

# **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



## **CASUAL LABOUR GUIDELINES**

**MAY 2025**

## **FOREWORD**

All employment relationships in an informal or formal sector with a temporary or seasonal employment contract are tagged as ‘Casual Employment’. The International Labour Organisation (ILO) refers to it as the “new forms of employment”, broadly divided into temporary employment, part-time work, temporary agency work and other forms of employment involving multiple parties, disguised employment relationships and dependent self-employment. This grouping reflects a progression in this kind of employment. The casual system of casual work has evolved to platform labourers and freelancers who deserve a viable legal framework for protection.

This Casual Labour Guidelines is meant to ensure that Mbeya University of Science and Technology maintains a consistent and fair approach to managing casual labour while adhering to local labour laws and promoting a positive working environment for all employees.

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**Vice Chancellor**

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## **LIST OF ABBREVIATIONS**

DVCARC	Deputy Vice Chancellor, Academic Research and Consultancy
DVCPFA	Deputy Vice Chancellor Planning, Finance and Administration
FTC	Full Technician Certificate
MIST	Mbeya Institute of Science and Technology
MTC	Mbeya Technical College
MUST	Mbeya University of Science and Technology
NACTE	National Accreditation Council for Technical Education
TCU	Tanzania Commission for Universities
URT	United Republic of Tanzania
VC	Vice Chancellor

## **DEFINITION OF TERMS**

**Casual Labour:** Refers to tasks undertaken by labourers employed on a temporary, ad-hoc, or irregular basis to assist with specific tasks or projects that require additional manpower.

**Casual Labourer:** A labourer employed on a temporary or short-term basis, typically under an explicit or implicit contract that is not expected to last for a long time.

**Employability:** Refers to an individual's possession of the necessary competencies, skills, and abilities required to be suitable for paid employment in the labour market.

# **CHAPTER ONE**

## **BACKGROUND INFORMATION**

### **1. Introduction**

The history of Mbeya University of Science and Technology dates back to 1986 when Mbeya Technical College (MTC) was established to offer Full Technician Certificate (FTC) programmes. In July 2005, MTC was transformed into the comprehensive, multidisciplinary Mbeya Institute of Science and Technology (MIST) in accordance with the provisions of the NACTE Act No. 1997. In 2012, MIST was again transformed into Mbeya University of Science and Technology through the Universities Act No.7 of 2005 and the Mbeya University of Science and Technology Charter, 2013.

#### **1.1. MUST Vision**

To become the leading centre of excellence for knowledge, skills and applied education in science and technology.

#### **1.2. MUST Mission**

To develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society.

#### **1.3. Core Functions of MUST**

- (a) To provide facilities for study and training in the principles, procedures and techniques in science, technology, and business management.
- (b) To conduct training programs in the disciplines in the University Charter;
- (c) To engage in applied research and consultancy services to the public
- (d) To sponsor, arrange or provide facilities for conferences and seminars;
- (e) To establish colleges, institutes, schools, faculties and departments within the University for the organisation and administration of its work and activities;

- (f) To conduct examinations and grant awards of MUST as approved by the relevant authorities;
- (g) To be a catalyst in science, technology and management reforms through conducting relevant research and educating the public in science, technology and management-related issues
- (h) To arrange for publication and general dissemination of material produced in connection with the work and activities of the University;
- (i) To engage in self-reliance activities for effective financing and promotion of entrepreneurship;
- (j) To establish and foster closer cooperation with universities, technical colleges and other institutions of tertiary and higher education, and to promote international cooperation with similar institutions; and
- (k) To carry out all acts, things, contracts, and transactions that the Council considers necessary or expedient for the proper and efficient discharge of the University's functions.

#### **1.4. Situational Analysis**

Mbeya University of Science and Technology (MUST) relies on various categories of labour to maintain its operations, including casual labourers who provide essential support services. Casual labourers are employed on a temporary or short-term basis to handle tasks that do not require permanent employment. Casual labourers play a critical role in the daily operations of MUST. Addressing their challenges and improving working conditions can enhance productivity, efficiency, and overall institutional growth. By implementing structured policies and ensuring fair treatment, MUST can create a more inclusive and supportive working environment for all labourers. This analysis examines the current situation of casual labour at MUST, highlighting key challenges, opportunities, and areas for improvement.

