

THOZHI FEDERATION

DHARMAPURI

EMPLOYEE

HANDBOOK

Revised April 2023

REVISED EMPLOYEE HANDBOOK 2023

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WELCOME TO THE THOZHI FEDERATION

On behalf of the Members of the committee, Director and staff members, I welcome you at **THOZHI FEDERATION** and wish you every success in your future.

At **THOZHI FEDERATION**, we believe that each employee contributes directly to the growth and success of the organization, and we hope you will take pride in being a member of our team.

This hand book is developed to describe some of the expectations from our employee and to outline the policies, programs and benefits available to the eligible employees. Employees should become familiar with the contents of the employee handbook as it will answer many questions about the employment with **THOZHI FEDERATION**.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand our vision for the future and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable and rewarding.

With Best Wishes!

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President

THOZHI FEDERATION, DHARMAPURI

MISSION STATEMENT

Empower the Women workers by building and strengthening of the women workers associations.

2. Capacitate the Federation members to facilitate worker associations
3. To Ensure that atleast 1000 women workers get their full entitlement by strengthening 13 women workers associations by 2028

THE PURPOSE

To make positive changes in the lives of working women by impacting the policies and programmes and by strengthening the civil society organisations working for the cause.

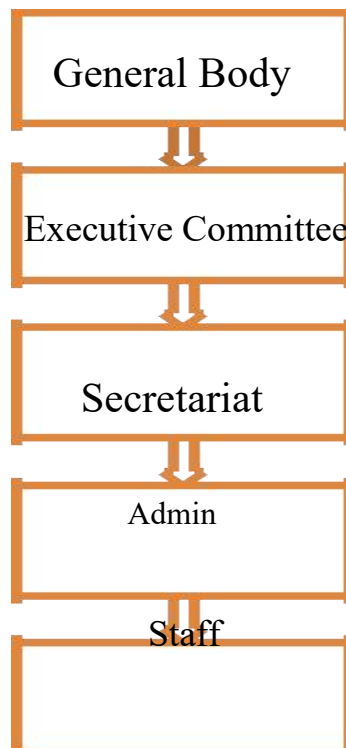
THE GOAL

To strengthen 100 organizations in Tamil Nadu.

DESCRIPTION OF THE ORGANIZATION

THOZHI FEDERATION is non-governmental organization (NGO)

Orgonogram



Human Resource Development/Management:

HRD aims to ensure availability of adequate and appropriate personnel with requisite awareness, motivation, commitment and competence to achieve **Organization's** mission to realize its Vision, through efficient and effective performance of its planned projects and programmes.

HRD Department Function:

- To ensure availability of personnel with required level of competence and competent for the cause of disabled.
- To provide training, career development leadership and management training.
- To ensure that **THOZHI FEDERATION** are assisted to compete equally with able person and if all else is equal to prefer and encourage the **THOZHI FEDERATION**.

Recruitment, Selection and Appointment

All recruitment and appointment to the Association will be conducted to ensure equal opportunities for all, regardless of race, creed, gender or disability. Every attempt will be made to ensure that people with disability are assisted to compete equally with non-disabled people, and if all else is equal, a person with disability will always be preferred.

All the activities involved in recruitment, selection and appointment will be carried out strictly in accordance with the procedures set out in the recruitment and selection manual, available in all units.

Employment Categories

1. Casual worker:

- a. Definition:** Persons engaged on daily wages for a specific work is considered as **Casual Worker**
- b. Terms & conditions:**
 - I. The Casual Worker shall not be engaged continuously for more than 180 days
 - II. Particulars of each casual worker (Date of engagement, Nature of work entrusted, Daily wages fixed and paid) shall be documented in the '**Casual workers' register**'. The Register shall be kept up to date.
 - III. Type of works considered for this category of employment: Maintenance and Repair of building, garden; housekeeping, Cleaning the garbage, menial work, the works emerged casually on event management, arose out of emergency, urgency to complete etc.
 - IV. Duration timings of the work are specified clearly

- c. **Benefits:** They are not entitled for any benefits.
- d. **Procedure:**
 - i. Casual worker register by concerned department, no letter shall be issued.
 - ii. The particular department is responsible/accountable to maintain the register and pay accordingly as per the financial manual (as on daily wages)

2. Part time employee:

- a. **Definition:** The person is considered as an ‘**Employee on part time basis**’ or simply ‘**Part Time Employee**’ where **THOZHI FEDERATION** has no requirement of a full time employee or does not have resource to employ for appointing on full time basis or any person not employed full time is treated as part time.
- b. **Terms and conditions:**
 - i. Remuneration is agreed into mutually, based on: type and nature of job, hours of work, date by which assignment to be completed, etc.
 - ii. If the pre fixed scheduled day of attendance happens to be declared holiday, treated as paid holiday. If a person himself/herself taken leave it suitable to consider as compensated day.
- c. **Benefits:**
 - i. There are not entitled for any benefits.
- d. **Procedure:**
 - I. Specific individual Memorandum of Understanding (MOU), complete in all aspects shall be ensured.
 - II. Attendance Register in the specified format shall be maintained.

