

# **Human Resource Manual [HR MANUAL]**

## **EMPLOYEE HANDBOOK**

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# RURAL EDUCATION AND CHILD HEALTH SOCIETIES OF INDIA



## REACH's MUDEBIHAL

(STOP CHILD MARRIAGE & SAVE CHILDREN FUTURE )

## Human Resource Manual [HR MANUAL] EMPLOYEE HANDBOOK

**JANUARY 2019**

**Passed by Board** on 15<sup>th</sup> Jan-2019 vide minutes dated 15<sup>th</sup> Jan 2019

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### **Rural Education & Child Health Societies of India**

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# Human Resource Manual [HR MANUAL]

## EMPLOYEE HANDBOOK

### INTRODUCTION:

Rural Education & Child Health Society aims at protecting Rights of the children and women since 1993 across northern districts of Karnataka. We contributed significantly towards a safer community for children and women by touching lives of over 30000 in the last two decades. We are committed and focused on providing safe childhood with freedom and women friendly communities around.

### VISION:-

Empowering Men, women and children to lead happy and healthy life.

### MISSION:-

Holistic development to ensure sustainable progress among the rural and urban poor; facilitating empowerment of the deprived and the poor through livelihood opportunities.

### OBJECTIVES :

- Give Social Justice to equality in all children
- To address issue of child marriages and child rights in collaboration with community based organisations
- To protect child rights & prevention of child Marriage t
- To promote non formal education for girl children at risk through bridge schools to impart literacy and like skill.
- To initiate and encouragement the education the education of women on questions regarding their development rights & duties.
- To stimulate peoples involvement and organises community action in the fields of social and cultural activity.
- To understand and participate in programme pertaining to Health, education employment etc, in the field of social and cultural activities.
- To seek the collaboration and co-operation of there voluntary and government agencies for development activity
- To organise, promote , administer , Aid Centre of the community activity in accordance with and furtherance of the objectives of the society.
- To build pressure on the local, state and national government to formulate policies regarding natural resources, right to food and livelihoods

### RECRUITMENT, SELECTION, AND APPOINTMENT:

REACH's ® HR recruitment process is as follows below:

1. Job Requisition
2. Job Specification
3. Resume Shortlisting
4. Interview Process
5. Interview Scoring System
6. Offer Letter
7. Appointment Letter
8. Job Description

## **1. JOB REQUISITION:**

When an Administrator/ Project Head finds there is a need to hire a new employee, whether to replace a terminating employee or because of an increase or change in workload or for a new project, the first step will be to complete a **Job Requisition form** and forward it to the Executive Director for approval.

The purposes of this is to establish a valid need for the new position, indicate that funding and space are available, and provide a source document for posting the position.

## **2. JOB SPECIFICATION:**

A statement of employee characteristics and qualifications required, for satisfactory performance which defines duties and tasks comprising a specific job or function is filled in Specification form and submitted to the Executive Director, along with Job Requisition form for approval. It includes Education & Training, Special Skills, Experience, Physical Requirement, Attitudes/Personal Attributes, and Personal Circumstances.

## **3. RESUME SHORTLISTING:**

Shortlisting resume process will be done at higher management level, by Executive Director, Chief Accounts Manager, Program Officer, and concerned Project Coordinator. Job Specification form is referred for shortlisting the resumes. Once the process is completed, we decide the interview schedule according to the work calendar of the Organization.

## **4. INTERVIEW PROCESS:**

After the finalization of short listing of resumes, we contact the candidates via call/ email for informing them about interview schedule.

The interview usually scheduled in weekdays except for office Holidays at our office building/ training center. The interview schedule is of 2 steps that are: Group Discussion and Personal Interview. Every individual candidate must go through both the steps.

## **5. INTERVIEW SCORING SYSTEM:**

A scoring sheet is used while conducting the interview for every individual. The sources for scoring are the Job Specification form, Candidate resume, and their performance.

