



**ELGEYO MARAKWET COUNTY GOVERNMENT  
COUNTY PUBLIC SERVICE BOARD**

**DRAFT RECRUITMENT, TRAINING AND TRANSFER  
POLICY**

**July, 2018**

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## DEFINITION OF TERMS

i	Accounting Officer	A public officer appointed to take full responsibility on the finances, assets and liabilities of the respective County Department.
ii	Authorized Officer	A Public Officer to whom the County Public Service Board has delegated the Human Resource Management function in a County Department or agency
iii	Basic Salary	An officer's salary excluding allowances.
iv	Board	Refers to the Elgeyo Marakwet County Public Service Board.
v	County	Elgeyo Marakwet County Government.
vi	Delegated Authority	The powers of the public service board that have been assigned to any one or more of its members, officers in the County, body or Authority to exercise on its behalf.
vii	Leave Year	Refers to the period commencing 1 <sup>st</sup> July to 30 <sup>th</sup> June of each financial year.
viii	Next-of-Kin	The name of the person provided by the officer for the purpose of contact during emergency and in case of death.
ix	Pro-rata	Is the Computation of benefits for the period served in relation to the full term entitlement.
x	Public Service	It incorporates the Elgeyo Marakwet County Public Service, seconded staff, and staff of the County Agencies, entities and County Cooperation's.
xi	Chief Officer	This is the Administrative head of a County Department.
xii	Reimbursable Allowances	Refers to those allowances where an Officer gets reimbursement on the expenditure incurred in the course of duty.
xiii	Remunerative Allowance	Refers to those allowances paid to an officer, in addition to salary as a form of Compensation for additional responsibilities.
xiv	County Secretary	Means Public Officer in charge of the Elgeyo Marakwet County Public Service coordination and secretary to the County Executive Committee.
xv	State Officer	Refers to a person holding a State Office.
xvi	Tour of Service	Refers to the period of employment contract in the Public Service awarded to a foreign employee.
xvii	Training Bond	Refers to formal agreement between the county government of Elgeyo/ Marakwet and its employees

		who are selected for approved training that oblige them to serve in the Public Service for a specific period of time on completion of training.
(xxviii)	Vesting Period	Refers to ownership of benefits built up in a Scheme for a member including what has been contributed by the employee and returns thereof.
xxx	PSC	Public Service Commission
xxxi	Advisory committees	Refers to either County Human Resource Management Advisory Committee and Departmental Human Resource Management Advisory Committee
xxxii	CHRMAC	County Human Resource Management Advisory Committee
Xxxiii	DHRMAC	Departmental Human Resource Management Advisory Committee
xxxiv	CPSB	Elgeyo Marakwet County Public Service Board

## **PREAMBLE**

Effectiveness, efficiency and Professionalism is an aspiration of the County public Service of many modern states. It enables a County to achieve, with relative ease, the socio-economic progress that is the hallmark of a democratic society. The commitment of employees towards the goals and aspirations of the employer are dependent on how the employees are managed and developed. Central to this theme of people-management is training and capacity building.

The County Public Service Board is conscious that human resource development is a catalyst in management and implementation of change, building learning organizations and creating a culture of performance. Effective training and development benefits both the individual and the County Government through sharing of ideas and dissemination of good practices resulting in efficient and effective performance. This policy is the Board's commitment to promoting an environment of structured and systematic and professional recruitment, training, learning, continuous professional development and transfer of public servants to enable them deliver quality services to the citizens.

Where clarification is required in this policy, it should be sought from the Board Secretary/Chief Executive Officer, County Public Service Board.

**Chairperson,  
ELGEYO/ MARAKWET COUNTY PUBLIC SERVICE BOARD,  
ITEN.**

## INTRODUCTION

### **a) Human Resource Plans**

(1) Every County Department shall prepare Human Resource Plans to support achievement of goals and objectives in their Strategic plans. The plans shall be based on comprehensive job analysis and shall be reviewed every year to address emerging issues and needs.

(2) On the basis of these Human Resource plans, County Departments shall be required to develop annual recruitment plans which will be forwarded to the County Public Service Board at the beginning of each financial year and not later than 30<sup>th</sup> September to enable it plan to fill the vacancies.

### **b) Reporting of Vacancies**

(1) An Authorized Officer shall declare all vacant posts to the County Public Service Board in accordance with the procedures set out in the Board's regulations.

