

Youth Aid Foundation Staff Work Policy 2021

Introduction:

Staff Policy is made to create a work environment comfortable for staff working in the office as well as in the field. The policy was made in consideration with the staff and their opinions were taken. The draft policy is provided for approval to the board and sanctions are taken on the same.

The policy applies to all working in the organization as staff, intern, volunteer, consultant or any contractual employee.

I. Recruitment Policy:

Selection of staff

1. For the selection of any staff, job roles and responsibilities will be defined by the project head and Human resource department. According to the job description qualification and experience will be finalized. The advertisement will be given in media and professional circles.
2. From resumes, project head and Human resource department will finalize the three candidates. The human resource department will complete the background check like cross-checking the experience of a person with previous employers and reference check provided by the candidate. The selection committee will not discriminate against any candidate based on class, caste, gender, or person's

geographical origin or locality. The resume will be kept in documents for future references.

Interview Panel

3. In the interview panel project head, if require technical expert, Human resource department person will be included. For managerial or director level the staff will be selected by the CEO and chairperson.
4. The selected candidate will receive an offer letter and after joining he/she will receive an appointment letter. The appointment will be on probation for 3 to 6 months depending on the performance of a person. The probation period may increase and the decision will be taken by the line manager, PMT member (Program Management team), and Chairperson of the organization. After the candidate gets regularized the candidate will receive an additional 5% increment.

Honorarium/Salary/appointments

5. Staff and consultant receives an honorarium while interns will receive a stipend. There is no tax deduction for a stipend. However, tax is applicable for staff and consultants. Depending on the project and funding of the organization will discontinue the employees or salaries will be reduced as per the financial situation of the organization.
6. Regular appointments will be for one year. At the end of the year, performance will be reviewed by PMT members, Chair-person, and the human resource department person. The appointment of directorial staff will be for three years and reviewed by the organization chairperson. After yearly review, regular employee will receive increments depending on the performance as well as funding available in the organization.
7. Appointment letter will mention the honorarium or stipend decided in an interview, probation period, office timing, and location of the office work.

II. Attendance and leave policy

Office Time:

1. The office timings are from 10.00 am to 6.00 pm with half an hour lunch break from Monday to Saturday. Every employee needs to sign on the register with in-time and out-time on daily basis. If an employee is going for fieldwork or outstation needs to write timings or days in the field after coming from the field. If

any employee comes in the office after 10.10 am without information will be marked as a half day.

2. After three (3) late marks, half day leave will be mark, any late mark after a one hour will be marked as half day. (i.e. coming in office after 11.00am will be mark as half day)
3. Employee must inform his/her reporting authority/line manager/project lead if he/she is coming late or leaving early from office.
4. Once in a month any staff can leave one hour early from office
5. Once in a month employee can work from home with permission of line manager.

Leave/half day leave Terms:

6. For any leave employees will fill up the leave application. If any employees require emergency leaves can take leave by informing on a call, email, or a message and fill the form after joining back to the work. The leave will be sanctioned by the line manager and if the line manager is absent the leave can be approved by the senior authority.
7. Un-informed absence will be considered as unpaid leave.
8. Every staff will receive 18 Sick Leave/casual leave (SL/CL – 1.5days per month), 18 annual leave (1.5days per month), annual leave can be carried forward, one cannot carry over more than 60 annual leaves.
9. Staff will receive 18 festival holiday, list will finalise at the beginning of the year.
10. New mothers can take three months' maternity leave and father can take 10 days' paternal leave. This is applicable only for staff who are regularised in service for six months. The policy is also applied for up to two children only. However, mothers can extend the leaves to four months which will be unpaid leave (4th Month). Once the mother join backs to the organization she will receive her three months' salary benefits after three months of regular joining of office.
11. The person going for long leave for a week or for 15 days should handover all the work to subordinate or line manager with data link shared on drive.