Second level shortlisting is done by evaluating the interview scoring sheets. Higher management of PEOPLE® will decide the final list and it will be given to the concerned department for the next procedure.

## **6. OFFER LETTER:**

Selected candidates are informed via call/ email with their appointment date and time to collect their offer letter.

## **7. APPOINTMENT LETTER:**

If the candidate accepts the offer letter and joins the organization on time mentioned in the offer letter, then an official copy of appointment letter will be issued to the new joiner.

## **8. JOB DESCRIPTION:**

Job description copy will be issued to the new employee which describes their work nature and responsibilities. 2 copies are mutually agreed and signed by the employee and employer. One copy will be given to the employee for their reference and another to their personal file for the Organization.

## **CONDITIONS OF SERVICE – WORKING HOURS, HOLIDAYS:**

- Working hours are 9.30 AM to 5.30 PM IST
- Working days are Monday to Saturday
- Sunday is Weekly Off for all employees
- Lunchtime is between 1.30 PM to 2.30 PM (1 Hour)
- One has to login to their respective Computer System and use their User login only.
- Once leaving the Office at Afternoon/ Evening he/she must turn off the systems properly and close the windows, doors if they are the last person leaving the office.
- REACH's® Holiday Calendar is displayed on the notice board for all employees' reference.

## **HEALTH AND SAFETY AT WORK**

- First aid medical kit is installed in the office for office employees.
- Staff should use helmet/seatbelt while riding/traveling during the office hours.
- Well maintained cleanliness for staff's health purpose.

## **LEAVE SYSTEMS AND POLICY**

- REACH's has a Leave policy approved by its Board and every employee is required to adhere the same.
- The Leaves Approved are as follows below:

<b>Sl No</b>	<b>Type of Leave</b>	<b>No of Leaves</b>
<b>1</b>	Casual Leave	8 Day/ year
<b>2</b>	Medical Leave	8 Days/ Year
<b>3</b>	Earn Leave	8 Days/ Year
<b>4</b>	Leave without pay	As Decided by Higher Authorities
<b>5</b>	Maternity Leave	90 Working Days Including Before & After Delivery
<b>6</b>	Compensatory off	As Decided by Higher Authorities

## **LATENESS MONITORING & ABSENTISM**

- Employee has to report to their respective reporting managers before any sudden changes in login or logout timings.
- If the employee is absent to work more than 3 days without informing the Reporting Manager/ Higher Authority he/she will be considered as absconded. Continuous contact will be made in possible ways to make sure about their absence if no response found then he/she will be terminated immediately from the job.

## **TRAVEL AND OTHER ALLOWANCES**

- PEOPLE® has its Travel policy in place and every employee should adhere to the same.
- Travels allowances are paid to the employee according to the project/ program they are assigned to.
- Proper bill proof with signature and seal is must for applying for the travel allowance.
- Before 5<sup>th</sup> of every month, it should be submitted to the accounts department by completing the Travel allowance format with required receipts.
- If the records provided are not enough then the Account department can ask for more proofs before releasing the TA amount.

## **GUIDELINES ON THE USE OF THE ORGANIZATION'S FACILITIES:**

- Management will call for one to one meeting to discuss on the Complaint received on the employee to let them confess on the same.
- If the mistake repeats even after confession a strict notice will be sent thrice till they adhere to the rules.
- And finally if they are on the same mistake then the employee will be terminated from the Organization on the same day without prior notice.

## **GUIDELINES ON THE USE OF THE ORGANIZATION'S FACILITIES:**

- Computer and Hardware's assigned to the employees are to be maintained as per Organization norms.
- One should login to their own Computer system with their own user login assigned to them.
- If a Laptop is assigned to an employee then they should inform the Organization Head and get the permission in the form of Asset letter on Letter Head for carrying the laptop with them for office work.
- Office Storage Devices/ Disks are to be maintained and used only for office purposes. It should not be misplaced and handed over to any other person without informing the Section Head.
- Chargers and cables are to be connected and maintained without messing up with the Sitting arrangements and should maintain the quality of them properly.
- Other Office Assets like Projector, Camera and Meeting/ Training essentials can be used by taking permission from Stock Manager and must hand it over by maintaining the same state of it. Lost/ damage caused will be directly responsible for the employee him/herself.

