

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 Procedure Manual

Christopher Holsberry



Human Resources 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 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

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

Human Resource Management Zaidi, 2009

Human Resource Management in Health Care L. Fleming Fallon Jr., Charles R. McConnell, 2013-08-16 This book introduces human resources to practitioners and students in all disciplines 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 re organized 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

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

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly

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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

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