Appraisal system:

12. The following process of Appraisal will be followed: -
 - a. Self-analysis based on work done and personal development
 - b. Analysis by line manager and CEO

- c. Analysis by Chair person
- d. Employee will give a rating between 1 to 5, (1-low, 2-average, 3-good, 4-excellent, 5-outstanding)
- e. The increment will be decided by the Chair person.
- f. The organization can decide to terminate the employee based on performance.

13. Job description or list of duties – Each employee will receive a job description and responsibilities at the time of joining.

Resignation, notice period, termination:

14. Employee can resign from the organization by giving notice period of one-month or as per given in the appointment letter.

15. If the person resigns during probation period of three, months he or she needs to give notice of 5 days.

16. Any staff resigned or leave the organization will hand over his/her responsibilities, documents during the notice period. If the person is terminated will hand over the documents and responsibilities to reporting manager or line manager immediately.

17. All dues will be settled by the organization within a month period after a last working day of person. If person does not complete the handover process of duties, material or assets, the organization have authority to hold the settlement and last salary or honorarium till the handover get completed to the reporting manager.

18. Management can terminate a person on the basis of Uninformed absence from service for more than 5 days, or under performance in job, or misconduct (Given under the code of conduct), or proven involvement in harassment physical, sexual or verbal to any staff or beneficiary of the organization or misconduct in the field, involvement in criminal offences, finances misuse or false claim of finances.

Death or medical emergencies or accidents

19. If any employee faces a sever accident in the office, field, during travel for office is liable of maximum seven days paid leave. On the basis of medical certificate provided by authorised doctor or hospital.

20. Every employee will provide nominee for Provident Funds and for banks. The nominee will receive all the settlement amount of salary and PF if death happen.

Health insurance

Health insurance will be taken as per the financial situation of the organization staff insurance will be taken. In this case basic health insurance of Rs. 10000 per year for regular staff will be generated.

III. Reporting Policy for project and accounts:

Project reporting/daily reporting:

1. Monthly report needs to be submitted by each employee at the end of the month to the line manager.
2. Every week staff will update about the work to the line manager and project head.
3. Finance officer will report about finances to the Chair person and chief finance officer every week.
4. Media documentation unit will circulate a monthly newsletter and weekly updates and case stories will be posted on the social media pages.
5. Project completion reports and updates need to submit to the donor as per the agreement

Financial and other reporting:

6. Financial reports for each project will be submitted by the finance officer after the project reports as well a requirement of the donor organization get fulfilled by project.
7. Financial audit reports will be completed for each project separated and audited UCs will be given to the donors as per the project timeline.

8. Internal Financial audits will be carried out by the appointed CA. Audited UC of complete organization will be submitted to the income tax authority as per the timeline given by govt.
9. If FCRA is with the organization separate accounts will be maintained by the account person in tally and separate reports will be generated.
10. IT returns, FCRA returns, 80G renewal, FCRA renewal, and other required legal documentation will be taken care of by the accounts department as per the timelines provided by govt, authorities.
11. All the project reports and documents of each project will be kept on Google Drive of the organization I'd and provided access to authorities for easy handover and approvals.
12. All meeting minutes will be recorded. The screen shot or photos of board meeting and other important meetings will be kept as a record with the meeting minutes.

IV. Planning / Monitoring/Review of the Activities:

1. Every week updates are given to the project in charge and Chairperson.
2. Staff meetings will take place every week, and the Project managers team (Head of the units) will meet twice a month.
3. Quarterly, six-monthly and annual review meetings will take place with board members.
4. Quarterly review for each project or the unit will happen with the project head, CEO, and Chairperson of the organization.
5. The monitoring of the project partnered with other organizations, will be monitored closely by the project head and finance person.
6. Financial and project planning for the next financial year will be completed in November of every year. As per the plan's proposal submission will be carried out by the organization from December onwards. Proposal also be submitted as per the timelines given by donor. Project person will keep a watch on different donor organizations and its deadlines for proposal submission.
7. Finance team will keep updated on changes in govt. policies for the non-profit company and plan various renewal or registration accordingly and keep Chairperson informed for the same.

