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**Human Resource
Management Policy.**

**LOTUS CLUB FOUNDATION
ANURADHAPURA**

2025 - 2027

Human Resource Management Policy.

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3.Human Resource Management

3.1 Introduction

❖ The head office of the Lotus club is the core center for Human Resource Management and it can be affiliated to any of the Lotus club related any center as required.

❖ Among the various activities Lotus club gives a prominent place for the Human Resource Management.

Our Human Resource methodology,

❖ Deploying required number of staff members to required place.

❖ Engaging staff members to the suitable place according to their skills and make better working environment for them within the working place.

❖ Strengthening the employee - employer relationship.

❖ Established a system for the compensation when necessary.

❖ Development of skills, targets and efficiency of staff members by relevant training programmes.

❖ Motivate for better performance and formulate planning schemes for the career progression of its employees.

❖ Identify the skill and talents of employees and manage them .

❖ Performance Appraisal of staff members and establish methods for better performance.

❖ To fulfill the above necessity Lotus club will follow the following procedures.

3.2 Human Resource Planing

❖ The Lotus club establish and update the Human Resource Management plan annually according to our new development proceeding and the contents of agreement with our donor institutes.

❖ Withing this plan it will be decided how current staff will deploy for the new projects received and recruit if any staff members on contract basis.

❖ If any extra staff, the way how they employee in a productive manner should be decided with the opproval of board of directors and Executive Director should take necessary action to implement the matter.

❖ Recruitment and deploy the current staff members in productive way should be always done

with the approval of Board of Directors and Executive Director has the power to aurry out them.

3.3 Recruitment and Promotion.

- ❖ Human Resource is the most important assest of Lotus club in executing its main activities.
- ❖ Success of Lotus club mainly depends on the degree of efficiency in man power management.
- ❖ It is very essential to deploy skilled staff members related to relevant job activities to maximize the productivity and to reach the goals and objectives.
- ❖ Futher, to maximize efficiency in the organization and effective delivery of services , full potentials of most important Human Resource shall be utilized.
- ❖ Motivation of employees & delegation of authority would peve way for them to perform t h e i r duties efficiently , timely and satisfactorily.
- ❖ Lotus club shall motivate its employees through suitable compensation packages , benifits,Profit sharing Schemes, commercialization of innovations based on the the suitable schemes designed and implemented from time to time.
- ❖ The ED shall have the powers of Appointment and Disciplinary control over officers and the staff of Lotus club.
- ❖ All such appointments shall be made within the cadre approved by the Board of Directiors , Lotus club.
- ❖ The ED shall Prepare the list of positions to gather with required qualifications etc. Staff already within the organization may be considered for promotion / recruitment for each category as well.
- ❖ The following information is required at the outset of the recruitment process:
 - a. Name of the post
 - b. Officer's /Employee's Level in the Foundation.
 - c. Duties of the post.
 - d. Salary Scale , Grades and the number of grade wise cadre positions.
 - e. Career Progression Schemes.
 - F. Qualifications and Method of Recruitment.
 - g. CV

- ❖ The Board of Directors and ED in filling of vacancies shall follow the mode of selection. In filling of vacancies internally , Such vacancies shall be advertisement well in time and a copy of the advertisement shall be displayed in the staff notice board. A minimum of ten days notice shall be given from the date of the notice and to the date of close of applications.
- ❖ When employing people to perform special tasks, the appointments shall be on contract , temporary or assignment basis. Contract Agreement as necessary shall be signed with the employee.
- ❖ The Executive Director with the Board of Directors in time shall identity the cadre requirement and do necessary adjustment with appropriate consultations.

