

KOROPA INTEGRATED CBO

HUMAN RESOURCE MANUAL

1 APPLICABILITY

1.1 PURPOSE OF THE MANUAL

The Human Resource Manual applies to KOROPA Integrated CBO. This manual is meant to clearly define policies and administrative regulations and serve as a reference check for both the employer and employee.

The purposes of Human Resource Policies

It allows an organization to be clear with employees on:

1. The nature of the organization.
2. What the employees should expect from the organization.
3. What the organization expects of the employees.
4. How policies and procedures work.
5. What is acceptable and unacceptable behaviour.
6. The consequences of unacceptable behaviour.

1.2 REVIEW AND UPDATE OF THE MANUAL

The policies will be reviewed from time to time and changes may be effected when need arises and any changes will be approved by the executive committee and hence effected in the manual. The inputs will be acquired from staff and the primary stakeholders and any changes re-printed in the relevant pages in which changes have been made.

After each amendment all staff and primary stakeholders shall be made aware of the specific sections of change for effective implementation of the policies and work procedures.

1.3 INTERPRETATION OF PROVISION AND TERMS

KOROPA Integrated CBO Means the name of Community Based Organization.

Employee Means an employee of KOROPA Integrated CBO excluding

persons hired on a casual basis or on consultancy agreement.

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| Employer | Means KOROPA Integrated CBO. |
| Dependant | Means wife or husband of an employee and his/her Children. |
| Spouse | Means a legal spouse in accordance with the law of marriage act, customary, religious or civil law. |
| Child | Means a biological child within the age of 18 years . |
| Immediate Family | Means Dependent spouse and children as defined above. <ul style="list-style-type: none">○ The parents of an employee○ The parents of the employee's dependent spouse.○ The biological brothers and sisters of the employee. |
| Home Address | Means the address given in the personal information form. |
| Written Law | Labour laws of Kenya. |
| Immediate supervisor | Means one engaged in day to day monitoring in employee Activities as specified in the job description. |

2 INTRODUCTION

KOROPA integrated CBO was founded in the year 2012. This organization is located in OTHORO within..... location in Kabondo division of Homabay County. It initially had 7 affiliate groups. This community based Organization was officially registered inCurrently the CBO has recruited. Groups and this process is continuous. The project intends to serve the entire Kabondo division to widen their net work.

PROJECT VISION

A healthy and food secured community

PROJECT MISSION

To promote agribusiness solutions, healthcare services, environment conservation through applying information, communication and modern technologies and trainings to satisfy the community needs

PROJECT OBJECTIVES

- ³⁵₁₇ To reduce poverty within the catchment area.
- ³⁵₁₇ To promote environmental conservation and sustainability.
- ³⁵₁₇ To promote improved agribusiness solutions.
- ³⁵₁₇ To Support vulnerable members of the community.
- ³⁵₁₇ To promote ICT and improve access to information in health and agricultural related issues
- ³⁵₁₇ To promote better healthcare amongst the community.

CORE VALUES

Accountability

Every staff must take responsibility of all project resources.

All stakeholders must be accountable for proper utilization of project resources.

Transparency

Staff to ensure clarity in all project activities

Commitment

Staff should be focussed to provide quality service with minimal supervision.

Code of conduct

All stakeholders must respect and adhere to all work regulations.

Competency

Provision of quality and outstanding services at all levels.

STAFF RECRUITMENT

Give equal chances to everybody irrespective of religion, sex, race, tribe or physical status.

In order to promote equal chances of recruitment, KAROPA integrated CBO will ensure:

- ³⁵₁₇ -Management team will ensure equal chances are given to all applicants
- ³⁵₁₇ -Members to ensure employment policies are implemented.
- ³⁵₁₇ -All members must be sensitized on employment policies.
- ³⁵₁₇ -Incase of vacancies, Members of KAROPA will be given first priority through internal advertisements. Incase of failure to get the right candidate internally the management committee automatically takes the mandate to advertise the position externally.

