

# EMPLOYEE GUIDE

Version 01; 2019



NATIONAL  
SCIENCE  
FOUNDATION

# National Science Foundation



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*Welcome  
to the National Science  
Foundation!*

## Introduction

The purpose of this Employee Guide is to orient the new employees of the National Science Foundation (NSF) and to inform them of the NSF policies and procedures answering the most frequently asked questions by the employees. It is not all inclusive or intended to provide strict interpretations of all the policies but rather, it provides an overview of the work environment and the NSF's functions together with the nature of the responsibilities of the staff members, their rights and about other important matters such as the NSF's disciplinary procedures and termination of employment. However, this Guide is not a contract guaranteeing the employment for any length of time and also is not intended to induce an employee to accept or continue with the NSF at any length. Most importantly, this Guide is a declaration of the NSF's role and expectations as per the S & T Development Act No. 11 of 1994. The NSF Management will from time to time revise, suspend or revoke, any of its policies, in whole or in part. Whether described in this Guide or elsewhere, is at NSF's sole discretion. If any discrepancy between this Guide and current policies arise, it conforms to the current policies and procedures. However, every effort will be made to keep all the employees informed of the institutes revised/revoked policies and procedures without guaranteeing that notice of revisions will be provided. It is the responsibility of all the employees to be updated with any revision implemented by the NSF. The employees are totally free to ask questions about any of the information given in this Guide, revision made to any policy, circular or procedures. Further, this Guide supersedes and replaces the Handbook and manuals previously distributed, made available or applicable to employees and any practices adopted by the employees.

## About NSF

The NSF is a state funded institution functioning under the purview of the Ministry of Science, Technology and Research. The NSF established in 1998 by the Science and Technology Development Act No. 11 of 1994, is the successor to the Natural Resources, Energy and Science Authority of Sri Lanka (NARESA). NARESA itself succeeded the National Science Council established in 1968.

The NSF is a Statutory Board and is governed by a Board of Management appointed by the Honourable Minister of Science, Technology & Research as stipulated in the Act. The Chief Executive Officer of the NSF is the Director General who is also appointed by the Honourable Minister of Science, Technology & Research. The Senior Management Committee comprising of the Heads of Divisions/Units provides necessary recommendations to the Board of Management assisting decision making.

## **Vision**

*“To be the nation’s premier driving force in promoting Science, Technology and Innovation for economic and social prosperity of Sri Lanka”*

## **Mission**

*Promote Science, Technology and Innovation for economic and social prosperity of Sri Lanka by:*

- *Initiating, facilitating and supporting research, development, innovation and technology transfer;*
- *Enabling and funding for knowledge creation, dissemination, capacity building, partnerships, popularizing science and promoting STEM education; and*
- *Conducting policy research and supporting policy development;*

*whilst ensuring competent & contented staff, transparency, accountability, fairness, equity and providing due attention to Sustainable Development Goals.*

## Goals

**Goal 1:** Be the premier organization in initiating, facilitating and supporting basic and applied research to fulfil national R&D needs, STI capacity building and natural resources conservation and utilization for sustainable development.

**Goal 2:** Be the leader in facilitating technology development, intellectual property protection, technology diffusion and transfer and to emerge as the eminent catalyst for RD&I commercialization.

**Goal 3:** Be the focal point to collect, collate, analyze, interpret, store, disseminate and provide access to STI information and publish policy briefs.

**Goal 4:** Be the leader in popularizing STI amongst students and general public and partner in promoting STEM education.

**Goal 5:** To be the key gateway for the international liaison of STI community.

**Goal 6:** Enhance the intellectual and physical environment at the NSF to achieve excellence in all its activities.

**Goal 7:** Create a team of well accomplished, skilled and contented staff to meet the conditions of a vibrant institution.

**Goal 8:** Quality assurance and efficient corporate governance to be in the culture of the National Science Foundation.

## Core Values

***Freedom:*** Upholding the two principles: universality of science and the freedom in the pursuit of knowledge as individual scientists without any discrimination based on age, ethnic origin, gender, language, physical disability, political stance, personal interest and religion.

***Quality:*** Striving to achieve the highest quality in all its endeavours.

***Competence, Professionalism and due diligence:*** Committing to provide all the services competently, professionally and with due diligence to meet the highest standards of achievement.

***Collaboration and Teamwork:*** Fostering cooperation, collaboration and teamwork whilst respecting team dynamics in an environment conducive for stakeholder satisfaction and a rewarding experience.