##### **1.4.1. Current Status of Casual Labour at MUST**

Casual labourers at MUST are engaged in various activities, including landscaping, cleaning, and minor repairs; assisting in on-campus construction



projects; supplementing permanent security staff during peak periods; temporary support for data entry, filing, and document handling; assisting in catering, library management, and other student-related services. The university employs casual labourers based on demand, with contracts that typically range from a few days to several months.

#### **1.4.2. Challenges Faced**

Despite their essential role, casual labourers at MUST face several challenges:

- (a) Due to the temporary nature of their contracts, casual labourers lack employment security;
- (b) Unlike permanent employees, casual labourers often do not receive health insurance, pension benefits, or paid leave;
- (c) Inconsistent wage payments may affect their financial stability and morale; and
- (d) In some cases, casual labourers are exposed to hazardous conditions without adequate protective measures.

#### **1.4.3. Opportunities for Improvement**

To enhance the efficiency and well-being of casual labourers at MUST, the following measures can be considered:

- (a) Implementing a standardised hiring and contracting process to ensure transparency and fairness;
- (b) To ensure casual labourers receive their wages on time;
- (c) Introducing limited benefits, such as emergency support, to improve labourer welfare;
- (d) Offering short-term training in relevant areas to enhance productivity; and
- (e) Ensuring compliance with occupational safety standards by providing necessary protective gear and safety training.

## **1.5. Justification**

Mbeya University of Science and Technology (MUST) operates within a dynamic academic and operational environment that requires both permanent and temporary labour to function effectively. Casual labour plays a crucial role in ensuring the smooth running of essential services that support the University's core mission of education, research, and innovation. Casual labour is necessary for the efficient functioning of MUST, offering workforce flexibility, cost-effective labour solutions, and support for seasonal and project-based tasks. To maximise its benefits, the University should implement structured guidelines for hiring, managing, and compensating casual labourers while ensuring compliance with labour laws and ethical employment practices. This document justifies the need for casual labour at MUST by highlighting its significance in operational efficiency, cost management, and workforce flexibility.

### **1.5.1. Addressing Temporary and Seasonal Work Demands**

Certain tasks within the University are temporary, project-based, or seasonal, making casual labour a necessary workforce solution. These include:

- (a) Large-scale infrastructure projects, repairs, and renovations require additional labour that is not needed on a permanent basis;
- (b) Gardening, waste management, and cleaning services require periodic workforce reinforcement, especially during peak seasons such as student admissions and graduations; and
- (c) University events, conferences, and examinations often require additional manpower for logistics, setup, and support.

### **1.5.2. Enhancing Cost Efficiency and Budget Management**

Employing casual labour allows the University to manage its workforce expenses effectively by:

- (a) Casual labourers are paid for specific tasks or durations, eliminating the need for permanent salary obligations;

- (b) The University can allocate funds efficiently by hiring temporary labourers when necessary, avoiding unnecessary wage costs during low-demand periods; and
- (c) Unlike permanent employees, casual labourers do not require benefits such as pensions, insurance, or other long-term obligations, making them a cost-effective workforce solution.

#### **1.5.3. Providing Workforce Flexibility**

Casual labour enables the University to quickly adapt to workload variations, ensuring smooth operations without overstaffing. This flexibility is particularly beneficial in:

- (a) Immediate hiring of skilled or unskilled labour can address urgent repair needs;
- (b) Temporary surges in workload, such as library stock management or campus facility upgrades, can be handled efficiently with casual labourers; and
- (c) Substituting for Absent Staff: In cases where permanent employees are on leave, casual labour can temporarily fill the gap to maintain service continuity.

#### **1.5.4. Supporting Local Employment and Community Engagement**

Hiring casual labourers, particularly from the local community, strengthens the University's relationship with its surrounding environment by:

- (a) Providing short-term jobs helps reduce unemployment rates in the region;
- (b) Casual labourers gain valuable work experience that may enhance their employability elsewhere; and
- (c) Engaging local labour fosters goodwill and strengthens MUST's social responsibility and good neighbourhood efforts.

