

ಪ್ರಾರಂಭ
Prarambha

/(Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

ಪ್ರಾರಂಭ
Prarambha

STAFF POLICY

(the use of 'Staff' includes Staff, Resource Persons, Consultants and any other paid person employed who works for more than 90 days)

ಪ್ರಾರಂಭ Prarambha

/(Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

A. RECRUITMENTS

In case of a vacancy, the Project Head along with the core team will do an assessment of the present staff within the project. If suitable candidate exists, the person should be encouraged to apply for the job.

In case where no suitable candidate can be found within the project, the Project Head should canvass the job to the other PRARAMBHA project heads. If suitable candidates exist in other PRARAMBHA projects, the persons should be encouraged to apply for the job.

If no suitable candidates are found within PRARAMBHA, the job should be canvassed to the PRARAMBHA staff for word-of-mouth recommendation for external candidates. All such candidates should be called for an interview and the most suitable person selected.

In addition, the job may be advertised externally through all media including local and regional newspapers.

Final interview: All short-listed candidates will undergo a final interview with Executive Trustee or the Executive Trustee's representative, either at the project or any other place that he determines.

Final selection: Following this final interview, the final selection will be made by the Executive Trustee or by the Trustees representative.

Trainee/Probationer: On selection, all candidates will join PRARAMBHA as

Trainees for 6 months; and/or as

Probationers for 3 months, depending on the posts; or/as

Direct appointees.

Confirmation: All confirmations are subject to a positive performance appraisal by their supervisors.

/(Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

B. SALARY GRADES

Starting grade: Based on qualifications, experience, and at the Executive Trustee's discretion, a candidate may be recruited at any level of Salary Grade.

Designations: Designations is related to the task that a person may be asked to undertake. Designations do not relate to Salary Grades. Differentials of qualifications, experience and/or the Executive Trustee's discretion may result in staff with the same designation being paid differently according to their Salary Grades.

Post-related work allowances: Any extra task allowance paid over and above the Basic + DA salary is specific to the designated post that a staff is allotted.

C. PERFORMANCE

Exemplary Staff Performance may be recognized either appropriate increases in the gross salary, or by promotion. However, in the event of a promotion, no allowances paid to staff in one designated post will be carried over to their new post unless mandated by the new post.

D. STAFF BENEFITS

To ensure that employee interests are fully protected, and in the light of changing tax exemptions that are in law from time to time, PRARAMBHA will always ensure that, all employees will receive Basic+DA calculated at atleast 60% of the gross remuneration.

For ease of recognition and calculation, the balance 40% of the gross remuneration will be recognized as Other Allowances. Other Allowances is deemed to include House Rent Allowance, Conveyance Allowance and Field Allowance. The recommended break-up of the 40% is as follows:

Individual projects will be allowed to recognize any of these allowances separately, if so required either by the employee or by the donor. In such instances, the project will recognize the other allowances under the common title of Other Allowances.

In the event of resource persons, consultants and /or any other person contracted for specific services, the contracted amount will be paid as a lumpsum.

ಪ್ರಾರಂಭ Prarambha

/(Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

Field Allowance: Field Allowance will be paid to all PRARAMBHA staff irrespective of their position. Administrative, Finance and Technical Support staff will be encouraged to participate in all project activities including community shramadan, field days, community events, and will be encouraged to share their special skills to help community people, for example, in the maintenance of their CBO and SHG account books. The FA also recognizes the field roles of non-field staff who participate in field audits and function as required as field messengers.

Annual increment: An annual increment of 5% of the gross will be paid to all staff who complete 12 months service, subject to availability of funds. All increases will reflect the 60:40 break-up, except where a payment is made as a lumpsum. In this case, this amount will also be a lumpsum as per the decision of the executive trustee.

Accident Insurance: PRARAMBHA will ensure all staff who need to travel regularly, by public transport or organizational transport as part of their defined job, against accidents.

Medical Assistance: Since Other Allowances already recognizes Medical Allowance as assistance, PRARAMBHA recognizes the increasing costs of hospitalization by providing a medical insurance or assistance from the staff emergency fund, subject to availability of resources.

Provident Fund and ESI:

This section will be undertaken in the future after we reach the required scale or when we are deemed to be ready for this by the Board. At that time this section may be revised to reflect circumstances in play at that point in time.

Other Benefits:

Staff loan: PRARAMBHA will provide loans to staff only if the staff herself/himself is getting married or on health emergencies. All loans will be subject to a maximum ceiling of 3 months of gross monthly pay. All loans will be repaid within a maximum of 6 months. All loan requests from staff will be forwarded to their respective Project Heads for approval. All other resource persons, consultants and paid persons will not be eligible for any loan facility.