3.4. Method of Selection

- ❖ For all recruitment and promotions Lotus club must use the guidelines given in this manual. The process to be followed is:
 - i. Written selection test : The test papers shall be prepared by a panel or Superior to position appointed by the ED.
 - ii.Face to face interviews : Lotus Club will carry out face to face interview or virtual interviews depending on the circumstances with the applicant.
- ❖ The Lotus club should have an evaluation form to be filled during or at the end of recruitment procedure.
- ❖ How ever to measure the applicants skill and talents, the recruitment panel should be able to use various indirect methods.
- ❖ The recruitment panel can be consisted of ED, Members of Director Board appointed senior staff members or if necessary external resource person.

3.5. Internal Candidate.

- ❖ If currently working staff member was recommended for promotion, The Executive Director can take the responsibility of that decision because the current staff member is familiar to Lotus club working Environment.
- ❖ For such a staff member no need to held any special interviews . ED and Board of Directors can recommend the relevant promotion.

3.6. Volunteers

- ❖ If any applicant requested for a training on some field, for some period They can be recruited as volunteers.
- ❖ An agreement should be signed between them and any payments, Salary or any other facilities are not mandatory.
- ❖ If any applicant was recruited for any position regarding salary and other facilities should be discussed with him.
- ❖ For this , the experiences of the selected candidate, education Qualification and any other Qualification, Previous salary scale, Current market salary as well as scale of Lotus club Should be discussed.

3.7. Reference Checks

- ❖ During the selection procedure of a candidates, Lotus club may requeste minimum two non related reference
- ❖ Priority would be given to Doctor, Engineers, Lawyers, Accountants, Principals, Higher Educational Officers, The Governmental Higher officers, Higher officers of statutory board of authorities. (Politicians and Religious Leaders are not accepted)
- ❖ Lotus club may verify the accuracy of the candidate's education qualification by the relevant educational institutes.

3.8. Other checks

- ❖ To obtain Futher details of cadidates police report , Gramasewaka report , Medical reports, Other safety reports may be requested.

3.9. Letter of Appointment

- i. The appoinment letter shall clearly show whether the appointment is on contract basis or any Other basis decided by the ED. and date of appointment and required probation / acting period.
- ii. The letter shall indicate the salary scale, the placement salary point , EPF/ETF Contributions and leave entitlement.
- iii. The appointment letter shall be with the job description of the employee.
- iv. The termination clause and the notice required by either party to terminate the service and other terms and conditions and the retirement age.

- v. If any security , Such as deposit of money or other form of guarantee is required , all such details.
- vi. Among the contents of an appointment letter behaviour of the applicant , conduct of discipline, confidentiality for internal affairs of Lotus club, authority to change the relevant working field and rights to transfer the applicant to any far station of the Lotus club should be included.
- vii. The employee shall be required to accept the appointment agreeing to work in accordance with all terms and conditions stipulated in the appointment letter. Before accepting the appointment. applicant must know and understand the contents of his/ her appointment letter.
- viii. There shall be a clause to say that the employee shall inform immediately any change of his permanent address to Lotus club.

3.10. Probation Period

- ❖ All newly recruited employees of Lotus Club shall be subjected to a probation Period not less than 3 months and not more than six months.
- ❖ Employees who are not in alignment with rules and regulations of Lotus Club and who are not working for prosperity of the institute will be notified in writing and it would be a reason for extension of probation period.
- ❖ All internal promotions subjected to be a one year acting period.

3.11. Conformation of appointment

- ❖ Confirmation letter for the post should be issued after a reasonable probation and / or training period.
- ❖ This Confirmation date should be in accordance with the first date of appointment.

3.12. Orientation training and career Progressions

- i. All new recruits shall be given suitable orientation. The time of the Orientation and the type of Orientation should be decided by Executive Director. After discussing with respective supervising officers.
- ii. During this orientation responsibilities of the employee, rights, benefits , priviledges, duties and behaviour in the work place should be informed
- iii. All newly recruited employees should be provided all the policies, manuals, other documents and certificates.

