



# Personnel Policy

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**Developing Midwives Project**  
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## Preface

The Personnel Policy of Developing Midwives Project is developed to provide systematic description of the structure, guiding principles, rules and approved procedure for ensuring smooth and effective human resources management in compliance with the JPGSPH' governance systems and management practices.

The Personnel Policy provides supervisors and staff with access to uniform information and direction in order to assure equitable and consistent application of the policies. The document intends to foster communication and promote understanding between staff and their supervisors regarding the human resource policies, procedures, and benefit programs.

All concerned are expected to become familiar with the philosophies, policies and procedures and to apply them consistently so that a credible human resources management practice and environment is nurtured.

Signed: Shashid

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## 1. Introduction

BRAC University (BRACU) has been implementing the Developing Midwives Project (DMP) since 2012 with a vision to reduce the maternal and neonatal mortality and morbidity in Bangladesh. The project has focused on strengthening midwifery services in under-served, disadvantaged rural and urban communities in the country by training girls from communities of greatest maternal health needs through a three years long Diploma in Midwifery course. With funding support from DFID, the project is being implemented following a 'hub and spokes' model (BRACU as hub and 7 Academic Sites as spokes) in partnership with six NGOs in five districts of the country.

The project has completed a period of five years in June 2016 and received approval for a no-cost-extension up to September 2016. Process is initiated to begin a new phase for another five years. The project has substantial direct engagement with people covering its human resources and students which has managerial and financial concerns and implications. Since the project is hosted at BRAC University it generally complies with the university rules and regulation but as an innovative project it also calls for special arrangements, waivers, incorporations which are not in-built in the university Personnel Policy. To cover this gap this comprehensive personnel policy is developed for the project as a guiding dynamic document which is subject to review, updating and further customization depending on changing circumstances and new arising requirements.

## 2. Classification of Employees

The Developing Midwives Project (DMP) employ staff that include personnel with technical expertise in relevant areas e.g. midwifery, nursing, medical doctors, finance etc. as well as generalists with necessary work experience.

Staff may be employed either full time or part-time, on contractual basis, for certain periods of times as per need of the project.

Benefits and other entitlements of employees shall be implemented as per contract agreement and based on budget provision of the project.

<b>a) Fulltime Employee</b>	<p>Employee recruited on a contractual basis, for a definite period, for fulltime services is termed as full-time staff.</p> <p>A full time staff, as per contract of employment, is bound to make himself/ herself available for official duties for <u>all working days and for the full working hours</u> (as specified in Section 5).</p> <p>He/ she is not normally required to be on duty beyond office hours except in exceptional circumstances.</p> <p>During the period of contract, such employee cannot be allowed to do work/ job in any other place.</p>
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<p><b>b) Fulltime Residential Employee</b></p>	<p>Employee recruited on a contractual basis, for a definite period, for 24 hours services, and based at academic sites and having residential facilities is termed as fulltime residential staff.</p> <p>A full time residential staff, as per contract of employment, is expected to work during the normal office hours and remain available and responsible for on call duty for any time beyond office hours and normal workdays.</p> <p>S/he will be provided with residential facilities and entitled to have meals at students' hostels as per agreed provisions.</p> <p>A fulltime residential staff is not allowed to do work in any other place.</p>
<p><b>c) Part Time Employee</b></p>	<p>Employee recruited on daily or hourly basis is defined as part-time staff. S/he will not be entitled to any benefits other than salary.</p> <p>A part time staff may be allowed to work anywhere beyond his/her normal agreed working days/ hours.</p> <p>Depending on the nature of the work, s/he may avail necessary logistics support from the project e.g. in case of field visit.</p>

### 3. Level of Employees:

Level	Position
A.	Advisor, Chairperson/Interim Chair and Directors
B.	Specialists, Technical Advisors, Senior Officers, Managers
C.	Coordinators, Officers, Faculty, Preceptors, Hostel Managers
D.	Administrative Assistant, Driver, Support Staff

Note:

- The DMP employees are categorized in to four levels from (A to D).
- The sequence of the positions, as mentioned above within a level, does not reflect individual's seniority.
- **This categorization is valid only for the running phase of the project and is subject to review upon approval for a new phase.**

#### 4. Recruitment Procedure

DMP/BU operates an open, merit-based, non-discriminatory employment system that encourages high performance. When new positions are established or replacements for existing positions are required:

