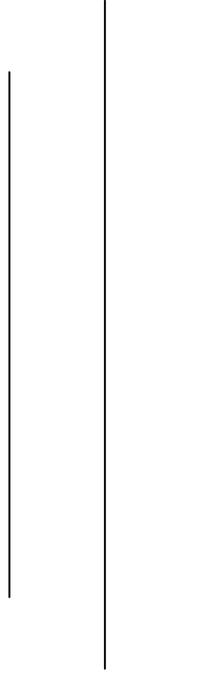


Sahakarmi Samaj
Employment Policy – 1998 (2054 BS)
(Fourth Amendment – 2014)



Birendranagar, Surkhet

Employment Policy – 1998 (2054 BS)
(Fourth Amendment – 2014)
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Sahakarmi Samaj
Birendra Nagar, Surkhet
Personnel Service Regulation – 1998 (2054 B.S.)
(Fourth Amendment – 2014)

Chapter – One
Organizational Background

1.1 Vision:

The vision of Sahakarmi Samaj will be as follows:

"Sahakarmi Samaj wants to create a lawful, egalitarian, and self-dependant society through the participation of the people of the poor and marginalized communities by making them in charge of their life for the qualitative personal as well as communal living."

1.2 Purview

Sahakarmi Samaj's purview is...To enable members of marginalised communities to secure citizen rights, sustainable livelihoods and justice-oriented development through forming and mobilising local community development groups, coaching especially vulnerable individuals and their circles of support, developing community-based institutions, building the capacity of government and non-governmental organisations, providing training in the *Facilitation for Empowerment and Social Transformation* (FEST) approach, publishing and disseminating FEST-related information, and developing joint programmes with appropriate strategic partners.

1.3 Core Strategies

- Coaching for excluded individuals and their circles of support.
- Development of community-based institutional infrastructure for area and regional development.
- Capacity enhancement for area and regional government and non-government organizations.
- Training and practice development in 'Facilitation for Empowerment and Social Transformation' (FEST).
- Publication and dissemination of FEST-related information and training resource materials.
- Joint programming with partners whose strategies are complementary to those of Sahakarmi Samaj.
- Formation and mobilization of local community development groups.

1.4 Goal

- a. Increase control over life of the marginalized and deprived people of Sahakarmi working area
- b. Increase capacity of CBNOs, NGOs and other organization in establishing good governance for positive change of marginalized and deprived people

1.5 Values:

Sahakarmi Samaj is a Nepali Non Governmental Organization (NGO) dedicated for the development of downtrodden and marginalized people. We the co-workers of this organization are motivated by the believe that every human being possesses a lot of potentiality for advancement and the people are lacking behind due to the lack of proper environment and therefore we express our promise to the following values that human development is possible by providing proper environment and opportunities to the people.

A. Peace and Justice:

To get rid of any kind of distress created by the social injustice, exploitation, and oppression in the society, for finding the justice through self-awareness of the marginalized communities, and to establish peace in the community, we are dedicated to create an appropriate environment for the development of consciousness in people.

B. Equality:

We do not discriminate any individual or society based on the personal condition, level, ideology, location, religion, caste, language, sex, and the community.

C. Mutual Interdependence:

Nobody is perfect of himself or herself in every aspect. Each individual's ideas, knowledge, skills and resources should be exchanged with each other and such an exchange will develop dependence on each other, which we believe is the base of mutual interdependence.

D. Democratic Exercise

We are dedicated to develop the leadership quality in each individual through the medium of democracy and institutional culture by giving opportunities to each individual to develop as a common leader.

E. Good Character:

We always believe in pure individual character. In the process of implementation of our activities, we would also like to maintain the economic, social, and moral discipline by utilizing the resources transparently and carrying out our duties properly.

F. Commitment:

We are committed to implement in practice without fear whatever we say, want, accept, and take as our responsibility.

G. Raise in Living Standard:

An individual himself or herself only can bring changes in his or her living standard. Our each activity should bring positive change in the individual or community's living standard.

H. Intimacy / Mutual Respect:

We always want to create intimacy with each other respecting the ideas, feelings and values of each other and want to exchange creative cooperation by the equal respectful treatment. In the process of implementation of our activities, we want to create the learning and or helpful to

learning forgiving environment that will give us chance to learn from our own mistakes and weakness.

I. Environmental Sensitivity:

We are very sensitive towards the natural resources, flora and fauna, and the cultural diversity. Our activities should not deplete the natural resources and cultural heritage. We are dedicated to preserve and develop the natural resources and cultural values by respecting the language, culture and tradition of each place.

J. Creativity:

For the advancement of personal capacity, we believe on the creativity of an individual. We want to exchange the proper environment and treatment for transforming the creative and productive power that is lying asleep under the individual.

K. Realization of Duty and Responsibility:

We perform our duty being sensitive towards our rights without hampering others rights and we help poor and marginalized people to be sensitive towards their rights and duties.

Chapter - Two

Short Title and Commencement

2.1 Preamble

Sahakarmi Samaj is a Nepali NGO committed for the procedural development and this Sahakarmi Policy of Employment - 1998 is formulated to regulate the programs carried out by Sahakarmi Samaj; to create the personnel administration clean, effective, and transparent; and to provide support for the institutional development of Sahakarmi Samaj.

2.2 Short Title and Commencement

2.2.1 The name of this regulation will be: "Sahakarmi Karmachari Shewa Niyamabali-(1998) 2054", where initially the Executive Committee of the Sahakarmi Samaj accepted this regulation on Chaitra 23, 2054 (April 1998) and it was fourth amended on **Ashad 15, 2071 (July 1, 2014)**.

2.2.2 This regulation will be called '**Sahakarmi Policy of Employment - 1998**' in English.

2.3 The Objectives of the Regulation:

- a) to establish good relationship between the management of Sahakarmi Samaj and the employees by adhere to the values of Sahakarmi Samaj as guiding principles,
- b) to establish transparency between the management and the employee by protecting the rights of the employee,
- c) to support the Sahakarmi Samaj and its project management to be self-regulatory, institutional, and disciplined,
- d) to provide support for the achievement of values, vision, mission, and goal of Sahakarmi Samaj by solving the disputes araised due to various reasons in the process of implementation.

2.4 Definition: If the circumstance or the subject under discussion do not present the different meaning:

- a. "Organization" means 'Sahakarmi Samaj'.
- b. "Sahakarmi Policy of Employment" means the regulation that is prepared for the operations of projects of Sahakarmi Samaj.
- c. "Management Committee" means the Executive Director and other senior employees who are involved in the management of programs of Sahakarmi Samaj.
- d. "Contract Appointment" means an appointment for the fixed period according to the agreement between the project and the employee.
- e. "Appeal Investigation Committee" means the authority that hears the appeal of the employee who is punished.
- f. "Manual" means the policy and rules directive prepared by the management for making the procedure easy and transparent.
- g. "Executive Committee" means the committee selected according to the procedures mentioned in the chartered of Sahakarmi Samaj.
- h. "Sahakarmi Employee Coordination Committee" means the union of the employees working under Sahakarmi Samaj.

- i. "Senior Employees" means level 8 or above employees who are working under the programs of Sahakarmi Samaj.

2.5 Availability of Policy and use

- 2.5.1 This policy will be used as per clear objective of policy and no one allowed to mis define and misuse.
- 2.5.2 This policy will be kept with Chairperson and executive director and use but it is available in every branch of SS.
- 2.5.3 This policy in not transferable to un-concern people but if any organization demand officially it can be taken after approval of ED. or Chairperson.
- 2.5.4 This policy will be oriented to all staffs, board member and general member and there will be opportunity to get policy to study for staffs.