3. Project based employee:

- a. **Definition:** Project Based Employees who are hired against the project requirement. Till the completion as specific project for which he/she employed.
- b. **Terms and Conditions:**
 - i. Tenure of these employments shall not generally, exceed the duration of the project.
 - ii. Contract employees retain the status until notification of a change.
 - iii. One month notice on either side is required, for termination of the employment.
- c. **Benefits:** Project based employees are eligible for all **THOZHI FEDERATION**’s benefits.
- d. **Procedure:**
 - I. Specific individual Memorandum of Understanding (MOU), complete in all aspects shall be ensured.
 - II. Attendance Register in the specified format shall be maintained.

4. Temporary employees:

A. **Definition:** who hired as interim replacements, to temporarily supplement the work force to assist completion of specific project.

B. **Terms & conditions:**

- I. Tenure of these employments shall not generally, exceed the duration of the project.
- II. Contract employees retain the status until notification of a change.
- III. One month notice on either side is required, for termination of the contract.

C. **Benefits: They are not entitled for any benefits.**

4. Permanent Employees:

a. **Definition:** A person, who is employed on the permanent basis against requirements of **THOZHI FEDERATION**, is considered as a permanent employee. **Or** Employees who are conferred permanent status on successful completion of temporary or probation status.

b. **Terms and Conditions:**

- i. As per the terms and conditions contained in the appointment letter issued by the Competent Authority of the organization.
- ii. The appointee shall comply with declaration regarding ,oath of secrecy, confidentiality adherence to standard practices of value , philosophy, integrity and discipline

c. **Benefits:**

- i. They are eligible for leave entitlement as per the leave rules
 - ii. They are eligible for all statutory and welfare benefits
- } As per the
} hand book

5. Notes:

- a. The specific appointment letter needs to be redrafted after careful study, for ensuring clarity on definition, the criteria for Categorization for permanent & contract /project based employees,
- b. Permanent Appointment or conferred permanent status shall be evidenced by regular Appointment Letter. A person on permanent appointment (selected or conferred) shall be on probation period of six months which can be extended for further period of six month based on his/her performance during the probation period. Needs to be list down of Project/Contact based post, Permanent post and event based post.
- c. Appropriate guidelines needs to be prepared with regard to resource person, internee and trainees.

CONSULTANTS are those who facilitate organizational change and/or provide subject matter expertise on technical, functional and business topics during development or implementation.

Minimum Employment Age

No person under the age of 18 years may be employed at **THOZHI FEDERATION**. Therefore, any person taken for training with a view to subsequent employment at **THOZHI FEDERATION** should be minimum 17 years of age.

Conditions of Service

1. Probation

Each appointment is subject to a 6 month probationary period, counting from the joining date. During that time one week's notice of termination may be given by either side. The appointment will be confirmed in writing at the end of a successful probationary period.

2. Appointment and Termination

- 2.1** Appointment may be for either indefinite or fixed terms. If and when a fixed-term contract is renewed, it can, by mutual consent, be for either an indefinite or a fixed term.
- 2.2** Once an appointment is confirmed, one month's notice is required on either side for termination. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation.
- 2.3** Termination of employment is an inevitable part of personnel activity with any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

Resignation — voluntary employment termination initiated by an employee.

Discharge — involuntary employment termination initiated by an employee.

Lay off — involuntary employment termination by the organization for non-disciplinary reason.

Retirement — voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for the retirement from the organization.

2.4 Return of property

Employees and associated members are responsible for all **THOZHI FEDERATION** property, materials, written information issued to them or in their possession or control. Employees or associated members must return all **THOZHI FEDERATION** property immediately upon termination of employment. Where permitted by applicable law, **THOZHI FEDERATION** may withhold from the employee's or associated member's cheque or final pay cheque the cost of any items that are not returned when required. **THOZHI FEDERATION** may also take all action deemed appropriate to recover or protect its property.

3. Salaries

All salaries will be paid within the first five days of each month.

Although a yearly increment is usual, this is not automatic, and all salary decisions remain at the discretion of the office Bearers.

THOZHI FEDERATION takes all responsible steps to ensure that employees & associated members receive the correct amount of pay in each pay cheque and that employees are paid promptly.

In unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the ACCOUNTS DEPARTMENT so that corrections can be made as quickly as possible.

4. Promotion

Promotion is entirely at the discretion of the Board.

All staff members are free to apply for any **THOZHI FEDERATION** job, whether advertised internally or externally.

5. Provident Fund

THOZHI FEDERATION operates the provident fund for all members of staff, and all members of staff contribute to it from the date of joining.

6. Group Gratuity

THOZHI FEDERATION had implemented Group Gratuity Scheme with Life Insurance Corporation for its employees. The employee will be eligible for gratuity at the time of exit from service. He/she should have completed a minimum of 5 years of continuous service.

- This minimum year of continuous service is not applicable in case of unfortunate death or total incapacitation while in service.
- The quantum of payment is 15/26 of the last month salary multiplied by the number of years of service completed as on that date. 6 months and above will be rounded off to the next higher year and less than 6 months service will be ignored for this purpose.

- According to the gratuity act the management has nominated 6 trustees, who will be responsible to operate Employees group gratuity trust. The management has the authority to change the trustees.

7. Hours of Work

- From 9:00am to 5:00pm
- Second Saturday will be a Holiday and all the other Saturdays will be working days.
- Every Saturday will be half day for HT and SIS
- All employees and associated members are provided with one meal period of 30 minutes in length of each work day. Timing for meal period is 1.00 p.m. - 1.30 p.m.

8. Holidays

THOZHI FEDERATION will grant holidays on National holidays and Festivals totaling to 12 days in every calendar year. The list of Holidays is available from the HUMAN RESOURCE DEPARTMENT.

9. Search

Any member of staff may be subject to a search while leaving the premises.

10. Transfer

Any member of staff may be transferred to another Unit or another **THOZHI FEDERATION** site, at the wish of the Board.

11. Unsanctioned Leave

If, for a period of 8 consecutive days, there is an absence without sanction of leave, or if sanctioned leave is overstayed for 8 consecutive days, the post-holder will be held to have abandoned the employment, voluntarily ending the service.

12. Access To Personnel Files

THOZHI FEDERATION maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, record of training, documentation of performance appraisal and salary increases, and other employment record.

Personnel files are the property of **THOZHI FEDERATION**, and access to the information they contain is restricted. Generally, only HUMAN RESOURCE personnel will have access to these files.

Employees who wish to review to their own file should contact the HUMAN RESOURCE with reasonable advance notice. Employee may review their own personnel files in **THOZHI FEDERATION** office and in the presence of an individual appointed by **THOZHI FEDERATION** to maintain the files.

13. Personnel Data Change

It is the responsibility of each employee to promptly notify **THOZHI FEDERATION** of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and name of the dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data is changed, notify the HUMAN RESOURCE DEPARTMENT.

PERFORMANCE EVALUATION

Employees and associated members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are conducted to provide both Head of the department and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The performance appraisal purely targets the personal growth of the employee. It is not linked to the salary increment in any way.

JOB DESCRIPTIONS

THOZHI FEDERATION makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes the objectives to be met, the purpose of the job and the roles and responsibilities involved.

THOZHI FEDERATION maintains job descriptions to aid in orienting new member to their jobs, identifying the requirements and each position, establishing hiring criteria, setting standards for employee performance evaluations.

The HUMAN RESOURCE DEPARTMENT prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the positions, duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employee should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

Contact the HUMAN RESOURCE DEPARTMENT if you have any questions or concerns about your job description.

WELFARE FACILITIES FOR STAFF GROWTH

All permanent & Contract employees are eligible to get the following benefits:

Group Medi-claim Insurance:

To support employees to meet the unforeseen expenses due to medical emergencies like surgeries, accidents and sudden illness that requires hospitalization thus caring for their welfare.

THOZHI FEDERATION is not only administering the above scheme but is also extending its support by contributing 60% of the total premium. The ratio of employee and **THOZHI FEDERATION** contribution varies based on the salary of each employee.

Eligibility criteria:

- Employee + spouse + two children + dependent parents or parents in law (employee + five (1+5)) members of the immediate family) would be covered under this scheme.
- In case of single employee, his/her parents will be covered under the scheme (maximum of five family members)
- This scheme covers illness that requires hospitalization for more than 24 hours.
- The policy states minimum 24 hrs of treatment should be taken in a hospital for claim settlement.
- Children above three months of age will be covered under the scheme.

For more details please see the Medi-claim insurance policy or consult HR Department

Personal Accident Policy:

All the employees are eligible to get personal accident benefit up to Rs. 1,00,000, when the insured person gets injured, or endures any kind of permanent and partial disability due to the accident or eventually dies.

