

**Amended Provisions of HR Manual & Internship Policy as approved by the 102<sup>nd</sup> Board Meeting**

Title/ Topics/ Clause	Current provision	Proposed changes/additions	Remarks
1.5.6 Service staff	<p>1.5.6 Service staff</p> <p>A service staff is monthly wage rate employee employed to do manual work. They include cleaner, cook, attendant etc. Such staffs work in shifts of less than 8 hours as specified by the authority. A service staff may serve more than one shift in which case the festival allowance will be based on the wages of one shift. Service staffs are entitled to (i) wage at an agreed rate, (ii) two festival allowances as per clause 3.17 each equivalent to one full month's base wages of one shift (iii) casual leave as per HR policy and (iv) maternity/ paternity leave as per regular contractual staff on completion of two years of continuous service. At the time of separation or expiry of a project a service staff will get the following benefit:</p> <p>-For continuous service of 3 years or more: BDT 5,000 per year of service.</p> <p>-For continuous service of 2 years but less than 3 years: BDT 3000 per year.</p> <p>-For continuous service of one year but less than two years: BDT 2000 per year</p> <p>-For less than one-year service: None</p> <p>Services will be counted from the first day of a new project or from the date of joining if one joins after the commencement date of a project.</p> <p>For the purpose of rounding off months into year service of 6 months or above will be rounded off to year. Service of less than 6 months will not be considered. However, the upward rounding off to year for six months and above will be applicable only for those who have completed at least one year of service.</p>	<p>1.5.6 Service Staff &amp; Contractual staff (if applicable)</p> <p>1.5.6.1 A Service Staff is monthly wage rate employee employed to do manual work. They include cleaner, cook and attendant of Baby Corner. Such staffs work on daily basis of 8 hours or 4 hours.</p> <p>1.5.6.1.a. For Service Staff employed on 8 hours a day basis, the 8 hours are counted exclusive of lunch and prayer break. Such Service Staff may serve more than one shift in which case total working hours will remain within 8 hours.</p> <p>1.5.6.1.b. Service staffs are entitled to (i) wages at fixed rates, (ii) two festival allowances as per clause 3.17 each equivalent to one month's wages of one shift (iii) casual leave as per HR policy and (iv) maternity/ paternity leave as per regular contractual staff on completion of two years of continuous service.</p> <p>1.5.6.1.c. Contractual Staff (if applicable) and Service staff should be entitled to End of service benefit (EOSB) for entire service period from the date of joining to the TIB and the provision will be made monthly on pro rata basis (day/month/year).</p> <p>1.5.6.1.d. At the time of separation or end of the project, service staff will get the EOSB as per following rates.</p> <p>– For continuous service of 3 years or more: BDT 5,000 per year of service on pro rata basis.</p> <p>– For continuous service of 2 years but less than 3 years: BDT 3,000 per year on pro rata basis.</p> <p>– For service of less than two years: BDT 2,000 per year on pro rata basis.</p>	<p>Effective from August 02, 2019</p>