- a) All announcement/advertisement of vacancies shall be made in the news media/web sites at least 30 days before the recruitments are finally made.
- b) A Selection Committee comprising of three persons shall be formed by the relevant authority to facilitate and finalize the selection. Women representation in the committee is mandatory. Preferably, with at least one member from an appropriate external agency.
- c) Recruitment process will include short listing of candidates, written tests with demonstration of computer skills, interview and presentation as may be necessary.
- d) Short listed candidates will be contacted to appear for a written test and successful candidates will be requested to appear for the interview.
- e) DMP/ BRACU reserves the right for final selection of the candidate.
- f) All candidates, whether successful or not, will be informed of their status.
- g) The candidates shall not be less than 18 years of age at the time of appointment.
- h) Educational qualifications, experience and other job specifications for the candidates shall be in accordance with the standards determined by the project.
- i) The following candidates may be given preference:
  - Candidates from ethnic groups
  - Qualified women candidates especially vulnerable, widow and needy women
  - Qualified internal candidates
- j) No TA and DA shall be given to the candidates. No other costs are admissible.
- k) Final selection of the candidates below the level of Director will require the approval of the Interim Chairperson or Head of the Project. For Director and above positions the final approval; shall be required form the Advisor to the Project.
- l) Salary/honorarium will be fixed according to the negotiation with the hired staff on the basis of his/her last pay and existing provision as approved by the project.
- m) The finally selected candidate will receive formal letter of Appointment (2 original)
- n) The hired staff will sign both copies, return one to the HR department and retain one for him/herself.
- o) The project authority shall arrange an orientation for the new employee to familiarize with the systems, procedures and policies in place.
- p) The newly appointed staff shall be provided with a copy of the Job description and an IDENTITY card.

#### 5. Engagement of Spouse

The project, on principle and generally, shall discourage recruitment/engagement of spouse of any serving staff. However, if any staff member get into marital relationship with another staff member, none of their employment shall become vulnerable on this ground. Attempt shall be made, if scope permits, to keep them in closer stations as long as their relationship does not adversely affect the project in any form.

## 6. Working Days and Hours

- a) Generally five (5) days in a week Sunday through Thursday shall be considered as workdays. Staff shall enjoy weekends on Friday and Saturday. However, faculty and Preceptors based at Academic Sites shall have to work for six (6) days a week. They will be entitled to enjoy weekend on Friday only.
- b) The daily working hours is 8.5 including a 30 minutes lunch break (1.00 pm – 1.30 pm) which is flexible from 8.00 am to 6.00 pm. However office timing may be adjusted time to time by the authority.

The office timing for the Faculty and Preceptors placed at the Academic Sites will be followed as per academic calendar and by the direction of the Midwifery Education Team (MET) but will not exceed 40hrs in a week.

- c) Staff must reach their place of work within the normal office time. If a staff fails to report within 9:30 am, s/he will be marked late. If s/he is late thrice in a month one day's leave will be deducted and s/he will be without pay in case s/he has not accrued any earned leave. If a staff fails to report before 15 minutes after the office hour starts, s/he will be marked as half day absent and his/her salary will be calculated accordingly in case s/he has not accrued any earned leave.
- d) Working at night by the Faculty/Preceptors during students' clinical placement will be adjusted with the employees weekly working hours by the respective Project Coordinators of the Academic Sites.

## 7. Public Holidays and Leave

### 7.1 Public Holidays

Holidays in each calendar year shall be in accordance with circular(s)/calendar(s) to be published by BRACU at the beginning of each year.

### 7.2 Types of Leave

- a) Earned Leave
- b) Sick/Casual Leave
- c) Compensatory leave
- d) Quarantine Leave
- e) Medical Leave
- f) Compassionate Leave
- g) Maternity Leave
- h) Paternity Leave
- i) Leave without Pay

**a) Earned Leave**

Earned leave means an employee earns leave against the working days i.e. excepting weekly holidays, festival or any other holidays.

- Staff working 5 days in a week will be entitled to 21 working days earned leave in a calendar year
- Staffs working 6 days in a week will be entitled to 30 working days earned leave in a calendar year

Staff must obtain prior approval to enjoy earned leave through ERP or any other system in place. Any absence beyond leave entitlements will be treated as leave without pay.

