



CDMD

**Cambodian Development
Mission for Disability**

Internal Regulation

**Local Employment Policies and Personnel Regulations
Effective 01 January 2007**

Adopted June 11, 2007 by CDMD Board

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Preface

Cambodian Development Mission for Disability (CDMD) is a Local Non-Governmental Organization former Caritas-Rehabilitation for Blind Cambodians/Community Based Rehabilitation Programme (Caritas-RBC/CBR) from 2001 to 2006, and former Maryknoll-Rehabilitation for Blind Cambodians/Community Based Rehabilitation Programme (Maryknoll-RBC/CBR) from 1993 to 2000 which partnership with Christian Blind Mission International (CBMI) as funding agency.

The Community Based Rehabilitation Programme is officially localized to be a Local Non-Government Organization begin from 2007, acronym called CDMD. The mission of CDMD is intended to ensure the quality of life of all people with disabilities and other vulnerable people in the community, to improve disability awareness and social, economic, cultural, educational inclusion for all.

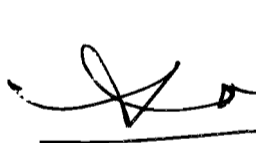

This Internal regulation based on Cambodian Labor Law and CDMD official Statutes. It contains of employment, personnel policies, benefits, and disciplinary regulation will be applied to all employees of CDMD. These regulations supersede and replace all prior personnel policies, procedures and practices of CDMD organization.

This Internal Regulation contains of 12 chapters and will be translated into Khmer language; both Khmer and English version are equal in value. In case of dispute the Khmer version will be prevailed.

Once an employee is appointed and contracted, s/he is expected to observe and follow these internal regulations. Each employee is encouraged in seeking clarification regarding any policies which is not understood from CDMD Management Team.

This Internal Regulation was prepared by Localization Committee on June 23, 2006 and revised by full board meeting on April 7, 2007.

This Internal Regulation is valid from June 11, 2007.

Mr. Nuth Sam O
Board Chairperson

I. Employment

Recruitment

The Executive Director will lead the recruitment and hiring staff to work for CDMD organization. The recruitment team shall be established, the members may chose from the units relevant of CDMD organization.

New staff recruitment for vacant position, the priority is given to current staff of CDMD who are fulfilled the requirement of vacant position qualifications. When internal recruitment is not available the vacant position will offered to outside applicants, people with disabilities and women are encouraged.

No relative of the Board member, Executive Director, and other staffs can be employed by CDMD. No husband and wife allowed to working for CDMD, if it is happening one side/staff should be resigned.

The candidates from outside the organization have to fill up an employment application form which will be completed either in Khmer or English. In addition, the following documents have to be attached with curriculum vitae, photocopy of diplomas/degrees/other certificates, recommendation letters, photocopy of ID card, and 3 photographs (4x6). Suitable applicants may request to present the original documents attached with application form for verification.

New employees who meet the minimum requirements for a position will normally be hired at the minimum salary level for the position. Additional qualifications or experiences may result in hiring at a higher salary.

Before employment begins each staff must take a medical check up by a CDMD approved doctor/hospital. The result of the examination is given to the Executive Director of CDMD, and CDMD will pay the cost of this examination.

Promotion

CDMD will promote the qualified staff into a vacant position to advance their careers or to address the manpower needs of the organization. The staff to be promoted should meet the following criteria:

- Fulfilled the requirement of vacant position qualifications.
- Strong performance in the past year based on the annual staff appraisal.
- Over 3 years work in current position.
- Willing to accept additional or new responsibilities.

The Line manager should submit the recommendation for staff to be promoted to the Executive Director. The recommendation should base on the employee's performance, staffing needs and additional responsibilities attached to the promotion.



The following will be guidelines for the appraisal:

1. Work quality
2. Work interest
3. Sense of responsibility
4. Initiative
5. Motivation
6. Leadership
7. Interaction with others/Interpersonal relations
8. Communication (Oral, written)
9. Sharing information
10. External linkages
11. Understanding of the mission
12. Fulfill the requirement of the mission
13. Planning and organizing
14. Attendance and Punctuality
15. Observance of the rules
16. Reliability
17. Adaptability
18. Accountability
19. Transparency
20. Integrity

How to perform appraisal

1. Staff will be evaluated by Manager/Supervisor and Coordinator
2. Manager/Supervisor will be evaluated by Coordinator
3. Coordinator will be evaluated by Executive Director.

This will be done annually. A format for appraisal using items mentioned on chapter III will be prepared and sent to staff concerned by Executive Director in December.

A number of recommendations will be made to improve each staff performances by Line Manager and Executive Director and sent back to Staff.

IV. Working hour

Working hour

All full-time staffs will be required to work at least eight hours per day or forty hours per week, Monday to Friday, 7.00am to 12.00am in the morning and 2.00pm to 5.00pm in the afternoon. The work in field, working hours are although adapted to the situation and may be flexible. This should be strictly monitored by the concerned manager/field supervisor.



Specific working hours or working days, depending on the location or particular work (part-time staffs, guards, and driver) shall be specified in the contract.