***Staff Empowerment:*** Embracing new ideas and empowering staff and capacity building for best performance.

***Responsiveness:*** Understanding national and industry needs and promptly responding with expert advice and innovative initiatives to facilitate rapid development.

***Honesty and Openness:*** Building trust and respect with all stakeholders through effective communication and mutual understanding.

***Ethical behaviour, Accountability and Integrity:*** Performing all tasks maintaining the highest ethical standards, demonstrating high integrity and accountability.

***Safety and Security:*** Ensuring safe and secure environment for All.

***Sustainability:*** Embracing sustainability principles and green concepts.

***Good Governance:*** Conducting all activities responsibly ensuring fairness, equity and transparency whilst fulfilling statutory requirements.

## NSF Mandate

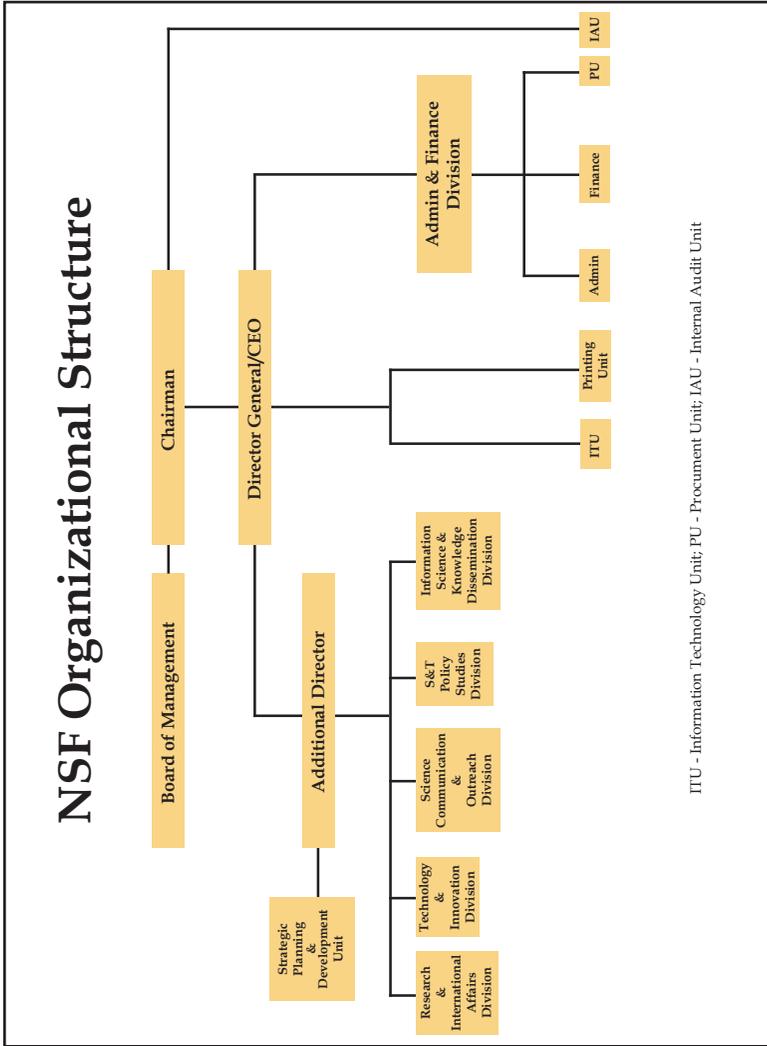
The NSF is mandated for functions as specified in the Science and Technology Development Act No. 11 of 1994 as follows:

- To initiate, facilitate and support basic and applied scientific research by universities, science and technology institutions and scientists, with a view to:
  - a) Strengthening scientific research potential, including research in the social science, and science education programmes.
  - b) Developing the natural resources of Sri Lanka.
  - c) Promoting the welfare of the people of Sri Lanka.
  - d) Training research personnel in science and technology.
- To foster the interchange of scientific information among scientists in Sri Lanka and abroad.
- To award scholarships and fellowships for scientific study or scientific work at recognized science and technology institutions.
- To maintain a current register of scientific and technical personnel, and in other ways to the availability of, and the current and projected need for, scientific and technical resources in Sri Lanka, and to provide a source of information for policy formulation on science, technology and other fields.
- To popularize science amongst the people by funding and executing programmes for the purpose.

