

ilm

**STEM**  
FOCUSED SCHOOL

Handbook

Employee



Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Receiving Date: \_\_\_\_\_

INSTITUTE OF LEARNING  
AND MENTORSHIP



*Innovation in Education*

# EMPLOYEE HANDBOOK

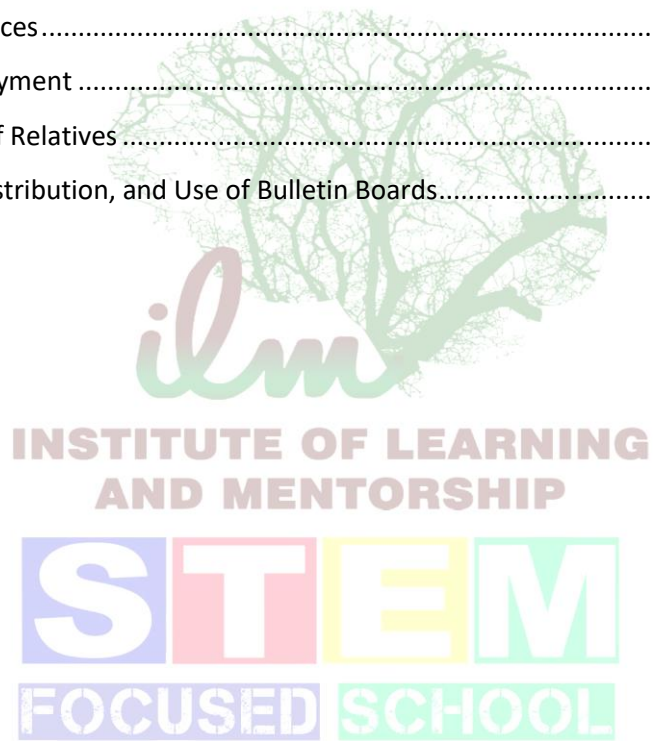


## Table of Contents

Chapter 1.0: General Employment Terms .....	6
1.1 Casual Leaves .....	7
1.2 Sick Leaves / Emergency Leaves .....	7
1.3 Maternity / Paternity Leave .....	7
1.4 Return to Work .....	8
1.5 Subsidized Transportation .....	8
1.6 Subsidized Student Referral Program .....	8
1.7 Use of the Resources .....	8
1.8 Gift of Knowledge Program.....	9
1.9 Employee Loan Program.....	9
1.10 Salary Advance .....	9
1.11 Rights vs. Privileges.....	10
Chapter 2.0: Rules and Regulations .....	11
2.1 Attendance.....	11
2.2 Academics .....	12
2.3 Accounting .....	13
2.4 Communication.....	13
2.5 Disciplinary Procedures.....	14
2.6 Evaluations.....	16
2.7 Field Trips.....	17
2.8 Business Trips.....	19
2.9 Reporting.....	19
2.10 Protecting Belongings .....	19
Chapter 3.0: Work Place Guidelines .....	21
3.1 Communicable Disease.....	21
3.2 Use of Electronic Communication Device.....	21
3.3 Equipment / Inventory.....	21
3.4 Superior to Subordinate Relationships .....	22
3.5 Admission Fees at School-Sponsored Events.....	22
3.6 Technology Usage.....	22
3.7 Religious Accommodations.....	23



3.8	Political and Religious Activities.....	23
3.9	Staff and Staff Children .....	24
3.10	Other Personal Visitors .....	24
3.11	Gift and Favors .....	25
3.12	Commercial Solicitation .....	25
3.13	Conflict of Interest .....	25
3.14	Confidentiality.....	26
3.15	Digital Presence.....	26
3.16	Social Media Policy.....	26
3.17	Recording Devices .....	27
3.18	Outside Employment .....	27
3.19	Employment of Relatives .....	28
3.20	Solicitation, Distribution, and Use of Bulletin Boards.....	28



## Welcome Note

Welcome to the Institute of Learning and Mentorship (ILM). You are one of rare few individuals who has been determined to be eligible for employment at ILM. Many many Congratulations for that. The ILM rightfully prides itself on being the leader in STEM. And seeing this modeled internally by matching ILM's talent and opportunity is invigorating.



At ILM, Internal promotion is more than just a strategic move; it's a recognition and appreciation of our colleagues' dedication, comprehensive knowledge, and experience. If you are committed to do well, you are likely to get promoted. Such individuals personify our values and help fortify our organization's award-winning culture. The real magic happens when we combine the perspectives and ideas of our internal team with individuals who join the ILM's family from the outside.

All of this helps ensure that ILM can innovate and thrive in a dynamic world. This one-two punch doesn't just help ILM hit the ground running, but allows us to sprint forward, creating further distance between our leading position and the competition.

If you have any questions about our policies, our values, our mission please ask a representative, or go to [www.pak.ilmforall.org](http://www.pak.ilmforall.org). On behalf of all employees, I wish you all the best with your journey, and once again welcome to the ILM community.

Sincerely,

A handwritten signature in black ink that reads "Bilal Baqai".

**Bilal Baqai**

Director

*Institute of Learning and Mentorship (ILM)*



# Chapter 1.0: General Employment Terms

## 1.1 Casual Leaves

Full-time employees of ILM are eligible to schedule their up to 14 days, subject to their supervisor's approval and business needs. Prior intimation (minimum 48 hours prior) must be given to the supervisor if an employee needs to avail of casual leave. A leave can be treated as casual leave only if it has been sanctioned by the supervisor. Eligible employees are required to request their casual leaves by email.

The number of paid casual leaves may vary on employment type, date of employment, and position. Sundays and Holidays falling during the period of casual leaves are not counted as part of casual leaves. If the resignation or retirement will take effect from the date on which such leave has commenced, the leave salary can be recovered.

