EKITI STATE TEACHING SERVICE MANUAL

DATE OF COMMENCEMENT – January 2011

In exercise of the powers conferred by the Teaching Service Commission 1999 Edict and of all other powers enabling him in that behalf, the Commissioner for Education to whom responsibility for education is assigned hereby makes the following regulations:

1. The provisions of the First and Second schedules hereto:
   (a) Shall have effect as therein prescribed; and
   (b) May be amended by the Commissioner from time to time.

2. These Regulations (adapted from Ondo State Teachers' Service Manual Regulations 1979 may be cited as the Teacher's Service Manual Regulations 2010, and shall be deemed to have come into force on 1st day of January 2011

WATCHMAN/SECURITY

<table>
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<tr>
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<td>Senior Security</td>
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GARDENER

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<td>- 02</td>
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DRIVERS CADRE

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<tr>
<td>3.</td>
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<td>4.</td>
<td>Senior/Mechanic Driver</td>
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Made this 1st Day of January, 2011.

Dr. (Mrs) Eniola Ajayi
Hon. State Commissioner for Education & Technology, Ado-Ekiti.
TEACHING SERVICE MANUAL REGULATIONS 2011

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#### DESIGNATION OF TEACHERS IN SECONDARY SCHOOLS

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<thead>
<tr>
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<td>Assistant Master III</td>
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#### ESIGNATION OF TEACHERS IN BASIC SCHOOLS

**Salaar GL**

1. Head Teacher- Grade I GL 14
2. Head Teacher-Grade II GL 13
3. Assistant Head Teacher GL 12
4. Senior Teacher GL 10
5. Class Teacher Grade I GL 09
6. Class Teacher Grade II GL 08
7. Class Teacher Grade III GL 07
8. Helper Grade I GL 06
9. Helper Grade II GL 05

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(e) it is frivolous or vexatious. The petitioner shall be informed that his petition has been rejected without necessarily informing him of the reasons for the rejection.

1102 Appeals to the Appropriate Authorities

Any party who is aggrieved by the decision of the Commission/Board may within 30 days of the date of which the decision of the Commission/Board was communicated to such party, appeal to the Commission, Ministry of Education, through the usual channel of communication in respect of the decision.

1103 Publication

A teacher may publish, in his own name, matters relating to any subject of general interest provided that such an action does not bring the Government to ridicule or cause disaffection.
CHAPTER ELEVEN

MISCELLANEOUS.

1 Petitions to the Commission.

101 Any teacher may petition to the Commission/Board on the matter relating to the exercise of powers vested in it by the law or by this Manual and the Commission/Board, subject to the next succeeding paragraph, shall entertain such petition.

102 Every petition shall be addressed to the Commission/Board under the following conditions:

(I) where it is written by the Principal/Headteacher of an institution, it shall be submitted direct to the Commission/Board.

(II) where it is written by any other teacher, it shall be submitted through the Principal/Head Master.

103 A teacher writing a petition shall ensure that one copy of the petition is made available for retention by the Principal/Head Master through whom the petition shall pass.

104 Any petition submitted otherwise than in accordance with the preceding paragraphs may be returned to the petitioner and his attention shall be drawn to the point with which the petition has not complied.

105 The decision of the Commission/Board on any Petition entertained shall be communicated in writing to the parties thereto as soon as practicable.

106 Rejection of Petitions: A petition may be rejected by the Commission/Board if:

(a) it deals with the subject matter of a previous petition on which decision has been taken, or

(b) it repeats the substance of a previous petition without introducing a new issue of relevance; or

(c) it bears a fictitious signature or its author is anonymous; or

(d) it is couched in an abusive or improper or unintelligible language or

FIRST SCHEDULE

CHAPTER ONE

PREAMBLE

0101. Application.

The regulations in this Manual shall apply to all teachers employed in public institutions in Ekiti State whether on permanent, temporary, contract or month to month terms, unless the letter of appointment specifically provides otherwise.

0102. Definition

010201 (i) Commission: means Teaching Service Commission established by the Government of the State for the administration of the conditions of Service of teachers in Secondary Schools.

(ii) Board: Means State Universal Basic Education Board Established by the Government of the State for the administration of the conditions of service of teachers in Primary Schools.

010202 School Based Management Committee (SBMC) in relation to an Institution means the persons or authorities approved by the Ministry as the Board of Governors of the institution in accordance with part VIII of the Education Law (Cap. 34).

010203 Commissioner means the Commissioner to whom responsibility for Education under Section 18 of the constitution of Federal Republic of Nigeria is assigned.

010204 Expatriate Teacher means non-Nigerian teacher

010205 Graduate Teacher means a trained teacher who holds:

(a) an approved degree certificate from a recognized university or institution of higher learning.

(b) final certificates of a recognized professional institutions e.g. ACCS, ACIS, and ACCA.
(c) Any approved Higher National Diploma; or
(d) any other qualifications adjudged equivalent with or without teacher qualification
(e) A graduate teacher will be deemed to have teaching qualification if:
   (i) he holds a Post-Graduate Diploma or Certificate in Education of not less than one academic year’s duration or;
   (ii) he was trained as a teacher prior to obtaining his degree (i.e. NCE, Grade I and at Government least Grade II Teachers Certificate) except that those who have Grade II Certificate and at least three years teaching experience shall qualify;
   (iii) He holds a Bachelor’s degree in Education of a recognized university.

