

STATUTORY INSTRUMENTS SUPPLEMENT

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STATUTORY INSTRUMENTS.

2001 No. 53.

THE PARLIAMENTARY SERVICE (STAFF) REGULATIONS, 2001.

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STATUTORY INSTRUMENTS.

2001 No. 53.

The Parliamentary Service (Staff) Regulations, 2001.
(Under section 37 of the Administration of Parliament Act, 1997).

IN EXERCISE of the powers conferred on the Parliamentary Commission by section 37 of the Administration of Parliament Act, 1997, these Regulations are made this 21st day of June, 2001.

PART I—OFFICES AND ENTERING THE SERVICE.

1. Citation.

These Regulations may be cited as the Parliamentary Service (Staff) Regulations, 2001.

2. Creation of offices.

(1) The Parliamentary Commission referred to in these Regulations as the “Commission” shall determine and designate all offices in the Service as and when they become necessary.

(2) Where the Clerk considers it necessary that a new office be created or an increase in number in any existing offices is necessary, he or she shall submit to the Speaker an application for that purpose.

(3) An application made under sub-regulation (2) of this regulation shall provide the following particulars—

(a) the title of the office;

(b) the number of offices to be created, or the number of additional offices to be created if the office is already in existence;

(c) the job description and personal specifications attached to the office;

(d) the reason for the creation of the office or for the increase in the establishment;

(e) whether funds are available for the creation and filling of the office.

(4) The Speaker shall make a recommendation to the Commission regarding the application made by the Clerk under this regulation.

3. Appointing Authority.

The authority to appoint, promote and exercise disciplinary control over a member of staff of the Service is vested in the Commission.

4. Reporting of vacancies.

The Clerk of Parliament shall report any vacancy to the Commission within one month of the occurrence of the vacancy.

5. Qualification of candidates.

No person shall be appointed, or in the case of a serving officer be promoted to any office who does not possess the prescribed minimum qualifications, or requisite experience, or both, approved for the office.

6. Method of filling vacancies.

(1) Vacancies shall normally be advertised in the mass media or the Uganda Gazette or, internally on the Notice Board.

(2) Where an advertisement is made in accordance with sub-regulation (1) of this regulation the advertisement shall provide the following particulars—

- (a) the designation of the office or class of offices in respect of which applications for appointment, promotion, or transfer are invited;
- (b) the job description and personal specifications attached to the office;
- (c) the last date for receipt of applications, and
- (d) such other matter which the Commission may consider desirable.

(3) As soon as possible after the receipt of applications for appointment, the Clerk shall cause to be prepared a short list of the candidates who prima facie qualify for appointment to the office, and submit the list to the Commission.

7. Interviewing Panel.

(1) On receipt of the short list, the Commission shall, as soon as possible, appoint an interviewing panel to interview the candidates on the short list and submit to the Commission a recommendation as to which of the candidates in the panel's opinion may be appointed to fill the vacancy in the office.

(2) Nothing in sub-regulation (1) shall prevent the Commission from conducting the interview itself and select the candidates.

8. Appointment of convicted persons.

A person who has been convicted of an offence involving dishonesty or fraud or who has been dismissed from any public service because of dishonesty or fraud or any other reason shall not be appointed to any office in the Service.

9. Full-time appointment.

Except where otherwise specifically stated, all appointments in the Service shall be on full-time basis.

10. Contract appointment.

(1) An appointment on contract may be made by the Commission to such offices in the Service as the Commission shall determine.

(2) No contract appointment shall exceed three years in the first instance.

(3) Contract employment may be renewed but in the case of an employee who has attained retirement age, or has retired from the service, the contract shall not be renewable.

11. Acting appointment.

(1) Where an employee is assigned temporarily to a post higher than his or her own substantive post by the Commission in writing, the assignment shall be known as an acting appointment.

(2) No employee shall be required to act two grades or more higher than his or her office.

12. Letter of appointment.

A letter of appointment shall give in detail the terms and conditions of service and shall require the applicant to indicate his or her acceptance or otherwise of the appointment if necessary within a time specified in the letter of appointment.

13. Medical examination.

Appointment to any office in the Service is subject to evidence of satisfactory health on a medical certificate issued from a Government hospital and received by the Clerk on behalf of the Commission.

14. Declaration of personal records.

(1) On first appointment an employee shall be required to give particulars about himself or herself in the Form prescribed in the First Schedule to these Regulations.

(2) The concealment of any material facts or any intentional false statement may be considered sufficient ground for non employment or for subsequent termination of employment.

