

(SARBODAYA Development for Campaign NEPAL)

Human Resource Policy , 2022 (2079)

Personnel Policy is Effective *from 2022*

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1. Objective

- 1.1 This Personnel Policy has been prepared to guide the effective management of human resources and thus support achievement of the vision, mission and objectives of Sarbodaya Development For Campaign Nepal (Sarbodaya Nepal) Jumla. This Policy is executive through the Executive Committee (EC) of Sarbodaya Nepal Jumla and is applicable to the whole of the organization.
- 1.2 The Head of the Organization has the responsibility to implement this policy as guided by the Executive Committee. In need of interpretation of the Personnel Policy the final interpretation will be made by the Executive Committee.
- 1.3 The name of this Personnel Policy will be Sarbodaya Development For Campaign Nepal Personnel Policy, 2022. Any amendments in the Personnel Policy will be endorsed by the General Assembly of Sarbodaya Nepal Jumla,

2. Recruitment of Employee

- 2.1 The formal process of recruitment entails forming a Recruitment Committee by the EC to fulfill the requirement of the organization – programme /project situation.
- 2.2 In selecting the employee, the principle of non-discrimination in terms of caste, ethnicity, religion, language, gender, class will be ensured. The basis for selection is on the required professional experience of demanded by the position in question.
- 2.3 The Recruitment Committee will have the prerogative to determine the required / necessary qualification and competencies of the position along with the process / steps of the selection through consultation with the EC of the organization. In the process – advertisement of the position (compulsory for officer level and above?), screening of the submitted applications based on minimum required criteria, thereof assessment which includes interview, written test and other practical tests to assess /ascertain the candidate suitable for the position. In each steps appropriate criteria will be developed as basis for assessment and selection.
- 2.4 Appointment of a new employee will be upon mutually agreeing the term of reference for the position and a signature in the service contract paper by both the employee and the authorized Senior Officer, on behalf of Sarbodaya Nepal Jumla. The Senior Officer has to explain and make clear to the newly appointed employee, the terms of reference outlined in the contract paper.
- 2.5 A close relative of an employee cannot be selected to work within the same Program. Close relative means spouse (husband/wife), sibling (brother, sister), and/ or son, daughter, father, mother, brother-in-law, sister-in-law, daughter-in-law, son-in-law.
- 2.6 The organization will generally, refund the travel expenses incurred by the candidate (making use of suitable means of transport) for the assessment process. The travel expenses incurred will be refunded also in the case if the candidate is required to travel to the program area and /or is invited for the second round of interview. Air travel will not be refunded unless specially directed by the EC under special circumstances

3. Appointment of the Employee

3.1 The chief of the Organization (*to be specified* Executive Director or Programme in Charge) will appoint the selected candidate, upon completing the employee selection process (concerns staff Category A-D). Both parties are to sign the contract paper. A copy of it is to be handed to the employee while two copies are to be retained by the Organization.

3.2 The appointment of "E & F" category staff, the mainly chief of the Organization will be done directly by the Executive Committee, taking account of the recommendation put forth by the Recruitment Committee. Appointment of other category of staff will be done by the concerned authorized staff as guided by this Personnel Policy and the EC. Appointment letter will be provided to the employee.

3.3 Types of Contract and employment:

3.3.1 The types of employment contract of employee are as follows: -

- (a) Regular Contract and appointment for program / project period.
- (b) Time bond/short term contract and appointment.
- (c) Part time and or daily wages contract.

3.4 Regular contract denotes a 1-year or beyond duration contract with staff that is renewable, however based on demonstrated satisfactory performance and the fund provision of the specific programme / project and its duration. Regular contract staff, upon completion of probation period will be entitled to all staff benefits and facilities as stipulated in this Personnel Policy.

3.5 Probation period: In general, a 3-months' probation period for Employee Category of C and above prevails, while for short Employee Category A and B is 2 months. After successful completion of the probation period, and upon approval by EC, the employee is entitled for provident fund (10% of the Basic Salary). In the case of employee already having worked in another position and has prior completed the probation period, the incumbent will be given the appointment directly. For other Employment Contract of b) and c), probation period is not deemed as a requirement.

