

**General movement for Rural Education and Environment-GREEN
Chinnamanur- 625 515, Theni District, Tamil Nadu**

EMPLOYEE

HANDBOOK



Revised January 2022

REVISED EMPLOYEE HANDBOOK 2022

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WELCOME TO THE General movement for Rural Education and Environment,

On behalf of the Members of the committee, Director and staff members, I welcome you at General movement for Rural Education and Environment - GREEN and wish you every success in your future.

At General movement for Rural Education and Environment - GREEN, 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 General movement for Rural Education and Environment - GREEN.

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!

(P.S.Bose)
Secretary - GREEN

General movement for Rural Education and Environment - GREEN,

MISSION STATEMENT

GREEN's mission is to conserve and protect Nature, natural resources and ecosystems by inspiring rural and indigenous communities to care about and protect natural habitats and biological community diversity through actions based on conservation education, natural resource management, research, networks and partnership.

VISION

Biological diversity of our land is protected, conserved, managed and sustainably used, and its benefits are fairly and equitably shared for the social, economic and environmental well-being of rural and indigenous communities.

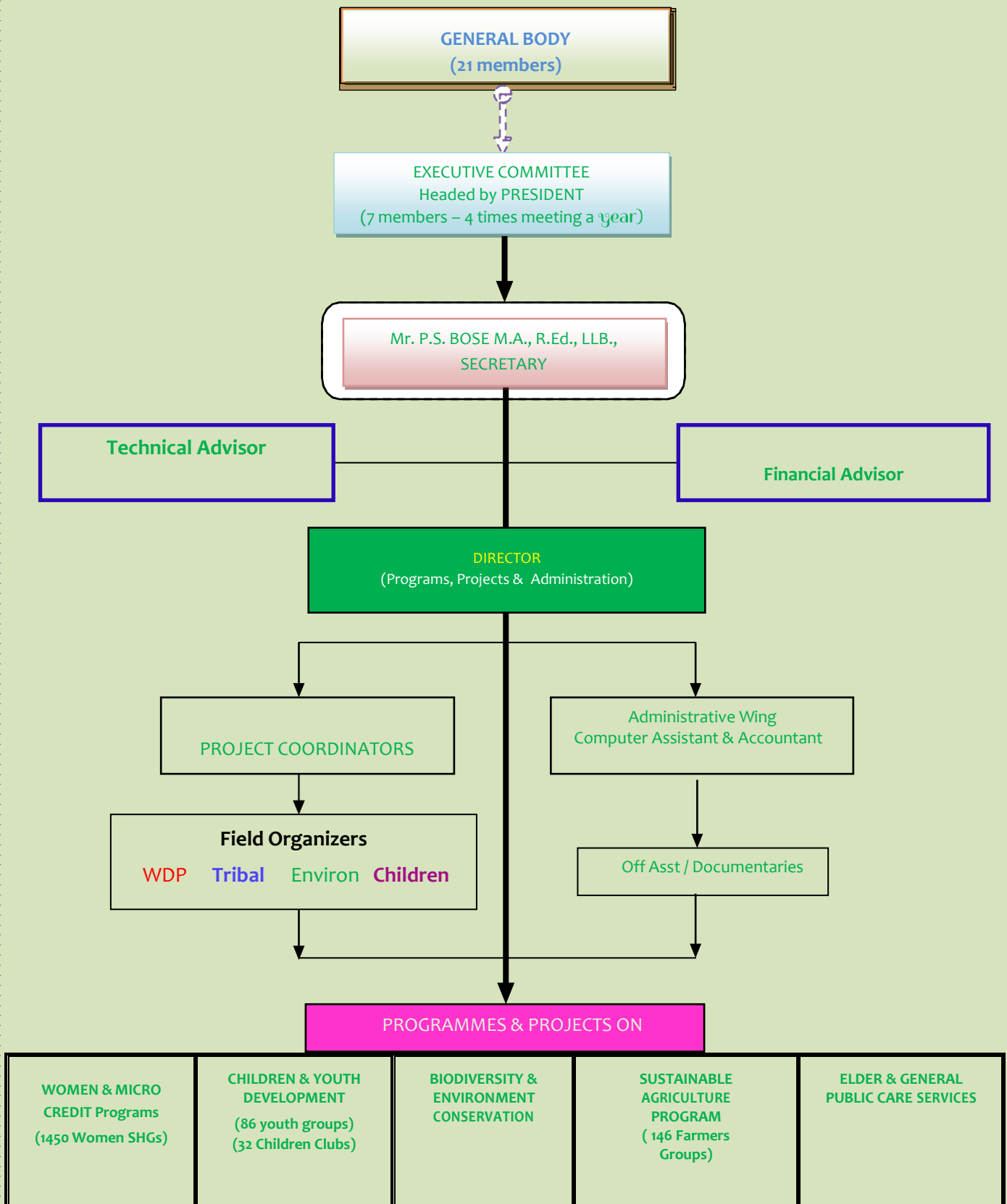
The goals and Objectives

The major Goals and Objectives of the GREEN are: To plan and organize programmes and projects for greening our Mother Earth by setting out plans and projects for greening of mind, atmosphere, culture, wisdom, education, technology as well as development.

DESCRIPTION OF THE ORGANIZATION

GREEN is devoted to the preservation of the natural diversity of plant and animal species, and their habitats, through prevention of environmental degradation and destruction. **GREEN** develops and implements projects through conservation education, action oriented programs for preventing climate change and preserving our valuable plant and animal species and their natural habitats. Our organization has been exploring community-based approaches to natural resources management and we strongly believe in Endogenous Development. **Strategy: GREEN** is basically a conservation organization and all our projects are cross-cultural in character emphasizing community participation and with a focus on environmental education, practical conservation initiatives, science and research aimed at Endogenous Development. We strongly believe that our local community's involvement and collaboration is essential to conservation.

Orgonogram



1. Human Resource Development/Management:

HRD aims to ensure availability of adequate and appropriate personnel with requisite awareness, motivation, commitment and competence to achieve **General movement for Rural Education and Environment'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 General movement for Rural Education and Environment are assisted to compete equally with able person and if all else is equal to prefer and encourage the General movement for Rural Education and Environment.

