



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


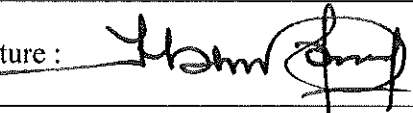
RENEWAL OF CONTRACT FOR
ADMINISTRATIVE AND TECHNICAL
STAFF

EFFECTIVE DATE : 02/01/2019


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RENEWAL OF CONTRACT FOR ADMINISTRATIVE AND TECHNICAL STAFF

Prepared By: -	Approved By: -
Signature : 	Signature : 
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Position : Senior Assistant Director Employment (Non- Academic) Unit Management Services Division	Position : Executive Director Management Services Division
Date : 02 January 2019	Date : 02 January 2019

CONTROLLED COPY NO. :

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1. OBJECTIVE

This procedure is prepared to ensure that the process of renewal of contract of administrative and technical staff is carried out efficiently and managed effectively according to the terms of references (Item No. 4).


2. SCOPE

This procedure is implemented by the Employment (Non-Academic) Unit, Management Services Division of IIUM for processing of the renewal of contract of IIUM's administrative and technical staff.


3. DEFINITION/ ABBREVIATION

Definitions:

- 3.1 Administrative Staff Selection Committee : The selection Committee for administrative and technical staff comprise of the following:-
- Professional and Management Group
- (i) The Rector – Chairman
 - (ii) The Executive Director of MSD or representative
 - (iii) The Executive Director of Finance Division or representative
 - (iv) Two officers in the relevant scheme holding a position of the same level or higher than the post being considered
 - (v) The Director of MSD or representative
 - (vi) Staff in charge of the HRM - Secretary


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	<p><u>Support Group</u></p> <p>(i) The Executive Director of MSD - Chairman</p> <p>(ii) The Director of MSD or representative</p> <p>(iii) The Director of Finance Division or representative</p> <p>(iv) Two officers in the relevant scheme holding a position of the same level or higher than the post being considered</p> <p>(v) Staff in charge of the HRM - Secretary</p>
3.2	Instant Minutes : A set of document used by the Secretariat to minute the decisions during the AGSSC meeting.
3.3	Minute of Meeting : A set of document prepared by the Secretariat to minute the decisions after the AGSSC meeting.
3.4	Central Agencies : Refer to any of the following government agencies i.e. Public Service Department, Ministry of Education and Ministry of Finance.
	<u>Abbreviations:</u>
3.5	AGSSC : Administrative Staff Selection Committee
3.6	MSD : Management Services Division
3.7	ENAU : Employment (Non- Academic) Unit
3.8	DD, HRM : Deputy Director, Human Resource Management
3.9	SAD : Senior Assistant Director
3.10	SAA : Senior Administrative Assistant
3.11	K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
3.12	IO : Office of International Affairs
3.13	MID : Malaysian Immigration Department
3.14	DP-10 : <i>Permohonan Pegawai Dagang</i>

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4. REFERENCE

- 4.1 MSD's General / Service Circulars
- 4.2 IIUM's Policies
- 4.3 Relevant Government Circulars adopted by IIUM
- 4.4 Guidelines on Immigration matters as published by Malaysian Immigration Department
- 4.5 Administrative Staff Selection Committee Regulation 2015

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
<p>SAA</p> <p>Dean/Director</p>	<p>5.1 Stage 1 : Identification of expiry of contract staff in the respective year and send to the K/C/D/I/O</p> <p>5.1.1 Send notification letter to the K/C/D/I/O to inform on the expiry of contract period for staff.</p> <p>5.1.2 K/C/D/I/O is to submit proposal for renewal of contract for staff.</p>
<p>Dean/Director</p>	<p>5.2 Stage 2 : Recommendation by the K/C/D/I/O</p> <p>5.2.1 K/C/D/I/O is to recommend on the renewal or non-renewal of the identified contract staff through HURIS Online.</p>
<p>SAD</p>	<p>5.3 Stage 3 : Consideration of the AGSSC</p> <p>5.3.1 The AGSSC will decide on the renewal or non-renewal of contract for the Administrative and Technical staff based on the recommendation of the K/C/D/I/O.</p> <p>5.3.2 All decisions during the meeting will be initially recorded in an instant minutes and later will be prepared by the Secretariat in a Minutes of Meeting format.</p>


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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAA	<p>5.4 Stage 4 : Offer of Renewal / Extension</p> <p>5.4.1 Offer of renewal / extension letters are issued to all successful staff.</p> <p>5.4.2 Completion of contract letters are issued to the staff whose contract are not renewed.</p> <p>5.4.3 Submission of all immigration related documents for newly offered International staff to Office of International Affairs.</p>
Dean/Director	<p>5.5 Stage 5 : Certification by the K/C/D/I/O on staff reported for duty of new contract</p> <p>5.5.1 Submission of notice of appointment for renewed contract officer form of reporting duty by the K/C/D/I/O for the new contract.</p>


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RESPONSIBILITY	DETAILED PROCEDURE
	5.6 Stage 6 : Updating HURIS
SAA	5.6.1 Key-in the details in the HURIS for all renewed contract staff who have reported for duty.
SAD	5.6.2 Check and verify the key-in data.
	5.7 Stage 7 : Completion of contract
SAD	5.7.1 Send notification letter to the K/C/D/I/O to prepare the payment of gratuity to staff who has completed their contract.
	5.8 Stage 8 : File documents
SAA	5.8.1 File all relevant documents in the respective files.

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6. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Instant minutes and Minutes of Meeting of the AGSSC	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
2	Offer of renewal letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
3	Copy of passport (international staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
4	Copy of DP10 (Visa) approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA

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7. FLOWCHART