3.6 For time bond / short term contract, the minimum duration will be 3- 6 months. The contract period of the staff under the time bond short term contract however can be extended on the basis of demonstrated satisfactory performance and the organizational requirement. Under this contract, the employee will be provided equivalent benefits as regular contract staff.

3.7 If the work performance of the Employee, during the Probation Period, is unsatisfactory then the Contract and Appointment will be terminated following procedures set for this.

3.8 The employee in the probation period is entitled to staff benefits as other staff, except for the Provident Fund.

3.9 If the situation of assigning temporary deputation as ACTING to Staff Category E (Coordinator), F (Manager / Executive) the incumbent has to be informed of it, stating clearly the nature and job responsibility of the position, for the assigned duration. The concerned immediate supervisor has to inform in written on this, mentioning responsibility,

authority and the additional compensation for working in the Acting position. In this case the certain percentage (ranging from 5-10% of the basic salary of the designated Position) is to be provided to the Employee being deputed to the ACTING Position.

3.10 Regular contract staff while in the Position – may apply and be granted "leave without pay" with prior information / notification – for a period of 1 - 6 months. The application has to be submitted in written to the supervisory staff (Category E or F) for approval, and to be approved through mutual discussion, in which assess the implications and considerations for the programme implementation.

3.11 Expatriates from partner organizations can be considered to engage in a regular or part time basis in the organization, however the salary and other benefits are the responsibility of the concerned partner organization.

3.12 Volunteer engagement - national and international – can be "associated" with the organization for a period of minimum 6 months to 2 years (Volunteer engagement policy - yet to develop a policy).

3.13 Interns – national and international - can be appointed for a period of minimum 3 months to 6 months to support the organizations work.

4. Human Resource Development

4.1 The staff will be provided opportunity to develop his/ her professional skills and competencies through on-the-job training and sharing/learning session, and other activities outside Sarbodaya Nepal Jumla also which includes training, seminars, workshops, and exposure visits (in-country and outside) in order to support the incumbent to discharge his/her responsibilities effectively with high standard of performance.

4.2 The human resource development activities will be managed through the program and or organizational budget subject to availability and by developing plans for staff capacity development.

4.3 Capacity development of staff will be decided on the basis of staff job description and work performance.

5. Category and Levels of Positions

5.1 There are five (5) category and levels of positions to guide the salary defining. The category A-F (A for Support staff and E & F for Executive category) and Level 1-5 within each Category is provisioned for based on job classification and nature of work and responsibility.

Category	Level	Remarks
Support	A1	
	A2	
	A3	

Associate /Assistant	B1	
	B2	
Officer/Field	C1	
Sr. Officer / Coordinator	D1	
Manager / Executive	E1	
Executive Director	F1	

5.2 The staff will be provided with written job description. In this, working duty, accountability, skills, staff supervision and reports are mentioned. The job description will be reviewed annually and also if changes are called for due to strategic / programmatic changes in the organization.

6. Performance Evaluation

6.1 The performance Evaluation of the staff will be done on the basis of how much responsibilities have been carried out by the staff in a given job description.

6.2 Each employees Performance will be assessed annually and will be done in written form. The assessment is to be carried out by the immediate concerned supervisor in discussion with the staff. In case of program coordinator/director, the performance evaluation will be done by the chairperson/vice chairperson or other authorized person of board member of the organization.

6.3 On staff promotion, the review and assessment of staff performance will be done using the performance assessment procedure, forms and accordingly recommend to the Board for further actions.

6.4 The concerned documents of the staff performance evaluation should be filed safely in staff personal file.

6.5 On the basis of Annual Performance Evaluation, the staff, which are in probation period, will be transferred from the project bond contract period or the contract will be dissolved.