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. Project based Consultant

- 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. Notice on either side is required, for termination of the employment duration will be determine as per tenure of employment.

c. 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. Interns:

a. Definition: A person, who is employed on the temporary basis against requirements of **General movement for Rural Education and Environment's**, is considered as Interns.

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 } 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 consultant.
- 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 three months. Post completion of the said period appointment shall be confirmed for 2 years unless otherwise stated.
- c. Appropriate guidelines needs to be prepared with regard to resource person/ consultants on project basis interneer

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

Permanent Consultant

- a. **Definition:** Permanent Consultants who are hired to handle the organization projects and Consultants are there to enable and facilitate change within the organization. They are there to set the wheels in motion, impart their expertise onto others.
- b. **Terms and Conditions:**
 - i. Tenure of these employments shall not generally, exceed the duration of the project.
 - ii. Notice on either side is required, for termination of the employment duration will be determine as per tenure of employment.
- c. **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.

Minimum Employment Age

No person under the age of 18 years may be employed at **General movement for Rural Education and Environment**. Therefore, any person taken for training with a view to subsequent employment at General Movement For Rural Education And Environment should be minimum 18 years of age.

LEAVE CONDITIONS

Casual Leave Sick 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, statutory rules apply in terms of Earned and casual Leave

3. Sick Leave

- 3.1. For all staff and all trainees 8 days sick leave is allowed.
- 3.2 Any sick leave more than 3 days will require Medical Certificate
- 3.3. Sick Leave can be accumulated till 90 days maximum
- 3.4. Sick leave cannot be encashed
- 3.5. Once SL is exhausted, no salary can be drawn for the remaining period of sickness
- 3.6. 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.
- 3.7. All SL must be notified to the head of Unit on the morning of the SL being taken, by Phone.
- 3.8. Barring Sick leave, the superior or unit head has the full discretion to grant leave to any staff with Reference to work exigencies.
- 3.9. 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.

4. Casual Leave

- 4.1 All staff is allowed 8 days casual leave
- 4.2 CL days can be either prefixed OR suffixed to any festival/National holidays or weekends, but not both
- 4.3. No more than 3 days CL can be taken at any one time.
- 4.4. CL cannot be accumulated from year to year, nor cashed in.
- 4.5. Notice of CL must be given at least the day before it is taken.