### **1.5.5. Legal and Compliance Considerations**

The University must comply with national labour laws and employment regulations, which recognise the role of casual labour. Proper management of casual labour ensures adherence to:

- (a) Tanzanian labour laws and regulations on casual employment;
- (b) Fair compensation and working conditions, reducing the risk of labour disputes; and
- (c) Sustainable employment practices aligned with University policies.

### **1.6. Benchmarking from other institutions**

Benchmarking was conducted at the University of Dodoma, the University of Dar es Salaam, Moshi Co-operative University, Arusha Institute of Accountancy, the Nelson Mandela African Institution of Science and Technology, Mzumbe University, Sokoine University of Agriculture, and the Commissioner of Labour. However, it was found that not all visited institutions have guidelines for engaging casual labourers.

## **CHAPTER TWO**

### **GUIDELINES, PROCEDURES, COMMUNICATION, AND IMPLEMENTATION**

#### **2.1 Introduction**

The Mbeya University of Science and Technology (MUST) recognises the importance of casual labour as a flexible workforce solution to meet specific and temporary needs. Casual labourers play a vital role in supporting administrative, academic, technical, and operational functions within the University. These guidelines provide a comprehensive procedure for engaging casual labourers at MUST. It ensures that the employment relationship is clearly defined, legal requirements are met, and casual labourers are treated fairly and respectfully.

#### **2.2 Purpose of Casual Labour**

Casual labourers provide flexibility to the University and help ensure that services are not interrupted during high-demand periods. Casual labourers are typically engaged in the following:

- (a) Provide short-term assistance during peak times;
- (b) Support administrative tasks, maintenance, event coordination, and other special projects;
- (c) Fill in for staff on leave or in cases of urgent temporary workload demands; and
- (d) Complete specialised tasks that do not require permanent staff.

#### **2.3 Nature of Employment of Casual labourers**

Casual labourers are not entitled to permanent staff benefits such as annual leave, sick leave, or pension contributions unless otherwise stated in the terms of their engagement. Casual labourers are:

- (a) Hired as and when needed, depending on the University's operational needs;
- (b) Hired on a short-term basis with a precise end date or upon completion of the assigned task; and

- (c) Typically paid based on the number of hours worked or the completion of specific tasks.

## **2.4 Eligibility Criteria for Casual Labourers**

- (a) Must be physically fit and capable of performing manual labour tasks;
- (b) Must possess a valid national identification card or any legally recognised form of identification;
- (c) Must have a good record of conduct and discipline, with no criminal background;
- (d) Must be available to work on short notice and on a flexible schedule, as required;
- (e) The age of a casual labourer will depend on the nature of work;
- (f) Preference will be given to applicants residing within or near Mbeya city; and
- (g) Non-citizens must have a valid work permit issued by the relevant authorities.

## **2.5 Duration of the Casual Labour**

Casual labourers at Mbeya University of Science and Technology (MUST) shall be engaged for short-term assignments based on institutional needs. The duration of engagement shall not exceed 60 consecutive days within a period of three (3) months, in accordance with the Labour Laws of Tanzania and University regulations. Re-engagement may be considered after a break period, subject to performance, work availability, and budgetary provisions.

## **2.6 Employment Categories**

Mbeya University of Science and Technology (MUST) engages casual labourers on a short-term basis to support various operational, maintenance, and service-related tasks. Casual labourers are hired based on institutional needs and are not considered permanent employees. Preference is given to candidates residing within or near the Mbeya City area. This categorisation ensures that MUST

effectively manages its casual labour workforce while maintaining operational efficiency and good neighborhood. The employment categories for casual labourers at MUST include:

### **2.6.1 General Maintenance and Construction Labourers**

Casual labourers in this category assist with the upkeep and development of University buildings, infrastructure, and equipment. They are employed for short-term tasks with a flexible work schedule and may not be expected to work regularly. They include:

- (a) Masons – Supporting construction, plastering, and bricklaying work;
- (b) Carpenters – Assisting with woodwork, furniture repairs, and minor constructions;
- (c) Painters – Performing painting and finishing tasks for buildings and other structures;
- (d) Electricians (Assistants) – Helping in electrical wiring, repairs, and maintenance under supervision;
- (e) Plumbers – Assisting in the installation and repair of water and sewage systems;
- (f) Welders and metal fabricators – Providing welding and metalwork support for maintenance projects;
- (g) Unskilled labour for nonprofessional activities; and
- (h) Any other profession not listed.

