

1. **Introduction**

This Remuneration and Benefits Policy is designed to provide information about workers' remuneration and benefit eligibility. It is referred to in the points under Human Resource Policy. This policy should be implemented in principle. We are also bound by various laws related to organizations, FCRA, income tax, local labor laws, other protection laws. The Administrative Committee is responsible for overseeing and providing advice on issues relating to remuneration and any related policies. This committee Provides input and guidance on this policy.

1. **Principles of policy**

The better we manage people based on Koshish and other HR benchmarks, the more effective our overall impression is. Signing up for the effort demonstrates the value we place on our workers. It is Recognizes their role in achieving our vision, mission and values. In addition, Koshish Values ​​Compliance will meet some of our commitments to the Humanitarian Accountability Partnership (HAP) and other donor requirements. It will also help us attract great people, as recognition shows that we care for ourselves.

This remuneration model seeks to address regional and social disparities, provides stability against exchange rates, remains flexible and sensitive to key skills in key jobs. It is based on the salary philosophy, with internal equity, external competitiveness, organizations try to give remuneration according to their resources.

The objective of this policy is to primarily encourage employee development by taking the time to develop the potential of our employees internally through internal dynamics such as secondment, dual role and personal development through further study.

1. **Objective of Recruitment and Requirement**

The objective of KCT is to select the best person for the job on the basis of merit keeping in view the skills, knowledge, aptitude and experience demonstrated. Its objective is to recruit competent individuals to work with partners, communities and other organizations in the field of development, to enable the poor, excluded and vulnerable people to attain full citizenship rights and thereby enjoy dignity and fulfillment. life can be lived. This policy is applicable to regular recruitment. For recruitments during the humanitarian response, please refer to the Human Resources Handbook.

1. **Definition of Job Categories**

Recruitment is the responsibility of the hiring manager and will be initiated by him. The budget availability for the post is to be ensured by the Hiring Manager and will be approved by the respective directors before the start of the recruitment process. Recruitment may be necessary to fill vacancies that may arise due to any of the following circumstances:

* Resignation, dismissal or death of a staff member. Opening of new offices / increase in the volume of operations. Expansion into new areas.
* Emergence of leave vacancy Internal second appointment of staff.
* Secondments for other programs or other organizations.

Requirement of human resource will mainly reflect the position of the posts in the regular/permanent category. The HR department will ensure that all recruitment and overall personnel will be within the prevailing budgetary norms/ratios.

Responsibility of Recruitment: All recruits will require the approval of the Secretary as per the sanctioned strength, budget and organizational requirement and on the approval of the Director concerned. In case of appointment of CEO, approval by KCT Board is required.

Ideally all vacancies will be filled up within four months of being advertised. After the recruitment, no new condition of the workers will be heard.

1. **Job Categories**

Koshish recruits employees in several categories. We have both staff and non–staff categories as mentioned below.

**Staff categories**

* 1. **Core Staff: CEO (Director), Program officer, Administrator and H R Manager, Chief Account officer**
  2. **Regular**: Staff who holds regular fixed term agreement in the organization.
  3. **Part Time**: Staff who holds an employment agreement for part time engagement with the organisation.
  4. **Project Based**: Staff hired for the purpose of implementation of a specific project will have tenure, which will be co-terminus with the funding of the project.

