

HR POLICY - CARADA

CARADA is an organized institution that not only delivers services but also manages staff personnel, oversees administration and maintains cash funds. As a recipient of **grants** from various channels and project holders of welfare activities, CARADA has to uphold principles of accountability and transparency. One of the strong indicators of these principles is keeping policies and manuals in place, based on which the day-to-day operations of CARADA are to be carried out. In this regard, we have come up with the **management** and administrative policies for CARADA as follows:

Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of NGO employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of hiring, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board of Members of NGO deems it necessary. In such cases, employees will be fully informed of the changes made.

Categories of Personnel

All personnel working for NGO are classified into following types

1. Employees

Employees designate salaried individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/prospective projects of the Organisation.

All the employees of the organization are classified into categories. These categories are as follows:



i. Management Category:

- a. Executive Director /Chief Executive

II. Professional Category:

- a. Project Coordinator/ Program Officer / Field Coordinator
- b. Finance Officer / Accountant

III. Support Category:

- a. Administrative Assistant /DAO /MIS Coordinator
- b. Office Boy /Watch Man/Security Guard/

4.Empanelled Resource Person

IV. Consultants /Resource Person

Consultants / RP are professional experts hired by NGO on short-term basis only for the completion of specific tasks and assignments related to NGO or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

2. Volunteers and Personnel Recruitment

I. Volunteers

Volunteers are individuals who work at CARADA out of their own choice or have been deputed at CARADA by other organizations. They will be assigned tasks from time to time as deemed necessary by CARADA .CARADA will have a limited contract with volunteers and will not provide any compensation except under



special conditions. They will not be considered as full-time or part-time employees of CARADA

I. *Personnel Recruitment*

CARADA believes in equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, **disability**, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

It is the responsibility of the Board of Members to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational budget.

For all new positions, a job description shall be established and include the following elements:

- position summary,
- description of duties and responsibilities,
- conditions of work,
- qualifications.

Notice of a new or vacant position must be approved by the Board before it is released publicly. Recruitment for a new or vacant position can be opened to internal and external **competition**. For external recruitment, positions in the professional category can be advertised publicly through newspapers if they are regular positions, or if there is a limited tendering process for consultation.

II. *Interview and selection*

As a general rule, a selection committee comprising of, at least two members shall be assembled for filling all positions. The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria. A list of the candidates chosen to be



interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

V. Appointment Letter

Any personnel employed with CARADA will be issued an appointment letter prior to his/her employment by CARADA. The appointment letter will officially announce his/her position within CARADA, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment).

III. Remuneration

CARADA believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of CARADA are entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

IV. Performance Incentive

P.I will be based upon an employee's position and performance. Increment will be provided to employees on annual basis after their performance evaluation. Salary increment is calculated on the basis of basic salary of the staff.



IX. Travel Rules & Regulations a

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted CARADA applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement. After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.

X. Leave and Holidays

All employees are entitled to the following leave with pay.

Annual Leave

All employees are entitled to 18 working days off as paid leave per year. This leave is accrued monthly at the rate of 1.5 working days.

Sick Leave

Employees are entitled to 12 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month worked.

Employees have to present a medial certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.

XI. Absences

(1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.

(2) Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:

i. An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the Secretary/ chief executive/project head. . He/she shall be asked to put in writing the reason(s) for his/her absence



- ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.

iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Executive Director, the employee may be subjected to disciplinary action.

XII. Termination of Employment

Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation

i. Personnel wishing to resign from post may do so by giving a resignation letter to the Secretary /Chief Executive stating the reasons for resignation and effective date of the same. One month of prior notice is required for such resignations. ii. The date in which the resignation letter is received at the CARADA office is considered .

(2) Redundancy of the Position

Depending on the nature and volume of its operation, carada may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from CARADA with proper notice. While doing so, CARADA will give at least 2 months notice in advance.

(3) Termination with Cause Grounds for employee termination are the following:

- i. continuing inefficiency and gross negligence of duty.
- ii. fund embezzlement.
- iii. misuse of office equipment, and other properties.
- iv. repeated unauthorized absences and leaves.
- v. intoxication while on official business or within office premises.
- vi. unauthorized disclosure of official information.

Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.



Procedures for Termination and/or Disciplinary Action

- i. CARADA will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- ii. The employee is given 3 working days to submit his/her explanations.
- iii. Based on the written explanations submitted by the employee concerned and the strength of evidence presented, carada may choose to decide on the charges or pursue further investigation of the case.
- iv. CARADA can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
 - a. should the employee be in a position to tamper with the evidence against him/her.
 - b. should the employee's continuing presence in the organization be deemed inimical to the interest of CARADA .


SECRETARY CARADA

SECRETARY
CARADA, KALAHANDI