7. Office Opening hours

7.1 Working time is generally: 6 days a week, from Sunday to Friday.

7.2 Office hours are considered from 10:00am to 5:00pm however staff can work beyond these as required by the nature of work for completing the responsibilities and the tasks / job description, and jumla winter season November, December, January, February and March officer hour from 10:30am to 4:00pm. In case of mass strike, closures and road blocks, the office hours will be considered to be from 10:00am to 4:00pm as a “Banda rule”, however taking safety and security concerns of staff and Office premises /equipment.

7.2.1 If, to complete the work as mentioned in the job description more than 40 hours is required, Sarbodaya Nepal Jumla expects the work to be completed at “extra time”

7.3 Office will provide afternoon khaja (Lunch) during the office working day, depending on fund availability and staff contribution on direct costs of the lunch.

7.4 Duty hours of senior staff

7.4.1 Staff Category C and above who are considered as officer level staff are to manage his/her work time in terms of completing the assigned responsibilities according to the job description and or specific and periodically assigned tasks.

7.4.2 Staff are to ensure punctuality in attending the office and senior staff, however the administrative responsible staff to inform and keep record of this, in case further action is required.

7.5 Weekly work hours

7.5.1 The weekly work hours are 40 hours. Given the specific work nature of the organization and circumstances requiring completion of tasks/responsibilities beyond normal working days, the immediate supervisor is to be notified and has to ensure that this does not become "regularized" considering private / family time has to be balanced. Working beyond office hours in the office premises has to be informed of as to arrange the equipment use and safety /security of the premises/materials.

7.5.2 If staff is required to work beyond the normal working days specifically if two successive weekends, the staff will be provided in-lieu compensation in form of leave. A maximum of 3 days in-lieu compensation in form of leave days in a month for the additional time put in – based on proper records – to be calculated.

7.5.3 The immediate supervisor is to recommend to the program management committee of the incumbents records and consideration for providing in-lieu compensation leave on the basis of the additional work hours put in beyond regular working days.

7.5.4 The organization does not operate with overtime and thereof payment.

7.5.5 Immediate supervisor is to assess and evaluate the outputs of the additional work hours put in by the employee for further compensatory actions.

8. Salary and Benefits

8.1 Staff salary and other allowances will generally be paid in a monthly basis according to the scale of the Category and Level approved by the EC of Sarbodaya Nepal Jumla. The Starting salary scale will be as follow:

Level	Gross NRs.	Remarks – Category
A1	15,500/-	Support
A2	18,000/-	
A3	17,000/-	
B1	20,000/-	Assistant
B2	22,500/-	
C1	35,000/-	Programme Officer 1
D1	45,000/-	Coordinator
E1	60,000/-	Manager /Executive
F1	70,000/-	Executive Director

In need of Staff Category and Level beyond the Sarbodaya Nepal Jumla Executive Committee will decide depending on resource availability in program or project.

8.2 Every year the Executive Committee/Secretariat will review the salary and other allowances on the basis of cost inflation of market, however to be allocated subject to fund availability.

8.3 Salary payment will be made in the last day of the English month.

8.4 For calculation of the hourly rate for payment, a week 40 hours per week and 23 actual working days a month forms the basis.

8.5 The following facilities will be received according to the types of contract and nature of work.

8.5.1 Salary for thirteen (13) months: All regular contracted employees are entitled to thirteen 13 month salary. The 13th month salary is to be paid as lump sum in the month of Bhadra (September) according to the Fiscal Year. In case of employee has worked lesser than 12 months in a year, the 13th month salary will be paid on a pro-rata basis according to the actual months /weeks /days worked in.