Each employee must refer to the Science and Technology Development Act No. 11 of 1994 by which the NSF is constituted, relevant S & T policy documents and the Corporate Plan of the NSF and must be comprehended with all relevant information in those documents and the entire authority and reporting structure of the institute.

## Organizational Structure

A brief structure of the NSF is given below to understand the channel of communication for all official purposes. Unless he/she is the immediate supervisor, every employee can meet the Director General/Chairperson on prior appointment.



## **Working Environment**

The NSF considers its employees to be the most valuable asset of the institute. It is the NSF's view that sustainable competitive advantage could be achieved only by the continuous development of the employees. As such, their development, welfare, contentment and progress will receive utmost priority on a continuous basis.

### ***Equal Opportunity***

The NSF provides all its employees an equal opportunity to develop/progress and does not lawfully discriminate against employees or applicants for employment based on an individual's religion or belief, gender, origin, age (unless imposed in the regulations), disability or marital status. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

### ***Discrimination & Harassment***

The NSF prohibits and will not tolerate discrimination or harassment based on an individual's religion or belief, sex, origin, age, disability or marital status. At NSF, everyone has the right to work in a professional atmosphere that promotes equal opportunities and is free from discriminatory practices. Harassment is generally defined as unwelcome verbal or non-verbal conduct, hostility or aversion, intimidation in any form towards any person affecting unreasonable interference with any person's work and work performance. Any such action and retaliation will be subjected to investigation as per the procedures given in the relevant Codes/Rules and Regulations.

### ***Drugs & Alcohol***

Employees are prohibited from consuming, distributing, possessing, selling, or using drugs, alcohol or relevant substances or being intoxicated while on duty at any place. Prescription drugs are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination of employment.

### ***Smoking***

Smoking is not permitted within the office premises. Employees are not allowed to smoke in common areas specially if fellow employees are inconvenienced.

### ***Concerns and Problems***

The NSF takes employee concerns and problems of the employees relating to work seriously, values and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their immediate supervisor or to the Management.

### ***NSF Image***

Employees are duty-bound to safeguard the image of the NSF. Hence, it is essential that they exercise utmost care, diligence, honesty and integrity in the performance of their duties. Accordingly, all employees of the NSF must comply with all the existing rules and regulations, policies that may be introduced from time to time by the NSF Management.

### ***Disobedience***

Disobedience without clear justification of any order, directive or an instruction given to an employee by a Supervising Officer shall render such employee liable to disciplinary action.

### ***Confidentiality***

Employees are not allowed to disclose or divulge any information pertaining to the work of the NSF to the press or any other outsider without prior approval of the Management. The documents marked as “Confidential” or “Not to be shared” must be kept confidential and should not be divulged under any circumstances in any case unless special permission to do so is obtained from the Management. Publications or press releases in print or digital/electronic media should be approved by the Director General or his authorized officer.

### ***Gambling/Raffles/Lotteries***

Acts of gambling are not permitted within the NSF premises. Employees are also not permitted to organize raffles and lotteries without the prior approval of the Director General.

### ***Unauthorized Circulation***

The distribution of literature (including e-mails) for solicitation of funds and/or membership of any organization or for the benefits of any person or persons and the activities of similar nature are not permitted without the approval of the Director General.

## **Policies & Procedures**

Policies and procedures are an essential part of any organization. A policy is a guiding principle used to set direction and a procedure is a series of steps to be followed as a consistent and repetitive approach to accomplish the result. Accordingly, the NSF policies and procedures are set to guide the actions of all employees to ensure and endorse the well-being of all stakeholders connected to the NSF contributing to the overall culture of the workplace. The employees must ensure compliance with all the norms, values and expectations of the NSF and the NSF's expectations towards the country. All the operational policies at NSF will include the following, subject to the legislative enactments applicable to the NSF:

- Scientific Operational Policies
- Staff Admin & Finance Policies
- Policy to Change the Policies

### ***Starting Point***

The first relationship between the employee and the NSF is established at the time of accepting the letter of appointment by the employee. The terms and conditions of employment are governed by this letter. Subsequent notices regarding procedures, rules and regulations or other information are issued by the Management from time to time by internal & external circulars, notices, memos, individual letters and e-mails. All employees are required to abide by these communications.

Employees must hand over all relevant original certificates with photocopies to the Administration Division immediately with the acceptance of the appointment. All original certificates will be released immediately, after certifying the photocopies.

All employees are provided with their specific job descriptions by the immediate supervisor. The job descriptions may be revised as the need arise.

