

**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE**  
*Office of the Registrar*  
**DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE**



**CONTRACT APPOINTMENT FOR RE-ENGAGED PERSONS**

Contract appointment shall not be longer than two (2) years in the first instance, subject to renewal. A Contract Officer may be allowed to respond to new advertisements and negotiate a new contract appointment with the University if his appointment is successful. A Contract Officer shall be assessed towards the end of his contract appointment and if he merits a higher post according to the University Regulations, a new contract appointment at the level of the higher post may be offered to him.

**PERIOD OF CONTRACT**

The number of years a contract officer could serve should remain open as long the University may require the services of such a contract officer, subject to the Federal Government guidelines on re-engagement of retired officer, but he/she shall not be eligible for gratuity and pension.

**VEHICLE LOAN TO CONTRACT STAFF**

Contract staff may be granted loan to purchase vehicle or to refurbish an old one but such loans shall be repaid within the period of their contract.

**PROMOTION**

Staff on contract appointment shall not be promoted like the permanent staff but could in between the contract period have their appointment renewed on a higher salary grading, provided that such a renewal shall not carry the notion of promotion.

**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE**

AGREEMENT made the ..... day of ..... 20 .....

Between the FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (herein after called the University and herein after called ("The person engaged"))

1. The person engaged agrees to proceed to the Federal University of Technology, Akure, Nigeria when directed by the University (or Nigeria Universities Offices abroad) and undertake the he will there diligently and faithfully perform the duties of ..... For the terms of this engagement and will act in all respects according to the instruction or directions given to him by the University through the Head of his Department or other duty authorized officers. In this agreement, the term "Head of Department" shall mean the person for the time being acting as Head of Department.
2. The Basic salary of the Officer is at the rate of ₦..... Kobo (₦.....K) a year rising by annual increment to ..... (₦.....K) a year on CONTISS/CONNUASS .....
3. This agreement is subject to the conditions set forth in the schedule attached hereto and the schedule shall be read and construed as part of the Agreement.
4. Nothing in this Agreement shall impose any liability on the University Officer in his personal capacity.

**AS WITNESS OUR HANDS THE DAY AND YEAR ABOVE WRITTEN**

Signed By: .....

**REGISTRAR**

On behalf of the University in the presence of:

1. ....

2. ....

Signed by: .....

***(NAME OF PERSON ENGAGED)***

In the presence of

Name: .....

Signature: .....

Address: .....

Occupation: .....

**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE**  
**SCHEDULE OF CONTRACT AGREEMENT**

**1. TERMS OF ENGAGEMENT:**

- i. The term of the appointment of the person re-engaged is .....  
Years residential service commencing from the date of arrival at the Federal University of Technology, Akure to take up appointment. The term may be extended as provided for in Clause 11, the length of a tour within the limits mentioned above shall be fixed by the Vice-Chancellor of the Federal University of Technology, Akure. Any tour of residential service may also, in exceptional circumstance, be extended by the University beyond twenty four months, provided that the person engaged is certified as physically fit to prolong his tour, and such period of further service shall be deemed as part of his tour, and the provisions of this Agreement shall apply accordingly.
- ii. The term of the engagement shall be deemed to be completed on the date on which any leave granted to the person engaged in respect of such tour(s) of service expires.

**2. DUTIES:**

The duties of the person engage shall include the usual duties of the office in which he is engaged and any other suitable duties which the University may call upon him to perform. The person re-engaged shall reside in such place and occupy himself in such manner as the University through its duly authorized officers shall direct and he shall not, either directly or indirectly engage or be concerned in any other services or business or receive commissions or profits of any kind but shall devote the whole of his time and attention to the interest of the University and shall use this utmost exertions to promote the interest of the University.

**3. SALARY:**

The term 'Salary' wherever it appears in this schedule (except in clause 4) shall be deemed to include contract addition where this is payable under the Agreement.

**4. QUARTERS:**

University quarters are provided when available in respect of which the person engaged will be required to pay rent at the following rates;

<b>S/N</b>	<b>LOCATION</b>	<b>STAFF STATUS</b>	<b>TYPE</b>	<b>ECONOMIC REVIEW PER MONTH</b>
1	OBANLA	SENIOR	4 BD	N 14, 683 : 00
2	OBANLA	SENIOR	3 BD	N 11, 317 : 00
3	OBAKEKERE	SENIOR	3 BD	N 8, 550 : 00
4	OBAKEKERE	JUNIOR	2 BD	N 5, 903 : 00
5	OBAKEKERE	JUNIOR	1 BD	N 3, 750 : 00

The rate is subject to review by the Governing Council from time to time. The person re-engaged will be required to meet the usual charges in respect of rates and similar out-goings.

