

# Human Resource Policies and Procedures Manual

## 1.1 Purpose of this manual

The purpose of this manual is to provide specific guidelines for the management in daily HR procedures within **Vision4**. It is not intended to prescribe step by step guidance for every eventuality, but defines the policies that the procedures should support. Compliance with these policies and procedures are considered to be a condition of employment at **Vision4**.

The objectives of this HR Manual are to:

- a) Provide detailed information about **Vision4** human resources policies and procedures as well as conditions of employment for its staff;
- b) Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which **Vision4** work culture and environment is developed;
- c) Outline the basic rules, regulations and procedures that bind the employee as part of his/her contract of employment;
- d) Act as a guide for new employees;
- e) Serve as an operating guide for the HR staff to manage employee's affair fairly and consistently
- f) Act as a reference document for the management and staff in handling human resource & administration issues;
- g) Acts as a guideline for the efficient and effective operation activities.

## 1.2 Scope of this manual

The manual prescribes policies and procedures to be followed by the **Vision4** human resource and operational management as approved by Board of Governors. The Manual has been designed to provide clear and precise guidelines in respect of HR activities.

## 1.3 Authority and Update of this manual

The project manager with the help of the Board shall be responsible for ensuring timely and accurate modifications/updates to the Manual. No modification shall have effect unless approved and notified by the Board.

All employees shall be considered as have read this manual and any amendments that shall be made as and when necessary. Section Heads shall ensure that all staff below them is made aware of all sections of this Manual which cover their terms and conditions of service. Ignorance of any of these regulations shall not be accepted as an excuse for failure to act upon any matter or comply with the regulations as laid down in the Manual.

The users of the HR manual may suggest changes and amendments to the existing HR policies and procedures with the approval of head of relevant Sections.

Every modification, once approved, shall be circulated by the HR office to relevant management personnel for acknowledgment. HR offices shall maintain a log of all updates.

Although every attempt has been made to anticipate all situations requiring formalized policies, however, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. These cases shall be resolved by a decision taken by the Management Committee in order to prevent the appearance of prejudice or bias which may occur if the decision is taken by any one individual.

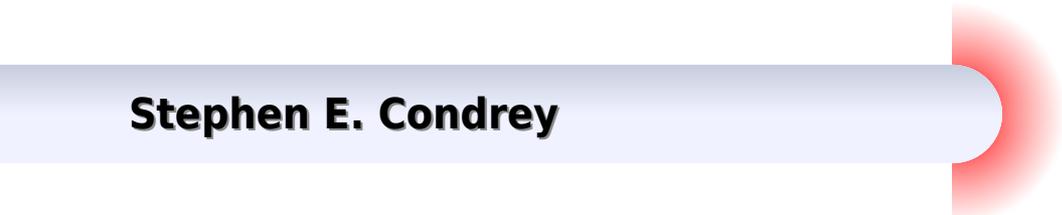
## 1.5 Manual Holders

Copies of the Manual shall be provided to the following officials of **Vision4**:

- a) Project manager;

# Human Resource Manual

**Stephen E. Condrey**



## **Human Resource Manual:**

Human Resources Policies and Procedures Manual Inc Bizmanualz,2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it s already been done for you *Handbook of Human Resources Management in Government* Stephen E. Condrey,2005-04-18 In this thoroughly updated edition of a classic reference Stephen E Condrey brings together leading experts in public administration and HR management to detail how you can Move beyond your often limited problem solving role as an HR manager and demonstrate how you can play a more strategic role in your organization Deal with crucial issues such as diversity EEO regulations and other legal issues compensation sexual harassment and performance appraisal Expand your ability to maximize productivity efficiency and employee satisfaction Develop budgets use volunteers and employ consultants Also included with purchase is a free supplemental on line Instructor s Manual Order your copy now *Arizona Human Resources Manual* Julie Pace,2021-04-22 **Human Resource Manual** Ndalahwa Musa Masanja,2024-06-25 This book provides a comprehensive explanation of the essential concepts and techniques for effective management of people and their jobs The book provide a clear authoritative well articulated and discussion of human resource management as it used in various organizations The overall book setting provides a logical and systematic arrangement through various activities involved in human resource management Armstrong's Essential Human Resource Management Practice Michael Armstrong,2010-06-03 Armstrong s Essential Human Resource Management Practice provides a complete overview of the practices and processes fundamental to managing people The text provides a thorough introduction to the core areas of HR including people resourcing performance management learning and development and rewarding people It also examines the contribution of HR to organizational aims and objectives and how it is integrated within the business The book is accompanied by online resources for both lecturers and students and adopts an increased focus on employee engagement a

concept which is becoming increasingly prominent in people management but which is often presented as a mantra without being properly understood this is examined in detail with reference to recent research Michael Armstrong's original Handbook of Human Resource Management is the classic text for all those studying HR or who are entering the profession for the first time In this new title Michael Armstrong provides a condensed text which has been rewritten with the non HR student or professional in mind describing and evaluating key HRM concepts such as HRM itself strategic HRM the resource based view the choice between best practice and best fit human capital measurement motivation theory emotional intelligence the flexible firm the learning organization and financial rewards Online supporting resources for this book include lecture slides an instructor's manual case examples and a literature review