### ***Probationary Period***

The Probationary period referred to in the letter of appointment is a period through which the NSF Management will monitor the overall performance of the employee. At the end of the Probation period, if the NSF Management decides to confirm the employee in the job, the employee will be informed by a letter.

The Board of Management of the NSF may consider reducing the probation period in respect of candidates who have been confirmed in the posts held by them in any public sector organization. Internal candidates who are already confirmed in their posts will be subjected to an action period of one (01) year.

### ***Identity Card***

The NSF issues an identity card (ID) to all its employees. In case of loss, it should be reported to the Administration Division. The employees are expected to safeguard this card and return to the Administration Division at the cessation of his/her employment at the NSF. During office hours and at NSF functions all employees are expected to wear the ID.

### ***Hours of Work and Attendance***

The general office hours of the NSF for employees other than the employee categories PL1, PL2 and PL3 (Primary Level) are from 8.30 a.m. to 4.15 p.m. from Monday to Friday. The office hours for other categories of employees are from 8.00 a.m. to 4.45 p.m. Certain employees may however be required to work at times other than the above depending on the nature of the work.

The lunch break for all employees of the NSF is from 12.00 noon to 12.30 p.m. However, this time period is flexible but not exceeding 30 minutes.

All employees are expected to be in the office at the time specified for commencement of work. A time recording machine/attendance system is maintained in front of the office and all employees must record daily the time of arrival and departure. The employees must not leave the place of work during working hours. Employees who need to leave early, for illness or otherwise, should inform the supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees can cover any late arrivals within forty-five minutes of their working hours by working after the specified hours. The provision to cover late arrivals must not be used by employees on regular basis. If any employee does not wish to cover the late arrivals by working after office hours, they can utilize one short leave to cover three late arrivals. However, repeated late attendance will make an employee liable for disciplinary action.

### ***Professional Conduct***

The NSF expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between co-workers and supervisors is a must. Individuals who act in an unprofessional or irresponsible manner may be subjected to disciplinary action.

### ***Dress Code***

An employee's personal appearance and hygiene is a reflection on the institution's character and image. Therefore, the appearance of the employees must be neat, clean and sober. Employees are expected to dress appropriately for their individual work responsibilities and position. Female employees must be in a saree or other appropriate attire suitable to the office environment. Male employees must be in a Shirt and Trouser or National Dress.

### ***Health & Safety***

Within one month after joining the NSF, employees are required to undergo a medical examination and obtain medical clearance from a Government hospital. The Board of Management of the NSF has the power to stop salary of any employee other than the Director General if he/she fails to submit the medical report within the given period. Confirmed employment is subjected to medical clearance. The NSF takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Anyone in connection with or engaging in violent activities while on duty must be observed and reported.

In the event of an accident while on duty, employees must notify the supervisor immediately and report every injury, regardless of how minor. Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

Employees must be alert and aware of any potential dangers to themselves or their coworkers and take every precaution to ensure that the surroundings are safe and secure. Any suspicious activity must be reported to the supervisor immediately.

### ***Salary***

Salaries are paid monthly on the date determined by the Treasury Circulars for each calendar year. The salary quoted in the letter of appointment is the consolidated salary unless otherwise informed in relevant documents and informed to the employees lawfully. Deductions are made from this, in respect of Employees Provident Fund (employee contribution) and other statutory requirements as being informed. Employees may request a salary advance (equivalent to 25% of the consolidated salary) which is payable on the date determined by the Treasury Circulars.

### ***E. P. F & E. T. F***

NSF is a subscriber to the Employees Provident Fund. The employee contribution is 10% of the basic salary while the NSF contribution is 15% of the salary. The NSF contributes 3% of employee's basic salary to the Employees Trust Fund.

### ***Increments***

Increments are granted annually based on performance and the recommendation of the Head of the Division. Increments are liable to be deferred or suspended depending on the conduct, attendance and not performing the assigned duties without an acceptable justification. The date of increment will be determined by the date of first appointment, date of effective promotion or the date of effective salary revision.

### ***Overtime & Holiday Payments***

Employees of the NSF who are considered belonging to Non-Executive Grades are entitled to overtime if they work in excess of the normal working hours in a week. Prior approval should be obtained from the Director General for working overtime. The rate of overtime payment for each hour of work performed is one and half (1½) times the hourly rate.