15. Effective date of appointment.

The effective date of an appointment of a person to an office shall, unless the Commission otherwise directs be the date of his or her assumption of duty.

16. Probation period.

(1) A newly appointed person on permanent and pensionable terms shall serve a period of probation for one year.

(2) Three months before the expiry of the probation period, the Commission shall consider the suitability for confirmation of the officer in his or her appointment or consider a further extension of the probationary period for a period not exceeding six months.

(3) The Commission may, at any time, and for any good reason made known to the employee, where possible, terminate the appointment of an employee who is on probation.

(4) Where the termination is not due to the employee's misconduct or poor performance he or she shall receive three calendar months' notice or three months pay in lieu of notice.

(5) In addition, he or she shall be granted his or her earned leave and be paid the normal transport allowance to his or her home town.

17. Salaries and increment.

(1) The Commission shall from time to time lay down the terms and conditions of service which shall include the salary structure, and the scheme of service applicable to offices in the service.

(2) Salaries paid to officers shall be in accordance with the salary scales approved for the Service.

(3) Where there has been an overpayment, the Clerk shall, recover the amount of over payment.

(4) Annual increment shall be granted to an employee up to the top of his or her salary scale.

18. Promotions.

(1) Promotions shall not be made as a matter of course but strictly on merit and in accordance with the promotion policy.

(2) In considering a promotion, the following factors shall be taken into account—

(a) efficiency;

(b) requisite qualifications;

(c) seniority;

(d) experience;

(e) sense of responsibility;

(f) initiative;

(g) power of leadership;

(h) power of expression;

(i) relations with staff;

(j) co-operation with members of administration;

(k) general attitude towards work of the service, such as resourcefulness, willingness to undertake other assignments in times of crisis, quality of independent action in taking decision, power of leadership; and

(l) general conduct.

19. Annual Performance Appraisal.

(1) There shall be submitted in respect of every employee an Annual Performance Appraisal Report except that for an employee on probation the report shall be submitted after every six months.

(2) A Performance Appraisal Report shall be discussed by the employee and the reporting officer before its submission and the employee concerned may thereafter give his or her comments on the report in writing.

(3) The Performance Appraisal Report shall be in the form provided in the Fourth Schedule to these Regulations.

PART II—CODE OF CONDUCT AND DISCIPLINARY MATTERS.

20. Code of conduct.

(1) Every employee of the Service shall show allegiance to the Service and the Institution of Parliament.

(2) Every employee shall discharge diligently all duties and tasks allocated to him or her with the aim of achieving the objectives of the Service as a whole.

(3) In the discharge of those duties and functions the staff of the Service shall act impartially.

(4) No employee shall in the course of his or her duties receive presents in any form which may have the effect of influencing his or her decision.

(5) No employee shall employ for private purposes, the services of other members of staff during office hours, nor shall he or she make use of the property of the Commission, except with the approval of the head of the department.

(6) No employee shall in his or her capacity act as an agent for any member of the public or receive any payment from Commission's funds on behalf of any member of the public.

(7) No employee may engage in business or any commercial undertaking during office hours.

(8) No employee may leave the office during office hours without permission and where the officer has to leave office he or she shall inform a responsible officer where he or she can be located for recall in an emergency.

(9) An employee who is unable to report on duty due to ill-health should inform the immediate supervisor as soon as possible.

(10) No employee shall, in his or her personal capacity, lobby, ask, request or prevail upon any Member of Parliament to influence or persuade the Commission to take a particular decision on any issue pertaining to any employee or the Parliamentary Service as a whole.

(11) An employee may not leave Uganda without permission from the Clerk.

(12) Official correspondence or records or copies of them shall not be shown or produced or communicated to a person not entitled to such disclosure without the express authorisation from the Clerk in writing.

(13) Where in the opinion of an employee the contents of any correspondence or records are prejudicial to the interest of the Service and the people of Uganda, he or she shall draw the

attention of the Clerk to them and the Clerk shall study the records and give such instructions on the action as he or she considers necessary.

(14) An employee who receives any gift in the course of the discharge of his or her duties shall declare the gift to head of his or her Department or the Clerk.

21. Oath of secrecy.

All employees shall subscribe to the official oath and oath of secrecy as provided in the Second Schedule to these Regulations.

22. Acts constituting minor misconduct.

Any act amounting to any of the following shall constitute minor misconduct—

(a) failure or refusal to perform lawful duty;

(b) contravention of regulation;

(c) disobedience;

(d) idle and disorderly;

(e) falsehood;

(f) drunkenness on duty;

(g) insubordination;

(h) negligence; and

(i) absence from duty without permission.

