



Internal Regulations of STAR Kampuchea



- Pursuant to STAR Kampuchea's Charter adopted by the Board of Director on August 1, 1997
- Pursuant to the policies required to carry out STAR Kampuchea's tasks effectively

STAR Kampuchea has developed its internal regulations as follows:

A. Staff Recruitment

- Article 1: The staff recruitment process is conducted openly through public announcement as written notice in organizations and provinces, radios, newspapers or other bulletins.
- Article 2: Candidates of either sex have the right to submit their application forms attached with their curriculum vitae and other relevant documents. Only short-listed candidates, who have passed the Executive Director's written test and the Executive Committee's verbal interview, shall be eligible for employment.
- Article 3: Employees newly recruited by the Executive Committee shall pass an evaluation conducted by the Executive Director on his/her work performed over his/her three-month probation period-before being classified as a regular staff member- in conformity with **Article 22.3** of STAR Kampuchea's Charter.
- Article 4: The recruitment of the Executive Director shall be made in conformity with **Article 25** of STAR Kampuchea's Charter.

B. Evaluation of Staff Work Performance

- Article 5: The staff evaluations shall be conducted on a regular basis even if they have been performing well.
- Article 6: All staff shall be evaluated on his/her work performance once a year by his/her direct supervisor in accordance with the bylaws of the organization, but the immediate supervisor may order an impromptu assessment of his/her own staff as necessary before the annual evaluation is due. Such evaluations can be made through dual discussion between the staff member and his/her immediate superior on the basis of the framework used in the main evaluation. In the case of the Executive Director, he/she shall be evaluated by the Board of Directors in accordance with Article 25 of STAR Kampuchea's Charter.
- Article 7: If no progress is made during the evaluation discussion, both the staff member and his/her supervisor can ask the Executive Director for assistance in overcoming the impasse.
- Article 8: All official evaluation documents must be co-signed by the immediate supervisor/director and the relevant staff member, and then sent to the Executive Director to be kept confidentially.

C. Approval and Promotion of Staff Salaries

- Article 9: The staff payroll shall be developed on the basis of position, seniority, experience, and skill. Salaries shall be paid to the staff at the end of each month.
- Article 10: After each annual evaluation, the head of each program unit shall submit a request for his/her staff's salary increases to the Executive Director for final review. Raises are based on donor commitment or the capacity and efficiency of each staff member. The rate of

salary increase ranges between 0% and 10%. The following is a detailed breakdown of this range:

- 0% - 10% when the salary is equal to or less than US\$200
- 0% - 7% when the salary is between US\$201 and US\$400
- 0% - 5% when the salary is equal to or greater than US\$401

There is, however, a proportionate deduction of salary whenever the organization faces a budget crisis. The deduction rate shall be the same as the increase rate.

D. Employment Contract

Article 11: STAR Kampuchea staff shall sign an agreement contract to carry out the work in accordance with the job description provided by the organization. The Executive Director and the staff shall review the agreement once a year. The staff shall sign the contract with the Executive Director, and the Executive Director shall sign with the Board of Director.

E. Staff Development

Article 12: The supervisor or coordinator shall identify the skills, capacity, and needs of his/her subordinate staff. He/she shall also seek to improve STAR Kampuchea's overall staff capacity by encouraging staff members to participate in training courses. Requests for course fee should be submitted to the Executive Director through their supervisors.

Article 13: Any staff development shall not affect organizational performance. New staff, while working during their probation periods, shall not be allowed to attend any training session within 10 consecutive working days.

