

Administrative Regulation

Introductory Chapter:

Definitions:

Article 1/a: This regulation is called the Administrative Regulation of the Jordanian Women's Union No. (3) of 2019, and shall come into force from the date of its approval by the General Authority.

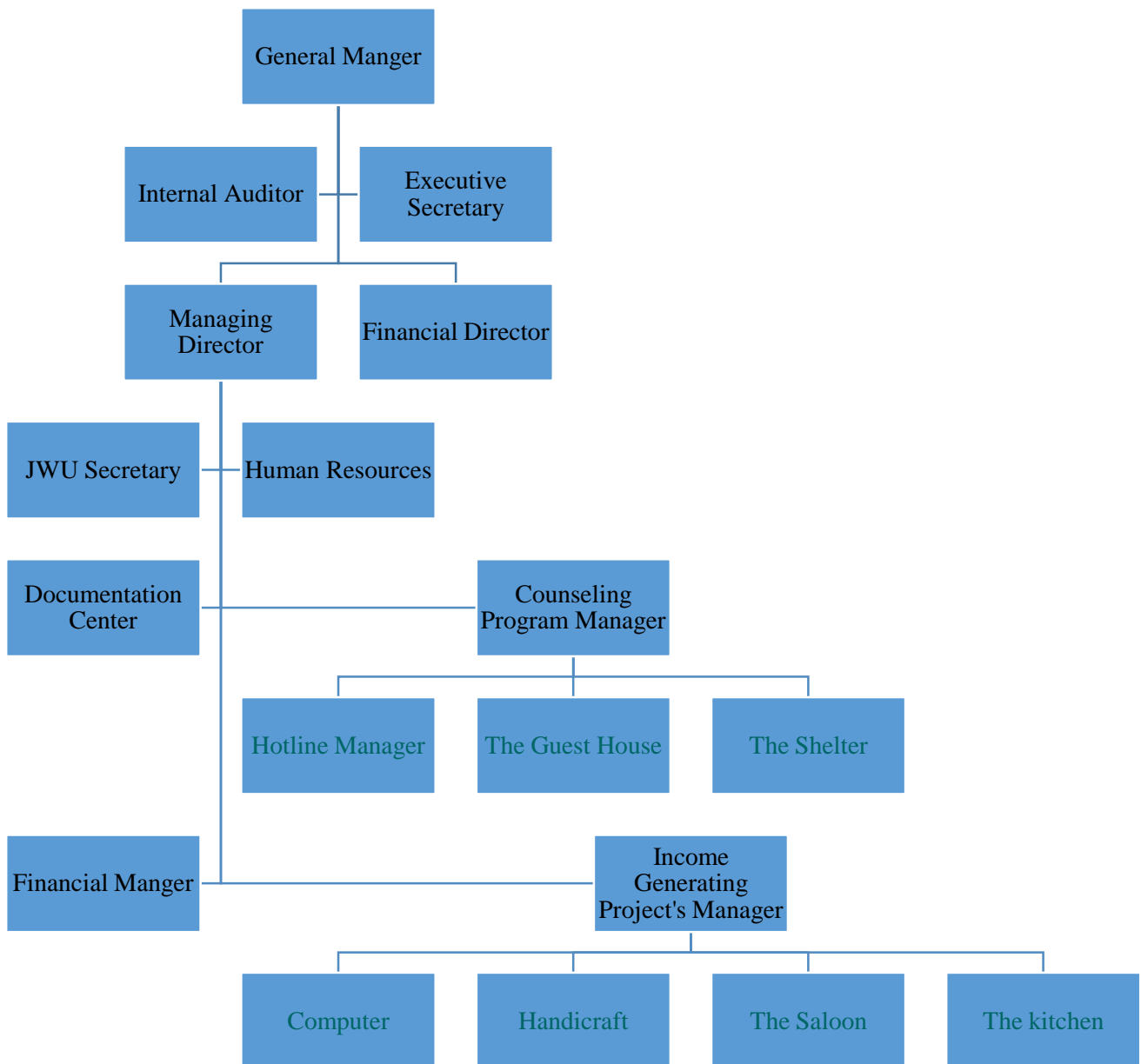
B: This regulation aims to provide the Jordanian Women's Union and its employees with a reference representing the administrative policies and procedures related to personnel affairs, such as the organizational structure, job title, appointment principles and procedures, labor rights, evaluation, termination of services, duties of employees (The Code of Ethics) and penalties.