23. Gross misconduct.

Any act involving any of the following shall be an act of gross misconduct—

(a) failure to meet performance deadlines without reasonable cause;

(b) dishonesty;

(c) gross negligence;

(d) conviction for an offence involving dishonesty;

(e) repetition of a minor misconduct for which an employee has been found guilty on more than three previous occasions within a year;

(f) breach of the oath of secrecy; and

(g) fraud.

24. Major and minor penalties.

(1) The following are the penalties which may be imposed—

(a) for gross misconduct—

- (i) dismissal;
- (ii) termination of appointment;
- (iii) demotion;

(b) for minor misconduct—

- (i) stoppage of increment;
- (ii) suspension from duty with loss of pay; or
- (iii) reprimand or warning.

(2) Notwithstanding sub-regulation (1) (a), the Commission may impose the penalties under sub regulation (1) (b) for gross misconduct.

(3) The imposition of any penalty withholding, stoppage or suspension of an increment or its restoration shall be notified to the employee concerned and the Accountant responsible for payment of salaries.

25. Criminal prosecution.

Where criminal proceedings are pending, disciplinary action shall be suspended except that the employee concerned may be interdicted by the Commission.

26. Disciplinary action after acquittal.

The acquittal of an employee of a criminal charge shall not by itself prevent him or her from being punished under these Regulations unless the issue raised in the charge in the disciplinary proceedings is in substance the same as that raised and resolved in the court or Tribunal in the criminal charge.

27. Conviction for dishonest offence.

An employee convicted of an offence involving dishonesty or sentenced to imprisonment for an offence against the Service shall be dismissed from the date of conviction.

28. Non-payment of salary on conviction.

An employee convicted of an offence involving dishonesty or sentenced to imprisonment for an offence against the Service shall not be paid any emoluments from the date of the judgement pending the decision of the Commission.

29. Interdiction or suspension.

(1) In any case, where, subject to the provisions in this part, the Commission considers that the interest of the Service requires that the employee should immediately cease to perform his or her duties, the Commission may either interdict or suspend the employee from duty if proceedings for a suspected gross misconduct are being taken or if criminal proceedings are being instituted against him or her.

(2) Where, in the opinion of the Clerk a period of forty eight hours will elapse before the decision of the Commission is received, the Clerk may order suspension with or without loss of pay pending interdiction and immediately report the facts to the Commission stating reasons for the action taken, and the Commission may ratify the order or cancel the order of the Clerk.

30. Payment of salary on interdiction.

An employee interdicted or suspended from duty under regulation 29 shall, with effect from the date of the interdiction and subject to sub-regulation (2) of that regulation be paid 50% of his or her salary after all deductions have been made from it.

31. Payment of forfeited portion of salary.

If an employee is acquitted of charges for which he or she has suffered interdiction or suspension with loss of pay and any disciplinary proceedings instituted against him or her after that do not result in his or her dismissal that portion of his or her salary withheld shall be restored to him or her.

32. Absence from duty.

Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty, where an employee is absent from duty without permission or reasonable cause for a period exceeding fifteen consecutive working days the employee may be considered to have vacated his or her office and the Commission may declare his or her office vacant.

33. Disciplinary proceedings.

(1) Formal disciplinary proceedings shall be instituted in all cases of gross misconduct.

(2) Summary proceedings shall be instituted in all cases of minor misconduct.

34. Procedure for formal proceedings.

(1) The procedure provided below shall be followed in all cases of formal proceedings—

(a) the Commission shall cause a preliminary inquiry to be made in the case and the accused employee shall be called upon to explain his or her conduct in writing;

(b) after the preliminary inquiry, the Commission shall, if it decides that the accused employee should be charged with an offence, frame charges against the accused employee and appoint a Committee to hold an inquiry into the charge;