(2) All vacancies at entry levels for all officers will be reported to the Public Service Board for filling.

(3) The County Public Service Board shall consider requests for approval of declaration of vacancies. Such requests shall be forwarded by the Chief Officer's or the Authorized Officer upon recommendation by the County Secretary.

(4) Recommendations for filling vacancies in an acting capacity shall be submitted to the County Public Service Board. Such recommendations should be accompanied by a draft indent and a seniority list of officers including an account of their performance.

### **c) Advertisement of Vacant Posts**

The County Public Service Board will advertise all vacant posts in a manner that reaches the widest pool of potential applicants and the advert shall be posted in the County Public Service Board's website. The Board will give at least fourteen (14) days before closing the advert. The advert shall have the following details: the title of the post, number of vacancies, job description, Job reference number, person specification and the proposed remuneration.

### **d) Recruitment**

Recruitment will be undertaken on the basis of fair competition and merit; representation of Kenya's diverse communities; adequate and equal opportunities to all gender, youth, members of all ethnic groups, persons with disabilities and minorities.

**e) Application for Employment**

A candidate applying for employment shall do so online or manually by completing the prescribed CPSB form.

**f) Offer of Appointment**

(1) Before taking up duty, a person appointed to any office will be issued with the appropriate letter of offer of appointment, as the case may be, which must be signed before he/she commences his/her duties.

(2) An offer of appointment may be withdrawn if the candidate does not accept in writing and take up the appointment within thirty (30) days of the offer.

**g) Categories of Appointment**

Appointments in the County Public Service fall into two categories:

- (i) permanent and Pensionable; and
- (ii) Contract

**Appointment Procedures**

(1) The procedures to be followed in filling vacancies within the scope of the County Public Service Board are set out in the Board's Regulations and guide lines which may be amended from time to time.

(2) The County Public Service Board may delegate its Authority to appoint persons to hold office in the public service to an Authorized Officer as determined from time to time.

(3) Appointments made under the delegated Authority by the County Public Service Board to Chief Officers or Authorized Officer shall be processed through the County Human Resource Management Advisory Committee in accordance with County Public Service Board's Regulations and guidelines issued from time to time.

**Letters of Appointment**

(1) An officer appointed to a position in the County public service shall be issued with a letter of appointment specifying the terms and conditions of service.

(2) A letter of appointment shall state particulars of employment which should include the name and address of the employee, job title, date of commencement of appointment, terms and duration of employment, place of work, remuneration, terms and conditions of employment and terms of separation.

### **Date of Appointment**

The date of appointment shall be the date stated in the letter of offer which should be in line with the Board's decision.

### **Appointment documents**

(1) A candidate on first appointment shall provide the following documents:

- (i) National identity card;
- (ii) Birth Certificate;
- (iii) KRA tax PIN;
- (iv) Original academic and professional certificates duly authenticated by the issuing authority;
- (v) Certificate of good conduct from the Directorate of Criminal Investigations;
- (vi) Credit Reference Bureau
- (vii) HELB clearance certificate
- (viii) EACC clearance certificate
- (ix) Coloured Passport size photograph
- (x) Bank account details.
- (xi) NSSF and NHIF certificates
- (xii) Duly filled prescribed medical form

(2) In addition, all newly appointed officers shall be duly vetted as per the existing vetting policy.

(3) The officer shall also make an initial declaration of income, assets and liabilities by completing the prescribed form.

### **Next of Kin**

An officer will be required to complete a next-of-kin form on first appointment and to update his next-of-kin records and other family details whenever necessary.

## **Record of Previous Employment**

(1) The County Public Service Board when making appointments shall ensure that a candidate's record of previous employment is satisfactory in all respects.

(2) It is the duty of the Chief Officer or Authorized Officers, when making appointments under delegated authority, or in making recommendations for new appointments, to ensure that a candidate's record of previous employment is satisfactory in all respects.

(3) A candidate with a record of conviction should be employed only with the concurrence of the County Public Service Board.

(4) A candidate whose appointment in the Public Service had been terminated for any reason including resignation shall not be employed without prior approval of the County Public Service Board.

## **Medical Examination**

All candidates on new appointment shall be required to undergo a medical examination by a Medical Officer who must complete the prescribed form. The purpose of the medical examination shall be to guide deployment of the employees.

