

WELFARE UNIT 28TH MARCH, 2025

PROCEDURE 1: OBTAINING MEDICAL INSURANCE CARD FOR ELIGIBLE EMPLOYEE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure County employees job satisfaction and potential longevity with the County Government of Nyeri .which has direct implications for the County success.

1.2 SCOPE

This procedure applies to all activities as pertains to medical insurance cover.

1.3 TERMS DEFINITION

- i. SRC – Salaries and Regulation Commission
- ii. DHRM- Director, Human Resource Management

1.4 PRINCIPAL RESPONSIBILITY

The County DHRM shall ensure adherence to this procedure in the County

2.0 METHOD FOR THE MEDICAL INSURANCE CARD

2.1 This procedure shall start upon appointment by County Public Service Board

2.2 The officer shall duly fill the medical insurance application form.

2.3 In verifying the officer in charge shall check whether the member of staff have attached the following documents;

- (i) Copy of ID of the officer;
- (ii) Spouse copy of ID
- (iii) Copy of birth certificate for the children upto the 21years and 25 if in the dependent is in college

2.4 Upon approval the officer in charge shall ensure forwarding of the Medical Insurance application form to the relevant insurance company for inclusion the medical insurance cover which can be done online via the Britam wall.

2.5 Upon production of the Medical Insurance card, the Insurance Company shall deliver the cards to County offices and the officer in charge will distribute.

2.6 This procedure shall be deemed complete upon the officer collecting the medical insurance card from relevant office or being captured in the Britam wall.

2.7 REFERENCES

- (i) Human Resource Policies and Procedures Manual
- (ii) Labour Relations Act, 2007
- (iii) Employment Act, 2007
- (iv) SRC Circular on medical scheme for public officers serving in the County Government

PROCEDURE 2: FACILITATING CLAIMING OF FINAL DUES IN CASE OF DEATH

3.0 GENERAL

3.1 PURPOSE

The purpose of this procedure is to ensure that beneficiaries of a deceased officer are well facilitated to be able to claim final dues from the relevant organizations.

3.2 SCOPE

This procedure applies to all activities as pertains to final dues in case of death;

1.1 TERMS DEFINITION

- (i) WIBA - Work Injury Benefit Act
- (ii) DHRM- Director, Human Resource Management

1.2 PRINCIPAL RESPONSIBILITY

The County DHRM shall ensure adherence to this procedure in the County

2.0 METHOD FOR THE FACILITATING CLAIMING OF FINAL DUES IN CASE OF DEATH

2.1 This procedure shall start with the Chief Officer of the respective Department reporting death of an officer in his department to the DHRM.

2.2 Upon receipt of the death report, the DHRM shall forward it to the officer in charge.

2.3 In verifying the officer in charge shall check the records of the deceased officer to ascertain who has been appointed as the beneficiary/ beneficiaries

2.4 Upon ascertaining, the beneficiary will be required to produce the following documents

- Copy of ID of beneficiary
- Bank details for the next of kin
- Certified Copy of burial permit
- Certified Copy of death Certificate
- The doctor's report
- Police abstract in case of accidental death
- Copy of surrender of ID form
- Letter from the administration in the area of jurisdiction

2.5 Upon receiving the requisite documents the DHRM shall forward them to the relevant insurance

2.6 Upon forwarding, the DHRM shall ensure copy of the documents retained in the personal file of the deceased officer.

2.7 This procedure shall be deemed complete upon beneficiary receiving the final dues and the County receiving prove of payment from the relevant Insurance.

3.3 REFERENCES

- (i) Human Resource Policies and Procedures Manual
- (ii) Labour Relations Act, 2007
- (iii) Work Injury Benefit Act, 2007

PROCEDURE 4: INDUSTRIAL ATTACHMENT

GENERAL

3.4 PURPOSE

The purpose of this procedure is to provide students with real practical work experience in their area of specialization as a course requirement in training institutions.

SCOPE

This procedure applies to all activities as pertains to industrial attachment;

3.5 REFERENCES

(iv) Labour Relations Act, 2007

(i) Employment Act, 2007

1.2 TERMS DEFINITION

(i) W.E.F – with effect from

(ii) DHRM- Director, Human Resource Management

1.3 PRINCIPAL RESPONSIBILITY

The Chief Officer shall ensure adherence to this procedure in the respective Departmental, while The County DHRM shall ensure adherence to this procedure in the County

2.0 METHOD FOR THE INDUSTRIAL ATTACHMENT

2.1 This procedure shall start with a student identifying a need to apply for attachment
Such a student must be a student in an institute of learning

2.2 Upon approval the student shall apply for industrial attachment and forward it to the respective Department for verification.

2.3 In verifying the respective department shall consider

(i) Application letter;

(ii) Letter from learning institution

(iii) Accident insurance cover;

2.4 In the event of disapproval, the respective department shall advise accordingly

2.5 Upon approval the respective department shall ensure forwarding of the Industrial attachment application letter to the DHRM for information and further verification as per criteria in 2.3 above and any other deemed necessary.

2.6 In the event of disapproval, the DHRM shall ensure communication to the student with recommendations.

2.7 Upon approval the DHRM shall ensure forwarding of the industrial attachment application letter to the officer in charge for approval as per the criteria in 2.3 above.

2.8 Upon approval, the DHRM shall ensure a copy of offer of attachment letter is retained in the subject file, another copy is forwarded to the relevant Department and the original issued to the student.

This procedure shall be deemed complete upon the student reporting to the Chief Office

PROCEDURE 4: INTERNSHIP PROGRAMME

GENERAL

2.9 PURPOSE

The purpose of this procedure is to provide practical work experience in specific field complementing academic knowledge.

METHOD FOR THE INTERNSHIP

The procedure start with County Public Service Board advertizing for vacancies in the County

- The County Public Service Board conduct the interviews for the shortlisted candidates
- The successful candidates are issued with contract letters and sign the acceptance
- The County Public Service Board dispatch the appointment letters to the Director Human Resource Management
- The Directorate of Human Resource Management through the records office opens individual files for the interns.
- The officer in charge verify the documents
- The appointed interns report to the respectful Department as per their specialization
- The Chief Officers upon interns reporting writes the arrival letters and dispatch to the Directorate of Human Resource
- The reporting letters are file in individual files are forwarded to the IPPD for payment of the stipend.
- .
- This procedure shall be deemed complete upon the interns getting the completion certificates.