010206 Law means the Education Law (Cap. 34)
010207 Ministry means the Ministry of Education
010208 Other Trained Teachers means holders of Grade I, Grade IIA (Pivotal), or Grade II Teachers Certificates.
010209 Principal means the head of a Secondary School while Headteacher means the head of a Primary School.
010210 Public Institution means an institution – Teachers’ College, Secondary or Primary School – as the case may be, which is maintained from funds provided by the Government.
010211 School includes a primary or secondary school but does not include a Sunday School or a class for Religious Instructions, a Trade Centre or any other institution intended for the training of adults.
010212 Teacher means a trained teacher enrolled in the register of teachers as provided under Section 61 of the Education Law as well as any other teacher charged with the training of students in any educational institutions.
010213 Teachers College means an institution for the training of teachers.
010214 Uncertificated Teacher means a trained teacher who failed to obtain a certificate.
010215 Untrained Teacher means a teacher having no professional training.

Report on Officers on Training Course
Where a teacher has, during the period or part of a period of which a Performance Evaluation Report is to be rendered, been absent for the purpose of training, the Commission/Board shall obtain such reports from the author in charge of each training as will facilitate the writing of Performance Evaluation Report.

Report on Officers Seconded or Released to Other Organization on the Basis of Leave without Pay.
When a teacher is seconded to an organization outside the Teaching Service of the State, the Commission/Board shall obtain reports on him from such organization and take such action on them as required by the provisions of this Manual.

Signing and Dating of Reports.
Every report (including any endorsement of or alteration in or addition to report) shall be signed and dated in full by the reporting officer, who shall append his rank and stamp of Authority below his signature.

Communication of Reports to Officers.
The substance of any adverse comments in open appraisal report on a teacher’s work or conduct shall be communicated to him in writing. The officer rendering the report at the time the report is rendered or earlier, and the fact that such writing communication has been made, shall be recorded in the report.

Official Testimonials.
The Commission/Board may issue testimonials to prospective employers of teachers or former teachers at the request of such prospective employers but shall issue to a teacher or former teacher himself only the Certificate of Service provided for in paragraph 10.

Certificate of Service.
Any teacher leaving the service for any employing agency shall, if he so requests, be furnished with a Certificate of Service by the Commission/Board.
CHAPTER TEN

PERFORMANCE EVALUATION REPORTS.
TESTIMONIALS AND CERTIFICATES OF SERVICE.

Performance Evaluation Progress Report
Open performance Evaluation Progress Reports shall be rendered by the Principals every six months on teachers who are:

01 on probation
02 on contract and have served for less than three years;
03 appointed to act on a higher post with a view specifically to their eventual promotion hereto if they prove suitable.

Annual Performance Evaluation Reports.
in respect of Principals, Headteachers by the Directors of Education Area Education Officer and to be counter-signed by the Permanent Secretary/Executive Secretary of the Commission/Board.
201 in respect of teachers, by the Head of Department and Counter-signed by the Vice Principal.
202 in respect of Vice Principal/Headteachers by the Principal/Headteacher and countersigned by the Directors of Education/Area Education Officers.
203 in respect of Head of Department, by the Vice Principal and Countersigned by the Principal/Headteacher.

Period Covered by Report.
An Annual Performance Evaluation Report shall be rendered on every teacher in respect of the period 1st September of one year to 31st August of the following year. (each session)

Shall be rendered on any teacher (including Principal/Headmaster) at any time at the request of the Commission/Board.

Well-qualified Non-Graduated Teacher means a teacher who holds any of the following qualifications:
(a) the Nigerian Certificate in Education – NCE issued by any of the Advanced Teachers Colleges or Colleges of Education in any part of the Federal Republic of Nigeria.
(b) the full United Kingdom (Ministry of Education) Teachers Certificate or similar recognized one
(c) the Yaba Diploma
(d) The Teachers Certificate (Zaria) – Secondary Supervisory and approved three-year Physical Education Course;
(e) the United Kingdom Domestic Science Diploma after a full three-year course
(f) the Froebel Teachers Certificate after full three-year course
(g) an approved Diploma or professional certificate of any Institute of Education provided that the teacher holds the Grade I Teachers Certificate
(h) the United Kingdom Physical Education Diploma after a full three-year course;
(i) any certificate or diploma which may from time to time be deemed equivalent to the NCE by the Ministry of Education, provided that such a qualification is the result of a course lasting not less than three years after a successful completion of a full secondary or Grade II teacher training course.
CHAPTER TWO

APPOINTMENTS

0201. General
The Teaching Service Commission shall have power to appoint Principals and Staff of secondary schools in the State; and.

0202. A State Universal Basic Education Board shall have power to appoint Head Masters and teachers in public primary schools in its area of jurisdiction.

0202. Recruitment of Expatriate Teachers
No expatriate teacher may be employed in any public institution within the State unless the Teaching Service Commission/State Universal Basic Education Board is satisfied that the management of such institutions has complied with the following requirements.

(a) That no qualified Nigerian is available to fill the vacancy in question and that every effort to recruit a suitably qualified Nigerian to fill the vacancy has failed;
(b) That before the arrival in the State of the expatriate teacher, suitable accommodation is available for him, and
(c) That the expatriate teacher will be appointed for a maximum of two tours of eighteen to twenty-four months each in the first instance, renewable only when the exigencies of the service demand provided that his spouse, not being a Nigerian, may be appointed only according to prevailing Government regulations.

0202. The appointment of an expatriate graduate teacher shall normally be made by arrangement with and through the Head of the Nigeria Diplomatic Mission in the foreign country where the expatriate teacher currently resides and the staff of the Mission shall be requested to carry out all necessary interviews in connection with the proposed appointment and to make available to the expatriate teacher relevant information.