## **Appointment on Probation to Pensionable Establishment**

(1) Where vacancies exist in the pensionable establishment, candidates recruited to fill such vacancies shall be appointed on probation for a period of six (6) months.

(2) An officer appointed on probation to the pensionable establishment shall be regarded as being on assessment with a view to learning his/her work and being tested as to his/her suitability for it. It is the duty of the supervisor(s) to ensure that every officer on probation is given adequate opportunities to qualify for confirmation in appointment.

(3) At least one (1) month before the expiry of the probationary period, the Chief Officer or Authorized Officer shall consider in the light of the report(s) on the officer's performance, conduct and capabilities whether or not the officer is suitable for confirmation.

(4) Where an officer's performance is unsatisfactory, he shall be informed in writing and the probation period may be extended for a maximum period of three (3) months.

(5) Should the officer's performance fail to improve on expiry of the extended probation period, his probationary appointment shall be terminated in accordance with the County Public Service Board regulations.

(6) Where an officer has served on terms other than pensionable and is subsequently appointed on a pensionable post, the terms of service may be translated to pensionable from the date the officer was placed on a pensionable post. The officer will, however, not be required to serve the probationary period in accordance with this regulation.

### **Admission to Pensionable Establishment**

(1) Appointment to the pensionable establishment shall be restricted to officers who will be in a position to complete the qualifying period necessary for the grant of a pension in accordance with regulations of the respective pension scheme (Pensions Act Cap 189 or the Public Service Superannuation Scheme Act).

(2) For the purposes of this manual and for the officer's subsequent retirement from the service, a birth certificate and National Identity card issued after the date of 28 days of first appointment will not be accepted unless the date of birth shown in the birth certificate/identity card tallies with the date of birth declared by the officer in the Application for Employment Form completed and signed by him/her prior to or immediately after first appointment.

### **Confirmation in Appointment and Admission to Pensionable Establishment**

(1) An officer appointed to the Service in a pensionable post will be confirmed in appointment and admitted into the permanent and pensionable establishment on completion of probationary period of six (6) months satisfactory service.

(2) Service on contract terms may be taken into account in full as probationary service, in the case of an officer who has been appointed on probation to pensionable establishment without a break in service.

### **Procedure for Confirmation in Appointment**

(1) The powers of confirmation of all officers in their appointments is the responsibility of the County Public Service Board unless delegated. The power of confirmation on delegated authority will be exercised by Authorized Officers on the advice of the County Human Resource Management Advisory Committee. However, extension and termination of probationary appointments will be dealt by the County Public Service Board with recommendations of the authorized officer.

(2) The authorized officer will make a report on the officer's suitability for confirmation or otherwise at least one (1) month before the end of the probationary period and inform the officer accordingly.

(3) Where the authorized officer fails to submit a report during the probationary period, the officer shall be confirmed in appointment.

(4) Where an officer's performance is unsatisfactory, he/she shall be informed in writing and the probation period may be extended to a maximum period of three (3) months.

(5) Should the officer's performance fail to improve on expiry of the extended probation period, his/her probationary appointment shall be terminated by the County Public Service Board in accordance with the laid down County Public Service Board regulations.

### **Appointment on Contract Terms**

(1) Appointment on contract terms will be made under the following circumstances:

(i) Where persons to be appointed may not qualify for pension as per the respective pension scheme.

(ii) Where officers are appointed to serve on fixed term projects.

(iii) Appointments at senior levels as determined by the County Public Service Board as from time to time.

(iv) Where capacity in the public service is lacking or specific skills are required.

(v) Personal staff of specified state officers as determined by the Board as from time to time. Such staff shall serve during the tenure of the state officers.

(2) Appointment of officers on contract and renewal of such contracts shall be made on the authority of the County Public Service Board. All Chief Officers or Authorized

Officers shall report to the Board all cases of appointment on contract terms which require renewal at least three(3) months before expiry of such contracts.

(3) An officer serving on contract, and whose services are still required, will be informed in writing at least three (3) months before the expiry of the contract. On acceptance of the offer, the case will be referred to the Board for renewal.

(4) Contract appointments will be limited to a minimum of twelve (12) Months and a maximum period of five (5) years, renewable subject to demonstrable performance and other terms of the contract.

### **Re-designation**

(1) The County Public Service Board shall re-designate officers serving in the County Public Service upon recommendation of CHRMAC.

