

SERVICE REGULATIONS FOR TEACHERS

PROBATION

All new staff shall serve a probation period of one year from the date of reporting to the School. This period of probation may be extended at the discretion of the Management.

CONFIRMATION

On satisfactory completion of the period of probation, a letter shall be issued to the employee to this effect and stating that their employment is confirmed.

ACCOMMODATION

Residential teachers will be provided with rent-free, semi-furnished accommodation and the meals which they take with students as recompense for residential duties. Maintenance of the accommodation and all fixtures will be the responsibility of the employee.

Occupants may be asked to move to alternative accommodation at the discretion of the Management.

ELECTRICITY USAGE/CHARGES

The Staff members, those who are residing in the Campus will be provided with 125 unit free electricity. If the electricity usage is over and above the given limit, Rs.7/- (Seven) per unit will be charged. (Subject to change, depending on the tariff being charged by PSEB)

HOUSEKEEPING CHARGES

For Staff members, who are staying in the following type of accommodation in the Campus, will be charged Housekeeping charges. These charges will be levied only to those who will utilize this facility:

	Individual Occupancy	Shared occupancy
A		
<u>Building - Academy</u>		
(a) Management Flats	Rs.500	Rs.350
(b) Hostel Building	Rs.300	Rs.250
(c) Prefabricated Huts	Rs.200	Rs.150
B		
<u>New Hostel Building- School</u>		
(a) Three Bedroom Flats	Rs.700	Rs.450
(b) Two Bedroom Flats	Rs.600	Rs.400
(c) One Bedroom Flats	Rs.500	Rs.350

LAUNDRY CHARGES

If the staff wishes to use the laundry facility of the School, Rs.5/- (Five) per cloth will be charged for ironing and Rs. 5/- (Five) per cloth will be charged for washing.

CAMPUS VEHICLE FOR PRIVATE USE

If the staff member wishes to use school vehicle for personal use, the following Charges will be apply;

	Vehicle Name	Rate/Km
(a)	Tata Magic	Rs.8
(b)	Middle Size Vehicles	Rs.10
(c)	Bus AC (16 Seater)	Rs.16
(d)	Swaraj Mazda AC (32 seater)	Rs.35

Visit to Ludhiana (Per trip) for personal usage will be charged Rs.750/- (Seven hundred fifty) on a single or shared basis. The maximum waiting time for the vehicle will be three hours; for any additional waiting time, the billing will be as per taxi rate.

PROVISION FOR WARDS OF FACULTY STAFF

A teacher may enrol two wards at Harvest free of security deposit and tuition fees. Actual material goods and services (uniform, books, excursions etc.) , Annual Charges of Rs.10, 000/- & 50% transport charges will be charged (per ward).

Wards of residential staff are given free accommodation with parents, but a subsidised meal charge will be levied for wards' meals outside academic hours.

Wards of staff living outside the school campus will be charged for the use of school transport.

TRAINING & SPECIALISATION

The cost of any training programme attended by a teacher will be recovered from the teacher's salary in monthly instalments over a period of twelve months or as agreed by mutual consent. If an employee leaves the school or her service is terminated, she will have to make good the balance payments. However, the school will repay the total amount to the teacher if he/she completes a minimum of twelve months' employment after that training.

RESIGNATION

The services of the employee may be terminated upon 45 days written notice on either side (or payment of 45 days salary in lieu) while one probation period or after confirmation.

MISCONDUCT: The school needs to give no notice period or any compensation if it is deemed necessary to terminate a teacher's service on grounds of misconduct, subversive attitude or action or for any incident which is detrimental to the well being and reputation of the school or any member of the Harvest community.

Work performance demands that staff meet high standards of professional standards of behaviour in students care, teaching competence and commitment to the school. Hence, staffs are forewarned that formal disciplinary proceedings will be taken if such standards are not met, and that a teacher may be dismissed from employment in cases of gross misconduct.

CORPORAL PUNISHMENT

All children have a right to be protected against neglect, maltreatment, injury, trafficking, sexual and physical abuse of all kinds, corporal punishment, torture, exploitation, violence and degrading treatment."No child shall be subjected to physical punishment or mental harassment. Whoever contravenes the provision shall be liable to disciplinary action.

ABANDONMENT OF SERVICE

An employee who unilaterally extends leave or remains absent from duty without notification shall be deemed to have abandoned their employment.