Vacancy announcement

- ³⁵₁₇ Incase of a vacancy, the management committee of KAROPA will be responsible for advertisement.
- ³⁵₁₇ Incase of failure to get the relevant candidate after internal advertisement, the management committee shall automatically re-advertise the vacant position externally.

Staff Development

Staff promotion shall not only be implemented with regard to his/her academic qualifications but also be accorded after considering staff performance and adherence to work regulations.

Procedures of Internal recruitment

- ³⁵₁₇ -Vacancy shall be advertised with a job description attached.
- ³⁵₁₇ -Interviews will be subjected to the available resources e.g. provision of lunch or transport at the discretion of the management committee.
- ³⁵₁₇ -The successful candidate will be informed in writing and must be certified by the secretary and chairperson.

Selection and Interviewing

Screening and short listing to be done by the management committee.

Employment Application

All applicants must submit a written application to the chairperson of KAROPA.

Interviewing

³⁵₁₇ Shortlisted candidates will be called for an interview.

³⁵₁₇ An interview panel shall consist of the executive committee representative, management committee representative and if need be an expert in the relevant position from the partner projects.

Feedback of applicants

Once selection has been done, the secretary shall notify candidates of the interview outcome.

Appointment Authority

Appointments shall be authorised by the chairperson on behalf of KAROPA.

Age Restrictions

The minimum age for employment within KAROPA is 18 (eighteen) years, effective on the date of employment.

APPOINTMENT

Appointment procedures will be same for all positions that may be required within the organization.

Staff Recruitment

Based on the applications received and registered, a number of selected candidates will be invited for interview by MIP chairperson.

EMPLOYMENT AGREEMENT

Before signing the employment agreement form, the employee should submit

1. A copy of the national identity card.
2. Certificate of good conduct

3. Copies of certificates
4. Recommendation letter
5. 2 copies of passport size photos
6. Curriculum vitae.

The personnel file should have the following documents.

1. Copies of employees' certificates.
2. Curriculum vitae.
3. Personal particulars form
4. Copy of birth certificates or some official form of identification.
5. Originals of references received concerning employee.
6. Original employment agreement.
7. Job description.
8. Personal performance assessment
9. Other documents such as salary/benefits adjustments, personnel memos letters of warning etc.
10. Updates on personal information if any i.e. change of marital status, academic qualifications etc.

Disciplinary or legal action may be taken against any employee discovered to have given any false information or even documents before or after employment.

EMPLOYMENT AGREEMENT POLICY

Every employee will be issued with an employment agreement prior to commencement of employment. A job description will be attached to each agreement. The employment agreement shall become valid only after signature by the employee and the chairperson.

Terms of employment should be clearly defined on the employment agreement i.e. whether the employment is on casual, contract or permanent.

TERMS AND CONDITIONS

SALARIES AND BENEFITS

³⁵/₁₇ All staff shall be paid a consolidated salary i.e. salary will be consolidated in one package inclusive of all allowances.

³⁵/₁₇ KAROPA executive committee to come up with salary structure.

³⁵₁₇ Salaries to be paid on monthly basis.

³⁵₁₇ Salary increments will be based on workload, performance and all at the discretion of the executive committee.

³⁵₁₇ KAROPA shall provide certificate of service to outgoing staff

³⁵₁₇ Organize for staff refresher courses e.g. workshops and seminars.

³⁵₁₇ Staff shall be given transport reimbursements in case of service outside their work station

³⁵₁₇ Organize sharing forums or end year get together where incentives could be provided all at the discretion of the executive committee.

SALARY ADMINISTRATION

Salary/Wage Payment

Salaries will be paid on monthly basis usually on the last day of the month. All salaries will be paid through the employees' bank account.

Incase of casual employees, daily wages will be calculated on actual working days per month.

Salary deductions

Other deductions may be effected as requested by the employee or authorised by the chairperson. Salary deductions may be made due to reasons such as:

1. Unauthorised absence from work treated as leave without pay.
2. Legal deductions in accordance with the government regulations.
3. Outstanding advances or miscellaneous receivables made to the employee by the project, which are reimbursable.
4. To compensate for any item or project resources damaged or lost due to employees' negligence.