**Non–staff categories**

1. **Consultants**: Consultants are professional experts hired for specific tasks or a set of specific result areas for a specific period in any case not exceeding one year. Professional fee for consultants is normally calculated on a per day basis for the duration of the assignment or as a consolidated amount for the entire assignment. Fee paid to consultants will be subject to deduction of tax at source as per prevalent IT laws. Consultants are not listed on the rolls and are bound by the terms of reference agreed. Professional fee for Consultants will be determined on the basis of fee for comparable skills available in similar institutions. Where consultants are hired in connection with a project the duration of such consultancies will be co-terminus with the funding of the project and subject to the norms mentioned above. The respective Managers and/or Directors would decide the need for a consultant, as the case may be. Any regular consultant hired for a fixed time period, in which job is of regular nature that needs to be tracked on regular basis and payment mode is monthly or otherwise, will be processed by HR. Regular consultant in this category will be selected as per the recruitment process. Any regular consultancy contract should not be given more than one year at one stretch. There should be at least 15 days gap in the next contract period.
2. **Retainers**: Retainers are professionals retained by the organisation for a specific purpose or role. This category of individual/organisation is paid an honorarium or fee of a consolidated amount on a monthly or otherwise basis. This arrangement is for a specified period of time and where the organisation would require the individual/organisation to be available to the organisation for advice/inputs for ongoing assignments. Individual/Organisation who has entered into this category of engagement is not listed on the rolls and is bound by the terms of reference agreed. The terms of reference (TORs) will be prepared by the concerned Director, in consultation with Director Operations.
3. Volunteers: Persons who provide skills and services to the organization on a voluntary basis are called volunteers. They may or may not be given stipend/honorarium. The line manager will decide what will be paid based on the budget available. They are not required to be in the professional category.
4. Intern: A student/individual who contributes working hours to CT in exchange for academic credit and/or learning opportunities. Such persons are not eligible for any compensation or employment benefits. Intern's are not "staff" of CT's. Interns are eligible to receive a monthly stipend not exceeding INR 10,000/- per month to cover the travel cost to/from the office. While interns are not considered KCT employees, they will generally be covered by the same policy guidelines as outlined in this handbook. An intern can be hired for a maximum period of one year. This payment will also be on the basis of permission under the provision in the budget. Respective Director should approve any requirement of intern and appropriate stipend. Nepotism policy will not be applicable in case of recruitment of interns. However, in such internships where the intern is related to any employee, only internship with zero stipends will be allowed.
5. **Recruitment**

Recruitment is done through formal processes; it is mentioned in Column 1 of the Human Resources Policy. Recruitment is done through formal procedures; it is mentioned in column 1 of HR policy. Working, Leave, payment and disciplinary rules for all will also be valid as per HR policy column 2, 3, 4, 5. Parole policy can be viewed under Account Policy.

1. **Staff minimum standard**

Only those candidates who meet the minimum eligibility criteria as outlined in job description and/or internal notifications will be considered. However, in respect of exceptional candidates HR, may relax the eligibility criteria in consultation with the Director concerned, as the case may be. It will be the endeavour of KCT to recruit people with the most appropriate competencies including attitudes, behaviours, outlook and values that best fit with the values of the organization.

1. **KCT Staff opportunity**

It may be necessary to find the most suitable candidate(s) when recruiting for leadership or higher positions and for specialized functional and thematic roles. If such candidates accept KCT's invitation to apply, they will be placed directly on the shortlist but will go through the same formal selection process applicable to all other applicants.

1. **Promotions**

KCT does not have a policy of promotions. Internal candidates may be selected for internally advertised higher-level positions through the same selection processes as applicable to new hires and will have to fulfill the required eligibility criteria. On selection to a higher grade, it will be ensured that the staff member concerned gets a minimum rise in emoluments equal to her/his current scale plus fitment benefit in the new scale, where applicable.

Staff can apply for a new position announced by KCT only after serving two years of service in the current position. Transfers to the different location will only be considered in case of similar position available in the other location. An approval from Director Operations is must for such transfer.

1. **Conflict of interest**

KCT employees are required to disclose any potential or actual conflicts of interest with the Organization prior to their recruitment or during their stay in the Organization. Employees with recruitment responsibility (line managers, human resources staff and interview panel members) must declare a conflict of interest with potential employees. The KCT discourages recruitment of spouses and any relatives (even distant, related by blood or marriage) into the workforce. It cannot be implemented without approval from core team and executive. Non-disclosure of staff relatives retained without approval may also be considered a misconduct which requires appropriate action by the management.

1. **Staff development**

KCT will provide opportunities for development of employees to meet the needs of the employees related to skill or capacity development keeping in view the core objectives of the organisation. There is a need for an approach to the development of employees through individual and group education. As this is an ongoing process, employees are expected to take active responsibility for their own learning. KCT is in current organizational culture development. Strategic use of learning and growth opportunities will be used to inform, support and promote the rapid transition to a more robust and proactive organization. Apart from this, it is essential to have a deep understanding of the commitment to the Constitution of India and pluralism.