SALARY

- (a) Salaries of each month are paid on the fifth day of the succeeding month.
- (b) Teachers are placed on the Harvest Main Scale after completing the required probationary period.
- (c) Only fifty percent of long holiday salary (Summer and Winter vacations) will be paid during a teacher's probationary period; the remainder will be disbursed when the probationary period ends and the teacher is regularized to full employment.

DEDUCTIONS FROM SALARY

The school shall be entitled to make salary deductions for:

- (a) Recovery of notice pay where an employee resigns without giving required notice.
- (b) Income-tax or any other tax levied by the government to be deducted at source.
- (c) Employee's unauthorized absence from duty.
- (d) Deduction of amounts due to the school by an employee on any outstanding account.
- (e) Amounts spent by the school in training the employee where the employee resigns before completing one year from the date of completion of such training.

APPLICATION FOR ANOTHER POST

No teacher shall apply for employment elsewhere, without giving advance written notification to management.

APPRAISAL

Towards the end of each academic year, the work of each teacher and their overall contribution to the school is formally appraised. Any areas which require improvement are also discussed.

LEAVE POLICY

Teaching staff leave applies as per the Academic Calendar.

Types of Employees: i) Vocational ii) Non-vocational

- i) Vocational Employee: All teaching staff/faculty comes under this category.
- ii) Non-vocational Employee: The Principal, Vice Principal, Warden, Librarian, Nurse, Lab Technician and similarly titled employees fall into this category. They are governed by the leave rules of Non-Vocational Staff. However, they are under the operational control of their respective Academics heads.

Types of Teaching Staff/Faculty: i) Regular ii) Ad-hoc/ Probation iii) Part Time

- i) Regular: Those teachers who have completed their probation period.
- ii) Ad- hoc/Probation: Those teachers who are on Probation period.
- iii) Part Time: Those teachers who take classes on Part time basis.

Number of days' allowed per Calendar year:

Category	Casual Leave (CL)	Medical Leave (ML)	Process & Authorization
Regular Staff	9	6	Coord – Pr - DC
Ad-hoc/ Probation Staff	6	3	Coord – Pr – DC
Part Time	Nil	Nil	Pr - DC

TYPES OF LEAVES

- i) **Vacation Leave (VL) / Vacation Holiday (VH):** As in the Academic Session Planner. Besides, teachers may be required to come during VL/VH depending on the Academic requirement(s) such as examination schedules, invigilation duties etc.

Note: A teacher must be on duty on the first & last working day of VL / VH.

- ii) **Earned Leave (EL):** Teachers are not eligible for any EL.

- iii) **Casual Leave (CL):**

- a) CL can be accumulated during the academic year and en-cashed at the end of the academic year.
- b) Must be applied for in advance for any reason known before hand. Substantiating documents must be submitted and reasonable notice must be given.
- c) Only one day CL per month is to be granted. Management may grant a maximum of two days only.
- d) Cannot be used to extend VL / VH and will be marked as LWP.
- e) If any Teacher takes any leave preceding and following next day pertaining to weekend all will be included as CL(e.g. if teachers takes leave on Saturday and Monday then Sunday will also be counted as CL)

- f) Before proceeding on CL, the Vice-Principal/Principal must be informed even after the leave has been agreed.
- g) During long weekends or for holidays being for 3 days or more, any prefix or suffix being taken will be included as a part of CL.
- h) No half day CL will be allowed.

iv) Medical Leave (ML):

- a) Minimum 2 days have to be taken as ML with a medical certificate issued by a MBBS practitioner or specialist must be supplied to support a ML application. In case of high absenteeism, the school may direct an employee to undergo a medical health-check by a doctor designated by the school.
- b) Abuse of ML (by using this privilege for purposes other than personal illness) will lead to the withholding of any increment during salary review.

v) Maternity Leave (MAL):

- a) All confirmed (non-probationary) women who have been employed for not less than one year and who have no more than one surviving child are entitled to MAL leave benefits.
- b) MAL will be granted for a maximum of two months (60 days), to be availed of at the discretion of the employee and agreed beforehand with the school management. MAL is granted with full pay and permissible allowances. However, one month (30 days) of MAL leave benefit is paid only after the employee has rejoined the school and completed two months further service.
- c) MAL for an employee having two or more surviving children is unpaid.
- d) Any request for extended MAL can be considered only on medical grounds, and full medical reports must be submitted to the school in support of such a request. If granted, it will be unpaid.

