



EMPLOYEE HANDBOOK

WHERE THE JOURNEY BEGINS! MAKE A TOUR OF WHO YOU ARE WITH
GRACE CITADEL SCHOOLS. YOU ARE THE BEST YOU CAN BE.

EMPLOYEE HANDBOOK

WHERE THE JOURNEY BEGINS! MAKE A TOUR OF WHO YOU ARE WITH
GRACE CITADEL SCHOOLS. YOU ARE THE BEST YOU CAN BE.

CONTENTS

- **Introduction**
- **Supremacy of Grace Citadel Schools**

- **Part One:**
CODE OF CONDUCT
 - DRESS CODE
 - WORK ETHICS
 - ABSENTISM
 - MORNING DEVOTION
 - ESSENTIAL COMMITMENT
 - IMPERATIVES OF GOOD CONDUCTS
 - SECURITY INFORMATION
 - CONFIDENTIALITIES
 - MEASURED PUNISHMENT
 - KEEPING RECORDS
 - ACTS OF GROSS MISCONDUCT
 - ENFORCEMENT OF CODE OF CONDUCTS
 - COMMITMENT BY MANAGEMENT

- **Declarations of Terms**

- **Part Two:**
CONDITION OF SERVICE
 - APPOINTMENT
 - PROBATION
 - CONFIRMATION OF APPOINTMENT
 - RECRUITMENT RIGHTS
 - PROMOTION
 - DEMOTION

- STUDY LEAVE
- LEAVE OF ABSENCE
- SICK LEAVE
- CASUAL LEAVE
- MATERNITY LEAVE
- TERMINATION OF APPOINTMENT
- WITHDRAWAL OF SERVICE
- DISMISSAL FROM SERVICE
- TAXATION
- TERMINAL BENEFITS
- ACTS OF GROSS MISCONDUCT



INTRODUCTION

This code of conduct is designed to achieve the school's desire to operate a systematic institution rules and regulations as well as a global best practice in line with our mission statement and aims and objectives, not on whims and caprices on sentiments of operators.

The bedrock of Grace Citadel Schools shall be established on the believe that God is both the cornerstone and the keystone of all good things. Hence, every employee of this school must be God-fearing and exhibit Christ-centered character, behavior and attitude, irrespective denomination. This is to ensure that, as teachers and caregivers, these Christ-like values are transferred to and are assimilated by the pupils.

SUPREMACY OF GRACE CITADEL SCHOOLS

Grace Citadel Schools is an indivisible and united educational institution with one Board of Management headed by the Director. Hence, all decisions, actions, utterances and activities of all sections must reflect these fundamental principles. By the consent of the Director, the Head teacher is in-charge and saddled with the powers for smooth running of the school.

Ipsa facto, any act of divisiveness, segregation, unhealthy competition or any other attitude or behavior that tend to jeopardize the integrity, internal cohesion and synergy among management, employees, and pupils of this noble institution shall not be condoned. Consequently, all employees in the sections of the school shall operate and relate seamlessly in collaboration with each other in pursuant of overall objectives of the school.

Okon Ekanem
Director

PART ONE**CODE OF CONDUCT**

1. **DRESS CODE:** All employees of Grace Citadel Schools shall strictly adhere to the dress code of the school. Every person working in an educational organization is seen by the outsiders as a teacher, hence, any nasty or indecent dressing is counted against our esteemed and reputable institution.
 - 1.1 **FEMALE EMPLOYEES:** Female staff must not dress in suggestive, seductive, provocative and offensive manner. Indecent dresses such as short and mini-skirts, sleeveless, transparent dresses; tight-fitting dresses that exposes the contours of shapes of the body; open back, divided skirts that exposes inner wears; blouses that exposes the belly naval, or lower abdomen, etc., should be avoided. All makeovers like lips painting, fingernails paintings, and rubbing of powder should be applied moderately and should never be applied in the classroom. Defaulters shall be surcharged with N500.00 per offence.
 - 1.2 **MALE EMPLOYEE:** Male employee should dress decently and smartly at all times. Shirts should be neatly tucked-in and long sleeves shirts rolled down completely. Bizarre and unkempt hairstyles shall not be tolerated. Defaulter shall pay N500.00 per offence.
2. **WORK ETHICS:** Every employee of Grace Citadel Schools is expected to sign-in and sign-out everyday, but are not expected to sign the time book in the morning and disappear. Employees must remain in the school until the school is over; participate in all activities except such employee is officially excused.
 - 2.1 Employees are expected to be in school 7:20am every working day as time book will be closed at 7:25am prompt. Lateness is prohibited in the school.
 - 2.2 Employees should remain in the various classes and duty-posts throughout official hours, failure to comply will attract query and possibly, expulsion if the frequency of default is unbearable. Equally, group meetings or discussions during official hours are highly prohibited except such meetings and discussions are authorized.