CHAPTER NINE

RETIREMENT OF TEACHERS.

0901. Retiring Age.
0901. Subject to any other age as may from time to time be prescribed by the Government, the compulsory retiring age for teachers shall be sixty (60) years.

0902. A teacher who served for 15 years and above may elect to retire voluntarily from the teaching service. He would, however, not be eligible to claim his pension until he has attained the age of 50 years.

0903. A teacher who has served for at least 10 years but less than 15 years may withdraw from the service.

0904. Retiring benefits for teachers shall be governed by the provisions of the pension Scheme for the Public Service applicable to public officers for the time being in force.

0902. Notice of Retirement
A teacher who wishes to retire/withdraw from the service must give at least three months' notice of his or her intention to retire/withdraw, provided that principals, Vice-Principal and Head of departments may only retire/withdraw from service at the end of the term closest to the date of retirement.

0903. Severance Allowance: Shall be paid to all retired teachers based on current Government circular on it.
CHAPTER EIGHT

ADVANCES

Salary Advances
The Commission /Board may grant an advance of a month’s salary to a teacher if he, on first appointment, or on returning from leave of not less than a month’s duration, or on proceeding on transfer has to purchase stores on proceeding to a remote place where provision are not ordinarily procurable.

Motor Vehicle Advance
Advance to purchase a motor vehicle/motor cycle/ auto cycle/bicycle will be given by Government at rates specified by the Government in the Financial Memoranda and Circulars issued from time to time.

Appointment of Bonded Teacher
Any teacher under a bond shall not be released for employment elsewhere unless he has completed the bond and a discharge certificate to that effect is obtained by him from the Commission/Board. Any bonded teacher seeking employment elsewhere must pass the his application through the Commission/Board and unless a certificate of discharge to the application, the Commission/Board may in its absolute discretion refuse to transmit or process the application.

Probation
Every newly - appointed teacher shall serve a probationary period of two years, after which his appointment may be confirmed.

Part - Time Appointment
A teacher serving in a public institution shall not take up part-time appointment or engage in any private practice, trade or business during school hours.

Acting Appointment
When the Commission/Board considers it necessary that a particular duty post is to be filled and no teacher of a corresponding substantive rank is available for posting there, it may formally appoint a teacher to act in the post assuming either full or in part the duties and responsibilities thereof.

An acting appointment shall not be made unless the substantive holder of the post is likely to be absent from duty for a continuous period of not less than four weeks.

The date on which an acting appointment takes effect shall be:
(a) the date indicated in the letter of appointment as the effective date or
(b) the date on which the teacher actually takes over the duties and responsibilities of the post. Whichever is later?

020604 The date on which an acting appointment ceases shall be the date indicated as such in the letter terminating the appointment.
020605 A teacher on acting appointment shall be deemed to have relinquished his acting appointment if for any reason he is absent from duty for a period exceeding 15 days, or is incapable of discharging the duties assigned to him for such a period as would necessitate the appointment of another teacher in his stead.

0207 Acting Allowances
020701 A teacher who has been appointed to act in a duty post shall, subject to his acting for a continuous period of not less than four weeks, be eligible for an acting allowance at the appropriate rate specified in these regulations from the effective date of the appointment to the date of his ceasing so to act (both days inclusive), but no acting allowances shall be payable where the teacher is absent from duty:
(a) On grounds of ill health for a continuous period exceeding fifteen days or
(b) On grounds of vacation leave, for any number of days.

020702 For discharging the full duties of a single post: When a confirmed teacher is required to undertake the full duties and responsibilities of a single post one step higher than his own, the rate of acting allowance, payable will be 100 percent of the difference between the teacher's salary and the salary of the immediate higher post. A teacher recommended for 100 percent acting allowance must be one who is suitable for promotion to the higher post.
020703 An unconfirmed teacher shall not be entitled to more than 50 percent acting allowance.
020704 A confirmed teacher in two or more higher posts above his substantive grade is not entitled to an acting allowance which is higher than the difference between his substantive Grade Level and the initial salary of the immediate higher salary Grade Level.

071002 Leave on grounds of urgent private affairs: Leave full pay may be granted up to three days in the school to a teacher for the purpose of attending to urgent private affairs, e.g. death of parent or child, wife, or husband, or sister or on the occasion of his/her wedding. In except cases, where the number of such events necessitates the of special leave in excess of three days, consideration be given to the grant of leave up to a total of five days in one school years.
(ii) Any leave exceeding three days, must be approved by the Commission/Board.
(iii) Any further leave of absence granted by the employer' will be without pay.

071003 Record of Absence: All cases of absence must be showed records in each institution indicating the case and period of absence, who gave authority for leave, and whether with or without pay. Each Principal/ Head Master must also ensure that all cases of leave of absence are reported at the end of each term to the Teaching Service Commission/ State Universal Basic Education Board.

0711 Leave without pay
The Teaching Service Commission or a State Universal Basic Education Board as the case may be, may grant leave without pay to a teacher who applied for permission to teach in an institution which is not on the public list. The period of appointment in such an institution will not be taken as a break in the service of such a teacher when calculating the teaching experience and retiring benefits.
Study leave. A teacher who has put in at least five years continuous satisfactory service may be granted study leave with or without pay to enable him undertake a course of study likely to enhance his service to the Commission/Board provided that the teacher shall return to the service of the Commission/Board immediately after the completion of the course. Such leave shall be for a specific period not exceeding three years in the first instance without prejudice to other conditions. Leave without pay shall be granted according to need. N.B The current circular on study leave shall always be used or evoked.