Overtime:

Staff may be asked to work overtime, depending on the necessary workload. The overtime could only be performed unless there is an approval from the supervisor, coordinator, or executive director. The overtime would be offered the day-offs instead of financials compensation.

(150% x number of overtime) is offered to staff who worked overtime on working day, Saturday, and Sunday.

(200% x number of overtime) is offered to staff who worked overtime on public holidays (based on approved list of CDMD).

For the guards, the overtime will be offered the compensation in cash. For working day the compensation will be based on the current salary divide with number of working day of the month and public holiday the compensation will be 5.00USD per day.

V. Salary and Benefit

Salary

The salary is the reward to the motivation and dedication of the staff in his/her work. Salary will be set according to agreed CDMD salary scales approval by board. This scale is mainly based on responsibilities, qualification, and experiences of each staff. Staff will be notified of the appropriate salary level prior to the commencement of employment. Salary will be paid in US dollars on the last working day of each month.

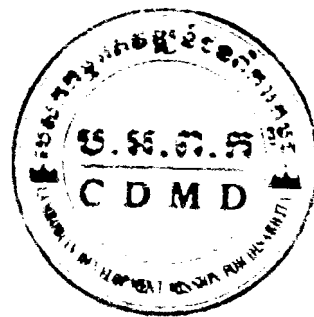
Salary Scale will be reviewed based on price index and inflation when is necessary.

Tax

CDMD staff is responsible for payment of all other individual taxes not deducted at source by the organization according to the laws in force. Taxes on salary will be deducted directly from the salary of staff and paid to Tax Department every month.

Per Diem

In case of organization requires the staff to work outside of his/her working area, the staff will get the travel reimbursement and allowance (*see table below*). For oversea travel, CDMD will organize the logistics for passport and visa if necessary.



Location	Travel (Receipt is required)	Accommodation (Receipt is required)	Food (No receipt required)
Cambodia	For field work	Not provide	Breakfast 2,000 riel Lunch 4,000 riel Dinner 4,000 riel
	Actual cost	5.00USD per night	5.00USD per day
Developing Country	Actual cost	Actual cost	15.00USD per day
Development Country	Actual cost	Actual cost	25.00USD per day
Industry Country	Actual cost	Actual cost	40.00USD per day

Increment

Salary increase will be reviewed annually; it will be based on availability of funds, price index, inflation, and staff performance.

Provident fund

All staffs (except probationers) will be eligible to the benefits of the provident fund scheme of CDMD. Each staff will contribute 5% of his/her salary and CDMD will contribute 5% towards provident fund. There will be a separate account opened in the name of CDMD staff provident. The monthly deduction from the staff will be deposited in this amount. The interest accrued will be credited to individuals' credit in proportion to the contribution. At the time of resignation or termination, this fund will be settled. The provident fund would not be returned to the staff that does not give one-month advance notice of his/her resignation.

Education allowance

20.00USD will be offered additional on the salary to full-time staff.

Medical allowance

CDMD will reimburse for staff or his/her dependences medical expenses up to 100.00USD per year to each full-time staff.

Festival allowance

All permanent staffs of CDMD will be given an allowance of 50.00USD for Khmer New Year, 50.00USD for Pchum Ben festival, and 50.00USD for Water festival.

VI. Work Accident

In case of accident during the working hours on official duty, the medical expenses will be granted up to 500.00USD.



In case of death due to accident during official duty, an assistance of 1,000.00USD will be given to the family.

VII. Employee Leave

Annual leave

All staffs (except probationers) are entitled to annual leave of 12 days with pay for every completed 12months. The entitlement of leave will be proportionate to the length of working days within a year.

Annual leave that has applied by a staff may be postponed or refused in exceptional circumstances, when the organization requires some particular employee's presence. A staff who applies for annual leave must submit an application in writing to their supervisor at least two week in advance of the commencement of the leave.

Maternity leave and Paternity leave

All staffs of CDMD are entitled to maternity leave or paternity leave. Full salary will be paid up to a total of three months of maternity leave for female staff. Full salary will be paid up to two weeks of paternity leave for male staff. The staff has to work out the timing of these leave with his/her line manager.

Sick leave

CDMD will pay the full salary during sick leave for up to five days per year. If additional sick days are needed it is expected that annual leave will be used before further assistance is considered.

Compassionate leave

CDMD will pay the full salary during compassionate leave of up to five days per year after consultation with approval of their coordinator. Compassionate leave would be granted in case of death of father, mother, husband, wife and children.

Holiday

Public holidays recognized by CDMD are referred to as "Scheduled Public Holidays" in this document. Staff will be granted a total of fifteen Schedule Public Holidays each year with full pay. Schedule Public Holidays must be taken on the holiday itself. If a Scheduled Public Holiday falls on a Saturday or Sunday an additional day(s) will be granted. The Schedule Public Holidays for each year will be decided and approved by management Committee.

Record leave

Complete and proper records of all leave benefits (annual, sick, compassionate, maternity/paternity leave) as well as any leave of absence

granted, with or without pay, will be kept by the administration staff and monitored by Executive Director.