1. **Staff categories**

The listed categories and posts have been guided as per the requirement of the organization for the pay scale of the employees. It is mandatory for the individual to fulfill the minimum requirements of the profile.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Categories | Categories Code | Position | Responsibility | No of Post |  |
| A | **Staff categories** |  |  |  |  |  |
| 1 | Core staff | A | CEO (Director) |  | 1 |  |
|  |  |  | Manager in Program |  | 1 |  |
|  |  |  | Manager in Administration |  | 1 |  |
|  |  |  | MLE/ Research |  | 1 |  |
|  |  |  | Manager in Account |  | 1 |  |
| 2 | Regular Staff | AI | Project Manager |  | 1 |  |
|  |  |  | H R Manager,  Procurement |  | 1 |  |
|  |  |  | Accountant |  | 1 (Per eight Project) |  |
|  |  |  | Research Associate |  | 1 |  |
| 3 | Part Time | AII |  | According to Assignment |  |  |
| 4 | Project Based | AIII | Coordinator  Assistant  Supervisor | According to Assignment and project | 1 (Per eight Project) |  |
|  |  |  | Assistant Accountant |  | 1 (Per four Project) |  |
|  |  |  | Researcher |  |  |  |
|  |  |  | **Community Mobiliesor** |  |  |  |
| B | **None Staff Categories** |  |  |  |  |  |
| 1 | Consultants | BI |  | According to Assignment |  |  |
| 2 | Retainers | BII | Community Mobiliser | According to Assignment |  |  |
| 3 | Voluntiers | BIII |  | According to Assignment |  |  |
| 4 | Intern | BIV |  | According to Assignment |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Position |  | Grade | Actual Gross Salary | Full Time equivalent annual Salary |
| A | **Staff categories** |  |  |  |  |
| 1 | Core staff | Director,  Programme Office,  Chief Account Officer MLE/Research Director | A |  |  |
| 2 | Regular Staff | Programme Officer | A |  |  |
|  |  | Chief Account Officer | A |  |  |
|  |  | MLE/Research Director | A |  |  |
|  |  |  |  |  |  |
|  |  | Project Officer/ Coordinator | A1 |  |  |
|  |  | Office/ Admin Incharge | A1 |  |  |
|  |  | Research Associate | A1 |  |  |
|  |  | H.R. Mannager | A1 |  |  |
|  |  | Accountant | A1 |  |  |
|  |  | Communiy Mobilizer | A2 |  |  |
|  |  | Supervisor | A2 |  |  |
|  |  | Office Assistant  Researcher  Local coordinator |  |  |  |
|  |  | Cleaning Support Staff  Office Support Staff  Guard  Driver |  |  |  |
| 3 | Part Time |  |  | Need Based |  |
| 4 | Project Based |  |  |  |  |
| B | **None Staff Categories** |  |  |  |  |
| 1 | Consultants |  |  |  |  |
| 2 | Retainers |  |  | Vendor for work based |  |
| 3 | Voluntiers | Volunteers  Animator  Surveyor |  |  |  |
| 4 | Intern |  |  |  |  |

The terms of salary, wages, advance and Travel etc can be seen in the third section of H R

1. **Staff Level**

**Level L 1:** The employee has the experience and knowledge to master most of the duties related to the job in an independent manner. Employees whose salary falls between the Minimum and Level A are in the development phase because they are still learning their job.

**Level L 2:** The employee is highly experienced and their level of productivity exceeds the job requirements.  Employees whose salary falls between Levels A and B are in the maturity phase because they are mastering their job.

**Level L M:** The employee is continuously producing results that are well above the requirements of the job. Employees whose salary falls between Level B and Maximum are in the leadership phase because they have demonstrated superior leadership skills and a strong commitment to the organization.

1. **Salary Scale**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Profile** | **Clerical** | **Minimum** | **Level L 1** | **Level L 2** | **LM** |
| 1-C | Junior Clerical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 2-C | Mid-Level Clerical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 3-C | Senior Clerical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Profile** | **Administrative** | **Minimum** | **Level A** | **Level B** | **Maximum** |
| 1-C | Junior Administrative Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 2-C | Mid-Level Administrative Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 3-C | Senior Administrative Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Profile** | **Technical** | **Minimum** | **Level A** | **Level B** | **Maximum** |
| 1-C | Junior Technical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 2-C | Mid-Level Technical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 3-C | Senior Technical Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Profile** | **Management** | **Minimum** | **Level A** | **Level B** | **Maximum** |
| 1-C | Junior Manager | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 2-C | Mid-Level Manager | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |
| 3-C | Senior Tech Support | {AMOUNT} | {AMOUNT} | {AMOUNT} | {AMOUNT} |