Employees of Executive or Managerial grades are not entitled to overtime. However, they are eligible for a holiday payment subject to a maximum of 02 days/month in respect of the work carried out during weekends or statutory/Poya holidays. Lieu leave can be claimed for such weekend/holiday work in place of a holiday payment.

All employees must work at least 3½ days during the week including reporting to work on Friday in order to work during weekends. In addition, the employee must work another 3½ days during the following week after working during that particular weekend.

### ***Subsistence Payments & Hardship allowances***

All employees must refer to the NSF payment scheme approved by the Board of Management of the NSF for all allowances and subsistence payments for being outside the NSF on duty.

### ***Transport & Related Allowances***

Office transport is provided to the employees as per the DMS circulars and approved by the Board of Management. When NSF vehicles are not available, arrangements are made to provide hired cabs/cars as approved by the Board of Management.

### ***Other Financial Benefits***

**Loans:** Permanent employees confirmed in service are eligible to obtain distress loans amounting to a total of 10-month basic salary. All staff could also obtain a salary advance as specified from time to time once in every 12 months to celebrate a national or religious festival of his/her choice.

**Gratuity:** Employees who have served continuously for five years and over are entitled to gratuity payments of half month's last drawn consolidated gross salary for each completed year of his/her service. The payment is made at the time of retirement/resignation.

**Medical Benefits:** Employees recruited to the permanent service of the NSF are entitled to reimburse Rs. 1000/- per year, the costs incurred in obtaining medical services on submission of acceptable medical bills and prescriptions.

**Incentives:** Employees are eligible to receive incentive payments at the end of the year subject to the approval of the relevant authorities and provided the person is in employment at the time and if adequate funds are available with the NSF through income generation.

Encashment of Medical leave is allowed at the end of the year in respect of unutilized medical leave accumulated during the year, subject to the approval of the relevant authorities and provided the person is in employment at the time. However, this scheme is not in execution currently. The NSF is in the process of appealing to revive the encashment of unutilized medical leave in favour of the employees.

***Payments for Overseas Travel:***

Employees who travel overseas on duty or training are entitled to receive relevant payments as per the government regulations in operation and approved by the Board of Management.

***Training:***

All employees of the NSF are provided with required training according to the terms and conditions given in the Staff Training Policy.

### ***NSF Assets***

NSF assets, such as equipment, vehicles, telephones, computers, and software etc, are not for private use. These assets are to be used strictly for the NSF work and are not permitted off grounds unless authorized. The assets must be used in the manner for which those are intended. Upon termination, employees are required to surrender all assets they possess according to the procedures adopted.

Computers, laptops, internet/ dongles and emails are important resources, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from the supervisor before installing any new software on NSF computers. Files or programmes stored on computers may not be copied for personal use. Phones are provided for official use only. Violations of these policies may result in disciplinary action.

### ***Privacy***

Employees and employer share a relationship based on trust and mutual respect. However, the NSF retains the right to access all NSF property including computers, tables, filing cabinets & storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when using NSF assets. All documents, files, voicemails and electronic information, including e-mails and other communications, created, received or maintained on or through NSF property are the property of the NSF, not the employee. Therefore, employees must not have expectations of privacy over any files or documents maintained with NSF property.

### ***Personal Files***

The NSF maintains a personal file on each employee. These files are kept confidential to the extent possible in the Admin Division and are handled by the Staff Members appointed for the purpose by the Director General. Employees may review their personal file upon request and with permission of the Director General as may be stated in the Right to Information Act. It is important that personal files accurately reflect each employee’s personal information. Employees are expected to inform the NSF of any change in name, address, home phone number, home address or emergency contact information, marital status, and other relevant information as may be important.

## ***Corporate Benefits***

All employees are entitled to obtain the membership of the NSLRC and relevant officers register at the STMIS of the NSF. This will enable them to borrow/ refer books, journals etc. and enjoy other benefits provided to outside members.

## ***Leave***

The NSF will not tolerate absenteeism without excuse. Employees who will be late or absent from work should notify the supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Absence from duty will have to be covered by authorized leave. Unauthorized absence from duty is a serious breach of discipline. All employees are required to apply and obtain prior approval for all leave taken by them. If due to unforeseen circumstances employees are unable to obtain such prior approval, he/ she should forthwith inform the Head of his/ her Department of his/ her inability to attend office, indicating the reasons. In all cases it is the responsibility of the employee concerned to obtain approval from the superior officer immediately after he/ she returns for duty.