- 2.3 Phones and other gadgets are not permitted anywhere in the classrooms. All phones must be dropped at the Head Teacher's office.
 - 2.4 All doors and windows of the classrooms, halls, and latrines must be closed, and all electric appliances in the classrooms and offices switched-off each day. Destruction of the school properties either directly or indirectly shall not be tolerated. Defaulter shall be made to pay for items destroyed.
 - 2.5 Teachers in this school are professionals and rendering professional duties; hence, are not permitted to assign their responsibilities to their assistants.
 - 2.6 No employee is permitted to pick any property of the school out of the school premises at any given time without due permission. Besides, no employee is permitted to pluck any fruit without permission. Anyone caught or known to have violated this role shall be labelled a **thief**.
3. ABSENTISM: No employee shall absent his/herself from school without due permission from the school management. Letter requesting for permission must reach the school authority two days before the actual day the staff intends to be excused.
- 3.1 No employee shall stay away from special programs such like meetings, seminar and workshops, in-service training, publicity, devotions, prayers and fasting etc., conducted by the school with the aims to improving the standard of the school, academically and spiritually. Defaulters will be treated as absent from school without permission.
 - 3.2 Granting permission shall not automatic. Permission shall be given on the discretion of the management. In cases of emergencies, the employee should physically present his/herself to the management for explanations. In consideration of distances and happenings, employee should snap the situation and forwarded into an authority concern WhatsApp for explanation of the scenario warranting him/her to solicit for permission, not a mere phone call from his/her home.
 - 3.3 It is crucial to note that, no permission shall be granted to any employee for the purpose of picking his/her child from school. Defaulters of these rules as enshrine in section five (5) shall be subjected to a deduction of a day salary or such number of days of absent. It might even lead to outright termination of appointment.

4. **MORNING DEVOTION:** it is mandatory for all employees to participate in staff devotion conducted from 7:25-7:35am every working day to pray for the wellbeing and progress of the school.
 - 4.1 The school's morning devotion is an essential and very important moment in Grace Citadel Schools, and must be taken seriously, and involved by all. No employee is permitted to absent his/herself from any devotion. It is compulsory for every educator to perform his/her assigned duties during the school morning devotion. It shall be compulsory for the Head Teacher to address the assembly daily.
5. **ESSENTIAL COMMITMENT:** all employees should exhibit the highest level of patriotism and be ready to volunteer to take up tasks and sacrifice personal time and efforts when occasion demands, for the success and progress of the school. The interest of an employee or group of employees should not prevail over those of the institution. Defaulter: Defaulting worker may lose annual increment credit and other benefits in the school.
6. **IMPERATIVES OF GOOD CONDUCTS:** No employee should for any reason, quarrel, fight, or confront his/her colleagues openly before the pupils, other employees, or parents. All grievances should be officially taken to the management for peaceful settlement. Defaulters: Suspension or as may be decided by the management.
 - 6.1 All forms of disrespect and disregard to members of the management and or any other constituted or delegated authority either directly or indirectly, not minding the rationale behind, will not be condoned.
 - 6.2 Every unguided statement, slanderous utterances, undue criticism of management programmes and policies, will tantamount to serious consequences as may be decided by the management
 - 6.3 On no account should any employee act in a way that will be detrimental to the health/wellbeing of any child under his/her care, fellow workers, constituted authorities and the institution as an entity. Defaulters will be regarded as enemies of progress and may be suspended indefinitely.
7. **SECURITY INFORMATION:** Employees are mandated to cooperate with the security staff on duty at any given time, even if checking is required to be carried out.
 - 7.1 It shall be an offence for any staff to hoard or fail to release any secret information or conspiracy against the school in his/her possession, which might be detrimental to the school. Conversely, any employee who shall give timely information that will be useful to the school to

