

Administrative & Staffing Policy Manual

(In operation from April 2000)

The Samabhavana Society does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap/disability, in employment or in the application, admissions, participation, access and treatment of persons in programs and activities.



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TABLE OF CONTENTS

	Page
A-1. Staff Development policy	1
B-2. Categories of Employees.....	1
C-3. Probation Period	2
D-4. Managing Committee Meetings.....	2
E- 5. Staff Personnel Rights.....	2
F-6. Corrective Action Procedure	6
G-7. Dismissal.....	6
H-8. Termination, Lay off, Relocation	6
I-9. Resolution of Controversy.....	8
J-10. Ground Rules.....	8
K-11 Staff Employment Conditions.....	10
L-12 Statement of Good Faith	14
M-13 Duration.....	14
N-14 Glossary - Definition Of terms.....	.14

STAFF DEVELOPMENT POLICY

A1. Philosophy

The purpose of the Staff Development policy is to assist employees of the Samabhavana Society in self-development. It is important that present skills be constantly refined in order to analyze, evaluate, reason, and make sound decisions. It is also important that employees have the opportunity to enhance achievement of long-range goals.

1.2. The goal of the Samabhavana Society is to provide an incentive that will encourage the employee to maximize his/her scope of knowledge. Employees may also have costs reimbursed for attending job-related or career-oriented seminars, workshops, or other activities as approved by the President and the Managing Committee following the determined guidelines. The Samabhavana society employee development by sponsoring group seminars, workshops and other activities.

A2. Committee

The Managing Committee will be responsible for establishing administration, application procedures and screening criteria for granting of Staff Development.

A3. Seminar/Workshop Assistance

3.1. Eligibility.

Employees are eligible to participate in the seminar/workshop program when meeting the following qualifications:

3.2. The employee must be employed by the organisation for twelve (12) full months prior to the starting date of the seminar/workshop.

3.3. The theme/topic of the seminar/workshop must be job related, career oriented, or provide personal growth, any exceptions to this must include justification for appeal.

3.4. All regular employees of the Samabhavana Society are eligible and encouraged to attend Staff Development sponsored activities. These seminars, workshops, and other activities will focus on topics of specific development concepts directly related to Professional Staff employee growth, as determined by the Managing Committee. All suggestions for programs are welcomed and will be considered by the Committee.

A4. Travel

Travel considerations will follow the established organisational Travel Policies. The maximum award for travel per individual, per year, will not exceed Rupees One Thousand (Rs.1, 000)

B.2.CATEGORIES OF EMPLOYEES

2.1. REGULAR FULL-TIME EMPLOYEES

Regular full-time employees are employees working forty eight- (48) hours or more per week, occupying budgeted positions as specified by Managing Committee.

2.2. REGULAR PART-TIME EMPLOYEES

Regular part-time employees are employees working at least twenty (20) hours per week but less than thirty- (30)- hours per week and occupying budgeted positions as specified by Managing Committee.

2.3. TEMPORARY EMPLOYEES – SPECIAL FUNDING PROJECTS

Temporary employees are employees occupying positions not provided for as budgeted positions and, in general, are employed for a period of time not to exceed the project period. However, in special cases having prior approval of the project Manager, temporary employment may be for a

stipulated period of time exceeding the project period. Temporary assignments generally will not be longer than one year or project funding specified.

2.4. SUBSTITUTE EMPLOYEES

Substitute employees are those employees occupying the positions of employees who, for various reasons, are not available for work. These employees are not eligible for employee benefits; Substitute employees will be paid at the entry rate of pay

C.3. PROBATION PERIOD

1. An employee will serve a three (3) month probation period and may be subject to release or discharge by the employer at its sole discretion.
2. There shall be a written evaluation at the end of the third (3rd) and prior third (3rd) month period of employment.
3. An employee who is reassigned as a result of an administrative reassignment or reorganization does not need to serve an additional probationary period.

D.4. Managing Committee Meetings

The Managing committee will provide, at each of its regular meetings, an opportunity for Professional Staff Association to make presentations.

E.5. STAFF PERSONNEL RIGHTS

5.1. Employment Vacancies

5.1.1. The philosophy of Samabhavana is to encourage professional advancement for its employees, and to give preference to qualified internal-transfer candidates for all vacant positions.

5.1.2. All Professional Staff employees are eligible to apply for open positions within the Samabhavana society. Internal-transfer applicants will be considered before any budgeted position is advertised externally.

5.1.3. "Job Opportunities" is an Employee Services publication that identifies job openings, requirements, salary, and other relevant job data that will be made available to Professional Staff employees. A copy of the Job Opportunities bulletin will be made available to the Staff.