**Human Resource Manual** NDALAHWA MUSA MASANJA ,2019-08-04 This book provides a comprehensive explanation of the essential concepts and techniques for effective management of people and their jobs The book provide a clear authoritative well articulated and discussion of human resource management as it used in various organizations The overall book setting provides a logical and systematic arrangement through various activities involved in human resource management Specifically this book contributes the following to the human resource management It provides a strategic perception of human resource management In other words it provides a strategic roadmap for human resource practitioners who are fulfilling their daily duties It gives a conceptual basis for a human resource practitioner to make decision about people and their jobs in the organization It provide a comprehensive coverage of critical aspects and concepts for practitioners in human resource management It provides practical solutions and strategies to common problems and challenges encountered in human resource management The practical implications in each chapter address the practical challenges encountered in managing human resources Furthermore the book provides different case studies with different situations to create a deeper practical understanding of key issues in human resource management The cases also address the steps and solution taken by human resource practitioners to deal with the underlying problems and challenges It provides an International and global perspective in cases and illustrations The book has collected information for different practices implemented around the world so as to broaden the readers topic on key issues in managing employees and their jobs It is balance in the presentation of different aspects of human resource management This implies that a balance between theories and the actual practice of human resource management The book has managed to bridge the gap so it is easy to put the theories into practice

**Maine Human Resources Manual** Shiloh Theberge,William Wahrer,Bernstein Shur,2023-01-23 A comprehensive nearly 600 page HR manual for employers HR professionals and managers Covering federal state and local employment laws in plain English

**Human Resource Policy** Mike Fazey,2020-02-11 Human Resource Policy describes how policies anchor HR practice and connect HR to organisational strategy It reaffirms the importance of policy and the need for practitioners to possess skills in the research development writing and implementation of HR policies The book also examines 16 important

policy areas and discusses the various policy options that might apply depending on the organisation's nature, the legal framework that applies to it and its strategic needs

**Human Resource Manual** Box Hill. Council, 1991

**Human Resources Management in the Hospitality Industry** David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance, quality and legal compliance of the hospitality business as a whole. Beginning with a foundation in the hospitality industry employment law and HR policies, the coverage includes recruitment, training, compensation, performance appraisal, environmental and safety concerns, ethics and social responsibility and special issues. Throughout the book *Human Resources Management in the Hospitality Industry* focuses on the unique HR dilemmas you face in the hospitality industry

*Human Resource Manual* Northwest Territories. Financial Management Board Secretariat, 1993

**Personnel Policy Handbook** William S. Hubbart, 1993 Here's a guide for all managers charged with creating and updating their company's human resource policy manuals. This definitive handbook not only covers all areas of employee relations, it also tackles the full range of critical contemporary HR issues such as AIDS, substance abuse and chemical safety. Managers can take advantage of how to instructions to organize and write a manual, timesaving checklists and worksheets and invaluable tips on how to write personnel policies that lead to clear understanding and interpretation. Alerting the reader to legal pitfalls, the handbook covers employment policies, leaves of absence, pay discipline and discharge benefits, union relations and more. Plus its 100 helpful illustrations include sample forms, flow charts and a complete sample policy manual

*A Handbook of Human Resource Management Practice* Michael Armstrong, 2006 A fully updated and revised tenth edition of this classic best selling textbook. It remains the primary text for all students studying HRM both undergraduate and postgraduate as well as for students of the Chartered Institute of Personnel and Development (CIPD) diploma. The Handbook also continues to be an essential reference source for all managers concerned with personnel and HRM issues. This new edition of *A Handbook of Human Resource Management Practice* contains a number of significant additions and revisions including substantial revisions to seventeen chapters and new chapters on Human Capital Management, the Role of the Front Line Manager, HR Strategies, Developing and Implementing HR Strategies and Learning and Development. The new edition also contains updated material based on recent developments in HRM policy and practice and a wide range of surveys and research projects conducted by professional associations and research bodies

**Human Resource Management** Queensland. Department of Environment and Heritage. Human Resource Development Section, 1995

*Sport Facility Operations Management* Eric C. Schwarz, Stacey A. Hall, Simon Shibli, 2015-06-05 Anybody working in sport management will be involved in the operation of a sports facility at some point in their career. It is a core professional competency at the heart of successful sport business. *Sport Facility Operations Management* is a comprehensive and engaging textbook which introduces cutting edge concepts in facilities and operations management including practical guidance from professional facility

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*Texas Human Resources Manual* C. B. Burns, KempSmith Law Firm, 2022-05 Compilation of state and federal employment laws for Texas in layman s terms

**New York Human Resources Manual** Louis DiLorenzo, 2022-05-15 A plain English easy to understand guide to New York and federal labor laws

**Reference Manual for Human Resource Managers and Practitioners** ,1995

*Iowa Human Resources Manual* BrownWinick, 2023-05 A plain English layman s guide to Iowa state and federal employment laws

**Massachusetts Human Resources Manual** Patrick Curran, 2016-11-14 A comprehensive HR guide used by employers and HR professionals Written in plain English and easy to understand Covers federal and Massachusetts labor laws Locally authored by Ogletree Deakins attorneys Contains easy to follow tips and techniques to manage employees handle day to day HR responsibilities and stay compliant Covers everything from pre hire through post termination

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