3.13. Training and Capacity building

- ❖ There should be an ongoing system to identify the skills and talents of employees.
- ❖ Lotus club will ensure a system to improve the talents and skills of staff members.
- ❖ If a staff member needs any training he/she can request or inform Executive Director regarding that.
- ❖ During the performance appraisal also, Lotus Club will try to identify the talents and skills of staff members.
- ❖ It is essential to budget the training programme and according to the financial condition training programme should be planned.

3.14. Personal files

- ❖ There shall be a separate personal file for every employee of Lotus club. All the important details regarding staff member should be kept in secure with the file.
- ❖ If a staff member requested to inspect his personal file for some reasonable reason Lotus club can allow for this.
- ❖ The employee should inspect this file in the presence of Executive Director or any other authorized officer.
- ❖ Before this inspection if there is any confidential reports or documents the authority should remove them, and they can allow them in to inspection.

The personal File shall contain the following :

- a. Bio data form of an Applicant.
- b. Appointment letter
- c. Educational professional / Vocational certificates, Birth Certificates...etc
 - ❖ All these documents should be signed and authorized by a authorized officer after comparing with the original.
 - ❖ The accuracy of Educational, Professional and Service certificates should be confirmed through the relevant educational institutes.
- d. A photograph of employee and a photocopy of National Identity card or any other acceptable identity certificate authorized by a Lotus Club higher officer.

- e. Duly filled 'B' Card and any other relevant EPF/ETF related documents
- f. Any other documents and certificates deemed necessary by the Board of Directors.
- g. Copies of evaluation forms & certificates, merit certificates, letters of appreciation and recommendation, awards granted certificates or documents after authorized by a relevant authorized officer.
- h. The copies of reports of disciplinary action or inquiries.
- i. In writing instructions and circulars issued by Lotus Club administration regarding employee's duties from time to time.
- j. Copies of warning letters issued by Lotus club administration for the misconduct of employee.
- k. Copies of any other documents that is decided by authority of Lotus club as necessary.
- ❖ All staff personal files should be kept in secure within a Locked cupboard under the supervision of Administrative Manager. They should be take out of the cupboard only for a very essential instances.
- ❖ If the personal file is taken out for some reason, the officer incharge should check wheather the file is in order before placing back in the filling cupboard.
- ❖ All documents in the personal file shall be serially numbered and filled in the chronological order.

3.15. Performance appraisal

- ❖ Performance appraisal is a key element to review the career progression of a staff member. This should be done annually for this a suitable evaluation form should be available.

The aim of this performance appraisal,

1. To get a feed back of a staff member during last year on his/her job performance and inform the about the progresion.
2. To provide guidance to an employee on the areas where he/she needs to be improved his/her performance.
3. To identify the wants and needs of staff members on training and development sections.
4. To set goals and objectives for the forth coming year.
5. To provide a documented record of an annual performance review for use in administrative decisions.

6. To encourage the staff members and provide some special benefits to them.

- ❖ This performance appraisal reports should be sent to the relevant supervising officer, one month before the annual increment are finalized.
- ❖ Before sending this performance appraisal report to the relevant staff member his/her unauthorized leave, no pay leave, half pay leave ... etc. Should be mentioned.
- ❖ Observations and defections of Lotus club all staff members regarding performance appraisal should be done by a appointed supervising office.
- ❖ The completed original set of performance appraisal of a staff member should be sent to his/her personal file and a copy of it can be handed over to relevant staff member.
- ❖ The relevant staff member must be well understood the content of performance appraisal report and try to correct the mistakes and Faults done by him during last year.
- ❖ This performance appraisal report is an essentially a confidential report, so it should not be share among other.

3.16. Granting Annual Salary Increments

- ❖ Getting Annual Salary increments or not decided by Lotus club for according to the each staff members conduct.
- ❖ There should be enough funds with Lotus club for salary increment in a project salary increment can be implemented if donor is agreed.