- make progress or avoid crises or scandal, shall be rewarded, defaulters: all defaulters in the first case shall be seen as enemy of the school and shall be shown the way out of the school.
8. CONFIDENTIALITIES: Employees are not permitted to give information to parents or outsiders without being mandated by the authority of the concern or the management.
- 8.1 Every privacy of the pupils, fellow workers, management, and the school as a whole to eschew controversy that might endangered the progress of the school. Releasing of secrete or confidential information of the institution tantamount to killing the entity. Defaulters: shall be dismissed from the institution.
9. MEASURED PUNISHMENT: employees should not involve in unnecessary punishment, brutalization, beating, battering, and use of abusive words on pupils. Discipline of pupils by staff should be thoroughly weighed, measured, considerate, corrective, justifiable, and follow due process. Cases of stubborn children should be reported to the school Head teacher. Punishment of pupils by employees is not tolerated in the school defaulters shall be queried.
10. KEEPING RECORDS: Every educator is expected to keep accurate, up-to-date records; diaries, registers and note of lessons etc., and should be made available for inspection. Educators must complete their scheme of work each term, no topics in the scheme should be left untaught.
- 10.1 Educators should check pupils' note at the end of each lesson, give classwork, homework, inspected and marked the following day. Defaulters shall be reprimanded for the failure.
- 10.2 FINANCIAL RECORDS: Employees saddled with responsibilities of maintaining financial records of the school should do so with the highest degree of transparency, honesty and integrity. Audit of financial matters in the school shall take place at the end of each term as will be decided by the school internal audit team.
- 10.3 FINANCIAL CRIME: Financial misappropriation, mismanagement or crimes by any employee is a serious offence, and shall earn the culprit instant dismissal. Employee found guilty of collecting illegal levies from the pupils, selling of textbooks, collecting money from parents but not paid into the school, collecting money in place of tissue, soap etc., shall be sanctioned appropriately.
- 10.4 Employees hold the responsibility of directing parents and pupils to the financial officer of the school or to the appropriate authority. It is

offence to collect money from parents for onward payment. The school has the legal right to take any legal action against an insincere, dubious, and dishonest works.

- 10.5 The Head Teacher shall keep all statutory records of the school. He/She shall inspect and check all other records of the school, even before due auditing date. No any person at the employ of this school should denied the Head Teacher access to any record under his/her keeps. Defaulters: shall be treated in accordance with the decision of the management.
11. ACTS OF GROSS MISCONDUCT: Dishonesty, disloyalty, sexual molestation, rumour mongering, sexual harassment, disobedience, pedophilic, disrespectful, verbal abuse, foul language, insubordination, stealing/fraud, doubtful integrity, drunkenness, fighting/riotous behaviour, child abuse, excessive punishment, gross incompetence, habitual absence, habitual late attendance, negligence, willful damage, sabotage.
12. ENFORCEMENT OF CODE OF CONDUCTS: Penalties and sanctions emanating (arising) from the violation of the enacted or enlisted rules and regulations such as lateness, absenteeism, late submission of exam questions or lesson notes and other forms of indiscipline, shall be enforced at the discretion of the management of this school and not at the instant of the defaulter (Culprit).
- 12.1 Besides the above, every employee is expected to revisit the school's code and conduct for staff, read and assimilate its content and adhere strictly to its provisions as "ignorance of the content and provision shall not stand as an excuse in the law."
13. COMMITMENT BY MANAGEMENT: The management of Grace Citadel Schools under the power of the Board of Management, will provide conducive atmosphere and appropriate facilities for employees to perform their responsibilities creditably, effectively, and efficiently. The management have pledged their unalloyed support to keep, protect, reward, motivate and encourage diligent, passionate, committed and hardworking staff who shall adhere strictly to the above terms and conditions.
- All are important in Grace Citadel Schools but none is indispensable; whatever state of emergency does not affect any law-abiding citizen. Hence, those who violate the provisions of these code of conduct and other lawful provisions of the school shall be disciplined.
14. DECLARATIONS:

I, Mr./Mrs./Miss _____,
an employee of Grace Citadel Schools has read, understood, and accepted
the content of the code of conducts as stated above for the smooth running
and progress of Grace Citadel Schools.

