# 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:
- 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;
- 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;
- 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 officeshall 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**

**Laura Southard Durham** 

#### **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 HUMAN RESOURCE orient new employees establish compensation benefits and performance appraisal programs POLICIES DR. M. K. RAVI, 2024-11-23 NOTE ABOUT BOOK This book addresses as guide for Human Resource Managers Directors which will help them to develop their HR Policies for their organization. The aim is to explore the various types of HR Policies drafting used in day to day operation and management of employees in an organization The book consists of a

compilation of twenty two chapters The 1st chapter of the book discusses the Introduction to Human Resource Policies Types of HR Policies and Employee Hand Book is elaborated The 2nd chapter discusses the Employment Status Records Record Retention Policy Anti Discrimination Policy and At Will Employment Policy The 3rd chapter discusses the Recruitment and Selection Policy Recruitment Policy Appointment Policy Probationary Appointment Period Policy Joining and Induction Policy Acting Pay Policy Nepotism Policy Referral Policy Equal Employment Opportunity Policy and Hiring Policy The 4th chapter discusses the Training Development Training Development Policy and Mentorship Policy The 5th chapter discusses the General Conduct Ethics Disciplinary Action Code of Ethics Policy Office Hours Policy Dress Code and Personal Hygiene Policy Employee Arrested For Criminal Offence Anti Theft Policy Bribery and Corruption Policy Acceptance of Gifts Policy Anti Trust and Competition Policy Media Relations Policy Office Relationship Policy Hybrid Work Policy Insubordination Policy Customer Service Standards Policy Disciplinary Policy Employee Code of Conduct Policy Child Labour Policy Fraud Policy Cross Department Policy Employment Policy and Conduct Rules Do s and Don ts of Employees The 6th chapter discusses the Leave and Attendance Leave Rules Leave Request Policy Leave Policy Maternity Leave Paternity Leave Funeral Leave Policy Sick Leave Policy Public Holidays Absenteeism and Attendance Policy Attendance Policy and Flexible Hours of Working Policy The 7th chapter discusses the Compensation Policy Payroll Advance Policy Overtime Compensation Policy and Increment Policy The 8th chapter eight discusses the Performance Review Performance Appraisal for Managers Guidelines Performance Review Policy Working Alone Policy Job Rotation Policy and Salary Review Policy The 9th chapter discusses the Promotion Policy Diversity Equity and Inclusion Policy Increase in Bonus Policy Employee Reward and Recognition Policy and Employee Promotion Policy The 10th chapter discusses the Insurance Group Savings Linked Insurance Scheme Key Holder Policy Group Medical Insurance Policy Group Term Insurance Policy Mediclaim Policy and Group Personal Accident Insurance Scheme The 11th chapter discusses the Medical Facility Health Benefit Policy Medical Facility Health Benefit Policy Health and Wellness Policy and HIV AIDS in the Workplace The 12th chapter discusses the Employee Benefits Maternity Leave Policy Company Car Vehicle Policy Company Vehicle Personal Use Policy Relocation of Current or New Employees Canteen Policy Expenses Reimbursement Policy Education Assistance Policy Employee Parking Policy Travel Policy Employee Disability Policy Company Credit Card Policy and Children Education Policy The 13th chapter discusses the Employees Housing Rules Regulations and Houses for Staff Policy The 14th chapter discusses the Employee Safety Moonlighting Policy and Personnel Protective Equipment Policy The 15th chapter discusses the Superannuation Benefits and Gratuity Policy The 16th chapter discusses the Welfare Activities Employee Clubs and Committees Policy and Corporate Credit Card Policy The 17th chapter discusses the Corporate Social Responsibility and Corporate Social Responsibility Policy The 18th chapter discusses the Computer Internet System Acceptable Use Policy Company Cyber Security Policy Company Data Protection Policy and Internet Email Policy for Employees The 19th chapter discusses the

Grievance Policy Open Door Policy Conflict Resolution Policy and Bring Your Own Device BYOD Policy The 20th chapter discusses the Employee Separation Policy Employee Exit Policy Employee Exit Interview Policy A Employee Termination Policy B Employee Termination Policy Employee Resignation Policy Employee Temporary Layoff Policy and Employee Separation Policy The 21st chapters discuss the Whistle Blow Policy The 22nd Chapter discusses the Workplace Mental Health Policy Workplace Violence and Harassment Policy Respectful Communication in the Workplace Policy Sexual Harassment at Workplace Policy Do s and Don ts to Prevent Sexual Harassment Employee Confidentiality Policy Workplace Emergency Policy Smoking Policy Meal and Rest Periods Cell Phone Policy Company Email Usage Policy Parental Leave and Pregnant Employees Workplace Romance Policy Weapon Free Workplace Policy and Workplace Visitors Policy I wrote this book especially for aspirant HR Professionals HR Directors HR Managers which will certainly help them to understand the various types of HR Policies drafting used in Human Resource Management This book can be very useful for management students also Human Resource Policies and Procedures Manual for the Public Service ,2016

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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 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 The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second

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author introduces current and future nurse managers to the challenges of planning organizing leading and controlling The most recent research on management theory is incorporated throughout the book in the context of its practical application New coverage includes total quality management pay for performance the rising temporary workforce and downsizing

Metropolitan Water District of Southern California Elaine M. Howle, 2008-11 The Southern Calif District's broad interpretation of the purposes for which it can spend public funds has led to policies governing expenses that generally are not well defined and do not always ensure that expenses have a direct link to the district sauthorized purposes For example the district financially sponsors numerous organizations activities without justifying the direct link to the purposes for which the district was created Additionally more than 4 years after the enactment of legislation that directed it to create an ethics office the district still is trying to establish an effective one Further the district has not always established adequate policies and procedures for its purchasing and consulting contracts Charts and tables

Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Human Resource Policies And Procedure**Manual

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