Examination leave. Teachers are eligible for examination leave provided that the examination is to make the teacher more professionally qualified (a) no such leave should be granted in excess of two weeks in each case per annum. Nothing in these regulations shall be construed in any way a conferring on any teacher a right to be granted any leave or any privilege connected therewith.

Special Leave
Leave for extraneous duties: Provided prior approval is obtained from their employers, leave of absence on full pay shall be given to teachers on extraneous duties as follows: (i) members of committees appointed by the Government to enable them to attend a meeting of such committees; (ii) those appointed to perform obligatory, civic/national duties, e.g. Jury service. (iii) those appointed to represent a Trade Union at a joint meeting of employers and employees provided not more than three days in any one term is allowed with pay; and (iv) those going on religious observance.

Transfer and Resignations
0208 Transfer within the State: (a) In the interest of stability, care will be taken to ensure that teachers are not transferred too frequently. Teachers may be transferred, however, when requests are made by the individual or the Principal, or on promotion or in the overall interest of the Service. Transfer of teachers in primary schools shall be arranged by the State Universal Basic Education Board while that of secondary school shall be approved and effected by the Teaching Service Commission. In case of primary school teachers, transfer from one Local Education Authority to another must be approved and effected by the State Universal Basic Education Board. (b) Effect of Inter – Local Education Authority Transfer on seniority: Teachers transferred from one Local Education Authority to another will retain their seniority in the new Board Area.

020802 Postings: (a) The power to transfer and post teacher shall be vested in the Commission/Board. (b) The Commission/Board may transfer any teacher to any station where the Commission/Board is of the opinion that his services are required and the teacher shall accept such transfer. (c) No teacher may reside outside the station to which he is posted or transferred except with the approval of the Commission/Board on the recommendation of the Principal/Head Teacher.

020803 Transfer to or from another State: A teacher applying for transfer to an institution outside the State shall address his application through his Principal to the Teaching Service Commission for a letter of release. Similarly, a teacher applying for appointment from an institution outside the State will do so through his immediate employer to the appropriate Commission/Board.

020804 Resignations: All resignations constitute a break in service. A Principal/Head teacher shall give in writing at least a terms notice of his or
Where a teacher is absent from the duty on grounds of ill-health for a period exceeding seven days, the Principal/Master shall report the case to the Commission/Board for necessary action.

The Commission/Board may waive the requirement that a Medical Certificate be produced by a teacher who is located at a station distant from a hospital or dispensary if he is likely to be absent from duty on grounds of ill-health for a period not exceeding seven days in any one term.

Maternity Leave

A female teacher who is pregnant shall be required to give twelve weeks' leave.

Every application for maternity leave shall be submitted three months before confinement accompanied with a Medical Certificate issued by a registered Medical Practitioner, a certificate authenticating as to the pregnancy and as to the expected date of confinement which shall be stated therein. She shall not resume duty until after the expiration of confinement. She must be in regular contact with her place of work with confinement but she must be in regular contact with her place of work.

A maternity leave granted under sub-paragraph may be extended by the Commission/Board, if a Medical Certificate is produced stating that the teacher affected is unfit to resume duty at the expiration of her maternity leave, except that such extension shall count as part of the sick leave to which such teacher shall be ordinarily entitled during the year and shall accordingly be granted as leave with full pay.

Without prejudice to the foregoing provisions of this paragraph a maternity leave shall be granted as leave with full pay.

(i) When a female teacher goes on maternity leave before she has completed twelve months continuous service as a teacher, the leave shall be granted without pay;

(ii) any period of school vacation within which a maternity leave falls shall be counted as part of such leave;

(iii) any period of training as a teacher in a higher institution shall not count as a period of services as a teacher for the purpose of maternity leave.
Leave may be granted at the rate specified in this regulation in proportion to the number of months (not less than one month during which the teacher has been employed in a Public institution within the state, except that no teacher shall take his leave and as he had served for not less than six months).

(d) Teachers employed after 30th April of each school year are entitled to leave bonus during that year calculated on pro rata basis.

Recall of Teacher from Leave
Where in exceptional circumstances it is necessary to recall a teacher from leave, only the actual number of days spent by him on leave shall count against him. Any balance of leave days approved for that period but not spent may be taken into the other approved leave period during the year, with special permission from the Commission/Board.

Forfeiture of Leave
Any leave due but not taken in respect of a particular year shall be forfeited and shall not be credited to the teacher in the following year.

Sick Leave
A teacher who is prevented by illness from performing his duties at his place of work shall be entitled to sick leave on production of a Medical Certificate subject to the following terms:

(i) at full pay for up to three months per year or
(ii) at half pay for any period exceeding three months
(iii) at no pay for any period exceeding six months per year

Where a teacher is absent from duty on account of ill-health for a period exceeding six months, the Commission/Board shall empanel a Medical Committee which shall be charged with the responsibility of deciding whether or not there is any prospect of such teacher eventually recovering from ill-health. Where the Committee decides in the negative, it shall recommend to the Commission/Board that the teacher be required to retire.

Grant of Increments with Warning
Where the Commission/Board is not satisfied with the services of a teacher during an increment-earning period but does not consider that circumstances warrant the immediate withholding or deferral of his increment, it may after notifying the teacher in writing of its dissatisfaction with his services during the period under consideration, grant his increment on the due date with a warning that if his services show no improvement in the next increment-earning period, his future increment may be adversely affected.