### **2.6.2 Cleaning and Sanitation Labourers**

Casual labourers in this category ensure the University's facilities remain clean and hygienic. They include:

- (a) Responsible for sweeping, mopping, dusting, and general facility cleaning.
- (b) Collecting, sorting, and disposing of waste materials in designated areas.
- (c) Maintaining lawns, gardens, and outdoor spaces.

- (d) Assisting in fumigation and pest management tasks.

### **2.6.3 Transport and Logistics Support Labourers**

These labourers assist in the transportation and movement of goods, materials, and personnel within the university. They include:

- (a) Loaders and off-loaders – Assisting in handling heavy equipment, furniture, and supplies;
- (b) Casual drivers – Providing temporary driving services for University vehicles; and
- (c) Messengers and delivery assistants – Facilitating the distribution of documents and parcels within the campus.

### **2.6.4 Security Support Personnel**

To enhance safety and security, casual labourers may be hired to support the University's security team. This category includes:

- (a) Gate attendants – Assisting in controlling access to University premises; and
- (b) Security guards (assistants) – Supporting in monitoring University property and ensuring compliance with security protocols.

### **2.6.5 Hospitality and Event Support Labourers**

Casual labourers in this category assist with University functions, conferences, and catering services. They include:

- (a) Catering Assistants – Helping in food preparation, serving, and cleaning in dining facilities;
- (b) Event Setup Crew – Arranging chairs, tables, and other materials for University events; and
- (c) Janitorial Staff – Providing cleaning and setup support for special occasions.



### **2.6.6 Workshop and Laboratory Assistants**

Casual labourers may be engaged in academic and research facilities to assist with practical sessions and equipment handling. They include:

- (a) Workshop Assistants – Supporting instructors in technical training sessions; and
- (b) Laboratory Cleaners – Ensuring laboratory spaces are clean and well-maintained.

### **2.6.7 Emergency and Disaster Response Labourers**

During emergencies or special circumstances, MUST may engage casual labourers to assist in:

- (a) Flood Control and Drainage Support – Helping in water drainage and emergency repairs; and
- (b) Fire Safety Assistants – Assisting in fire prevention measures and emergency response.

## **2.7 Recruitment and Onboarding of Casual Labourers**

### **2.7.1 Recruitment Process**

The recruitment process for casual labourers will adhere to the procedures and guidelines for recruitment in the public service except for those required for emergencies as identified by the University.

### **2.7.2 Boarding Process**

#### **(a) Orientation**

- (i) An introduction to the University's policies and procedures;
- (ii) Health and safety training (specific to their job role); and
- (iii) Overview of their specific tasks and responsibilities.

#### **(b) Documentation**

- (i) A copy of a valid National Identification Card (NIDA), Voter's ID, or Driving License;

- (ii) Local Government Introduction Letter (for verification of identity and residence); and
- (iii) One recent colour passport photo (taken within the last 6 months, where applicable).

**(c) Contact Information**

- (i) Active mobile phone number;
- (ii) Residential address (physical location or street name/village, ward, district); and
- (iii) Optional: Email address (if available).

**(d) Payment Details (Bank Account or Mobile Money Details)**

The payment will be made through a bank account, and cash payments will be made only under special approval with documentation.

**(e) Casual Labour Engagement Form (To Be Filled Onsite)**

To be signed by the labourer acknowledging the terms of engagement, task assigned, duration, agreed rate of pay, and conduct expectations and safety adherence.

**(f) Medical Declaration (Verbal or Written)**

- (i) Simple declaration of physical fitness for the nature of the task (manual labour, lifting, outdoor work, etc.); and
- (ii) In some cases, especially for tasks requiring physical exertion, a verbal confirmation or a basic fitness check by a supervisor may be conducted.

