

CIMR- HUMAN RESOURCE POLICY

CIMR - CENTRAL INSTITUTE ON MENTAL RETARDATION

1. PURPOSE

To create a safe, respectful, and professional workplace that attracts, retains, and develops staff committed to the training and rehabilitation of persons with intellectual disabilities.

2. SCOPE

Applies to all full-time, part-time, contract staff, interns, and volunteers at CIMR.

3. KEY PRINCIPLES

Dignity: Respect for staff and beneficiaries

Equal Opportunity: No discrimination on gender, religion, caste, disability

Professionalism: Competence, ethics, and confidentiality

Safeguarding: Zero tolerance for abuse of children/adults with disabilities

4. RECRUITMENT & APPOINTMENT

Need: Vacancy identified by HOD and approved by President

Advertisement: Posted on notice board, website, and local job portals

Selection: Interview + Demo class/therapy session + Reference check + Police verification for roles with beneficiaries

Appointment: Offer letter, Job Description.

Probation: 1 year

Documents: ID proof, Address proof, Certificates, PAN

5. JOB CATEGORIES

Category Examples – Special Educator, Therapy Staff, OT, PT, Speech Therapist, Program Manager, Caregiver, Nurse, Admin, Accountant, Office, HR Secretary, Cook, Driver, Housekeeping, Admin Manager

6. WORKING HOURS & LEAVE

Working Hours: 5 days/week, 8 hours/day. 1 hour lunch break

Office staff- 6 days/week, 8 hours/day. 1 hour lunch break

Holidays: As per Kerala Govt declared holidays

Leave Entitlement per year:

Casual Leave: 15 days for school staff and 12 days for other staff | Sick Leave: 5 days except for school staff | Earned Leave: 22 days (exempting school staff) | Maternity Leave: 90 days/ as per law | Paternity Leave: 5 days

Leave Application: Must be approved 3 days in advance except for emergencies

7. SALARY & BENEFITS

Salary: Paid by 5th of every month by bank transfer/ cheque

Statutory: PF, ESI, Professional Tax deducted as per law

8. PERFORMANCE MANAGEMENT

Appraisal: Once in a year - April. Based on goals, attendance, feedback

Training: In-house training on disability, safeguarding, first aid every 6 months

Promotion: Based on performance, qualification, and vacancy

9. CODE OF CONDUCT

All staff must: Treat all beneficiaries with dignity, patience, and respect. Maintain confidentiality of beneficiary records. No physical punishment, verbal abuse, or neglect. No accepting money/gifts from parents. Maintain professional boundaries. No personal relationship with beneficiaries. Report any abuse or safeguarding concern immediately to Child Protection Officer. Wear ID card and uniform during duty hours

10. DISCIPLINARY PROCEDURE

Level, Issue, Action- Minor Late coming, negligence-Verbal warning + written warning

Major Absenteeism, insubordination- Show cause notice + suspension

Gross Misconduct, Abuse, theft, fraud, sexual harassment- Immediate suspension + Inquiry + Termination + Police complaint

Inquiry committee: Secretary + 2 EC Members. Decision final.

11. GRIEVANCE REDRESSAL

Staff can raise grievance to HOD → President/ Secretary → Grievance Committee.

Resolved within 15 days. No retaliation.

12. SAFEGUARDING & CHILD PROTECTION

All staff undergo background check and safeguarding training. No staff to be alone with beneficiary behind closed doors. Photography/ video only with written parent consent. Mandatory reporting of any suspected abuse

13. EXIT PROCESS

Notice: 1 month notice or 1 month salary in lieu

Full & Final: Within 15 days of exit after clearance. Experience Certificate issued

14. RECORDS

HR maintains: Appointment letter, ID proof, Attendance, Leave, Appraisal, Training records for each staff

15. REVIEW

Policy reviewed every 2 years by EC with staff feedback.