



KENYA FOREST SERVICE

DOCUMENT TITLE: EMPLOYEE RELATIONS

REF NO:KFS-HR&AD-002

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 6

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Head Employee Relations	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head Employee Relations	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	HRPPM PS	Human Resource Policy and Procedure Manure For Public Service 2016
2	KFS HRPPM	Kenya Forest Service Human Resource Policy and Procedure Manure 2016
3	DM PS	Discipline Manual For Public Service 2016
4	FCMA	Forest Conservation Management Act 2016
5	PSCA	Public Service Commission Act 2017
6	POEA	Public Officer Ethics Act
7	ECDDCC	Enforcement and Compliance Division Discipline Code of Conduct for Disciplined Staff 2009
8	E A	Employment Act 2007
9	E R	Employee Relations 2007

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	MHRA
4	CAO
5	HD
6	HROs

RECORDS/ANNEXES

REC. NO	REC. TITLE
KFS MDC	Kenya Forest Service Minutes of Disciplinary Committee
IOCF	Individual Officers Confidential Files

PREPARED BY: Manager, HR & Admin

APPROVED BY: CCF



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PAGE:2 of 6

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	1
1. TERMS AND DEFINITION.....	3
2. SCOPE	3
3. PURPOSE.....	3
4. OBJECTIVE	3
5. RESPONSIBILITY AND AUTHORITY	3
6. RESOURCES, INPUTS AND OUTPUTS.....	4
7. CRITERIA OF MEASUREMENT	4
8. RISK AND OPPORTUNITIES.....	5
9. EVALUATION OF PROCESS	5
10. DETAILS OF PROCEDURE	5
11. PROCESS FLOW CHART.....	6

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PAGE:3 of 6

1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
CCF	Chief Conservator of Forests
MHRA	Manager Human Resource and Administration
HD	Head Discipline
HRO D	Human Resource Officer Discipline

2. SCOPE

This procedure covers the process from receiving a disciplinary allegation, studying and analysing the allegation, preparing disciplinary briefs, preparing committee meetings and implementing Committee Decisions

3. PURPOSE

This is to ensure that all disciplinary cases are hard and determined within the shortest time possible

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forests

- 5.1.1. Approving Disciplinary Advisory Committee Minutes
- 5.1.2. Signing Interdiction, Suspension and Dismissal Letters

5.2. Manager, Human Resource and Administration

- 5.2.1. Provide supervisory role to the Head Employee Relations
- 5.2.2. Providing advisory role on HR issues to the Disciplinary Advisory Committee
- 5.2.3. Review the Board and Management papers

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- 5.2.4. Present Employee Relations issues before the management
- 5.2.5. Secretary to the Disciplinary Advisory Committee
- 5.2.6. Availing resources for investigations

5.3. Head Employee Relations

- 5.3.1. Provide supervisory role to the Human Resource Officers
- 5.3.2. Receiving Disciplinary Allegations
- 5.3.3. Reading and analysing the allegations
- 5.3.4. Preparing disciplinary briefs for the Committee
- 5.3.5. Preparing Disciplinary Advisory Committee Meeting

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- 6.1.1. Finances
- 6.1.2. Personnel
- 6.1.3. Infrastructure

6.2. Inputs

- 6.2.1. Charge Sheet
- 6.2.2. Defence Letter
- 6.2.3. Case briefs
- 6.2.4. Disciplinary Committee

6.3. Outputs

- 6.3.1. Show cause Letter/ Interdiction Letter
- 6.3.2. Reinstatement Letter
- 6.3.3. Dismissal Letter
- 6.3.4. Signed minutes
- 6.3.5. Court injunctions
- 6.3.6. Suspension Letter

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

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8. RISK AND OPPORTUNITIES

NB: Refer to the Service’s Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10.DETAILS OF PROCEDURE

1.1 Disciplinary procedure

10.1.1.Receiving disciplinary allegations from supervisors

10.1.2.Document the allegation

10.1.3.Initiating disciplinary procedure

- i. Show cause
- ii. Interdiction
- iii. Suspension
- iv. Stoppage of Salary
- v. Investigation

10.1.4.Compiling the cases for Disciplinary Advisory Committee

10.1.5.Implementing/ communicating Disciplinary Advisory Committee Decisions.

10.1.6.Receiving and compiling appeals for the Board of Directors Review

10.1.7.Communicating the outcome of the review to the officers and implement their recommendations

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11. PROCESS FLOW CHART

Hearing Appeals	Board of Directors
Approving DAC Minutes	CCF
Providing advisory role on HR issues to DAC	MHRA
Preparing DAC Minutes	MHRA
Receiving and analyzing allegations	Head Employee Relations
Preparing Briefs	Head Employee Relations
Guide staff on employee relation issues	Head Employee Relations
Review reports	Head Employee Relation

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