Grounds for Withholding or Deferring Increments
A teacher's increment may be withheld or deferred for the following reasons:

(i) For continued inefficiency or unsatisfactory conduct after a written warning by the Commission/Board;
(ii) Following a disciplinary action taken against him in accordance with the provisions of this Manual;
(iii) On the grounds of inefficiency or unsatisfactory conduct of a teacher for a period not exceeding six months.
(iv) For more than a period of six months, but in this case, the increment would be deemed to have been withheld.
(v) The Commission/Board may, in respect of any year, withhold
a teacher’s increment if in its opinion the teacher has been
guilty of inefficiency or unsatisfactory conduct in his
professional capacity and the withholding of such increment
shall operate to keep the salary of such teacher at least one
increment below what his salary would have been if the
increment had not been so withheld.

**Restoration of Withheld or Deferred Increment**
An increment which has been withheld or deferred shall in no
circumstance be restored.
ALLOWANCES.

(Note: Rates of Allowances are subject to changes as approved by Government from time to time).

However the following allowances are statutory.

1. **Transport Allowances**
   Transport allowance shall be paid to Teachers when they use their cars for authorized official duties.

2. **Kilometer Allowances.**
   Principals and Vice-Principals of post-Primary Institutions and any other teachers determined by Government are entitled to regular car basic allowance which shall be paid according to the current Government circular on them.

3. **In-Service, Seminar, Workshop Allowance** and any other allowances including transport shall be paid according to the current Government circular on them.

4. **Local Course Allowance:** Where a teacher is sent on a course of institution locally (i.e., in Nigeria, but outside his/her own station) for a period of days and board and lodging are not provided by the training institution concerned, he will be entitled to a local course allowance and Hotel Bill as provided by the current Government circular obtained in the Civil Service.

5. **Boarding School Allowance:** Teachers in Boarding Schools performing specified official duties, shall be paid allowances as approved by current Government circular on them.

6. **Other Allowances:** Other Allowances as they may occur shall be paid as approved by the Government current circular on them.

**PROMOTION**

0301 Application for Promotion
A teacher shall not apply for promotion unless he has acquired, since attaining his present grade, qualification (s) which render him eligible for promotion.

030101 The advertisement of a vacant teaching post invites applications from teachers in his circumstances.

030102

0302 Criteria for Promotion

030201 A common seniority list of all the teachers in the area of jurisdiction of the Commission/Board shall be maintain and amended from time to time by the Commission/Board.

030202 The Promotion of a teacher shall be considered on the basis of:
(a) his merit as shown by:
   (i) The manner in which he has performed his duties
   (ii) Any special personal qualities and
   (iii) The standard which the Commission/Board consider he is likely to attain in the performance of the duties assigned to the higher post;
(b) seniority;
(c) his qualification for the post;
(d) his experience

0303 Effective Date of Promotion
The effective date of promotion shall be determined by the Commission/Board and it shall not be earlier than the date on which the post becomes substantively vacant or the date on which a promoted teacher assumes the full duties and responsibilities of the new post, whichever is later.


Procedure for Filling Vacancy by Advertisement

Where the Teaching Service Commission/State Universal Basic Education Board is unable to find a suitable candidate in any of the schools in its area of jurisdiction, the vacancy shall be advertised.

When all applications have been received by the Teaching Service Commission/SUBEB, a list of all the applicants who are qualified for the appointment in question shall be drawn up, and a convenient date for interview arranged.

An ad-hoc committee for short-listing may be set up by the Commission/Board to prepare the list. Candidates who have been short-listed shall be invited for interview by the Commission/Board. At the interview, candidates shall be graded on their individual merits taking into consideration their qualifications, experience and performances before the Commission/Board. The Commission/Board shall select the most suitable candidate to fill the vacancy, notifying in writing the successful candidate and all other persons concerned.

The transfer of teachers from area of authority of a Local Education Authority to that of another Local Education Authority may be arranged after consultation with the Local Education Authority affected.

030405

Refusal to comply with posting instructions shall be deemed an act of disobedience punishable as provided for in Chapter 5, paragraph 10 (0510) of this Manual.

0512

Punishments

The following are the punishments which may be evoked under this Chapter:

Dismissal.

Removal on grounds of inefficiency.

Discharge on grounds of general unsuitability for further employment in the case of a person holding a non-establishment office.

Reduction in rank;

Reduction in salary;

Withholding of increment;

Deferment of increment;

Surcharge; and

Reprimand.

Warning (Verbal/ written).

Withholding of his/her salary

Provided that nothing in this rule shall be construed as limiting or otherwise affecting any powers of the Commission/Board in relation to the withholding, reduction or suspension of benefits or any power terminated the appointment of the holder of a temporary appointment or to order that a teacher appointed in a higher post with a view to his eventual promotion the if he proves suitable should revert to his substantive appointment or any other power to defer or withhold increments.
If a teacher of any category is interdicted, the interdiction shall date from the time he is so informed.

A teacher who is under interdiction shall not leave his station without the permission of the Commission/Board and shall keep his immediate authority informed of the address at which instructions to him can be delivered. If he fails to comply with instructions delivered to him at such an address within twenty-four hours of such delivery, he shall be regarded as being absent from duty without leave; where a teacher under interdiction has received permission from the Commission/Board to leave his station, any condition imposed by the Commission/Board in respect of his so leaving shall be complied with by him and failure to do so may be dealt with as misconduct for which disciplinary proceedings may be instituted under the Manual.

A teacher under interdiction shall be forbidden to carry out his duties or to visit his school such portion of his salary not being less than one half of the amount due to him from time to time as the Commission/Board may direct.