Staff Welfare fund:

The Staff Welfare fund is formed by the employees of **THOZHI FEDERATION**. It is managed by a separate committee. A sum of Rs.30/- is deducted from the salary of each employee towards this fund. Employees can take a loan from this fund for their personal use (Eg: Education, Marriage etc.). When an employee takes a loan from this fund, the amount will be deducted every month from his/her salary as decided.

HEALTH AND SAFETY AT WORK

The Association has a formal duty to provide safe and healthy working conditions, as far as possible.

Heads of Units have a duty to ensure that individual employees are not put at avoidable risk in their work.

Individual employees have a duty to work sensibly and responsibly, not to put themselves at undue risk, and to warn management of any avoidable risk in their working situation

In particular:

1. All machinery with moving parts should be fitted with safety bars/rails wherever possible. Detailed training should be given in its use.
2. Electrical sockets should not be overloaded, and trailing wires should be avoided
3. SIS, Physio, ITC, HT and Orthotic units all have First Aid equipment. They should be the first points of contact in an emergency, unless a doctor or hospital is indicated. Unit Heads should ensure that at least one member of staff in his/her unit receives First Aid Training
4. All staff should co-operate in enabling heads of units to complete the basic and on-going Health-Care checklists, and in following as healthy a life-style as possible.

Initial Working Health-Care Check List

(To be completed by Head of Unit, on appointment, as part of the Induction)

1. Age of Employee/Trainee.....Name.....Date.....

2. Initial assessment of general health:

- Apparently Excellent
- Apparently Good
- Apparently Average
- Apparently Fail

3. Any known disability present

Nature of disability

Assessed level

4. Any particular working conditions needed (for safety, ease of working etc.)

5. Living conditions:

Are you satisfied that they are reasonable? **Yes/No**

Are there any steps you should take to assist in this? **Yes/No**

6. Daily Living:

Does this person seem reasonably nourished? **Yes/No**

Are there any steps you should take to ensure proper

nourishment? **Yes/No**

7. Known Medical conditions:

Are you aware of any existing illness/ medication regime likely to affect this person's work? **Yes/No**

Is there anything you should do in terms of safety, making special provision etc. for this person? **Yes/No**

**On-going Health-Care Check List
(To be completed at Appraisal Interview)**

1. Level of sickness over last 12 months

- 1. Never absent
- 2. 1-2 days absence
- 3. Between 3-6 day's absence
- 4. More than 6 days (Specify)

2. If more than 4 days, are you satisfied that appropriate steps were taken to speed recovery/ seek appropriate medical attention?
(Attach any Medical Certificates) **Yes/No**

3. Daily Living: As far as you know, do the daily living habits of this person help to ensure continued health? **Yes/No**

Any comment on this.....
.....

4. Medical Advice: Should further advice/help be sought on any medical/nutritional/habitual issue? **Yes/No**

Any comment on this.....
.....

THOZHI FEDERATION LEAVE CONDITIONS

Earned Leave, Casual Leave, Trainee's Leave, Sick Leave and Compensatory Leave: Summary

The total number of leave per year will be 30 days.

1. The leave year is from January 1st to December 31st
2. These conditions now apply to all staff, excepting SIS where statutory rules apply in terms of Earned and casual Leave

3. Earned Leave

3.1 Earned leave is calculated as 1 day for each 20 days worked

Example: 2010:280 full days worked
2011: 14 day's earned leave

3.2 No EL may be taken during the first year of working

3.3. Up to 60 days of EL may be accumulated

3.4 On resignation, after a minimum of 1 year's working, or at superannuating, EL can be cashed.

3.5. For EL of more than 3 days, 10 day's notice is required and it should be approved by the Unit head as well as the Assistant Director of the designated area.

3.6 For EL of 3 days or less, 3 or more days' notice is required and it should be approved by the Unit head.

3.7. EL cannot be taken in ½ days

3.8. EL may not be taken more than 4 times in a leave year

3.9. Staff cannot take more than 10 days earned leave at a stretch and his/her superior will have the discretion on the timings/duration on granting the leave. Any leave enjoyed beyond the sanctioned period without consent of the superior will be deemed as absence without permission and will attract LOP.

3.8. Staff can encash earned leave to the maximum 14 days, leaves subject to he/she having accumulated at least 30 days.

4. Trainee's Leave

Trainees may take 12 days leave in a year, or one day a month for the duration of their course, whichever is the less

Sick leave: 12 days in a year.

