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## **YEE HUMAN RESOURCES POLICY**

This policy concerns people employed in YEE Secretariat in Prague, EVS volunteers, interns and other people cooperating with YEE such as trainers, experts, etc. For more rules concerning YEE volunteers and Executive Board members please check Volunteers Policy and Board Member Policy. For additional information concerning YEE Secretariat, please consult YEE Secretariat Policy.

YEE strives to give all people working in the network good working conditions and learning possibilities. We follow principles of gender equality.

All legal procedures are regulated by Czech Labour Law that you can check for more details.

### **A. Employees**

The employees are the people under a temporary or permanent employment contract working in YEE Secretariat in the office in Prague.

#### **A.1 Recruitment**

YEE Secretary General is appointed by the Executive Board. Other employees in YEE Secretariat are appointed by the Secretary General and approved by the Board. YEE Board and Secretariat are responsible for organising a fair and transparent recruitment process. The call for a position should contain the requirements and conditions and be spread through local and international channels.

#### **A.2 Termination of contract**

An employee can be fired after approval from the Board, based on negative long-term evaluation or lack of budget. A written notice has to be given 2 months beforehand starting from the first day of the following month.

In the case of leaving a position, the employee shall inform YEE Board and Secretariat in a signed form 2 months ahead starting from the first day of the following month. Leaving employees should pass all tasks and documents they are responsible for with explanations to other members of the Secretariat.

#### **A.3 Salary**

Salary is decided depending on position, responsibilities, experience, amount of years of work in YEE, and budget possibilities. Salary is proposed by the Secretary General after analysing the budget and confirmed by the Executive Board.

#### **A.4 Length of contract**

First contract shall be a limited contract (usually for 1 year). It can be then prolonged for maximum 3 times. Limited contract can be signed for maximum duration of 3 years (including prolongations). After 3 years an indefinite contract shall be signed.

#### **A.5 Trial period**

The trial period shall last for 3 months. In the case of a short contract, the trial period shall last for maximum half of the duration of the contract (so in case of 3 months contract, the trial period would be 1.5 months). During this time a new employee should be given training and support with first tasks. The work of a new employee should be observed and monitored by the Board and

Secretary General. At least two weeks before the end of the trial period there shall be an evaluation organised by the Secretariat and the Board. The decision about continuation or termination of the contract shall be taken. The results of the evaluation should be discussed with the employee.

#### **A.6 Schedule**

The working hours specified in the contract shall be followed (40 hours per week for a full time worker).

The working schedule is flexible but in general employees should be present in the office Monday-Friday at least from 10:00 to 16:00 for necessary meetings and common tasks.

In case of projects or virtual meetings, employees might be required to work in the evening and at weekends.

A 30-minute common lunch break is included in the working hours.

Work from home is possible in exceptional cases after confirmation with the Secretary General.

YEE employees shall write every month all working hours in the provided template. For each employee there is a separate form created. The forms should be regularly checked by the Chairperson and the Secretary General.

#### **A.7 Overtime**

Overtime working hours shall be reported to the Board every month in the working hours form with clarifications. They can be recovered later as holidays or free hours. As specified in the employment contract, extra hours cannot be paid.

#### **A.8 Working hours during YEE activities**

For the work during YEE activities (training courses, youth exchanges, etc.), when the employee is involved in organising them, 10 working hours per full day shall be counted.

For the travel time for YEE activities as organisers, employees shall count 100% of the travel time for the first 5 hours. The remaining travel hours shall be counted 60%.

#### **A.9 Reimbursement of costs for participation in YEE activities**

Employees shall be covered 100% of travel, accommodation, food and health insurance costs for YEE activities that they organise. In case of additional costs not covered by the project, an employee is entitled to receive a cash voucher between 10 EUR and 25 EUR per day, depending on the country and the length of stay. The amount shall be approved by the Secretary General and the Board.