**5. TRAVELING ALLOWANCE:**

When traveling on duty away from his/her station, the person re-engaged shall be subject to such regulations with regard to the provisions of transport or traveling allowance to such regulations with regard to the provisions of transportation of traveling allowance as the University may decide.

**6. PASSAGE:**

'Passages' in this Agreement means economy air passage or first class road or rail transportation from his place of domiciliary to Akure or such other place as he may be assigned. If the re-engaged officer travels in private motor vehicle, he shall be entitled to 50k per kilometer allowance by the shortest route up to a maximum of ₦5000.00 or a minimum claim of ₦1000.00. The re-engaged officer shall also be entitled to the same transportation allowance at the end of the contract tour in accordance with the terms of his appointment or subsisting regulations.

**7. ILL-HEALTH:**

- i. If the person re-engaged shall be compelled by reason of ill-health (not caused by his own misconduct) to resign his appointment, or if at any time it shall be certified by a qualified medical officer employed by the University or by Consulting Physician to the Nigerian High Commission, that he is incapable by reason of any infirmity of mind or body of rendering further efficient service in the University, the University shall pay up him such salary as may be due to him up to the date of such resignation or certification.
- ii. Where the re-engaged person is outside the country at the time of resignation, a certificate signed by a duly qualified medical officer employed by the University or by conclusive evidence on the question whether or not the person re-engaged was compelled to resign his/her office by reason of ill-health within the meaning of this clause.

**8. DISMISSAL:**

If the person re-engaged shall at any time neglect or refuse from any cause (excepting ill-health not caused by his own misconduct) become unable to perform any of his duties or to comply with any order or shall disclose any information respecting the affairs of the University to any authorized person, or shall in any manner misconduct himself, the University may dismiss him and on such dismissal all rights and advantages reserved to him by this Agreement shall cease, and he shall be liable to repay on demand the amount paid for the passage provided for him in accordance with clause 6.

**9. DETERMINATION OF ENGAGEMENT:**

- i. The University may at any time determine the engagement of the person re-engaged on giving him three (3) months' notice in writing or in paying him one month's salary.
- ii. The person re-engaged may at any time after the expiration of three (3) months from the commencement of the contract appointment determine his engagement on giving to the University three (3) months' notice in writing or in paying to the University one (1) months' salary.
- iii. The person re-engaged may also, while on leave of absence outside Nigeria, determine his engagement by giving notice to the University not less than on before his leave is due to expire, in which case the determination shall take effect from the date of expiration of such leave (including sick-leave or any extension of such leave)

as he may have been granted. He shall, however, unless he has completed the term of service provided for in the Agreement, be liable to pay on demand the amount paid as passage to Nigeria provided for himself and his wife in accordance with clause 6.

- iv. If the person re-engaged terminated his engagement otherwise than in accordance with the Agreement he shall be liable to pay the University as liquidated damage three (3) months' salary.

**10. LIABILITY TO MAKE GOOD DAMAGE:**

In the event of any pecuniary damage arising from the person engaged disregarding or failing, to comply with any other, standing order or departmental instruction or from any neglect of duty or assignment whatsoever on his part, he may be liable to a deduction from his salary to make good the damage, or any part thereof, the amount of which shall be fixed by the University.

**11. FURTHER EMPLOYMENT:**

Three (3) months before the date on which the contract appointment is due to expire under this agreement, the person engaged shall give notice in writing to the University as to whether or not he deserves to remain in its employment in which case the re-engagement will be on such terms and for such period as may be mutually agreed.

**12. CONTRACT ADDITION & CONTRACT GRATUITY:**

Officer on contract will not be eligible for the normal gratuity and pension scheme operated by the University.

**13. POWERS OF NIGERIAN HIGH COMMISSIONER:**

When the person re-engaged is not in Nigeria the Nigerian Commissioner when by the Government shall be entitled to exercise any of the powers of the University under this Agreement.

**14. CAR LOAN:**

Contract staff could be given loan but such a loan should be repaid within the period of their contract

**15. LEAVE:**

The engaged person shall be entitled to annual vacation leave at the rate applicable to his/her grade and he/she shall be paid.

**16. INTERPRETATION:**

This Agreement is to be interpreted with the Laws of Nigeria.

**OFFICE OF THE REGISTRAR,  
FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE  
DATE: .....**