5. Sick Leave

5.1. For all staff, and all trainees 8 days sick leave is allowed.

5.2 Any sick leave more than 3 days will require Medical Certificate

5.3. Sick Leave can be accumulated till 90 days maximum

5.4. Sick leave cannot be encashed

5.5. Once SL is exhausted, no salary can be drawn for the remaining period of sickness
5.6 If festival/national holidays and weekends are both pre- fixed and suffixed by SL days, then the whole period will be counted as SL absence

5.7. All SL must be notified to the head of Unit on the morning of the SL being taken, by phone.

5.8. Barring Sick leave, the superior or unit head has the full discretion to grant leave to any staff with reference to work exigencies.

5.9. Sundays/Second Saturdays and National holidays will be accounted in leave if it falls in between sanctioned leave period and these days will be deducted from the staff leave quota this will apply only for CL/SL.

5.10. If a staff has exhausted his/her Sick Leave and falls sick enough that disables him/her to attend office, he/she can convert his/her available Earned Leave into Sick Leave. Sundays/Second Saturdays and National Holidays will be accounted in any form of leave if these fall in between the leave period

6. Casual Leave

6.1 All staff are allowed 8 days casual leave

6.2 CL days can be either prefixed OR suffixed to any festival/National holidays or weekends, but not both

6.3. No more than 3 days CL can be taken at any one time.

6.4.CL cannot be accumulated from year to year, nor cashed in.

6.5. Notice of CL must be given atleast the day before it is taken.

7. Compensatory Leave

7.1. A ½ days leave can be credited for any member of staff for a single period of more than 4 hours and less than 8 hours out of work. Hours may not be clubbed together to make up to 4 hours.

7.2. A whole day's leave can be similarly credited for 8 or more out of hours work: this credit also includes managers/heads of units.

7.3. A two hour period of work outside working hours: for instance, an evening meeting in the UCBR areas can attract a two-hour leave. This is at the discretion of the Manager. This does not apply to a working day simply running past the normal closing time.

7.4. Visit to other organizations for training/exposure, camps etc. will not attract any Comp. Leave, unless they are held on non-working days, in which case 7.1 or 7.2 will apply.

7.5. No Comp L can be accumulated

7.6. Comp L must be taken within 5 days of the out of hours work, or it will be lost: the only purpose of Comp. Leave is to give rest.

7.7. Comp. L cannot be combined with any other leave

7.8. Drivers, who do not organize their own working hours, will remain a special case, and will be paid for overtime: similarly, any member of staff asked to perform drivers' duties may be paid overtime, but not given any Comp. Leave

7.9. Any staff, other than Managers, in any of the production units (Ortho and HT) may be paid any necessary overtime, if sanctioned by their manager. Overtime may not be exchanged for Comp. Leave

8. Maternity Leave

As per the maternity benefit act 1961 the employees who have worked for 160 days is eligible to claim maternity benefit for twelve weeks with full payment. It's means Six weeks before delivery and Six weeks after delivery.

8.1. Conditions for eligibility of benefits:

8.1.1. No woman shall be entitled to maternity benefit unless she has actually worked in an establishment of the employer from whom she claims maternity benefit, for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery:

8.1.2. The maximum period for which any woman shall be entitled to maternity benefit shall be twelve weeks, that is to say, six weeks up to and including the day of her delivery and six weeks immediately following that day:

8.1.3. Ten weeks before the date of her expected delivery, she may ask the employer to give her light work for a month. At that time she should produce a certificate that she produces a certificate that she is pregnant.

8.1.4. She should give written notice to the employer about seven weeks before the date of her delivery the she will be absent for six weeks before and after her delivery. She should also name the person to whom payment will be made in case she cannot take it herself.

8.1.5. She should take the payment for the first six weeks before she goes on leave.

8.1.6. She will get payment for the six weeks after child-birth within 48 hours of giving proof that she has had a child.

- a) She will be entitled to two nursing breaks of fifteen minutes each in the course of her daily work till her child is fifteen months old.
- b) Her employer cannot discharge her or change her conditions of service while she is on maternity leave.

8.2. Payment of maternity benefit in case of death of a woman

8.2.1. If a woman entitled to maternity benefit or any other amount under this Act, dies before receiving such maternity benefit or amount, or where the employer is liable for maternity benefit under the second provision to sub-section (3) of section 5, the employer shall pay such benefit or amount to the person nominated by the woman in the notice given under section 6 and in case there is no such nominee, to her legal representative.

8.2.2. The women employee request more maternity leave and submitted certificate as authorized by concerned Doctor. The doctor may suggest them take rest for a week, two weeks or one or two month. In this case the management can draw the criteria and decide either approval or denied them.

