



SPECIAL BULLETIN

Review of the University Policy On Reporting Time for Cleaners

The Director, General Administration, on behalf of the Registrar has notified all Deans, Directors, Heads of Department and Units of the reviewed University Policy on reporting time for cleaners, in a letter number BUK/R/GEN/13 dated 20th May, 2013 as follows:

“I write to inform you that in view of the expansion in physical facilities in Departments, Faculties, Centres, Institutes and other Units in the University, the Management has approved that all junior staff appointed as Messenger/Cleaner, Head Messenger/Cleaner, Caretaker, Porter, Senior Porter, Chief Porter, Library Attendant, Head Library Attendant, Laboratory Attendant, Head Laboratory Attendant, Senior Head Laboratory Attendant, Workshop Attendant, Head Workshop Attendant and any other staff whose primary duty is cleaning, opening and closing of offices and University Buildings, shall commence work at **7:00am** (instead of 7:30am) through 4:00pm thereby working for 9 hours daily. The new policy has made this category of staff to mandatorily work and earn overtime pay for an hour, 3:00pm to 4:00pm, from Mondays to Thursdays.

“This arrangement, however, does not affect the schedules of the 161 cleaners employed on contract for the cleaning of the Student’s Halls of Residence in June, 2012.

“For the new policy to succeed, aggressive monitoring of this category of staff would be required by their reporting officers, i.e. Heads of Department, Deans and Directors, under the general supervision of the Director, General Administration in the Registrar’s Office, to be assisted by Faculty Officers and other Senior Administrative Staff in Centers, Institutes and Units. The reporting officers shall please be alive to their responsibilities in this regard.

“It is hoped that the new policy would facilitate the effective discharge of duties by this category of staff, who are hereby directed to take their work **very seriously**.”



ONLINE STUDENT REGISTRATION RESUMES

The Office of the Director, Centre for Information Technology has issued the following statement dated 21st May, 2013:

“The Director and staff of the Centre for Information Technology apologize to members of the University for the break in Internet connectivity experienced in the last few days. This was caused by some problems associated with the planned transition to a broader bandwidth subscription. We are aware that the break has, particularly, affected students’ online registration adversely.

“We are happy to notify members of the University community and the general public that the internet service has been restored and online registration is now possible from any computer with internet connection.

“We would like to assured students that all of them would be registered on the myBuk portal. Other registration issues are also being addressed.”