No supervisor and her/his deputy shall go on leave at the same time.

Staff can enjoy maximum 12 half days leave in a year. The half day leave can be availed in either part of the day as per following provision:

- First half day from 8:00 am to 1:00 pm
- Second half day from 1:00 pm till end of the working hours

**b) Sick/Causal Leave**

Sick leave is the leave that a staff can avail when s/he is out of work due to illness. Causal leave is granted for certain unforeseen situation or when a staff is required to go for one or two days to attend personal matter not for vacation.

All staff are entitled to 5 days Sick Leave (non-accumulative) and 5 Days Casual Leave (non-accumulative) every year. New staff joining at any later part of the calendar year shall be eligible for sick/casual leave on a pro-rated basis.

- One must notify, via telephone/email, the office about his/her absence due to sickness/emergency and must take post approval immediately after return from leave.
- Approval of any sick leave for more than 3 consecutive days shall be subject to submission of medical certificate/prescription.
- Prior approval should be obtained before enjoying casual leave except during emergency.
- If any staff don't inform his/her supervisor about the unplanned leave and fails to provide proper justification for his/her act after rejoining, the day of unauthorized leave/absence should be considered as leave without pay as a punishment for showing willful negligence to office rules and regulation.



**c) Compensatory Leave**

- Staff will be entitled to enjoy compensatory leave who worked on weekend or holiday, at least for 4 hours, on the requirement of the office and with prior approval/instruction of the supervisor.
- Compensatory leave cannot be taken for half day.
- To avail such leave the staff must notify the office in writing on which date she/he worked on holiday and the date she/he likes to enjoy such leave.
- Any earned compensatory leave, if not availed within 2 (two) months from the date of work in weekend/holiday shall automatically be lapsed.

**d) Quarantine Leave**

When a staff suffers from any communicable or infectious disease, he/she may be granted quarantine leave for 14 (fourteen) days and in special cases to a maximum of 21 (twenty-one) days. Only working days will be counted. Excess leave other than leave granted will be deducted from the earn leave. **Such leave will be granted only on recommendation by the medical officer.**

***Explanation:** Hepatitis, Chicken Pox, Diphtheria, Smallpox, Measles, Mumps, Infectious Tuberculosis, Viral Hemorrhagic Fevers, Severe acute respiratory syndromes, Influenza, Flu that can cause a pandemic etc. Plague, Yellow Fever, Cholera can be considered as communicable or infectious disease.*

**e) Medical Leave**

Staff may be granted medical leave for prolonged illness like accident, hospitalization, operation, etc. Whether the leave shall be with or without pay will depend upon the discretionary power of the Authority (Interim Chair/Head of the Project). Only the working days will be counted while calculating the medical leave.

**f) Compassionate Leave**

Compassionate leave can be taken when a member of an employee's immediate family dies. Immediate family member refers to: Spouse, Children, Parents, and Parents in Law

The staff shall be entitled to a single continuous 3 (three) days compassionate leave for each individual case of death of an immediate family member. Compassionate leave is non-accumulative and it cannot be carried forward.

Staff taking compassionate leave must provide notice to their immediate supervisor and HR as soon as they can (this may be after the leave has started). The staff must inform the supervisor of the period, or expected period, of the leave.

Immediately after return from the leave the staff must submit a leave request form and obtain post approval from his/her supervisor. Staff may be requested to provide evidence for granting compassionate leave.

**g) Maternity Leave**

To become eligible for maternity leave with full pay, a female staff has to complete at least One (1) year of service with the project

Fulltime female staff will be entitled to maternity leave with full pay for 180 days and Part time female staff will be entitled for 180 days of maternity leave without pay.

Eligible staff requiring maternity leave should formally apply mentioning the preferred period of leave. Leave salary of female staff will be confirmed after the approval of maternity leave.

Staff having two surviving children are not eligible for maternity leave with pay. S/he may apply for maternity leave without pay.

In case a female staff has less than two live issues then she can take maternity leave with pay as many times as she wishes to even though she has taken maternity leave before.

**h) Paternity Leave**

Fulltime male staff will be entitled to paternity leave with full pay for 7 days twice in his service life and Part-time male staff will be entitled to paternity leave without pay for 7 days twice in his service life.