- (c) no documentary evidence shall be introduced during the proceedings of the disciplinary inquiry, unless the accused employee has been given a reasonable opportunity to study the contents of the document; if in the course of the inquiry fresh documents are introduced in evidence, the inquiry shall be adjourned to allow either the accused employee, or the Committee to study the document;
- (d) where an accused employee is charged with an offence under these regulations and he or she pleads guilty to that offence, the Committee shall record the plea and report to the Commission;
- (e) the accused employee shall be entitled to be present at the inquiry, and to defend himself or herself; but the inquiry may proceed without the employee if he or she absents himself or herself without reasonable excuse;
- (f) the accused employee shall be allowed to tender any document in his or her possession, cross examine witnesses and call witnesses on his or her behalf and the Committee shall so far as practicable make available to him or her any requested relevant official document at any stage of the proceedings;
- (g) the Committee shall not be compelled to make available to the accused employee any document which it considers to be confidential or restricted;
- (h) full record of the evidence shall be kept in writing;
- (i) on completion of the inquiry, the Committee shall submit to the Commission a record of the evidence including any documents tendered in evidence and their findings, together with a brief statement of the reasons for their findings;
- (j) on receipt of the report of the Committee the Commission shall within one month consider the findings, and if it is satisfied that the charge or charges are established it shall, subject to the provisions of regulation 24 decide what penalty, if any, should be imposed;
- (k) the Commission shall, as soon as practicable, cause the accused employee to be informed in writing as to the findings on the charges, and what penalty if any, has been imposed; and
- (l) if found guilty and the penalty imposed is dismissal from Service, the employee shall be informed of his or her right of appeal.

35. Summary proceedings.

(1) Where the Commission decides to institute disciplinary proceedings against an employee for a minor offence, the Commission shall cause a written statement of the charge to be served on the employee who shall be called upon to answer the charge in writing.

(2) Upon submission by the accused employee of his or her reply to the charge, the Commission may take a decision on the matter, subject to regulation 24 of these Regulations.

(3) If in the course of or on completion of a case involving a minor offence the Commission is of the view that a major penalty may have to be imposed, the Commission shall at once suspend the summary proceedings and cause formal proceedings to be instituted against the accused employee in accordance with regulation 34 of these Regulations.

36. Conviction of employees for offences against other bodies.

(1) If an employee is charged with a serious criminal offence committed against a person or an organisation other than the Service, the Commission shall, on being informed of the matter by any other competent authority or person, interdict the accused employee in accordance with regulation 29 of these Regulations.

(2) If in the circumstances stated in sub-regulation (1) of these Regulations the accused employee is convicted of the charge, he or she shall be dismissed summarily by the Commission with effect from the date of his or her conviction.

(3) The Commission shall, after conviction of the accused employee, suspend the execution of the penalty where the convicted employee has given notice of appeal.

(4) Where notice of appeal of a conviction has been given by a convicted employee who is on interdiction or suspension, he or she shall continue to remain on interdiction or suspension until the appeal has been disposed of and if the judgement is upheld, the Commission shall proceed with the penalty.

(5) If an accused employee is acquitted of the charges either on first instance or on appeal the Commission shall proceed in accordance with the procedure in regulation 26 of these Regulations.

PART III—PETITIONS.

37. Petitions.

(1) A petition includes any appeal against a decision of an officer superior to the petitioner.

(2) A member of staff who is aggrieved by any administrative matter may petition the Clerk through his or her head of department within a period of thirty days from the date the decision or the administrative matter occurs.

(3) A petition which must bear the signature and address of the Petitioner shall be submitted through the petitioner's immediate supervisor who shall on receipt, promptly acknowledge receipt.

(4) The petition shall be immediately forwarded to the Clerk by the receiving officer, with a report indicating—

- (a) the material allegations made in the petition, and the redress asked for;
- (b) the actual facts of the case as ascertained by the reporting officer;

(c) reference to any previous and connected petition of which he or she has knowledge.

(5) The reporting officer may add such remarks on the subject as he or she thinks necessary, and shall conclude with a recommendation he or she considers appropriate to be given to the petitioner.

(6) If the petition is adjudged frivolous or without adequate grounds the petitioner may be so informed in writing within thirty days from the date of submission of the petition to the Clerk.

(7) A petition submitted otherwise than in this way shall be returned to the sender.

(8) A petition submitted on behalf of another person shall not be entertained unless the author can show that he or she had been authorised to write on behalf of that other person.

(9) A petition which—

(a) deals with cases in which legal proceedings are pending; or

(b) is illegible, unintelligible or worded in abusive or improper language,

is liable to being returned to the petitioner through the officer to whom it is first submitted.

(10) The aggrieved officer may further petition the Commission if he or she is not satisfied with the decision of the Clerk or if the Clerk is the subject matter of the petition.

PART IV—HOURS OF DUTY, ANNUAL LEAVE,
OTHER LEAVE AND TRAINING.

38. Hours of work.

(1) The hours of duty of employees in the Service shall be such as the Commission shall determine except that every employee shall work for a minimum of forty and a maximum of fifty five hours a week.

(2) Where Parliament is in recess, the hours of attendance at office are Monday to Friday 8.00 a.m. -12.45 p.m. 2.00 p.m. - 5.00 p.m.