**2.7.3 Necessary Facilities for Casual Labour**

Colleges, directorates, departments and units at MUST shall be responsible for creating an appropriate environment in which casual labourers will work. Hence, they will be responsible for the following:

- (a) Providing working space with the necessary facilities;
- (b) Providing working tools depending on the nature of the job to be carried out; and

- (c) Providing policies, regulations, circulars, professional guides/ manuals and any other documentation required to guide the casual labourer in their day-to-day activities.

## **2.8 Terms and Conditions of Casual Employment**

### **2.8.1 Contractual Engagement**

#### **(a) Contract**

Casual labourers must be provided with an explicit written agreement outlining the terms and conditions of their employment. Casual labourers will sign a short-term contract specifying the terms of employment, including the duration, nature of work, and remuneration. These contracts will typically last for a few days, weeks, or months; this agreement should include:

- (i) Job title and role description – This includes detailed information about the duties to be performed;
- (ii) Work schedule – Entails specific working hours or flexibility in scheduling;
- (iii) Duration of employment – Clearly stated start date and project completion date;
- (iv) Payment terms – Payment rates (hourly or task-based) and payment schedule (weekly, bi-weekly, or monthly); and
- (v) For some tasks, a daily rate may be agreed upon, especially for roles requiring long or irregular hours.

#### **(b) Probationary Period:**

A probationary period of up to one week may be imposed to evaluate the casual labourer's suitability for the role.

### **2.8.2 Working Hours**

Casual labourers are expected to work flexible hours depending on the workload and nature of the task. There will be no guarantee of a minimum number of hours per week.

### **2.8.3 Termination of Employment**

Casual employment may be terminated at any time by either party with the appropriate notice period (usually one week). Immediate termination may occur in cases of misconduct or breach of contract.

## **2.9 Payment Schedule**

Payments to casual labourers will be made on a daily, bi-weekly, weekly or monthly basis, depending on the nature of the contract and hours worked.

### **2.9.1 Wages**

Casual labourers at MUST are entitled to be paid TZS 10,000 per day, resulting in TZS. 260,000 per month based on the number of hours worked or the specific task completed.

### **2.9.2 Payment Frequency**

Payments should be made at regular intervals, with weekly or bi-weekly payments as preferred. Payment will be processed through the University's payroll system to ensure timely and accurate disbursement. For activities which last for less than eight hours, the casual labour shall be paid at the end of each task. Therefore, the University shall arrange a mode of payment before engaging the casual labourers.

## **2.10 Health and Safety**

MUST is committed to providing a safe working environment for all employees, including casual labourers. They are entitled to a safe and healthy working environment. The following health and safety provisions apply:

- (a) To receive an assessment of the risks associated with their duties and will be provided with the necessary Personal Protective Equipment (PPE) where applicable, and report any unsafe working conditions or incidents promptly to the Employer;

- (b) To undergo mandatory Health and Safety Training before starting work. This includes training on emergency procedures, first aid, safe lifting practices, and the correct use of equipment.
- (c) To report immediately any accidents, unsafe conditions, or injuries to their supervisor, who will take the appropriate action; and
- (d) Entitled to compensation for any work-related injuries under the Tanzanian Workers' Compensation Act. MUST will provide immediate medical assistance and report any workplace accidents to the relevant authorities.

## **2.11 Rights and Responsibilities of Casual Labourers**

### **2.11.1 Rights**

Casual labourers have the following rights:

- (a) Paid daily or as agreed, based on hours worked (typically eight hours/day), and wages must not be below the national minimum wage;
- (b) Access to protective gear, safe tools/equipment and a workplace free from health and safety hazards;
- (c) Fairly treated and with respect, no discrimination based on gender, age, ethnicity, religion, disability or nature of activity;
- (d) Entitled to reasonable rest breaks during the workday and no more than eight (8) working hours per day, unless compensated for overtime;
- (e) Wages must be paid at the end of each day or as agreed, without delay;
- (f) Protection against verbal abuse, harassment, or unfair treatment or any other protected characteristic;
- (g) Access to first aid and emergency health services if injured on the job; and
- (h) Must be informed of their duties, wages, safety precautions, and reporting structures.

