (d) This provision shall not however apply to the payment of the three months consolidated salary Much should be paid within a week of the employee's death to the designated next of kin. Management shall ensure that staff are aware at all times of the importance and implication, stating their correct and/or desired next of kin in their personal records.
- (e) Colour passport photographs of staff next of kin shall be kept in staff confidential file at the point of change PTI or whenever there is change of next of kin by the employee.

29.0 REDUNDANCY BENEFITS

Redundancy means voluntary and permanent loss of employment as a result of excess manpower (human resources). The Institute will use the best endeavours to find alternative employment for an employee who becomes redundant. The Institute shall keep union representatives and the general staff informed of any anticipated redundancy and will discuss the situation in detail with them. The Institute will determine which employees are to be redundant, apply the principle of First in Last Out (FILO), in situations where all other considerations are equal.

In the event of staff becoming redundant, the benefits are as follows;

- (a) One and half (1.5) monthly terminal base salary for every completed year of service up to a maximum of ten (10) years of service. Such staff may be retired with full benefits if his services are no longer required by the Institute.
- (b) 15% of Annual Terminal Base Salary shall be paid as Relocation Allowance for the transportation of self, family and personal effects:
- (c) Gratuity fund benefits shall be paid to staff who are participating in the scheme.
- (d) Furniture items shall be sold to management staff who are occupying official quarters at a depreciation rate of 25% per annum. Where the furniture items have a zero book value they shall be sold at 5% of their original price.

30.0 RETIREMENT/PENSION

ConipWiEoqmtirement for every employee shall occur as soon as the employee attains the age of sixty '4 ss cc thirty-five (35) years length of service in the public sector, whichever is earlier. All emøbvees shall have the option to retire voluntarily subject to the provisions of the 2004 Pension refomiAct. However, retirement benefits would be paid in accordance with the provisions of the 2004 Pension Reform Act.

30.1 CONDITIONS UNOER WHICH PENSION IS PAYABLE

Pensions buy-off at the rate approved by the government shall become payable to an employee ifone of the following events occur:

- (a) An officerwho has served for (5) years but less than ten (10) years with government (State or Federal) and/or any of the scheduled services under the Institute is eligible to be paid under the pension buy-off scheme.
- (b) On retirement or withdrawal of an employee's service from the Institute after serving for 10 years or more determined in accordance with any laid down procedure unless or when the employee has attained the age of 45 years.
- (c) An employee has been pronounced not suitable for further service on health ground by a properly constituted medical board.
- (d) An employee is totally or permanently incapacitated while in the service of the Institute.
- (e) On the abolition of an employee's office or position or upon an employee being rendered redundant.
- (f) If an employee is required by the Council to withdraw or retire from the service based on public interest.
- (g) On compulsory retirement for the purpose of facilitating improvements in the organization of the Institute so that greater efficiency, effectiveness or economy may be effected.
- (h) On attaining the age of 60 years or 35 years length of service in the public sector, whichever is earlier.

30.2 RETIREMENTAGE

- (a) Retirement age and procedure under this scheme are as stated in section 29.1 (h) of the Handbook.

(b) Death Benefit For Retirees Staff

Acondolence purse shall be given to a next of kin or designated survivor.

- a. For the purpose of the scheme, the heir (next of kin or designated survivors) shall be regarded as those persons whose names are furnished in writing to the Institute by the employee or otherwise appears such on the records of the Institute.

(a) Missing Employees

If an employee is declared missing for one year and a committee appointed by the Council of the Institute has investigated his disappearance and recommended presumption of death of such employee the provision of Section 27.0 shall apply.

(b) Period of Service

Duration of service counted under the scheme shall be interpreted as unbroken period of service for the -purpose of computation and payment of benefits. Previously approved transfer or secondment from all scheduled services shall be regarded as continuous service. The cumulative years from all such services shall constitute one unbroken service, in conjunction with whatever length of time an employee puts in the service of the corporation.

30.3 UNAUTHORISEDABSENCE

All unauthorized absence from duty shall not be counted for the purpose of computing an employee's benefit. Whenever-in-doubt, the approval of management must be obtained in writing.

31.0 RETIREMENT BENEFITS

The Institute operates benefit scheme as follows:

31.1 VOLUNTARYICOMPULSORY RETIREMENT

Astaff who has voluntarily or is compulsorily retired, shall on qualification, be entitled to the following benefits.

31.1.2 PENSION

This shall be calculated on the basis of the Federal Government's stipulated percentage of TerminalBase Salary (TES). The Institute's Terminal Base Salary comprise of the following:

- a. Consolidated Salary

- b. Housing Subsidy
- c. Transport Allowance
- d. Utility Allowance
- e. Leave Allowance
- f. Domes & Allowance where applicable
- g. Security Allowancewhere applicable
- h. Thirteenth month salary Meals subsidy
- j. Gift Voucher

Where these benefits are calculated as part of consolidated annual salary, they will be excluded in calculating Terminal Base Salary to avoid duplication.

31.1.3 TRANSPORTATION/RELOCATION ALLOWANCE

Retirees shall be paid 15% of their terminal base salary for the transportation of self, family and personal effects.

31.1.4 HOUSEHOLD FURNITURE/EQUIPMENT

Staff who occupy PTI official quarters, shall on retirement be given the first option to purchase their household furniture/equipment (where available) at a depreciated rate of 25% per annum. Where the item has a zero book value, they shall be sold at the rate of 5% of the original purchase price.

31.1 PERSONAL ALLOCATED VEHICLE

This applies only to officers with personal allocation. The car(s) shall be sold at depreciated rate of 25% per annum. Where the car(s) has/have a zero book value, it shall be sold at the rate of 5% of the original purchase price to the retiree.

31.1.6 MEDICAL CARE

There shall be free medical care for self and spouse for life.

31.1.7 CLUBMEMBERSHIP

When an employee is enjoying club membership, it shall be maintained for anyone who joins the club.

31.1.8 RETIREE CONSULTANCY

Retiree shall be given greater opportunities to offer required services to the PTI in their areas of specialization.

31.1.9 LUMP SUM PAYMENT INDUCEMENT

- a. In order to induce early voluntary retirement, staff who have five or less years of service may be induced with lump sum payment. The payment shall be based on Annual Terminal Base Salary (ATBS) for remaining active year(s) of service and prorated.
- b. All other entitlements also apply.
- c. The Lump sum payment inducement option shall, however be subject to Management's wish to invoke it as and when it deems necessary.

This Handbook is subject to review every three years.

Governing Council
Petroleum Training Institute
Effurun