

ALL INDIA CONFEDERATION OF THE BLIND HR MANUAL

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INTRODUCTION

This HR manual is a summary of policies, procedures and practices related to human resource management at the "All India Confederation of the Blind".

Administrative Head is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Departmental heads, wherever they exist, are responsible for human resource management within their own staff teams and should make reference to this manual to ensure organizational consistency in the application of these practices.

Administrative Head is also responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

WHO WE ARE

All India Confederation of the Blind (AICB) is a body of blind persons working with the blind community. It is made up of various state level associations/organizations, starting from the grass root level. At present, it has 25 affiliates across the country. The Confederation has now completed 36 years of its journey.

OBJECTIVES OF THIS MANUAL

The organisation wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff member. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to foster cooperation and communication among each other and promote harmony and teamwork in all relationships. They should seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it. The individual performance should be recognized and measured against predetermined standards and that each employee has the right to fair treatment.

EMPLOYMENT

(A) GENERAL GUIDELINES

Employment Equity

This organisation is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. The organisation has a special concern with the participation and advancement of women and persons with disabilities.

Recruitment and Selection

All employment opportunities at the organization will be posted on employment websites or with an employment agency or will be advertised in the newspapers.

Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. Depending on the performance, a position may be offered to the applicant.

In addition to the recruitment of regular employees the persons may also be hired on contract, honorarium and part time basis and such persons can also be taken through referral mode.

Nepotism

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Personal relationships with other employees or members of the organisation's Board of Directors or Committees of the organisation should be disclosed prior to accepting any offer from the employer.

Orientation

All new employees to the organisation shall receive an orientation session which will encompass an overview of general policies, procedures and operations. An exposure will also be given of all kinds of the welfare activities being carried on in the running of projects for the blind persons. This will also provide employees an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this Employee Handbook on request and will be expected to learn its contents.

Employee Duties

Description of job and associated responsibilities shall be mentioned in the Offer of Appointment. The Offer of Appointment will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, he/she should not hesitate to ask for clarification. Besides, the post against which a person has been employed, he/she may be assigned any other job/work of the organisation and can be transferred to any other Branch/Office/Unit of the Confederation. Further, it may be necessary to amend an employee's job description as per the requirement of the Organization.

Personnel File

Information which is contained in an employee's personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, approved leave requests and any other document that may be considered appropriate for the purpose from time to time. This information is available to the employee, the Secretary General, the HR Manager (if any) and the auditors. This information is kept in a secure location, and is not shared with any other person unless authorised by the Administrative Head of the organisation.

Probation

The first six (6) months of employment are probationary. During this period, both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. Probation will end and the employee will be given a letter of confirmation.
- ii. Probation may be extended for an additional three to six months.
- iii. Employment will end.

Besides the above the service conditions of an employee may also vary from individual to individual depending on the fact whether he has been employed as a regular employee or as a contractual employee.

Monthly Salary

The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard pay roll practices.

Discipline

Discipline at the organisation shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and/or unacceptable behaviour. The stages may be:

- i. Verbal instructions
- ii. Written notice
- iii. Termination/Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault. In all cases, documentation should be included in the employees personnel file.

B) OPERATIONAL GUIDELINES

Hours of Work

At present the regular office hours for the organisation are 9.30 a.m. to 4:30 p.m. from Monday to Saturday (excluding holidays) including a lunch time break of 60 minutes from 1.00 p.m. to 2.00 p.m. Employees may also be expected to work such other hours as may be requested or required, from time to time. The employees eligible for "Overtime" will be paid as per the rules of the organisation. Employees hired on a part time basis will have schedules determined on a case by case basis.

In the case of employees working at the Braille Production Unit, the working time will be of 8 and a half hours (9 am to 5.30 pm) including a lunch break of 30 minutes. However, this timing of 8 and a half hours can be changed from time to time as per the requirement of Braille production work.

Marking of Attendance

Each employee will mark his/her attendance with "signatures and reporting time" at the designated place in the attendance register kept at the main office. A grace period of reporting 10 minutes late will be allowed for a maximum of 3 days to cover any exigencies but for any late attendance beyond three grace days, a half day leave or salary will be deducted.

The regular offenders will also be warned in writing and the same will be taken into account while doing the performance assessment.

The management may also use, at its discretion any other method of recording attendance utilizing extant technology, as it may deem fit.

Overtime

All overtime must be authorized by the Administrative Head in advance of being worked. Employees will be provided overtime pay for all hours worked after the office hours or worked on the holidays.