Where a teacher has been suspended he shall not receive any salary.

A period of interdiction or suspension shall be ended in the final determination of all charges, whether criminal or disciplinary or both, stated in the notice of interdiction or suspension.

Where a teacher under interdiction or suspension is found not guilty on all the charges, both criminal and disciplinary, stated in the notice of interdiction, he shall be reinstated and shall receive the balance of his salary for the whole period of his interdiction or suspension.

(g) All cases of indiscipline resulting in assault, impersonation, false pretences and similar offences are punishable under this section.
Each teacher shall examine and evaluate periodically the attainment of his pupils and render assistance required of him by the Commission/Board/Ministry of Education, Principal/Head Teacher of the Institution in promoting, examining or classifying pupils.

Principals/Head Masters and teachers shall provide parents or guardians with information in writing on the pupils’ school progress, attendance and punctuality, at least three times every school year on an approved report form.

Every teacher shall obey lawful instructions of the Commission/Board and shall serve in any locality within the State in accordance with the decision of the Commission/Board.

Teacher shall set good examples to their students particularly in their dresses, in their manners; in their speeches and in the way they perform their duties.

Teachers must be loyal to the school, the Principal/Head Teacher and their colleagues. They shall respect one another especially in the presence of students.

Teachers shall live within their means to avoid financial embarrassment.

The following specific regulations must also be observed:

Teacher shall recognize and respect the authority of the Principal/Head Teachers accepting official responsibilities which the Principal/Head Teacher delegate to them, discharge these responsibilities to the best of their ability such responsibilities shall be laid down in the staff schedule of duties.

Confidential school matters shall be kept secret.

Teacher shall not make defamatory statements or comments about their fellow teachers and the Principal/Head Teachers before their students or to members of the general public.

Teachers shall not belong to organizations which are likely to be detrimental to the progress of the school and shall cooperate with the Principal/Head Teacher in preventing the introduction of such organizations into the school.

Teachers shall consider it their duty to attend all professional conferences that are relevant to their work when officially required to do so.

Political Activities of a Teacher

In no circumstance shall a teacher in the employment of Commission/Board hold any paid office in any political organization.

Any teacher who decides to stand for election shall first in his appointment and may re-apply for engagement if he fails in the election.

No teacher” Whether on leave of absence or no duty, shall allow his political connection to affect the performance of his duties or his relationship with other teachers, student or public.

Where a teacher contravenes the provision of the above, the Commission/Board may take disciplinary action against him as it considers expedient. (*Note: current Government Circular on political Activities of Teachers should be followed)

Engagement in Other Remunerative Activities

No teacher may engage in business or other remunerative activities that will interfere with the efficiency of his work without prior approval of the Commission/Board.

Willful Disobedience to Lawful Instruction

Willful disobedience to lawful instructions by a teacher will be regarded as misconduct punishable by summary dismissal or such other disciplinary measures as the Commission/Board may consider appropriate, Refusal to serve in any locality shall be punishable by the Commission/Board.

Interdiction and Suspension Procedure

If it appears to the Commission/Board that a teacher has committed an offence which may lead to his eventual dismisal or if criminal proceedings are instituted against a teacher if the Commission/Board considers that the interests of Teaching Service Commission/State Universal Education Board require that such a teacher should cease forthwith exercise the powers and functions of his office, the Commission/Board may interdict or suspend such a tea
Procedure where Ground for Criminal Prosecution May Exist

If it appears while the institution of disciplinary proceedings is being contemplated in the course of an enquiry or investigation: that an offence against any enactment, being a criminal offence, may have been committed by a teacher, the institution or continuation of disciplinary proceedings shall not be postponed and the Commission/Board shall, unless the police have taken or are about to take action, refer the matter to the police for such action as they may consider necessary and endorse the report to the permanent Secretary, Ministry of Education for his information. Any charge which may have to be preferred against the teacher for the purpose of disciplinary proceedings shall be prepared by the Commission/Board.

Disciplinary Action While Criminal Proceedings are Pending

If criminal proceedings are instituted or are about to be instituted against a teacher in any court of law, disciplinary proceedings upon any ground involved in the criminal charge may be taken against him before the conclusion of the criminal proceedings and the determination of any appeal on same.

Disciplinary Action after Acquittal or Discharge on Criminal Charge

A teacher acquitted of a criminal charge for an offence (being a criminal offence) or given a discharge whether amounting to an acquittal or not in any court of law may be dismissed or otherwise punished in accordance with the appropriate provisions of the Manual, on any other charge arising out of his conduct in the matter, not raising substantially the same issues as those on which the teacher has been acquitted or given a discharge, in which event any disciplinary charge to be preferred against him shall be prepared by the Commission/Board.

Duties of a House master/Housemistress

It is the duty of House master/Mistress in addition to his duties as a teacher to:

- Supervise the students in the House assigned to him
- Ensure the discipline of the students after the normal school hours
- Enforce Boarding House Regulations
- Ensure the general cleanliness of the Boarding House;
- See to the general welfare of students in his House
- Organize House sport activities
- Perform any other duties relating to the Boarding House that may from time to time be assigned to him by the Principal.