This leave can be enjoyed any consecutive 7 days within two months after the birth of the child.

Staff having two surviving children shall not be eligible for paternity leave with or without pay.

**i) Leave without Pay**

If a staff does not have any unused leave and the situation demands him/her to take the leave, s/he may be granted leave without pay on the basis of formal request for leave without pay from the staff

### 7.3 Leave Register

- Staff having ERP access shall apply for leave using the facility.
- Staff not having ERP facilities shall apply for leave through prescribed format.
- Staff not having ERP facilities, after returning from leave, will need to have their leave form signed by the supervisor and submit it to the HR Department.

### 7.4 Carryover/Encashment of Leave

- a) Up to 40% of unutilized earn leave during a year may be carried over to the next year.
- b) Leave earned/ not utilized over the allowable carry-over limit will automatically lapse at the end of the year/contract period.

#### Example 1: Scenario with Staff Having 30 Days Annual Leave Provision

Earn Leave Particulars	Y 1	Y 2	Y 3	Y 4	Y 5
a) Carry-over from previous year	0	12	12	6	12
b) Yearly leave entitlement	30	30	30	30	30
c) Maximum consumable leave (a+b)	30	42	42	36	42
d) Leave availed (if any)	16	22	36	10	24
e) Balance at the year-end (c-d)	14	20	6	26	18
f) Carry-over to next year (up to 40% of b)	12	12	6	12	0
g) Lapsed (e-f)	02	08	0	14	18

#### Example 2: Scenario with Staff Having 21 Days Annual Leave Provision

Earn Leave Particulars	Y 1	Y 2	Y 3	Y 4	Y 5
a) Carry-over from previous year	0.0	8.4	7.4	4.0	8.4
b) Yearly leave entitlement	21.0	21.0	21.0	21.0	21.0
c) Maximum consumable leave (a+b)	21.0	29.4	28.4	25.0	29.4
d) Leave availed (if any)	6.0	22.0	16.0	12.0	24.0
e) Balance at the year-end (c-d)	15.0	7.4	12.4	13.0	5.4
f) Carry-over to next year (up to 40% of b)	8.4	7.4	8.4	8.4	0
g) Lapsed (e-f)	6.6	0.0	4.0	4.6	5.4

- c) No carry-over applies at the end of contract or at the time of departure but limited encashment against un-availed accumulation of earned leave within the following maximum limit is permissible only for the current phase of the project:
  - 30 (thirty) days for staff having 30 days of annual leave provision
  - 21 (twenty one) days for staff having 21 days annual leave provision

**The provision for leave encashment shall not be continued in the second phase of the project which is currently awaiting DFID's formal approval.**

## 8. Performance Appraisal System

The project recognizes performance appraisal is a continuous process. A formal yearly performance appraisal shall be conducted for all staff at the end of each year (counted from his/her date of joining) using a standard appraisal form.

- The human resources department shall notify the supervisor and employee to initiate formal performance appraisal of the individual when applicable
- Firstly a one to one discussion will be held between the employee and the immediate supervisor.
- The summarized discussions will be reflected and recorded in the formal performance appraisal format.
- The filled in performance appraisal format shall be signed by the employee and immediate supervisor and shall be forwarded to the second supervisor for his/her comment and approval.
- The finally reviewed and approved performance appraisal shall be forwarded to human resources department for preservation and onward actions.
- The human resources department shall notify the finance department and other concerns about the management decision (i.e. annual increment) for necessary action.

## 9. Maintenance of Personal File/ Service Records

Separate personnel files/service records shall be maintained in respect to all staff by the Human Resource Office/ Department and all information relevant to the staff i.e.,

- Copy of Advertisement/Vacancy Announcement
- Copy of Application and CV of the Candidate
- Copy of Selection Recommendation by the Recruitment Board
- Copy of Filled-in Reference Check Formats from the Referees
- Copy of Offer Letter
- Copy of Acceptance of Offer Letter by the Candidate
- Copy of Appointment Letter
- Copy of Accepted Joining Letter
- Copy of Job Description signed by the Employee
- Copy of All Academic Certificates
- Copy of National ID card
- Passport Size Photo
- Copy of Signed Annual Performance Appraisal
- Copy of Letter of Increment/Transfer/Promotion/Re-designation
- Copy of Evidential Documents of Disciplinary Measures (Show Cause, Warning, Suspension, Penalty, Termination)
- Copy of Evidential Documents of Departure (Letter of resignation, Letter of Acceptance of Resignation, Signed Clearance Form, Experience Certificate)
- Any other document that may be relevant for the personal file