(3) An attendance register shall be kept in every department, for each employee to enter his or her name daily, and shall place against his or her name the hour of his or her arrival and departure from the office and the book shall be examined and initialed weekly by an officer delegated by the head of Department.

(4) Sub-regulation (3) of this regulation shall apply to such grade of officers as the Clerk shall direct.

39. Annual leave.

(1) Subject to the provisions of this regulation employees in the Service shall be entitled to annual leave in respect of each calendar year.

(2) Leave shall be enjoyed subject to the exigencies of the Service and include Saturdays, Sundays or public Holidays.

(3) Leave shall not be commuted for cash payment except with the permission of the Commission.

(4) Leave shall be granted by the Clerk who may delegate this power to a specified officer or officers.

(5) Application for leave under this regulation shall be made in the form specified in the Third Schedule to these regulations at least fourteen working days prior to the day the leave is intended to commence.

(6) Except under written authority by the Clerk, employees of the Commission shall take their leave during the period when Parliament is in recess.

(7) Subject to the exigencies of the Service, leave may be taken in installments during a leave year.

(8) An employee may be recalled to duty from leave.

(9) Where an employee is recalled to duty from leave under sub-regulation (8) the remainder of the employee's leave, shall be deferred to some other date during the leave year or a subsequent leave year.

(10) A Ugandan member of staff who wishes to spend his or her leave at his or her own expense outside Uganda shall notify the Clerk prior to his or her departure.

(11) Where an officer has spent more than the proportionate leave for which he or she is entitled the number of excess days taken shall be deducted from his or her annual leave for the subsequent leave year irrespective of whether he or she will be eligible for full or proportionate annual leave.

(12) Where an officer leaves the service when he or she has not earned enough to effect the excess leave, he or she shall be required to refund the salary drawn in respect of the excess period of leave which period shall be treated as leave without pay.

(13) It is the responsibility of the Clerk to prepare and maintain annual leave rosters for members of staff which rosters shall be prepared during the last quarter of the current leave year for the year following and the Clerk shall notify all officers, in their Departments by the first week in January, when they will proceed on leave.

(14) An employee who joins the Service during the leave year may apply to the Clerk for leave in time for him or her to be granted all the leave for which he or she is eligible before

the end of the leave year, and such application shall, if possible be made one month before the officer proceeds on leave.

40. Compassionate leave.

The Commission may grant compassionate leave to an employee who has a problem such as loss of a child, wife, husband, parent or for any other reason.

41. Sick leave.

(1) A member of staff who is unable to perform his or her duties due to ill health may be granted sick leave by the Clerk and an application for leave under this regulation shall be supported by a certificate from a Medical Practitioner.

(2) If a member of staff is prevented, by ill health, from returning to duty at the end of his or her annual leave he or she shall take the remainder of his or her earned leave, and on the expiry of the annual leave, he or she shall be regarded as being on sick leave.

(3) An employee may be granted sick leave—

(a) on full salary pay, for the first six months;

(b) on half salary pay for the subsequent six months; and

(c) without salary pay, for any period in excess of twelve months.

(4) Sick leave without pay shall not constitute a break in the Service and that period shall be considered for incremental purposes.

(5) The Clerk may grant an employee sick leave up to three months on the recommendation of a medical officer.

(6) If after three months the employee is still unfit to resume duty, the clerk shall request the nearest medical officer to consider whether there is any reasonable prospect of eventual recovery or whether the person should be invalidated from the service.

(7) Where the Medical Officer considers that there is a reasonable prospect of the employee's eventual recovery, he or she may recommend the grant of further sick leave for three months.

(8) At the expiry of the further sick leave, the Clerk shall again request the nearest medical officer to review the case on the lines stated above.

42. Maternity leave.

(1) A female employee, shall be entitled to two months maternity leave on full pay.

(2) Maternity leave granted under sub-regulation (1) of this regulation shall be in addition to any other leave.

(3) Maternity leave shall count towards increment and retiring awards.

(4) A female employee on returning to duty after maternity leave, will be given the opportunity to go home each day after 6 hours of duty, for a maximum of six months, to nurse her baby.

(5) No female employee shall be dismissed on the ground that she is pregnant or on any ground relating to her being pregnant or during the period when she is on maternity leave.

Training.

43. Study leave.

An employee may be granted study leave by the Commission on the recommendation of the Clerk, after two years continuous service, or after any shorter continuous period, as the Commission may think fit, for an approved academic or practical attachment training course in a similar organisation, or a university institution, or any approved institution within or outside Uganda.