Chapter - Three Executive Structure

3.1 Executive team : An executive team will be formed to run organizational smoothly

- 3.1.1 There will be 1 team of 4 people involving executive director, Senior OD coordinator, MEL coordinator, Snr. Admin and Finance officer and Chair person or representative from executive committee. Executive team member will be core staff of the organization. Other senior management staff will invited to Executive Team as per need.
- 3.1.2 Executive director will be executive chief for effective implementation of projects and organization.
- 3.1.3 Salary of executive team will be charged on different project as per proportional rate and some time staff salary of benefits will be bear from SS internal fund.
- 3.1.4 If there is not any current project at that time some or total core staff salary will be charged from SS core funds,
- 3.1.5 Executive team meeting will conducted at least once a month for effectiveness and updates of organization and program
- 3.1.6 Executive structure will be as below.

3.2 Project management and operation

SS can develop and operate different project as per its vision mission and goals under executive team

- 3.2.1 Executive team will develop appropriate process and manage one or more staffs to run project as per project volume, working area and social situation and
 - 3.2.2 Executive team will develop central accounting system and monitoring system and implement after approval of executive board for effective implementation of organization and programmes
 - 3.2.3 Executive can decide to establish district programme office to implement programme and at the end of project all office property should be returned in head office.
- ### 3.3 Programme management committee:

- 3.3.1 A programme management committee (PMC) will be formed with executive team and other senior management staffs to run programme effectively
- 3.3.2 Executive team will invite the PMC meeting at least twice a year and at least board representative will be invited in this meeting.

Chapter - Four

Selection and Appointment of Employees

4.1 Selection of Employee:

- 4.1.1 There will be no discrimination on the ground of community, caste, religion, and gender in the selection of employee required for the operation of the projects of Sahakarmi Samaj.
- 4.1.2 Every staffs will be provided his/her Job description. Chairperson will provide JD to ED and other staffs will get JD from ED.

4.2 The Employee Selection Process:

- 4.2.1 **Selection of Executive Director:** While selecting the Program Director, the Executive Committee prepares the necessary procedures and makes a Selection Committee comprises of the following persons. The Selection Committee follows the set procedures and recommends the name of the candidate selected for the appointment to the Executive Committee.
- a. *Coordinator:* The Chairperson or the Secretary General of Sahakarmi Samaj - 1
 - b. *Member:* A member selected from the Sahakarmi Samaj Executive Committee among the members of the Executive Committee themselves- 1
 - c. *Member:* An independent person selected by the Executive Committee who is an expert or experienced person in the area of management, administration, or process oriented community development programs- 1

Note: If special knowledge, skills, or technical expertise is needed to be examined, chairperson of the Executive Committee can invite an independent expert of the related field in the Selection Committee.

- 4.2.2 Selection committee will set the qualification, experience and criteria of ED selection based on article 4.3 of this policy.
- 4.3.3. Selection committee will recommend the successful candidate to Executive Committee for further appointment process.
- 4.2.4 If any Executive Committee member of Sahakarmi Samaj would like to apply for the post of Executive Director, the senior staffs can do so. However, the applicant will not be the member of the Selection Committee but such member will participate in the meeting of the Executive Committee that approves the recommendation of the Selection Committee. In that meeting, such Executive Member will not have the right to present their vote. If the Executive member is selected as an employee, he or she should give resignation from the post of the elected member and get approved of it before 15 days of getting appointment. After getting appointment, he or she will not have the right to vote in the decision as an elected member.

4.2.5 Selection of senior and other employees:

- a. *Coordinator: The Executive Director* - 1
- b. *Member: Executive Team Members*- All (at least -2)
- c. Chairperson or General secretary for senior management staff -1
- c. Selected concerned expert selection by ED -1 (if needed)

4.2.6 While appointing employees a Selection Committee, can select the employee according to the set procedure; however, if required, the Management Committee can invite an expert in a special field in the Selection Committee.

4.2.7 If an employee is required to appoint for the period of 6 months or less, the Executive Director or the person authorized by the Director can select the employee in consultation with the Management Committee.

4.2.8 Applicants should fill up the form according to the prescribed format.

4.2.9 While selecting a candidate for filling the vacant post, the methods such as application with curriculum vitae, interview, written exams, orientation training, field training, psychological, intellectual & attitude tests, reference letter, recommendation from the related person, etc., of all or any can be applied.

4.2.10 The Executive Committee or Program Management Committee can ask the candidate to produce the original certificates or duplicate certificate of educational qualification, citizenship, training, and experience in any time.

4.2.11 No close relative of the employee will be selected as an employee of Sahakarmi Samaj in a team as an immediate inspector or subordinate within the same project. Close relatives mean husband-wife, son in law - daughter in law, father in law - mother in law, sister in law, brothers-sisters, father-mother, and son-daughter. In addition, no relatives of the Selection Committee as mentioned above will be appointed as an employee of Sahakarmi Samaj.

4.3 Qualification and experience:

4.3.1 SS can select staffs as per following level, qualification

Level	Scope of responsibility	Qualification
A-1	Office helper and logistic support	At least literate and up to class 10
A-2		
A-3		
A-4		
B-1	Assistant level	SLC /SEE level
B-2		
B-3		
B-4		
C-1	Mid level Management level	Intermediate level
C-2		
C-3		
C-4		
D-1	Management level	Bachelor to Masters level
D-2		
D-3		

D-4		
E-1	Senior management level	Bachelor to Masters level with additional expertise
E-2		
E-3		
E-4		
F-1	Executive chief level	Master level with extra additional expertise
F-2		
F-3		
F-4		

4.4 Appointment of Employee

- 4.4.1 The employee who will be appointed to carry out the projects of Sahakarmi Samaj can be appointed of two categories:
- 4.4.2 Permanent Appointment: The selected candidate can be appointed till the programs of Sahakarmi Samaj last but a person with such an appointment may remain 6 to 9 months probation period.
- 4.4.3 The permanently appointed employee will get the facilities as determined in this regulation.
- 4.4.4 The salary scale and the annual increment of each level of employ will be as set in Rule 5.2.1.
- 4.4.5 The permanent appointment of the employ will not be continued if the performance in the probation period is not satisfactory.
- 4.4.6 The employ who is in the probation period will get the other facilities as maintained in the regulation except the provident fund, annual increase and the educational allowance.

4.5 Appointment on Contract: The selected candidates can be appointed on contract up to three years. If it is required, the contract period can renew for additional time.

- 4.5.1 Employee, who is appointed on contract will remain in probation for the beginning 3 to 6 months and if the performance of this period is satisfactory the contract will be confirmed.
- 4.5.2 Employee appointed in the contract can get the other facilities than provident fund, annual increment and educational allowance in the probation period. After the completion of probation period, such an employ can be provided provident fund, and annual increment of the probation period as well.
- 4.5.3 Permanent or one year or more year period contracted employee can get the facility of annual increment. The employee who works for one fiscal year, will get the annual increment from Shrawan 1 (July 15) to that whole fiscal year. And in this way, the annual increment will be added in each year. But for the first appointed year of the employee if the employ work for more than 8 months, such an employee will be provided with annual increment for the next fiscal year. From the second year, the increment will be on the per year basis.
- 4.5.4 While appointing employees for the Sahakarmi Samaj and its programs for more than 6 months, an employment agreement paper should be prepared between the management and the employ and sign by both parties maintaining the detail description of the employee and the conditions and facilities for the employ according to the regulation. The employment agreement should be according to the Appendix-1.

4.5.5 With reference to the Executive Director of Sahakarmi Samaj, the candidate recommended by the Selection Committee should be appointed by the Chairperson or the Secretary General having decision from the Executive Committee.

4.5.6 While appointing Senior Employees, the Executive Director should appoint the employee as recommended by the Selection Committee taking consent from the Executive Committee. For other employees, the Executive Director should give an appointment.