## 10. Ground and Procedure for Resignation, Termination, Dismissal, Release

### 10.1 Resignation

- a) Staff unwilling to continue his/her service may voluntarily resign from service.
- b) Staff resigning shall have to give one month's notice in writing or shall surrender one month's salary in case s/he do not serve any notice period.
- c) Any short-fall in the notice period (in case of less than one month's notice) may be compensated by surrendering equivalent number of day's salary.
- d) The authority, however, shall reserve the right to accept the resignation if the concerned staff is proceeded against for misconduct or corruption.
- e) A staff resigning from service shall continue to serve with full faith and efficiency till his/her resignation is accepted and release order is issued by the authority.

### 10.2 Termination of Contract

The authority can terminate contract agreement of any employee of any category on the following terms:

- a) If the post the employee holding is abolished.
- b) If the service of the concerned staff is no longer required by the project.
- c) If the project comes to an end or discontinued.
- d) Upon normal expiry of the contract period.
- e) If the employee is convicted of an offence and found guilty of misconduct (fraud, bribery, sexual harassment.)
- f) On any of the conditions mentioned in the contract.

In normal case of termination of contract one month's notice has to be given or one month, salary in lieu thereof. In case of proven conviction of an offense or gross misconduct employee's contract agreement may be terminated with immediate effect. No notice period (or salary in lieu thereof) shall be applicable in such case.

### 10.3 Dismissal

Staff being convicted of a disciplinary action, must be put on suspension. Period and other conditions of suspension shall be applicable as per provision mentioned in Clause 12.7. An enquiry committee will be formed by the Chairperson/Head of the Project to conduct an investigation and submit report with specific findings and recommendations. If a staff is found guilty, s/he will be dismissed. But, if found not guilty, s/he will be reinstated. Any allegation of sexual harassment will be dealt very strongly. If proved guilty, staff will be dismissed immediately.

### 10.4 Release

Staff being released on account of resignation, termination, dismissal, expiry of contract, must take clearance from the concerned department as per **Final Release Form**.

## 11. Service Benefits

### 11.1 Salary

Salaries of all staff will be either in accordance with the salary structure or fixed otherwise. Income tax will be deducted at source.

### 11.2 Annual Increment

The staff will become eligible to have an Annual Increment at the end of each year of service. The year of service shall be determined on the basis of individual's date of joining. The rate of increment will be up to 10% which is subject to recommendation based on annual performance appraisal.

### 11.3 Festival Bonus

All staff shall be paid festival bonus every year equivalent to one month's gross pay which will be disbursed every month (excluding leave without pay) spreading over the year. This arrangement shall be followed till end of the current phase of the project.

**The bonus will be given as per following arrangement from the beginning of the second phase of the project when approved.**

Religion	Time of Payments	Proportion
Muslim	15 days before Eid-ul-Fitr	50%
	15 days before Eid-ul-Azha	50%
Hindu	15 days before Durga Puja	100%
Christian	15 days before Christmas	100%
Buddhist	15 days before the Buddha Purnima	100%
Other	As per mutual agreement	100%

The new employees, will be eligible to get proportionate festival bonus calculated from her/his date of joining.

#### **11.4 Transport Facility**

- a) Transport facilities for drop and pick-up service from office to residence will be made available to the Chair Person and Directors.
- b) Subject to availability of vehicle, staff working in DMP will get transport facility for coming to office and going back home on payment at a fixed rate.
- c) Prior approval through a requisition will have to be taken from the concerned authority for official use of transport.
- d) If any staff over stays in office beyond working hours for official purpose and later asks for transport to go home that staff may be allowed transport after 7.30 pm subject to availability of transport and approved by the project head. In such cases, female staff will get priority.
- e) Users of office transport will sign the log book at the end of the journey mentioning the final departure time and kilometer reading.
- f) Name of the destination and purpose of the journey will have to be mentioned in the requisition for transport.
- g) Staff using transport for official purpose is discouraged to take their relations along with them on such trip without prior approval from the office.
- h) Transport cannot be used for personal work during office hours excepting for emergency medical treatment.