Duties and Obligations of Principals, (Head Teacher/Head Mistress)

The duties of Principals, (Head Masters/Head Mistress), in addition to teaching are to:

- Maintain proper order and discipline in the school;
- Register the pupils, classify them according to the courses, study prescribed and report their progress through school;
Collect and account for school fees and such funds as may be made available to him for the running of the school;

Prepare the school budget for consideration of School Based Management Committee (SBMC);

Ensure that the attendance of pupils from every school day is recorded in the register in accordance with the instructions contained therein or in such other approved manner,

Prepare and conduct the school according to a time table which shall be accessible to pupils, teachers and the supervisory officers;

Hold such examinations as may be required by the Ministry of Education for the promotion pupils or for any other purposes as the Ministry of Education may direct and report the progress of the pupils to parents or guardians at least for each school term;

Make available to pupils a list of textbooks that are approved under the regulations;

furnish the School Based Management Committee of the institution and the Ministry with any information regarding the condition of the school premises, the discipline in the school and such other reports may be required;

Give serious attention to the health and comfort of pupils, cleanliness and ventilation of the school building, and all of the items of school property and grounds;

report promptly to the Commission/Board and to the nearest Health Medical Authorities and Ministry when he has reason to suspect the existence of any infectious and contagious diseases in the school or in-sanitation condition of the school building, out-house or surroundings;

make a written annual report on the work of every teacher appointed to that school, in that school year and make such written report on teachers as may be required by the Commission/Board or the Ministry of Education;

Each teacher shall examine and evaluate periodically the attainment of his students and render assistance required of him by the Commission/Ministry of Education, Principal/Head

A teacher who without reasonable excuse is absent from school shall receive no pay for the period of such absence.

A teacher may be dismissed or otherwise disciplined in manner appropriate to the circumstance if, after two written warnings, he is guilty of continued and frequent lateness.

Where, in the opinion of the Teaching Service Commission, a teacher has committed professional misconduct or any act, such Principal/Head/Master/Appropriate Authority shall report this in writing to the Commission/Board who shall thereafter, if satisfied that a prima facie case has been established against such teacher, initiate disciplinary proceedings against the teacher.

Where the Commission/Board is of the opinion that a teacher’s appointment ought to be terminated on grounds of inefficiency, it shall have support on the teacher’s general performance, a copy of which shall be served on the teacher and the Commission/Board shall:

(i) Inform the teacher of his right to make any representation to the Commission/Board in respect of that report;

(ii) Require the teacher to show cause why his appointment should not be terminated or why any other disciplinary action should not be taken against him.
detects any fault or shortcoming of any teacher subordinate to him which may adversely affect the teacher’s efficiency and productivity to bring it to the teacher’s notice in a letter of advice.

02 Power to dismiss or exercise ultimate disciplinary action over registered teachers in public institutions with the state shall be vested in the Commission/Board. And Teachers investigation panel (TIP).

03 The Commission/Board shall initiate disciplinary proceedings against a teacher on grounds of the following offences:
(i) immorality with a school pupil/student, e.g. having carnal knowledge of a person who is pupil in an institution;
(ii) in citing pupils/students to riot;

304 General Misconduct:
(j) misappropriation of school funds;
(ii) dishonest conduct in relation to an examination;
(iii) suppression or falsification of school records or statistics;
(iv) bribery, corruption or extortion in connection with school duties.

305 General Inefficiency
General inefficiency cannot be established by a single act of incompetence, while its exact definition must vary according to the facts of each case. It usually consists of a series of act of omission, incompetence or misbehaviour which may be too trivial in themselves to merit inquiry such as would be required in a case of misconduct which might merit dismissal but of which the cumulative effect is to show that an officer is not capable of discharging efficiently the duties of the office which he holds.

4 Miscellaneous Disciplinary Rules.
A teacher may be dismissed by the commission/Board if:
without reasonable excuse, the onus of proof of which shall be on him, if he is absent from duty without leave or if on grounds of ill health, without production of medical report to that effect.

040314 Teacher of the institution in Promoting, examining or classifying students.

040315 suspend any pupil guilty of persistent truancy or persistent opposition to authority, habitual neglect of duty, the use of profane or improper language or conduct injurious to the moral/tone of the school and to notify the parent or guardian of the student and thereafter to summon an emergency meeting of the School Base Management Committee in which the Area Education Officer or his representative must be present to determine the future of such a student. Should the student be considered for expulsion, the Ministry of Education, State Universal Basic Education and the Teaching Service Commission must be informed and the letter to the parent must include right of appeal.

040316 Reside on the school premises, if the management of the school provides any official house.

040317 Should supervise the bursary section of the school.

040318 During school hours, a Principal/Head Teachers shall not take any type of alcoholic drink. He shall not smoke in the classroom or in any students assembly.

040319 The Principal/HeadTeacher shall neither use his position to further his political aspirations nor use it to promote the ideology of any political party.

040320 The Principal/HeadTeacher shall maintain the confidentiality of official secrets of confidential matters.

040321 The Principal/HeadTeacher shall respect the confidence of staff, parents and students who may bring personal matter to his notice on his official capacity.

040322 The Principal/HeadTeacher shall accept overall responsibility for all school activities and physical structure of the school, even though he may delegate supervision of his staff.

This may include some of the following.
(a) Students’ Representative Council
(b) Food Committee
(c) Suggestion Box
(d) Staff meeting
(e) Prefect’s Council

040323 The Principal/Head Teacher shall reserve the right to administer corporal punishment and must keep careful record of such punishments. He shall also maintain strict control over the prefects whose power and limitations shall be clearly defined on appointment and shall reduce “fagging” to a minimum. Any task assigned shall for school purposes only and not for the personal benefit of the Principal/Head Teacher and or his staff.

040324 The Principal/Head Teacher shall give accurate and objective report of the school as and when required to the appropriate authorities, such as School Based Management Committee.

