

BALSAM ACADEMY - SERVICE RULES 2019-20

Short Title and Commencement

It is expedient to regulate the recruitment and rules of service of all the employees. These rules shall be called as Balsam Academy Service Rules.

These Service Rules shall come into effect to employees from the date of their employment (official joining date) and shall apply to all categories of employees i.e. Teaching and Non-teaching employee (full time as per Balsam Academy domain definition) working in the school.

In the case of persons appointed on honoraria, or on a part-time basis, or on contract, the applicability of these rules shall be subject to such special terms and conditions as may be decided by the Management from time to time.

Service Rules are subject to alteration or revision if found necessary by the Management of the School. These rules shall form the part of the employment terms and conditions of all the employees.

Definition

- Balsam Academy means Unaided Private School run by Balaram Memorial Trust.
- School – means Balsam Academy, a unit of Balaram Memorial Trust.
- Management – means the School Management Committee.
- Trust – means the Management of Balaram Memorial Trust.
- SCC Committee – means School Core Committee.
- Establishment – means the establishment of the Schools run by the Trust.
- Employer – means the Management of Balsam Academy.
- Employee – means any member of teaching or non-teaching employee including Head of School who are on the Muster Roll of the School. It includes employees of Pre-Primary, Primary, Middle and Secondary Sections.
- Teaching Employee: Teachers means the trained Teachers who have received the professional certificate such as N.T.T., D.T.Ed, P.P.P.E, ECCE, Montessori, B.Ed., D.Ed., M.Ed., or any other relevant, recognized qualifications and or teaching experience in relevant subjects for respective areas of teaching recognized by University, competent Board, or recognized authorities. It will include teachers teaching from Kindergarten to class X. It will also include Physical Education Teachers, Music & Art Teachers, Sport Coaches, Learning Lab and other Lab Instructors, Student Counsellor, Health and Wellness Teacher, Computer Teachers and Teachers associated with Extra Curricular Activities.
- Non-Teaching Employee: Non- Teaching Employee means the employees who are not connected directly with teaching.
- Head of School or Head – means the person by whatever name called In-charge of Academy and administrative duties and functions of the School and includes Principal.
- Chairperson – means Trustee/Correspondent or a person by whatever name called who is empowered to take decision and having power to execute the decision taken by the Management.

- Executive Director – means an appointed management representative by whatever name called who is empowered to implement the strategic plans collaboratively with the school core committee and work towards the vision and mission of the school.
- CBSE – means Central Board of Secondary Education
- Enquiry Officer – means an officer appointed by the Management to conduct Domestic enquiry.

Application of Rules

- It will apply to all the employees i.e. Teaching and Non-Teaching Employees who are on the muster roll of the School. The Management Committee may make rules providing for minimum qualification for recruitment (including its procedure) duties, pay, allowance, other benefits, post retrenchment, conditions of service of the employees.
- Every employee shall be governed by the Code of Ethics prescribed by the Management and any violation of any provision of such Code of Ethics concerned employees shall be liable for disciplinary action.
- Disciplinary action against the employee shall be taken in accordance with the provision of these Rules.

THE SCHOOL MANAGEMENT COMMITTEE (SMC)

The SMC governs, guides and decides **policies** related to school's philosophy, programme and approach. It is an officially constituted body approved by the Board of Trustees. It is formed on the guidelines of the CBSE.

The SMC consists of the following members as specified in the affiliation bye-laws:

Founder / Managing Trustee

The school Principal

Two members nominated by the Board of Trustees

Two employee representatives from Balsam Academy

Two employee representatives from other schools

Two parent representatives from Balsam Academy

Two educationists nominated by the Board.

THE SCHOOL CORE COMMITTEE (SCC)

The SCC governs and guides, decides and **implements policies** recommended or ratified by the managing committee and over sees day -to -day running of the school. It is an officially constituted body approved by the Board of Trustees. All sub-committee heads are members of this committee. SCC makes, modifies, recommends all policies related to school – in terms of micro and meso level operations.