8.5.2 Food & lodging expenses: For staff, members and others during duty/ program works of the organization to districts outside the work station district, the food and lodging expenses are provisioned as follows:

Location, Country, Region	
For Kathmandu (maximum)	Rs.1000/- (only for food), lodging will be borne as per actual basis
Out of Kathmandu (all place)	Rs1000/- (only for food), lodging will be borne as per actual basis
For India -„Ka“ ranking cities	ICRs.800/- (only for food), lodging will be borne as per actual basis
For Other European country:	Euro 60 (only for food), lodging will be borne as per actual basis
For USA:	US Dollar 60 (only for food), lodging will be borne as per actual basis
For Africa:	US Dollar 50 (only for food), lodging will be borne as per actual basis
For South Asian countries	US Dollar 30 (only for food), lodging will be borne as per actual basis
For North and East Asian countries:	\$ 35 (only for food), lodging will be borne as per actual basis
For Japan, Indonesia, Hong Kong:	\$45 (only for food), lodging will be borne as per actual basis
In District (7AM – 7PM)	Rs.500 (only for food), lodging will be borne as per actual.

Note:

- In case of places to visit beyond the above stipulated locations /area the organization–through Secretariat or Executive Committee will determine the daily subsistence allowance as policy.

- In case of lodging & food cost being borne by other organizations in programme outside Nepal, the staff may get 25% of DSA rate for eventual snacks/ personal utilities.

8.5.3 If the staff needs to travel in the area, including that mentioned in article no.8.5.2, they should travel via cheapest means of transportation. Submitting receipts or tickets after completion of the travel may claim the travel cost.

8.5.4 Staff should receive approval from the concerned supervisor by completing a travel authorization form according to mentioned in schedule 2 before traveling. To claim the travel cost, a travel claim form should be given to the supervisor after travel.

8.5.5 In addition to 8.5.2 above, staff will be provided 50% cost of food rate as food expenses for that day. Staffs will receive advance to cover expenses for field work (outside the office base district of the staff) as DSA.

8.6 Contribution by EC and Advisor members is 5% of the remuneration provide when seeking their technical expertise in specific tasks of the organization however mainly this is in kind - work days /hours put in of which record is to be maintained

8.7 Contribution in kind (work days + materials) by Sarboday members.

9. Leave and holidays

9.1 SARBODAYA NEPAL's staff gets the following leaves:-

- a) Annual Leave
- b) Sick Leave
- c) Maternity Leave
- d) Mourning Leave
- e) Leave without pay
- f) Festival Leave
- g) Compensation Leave
- h) Special Leave

a) Annual Leave:

The employee will receive 24 days' annual leave (2 days per month). This leave should be used by within the fiscal year. In special cases the leave may be extended for up to 3 months and maximum 10 days may be taken.

b) Sick Leave:

The employee will receive sick leave 1 day per month or 96 hours or 12 days per year. If this leave is not used, then up to 48 hours may be paid annually if we will have project fund.

c) Maternity & Paternity Leave:

Female staff working in the program shall get maternity leave up to 2 deliveries (2 times) 8 weeks in each time. All leave except Annual and Sick Leave are included in the Maternity Leave.

Male Staff will get 5 days paternity leave for caring. That staffs, who is taking the maternity leave, should inform the supervisor before 5 months. And the male staff should inform the supervisor before 1 month if he is taking such leave. Maternity Leave can be taken before three weeks and the male staff has to take the leave in the first week of delivery.

d) Mourning Leave:

Staff will get 15 days Mourning Leave if he/she has to be involved in mourning process as per their culture, religion and tradition. 6 days leave shall be granted if s/he won't be involved in mourning process directly. In the death of Father in law, mother in law for the male staff mourning leave shall be allowed when death of blood related family occurs such as parents, sibling, grandparents etc. If other leaves falls during this period they are adjusted with this leave.

e) Leave without Pay:

Program shall consider one month's leave (without pay) as per the work nature. Staff will get the chance to join the program unit after leave. No salary and benefits are given during this period. The program unit director authorized such leave as per recommendation of the concern supervisor.

f) Festival Leave:

SARBODAYA NEPAL will authorize 18 days official & Festival leaves per year and staff can use based on the their custom and culture but he/she should be informed to supervisor & Administration team in one month advance such as:

- Festival Leave 7 days } It is flexible to take leave as per their religions
- Festival Leave 5 days } & custom.
- Constitution day - 1 day (Kartik 23)
- English New Year - 1 January
- New Year - 1 day (Baishakh 1)
- Loktrantra day - 1day
- Christmas day - 1day
- Phagu Purnima - 1day

g) Compensation Leave:

If any staff have important/urgent task to complete in holiday time, compensation leave can be given but he/she has taken approved beforehand. Such compensation leave won't be more than 3 days in a month. It should be used within a month otherwise automatically lapsed. **No one is allowed to take compensation leave during the field work period.**

h) Emergency Leave:

Emergency Leave shall be provided by the Program Coordinator/Director if state declares such leave.