040325 Keep all school records that may be required by regulation.

040326 Discharge conscientiously and to the best of his ability the normal duties of the post to which he is appointed as well as such other related duties as the Commission/Board, Ministry of Education may from time to time assign to him.

N.B: It is the duty of the Principal to report any suspected case of insanity displayed by a staff to the Commission/Board for necessary action.

0404 Duties of A Vice – Principal/Assistant Headmaster
In addition to his responsibility as a teacher:

040401 To hold the school in the absence of the Principal/Head Teacher

040402 To assist the Principal/Headteacher in co-ordinating the activities of the teaching and non-teaching staff of the school.

040403 To assist the Principal/Headteacher in the production and execution of the school’s time-table.

040404 To supervise all co-curricular activities in the school

040405 To function as the Chairman of the school’s Academic and Disciplinary Committees.

0501 Professional Discipline
The professional discipline of teachers involving suspension from teaching or removal from the Register of Teachers provided for under Sections 67 – 69 of the law and the procedure for such discipline as laid down in the Teachers’ Council (Disciplinary Procedure).

0502 Misconduct Involving Prohibition or Suspension of Teacher from Teaching
The acts which may warrant the prohibition or suspension of a teacher from teaching are set out in the Teachers’ (professional Misconduct) Regulations as follows:

050201 conviction for felony or misdemeanor;

050202 conviction for an offence contrary to any provision of the Education Law, or any regulation made thereunder,

050203 In relation to an application for registration as a teacher, knowingly furnishing the Registrar of the Teachers with information which is false at a material time.

050204 In relation to an application for employment as a teacher, knowingly making a statement which is false at a material time;

050205 With intent to defraud, failing to disclose to the employer any material information within his knowledge;

050206 having carnal knowledge of a person who is a pupil at school;

050207 indecently dealing with a person who is a pupil at school;

050208 conduct prejudicial to the maintenance of good order and discipline in an institution;

050209 Conduct in respect of the staff or pupils of an institution which is disgraceful or dishonourable.

0503 Service Discipline
it is the duty of every principal or Head Master as soon as
and defends a teacher in the performance of his duties.

A teacher is liable for students' injuries if it can be proved that the injury was caused by the teacher's negligence. Negligence occurs when a teacher:

(i) takes any action that should not have been taken;
(ii) Fails to do what should have been done.

A teacher may legally administer corporal punishment in accordance with the state policy.

Teachers are advised not to transport students in their private vehicles while on official excursions.

If any accident or injury occurs, the teacher shall make a complete record of the circumstances and what occurred as soon as possible after coping with the emergency itself.

There is liability on a teacher whose conduct falls below a commonly accepted standard or care expected of the teacher to the student.

Except with the prior written consent of the state ministry of Education, a teacher shall not commence legal proceedings relating to matters arising out of his official duties.

Note: The major purpose of this section is to make teachers aware of their liability in respect of school activities involving their students.

040406 To supervise the school non-teaching staff
040407 To supervise and co-ordinate the duties of the Registrar in both internal, external and National Examination.
040408 To prepare and submit their lesson notes to the Principals for Supervision and signing.
040409 To be made to supervise and accountable for all the properties and equipment in his department.
040410 To perform such duties as the Principal/Headteacher may from time to time assign to him.

Duties of a Head of Department

040501 To co-ordinate the academic time-table for all departmental staff and ensure the preparation, submission and supervision of lesson notes and scheme of work e.t.c., in the Department.
040502 To organize both co-curricular activities, subject associations and such other extra duties as may become necessary for the better understanding of his departmental subject areas.
040503 To liaise with other Heads of Department through the School's Academic Committee.
040504 To offer such professional advice as may be necessary through the said Committee to the Principals.
040505 To obtain an up-to-date information on his departmental subject areas for purposes of effective instruction by subject teachers.
040506 To supervise all preliminary activities of subject teachers in his Department preparatory to their actual class teaching.
040507 To perform such other duties as may be assigned from time to time by the Principal or Vice - Principal.
040508 To be made to supervise and accountable to all the properties and equipment in their department.
040509 Prepare and submit their lesson notes to the Vice Principal for supervision and signing.

Co-Curricular Activities

040601 All teachers shall participate in co-curricular activities as part of their regular duties.
Without the express written permission of the Commission/Board a teacher shall not during school hours undertake any other business for profit.

Without the express written permission of the Commission/Board, a teacher shall not act as editor to take part directly or indirectly in the management of any commercial newspaper or broadcasting service.

Unless necessitated by the discharge of his duties a teacher shall not disclose to any member of the public the contents of any official document or report which has come into his possession in the course of his employment.

**Teachers Workload**

- Teaching is a twenty-four-hour service. A teacher in the school system is therefore on call twenty-four hours a day;
- The minimum teaching load for a teacher in a post-primary school shall be not less than twenty of forty-minute periods a week or such minimum as the Ministry of Education or Commission/Board may from time to time prescribe;
- A teacher shall not leave the school premises during school hours without the permission of his Principal/Headteacher;
- A teacher holding a duty post in an Institution shall not travel out of his station without the express permission of the Principal or Headteacher of his school.

**Statutory Records**

In every school, the following records and other relevant records and books shall be kept by the Principal/Headteacher and produced at the request of an Inspector.

- A register of admission, progress and withdrawal records;
- A register of attendance;
- A log book, in which shall be entered from time to time as they occur the introduction of new books, apparatus or courses of instruction, the visits of inspectors, absence, illness or failure of duty on the part of any of the school staff or any special event of circumstance affecting the school, which may, for the sake of future references or for any other reasons, deserve to be recorded;