44. Training.

(1) The Commission shall upon the recommendation of the Clerk and in accordance with the manpower plan make such arrangements as it considers expedient for the provision of such training for the employees in the Service as would ensure the maintenance at all times of a high standard of efficiency.

(2) Selection for training awards shall be guided by the needs of the Service and the manpower development programme of the Service.

(3) The timing and duration of such a course shall depend on the exigencies of the Service and the terms and conditions shall be spelt out by the Commission at the time of the award.

(4) An employee granted study leave or sent on a training course of not less than one year shall be required to give an undertaking before leaving for the training or course to return to the service and be bonded to the Service for at least three years immediately the study leave or training is completed, or refund all the costs borne by the Commission or the government or any award received under the sponsorship of the Commission plus interest at the current bank rate at the time of any such refund.

(5) Employees who travel from abroad to assume duty, after a course of not less than one year, shall be entitled on arrival, to ten working days resettlement leave, which shall commence immediately following his or her arrival in Uganda.

(6) Employees should report their arrival as soon as possible to the Clerk either verbally or by telephone or other electronic means after the arrival.

PART V—ALLOWANCES AND ADVANCES.

45. Acting allowance.

(1) Acting allowance shall be paid in all cases where an employee is required to perform the duties of a higher rated position for a continuous period of not less than twelve weeks in acting capacity.

(2) Acting allowance shall carry with it an allowance equal to the difference between the acting employee's salary and that of the initial point of salary scale attached to the higher office in which he or she is acting.

46. Special duty and duty allowance.

(1) Employees of the Service are entitled to 40% of their basic salary as special duty allowance.

(2) An employee assigned higher responsibilities than normally attached to his or her substantive post shall be paid duty allowance of 20% of his or her basic salary during the period of that responsibility.

47. Out of station, night/subsistence allowance.

(1) Where an employee is expected by virtue of his or her work to spend the night away from his or her recognised station he or she shall be paid subsistence allowance at the rate determined by the Commission to cater for his or her expense.

(2) Where an employee is not paid subsistence allowance as provided in sub regulation (1) he or she shall be provided with accommodation in a hotel where his or her expenses, that is to say, bed, breakfast, lunch and dinner supported by receipt shall be borne by the Commission.

48. Warm clothing allowance.

(1) Employees proceeding overseas on official assignments such as conferences; study tours, meetings, training and other assignments, shall be entitled to warm clothing allowance once in a year and per diem at the rate approved by the Commission.

49. Housing allowance.

(1) Subject to the provisions of this Part, housing allowance shall be paid to employees of the service at the rate determined by the Commission.

(2) Where accommodation is provided by the Service to an employee no housing allowance shall be paid to him or her while he or she lives in such accommodation.

50. Vehicle and mileage allowance.

(1) The Clerk and Deputy Clerk, where they use their personal vehicles for official duties, shall be paid vehicle maintenance allowance at the rate approved by the Commission.

(2) Senior staff of U3 salary scale and above with means of transport shall be paid monthly mileage allowance at the rate approved by the Commission.

51. Responsibility allowance.

Employees of the Service shall be paid 20% of their basic monthly salary as responsibility allowance.

52. Baggage allowance on assumption of duty, resignation or retirement.

(1) Where an entitled employee travels within Uganda by rail or road—

(a) on assumption of duty on first appointment, or on grounds of redundancy; or

(b) on retirement or termination;

(c) on resignation after five years continuous service with the Service, he or she shall be provided free transport by the Service or cash each in lieu at the rate agreed to by the Commission to his or her home town.

53. Domestic servant allowance.

Officers of UIC salary scale and above shall be entitled to Domestic servant allowance at the rate approved by the Commission.

54. Prescribed Attire.

(1) Employees of the service who are directly involved in the plenary work of Parliament shall receive at least two pairs of the prescribed attire a year to enable them maintain the dignity of Parliament.

(2) The Commission shall determine the categories of staff who are directly involved in the plenary work of Parliament for the purposes of sub regulation (1).

The Commission shall determine the prescribed attire for purposes of sub regulation (1).

55. Salary advance.

(1) The Clerk may subject to ratification by the Commission grant an officer a salary advance of up to two months gross salary to be repaid, without interest, within that financial year.

56. Loans to staff.

(1) The Commission may grant loans to employees of the Service who have served the Commission continuously for five years in accordance with the loan scheme in force from time to time.

(2) The Clerk shall be the authority responsible for recommending loans under this regulation.

57. Loans and advance to be interest free.

(1) Loans granted by the Commission shall be interest free and shall be recovered from an employee within an interest free period not exceeding thirty six months at source from the employees emoluments.

