



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 2/2022
MANAGEMENT SERVICES DIVISION

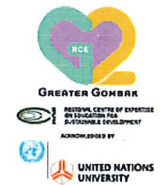
IMPLEMENTATION OF WORKING SHIFT
FOR IIUM SULTAN HAJI AHMAD SHAH MOSQUE STAFF

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the implementation of working shift for IIUM Sultan Haji Ahmad Shah Mosque (ISM) staff.

2. BACKGROUND

- 2.1 ISM is strategically located at the centre of IIUM Gombak Campus surrounded by IIUM main offices and business outlets. Its strategic location eases students and staff of the University to perform obligatory prayers or participate in other occasional event(s) organised by the mosque.
- 2.2 The ISM could accommodate up to a maximum capacity of 11,000 people and it is quite a challenge to balance between operational efficiency, distribution of appropriate manpower and customer satisfaction. The Mosque also actively organises daily lectures, occasional seminars and classes on concepts such as *Janazah*, *Tilawah*, and *Tahfiz al-Quran*, as well as other activities such as *Qiyamullail*, and *Tarbiyyah*, and training for students.
- 2.3 The financial condition of ISM has been deeply affected by the COVID-19 pandemic which has prolonged for almost two (2) years since it erupted February 2020. ISM have successfully organised some of the planned activities online and this has saved some of the expenses. In order to sustain the mosque operations *vis a vis* its obvious decrease of collection and income, IIUM CENTRIS management is of the opinion that the time has come to look for the avenues that will help to balance between improving the efficiency of mosque operation and spending wisely.



- 2.4 ISM has been appointing few part timers among IIUM students to be the imam and muazzin as the full utilisation of existing manpower will only incur additional overtime budget. The appointed part timers are tasked to work during odd hours with an average of approximately **RM80,000** per year spent for the past five (5) years. It had to be done to ensure the efficiency and smooth running of mosque operation. ISM had also spent approximately **RM30,000** for overtime claims of its staff for the past three (3) years.
- 2.5 ISM forecasted that the expenditure for overtime would increase if ISM staff were to be optimised to work during odd hours. Therefore, with the current strength, by implementing a working shift for ISM staff, ISM can save a significant amount of money by appointing a lesser number of part-timers.
- 2.6 The justification on the implementation of working shift for ISM staff are as follows:
- a) The main task of ISM staff especially the S Grade scheme are to ensure five times obligatory prayers and religious activities for the IIUM community be conducted successfully in the mosque. Other than that, they have to fulfil their administrative work obligations such as filing and preparing paperworks. The university has allocated a few university apartments for ISM staff purposely to ensure they can perform their duty without any problems. ISM also hope that the university could allocate additional apartments for ISM staff to ensure the success of this effort.
 - b) The COVID-19 pandemic that erupted last years had prompted the management to look into the expenditure of the ISM concerning the overtime and part timer budget. At the moment, appointing part timers is the best option for the management to reduce overtime budget as they are paid RM15.00 per hour. In normal circumstances, the main source of income for the mosque is from Friday collection but because of the pandemic only a small number of jamaah are allowed to perform weekly Friday prayer, significantly reducing its collection. Hence, reduction of expenses must be done immediately.
 - c) The management had a discussion with the Management Services Division on the 3rd August 2021 regarding this issue and based on the discussion it was found that implementing a working shift for ISM staff would be the best option to reduce the expenses while ensuring the smooth running of mosque operation. The implementation of a working shift for ISM staff would also optimise their job productivity, greater control of the mosque operation and reduce dependability on the part timers.

3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 decided as follows:

- i) The implementation of shift duties at the ISM similar to the implementation of other KCDIOs in IIUM, i.e. Library, Security, IHWC's driver and Hostel Management.
- ii) The ISM staff shall be awarded with the payment of shift allowance in accordance to the rate currently in force.
- iii) The implementation of shift duty be extended to mosques at other IIUM campuses.

3.2 The effective date of implementation is **4th January 2022**, i.e. the date of SSC meeting No. 1/2022 which endorsed the decision.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH BAKHTIAR
Executive Director
Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Internationalisation)
 - : Deputy Rector (Responsible Research and Innovation)
 - : Deputy Rector (Student Development and Community Engagement)
 - : Executive Director (Finance Division)
 - : Executive Director (Development and Planning)
 - : Campus Director, IIUM Kuantan Campus
 - : Legal Advisor