



Republic of Yemen

Bena Charity for Human Development

Regulations of the Personnel

Section one : Introductory provisions

Chapter one : Terminology

Article (1): This is called the Regulations of Personnel: states the duties, obligations, rights and privileges of all Charity personnel and their relationship with the Charity and each other within the Charity.

Article (2), includes the following words and terms wherever they appear in this list of regulations meanings indicated opposite thereto unless the evidence indicates otherwise.

1. Charity: Bena Charity for Human Development.
2. President: President of the Charity.
3. The Secretary-General: Secretary General of the Charity.
4. Manager: Executive Manager of the Charity.
5. Committee: The Personnel Committee of the Charity.
6. Employee: every person, male or female, to be appointed in the Charity or its affiliated units to conduct an administrative, technical, accounting or written work in exchange for monthly salary determined by the decision of appointment or employment contract.
7. Position: is the work assigned to the employee.
8. Salary: is the financial amount to be paid monthly to the employee under the decision of appointment or employment contract.
9. Basic Salary: The beginning belted salary plus premium or annual bonuses earned by the employee depending on the period of his/her service in the Charity.
10. Full salary: The basic salary in addition to other allowances and bonuses.

Chapter two

Scope of the application of Regulations

Article (3): Regulations apply to all regular staff working in the Charity.

Article (4): excluded from the application of these regulations persons defined by the following two paragraphs and whose relationship with the Charity is defined by contracts .

- 1 . Part-time counselors who practice advisory acts to the Charity according to the contracts with them.
2. Persons who are assigned by the concerned authorities in the Charity to conduct work or do temporary task concerning the Charity inside or outside Yemen.
3. Persons hired for specific purposes and who are not subject to full-time employees' regulations .

Section two

Personnel committee

Chapter one

The formation of the Personnel Committee

Article (5): form a permanent committee called (Personnel Committee) under an internal decision by the President of the Charity and has the following tasks:

1. Studying employment applications submitted to the Charity for any job and conducting personal interviews with applicants to determine their suitability for the job in question.
2. Deciding on promoting the staff candidate for upgrade.
3. Identifying the need of the Charity for staff in administrative, financial and technical fields, finding the necessary solutions, and presenting them to the administrative board for approval
4. Deciding on salaries, allowances and bonuses issues in accordance with the concerned regulations.
5. Any other tasks assigned to the committee .

Section three

Rules and provisions of the staff recruitment

Chapter one

Appointment rules

Article (7): Appointment should be only in vacant posts approved in the Charity 's budget and taken into account that when the appointment filled, the functions described in these regulations are met.

Article (8): The decisions of the staff appointment are issued by the president of the Charity or secretary general or the manager of the Charity based on the recommendation of the personnel committee.

Article (9): All the application forms are sent to the president of the Charity based on a written note that includes all the concise details of the educational qualification of the applicant &his /her previous experiences. The president of the Charity has to pass a request reference to the head of personnel affairs committee.

Article (10) : the head of personnel affairs committee collects the application forms passed to him from the president of the Charity and present them to the committee to do the following:

- 1- Studying the applications and analyzing them carefully based on the conditions of occupying the vacancy.
- 2- 2- Making reports about their studying and analyzing of the reports then present them to the executive committee to take the right decision.

Article (11): It is conditioned that any one applies for any job in the Charity has to have the following conditions :

- 1- He /She has not to be underage specified in the law , which is 18 years old at the time of hiring. This has to be proved , either by the official birth certificate or by any other document that proves it.
- 2- He /She has to have the experiences and qualifications required for the meant job.

- 3- To be healthy and not suffering from any disability or disease that might prevent him from performing his /her duties related to the job.
- 4- To be well-behaved ,distinguished by the Islamic morals and the love of charity works. In addition, he /she must not have been charged with an offence of disgrace or dishonesty unless he /she was rehabilitated.

Article (12): The decision of hiring is not allowed to be issued for any one unless he /she fulfills and submits the following credentials:

- Fill in an application form and reply to the attached form of personal interview.
- Submit a copy of the most recent certificate of study he /she got along with the following certificates:
 - A discharge certificate from the last place he worked for if he was hired.
 - -A certificate of good behavior or a certificate of appreciation.
 - A guarantee document sealed in the chamber of commerce from an accepted guarantor by the Charity . The guarantor commits to compensate the Charity for any loss caused by the applicant's violation or dereliction . The detailed address of the guarantor has to be proved.
 - A medical certificate that proves his/her fitness for the meant job.
 - Any other certificate or document that is required.
 - A copy from the identity card.
 - Two personal photos

Article (13) : In case, any falsification discovered in the certificates or the information given by the meant applicant will result in rejecting his/her application.

