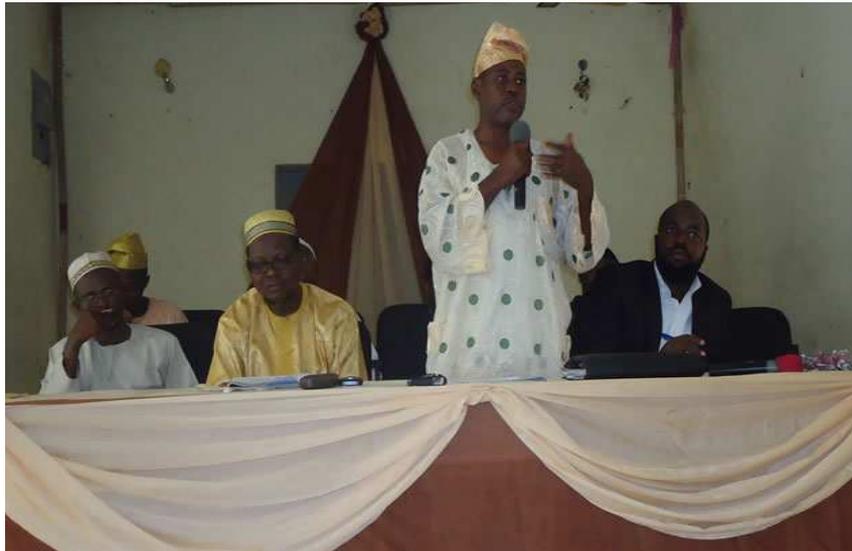


**YOU AND THE
CIVIL SERVICE:
A SYNOPSIS OF SELECTED
SENSITIVE ISSUES**

**BY
MR. R.O. OLANIYAN**



**held at
EDUCATION STAKEHOLDERS' SEMINAR
OF the
MSSN Lagos State Area Unit**

INTRODUCTION: Every institution or organization has rules and regulations designed to regulate its internal relations as well as personal and functional relationships within it. Consequently, the civil service also have its own rules and regulations which are coded in the Civil Service Rules. This documents is an offshoot of the General Order as it was then known during the Colonial era.

Before we digress much, it is essential to distinguish between Civil Servants and Public Servants. The Civil Servants are core government workers employed by the Civil Service Commission and upon whom it has full control. They assist, to make government policies and implement these policies. Public Servants on the other had are not employed by the Civil Service Commission but rather by other government Department Agencies parastals. They deal directly with the public. Examples are teachers and nurses. Whether civil or public servants, the CSR is binding on them all.

The rules of the service and allied Regulations are contained in the reference book called “Civil Service Rules” That of Lagos State was last reviewed in 1982 but various Government Circulars are being used to update it from time to time.

It contains twenty-two chapters as follows:

1. Introduction
- (2) Appointments
- (3) Employment of women, Rules relating to Pregnancy
- (4) Disciplinary Procedure, General Inefficiency misconduct, official documents, press statement and public conduct
- (5) salaries and increments
- (6) progress reports, annual performance evaluation reports, testimonials and certificate of service
- (7) Examination in law, civil service rules and financial regulation
- (8) fees for examiners
- (9) medical and dental procedure
- (10) residence in Nigeria of wives and children of non-Nigerian officers
- (11) Equipments, compensation, insurance, personal effects and occupational hazards allowance
- (12) memorials and petitions
- (13) occupation of government quarters
- (14) Leave
- (15) Passages
- (16) Free transport within Nigeria
- (17) Duties outside Nigeria, courses of instructions and study leave in and outside Nigeria
- (18) Clothing Allowances
- (19) Transport Allowances
- (20) Traveling Allowances
- (21) Inventions
- (22) Overtime and duty Allowances.

Out of the 22 Chapters I will touch only on areas which I feel are of importance to our work as teachers – These I will refer to as the rights and privileges of teachers

To be appointed as teachers, these minimum requirements must be met:

- Age, not less than 21 Years
- Minimum of NCE Certificate
- Written application
- A good pass in both written and oral examination for appointment.
- Medically certified to be of sound mind
- Not being an ex-convict etc.

The Right of Teachers

1. **Salary/Remuneration:-** A teacher who is punctual/regular at work and who performs his/her statutory duties satisfactorily, has a right to receive salary commensurate to his/her status at the end of every month. The amount to be earned is usually stated on letters of appointment and the progression from one grade level to the other can be found in the CSR. The condition attached to this is that you must come to work regularly and be seen to earn your pay.

However, when you are on study leave without pay, leave of absence or on suspension you are not entitled to earn a salary.