Salary Advance

Only in circumstances of emergency the employee may be entitled to receive salary advance. This is strictly authorised by the chairperson and checked by the accountant before any payment can be done. The advance must not exceed 50% of the employees' net salary. A salary advance will not be issued if there is an outstanding balance of an earlier advance.

Salary on suspension

Staff under suspension is subjected to half salary payment unless otherwise proved innocent of the alleged offense

Salary on dismissal

An employee under dismissal is entitled to salary of the number of days worked in the respective month.

Otherwise an employee on suspension and finally faces dismissal is entitled to half month's salary.

In case an employee is imprisoned he /she is entitled to pay for the number of days worked.

Statutory deductions

The NSSF, PAYE, NHIF shall be paid with regard to the Kenyan laws.

Staff Outfit

All new employees depending on type of employment will be issued with personal outfits as may be required.

In case of termination of employment the employee is expected to return all project work outfits before clearance.

The cost of any items, which are lost during employment or are not returned as requested on termination of employment, will be deducted from the employees' salary.

Allowances

Incase an employee is engaged on duty outside their workstation, they are entitled to lunch and transport the specific rates shall be determined by the executive committee.

ATTENDANCE AND LEAVE

Official working hours shall be 8.00 am to 5.00 pm

A newly appointed employee shall be on probation for 3 months

An employee is entitled to 25 working days for annual leave exclusive of public holidays.

Each staff is entitled to 5 compassionate leave days.

Sick leave shall be approved on submission of a certified letter from a medical practitioner for illness that goes beyond 24 hours.

In case an employee is continuously unwell, he/she is allowed to work on full pay for 3 months and if illness continues an assistant shall be hired on temporary employment with half months' salary. After six months if illness persists the mgt team shall re-advertise the said position. In the process the assistant shall be given priority depending on knowledge, experience and skills.

The initial stage of hiring the assistant is done by referring to the database with applications relevant to the same position.

Female staffs are entitled to 3 months maternity leave inclusive of public holidays and weekends.

STAFF DEVELOPMENT

To effectively implement the project activities, KAROPA will be active in identifying job-related training needs of staff and appropriate training activities to meet these needs.

Staff development is important for the following reasons:

1. To ensure that staffs have the necessary skills for effective delivery of services.
2. To develop an environment where professional skills development is facilitated.

All staff development issues shall be discussed and declared by the executive committee and finally approved by the chairperson.

STAFF TRAINING NEEDS IDENTIFICATION.

The supervisors who monitor the employees' daily operations have the immediate responsibility to identify the training needs of the employees they supervise.

In the performance management process, the employee and supervisor identify the skills of the employee that need strengthening as well as the additional skills that could be acquired by the employee that would enable him or her to be more effective in his or her work.

Training Records

KAROPA shall maintain a personal training record for every employee participating in either externally facilitated training or KAROPA training seminars or workshops.

The employees are expected to write a brief report on the trainings attended mentioning the major training contents.

GENDER EQUALITY

KAROPA shall promote gender equality in all its activities. They shall particularly endeavour to equalize and prevent differences in pay and other conditions of employment between women and men who perform work which is regarded as equal or of equal value. KAROPA shall also promote equal opportunities for women and men.

PERFORMANCE MANAGEMENT

Performance management is a process that focuses on planning and timing, organizing, monitoring, guiding and evaluating individual job performance. It is the process used by the supervisor to,

1. Maximize productivity
2. Ensure high quality work
3. Facilitate employee professional development

Good performance management enables an organization to achieve its purpose and objectives with efficient and effective use of human resources. It also supports the continuing development of an organization's human resources by giving employees work experience that builds skills and provides challenges.

KAROPA aims to adopt a performance management system that, at minimum recognizes the importance of and includes the following for all staff.

