

Effective Jan 2019



UPES

UNIVERSITY WITH A PURPOSE

UPES PRINCIPLES OF ENGAGEMENT

Human Resources

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I. Work Norms Policy

1. Objective

- 1.1. This policy lays down the work norms, to facilitate smooth working and also help create conducive environment at UPES

2. Applicability

- 2.1. This policy is applicable to all full-time employees including those appointed on contract basis at UPES.

3. Guidelines

3.1. Hours of Work

- 3.1.1. UPES observes five working days in a week.
- 3.1.2. The campus and offices work for 8 hours daily:
 - a. Kandoli campus - 8:30am to 4:30pm
 - b. Bidholi campus – 9:30am to 5:30pm
 - c. Other offices - 9:00am to 5:00pm/ 9:30am to 5:30pm. Employees shall be required to sign-off for one of the two options for office timings which will be applicable for a minimum period of 6 months.
- 3.1.3. UPES provides its employees with the flexibility to choose and manage their individual daily work schedules, based on their work and personal requirements, provided they complete forty hours (40 Hours) in a week and are present at work during core hours (10:00am to 4:00pm)
- 3.1.4. This flexibility in work schedule can be availed between 8:30am to 10:00am in the morning and between 4:00pm to 7:30pm. However, in case of exceptions to this clause, approvals from Reporting Manager shall be required.
- 3.1.5. There will be a half an hour break for lunch.
- 3.1.6. All faculty members are expected to adhere to the time-table and non-faculty employees shall ensure that meetings and work deliverables are not impacted due to their flexible schedule.
- 3.1.7. Work timings and schedules may vary depending upon exigencies of work, as specified by UPES from time to time.
- 3.1.8. The employees may be required to work additional hours and on Holidays / Weekly offs, to meet varying needs of UPES.

3.2. Work from home

- 3.2.1. Work from home may also be considered in cases where the employee is capable of working but has restricted mobility. This shall require approval from Reporting Manager and from the School Head/ Functional Head, Director - HR (as applicable) in consultation with Vice-Chancellor.
- 3.2.2. For employees who are working from home, their pay and status shall remain unchanged.

3.2.3. The amount of time the employee is expected to work shall not change in this scenario and the employee should ensure her/his availability during her/his respective work timings for official purposes on calls and mails.

3.2.4. It shall be the responsibility of the employee as well as the Reporting Manager to ensure that the deliverables of the employee are not impacted due to this work arrangement.

3.3. Short Leaves

3.3.1. Employees may avail Short Leave of up to 2 hours in a month, to come late or leave early to attend to any personal exigencies, with prior approval from the Reporting Manager, without any deduction from their respective leave accounts.

3.3.2. This Short Leave may be taken in one stretch of 2 hours or be split into 2 instances of 1 hour each.

3.3.3. Short Leave should not be availed during the core hours (10:00am to 4:00pm).

3.4. Support for Working Late and on Holidays / Weekly-offs

3.4.1. In its endeavor to appreciate the extra time devoted by an employee for official requirements, UPES provides the following support to the employees who need to stay late post 7:30pm or work on a holiday / weekend.

- a. In case of working on a Holiday / Weekly-off / or beyond 7:30pm, with prior approval, an employee shall be entitled to meal allowance of INR 275 and conveyance reimbursement (as per Local Travel Policy).
- b. Employees will also be given half-day compensatory off in lieu of working on a Holiday / Weekly-off for 3 - 4 hours and a full day compensatory-off for working for more than 4 hours.
- c. Employee(s) should avail the compensatory-off within 1 month of working on a Holiday/Weekly-off.
- d. Compensatory-off shall not be provided in case of working on strategically important days and for Institutional Events.
- e. In case an employee is working beyond 7:30pm, cab would be provided to the employee, with a preference to female employees.

3.4.2. Employee should seek prior approval for working later than 7:30pm or on Holiday / Weekly-off from the Reporting Manager and provide advance information to the Administration department regarding the same, to enable them to make necessary arrangements.

3.5. Biometric System

3.5.1. UPES values the safety of its employees and takes all required measures to provide a safe work environment. One of the measures to ensure the safety of its employees, UPES requires all its employees to record their entry and exit in the bio-metric systems installed at each campus and other offices, on all instances to and fro.

3.6. Outdoor Duty

- 3.6.1. All employees should apply for outdoor-duty in the online portal (ESS), in a timely manner (by 13th of every month) and seek approval on outdoor-duty from their Reporting Manager.

3.7. Uninformed Absenteeism

- 3.7.1. Employees are expected to seek approval from their Reporting Manager prior to taking any leave of absence.
- 3.7.2. In case an employee is absent without any prior intimation, and he / she is not traceable for 3 consecutive days, it would be considered as a case of absconding.
- 3.7.3. In such cases, the University shall send a show cause notice on the 4th day of absence and take appropriate action as stated in the UPES – Way of Life document.

3.8. Personal Data Change

- 3.8.1. Accurate personal records are required for the benefit of both the employee and UPES. It is the responsibility of employees to keep HR informed of any change in their personal circumstances such as:
 - a. Permanent Address
 - b. Current Address
 - c. Contact Details
 - d. Emergency Contact Details
 - e. Marital Status
 - f. Change in nominee for statutory requirements
 - g. Change in Name
 - h. Details of Dependents
 - i. Attainment of educational and professional qualifications
 - j. Any other such relevant details

3.9. Housekeeping Practices

- 3.9.1. All employees shall keep their work environment clean and in order, so as to adhere to good housekeeping practices.
- 3.9.2. Employees are expected to properly maintain the tools and equipment of UPES. However, in case of problems encountered, in relation to any tool or equipment the employee shall immediately notify the concerned department.
- 3.9.3. Employees are also requested to consciously handle consumables to avoid wastage, viz., office supplies, electricity and water.