4.7 Probationary period

4.7.1 Probationary will be upto 3-6 months. in special case it will be extend up to 9 months only after feedback.

4.7.2 Staff with probationary period will get provident fund, child education allowance and other facilities as per policy except gratuity.

4.8 The Provision of Consultant:

4.8.1 If Sahakarmi Samaj or its programs require an expert with certain skills and if the recruitment of such a person is not possible according to the employee selection procedure, in such a situation, the consultant can be appointed setting the facilities according to the nature of the work.

4.8.2 If the consultant should work in the direct observation of the Executive Committee, the appointment should be given by the Executive Committee and if the consultant should work under the Management Committee, the appointment should be given by the Program Management Committee in consultation with the Chairperson of the Executive Committee.

4.8.3 The consultant can be appointed for the period of one year only at a time.

4.8.4 Whatever may be written elsewhere, the Executive members of Sahakarmi Samaj will also be allowed to work as a consultant for any special job.

4.8.5 The consultant should pay the tax from his remuneration according to the prevalent regulations, and his or her allowance will be paid only after deducting the tax.

4.9 Sahakarmi Volunteer management

4.9.1 SS can allow to volunteer from Nepali and non Nepali as per eligible of Nepal government laws and policies interested as well as work under SS policy and code of conduct.

4.9.2 If SS invites volunteer and allow to work, SS will provide minimum basic logistic support in Cash or kind. As per cash support it will be NRs. 2000-7000 per months but any other organization or foreign volunteer send to work as volunteer SS will not pay any charges.

4.9.3 SS will develop a procedure to mobilize volunteer and get approved from executive committee.

Chapter - Five Office Hour and Level Specification

5.1 Level Specification:

5.1.1 The level of the employees of Sahakarmi Samaj will be determined according to the employees' work, duties, and responsibilities as follows

Level	Overall responsibility	Level	Overall responsibility
O level	Office helper and logistic support	D-1	Management level
A-1		D-2	
A-2		D-3	
A-3		D-4	
A-4		E-1	Senior management level
B-1	Assistant level	E-2	
B-2		E-3	
B-3		E-4	
B-4	F-1	Executive chief level	
C-1	Mid level Management level		F-2
C-2			F-3
C-3			F-4
C-4			

- 5.1.2 While determining the level, the lowest level will be 'level 0' and the highest level will be 'F-4'.
- 5.1.3 Level D-1 or above position will be considered Senior Positions.
- 5.1.4 Each level of employee should be given the written job descriptions, which will state the clear responsibilities of the employee.

5.2 Office Hour:

- 5.2.1 The working hour of each day will be 10am to 5pm, 7 hours in a day, and the total working time will be 6 days and 42 hours per week. But for the team who work in the field, there will be no problem for the adjustment of hours according to the field work.
- 5.2.2 According to the nature of the work of the employee, the Executive Committee or the Program Management will determine the time of the work (from which time or o'clock to which time) according to appropriateness. For example, Office Assistant, Guard, Driver, Postman, and so on.
- 5.2.3 Saturday of each week will be the holiday facility as weekend and 24 days or 168 hours in a month will be considered the working time. While calculating the part-time salary and so on, 24 days or 168 hours will be taken as a basis for calculation.
- 5.2.4 For the employee of Sahakarmi Samaj and its projects, there will be a 45 minutes off time each day for the lunch and newspapers reading. Whether such an off time should be provided or not and if provided on which time will be arranged by the Executive Director.
- 5.2.5 The employee who has newly born baby will be allowed an extra half an hour in addition to the lunch hour for breast feeding to baby but such a facility will last until the baby reach 18 months.
- 5.2.6 In general if the senior level and the inspector level employees need to work on holidays as well in the process of performing their duties, they will not be given an extra allowance for that additional time of work. However, if any employee needs to work on the weekend

and public holidays due to the special reasons, they will be provided an allowance according to **Rule 7.10.**

Chapter – Six Salary, Allowances and Remuneration

6. Allowances and Remuneration:

6.1 Salary:

6.1.1 For each level of employee working in Sahakarmi Samaj and its projects, there will be a separate salary scale for each level according to the responsibility of position, educational qualification, training, experiences, and so on.

6.1.2 From the fiscal year 2008 (F.Y. 066/67), the employees' salary scale and the annual increment according to the responsibility of position and level will be as follows:

Level	Basic salary	Annual increment	Revised Annual increment	Scope of responsibility
O	4199/-			
A-1	4666/-	100/-	130/-	Office helper and logistic support
A-2	5132/-	100/-	130/-	
A-3	5599/-	100/-	130/-	
A-4	6065/-	100/-	130/-	
B-1	8398/-	120/-	160/-	Assistant level
B-2	9098/-	120/-	160/-	
B-3	9798/-	120/-	160/-	
B-4	10498/-	120/-	160/-	
C-1	13647/-	140/-	190/-	Mid level Management level
C-2	14463/-	140/-	190/-	
C-3	15280/-	140/-	190/-	
C-4	16096/-	140/-	190/-	
D-1	19596/-	160/-	220/-	Management level
D-2	20762/-	160/-	220/-	
D-3	21928/-	160/-	220/-	
D-4	23095/-	160/-	220/-	
E-1	27177/-	180/-	250/-	Senior management level
E-2	28344/-	180/-	250/-	
E-3	29510/-	180/-	250/-	
E-4	30676/-	180/-	250/-	
F-1	35342/-	200/-	280/-	Executive chief level
F-2	36508/-	200/-	280/-	
F-3	37675/-	200/-	280/-	
F-4	38841/-	200/-	280/-	

6.1.3 While calculating the salary of the employee, the "Present Salary Scale" will be calculated from the basic salary scale added with the annual increment, and while calculating the out of district allowance and others the "Basic Salary Scale" will be the basis. No employee will get more than 20 annual increments from the same level.

For example: The calculation of annual increment of salary for an employee working in Surkhet District in Level A-1 in the year 2014 (2071) will be as follows: (NRs.)

Basic.S.S.	Annu.I	Pres.S.S.	ProvF	Out.D.A	Sick.L.	Field.A	Edu.A.	Das.A.	Total
4000.00	100	4100	410	615	-	-	600	-	5725

6.1.4 The employ that has no level (below level 1) will not get any facility except the net salary. If it is required to give additional facilities according to the responsibility, the management can decide on such facilities.

6.2 The Salary Scale Review and Increment:

- 6.2.1 Within each three consecutive Fiscal Years, the Executive committee having consultation with the Executive Director should review the basic salary scale and the annual increment.
- 6.2.2 If a person is required to be employed for part-time or in wages, the program management can determine the wage not less than the market rate having a contract with the concerned person.
- 6.2.3 In the beginning of each Fiscal Year, the Executive Committee of Sahakarmi Samaj having consultation with the Program Management should adjust the salary of the employee based on the prevailing market rate, expensiveness, inflection, and the monitory indicators of the Nepal Rastra Bank.
- 6.2.4 For the adjustment of the next year salary increment according to Rule 5.1.7, the Executive Committee can formulate a Salary Adjustment Task Force – SATF comprises of up to 3 persons at the end of the running Fiscal Year.

6.3 Allowance:

6.3.1 Dashain Allowance: If an employee work in Sahakarmi Samaj or its projects for at least one year, he or she will be allowed a month equivalent salary as Dashain Allowance. While calculating this allowance, the months from Ashwin to Bhadra will be considered.

- The employee who has worked less than a year will be provided Dashain Allowance based on the Basic Salary Scale/12 @ The worked months.
- The employee who has worked less than a year can be provided Dashain Allowance as Advance Amount. If the employee leaves the job by any reason, he or she should return the Advance Amount according to the remaining months to serve to obtain one year.