9. Fundamentally:

9.1 Leave is a necessarily statutory measure and the ultimate aim is to get more recuperation, productivity and loyalty from staff. Leave is a means to meet personal exigencies, is an opportunity to further relationship with family/society/hobbies & interests/nature, .and, most importantly one's own self. Any leave logically should give an extra energy for subsequent work schedule

9.2. The person granting the leave needs to be alert and responsive when any staff habitually misuses leave and it should be brought to the notice of HRD

9.3. The deliverables of the organization cannot be jeopardized due to staff taking the leave. Hence the team and the systems concerned needs to ensure deliverables irrespective of staff availing leave.

9.4. Leave has to increase efficiency in functioning of the organization. It's an investment on staff as well as a welfare measure. Hence Leave should not result in reduction in Productivity.

MONITORING FOR LATENESS

A monitoring sheet for absences and lateness is kept centrally for each employee, and habitual lateness, that is, more than 30 minutes in any one month, will result in loss of pay, or forfeiture of half day's casual leave

Lateness, which is not corrected, will constitute a disciplinary offence, and eventually result in dismissal.

INDIVIDUAL STAFF DEVELOPMENT

A principle enshrined at the heart of THOZHI FEDERATION is that each member of staff, at whatever level, has the right to develop herself/ himself to the limit of his / her

potential. Implicit in this is THOZHI FEDERATION's duty to assist this development within the constraints of time and money available.

1. Courses run by THOZHI FEDERATION, or commissioned by THOZHI FEDERATION

Any course run or commissioned by THOZHI FEDERATION is designed specifically for its needs. In most cases staffs attend by invitation, but any member of staff is free to ask for inclusion. It will be at the discretion of Managers/Trainers to decide on this.

2. Courses run outside THOZHI FEDERATION

Staff may be request to go on such courses. In such cases, close examination of the syllabus, the quality of the training, the relevance to present or likely future work, finance available and pressure of THOZHI FEDERATION work will be the deciding factors. Unless all of these factors are favorable, the member of staff will not be allowed to attend

Staffs are free to use Annual leave to attend any course, at their own expense.

There is no right to be granted Leave without pay to attend any outside course. Such leave may be granted in exceptional cases, but the cost would be borne by the individual, and the quality of the course and its relevance would be deciding factors.

TRAVEL AND EXPENSES RULES

These rules cover all travel for approved THOZHI FEDERATION purposes, either within DHARMAPURI or beyond.

1. All major journeys must be agreed in advance with the Director, including the means of travel, dates, duration and estimated cost. Short journeys within the city can be agreed with the head of Unit, or, in either case, with the Hon. General Secretary.
2. All travel and other claims must be supported by bills/tickets etc. If money is provided in advance it must be accounted for fully, and any balance returned immediately after the journey, and before taking another journey.
3. The Director / Hon. Gen. Sec must approve all expense claims, before being processed by the Account Dept.
4. Use of own vehicle
An employee using his/her own vehicle for approved purposes will be paid:

Rs. 10 per Kilometer (Car)

Rs. 5 per Kilometer (2 wheeler)

Rs. 6 per Kilometer (3 wheeler) or Actual auto fare.

An employee using an THOZHI FEDERATION vehicle for his/her own use must pay all fuel costs except those for approved THOZHI FEDERATION purposes

The cost of approved journey may be claimed back on receipt of mileage expenses claim (pro-forma attached) detailing date, mileage at the beginning and end of each journey, total mileage claimed and purpose. Rates as above will apply. **No expenses for mileage will be accepted unless on the fully- completed claim form or continuous Log Book giving similar details**

The first and last journeys of each day, to and from home may never be claimed, unless these journeys are to or from places other than THOZHI FEDERATION, in which case the **difference** between the normal home/THOZHI FEDERATION journey and the total traveled may be claimed

5. If a journey/ visit lasts over the lunch time period, (12:30-1:30) the actual cost of the lunch, up to Rs.75/-, can be claimed.
6. In all cases, actual costs only, of travel, meals and accommodation will be paid, provided the claims are supported by proof of expenditure. There will be no system of allowances
7. In all cases, the most economical option must be chosen, within the constraints of time and efficiency.

THOZHI FEDERATION Mileage Claim Form				
Name.....Unit.....Month.....				
Date	Mileage at start	Mileage at End	Total Mileage	Place and Purpose

DISCIPLINARY, APPEALS AND GRIEVANCE PROCEDURES

1. The Purpose

The procedures exist to help and encourage all employees of THOZHI FEDERATION to maintain high standards of conduct, attendance and performance. They apply equally to all staff and at all levels.

2. Principles

No disciplinary action will be taken against a member of staff without a full explanation, and an enquiry if the matter is sufficiently grave

At every stage, the individual will be advised of the nature of the complaint, and the date of the journey.

