

# 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 Resources Policies Procedures Manual

**Rachel S Tattersall**



## **Human Resources Policies Procedures 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 *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 *Operating Policies and Procedures Manual for Medical Practices* Bette A. Warn,Elizabeth W. Woodcock,2001 [HUMAN RESOURCE 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 Retirement 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

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### **Human Resources Kit For Dummies**

Max Messmer,2012-11-28 Align HR practices with your objectives and keep your company competitive A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you're a business owner and your company is growing or you're an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today's increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies Updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you're currently working in Human Resources or are responsible for employees in your business the tools presented here help you maximize the effectiveness of your own HR program

### **Complete Guide to Human Resources and the Law, 2021 Edition**

Dana Shilling,2020-08-05 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You'll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource

**Human Resources Kit For Dummies** Andrea Butcher,2023-03-28 The talent professional's one stop reference for best practices and tips Human Resources Kit For Dummies is the guide talent pros turn to for improving their leadership across the businesses they serve The world of HR is full of unforeseen challenges and this For Dummies reference will help you to handle them with grace and professionalism This book provides tips and tricks for creating an engaging employee experience from the get go prioritizing employee well being and health navigating the recent wave of resignations and implementing better hiring practices In this new era of virtual offices you'll also learn to implement remote and hybrid onboarding and work models Plus you'll explore HR technologies learning and development strategies that get results hiring ethics diversity and inclusion best practices social media uses and policies and beyond Learn all the functions of the human

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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

**Human Resources Policies and Procedures Manual - Australia** Roberta Cava,2014-02-04 Every Human Resources Department or person who is in charge of Human Resources should have an up to date Human Resources Policies and Procedures Manual and their employees should have an Employee Handbook that explains all the company rules and regulations This Human Resources Policies and Procedures Manual has over 350 pages It also includes many forms that companies require to run their Human Resources Department A Policy is a statement about an issue in the workplace and says what the business intends to do about the issue For policies to be successful in the workplace all employees affected by them must know about and understand the policy A Procedure sets out step by step instructions on how to deal with an activity in the workplace Procedures need to be tested thoroughly before they are implemented Employees involved in the procedure must clearly understand and be able to follow the written procedures

*Complete Guide to Human Resources and the Law, 2019 Edition* Shilling,2018-09-14 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You ll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain

English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource The 2019 Edition provides new and expanded coverage of issues such as The Supreme Court held in March 2016 that to prove damages in an Fair Labor Standards Act FLSA donning doffing class action an expert witness testimony could be admitted Tyson Foods Inc v Bouaphakeo 136 S Ct 1036 2016 Executive Order 13706 signed on Labor Day 2015 takes effect in 2017 It requires federal contractors to allow employees to accrue at least one hour of paid sick leave for every 30 hours they work and unused sick leave can be carried over from year to year Mid 2016 DOL regulations make millions more white collar employees eligible for overtime pay by greatly increasing the salary threshold for the white collar exemption Updates on the PATH Act Protecting Americans From Tax Hikes Pub L No 114 113 The DOL published the fiduciary rule in final form in April 2016 with full compliance scheduled for January 1 2018 The rule makes it clear that brokers who are paid to offer guidance on retirement accounts and Individual Retirement Arrangements IRAs are fiduciaries In early 2016 the Equal Employment Opportunity Commission EEOC announced it would allow charging parties to request copies of the employer's position statement in response to the charge The Supreme Court ruled that in constructive discharge timing requirements run from the date the employee gives notice of his or her resignation not the effective date of the resignation Certiorari was granted to determine if the Federal Arbitration Act FAA preempts consideration of severing provisions for unconscionability Previous Edition Complete Guide to Human Resources and the Law 2018 Edition ISBN 9781454884309

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**The Library Leader's Guide to Human Resources** Steve Albrecht, 2025-05-13 The human resources HR function for libraries can range in size and scope depending on the size of the library The complexities of HR today call for a guiding manual to help keep the multitude of processes fair legal and accurate This book provides the level of detail for new and seasoned HR leaders to use to staff and operate their libraries with the best employees they can find It offers legal advice from labor law attorneys and operational steps policies and processes from Dr Steve Albrecht a longtime HR consultant for municipal government Even with the support of an HR Department however large or small all library leaders who have supervisory responsibility over their staff hiring firing performance evaluation assigning job duties must have a working updated knowledge of HR issues related to employing people in their branches And don t forget that even student interns unpaid volunteers and part time employees have similar employment rights as full time paid employees This means that besides the myriad of other duties required to run a safe efficient useful library for the community library leaders from the Director to the department heads to the managers to the frontline supervisors to the PIC Person in Charge on each work shift each must know what they can and cannot do when it comes to HR laws policies guidelines and best practices This includes legal issues related to screening interviewing and hiring applicants successful on boarding and new employee orientation programs coaching for improved work performance or employee behavior mentoring employees for both promotional opportunities and succession planning the challenges of attendance sick leave ADA and FMLA issues fair and legal performance evaluations working with employees in a union or an association HR practices related to testing promoting disciplining or terminating library employees and keeping all employees motivated and connected using wellness stress management and programs to prevent burnout or quiet quitting Other books for library leaders may touch on HR issues as part of a broader look at supervising employees This book will focus on it

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