6.3.2 Daily Travel Allowance: If an employee have to leave the basic working station and spend a night in the process of accomplishing the task of Sahakarmi Samaj or its projects, they will be provided a Daily Allowance as follows:

- Per night for the same district where the program is in operations- Rs. 700
- Per night for the same district municipality/headquarter where the program is in operation- Rs. 850

- | | |
|--|-----------|
| c) Per night for the rural area of the different district- | Rs. 700 |
| d) Per night for the head quarter or municipality of different district- | Rs. 1000 |
| e) Per night for the Metropolitan city or Sub Metropolitan City- | Rs. 1500 |
| f) Per night for India in urban area | IRs. 1800 |
- g) For other countries, the management committee consulting with the Executive committee or the Chairperson can determine the allowance based on the prevailing market price.
- h) For the returning day, the employee will get 50% of the allowance fixed for that place as Lunch and Tiffin expenses.
- i) If the employee of Sahakarmi Samaj and its projects leaves for participating in training, workshops, and seminars organized by governmental and non-governmental organizations, and if the organizer provides food, lodging, or daily travel allowance for few days or for all days in the programs, the employee will not be provided the daily allowance from Sahakarmi Samaj.
- j) No employee will be allowed to take double allowances without giving notice to the Program Management Unit or his or her immediate supervisor and if found taking such double allowances, the Program Management can deduct the amount from the salary of the employee. But according to the condition, the Executive Director can approve such allowances.
- k) The travel expenses for the official purpose will be reimbursed based on the ticket and voucher. While using the means of transportation, one should use the less expensive means as far as possible. However, considering the importance and relevancy of the work at hand, the fastest means of transportation can be used by taking consent from the Chairperson in the case of Executive Director and by taking consent from the Executive Director in the case of other employees.
- l) If the employ needs to go out for more than three days for the purpose of official work, the employ needs to fill up a Traveling Order Form and get approved by the Program Director. For the official work of 3 days or less than it, the employee can take leave through verbal order of the Executive Director or the supervisor. Otherwise, the concerned employee should take pay or without pay leave according to the conditions and the employee will not get reimburse of any expenses of that period.
- m) If the employees of Sahakarmi Samaj or its projects take part in the training, orientation, seminar, coordination workshop, or meetings in the same field district or outside district and if the organizer provides daily allowance according to the participating days, the 50% of the received allowance should be deposited in the account of Sahakarmi Samaj or the concerned project. Such an amount will be deposited in the Reserve Account of Sahakarmi Samaj or projects. However, the expenses for taking part in that training or seminar, such as transportation allowance, food/Tiffin allowance (if there is no food provision in the program), daily allowance (if need to stay in the night), will be provided by the office according to the rules.
- n) If an employee goes out of his basic field area to a secondment outside of his office and if he or she stays on leave before the secondment and or immediately after the secondment, in this condition, the employee will be provided only one way traveling allowance. But if it is the weekend or a regular holiday, then, this rule will not be applied.
- o) SS will provide Sundry allowances to the participants when SS organize residential training and cover all logistic support as follows
Sundry allowance for in district NRs. 150.00 and Out district NRs. 225.00

6.3.3 Educational Allowance: Up to two children of the employee will be provided with the educational allowance, per child Rs. 750.00 monthly. Such an educational allowance will be provided when the child get three years and reached to Bachelor Level. In the case of an employee who has more than two children, if a child (among first two) gets the Certificate Level then only the third child will be provided with the educational allowance. The employee who receives an educational allowance should submit the mark-sheet of his children's previous class exam. The employee who does not produce the mark-sheet will not be provided with the educational allowance.

6.3.4 Out of District or Inconvenience Allowance:

I. Out of District Allowance: The employee who comes out of the district to work in Sahakarmi Samaj and its projects will get the following Out of District Allowance, and the employee who comes from the same district but from a far distance will get the Inconvenience Allowance:

- a) For employees from Jumla, Humla, Mugu, Dolpa, Kalikot, Darchula, Bajhang, and Bajura- 40%
- b) For employees from Dailekh, Jajarkot, Rukum, Rolpa, Salyan, Puthan, Achham, Doti, Dadeldhura, and Baitadi- 20%
- c) For employees from Surkhet, Banke, Kailali, Kanchanpur, and Dang- 15%
- d) The employee in the Level 2 or below will not get Out of District Allowance facilities.
- e) If the programs are running out of the Middle and Far-Western Regions' districts, the remaining other districts will be categorized as based on the above distinction and the Executive Committee itself or the Program Management by the consent of the Executive Committee can fix the allowance.

Note: All allowances in this section will be provided as the fund availability and according to the provisioned in the related project.

6.3.5 Inconvenience Allowance: The employees who come from the district where the central office of Sahakarmi Samaj is located or where the projects designated sites are located but far from there home will get the Inconvenience Allowance as follows:

- a) The employees who need to come to the concerned community/place from their home at least one day on foot or 3 hours by bus and therefore need to have a rented room or flat, will get 50% allowance of the Out of District Allowance mentioned-above in Rule 5.2.4 (I) as Inconvenience Allowance.
- b) If the employees who come from their home on foot 3 hour or by bus half an hour to the concerned community/place and therefore need to have a rented room or flat in that workplace will get 7.5% of their net salary as Inconvenience Allowance.
- c) The employee who has house in the same district or bordering district where the central office of Sahakarmi Samaj is there or projects are there and use to come to the office each day from his or her house will not get the Out of District Allowance or the Inconvenience Allowance.
- d) If an employ who has been receiving the Out of District Allowance make the house and live in the district where the Sahakarmi Samaj's business is , the employee should inform the change of resident to the Program Management within one month and the

Program Management will adjust to the Out of District Allowance or the Inconvenience Allowance accordingly. If the employee do not provide information on transferring of residence and the Program Management itself get to know the matter, the Program Management can get return the Out of District Allowance back from the employee since the date of his change of residence.

6.3.6 Field Allowance: The employee who works in the field will receive the following field allowance:

Sn.	Details	NRs
1	Remote district	1600
2	Semi remote district	1100
3	Own district	550

- a) The employee who gets the Field Allowance will not get the Daily Allowance facility while traveling in the field to perform his assigned duty. But if the Program Management assigns him or her a task and need to hold there in the night, there will be no problem to get the daily allowance for that night stay.
- b) An employee who has been appointed in an special contract will get the allowance according to the contract.
- c) If an employee is seconded outside of his working area for a month or more and is suspended or is in the maternity leave or is in holidays or suspended due to special condition such as endemic disease, emergency, etc., the employee will not get the Field Allowance. While deducting such an amount, it will be done according to the ratio of the absent days.

6.3.7 Luggage transport support: SS will provide luggage transportation charge during transfer to one place to other as per current normal rate of public transport. If there are no any public means of transport maximum 2 porter can be managed

6.3.8 If any mid level staff will go to remote or risky place and s/he need another support person during travel, ED can manage another person and his logistic support.

6.4 Logistic support

6.4.1 SS will manage basic logistic support as per need like; cycle, bag, torch, sleeping bag, life jacket, first aid medicine, shoes etc according to SS policy.

6.5 Uniform support: SS will provide dress support 2 pairs a year to staffs like mail runner, office guard, driver, garden keeper (0 to A-4) level and SS will decide color, design and quality of uniform. 6.6 Snacks allowance: SS will provide snacks allowance NRs. 1000.00 to staffs like mail runner, office guard, driver, garden keeper (0 to A-4) level. The staffs who get snacks allowance should do additional work when necessary.