VIII. Loan

Motorbike loan

CDMD will provide loan to the field staff to buy a motorbike for working purpose. The loan will be provided up to 1000.00USD without interest rate and the repayment will be deducted automatically from monthly salary with amount agreed until the loan is repaid in full. This loan will be sanctioned by Executive Director.

The motorbike loan must be used by the field staff only for use in working in the field, not as a secondary bike for other use. For second loan requesting, the money from selling the old motorbike must be including to buy a new bike also.

Loan

A staff (except probationer) is eligible to request loan from CDMD for urgent assistance for housing, celebration (*wedding & funeral*), health care, transport and education for work purpose. One loan providing is not greater than amount of **30% x monthly salary x 12** and to be paid back in full amount within 12 months plus 1% interest. Such loan can be taken once in two years. The field staff that has owed the motorbike loan will not allow taking this loan, unless s/he paid back in full.

This loan application should be recommended by the concerned managers and should produce two guarantees for the repayment of loan. The loan will be sanctioned by Executive Director of CDMD.

All loans must be paid in full on the day s/he stops working for CDMD and CDMD may withdraw any amount owing from his/her pay or other money including his/her provident fund.

IX. Transportation

All staffs should have their own motorbike for the field-work. Also the field staff will be provided monthly fuel, maintenance, and depreciation allowance. All staffs are required to wear an approved motorbike helmet while driving or riding motorbike during work hours, and it is strongly recommended that helmets be worn outside work hours.

A staff who takes the maternity and paternity leave, CDMD will not offer the transportation and motorbike depreciation allowance.



When staff goes to other province on official work, s/he can travel by taxi and will be reimbursed if they submit the appropriate bills.

Director and Coordinator are provided with four wheels only for official use. Only CDMD staff approved by CDMD Executive Director is permitted to drive CDMD vehicle. The driver and passengers in CDMD vehicle are required to wear seat belts when the vehicle is so equipped.

No private or non-work related use of CDMD vehicles by the staffs is permitted.

Monitoring and managing the use of CDMD vehicle are the sole responsibility of Executive Director.

In case of accident or robbery of CDMD's vehicle, s/he will have to inform to Executive Director as quickly as possible. If robbery or theft takes place due to carelessness of staff, an appropriate action against him/her will be taken.

X. Office policies

Confidentiality

All staffs entrusted with confidential matters are expected to maintain the confidentiality of CDMD policies, papers and files, which are not to be disclosed to any person or organization outside CDMD. All staffs must obtain permission from CDMD before making any statements to media or publishing any reports based on CDMD's activities or experiences.

Telephone use

CDMD phones are for official use only. Personal using are discouraged, this will include using of email, fax, and internet.

Materials and equipments

All materials and equipments are not allowed to be used out of the working hours. At the end of each day work all lights, fans, air conditioners and electrical equipment must be switched off and unplugged.

Any equipments or materials provided by CDMD has to be handled with maximum care and returned to CDMD at the termination of contract.

A Few General Condition

No staff is allowed to attend training, meetings, seminars, and conferences inside and outside the country without the prior approval of the Executive Director.



Programme Manager/Field Supervisor are in charge of the programme and the staff. All programme activities should be in line with the vision and mission of CDMD organization.

Programme Manager/Field Supervisor are directly answerable to the coordinator.

The coordinators should strictly monitor and evaluate the manager/supervisor and programme. Coordinator should train the manager/supervisor in order to increase their capacity for an effective project management and the staff. The coordinator should play very vital role in increasing the capacity of the staff.

XI. Termination

Staff whose performance is not satisfactory will be advised in writing by Executive Director with recommendations for improvement and to be signed by staff. The second advice will be given if a staff continues performing to be unsatisfactory. All advices must be kept in the staff's individual file. If there is not satisfactory improvement the Executive Director will notify the staff in writing that his/her contract is to be terminated.

A staff (except probationer) who desires to terminate the contract of employment with CDMD must give notice in writing at least one month or on payment of one month salary in lieu of notice to the opposite party.

Any staffs found to be medically unfit for further service shall be liable to termination/discharge from service on the recommendation of a medical doctor to the management.

Misconduct

CDMD may terminate staff's employment for a serious misconduct or gross negligence; the contract will be terminated without notice and compensation. No appeals will be considered in such cases. Serious misconduct or gross negligence include but not limited to the following:

1. Betrayal of CDMD confidentiality
2. Abuse of CDMD employee, clients or property
3. Stealing/theft/fraud
4. Being drunk or drunk while on duty
5. Acceptance of rebates, commissions, gifts or gratuities in the course of CDMD work.
6. Bribery or offenses involving corruption
7. Carrying weapons while on duty
8. Engaging in political activity deemed to be detrimental to CDMD
9. Criminal activity as defined by law



10. Refusal to go on transfer or deputation
11. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Striking work, or inciting others to strike work
13. Any act subversive of discipline or good behavior either on the premises of the institution or elsewhere, including at residential premises if provided by the management.
14. Causing public embarrassment to CDMD.

XII. Amendment

CDMD reserves the right to make amendments to these internal regulations. Any such amendments will be deemed effective upon date of issuance to the employees.

Both the Khmer and English language versions of these internal regulations are equal in value.

- END -