#### **11.5 Conveyance**

- a) Staff will get conveyance allowance in accordance with their level/pay scale.
- b) For staff who are not entitled to overtime allowance, the following rules will be applicable in respect of work beyond normal office hours/days:
  - i. Staff requiring to work for a minimum of two hours beyond office hours shall be entitled to reimburse actual conveyance bill for one way (travelling back to home from the office).
  - ii. Staff will need to get due approval of the supervisor for working beyond office hours and on holidays.
  - iii. During arrival to and departure from office on holidays staff must punch their attendance card for record and a photo copy of such will have to be appended with the bill. Otherwise no such bill will be reimbursed.
- c) Staff above Level D shall be entitled to reimburse Taxi/CNG fare within Dhaka.
- d) Staff at Level D are entitled to reimburse Rickshaw/Bus fare within Dhaka. However, in special circumstance, considering the urgency, they may be allowed/instructed by the authority to avail CNG and reimburse the actual fair.

#### **11.6 Over-time**

Only the Drivers employed under the project shall be entitled to receive over-time allowance as per following provision:

- a) BDT 50 per hour, for the extra hour(s) of duty beyond office hours on normal working days
- b) BDT 60 per hour, for the total hours of duty on holidays/weekend.

## 11.7 Entitlements and Allowances for Traveling on Official Purpose

- a) Staff traveling on account of official duty will be entitled to related allowances as per provision of the project.
- b) Before traveling (national/international) a staff is required to fill in the travel authorization form and get it approved by her/his supervisor.
- c) For official travel Economy Air or Office / Rented Vehicle/AC Bus / First Class Train / Steamer may be used upon prior approval of the Head of the Project

### 11.7.1 Traveling Allowance

- a) Staff traveling outside Dhaka will be entitled to have fare in Economy Air/ AC Bus/ First Class Train /Steamer upon submission of actual approved bills/invoices.

For local travel using Taxi/CNG/Auto/Rikshawa, staff will be entitled to reimburse the actual amount upon submission of approved Local Traveling Bill Format.

- b) Staff using an office arranged vehicle is not entitled to this benefit.
- c) Faculty & Preceptors traveling with students during their clinical placement are not allowed any additional travel cost from Academic Site to the point.

### 11.7.2 Night Halt and Food Allowance

- a) Staff on official visit will be entitled to receive night halt and food allowance as per following provisions:

During official visit, the Director and above level staff is entitled to receive BDT 3,500 per day for accommodation, food and incidental cost purpose. In special circumstance, if the expenses exceed the limit of BDT 3,500 they will be eligible to reimburse the actual amount upon submission of approved bills and vouchers.

The staff below the level of director will be entitled to receive BDT 2,500 per day for accommodation and food purpose.

Exceptions shall be allowed in areas where no hotels/accommodation facilities are available or food is not manageable **within the set limit**. In such case a special note of justification, duly approved by the authority shall have to be provided along with the actual bills/receipts

All category staff, in case of availing food and accommodation facilities at GBC Academic Site in Haluaghat, Mymensingh and LAMB Academic Site in Parbatipur, Dinajpur will be entitled to reimburse the actual amount upon submission of approved bills and vouchers. On the other hand if someone



avail outside facilities s/he will be entitled to receive the applicable amount as per his/her entitlement (i.e. BDT 3500 for Directors and above and BDT 2500 for staff below the level of Director).

In all cases, the rule of slab-based proportionate payment (as practiced in JPGSPH) shall be applicable for the day of return from the field as on the return date no accommodation expense is required.

- b) Faculty and Preceptors staying at night with the students during clinical placement will be paid BDT 200 as night halt allowance. Besides, they will get reimbursement of actual accommodation bill upon submission of invoice. They will be also provided tiffin/snacks.

During clinical placement visit with students as per rotational plan, Faculty & Preceptors will be entailed to food allowances as per following rate:

- BDT 60 for Breakfast (starting before 7:00 am)
- BDT 200 for Lunch (staying after 1:00 pm)
- BDT 200 for Dinner (after 8:00 pm)

### **11.7.3 Travel Advance**

Staff travelling outside on official purpose is eligible to have a travel advance in accordance with the requirement of expenses estimated on the basis of number of days to be spent outside the base station.