5.2. Internal - Transfer

5.2.1 The philosophy of the Samabhavana society is to encourage professional advancement for its employees, and to give preference to qualified internal-transfer candidates for all vacant positions.

5.2.3. Internal - transfer applicants who meet minimum requirements of a position will receive interviews. The applicants to be interviewed will normally be notified at least three (3) working days prior to appointment time. If a personal conflict exists that makes it impractical for an applicant to be present for a designated interview, an attempt will be made to reschedule the appointment within a reasonable time frame such that it is convenient for both the applicant and the interviewer(s). The candidate will be granted release time to participate in the interview.

5.2.4. A minimum of two (2), (if feasible), final candidates will be forwarded to the appropriate administrator for review and recommendation. The recommendation, along with the list of the names and pertinent information of the other candidates who were interviewed, will be forwarded to the President or Managing Committee for review and recommendation.

5.2.5. If the employee is not selected for a specific job or position through the internal process, the employee will automatically be placed in the external pool for consideration.

5.3. External - Transfer

5.3.1. All applications meeting minimum qualifications received by the organisation by the posting deadline will be forwarded to the President and Managing Committee.

5.3.2. Applicants will be notified at least three (3) working days, (if feasible), prior to the appointment time for an interview.

5.3.3. A minimum of three (3), (if feasible), final candidates will be forwarded to the President or Managing Committee for review and recommendation.

5.3.4. The recommendation of the President, Managing Committee and Project Manager will be forwarded for processing.

5.3.5. The applicant selected for the position will be notified verbally by the organisation followed by formal confirmation. Applicants not selected for a position will be notified by the organisation.

5.4 Salary Administration (Employment)

5.4.1. Placement

5.4.1.1. An applicant's qualifications will be evaluated thoroughly at the time of initial appointment, based upon verified, related work experience and official transcripts of academic work. The Project Manager will be responsible for equating these qualifications to the minimum eligibility requirements and for step placement.

5.4.1.2. Initial appointments will normally be that of the schedule that applies to the position as classified by the Samabhavana society.

5.4.1.3. When a vacancy exists and an applicant is placed on a temporary status while waiting for Managing Committee action, the applicant will be paid at the grade for that position.

5.5. Advancement

5.5.1. Employees appointed or promoted to higher-level Professional Staff positions must have at least the qualifications for the grade on which the position is placed. It will be the employee's responsibility to provide the Project manager with the necessary validated administrative documentation of additional credits and/or degrees earned. These documents will be placed into the employee's official file.

5.5.2. A currently employed staff member who is appointed or promoted to a position at a higher grade will receive salary placement based on the new grade.

5.6. Administrative Reassignment

5.6.1. An administrative reassignment may be initiated and approved by the appropriate President or Project Manager.

5.6.2. Except in critical situations, or where all parties agree, an employee who is reassigned will be notified verbally by the Project Manager. Written confirmation will be sent by the organisation within ten (10) working days.

5.6.3. An employee may be reassigned to a position at a lower grade, the same grade, or a higher grade. Employees who are voluntarily reassigned will serve a new forty-five (45) day probationary period.

5.6.4. If the involuntary reassignment is to a lower grade, the employee's current salary will remain in effect until the salary schedule is revised, this action may necessitate that an employee's salary will be off schedule until the next step is granted.

5.6.5. If the reassignment is to an equal grade, the salary will remain the same. If the reassignment is to a higher grade, any change to salary will be effective the first day of the assignment. Accumulated sick leave, vacation credits, and all benefits to which employee is entitled, including any changes in same, will take effect as of the date of the reassignment.

5.6.6. A Professional Staff employee who has been involuntarily reassigned is not subject to a probationary period.

5.6.7. Affected Professional Staff shall have the right to appeal such reassignment using the Grievance procedure.

5.7. Temporary Administrative Reassignment

A temporary administrative reassignment will generally be for a maximum of the period specific of the project. An employee temporarily reassigned to any policy group must meet Samabhavana society hiring qualifications.

5.8. Working out of class

An employee may be temporarily reassigned to work out of class, at the discretion of the President or Project Manager, without change in status not to exceed thirty -(30) working days. Temporary assignments may be extended up to ninety -(90) working days at the higher grade at least ten percent (10%) higher than the current salary. Temporary assignments exceeding thirty -(30) days must have the written approval of the President. The position will be filled on a permanent basis by following the Internal and/or External posting and competitive selection procedures. (An employee who is temporarily working out of class will have the opportunity to return to their former position. The employee may be administratively reassigned to the new position or openly compete for the newly created position.)

5.9. Salary Increases

5.9.1. As per rules of funding agency salary increments will done for the project period

5.10. Employee Development Evaluation

5.10.1.The purpose of an employee development evaluation is to assist in the improvement of job performance, develop the supervisory/employee relationship, and serve as a useful tool in the growth and the development of the individual employee.