V. Accounts

1. The finance manager or account person will take approval from the Chair-person before releasing any amount from the account
2. All the payments will be made online or by cheque. If there is a need for cash transaction permission will be taken from the finance head or Chair person.
3. Staff will take the permission if the advance is required for any event and will sign the advance voucher, after the bills are submitted by the respective staff advance slip can be discarded. After every event or the outstation travel, the responsible person will submit the bills or will claim reimbursement within five working days. same applicable for advance payments.

Salary/Honorarium:

4. Honorarium or salary will be provided in the first week of every month. However, if organization have donation issues delayed salary may happen.
5. Staff can take 50% advance salary in case of medical emergencies with self or with immediate family members.
6. Provident fund and taxes will be deducted from the salary or honorarium provided.

Office Expenses:

7. All the projects expenses will book under different leisure in the tally and files for each project accounts will be maintained separately with vouchers and bills. Also, the financial expenditure sheet will be submitted every quarter to the project head by the responsible finance officer.
8. Signatories on the cheque will be finalized as per the legal guidelines and internal payment signatories will be decided by the Chair person. The Finance officer has to prepare a payment order after completing all the formalities and get the approval from the approving authority before payment.
9. All payment which does not have a budget line, nor does not have fund availability has to be approved from the chairperson.
10. Opening of official accounts in any bank, anywhere in India requires the mandate and approval form Executive committee/chair person.

VI. Providing resources to outside of the organization

1. Staff as a resource person: If any staff goes as a resource person for training and mentoring during the role on Youth Aid Foundation, the honorarium received by staff will be used for staff welfare of the organization. The training will be planned by the head of the project and agreements or written invitation from any agency or the organization will be made available.
2. If the resources like office space, office material of the organization given out or made available to use to any other organization or projects the rent or fees will be charge. The fees or rent received will be used for emergency funds of the organization.
3. The resources like training modules, books published by the organizations, and material provided to any other organization, Youth Aid Foundation will charge for the same.
4. All the cost will be decided by the Chairperson of the organization on providing services outside the organization.

VII. Staff if appointed on other location

1. As per the projects staff will be appointed on other locations. The staff needs to report to the project head or line manager assigned to them. The staff will receive separate guideline for the same.
2. The location provided to staff will be clearly stated on the appointment letter and offer provided to staff.

VIII. Community Contribution:

Every program/ project shall take necessary steps to raise contributions of community towards the sustainability of the project or unit and activity. This could be through generation of fund through memberships, getting contribution by way of kind, collaborating with appropriate organizations.

IX. Human Resource Development:

1. The staff can attend training/conferences/Seminars/network meetings etc. or sign up for online training meetings. Staff will take approval from line manager or project head to attend the training. Line manager or project head can also suggest or send staff for such trainings as per the need of the project.
2. Staff is permitted to complete online courses or degrees through distance learning. Full time courses or studies are not permitted where staff has to attend lectures on regular basis.
3. Staff can become part of various forum works in to the entrepreneurship development.
4. Staff can create linkages with govt. or other organization working in the same field to contribute towards social change or policy level changes in govt. systems.
5. Once in a week preferably Saturday HR will organize a input session for staff capacity building on various topics related to organizational development and for service strengthening towards beneficiaries.

X. Code of Conduct

1. Youth aid Foundation wants every employee to be accountable, honest, responsible and works with passion towards providing services to ultimate beneficiaries of the organization.
2. Professionalism need to maintain while communicating with any staff, intern or beneficiary of the organization. There should not be any personal relationships develop between beneficiaries and staff of the organization.
3. Mismanagement of finances, fraud in finances or using organization property for personal benefits is strictly prohibited.
4. Any full time staff under Youth Aid Foundation will not go under contract for any other occupation.
5. Staff shall not involve in any quarrels, using of abusive language, violence, fights or any abusive behaviour in the field or in the office premises.
6. **Staff must share the data, knowledge, official network contacts with other colleagues for providing better services to the beneficiaries. Data**

preferably to keep in google drives with providing access to line managers.