(2) The first such installment shall be deducted from the employee's emoluments for the month next following the date on which the loan or advance were given.

58. Limitation for advances.

Except with the prior approval of the Commission, no advance shall be made to an employee which will result in the total monthly refund by the employee exceeding forty percent of the employee's gross monthly emoluments.

59. Lunch allowance.

Staff of the Service shall be paid monthly lunch allowance at the rate determined by the Commission.

60. Honorarium for persons assisting Committee.

Technical personnel co-opted by the Service to assist Committees in the discharge of their functions shall be paid honorarium at the rate approved by the Commission.

61. Transport allowance.

Employees of the Service not entitled to mileage allowance shall be paid a monthly transport allowance at the rate determined by the Commission.

PART VI—MEDICAL FACILITIES.

62. Prevention to work by illness.

(1) An employee who is prevented by illness from performing his or her duties at his or her place of work shall immediately inform his or her head of Department of his or her illness and report to a medical officer.

(2) The employee shall submit a medical certificate issued by a medical officer to the head of Department for the purposes of sub-regulation (1) of this regulation.

(3) The Clerk or an officer authorised by him or her may excuse staff from duty on grounds of ill-health for a period not exceeding forty eight hours at any given time or not exceeding a maximum of seven days a year.

(4) Where it becomes necessary to exceed the maximum period of sick leave provided in sub-regulation (3) a member of staff shall be required to appear before a medical officer, failure to comply with instructions to do so shall be a cause for disciplinary proceedings.

(5) A medical report from a medical officer shall be issued whenever a staff member is—

(a) placed on light duty;

(b) fit to resume duty;

(c) admitted to hospital;

(d) required to attend hospital as an out-patient.

(6) A Medical Officer may, on request report direct under confidential cover to the appropriate head of department where in his or her opinion, the officer is refusing or neglecting to carry out the medical advice he or she has been given.

(7) Documents relating to the state of health of an employee shall be treated as confidential.

63. Medical expenses.

(1) Free medical attention at Government hospitals and clinics shall be provided for staff, and their families.

(2) Government Dental Surgeons shall give free attendance to all staff, and their families who require such dental operations as extractions, plastic fittings, root fillings and dressings.

(3) Where a Government Dental Surgeon is not readily available, a claim on account of expenses incurred by an employee in respect of the fees of private dentist in Uganda will be paid by the Commission, subject to the following conditions—

(a) that the claim is supported by the certificate of a medical officer that dental attention is a matter of urgency;

(b) that a medical officer has specified the dentist whom the employee should see for treatment;

(c) that the fees are in respect of attendance which would normally be provided free.

64. Treatment abroad.

Where a member of staff falls sick and there are no facilities in Uganda either to diagnose the disease or for its proper treatment, on the recommendation of a medical Board, the employee shall be sent for treatment abroad at the Commission's expense.

65. Medical insurance scheme.

The Commission may establish a Medical Insurance Scheme for its staff and may require them to contribute such percentage of the premium as the Commission may determine.

66. Seriously ill employees.

(1) The following procedure shall be observed with regard to staff seriously or dangerously ill—

- (a) when a member of staff is placed on the dangerously ill or seriously ill list the medical officer responsible for the patient shall immediately report the fact by the fastest means possible to the head of department;
- (b) the head of department shall be responsible for informing the officer's relatives, and the officer in charge of personnel matters in the Service.

67. Meaning of "family" and "medical officer".

In this part of the Regulations unless the context otherwise requires—

"family" means husband or wife and all minor children up to eighteen years and maximum of four children;

"Medical Officer" means a medical or dental practitioner under the Medical and Dental Practitioners Statute, 1996.

PART VII—MISCELLANEOUS PROVISIONS.

68. Leaving the service.

(1) The appointment of an officer may be terminated by the Commission giving him or her three months' written notice or paying him or her three month's salary in lieu of notice or by the senior officer giving the Commission three month's written notice.

(2) The appointment of support staff may be terminated by either party giving the other one month's written notice or in the case of the Commission paying to the officer one month's salary in lieu of notice.

(3) Employees on contract terms may leave the service in accordance with the terms of their appointment.

(4) Sub-regulations (1) and (2) of this regulation shall have effect subject to the other provisions of these Regulations and, unless the Commission otherwise directs, shall not apply to an employee against whom criminal or disciplinary proceedings are pending or about to be commenced.

69. Long service award scheme and certificate of service.

(1) The Commission shall run a long service award scheme for members of staff who have served for at least twenty years.