This committee supervises the activity of the school for its smooth functioning. It works in accordance with the specific directions given by the Trust regarding all school policy matters. It acts as bridge between the Trust, Managing committee and the School. They have one year tenure to participate in all processes governing the school management on day to day basis.

ROLES AND RESPONSIBILITIES OF THE SCHOOL CORE COMMITTEE

- Supervises the activity of the school for its smooth functioning.
- Works in accordance with the specific directions given by the Trust regarding all school policy matters.
- Considers the welfare of the employee of the school.
- Evolves both long-term and short-term programs for the improvement of the school.
- Makes the performance appraisals of teaching and non-teaching employee.
- Exercises financial powers delegated by the Chairperson within the budgetary provisions of the school.
- Takes stock of the academic program in progress of the school without jeopardizing the academic freedom.
- Guides to maintain Tone and Discipline in the School.
- Ensures that terms and conditions of service and other rules governing recognition / affiliation of the school are strictly adhered to.
- Ensures that the school gets furniture, science equipment, other teaching aids and Library books and requisite sports material in adequate quantity and on time.
- Exercises powers to take disciplinary action against employee.
- Empowers the Level Heads of Kinder, Primary, Middle and Secondary Schools for sanctioning leave to the employee and teachers.
- Ensures that no financial irregularity is committed and any irregular procedure with regards to admission / examination / promotion is adopted.
- Proposes to the Trust various fee structures and other annual charges and reviews the budget of the school presented by the Executive Director for forwarding the same to the Trust for approval.
- Guides and monitors all processes concerning affiliation / recognition.
- Develops and provides code of conduct for students and employees.
- Commits to resolving issues related to school.
- Maintains accounts of the school, school records, service books of teachers, and such other register as may be specified by the Trust /Board.
- Handles official correspondence relating to the school and furnish information required by the Authorities.
- Makes all payments including salaries in time as per the instructions governing such payments.
- Ensures that the fees are realized and appropriately accounted for.
- Makes purchases required for the school in accordance with the policies governing such purchases, enter all in stock registers and scrutinize the bills and make payments.
- Arranges and conducts regular Committee meetings and sends the minutes of the meeting to the Board of Trustees.
- Represents concerns of whole school, when necessary, to the Board of Trustees.

Balsam Academy School has these levels:

- Pre-Primary means LKG and UKG

- Primary means the sections from Grades 1 to 5
- Middle means the sections from Grades 6 to 8
- Secondary means the section from Grades 9 and 10.

Classification of Employees as per role assigned

- Teaching, Non-Teaching / Administrative, Service
- Full time, part / half time as per requirement or domain they are attached to.
- Visiting / Consultant/ Temporary category who are not on the school muster roll.

Permanent: means an employee whose employment has been confirmed by the school core committee and given in writing by the authorized on behalf of the school core committee.

Probationer: means an employee who is employed as probationer to fill up a vacancy but has not been confirmed in writing.

Temporary /Contractual – means an employee who is appointed for a specified period purely on temporary and contractual basis

Part-time: means an employee who is employed on part –time basis.

- Each category has separate salary structure / fees / consolidated payment
- Combination of Pre-primary teaching as main teacher and primary level support teaching role has allowances and salary component.
- Norms are mentioned for deciding the salary structure as per their qualifications.
- Visiting faculty gets either consolidated amount per month or per session fees.
- On confirmation, the candidate moves to new salary scale.

Qualification and Appointment of Teaching and Non-Teaching Employees

It will be as prescribed by the CBSE from time to time.

- All appointments of all categories shall be made through a selection committee constituted by the school Trust and in accordance with and upon such conditions as the managing committee may decide.
- Recruitment policy has been worked out in detail.
- All the employees including Teaching and Non-teaching Employees will be given Letter of Appointment. Appointment letter shall be for a specific period, which may be mutually extended on the agreed terms and conditions.
- All the appointments except for temporary and part time (as per categories) employees will be on probation for a period of 12 months and which may be extended /confirmed at the sole discretion of the management.

The documents mentioned below must be furnished to complete the process of recruitment:

- Proof for date of birth, Aadhaar card, Voter ID card, PAN card, ESI or PF details, Bank details, Passport, last salary slip, fitness certificate.