XI. Conflict resolution:

If a staff has any problem with his/her line manager can approach his/her line managers' line manager or higher and responsible people of the organization or any board members of the organization with their complaints. Conflict resolution necessarily does not mean differences of opinions on decisions making, issues etc. It is concerned with the smooth functioning of one's role or the functioning of the organization.

XII. Procurement:

1. All purchases will be done with the permission of office administration head or Chair person.
2. For purchases above Rs. 20,000/- three quotations will be taken of same quality and same brand. The quotation comparison sheet will be presented in-front of the procurement committee for approval. Procurement committee will be consisting of one board member, one PMT member, one accounts person and one technical person. Procurement committee members' minutes will be recorded with final decision of purchase.

XIII. Assets maintenance

1. Assets register will be maintained and updated every month.
2. All the assets are property of the organization and will not be handover for any personal use. All assets like laptop/tables/chairs will have Youth Aid Foundation sticker or name and asset number.
3. All stationary will also have name or sticker of Youth Aid Foundation for record purpose.
4. Inventory of taking assets outside the organization will be maintained.
5. If any assets like camera/projector/speakers taken outside the organization or given on rent will be recorded in the register or form will be filled with permission and signature of project lead. The cost of assets will be decided by Chairperson

of the organization for every year and list of prices will be with account and admin person of the organization.

XIV. Travel: Local or overseas

1. All the outstation travels are preferred to book by the organization. Only in emergency cases employee can book the travel and can take re-imburement on actual basis.
2. Travel outside staff location city can be book by the cab, or sleeper bus or sleeper train or 3 AC or by air depends on funds available in particular project.
3. For attending any conferences or meetings other than project work will be discuss by PMT members or decision will be taken by Chair person
4. For overseas travel other than project budgets needs to take approvals from the Chair person. The decision will be taken on the basis of visit contribution towards organization growth.

XV. Interns and volunteers

1. Interns and volunteers are welcome to the organization for learning purpose.
2. Internships can be paid depending on budget available in projects or with the organization. However more than one-year full time paid internships are not encouraged in the organization.
3. Volunteers and interns will be assigned with the mentors, can discuss their issues with the mentors.
4. Interns and volunteers need to follow confidentiality policy regarding any documents or the policies of the organization. However, organization knowledge of working with beneficiaries' development can be shared with the acknowledgement towards organization.
5. Foreign interns need to have all the documents and permissions as per given by govt. of India.

XVI. Appointment of consultant

1. Consultants are appointed based on specific needs or requirements of project. The project in-charge with the help of PMT will take decision on appointment of consultant

2. Contract agreement will be signed between the consultant and organization. Consultant will get paid against invoice raised and profession taxes will be deducted.
3. For more than Rs. 50,000/- consultation fees, three consultants will be selected and scrutinize by PMT members and Chairperson. On the basis of recommendation given by them in meeting minutes, the consultant will be finalized and contract will be signed.

XVII. Annual General meeting

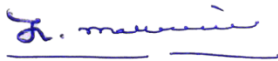
Every year Annual General meeting need to be held before 31st August. All the directors, members and auditors should be notified 21 days before the meeting. Agenda should be mentioned in the notice of AGM.

XVIII. Enquiry committee

A committee will be formed in case of loss of property, theft, miss-utilisation of facilities of the organization, lack of performance of staff, Issues related to Gender discrimination, any complains of serious nature. This committee will be formed the staff/trustees/ outside depending on the seriousness of the situation.

XIX. Sexual Harassment Committee

Sexual harassment committee and separate policy will be formed as per the guideline given by the govt. under POSH act.



P L Mathew
Chair Person
YAF Pune