(2) The award shall be made once in the working life of a staff member.

(3) On leaving the employment of the Service except in the case of dismissal, a Certificate of Service shall be awarded.

70. Handing over procedure.

The following rules shall be observed whenever an employee hands over his or her duties to an employee taking over from him or her—

- (a) in addition to handing over all papers, books, stores, and other equipments and items, the employee handing over is required to give a detailed statement as regards all matters affecting his or her duties and to note down particulars of any question likely to cause difficulty as well as any matter requiring special attention for the guidance of the employee taking over;
- (b) if after an employee has left, it is found that the handing over had not been properly and systematically done either as regards the handing over of special books, the Commission's properties, documents, or other items he or she may be recalled at his or her own expenses to hand over properly;
- (c) where an out-going employee is responsible for cash, furniture, stocks, or other property, the incoming employee shall sign the inventory and books;
- (d) an employee will be held personally liable for any loss of the Commission's property which cannot be traced owing to his or her failure to comply with these Regulations;
- (e) an out-going employee shall leave to the incoming employee the keys to all safe, cupboards, lockers and desks in which records and documents of the Commission are kept to enable the incoming employee to gain access to them.

71. Death of employee.

(1) On the death of an employee, who has served his or her probation period including those who might have been on sick leave without pay at the time of death, the Commission shall pay to his or her next of kin as nominated by the employee, one year's salary.

(2) The Commission shall provide a coffin and shroud and transport to convey the dead body to the place of burial within Uganda.

(3) The spouse and children of the deceased employee, if any, shall be provided with appropriate transport to convey them to their home town in Uganda or pay an appropriate transport allowance in lieu of transportation.

(4) The Commission shall provide transport and allow a reasonable number of employees to convey the deceased to the place of burial.

(5) The spouse and dependants of a deceased employee shall be allowed to live in the house or other accommodation provided by the Commission which the deceased was occupying at the time of his or her death for up to a period of six months from the date of death and that rent due for occupying the house by dependants shall be borne by the Commission.

(6) A deceased employee's salary payment shall cease at end of the month in which he or she dies.

(7) Final salary of a deceased employee shall be paid as follows—

(a) to immediate dependants that is to say spouse and children;

(b) in the absence of spouse and children entitlements shall go to names on employee's personal record;

(c) in the absence of (a) and (b) of this sub regulation the entitlement shall go to the Administrator General.

72. Death of a Spouse.

On the death of a spouse or a child of an employee, the provisions of regulations 71 (2) to (4) shall apply.

73. Welfare fund.

The Commission shall recognise the establishment of a Staff Welfare Fund whose details shall be provided in the rules governing the Fund.

74. Pension and social security.

Except where an officer is on pension under any existing law, all employees of the Service shall contribute to a pension scheme established by the Commission.

75. Mode of dress.

(1) All employees shall dress in a dignified manner while on duty.

(2) Employees who report for duty improperly dressed will be required to return home by the responsible officer and be recorded as absent for that day.

(3) Employees issued with uniform shall properly maintain them and wear them while on duty and an employee who is in possession of a uniform and does not wear it will be required to return home by the responsible officer and be recorded as absent for that day.

(4) An employee who is recorded as absent under this regulation shall be liable for disciplinary action in accordance with these regulations.

(5) The Human Resource Manager shall be responsible for observance and enforcement of proper dressing.

76. Staff meeting.

(1) The Clerk shall hold general meetings at least twice in a year.

(2) The Board of Management shall hold its meetings at least once in a month to discuss programmes, productivity and matters of interest and administration to the Service and the Parliamentary Commission.

(3) Monthly Departmental meetings shall be held at Departmental level to discuss the programmes, productivity and other matters of interest to employees in the Department.

(4) Records of proceedings of meeting shall be made and preserved and copies shall be circulated to all heads of Departments.

77. Public Service Standing order to apply where provision not made.

In respect of any matter, for which these Regulations have not expressly or by necessary implication made provision the Public Service Standing Orders applicable to civil servant in the Public Service shall apply subject to the provisions of the Administration of Parliament Act.

78. Transitional provision.

In all proceedings pending with the Public Service Commission or Ministry of Public Service at the time of the coming into force of these Regulations the provision of these Regulations shall apply but without prejudice to the validity of anything previously done.

79. Revocation of S.1 No. 62 of 1998.

The Parliamentary Service (Staff) Regulations, 1998 are hereby revoked.

SCHEDULES.

Clerk to Parliament/Secretary of the Commission.

Speaker to Parliament/Chairperson of the Commission