Article (14) : The decisions of hiring are published in the bulletin boards of the Charity. The applicant is notified with a copy of hiring decision . A period is specified for the hired applicant that is no more than 15 days. Otherwise the decision of hiring would be as if it was not taken unless s/he gives a reasonable excuse that is accepted by the committee.

Article(15) : After hiring the employee , s/he undertakes a practical test during the first three months of starting his /her meant job.

Section four

Employee duties &rights

Chapter one

Employee duties

Article (16) : The employee has to do the following :

- 1- To maintain the formal working times specified by the Charity according to the practiced systems & lists of regulations . The employee must not be absent ,late or goes out from his place of work during the working hours for any reason unless s/he gets a written approval/consent from the Charity manager based on a written request according to the model prepared for that. The Charity manger does not have the right to do that unless s/he takes permission from the president of Charity or who does his work.
- 2-To work hard & perform his/her job duties & never violate the orders or instructions issued from the Charity head . The employee has also to accomplish the duties given to him/her with the required but possible accuracy and speed within the limits of the lists of regulations & laws . If the given order was against them, s/he has to write to the Charity head to clarify . If the Charity head insists on performing it ,the employee will have to do it . In this case, the source of order takes the responsibility of orders issued from him/her.
- 3- To commit to the rules & lists of regulations of the Charity as well as its systems & decisions . To avoid doing any work or activity that contradicts those rules ,decisions and systems.
- 4- To take care of the Charity's property; its buildings, equipment , machines, documents,...etc & to use & maintain them properly.
- 5- To commit to the administrative hierarchy in communication . The direct one in charge must not be passed over to a higher one unless there is an urgent need to do so.
- 6- To respect the citizens, pay the utmost efforts to facilitate their workings & to achieve them perfectly in order to enhance & build up trust in the Charity.

7- To consciously apply the procedures related to the job & never to be slow in performing them specially the things that would cause the Charity any loss ,expenses or finance burdens or would cause the citizens any troubles.

8- To commit to return to work after the end of the formal working times when being asked to do so , to carry out a task or join a training program that his/her job requires inside or outside the Republic at any circumstance . S/He does not have the right to refuse except if there are objective reasons accepted by Charity.

Article (17) The employee must not do the following:

1- To disclose the things& information that s/he knows as they are related to his/her job if they are secret by their nature or according to the instructions which state that. This commitment continues even after the finishing working for any reason.

2- To keep for him/herself the origin copy of any official papers or take out the original copy from the files specified for keeping them even if they personally belong to him/her.

3- To use his/her job power to get personal benefits for him/her or any other person or to accept bribe.

4- To appear in an unacceptable appearance for the honor & dignity of the job during performing his job or in his/her private life.

5- To leave the place of work during the formal working period without a special permission . The employee cannot go back to his/her place of work outside the formal working times unless s/he is formally asked to do so.

Chapter two

Employer rights & privileges

Article(18): Every employee in the Charity has the right to get the following rights & privileges according to the rules of this list of regulations :

1- A monthly salary.

2- Promotion according to the manual of salaries & bonuses.

3- Bonuses according to the manual of salaries & bonuses.

4- Holidays .

5- Medical care according to the potential of the Charity.

6- Any allowances ,awards or other privileges stated in this list of regulations.

Section five

Rules of salaries & promotions

Article(19) : Salaries of the employees are specified according to the manual of salaries & allowances attached to this list of regulations .

Article (20) : It is allowed to reconsider the list of regulations related to the Charity employee's salaries whenever there is a need to do so. The manager of Charity carries out an accurate & comprehensive study for this issue. His/ Her recommendations are raised to the administrative staff to do what is necessary to be done in condition that this study be based on the following considerations :

1- The common salaries in the similar charity .

2- The financial potential of the Charity.

Article (21) : Every employee is paid a monthly salary specified according to the decision of the hiring or promoting him/her on the last day of each Gregorian moth& according to his/her salary from the first day of starting his/her job.

Article(22) Advance salary pay is possible before time due according to the previous article for any employee who is sent in a formal business outside his work place for a time even before the time due according a written order from the manager

Section six

Chapter one

Awards &gratuities& allowances

Article(23): The awards are given to the employee due to an order from the manager for a creative or distinctive work in his job with the estimation of the employee affair committee

stating in the order the kind of work he did and the award justifications. The award is specified according to the employee performance report presented upon him and it should be granted to those who get excellence grade only. The excellence grade is (90-100%)

Article (24): Any employee who has a post decision or work contract is granted the a full month payment salary in Ramadan provided that he spent at least a year since he has appointed.