Lotus club will decide for salary increments as a following condition also,

- ❖ After working for 1 year period of time and if staff member shows better working performance than previous year.
- ❖ Showing a record of good attendance.
- ❖ It shows a good rapport with co- workers and other senior officers, senior workers, Executive Director and Bord of Directors.
- ❖ Those who are not fulfilled above requirement and those who violated Lotus Club rules and regulation salary increments will not be granted.
- ❖ This salary increments are co-related with Lotus club Disciplinary procedure.
- ❖ The Excutive director has the authority to suspend. stop or defer the increment, for no-pay leave, late attendance as per the disciplinary procedure of Lotus Club.

- ❖ If a salary increment is approved for any staff member Administrative manager should inform the financial Manager.
- ❖ The Administrative manager and financial manager should inquire about this salary increment and get the approval of Board of Directors. And it would be a responsibility of both these managers to add the salary increment to staff member salary from the date of approval.

3.17. Statutory Benefits

EPF/ETF

- ❖ A Clause should be added to appointment letter of every employer
- ❖ Lotus club shall deduct 8% from employees salary and contribute 3% as Lotus Club's to ETF.
- ❖ Monthly contributions to EPF shall be remitted to the Employee's provident Fund, before the last day of the following month.
- ❖ The employer is legally bound to recover the employee contribution from the respective employee's monthly total earning. If the employer fails to recover the employee's contributions, it shall be borne by the employer.
- ❖ Surcharges will be imposed for non-remittance of EPF contributions on due dates. The officer responsible is liable to pay for surcharge levied on non-remittance of EPF in time.
- ❖ Workshop will be planned and implemented to educate the staff members of Lotus club regarding the value and other details of paying and reimbursing of ETF/EPF.
- ❖ Details of scholarships for school children and other benefits provided by government for the EPF/ETF payers will also be provided by the Lotus club for their staff members and help to fill relevant applications ... etc.
- ❖ When an employee is reimbursing due EPF/ETF benefits Lotus club will give maximum support to obtain them.
- ❖ With the instructions of Labour department Lotus club will follow all the rules and regulations imposed by the government to the private sectors.

3.18. Resignation and Termination of Service

- ❖ If an employee does not show satisfactory conduct on his/her work during the probation period Executive Director and Director Board can terminate his/her service at the end of probation period.

- ❖ If not so Executive Director and Board of the Directors can extend his/her probation period for further 3 months. At the end of extended probation period if the employee exhibit satisfactory work performance he/she can be recruited as a Lotus club Employee.
- ❖ However Lotus club has right to terminate the service of any employee at any time, based on a special reason.
- ❖ In a circumstances like above the employee should pay 2 months total basic salary at once.
- ❖ The employees of Lotus club also has right to resign from work at any time.
- ❖ Before resigning a resignation letter should be handed over to Lotus club prior to 3 months of resigning.
- ❖ During this 3 months period employee should pay any due payments available to Lotus club and should hand over any documents, properties or any other things to Lotus club if any.
- ❖ Before resignation a clearance reports or certificates by a appointed officer should be received to the Lotus club Administration.
- ❖ The Lotus club Administration should inform the employee in-writing that the acceptance of his resignation. All the documents should go to his/her personal file.
- ❖ After accepting the resignation it should be informed to the relevant Lotus club related institutions. If necessary a paper advertisement may be published in a national news paper.
- ❖ As well as all the E-mails, Electronic medias whatsapp groups and other relevant communication systems should be blocked for resigned employee.
- ❖ If the resignation has not been informed before the 3 months period or has not been handed over the relevant documents or other material Lotus club can withhold the 1 month salary or any other payable to employee until the handing over process been completed.
- ❖ If the post vacated employee request a service letter for his/her working period Lotus club shall be responsible for providing a complete service certificate.

3.19. Retirement

- ❖ The age of retirement of employees of Lotus club is 55 years of age.
- ❖ All dues to Lotus club from the retiring employee shall be recovered prior to issuing the retirement letter.
- ❖ Official duties, correspondence and official email of the retiring employee shall be blocked with effect from the date of retirement.