## 1.2 Sick Leaves / Emergency Leaves

Permanent and regular employees are eligible for up to seven paid sick days if they are prevented, by personal sickness, injury, or medical emergency/appointment/procedure. Sick days may be used for illness of the employee's family member or death/emergency in the family.

However, the eligible employees must submit the support document for that day; it may be a prescription medical report or certificate. Without any document, the day will be marked as an off day or no show-up. In emergencies, employees must notify their supervisors before the start of the scheduled workday on each day that they are sick / have an emergency. Sick time can be carried forward to any subsequent year.

## 1.3 Maternity / Paternity Leave

All employees, irrespective of age, gender, marital status, or employment type, are entitled to receive a maternity leave in case of the birth or adoption of a child, upon submission of the child's birth evidence. For employees with a minimum of 18 months or more of the regular services, a six-week maternity leave will be partially paid. Maternity leave is allowed Leave for the Birth/Placement of a child must be taken all at once, and must be taken within 30 days of the child's birth/adoption.



## 1.4 Return to Work

The employee is expected to confirm their return-to-work date in advance. If the employee does not return from the approved leave, they will be considered to have voluntarily resigned from their position. In addition, if the employee is found to be working elsewhere during any of the leave, or if they are found to have otherwise misrepresented the reason for the leave, the employee may be subject to discipline, up to and including suspension, and termination.



## 1.5 Subsidized Transportation

The purpose of the school transport subsidy is to provide compensation for the cost of traveling to and from school. Permanent full-time employees are eligible to receive a subsidy of a maximum of 50% up to 1500/- per month when availing of the transportation services of ILM. The subsidy and the services may depend on employees' travel distance, employment type, position, and date of joining.

## 1.6 Subsidized Student Referral Program

At ILM, Eligible employees can refer up to two students/children for a subsidy. Only administration costs along with bank charges will be charged for those students. The referred children and individuals are expected to be known personally by the employees.

The acceptance of the students will depend on the available seats and the supervisors' approval. The supervisor reserves the right to cancel the admission during the middle of the year, for any reason. In case, the employment is suspended, terminated, or ended, the student will be required to pay the monthly tuition in full.

## 1.7 Use of the Resources

Employees are required to ensure a fair, justified, and authorized use of the resources. Personal use of equipment or any other resource that doesn't interfere with work is highly prohibited (or, personal use may be permitted subject to approval).



Human



Material

### Company Resources



Financial



Intangible

## 1.8 Gift of Knowledge Program

For employees with a minimum of 12 months of service, the program facilitates their growth by covering 50% of their educational fees annually, while also fostering their professional journey. Upon successful completion of their degree, participants are expected to contribute to ILM for at least 12 months, aligning with our commitment to mutual progress. Notably, the program provides financial support of up to 50% of their fees, with the ceiling set at three times their current salary, underscoring our dedication to their continuous advancement and well-rounded development.

## 1.9 Employee Loan Program

After completing 18 months of continuous service with the organization, employees have the opportunity to request a loan. The loan amount available is limited to a maximum of three times the employee's current salary. This program aims to provide assistance during times of need and ensure responsible financial management. Once the loan request is approved by the respective supervisor, the employee is required to adhere to a repayment plan spanning 12 months. We believe that this initiative not only reflects our dedication to our employees' growth but also fosters a culture of mutual support within our organization.

## 1.10 Salary Advance

A salary advance is a discretionary provision and not an inherent entitlement. It allows employees to request an advance of up to 50% of their owed salary, intended to assist during urgent and exceptional situations. It's important to note that the decision to grant a salary advance rests with the supervisor, who holds the authority to evaluate each request based on existing circumstances and commitments. In cases where there are prior obligations or pending matters, the supervisor may choose not to approve the salary advance request. To facilitate timely processing, employees are required to submit their salary advance requests with a minimum of 24 hours' notice.

Illustration: With 2 years of service, an employee confronted unforeseen medical costs. Seeking financial relief, they applied for a salary advance of Rs.12, 000, equivalent to two-thirds of their pending salary. Recognizing the employee's consistent commitment, the supervisor swiftly approved. This timely assistance enabled the employee to address their medical needs, underscoring the value of the Salary Advance Privilege during unanticipated financial strains.

## 1.11 Rights vs. Privileges

“Right” refers to a legitimate entitlement that employees possess as a result of established policies, laws, agreements, or ethical considerations. These rights outline the expectations of fair and equitable treatment that employees can rightfully expect from the organization. They encompass various aspects, such as

- Freedom of Expression
- Freedom of Speech
- Freedom of Religion
- Sick/Emergency Leaves

“Privilege” denotes a selective advantage that is bestowed upon certain individuals due to their experience or specific situation. This special treatment provides distinct benefits or opportunities that are not universally available to all employees.

- Casual Leaves
- Salary Advance
- Purchase Request Approval
- Loan
- GOK Approval



## Chapter 2.0: Rules and Regulations

---

### 2.1 Attendance

All employees are expected to report to work on time and regularly. Pointless non-appearance and tardiness affect the mission of a school and place an unfair burden on other employees. If you are going to be absent or late, you must call your supervisor as soon as possible;

“THIS IS THE FIRST CALL TO MAKE AND IS MANDATORY!”

Notification from another employee or a relative is not acceptable, except in emergencies. If you are absent frequently, you may be required to furnish documentation, including medical statements from your doctor. In case you come up short to grant legitimate notice of your absence, you'll be subject to disciplinary action. An employee who is absent for five or more consecutive workdays without any contact with the organization or related person may be charged with abandoning his/her position.

*Absence is the failure to report to work and to remain as scheduled. It includes late arrivals and early departures, as well as absence for an entire day or leaving for a time and then returning. Being late or leaving early chronically will result in a poor annual review.*

ILM has established reporting and notification requirements. You should make sure that you know, understand, and follow the procedures to which you are assigned.