#### **A.10 Training and development**

Employees should be supported in their learning and development. Employees can attend external training courses after the approval of the Board for a maximum of 10 days per year for a full time employee (pro-rata for part time employees according to the amount of working hours). Fees for trainings can be covered up to 50 EUR per employee per year, depending on budget possibilities and after approval of the Board.

It is recommended to organise "learning days" in the office when employees can share skills and knowledge. Learning days can take approximately two hours per month.

#### **A.11 Evaluation and feedback**

Each employee shall take part in an appraisal interview with the Chairperson at least once per year. This interview serves to get feedback from employees and improve work conditions and cooperation with the Board and other Secretariat members.

Secretary General should conduct feedback sessions with employees at least once per year.

### **A.12 Management of conflicts**

YEE employees should be introduced at the beginning to YEE working style and have short trainings on communication and giving feedback. The Secretariat should have regular meetings and try to solve problematic situations. In case of unsolved conflicts, the Chairperson should be informed and should decide on steps to be taken in order to solve the issues.

### **A.13 Holidays and leave**

YEE employees shall request holidays to the Secretary General at least 3 weeks in advance. For up to two days off, there shall be at least one week notice.

Secretary General shall request approval of long holidays (three days or more) to the Board.

Employees shall not take holidays in crucial periods for YEE, such as the Annual Meeting, Board meetings, funding deadlines, etc.

Sick leave and maternity leave are regulated according to Czech Labour Law.

Full and part-time employees are entitled to have up to 3 sick days (fully paid). They shall notify the Secretary General or Chairperson at the beginning of the day. Sick days cannot be taken in a row.

## **B. EVS volunteers (European Voluntary Service)**

### **B.1 Recruitment and selection**

The call for an open position for EVS volunteers should be spread through various international channels. The selection of EVS volunteers should be organised by the EVS Coordinator. All members of YEE Board and Secretariat shall have a possibility to give their opinions on candidates. All candidates should be informed about the selection procedure and results.

### **B.2 Termination and conflict management**

During the introductory week, there should be a training session on working styles, communication and feedback organised. Volunteers, hosting and sending organisations should sign the EVS activity agreement with all details of the project conditions and cooperation.

### **B.3 Schedule**

EVS volunteers shall work 7 hours per day and keep track of the working days and holidays.

The working schedule is flexible but in general EVS volunteers should be present in the office Monday-Friday from at least 10:00 to 15:00 for necessary meetings and common tasks.

In case of projects or virtual meetings, they might be required to work in the evening and weekends. A 30-minute common lunch break is included in the working hours.

They should get help of the EVS Coordinator in planning their schedule and tasks.

### **B.4 Training and development**

Volunteers should join all compulsory training courses offered by the Erasmus+ National Agency. EVS Coordinator should also organise an introductory week and training sessions needed for performing tasks. During the EVS project volunteers should have various learning possibilities, such as training sessions, “learning days”, etc.

### **B.5 Participation in YEE projects**

Volunteers can participate in YEE projects if the rules of the funders allow it. It can be decided between YEE Secretariat and the volunteer and confirmed by the Board.

## **YEE HUMAN RESOURCES POLICY**

### **Adopted in Annual Meeting 2017**

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#### **B.6 Holidays and leave**

EVS volunteers shall request holidays to the EVS Coordinator and the Secretary General at least 3 weeks in advance. For up to two days off, there shall be at least one week notice.

EVS volunteers shall not take holidays in crucial periods for YEE, such as the Annual Meeting, Board meetings, funding deadlines, etc.

#### **B.7 Recognition**

EVS volunteers should receive at the end of their service a Youthpass certificate and other certificates for projects they took part in. The EVS Coordinator or the Secretary General may issue a recommendation letter according to the performance of the volunteer.

#### **C. Other**

In case of hosting interns in YEE office in Prague, the rules concerning learning opportunities and holidays as for EVS volunteers apply.