Chapter – Seven Promotion, Transfer and Secondment

7.1 Promotion

- 7.1.1 The vacant posts of Sahakarmi Samaj and its projects can be fulfilled through promotion among the employee working below the vacant post according to the work performance of the employee based on the qualification, professional knowledge and experience set forth by the Program Management.
- 7.1.2 While carrying out promotion of the employee, the Program Management should prepare a promotion plan based on the knowledge, skills, attitudes, work performance so far, eagerness on learning, and the educational qualification of the employee and thus get the employee promoted.
- 7.1.3 No employee will be promoted more than two Levels at a time.
- 7.1.4 An employee will be considered eligible for the promotion when the employee completes one-year service in Sahakarmi Samaj.
- 7.1.5 If the promotion process is not considered appropriate for fulfilling the vacant posts, the internal selection process can be applied.
- 7.1.5 If there is an advertisement for the internal or open selection, the employees of any levels whose qualification meets the criteria can compete for the post and there will be no obstacle for giving appointment more than two Levels above for the successful candidate.
- 7.1.6 The appointment of the employee below the D-4 will be managed by the executive Director; the appointment of the Senior Employee will be managed by the Executive Director consulting with the Chairperson of the Executive Committee; and the appointment of the Executive Director will be managed by the Chairperson of the Executive Committee.

7.2 Transfer

- 7.2.1 The employees of Sahakarmi Samaj central office and its projects can be transferred mutually from one place to another as required.
- 7.2.2 The service period of the employee who transferred from one program to another will be considered continuous.
- 7.2.3 An employee who transferred from one office/program to another will get two days preparation time and will get the traveling allowance as well as porter facilities and such facilities should be provided by the office where he or she is transferred. While providing expenses for the porters, there will be no more than two porters facility.

7.3 Secondment

- 7.3.1 The employee can be seconded for a fixed period of time from one program of Sahakarmi Samaj to another or to governmental or Non-Governmental institutions.
- 7.3.2 If an employee wants to come to Sahakarmi Samaj in secondment for a special objective, the employee can be taken in secondment if Sahakarmi Samaj wants. But such an employee should work remaining within the management of the program.
- 7.3.3 The employees who go in secondment will get the facilities that they are getting according to rule in Sahakarmi Samaj and while seconding in governmental and non-governmental institutions, the facilities for them can be determined according to the immediate contract. The facilities for such an employee will not be made less than the amount that they are receiving in Sahakarmi Samaj.

Chapter – Eight Employee Leave

8.1 The employees who are working in Sahakarmi Samaj and its programs can get the following leave:

8.2 Annual Leave:

- 8.2.1 The employees of Sahakarmi Samaj will get 30 working days pay leave in each Fiscal Year.
- 8.2.2 The counting of annual leave will start from Shrawan (July 16) and such a leave will not be accumulated for more than a fiscal year.
- 8.2.3 There will be no additional pay for the accumulated annual leave, but in the special condition if the employee has not been able to take the leave within that fiscal year due to the work of the project as intended by the Project Management, the executive Director can grant such a leave within the first month of the next fiscal year.
- 8.2.4 The employee who stays in the annual leave should take permission of leave before a week.
- 8.2.5 If an employee tenders resignation according to his or her will in the middle of the fiscal year and if the employee has already taken the annual leave for more than he or she can get for that period, in such a situation, the over days of leave taken will be considered without a pay leave and the amount paid should get back from the employee. But if the duration of the program is finished or the program outs the employee or if the employee needs to take retirement due to an accident or in the case of death of the employee, this rule will not be applied.
- 8.2.6 The employee who works less than a year will get the annual leave proportionately to his working days.

8.3 Sick Leave Insurance plan :

- 8.3.1 The employees of Sahakarmi Samaj or its programs will get paid sick leave facility of 1 day or 7 hours in a month and 12 days or 84 hours in a year. Each employee will pay following sick leave insurance charge and SS will add same amount to sick leave account.

Rate of sick leave insurance plan as follows

Level	A1-A4	B1-B4	C1-C4	D1-D4	E1-E4	F1-F4
Amount	100/-	125/-	150/-	175/-	200/-	225/-

- 8.3.2 If an employee become sick and cannot work, the employee should be in sick leave. Employees can take leave less than a day (according to hours). However, one cannot take sick leave less than 2 hours.
- 8.3.3 The employee who is sick cannot take other leave.
- 8.3.4 Sick leave can be accumulated and at the end of Ashad (July 15), the employee will get the payment of the accumulated sick leave. The accumulated sick leave will be converted in amount based on the sick leave policy .

8.3.5 While giving payment of the accumulated sick leave, the leave will be calculated at the end of Ashad (July 15) and the amount will be deposited in the bank account of the employee according to the Rule 8.1.18.

8.4 Maternity Leave:

8.4.1 The female employee who works in the projects of Sahakarmi Samaj will get the Maternity leave of total 90 days for before and after the delivery period. In case of compulsory abortion or miscarriage of child female will get up to 30 days as half maternity leave as per recommendation of authorized doctor.

8.4.2 The female employees who are in the Maternity Leave will not get extra facility of the public holidays or the regular weekend holidays.

8.4.3 The female employee who is going to stay in the Maternity Leave should give application to the Executive Director with the prescription of the doctor before a month. In general, the employ can get the maternity leave before two weeks of the delivery date prescribed by the doctor.

8.4.4 The facility of the Maternity Leave can be given until three children. In the case of more than three children, one should take leave from other accumulated leaves or the without pay leave.

8.4.5 The Maternity Leave will not be accumulated.

8.4.6 The employee who is in the Maternity Leave will not be deputed for any emergency work a raised within this period.

8.4.7 The employee who is in the Maternity Leave will get the full payment of salary. The female employee who works in the field will get Rs. 500/- per month as child caretaker allowance and the female employee who work in the office will get Rs. 300/- per month as child caretaker allowance; however, this facility will not be made available while the employee is in the Maternity Leave.

8.5 Paternity Leave

8.5.1 If the wife of any employee delivers a baby, the employee will get the seven working days paid Paternity Leave. This facility will be provided during the service tenure of the employee for up to three children only.

8.5.2 The employee who stays in the Paternity Leave will not get the extra facility of public holidays or the weekends.

8.5.3 The counting of the Paternity Leave will begin from the day of delivery. If the employee who is in the Paternity Leave has to be deputed on the job for special reason, he would get the alternative of Paternity Leave immediately after accomplishing that job.

8.5.4 The Paternity Leave will not be accumulated.

8.6 Mourning Leave

8.6.1 If an employee of Sahakarmi Samaj and its programs need to stay himself or herself in the Mourning Ritual according to his culture and religion at the death of his father or mother; husband or wife; son or daughter; brother or sister from a same mother; father-in-law or mother-in-law (for the female employee) or other relatives, the employee will get the continuous 15 day Mourning Ritual Leave.

- 8.6.2 If the person who died is an infant, and therefore, need only few days of mourning ritual or if according to the religion and culture of the employee it needs few days of mourning, the employee will get the mourning ritual leave for that days only.
- 8.6.3 If an employee working in Sahakarmi Samaj is the follower of other religions than Hindu and if he is bereaved, the employee will get the Mourning Ritual Leave according to his religion and culture. But such a Mourning Leave will not be for more than 15 days.
- 8.6.4 The counting of the Mourning Ritual Leave will be started regularly from the date of the death, and one will not get the extra facility of public holidays and week ends holidays of that period.
- 8.6.5 The employee who is in the Mourning Ritual Leave will get the salary and allowance facilities as usual.

8.7 Public Holidays

- 8.7.1 In the projects of Sahakarmi Samaj, the following 17 days public holidays will be the paid holidays. If these days are a regular holidays (such as Saturday), the Management can provide another substitute holidays according to the situation.

