

Human Resource Policies and Procedures Manual

1.1 Purpose of this manual

The purpose of this manual is to provide specific guidelines for the management in daily HR procedures within **Vision4**. It is not intended to prescribe step by step guidance for every eventuality, but defines the policies that the procedures should support. Compliance with these policies and procedures are considered to be a condition of employment at **Vision4**.

The objectives of this HR Manual are to:

- a) Provide detailed information about **Vision4** human resources policies and procedures as well as conditions of employment for its staff;
- b) Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which **Vision4** work culture and environment is developed;
- c) Outline the basic rules, regulations and procedures that bind the employee as part of his/her contract of employment;
- d) Act as a guide for new employees;
- e) Serve as an operating guide for the HR staff to manage employee's affair fairly and consistently
- f) Act as a reference document for the management and staff in handling human resource & administration issues;
- g) Acts as a guideline for the efficient and effective operation activities.

1.2 Scope of this manual

The manual prescribes policies and procedures to be followed by the **Vision4** human resource and operational management as approved by Board of Governors. The Manual has been designed to provide clear and precise guidelines in respect of HR activities.

1.3 Authority and Update of this manual

The project manager with the help of the Board shall be responsible for ensuring timely and accurate modifications/updates to the Manual. No modification shall have effect unless approved and notified by the Board.

All employees shall be considered as have read this manual and any amendments that shall be made as and when necessary. Section Heads shall ensure that all staff below them is made aware of all sections of this Manual which cover their terms and conditions of service. Ignorance of any of these regulations shall not be accepted as an excuse for failure to act upon any matter or comply with the regulations as laid down in the Manual.

The users of the HR manual may suggest changes and amendments to the existing HR policies and procedures with the approval of head of relevant Sections.

Every modification, once approved, shall be circulated by the HR office to relevant management personnel for acknowledgment. HR offices shall maintain a log of all updates.

Although every attempt has been made to anticipate all situations requiring formalized policies, however, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. These cases shall be resolved by a decision taken by the Management Committee in order to prevent the appearance of prejudice or bias which may occur if the decision is taken by any one individual.

1.5 Manual Holders

Copies of the Manual shall be provided to the following officials of **Vision4**:

- a) Project manager;

Human Resource Policies And Procedure Manual

Mark C. Zweig



Human Resource Policies And Procedure Manual:

Human Resources Policies and Procedures Manual Inc Bizmanualz, 2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it s already been done for you

Human Resource Policies and Procedures for Nonprofit Organizations Carol L. Barbeito, 2004-10-20 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system

Managing Human Resources in Small and Mid Sized Companies Diane Arthur, 2005-02-13 There is a glut of human resources books aimed at large companies But Managing Human Resources in Small and Mid Sized Companies remains the only book to address the unique challenges confronting organizations in the 100 to 1 500 employee range And it is now completely updated to reflect current legal requirements compensation trends advances in information management and much more This comprehensive clearly written guide shows readers how to set up or expand a human resources department recruit interview select and orient new employees establish compensation benefits and performance appraisal programs

Human Resource Policies and Procedures Manual for the Public Service , 2016 Complete Company Policies and Procedures Manual Cary

Cohen, 1992 **How to Develop Essential HR Policies and Procedures** John H. McConnell, 2005 A complete guide with CD ROM this book helps employers develop the critical HR policies and procedures of their organizations needs from

identifying and documenting them to administering them Fifteen key policies and procedures include guidelines for managers and supervisors to communicate more clearly with employees *The Complete Idiot's Guide to Human Resource Management* Arthur R. Pell,2001 You re no idiot of course You know that your employees are essential to your company s success But when it comes to training motivating hiring and firing them you feel like a few of the many hats you wear don t fit as well as they should Don t outsource your HR function just yet *The Complete Idiot s Guide to Human Resource Management* will simplify everything you need to know about the people business In this *Complete Idiot s Guide* you learn How to locate hire and retain the most qualified people for positions What you need to know about the law and regulations to avoid costly legal battles How to organize and administer an effective compensation and benefits plan Training tools and techniques to boost employee motivation and performance **Human Resource Policies and Procedures Manual for the Public Service** ,2016 *HR Policy & Procedures for Singapore Corporations* Joshua Ho,2016-06-07 This comprehensive HR Policy Procedure Manual for Singapore Corporations provides an easy way to compile maintain and update your HR Policies Procedures Manual The manual offers readers with step by step policies with clear definition purpose and procedure so that you can lift and shift it for your organization Samples are included with each policy that can be replicated for your organization For example the guide includes policies and procedures for work hours work on a rest day working on a public holiday overtime annual leaves medical leaves maternity leaves childcare leave marriage and paternity leaves misconduct retirement re employment and personal data protection DAS Human Resource Policies and Procedures Manual Nebraska. Department of Administrative Services,2002 **Human Resources Management in the Hospitality Industry** David K. Hayes,Jack D. Ninemeier,2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book *Human Resources Management in the Hospitality Industry* focuses on the unique HR dilemmas you face in the hospitality industry *Human Resources Management* Mark C. Zweig,1991-09-03 A veteran human resources manager and consultant shares his firsthand experience to show human resources professionals in the design field how to attract develop and retain the best people Demonstrates how the nature of the design profession lends itself to special strengths and weaknesses in the human resources management area Shows managers how to break out of traditional American styles of management and into the participative management style in which design professionals thrive They ll also learn how to define their firm s mission determine strategy agree on common goals plus many other techniques that will contribute not only to their human resources management goals but also to their corporation s goals as a whole **Transforming Microfinance Institutions** Joanna Ledgerwood,Victoria White,2006-08-30 In response to a clear