Unauthorized absence for over three consecutive days will be considered as vacation of post and the NSF will be empowered to issue a notice of vacation of post and the employee concerned shall be informed accordingly at once by registered post. No employee shall receive a salary for any period during which he/she has been absent without leave.

An employee of the NSF will be entitled to a total of forty-two days leave with full remuneration subjected to conditions specified in this regulation for each calendar year of continuous employment, under following categories.

- a) Casual leave - Seven days
- b) Vacation leave - Fourteen days
- c) Medical leave - Twenty-one days

For the purpose of calculating annual leave, the year will be the calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December.

An employee must make a formal application for annual leave on the forms available in all instances to the relevant superior officer even though permission may have been obtained verbally or informally.

All leave is granted subject to the exigencies of the service and leave once granted may be cancelled at any time, and the employee will be recalled for service if such a step be deemed necessary in the interests of the NSF.

The smallest unit of leave to be granted and registered is “half a day”. Absence from duty exceeding one and half hours during the period before or after lunch interval shall be deemed to be on “half day” leave.

An employee, transferred or released on no pay to the service of the NSF from the public service or from a Public Sector Corporation or Statutory Board shall be entitled to the balance of annual leave entitlements of the NSF (for the first year of service), if any, after deducting the leave already availed of his former employment.

#### ***a) Casual leave***

Casual leave is intended to enable an employee to be absent for a period of a day or two at a time as necessitated by purely casual circumstances. It should not precede or follow a period of vacation or medical leave.

In the first year of employment an employee is entitled for casual leave at the rate of half a day for each completed period of one month's continuous service. From the second year onwards, an employee is entitled for full casual leave or seven days for each calendar year of continuous employment.

Casual leave will not be granted for more than three consecutive days on one occasion.

#### ***b) Vacation Leave***

An employee is entitled to vacation leave with full remuneration, in the second calendar year of continuous employment in respect of the first year of service as follows:

The foundation will allow such leave and the employee will avail himself of this leave in the second year of employment.

- Where the employment commenced between 1<sup>st</sup> January and 31<sup>st</sup> March of the previous year- fourteen days.
- Where the employment commenced between 1<sup>st</sup> April and 30<sup>th</sup> June of the previous year- ten days.
- Where the employment commenced between 1<sup>st</sup> July and 30<sup>th</sup> September of the previous year- seven days.
- Where the employment commenced between 1<sup>st</sup> October and 31<sup>st</sup> December of the previous year- four days.

Granting of leave will be subjected to the exigencies of service.

Unutilized vacation leave of any year can be carried forward to the following year.

### *c) Medical Leave*

Medical leave may be granted up to two days without a medical certificate. Medical leave will be granted for a period exceeding two days at a time only on the production of a medical certificate from a registered medical practitioner.

In the first year of continuous employment, an employee may obtain medical leave in proportion to the completed period of service in the Foundation.

An employee is entitled to not less than twenty-one days medical leave, excluding weekend or other holidays, in any one calendar year of continuous employment after completion of one years' continuous employment. Such leave will be on full remuneration. However, the Director General may refuse to grant paid leave for any days of absence on grounds of sickness exceeding two days on one occasion and not supported by a certificate from a registered medical practitioner.

Absence on grounds of sickness immediately following or preceding any vacation leave may be allowed under medical leave provided the application is supported by a certificate from a registered medical practitioner, even for periods not exceeding two days.

Absence on account of sickness must be reported within twenty-four hours by letter, telegram, fax, e-mail or telephone message to the Supervising Officer/ Director General and medical certificate submitted within three days of sickness.

The NSF may send an employee before a medical officer appointed by the NSF during the period an employee is on medical leave to ascertain whether the employee is not fit for duty.

#### ***d) Maternity Leave***

Female employees of the NSF are entitled to maternity leave according to the Chapter XII item 18 of the E-Code. Conditions for feeding hours are applied according to 18.6 of the Chapter XII of the E-Code.

#### ***e) Duty Leave (Local)***

An employee may be granted duty leave for:

The purpose of sitting examinations, which have a direct bearing on the employee's duties or promotional requirements.

Attending the annual sessions of professional/ scientific institutions/ associations of which the employee is a member or seminars approved by the Director General or his authorized officer.

Any other purpose having a direct bearing on an employee's duties with the approval of the Director General as the case may be.

Prior approval must be obtained from the Director General or his authorized officer for duty leave and its duration.