S.N.	Festival	Days
1.	Dashain Leave	6
2.	Deepawali Leave	4
3.	Constitution Day (Asoj 3)	1
4.	Sahakarmi day	1
5.	Democracy Day (Falgun 7)	1
6.	New Year	1
7	Women's day	1
8	Tij (for female only)	1
9	Republic day	1
	Total	17

- 8.7.2 In the case of the employee who is the follower of the religions other than the Hindu religion, the management can arrange the festival leave for him or her; however, such leave will not exceed more than 15 days. The employee who stays in leave according to their religion or culture will not get the Dashain or Deepawali leave and the extra facility of weekends in that period.
- 8.7.3 If there is a special condition in the state such as: declaration of Emergency, General Election, or Referendum; the death of His Majesty, Queen, or the Crown Prince; the public life catastrophe due to earth quake, natural calamities, civil war, or such a serious conditions, the Program Management considering the situation can give a partial or full holidays to the employee (or for few employees only). But in such holidays, the employee will get no extra facility for the weekends or public holidays within this period.
- 8.7.4 If the offices of Sahakarmi Samaj or its field activities need to be stopped for a long time after the analysis of the above mentioned situations, the Program Management can also order the employees to remain in leave deducting from their accumulated leave.
- 8.7.5 Special festival leave: SS will provide special festival leave to its staffs as additional leave than SS holidays. This leave will be 3 days and any staff can decide to take this leave as per their own religion, such leave should be approved before 15 days.

8.8 Leave Without Pay:

- 8.8.1 If an employee spends all of his or her accumulated leaves and he or she need to take more leaves due to special circumstances, the employee can take Leave Without Pay having the special permission of the executive Director.
- 8.8.2 If an employee stay in the Leave Without Pay for more than 15 days in one time, in such a situation whether the employee should be reinstated to his position or not can be decided by the executive Director.
- 8.8.3 If the service of an employee is absolutely necessary to the organization and if he or she needs to stay in medical care for a long time due to an accident, the Chairperson of the Executive Committee in the case of the Executive Director and the Executive Director in the case of other employees can provide the Leave Without Pay according to their discretion.
- 8.8.4 While calculating the salary of the employ who stay in the Leave Without Pay, the absence days of the employee should be calculated and deducted based on the basic salary from the formula as given below. After getting the new salary scale, the Out of District Allowance, Inconvenience Allowance, Provident Fund, Citizen's Investment Fund, etc., should be calculated based on that salary. If an employee stay a month or more than a month in the Leave Without Pay, the employee will not get the education and field allowances for that period. The salary calculation formula for Leave Without Pay is as follows.

New Pay Scale = Basic Salary Scale – Basic Salary Scale/24 @ Total leave without pay.

8.9 Study Leave:

- 8.9.1 If an employee working in Sahakarmi Samaj or its projects wants to take study leave for studying in Nepal or abroad, the employee should submit the application before the Executive Committee if he or she is the Program Director, and before the Program Management if he or she is other employees other than the Program Director, and the employee can be provided the study leave having contract to serve Sahakarmi Samaj for a fix period in consultation with the Executive Committee. For getting such a leave, the employee should have served at least 2 years and the period of study leave should also be less than 2 years.
- 8.9.2 If the employee who has taken study leave does not return to Sahakarmi Samaj after completing the study, the employee can be declared *persona non grata* to employ in Sahakarmi Samaj in the future and if he or she is a member of Sahakarmi Samaj, his membership can also be cancelled.
- 8.9.3 If an expert human resource is required for Sahakarmi Samaj and its projects in a specific area, an employee of Sahakarmi Samaj can be sent for the paid study leave up to 1.5 years by requesting to the concerned donor agency. While giving such a paid study leave there should be a contract with the employee to serve in Sahakarmi Samaj after returning from the study. If the employee does not return to Sahakarmi Samaj after the completion of the study, the employee should return the salary and the allowances to the organization. No study leave will be provided for the advancement of regular study of the employee.
- 8.9.4 The monthly salary of the employee who has been in the study leave can be made available through the organization where he or she is studying or it can be made available through the person who brings the permission letter of the concerned employee.

8.10 Compensation Leave

- 8.10.1 If an employee needs to work additionally at the weekend or the public holidays in the process of implementation of the programs of Sahakarmi Samaj and its projects, the employee will get substitute leave facility for those additional workdays.
- 8.10.2 If an employee work in the public holidays or the regular weekend without the permission of the immediate supervisor or the executive Director, there will be no compensation leave facility for such work.
- 8.10.3 If an employee work in the holidays, the employee should take the leave immediately after finishing the job. If the employee cannot take leave due to various reasons, such leave should be taken within 21 days for working on the holidays. Such leave will not be provided after 21 days.
- 8.10.4 To get a day compensation leave, one should work at least 6 hours continuously. If the Executive Director feels that the employee has work less than 6 hours, the Director may not give permission for a day compensation leave.
- 8.10.5 If the Executive Director makes an employee work on holidays due to finish the job of the office on time for the welfare of the organization and if the Director cannot provide Compensation leave immediately, the employee can be provided Rs. 50 per hour for the work done as salary. However, one will not get overtime salary for more than 7 hours a day. In such a situation, whether to give remuneration or compensation leave will be decided by the Program Director.
- 8.10.6 If an employee is sent for training, orientation, seminar or workshop program for the career development of the employee within the district or out of the district, the employee will not be provided compensation facility of public or weekends holiday within this period. But if an employee goes out of the office to conduct training, workshop, or orientation program, or represent Sahakarmi Samaj in meeting, conference, or workshop, this rule will not be applied.

Chapter – Nine

Employee Protection, Record and Contribution

9.1 Employee's Protection and Record:

- 9.1.1 Sahakarmi Samaj and its project management will create a conducive environment to protect the rights and welfare, proper career development, and the self-management of the employee of Sahakarmi Samaj and its projects.
- 9.1.2 To get the goal of the institution, the management of Sahakarmi Samaj should provide basic information and orientation training to the employee of Sahakarmi Samaj and its projects on how to get safe from the possible risk and to minimize the risks according to the situation.
- 9.1.3 Considering the welfare of the field employees, the management should provide training to employees on First Aid and other safety measures and the management should also arrange the First Aid medical treatment facility.

9.2 Accident Insurance: To provide safety and relief to the employees on the possible accident in the process of office work, there will be at least Rs. 400000 accident insurance

purchase per person. But if the risk of any employee is very high or the responsibility of the employee is higher, the insurance amount for such an employee can be made Rs. to 1000000 consulting with the Chairperson and having taken decision by the Executive Committee.

9.3 Disability Allowance: If an employee have an accident in the process of office work and get disability having limb or limbs useless but still can work as usual, the employ will get Rs. 400 as disable allowance. But if an employee gets an accident in the process of office work and cannot work in the office because he or she becomes disable due to the accident, the employee will be provided with one month's basic salary sympathetically. But if the accident happens out of the working area and in the process of personal work, the employee will not get such facility.

9.3.1 If an employee get sick and need to remain in the medication for a long time but his service is necessary for the organization, he or she can be provided the Without Pay Leave according to Rule 7.8 and will be reinstated in the job within 6 months with the same responsibility. But if the employee is suffering from a chronic diseases and would not be able to work as before, such facility will not be provided to the employee.

9.3.2 If an endemic spreads in the working area of Sahakarmi Samaj or the area is tense and unsafe due to the regional / communal, political or other reasons, the management side should discover the safe ways as earlier as possible.

9.3.3 If an employee feel unsafe or get the message from any source that he or she is unsafe, he or she should inform to Program Management or his or her supervisor on time. Otherwise, the employee himself or herself will be responsible for the outcome of that incidence.

9.4 Employees' Union: To protect the rights and welfare of the employee working in Sahakarmi Samaj and its projects and to support the management by the employee creatively, the employee of Sahakarmi Samaj and its projects can formulate only one or several Sahakarmi Employee Co-ordination Committee (SECC) with the consultation of the management. While formulating such a committee, the committee will comprise of 5 persons in the case of 20 employees and 7 persons if above 20 employees. But if there are less than 7 employees in a project, there will be no provision of employee union. The employee who is in the Management Committee of Sahakarmi Samaj (more than level 8) will not be the member of SECC. The employee who wants to formulate an union should give an application to the Executive Director enclosing the charter of the union.