5.10.2.The evaluation process will include job knowledge; quality of performance, quantity of performance, self-management, client/respondent/Target population service, team support and specific job criteria.

5.10.3.No alterations or additions will be made to an evaluation form once the employee and the supervisor have signed it. The employee may, at any time, review the evaluation forms previously filed in his/her official personnel file. An employee may request a copy of his/her evaluation through the Project Manager

5.10.4.Evaluations must bear the signature of the employee or a written indication that the employee reviewed the evaluation and refused to sign it. Evaluations lacking one or the other verification will be returned to the evaluator and will not be placed in the employee's personnel file.

5.10.5.The Samabhavana Society recognizes that the personal life of an employee is not an appropriate concern of the organisation provided it does not affect the employee's effectiveness in fulfilling his/her professional obligation(s).

5.11. Personnel Files

5.11.1.The Administrative office will maintain the official personnel file that will contain all materials relevant to the employee's employment and will be the sole repository of such materials with the exception of an organisation file. Files will be secured, and only authorized personnel will be permitted to view them.

5.11.2. An employee will have the right to:

5.11.2.1. Review the complete contents of his/her file(s) upon request.

5.11.2.2. Receive a copy of any derogatory or negative information placed therein.

5.11.2.3. Submit a written response to be included in his/her personnel file whenever negative or derogatory information is placed in the file(s). Request the inclusion of relevant documents to be added to his/her file(s). Request the removal of all inappropriate and/or obsolete documents from his/her file(s).

5.12. Probation

5.12.1. The probationary period for an employee starts the first day worked following approval.

5.12.2. New employees will be considered to be in probationary status until they have completed ninety (90) days of work. All days of absence including holidays, sick leave, etc., are not considered as time worked during the probationary period.

5.12.3. The President of the organisation upon written request of the Project Manager may authorize a thirty- (30) working day extension of the probationary period. Such an extension must be based on a written indication of the deficiencies present and the steps that must be taken in order to address those deficiencies. The employee must receive a copy of the reasons for the extension of the probationary period.

5.12.4. The Project Manager will complete an evaluation at least five (5) days prior to the end of the probationary period.

5.12.5. An employee unable or unwilling to meet the job and attitude requirements may be terminated at any time during the probationary period upon the recommendation of the Project Manager and with the approval of the President of the organisation

5.12.6. An employee who applies for and receives a new position will serve a new forty-five (45) working day probationary period. In the event the employee is not successful in the new assignment, the appropriate Project Manager will work with the employee to identify other vacant positions for which the employee might be qualified. Assuming the employee is qualified, the Project Manager will assist in obtaining placement, but a guarantee of continuing employment is not assumed.

5.12.7. Employees who are voluntarily reassigned serve a probationary period as defined.

5.12.8. A reclassified employee is not required to serve a new probationary period.

F.6. Corrective Action Procedure

The employee's personnel file, located in the organisation, is the sole official file and source of reference with regard to this procedure. If an employee's conduct or performance on the job is considered less than satisfactory, the following procedure will be the Project Managers guide.

6.1. Initial Corrective Discussion

6.2.The immediate supervisor may hold a private discussion with the employee. The employee/supervisor may be accompanied by a representative of his/her choice and either may request a representative from the organisation as a facilitator/mediator. Under normal circumstances, all parties will be notified of representation.

6.3.The employee will be informed that this is the initial corrective action discussion as set forth in this policy manual, and will be advised of the consequences that may follow if the employee's conduct/performance does not improve within a time frame established by the Project Manager/supervisor.

6.1.3.The employee may, at this time, request that the offenses and time frame stated in the initial corrective discussion be reduced to writing for his/her information. The Project Manager/supervisor will comply with any such requests.

6.4.Second Corrective Discussion

6.4.1. If the employee fails to take necessary corrective action, the immediate supervisor will again talk with the employee regarding his/her lack of improvement. A written record will be made of this meeting, and one (1) copy will be given to the employee and one (1) copy will be placed in the employee's personnel file.

6.4.2. The emphasis will continue to be corrective in intent. The employee should clearly understand the hazard of continued failure to meet reasonable standards of performance or conduct.

6.4.3. Upon proof of satisfactory performance, and at the end of at least a three (3) month period, the written record will be removed from the personnel file upon written request from the employee and a signed approval from the immediate supervisor.

6.4.4. Disciplinary Action and Dismissal Recommendation

6.4.4.1. If the employee fails to respond satisfactorily or commits another offense, disciplinary action may be recommended by the immediate supervisor. The President, in consultation with the Project Manager, will determine the appropriate disciplinary action. The Project Manager will hold a private discussion with the employee.