9.2 Leave record should be kept by the Program Administration properly. Leave form must be filled by the staff and approved by the concerned supervisor except festival and other regular leave.

10. Provident Fund

10.1 Employee will be the member of provident fund after completion of probation period who are in the project bound contract. After being a member of Provident Fund, 10% will be deducted from the present salary and 10% be added by program unit and be deposited to Citizen Investment Trust.

10.2 The Citizenship Investment Trust/Retirement Fund (CIT/RF) will be administered according to the rules of the CIT Office or Banks.

11. Medical & Hospitalization Insurance Plan

This is a fund managed by SARBODAYA NEPAL for the welfare of its employee and the services will be provided as per the mentioned conditions of the plan.

a. To receive the service the employee should have a membership. The money will be claimed as per the insurance policy of insured company.

b. The members of the fund may receive treatment as per the medical insurance policy.

12. Accident Insurance Policy

12.1.1 Sarbodaya Nepal will provide accident insurance for its employees for any accident that may occur at any time (besides the daily wages workers).

12.1.2 The insurance amount should be as per their level, risk of work and also basic salary.

12.1.3 If accidents take place during work, additional facilities will be provided. If accidents happen in work or if attacked, SARBODAYA NEPAL will provide treatment cost and paid leave up to 3 months (without deducting the annual or sick leave) will be provided if the employee is not fully recovered. The employee's provident fund will not be affected.

12.1.4 If staff died by the political unrest or security incident and if proved that the cause of death is political unrest, SARBODAYA NEPAL will claim for compensatory payment from Insurance Company.

13. Transportation Facility for staff in Emergency situation

13.1 If staff becomes seriously ill during working hour or out of working hour and unable to admit to hospital alone SARBODAYA NEPAL will arrange transportation facility to admit in hospital.

14. Termination of Employment

14.1 Employee Resignation:

14.1.1 Staff should submit the resignation in writing to the concerned supervisor, when resigning from the job. Such information should be notified to the Management through the

concerned supervisor in written form, generally in 1 month notice. Otherwise the staff is not entitled to the salary for the above-mentioned (1 month notification) period.

14.1.2 The time of one month may be if reduced is subject to Management and the EC to approve / decide. The period of notification may be longer for F category staff however to be notified well on forehand.

14.2 Staff Retirement:

14.2.1 Staffs get retirement if the service year is of 20 years or reaches the age of 60. If staff served in different Program run by Nepal, the whole service years is calculated and adjustments made accordingly.

14.2.2 The age mentioned in the citizenship card is the authorized date for determining the age of Sarbodaya Nepal staff for all purposes.

14.3 Termination by the Employer:

14.3.1 Program Management can terminate the staffs contract on condition provided as following.

- a) Position being phased out.
- b) Unsatisfactory work performance.
- c) Financial constraint or lack of resources to complete the program.
- d) Misconduct against organizational policies and guidelines

14.3.2 Redundancy payment is not to be provided if its proved that staff has been involved in any form of misconduct. While terminating such staff from work there is no need for prior information or redundancy payment.

14.4 Contract Termination lump sum payment shall include:

- a) Any unpaid salary and allowance
- b) Allowance according to present salary
- c) Accumulated unused sick leave amount
- d) Any other Payment
- e) Deduct any amount owed (advance, loans etc.)

14.5 Safety /Security implicated reasons for taking leave

Due to the security situation if an employee is affected by a security problem and cannot work in the specified place, the employee may take the designated leave. If the security situation does not improve then the employee may resign or the program may terminate his employment. Leave without pay can be provided up to 1 month to be determined by the EC.