All employees who work full-time need to be at school before 08:20 a.m. If they arrive after that time, it may be considered late. Everyone who works here needs to mark their attendance and write the exact time they arrive, on the list by the door before they go into the school. Employees who are late without prior approval must report to the supervisor before going to class. Do NOT send notes to anyone asking that your time be corrected. This cannot be done. Under NO circumstances should an employee ask anyone to mark their attendance, or have their time written in by anyone else.

Some employees are hired for a specific number of hours each day. Your supervisor or principal will determine when your workday begins and ends. Your work schedule may change to meet the needs of the school. Hours of work per day are usually expressed in the employment contract or letter of appointment.



## 2.2 Academics

Academic development provides students with goals and skills in the classroom that will help them achieve professional success later in life. Academics are important because it is strongly linked to the positive outcomes we value. Adults, who are academically successful and with high levels of education are more likely to be employed, have stable employment, and have more employment opportunities

At ILM, academics is our main priority. As we are a STEM-focused school, we strongly believe in activity-based learning (ABL), and hands-on mind-on teaching strategies. All teaching faculty are expected to be highly focused on whatever students are learning what is being taught, understanding the lectures, and view the learning process as a joint venture between themselves and their students.

Each student must possess a thorough understanding of the concepts and themes in the material they are both reading and composing in written form. An illustration of this premise is the expectation that writers possess a comprehensive understanding of the specific attributes associated with the object of their writing, such as the case of "Robot". If they are writing "Robot" they should know what a Robot is and they must be able to explain Robot in their own words".

[The most useful and effective method to teach concepts that are complex in nature is by involving students in interactive activities, which is also the backbone of ABL. By utilizing different activities in the classroom, the critical thinking skills and creative skills of the students are also enhanced.](#)

Using Real objects works better when children try to understand them rather than something virtual or imaginary. Science lessons can be extremely interesting through this method of teaching. The best part is that efforts can be from both sides – teachers and students for this. Say, the class is going to be about the classification of plants, Students can be asked to collect different varieties of plants and the teacher can teach them about the plant during class.

### Academic Approaches or Techniques

- To develop higher-order thinking skills, it is important to conduct lessons using activity-based teaching.
- Promote intrinsic motivation with challenging learning experiences, including self-exploration, questioning, goal-setting, and initiative.
- Provide opportunities for students under your supervision to access and use current technology, resources, and information to solve problems and to apply and practice what is learned.
- Engage students in active, hands-on, creative problem-based learning.
- Build students' ability to work collaboratively with other students or in groups.
- Encourage students to explore, experiment, and learn independently through activity-based techniques, teachers seek to equip children with skills in critical analysis, problem-solving, and creativity.

## 2.3 Accounting

As a school, we have a responsibility to our students, their families, our community, and our organization to always do our best in teaching and to be a good example of hard work, honesty, and good behavior. To make sure we are responsible, we need to talk openly and honestly with the people in our community. Our teachers and leaders model this behavior; teach what it means to be a person of integrity, and hold our students and organization to this high standard.

In ILM, all employees are accountable for their every single act; whether it's good or bad. The employee will be accountable for all the tasks they are assigned, for performing the duties required by their job, for behavior, for their words, and for the decisions made to fulfill the goals of the organization.

The employee is solely responsible for their work. They should take responsibility for both their performance and outcomes. Instead of playing the "blame game" when something goes wrong, they should step up and take full ownership. If they are found doing something for their benefit and not for any organizational interest, it may lead to disciplinary actions.

## 2.4 Communication

Good communication is super important for teachers! When teachers communicate well, they can explain ideas clearly and make lessons interesting. It helps students understand things better and feel comfortable asking questions. Good communication also builds a positive classroom atmosphere where everyone feels heard and valued. Teachers can connect with students, parents, and other teachers effectively, making teamwork and learning awesome. So, being a great communicator helps teachers create a fun and supportive learning environment where everyone can succeed.

All official statements, interviews, opinions, and any other query on behalf of ILM must go through and have been approved by the ILM's Tech department. If contacted by anyone regarding statements, please do not attempt to answer questions on behalf of ILM. If someone contacts you, let them know that their query will be forwarded to the ILM's Tech department and someone will get back to them as soon as possible. Unauthorized employees should never answer any questions regarding official statements, even simple ones, on behalf of ILM. If someone visits ILM's location to obtain an official statement or any other query, they should be greeted and asked to wait in a designated area then immediately inform the Tech department.

ILM encourages employees to bring on-the-job problems to the attention of the appropriate party in a timely fashion. Many problems result from misunderstanding or lack of complete information. If an employee believes that anything has occurred that is in any way troubling, or if they have any requests or constructive criticism, the best way to resolve the issue is to discuss it with someone who has the authority to resolve the problem.

- Each employee should email the Principal/Supervisor whenever written communication is appropriate or required.
- This would include questions; requests for supplies; concerns with parents, students, or staff; and requests for an appointment with the Principal to discuss work or personal issues.
- Concerns or issues with other staff members should be resolved only between the people involved. If resolution is not possible, the situation should be communicated only to the Principal or director – not to other staff members and especially not to parents.
- Requesting a meeting with the Principal or director is the appropriate response.

*The regular use of email will help facilitate constant communication, quicker responses, and documentation of issues raised.*

## 2.5 Disciplinary Procedures

A disciplinary procedure is sometimes the best way for your employer to tell you when something is wrong. It allows them to explain clearly what improvement is needed and should allow you to put your side of the situation.

These rules help to ensure that the ILM’s standards of conduct are adhered to and that employees are to safeguard individuals in respect of whom this policy/procedure is being applied, ensuring consistency of treatment at ILM. This procedure aims to apply common and equitable standards to all staff through a clearly understood and fair procedure. Though we hope never to use it, a discipline and dismissal policy must be part of the ILM's staff handbook.

