

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 Policy Procedures Manual Template

Carol L. Barbeito



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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

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related to health care and health service. It covers important topics such as recruitment, training, termination, legal issues, labor unions, and more. Each chapter is introduced by a case study related to the material that follows and is resolved at the conclusion of each chapter along with expert commentary and practical suggestions that can be used in the real world. Many examples and a number of sample forms and documents are included. This edition has been reorganized to reflect a better chapter flow and organization and offers all data updated throughout a new section on health care legislation, a new section in each chapter, Customer Service Box that emphasizes the importance of customer service in the context of the material presented in the chapter, and completely revised instructor ancillary material.

Legal and Ethical Essentials of Health Care Administration George D Pozgar, 2024-10-23. Legal and Ethical Essentials for Health Care Administration provides a framework for the learner to understand legal issues affecting healthcare delivery, help the reader apply, evaluate, and distinguish between the rightness and wrongness of alternative courses of action when faced with complex ethical dilemmas.

Laboratory Operations and Management Jeanne Isabel, Patricia Ellinger, Dana Griffin, 2024-10-01. Management and lab operations for career entry level students. The path to leadership success in the lab begins with a firm foundation in the many facets of management. Designed to meet the needs of today's students, this new text introduces the principles of laboratory management and demonstrates how to apply them in the real world. It builds a foundation in the administration of personnel and finance. It also addresses the broad range of knowledge needed to become an effective leader in today's increasingly complex environment: quality measures, compliance, safety regulations, and professionalism, information critical for all laboratory personnel, including the new supervisor.

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Nigeria International Monetary Fund. African Dept., 2013-05-28. An assessment of the level of implementation of the International Organization of Securities Commissions (IOSCO) Principles in Nigeria was conducted as part of the International Monetary Fund (IMF) World Bank Financial Sector Assessment Program (FSAP). The ongoing global financial crisis has reinforced the need for assessors to make a judgment about supervisory practices and to determine whether they are sufficiently effective. The assessment methodology provides a set of assessment criteria to be met in respect of each principle to achieve the designated benchmarks.

Organise Workplace Information Cheryl Price, Julia Wix, 2002. **Umiker's Management Skills for the New Health Care Supervisor** Mcconnell, 2016-12. Textbook for HIT 201 Management Principles for Health Professionals. Class is using 7th ed HIT201.

The Complete Idiot's Guide to Human Resource Management Arthur Pell, 2001-07-01. 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

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