15. Satisfactory work performance

15.1 Program Management Committee/Executive Committee develop certain criteria to evaluate the staff performance.

15.2 Staff Performance evaluation is done as per the discussion between staff and the concern supervisor.

15.3 If performance evaluation won't be satisfactory, the constructive suggestions should be given to staff by pointing the areas to be improved. If no progress is measured after suggestion, a written suggestion is given to the staff to make improve pointing the certain areas. Again if performance evaluation won't be satisfactory, such staff can be terminated by giving information of 15 days.

16. Misconduct of Employee

16.1 The following behaviors are considered as the serious misconduct if s/he does/present the following behaviors.

- a) If proved to be involved in social crime such as theft, looting, rape, murder etc
- b) Involved in fight after taking heavy alcohol drinking.
- c) Work against the image of the organization.
- d) Misuse of organizational resources and misappropriation of funds.
- e) Misuse of authority designated to the position.
- f) If the Personnel Policy is not followed.
- g) If working hours (time) and the responsibility for satisfactory task completion is not abided with.
- h) If breaking the confidentiality or publish the classified notice related to organization.
- i) If involved in any sexual harassment actions.
- j) Acting against the mission and vision of the organization.
- k) Criminal conviction.

16.2 Employee's involvement in politics:

16.2.1 It is accepted that all staff have the right to support in any political system as a part of democracy, but the following rules have to follow so that no staff involve in politics as against the organization.

a) Staff should be involved in politics as against the welfare of organization. Staffs are not allowed to involve in political rallies, pamphleting, raising fund for politics, and involved in political mass meetings. Involvements in such activities are considered as misconduct and liable for punishment.

16.3 Disciplinary Guideline:

16.3.1 The organization can impose the following punishments depending upon the degree of misconduct:

- a) Verbal warning
- b) Written warning
- c) Financial punishment
- d) Deduction of increments and facilities
- e) De-motion
- f) Suspension form job (1 month)
- g) Contract termination

15.3.2 If staffs make any financial misconduct, such fund will be recovered from his/her salary, Provident Fund and other benefits and other relevant resources.

17. Employee Records

17.1 Every employee's personal file should be maintained in the program. All the details in the personal files should be kept confidential.

17.2 The following documents are to be kept in the employee's personal file.

- a) Application form and photo.
- b) Contract letter
- c) Copy of citizenship
- d) Academic certificates and other relevant certificates and photocopy of license if relevant.
- e) Record of special leave (e.g. Maternity leave, leave without pay, mourning leave, study leave)
- f) Copy of letter of promotion
- g) All written evaluation papers
- h) All warnings

18. Employee Grievances and Appeal

18.1 In case of blame of the staff his/her severe misconduct, s/he shall be given an opportunity to put his voice with regard to the clarification of the matter. Also s/he can re-appeal even to the program director for any cases of injustice with regard to the decision made by the program management committee regarding misconduct.

18.2 According to 15.1, if the employee will make an appeal, a committee of 3 (1 employee selected by the charged employee, program director and one employee from the program) will perform the investigation and the final judgment will be made.

18.3 Misconduct of any employee will be kept confidential.

19. Revision of the Policy

The organization personnel policies shall only be executed when it is ratified by the general assembly. If any amendment is required, the executive body shall draft the bill and present in the general assembly for ratification.

20. Miscellaneous

20.1 Settlement of an Advance:

20.1.1 Advance money taken by any staff for the program activity purpose should be settled within **one month** after completion of the work. But advance salary payment can be done against the days served in the program. It can be deducted from the salary at the end of the month.

20.1.2 To obtain the advance payment, a form should be filled and approved.

20.2 Internal policy:

The program management committee can prepare internal policies or guidelines, as needed, abiding by the personnel policy.

20.3 Management expenses:

While submitting the proposal to the donor, 5 to 15% overhead costs will be allocated for the program. The overhead cost will be deposited in the organization fund. This fund will be used mainly for the institutional development and other non-project administration costs.