9.4.1 If the submitted charter of the union is directed to safe the rights, welfare and career development of the employee and to support the Program Management, the Executive Director should give permission to the union. When the union gets the permission, the Program Management should provide the necessary advice and support to the union.

9.4.2 If there are several projects of Sahakarmi Samaj and if the number of employee is larger, there can be a "Sahakarmi Employee Coordination Unit" at the projects level and representing the each and every Unit, there can be a "Central Sahakarmi Employee Coordination Committee" at the central level. However, what should be the organizational structure and working procedure of the Unit and Central level committee should be prepared by the Central Committee and take permission of the management beforehand.

9.5 Personnel Record: The personal record of the employee who works in Sahakarmi Samaj will be kept clearly with bio-data and other information. The Executive Director should make the

necessary arrangement to keep the record of the employee. The separate personal file should be made and in each file of the employee, the file should keep the appointment an letter, photo, educational qualification, training, citizenship, experience certificate, the record of special leave (sick leave, maternity leave, without pay leave, mourning leave, study leave) warning letter, admiration letter, job description, address, promotion and so on.

9.5.1 While keeping the record of the employee, the name of the close successor should also be mentioned. If an employee dies in the service period, the close successor will get the remaining due payment of the deceased employee.

9.5.2 To up to date the information of the employee if the management asks any information, the employee should provide such demanded information. If an employee leaves the organization in any circumstance, the information of the employee will be kept up to date and if anybody needs the duplicate copy of any information, he or she can get it through the Executive Director paying the necessary charges.

9.5.3 If not ousted from the job or punished according to action taken, the retired employee can get the experience letter as required.

9.6 Redundancy: If an employee need to be ousted from the job before his or her contract period due to the closure of project because of the weakness of the employee or due to reducing the positions because of downsizing, the employee will be provided a month salary and allowance (if there is a separate provision of redundancy in the program previously than it will be according to that provision) as redundancy allowance. But if the contract period of the employee is finished or if the employee is punished, this provision will not be applied.

9.7 Gratitude: If the fund of the organization allows, 10% of the net salary of each month will be deposited in the name of the employee as gratitude. The deposited amount will be provided to the employee at the time of retirement from the job. This facility will not be made available to the employee who is in the probation or who works for a short time in a contract basis.

9.8 Provident Fund: For the future security of the employee, there will be a provision of deposit as a Provident Fund account deducting 10% from the salary of employee and adding 10% from the organization's side. The amount deducted for the Provident Fund should be deposited in the Provident fund office each month. Provident fund office implement its policy.

9.9 Sahakarmi Staff welfare Fund:

9.9.1 SS will establish a staff welfare fund at least NRs. 150000. each staff will contribute 1% salary in this welfare funds

9.9.2. SS will support in sever disease or accident and needs long treatment of any staffs will get 25% or 25000.00 which ever is less from the Staff welfare fund.

Chapter – Ten

Employees' Evaluation, Orientation and Development

10.1 Employees' Evaluation, Orientation and Development:

- 10.1.1 If a person is selected to Sahakarmi Samaj as an employee, the employee will be oriented on vision, mission, and goals of Sahakarmi Samaj before joining on the assigned duties and the employee will be informed on the basic values required to hold in the process of carrying out the job, the job descriptions, and the facilities as well.
- 10.1.2 The employee who works in Sahakarmi Samaj and its projects or programs should strive to develop skills/expertise and attitude according to their responsibility.
- 10.1.3 To get the human resource of the organization practical, skilled, and competitive, the Program Management will organize the necessary skills development plans, work-specific learning, training, orientation, study tours, and work-specific research programs.
- 10.1.4 To make the employee of the organization managed and learning oriented, there should be employee training/workshops and coaching programs in a fixed time interval.
- 10.1.5 In the process of carrying out job if an employee needs special knowledge or skills, a short or long training or study program in the country or abroad can be managed.
- 10.1.6 There will be a "professional skill development plan" of 6 months period for each employee and the annual performance evaluation of each employee will also be carried out. In this period if an employee get an especial skill, that skill will be recorded.
- 10.1.7 To make the organization strong and able by the continuous development of knowledge, skills and capacity of the employee, the Program Management should prepare a 'Human Resource Development Plan.
- 10.1.8 The Program Management can develop a certain indicators and thus evaluate the performance of the employee and can give the employee opportunity for professional development.
- 10.1.9 In the process of program implementation if the employee requires special skills or knowledge, in such a situation the study or training or orientation program in the same subject can be arranged. If the employee needs to send for study, training or orientation program for a month or more, the Program Management can provide monthly scholarship or a lump sum amount instead of daily allowance, and in the case of Program Director, the Chairperson of the Executive Committee should make the arrangement.
- 10.1.10 The employee who gets the change of study or training for two months period or more should work compulsorily in the programs of Sahakarmi Samaj for the set period according to the contract with the management. If the contract is breached, the employee will be punished according to the contract.

Chapter – Eleven

Discipline, Punishment and Appeal

11.1 Discipline of the Employee:

- 11.1.1 The employee of Sahakarmi Samaj should conduct or show manners according to the values and visions of Sahakarmi Samaj.
- 11.1.2 If the employee of Sahakarmi Samaj show the following manners or activities, that will be considered the 'bad manners'.
 - a) **Abuse of Authority:** It will be considered an abuse of authority if an employee uses the official equipments for the personal purposes that are made available to carry out

the responsibility of the organization; makes financial irregularities; turns the regular institutional income which is in his or her responsibility into personal uses; sales the assets of the institution undervaluing them; draws the money preparing a false documents; procures the low quality goods on high price; procures the goods according to personal necessity rather than the organizational necessity; accepts any kind of bribe/prize for the task accomplished form an individual or institution in the process accomplishing one's own duty; performs personal work instead of official work in the office time; and takes advantages claiming the false position he has been holding.

- b) **Conduct against the organization:** If the employee who is in Sahakarmi Samaj and its projects creates confusion on vision, mission, goals, and values of the organization, breaches the secrecy of the organization, involves the organization in a political party or organization, provides misinformation about the organization and his or her qualification to the political party, drinks alcoholic beverages in the office hours or shows misbehavior to the concerned parties, or shows any kind of behavior that is against the values of the organization will be considered the conduct against the organization.
- c) **Criminal Charge:** The employee, who have involved in criminal activities such as fight, killing, rape, and so on and proved to be guilty by the administrative bodies of His Majesty Government, he or she will be considered the 'employee with bad manners'.
- d) **Sexual Abuse:** If an employee who works in Sahakarmi Samaj involves himself or herself or encourages others in the activities such as touching the body of the opposite sex, using vulgar jokes or sexual languages with full of lust, and having sexual intercourse with the colleague working together or the person related in the field area, will be considered the sexually abuse activities.
- e) **Break of rules and regulation of the organization:** If an employee breaches the rules and regulation or directives issued by the Executive Director or the management; does not carry out the given responsibility; drinks the alcoholic beverage while deputed out of the office/field in the process of carrying out the organization's task; remains absence in the office or field without giving any notice; or does not obey the immediate rules and regulation effective in the organization will be considered the breaking of rules and regulation of the organization.

11.2 Taking Action and Punishment:

11.2.1 If an employee does not follow or obey the values of Sahakarmi Samaj and instead shows bad manners, the Chairperson of the Executive Committee in the case of the Executive Director and the Executive Director in the case of other employees can take the following actions according to the sensitivity of the bad manner:

- a) **Verbal Forewarning:** If an employee shows the bad manner knowingly or unknowingly or does not carry out the responsibility sincerely, the Chairperson, or the supervisor, or the

Executive Director finding the reason behind it can give feed-back, advice, and verbal warning to the employee.