*“The ILM's board of management extremely believes in servant leadership, affirmation of employees, regular availability to staff to communicate, mentor, discussing current issues and from time to time constructive correction”*

### Procedure

At ILM, resolving issues is of great importance for the welfare of the students. Action will be taken to make sure staff issues do not affect students. When an employee violates ILM’s policy or is demonstrating substandard job performance, the Principal or Director will normally follow this process. It involves communicating the problem to the employee, investigating the situation, deciding on a course of action, and implementing the chosen disciplinary measure.



**Step 01: Verbal Warning** - If conduct or performance does not meet acceptable standards, the staff member will normally be given a formal verbal warning. Employees will be advised of the reason for the warning. Make every effort to determine and resolve the cause of the problem. The warning will be confirmed in writing to the employee and recorded in the employee's file as a verbal warning.

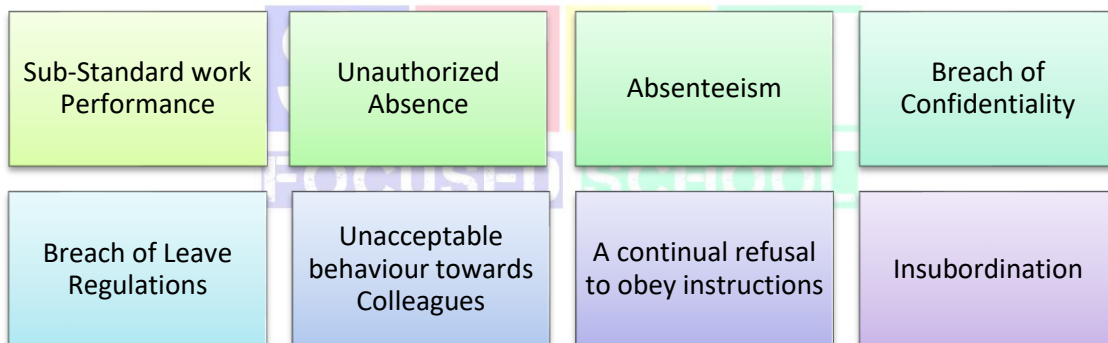
**Step 02: Written Warning** - If a further offense occurs or if the required improvement does not take place, the Principal/Director will hold a meeting with the employee at which the Principal/Director will explain the nature of the incident and warn the employee that any repetition could lead to suspension or discharge; Principal may be offered to help the employee to solve the problem and issue a formal written warning of the offense, including a reference to the prior incident.

**Step 03: Final Written Warning / Suspension** - If there is still a failure to improve and conduct or performance is still unsatisfactory, or if the conduct is sufficiently serious to warrant it, a Final Written Warning will normally be given to the employee. This will give details of the complaint, and will warn that dismissal will result if there is no satisfactory improvement, or if there is any recurrence or other serious misconduct. Deferment /temporary suspension may also accompany this step.

**Step 04: Dismissal** - If the employee fails to reach the prescribed standards or if further serious misconduct occurs, immediate dismissal will result. The staff member will be provided, as soon as reasonably practicable, with written reasons for dismissal and the date on which the employment will terminate.

## Offenses

The following list provides examples of offenses that normally warrant disciplinary action:



## Dismissal Policies

The following list provides examples of offenses that are normally regarded as serious misconduct and may lead to termination of employment.

- Threatening or carrying out (serious) acts of violence towards another staff member, student, or parent.
- Engaging in remunerative employment while on sick leave (irrespective of whether the sick leave is medically certified or not).
- Taking students off-campus without prior notice to or approval from the Supervisor.
- Discuss confidential information concerning any child with parents, staff members with other parents, or community members.
- Discuss any grievances or complaints about salary or benefits to parents or community members.
- Refusing to carry out lawful and reasonable directions given by the Supervisor or any other authorized member.
- Leaving the class unattended/unsupervised or sending a student anywhere unattended. If this is not possible, call the office so someone can observe the student on their way.
- Sexual harassment of students or colleagues or sexual discrimination.
- Physical, verbal, or emotional abuse of students. It is strictly prohibited in ILM.
- Reporting for work under the influence of alcohol or drugs.

## 2.6 Evaluations

At ILM, every single member of the teaching faculty walks through the process of Evaluation by class observation conducted by the Supervisor or any authorized person. Evaluation can be done by using the observation rubric to observe how well a teacher manages the classroom, how students are doing in class, if they follow the rules, how much they prepared for class, and how skilled they are as professionals.

The teacher evaluation system is an ever-revolving cycle that allows for consistent progress. Teacher effectiveness refers to a teacher's ability to improve student learning and academic and behavioral progress. However, employment evaluations are intended to enhance the overall quality of the school system's instructional program.

Here are some suggestions, on what teachers should do to be effective instructors.

- Encourage critical thinking by asking interesting, pressing, and challenging questions.
- Persistently monitor student progress toward learning goals in a variety of creative ways.
- Recognize and reach out to students having academic difficulties and offer assistance.
- Give consistent constructive feedback on assignments.
- Actively concerned with student progress and learning.
- Well prepared for every class session.



## 2.7 Field Trips

The main objective of conducting a field trip for students is to reinforce experiential and contextual learning. Field trips enrich and expand the curriculum, strengthen observation skills by immersing children in sensory activities, increase children's knowledge in a particular subject area, and expand children's awareness of their community. Several children don't get to experience the typical field trip locations with their families.

In every academic year, several field trips are planned by ILM (which is already mentioned in the academic calendar). At ILM, we believe that hands-on activities are much more effective than listening to lectures. We want our students to expand learning skills through active hands-on mind-on experiences by going out into the “real world” to experience different encounters and increase knowledge and comprehension of a subject while adding realism to the subject.