All employees doing overtime as per the prior sanction of the Administrative Head must sign the register of attendance before the Hostel Warden or any other person designated by the Admin. Head. The employees will also make an entry in the above register if they are reporting for duty on the weekly off day or on other office holidays.

At the close of the month, the admin department will calculate the overtime data of all employees and submit to accounts department for payment before 7th of each month.

Travel for official work which causes an employee to depart or arrive home on a non-working day does not constitute overtime. If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee's normal duties, may qualify as overtime at the discretion of the Administrative Head.

LEAVE RULES

Employees are required to notify their supervisor in advance in writing of planned days of leave from the office and should apply in the prescribed format (Annexure -) and the supervisor shall be required to inform and submit the leave application of the concerned staff next day to the Administrative Head. Unplanned absences from the office should also be reported to the supervisor and the supervisor shall be required to intimate to the Administrative Head immediately in this regard. The following "Leaves" are applicable to the employees:

- 1. Privilege Leave—15 days per year** –At the end of the financial year, the employees get the encashment of balance days of earned leave. The earned leave shall not be carried forward.
- 2. Medical Leave—7 days** –The employee shall be required to submit medical certificate and fitness certificate from an authorised medical practitioner for availing medical leave.
- 3. Casual Leave—8 Days**

DEPARTURE OF EMPLOYEE

Termination

An Employment Contract may be terminated by the organisation at any time without notice or payment in lieu of notice whatsoever, except payment of outstanding wages, overtime and earned leave pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

Resignation

After completion of the first ninety (90) days of the probationary period, employees must give the Employer two (2) weeks' notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Administrative Head, in good condition, promptly and without being requested to do so.

MISCELLANY

Medical benefits

The employees who are covered under Employee State Insurance Act (ESI Act) can avail the medical benefits as per the Act for themselves and their families. An amount equivalent to 1.75% of the salary will be deducted from the monthly salary for this purpose. For the remaining employees except project staff and those who have discontinued ESI Scheme on attainment of ESI Ceiling, some other Medicare schemes can be introduced for their benefit.

Retirement

All employees shall be retired from service at the age of 58 years. However, they can be re-employed if the employer feels satisfied with his / her health conditions from year to year basis up to the age of 62 years.

Confidential Information

From time to time, employees of the organisation may come into contact with confidential information, including the detailed information about the donors, funding agencies, finances and funding plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential must not be used by an employee for personal gains.

Smoke Free Environment

Smoking in the office premises of the organisation is not permitted at any time.

HARRASSMENT

The organisation wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. The organisation will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment including sexual harassment but all can be defined as any unwelcome action by any person, whether verbal or physical.

Constitution of Anti Sexual Harassment Committee

The Committee shall consist of four (4) members, not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge. At least 50% of the Committee members shall be women. The "Chairperson" of the Committee shall be AICB Chair of Women matters. Fourth member of the Committee shall be the President of the organization or his nominee.

The committee shall have a permanent email Id, for employees to register their grievances, complaints or concerns online via email. The employee may email the complaint to the Chair, Anti Sexual Harassment Committee on manjularathedu@gmail.com at present.

One female staff member out of four shall be elected each year by the female employees of the Organization for the said committee. The other member from staff shall be nominated by the Administrative Head. The quorum for the purpose of meeting/hearing shall be 2 members of the Committee.

The Presiding Officer and every Member of the Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

Changes in the constitution of the Committee, whenever necessary, shall be made as expeditiously as possible, and in any case within one month of the occurrence of the vacancy.

The Committee shall meet once in six months, even if there is no live case. Otherwise, after receiving a complaint of a female staff member, the Committee shall have a meeting within a week or even earlier.

The minutes of every meeting shall be recorded in the Minutes Register maintained for the purpose.

LEAVE APPLICATION FORM

To,

Date

The Secretary General
All India Confederation Of The Blind
Sector-5, Rohini,
Delhi-110085

Sub: Application for grant of PL/CL/Medical leave

Respected Sir,

I am unable to attend duty from.....totherefore, kindly grant me leave for..... Day/s and oblige.

Leave applied for PL/CL/ML Reason for Leave.....

Yours faithfully,

Name: -----

Signature:

Address with Mob No.: -----

Approved

Prior permission slip for work on weekly off days & holidays

Work to be performed by (Name) : _____

Designation : _____

Unit: _____

Proposed date/s of work: Day _____ Event _____

Work proposed to be performed:.....

Expected duration of work: _____ hrs., _____ a.m. /p.m. to _____ a.m. /p.m.

Signature of Staff with date _____

Approved / Not approved :

Signature of Admin. Head