#### ***f) Study Leave (Local)***

Prevailing Staff Training Policies has to be strictly followed.

The NSF may grant study leave to an employee as per the regulations stipulated in the Government Establishment Code. The leave granted under this provision could be on either full pay or no pay. Provisions of sub section 14 and 15 of chapter XII of the Establishment Code are applicable in this regard.

The Director General will consider the requests made by the staff for leave to attend classes/ lectures conducted by recognized institutions during office hours. based on the recommendation of the SDC. Maximum leave of one day per week may be granted for such requests for a limited period.

The Director General may grant permission to employees to leave office to attend lectures/ classes, based on the provisions of subsection 12 of chapter XII of the Establishment Code and the recommendation of the SDC.

### ***g) Overseas Leave***

An employee may be granted 'study leave (overseas)' as per relevant regulations stipulated in the Government Establishment Code. The leave granted under this provision could be on either full pay or no pay. Provisions of sub section 14 & 16 of the chapter XII of the Establishment Code are applicable in this regard.

Duty Leave (Overseas) is granted to travel abroad for a purpose which is directly a part of an officer's duty. Duty leave may be also given by the NSF to attend Training/ Seminar/ Conference/ Workshop to be held overseas, on topic relevant to his/her duties or to make a presentation on any research being carried out by the officer. All employees must obtain prior approvals for delivering all the communications e.g. country papers etc. The NSF may consider granting necessary funding under the schemes operated at the NSF.

Any other leave for travelling abroad will be either 'overseas leave' or 'private leave'.

### ***h) Lieu Leave***

All non-executive employees are entitled for lieu leave in addition to the overtime payments for working on weekends. These employees can claim either lieu leave or the payment when they perform duties on a holiday which falls on a weekday.

However, they are expected to work on Friday before the weekend and cannot take lieu leave on the Monday following the weekend.

The executive staff can claim either lieu leave or the payment for working on holidays/ weekends subject to maximum of two days per month.

When an executive officer works for half-day, he/she should work for another half-day as the entitlement is one day lieu leave.

The minimum working period for entitlement of one day lieu leave is six hours.

***i) No Pay Leave***

Leave in excess of the annual leave entitlement (casual, medical and vacation leave) will be on no pay. An employee will be liable for disciplinary action if he takes more than ten days no pay leave except where such leave has been due to an accident or sickness, unless decided otherwise by the Board.

***j) Short Leave***

All employees are allowed two short leaves per month, each not exceeding one and half hour's duration. Short leave may not be taken along with a half day leave.

***k) Half-days Leave***

A half days leave requires work for either 3.5 hours in the morning (8.30 a.m. to 12.00 p.m.) or in the afternoon (12.45 p.m. to 4.15 p.m.) excluding the lunch break. Prior approval should be obtained before taking half-days leave.

***l) During Pregnancy***

A female employee expecting a baby is allowed to report to work 30 minutes later and leave the office 30 minutes before the normal office hours, after completion of 05 months of her pregnancy. Relevant certifications need to be produced claiming for same.

***Performance & Promotions***

The NSF expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, including termination.

The NSF annually evaluates an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The NSF uses performance reviews as a tool to determine the annual increment, promotions and/or terminations. All performance reviews are based on merit, achievement and other factors which may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with policies
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback
- Innovativeness & creativity

Employees should note that a performance review may guarantee the increment but not the promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Employee may forward any questions about performance expectation or evaluation to the supervisor at any time for consideration.

Employees are promoted according to the DMS approved Scheme of Recruitment and Promotion (SOR) adopted by the Board of Management subject to the availability of the cadre position. Every year performance of each employee is appraised and is recorded according to an adopted procedure. These appraisal forms are used when considering promotions. In addition to these appraisals, a confidential report may be called from the supervising officer. All executive officers eligible for promotions in terms of the DMS scheme should submit a self-evaluation report prepared based on the criteria for promotions stipulated in the SOR.

## ***Retirement***

The employee retirement age is 60 as per the government rule.

## ***Insubordination/Discipline & Termination***

Supervisors and employees should interact with mutual respect and common courtesy.

Employees are expected to take instructions from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Act of repeated insubordination is subject to disciplinary action, including termination. If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

Disciplinary action will be taken against any act of misconduct following accepted procedures and conditions laid in Part II of the E-Code. Any lapse, infringement of breach of terms and conditions of employment or agreement, neglect, breach of any rules, instructions or orders given by the superiors and or failure to discharge any of the obligations of the employee will constitute misconduct.

