

**WELFARE POLICY**

**FOR THE**

**ASSOCIATION OF HEALTH SERVICE**  
**ADMINISTRATORS, GHANA**

**(AHSAG)**

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**THE POLICY**

**(1) Preamble: Background to the Policy:**

The word ‘welfare’ basically refers to the health, happiness, and fortunes of a person or group. It has synonyms such as; security, prosperity, well-being and comfort.

It also refers to the statutory procedure or social effort designed to promote the basic physical and material well-being of the people in need.

Welfare Policies are purposely developed worldwide to, among others, foster friendship, understanding and mutual assistance among its members.

They become formidable, reliable and dependable through well-structured, current and strategic programmes/packages members of the association enjoy.

However, since the inception of the AHSAG, fifty (50) years ago, welfare issues of its members have not received the attention that they deserve.

This policy has been developed to address all bottlenecks identified about the well-being of all members to make the association not only attractive to its members but more importantly reflect in the performance of all Health Service Administrators at all levels.

AHSAG has therefore developed this Policy to promote the general welfare of its members in the Association with regard to moral, material and financial support in times of need and to be each other’s keeper.

In the preparation of this policy, the Objectives and Core Values of AHSAG were taken into account for members’ consideration and adoption.

To ensure fairness; unity of thought and feeling (oneness); promote the general welfare of the AHSAG and ensure that Health Service Administrators are seen and appreciated in Health care delivery; this Policy covers the following thematic areas:

- ❖ Retirement/Pension
- ❖ Incapacitation
- ❖ Medical Care
- ❖ Bereavement
- ❖ Marriage
- ❖ Specific benefits attached to each of the areas mentioned above
- ❖ Review and payment of dues
- ❖ Miscellaneous
- ❖ Interpretation

We the members of the Health Service Administrators- Ghana (AHSAG),

**IN PURSUIT** of our inalienable right to establish a Policy which shall secure ourselves and posterity, the maximization of welfare and prosperity.

**WITH INTENT** of friendship and peace with each other association of Ministry of Health and its Agencies.

**AND IN SOLEMN** declaration and affirmation of our commitment to peace, concern for all, and being each other's keeper.

**DO HEREBY** adopt, enact and give to ourselves, in the presence of Almighty God, on this 1<sup>st</sup> day of July, 2019, this Policy.

### **SOVEREIGNTY OF THE POLICY**

**WHEREAS** this policy shall be regarded as the fundamental course or principle of action adopted to guide the welfare of the members of the Association.

**THE** general laws governing the establishment and mandate of AHSAG as contained in the AHSAG constitution, the Ghana Health Service Act, Act 252, and the Constitution of the Republic of Ghana shall take precedence over this Policy.

**AND THAT** the sovereignty of AHSAG welfare policy resides in its members whose name and whose welfare and powers of leadership are to be exercise in the manner and within limits laid down in this Policy.

### **Article I: Name**

The name of this Policy/Document shall be known and called AHSAG Welfare Policy.

## **Article II: Aims and Objective**

- i. To seek and protect the general welfare of all members.
- ii. To foster good interaction among members through the various regional caucuses, NEC and the NC.
- iii. To ensure the fullest participation of all members of the Association in all social activities/events.
- iv. To foster friendship, understanding and mutual assistance among members especially in times of bereavement, hospitalization, and the like.

## **Article III: Membership**

Membership means members in good standing. The Welfare Officer shall liaise with the Regional Caucus Chairmen on all welfare matters.

## **Article IV: Management of the Welfare**

The Welfare Officer shall be in charge of all welfare matters; and in the performance of his/her duties be answerable to NEC.

## **Article V: Functions of the Welfare Officer**

**The Welfare Officer:** He/she shall uphold, defend, and promote the Welfare of members of AHSAG. The Welfare Officer shall ensure that annual financial statements are presented to the NEC and NC three months to AGM. He/she shall be signatory to the welfare accounts.

## **Article VI: Finance**

The sources of income of financing welfare activities shall include, but not limited to:

- a. monthly dues/subscription of (GHc20.00) paid by members. An amount approved by members at AGM shall be deducted at source from members' monthly salaries. This amount shall be reviewed in line with macroeconomic indicators such as inflation and general cost of living and approved at an AGM.
- b. donations from well-wishers and philanthropic organisations
- c. returns on investment made by NEC with approval by members
- d. Excesses from donations/contributions and
- e. any other sources that the body may explore.

## **Article VII: Term of Office of Welfare Officer**

This shall run concurrently with the constitution of the AHSAG.

## **Article VIII: Benefits**

i. **Retirement/Pension:**

Going on retirement, in which case the member shall inform the NEC in writing three months before his/her pension starts. Retirees are still members of the Association, though they do not pay dues, he/she enjoys some benefits:

i.a A member in good standing upon retirement is entitled to a benefit package of Five Thousand Ghana Cedis (GHC 5,000.00) from NEC.

i.b. This benefit is in addition to the contributions he/she has made in his Provident Fund (PF).

i.c. Retired members shall, in addition, enjoy other non-financial benefits such as public recognition of contributions of deserving members, social events, including end of year parties, seminars/conferences. For this reason, they shall attend all approved programmes at both National and Regional caucus levels when such programmes are brought to their attention.

