

Mercy Hands for Humanitarian Aid

Core Staff Guidelines

Introduction

The purpose of these guidelines is to define and regulate the process of designating core staff at Mercy Hands.

Definition of “Core Staff”

Mercy Hands define Core Staff as “Permanent employees comprising the central and foundational group that provides the skills essential to the survival and growth of Mercy Hands.”

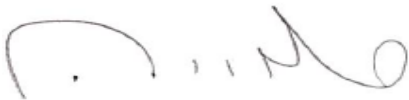
Purpose of “Core Staff”

Designating an employee as a “core staff” will enable Mercy Hands to retain highly skilled and experienced staff, which is essential to the development and growth of Mercy Hands.

Guidelines

1. The Executive Director has the authority to designate an employee as “Core Staff” and only the Board of Directors and General Assembly have the authority to reverse or cancel that designation.
2. Being called “core staff” is not absolute but conditional and depends on the continuous demonstration of loyalty to MH, productivity, dependability, and willingness to improve.
3. When there is no funding MH will cover the salaries of the core staff from the operational reserve funds.
4. If none of the salary is covered by an external donor then MH will commit itself to pay the minimum salary for the full-time employee with the same or equivalent job title, as defined by MH's Salary Scale.

5. The duration of MH coverage of the minimum salary varies and depends on many factors but it cannot exceed six months in a row.
6. MH Executive Administration and Senior Managers will exert every effort to coordinate and work together to cover the salaries of core staff from external funds.
7. When feasible, recruiting core staff to externally funded projects takes priority over recruiting new staff.



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