



HR Policy Manual



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Introduction

Welcome to the Universal Versatile Society. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should clarify with us. The policies stated in this handbook are subject to change at any time at the sole discretion of the Universal Versatile Society. From time to time, you may receive updated information regarding any changes in policy. The contents of this handbook are not intended to create a contract or agreement between the Universal Versatile Society and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment. There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your manager, department head, or to Human Resources.

About the Universal Versatile Society

Universal versatile society is a non-political, non-communal and nonprofit making, non-governmental voluntary social organization registered under Societies Registration Act-XXI of 1860 with Registration No. Maha/514/05/Akola on dated 30/06/2005 by the authority of Govt. of Maharashtra's Asstt. Registrar of Societies, Akola Region - India.

Our Mission is to- "Dedicate to serve the community, nation and world by connecting the donors with community-based projects, coordinate the available resources and expertise to promote sustainable development in accordance with the Millennium Development Goals." And vision is - "To contribute for the present scenario of farmer's suicide plight in Vidharbha through the provision of basic education, promoting awareness, imparting employable skills, infrastructure development and small enterprise development leading to income generation and employment opportunities in a sustainable way."

Hours of Operation/Work Schedules

The office is normally open from 10:00 am until 5:00 pm Central time. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their manager.

Telecommuting

The Universal Versatile Society is committed to creating a work environment where the needs of our customers, employees, and the NGO are balanced. Therefore, the Universal



Versatile Society tries to be flexible in its approach to work styles and location. Telecommuting arrangements may be made on an “as needed basis” or set up on a regular schedule. In either case, employees are encouraged to spend time working in the office whenever possible. This allows employees to be accessible to customers and creates a sense of consistency and collaboration among work teams. When employees desire to work at home, the Universal Versatile Society asks that they do so in a manner which is in keeping with a workstyle of accessibility, communication, and productivity. All telecommuting arrangements are subject to approval by the employee’s manager. In general, the following principles should be used in telecommuting:

Employees should make arrangements with their manager at least one week in advance of telecommuting.

Employees should check in with the office regularly.

Employees should inform their manager of their whereabouts so they may be reached easily.

Working at home means working, not taking time off.

Employees should not routinely work at home on days prior to or following vacations or holidays if at all avoidable.

Under regular circumstances, telecommuting should not comprise more than one day in a given week, or more than 3 days a month.

Attendance Policy

Regular attendance is essential to the organization’s efficient operation and is a necessary condition of employment. When employees are absent, schedules and customer commitments fall behind, and other employees must assume added workloads. Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time. If your manager is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered a voluntary termination.

Leave of Absence

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the Universal Versatile Society for at least one year and scheduled to work 20



hours or more a week. The employee's manager will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the organization. Authorized leaves for illness or disability begin after employees have exhausted accrued sick leave, vacation and personal holiday time. A personal leave of absence, if granted, begins after vacation and personal holiday time have been used. Human Resources can provide employees with which benefits, in addition to retained seniority, can be continued during the leave. If an employee wishes to continue benefits, it must arrange for directly with Human Resources.

If the request for leave of absence for personal reasons, the employee's manager, with the advice of Human Resources, will decide whether the current position will be held open, or if a position will be made available upon the employees return from leave.

Family Medical Leave

All employees who have been employed at least twelve months, and who worked at least 1,250 hours during the twelve months prior to the leave request are eligible for an unpaid family and/or medical leave of absence under the Family and Medical Leave Act of 1993 for a period up to twelve weeks during a calendar year under the following circumstances:

- For the birth of a son or daughter of the employee and to care for such newborn son or daughter, if completed within twelve months of the child's birth;
- The placement of a son or daughter with the employee for adoption or foster care if completed within twelve months of the placement;
- To care for the spouse, or a son, daughter, or parent of the employee, if spouse, son, daughter, or parent has a serious health condition; or
- Where a serious health condition makes the employee unable to perform the functions of his or her job.

Employees ordinarily must provide 30 days' advance notice when the leave is "foreseeable." The organization may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be delayed if requirements are not met.

For the duration of FMLA leave, the organization will maintain the employee's health coverage under the group health plan. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. For complete details employees should contact their manager or Human Resources.



Pay and Compensation

Employees are paid on the 1st of each month. New employees are required to complete an Employee's Withholding Allowance Certificate (W-4). Employees must present their Social Security card to Employment when completing the required forms. Optional forms employees may wish to file are paycheck direct deposit authorization card, union or association dues card, and other deductible employee paid benefits.

Overtime

Non-exempt employees are eligible to receive overtime pay if they work more than 40 hours in a given week. Holiday, vacation, and sick time are not included in hours used to determine overtime eligibility. Overtime pay equals 1.5 times and employee's regular hourly rate. All overtime must be approved the manager in advance.

Vacation

All full-time employees are eligible for vacation pay.

New full-time employees will receive a pro-rata number of vacation days based on one day for each month worked in the hired calendar year, not to exceed 10 days.

In the first full calendar year and through the calendar year in which the employee's 3 year anniversary of employment occurs, employees will receive 10 vacation days each year.

