

Best Practices #2.1:

Human resources

Manual



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1 Introduction

Just like societies need laws to create order and common understandings, WMA needs policies. For the WMA to become successful it needs its employees to have a positive and professional relationship. The manual develops/creates a structure of authority with respect to country laws that helps to assign responsibility and show how employees should treat and communicate with each other. Operation of a task is faster and easier due to the manual presence, we consider the manual as a real backbone and foundation of the WMA staff management.

1.1 Why HR manual

Why it is important for you to have a manual in your WMA and how to use the manual once you have developed it? How to exercise it to all the employees of the WMA differently according to their position/task? All of this is so the WMA can become more successful.

1.2 Consideration shaping policies/Policies

For the WMA policies to become operational they must reflect national laws and human rights. When preparing policies, you must refer to these laws and guidelines provided because if the policies do not follow the guidelines, they will not be valid.

1.3 Policy setting

Here we make policies for the WMA workers/employees after the assessment of the guidelines and making sure the policies do not violate the policies. With the approval from the board of trustees to avoid conflict of interest. The goal of creating these policies is to encourage development of the WMA's management.

1.4 Compliance

Your employees/workers are supposed to follow the policies, the employees are supposed to read and agree to the policies provided by the WMA before they start a task for them to know how to coordinate themselves and the effect of not complying to the policies.

2 Code of Conduct

2.1 Purpose

It clearly states the description of the WMA's mission, values and principles and link them to standards of professional conduct. Letting everyone who wants to get involved with the WMA know what it's abouts and hence give the person a chance to decide if they are interested in the WMA's activities.

2.2 Discharge of duties

When employees do not respond to their responsibilities or violate the existing WMA policies and therefore the management is supposed to enforce a discharge of duties to the employee responsible, the discharge of duties can be permanent or temporary.



2.3 Learning and development

A good practice to have in the WMA which will help the workers to increase knowledge and skill of the task this will help increase the value of the WMA

2.4 Reputation of the organization

Belief that people have on the WMA's treatment of its workers/employees, for the WMA to create a good reputation it must create fair policies. If we make good policies the WMA will have a better reputation because its workers will say how well they are being treated.

2.5 Mutual respect and nondiscrimination

A good practice to have in the WMA because it will encourage workers to treat each other with the same level of respect, making it easier to communicate and execute tasks in the WMA. employees with disciplinary issues face penalties for the violation.

2.6 Confidentiality

Your workers will give you their personal and sensitive information as a job requirement, it is the duty of the WMA to protect the information from being misused, you have to develop ways on how you can protect the workers information from being used against them and against the WMA itself.

3 Recruitment

Employing the right people for your WMA is the most important part of your WMA development. It is necessary to have a good recruitment process to attract the right kind of staff for the needs of your WMA. we estimate the available vacancies and to make suitable arrangements for their selection and appointment

3.1 Categories of contractual agreement

At their very core, contracts are relationships. Two parties agree to work together, and make a connection that if managed well and beneficial on both sides, the contract makes it clear what is expected of employees and the WMA. Knowing exactly where you stand is important, it allows better working relationships and if it does go wrong, you have a bit of paper or electronic document that makes it clear what should have happened from the start.

3.2 Staff job descriptions

This helps you to know all the employees and their roles/responsibilities and how each employee is connected to one another to for a strong WMA.

3.3 Recruitment

We do this to make sure the WMA has the right people for the job. Instead of picking anyone from interviews we look at how we can groom/train the people who are already around to have skills that fit the job/task. We see how the WMA can arrange itself for short- and long-term arrangement for its recruitment. We must have characteristics or specifications in order to have what we/WMA desire.



3.4 Diversity, preference, and non-discrimination

A good practice to have in the WMA in order to be able to have different views on how to handle different situations in the WMA. also, to reflect the inclusive policy. We also encourage nondiscrimination to make sure every employee feels included in the WMA.

3.5 Applications and assessment

As a business the WMA will receive applications from people who want to be employed by the WMA therefore the WMA leadership in consultation with other advisors make a fair, clear and efficient system for processing, assessing, and responding to applications. Where we look at ways in which we can collect and arrange this application according to their details/data.

We look at an example here:

S/n	Action	Purpose	Responsible	Maximum Time
1	<ul style="list-style-type: none">Receive application and record in register (process to be automated in future)	<ul style="list-style-type: none">To ensure no application is misplaced, allow tracking	<ul style="list-style-type: none">Officer responsible for HR	<ul style="list-style-type: none">As received, completed within 2 working days of application deadline
2	<ul style="list-style-type: none">Remove not qualified applications, prepare long-lost	<ul style="list-style-type: none">Sort out applications who meets criteria	<ul style="list-style-type: none">Officer responsible for HR	<ul style="list-style-type: none">Within 5 working days of application deadline

4 Appointments

After we look at the applications, the WMA has to select the most suitable candidate for the job, we look at all the steps leading to the employment of one individual where all these steps must be done professionally.