F. Benefits and Emergency Support

Article 14: Eligible staff members of STAR Kampuchea may receive benefits and emergency support in the following cases:

- a. When facing a funeral situation or crisis (the death of father, mother, spouse, son, daughter, dependant, or custodian), STAR Kampuchea's contribution shall be US\$100.
- b. When facing disasters, the contribution depends on the organization's current financial status.
- c. In case of serious illness, STAR Kampuchea will pay three-month's salary to the sick staff, counting from the initial day of illness. If, at the end of this period, he/she still has not recovered from the illness, STAR Kampuchea will also pay half of the salary for another three months to the sick staff. In the meantime, if he/she cannot come to work, his/her job will be suspended without salary for six months.
- d. In case of personal accident during work performance, STAR Kampuchea will provide immediate relief, to the degree that its finances allow. In the case of being unable to work one must refer to article 14 "c". The Executive Committee shall approve on the possibility of financial support for this provision.
- e. In case of death, STAR Kampuchea will pay three-month's salary, with other benefits to his/her family.
- f. If a staff member demonstrates that his/her family is in financial need, STAR Kampuchea will provide a loan with free of interest to he/she in an amount up to his/her monthly salary. The loan shall be reimbursed to the organization within three months. Delay of loan repayment is possible but must be signed a new loan contract. Any loan request shall be under the authorization of the Executive Director. At the

latest, any loan shall be reimbursed to the organization within 15 days before the end of each year. Provisional staff members in the probation period have no right to receive loan.

- g. In case of own capacity building of staff are taking place during working hours and without authorization from STAR Kampuchea, there will be no financial support and will not kept his/her position.
- h. In case of the staff member is officially sent by the organization for long-term capacity building up to three months, they can received regular salary up to 3 months and will have special contract signed with STAR Kampuchea.

Article 15: Retirement pensions will be given to any staff member who asks to resign and has worked for the organization for one year or more without abusing the STAR Kampuchea's internal regulations or charter.

Article 16: Any resigned staff members who has worked for the organization for two years or more and has never abused STAR Kampuchea's internal regulations or its charter, will receive his/her retirement pension with other bonuses. The bonuses will be offered or not depending on the possibility of SK's budget with amount of one month's salary or more as additional compensation for achievements made during his/her work. The Executive Director shall submit requests for bonuses to the Executive Committee for approval and the Board of Director shall approve the bonus for the Executive Director. Any resigned staff who has worked less than one year, will not received any bonuses.

Article 17: The staff benefit procedure is stated in article 14 "h" and Article 30, 31, 32, and 33 of the Financial Policy.

G. Allowance for Staff's Mission

Article 18: Travel allowance shall be given for any work performed outside the office.

Article 19: The following table shows the range of travel allowances:

Travel Allowance:	Rate
Cash in hand per day	\$3.00
One Meal	\$5.00
Daily Meal	\$10.00
Daily Lodging	-\$10.00 for one staff -\$15.00 for one staff in the three provinces including Sihanoukville, Preah Vihear and Siem Rap (no need to submit the invoice)
Staff or partners will be paid for half day when they conduct mission from/to provincial town from/to Phnom Penh of the provinces of Takeo, Kampong Speu, Svay Rieng, Kandal, Kampong Chhnang, Kampot, Kampong Cham, Prey Veng.	
Staff who have mission to abroad and stay overnight in airport to transit to connect other fly will be provide \$20 for one way.	

H. Working Days and Holidays

Article 20: Working days: Working days include Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. All regular STAR Kampuchea staff shall be in compliance with the following work hours:

- Morning: From 08:00 am to 12:00 p.m.
- Afternoon: From 02:00 p.m. to 05:30 p.m.

Leave without informing and reasons:

- Any staff who take a leave without informing to the Admin Unit or his/her own unit and have no specific reasons, for the first, we will ask any questions related to leave, if he/she does for the 2nd time, we will warn verbally, and if still happen in the 3rd time, the monthly salary of that staff will be cut down automatically with \$2 per month until he/she changes to respect the rule.
- For the case of occasionally late: in the morning, to be allowed late round 9:00am and in the afternoon, around 3:00pm. For coming to work late regularly in the same day and every weeks, it must not be permitted. (Refer to the results of the monthly staff meeting on 02 September, 2011). Staff who work overtime for more than one hour can this add to overtime.