- Attested Degree / Diploma Certificates.
- Work experience certificates or letters.
- Relieving certificates or letters with proof of last drawn salary.
- Reference letters of the candidates' capability, if any must be submitted to the school. All the Original Certificates will be returned after verifications. If all the required documents are not submitted within the stipulated time, the services will be liable to be terminated without assigning any reason. All employees will be subject to take up psychometric test and verified by the police for a background check as per the guidelines of the CBSE considering the safety and security of children.
- In case, the information/documents furnished are not genuine or found to be incorrect, employee may be liable to be terminated without assigning any reason.

Provisional Appointment:

- If candidate joins without completing selection procedures (interview, demo lesson etc), or under observation for satisfactory delivery of services and competence, candidate is appointed on provisional basis for first three months.
- If found satisfactory, employment is regularized after that said period.
- For increment and confirmation, one or two years from the date of provisional appointment will be counted.
- No notice period for resignation / termination required during provisional appointment.

Contractual Appointment:

- Appointment made for the specific period / specific requirement is called as contractual appointment.
- Contractual employee will be liable for the TDS payments and other payments described by the Finance Team
- Contractual employee cannot be confirmed.
- Contract is to be renewed after the tenure is over if found satisfactory at the discretion of the management.
- Contractual employees are not eligible for the regular employees' benefits and privileges.
- All internal transfers / shift in position/ location/timing/profile will be officially communicated and necessary salary / allowance implication will be worked out as per salary/appointment guidelines.

Super Annuated Appointment:

- Anyone joining Balsam Academy at an age of 58 or so will be on consultant / visiting role. The individual can work till 60 years of age or further depending on the requirement of the organization and the individual's competence and capabilities.
- The role & compensation package and privileges depend on individual's competence and organizational requirement.

Scale of Pay, Allowances, and Benefits including Retrenchment Benefits:

Scale of pay, allowances, annual increments and benefits including retrenchment benefits of the employees shall be recommended by Accounts controller and ratified by the management from time-to-time.

The eligible employees shall be entitled for:

- Employee's Provident Fund Scheme – As per Provident Fund Act.
- Employee's State Insurance Scheme – As per Tamil Nadu Government norms.

Salary Structure:

All employee receiving salary are liable for taxes (professional / TDS) as per norms.

Annual Increment for confirmed employee:

- The annual increment cycle for confirmed employees being July, will be applicable to the employee that have got confirmed 6 months before. If not, they will get in this cycle of annual increment from the next academic year. Also, refer Employee Appraisal Policy.
- The annual increment will be made as suggested by the SCC based on the performance reports and in compliance with the guidelines given by the CBSE. This increment will be given every year in the month of July. If an employee has joined in May / June, his or her increment in next cycle and not immediate July.
- If a confirmed employee has gone in the unpaid leave category of more than 8 days, then his/her increment will get postponed to one year.

May salary (for teaching employee):

- In the first year of service, May vacation salary will be released only after completion of 11 months of service.
- Teachers who are taking work profile and timing based on their own needs will be only on consolidated basis if Balsam Academy needs their services. They are eligible for mainstream appointment only if there is "vacancy". Till then they are not eligible for any benefits.
- They are eligible for 6 days paid leave.
- However, they need to attend all relevant and specific events of school where they play an important role and workshops related to their subjects. They are eligible for 50% May vacation salary. If they miss work beyond 6 days, proportionate salary to be cut.

Best Asset Utilization Process:

- BAUP will be conducted once a year to evaluate employee performance appraisal. If a candidate performs below expected level, then he/she will be given a chance to improve and then a second BAUP will be conducted.
- Confirmation norms as per Balsam Academy apply.
- Confirmation of the employee will be decided on fulfilment of requirements, the appraisal and subject to vacancy in the domain.

Fee consideration /waiver for children of Balsam employees:

- Joining date defines the benefits employees will get.
- Fee privilege is allowed for up to two children only.
- If due to personal choice, any employee takes a special time assignment, fee waiver will not be given.
- Visiting faculty and consultants are not eligible for this privilege.
- Confirmed full time employee will get annual tuition fee waiver (25% for one child or 12.5% each for two children), however, there will be no concessions in the cost of other fees applicable.