In the calendar year of the employee's 4 year anniversary of employment, employees will receive 15 vacation days each year.

In the calendar year of the employee's 10 year anniversary of employment, employees will receive 20 vacation days each year.

Up to 5 unused vacation days may be carried over into the next year. All other unused vacation time will be paid out in the final paycheck for that year.

Employees should notify their manager at least one month in advance of taking vacation time. All vacation requests are subject to manager approval. In addition, employees should directly communicate vacation dates to co-workers to ensure customer needs are met. Part-time employees who work on a regular schedule all year are eligible for vacation benefits on a pro-rata basis based on the schedule above.



Holidays

The Universal Versatile Society will observe the following holidays:

Milad-Un-Nabi or Id-E-Milad, Makar Sankranti, Pongal, Basant Panchami, Republic Day, Guru Ravidas's Birthday, Swami Dayananda Saraswati Jayanti, Maha Shivaratri, Shivaji Jayanti, Holika Dahan, Holi, Chaitra Suldadi/Gudi Padava/Ugadi/Cheti Chand, Ram Navami, Mahavir Jayanti, Good Friday, Easter Sunday, Buddha Purnima, Independence day, Parsi New Year's day/ Nauroz, Onam, Raksha Bandhan, Janmashtami, Ganesh Chaturthi, Id-ul-Zuha(Bakrid), Mahatma Gandhi's Birthday, Dussehra (Maha Saptami), Muharram, Naraka Chaturdasi, Diwali (Deepavali), Bhai Duj, Guru Nanak's Birthday, Christmas Day

In the event that one of these holidays falls on a weekend, the Universal Versatile Society will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances.

Personal Days

Employees are eligible for 4 paid personal days per calendar year. New employees will accrue 1 personal day for every 3 months worked in the hired calendar year.

Personal days may be used at the employee's discretion for religious holidays and personal matters. Personal days not used by the end of the year will be paid out to the employee in the final paycheck for that year.

Sick Days

Sick days are provided for illness of the employee, their spouse or children. Employees should use their personal days or vacation day's non-illness related time off. All full-time employees will receive sick days according to the following schedule: Employees will be eligible for paid sick days after 6 months of employment. After 6 months of employment, employees will be eligible for one sick day for every two months worked from date of hire, with a maximum of 5 days in their first year of employment.

Every succeeding calendar year, employees will be eligible for 5 sick days. Sick days may be accumulated and carried over from year to year to a maximum of 10 days. All other unused sick days by the end of the year is forfeited.



Funeral Leave

Employees will be paid for up to five days to attend the funeral of a close relative, such as a spouse, children, parents, grandparents, siblings and corresponding in-laws. If additional time off is required, employees should talk to their manager.

Time off without pay may be provided so that employees can attend the funeral of individuals other than those listed. Employees may take unused vacation or personal time but, sick days cannot be used.

Jury Duty

Employees will be paid their full salary during an absence mandated by jury duty. If an employee receives any compensation for this duty, they should present it to their manager as a temporary payroll adjustment, unless prohibited by law. Employees must present a copy of the Jury Summons to their manager.

Health Benefits

Full-time employees, their spouses and eligible dependent children are eligible for health benefits on the first day of the month following 30 days of continuous employment. For health benefits, full-time employees are defined as regular employees (excludes interns and contract employees) who work exceeds 30 hours per week. Employees should consult the separate materials prepared directly by the organization's health care insurance.

Equal Employment Policy

It is the policy of the Universal Versatile Society to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment. Employment and promotion decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered



without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

Termination

Employees who voluntarily resign from the Universal Versatile Society are asked to provide at least two week advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

If a terminating employee is eligible for any incentive compensation, bonus, and/or awards, they must be actively employed on the date the compensation, bonus or awards are presented or paid, in order to receive the compensation, bonus or award.

Drug and Alcohol Policy

The Universal Versatile Society realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Universal Versatile Society is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Universal Versatile Society premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Safety Policy

The Universal Versatile Society is sincerely interested in the safety and well-being of our employees. We will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided.

Workplace Security Policy

The Universal Versatile Society is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, the organization strictly prohibits employees



and visitors from bringing any firearm on office. In addition, all visitors are asked to check in with the receptionist. Failure to comply with this policy will result in disciplinary action up to and including termination.

Dress Code Policy

The Universal Versatile Society maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Smoking Policy

The Universal Versatile Society maintains a non-smoking policy within the office. Employees should smoke only in those areas of the building which are smoking designated.

Telephone and Computer Use Policy

The Universal Versatile Society understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Talk to your manager if you have any questions as to how much is too much time. Because telephone and e-mail systems are provided by the organization at its expense for business use, all messages sent by or received on those systems are organization documents. The Universal Versatile Society reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that “deleted” messages from the computer screen may not actually be deleted for the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including discharge.

Business Expense Reimbursement

The Universal Versatile Society will reimburse employees for expense which are directly business related to include: travel expenses, office supplies, and mileage incurred while traveling on business. Employees must submit receipts for all expenses. Employees should consult with their manager prior to business trips to confirm eligible expenses.