Article 21: Holidays shall be Saturdays and Sundays and festival days that have been promulgated by the Government. When any festival day coincides with either a Saturday or a Sunday, it shall be replaced by a following workday. STAR Kampuchea shall reserve the right to require any staff to work on off days when necessary.

Article 22: The staff can take an annual leave of 18 days, suitably selected from workdays, so long as they do not affect their work performance. Expatriate staff can take an annual leave not more than 25 days, counting only workdays.

Article 23: Any Cambodian staff, who has applied for annual leave may not take leave for 10 consecutive holidays at a time unless he/she takes it for going abroad, in which case he/she may take annual leave for no more than 22 consecutive days. This amount of extra holidays shall be in balance with the days remaining from last year's annual leave. Extended annual leave, without authorization in advance, shall not be allowed for any staff.

Article 24: Staff will be allowed to use their remaining annual leave days only during the first quarter of the next year.

Article 25: Any provisional staff members in the period of probation are not eligible to apply for annual leave. (Suggested from the staff during the monthly staff meeting on 18th January, 2012)

Article 26: The calculation of annual leave shall be based on the number of days in which staff member has the right to take annual leave- that is, 18 days per year.

Article 27: STAR Kampuchea staff, who have applied for their annual or maternity leave shall submit their leave forms to STAR Kampuchea management via their immediate supervisor one week in advance, so that easy to arrange the temporary replacement. Female staff can apply for three-month's maternity leave; starting one month prior to giving birth or they can also take three months leave after their child is born.

Article 28: According to Article 184 of Labour Law, mothers who breast-feed their children are entitled to one-hour break per day during working hours to breast-feed their children. This can be applied for one year period from the date of child delivery.

Article 29: Male staff members are entitled to five days paternity leave so he can take care of his family.

Article 30: Any staff can apply for twelve-day sick leave per year. If the leave exceeds twelve days, the extra will be deducted in the annual leave.

Article 31: Staff can work over time with immediate supervisor's permission and inform to the Admin unit. The staff can be allowed by the immediate supervisor to have day off lieu during the month only.

Article 32: -The Executive Director reserves the right to decide on requests for alternative leave.

-In case **STAR Kampuchea** needs to work on days off, which is parts of National Holidays promulgated by the Royal Government, the staff may take leave in the next days by informing their immediate supervisor and Admin unit.

Article 33: When the Executive Director is absent for two months or longer, the Deputy Executive Director may work as the Acting Executive Director by receiving an extra payment of US\$150 – US\$200 per month addition to his/her salary. The allowance is counted from the first day of the third month, abiding by the decision of the Board Meeting on July 28, 2007.

I. Confidential Matters

Article 34: The Executive Director shall keep matters private and have the right to make decision on all confidential matters of the organization.

Article 35: The staff shall keep their colleagues' personal matters private, as well as confidential matters of the organization.

J. Discipline

Article 36: All the staff of STAR Kampuchea shall:

- Comply with regulations in performing their duties.
- Not leave the office during working hours unless necessary
- Work on the improvement of their own skills if there is no work to do
- Seek approval from their immediate supervisor when going out of the office during the workday and inform to the Admin unit too.
- No disturb their colleagues while they are working

Article 37: When taking leave for three or more days, staff shall submit leave forms to the Executive Director or to any other person that has formally received power from him/her via the immediate supervisor and the administrator. When taking leave for less than 3 days, staff shall submit their leave forms to the administrator through their immediate supervisors. Asking to take leave through telephone is also allowed for any staff, but he/she shall sign a leave form when coming back to work.

Article 38: All arguments or conflicts within their organization shall be solved with impartiality, non-violence, peace, and mutual tolerance.

Article 39: When there is a problem/conflict within the organization, the Executive Director shall try his/her best to solve it first. If not, successful, the problem shall be sent to the Executive Committee for solution. If still not successful, the problem shall be sent to the Board of Directors for intervention.

