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To: Staff in Nepal  
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The Human Resource policy for Team Nepal working for Mountain Child Care is outlined below. It will be revised annually at the beginning of each year in January. Anyone wishing to submit their own input should do so in writing to Mark and Marianne before 31 December of the previous year.

### 1) Salary & Benefits

The employee's salary is a matter of negotiation with the founders, Mark and Marianne, and is determined at the job interview. The amount is based on the person's educational background, work experience, age and position in Team Nepal.

- a. Salary – basic salary and pay increases. The basic salary commences at 16,000 Nrs per month. After six months, 18,000 Nrs. per month. After twelve months, 20,000 Nrs per month. The employee will then receive an annual pay increase of 2,500 Nrs per month commencing in the month that the employee first began to work for MCC (this amount includes the anticipated average inflation rate). The maximum pay for a social development specialist is 35,000 Nrs per month. The salary of the director is €1000,- Net per month, the programme director works on a voluntary basis, the salary of the programme manager is €500,- Net per month (0,6 FTE).
- b. Salary scale, see point a.
- c. Telephone and internet costs – Internet is available at the office. Employees receive 500 Nrs per month to cover their cell phone costs.
- d. Transportation costs (public transport & motorbike/scooter) – commuter costs are not compensated. Field visits are compensated at the rate of 8Nrs per km.



Employees are expected to keep an accurate account of their out-of-office visits (date, purpose of visit, number of kilometers).

- e. Maintenance motorbike/scooter – for own account. MCC provides a bicycle and face mask if employee is interested.
- f. Bonus for Daishan – 10,000 Nrs
- g. Provident fund: a savings account for each Nepalese member of Team Nepal to be opened in the Netherlands. One month's salary to be deposited in the account annually starting from 2015. To be paid out when the employee leaves and IF the employee has worked for a minimum of 2 years (24 months) for MCC. It may also be paid out under other circumstances, in consultation with the founders, but not before 24 months of employment.
- h. Insurance during the Quest Trek (QT) is paid by MCC.
- i. Medical benefits: medical bills as the result of an office situation will not be paid out. MCC will pay 50% of medical bills arising from an accident or illness during a QT, if the insurance company does not cover the costs, to a maximum amount of Nrs. 50.000,-. This is a yearly budget meant for all team members and not meant for 1 team member per incident.
- j. Lunch benefit: only during field visits.
- k. Field visits count as normal working days, even if they take place at weekends and outside office hours, as they are part of the job description.
- l. Payment procedure: salaries will be paid at the end of each working month.

## 2) Staff development policies

- a. The job evaluation is done once a year with Hedda. The performance interview, also once a year, is with Mark or Marianne, depending on who is in Nepal.
- b. Intervision entirely depends on a request from the Nepal team. Marga en Marianne are available but the team has to decide if it is what they need and take the initiative to plan the date.
- c. Training/courses for employees are important for professional growth. Funding applications should be submitted to MCC. A training course should be work-related. The employee must clearly state the reasons for participating in such a course. MCC gives training in coaching skills twice a year. Employees are expected to participate and take the course very seriously. They are also expected to arrange the required logistics and ensure that they themselves are able to participate. Furthermore, employees are expected to participate in the many free training sessions available.



### 3) Policy on Leave

- a. Employees are entitled to 23 days free days per year, this includes public holidays.
- b. In the month of January all staffmembers jointly choose which Public Holidays they want to be free the same time. New employees follow these dates. The leave dates are communicated to all staff members including the staff in The Netherlands..
- b. A leave of three days or more in a row is to be requested with at least a two week notice.
- c. Leave should be decided on in agreement with the team, so that it does not cause work overload for other teammembers.
- d. Sick leave is paid out, up to a maximum of two months.
- e. Maternity and paternity leave – women 3 months, men 5 days.
- e. Compassionate leave: 2 weeks are given to perform the necessary rituals and mourning process when parents or siblings pass away. In coordination with the team member a maximum 5 days can be given when other direct family members pass away.
- f. Study leave – 5 days will be granted per calendar year.
- g. Leave without pay – in agreement with the team and depending on the pressure of work.
- h. After five years employees may take six months unpaid leave.

### 4) General office/team guidelines

- a. Team Nepal is responsible for cleaning of the office every week.
- b. The working day is from 9.30 am until 5.00 pm. Lunch break is 45 minutes.
- c. Team Nepal is responsible for checking and overseeing all equipment used on a field visit and QT, including the first aid kit.
- d. *Team values will be defined by Team Nepal, and will be in line with the core values of Mountain Child Care.*
- e. *Team Nepal, in consultation with Mark and Marianne, is responsible for nominating and organizing the annual award presented to a member of Team Nepal.*
- f. The facilities provided by MCC include office space to work in and hold meetings, also office furniture, laptops, internet, landline and tea-making facilities.
- g. Inspirational Friday – to be organized by Team Nepal once a month.