Signed this _____ day of _____

Signature: _____

Part Two**CONDITION OF SERVICE**

1. **APPOINTMENT:** Recruitment into Grace Citadel Schools shall pass through due process of declaration of vacancies, advertisement, written and oral interviews and appointment.
2. **PROBATION:** Successful candidates for appointments shall be placed on probation of one year or such longer period as may be decided from time-to-time by the management.
3. **CONFIRMATION OF APPOINTMENT:** After a successful probation period of one year and based on satisfactory performance and conducts, the appointment of every employee recruited by Grace Citadel Schools shall be confirmed. Management may extend the probation period of an employee if found wanting either in performance and or in conducts.
4. **RECRUITMENT RIGHTS:** There shall be a uniformed recruitment pattern for employee based on qualifications, experience and competence of the candidate. However, management reserves the right to appoint an employee on an enhanced salary scale depending on the need, job specifications and importance the management attaches to such appointment,
5. **PROMOTION:** Promotion in Grace Citadel Schools shall not be a routine exercise. It shall be subject to performance appraisal and recommendations by the management to the Board who shall approve the promotion if only vacancies exist in the position in which the employee is to promoted to.
6. **DEMOTION:** Management reserves the right to demote any employee who is found wanting in the discharge of the responsibilities to which he/she was promoted to. An employee may also be demoted as punitive measures.
7. **STUDY LEAVE:** An employee may be given study leave to further his/her education on the condition that the period he/she will be on leave shall be without pay. On completion of studies, such employee shall be granted preference where there are vacancies for recruitment.
8. **LEAVE OF ABSENCE:** Besides the provision of study leave above, reabsorption, in case of leave absence will be based on reasons advanced

- by the employee requesting for leave of absence, if satisfactory to the management.
9. **SICK LEAVE:** Sick leave shall only be granted depending on the receipt of excuse duty made out by a qualified medical practitioner, preferably under the employ of government hospital. The school nurse shall take steps to confirm the authenticity of such report before the employee is paid for the period he/she was absent due to illness. Sick leave beyond reasonable limit shall not be accepted. Such affected employee may be asked to resign.
 10. **CASUAL LEAVE:** An employee shall only be granted casual leave not beyond 7 days in a school year. This shall depend on how satisfactory the reasons presented is to the management. Casual leave above 7 days in an academic year shall be regarded as leave without pay. Incessant application for casual leave shall count against such employee.
 11. **MATERNITY LEAVE:** A female employee (who is married) of this school with a confirmed appointment, shall be entitled to 60 days maternity leave with pay. A married female employee who has not been confirmed shall also be entitled to 60 days maternity leave but with 50% salary for the period. A female employee who is not married shall not entitled to maternity leave.
 12. **TERMINATION OF APPOINTMENT:** The employment of any employee in the school may be terminated on the condition that, he/she violates any of the provisions of the school's code of conduct. In a case of this nature, management shall give employee 30 days' notice of its intention to relieve such employee of his/her responsibilities. However, if the management is of the consideration that such employee should not be permitted to stay a day longer, one-month salary shall be paid to him/her in lieu of notice.
 13. **WITHDRAWAL OF SERVICE:** An employee of Grace Citadel Schools may withdraw his/her services provided that a one-month notice to that effect has been forwarded to the management, failure to provide the management with a one-month notice shall deprive such employee of any benefit or entitlement that would have accrued to the employee if he/she had given prior notice.
 14. **DISMISSAL FROM SERVICE:** Where an employee commits any of the acts of gross misconducts as listed out in article 17, the employee shall be dismissed from the services to the school. Sequel to that, he/she loses all entitlements accruable to an employee of the school.
 15. **TAXATION:** In accordance with the provision of Personal Income Tax Act, salaries of employees of Grace Citadel Schools shall be subjected to taxation at the prevailing rates.

16. **TERMINAL BENEFITS:** All employees of Grace Citadel Schools shall be encouraged to join the contributory pension scheme which shall form the basis of the terminal benefits on leaving the employ of the school. In addition to the above, long-serving and committed staff may on retirement be presented with a package that shall be determined by the management.
15. **ACTS OF GROSS MISCONDUCT:** The act of gross misconduct as considered by Grace Citadel Schools includes but not limited to: Dishonesty, Rumour mongering, disloyalty, sexual molestation, sexual harassment, disobedience, pedophilic, disrespectful, verbal abuse, foul language, insubordination, stealing/fraud, doubtful integrity, drunkenness, fighting/riotous behaviour, child abuse, excessive punishment, gross incompetence, habitual absence, habitual late attendance, negligence, willful damage, sabotage, etc.