Tuition fees:

Once paid, cannot be refunded. Only further installment will have the applicable fee waiver.

Free Transport:

- Employees may avail school transport only from the designated stops, free of cost. Such service shall be based on availability of seats. Members using school transport shall engage the students on bus with the school's 'Learning on Wheels' program.
- Children of employee will avail the school bus service only on payment.

Medical check-up and Insurance:

- All new employees will submit a fitness certificate at the time of appointment.
- After completing one year, all employees are required to undergo medical check-up, every year by the Medical Officer appointed by the Management.
- In case any employee is declared medically unfit by Medical Officer appointed by Management and if the Management is convinced that the employee is incapable to discharge his/her duties, the Management can terminate services of such employee by giving him/her one month's notice and paying him/her all dues if any.
- Medical Check-up for Balsam Academy employee is mandatory for those who have completed 1 year.
- Employees are insured and the premium amount will be paid by the school annually.

Employee Training:

- The employee will be required to update knowledge and skills every year by attending in-service and out bound programs.
- These may be within or after school hours or on holidays.
- Employee will be required to travel outside Ranipet, to attend training programs when necessary.
- In case of cancellation of participation (after all payments done) from employee side 3 days before the work shop employee to reimburse 50 % of the fees school has paid and look for substitute to fill the place. Last minute cancellation, employee to pay 100% amount the school has paid for.

Travel Policy

- If travelling to local places, school van/bus will be arranged. In case no transport can be arranged, rickshaw can be used with prior approval by the Principal.
- If travelling to major cities, travel mode will be decided as may be required.

Cancellation Rules:

- If a room reservation or travel reservation is cancelled, then the employee pays the cancellation charges as applicable by the Hotel authorities.

Provident Fund Scheme:

All employees including except those on visiting faculty / contractual /consultancy services will be required to become members of the Provident Fund Scheme as required under the employees' Provident fund as per the guidelines of the State government.

- 12% of the Basic + D.A will be deducted for employee's contribution.
- 13.61% of Basic + D.A will be added to employee's P.F. account from the Employer, maximum slab covered would be Rs.15000 or as amended by the government.
- Employees will be given a P.F. Account number to monitor the account.
- Provisional and Temporary appointment / substitutes get no P.F. benefits

Other privileges:

- Bank letters related to loan application etc. given to employees only after confirmation. (without any liabilities)
- For Fine Arts Faculty: Special concert practice allowance recommended and sanctioned by core committee and authorized by Principal.
- Uniforms for service employee compulsory. 3 sets of the uniforms will be provided to them every year.
- Support employees are eligible for salary advance (up to one month salary) after completing 1 year of continuous service. The advance should be recovered within one year.
- Work experience letter given to employees only if worked for a minimum period of one academic year.
- Reference letter from Level Heads, Level Monitors given only if employees honour separation norms and complete all required formalities.

PROBATION:

- Except in case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of ONE YEAR from the date of his/her joining the duties. The period of probation may be extended by the Managing Committee by a further period of one year, based on the performance.
- Services of an employee may be terminated during probation period or extended period of probation by the Managing Committee without any prior notice.
- If an employee desires to be relieved during the period of probation, it will be necessary for him/

her to give one month's notice in writing or one month's salary unless and otherwise the Managing Committee permits relaxation under special circumstances.

CONFIRMATION:

- If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of period of probation or the extended period of probation with effect from the date of expiry of the said period, provided he /she fulfils the other requisite conditions.
- The employee shall be informed of her or his confirmation in writing within 3 months of the completion of the Probation period.
- On confirmation, the employee is eligible for increment as per norms, and may be moved to the scale from consolidated salary.
- Increments and confirmation salary structures are based on salary and not including the experience or other allowances.
- If the confirmation is withheld due to any reason beyond probation, the employee is not eligible for the increment.

ELIGIBILITY FOR CONFIRMATION

Full time regular employee who have completed probation period with expected performance indicators mentioned in the Appraisal Form.