4.1 Letter of offer

We offer a position to a candidate and to spell out the details of the position from this letter. We can also identify a start date and provide information on compensation and benefits packages that come with the job we assign to help the candidate know what they are getting into.

4.2 Contract requirement

The WMA management develops rules that are to be followed in the contract. because Contract requirements are rules that must be followed by all the employees of the WMA for a contract to be legally binding making all the employees responsible for their actions

4.3 Appointment confirmation.



WMA employees whose probation period doesn't need an extension are officially employed by the WMA. If the employee has performed well and shown good behavior during his/her probation period, he/she is given a confirmation letter. Meaning that he/she has become an official employee of the WMA.

4.4 Probation

We look at the behavior and task execution of the candidate to decide if he/she is suitable for the job. The WMA management decides the duration of the probation of a candidate. This will help the WMA avoid employing lazy/empty workers, after making sure the candidate is a hard worker then the WMA can terminate the probation.

4.5 Good start

We recommend this as a good practice because it helps to motivate the worker to work harder for the WMA because we create a healthy work environment at the beginning of the employment for the employee such as set-up, orientation, training and briefings the employee will adapt to the WMA quickly and develop a hard-working habit.

4.6 Personal Files

WMA has all the personal information of its employees from academic records, home addresses and loved one's contacts. This will help you decide who is deserving of promotion and also know how to help the employee during any emergency occurrence. An example of the information is

- His/her entire application package including application letter, CV, writing samples, copies of relevant academic certificates and transcripts
- Letters of reference (if confidential these shall be maintained in a separate file that is not accessible to the employee)

4.7 Confidentiality and access

The WMA is responsible in protecting the personal information that they have collected from its employees and can only use it when it is necessary, must not share it to another person within the WMA or outside the WMA. the WMA should return the personal information to the employee if he/she doesn't work for the WMA anymore.

5 Payrolls and consultancy payments

We look at how to develop payment systems for the WMA employees and set the amount that each employee is paid because the employees rely on paychecks therefore errors or untimely payment can create a lack of trust. If the workers aren't paid they will not have motivation to work therefore we should develop an efficient payment system for the WMA to avoid inefficient performance of the workers.

5.1 Payroll authorization.



Who is responsible for giving the greenlight on who should be paid what amount based on what they are doing for the WMA, this helps the WMA avoid making wrong payments causing loss to the WMA. We usually have one person who confirms the payment details of the WMA.

5.2 Payroll features

Having these features will help the WMA to easily manage the workers' salaries, taxes, wages and other cuts that the WMA will involve in the employees' salaries. Because these features include all the employee's information this will make it difficult for errors to occur in payment of the workers.

5.3 Payroll process

We look at the step-by-step procedure of the employees' payments. This is a good practice because it helps the WMA management to see/track all the financial details so you don't lose any important details.

5.4 Loans

The WMA should encourage the financial development of its employees by providing them with loans and making favorable return conditions, this is a good financial practice.

5.5 Consultancy payment.

Often, we need advice from experts on different issues that face the WMA, most of the experts are not employed by the WMA and we have to pay the experts for their consultation/advice, it is important to develop a system that will help arrange payment means for the temporary assistance by the experts.

6 Working hours, field work, and affiliations

The WMA as a business has to set rules regarding working hours by fixing the number of hours that a worker works per day and how to coordinate itself in organizing field work, holidays and absences from work this will help create a formal structure to the WMA.

6.1 Working hours

By following national laws, the WMA is responsible to create a fair and efficient work schedule which will follow/comply with national labour laws and human rights. The aim is to create a healthy work environment for all the WMAs employees

6.2 Public holidays

As a good practice for the WMA it should offer day offs on national holidays to its employees this gives the workers a chance to rest. This will help improve the ability of the workers to execute tasks

6.3 Field Work

WMA has field work in order to help connect the theoretical and practical side of the business for the WMA and therefore it is important to create means on how to coordinate/organize how workers will conduct field work



7 Salaries

We look at how the WMA will sort out all its working employees, we figure out on how to compensate the workers for their skill and know how because it is the workers right to receive payment after completing the agreed task. Without payment of salaries employees would not work for the WMA and therefore the business without labour will die

7.1 Salary structure.

WMA has employees who have different ranks and perform different activities this means the payment of their outcomes has to be different so here we look at how to pay an employee according to his/her position in the WMA where commonly the harder the task the higher the salary. By sorting out who gets paid more and who gets paid less we develop a salary structure.

7.2 Salary adjustment

As the WMA develops salaries also change but other factors can cause salary change. We look at things such as promotions, and penalties that influence change in salary. The salary adjustment impacts the motivation of the workers of the WMA.