6.4.4.2. The employee may be suspended without pay for a period of up to ten (10) working days, and/or the employee may receive a written reprimand and/or the employee may be recommended for dismissal.

G.7 Dismissal. The President/Project Manager may recommend dismissal. The President will review the record of the employee and investigate the situation as appropriate. If the President deems there are sufficient grounds for dismissal, he/she will recommend it to the Managing Committee.

H.8. Termination, Layoff and Relocation

8.1. Voluntary termination. One (1) month prior to resignation, the employee will provide a letter of resignation to the Project Manager.

8.2. Involuntary termination

8.2.1. An employee may be terminated for cause. Before termination for cause is undertaken, careful analysis of all circumstances will be made by the President and Project Manager. The employee will receive a written notification of the charges and underlying evidence resulting in the recommendation of termination.

8.2.2. An employee may appeal his/her termination to the President within five (5) days of receipt of the written termination notice. The President will provide the employee with an opportunity to present reasons, either in person or in writing, why he/she should not be terminated. Based upon the information presented, the President will determine whether the recommendation for termination will proceed to the Managing Committee.

8.2.3. Post Termination Process

8.3.1. If the Managing Committee accepts the recommendation of the President and terminates an employee, he/she may request a due process hearing. Such request shall be made in writing to the President within five (5) working days after receipt of notice of the Managing Committee decision to terminate.

8.3.2. Upon a timely request, a Hearing Committee shall be constituted and shall be composed of the following: The project Manager, The supervisor, The president and One (1) board member, one staff member and one representative of the funding agency of that specific project (if need be or available). All committee members must be selected from the Samabhavana society other than the project from where the employee who was dismissed was assigned.

8.3.3. The Hearing Committee shall select a Chair. Unless the parties stipulate to extend the time beyond which is set forth below, the Chair shall conduct a meeting with the employee and his/her representative no later than twenty (20) working days after the formation of the committee for the purpose of exchanging exhibits, witness lists and summaries of witness testimony. The Chair may choose to deny admission of an exhibit(s) or witness testimony for failure to comply with this section.

8.3.4. Unless the parties otherwise agree, the Hearing Committee shall conduct the hearing no later than ten (10) working days after the exchange of information.

8.3.5. Within five (5) working days after completion of the hearing, the Hearing Committee shall provide the President with a written summary of the evidence that was presented during the hearing.

In addition the Hearing Committee shall render binding written findings of fact and conclusions of law and forward it with its recommendation regarding the appropriateness of the dismissal to the President. The above deadline may be extended up to fifteen (15) working days from the parties.

8.3.6.After receiving the Hearing Committee's summary of evidence, findings of fact and conclusions of law, the President may meet with the Hearing Committee to clarify the summary of evidence, findings of fact and conclusions of law. The President shall have ten (10) working days in which to review the recommendation regarding dismissal. The President may adopt the recommendation and forward it with the summary of the evidence, a copy of the findings of fact, conclusions of law and the Hearing Committee's recommendation to the Managing Committee.

8.3.7.The Managing Committee may choose to meet with the employee to hear arguments regarding the appropriateness of the President's recommendation regarding dismissal. The length of the meeting shall not exceed one (1) hour.

8.3.8.The Managing Committee, at the meeting, shall render the final decision regarding the employee's appeal. A copy of the final decision shall be sent (registered mail) to the employee at his/her place of residence as recorded in Samabhavana society records.

8.3.9.With voluntary/involuntary termination, an employee waives all rights that he/she has had as an employee and should be treated as a new employee should he/she return to the Samabhavana society.

8.3.10. Layoff for lack of work. Layoff severs an employee's service due to lack of work suitable to the employee's particular qualifications and capabilities. The employee will be given verbal and written notification of impending layoff as far in advance as possible, but in no case will the employee receive less than twenty (20) working days notification. An employee will be given Organisation-wide consideration and assistance for other placement or relocation. Should there be need for additional training, the employee will agree to a written plan

8.3.11.For the purpose of layoff, a Professional Staff employee will be transferred on the basis of seniority as defined in the following order:

- Paid time in service within the Organisation
- Paid time in service within the classification

I.9. RESOLUTION OF CONTROVERSY

9.1. Non Policy-Related Issues: Resolution of Conflict

In the event of a perceived inequity or circumstance that is not covered either by this policy manual or Governing Board policy, an employee shall meet directly with the Project manager within sixty-(60) working days of the perceived inequity. The purpose of this meeting/discussion is to seek informal resolution to the non-policy related issue.