At ILM, our supervision standards are very high. When any outdoor activity or field trips are planned, all the staff members are expected to follow the guidelines given below:

- Get signed parental permission forms for every single student. Without parental permission, no student would be allowed to go.
- All the students must be supervised by a teacher at all times (keeping in mind that if the teacher can't see them, they are not supervising them). No student is allowed to go anywhere alone or without the supervision of any teacher.
- Duties would be assigned by the Supervisor or any other authorized staff member/event manager. All staff members are expected to follow the rules and regulations addressed by them.
- Obtain the students list from the Supervisor event manager. You should use this list to perform repeated exact headcounts throughout the field trip day. Count the participants as they leave your facility, once they are in the vehicle(s), as they exit the vehicle(s), and when they get to the field trip location.
- Before the trip, communicate behavioral expectations to your students. Also, ask to take care of their belongings (bags/bottles/lunch, etc.)
- Any off-campus trip, though not technically a “field trip,” cannot be done without the knowledge of the supervisor. Transporting students to/from the campus requires the permission of the parents.
- Staff members may NOT ride together on field trips. If something happens to delay the staff members, then the level of supervision is dangerously reduced. This is not acceptable. The teacher is the authority on any field trip and must be accessible at all times by group members. All students are the responsibility of staff even if the parent/siblings are in attendance.
- As you will be representing your organization, it is mandatory for every staff member to wear identity cards provided by the school.

Following are some points to help you and your students get the most out of your trip:

➤ **Plan everything well in advance**

Plan the educational experiences and activities for the field trip. Know how to get to the field trip site, how long it will take, and where you will have lunch. Manage any supplies and materials needed for activities that you have planned.

➤ **Use pre-visit activities**

Prepare the students for the field trip. Make field trip planning a part of in-class learning.

➤ **Give everyone name tags**

Make sure that every student is wearing readable nametags. It also helps to divide large groups into smaller sub-groups before the trip and color code their name tags.

➤ **Assemble a safety kit**

It is always wise to assemble a first aid kit and to bring along important safety and health materials with you in a safety kit. Designate one of your staff to carry it (in a backpack).

➤ **Keep the students engaged**

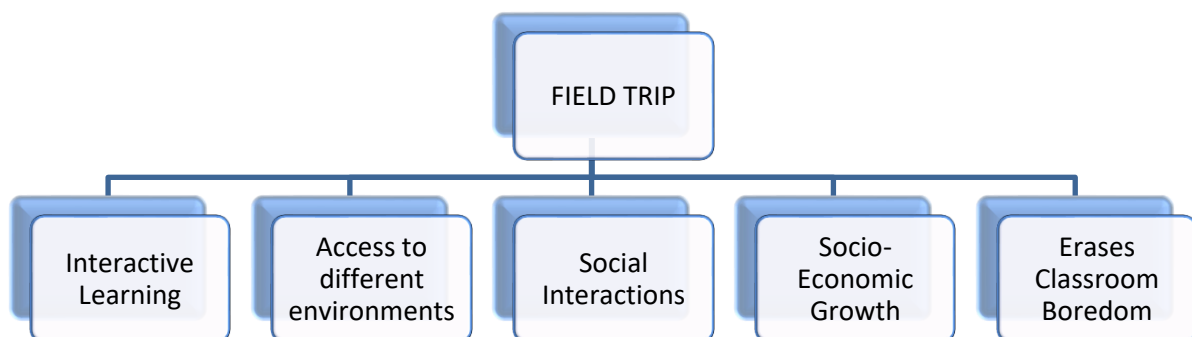
Encourage the students to participate in the activities but remember you are responsible for their behavior.

➤ **Keep students accountable for learning**

A field trip is not a day off from school! It is a chance to think about a topic or theme from a different perspective and experience new venues/environments.

➤ **Bring the experience back home**

Use post-visit activities back in the classroom by providing time to share general observations and reactions to field trip experiences to make the field trip relevant and reinforce concepts.



## 2.8 Business Trips

Business trips are essential opportunities for professional growth and collaboration. All employees must approach these trips with a high degree of professionalism, adhering to the highest ethical standards. It is expected that during business trips, any situation that could potentially lead to a conflict of interest must be avoided. If, by any chance, you find yourself in a situation that might pose such a conflict, it is crucial to immediately inform your supervisor. This proactive approach is vital to maintaining our organization's integrity and transparency. In the event that a conflict of interest does arise, the employee will be responsible for reimbursing half of the expenses incurred during that business trip. By upholding these principles, we ensure that our business trips continue to be opportunities for professional development without compromising our commitment to ethical conduct.

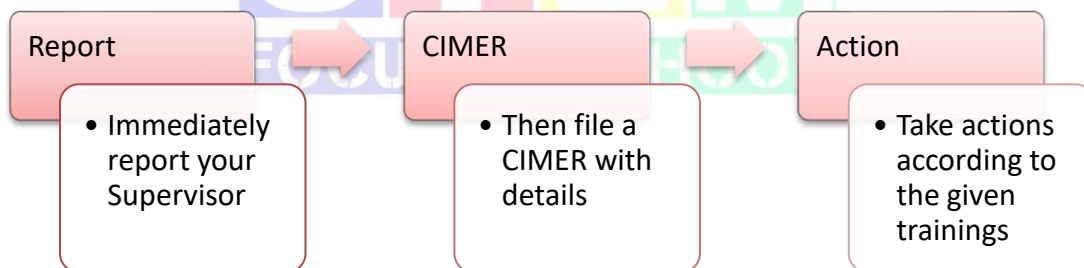
## 2.9 Reporting

*“Reporting not to crime is also a crime”*

If you have witnessed a crime/incident/accident/medical injury, or something has been committed against you or you see something inappropriate, immediately report your supervisor. Your supervisor may need as much information as possible to investigate the problem. Any information you give may be able to help, even if there are other witnesses to the crime.

As a member of ILM, you have a legal responsibility for the welfare of your students when students are in attendance at school. That responsibility extends to reporting any indications of or suspicions of abuse, neglect, or abandonment to the proper authorities. If you notice a child's self-injury or threat of violence (to self or others), some incidents with pets, or any inappropriate things happening, all employees of ILM are obligated to report it in person immediately to the Principal and fill out the form CIMER (Concern Incident Medical Emergency Response).

If you have witnessed, it is mandatory to report by this procedure;



## 2.10 Protecting Belongings

As a public space, it's important to exercise caution and responsibility regarding your personal belongings while at ILM. Please be advised that each individual is responsible for safeguarding their possessions. While we strive to provide a secure environment, ILM cannot be held accountable for any loss, damage, or theft of personal items that may occur on the premises. It's recommended to be

vigilant and take appropriate measures to ensure the safety of your belongings at all times. By being proactive and attentive, we collectively contribute to maintaining a secure and respectful atmosphere within our shared space.

If you are among those with a designated locked cupboard, you have the option to store your belongings safely inside and retain the keys. In situations where items are lost or potentially damaged, ILM can facilitate communication with the other key holder of your assigned cupboard to help address the issue. However, it's important to note that ILM is not responsible for reimbursing any losses.



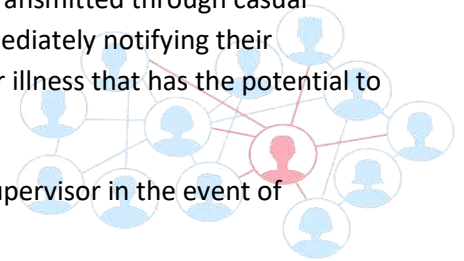
## Chapter 3.0: Work Place Guidelines

---

### 3.1 Communicable Disease

Communicable diseases are also known as infectious diseases or Transmissible diseases. At ILM, we acknowledge that a safe and healthy working environment is essential to maintain a productive workforce. Employees who have a contagious illness that can be easily transmitted through casual contact may be excluded from work. Employees are responsible for immediately notifying their supervisors upon being diagnosed or becoming aware of any infection or illness that has the potential to spread through casual contact.

All class teachers also have the responsibility to promptly inform their supervisor in the event of identification of any transmissible illness in their students.



### 3.2 Use of Electronic Communication Device

Electronic communication devices have the potential to serve as tools for educational purposes, and it is recommended that they should never be utilized for anything other than instructional and educational purposes. It is imperative to refrain from engaging in unseemly behavior with students or any other individuals. An electronic communication device refers to a cell phone, personal digital assistant, or laptop that's used to compose, read, or send an electronic message.

- Teachers are not allowed to use electronic communication devices as part of a 'reward' or 'free time.'
- Do not take photos, audio recordings, or videos for personal interest and without the knowledge of the supervisor.
- All student use of computers should be accompanied by active teacher supervision, with teachers circulating throughout the room checking for multi-tasking by students. At no time should students use teacher computers (including staff children).

### 3.3 Equipment / Inventory

All equipment/material purchased by ILM regardless of the source of the funds and items donated or sponsored becomes the property of the Institute of Learning and Mentorship. ILM provides its employees with the necessary equipment to execute their professional tasks. Employees must have signed the log before allocating any resources. In the event of assigning equipment for their home, they must have written approval from the current supervisor. Proper inventory documentation for allocating equipment must be completed.

It is impermissible for any ILM employee (regardless of any position) to utilize equipment, facilities, materials, labor, time, or any other public assets within their control or authorization for their own private or business advantage.

### 3.4 Superior to Subordinate Relationships

An organization's culture should promote equal opportunity, prevent discrimination, and protect employees from any form of harassment or abuse. Organizations need to foster a healthy and respectful working environment, where both superiors and subordinates can collaborate effectively to achieve the organization's mission and goals.

All the staff members at ILM, who are closely related, living together, or in a partnership or any relation are not permitted to be in positions that have a reporting responsibility to each other. When supervisors might have personal feelings involved, they should ask another supervisor to do evaluations, investigations, and make decisions.

Individuals in leadership positions must treat their subordinates with respect, fairness, and professionalism. They should provide clear guidance and direction, foster open communication, and create an inclusive and supportive working environment. Subordinates are expected in turn, should fulfill their responsibilities, respect authority, and contribute to the success of the organization.

### 3.5 Admission Fees at School-Sponsored Events

The school-sponsored events' admission fees are intended to support the cost of organizing and hosting these events while ensuring accessibility for students, families, and the wider community. The policy outlines the criteria for setting admission fees, taking into consideration factors such as event type, anticipated expenses, and financial impact on attendees. The school strives to strike a balance between covering necessary costs and maintaining reasonable fees that do not pose a barrier to participation.

At ILM-sponsored events, employees can receive discounts if it is offered. If there are no discounts available, employees will need to pay the same fees as everyone else if they want to attend the event. Employees will not receive any special treatment or favors based on personal relationships or preferences.

### 3.6 Technology Usage

The use of technology enables students to customize their learning experience, ensuring that education stays applicable and helps them get ready for what lies ahead. The utilization of technology and resources fosters the development of problem-solving abilities, critical thinking skills, teamwork, and creativity among students.

ILM encourages the use of computers/tablets/Internet in support of educational and financial research and other programs. But as technology continues to advance, we must remain aware and take necessary measures to protect our schools. As an institution, we don't want to control individuals' personal lives, but we feel we need to establish some policies when certain things directly affect the school.

- No student, including staff children, should ever use or have access to a staff member's computer.
- No student or parent should be given a staff member's contact.
- Staff must always sign out of their computer and email accounts before leaving the classroom/computer labs.
- Do NOT use your cell phones for personal (talking, texting, emailing, clicking photos, etc.) during class time or while supervising students. You can use it for Academic purposes only.
- Texting parents from your phone number/email is highly prohibited.
- Keep an eye on students when they are using computers or the internet.

### 3.7 Religious Accommodations

ILM is committed to providing a learning and working environment that is respectful of the religious beliefs of its students, faculty, and staff. As part of this commitment, ILM will make good faith efforts to provide a reasonable accommodation of an employee's religious belief, unless such an accommodation would create an undue hardship for the school. Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices.

This may include unduly expensive accommodations, providing individuals with leave for religious observances, providing a time and/or place to pray, providing the flexibility to wear religious attire, permitting flexible scheduling or adjustments to work schedules, and/or paid or unpaid time off if needed. The accommodations must be approved by the supervisor in advance.

## INSTITUTE OF LEARNING AND MENTORSHIP

### 3.8 Political and Religious Activities

All employees should always keep in mind that ILM prohibits discrimination against an employee because of their religious/political beliefs or practices, but that does not mean that employees have an unfettered right to share their religious/political beliefs or practices with their co-workers if the behavior is disruptive to the company's work environment or violates the company's lawful policies. It's crucial, especially in times of uncertainty, to be consistent and for employees to have a clear understanding of company policies and expectations while still providing a forum for engagement and a sense of belonging within the organization.

*Engaging in religious or political activities that may conflict with the organization's neutrality is prohibited during work hours or when representing the organization.*

- No religious or political events should ever be arranged on school premises other than prayer (namaz).
- Any religious speech/ comments/ slogans focusing on any religion or firqa are highly prohibited.
- Every staff member should remain highly professional and neutral.



### 3.9 Staff and Staff Children

At ILM, no student is superior to another student. All the staff members and their children are expected to follow all school rules and policies as of other students and parents.

This includes;

- Signing in when late, signing out when leaving early, or any time during the day (proper procedure will be followed)
- Discussions about other students, staff, or parents should never be held in front of your child.
- When your assigned class participates in a field trip or other school activity, your child may not participate. That activity may be for the assigned students only.
- Make an appointment to meet with your child's teacher rather than "drop by" during a break or, especially, during a class period or catch them on the sidewalk or parking lot.
- Staff should always act professionally when meeting with their child's teacher, remembering that their comments may be viewed in their dual capacity as a parent and fellow staff member. Your child's teacher should never feel pressured to treat your child differently from other students.
- Never go to your child's classroom for any personal reason, nor have your child come to your classroom or office during the school day, If your child is a student of your home class, treat him the same as others.
- Being responsible for all financial matters.
- Once you are at work, you are at your job and need to fulfill your job-related responsibilities. This is not the time to be doing your child's grooming, homework, or serving them breakfast. Please make sure to make time for these things before coming to work.
- If the child of a staff member becomes ill, they will be sent to the office and other students, and employees will be notified. At no time should a staff member's child who is ill be brought to the classroom.
- Staff children must be supervised by their teacher as of other students.

### 3.10 Other Personal Visitors

At ILM, no personal visitor has been accessible to our buildings under any circumstances. Management can make exceptions on a case-by-case basis. If there is an emergency, the supervisor's approval must be needed. We have designated visiting areas in the school. We advise our employees to only permit visitors in those areas for a short time and specific reasons only after the supervisor's approval. ILM's management discourages employees from being accompanied by friends, family, or children while working; including leaving children on campus in office areas while they are at work. Staff should keep in mind that your first obligation is to your students.

Personal visitors are only allowed in "open to all events" but all the employees are expected to greet them professionally and remember that they are representing ILM.

### 3.11 Gift and Favors

The rules for giving gifts and favors at ILM are vital to maintaining transparency, integrity, and ethical practices. These rules usually explain guidelines and restrictions regarding the acceptance of gifts, donations, and favors by students, employees, volunteers, or board members.

The primary goal of these policies is to ensure that the ILM operates with fairness and without any perceived or actual conflicts of interest. They aim to prevent the organization from being unduly influenced by individuals or entities seeking to gain favor or leverage. By implementing stringent gift and favors policies, ILM can safeguard its reputation, maintain public trust, ensure that its mission and objectives are not compromised, and promote a culture of ethical behavior and accountability within the organization.

According to ILM policy, employees may have only permitted the acceptance of nominal gifts of 1 dollar or its interbank rate, while prohibiting substantial monetary or material gifts. No one is allowed to carry out special favors for anyone, regardless of their position. Furthermore, it is obligated to individuals who receive gifts or favors to disclose them to the supervisor. This disclosure can help to maintain the transparency and integrity of the organization.

### 3.12 Commercial Solicitation

Commercial solicitation refers to the act of promoting or selling products, services, or any other commercial offerings to individuals or organizations. This policy typically outlines guidelines and restrictions regarding the promotion or sale of commercial products or services to employees, volunteers, beneficiaries, or any other affiliated individuals or entities. The purpose of these policies is to ensure that the organization's resources and efforts remain focused on fulfilling its mission rather than being diverted toward commercial endeavors.

No school management, staff member, or teacher is permitted to sell items of any kind unless approved by the principal. In case the academic activity or any event is organized by ILM, where the sale is approved, the school organization or institution itself shall make the full profit, with no division being made with out-of-school individual groups. Teachers shall not accept payment of any kind from any source for recommending the purchase of such items.

### 3.13 Conflict of Interest

A conflict of interest arises when individuals or organizations have competing personal or professional interests that could potentially interfere with their ability to act impartially or diligently and it can be particularly sensitive as they may erode public trust and compromise the organization's mission.