Article (2): The following expressions shall have the corresponding meanings, unless the context indicates otherwise:

| | |
|----------------------------------|--|
| Union: | The Jordanian Women's Union. |
| Administrative Body: | The Administrative Body of the Jordanian Women's Union. |
| President: | Female president of the Jordanian Women's Union Association. |
| General Manager: | The General Manager of the Jordanian Women's Union. |
| Committee: | Personnel Affairs Committee. |
| The Law: | The Jordanian Labor Law in force and any amendment thereto. |
| Work: | Every mental or physical effort devoted by the worker in return for a wage, whether permanently, casually, or temporarily. |
| Casual work: | Work that is required by an emergency need, and the period for its completion does not exceed three months. |
| Temporary Work: | Work whose nature requires a limited period of time to be completed. |
| Employee: | Every person, male or female, who performs work for a wage and who is affiliated with Jordanian Women's Union and works under its command. This includes juveniles and those who has been piloted. |
| Wage: | Everything that the worker is entitled to in return for his/her work, in cash or in kind, in addition to all other entitlements of whatever kind, if the law, the work contract, or the internal system stipulates, or the transaction has settled on paying them, with the exception of the wages due for overtime. |
| Location: | Work location inside and outside Amman. |
| Year: | The Calendar year and its duration is 12 calendar months. |
| Month: | The Calendar month (30 days). |
| Organizational Structure: | The organizational structure of the Union and the tasks assigned to each employee. |

Chapter One: The Organizational Structure, Job Titles, and Tasks

Functional Structure of the Union



Article (3): The Functional Structure of the Union consists of the following:

- A. General Manager.
- B. Managing Director (Female).
- C. Financial Manager.
- D. Program Director (Female).
- E. Program Officer (Female).
- F. The Internal Auditor.
- G. Project Manager (Female).
- H. Documentation Center.
- I. Department Manager.
- J. The employee.

Article (4): There are two types of employees working in the Union:

- 1. Classified (permanent) employees: employees appointed with indefinite contracts to perform tasks assigned to them on a full-time basis.
- 2. Workers or experts on fixed-term contracts: employees or experts who are appointed to complete certain tasks for a limited period of time.

Article (5): Duties and Powers of the General Manager:

The General Manager will be appointed by a decision of the Administrative Body of the Union. S/he shall be authorized by the Administrative Body to manage the affairs of the Union that are related to work, and s/he shall be chosen according to specific criteria, most importantly of which are professional and scientific competence, believing in the objectives of the Union, having the ability to turn them into programs and projects that serve women, and being able to interpret the directions of the Administrative Body and decisions issued in the successive General Body meetings, and the powers of him/her include the following:

- 1- Approving annual leaves (that are more than two weeks), and the leave that exceeds a month shall be attributed to the Administrative Body.
- 2- Appointing temporary employees.
- 3- Issuing alerts and warning penalties to employees.
- 4- Representing the Administrative Body in the media and external relations related to the programs and projects s/he manages.
- 5- Addressing official institutions and local and international authorities regarding the progress of work within the various programs of the Union.

- 6- Issuing decisions to disburse amounts of money in accordance with the projects budget approved by the Administrative Body, with commitment towards the financial instructions contained in the Basic Law, the Financial Regulation, and any other instructions issued by the Administrative Body.
- 7- The General Manager shall have the right to delegate any of the powers given to him/her to the employees in a way that results in facilitating the daily work of the Union.
- 8- Signing with the Financial Committee the special contingency expenses in the various programs within the amounts allowed by the Financial Regulations of the Union.
- 9- Approving employees' loans, whose terms match the conditions approved in the Financial Regulation. If the loan is related to the General Manager, it shall be presented before the Administrative Body for approval.
- 10- It is prohibited for the General Manager to bring funds or projects to the Union without obtaining a prior approval by the Administrative Body of the Union.
- 11- Managing the central programs of the Jordanian Women's Union in the head office and the branches of the Union and managing all employees of the Administrative Body.
- 12- Attending the meetings of the Administrative Body as an observer to learn about the policies of the Union and its development, and the Administrative Body has the right to withhold some meetings from him/her if it finds it necessary.

Article (6): Managing Director.

The Managing Director has the powers of the General Manager in accordance with a written authorization obtained from the General Manager. S/he also has the power to:

- 1- Attend the meetings of the Administrative Body upon the request of the Administrative Body itself.
- 2- Act on the behalf of the General Manager in managing the central programs of the Jordanian Women's Union in the head office, branches, and centers of the Union, and s/he shall also manage all employees of the Administrative Body.
- 3- Approve the overtime work and the deduction received from the directors of the departments based on the requirements of the Financial Regulations and Personnel Affairs Regulations.
- 4- Monitor everything related to the maintenance of buildings and furniture.