need by low income people to gain access to the full range of financial services including savings a growing number of microfinance NGOs are seeking guidelines to transform from credit focused microfinance organizations to regulated deposit taking financial intermediaries In response to this trend this book presents a practical how to manual for MFIs to develop the capacity to become licensed and regulated to mobilize deposits from the public Transforming Microfinance Institutions provides guidelines for regulators to license and regulate microfinance providers and for transforming MFIs to meet the demands of two major new stakeholders regulators and shareholders As such it focuses on developing the capacity of NGO MFIs to mobilize and intermediate voluntary savings Drawing from worldwide experience it outlines how to manage the transformation process and address major strategic and operational issues inherent in transformation including competitive positioning business planning accessing capital and shareholders and how to transform the MFI s human resources financial management MIS internal controls and branch operations Case studies then provide examples of developing a new regulatory tier for microfinance and how a Ugandan NGO transformed to become a licensed financial intermediary This book will be invaluable to regulators and microfinance NGOs contemplating institutional transformation and will be of tremendous use to donors and technical support agencies supporting MFIs in their transformation

STEP-BY-STEP RESUMES For All Human Resources Entry-Level to Executive Positions Evelyn U Salvador, NCRW, JCTC,2020-05-15 Book Delisted

Human Resource Management Zaidi,2009 *HR Policies on Employee Separation in PSUs in India* DR. M. K. RAVI,2021-10-03 This book addresses human resource management in PSUs The aim was to explore the Human Resource Policies of the employee separation of employees in PSUs in India The book consists of a compilation of six chapters and an extended summary The study in the book is based on a combination of multiple comparative and single case studies of PSUs in India The core studies were conducted by the author at 29 PSUs in 40 Cities of 18 States The results indicate central challenges regarding HR Policies on employee separation by Termination Suspension Dismissal Retirement Voluntary Retirement Scheme Layoff Resignations Non Promotion Physical Disability besides other policies The increased responsibility and pressured work environment for PSU s employees workers This study was aimed at identifying certain variables related to HR policies on employee separation in PSUs in India The study determines the effect of HR policies on the satisfaction level of employees as well as legal compliances with the impact of gender experience age wise difference type of separation The population of the study was HR Directors General Managers HR Managers and employees working in PSUs in India There were 14100 male and female PSU employees who responded to the author The questionnaire instrument was used for data collection from various PSUs and the HR policies assessment was done The author used it after getting the formal permissions from the PSUs The study addressed the following specific objectives the first was to survey HR Policies of employees of PSUs the second was to study and determine the different types of HR Policies related to employee separation in PSUs in India and the third was to survey the behavior of employees towards Voluntary Non voluntary Separation The

study specifically discussed the hypothesis of study mainly classified into seven hypothesis such as 1 HR Policies Related There was no significant difference of perception about HR Policies between PSU regular and separated employee 2 HR Policies and Discrimination Harassment related There was no significant difference of perception between regular and separated employees so far as HR Policies of PSU and Discrimination Harassment at PSU 3 Employee Separation related There was no significant difference between regular and separated employees about HR Policies and employee separation at PSU The author had used a comprehensive and stratified questionnaire distributed to about 15000 persons consisting of workers supervisors officials and managers of PSUs out of which only 14275 were received back duly filled the remaining didn't respond in spite of repeated visits The 175 questionnaires were rejected due to incomplete and wrong answers by respondents There were 14100 valid questionnaires that were found valid for the purpose of the study There were total three questionnaires which were 1 ESS1 What employees Say For regular and separated employees of PSUs 2 ESS2 What PSUs Says For Director Managers of HR Legal Dept of PSU 3 ESS3 What Govt Dept Says For Govt Dept of Public Enterprise The statistical tools used for analysis include Frequency Percentages Mean Standard Deviation S D T Test and Chi Square Test The author is sure that the study was a fact finding and pioneer and motivates and stimulates further researches in this field I wrote this book especially for Director Human Resource Human Resource Managers which will certainly help them to understand the various legal aspects of HR Policies related to Employee Separation to enhance the productivity and efficiency of performance of employees in the organizations

Business Policy and Strategic Management Senthilkumar S./ Durai, Marutha M./ Sharmila A. & Poornima J., Business Policy 1 15 2 Strategy And Strategic Management 16 42 3 Competitive Advantage And Strategies 43 70 4 Business Environment 71 101 5 Strategic Planning 102 120 6 The Strategy Hierarchy Or Level Of Strategy 121 235 7 Stakeholder Corporate Governance And Csr Leader 236 270 8 Strategic Change Decision Making And Formulation 271 315 9 Strategic Control And Evaluation 316 343 10 Strategy Implementation 344 406

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The Complete Human Resources Writing Guide Diane Arthur, 1997 Here's the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents

Human Resources Management in the Hospitality Industry, Study Guide David K. Hayes, Jack D. Ninemeier, 2008-03-07 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the

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