LEAVES

Refer to Leave Policy and Employee Manual

RETIREMENT

- Retirement age for all the categories of employees including head of institution will be 58 years.
- The managing committee may grant extension if the employee has no mental/physical disabilities and his or her services are beneficial to the institution.
- The School Management shall have the right to retire an employee in case one is found physically or mentally disabled which renders him incapable to carry out his duties. However, such employee will be examined by the Medical Officer appointed by the Management and Management decision will be final and binding after perusal of the recommendation of Medical Officer.
- Age of employee shall be determined based on documentary evidence provided by the concerned employee. In case the records are inconclusive, the age of the employee shall be
- Determined by the Medical Examination carried out by the Medical Officer appointed by the Management and the decision of the Management shall be final and binding.

TERMINATION OF EMPLOYMENT

Any Employee may be terminated from the services by the Management on the following grounds:

- Closure of the School
- Abolition or Reduction of Post

- Reduction in Manpower
- Physical and Mental disability to carry out the normal duties.
- Closure of course studies
- Fall in number of pupils resulting in reduction of establishment.
- Reduction in number of class divisions due to reduction of number of students and division
- Misappropriation of school funds / accounts / violation of other kind
- If any information or documents furnished are found to be incorrect or not genuine
- On misconduct of Employee termination will be done after holding domestic enquiry and based on report of the Enquiry Officer.
- On violation of code of conduct, termination will be done after holding domestic enquiry and based on report of the Enquiry Officer.
- The full and final settlement will be made within 7 days from the date of termination letter after adjusting any amount due from the concerned employee.
- Any other bona-fide reasons

Termination of Confirmed Employee

Services of the confirmed employee may be terminated after giving 3 months' notice in writing or an amount equal to 3 months' salary in lieu of notice period. However, if any employee is found violating the service rules or if found negligent or involved in any discipline issue can be terminated without any notice.

Termination of Non-Confirmed Employees

- The services of the probationers on or before expiry of probation period or the extended period can be terminated by giving one month's notice period.
- Whenever any employee is appointed for a specific period in any category employment will get terminated automatically from the last day of the specified period unless the contract period is extended by the Management in writing. No employee can claim as a matter of right of employment after the expiry of the last working day.

Resignation

- If an employee, at any time after confirmation, intends to resign, he/she shall give 3 months' notice in writing or 3 month's salary including all allowances to the Institution.
- Notice period is applicable only for working months. (1 month for those on probation; 3 months for confirmed staff)
- Vacation cannot be included.
- This is applicable even for confirmed employees.
- Leave balance of all kinds cannot be counted for resignation period.
- Leave during notice period will be without pay. Notice period cannot be extended to suit the candidate's requirement.
- For candidates on probation, May salary will not be given, if resignation comes in April or May / June (immediately after vacation).

- Leave policy and resignation: any employee during the separation period would have to give the services for 3 months or 1 months tenure (1 month for those on probation; 3 months for confirmed staff). Whereas if a leave is taken in this resignation period those many days add to the resignation period or the employee pays the dues for the extra whichever is applicable.
- The school holidays and weekends will not be counted in the resignation period except long vacations will not be considered.
- Relieving letter to be got from office after all formalities completed.
- If resigned from Balsam Academy and the candidate rejoins, the candidate's appointment will be as per norms.
- When an employee resigns from work, she/ he must fill up the employee releasing form and complete all the formalities before or on the last day of working. The ID Card, Library cards, books, equipment, etc., should be returned to their respective departments. There should be a 'No Due' statement from each department before leaving the organization.
- Resignation after maternity leave will be accepted after three working months or should pay salary of maternity leave and resignation period salary, in total.
- Employee who does not honour their commitment and leave school on false reasons to join other institutions may have their PF account held for six months, may not get an experience certificate, or may receive a notification or legal notice.

