



HUMAN RESOURCE PROCESSES

COVID-19-Adaption: May 2022

Currently the country, each sector and every walk of life including humanitarian organization across the globe are facing an unprecedented crisis created by coronavirus.

The sub-grantees can follow their own approved written HR policy/manual. Concern also has developed the HR SOPs for RAPID grantees to support the grantee and serve as a reference in absence of any HR policy on the part of the grantee. To adapt to the COVID-19 related challenges, Concern has made below adjustments to few of the HR processes and documentation whereas for rest of the processes and documentation, please consult the overall HR SOPs for RAPID grantees.

INTERNAL TRANSFER/DIRECT SELECTION

During Covid-19, internal transfers can be made for staff already working or ex-employees no matter for how many years they have worked with the organization subject to prior approval from donor for waiving the pre-hiring process justifying the reason.

STAFF REQUISITION

Approval of all vacant positions going to be filled should be taken through emails mentioning the basic information relevant to position. The hard copies will be signed once we get back to normal routine life.

JOB ADVERTISEMENT

During Covid-19, efforts will be made to fill in the vacant post in minimum time instead of formal advertisement process.

- Through their HR databank (CVs of previous hiring). In case of unavailability of suitable candidates in your databank, donor can also assist by collection of CVs of potential candidates from other partner's organization databank.
- Through hiring of their ex-employees.
- Through headhunting

In case of vacant positions not filled through either of above mentioned methods, the organization should follow the same process of new hiring as mentioned in the HR SOPs.

INTERVIEW

Due to COVID-19, physical interviews may not be possible, therefore in order to fulfill the organizational requirement, Skype/WhatsApp Interviews should be conducted for all of the

position filled either through HR data bank, head hunting, even hiring of ex-employees in order to check their suitability/relevancy with job offered.

Record of interview notes should be maintained in soft copy, which can be converted into hard form, once we get back to normal routine life. The HR staff will obtain recommendations of interviewer / interview panel and approval from competent authorities through emails for the person(s) selected.

REFERENCE CHECK.

Process will remain the same as per HR SOPs, however in order to make the process speedy telephonic references can be processed. Record of reference check should be maintained in soft copy which will be converted into hard form once we get back to normal routine life.

JOB OFFER

Job offer and acceptance will be made through email communication and record for the same will be maintained in soft copy and will be converted into hard form once we get back to normal routine life.

Agreement of Organization/donor Code of Conduct will also be taken through email.

ELECTRONIC STAFF FILES

Due to COVID-19, it is not possible to keep record of employees in hard form therefore soft copy of the same should be maintained at least for basic documents and same will be converted to hard copy once we get back to normal routine life.

- Approval email in replacement of Staff requisition form
- Job Description/ TOR
- Soft copy of CV
- Soft copy of Interview/ Selection Notes
- Record of Reference Check Forms
- Joining report in soft copy
- Accepted Contract/ Letter of Appointment in soft copy/ Transfer letter from another project (if applicable)
- Scan copies relevant educational degrees
- Scan copies relevant experience certificates
- Scan copy of valid CNIC
- One passport size picture in Soft Copy
- Consent on email for Code of Conduct and associated policies
- Scan copy of Driving License (required for drivers only)
- Any other supporting document

STAFF LEAVING THE ORGANIZATION

In case an employee resigns or is dismissed, the resignation & acceptance/ termination letter of the person leaving the organization should be made through email and record of the same should be maintained in e-staff file of respective employee.

Final Clearance of respective employee will be processed on emails duly endorsed from all respective departments and record of the same will be maintained in soft copy which will be converted in hard copy once we get back to normal routine life.

LEAVE RECORD

Record of staff leaves allowed as per their contract should be maintained in soft copy, which will be converted in hard copy once situation gets normal.

TIME SHEET

All staff must keep their time sheet on daily basis (Sample time sheet is given under Annex H) in soft/ hard form while performing job from office or home. At the end of the month, the staff supervisor will forward it to HR for record purposes.