- Together, the Project manager and the employee, within ten (10) working days of the meeting, will document the meeting and resolution, if reached.
- If the employee and Project manager are unable to resolve the issue informally, the employee may, within ten (10) working days, request a meeting with the President in the chain of command to review the non-policy related issue.
- The President shall meet with the employee within ten (10) working days of receiving the request and render a decision within ten (10) working days of the meeting.
- If the decision rendered by the President is not satisfactory to the employee, the employee may, within ten (10) working days, request a meeting with the Managing Committee to review the non-policy related issue.
- The Managing committee shall meet with the employee within fifteen (15) working days of receiving the request and render a decision within fifteen (15) working days of the meeting.
- If the decision rendered by the Managing Committee is not satisfactory to the employee, the employee may, within ten (10) working days, request a review by the Hearing committee, in writing. The Hearing committee shall, within twenty (20) working days after the receipt of the written request, review the evidence and issue a written decision, which is final. The

- written request and decision will be retained in a separate file in the office of the organisation and a copy shall be distributed to all parties in interest.

J.10. Ground Rules

- All meetings held under this procedure shall be conducted at a prearranged time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend. Employee(s) shall be permitted to present oral and written statements during meetings.
- As the Resolution of Conflict moves from one level to the next, the employee may not add new considerations to the Resolution of Conflict.
- No reprisals shall be taken against a Professional Staff employee who requests Resolution of Conflict.
- Time limits provided in this procedure may be extended by mutual agreement.
- Initial probationary employees do not have access to the Resolution of Conflict procedure.
- Release time. Employees will be allowed reasonable release time to meet with management.

10.1. Policy-Related Issues: Grievance Procedure

Ground rules

The Grievance procedure established herein will be the sole and exclusive internal remedy available to Professional Staff employees for resolving policy-related disputes. This does not preclude any external remedies available to the employee.

- Meetings held under this procedure shall be conducted at a time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend. Employee(s) and their representative(s) shall be permitted to present oral and written statements during meetings.
- As the Grievance moves from one level to the next, the grievant may not add new considerations to the Grievance. At each level, the written Grievance and the written response(s) must be forwarded to the next level.
- No reprisals shall be taken against any employee who requests an Informal Discussion of Policy-Related Issues and/or files a Grievance, representative, or other participant in the Informal Discussion of Policy-Related Issues and/or Grievance procedure by reason of such participation.
- Time limits provided in this procedure may be extended by mutual agreement.
- Initial probationary employees do not have access to the grievance procedure.
- Documents, communications, and other records dealing with the processing of a formal grievance will be maintained in a separate grievance file in the office of the organisation. Confidentiality will be maintained, and a copy will be made available to the employee upon request.

10.2. Release time.

- Employees who request informal discussion of policy-related issues and/or file grievances will be allowed reasonable release time.

10.3. Informal Discussion of Policy-Related Issues

In the event of a perceived misapplication, misinterpretation, or violation of a specific provision(s) of this policy manual, or of Board policy, an employee shall have the right to request a meeting/discussion with his/her immediate supervisor within twenty (20) working days of the time the issue arises, or within twenty (20) working days of the date when the employee should have

known of its occurrence. This informal meeting/discussion will take place within seven (7) working days of the request. The purpose of this meeting/discussion is to seek informal resolution to the policy-related issue. The Professional Staff employee will be accompanied by an employee representative of his/her choice, at the employee's request.

- Within five (5) working days after the informal discussion, the immediate supervisor(s) will render a written decision to the employee.
- No reprisals shall be taken against any employee who requests an Informal Discussion of Policy-Related Issues, representative, or other participant in the Informal Discussion of Policy-Related Issues procedure by reason of such participation.
- If the supervisor and employee are unable to resolve the issue informally, the employee may proceed and file a Formal Grievance.

10.5. Formal Grievance

10.5.1 Definitions:

10.5.1.1. Grievance. A formal, written allegation of an alleged misapplication, misinterpretation, or violation of a specific provision(s) of this policy manual, or of organisational policy, that affects the grievant. This grievance procedure shall not be used to change policies, regulations, or procedures of the Samabhavana Society which are not included in this policy. A grievance excludes any alleged misunderstanding, practice, or other matter(s) outside the terms of this, or of Organisational policy.

10.5.1.2. Grievant. An employee(s) who has completed his/her initial probationary period and is making a claim that he/she has a grievance as defined in grievance above.

K.11 STAFF EMPLOYMENT CONDITIONS

11.1. Employment Categories

11.1.1. Regular employees

11.1.1.1. Regular full-time employees are assigned forty-eight - (48) hours per week and occupy budgeted positions.

11.1.1.2. Employees who work thirty -(30) hours or more per week are eligible for other pro rata benefits as defined, and limited to, in this policy manual.