Probation leave – In Probation period consultant will be provided one leave monthly it may be emergency or sick leave.

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.

Conditions of Service

1. Probation

Each appointment is subject to a 3 month probationary period, counting from the joining date. During that time one week's notice of termination may be given by either side. On successful completion of probation period of 3 months the consultant contract will be valid for a period of 2 years

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, two months' 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

Consultants and associated members are responsible for all **General movement for Rural Education and Environment** property, materials, written information issued to them or in their possession or control. Employees or associated members must return all **General movement for Rural Education and Environment** property immediately upon termination of employment. Where permitted by applicable law, **General movement for Rural Education and Environment** 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. **General movement for Rural Education and Environment** 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.

General movement for Rural Education and Environment 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 **General movement for Rural Education and Environment** job, whether advertised internally or externally.

5. Hours of Work

- From 9:30am to 5:30pm
- Every Saturday will be half day 8:30am to 12:30pm
- 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.

6. Holidays

General movement for Rural Education and Environment will grant holidays on National holidays and Festivals totaling to 12 days in every calendar year. The list of Holidays is available with HUMAN RESOURCE DEPARTMENT.

7. Search

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

8. Transfer

Any member of staff may be transferred to another Unit or another **General movement for Rural Education and Environment** site, at the wish of the Board.

9. 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.

10. Access To Personnel Files

General movement for Rural Education and Environment 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 **General movement for Rural Education and Environment**, 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 **General movement for Rural Education and Environment** office and in the presence of an individual appointed by **General movement for Rural Education and Environment** to maintain the files.

11. Personnel Data Change

It is the responsibility of each employee to promptly notify **General movement for Rural Education and Environment** 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

General movement for Rural Education and Environment 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.

General movement for Rural Education and Environment 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.

INDIVIDUAL STAFF DEVELOPMENT

A principle enshrined at the heart of **General movement for Rural Education and Environment** 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 **General movement for Rural Education and Environment's** duty to assist this development within the constraints of time and money available.

1. **Courses run by General movement for Rural Education and Environment, or Commissioned by General movement for Rural Education and Environment** Any course run or commissioned by **General movement for Rural Education and Environment** 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 General movement for Rural Education and Environment** 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 **General movement for Rural Education and Environment** 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 **General movement for Rural Education and Environment** purposes, either within THENI 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 **General movement for Rural Education and Environment** vehicle for his/her own use must pay all fuel costs except those for approved **General movement for Rural Education and Environment** 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 **General movement for Rural Education and Environment**, in which case the **difference** between the normal home/**General movement for Rural Education and Environment** 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.200 /-, 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.

1. The Purpose

The procedures exist to help and encourage all employees of **General movement for Rural Education and Environment** 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

- i. Oral warning (and note on personal file)
- ii. Written warn
- iii. Final written warning
- iv. Suspension pending enquiry
- v. 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
- Violation of offer letter.

5. Appeals Procedure

- i. Any employee who has been disciplined at any of the stages may, if not satisfied, appeal to the CEO for reconsideration of the decision. The CEO may call in an external Enquiry Officer, should the gravity of the situation warrant it.

- ii. The CEO may receive or proffer new evidence, review the original decision and may modify, overturn or confirm it.
- iii. 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 HR to have the grievance considered. The HR 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 **General movement for Rural Education and Environment** 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 **General movement for Rural Education and Environment**, 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 **General movement for Rural Education and Environment**, 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

Particulars	Pre - Employment	Day 1	By two weeks	By whom
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Reception <ul style="list-style-type: none"> • New employee received • Introduction to colleagues • Certificates collected • Passport photos collected • Professional Credentials 				
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 • 				
Knowledge of General movement for Rural Education and Environment <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"> • Voluntary discloser health/disability issues 				

As employee and associated members of **General movement for Rural Education and Environment**, 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 **General movement for Rural Education and Environment** by solving a problem, reducing costs, improving operations or procedures, eliminating waste or spoilage, or making **General movement for Rural Education and Environment** 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.

Note: The above presentation does not mean that every staff members of **General movement for Rural Education and Environment** 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.

Employee's Signatures

I have read and understood/ had read to me/ had truly translated for me, all the information in this Handbook, and agree to work within its guidelines and rules

Employee's Signature	Head of Unit's Signature	Date