8 Employee benefits

The WMA knows benefits are important because it shows the employees you are invested in not only their overall health, but their future. A solid employee benefits package can help to attract and keep talented employees. Benefits can also help you differentiate your business from other WMAs.

8.1 Determination and interpretation of benefits

We help the WMA employees know the details of the benefits they receive and also the criteria needed to receive the benefits we also show the employees of the WMA why it's important to have these benefits

8.2 Pension

After the employee retires from the WMA, he/she won't receive paychecks from the WMA, therefore the pension is like savings collected from the salaries of the employee. Helping him/her to maintain the standard of living through the pension. The details of pensions are sorted out by the WMA and the government to know how much the employees' pension will be.

8.3 Health insurance

For the WMA employee to perform efficiently they must be healthy, we develop a plan for all the workers of the WMA to have a financial arrangement that will help them in case of illness or accidents. The plan will protect the workers from financial damage during hospital treatments which are very expensive/costly.

8.4 Funeral contribution

The WMA will contribute a certain amount of compensation/money to all the employees of the WMA when an employee's partners or child has passed away to show that we support employees through



their tough times. This humanizes the WMA because it shows a sense of emotional and financial support.

9 Leave

An employee cannot work throughout the year, the WMA must arrange a resting period for the employee to take a break. This will help the workers keep their motive and not become bored of their work. The WMA provides a range of flexible leave options for its employees,

9.1 General regulations

The WMA sets arrangements for how its employees will get leaves and how many times they can leave per year and who is responsible for the approval of a leave.

9.2 Annual leave

The WMA creates an annual leave because leaves are often a crucial part of our minds and our bodies need proper breaks from the workplace regularly. Improve your mental health and extend your life so we consider it as a good practice.

9.3 Sick leave

WMA Employees use sick leave when they're temporarily ill and coming to work would mean that they will affect fellow employees. Leaves allow the employee to take some downtime for self-care and healing to make work easier

9.4 Maternity/paternity leave

The WMA employees who have had children must have time to recover in order for them to safeguard the health of mother and child. A longer leave allows the mother more rest and time to provide care for her child. She can better work through breastfeeding challenges and establish a routine.

10 Disciplinary action

When employees of the WMA violate the laws set by the WMA there must be consequences that the employee will face. is to correct, not to punish, work related behavior. Each employee is expected to maintain standards of performance and conduct as outlined by the immediate supervisor and to comply with applicable policies, procedures and laws.

10.1 General consideration.

A good practice to have within the WMA where all employees are considered in the WMA meaning we give a chance to the employees to defend themselves against any accusation that they face.

10.2 Warnings

When an employee of the WMA violates the laws and policies set up by the WMA, he/she must take responsibility and the WMA will give the employee a warning to encourage him/her to become more



responsible for his acts and avoid breaking the laws. If the WMA gives the employee three warnings that person will be terminated/fired from his/her job.

10.3 Termination on misconduct

When an employee has received more than three warnings, he/she is automatically terminated from the WMA employment. Violation of honesty or misconduct such as theft will not be tolerated by the WMA management making the contract of the employee with the WMA invalid.

10.4 Suspension

If an employee violates the WMA rules, he is placed on unpaid leave for the decided time by the Management giving the Employee time to think about what he/she did and how to fix his/her disciplinary issues. This gives time to the WMA management to investigate the integrity and honesty of the employee and decide if they deserve a second chance.

10.5 Recovery of losses or damages

The properties given to its employees by the WMA become personal belongings, the WMA creates an agreement that make sure the employees take care of the property and decide on who is responsible if the property is damaged or lost.

10.6 Right to appeal

When employees feel like the judgement placed on them by the WMA administration is unfair, they get a chance to reapproach the administration and ask for a better judgement and explain why they feel that the decision was not fair. The administration has to listen to this request and look into the decision they made and re assess their evidence.



11 Recommendations

11.1 Recommendations for Best Practices

- Information technology

This section provides guidelines for the employees that require Computers, software and electronic communication for the execution of their assigned activities. This practice help to analyze all the important features of information technology that facilitate effective execution of a task such as the internet, document management and protection, electronic calendar, organization communication platforms and other tools that emphasize smooth operations of an organization.

- Environment

Analysis of the organization's operation in relation/impact to surrounding environment, principle establishment of organization in relation to environment management as well as creation of awareness of the importance of the environment to the employees. Specific environmental practices which analyze means of handling different scenarios of the organization's actions and its impact to the environment.

11.2 Recommendation of suitable tools for employees

- Manager-
- Office assistant/Secretary-
- Finance and Administration officer-
- Field Operation officer-
- Community Liaison Officer-
- Village Game Scouts-

