

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

Evelyn U Salvador, NCRW, JCTC



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, 2004-10-06 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 Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures

manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry Human Resource Policies and Procedures Manual for the Public Service ,2016 *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 **Complete Company Policies and Procedures Manual** Cary Cohen,1992 *DAS Human Resource Policies and Procedures Manual* Nebraska. Department of Administrative Services,2002 **Human Resource Managenet** Mr. Rohit Manglik,2024-03-09 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels 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

Fundamentals of Human Resources Management, Fourth Edition Diane Arthur, 2004 Key tools for developing a human resources plan based on organizational needs

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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

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

HR Policies and Procedures Manual for Medical Practices Phd Courtney Price, 2014-06 In this updated edition of MGMA s popular HR resource you will receive guidance on developing policies and procedures and have access to more than 100 forms and policies that you can modify and use

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firm has used Mike's guides over the years to understand and implement technical standards. This guide will be indispensable as we assist companies in the future. Michael C. Knowles, Partner, Frank Rimerman Co. LLP

Medicolegal Issues for Diagnostic Imaging Professionals, Fourth Edition Robert J. Parelli, 1996-12-01. Designed to enhance the work and study of radiographers and imaging specialists, this third edition provides critically relevant applications of the law from a radiographer's perspective. Written in a clear and highly understandable format, the book enlightens readers on medicolegal and ethical situations that they might encounter in their daily professional routine. Designed to provide meaning and interpretation for legal situations, the book includes case studies that give legal insight and implications. The book integrates tort law, labor law, and legal doctrines with ethics, patient rights, risk management, and forensic radiology.

The Essential Ideas behind Effective Management of Human Resources Teck Choon John, 2024-01-15. Because of how quickly things are changing in the corporate world, such a strategy must be flexible enough to adapt to unexpected developments. The question of whether it works produces the desired results and contributes directly or indirectly to human flourishing, however measured, must inspire a situated response that is true to the possibilities and potentialities inherent. If higher education is to accomplish its stated aims, the socialization and individualization of its students through the inculcation of information, truth, making comprehensive critical thinking, etc., this is a surefire way to get there. Management professionals who see people and talent management as an integral aspect of their job description, which should include almost every managerial duty, will find this book helpful in spotting problems with people management and developing solutions tailored to their situations.

Introduction to Radiologic Technology - E-Book William J. Callaway, 2019-05-01. Get an introduction to the radiologic technology profession with this solid text. Covering everything a beginning radiography student needs to know, *Introduction to Radiologic Technology*, 8th Edition, lays the groundwork for a successful career. It includes coverage of the coursework required, basic learning skills, a historical perspective on radiology, and insight into key topics such as the language of medicine, digital imaging, patient care, and radiation safety. This book also includes the latest changes in the registry exam and a discussion of the radiographer's role in the practice setting and opportunities for advancement. A clear, easy-to-read style does not assume you have prior knowledge of the subject matter. Critical thinking skills are highlighted with four important steps to take in assessing situations and making informed decisions. Guidelines for a solid radiography career foundation, discuss customer service, ethics, and professionalism, and professional organizations. Thorough introduction to radiologic technology includes a concise overview of what you can expect in your coursework. Cultural diversity coverage orients you to the challenge of dealing with patients from different cultures in the medical environment. NEW! Updated career advancement opportunities and newest medical terminology include just the right amount of detail for new radiographers. NEW! Incorporation of SI units of measurement accurately depict current practice standards.

Human Resource Management in Health Care Charles R. McConnell, 2019-10-10. Written for practitioners and students in health-related disciplines, this practical

hands on guide to human resources covers such topics as recruitment compensation and benefits training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows The case study is resolved by the end of each chapter and includes expert commentary and practical suggestions that can be used in the real world Chapters also feature learning objectives questions for review and discussion key terms and spotlight on customer service Numerous examples sample forms and documents are also included The Third Edition includes new employment related legislation and case law including the Health Insurance Portability and Accountability Act HIPAA a new chapter on the impact and effect of social media more in depth and updated treatment of privacy and sexual harassment expanded discussion of succession planning and much more

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