

PROMOTING KNOWLEDGE MANAGEMENT CULTURE



Topic:

HUMAN RESOURCE UPDATES



Ms. Madina Nakimuli
Human Resource
Officer
NAROSEC



11:00 am
to
12:00 pm

ID : 996 5153 7343

Passcode : KMseries

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Human Resource Management

An update

presented to NARO staff

April 16, 2025

Madina Nakimuli

Human Resource Officer/ES

NARO

4/17/25



Outline

- Personal records
- Medical Insurance
- Group and Personal Accident insurance for NARO staff
- Funeral Insurance for NARO staff



The nature of personnel records

Personnel records are:

- Part of a government-wide system.
- The primary source of information about an organization's staff.
- Directly affect the employee.
- Exceptionally sensitive.
- Remain active for very long periods.
- Voluminous



Need for personnel records

- Organization needs to know how many people work for it, who they are, where they are, what responsibilities they have, how effective they are.
- HR Planners need to know the qualifications, competencies, dates of promotions and retirements of staff.



Need for personnel records...

- Personnel records provide a basis for decision making in every area of personnel work :HR forecasting and planning, recruitment and selection, employment (including promotion, transfers, disciplinary procedures, termination and redundancy), Training & education ,pay administration ,health, safety and welfare.



Need for personnel records...

- An authoritative staff list generated from accurate personnel record is the basic for clean payroll and eliminating ghost workers.

Without such information its impossible to on manage staff effectively.



Need for personnel records...

- There is a circular that was sent to all DOR & HRAO calling upon all staff who have changed status since they joined NARO to update their personal files.
- You are required to fill & sign the form, attached evidence of attained academic qualification hand it over to your HRAO for a signature and onward submission to NAROSec.



NARO Personnel Data form Human Resource Information System

1	Employee File Number	13 a	Marital Status (if married indicate spouse's name-s)
2	Name (Surname, First Name, Last Name)	b	Name, sex of four dependent children (biological/adopted) under age of 18 years
3	NIN	14	Next of Kin (at least 2 persons) and Tel/email. contacts & Relationship
4	Date of Birth	15	Personal to administer benefits in case of death & Relationship & Tel contact
5	Gender	16	Personal to administer benefits in case of death & Relationship & Tel contact
6	District Of Origin	17	Professional Qualification (ACCA/CPA/CIPS)
7	Religion	18	Career Progression (Positions held in NARO) in order of Highest
8	Current Institute	19	Training/ Academic Qualifications attained while in NARO
9	Job Title(Current Title)	20	Transfer/ Posting while in NARO



The future of records in NARO

- Due to the current global trends in ICT&AI

There is need to manage records in a modernized way i.e.

Digitization

To ease storage, access and retrieval



NARO MEDICAL INSURANCE

- NARO contracted Jubilee health to treat her staff.
- This is a 12 months contract.
- Under the same scheme jubilee accepted to cover dependents of staff who access the service upon a fee of 957,000 per person.
- Every July jubilee sends a list of service providers and this is updated every month.
- You are advised to visit only those hospital, clinics and pharmacies which are on that list. This is usually sent to all HRAOs



Medical claims

- A total of 56 claims were submitted for reimbursement of which 44 were paid (79%)
- Settlement was done in a phased manner following submission of evidences at 90% of the total amount.



Reasons for non-payments

- Missing medical notes
- Lack of claim forms
- Claims pending vetting or under investigations
- Cost incurred outside the suspension period.
- To the 14 staff not yet paid get in touch with HRAO to get the reasons.



Jubilee suspended services

- Suspension of jubilee services in some GOU referral Hospitals i.e Masaka RRH, Mbale RRH Masaba wing, Mulago –Heart institute.
- We contacted jubilee and they are working on the issue.

Future plans

Women's specialized Hospital

Contact person for NARO in Jubilee-**0772-212222**

Mr. Farouk Gabula Nadiope



Funeral Insurance

NARO Contracted A Plus Funeral services.

- Services are given to NARO staff
- NARO staff's children below 21yrs.



A-Plus regional offices

- Kampala-central region
- Mbale & Jinja –Eastern region
- Mbarara & Fort portal –
Western
- Gulu-Northern&Westnile



Specifications of the contract

- Body picking-from the hospital ,home
- Body storage
- Transporting the body within Uganda
- Portrait A3
- Wreaths 2
- Casket
- Coffin tent & carpet
- Grave construction up to slab level
- Grave finishing with terrazzo
- Live stream on you tube



What are we expected to do upon pronouncement of death.

1. Death of NARO staff :

a) Inform the PARI HRAO

b) Institute HRAO informs NARO Sec, HRO with the details below:

Name

Title

Hospital/home where the body is

Place of burial

Contact person's name & Tel no.



What are we expected to do upon pronouncement of death...

2. Death of a Child below 21yrs

- Inform the DOR & HRAO
- HRAO informs NAROSec, HRO with the details below:

Name

Title

Hospital/home where the body is

Place of burial

Contact person's name & Tel no.



What are we expected to do upon pronouncement of death...

- With the death of a child the staff is expected to:
- Provide proof of parenthood- baptism card, Birth certificate, medical reports where you are named as the father/ mother.
- Death notice from the hospital
- Photocopy of National ID.



Group & Personal Accidents

- All NARO staff are insured against accidents while at work.
- NARO contracted National Insurance Corporation to handle such workman's compensation issues.
- Accidents suffered while on duty or from duty.
- This may be accidents in the labs, in the fields road accidents involving cars, boda bodas.



Information to note

On getting an accident you are expected to:

- Report the accident to your HRAO/DOR who then informs NAROSEC.
- NAROSEC writes to NIC reporting the accident
- NIC registers the accident with a claim no with a claim form to be filled.



Key details required to submit a claim

- Photocopy of the staff ID
- Receipts or medical bills incurred
- Police report
- Completed claim form
- Medical report/treatment notes from the attending doctor
- X-rays and any other photos while sick.
- Staff's pay slips for the month prior to the accident, months of the accident and after the accident.
- Copy of the complaints' leave forms clarifying the number of days the staff was away from duty due to the accident.

THANK YOU