11.1.1.3. Regular part-time employees are employees working at least twenty (20) hours per week but less than thirty -(30) hours per week and occupying budgeted positions.

11.1.1.4. Employees in this category are automatically eligible for statutory benefits.

11.2. Special Considerations

11.2.1. A regular employee who has accepted any position within organisational Staff, regardless of the funding source, will retain all rights and privileges as appropriate under the Staff policy manual and will continue to accrue service credit.

11.2.2. All regular employees will be grand fathered to the Staff policy manual, upon return, in the following areas:

11.2.2.2.1. Vacation accumulation and rate of accrual.

11.2.2.2.2. Employee education-fee waivers for Organisational courses.

11.2.2.2.3. Sick leave accumulation and rate of accrual.

11.3. Work Year/Work Day

11.3.1. Months of work. Exact dates for categories listed below, and exceptions to the standard approved calendars must be approved by the President/Managing committee.

11.3.1.1. A twelve (12) month employment period is identified as the fiscal year beginning April 1 and extending through March 31.

11.3.1.2.A ten (10) month employment period is identified as a period of two hundred fifteen (215) consecutive work days, 1,720 hours. The standard calendar will be established by the organisation.

11.3.1.3.A nine and one-half (9 1/2)-month employment period is identified as a period of two hundred five (205) consecutive workdays, 1,640 hours. The standard calendar will be established by the organisation.

A nine (9) month employment period is identified as a period of one hundred ninety-five (195) consecutive work days, 1,560 hours. The standard calendar will be established by the organisation.

11.4.. Extended employment. Any work beyond the periods of employment specified above will be considered as extended employment and may be approved (upon the recommendation of the Project Manager)

11.4.1.An employee who is asked to accept an extended employment assignment will be notified at least fifteen (15) days prior to the assignment.

11.4.2.Any work beyond the period specified in the contractual agreement for employment will be considered extended, and the employee will accrue no benefits. An employee on extended employment and/or project basis will receive the same rate of pay normally paid to other employees performing the same type of job.

11.4.3.Acceptance of extended employment is at the option of the employee. There will be no reprisals against any employee who does not accept an extended assignment.

11.5. Hours of work

11.5.1.Standard work hours will consist of a forty-eight (48) hour workweek. The standard week will be no more than six (6) days within a seven (7) day period. Assignment of work hours will be made through the Office of the organisation to provide adequate coverage for the various service areas.

11.5.2. Major changes in work schedules must be approved by the Project manager. An Employee may initiate a request for a flexible working schedule to his/her Project manager.

11.5.3.A Professional Staff employee whose standard working hours are changed, for other than a temporary period not to exceed thirty (30) days, will be given ten (10) working days' written notice prior to the effective date of the change. Flex scheduling cannot be used to avoid overtime/compensatory pay.

11.5.4.Hardship

A work schedule change resulting in hardship for the employee will be resolved by the Grievance Procedure.

11.6 Rest Periods

11.6.1.The scheduling of rest periods will be the responsibility of the Project Manager and employee.

11.6.2.Each employee will be allowed a fifteen (15) minute rest period during the first four (4) hours worked and a fifteen (15) minute rest period during the second four (4) hours worked.

11.7. Overtime/Premium Pay

11.7.1.Overtime must be approved in advance by the appropriate supervisor or administrator.

11.7.2.Overtime will be paid at the premium rate of one and one-half (1 1/2) times the employee's hourly rate of pay or at the compensatory rate of one and one-half (1 1/2) hours compensatory time for each hour of overtime worked.

11.7.3.The decision as to whether reimbursement should be through premium pay or compensatory time will be made by the appropriate supervisor/administrator and will be communicated to the employee prior to the overtime being worked.

11.7.4. Supervisors and employees will share responsibility for keeping records of compensatory time earned and taken. The acceptable document for use in this record keeping is the attendance and logbook.

11.7.5 Overtime of specially funded program team will not be applicable, as these projects are based on strict timeline deliverables and if need be they will have to put in that extra hour/s

11.8. Time frame for using accrued compensatory time

11.8.1. Employees must be permitted to use accrued compensatory time within a three (3) month period.

11.9. Special consideration pay

11.9.1. Professional Staff employees required to carry/respond to electronic communication devices (pagers, cellular telephones, etc.) beyond their regularly scheduled hours, will be compensated at the actual rate during the time they are required by supervisors to carry/respond to said devices

11.10. Sick Leave Provisions

The sick leave policy is intended to protect employees from loss of income during periods of personal or immediate family illness. Unless stated in this policy manual or exceptions granted by the President/Managing committee, sick leave time will not be used for any other purpose.