At every stage, the individual has the right to be fully heard, and to be accompanied by a work colleague.

Gross misconduct will always result in summary suspension without notice

The disciplinary procedure can be entered at any of the stages outlined below, if warranted by the alleged misconduct.

Written warnings, and noted recording oral warnings, will be placed in personal files: the length of time before they are 'spent' for disciplinary purposes will be clearly stated.

3. Stages of the Procedures

Oral warning (and note on personal file)

Written warning

Final written warning

Suspension pending enquiry

Dismissal

4. Gross Misconduct

The following list gives examples of offences normally regarded as gross misconduct:

- Theft, fraud, deliberate falsification of records
- Assault
- Deliberate damage to the Association's assets
- Incapacity through alcohol or illegal drugs
- Negligence causing unacceptable loss, damage or injury
- Serious insubordination
- Seriously damaging the Association's reputation
- Striking, or inciting others to strike
- Other misconduct serious enough to make further working relationships and trust impossible

5. Appeals Procedure

Any employee who has been disciplined at any of the stages may, if not satisfied, appeal to the Honorary Secretary for reconsideration of the decision. The Hon.

Sec. may call in an external Enquiry Officer, should the gravity of the situation warrant it.

The Hon. Sec may receive or proffer new evidence, review the original decision and may modify, overturn or confirm it. The Hon. Sec may not increase a Disciplinary penalty.

If the disciplined individual is still unsatisfied, then the last recourse is to the law

6. Grievance Procedure

Any employee who has a grievance may apply in writing to the Hon. Sec to have the grievance considered.

The Hon. Sec will consider the grievance and report to the individual within four weeks of receiving it.

USE OF THE ASSOCIATION’S FACILITIES

1. Parking of Vehicles

Staff may park both 2 and 4 wheeler vehicles within the campus, provided that there is space, and that the vehicle is parked so that THOZHI FEDERATION vehicles may move freely. Parking is entirely at the owner’s risk

2. The use of telephones, Internet or Fax

The use of telephones, the Internet or Fax for private purpose is restricted to emergency use, and urgent private business which cannot be done out of office hours. Private calls etc. must be paid for. Friends and family should be asked not to phone unless there is urgent need. In no case should these facilities be used to pursue work other than for THOZHI FEDERATION, nor for lengthy conversations.

3. Use of Xerox Machine

The Xerox may not be used for any private purpose whatsoever

4. Materials

Employees may not use any disposable assets of THOZHI FEDERATION, such as stationary, industrial or appliance materials, for their won private use. To do so constitutes a disciplinary offence.

Name.....

Unit/Dept.....

Start Date.....

INDUCTION CHECK LIST

	Pre-	Day	By two weeks	By whom
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	Employment	1		
Reception <ul style="list-style-type: none"> • New employee received • Introduction to colleagues • Certificates collected • Passport photos collected • Professional membership 				
Conditions of Service <ul style="list-style-type: none"> • Contract • Salary package • Sickness/leave regulation • Travel regulations/expenses • Disciplinary procedures • Grievance procedures 				
Welfare/ Benefits <ul style="list-style-type: none"> • Staff facilities/activities • Provident scheme 				
Knowledge of THOZHI FEDERATION <ul style="list-style-type: none"> • Visits to all Units • History of the organization • Mission statement • Disability issues • Links to similar NGO's etc 				
Layout/ Facilities <ul style="list-style-type: none"> • Cloakroom • Parking • Telephone • Photocopying 				
The Unit <ul style="list-style-type: none"> • Unit purpose and function • Job description • Monitoring/supervision/appraisal • Unit procedures/ meetings • Individual training needs • Job responsibilities 				
Health and safety <ul style="list-style-type: none"> • Initial health Check • Accident reports • Other health/disability issues 				

SUGGESTION PROGRAM

As employee and associated members of THOZHI FEDERATION, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work, improvement or cost savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit THOZHI FEDERATION by solving a problem, reducing costs, improving operations or procedures, eliminating waste or spoilage, or making THOZHI FEDERATION a better or safer place to work.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reason why it should be implemented.

Submit suggestions to the HUMAN RESOURECE DEPARTMENT and, after review, they will be forwarded to the Management. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to the employees who submit a suggestion that is implemented.

Salary Scale

Scale 1. Senior 1 - 35000

Scale 2. Senior 2 - 35000

Scale 3. Senior 3 - 30000

Linkages of Scales and Posts

Scale 1. Unskilled Manual: Ayahs, Cooks and Ass.Cooks and, untrained Gardeners, Watchman, Office boy, Helpers.

