

WAGE POLICY –JVV

- It is the practice in JVV to revise salaries of staff every year in the month January. It is observed that the increments are inconsistent from person to person.
- In addition, it is observed that extra payment is paid to employees for various works which are not being monitored on regular basis.
- Hence it is decided to lay down a policy, so that future BOMs can work on the wages within a specified frame work. Deviations if any to be justified and ratified by subsequent AGM with approval of BOM.

POLICY GUIDE LINES

- 1) **BONUS:** The annual Bonus is to be paid to the entire staff during the period of DUSSARA. This is to be counted for the previous financial year. Any long absence or new employees are to be paid on proportionate basis.
- 2) **ANNUAL INCREMENT:** The increment per annum per employee is fixed as 10 % only on salary.
- 3) **OVER TIME PAYMENTS:** No Over Time Payments for Manager, as he is placed in a supervisory category to decide OTs of other employees. His pay has been hiked to cater for extra work hours. In addition he is being paid a Conveyance allowance of Rs 2000/- to cater for all the movements within 8 Kilometres radius of office for the entire month. In case if has to travel beyond 8 Km for any specific task, BOM of the day may consider additional payment for the day.
- 4) **NEW EMPLOYEE:** No new unskilled employee is to be taken on a salary higher than the least salary paid in that category of existing staff.
- 5) **EMERGENCY JOBS:** In case of emergency / hazardous jobs to be undertaken for a limited time, such amounts should be paid only for that period.

ADDITIONAL PAYMENTS

- 6) **PUMP OPERATOR:** It is observed that water comes alternate days during night for which he has to be present at that time. It is observed pump operator was drawing an OT almost equivalent/more than the salary. Now it has been decided to pay OT of two hours on every alternate day that is either 28 or 30 or 32 hours as per the month.
- 7) **GARDENER (OTHER THAN PARKS):** As he has to come early in the morning at the time when water is released to residents, to water the plants, he is paid one hour OT per day as per the no of days present in a month.
- 8) **GARDENER ABDUL KALAM PARK:** In addition to his duties, he is responsible for maintaining the small gardens and the land scape of entire colony. Hence he is given an additional payment Rs 4000/- per month. Additional Payment of Rs 500/- is fixed for land scape and pruning of plants of Gandhi vanam.

9) AKASH GANGA DUTIES:

a) Electrician

- i) Day Duty from 06.00AM to 06.00PM on holidays Days: Rs 300/- up to Six Hours.
- ii) Day Duty from 06.00AM to 06.00PM on holidays Days: Rs 500/- Above six Hours.
- iii) Night Duty from 06.00PM to 06.00AM: Rs 500/- for Six Hours
- iv) Night Duty from 06.00PM to 06.00AM: Rs 800/- above Six Hours

b) Sweepers Rs 1500/- is to be paid for cleaning Akash Ganga and surrounding areas including Akash Ganga two Wash Room and New additional Wash Rooms before and after the event if cleaned beyond working hours or on holidays

c) Sanitisation Charges Rs 1000/- will be charged from Party for sanitisation before and after event. Out of this Rs 300/- will be paid to the worker undertaking the task.

10) Guest room cleaning charges

Cleaning of Guest Rooms before and after the occupation Rs 100/- per guest room will be paid to the worker undertaking the task.

11) COMPENSATORY OFF: All the employees or employee called for the duty other than Republic Day, Independence Day and Formation Day, the employees may be given compensatory off instead of paying the overtime payment. The option to choose either of them is left with employee.

12) OFFICE CLEANING: Office cleaning charges are paid for the following.

- i. Office opening, closing and floor cleaning and table cleaning charges of Rs 500/- to be paid per month to the worker under taking the task.
- ii. Office mopping with wet cloth and cleaning of Office Wash Room every day Rs 500/- per month to be paid to the worker under taken the task.
- iii. Other two common Wash Room are to be cleaned regularly for which Rs 600/- per month to be paid to the worker under taking the task.

13) MOBILE RECHARGING : The five SIMS in the name of Jal Vayu Vihar as part of Air Tel Group facility are surrendered. No SIM will be by the association to the individual staff members. The following staff members on essential duties are to be paid Annual Rental charges without internet facility on their individual Mobiles numbers.

a) Manager

b) Pump Operator

c) Plumber (Swamy)

e) Electrician

Further, office mobile number 7680953171 is to be paid annual fee along with Data facility.