(2) Re-designation of officers shall be subject to the following conditions:

(i) Suitability interview for officers who are moving from one cadre to another;

(ii) Suitability Interview shall not apply for posts which fall within the same job family;

(iii) Shall be limited to positions in the first two (2) entry levels in any cadre;

(iv) Shall be effective from the date of the decision;

(v) County Public Service Board or Authorized Officers shall be required to promote qualified officers before processing the re-designation requests;

(vi) Re-designation with continuous service will be allowed only for technical cadres whose job specifications are similar for both graduate and non-graduate officers; and

(vii) Shall be subject to existence of vacancies.

(4) The above notwithstanding, re-designations will be based on an officers' demonstration of competence, merit and ability in performance.

### **Non Discrimination in Employment**

(1) The County Government shall promote equality of opportunity in employment and will not discriminate directly or indirectly against an employee on any grounds including race, sex, pregnancy, marital status, health status, ethnic or social origin, colour, age, disability, religion, conscience, belief, culture, dress, language or birth.

(2) The County Government will endeavour to have a gender balanced County Public Service by ensuring that not more than 2/3 of positions in its establishment are filled by either gender.

### **Rights and Privileges of Persons with Disabilities**

(1) Persons with disability shall be accorded equal opportunities for employment provided they have the necessary qualifications and are suitable for such employment.

(2) The County Government shall implement the principle that at least five (5) percent of all appointments shall be for persons with disabilities.

(3) The County Government shall provide facilities and effect such modification, whether physical, administrative or otherwise, in the workplace as may be reasonably required to accommodate persons with disabilities.

### **Recruitment of Non-Citizens**

(1) It is the policy of the County Government not to employ non-citizens.

## **PROMOTIONS**

(1) Promotions in the County public service Board will be based on qualifications and other requirements for appointment as stipulated in the career progression guidelines.

(2) In selecting candidates for promotion, regard shall be given to affording adequate and equal opportunities to all gender, youth, members of all ethnic groups, persons with disabilities and minorities.

### **Promotions dependent on examinations**

Where an officer is to be promoted upon satisfying requirements which include the passing of relevant examinations, the officer shall be promoted with effect from the date of the County Public Service Boards decision.

### **Promotion to posts in common establishment**

Promotion to posts within a common establishment shall cover the first two (2) grades at entry level or as determined by the Board as from time to time.

### **Dates of Promotion**

(1) The effective date of an officer's promotion will be the date of the County Public Service Board decision.

(2) Promotion within common establishment posts shall be effective from the date the officer qualifies.

(3) If an officer has been appointed by the County Public Service Board to act in a post and is subsequently promoted to it without any interval between the appointment in an acting capacity and the date of his substantive promotion, the effective date of promotion will be the date on which he commenced to act.

### **Seniority**

Seniority of public officers shall be determined as follows:

(1) As between public officers of the same grade:

(i) By reference to the dates on which they respectively entered the grade.

(ii) If the public officers entered that grade on the same day, by reference to their seniority on the day immediately preceding that day.

(iii) If any public officers who entered the same grade on the same day did so by appointment and not by promotion, then seniority relative to each other shall be determined by reference to their respective ages.

(2) As between public officers of different grades on the same salary scale or the same flat rate of salary, by reference to the dates on which they respectively entered their grades.

(3) As between public officers of different grades on different salary scales, by reference to the maximum point on their salary scale, a flat rate of salary being regarded for this purpose as a salary scale with a maximum point equivalent to the flat rate.

### **Release of Officer(s) Selected for Promotion in other Departments**

(1) An officer who is selected for promotion to a Department other than that in which he is serving will be released to take up his appointment on transfer within a period of two (2) months from the date of the letter authorizing the promotion.

(2) If the promotion takes effect before his transfer, salary at the full rate attached to his new appointment will be payable by the receiving Department from the date of his promotion as specified in the County Public Service Board letter.

(3) An officer who is promoted to a post in a different Department while attending a training course will be transferred to that Department from the date of his promotion and the new Department will be required to pay his full emoluments.

(4) It is the responsibility of an officer to take up an appointment on promotion. An officer who fails to take up a promotion in a different Department shall be deemed to have declined the promotion which shall then be rescinded.