- 5- Supervise all administrative and technical matters related to the various projects and programs, and accordingly, s/he has the right to form a committee that contains heads of departments, or to form any committee of employees, in order to allow him/her to connect with the processes of work within the departments.
- 6- Take preventive measures that ensure public safety within the Union.
- 7- Evaluate the employees annually in accordance with the evaluation criteria adopted in the Union.
- 8- Issue alerts and warning penalties to employees.
- 9- Monitor the preparation of the annual plans for all Union's programs and projects to be submitted to the General Manager, in a period of no later than the end of September.

Article (7): Duties and Powers of the Project Manager:

The word (projects) refers to the productive projects done inside the head office and any other projects implemented in the branches by a decision of the Administrative Body. Some of his/her duties and powers are the following:

- 1- Fully supervising the productive projects within the Union, in terms of staff, production, and production development.
- 2- Providing regular, short, periodic, monthly reports regarding the work progress to the Managing Director.
- 3- Setting plans to develop productive projects to ensure their sustainability.
- 4- Notifying the Managing Director and the General Manager of any problems that may threaten the progress of the project, in writing, and as soon as the problem occurs.
- 5- Giving leaves to project employees, but annual leaves shall be attributed to the Managing Director.
- 6- Attributing overtime work and occasional vacations to the Managing Director
- 7- Taking preventive measures that ensure public safety within the projects implemented in the Union.
- 8- Preparing an annual evaluation for the employees working in the departments that s/he is in charge of, in accordance with the evaluation criteria adopted by the Union.
- 9- Preparing the annual plan in cooperation with those involved in the projects and submitting it to the General Manager at the end of September of each year.

Article (8): Duties and Powers of the Program Officer:

- 1- Supervising the employees and assigning tasks.
- 2- Making interventions to solve the problems that occur in her program.
- 3- Supervising and documenting the files of the program beneficiaries.
- 4- Auditing the advance given to the program.
- 5- Evaluating the employees annually according to the evaluation criteria adopted by Union.
- 6- Developing employee-training programs.
- 7- Participating in preparing the annual plan of the program.

Article (9): Duties and Powers of the Head of the Department:

- 1- Supervising work details in the department s/he is charge of.
- 2- Distributing tasks among the employees in the department.
- 3- Giving leaves to employees.
- 4- Attributing annual leaves to the Managing Director.
- 5- Recommending the Managing Director to issue warnings to employees in the event of violations.
- 6- Recommending occupying positions or nominating employees, according to the department's need.
- 7- Submitting periodic reports regarding work progress in the department to the Managing Director.
- 8- Following up with the Managing Director in everything related to the maintenance of the department and personnel documents.
- 9- Recommending doing the necessary procedures to ensure public safety within the department.

Article (10): Duties and Powers of the Documentation Center Director:

- 1- Carrying out and supervising the tasks assigned to the Documentation Center.
- 2- Supervising the cultural activities of the Union in cooperation with the General Manager and the Administrative Body of the Union.
- 3- Following up on the implementation of the Documentation Center's annual plan.
- 4- Providing administrative and technical supervision to the employees of the department.

- 5- Supervising the documentation programs within the Union, which are related to the technical programs in it.
- 6- Supervising the disbursement of the Documentation Center's advance in accordance with the Financial Regulations of the Union.
- 7- Evaluating the employees of the department annually in accordance with the evaluation criteria adopted by the Union.
- 8- Preparing the annual plan and submitting it to the General Manager at the end of September of each year.

Article (11): Duties and Powers of the Project Coordinator:

- 1- Monitoring everything related to the implementation of the project financially and administratively.
- 2- Supervising the employees of the project.
- 3- Making preparations for the activities and supervising their implementation logistically.
- 4- Monitoring the project budget and ensuring that the activities are implemented as set in the prepared plan according to the project budget.
- 5- Internal monitoring and evaluation.
- 6- Contacting the financier.
- 7- Preparing reports.
- 8- Issuing disbursement orders according to budget articles for financing projects.

Psychological, Social and Legal Guidance Phone Line Program : Child Guest House and Guest House for Abused Women (the Shelter)

Article (12): Duties and Powers of the Programs' Director:

Programs' Director is the director of the Psychological, Social and Legal Phone Line Program for Guidance implemented in the Union, the Guest House for Abused Women program (the Shelter), and the Child Guest House Program. Some of her duties and powers are the following:

- 1- Fully supervising the performance of the Heads of the Programs.
- 2- Supervising and following up with the Programs' Director for social workers regarding the actions taken with cases handled by the programs.
- 3- Intervening to solve the problems that occur in the programs, which are related to the beneficiaries.