1. A clear, comprehensive job description
2. An individual operating plan with measurable and achievable objectives
3. A periodic personal performance assessment and appraisal
4. On-going informal performance feedback between the employee and the immediate supervisor
5. Annual personal performance assessment should be performed annually

WORK REGULATIONS

KAROPA shall be committed to provide a safe and sound work environment.

CODE OF GOOD PRACTICE

Professional Conduct

Each KAROPA employee is expected to devote his or her full time, during working hours to the work assigned to him or her. Personal visits should be limited at workplace. Use of project resources for personal business may lead to disciplinary action.

All employees are also expected to abide by the directions and orders of their supervisors and shall work diligently, faithfully and professionally.

An employee found to be acting or employed under a false name and /or identity, will be summarily dismissed and legal proceedings may be started against him or her.

Financial dealings

False entries to financial records will be grounds for immediate dismissal and embezzlement of funds by any staff is prohibited.

Funds must not be used for other purposes other than the ones described in the supporting documentation duly approved by the relevant authority.

Confidentiality

Employees are expected to maintain the principles of personal and professional confidentiality. Personal matters relating to health, finance and job appraisals are not the domain of public discussion. Privacy is to be maintained for letters and correspondence stamped personal, private or confidential and is to be distributed unopened to the addressee only.

Use of KAROPA assets

Employees are not allowed to use project resources for personal business.

All purchases of any item or material whatsoever made on behalf of the project must be authorised in advance by the chairperson or his designate and transacted through the regulated accepted routines of the project.

Use of Alcohol and Controlled Substances and Drugs

Possessing, using, consuming, or purchasing alcohol or drugs during work hours or while conducting project activities is strictly prohibited and could lead to dismissal.

DISCIPLINARY POLICIES

1. Treat employees equitably and equally
2. Give employees adequate rights and means of representation in cases in which disciplinary action is envisaged
3. Base all decisions on facts and evidence.

All employees of KAROPA are expected to abide by the values and regulations of the organization.

GROSS MISCONDUCT

The following offenses are defined as gross misconduct and will always impact negatively on the employees' appraisal.

1. Wilful damage or misuse of project properties.
2. Inability to perform work efficiently by reason of the use of alcohol or drugs.
3. Immoral behaviour at the place of work e.g. sexual harassment or any other form of harassment.
4. Threatening or extremely rude behaviour either verbally or in writing towards any other employee, a member of the general public.
5. Conviction by a court of law of an offence involving fraud or dishonesty, or for which an employee was sentenced to imprisonment, unless there is a successful appeal against such conviction.

TERMINATION OF SERVICE

Circumstances of Termination of Service

The employment of an individual with KAROPA may end or be terminated on the occurrence of any of the following.

1. The employee or the employer may decide to terminate the employment relationship and either of the parties must give a notice of 30 days in advance.
2. The employee resigns on his own accord.
3. If a new employee totally fails to deliver his/her duties efficiently after the end of probation period.
4. The employees services have become redundant are terminated by KAROPA.
5. The contract of the employee expires.
6. The employee dies.
7. Gross misconduct whereby an employee fails to act in respect of the project values and expectations or goes against the code of good practise.

Retirement

Compulsory retirement

The retirement age for KAROPA will be upon the employee attaining statutory retirement age as per the labour law of Kenya. The Organization shall inform such a staff three months in advance that his/her employment shall be terminated due to retirement. Any exceptions to this rule will require the approval of the executive committee.

Retirement on medical grounds

In the event that an employee is not able to discharge his/her duties due to illness, KAROPA may request for an examination by a certified medical practitioner and shall, on the affirmative recommendation of such practitioner, retire the employee on medical grounds. Likewise the employee may procure such recommendation and request for retirement on medical grounds. However HIV & AIDS condition is not ground for retirement on medical grounds.

Voluntary Retirement

An employee may voluntarily retire from service of KAROPA, provided notice of 3 months has been given by the employee so as to enable the project plan for a replacement.

Compensation and Benefits for Employees Who Retire

An employee who retires will be entitled to his/her monthly remuneration up to the last day of employment less any outstanding advances and statutory deductions.