Scale 2. Semi-Skilled Tech: Drivers, Trained Gardeners, Ass.Supervisors of manual staff, Junior Physio.Aides, CHW'S, Junior Ortho Technicians, junior social workers, Junior Clerks, Junior Special Educators.

Scale 3. Semi – skilled Tech 2: Senior Clerks, Senior Physio, Aides, Senior Ortho. Tech, Social workers, Ass.supervisors, Storekeepers, Senior Special Educators, Stenographers.

Scale 4. Skilled Technical: Accounts Ass, Supervisors, and Ass. Co-Ordinates, Program Asst, Computer Operators, Office Secretaries

Scale 5. Professional: PRO's, Computer Programmers, Teachers, Instructors, and Senior Accounts, Personnel, Liaison Officer, Research Personnel

Scale 6. Supervisory/Manager: Heads of smaller Units, Supervisors of programmes

Scale 7. Senior Manager: Assistant General Manager, Manager of Services

The General Manager/Director is considered separately from these scales, on a negotiated contract basis

PROPOSED PAY SCALES

Scale 1. Unskilled Manual	1400-140-2800-165-3625
Scale 2. Semi Skilled Grade-III	1600-160-3200-185-4125
Scale 3. Semi Skilled Grade-II	1800-180-3600-205-4625
Scale 4. Semi Skilled Grade- I	2300-205-4350-230-5500
Scale 5. Skilled Technical/ Professional Grade-III-	2900-230-5200-255-6475
Scale 6. Skilled Technical/ Professional Grade-II	3600-290-6500-315-8075
Scale 7. Skilled Technical/ Professional Grade- I	4700-375-8450-400-10450
Scale 8. Professional's	5500-410-9600-435-11775
Scale 9. Supervisory/Manager Grade- I	6500-455-11050-550-13800
Scale 10. Sr.Manager	7500-485-12350-600-15350
Scale 11. Executive-II	8800-525-14050-650-17300
Scale 12. Executive-I	10100-550-15600-750-17800

LINKAGES OF SCALES AND POSTS

SCALE 1. Unskilled Manual: Ayah/ Cook/ Gardener/ Helper

SCALE 2. Semi Skilled Grade-III: Untrained Field Staff/ Junior Ortho Technician/ Office Asst/ Junior Gardener

SCALE 3. Semi Skilled Grade II: Social Worker/CHW/SPl.Educator Aide/ Physio Aide/ CBR Worker/ Jr. Ortho Technician/ Asst Trainer/ Sr.Gardener/ Jr.Office Assistant

SCALE 4. Semi skilled Grade-II: Social Workers/ Sr.Social Worker/ Sr.CHW/Sr.SPI.Educator/ AIDE/ Sr.Physio, Aide / Sr.CBR Worker / Supervisors / Sales Asst./ Stores In charge/ Sr. Ortho Technician/ Sr.Office Assistant/ Accounts Assistant

SCALE 5. Skilled Technical/Professional Grade- III: Field Coordinator/ Social Worker/ Placement Officer/ Training Officer/ Asst.Production In charge/ Driver/ Sponsorship Assistant/ Jr. Computer Operator/ Jr.Teacher.

SCALE6. Skilled Technical/ ProfessionalGrade-I:Sector Coordinator / Jr.Computer Programmer/Training Officer/ Accounts Asst./ Office secretary/ Production Supervisor/ Sr.Driver.

SCALE 7. Skilled Technical/Professional Grade-I: Sector Coordinator/ Sr. Computer Operator/ Sr.Computer Programmer / I. T Faculty / Teacher / Jr.Training Officer/ Jr.Accountant/ Jr. PRO / Personal Secretary / Sr.Production Supervisor/ Occupational Therapist/ Project Ass/ HOD Mechanic & Electronic/ Sr.Placementy Officer Desk Officer/ Asst.Estate Officer/ Asst. Liaison officer

SCALE 8. Professionals: Sr.Sector Coordinator/ Sr.Accountant/ Sr.Training Officer/Sr.Teacher/ PRO / Sr.Asst. HOD Mechanical & Electronic / Asst Project Coordinator/ Research &Documentation List

SCALE 9. Supervisory/Manager Grade I: Unit Manager / Project coordinator (Large Unit) Principal

SCALE 10. Sr.Manager: Sr.Unit Manager/ Sr.Project Coordinator

SCALE 11. Executive –II: Program Manager/ Sr.Program Manage

SCALE 12. Executive I: Assistant General Manager- Services

General Manager/Director

Note: The above presentation does not mean that every staff members of THOZHI FEDERATION take the vertical path shown but, for any individual with skills, openness to learn and take more challenging responsibility there is opportunity for career growth to the level their qualification and potential matches.