### **2.11.2 Responsibilities**

Casual labourers have the following responsibilities regarding Punctuality and Discipline:

- (a) To report to work on time and complete the full workday unless otherwise instructed. Report any issues regarding health, safety, or workplace conduct to their supervisors.
- (b) To follow all the University's policies and procedures, including health and safety regulations and confidentiality requirements, and wear protective gear as required;
- (c) To handle tools, materials, and University property responsibly and not engage in theft, vandalism, or careless damage;
- (d) To respect supervisors, colleagues, and students and avoid disruptive behaviour or misconduct;
- (e) To complete assigned tasks efficiently and accurately and report any challenges or issues to the supervisor;
- (f) To be truthful about work hours, incidents, or mistakes and report unethical or unsafe practices; and
- (g) To attend any briefings, training sessions, or orientations provided for their safety and performance.

### **2.12 Training and Development**

Casual labourers will be provided with basic orientation training at the start of their engagement. Additionally, specific role-related training will be offered based on the nature of the work. Training may include:

- (a) On-the-job training related to the duties they will perform;
- (b) Health and Safety Training including emergency procedures, PPE usage, and hazard awareness; and

- (c) Depending on the availability of programs, casual labourers may have access to skills development workshops to enhance their future employability.

### **2.13 Supervision and Feedback**

Casual labourers at MUST are supervised by the director or designated staff members. While casual labourers are expected to work independently, supervisors will provide guidance as needed and offer feedback on their performance.

### **2.14 Performance Evaluations**

Casual labour may be evaluated informally at the end of their activity, task or project. This feedback will be used to improve future engagement and ensure the labourer's contribution is effective.

- (a) To ensure that tasks are completed efficiently, safely, and according to standards. This helps identify labourers who maintain high levels of quality and consistency;
- (b) To keep casual labourers accountable for attendance, punctuality, discipline and prevent issues like absenteeism, laziness, or negligence;
- (c) To provide supervisors with a structured way to monitor performance and identify areas where labourers need guidance, retraining, or support;
- (d) To determine which labourers should be considered for future opportunities or long-term employment, and promote fairness in hiring practices by using data-driven decisions;
- (e) To recognise well-performing labourers, which can boost morale and motivate others and may be used to reward excellence (e.g., with bonuses or priority for future work);
- (f) To help justify the value of labour expenditures in reports or audits and ensure that the University gets value for money from its casual hires; and

- (g) To contribute to building a database of skilled or unskilled labourers for future reference and support human capital planning and workforce development at MUST.

## **2.15 Termination of Casual Employment**

Casual Labourers may be dismissed/terminated from the programme on any of the following grounds:

### **2.15.1 Voluntary Termination**

Casual labourers may resign from their position at any time, provided the agreed-upon notice period is observed. A resignation notification (verbal or written) should be submitted to their supervisor.

### **2.15.2 Involuntary Termination**

Casual labourers should be informed of the termination in writing, and any outstanding payments should be made promptly. On termination, the casual labourer shall return any property, equipment, or materials belonging to the employer. The University reserves the right to terminate the employment of a casual labourer in the event of:

- (a) Poor performance or failure to meet job requirements;
- (b) Misconduct (such as theft, violence, or gross negligence) or violation of University policies or failure to follow safety protocols;
- (c) The agreed work period ends or the task is completed; and
- (d) Breach of contract or agreements.

## **2.16 Dispute Resolution**

In the event of a dispute between a casual labourer and the University, both parties should attempt to resolve the issue through open communication (discussions between the employee and supervisor). If a resolution cannot be reached, the following steps may be taken:

- (a) The employee should raise the issue with their supervisor or HR;



- (b) If the issue remains unresolved, mediation may be conducted through the University's Grievance Redress Mechanism Guidelines (GRM) or as stated in other guidelines; and
- (c) As a final option, the dispute may be referred to an external legal remedy after exhausting MUST internal remedies under GRM.

## **2.17 Roles and Responsibilities of Key Stakeholders**

### **2.17.1 The Office of Vice Chancellor**

- (a) Ensure that the casual labour programme is incorporated into human resources development plans and implemented; and
- (b) Enter into an agreement with a casual labourer.