- 4- Training the staff working in the programs on the technical and organizational capabilities necessary to perform the work.
- 5- Supervising the process of dealing with special cases in the women's shelter in accordance with the criteria adopted for cases to be accepted in the shelter.
- 6- Auditing the advances given to the supervisors of the programs under her management.
- 7- Evaluating the employees annually in accordance with the evaluation criteria adopted by the Union.
- 8- Representing the Union in relation to the programs it supervises, by a decision issued by the General Manager.
- 9- Developing training programs for the employees working in the program and training the staff on these programs to develop their performance and technical and organizational capabilities necessary to perform the work.
- 10- Preparing the annual plan in cooperation with the Program Officer and submitting it to the General Manager at the end of September of each year.

Article (13): Duties of the Social Worker:

- 1- Receiving the case and introducing the Union and its role to it.
- 2- Following the procedures contained in the Procedures Manual for dealing with cases of domestic violence.
- 3- Accompanying the case to the clinic, if necessary.
- 4- Calling for the psychiatrist or the lawyer, based on the need of the case.
- 5- Referring the case to the Women's Guest House (Shelter) if there is a threat or need.
- 6- Determining the procedures that shall be followed with the case in coordination with the Program Director, providing the service to the case, and monitoring the procedures.

Article (14): Duties of the Social Worker in the Child Guest House:

- 1- Monitoring the progress of the visitations to achieve communication between children.
- 2- Focusing on neutralizing children and developing their feelings towards their parents, regardless of the problems between the parents.

- 3- Providing the concerned parties (wives and husbands) with communication skills, resolving family disputes skills, constructive dialogue, and negotiation skills.
- 4- Empowering women and enhancing their self-confidence and capabilities.
- 5- Detecting the presence of abuse or any form of violence against children early, and referring them to a follow-up line program for guidance.
- 6- Following all procedures contained in the Union's Procedures Manual for dealing with cases of domestic violence.

Article (15): Duties of female psychologist:

- 1- Providing the necessary psychological counseling and raising the awareness of the woman benefiting from the program.
- 2- Giving advice to parents on how to deal with their children.
- 3- Applying psychological tests and measures for women, if necessary.
- 4- Referring women to a psychiatrist or psychiatric hospital.
- 5- Assisting the social worker in receiving a case, following up on the parties of the problem, and communicating with the concerned parties.

Article (16): Duties of the female lawyer:

- 1- Providing the necessary legal advice and educating the woman who is benefiting from the program about her rights under the legislation in force.
- 2- Setting the legal agreements between the parties and the Union in accordance with the established rules.
- 3- Delivering legal lectures within the program of raising legal awareness and legal illiteracy for the local community.
- 4- Practically monitoring legal problems along with their applications, and submitting reports on them to the General Manager and the Legal Committee.
- 5- Participating in giving feedback on the proposed legal amendments to laws, and participating in preparing draft laws within the Legal Committee.
- 6- Representing the Union in conferences, workshops, and meetings related to legal aspects.
- 7- Following all procedures contained in the Union's Procedures Manual for dealing with cases of domestic violence.

Article (17): Duties of the female Director of the Guest House for Abused Women:

- 1- Creating all conditions and taking the necessary measures to ensure a safe stay for the cases inside the shelter, in accordance with Union's Procedures Manual for dealing with cases of domestic violence.
- 2- Monitoring the behaviors of the residents in the Shelter, informing the concerned specialists of them, and dealing with the daily problems of the residents in coordination with the specialist.
- 3- Supervising the process of rehabilitating the cases based on their needs, and following up on this with the one who is responsible for the productive projects.
- 4- Monitoring the files of the Guest House in terms of completing the required information and procedures.
- 5- Monitoring the procedures related to the residents with other institutions, in coordination with female lawyers.
- 6- Doing the internal and external correspondences related to serving the residents.
- 7- Following up on all needs related to clothing, food, hygiene, and daily needs of the residents.
- 8- Preparing records for the Shelter, including the health record and the record of rehabilitation and empowerment.
- 9- Following up on the maintenance of the Shelter.
- 10- Monitoring the training needs of the supervisors in the Shelter, following up on the supervisors' work professionally and administratively in terms of their overtime work, leaves, and days off, and evaluating their performance.

Article (18): Duties of the female supervisors working in the Guest House for Abused Women (the Shelter):

First: Duties of the day-shift supervisor:

- 1- Providing a daily meal for the residents.
- 2- Accompanying the patient to the doctor of the clinic if the concerned specialist is not present.
- 3- Accompanying the resident to doctors working outside the Shelter, laboratories, and CAT scanners, and purchasing medicines.