The following acts and omissions will be treated as some specific acts of misconduct:

1. Willful disobedience
2. Violations of rules, regulations, orders, instructions
3. Misuse of e-mail or other facilities provided
4. Theft, fraud, misappropriation of funds and dishonesty
5. Accepting bribes or illegal gratifications
6. Disorderly or indecent behavior whilst on duty
7. Being under the influence of liquor or narcotics whilst on duty
8. Gross negligence or habitual neglect of duties

9. Sleeping whilst on duty
10. Gambling in place of work
11. Unauthorized absence from work
12. Sexual and other physical/ verbal harassments
13. Causing damages to NSF property
14. Any criminal act
15. Disregard for safety and security procedures
16. Disparaging or disrespecting supervisors and/or co-workers
17. Any other action or conduct that is inconsistent with NSF policies, procedures, standards or expectations.

Following punishments and may be other (one or more) as stipulated in the government rules and regulations may be imposed in case of misconduct:

1. Call for explanation
2. Issue a warning letter
3. Suspension/ stoppage/ reduction/ deferment of salary
4. Reduction in grade increment
5. Disqualification for promotions
6. Termination of service

Where the disciplinary authority considers that in the interest of the NSF, an employee should cease forthwith to exercise the powers and functions of his/her office, the disciplinary authority may interdict or send the employee on compulsory leave. Interdiction will be ordered only where charges, if proven, would warrant dismissal or where criminal proceedings have been instituted against the employee.

### ***Arbitration rules***

Any dispute between the NSF Management and the staff arising from the interpretation or application of this “Employee Guide” which is not settled by negotiation shall be submitted to arbitration by either party in accordance with the Arbitration Rules of the Government.

### ***Declaration of Assets***

All staff is required to complete and return the personal information form annually. All executive grade officers are required to complete and submit the document “Declaration of Assets and Liabilities” annually.

### ***Exit Interview***

The NSF may request an exit interview upon notice of resignation. The purpose of the exit interview is to complete necessary forms, collect assets held by the employee and discuss employment experiences with the NSF.

### ***Associations***

Employees are encouraged to join the following non-political or professional associations as may be relevant.

- NSF Staff Welfare Society
- Scientific Officers Union (SOAN)

## **Legislative enactments applicable to NSF**

- S & T Development Act No. 11 of 1994
- Establishment Code
- Employees Provident Fund
- Employees Trust Fund
- Gratuity Act
- Government Financial Regulations

## **Relevant circulars applicable to NSF & NSF policy documents enacted**

The terms and conditions given in the following documents are to be complied with at all time.

### *Circulars*

- Department of Management Services (DMS) Circulars
- Circulars issued by the Presidential Secretariat
- Public Administration Circulars
- Ministry Circulars
- Treasury Circulars
- Internal Circulars
- NSF Payment Scheme

### *Policies*

- Staff Training Policy
- Staff Transfer Policy
- Transport Policy
- Document Retention Policy
- Policy for Appointing NSF Committees
- NSF Incentive scheme

**Acknowledgement  
of Receipt of  
the Employee Guide**

(Employee Copy – Keep with the Guide)

I acknowledge that I have received a copy of the Employee Guide. I understand that I am responsible for reading the information contained in this Guide. I understand that the Guide is intended to provide me with a general overview of the NSF's policies and procedures. I acknowledge that nothing in this Guide is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period. I understand and accept that my employment with the NSF is at my will. I have the right to resign at any time with or without cause, just as the NSF may terminate my employment at any time with or without cause or notice, subject to applicable laws.

I acknowledge that the NSF may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Employee Guide or elsewhere, in whole or in part, with or without notice at any time according to the rules and regulations imposed by the Government and at the discretion of the NSF Board.

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(Signature of the Employee)

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(Date)

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Director General



## Acknowledgement of Receipt of the Employee Guide

(Employer Copy – Detach and Submit to the Admin Division for records)

I acknowledge that I have received a copy of the Employee Guide. I understand that I am responsible for reading the information contained in this Guide. I understand that the Guide is intended to provide me with a general overview of the NSF's policies and procedures. I acknowledge that nothing in this Guide is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period. I understand and accept that my employment with the NSF is at my will. I have the right to resign at any time with or without cause, just as the NSF may terminate my employment at any time with or without cause or notice, subject to applicable laws.

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(Signature of the Employee)

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(Date)

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Director General



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