

MODERN BABY NURSERY SCHOOL SAMITI

HR POLICY

2024

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Human Resource and Payroll Policy for Modern Baby Nursery School Samiti, Jana Bazar, Ayodhya

Purpose:

This Human Resource (HR) and Payroll Policy provide guidelines for the recruitment, management, and remuneration of employees at Modern Baby Nursery School Samiti. The policy ensures that all HR practices are fair, transparent, and compliant with relevant labor laws and regulations.

1. Scope:

This policy applies to all employees of Modern Baby Nursery School Samiti, including fulltime, parttime, contractual, and temporary staff.

2. Objectives:

To establish a structured and fair approach to human resource management.

To ensure timely and accurate payroll processing.

To promote a positive work environment and enhance employee satisfaction.

To comply with all applicable labor laws and regulations.

3. Recruitment and Selection:

3.1 Recruitment Process:

Needs Assessment: Identify staffing needs based on the organizational goals and budget.

Job Description: Prepare a detailed job description outlining the roles, responsibilities, qualifications, and experience required for each position.

Advertisement: Advertise the job openings through appropriate channels such as local newspapers, school notice boards, and online job portals.

Short listing: Shortlist candidates based on their qualifications, experience, and suitability for the position.

Interview and Selection: Conduct interviews by a panel comprising the Principal, HR Manager, and relevant department head. Selection will be based on merit and alignment with the school's values.

3.2 Employment Categories:

FullTime Employees: Staff members who work a minimum of 48 hours per week.

PartTime Employees: Staff members who work less than 48 hours per week.

Contractual Employees: Staff hired for a specific period or project.



Temporary Employees: Staff hired for a shortterm need, usually less than six months.

3.3 Probation Period:

All new employees will be subject to a probation period of three months, during which their performance will be reviewed. Employment will be confirmed upon satisfactory completion of the probation period.

4. Compensation and Benefits:

4.1 Salary Structure:

Salaries will be determined based on qualifications, experience, and industry standards. Employees will receive a written offer letter outlining their salary, benefits, and employment terms.

4.2 Payroll Processing:

Salaries will be paid monthly, on or before the 5th of each month. Payroll will be processed by the Accounts Department and reviewed by the HR Manager. Deductions will be made for taxes, provident fund contributions, and any other applicable statutory deductions.

4.3 Allowances:

Allowances such as travel, medical, and housing may be provided as per the terms of employment.

4.4 Performance Incentives:

Performancebased incentives may be awarded annually based on the performance appraisal outcomes and available budget.

5. Attendance and Leave Policy:

5.1 Attendance:

Employees are required to adhere to the official working hours of the society/school. Attendance will be recorded electronically on time komppass app, and any discrepancies must be reported to the HR Manager.

5.2 Leave Entitlement:

Casual Leave (CL): 12 days per year.

Sick Leave (SL): 10 days per year, with a medical certificate required for absences exceeding two days.

Earned Leave (EL): 15 days per year, accrued after one year of service.

Maternity/Paternity Leave: As per the Maternity Benefit Act.



Special Leave: May be granted for bereavement, marriage, or other emergencies at the discretion of the management.

5.3 Leave Application:

All leave requests must be submitted in writing or electronically and approved by the immediate supervisor at least 7 days in advance, except in emergencies.

6. Employee Development and Training:

6.1 Professional Development:

The school will provide opportunities for continuous professional development, including workshops, training sessions, and seminars.

Employees may be required to attend specific training programs to enhance their skills and knowledge.

6.2 Performance Appraisal:

Performance appraisals will be conducted annually to assess employee performance, provide feedback, and identify areas for growth.

The appraisal process will include selfassessment, peer review, and evaluation by the supervisor.

7. Code of Conduct:

7.1 Workplace Behavior:

Employees are expected to adhere to high standards of professional behavior, including respect for colleagues, students, and parents.

Harassment, discrimination, or any form of misconduct will not be tolerated.

7.2 Confidentiality:

Employees must maintain confidentiality regarding school information, student data, and any other sensitive information.

7.3 Dress Code:

Employees are expected to dress appropriately and professionally, in accordance with the school's dress code policy.

8. Disciplinary Action:

8.1 Misconduct:

Misconduct, including but not limited to absenteeism, insubordination, theft, harassment, or violation of school policies, may result in disciplinary action.



8.2 Disciplinary Procedure:

The disciplinary process will include a verbal warning, written warning, suspension, or termination, depending on the severity of the offense.

9. Separation and Exit Policy:

9.1 Resignation:

Employees wishing to resign must provide a written notice of at least one month or as specified in their employment contract.

9.2 Termination:

The school may terminate employment for reasons including poor performance, misconduct, or redundancy, following due process.

9.3 Exit Interview:

An exit interview will be conducted to understand the reasons for leaving and gather feedback for organizational improvement.

10. Payroll Compliance:

10.1 Statutory Compliance:

Ensure compliance with all applicable labor laws, including the Payment of Wages Act, Provident Fund Act, and Employee State Insurance (ESI) Act.

10.2 Record Keeping:

Maintain accurate records of employee details, attendance, salary, leave, and any deductions or payments.

11. Review and Amendment:

This policy will be reviewed annually by the management committee to ensure its relevance and effectiveness.

Amendments may be made as necessary to comply with changes in labor laws or organizational needs.

12. Grievance Redressal:

12.1 Grievance Handling:



Employees may report grievances related to work, pay, or any other issues to their immediate supervisor or HR Manager.

A Grievance Redressal Committee will address complaints in a fair and timely manner.