- 4- Securing all needs related to food, clothing, hygiene, and the special needs of the residents.
- 5- Buying the Shelter's needs from outside markets.
- 6- Preparing and following up the weekly hygiene program.
- 7- Following up on security and safety requirements and paying much attention, especially during food preparation.
- 8- Giving medicines to the residents on time.
- 9- Accompany the resident to purchase her own requirements.
- 10- Preparing a monthly list of the consumed food and sending it to the Shelter.

Second: Duties of the night-shift supervisor:

- 1- Dealing with the daily problems of the residents and informing the specialists.
- 2- Monitoring the behavior of the residents in the Shelter and collecting observations related to them, such as mood swings, changes in sleep, and food, among others).
- 3- Briefing the notes and information to the concerned specialist in the morning meeting the next day.
- 4- Communicating with the concerned specialist and the Program Director when necessary, and in the event of an emergency, calling the doctor immediately.
- 5- Accompanying the patient to the clinic if the matter cannot be postponed to the next day.
- 6- Following up on security and safety requirements and paying much attention, especially during food preparation.
- 7- Giving medicines to the residents on time.
- 8- Receiving new cases that arrive to the Shelter at night based on a decision to enter, and providing all necessary requirements for the residents.
- 9- Providing a safe environment for the residents.

Article (19): Duties of Personnel Affairs Department:

- 1- Monitoring all matters related to the employees of the Union, such as absence, attendance, days off, and leaves.
- 2- Monitoring all recruitment procedures in the Union, and following up on the appointment process.
- 3- Preparing permanent and temporary contracts.

- 4- Calculating salaries for the new employees, overtime work, and deductions from salaries.
- 5- Calculating the salaries of the daily-paid workers.
- 6- Supervising the evaluation process for the employees in the Union in coordination with the Managing Director.
- 7- Considering objections received from the employees.
- 8- Investigating employees' violations that are reported to the Department by the General Manager or the Managing Director.
- 9- Reviewing employees' files every six months to ensure that they are updated and that they include all documents and information required under the regulation.
- 10- Monitoring the termination of employees' services who have resigned or whose contracts have expired, in addition to monitoring the final settlements with them.
- 11- Issuing experience certificates for employees and any requirements that the employee needs for his/her transactions inside and outside the Union.
- 12- Monitoring the employees' social security and health insurance.
- 13- Ensuring that employees comply with all procedures, policies, and internal laws of the Union.

Financial Department

Article (20): Duties of Financial Manager:

- 1- Implementing the decisions issued by the Administrative Body, the General Manager, and the Financial Regulations of the Union.
- 2- Conduct final checking and approvals of purchase orders.
- 3- Being an original member of the Finance Committee.
- 4- Being an original member of the Procurement Committee.
- 5- Being an original member of the Destruction Committee.
- 6- Approving daily expenses.
- 7- Auditing the branches' finances in accordance with the financial principles.
- 8- Approving all transactions completed in the Financial Department.
- 9- Maintaining a record of supplies and documents related to entry, exit, and destruction.
- 10- Authorizing someone to hold the powers of the Financial Department.
- 11- Chairing any committee that supervises the general maintenance of the Union and takes the necessary steps to ensure public safety within the Union.
- 12- Taking the necessary and urgent financial decisions that cannot be postponed and whose postponement will disrupt the work within the Union or harm any of the visitors of the Union and its property. The decisions shall be taken after consulting the General Manager and the President of the Union. The Administrative Body shall consider what decisions are urgent and approve them in the first coming meeting; and if the Administrative Body consults the President and the Director of the Union, it will not be the Administrative Body who took the decision, but rather them.
- 13- Providing the Project Manager with the financial status of the projects on a monthly basis.
- 14- Submitting a monthly financial report or any other reports requested by the Administrative Body and the General Manager regarding the finances of the Union for approval.

Article (21): Duties of Internal Auditor:

- 1- Monitoring the performance of the Financial Department and the extent to which the work within the department conforms to Jordanian laws related to the work in the Union, as well as the financial and administrative regulations of the Union.
- 2- Providing the General Manager and the Administrative Body with reports as soon as any financial imbalances or technical glitches are detected in the Union.
- 3- Issuing instructions for the General Manager, the Financial Director, and the Administrative Body to ensure applying the financial bases contained in the rules and regulations of the Union.
- 4- Evaluating the technical performance of the staff within the Financial Department, and conducting an annual evaluation of the staff in the Financial Department.
- 5- Recommending making appointments in coordination with the Financial Manager.
- 6- Submitting training proposals to the Financial Department and the Fund Secretariat in the Union.
- 7- Monitoring the financial decisions issued by the Administrative Body, the General Manager, and the Financial Manager, and suspending any decisions that violate the rules and regulations of the Union.
- 8- Giving advice on destruction in accordance with the Jordanian law.

Article (22): Duties of Deputy Financial Manager:

- 1- Acting on the behalf of the Financial Manager in his/her absence.
- 2- Reviewing, checking, and approving bank settlements.
- 3- Preparing the periodic reports requested by the Financial Manager.
- 4- Assisting in preparing the budgets of the Union.
- 5- Checking the outputs of the accounting system.
- 6- Participating in the proposal to develop and organize the Financial Department.
- 7- Participating in the classification and categorization of accounts.

Article (23): Duties of the Payroll Accountant:

- 1- Preparing the monthly payrolls for permanent employees.
- 2- Preparing the payrolls for the employees according to remunerations.
- 3- Preparing the payrolls for the daily-paid workers.
- 4- Preparing payrolls for trainees' rewards.
- 5- Conducting periodic reviews to calculate any bonuses or settlements on salaries, end-of-service transactions, and any discounts and deductions for employees, in addition to monitoring the payment of employees' financial obligations.
- 6- Submitting salary reports to the Financial Manager.
- 7- Reviewing salary deductions that are consistent with domestic laws.
- 8- Preparing and following up salary checks and monthly transfer letters to banks.

Article (24): Duties of the Bank Accountant:

- 1- Preparing bank settlements.
- 2- Preparing periodic reports on the outstanding checks and submitting them to the Financial Manager.
- 3- Following up the relationship with banks and banking transactions.

Duties of the Main Accountant:

- 1- Handing checks and amounts of money issued under disbursing orders and preparing on-paper documented disbursements accordingly.
- 2- Entering the records, payables, and receivables on the system.
- 3- Monitoring and confirming payable and receivable accounts held with external parties.
- 4- Keeping files and documents and organizing them according to the rules.

Article (25): Tasks of the Fund Secretariat:

- 1- Receiving the cash and checks received by the Union and preparing a paper receipt in return for these amounts.
- 2- Depositing checks and cash in the bank in coordination with the Financial Manager.
- 3- Recording the amounts received and deposited in the cashbook with the clarifications of these amounts.

- 4- Taking charge of the petty cash advance and disbursement based on the approval of the Financial Manager.

Article (26): Duties of the Assistant Accountant:

- 1- Following up on social security matters and the preparation of monthly security payrolls (liaison officer).
- 2- Preparing the monthly tax deductions payrolls and sending them to the Income Tax Department.
- 3- Preparing on-paper documented records.

Article (27): Specialized Committees:

- A- The General Manager may form specialized committees that consists of the employees of the Union to consider any aspects related to the Union's work and activities as well as the Union's management affairs, and s/he may also submit recommendations regarding the specialized committees to the administrative Body. These committees are either permanent or temporary.
- B- The General Manager shall decide on the committees' membership, duties, and methods of work that will be followed in order for the Committee to complete its work.

Chapter Two: Recruitment Policy and Procedures

Article (28): Recruitment Policy:

The Recruitment Policy of the Union is based on equality and non-discrimination on the basis of race, religion, or gender. However, priority in recruiting is given to women affiliated with the Union, women who are abused, or women who need help and whose job helps in maintaining their family stability, provided that they meet the conditions required for recruitment.

Article (29): Recruiting Procedures:

1. Recruiting in vacant positions shall be made by those enrolled in the training program, based on the recommendation of the direct supervisor of the trainee if the objective conditions required for the job are met.
2. In the event of not having a suitable candidate for the job, according to (Article 28, first paragraph) of this article, the vacant job will be announced on the website of the Union.
3. The recruitment shall be made according to well-formulated plans that define the Union's needs of employees, and in accordance with the items of needs and estimated budgets for each fiscal year.
4. Each department or division shall renew the recruitment requirements in accordance with the needs of the Union. They shall also put the notes, required expertise, and responsibilities, and take approval from the General Manager and the Personnel Affairs Department.
5. The Personnel Affairs Department shall set the interview and selection mechanisms of the candidates.
6. The recommendation shall be submitted to the General Manager, who shall provide his/her recommendations to the Administrative Body to take the right decision.

Article (30): Job Application:

1. The Applicant shall fill out a job application, in which s/he will list his/her personal information, educational qualifications, practical experience and skills, and the applications shall be handed to the Union Secretariat.
2. A specialized committee, consisting of the Managing Director, Personnel Affairs Department's Director, and the Head of the department in which the job is vacant, shall conduct the final interviews for the candidates and then forward them to the General Manager along with the results of the interviews and their opinion.

3. The General Manager provides his/her recommendation regarding the recruitment to the Administrative Body to approve his/her decision.

Article (31): When a new employee is recruited in the Union, the Personnel Affairs Department shall collect the necessary papers and documents and maintain them in the appropriate files. So, the employee's file shall contain three main sections, as described below:

1. Personal information:

- A copy of the passport and family book.
- A copy of the ID card.
- Copies of the academic certificates and experience.
- Curriculum Vitae (CV).
- 2 photos.

2. Legal information:

- Job offer, employment contract, and appointment letter.
- Forms of leaves and the days off.
- Signed covenant forms.
- Certificate of no criminal record
- Guarantees.
- Financial matters incurred by the employee.
- Promotion and remunerations.
- Acknowledgment of the return from the days off – starting work after the days off – any other information to preserve rights.
- Clearance from the Union when the employee resigns or has his/her services terminated.

3. Training courses and activities attended by the employee.

Article (32): Training Program:

In line with the policy of the Union that aims at encouraging young women and men to work, providing job opportunities for fresh graduates, training them and giving them the necessary job experiences, the Union applies the following principles:

1. Appointing fresh graduates in the programs and projects according to the needs of each program, and giving transportation allowances in accordance with the Financial Regulations.
2. The appointment in the training program shall be for a period not exceeding three months.

3. In case the trainee is good enough to be appointed, a recommendation shall be submitted from the direct supervisor to the General Manager, stating the vacant position, the work's need, and the trainee's competence, and his/her appointment shall be approved by the Administrative Body.
4. At the end of the training period, the trainee shall be given an experience certificate.

General Provisions

- 1- It is not allowed to appoint first-degree relatives, who are: brothers, husbands, parents, or one's children.
- 2- It is not allowed to appoint second-degree relatives unless it is not possible to find other people with a specific specialization. Second-degree relatives are uncles, sons-in-law, and parents-in-law.

Chapter Three: Labor Rights

Article (34): Salaries, Allowances, and Experience:

A. Union's salaries: The following table was determined based on the Union's needs with values estimated according to the tasks assigned to its employee and what employees are entitled to according to the Union's programs and objectives:

| Position | Minimum salary | Educational level |
|---|-----------------------|---|
| Personnel Affairs | 290-350 JDs | College: 290 JDs |
| Secretary | | Bachelor's Degree: 320 JDs |
| Coordinator Assistants | | Higher Diploma: 330 JDs |
| Nursery | | Master's Degree: 350 JDs |
| Documentation | | |
| Social worker | 330-390 JDs | College: 330 JDs Bachelor's Degree: 360 JDs Higher Diploma: 370 JDs Master's Degree: 390 JDs |
| Nurse | 330-390 JDs | College: 330 JDs Bachelor's Degree: 360 JDs Higher Diploma: 370 JDs Master's Degree: 390 JDs |
| Lawyer | 380-410 JDs | Bachelor's Degree: 380 JDs Master's Degree: 410 JDs |
| Accountant | 350-410 JDs | College: 350 JDs Bachelor's Degree: 380 JDs Master's Degree: 410 JDs |
| Drivers | 340-380 JDs | Fourth Type 340 JDs Fifth Type 360 JDs Sixth Type: A/ 370 JDs B/ 380 JDs |
| Cleaning and hospitality workers | 220 JDs | Minimum wage |
| Workers in empowering projects | | |
| Shelter Supervisors | | |
| Watchman | | |

B. Increments:

- **Department Management:** 20-40 JDs, according to performance evaluation.
- **Program Manager:** 50-90 JDs, according to performance evaluation.
- **Financial Manager:** 30-50 JDs, according to performance evaluation.
- 5 JDs for each child.

C. Experience:

- **Experience in the same field but outside the Union:** 5 JDs per year.
- **Experience in the same field within the Union:** 10 JDs per year.
- **Special experiences** are not subject to the career ladder, but they are decided according to the competence and the Union's need for expertise. The salary or remuneration shall be decided accordingly, and upon the recommendation of the General Manager, the consideration of the Personnel Affairs Committee, and the Administrative Body approval.
- The **annual increase** is subject to evaluation, and the minimum increase is 10 JDs per year.

D. Since Jordanian Women's Union's revenues depend on financing projects, and where permanent and temporary employees are appointed for the purposes of implementing projects, the temporary employee shall receive the wage approved in the budget, and the permanent employee shall receive the highest salary.

Article (35): Health Insurance:

The employee has the right to join the health insurance system, according to the terms of contracting with insurance companies, as follows:

- The Union shall bear a percentage of the insurance determined by the General Manager, who recommends the Administrative Body to approve it as it has the authority to take the appropriate decision.
- The employee shall bear the full value of the subscriptions if s/he adds any other family members.

Article (36): Continuing to service after reaching retirement age.

1. The service of an employee in the Jordanian Women's Union shall inevitably be terminated upon reaching the retirement age in accordance with what is stipulated in the Social Security Law, whereby the employee's services are terminated and all his/her rights are settled.
2. In the event that the employee wishes to continue working after reaching the retirement age, terminating his/her services, and settling his/her rights, a request shall be submitted to the Personnel Affairs Department, in which

reasons for his/her request to continue working are explained. This request shall be referred to the General Manager to be considered. If the General Manager is convinced that s/he has exigent circumstances that need him/her to work for the Union, the General Manager shall provide a recommendation to the Administrative Body in order to take the appropriate decision.

Chapter Four: Performance Evaluation

Article (37): Performance Evaluation:

Performance evaluation is the main criterion for measuring the performance of the Union's employees, in order to prepare for taking appropriate measures according to the results of the evaluation. Therefore, the Union follows the following policies and rules:

1. The employee's performance shall be evaluated annually.
2. The evaluation shall be based on the objectives that the employee must accomplish.
3. Evaluating subordinates is one of the Direct Manager's responsibilities, as s/he is the best one to measure performance and the extent to which the objectives are achieved, because of his/her direct and continuous access to the work done by his/her subordinates.
4. The performance of the General Manager shall be evaluated by the Administrative Body.
5. The results of the performance evaluation shall be approved by the Personnel Affairs Department, and the General Manager shall be informed of them, in order to ensure justice and equality in all departments and projects of the Union.
6. The results of the performance evaluation shall be linked to the system of salaries, wages, remunerations, and promotions.
7. Each employee has the right to raise his/her own objection to the results of the evaluation and submit it to the Personnel Affairs Department for consideration.
8. Evaluation elements are determined according to the model approved by the Union.

Article (38): Evaluation Procedures:

The Direct Manager shall evaluate the performance of the employees once a year by filling the form prepared for this purpose, which contains clear details of all elements of performance evaluation, and the points for each element, according to the following procedures:

1. The Direct Manager shall meet the concerned employee, then the employee's daily work and achievements at work will be discussed, in addition to discussing his/her achievement of the required goals.

2. During the meeting, the (short and long-term) goals that the employee is expected to achieve within a certain period of time shall be determined.
3. The Direct Manager shall evaluate the aspects of improving performance and the behavioral problems that the employee has faced. In addition, plans shall be developed to address such problems.
4. Based on all that, the Direct Manager makes recommendations, which include recommendations for performance assessment, training needs, annual increases, promotion, among others.
5. The final results shall be discussed and all points shall be documented in the attached form by the Manager. The final results shall also be signed by the Direct Manager and the concerned employee.
6. The form shall be sent to the Managing Director for assigning it to the Personnel Affairs Department, so that the results and recommendations can be approved.
7. After approving the evaluation and determining its results, the evaluation results shall be communicated to the employee.
8. The approved performance evaluation form shall be sent to the Personnel Affairs Department, so that the necessary measures are taken.

Article (39): Results of performance evaluation:

The results of performance appraisal affect the employees in the following matters:

1. **Annual increases:** The rate of the annual increase for employees shall be approved depending on their performance during the previous year.
2. **Special Reward and Increments:** Incentive rewards and exceptional Increments for employees depend on their performance during work; therefore, these Increments shall be calculated based on the employee's results and activity and his/her contribution to achieving the goals expected to be achieved by him/her.
3. **Promotion and career progression:** The policy of promotion and career progression in the Union depends on the number of years the employee has spent in the position, as well as on the evaluation of his/her continuous performance.
4. **Development and Training:** The evaluation depends on identifying the training needs of the employee by identifying the strength and weaknesses points of the employees at different job levels, and it helps him/her in evaluating and selecting the appropriate training policies and programs.

5. The Administrative Body, upon the recommendation of the Direct Manager to the Personnel Department and the approval of the General Manager, may pay exceptional remunerations to some employees because of their excellence in their job performance or in the event that they leave their work, whether due to resignation, termination of their services, death, or total disability, in accordance with the criteria adopted for evaluating job performance and the criteria adopted by the Personnel Affairs Committee.

Article (40):

Any decisions or circulars shall be personally communicated to the concerned employee. As for knowing the general decisions, the Union's Facebook homepage shall be relied on.

Article (41):

For knowing anything that is not mentioned in this regulation, provisions of the Labor Law and the internal system of personnel affairs approved by the Ministry of Labor and the Basic Law of the Union shall be consulted.