### **2.17.2 Deputy Vice Chancellor Planning, Finance, and Administration**

- (a) Provide administrative support to casual labourers;
- (b) Ensure linked decent work conditions to casual labourers as per labour law;
- (c) Paying the prescribed allowances to casual labourers in accordance with the suggested rates; and
- (d) Monitor and evaluate the progress of casual labourer in their respective areas.

### **2.17.3 Principals, Directors and Heads of Department**

- (a) Planning and budgeting for the casual labourer;
- (b) Identifying and timely communicating available casual labourer opportunities to the office of the DVC PFA on an annual basis;
- (c) Processing the applications, shortlisting and selecting of qualified casual labourers;
- (d) Providing the necessary tools, equipment and facilities for casual labourers;

- (e) Appointing supervisors who will be responsible for guiding and evaluating them throughout the contract;
- (f) Ensuring that the casual labourers are properly engaged in relevant work assignments;
- (g) Submitting a report to the Director of Administration and Human Resource Management (DAHRM) upon completion of the casual labourer; and
- (h) Reporting to the DVCPFA any misconduct on the part of an inter casual labourer for appropriate disciplinary action, including the termination of the contract.

#### **2.17.4 Responsibilities of Director of Administration and Human Resource Management (DAHRM)**

The DAHRM shall be responsible for:

- (a) The overall coordination of the casual labourer programme;
- (b) Inviting/advertising available vacant positions;
- (c) Processing the approval of the recommended casual labourer;
- (d) Issuing casual labourer offers;
- (e) Provide temporary identity cards for casual labourers;
- (f) Keeping records and a database of all casual labourers;
- (g) Provide casual labourer with the orientation, supervision, training and support necessary to perform their tasks successfully;
- (h) Review and assess the performance of casual labourers;
- (i) Provide casual labourer with tasks that are appropriate to their skills and abilities;
- (j) Provide information about the University, including policies and procedures;
- (k) Provide a safe and inclusive environment; and

- (l) Provide the casual labourer with a position description and, if applicable, a casual labourer agreement which outlines expected tasks and agreed working hours.

## **2.18 Prohibited Activities**

All casual labourers must be willing to provide services according to this guide and are generally prohibited from performing the following activities;

- (a) Work with confidential information;
- (b) Work with hazardous materials without supervision;
- (c) Entering into any contract on behalf of MUST;
- (d) Casual labourers shall not work in laboratories without specific training and approval of the respective supervisor;
- (e) Shall not speak publicly on behalf of MUST;
- (f) Activity that would be considered inappropriate for a MUST employee;  
and
- (g) Casual labourers are not authorised to act in any way on behalf of the University in business matters, including entering into any agreements or attempting to bind the University in any manner.

## **CHAPTER THREE**

### **MONITORING AND EVALUATION**

#### **3.1 Monitoring and Compliance**

Implementation of MUST Casual Labour Guidelines is expected to attract the interest of a wide range of stakeholders within and outside MUST, and adhere to labour laws and University policy. The University shall consult all potential stakeholders for proper implementation of the Guidelines. The office of DVCPFA shall be given a special role to coordinate the periodic evaluation and review of the Guidelines. Whereas, monitoring the implementation of respective Guidelines activities shall be the responsibility of each stakeholder.

#### **3.2 Evaluation report**

Evaluation of these Guidelines and Procedures will measure the relevance, efficiency and effectiveness of casual labourers' activities at MUST, identify challenges occurring and provide possible solutions. The Evaluation System will be designed to define the purpose, types and frequencies of evaluation. Similarly, the evaluation findings will be shared with stakeholders to improve the implementation of these Guidelines. Departments that engage casual labourers are required to report the number of hours worked, the tasks completed, and any incidents or safety concerns to DAHRM for monitoring and compliance.

#### **3.3 Guidelines and Procedures review and amendments**

These guidelines must be reviewed and made up-to-date to meet dynamic needs, as a living document evolves in line with the changes that occur in the society and with MUST as well as government directives. Therefore, appropriate clients and stakeholders will be consulted during the review process that will take place after every three years and when deemed necessary.