2. **Confirmation of Appointment:** A teacher's appointment will be confirmed after serving the probation period of 2 years. It is subject to satisfactory conduct and a good medical report. An officer who fails confirmation of appointment is not eligible to be considered for promotion and other privileges during his/her career.

3. **Registration:** The Edict No. 5 of Lagos State (1989) in alignment with the Federal Government Decree No. 31 of 1993 gave recognition to teaching as a profession. It is therefore expected that all teachers shall be professionally qualified and be duly registered as such. It is expected that qualified teachers who have not yet been employed should be eligible for registration. A duly registered teacher would be issued a Certificate of Registration and an identity card (I.D)

(ii) **Teacher's License**:- A license to practice shall be granted to a registered teacher. This License should be renewed every five (5) years.

4. **Promotion**: A teacher in the Service of the State shall be eligible for promotion every three (3) years, provided he/she succeeds in the promotion examination exercise and has satisfactory annual performance and evaluation report (APER). Now (SPADEV) However, a teacher on SGL 15 and above shall spend four (4) years on the grade before he/she is considered eligible for promotion. The promotion exercise comprises of written examination and oral interview.

5. Leave Matters There are different types in service that you are entitled to as a teacher.

- (i) **Maternity Leave**: A duly married woman shall be entitled to 12 weeks maternity leave in one calendar year, during which his salaries must be paid in full.
- (ii) Annual Leave: A teacher in the Service of the State shall be entitled to thirty (30) Working days leave during the third term break, in fact it is mandatory that you take your annual leave within a calendar year. This is to afford you to rest and time to attend to personal or family matters.
- (iii) Study Leave: A teacher who has been confirmed in the service is entitled to apply for study leave with/without pay for the purpose of undertaking a course of study which is considered materially useful to enhance his/her performance on the job will be duly approved.
- (iv) Sick Leave: A teacher who is indisposed shall be entitled to be excused from duty. At the discretion of a Government Doctor. During such period, he shall be entitled to salary for an upward of six weeks if not hospitalized. If the teacher is hospitalized, further payment of his salary shall be at the discretion of the Establishment authorities

- (v) **Examination Leave:** A teacher who has duly obtained an approval for part time. Studies or in the service training course, shall be entitled to leave during examination period for the duration specified in the examination time-table. However, the period shall be deducted from the annual leave.
- (vi) **Re-absorption from Study Leave:** Teachers granted leave with pay whether for the purpose of higher additional qualification or for proficiency, shall be entitled to re-absorption into Service after the completion of their courses.
- (vii) **Leave of Absence:** Teacher may be granted leave of absence on ground of ill-health for further studies abroad or to accompany her husband on Government appointment outside the country for approved/specified duration without payment of salaries. The teacher however is entitled to notional promotion during the period and has to apply for re-absorption into Service at the expiration of the leave period.
- (viii) **Casual Leave:** A maximum of seven days is allowed a teacher for urgent domestic affairs. If allowed before the grant of annual leave, it would be deducted from the annual leave. Otherwise it is additional and will not affect payment of salary. Approval is at the discretion of the superior officers.
- (ix) **Pre-retirement Leave:** A teacher who is disengaging from the Service of the State. Statutorily, shall be entitled to 30 days or prorated leave prior to the effective date of the disengagement.

6. **Training:** This has been identified as a tool to improving skills and to enhance productivity. The scope of knowledge of teachers needs to be constantly updated so as to keep them informed for imparting knowledge to the students.

In view of this, teachers have the right to sponsored In-Service Training from time to time.

7. **Inter –State Transfer :** Teachers wishing to transfer their services to other states shall be free to do so by applying through the appropriate authorities

provided there is a commitment by the State of their choice to absorb them. Also, teachers who wish to transfer from other State may be allowed to do so subject to vacancy declared by the State/Districts.

8. **Disciplinary Procedure:** A teacher whom an allegation(s) have been leveled shall have a right to disciplinary procedures before being punished. This includes being issued a query letter to which the teacher must respond to, before being brought before a PMB where he can receive a letter of warning.

(ii) Appeal: Just as in the civil court of law, a teacher may have cause to contest against unfavourable decision made concerning him in respect of appointment, promotion, discipline, transfer/secondment, grant of special allowance or leave. In this regard, he/she shall have a right of appeal which should be considered by the Personnel management Board, provided it is presented within a given period of time stipulated by the CSR. i.e 6 months

9. **Condonation of Break in Service:** A teacher who resigns his appointment to go and study (or his application for study leave is disapproved) and who returns to the same public service immediately after completing the course has broken his service. However, he has the right to condonation of the break in service if he applies through the appropriate authority.