11.10.1. Each twelve (12) month regular full-time employee will be allowed (4 hours per pay period) thirteen (13) working days (104 hours) sick leave per year accumulative indefinitely at the rate of one (1) day for each four (4) weeks of service. Regular full-time employees on nine (9), nine and one-half (9 1/2), or ten (10) months basis will accumulate prorated sick leave benefits. Regular employees on less than full-time basis (half [1/2] day or more) will accumulate prorated sick leave benefits. All employees on less than a one-half (1/2) day basis (under four [4] hours) will not accumulate sick leave benefits.

11.10.2. When sick leave taken by an employee exceeds the total of accrued sick leave and vacation hours on the books; the employee will be placed on unpaid leave. Paid sick leave may not exceed the amount accrued by an employee.

11.10.3. End-of-year reconciliation and reimbursement

11.10.3.1. At the end of a calendar year, if an employee has accumulated days of sick leave, but has, during an earlier period of that calendar year, sustained loss of pay due to lack of sick leave credits, he/she will be reimbursed on the last pay period up to the actual accumulation. This privilege will not carry over to subsequent calendar years.

11.10.3.2. An employee must authorize the accounts Office in writing, ten (10) days prior to the last payroll date of the calendar year, to apply accumulated sick days.

11.10.3.3 The appropriate accounts department may require an employee to provide medical certification to confirm illness and/or absences and for other reasons as may be determined by the organisation. If circumstances require, the Organisation may select an appropriate practitioner and require the employee to obtain clearance from that practitioner at Organisation expense.

11.10.3.4 Additional accumulation of sick leave will continue even during absence for illness as long as the employee remains in a paid status. Additional accrual of sick leave ceases when all accrued sick leave and vacation have been exhausted. Unused accumulated sick leave will be canceled upon termination unless otherwise stated in this policy manual.

11.11. Personal Time

11.11.1. Personal leave, not to exceed 4 days (32 hours) per year (non cumulative), may be granted for an activity that can be accomplished only on the workday involved. Examples may include assisting a relative in an emergency situation, an appointment with a professional, a funeral, etc. Personal time does not need to be pre-approved. As much advance notice as possible should be given for

scheduling purposes. Personal time is not to be used routinely to come in late or leave early from work. Such absences will be charged to the employee's sick leave and are not to be substituted as vacation hours.

11.11.2. The appropriate Project Manager may approve one additional day in advance. Such absences will be charged to the employee's sick leave.

Personal leave, not to exceed 4 days (32 hours for regular employees) per year (non cumulative), may be granted for a legal, professional, emergency, religious, or other unique activity that can be accomplished only on the day involved. Examples may include assisting a relative in an emergency situation, an appointment with a professional, a funeral, etc. Personal time does not need to be pre-approved. As much advance notice as possible should be given for scheduling purposes. Personal time is not to be used routinely to come in late or leave early from work. Personal leave will be charged to the employee's sick leave.

11.12. Leave of Absence

11.12.1. Family and Medical Leave

Family and Medical Leave will be provided to regular full-time and regular part-time eligible employees not to exceed 12 weeks within a 12 month period for adoption or childbirth, to care for an ill child, parent, or spouse, or for the employee's own illness. The leave may be a paid or unpaid leave based upon the employee's accrued time available. Accumulation of accrued time will continue while the employee remains in a paid status. Accumulation of accrued leave will cease when the employee goes into an unpaid status but previously earned benefits will be held in suspense for the employee. An employee who is granted a Leave of Absence under FMLA will return to the position that he/she left or an equivalent position.

11.12.2. Medical leave of Absence

Should an employee request more time after exhaustion of the Family and Medical Leave, an employee may request a medical leave of absence for personal health reasons (up to 15 days with up to 2 years of service, and up to 30 days with 2 or more years of service). A physician's statement, acceptable to the appropriate accounts department, must be received. Accumulation of accrued time will continue while the employee remains in a paid status. Accumulation of accrued time will cease when the employee goes into an unpaid status, but previously accrued benefits will be held in suspense for the employee. An employee who is granted a leave under this section will return to the position that he/she left. Failure to return from a Medical Leave of Absence will result in automatic termination.

11.12.3. Extended Personal Leave of Absence

Should an employee request more time for personal reasons after exhaustion of the Family and Medical Leave, an Extended Personal Leave of Absence may be requested in up to 3 month increments and must be approved by the Project manager and the President with concurrence of the Managing Committee. Accumulation of accrued time will continue while the employee remains in a paid status. Accumulation of accrued time will cease when the employee goes into an unpaid status, but previously accrued benefits will be held in suspense for the employee. An employee who is granted an approved leave under this section will return to the position that he/she left. Failure to return from an approved, extended personal leave will result in automatic termination.

