

How you can develop your Personnel Policy

This is a document that comprehensively elaborates the employer and employee working relationships through policies and guidelines.

It is a requirement for all NGOs and CBOs that target funding

Simple or otherwise, the Personnel policy must meet the following basic principles;

- a) Must cover and apply to all staff
- b) Be in agreement with national and International labor laws
- c) Be clear and concise
- d) Should be in agreement with other Organizational documents where they do exist
- e) Give some room for the interpretation of the top management to overrule some decisions
- f) Specify regular periods for its reviews
- g) Cater for expansion of the Organization
- h) Design and changes in the document should be participatory and based on felt needs
- i) Must be accessible to all staff
- j) Well formatted for easy reference
- k) Top management should often update staff about the policy
- l) Management should follow and refer to it

1. Cover Page

- Title
- Year
- Introduction to the organization
- Table of contents
- Definition of terms

2. Recruitment; State the Objectives and;

- State staff categories like Project staff, temporally, casual, Non project staff and others
- When and how to engage consultants
- How to second staff or consultants
- Staff Transfers
- Vacancies (internal and External), announcing them and the process of selection, interviewing and the formalities of appointment
- New staff induction,
- Probation periods and categories
- Confirmation
- Promotion

3. Remuneration;

- Salary scales and structures and when if the increases or decrease is to be made and why
- Salary payments, in what currency, at what dates,
- Mode of payments
- Deductions, why and how they would be made
- Allowances, privileges, benefits, loans, credit and saving schemes, pension, and others

4. Leaves, Absenteeism and Working times

- How, when and to who to apply to, Total number of days, when to take it or forego it, public holidays, sick leaves and its financial and job consequences.
- Un paid leaves, leaves without notice, maternity leaves, other special or compassionate leaves (Like loss of spouse/child/parents/relative close, paternity leave and days allocated)

5. Staff Development

- Performance evaluation and periods
- Staff capacity building, training and learning opportunities
- Seminars, Workshops and other activity attendance

6. Grievance and Disciplinary procedures

- Obligations, responsibilities and duties of all staff
- Activities the Organization considers unlawful
- Activities the Organization considers as gross misconduct
- Procedures, scope and principles for dispute/ conflict resolution, punishment, legal services and support
- Warnings, Suspensions, Dismissals and appeals procedures

7. Termination

- Circumstances for termination, Period of notice, Resignation and payments, retirement and payments, redundancy, death and the benefits.

8. Working conditions

- Working days and hours, extra work allowances, Use of property and equipment, including copyrights, public relations with other stakeholders, organizations and companies.