10. **Pensions and Gratuity:** These are benefits accrued to a public servants who has served continuously for not less than 10 years and 5 years respectively and then leaves the service in circumstances other than dismissal/termination. In order to avoid delay in processing payment of pension and gratuity, the following steps

Should be taken:-

(i) six copies each of letter of first appointment, condonation of break in service, transfer of service, application for retirement, pension form and certified record of service must be sent to the Teachers' Establishment & Pensions Office.

(ii) sufficient notice should be given in time and salary of staff should be stopped as appropriate.

- (iii) audit queries should be answered promptly.
- (iv) Office should confirm indebtedness
- (v) Officers must be advised appropriately or referred for proper guidance.

The privileges of Teachers

There are certain privileges a teacher enjoys with the other public servants in the service of the State. They also include welfare packages as follows:

1. **Loans and Advances:** There are four types of loans

- (a) Bicycle Loan
- (b) Motorcycle Loan

© Car Refurbishment Loan

- (d) Land/Housing Loan – Teachers in Service enjoy loan facility for the purchase of Land/erecting a building on their own. The rates are graduated as follows:

SGL 01 – 06

SGL 07 – 12

SGL 12 – 16

2. **Allowance:** There are allowances that are specifically for the benefit of teachers and they include:

- (i) **Rural/Riverine Allowances:** The State Government has deemed it necessary to motivate Teachers in the Rural/Riverine areas through the payment of Special allowance. The rates being paid are commensurate to teachers' grade levels. The rates are presently being given an upward review.

- (ii) **Duty Post/Allowances**: In order to boost the morale of teachers, duty post allowances are being to VPS and Principals of Schools.
 - (iii) **Transport System**: The State has provided free bus service for teachers to ease the problem of transportation to and fro their schools. This has gone a long way to ensure/encourage teachers punctuality.
 - (iv) **Science/Mathematics Teachers Special Allowances**: The allowances was introduced to attract Science teachers into the teaching profession. The beneficiaries include teachers of:-
 - (a) Physics (b) Chemistry (c) Biology (d) Basic Science (e) Agric Science
 - (f) Mathematics
 - (v) **Games Master/Mistress Allowances**: This is a special allowances paid to teachers of physical and Health Education in our schools.
 - (vi) **House Master/Mistress Allowance**: Teachers who serve in this capacity in schools in boarding facilities enjoy this privilege.
 - (vii) **Teachers of Handicapped Children Allowance**: Teachers who benefit from this are those with qualification in Special Education. They are specially trained in identifying, helping and developing the physically, mentally and emotionally handicapped students. The Federal Government Policy on this stipulates that 15% of the basic salary of this category of teachers should be paid as special allowance to them.
3. **Allocation of Government Land**: Teachers like other public servants may enjoy the privilege of being allocated a piece of land by the State Government and receiving rebate on capital charges on application.
4. **Burial Assistance/Insurance**: This is a certain amount of money paid as token to the family of a deceased teacher who dies while in service. This administration has

gone a step further to insure all its staff, so their families are entitled to the insurance benefit at demise of the officer.

5. **Free Medical Service:** Teachers like their counterparts in the Public Service of the State can register and enjoy free medical services in State-owned hospitals along with their spouses and 4 children under age 18 years. They can also be sponsored for medical treatment abroad.

6. **Appointment to Duty Post:** A seasoned and hardworking teacher may be appointed to the post of a School Principal. This is on merit after passing both written and oral exam.

7. **Appointment to the Post of a Tutor-General/Permanent Secretary:** In an effort to boost the morale of teachers in Lagos State, the peak of the career in the teaching profession has been elevated to the post of a Permanent Secretary. This can only be earned through hard work and a stroke of luck because of the huge number of qualified candidates.

8. **Special Privilege for Female Teachers:** Female officers have additional special privileges relating to discipline during maternity leave, accompanying children or husband on medical treatment overseas, accompanying husband overseas on a course of not less than nine months, joining husband on posting on External Affairs duties visiting husband on long course outside Nigeria, eligibility to rent allowance if living with husband who is an officer in allocated quarters.

Conclusion: The Rights and Privileges accrued to teachers in the Service of the State are many. However, you can access many of them through awareness. Therefore teachers are enjoined to be very familiar with the Rules and Regulations and Circulars guiding the conduct of staff/operations in the public service.

Also the privileges are not always automatic they have to be earned through diligence, hard work, obedience and loyalty to the Government. Rights you can claim having fulfilled all the written conditions so also some privileges.

Thank you.