## **INDUCTION OF NEW STAFF:**

- We have a defined induction system for newly appointed employees.
- The induction will be conducted on their 1<sup>st</sup> day in the office.
- All the rules, regulation and facilities are explained to them.
- Work nature and responsibilities are explained and let them involve by 2<sup>nd</sup> week of their joining.

## **SALARY GRADES :**

- Salary grades are assigned as per their appointed Project/ Program structure.
- Salary can be near to match the zone wise grade scale of salary.
- Based on the Appraisal the salary will be having Hike\
- Appraisal and hike will be based on the Organogram of the Organization..

## **EXIT INTERVIEW AND SYSTEM :**

In case of an employee leaving the employment of the Society, for any reason / grounds without the full and final settlement he / she shall return all the assets of the Society entrusted to him / her, by the Society and shall settle all dues. Before the employee leaves, he/she shall prepare a list of all assets and materials he possesses and submit to the supervisor for acknowledgement. A copy of the relieving order will be then prepared and will be maintained in the personal file. Every employee shall on request entitled to a service certificate at the time of his/her leaving Reach's Society.

- If the employee decides to discontinue/leaving the job then he/she has to give one month's notice or one month's salary in lieu of notice.
- The reason for discontinue/leaving of service shall be recorded by the Authority and shall be communicated to the Organization.
- A personal meeting will be arranged for the employee who is willing to quit the job by submitting the resignation letter.
- Employee should return all the assets which have given for his/her work with the list of all assets.
- If the Board member is resigning, then they have to follow the Board norms defined in the Governance.
- If the resignation is given by the senior Management Employee then Organization Board will review the resignation letter and take the decision on it.
- Employee should be adhering to follow the rules and regulations of Exit interview and system of REACH's organization.

## **TERMINATION :**

- Termination of an employee based on project status/funding: In case the funding for a particular program/project is discontinued, it is Management's discretion that the probationary / confirmed employee working for that program / project may be taken to other existing programmes / project if an appropriate vacancy exists. In case there are no requirements in other projects / programmes, the service of the employee shall be discontinued. In such case, the Society shall give one month's notice or one month's salary in lieu of notice. The reason for termination of service shall be recorded by the Authority and shall be communicated to the employee.
- Upon unsatisfactory performance, during probation, either party can decide to resign with a week's notice.
- Upon voluntarily resigning with one month's prior notice with mutual agreement
- For involving in fraudulent activities which the management in consultation with the board decides are harmful in nature for the reputation and integrity of the organization's philosophy
- Upon the end of the project period wherein the donor agency of the specified project decides to terminate the program, and the organization has no other means availing services of the employee, with a month's notice from the organization.
- Involving in unlawful activities
- If any case of Sexual harassment or Child harassment either within the organization or outside the organization
- If not attended office for 10days without notice and the office is unable to trace you or reach you, or unable to get any information from the family or the emergency numbers that are stored at the administrative office.
- By way proved that you are acting against the interests of the organization
- In case server physical or other psychological health issues that prevent you to perform your duties

**EMPLOYEE'S SIGNATURE**

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S/No	Name Of Staff	Designation	Signature
1)	Harsha.B.Shelake	Operation Manager	
2)	Ningamma Emmeti	Accountant	
3)	Basavaraj.Kavital	Project Coordinator	
4)	Shreedevi. Patil	CBR Teacher	
5)	Renuka.Taavaar	CBR Teacher	
6)	Savitri. Hadapad	CBR Teacher	
7)	Gururaj.Biradar	Deaf Role Modal	
8)	Ganga. Badiger	Physio Therapist	
9)			

- **Signature of Board President:**
- **Date:-**
  
- **Signature of Secretary/ Executive Director:**
- **Date:-**