Trustee's Discretion: Executive Trustee is permitted to use his discretionary powers to give staff loans and staff advances outside of these prescribed rules. All long pending loans will be documented, and such loan/grant will be subject to ratification by the PRARAMBHA Board.

ಪಾರಂಬ Prarambha

//(Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

Staff Leave: All staff are entitled to 30 days paid leave covering Casual Leave, Privilege Leave and Sick Leave.

Unpaid Leave: Staff is entitled to an additional 15 days of unpaid leave on exhaustion of their sanctioned leave.

Leave duration: Staff may avail of paid leave for a maximum of 15 days at one stretch once in 6 months. This sanctioned leave may be extended by a maximum of 5 days unpaid leave if a request for extension is given in writing from their place of leave.

Suspension for over-extension of leave: Staff who extends their leave beyond the 15 days paid plus 5 days unpaid will be suspended automatically.

Maximum leave: Staff may take maximum of 30 days paid plus 15 days unpaid leave. Any staff who takes leave beyond 45 days will be deemed to be not interested in continuing to work, and this extension of leave will be sufficient grounds for their termination.

Trustee's Discretionary: The final decision to terminate or not to terminate a staff who has extended his/her maximum leave will be at the discretion of the Executive Trustee.

Maternity leave: All women staff are entitled to 180¹ days maternity leave over and above all other leaves. This should ideally be taken before, during and/or after delivery. Maternity leave for men staff is 15 days.

Accidents/serious illnesses: Executive Trustee has the right to sanction additional leave to any staff who meets with an accident or suffers from a serious illness.

Staff Marriage Gift: PRARAMBHA will contribute Rs.1000 towards gifts for staff who get married. Individual staff contributions may be added to this.

¹ As per the Karnataka government's policy, female employees are entitled to 180 days (approximately 6 months) of maternity leave. This aligns with the national provisions under the Maternity Benefit (Amendment) Act, 2017, which extended maternity leave from 12 weeks to 26 weeks (180 days) for women working in establishments with 10 or more employees. This leave is intended to be taken before and after the birth of the child, with up to 8 weeks of leave allowed before the expected delivery date and the remaining after childbirth. The leave for men is in line with the national policy.

Food Allowance: Food Allowance may or not be paid according to project rules, and as per the Trust's rates set from time to time. Named Staff will also be reimbursed actuals if so defined.

E. PROJECT VEHICLES

Project vehicles - 2-wheelers/by name: All 2 wheelers are provided by PRARAMBHA to named individuals. While PRARAMBHA understands that a certain amount of personal use may be made, it expects that staff will not misuse this facility. PRARAMBHA also reserves the right to give individual staff actuals on maintenance or a fixed petrol allowance. Project Heads are responsible for ensuring that all vehicle logbooks are scrutinized and approved. The PRARAMBHA auditor will periodically review Fuel & Maintenance expenditure of each vehicle. PRARAMBHA also reserves the right to take back any vehicle from staff who cannot maintain vehicles within the project average.

4-wheelers/by Project: will be used for project use. All 4-wheeler logbooks will be scrutinized by the PRARAMBHA auditor.

F. TERMINATION

All employment may be terminated with 1 month notice or 1 month salary in lieu of notice. This option may be exercised by both the employee and the employer. Under this clause, no explanation need be given to the other party.

In addition, employment may be terminated for the following reasons:

- Consumption of alcohol in PRARAMBHA's operational areas
- Sexual harassment and/or misconduct
- Physical violence
- Use of abusive and threatening language
- Participation in party/community politics
- Non-secular behavior
- Loss of community faith
- Misappropriation/fraud
- Unauthorized use of project vehicles
- Police complaints
- Absence without leave for more than 10 days

ಪ್ರಾರಂಭ Prarambha

//Regd. 324/84.85 dated 11.02.1985)

No. 25/1, First Cross, Capitan Munshi Layout, Hennur Main Road,
Lingarajapuram, Bengaluru 560084

- Non-performance
- Non-compliance with terms of employment

G. RETRENCHMENT

All employment is subject to continuing support from a designated donor, and for the time period of the contract with a given donor. In the event of cessation of funds, a minimum of a month's notice will be provided to all affected staff. Subject to fund availability, PRARAMBHA will try to provide an additional one month's notice where possible.

H. REVISION/MODIFICATION

Executive Trustee is empowered to modify old rules and introduce new rules in consultation with the Board of Trustees.

Shankar C
Executive Trustee
PRARAMBHA
10-01-2024