**Appendix 1**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)**  
**CASUAL LABOUR REQUEST FORM**

**THIS AGREEMENT** is made on this [Insert Date] between:

Mbeya University of Science and Technology (MUST)

\_\_\_\_\_[University Address]

\_\_\_\_\_[City, Country]

AND

-----[Casual Labourer's Full Name]

-----[Casual Labourer's Address]

-----[City, Country]

**1. Position and Duties**

1.1 The Employer agrees to engage the Employee as a  
\_\_\_\_\_[Job Title], and the Employee agrees to  
perform the duties and responsibilities as outlined below:

- i. [List primary tasks and responsibilities, e.g., assisting with administrative work, providing research support, laboratory maintenance, etc.]
- ii. [Include any specific instructions or expectations related to the role.]

1.2 The Employee agrees to perform the duties to the best of their ability and to comply with the Employer's policies, procedures, and any reasonable instructions provided by the Employer.

**2. Duration of Employment**

2.1 The Employee is engaged on a **casual** basis and the term of employment shall begin on **[Insert Start Date]** and end on **[Insert End Date or Indefinite Term]**,

2.2 Either party may terminate this contract with **[Insert Notice Period, e.g., 1 week]** notice in writing. In case of serious misconduct or breach of contract, immediate termination may occur without notice.

### **3. Work Schedule**

3.1 The Employee will work on an as-needed basis, with the Employer providing reasonable notice of the working hours.

3.2 The Employee will work up to \_\_\_\_\_ **[Insert maximum hours per week/day]**.

3.3 The work schedule may vary depending on the Employer's operational needs. The Employer will inform the Employee of any changes in the schedule in a timely manner.

### **4. Wages and Payment**

4.1 The Employee will be paid a wage of \_\_\_\_\_ **[Insert Amount]** per hour/day for the work performed.

4.2 Payments will be made on a \_\_\_\_\_ **[weekly/bi-weekly/monthly]** basis via **[Insert Payment Method, e.g., bank transfer]**.

### **Signatures**

#### **EMPLOYER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **EMPLOYEE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)****CASUAL LABOUR REQUEST FORM****SECTION A: REQUESTING UNIT DETAILS**

- i. Department/Section: \_\_\_\_\_
- ii. Name of Requesting Officer: \_\_\_\_\_
- iii. Designation: \_\_\_\_\_
- iv. Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- v. Contact (Phone/Email): \_\_\_\_\_

**SECTION B: NATURE OF WORK**

- i. Title of Task/Activity: \_\_\_\_\_
- ii. Brief Description of Task:  
\_\_\_\_\_  
\_\_\_\_\_
- iii. Work Location: \_\_\_\_\_
- iv. Estimated Duration:
  - From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Total Days/Hours: \_\_\_\_\_
- v. Number of Casual Labours Required: \_\_\_\_\_
- vi. Specific Skills Required (if any): \_\_\_\_\_

**SECTION C: WORK SCHEDULE AND RATE**

- i. Daily Working Hours: From \_\_\_\_\_ to \_\_\_\_\_
- ii. Proposed Hourly/Daily Rate (TZS): \_\_\_\_\_
- iii. Total Estimated Cost (TZS): \_\_\_\_\_
- iv. Cost Centre/Project to be Charged: \_\_\_\_\_

**SECTION D: JUSTIFICATION FOR CASUAL ENGAGEMENT**

- i. Provide reason(s) why the work cannot be done by existing staff:

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ii. Is this task urgent or time-bound?

☐ Yes      ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

#### **SECTION E: APPROVAL ROUTE**

<b>Responsible office</b>	<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>
Head of Department			
Dean/Director			
HR Officer (for compliance check)			
DVC-PFA (Final Approval)			

#### **SECTION F: FOR HR USE ONLY**

i. ☐ Labour sourced from roster

ii. ☐ External sourcing required

iii. Notes: \_\_\_\_\_

iv. Assigned HR Officer: \_\_\_\_\_

v. Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## **APPROVAL**

At its 42<sup>nd</sup> Meeting held on 16<sup>th</sup> day of May 2025, the Appointments and Human Resource Management Committee (AHRMC) of Mbeya University of Science and Technology RECEIVED, DISCUSSED and APPROVED the Causal Labour Guidelines.

Prof. Aloys N. Mvuma

**CHAIRPERSON**

Mr. Michael Masanja

**SECRETARY**