## TRAINING AND DEVELOPMENT

### Introduction

(1) The County Government policy on training is to ensure continuous upgrading of Public Servants' core competencies, knowledge, skills and attitudes including their ability to assimilate technology to enable them create and seize opportunities for social advancement, economic growth and individual fulfillment.

(2) The mandate to develop human resources in the County Public Service is vested in the Public Service Board.

(3) Details on the administration and implementation of training in the County Public Service are contained in the training policy and guidelines issued by the Board.

(4) Public officers shall be eligible for at least five (5) days training in a year while newly recruited or transferred officers must be inducted within three (3) months of joining the Department.

(5) All training shall be based on identified training needs.

### **Management and Co-ordination of Training**

(1) The planning and co-ordination of training and capacity building in the County Public Service has been delegated to the relevant Department responsible for Public Service through the County Director Human Resource Management and Development who, shall be responsible for the training function.

(2) Authorized Officers shall discharge the function through County Human resource management advisory committee.

(3) Nomination and selection for individual and group training shall be based on prioritized training projections. The approved programmes should address County, departmental and individual goals.

(4) Selection of trainees shall be in accordance with the national values and principles of governance, values and principles of public service, leadership and integrity and the Bill of rights.

### **Training Needs Assessment**

(1) Training Needs Assessment is a performance audit that generates and provides information to assess the inadequacy of knowledge and skills which inhibits an organization from attaining its objectives. Training in the County Public Service shall be

based on Training Needs Assessment which shall be conducted after every three (3) years in each County Department.

(2) Departments are required to prepare training projections based on Training Needs Assessment to guide the human resource management advisory committees in nominating officers for training.

(3) Selection of trainees for all training programmes will be based on identified needs and will emphasize on training for performance improvement that address individual, departmental and county goals.

### **Training Programmes**

(1) Training programmes comprise both short and long term courses in specific professions that are intended to impart required knowledge, skills and attitudes to enhance staff performance.

(2) Respective Departments may design specific in-house training programmes which address the identified training needs. In addition training can be provided under institutional training both locally and abroad.

(3) In designing training programmes, Departments should ascertain the availability of:  
- (i) Professionally qualified and experienced trainers; (ii) Training programmes that are cost-effective; and (iii) An effective evaluation and feedback system to assess the impact of training on performance.

(4) The government will continually develop its employee's professional knowledge and skills and encourage them to join relevant professional bodies. The government will establish mechanisms for supporting employees where the career guidelines require them to be members of a professional body.

### **Training Levy**

(1) Officers undertaking courses lasting more than four (4) weeks and above in local training institutions will be required to contribute to the cost of their training at the rate of ten percent (10%) of their basic salary per month for the duration of the course.

(2) Officers attending courses lasting more than four (4) weeks in institutions outside the country will contribute at the rate of twenty percent (20%) of their basic salary per month for the duration of the course. This is regardless of whether the courses are sponsored by the County Government or the National Government of Kenya, or by Development Partners through bilateral or multilateral arrangements.

(3) Officers undertaking part-time or full time self-sponsored courses are however, exempted from paying the training levy.

(4) Accounting Officers should ensure that the officers' training contributions are remitted in lumpsum for the duration of the course to the Department responsible for Public Service before the commencement of the course.

### **Induction Training**

Induction and orientation training is expected to help an employee familiarize with the work environment and requirements. Departments are expected to conduct induction training within three (3) months for newly recruited officers and those who have joined the Department on transfer, promotion and re-designation.

## **Eligibility for Training**

(1) Public Officers at all levels will be eligible for at least five (5) days training in a fiscal year.

(2) An officer who attends a long term course lasting six (6) months and above will be required to work for two (2) years before he can qualify for selection for another long course.

## **Course Approval**

(1) The Authorized Officers will grant course approval to officers proceeding on authorized training in accordance with service regulations. Officers shall obtain course approval before proceeding for training.

(2) Authorized Officers shall be responsible for course approval for local training, on recommendation of the respective Human Resource Management Committee.

(3) Course approvals and coordination of foreign training will be undertaken by the Department responsible for Public Service and approved by the County Secretary.

(4) Quarterly reports on all training undertaken in Departments shall be submitted to the County Public Service Board

(6) Where an officer is dissatisfied with a decision on award of training opportunities the officer may appeal to the County Public Service Board for review after exhausting the internal appeals mechanisms at the Respective Department

## **Undergraduate Training**

(1) The County government shall not sponsor serving officers for undergraduate programmes. Where there is need for skills at this level, the County government will procure the same from the labour market. However, employees who wish to sponsor their training shall be granted approval.

