



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسَيْتِي اِسْلَامًا اِنْتَارَا اِيْحْسَابًا مَلِيْسِيَا

*Garden of Knowledge and Virtue*

# SESSION WITH LOs

28<sup>th</sup> July 2020 / Tuesday (IIUM Gombak Campus)

**PERFORMANCE MANAGEMENT UNIT,  
MANAGEMENT SERVICES DIVISION**

## **LEADING THE WAY**

KHALĪFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN

# FLOW OF PRESENTATION

- ❁ STAFF ATTENDANCE
- ❁ IMPLICATIONS OF ATTENDANCE TO SERVICE
- ❁ EXIT POLICY
- ❁ ANNUAL PERFORMANCE APPRAISAL
- ❁ OTHER MATTERS

# Staggered Working Hours (Admin & Tech Staff)

- ▶ MSD Service Circular No.4/2014
- ▶ The spirit of the circular is to facilitate staff to settle personal affairs such as sending children to schools or nurseries and to cater for those who are staying very far from the campus

<b>No.</b>	<b>Working Hours</b>	<b>Lunch Hour</b>
1	7.30 am - 4.30 pm	1.00 pm - 2.00 pm
2	8.00 am - 5.00 pm	1.00 pm - 2.00 pm
3	8.30 am - 5.30 pm	1.00 pm - 2.00 pm
4	9.00 am - 6.00 pm	1.00 pm - 2.00 pm



## Flexible Working Hours (Academic Staff)

- ▶ 40 hours per week, Monday to Friday (Gombak, KL & Kuantan Campus) or Sunday to Thursday (Pagoh).

# Time-Off

- ▶ Max of 2 hours.
- ▶ Solely at the discretion of the HOD (immediate supervisor).
- ▶ To be applied through HURIS.
- ▶ Must be compensated on the same day so as to complete the total working hour of 9 hours.
- ▶ If exceeds 2 hours, staff required to apply for AL for that day.
- ▶ Only allowed once a month.
- ▶ It's a privilege, not a right.

# Implication of Attendance to Service

- 1) Confirmation in Service
- 2) Enjoy benefits and privileges provided by the University:-
  - Housing Loan
  - Promotion
  - Gratuity

# Exit Policy

- ▶ MSD Service Circular No. 1/2015
  - Poor performance
  - AWOL
  - Medical Incapacity

# CONFIRMATION IN SERVICE

## - ADMINISTRATIVE STAFF

As stipulated in the Scheme of Service, Terms & Conditions of Employment, Human Resource Policies & Procedures Manual and MSD Service Circular No.4/2012,


▶ **Criteria for Confirmation in Service** are as follows:-

- (1) Served at least one (1) to three (3) years;
- (2) Successfully attended the Induction Course ;
- (3) Has made Asset Declaration;
- (4) Achieved stipulated level of excellence in APAR; and
- (3) No adverse report from K/C/D/I/O

▶ Fulfilled the general conditions of CIS:-

- (1) **Good Attendance Record**
- (2) No disciplinary action.



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- ▶ Staff who has fulfilled the conditions for confirmation in service will be processed administratively.
  
  - ▶ Deferment of Confirmation in service:-
    - (i) CIS may be deferred if the staff did not fulfill one or a combination of the conditions for CIS. In addition, deferment may also be **due to unsatisfactory attendance record (AWOL,LTI, etc.)**
  
    - (ii) Staff who are not confirmed in service upon the expiry of the probationary period, the University may terminate the service or extend the probationary period as decided by the relevant Authority of the University.

# ANNUAL PERFORMANCE APPRAISAL

## Component of APAR:

- i) Ihsan Indicators (IIs)
- ii) Appraisal Performance Report (APAR)

## Eligibility:

- i) All staff members of IIUM including SBU staff.
- ii) Has been serving at least 180 days (6 months) in the assessment year.

# ANNUAL PERFORMANCE APPRAISAL



## Importance of Appraisal:

- i) Annual Salary Increment (ASI)
- ii) Confirmation in service
- iii) Promotion
- iv) Renewal of contract
- v) Application to new position
- vi) Selection of Quality Award recipient



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- ♥ Sr. Norasiah bt Mohd Sulaiman (Ext: 5789)

*Performance Management Unit, MSD*