Employee Re-Joining

If any employee resigns for personal reason and re-joins Balsam Academy, the following is the policy:

- Employee worked at any level for one or more years, re-joins same level, with one year probation.
- Employee worked at any level for one or more years, re-joins with domain change, one or two years for probation specially moving up from Pre-Primary level.
- Employee worked at any level for two years, gets confirmed, but shifts domain, carries on the confirmation benefits but will get salary not as per confirmation but the opening salary of new domain. Two years to get confirmation salary scale.
- Management reserves the right to consider exceptional cases.

Recruitment /Filling of Vacancy

- It is the right of the Management to decide the manpower requirement and the qualifications of Teaching and Non-Teaching employee and all other categories from time-to-time thereof.
- Management is at discretion to decide whether vacancy is arisen and whether to fill such vacancy. There shall not be automatic replacement on cessation of employment of any employee for whatever reasons.
- The Management may re-organize or distribute the work amongst the remaining employees.
- The Head of the School shall submit the appraisal reports of all the employees to the Executive Director after the completion of each session.
- The Executive Director will examine appraisal reports of the employees and after perusal it may

consider about termination, continuation, increment, etc. of the employees.

- Appointments of the Level Heads /Level Monitors /Sub-committee members shall be by nominations /fresh appointment by the Management at their sole discretion and not necessarily by promotion.

Transfer

An employee shall be liable to be transferred from one section to another or from one School to the Trust to another, anywhere in India and shall also be liable to be transferred from one job to another similar job provided his emoluments are not adversely affected. The terms and conditions of service as applicable at the place of posting shall automatically become applicable to the employee. The employee shall not be entitled to claim any extra remuneration or any other benefit whatsoever on such transfer.

Maintenance of Records

School shall maintain proper records for all Teaching and Non-Teaching employee. School shall also maintain the Leave Records, etc. of all the employees.

Working Days and Working Hours

- Working days and holidays will be as per “Balsam Academy” calendar.
- The working hours/ days will be such as may be specified from time to time by the SCC.
- The working hours may be different for Teaching and Non-teaching employee as may be specified by the committee.
- The working days will not be less than those specified in the rules in force. (minimum 245 days per annum)
- Other employees falling in the category of non-teaching employee, including the administrative employee, library employee, ICT employee, counselor, house keeper, store manager, lab in-charge, and infra-service employee will attend school during the vacation as per office timings which suit the requirements of the school. This category must join duty one week prior to whole employee / report before new academic session.
- As and when required, an employee may be assigned any special duty even if it is to be done beyond the working hours in the interests of the school.
- An employee is also required to conduct and organize co-curricular programs and perform duties beyond normal working hours / or work profile.

Holidays and Vacations

It shall be decided by the Principal and Head of Operations and notified from time to time.

Teaching Employee

- There will be short vacations and the same will be declared by the Principal at the beginning of the vacation.
- Principal may call any teaching employee during the vacation for official work.

Others

Vacation period would vary for the non-teaching employee, administrative employee, library employee, ICT employee, counselor, housekeeping, store manager, lab in-charge, and infra-service employees.

Attendance of Employees

Every employee is expected to reach the school punctually and flash the I-D card / use bio metrics at the attendance machine / mark the muster on arrival by 8:40 a.m. and at the time of departure. Refer Leave Policy for more information.

School Occasions

All the Employees shall remain present on the opening and closing day and attend other activities such as Sports, Annual Functions, Examination, etc. except under the exceptional circumstances wherein prior permission has to be taken from the Principal.

It is compulsory for all the teaching and non-teaching employees to attend whenever assigned the outside duty, such as Picnic, Campaign, Seminars, Extra Curricular Activities, Competition, Sports, etc. and refusal to attend the same shall amount to misconduct or disobedience of the instruction and shall be liable for disciplinary action.

Representations

Representation to the Executive Director may be made only through the Principal in case of teachers / other employees.

The Principal may submit her / his representation to the Board / representative of the Trust through Executive Director of the school.

Private and other Tuitions

No employee shall undertake private tuitions. However fine arts teachers may impart art education only with prior permission in writing from the Principal /Executive Director. Sports teachers too can take up special coaching sessions for individual children /groups with prior permission in writing from the Principal /Executive Director. Group tuitions in the school shall not be allowed.