- A travel authorization is required for the purpose.
- Request for excessive advance is discouraged and therefore the estimation of expenses should be made carefully and realistically.
- Failure to spend Less than 80% of the taken advance shall require explanation
- The advance should be settled within seven (7) working days of return from travel by submitting a signed trip report, actual travel itinerary duly approved by the immediate supervisor along with all approved bills and vouchers.
- Failure to settle the travel advance in time shall lead to immediate recovery/deduction from monthly salary and disciplinary measure against the incumbent.

## 11.8 Telephone Charge/Allowance

### 11.8.1 Office Telephone

Office telephones are for official use only. In case of emergency personal calls may be made, but staff are encouraged to keep their personal calls short. No personal trunk calls or overseas calls will be allowed.

### 11.8.2 Residence & Mobile Telephone

The selective officials of the project will be entitled to get a monthly call charge of BDT 500-1000 per month depending on the nature of their job and need. The list of designated officials and range may be subject to review from time to time.

Interim Chairperson	BDT 1,000
Director – Project Management	BDT 1,000
Project Implementation Specialist	BDT 1,000
Finance Manager	BDT 1,000
Grant Officer	BDT 1,000
Technical Advisor	BDT 500
Monitoring & Evaluation Specialist	BDT 500
Monitoring and Evaluation Officer	BDT 500
Sr. Advocacy and Communication Officer	BDT 500
Advocacy and Communication Officer	BDT 500
Technical Officers	BDT 500
Project Coordinator (Urban Academic Site)	BDT 500
Finance and Admin Officer (Urban Academic Site)	BDT 500
Administrative Officer	BDT 500
Administrative Assistant	BDT 300
Driver	BDT 300

Other staff rather than the above mentioned positions are entitled to make their official call from the office mobile/land phone devoted to this project.



## **12. DISCIPLINE AND DISCIPLINARY ACTION**

### **12.1 General Conduct and Discipline**

- a) All staff shall conform to and abide by the regulations, official orders, procedures etc. and comply with and obey all lawful orders and direction given by the authority.
- b) All staff shall serve honestly, faithfully and shall maintain strict secrecy regarding official affairs.
- c) No staff shall absent herself/himself from duty nor shall s/he leave station without prior permission of the concerned authority.
- d) No staff shall participate in any activity or demonstration detrimental to the interest of the project.
- e) No staff shall accept any fee or bribe or gratification from any person having or likely to have official dealings with the project.
- f) No staff shall commit any act, which amounts to acts of favoritism or nepotism.
- g) BRACU is an equal opportunity employer and maintains Zero Tolerance regarding sexual harassment. Staff is to acknowledge having received a copy of the Sexual Harassment Policy.

### **12.2 Grounds for Penalty**

The following offences will be liable for penalty:

- a) Disobeying any of the above rules and regulations.
- b) Displaying negligence or indolence in discharging her/his duty.
- c) Doing anything detrimental to the interest of DMP/DMN/BRACU.
- d) Disobeying instructions or directions issued to her/him in connection with her/his official duty.
- e) Committing a breach of discipline or is guilty of other acts or misconduct or insubordination.
- f) Committing an offence involving moral turpitude.
- g) Committing any corruption or is considered to have corrupt attitude or has a persistent reputation of being corrupt.
- h) Engages or is reasonably suspected of being engaged in subversive activities or is reasonably suspected of being associated with others engaged in subversive activities and whose retention in service is, therefore, considered prejudicial to national security.
- i) Staff must not disclose any confidential information to any unauthorized person without the consent of the concerned Head.
- j) Staff must not make any disparaging comments or take any action, which is likely to bring disrepute.

### **12.3 Type of Penalties**

Penalties may be of minor or major category depending on the nature, gravity, severity and the impact of the ground or grounds, which have prompted panel action or actions against concerned staff.

### **12.3.1 Minor Penalties**

Minor penalties may be of 6(six) types:

- a) Warning.
- b) Withholding of increment for a specified period with/without retrospective effect.
- c) Withholding increment/extension of contract for a specific period.
- d) Recovery from pay or any other amount due to the staff of the whole or part of the loss caused to the organization by the staff.
- e) Dismissal from the position of supervisor
- f) Monetary penalty

### **12.3.2 Major Penalties**

Major penalties may be of 2 (two) types:

- a) Termination.
- b) Dismissal from service.