Chapter two

Overtime allowances

Article(25):The allowances are given to the Charity employee who have over time work after formal work time end as follow:

- 1- The employee deserves overtime payment when he asked to do work outside the formal working hours and it should be in written order from the or one he entitles, stating in the order the kind of work and the estimated period provided that it fulfill the following::
 - a- The overtime payment is calculated according to the employee's total salary divided by the formal working hours then the overtime hour equals an hour and a half of normal hour. (outside the formal working hours to 8:30pm)
 - b- From 8:30 pm the overtime working hour equals two normal hours according to his total salary payment as stated in the previous article.
 - c- The holydays and formal vacations work is calculated the day equals two normal days according his total salary.
- 2- The number of employees who deserve overtime payment should not exceed 20% of the number of the whole administration workers unless the work necessities obligates that.

Chapter three

Travel allowances

Article(26): in addition to the travel tickets, the employees who are sent to do jobs for the Charity inside or outside the country are given allowances specified for inside traveling, resident, food and personal allowances according to the following:

a- Travel allowances outside Taiz Governorate

	Category	Inside with Riyal	Outside the country
1	The administration staff	5000	50
2	The manager	4500	50
	Other employees	3000	40

b- Traveling from the rural areas to Taiz 2000rial a day.

It consists of resident, food and awards according to the following ratios:-

Resident(25%) food (25%) awards & personal& travel allowances (50%). In case the targeted area, organization or the Charity provided the resident or the food the ratios in article (35) will be subtracted to (50%).

Article(27): No overtime payment if there was travel allowance.

Article(28): it is not allowed to give travel allowances for any employee in the article(3) For a period longer than two weeks unless the work necessities obligate that for the Charity interests with the consent of the executive committee or the travel is for attending a conference concerned with the Charity activities.

Article(29): The approval of traveling need the consent of the following:-

- 1- The administrative body if the chairman or the secretary general will travel.
- 2- From the chairman or the secretary general if the manager will travel.
- 3- From the manager with the consent of the chairman and the secretary general if one of the technical counselors will travel.

Article(30): The employees who are, according to their work nature need daily for travel as correspondents, collectors, delegates and any who his work is mostly outside traveling or pursuing should be given travel allowances from the Charity.

Chapter seven

Formal working times& Holidays

Formal working times

Article(31): the formal working hours per week should not be less than (30) hours except public holidays and vacations.

Article(32): The manager has the right after the consent of the administration staff, to change the formal working hours within the limits of approved weekly working hours if the work interests or the nature of the work done by the employee.

Article(33): All the Charity employees must assure their attendance or leave through signing in the attendance sheets which prepared for that purpose, except those who are excluded by the manager because of their work nature or the technical counselors who are asked to do work without specifying the exact time and place of that work.

Article (34): It is not accepted for any employee to refuse to continue working after the end of the formal working hours if the work necessity and interest obligate that according to the directions of the manage unless the employee has a fair excuse and calculating the overtime hours according to the part (a) from article(25) from this board.

Chapter two

The holydays

Article (35):- Every employee has the right to enjoy a full paid annual vacation of (30) days must use and if he wasn't able to use it or his work nature needs him to continue working for any reason the employee is to choose to it the next year or take cash instead.

Article (36): The annual vacation is given according to the following:-

- 1- The employee must have spent at least one year working since he joined the Charity.
- 2- The employee must apply for it to the manager before a suitable time from its supposed beginning in a written application.
- 3- The manager approves it and specifies who will carry his work.

4- The manager has the right to give an employee a compulsory vacation subtracted from his annual vacation if he sees that the work interest necessitates giving the compulsory vacation because of the employee's light work at specific time.

Article (37):- The employee has the right to use his annual vacation at any time during the year, unless it contradicted the work interest, provided that he is given it later or given cash instead.

Article (38):- Casual vacation is the period that the employee didn't come to work for casual personal causes out of his control without former leave then it is accepted later from the concerning administration.

Article (39):- every employee has the right to take casual vacation subtracted from his annual vacation.

Article(40):- In case the employee absents from his work for a personal casual issue for more than two days without former consent or later written order with an acceptable excuse the extra days are subtracted from his salary and the Charity administration reserve their right to take suitable action against him if he was judged as careless and elusive in doing his work according to the list of penalties.

Article (41):- The employee deserves during sickness a sick leave either continuous or not continuous for not more than two months if it will be more he is given unpaid vacation.

Article (42):- Any employee absents for sickness must present within at least two days a sick report, from the Charity credited doctor, to the manager stating the kind of sickness and the needed period for treatment and if the employee wasn't able to present the report within the prescribed time the manager has the right to decide what he sees suitable according to the kind of the sickness and to this board.