- b) **Letter of Warning:** If a supervisor reports to the Executive Director according to his finding that the employee repeats the bad mannered activities times and again, performs the activities that are against the welfare of the organization, or does not carry out the given responsibility of the organization carefully, the Executive Director can give a letter of warning stating not to repeat such actions.
- c) **Keeping on Probation:** If the employee does not improve his behavior and repeats the same activity such as makes financial irregularities in the organization; performs sexually abusive activities; does not perform his assigned responsibility; remains absence in his duty station without giving notice instead of providing feed-back, advice, verbal warning, and or written warning; such an employee can be kept in a three-month probation. If the employee does not improves his or her behavior, treatment, and performance, then the employee can be ousted from the job according to Rule 10.2.1 (e). If there is a satisfactory improvement in the employee, he or she should be notified that the probation period is finished.
- d) **Demotion/stopping the annual increment:** If an employee makes financial irregularities in the organization, uses the resources of the organization for personal purposes, abuses the authority of the position, accepts bribe or tips from the concern parties, and proves unable to accomplish the given responsibility, the Chairperson or the Executive Director can stop the annual increment of the employee or demote the employ by one level.
- e) **Oust from the Job:** If an employee repeatedly performs the activities against the values and policy of Sahakarmi Samaj; does not care the written and oral warning given to the employee; performs the activities against the organization; proves that the employee has done financial irregularities or misused the organization's resources; establishes the fact that the employee has done criminal offences charged by the HMG/N bodies; performs repeatedly the sexually abusive activities within the field area of the organization and there is no hope of improvement of him or her; performs polygamy marriage; the Chairperson in the case of Executive Director and the Executive Director in the case of other employees can oust the person from the job.
- f) **Suspension:** If one gets to know that an employee is working against the principles of Sahakarmi Samaj or the employee is making irregularities of the organizational resources or performing activities against the organization and in this situation if the evidence against him or her may be lost and the organization may incur more loss while taking action against the employee according to the due process, such a employee should be suspended for three months and action against the employee should be taken. The action against the suspended employee should be finalized within three months. No employee will be suspended for more than three months. If the charge against the employee is proved, the employee will be punished according to this regulation; otherwise, after the release of suspension, the employee will get all the facilities he or she deserves.

- g) **Prohibition on the deposited amount of the employee:** If an employee is suspended due to his mannerlessness or the employee is under action without any suspension, the deposited amount of the employee such as the Provident Fund, allowance, or any amount he or she is liable to receive should be prohibited from withdrawal until the action against the employee will be finalized. If the action against the employee proves that the employee has misappropriated the money or the resources of the organization, the misappropriated amount should be deducted from the deposited amount of the employee and the residual amount should be returned to the employee.

- 11.2.2 In the process of taking the action against the bad manners of the employee more clear and special, the Executive Director or the Chairperson can make an additional manual based on this regulation.
- 11.2.3 Clarification: While taking action against the bad discipline of an employee, the Chairperson or a person having authority from the Chairperson can take action against in the case of the Program Director.

11.3 Appeal:

- 11.3.1 If an employee does not agree with the punishment from the Executive Director having the reasons of bad discipline or of unable to perform the duty competently, the employee can appeal to the "Appeal Investigation Committee" with his claims as follows:

- a) The employees except the executive Director:
 - 1. Coordinator: The Chairperson of the Executive Committee 1
 - 2. Member: A Person from the Senior employees 1
 - 3. Member: The Chairperson of the Sahakarmi Employee Coordination Committee... 1

- b) In the case of the executive Director:
 - 1. Coordinator: Secretary of the Executive Committee - 1
 - 2. Member: Among the Senior employees – 1
 - 3. Member: The Chairperson of the Sahakarmi Employee Coordination Committee... 1

- 11.3.2 While formulating an 'Appeal Investigation Committee', the Chairperson of the Executive Committee can appoint a senior most employee in the Committee.

- 11.3.3 The Appeal Investigation Committee should decide within 35 day of lodging the appeal.

- 11.3.4 The decision of the Appeal Investigation Committee will be the final.

Chapter - Twelve Miscellaneous

12.0 The retirement provision of employees of Sahakarmi Samaj:

- 12.1 The employee who works for Sahakarmi Samaj and its programs will be retired in the following conditions:
- a) If the resignation submitted is approved.
 - b) If the duration of the program is finished and there is no other alternative.
 - c) If the employee break the contract agreement done at the time of appointment.
 - d) If the employee suffers from chronic disease
 - e) If the probation period of the employee is not satisfactory.
 - f) If the employee get the punishment due to bad manners
 - g) If the employee dies.
- 12.2 If an employee want to take retirement from the service, the employee should inform the management before 1 month; otherwise, the employee should return a month equivalent salary to the organization.
- 12.3 If the employer wants to get an employee ousted from the job, the management should inform the employee a month before. Otherwise, the employee should be provided with a month additional salary.
- 12.5 If the employee who is in probation period needs to be ousted from the job or the employee himself or herself wants to get out from the job, both parties should provide the prior notice before 2 weeks. If the employee is ousted from the job or himself or herself get ousted from the job without a two weeks prior notice, the concerned party should pay back the two weeks' salary.
- 12.6 Making Sub-Rules:** The Executive Committee of Sahakarmi Samaj or the Program Management Committee can make sub-rules to make the procedures of this regulation more easy and clear. However, one would not be able to make any sub-rules that contradict with this regulation.
- 12.7 The manual or sub-rules prepared by the Program Management Committee should be implemented giving notice to the Executive Committee.
- 12.8 The Amendment in Sahakarmi Policy of Employment:** If the Executive Committee of Sahakarmi and the Program Management perceive it necessary to change this Sahakarmi Policy of Employment, considering the recommendation of Executive Director or his representative, they can amend this Employment Policy as required. All the employees should be informed about this kind of amendment.

Chapter – Twelve
Appendices

Appendix – 1

Sahakarmi Samaj
... .. PROGRAM

... ..
EMPLOYMENT CONTRACT

Between

... .. Program

And

The employee: Mr. / Mrs. Ms.

In granting and accepting employment we undersigned agree to the following terms of employment.

Section : I

Terms of Employment

1. This appointment should result in helping to fulfill the declared purpose of Sahakarmi Samaj.
2. That this employment will be according to the "Sahakarmi Policy of employment 1998 (054) with the amendment 2014 (071).
3. That this employment will be subjected to a sound health and satisfactory physical examination report.
4. That by such mutual agreement of all concerned, there will be provision for transfer to other Sahakarmi Programs whether the employee is confirmed or in probationary period.
5. That the working hours of a full-time appointment are agreed to be 168 hours a month with 12 days seek leave and 30 days annual leave provision per year.
6. That the service under the appointment may be terminated from either side by one month pre notice, or by surrender of payment of one month salary in lieu of notice. But any probationary appointment may be terminated by employer with two weeks notice or two weeks salary surrender in lieu of notice.
7. This agreement will be readjusted when any amendment is made to the fore said contract.
8. That this appointment will be the contract appointment up to with a probationary period of months.
9. That the contract appointment has been extended up to:
10. That this appointment has been effective from:
11. This appointment has been confirmed on (fill only after confirmation).

Section: II

Personal Details

Employee Name:
Job Title:
Immediate Supervisor:

Employee Code:
Level:
Section/Department:

Academic Qualification:
Father's Name:

Date of Birth:
Citizenship:

Permanent Address:
Temporary Address:

Phone:
Phone:

Martial Status:- Married/Unmarried
Relation of nest of kin:-

Full Name of Spouse:
Relation:

Employee

On Behalf of Sahakarmi Samaj

Signature:
Name:
Date:

Signature
Name:
Date:

Office Stamp

Section: III Contract Termination

Date of Leaving:

Reason of Leaving:

Remarks if any:

Employee:

Employer: