

Youth Initiative for Sustainable Human Development in Africa (YiSHDA)

Staff Hand Book

This Manual is the exclusive property of Youth Initiative for Sustainable Human Development in Africa (YiSHDA)

March 2015

info@yishda.org
www.yishda.org
www.facebook.com/yishdanigeria



Table of Content

About Us	3
I. Working Days and Hours	4
A. Working Days	4
B. Office Hours	4
C. Overtime	4
II. Leave and Holidays	4
A. Leave	4
B. Holidays	5
C. Leave without pay	5
D. Absences	5
III. Staff Movement	6
A. Assignments and Travels	6
B. Interim Positions and Promotions	6
IV. Salaries and Benefits	6
A. Bonus	6
B. Compensation Against Accident	6
V. Conflict Management	7
A. Conflict Resolution	7
B. Staff Behaviour	7
C. Political Activities	7
D. Conflict of Interest	7
VI. Conditions for Termination	8
A. Voluntary Resignation	8
B. Redundancy of Position	8
C. Termination with Cause Grounds	8
D. Retirement	8
E. Death	8
F. Procedures for Termination	9
VII. Performance Evaluation	9
A. Performance Planning	9
B. Performance Monitoring	9
C. Annual Performance Evaluation	9
VIII. Skill Training and Professional Development	10

About Us

Youth Initiative for Sustainable Human Development in Africa (YISHDA) is a not-for-profit and non-governmental organization with an aim to inspire and educate young people by building their capacity, leadership and responsibility skills. It is also our mission to advocate for policies and programs that have the potential to impact positively the lives of young people especially in the areas of **Education, ICT4Development, Civic Engagement** and **Environmental Sustainability**.

Founded in the year **2010** and registered with the Federal Government of Nigeria under the Corporate Affairs Commission (CAC) in **2013** with registration certificate number **CAC/IT/No 60340**. Our organization has carved a niche for itself in the design and implementation of programs targeted at young people with special focus in Education, Development, Empowerment and Mentorship.

As a youth organization, we believe that young people must be at the centre of Sustainable Development Agenda by promoting and coordinating relevant programs with an aim to contribute positively to the well being of the society. We understand that young people have tremendous deposit of unexploited knowledge and skills that can be useful to their wellbeing, immediate community and the society at large.

YISHDA currently as the following Departments:

- Office of the President/CEO
- Department of Communication/Programs
- Department of Administration/Finance
- Department of Operations/Human Resources

It is with great delight as we welcome you to Youth Initiative for Sustainable Human Development in Africa (YISHDA) and we wish you a wonderful stay.

Should you require more information kindly contact the Head of Department of Operations/Human Resources for further clarifications and assistance.

I. Working Days and Hours

A. Working Days

YiSHDA will follow a 5 days a week working schedule from Monday to Friday. Saturdays and Sundays are considered non-working days. It is also very important to note that YiSHDA may hold other special events on Saturdays and staff members will be required to attend special event. YiSHDA will observe the same public holidays as those prescribed by the Federal Government of Nigeria.

B. Office Hours

YiSHDA office shall open from 9.00 am in the morning till 5.00pm in the evening. All staff are expected to complete 8 working hours daily. There will be one hour lunch-break from 12:00-1:00pm

C. Overtime

YiSHDA understands that various factors, such as workloads, operational efficiency, and staffing needs, may require variations in total hours worked each day. In such circumstances, the employee may have to work beyond the scheduled office hours. Under such circumstances, the staff working overtime is entitled to payment for working. The overtime rate will be paid on hourly basis with 500NGN per hour.

However, it is important to note that no overtime compensation will be provided for staff during field trips apart from the normal per diem/DSA.

II. Leave and Holidays

A. Leave

All employees are entitled to the following leave with pay.

- **Annual Leave**

All YiSHDA Staff are entitled one month working days off as paid leave per year.

- **Sick Leave**

Employees are entitled to 5 working days of sick leave with pay per calendar year. Employees have to present a medical certificate to substantiate claims for sick leave.

- **Maternity Leave**

All female employees are entitled to maternity leave of 90 calendar days.

- **Paternity Leave**

Male employees are entitled to paternity leave of 10 calendar days.

- **Mourning Leave**

In case of death of a parent, child or spouse, employees are given mourning leave of 15 days each.

- **Emergency Leave**

Emergency leave is granted to employees for any serious illness of a parent, child or spouse and/or personal emergencies. A total of 7 days per year can be allowed for emergency leave.

B. Holidays

Employees who are required to work on public holidays are entitled to compensatory day off. YiSHDA will keep records of number of hours/days worked by its employees on public holidays and on other days. Request for compensatory leave shall be substantiated with this record and approved in advance by the President/CEO.

In the event that a public holiday is declared by the Federal Government of Nigeria on a certain day without prior notice, YiSHDA staff cannot consider it a holiday until and unless notified by the President/CEO. All public holidays are subject to the approval of the President/CEO.

C. Leave without Pay

- Leave without pay may be granted to employees up to 36 days per year.
- Leave without pay that is taken for a month or more shall not be counted as time worked, hence no benefits shall accrue to the employees during such period.
- Leave without pay is applicable when the employee has exhausted all his annual and sick leave.

D. Absences

- An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.
- Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:
 - ✓ An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the President/CEO. He/she shall be asked to put in writing the reason(s) for his/her absence.
 - ✓ If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.

- ✓ In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the President/CEO, the employee may be subjected to disciplinary action.

III. Staff Movement

A. Assignments and Travels

According to project needs, any employee can be asked to travel to any where YiSHDA conducts its activities. In addition, the employee concerned shall be notified one to two weeks in advance of his travel

B. Interim positions and promotions

An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, YiSHDA shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

IV. Salaries and Benefits

YiSHDA will make sure salaries are paid on or before 25th of every month.

A. Bonus

All employees shall receive an annual bonus equal to one month's basic salary. Bonus will be in December of the same year. However, new staff will not receive any bonus until the completion of the six-month probationary period.

C. Compensation against Accident of the staff during Service

In the event that staff member succumbs to an accident while working for YiSHDA, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of one-month salary of the individual to cover the medical expenses.

V. Conflict Management

A. Conflict Resolution

Whenever a dispute arises among the YiSHDA staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the President/CEO immediately.

B. Staff Behaviour

YiSHDA expects its employees to adopt attitudes and behavior that maintain the good image of the organization. YiSHDA employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality); there are particular procedures of conduct for members of the organization which must be observed.

C. Political Activities

Since YiSHDA is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours or on any of the organizations platform. It is also prohibited to use the organization's materials for these purposes.

D. Conflict of Interest

For staff members to avoid putting themselves in a conflict of interest with the objectives and operations pursued by YiSHDA, employees shall respect the following guidelines:

- ✓ It is prohibited to use YiSHDA property for illegal or unauthorized purposes.
- ✓ It is prohibited for any YiSHDA employee having confidential information to disclose it without express authorization beforehand.
- ✓ Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.

VI. Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

A. Voluntary Resignation

Personnel wishing to resign from post may do so by addressing a resignation letter to the President/CEO stating the reasons for resignation and effective date. One month of prior notice is required for such resignations.

The date in which the resignation letter is received at YiSHDA office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

B. Redundancy of Position

Depending on the nature and volume of its operation, YiSHDA may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from YiSHDA with proper notice. While doing so, YiSHDA will give at least 2 months notice in advance.

C. Termination with Cause Grounds for employee termination are the following:

- ✓ Continuing inefficiency and gross negligence of duty.
- ✓ Misuse of office equipment, and other properties.
- ✓ Repeated unauthorized absences and leaves
- ✓ Intoxication while on official business or within office premises
- ✓ Unauthorized disclosure of official information

D. Retirement

When an employee reaches the age of retirement, according to the country's law, the employment relationship comes to an end. NGO shall notify the employee by letter, stating the date the employment terminates. The retiring employee shall receive salary up the date of departure.

E. Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

F. Procedures for Termination and/or Disciplinary Action

- ✓ YiSHDA will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- ✓ The employee is given 3 working days to submit his/her explanations.
- ✓ Based on the written explanations submitted by the employee concerned and the strength of evidence presented, YiSHDA may choose to decide on the charges or pursue further investigation of the case.
- ✓ YiSHDA can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
 - a. Should the employee be in a position to tamper with the evidence against him/her and
 - b. Should the employee's continuing presence in the organization be deemed contrary to the interest of the organization.

VII. Performance Evaluation

In YiSHDA, performance evaluation system is composed of three main stages that generally take place over a period of a year:

A. Performance planning

The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are to be used to facilitate this stage:

a) Job description or list of duties

Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

b) Setting of objectives

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

c) Individual action plan

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

B. Performance Monitoring and Management

Staff performance and productivity will be managed on an on-going basis throughout the year. The following elements, among others, are involved:

a) On-going Supervision

This means taking the time to observe, examine sources of difficulty and seek solutions.

b) Regular Communication

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.

c) Periodic Evaluation

This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

C. Annual Performance Evaluation

The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.

The performance evaluation form should include all the sections needed for the evaluation. This includes a section relating to performance evaluation in relation to the objectives established at the outset and in relation to the responsibilities of the position, a section that specifies or targets what is needed for the employee's development and finally a section allowing the employee and the evaluator to express their comments and affix their respective signatures. The form should also include a performance level classification and a definition of each of these levels.

The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the employee's performance and take remedial action if necessary.

VIII. Skill Training and Professional Development

Depending on available funds, YiSHDA will foster the professional development of its employees in order to be as effective as possible in its activities. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.