



IIUM/202/4/1

22nd April 2024

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 2/2024

COVERING ASSIGNMENT POLICY

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Covering Assignment Policy.

2. BACKGROUND

2.1 The Staff Service Board (SSB) (currently known as Staff Service Committee (SSC)) in its Meeting No. 1/2008 had adopted the Government Service Circular No. 17/2007 on the policy related to Covering Assignment.

2.2 Among the positions allowed for Covering Assignment are as follows: -

- i) The position is created through **Emolument Budget** or **Permanent Warrant**.
- ii) The position must **not be two (2) grades higher**, and the responsibilities should not be beyond the abilities of the substantive grade of the staff approved for covering assignment. A staff of a higher grade may be recommended for Covering Assignment to a post of a **lower grade**, provided that there is **no span of control** between the two (2) positions. The Head of Department shall, when considering the covering assignment, take into account the **“reasonableness”** and **“the burden of responsibilities”** of the position approved for covering assignment.



- iii) The position identified must be in the same KCDIOM's structure and location. Nevertheless, in certain circumstances, if the identified position is at a different KCDIOM's location but within a **25km radius**, special verification by the Head of Department is required by taking into consideration the necessity and the effectiveness of performance of the duties through covering assignment.
- iv) For position that requires special skills, specialist qualifications, licence, credentials, specific skills certificates etc. as determined in the relevant schemes of service or relevant laws, the staff identified for Covering Assignment must fulfil the said requirements. (e.g. A staff from the same scheme of service or other scheme of service with a recognised electrical skills certificate can be approved Covering Assignment to the post of Technician (Electrical).

- 2.3 Under the current policy, the approving authorities are based on the positions at Government Agencies at Ministries. The Approving Authorities for Covering Assignment at IIUM need to be clearly determined.
- 2.4 The Covering Assignment is applicable for position created through Emolument Budget or Permanent Warrant only. However, there is an issue where the Covering Assignment is for vacant positions of contract staff appointed under the KCDIOM's Trust Fund. Since there is still task that needs to be performed in the absence of the contract staff due to reasons such as maternity leave, resignation, etc., therefore the KCDIOM had identified staff to perform the task continuously through covering assignment.

3. DECISION

The Staff Service Committee (SSC) Meeting No. 1/2024 held on 9th January 2024 decided as follows:-

- i) Approved the delegation of the approving authority for Covering Assignment retrospectively as below:-

No.	Position / Grade approved for Covering Assignment	Approving Authority (IIUM)
1.	Top Management	IIUM Rector
2.	Management & Professional Group Grade 41 - 54	Executive Director Management Services Division
3.	Support Group	Director Human Resource Management Management Services Division



- ii) Extended the policy of Covering Assignment to contract staff appointed under the KCDIOM's Trust Fund. The Covering Allowance is to be paid from the same Trust Fund.
- iii) The effective date of implementation is **9th January 2024**, i.e. date of SSC meeting No. 1/2024 which endorsed the decision.

Details policy on Covering Assignment is attached herewith.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"



ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

- 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 Adviser

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