### **12.3.3 Show Cause Notice**

In case of any reported allegation against staff the incumbent shall be served with a show cause notice. The staff will get a 3 days' time for a reply to the show-cause notice whenever served against him or her.

## **12.4 General Rules for Proving the Procedural Charges**

The following regulations shall apply in respect of investigation of penal charges:

- a) Penal actions shall not be taken against any staff unless s/he has been informed in writing the grounds on which it is proposed to take action against her/him.
- b) The concerned staff shall be given adequate opportunity of being heard or defend herself/himself.
- c) The charge/s brought against the concerned staff has to be written out.
- d) The concerned staff shall be allowed a reasonable time to submit a written statement in defense of the allegations brought against her/him.
- e) Whether the concerned staff wants herself/himself to be present and give an answer to the charges brought against her/him has to be given in writing and enough time should be given for the purpose.
- f) An enquiry committee or enquiry officer shall be appointed to examine or prove the allegations. Appointment and composition of the enquiry committee or enquiry officer as the case may be shall be decided by the Head of the Project or any other authority on which the Head of the Project shall delegate the task.
- g) The enquiry committee or the enquiry officer shall decide the nature of penalty minor/major to be awarded after considering the allegations.
- h) Before imposing any punishment/penalty consequent upon enquiry the staff shall be allowed to respond to a show cause, within a maximum period of 15

- (fifteen) days, explaining why penal action shall not be taken against her/him.
- i) The above provisions shall not apply where the staff has absconded or her/his whereabouts are not known.

### **12.5 Procedure for Proceeding against the Offences**

- a) The charges against the staff sought to be proceeded against shall be brought to the knowledge of the concerned supervisor or head of the department who shall communicate or forward the allegations to the Head of the Project.
- b) The Head of the Project shall appoint an enquiry officer or an enquiry committee which shall prove the charges.
- c) The enquiry officer or enquiry committee shall complete the enquiry within the time limit fixed by the Head of the Project.

### **12.6 Conducting the Enquiry**

- a) The enquiry officer or the enquiry committee shall examine the allegations in details and shall also examine explanations (verbal or written) which the staff proceeded against shall offer in defense. The enquiry officer or the committee shall have all the powers to call for or examine any documents, records, papers etc. necessary for proper conduction of the enquiry.
- b) No adjournment shall be allowed to save for extenuating circumstances in which case the period of adjournment shall not exceed seven days.
- c) Where proceedings are being delayed or come to a dead lock due to the negligence or non-response of the staff proceeded against the enquiry officer or enquiry committee shall issue warning against the defaulting staff being proceeded against. If the warning remain un-responded the enquiry officer or the enquiry committee shall dispose of the proceeding unilaterally.
- d) The enquiry officer or the enquiry committee shall submit their findings within the time limit set forth by the Head of the Project giving their/his recommendation for award of penalties or punishments.

### **12.7 Suspension**

- a) When a staff is prosecuted s/he may be put under suspension which shall be communicated to her/him in writing.
- b) The period of suspension shall not exceed 90 (ninety) days under any circumstances. But the Head of the Project might extend the time period.
- c) On suspension a staff shall forth with handover charges to another staff as may be decided by the supervisor.
- d) Staff under suspension will not be entitled to normal salary and benefits. S/he is only be entitled to receive 50% of the gross salary during that period.

## **12.8 Penalty**

### **End of the Deserving Punishment Suit**

A deserving punishment suit can only be ended by the Head of the Project or by authorized persons appointed by the Head of the Project.

### **Punishment**

- a) The enquiry officer or the enquiry committee must give the recommendation by which the litigation might come to an end.
- b) What case will be conferred by what method will be decided by the Head of the Project.
- c) If a staff is not found guilty then s/he will be reinstated with full respect. In this case if a staff has been on suspension, it will be seen as if s/he was on duty and s/he will be entitled to full salary and benefits for the period of suspension.

## **12.9 Appeal for Rehearing**

A staff cannot make an appeal against the punishment best owed if the Head of the Project has dealt the case. In exceptional cases a prayer may be made to the Head of the Project.

Considering the staff's appeal and depending on the punishment best owed, honesty, etc. the Head of the Project might give her/him amnesty or give a minor punishment or adhere to the punishment given before.

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