Article 40: In order to render the organization's work performance efficient and developed, all staff shall be considerate and cooperative with each other.

Article 41: All work communication among staff shall be hierarchically executed through the supervisors.

Article 42: During working hours, no staff member has any right to do his/her private work or the work of outsiders.

Article 43: During working hours, no STAR Kampuchea staff shall be involved in any activities of other institution without STAR Kampuchea's authorization. Working for another organization shall be an off-time activity, and shall not affect the work performance of STAR Kampuchea.

Article 44: No staff shall use STAR Kampuchea's properties for individual benefit without authorization of the Executive Director or his/her formal proxy.

Article 45: All incoming and outgoing letters or correspondences shall be under the control of the administration.

Article 46: All love relationships among STAR Kampuchea staff, if any, shall be in conformity with Cambodian tradition and culture. The concerned staff whose position is program coordinator or higher and who has married his/her subordinates shall not be allowed to work with his/her spouse in the same program/unit.

K. Staff's Rights

Article 47: Each staff has the rights to resign, but he/she shall give STAR Kampuchea a one-month notice at the latest so the organization can pay his/her retirement pension with other bonuses for the achievements made during his/her work. And the staff shall return any STAR Kampuchea's properties or documents related to works to Admin Unit with his/her sign on the agreed letter, and repay any money owed to the cashier. (Refer to the results of the monthly staff meeting on 02 September, 2011)

Article 48: Staff members have the right to take a test for their new positions within the organization.

Article 49: When facing a violation or an oppressive behaviour from any staff member, or his/her immediate supervisor, and employee has the right inform this behaviour to the Executive Director.

L. Staff dismissal

Article 50: Staff will be dismissed from their work for any of the following cases:

- a. Not accomplishing the tasks assigned by the organization or definitively quitting the job.
- b. Stealing or swindling STAR Kampuchea's properties
- c. Illegally using the name of STAR Kampuchea for personal interests
- d. Dishonouring, and/or causing problem or crisis to, STAR Kampuchea (and therefore hindering its progress)
- e. Committing serious mistakes or crimes that are not compatible with the organization
- f. Taking leave without permission for 10 consecutive days, this is considered as definitely abandoning the job.
- g. The staff to be removed due to any case stated above has no access to any payment or benefit
- h. Physical and mental disability of the staff, or lacking budget to cover the program he/she is working for,
- i. The staff to be removed for the reason as stated in item G can have access to a payment equalling to his/her current three-month salary plus other benefits, as stated in the regulation and other policies of STAR Kampuchea. For staff working for a limited period of time under the contract, payment or benefits shall be made at the donor's approval.
- j. Any staff who violates his/her contract, and/or the Charter and Regulation of STAR Kampuchea, the Executive Director could first give verbal warning, secondly give written warning, and thirdly person concerned with directly writes contract and then puts his/her signature. If the staff still breaches the contract or internal regulation, the Executive Director shall have the right to dismiss them by giving two weeks prior notice to the staff, the Executive Committee, and the Board of Director.

M. Assets Management

Article 51: The head of administration unit shall be responsible for maintaining all tools and equipment owned by STAR Kampuchea such as computers, generators, motor cars, motorbikes, photocopiers, recorders, overhead projector, tables, chairs, etc. The rule of

using these tools and equipments is developed in a separated policy (Equipment use policy).

Article 52: Any staff member shall be responsible for maintaining all STAR Kampuchea's properties. All properties borrowed by the staff for individual use must be returned to STAR Kampuchea. He/she shall compensate STAR Kampuchea for any loss. When no compensation is given, STAR Kampuchea reserves the right to send the matter to court for legal action.

N. Final Provisions

Article 53: All STAR Kampuchea shall effectively apply with this regulation.

Article 54: This regulation takes effect from this signing date

Phnom Penh, Revised on 27th March, 2012

Ms. Prok Vanny

Chair Women of Board of Director

Chet Charya

Executive Director