Article(43):- According to the Islamic rule of *Alghunm be alghurm* (*ubi emolumentum ibi onus esse debete*) which means; if you would benefit from a deal, then you have to pay for its expenses. The employee or the worker who is wounded, injured or cough a sickness due to his working without any carelessness or dereliction from his side should be excluded from applying the provisions article(41) and should be treated as follow:-

- 1- He has the right to take the sick leave as recommended from credited doctor or medical committee appointed from the Charity with full salary irrespectively of any former leave or vacation that is not related to this one.
- 2- He should return to his former work after recovering or to other more suitable for him provided that the new salary should not be less than what he was paid.
- 3- He is relieved from the service if it was medically proved that he is not fit to work after the end of treatment provided that he is paid a continuous monthly salary to death equals (50%0) of his last total salary if this impairment due to work injury inside or for the Charity and with medical report.

Article (44):-

- 1- The pregnant woman employee is given a full paid pregnancy leave for (60days) and the annual vacation is part of it.
- 2- The pregnant woman employee is given extra (20days) for the days stated in part 1 in the following cases:-
 - a- If it was obstructed labor with medical report.
 - b- If she gave birth to twin.
- 3- The pregnant employee should not work overtime from the sixth month of pregnancy unless she wanted to do so.

Article (45):-

- 1- The employee is granted (15days) leave in case of death of one or both of his/her parents or one of his/her children according to the Local Service Law.
- 2- The employee is granted (20) days leave in case of death of his/her spouse.
- 3- The woman employee is granted (20) day leave in case of death of her husband, one of her parents or children.
- 4- The employee has the right to ask for a marriage leave for not more than (30) days and calculated from his annual vacation.

Section eight
Social care provisions
Short-term cash advance

Article (46):- In case of the first time marriage the employee is granted a marriage gift not less than(30000) thirty thousand Yemeni riyals in addition to a concrete gift estimated by the administration staff.

Article (47):- In case an employee received a new baby he should be granted (10000) ten thousand riyals as a cash gift in addition to a concrete gift estimated by the administration staff.

Article (48):- In case of death of one of the closest relatives from the first rank the employee is granted a cash gift estimated by the administration staff provided that this died one is from whom that the employee must pay for his/her expenses.

Article (49):- The employee who is really in urgent need for a cash advance should be granted it and it is collected back in installments over a year taking in consideration the following:-

- 1- Clearing cash advance at the end of every year.
- 2- The sum is specified provided that the monthly installment should not exceed (50%) of his salary.
- 3- The number of employee who take cash advance in a year should not exceed (30%) of the total number of employees.
- 4- The employee should has spent at least one year from the date of accepting at the job.
- 5- The cash advance sum for everyone should not exceed two monthly salaries for each employee.
- 6- The employee should have presented a commercial guarantee among his application documents file to the Charity.

Section nine
Employees end service provisions and their consequent rights

Chapter one
Cases of leaving job

Article (50):- The employee service in the Charity ends in one of the following:-

- 1- At the end of the contract period if no one of the contracting parts show interest in renewing it.
- 2- Omitting his post and no other suitable vacant job is available.
- 3- Ending his service because of health impairment and inability to fulfill his work duties.
- 4- Voluntary resignation.
- 5- Committing any of the violations stated in the list of penalties approved from the administrative board.

Article (51):- The employee is notified in written before a month of ending his service in the Charity, in case of no former notification he deserves a full month salary if the administration decided to end his service suddenly and immediately without former notification with exception the employee who is fired from the Charity.

Article (52):- In case the employee wants to leave his job in the Charity he has to present in written his resignation before thirty days of the date of leaving the job in the Charity.

Article (53):- The employee who has presented his resignation must not be obligated to work for more than (30) thirty days from the date of his resigning presentation and it should not be refused unless he is persecuted by the administration in any case that necessitates his staying in the Charity until the end of the persecution provided that the persecution no lasts for more than (15) fifteen days.

Chapter two

Ending work awards and death compensation

Article (55):- The employee who ends his service in the Charity deserves a reward equals a full month total salary according to his last received salary for every year in the Charity since the date of his hiring decision.

Article (56):- In case of the employee's death during his service time his relatives receive a cash reward estimated by the administration staff and every employee dies because of doing any of the Charity's work is subjected to the legislative rules of blood money applied in The Republic of Yemen.

Jobs Hiring Conditions

Article (57):- The Charity's jobs hiring conditions are as follow:-

The manager:

- 1- At least has a university degree.
- 2- At least three years' work experience certificate in an administrative post.
- 3- Has a good reputation and morals.
- 4- To get a hiring decision from the Charity chairman or the secretary general after the administration staff consent.

The Other Employees

- 1- To have a suitable qualification to the post.
- 2- To have work experience in the same job for at least three years.
- 3- To have a good reputation and morals.

Article(58): Any article of this board violates any of the Charity statute, executive board or the financial board articles should be omitted.