Where he/she is not in the position to attend, he/she shall notify the executives concerned in either writing or through a text message or any other acceptable means.

ii. **Medical Care**

a. **Incapacitation:** In the unlikely event that a colleague is incapacitated, the Caucus Chairman shall notify the Welfare Officer who shall take steps to ensure that the colleague concerned gets workman's compensation paid to him/her without delay.

a.i The Welfare Officer shall initiate and ensure that the officer's provident fund contributions are paid forthwith.

a.ii. The Welfare Officer shall ensure that NEC's financial contribution is paid. This shall depend on the level of incapacitation based on medical report.

NEC's contribution shall be determined by NEC and NC.

b. **Admission/ Chronic Conditions**

Being hospitalized, where he/she is admitted into a medical facility, for treatment of illness spanning over a period not less than two (2) weeks. The hospitalized member shall inform the Association in writing and shall consequently be entitled to benefits as follows:

b.i. Where a member is admitted, within the first three months, the regional caucus where the member belongs shall reasonably support the member's medical bill and inform the NEC depending on the nature of illness. NEC shall decide on further action.

- b.ii. Where the member on admission could not respond to treatment within the first three months, the caucus concerned shall notify NEC through the Welfare Officer for support. Upon the receipt of the notification, within the next three months NEC shall reasonably support the member's medical bills.
- b.iii. If the member fails to respond to treatment after the sixth month, then NEC shall take immediate steps to inform the leadership of the appropriate Agency for assistance.
- b.iv. Option for traditional medicine/ treatment is not excluded. The rationale is to uphold patient's right.

c. **Marriage**

Getting married, in which case he /she shall receive One Thousand Ghana Cedis (GH¢1,000.00) plus caucus contributions. Where both spouses are members of the Association each shall enjoy One Thousand Ghana Cedis (GH¢1,000.00). The rationale is that marriage happens (all things being equal) once in our lifetime.

By marriage, we mean one marriage (not marriages). However, upon the death of a spouse, a colleague who decides to remarry shall enjoy the same package again.

d. **Bereavement:**

Being bereaved, that is, upon the death of a member, one (1) spouse, children, one (1) mother, and one (1) father. In each event the bereaved member shall be entitled to an amount as follows:

(i). Upon the death of a member, the surviving spouse and children shall be given Three Thousand Ghana Cedis (GH¢3,000.00) by NEC. In addition, all members shall be made to contribute to complement/support the Three Thousand Ghana Cedis (GH¢3,000.00) donation from NEC to commiserate with the bereaved family.

(i.i). In the event of the death of a spouse, same as (i) above will apply.

(i.i.i). In the event of the death of a parent shall attract donation of Two Thousand Ghana Cedis (GHc2, 000.00) from NEC plus caucus contributions.

(i.v ) The death of a child shall attract Two Thousand Five Hundred Ghana Cedis (GH¢2,500.00) plus caucus contributions.

(v.). Upon the death of both spouses, the children of the late officers shall enjoy Six Thousand Ghana Cedis (GH¢6,000.00) from NEC plus contributions from all members to add to the Six Thousand Ghana Cedis (GH¢6, 000.00) to commiserate with the bereaved children.

(vi). Only officers who have provided information about their families shall enjoy the benefits. The officer must firstly be in good standing. Secondly, he/she must apply for the package in writing, within the first ten (10) working days after the incident.

The (i), (ii), (iii), (iv) and (v) have biological relationship.

### **Article IX: Miscellaneous**

a. **Amendments:**

a.i. This Policy or any part thereof shall be amended, altered and /or additions or subtractions made thereto by resolutions carried by two thirds (2/3) majority present and voting at AGM.

a.ii. This shall be done periodically upon coming into force of this Policy if the need arise.

a.iii. Notice of such resolution(s) shall be sent to members by the Welfare Officer at least two weeks before any AGM.

b. **Payment of dues:** Each member shall pay Twenty Ghana Cedis (GH¢20.00) per month. This shall be reviewed at the AGM periodically if the need be. New members shall contribute for a minimum of **Three (3) months** to qualify for benefits.

c. **Other Programmes:** Outdooring, thanksgiving services and any other programs attract no benefit from welfare. Participants may grace the occasion and voluntarily contribute to support such programmes.

d. **Force Majeure:** Where unforeseeable and irresistible circumstances such as fire outbreak, flood etc, happen to a colleague(s) NEC, NC; together with the leadership of the caucus the colleague (victim) belongs to, shall determine reasonable amount and donate to the victim for and on behalf of AHSAG.

## **Article X: Interpretation**

- a. A member: refers to any member (he/she) who is in good standing. This means that he/she is:
  - i. A paid up member.
  - ii. Participates in programs of the welfare.
  - iii. He/she belongs to a Health Insurance Scheme.
- b. AHSAG means; Association of Health Service Administrators, Ghana.
- c. NEC and NC means; National Executive Committee and National Council respectively.
- d. 'Medical Bill' refers to fees paid in respect of service and drugs only.
- e. 'Marriage' means both traditional and any other forms recognized.