(2) Notwithstanding (1) above and in a bid to ensure the marginalized and minority groups and persons with disabilities are represented at all levels of the County public service, respective Department may recommend sponsorship of officers for relevant undergraduate degree programmes, based on identified training needs in line with affirmative action programmes.

(3) Any recommendations made in (2) above shall be forwarded to the County Public Service Board for approval.

(4) The affirmative action for under-graduate degree programmes shall remain in force until such time that a representative public service is achieved.

## **Masters and PhD Programmes**

The government will continue to support and approve training at Masters Level for officers requiring the skills at this level for performance and career progression as prescribed in the respective career progression guidelines. However, the County government shall not support officers for second Masters programmes. Officers wishing to pursue the PhD under the self-sponsorship arrangement will however be approved

on condition that the area of study is relevant to their duties, has completed two (2) years' service since the last long course and the approval shall not provide for reimbursement of training expenses.

### **Training revolving fund**

(1) The County Government will set up a Training Revolving Fund to assist public officers' access funds at subsidized interest rates for training in order to enhance knowledge and skills considered critical for performance improvement and achievement of national development goals.

(2) Officers, who have been projected for training in critical areas and the respective Department have no funds to sponsor them within the fiscal year, may be advised to seek funds from the training revolving fund.

(3) The County Human Resource Management Advisory Committee will vet candidates who have applied for the loan using the set guidelines.

### **Training Bond**

(1) The County Government shall bond serving officers proceeding on approved courses of training locally or abroad lasting six (6) months and above to enable the county to benefit adequately from its investment in training.

(2) Where a County Department considers the value/cost of a course lasting less than six (6) months to be high and constraining the departmental training budget, the officers will be bonded for a minimum period of one year but not exceeding five (5) years.

(3) The bond period will be determined by the duration of the course as follows:-

### **Training Period Bond Period**

(i) Six months up to one year One year (ii) More than one year upto two years Two years (iii) Between two and three years Three years (iv) More than three years As per the duration of the course but not exceeding five (5) years.

The bond amount will be the total cost of the training.

(4) In case of default, the bondee and/or surety will be required to redeem the bond amount on prorata basis.

(5) Details on the administration and implementation of the training bond are contained in the Public Service Training Bond Guidelines.

### **Skills Inventory**

(1) Authorized Officers are expected to develop, update and maintain a skills inventory for all officers in their respective Departments for purposes of identifying the available, and the required skills. The inventory will guide the training, recruitment and succession management decisions.

### **Allowances Payable to Sponsored Trainees**

(1) Officers undertaking long courses abroad will be paid respective countries' living allowance to cater for subsistence, accommodation, outfit and excess baggage.

(2) Officers attending long courses on full time basis in local institutions and outside their duty stations will be eligible for living allowance.

(3) Sponsored officers attending, part-time, evening, sandwich and holiday module courses will not be entitled to a living allowance or stipend.

(4) Officers sponsored by the County Government to undertake courses at Government Training institutions are not entitled to any living allowance or stipend.

(5) Other Allowances paid to officers undertaking courses locally and abroad are:- (i) Research Allowance; (ii) Dissertation/Thesis Allowance; (iii) Project Allowance; (iv) Book Allowance.

(6) The applicable rates are as stipulated in circulars issued by the County Public Service Board and the County Government as the case may be.

### **Incidental Expenses**

(1) The County Government will meet the cost of passport, pre-departure medical examination fees and visa, vaccination, and inoculation expenses for foreign training.

(2) The County Government will meet the cost of transport and travelling to and from the institution at which the course is held. However, the trainee will meet the cost of local travel.

### **Annual Leave**

An officer who has been on training shall be eligible for his annual leave only for the year he resumes duty in addition to any leave days carried forward before proceeding on training.

### **Donor Funded Courses**

(1) Where a training award/scholarship for a course organized under bilateral/multilateral arrangements caters for only tuition and accommodation but does not include meals, out of pocket and stipend, the officer will be eligible for 25% of the living allowance applicable to the designated country.

(2) Where a medical insurance cover is not provided under a Technical Cooperation Training Award, the County Government will meet the cost of the medical insurance cover for the officer.