L.12. Statement of Good Faith

Both parties agree that, during the course of developing this policy, each party had the opportunity to make proposals, assess proposals, and analyze positions. The parties further agree that all obligations and benefits herein are the result of voluntary agreement. This document contains the full and complete agreement reached on issues considered. No amendment to the policy will be deemed effective unless agreed upon according to the provisions of Sections 1., 2., and 3., reduced to writing, and approved by the Board of Directors of Samabhavana Society.

M.13. Duration

This policy will become effective on April 1, 2000 and will continue in effect until modified.

N.14. Glossary—Definition of Terms

For purposes of clarification and definition, the following terms and definitions will be applicable throughout the contents of this working agreement.

- **Aggrieved Person (grievance).** The person, persons, or Association making the claim.
- **Base Pay.** Base pay is the dollar amount determined by the current grade and step on the employee salary schedule
- **Calendar day.** One day; may be a weekday, Saturday, Sunday, or holiday.
- **Callback.** Employee recalled to duty after normal hours of accountability.
- **Catastrophic Illness.** Catastrophic Illness is defined as a sudden illness/injury that is seriously incapacitating; such as, those that have the potential for permanent disability or extensive hospitalization/confinement or death and requires immediate action.
- **Classification.** A position in a compensation program designed by a systematic process to determine a title, scope, duties, and qualifications according to established criteria.
- **Compensatory time.** Time off awarded based on overtime worked, at the rate of one and one-half (1 1/2) hours of compensatory time per one (1) hour of overtime worked.
- **Fiscal year.** A period of one (1) year, beginning April 1 of one calendar year and continuing through March 31st of the following calendar year.
- **Managing Committee.** The Samabhavana Society Managing community
- **Grievance.** A formal, written allegation by a grievant that he/she has been adversely affected by a violation of a specific provision(s) of this policy manual. A grievance excludes any alleged misunderstanding, practice, or other matter(s) outside the terms of this policy manual.
- **Immediate supervisor.** The Samabhavana employee to whom the regular employee reports for work.
- **Month.** A period from twenty-eight (28) to thirty-one (31) calendar days, e.g., February 20–March 19, December 1–December 31.
- **On-call.** Employee required to be available for duty other than their normal hours of accountability and restricting the employee's freedom of movement.
- **Overtime -** Time worked in excess of forty (40) hours in any one week. Time worked means time spent (holidays, vacation, sick time, etc.) in a paid status.
- **Party (ies) in Interest.** The person or persons making a claim or any person who might be required to take action, or against whom action might be taken, in order to resolve a claim in either a Grievance or Resolution of Conflict.
- **Pay period or payroll period.** A two (2) week period commencing the Saturday immediately following payday and extending fourteen (14) calendar days, through the following payday.
- **Position.** A specific job within a classification to which a regular employee can be assigned.
- **Reassigned time.** A period of time within the regular workday during which the regular employee is allowed to perform non–work-related functions, and which is made up for by working a like number of hours at some other time, usually within the same day, week, or payroll period.
- **Reassignment.** The movement of a regular employee from one College or Department Office to another in the same position classification, or from a position in one classification to another position in a different classification, e.g., Fiscal Tech I to Fiscal Tech II.

- **Regular employee.** A governing-board-approved employee whose workweek is from thirty- (30) but fewer than forty - (40) hours inclusive in length, and whose job is identified under listed classifications in the MCCCDC classification system.
- **Regular full-time employee.** A governing-board-approved employee whose workweek is forty - (40) hours, and whose job is identified under listed classifications in the MCCCDC classification system.
- **Regular part-time employee.** A governing-board-approved employee whose workweek is at least twenty (20) hours and fewer than thirty- (30) hours in length, and whose job is identified under listed classifications in the MCCCDC classification system.
- **Release time.** A period of time within the regular workday during which the regular employee is allowed to perform work-related functions, and which is not required to be made up (as opposed to reassigned time, above).
- **Reorganization.** Reorganization is a reassignment or a series of reassignments to restructure one or more departments that may result in a change of job responsibilities.
- **Temporary employee.** One-year-only employee, one-semester-only employee, or any other short-term hire. Temporary employees are not covered by these policies.
- **Workday.** The period of time during a given day commencing when the regular employee is scheduled to start work and ending when the regular employee is scheduled to finish work. The workday includes rest and meal periods.
- **Working day.** Any day on which the organisation is open for business.
- **Working out of classification.** Performing duties beyond the scope of the classification to which the employee is assigned.
- **Workweek.** The normal workweek for a regular full-time employee consists of five (6) consecutive days and forty-eight - (48) hours per week, not including meal periods.



Secretary



Programme Officer



General Manager (Admin. & Finance)



Administrator