



Chapter Meetings

GOOD NEWS! - LAND ACQUIRED FOR HR COMPLEX

The Institute's National Governing Council wishes to bring to the attention of all members that 3 plots of land have finally been acquired behind the Ghana Trade Fair Centre for the HR Complex, the permanent home for the Institute.

Boundaries of the land have been marked and a sign post with the inscription "Property of the Institute of Human Resource Management Practitioners-Ghana" has also been mounted on the site.

All due diligence has been done and the Institute is in the process of acquiring the relevant land documents from the Land Registry.

We thank all who have in diverse ways facilitated this process.

SALE OF ADMISSION FORMS

Admission forms for the Professional Certification Programme are out for the 2013/2014 academic year.

The **Accra Chapter** usually holds its monthly meetings at the Osu Ebenezer Presby Hall on the **SECOND THURSDAY OF EVERY MONTH**. Normal meeting time is 17:30 hours prompt.

Endeavour to attend the June 2013 meeting on Thursday June 13, 2013 at the same time and venue. Any change in venue would be communicated to members well in advance of the meeting.

Contact Numbers: Interim Chairperson Ms. Susan Manu: 020 536 3775; Interim Vice Chairman Mr. Ofori Amanfo: 0244628716; Interim Secretary Nana Yaa Twum: 024 437 7192; Interim Organizing Secretary Edmund Nii Doodoo Ankrah: 0244289348

The **Tema Chapter** holds its monthly meetings at the VALCO Club House, Tema Community 4, near the TDC Park **ON THE LAST THURSDAY OF EVERY MONTH**. Normal meeting time is 16:00 hours prompt.

Endeavour to attend the June 2013 meeting on Thursday June 27, 2013 at the same time and venue.

Contact Numbers: Chairman Mr. Kofi Bayitse: 020 201 2213; Secretary Mr. Samuel Ofori Asiedu: 020 811 2234

QUICK TIPS CORNER: *By Dora Siaw-Lartey*

Contract of Employment - Labour Act, 2003 (Act 651) Section 12 (1) and (2), and Section 13:

(1) "The employment of a worker by an employer for a period of six months or more or for a number of working days equivalent to six months or more within a year shall be secured by a written contract of employment."

(2) "A contract of employment shall express in clear terms the rights and obligations of the parties i.e. the worker and the employer."

HR Practitioners should therefore take note of the above provision and ensure that the non-permanent workers we hire: on temporary basis, on fixed term contracts etc. are covered by contracts of employment i.e. if they meet the above-mentioned duration.

Written statement of particulars of contract of employment - Section 13:

Paraphrased

Section 13 states that after the Letter of Appointment has brought the worker into the organization, it is mandatory that he/she is given a written contract of employment by the employer within two months after the commencement of the employment.

Schedule I of the Labour Act (found on page 66 of the Labour Act) clearly details the minimum requirements of the particulars of a contract of employment:

SCHEDULE I

(Section 13)

WRITTEN STATEMENT OF PARTICULARS OF CONTRACT OF EMPLOYMENT

1. Name of Employer;

Note: If the contract of employment is to be printed on the organization's letterhead, the name of the organization would already be on the letterhead and there would not be the need to type it out again.

2. Name of Worker
3. Date of first appointment
4. You are employed as (job title or grade)
5. Your rate, method and intervals of pay is
6. Yours hours of work are; (refer to Section 40)
7. Your periods of holidays and details of holiday pay are; (refer to Part IV Sections 20 to 32)
8. The conditions relating to incapacity to work due to sickness or injury and the details of sick pay, if any, are; (refer to Part V Sections 45 to 54)
9. Details of social security or pension scheme
10. Amount of notice to terminate employment to be given by (refer to Section 17):
 - (a) the employer
 - (b) the worker
11. The disciplinary rules applicable to you are
12. The procedure for dealing with any grievances or dispute is'
13. Overtime payment, if any (refer to Section 35)

Date:..... Signature of employer:.....

Signature of worker:.....

JOKES CORNER – Submitted by Angela Auch

The *Boss*



One day a man goes to a pet shop to buy a parrot. The assistant takes the man to the parrot section and asks the man to choose one.

The man asks: "How much is the yellow one?" The assistant responds: "GHC2, 000."

The man is shocked and asks the assistant why it's so expensive. The assistant explains: "This parrot is a very special one. He knows typewriting and can type really fast." "What about the green one?" the man asks.

The assistant says, "He costs GHC5, 000 because he knows typewriting and can answer incoming telephone calls and takes notes."

"What about the red one?" the man asks.

The assistant says: "That one's GHC10, 000."

The man says, "What does he do?"

The assistant says, "I don't know, but the other two call him boss."

QUIZ COLUMN

Who was the person featured in the Personality Profile Column of the January 2013 edition of the HR PRACTITIONER?

Kindly send your responses to newsletter@humanresource.org.gh

REQUEST FOR CONTENT FOR PUBLICATION

The Editorial Board wishes to request Members and Students to submit Articles, Jokes, Quick-tips for publication in subsequent editions of THE HR PRACTITIONER. Thank you for your contribution.

Kindly send all materials to newsletter@humanresource.org.gh

UP-COMING EVENTS

Continuous Professional Education

A workshop on 'Job Evaluation and Salary Administration' will be held at the HR Centre on June 19, 2013 to June 21, 2013. All practitioners are encouraged to participate in order to equip themselves with the required competencies to enhance their HR practice.

The fees are:

Members: GHS450.00

Non-members: GHS 550.00

Students: GHS350.00

Time: 9: 00 am

Call 0302-767413, or e-mail

info@humanresource.org.gh for more information.



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