### **Workshops, Retreats and Conferences**

(1) Public officers attending workshops, retreats and conferences may be paid allowances at rates determined by the Government from time to time.

(2) Workshops which are meant to review, develop and produce reports should be treated as retreats and should be for a maximum duration of ten (10) days.

(3) The duration of workshops and conferences should not exceed three weeks. Any workshop and conference beyond three (3) weeks will be considered as a course and will be subjected to the stipulated provisions for courses.

(4) No officer should be involved in more than one role in a seminar/workshop/conference at a given time.

### **Reimbursement of Tuition and Examination Fees**

(1) An officer who on his own initiative and at his own time undertakes and passes a course relevant for his career growth and which is administered by a recognized training institution will be eligible for refund of 50% of the amount spent on tuition and examinations provided:- (i) Prior approval of the course had been granted by the

Authorized Officer; (ii) The officer has not been sponsored for the same course before; and (iii) The officer avails the original certificate for the course and a training report.

(2) Candidates who sit for the examinations administered by the Public Service Commission will be required to pay a prescribed examination fee. The rates of fees and mode of payment for the examinations will be notified when the dates for each examination is announced.

(3) Candidates who pass examinations administered by the Public Commission and the course is relevant to the County Government needs will be refunded the full amount of the prescribed examination fee by their respective Accounting Officers.

### **Industrial Attachment**

(1) Industrial attachment is an important component of education and training. It provides attachees with opportunities to acquire practical aspects of their respective areas of specialization in a real work place environment. The County government will support industrial attachment by providing opportunities to students in tertiary and higher education institutions.

(2) Attachment will be undertaken during the course and the duration will be for a maximum period of three (3) months.

(3) The attachment shall be in line with the values and principles of public service and the existing labour laws.

### **Internship**

(1) Trainees graduating from training institutions join the labour market with academic and theoretical approaches to work and hence require practical exposure in a real work environment.

(2) The County Public Service uses internship programmes as part of on the job training for the purpose of moulding interns to become responsible citizens who will contribute effectively to the socio-economic development of the country.

(3) Internship programmes shall be guided by the, internship policy guidelines and other relevant professional bodies' rules and regulations and shall not exceed one (1) year.

## **TRANSFERS**

### **Transfer from One Department to another**

B.31 (1) Employees who wish to move from one department to another will have to apply for vacant positions as and when advertised. Further, deployment of officers in their substantive capacity within a department will be undertaken by the respective Authorized Officer on recommendations of CHRMAC.

(2) In exceptional circumstances, transfers of officers in Job Group 'M' and above shall be approved by County Public Service Board on the recommendation of the County Human Resource Management Advisory Committee.

## **Transfer of Service**

B.32 (1) Transfers to and from the County Public Service and other Administrations or Public Service shall be approved by the County Public Service Board.

(2) An officer will be considered for transfer of service having regard to the provisions of applicable pension schemes.

(3) An officer seeking appointment in another administration should submit his application through his Authorized Officer.

(4) If an officer is offered appointment in another administration, requests for his transfer shall be made to the County Public Service Board.

(5) An officer who wishes to take up appointment in another administration other than in accordance with the procedures set out in this manual, shall be required to resign from his position in the County Public Service.

## **Secondment**

B.33 (1) Secondment of officers from the County Public Service to other organizations is applicable to pensionable officers, for a period not exceeding three (3) years and may be renewable once.

(2) Approval for secondment for officers moving from the County Public Service to other public administrations shall be the responsibility of the County Public Service Board.

(3) Approval for secondment for officers moving from the other public administrations to the County Public Service shall be granted by the County Public Service Board.

(4) Secondment of officers from the County Public service to other organizations shall be authorized only in cases where an officer is joining an institution that has not been declared a 'Public Service' for pension purposes.

(5) To maintain an officer's pensionable status, the officer or the organization to which the officer is seconded will be required to make pension contribution at the prevailing rate. Where the organization pays the pension contribution for the officer, such amount shall be deducted from the officer's service gratuity.

(6) Officers on secondment will be paid their salaries and other allowances by the organizations in which they are deployed or otherwise approved by the Board.

(7) Secondments of officers in the County Public Service will be regulated in the context of the relevant pension legislation.

(8) Officers on secondment to other organizations will be eligible for promotion in the County Public Service.