vi) Paternity Leave (PL):

- a) All regular teachers (/men) who have been employed for not less than one year and have no more than one surviving child are entitled to a maximum of ten days PL on full pay and permissible allowances. It must be taken at the birth of their child and cannot be deferred.
- b) PL for a teacher having two or more surviving children is unpaid.

vii) Compensatory Leave (COL):

Reimbursement may be given instead of COL by the School authorities full day's COL is awarded when a teacher is required to work on a holiday to carry out duties which are:

- a) Extra to the professional requirements of his/her duties.
- b) Equivalent to a half or full day's work.
- c) Written notification stating that COL is granted should be obtained in writing from the Director before any COL is used.
- d) COL is not en-cashable.

viii) Holidays

- a) **Public Holidays:** There will be six non-academic days in a calendar year; they are Republic day, Independence Day, Gandhi Jayanti, Gurunanak Jayanti, Eid and Good Friday. Staff will be required to fulfill their residential duties.

b) **Restricted Holiday:** One Public holiday of the employee's choice in a calendar year, with a minimum of one fortnight's notice.

c)

GENERAL REGULATIONS

- I) CL is a privilege; it cannot be claimed as a matter of right and granting of leave depends on the school's needs.
- II) Leave is granted for important reasons; they are not 'days off' for recreational purposes. The authorities understand that important personal matters arise, but will ask for supporting documents to justify an advance leave application before granting leave or sanctioning its pay.
- III) Merely applying for leave will not mean leave has been sanctioned, until and unless the leave is sanctioned by the sanctioning authority.
- IV) Leave should be processed through the correct channel, and on the proper leave application form.
- V) Different type(s) of leave cannot be combined.
- VI) An individual going out of station on leave should furnish the leave address on the leave application form.
- VII) In case of an emergency, the employee must make all possible efforts to communicate with the Vice-Principal / Principal.
- VIII) Excess unexplained/unpaid leave will result in withholding any salary increment.
- IX) No leave can be carried over into the next calendar year.

RESUMPTION OF DUTY: An employee shall resume duty immediately after any sanctioned leave unless an extension has been applied for in advance and agreed in writing by the school. If such written agreement is not received in time by employee, it must be presumed to have been refused and, thereafter, he/she shall be on unauthorized leave and not be entitled to salary or allowances. Further, such an act shall constitute misconduct and may invite disciplinary action.

IMPORTANT NOTES

- I) Two days' salary will be debited for every extra day of leave taken in excess of authorized Leave, or for any unsubstantiated leave.
- II) Two days' salary will be deducted for any sudden absence from duty. A written warning will be served in the first & second instances. Any further occurrence may result in termination of service.
- III) A teacher will not leave his/her place of duty for any personal work without the prior written sanction of the Vice-Principal / Principal. For any official work, a teacher can leave the campus only under orders of the School Management.
- IV) ML will be regularized only after a relevant certificate is submitted from a Doctor (MBBS/MD). ML is not en-cashable, and cannot be accumulated.
- V) Residential staff should sign out/in when leaving or returning to campus for trips that require them to stay off campus.
- VI) The President alone can grant compassionate or extraordinary leave.

This policy supersedes all earlier ones and will be applicable w.e.f. 01st Apr '15. It can be reviewed, as and when required.

DRESS CODE

Gentlemen: A formal standard of attire that is compatible with a professional environment and which communicates a feeling of trust, respect and reliability.

Essential:

- a) Business shirt and tie
- b) Socks to blend in with colour of trousers; polished dark shoes.
- c) Must wear a belt
- d) Well groomed hair and facial hair.
- e) Excellent personal hygiene
- f) An extra effort for parent meetings, open days and special events.

Prohibited:

- a) Garish earrings, facial piercing and exposed tattoos.
- b) Untidy hair
- c) Casual wear i.e. jeans, trainers, etc.
- d) Unnatural hair colours
- e) Head gear

Ladies: A formal standard of attire in sober and tasteful colours which is compatible with a professional environment and which communicates a feeling of trust, respect and reliability.

Essential:

- a) Light make-up, if any.
- b) Overall smart, formal attire
- c) An extra effort for parent meetings, open days and special events!

Prohibited

- a) Tee – shirts and other casual wear like jeans, floaters, etc.

(Harshita Nagar)
Director

(Pramod Kumar G Pillai)
Principal