For ILM to maintain its reputation for conducting its operations by the highest standards of business ethics, such maintenance requires a commitment by all employees to doing their jobs with integrity and



with a sense of loyalty to ILM. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable.

At ILM, if you find yourself in the middle of conflict, it's imperative that you always remain professional. Think before you speak and don't allow your irritation or anger to cause you to speak out of turn. If you must question if something is appropriate to say in a professional capacity, then it probably isn't.

### 3.14 Confidentiality

Confidential information concerning children, parents, staff, finance, and organization must remain confidential. Employees who are unsure about the confidential nature of specific information may ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including suspension without pay and dismissal, for knowingly or unknowingly revealing official secrets and non-public information of ILM and ILM's students.

Employees are not allowed to discuss children with other parents. No staff should view records of students from other classes unless specifically asked to do so by the Supervisor or Principal, if parents have questions or concerns about other children, staff, etc., they should be referred to the Supervisor or Principal. Support staff should not give any advice or inform parents of specific issues. It is illegal to discuss students with anyone but his/her parents, including grandparents or other relatives unless that person has an official Educational Guardianship or is the Principal and other authorized staff member.

ILM's financial situations are highly confidential, revealing your salary, discussing any grievance, complaining about salary or benefits to parents or community members discussing past-due financial matters with parents, or making any financial matters public in any way is prohibited. This is considered unprofessional conduct.

All teaching materials, computer software, equipment, and official email IDs provided to employees by ILM are non-public information and may not be used outside of the school or for any purpose other than in the performance of an employee's job duties for ILM.

### 3.15 Digital Presence

In today's interconnected world, an employee's digital presence is of equal significance to their physical presence. We emphasize the importance of maintaining a respectful and professional demeanor online. It is expected that every employee exercises discretion and refrains from posting any content that could potentially make others uncomfortable. We encourage thoughtful consideration before sharing or commenting on any material that might be seen by colleagues, clients, or the wider public. Upholding a responsible and respectful digital presence contributes to fostering a positive and inclusive online environment that aligns with our organizational values.

### 3.16 Social Media Policy



ILM recognizes the significance of social media in facilitating communication. However, access to social media platforms during class must have required the permission of the current supervisor. During the work day, staff should refrain from participating on any social networking website for personal reasons, even from personal equipment (i.e. smartphone, tablet, laptop, etc.). Such activities, even though it's your lunchtime or break, leave time stamps that could be misinterpreted by others. Posting students' photos, personal information, and grades on personal social media networks is highly prohibited and subject to disciplinary measures.

Additionally, posting negative information about the school, colleagues, parents, etc., is discouraged. The ILM may use publicly available social media for fulfilling its responsibility for effectively communicating promptly with the public, through designated employees at the direction of the management.

Employees are not allowed to communicate in any way on any type of social media that involves or refers to their employment, their frustrations, their classroom, their school-related trips, any discussion of students (even anonymously), etc. Personal information such as financial problems, marriage problems, inappropriate language, or pictures is ethically inappropriate for educators and mustn't be seen on social media.

### 3.17 Recording Devices

The rules and regulations about recording devices at the workplace establish guidelines regarding the use of recording devices, such as cameras, audio recorders, or mobile devices with recording capabilities, within the organization's premises. The purpose of this policy is to protect the privacy and confidentiality of employees, students, and sensitive information, while also ensuring a safe and productive work environment.

Due to the potential for issues such as invasion of privacy, sexual or other harassment, and the protection of confidential information of the organization and its students, ILM has a policy stating that

- Employees may not take, distribute, or post pictures, videos, or audio recordings while on working time or in working areas unless they have been specifically authorized and approved to do so.
- Recording devices may only be used for legitimate purposes, such as security, training, or investigative purposes, with the explicit consent of higher management.
- Employees are generally required to respect the privacy and confidentiality of others and refrain from using recording devices in areas where privacy is expected, such as restrooms, changing rooms, or confidential meetings unless authorized.
- It is mandatory for those employees who are permitted to use recording devices in the workplace; they are only permitted to use them for approved purposes.

### 3.18 Outside Employment



Full-time employees are required to obtain approval from their Supervisor before engaging in outside employment activities. Approval will be granted unless the outside employment activity conflicts with the organization's interest. In general, outside employment activities are not allowed when:

- It prevents the employee from fully performing work for which they are employed at the Company, including overtime assignments;
- It involves organizations that are doing or seek to do business with the Company, including actual or potential vendors, clients, volunteers, or staff members.

### 3.19 Employment of Relatives

The employment of relatives in organizations policy establishes guidelines for fair and transparent hiring practices within an organization. The policy aims to prevent conflicts of interest, favoritism, and nepotism while promoting equal employment opportunities and maintaining a professional work environment.

The policy of employment of relatives states that

- The organization will not discriminate against individuals based on their relationship with current employees.
- The immediate family members, such as spouses, parents, children, and siblings, cannot be directly supervised by or have a direct reporting relationship with each other.

To maintain transparency and eliminate perceived biases, the ILM may require their employees to disclose any existing relationships with current employees during the recruitment process. Based on this information, the organization will take appropriate steps to ensure a fair selection process and avoid any potential conflicts.

### 3.20 Solicitation, Distribution, and Use of Bulletin Boards

It is imperative that all employees strictly adhere to the guideline that materials placed on the classroom bulletin board must exclusively cater to the students' interests. Under no circumstances are personal interests or advantages to be promoted through this platform. This directive is non-negotiable and aims to ensure that the bulletin board serves as a space solely dedicated to enhancing the students' learning experience and overall development.



## Chapter 4.0: COMPENSATIONS

---

### 4.1 Full-time Administrative Employee

Full time administrative employees are considered to be the “hosts” of ILM. On average, the full-time administrative employees are expected to work 8 hours per day to ensure the smooth functioning of the office. The work hours may vary from days to days, since the workload is variable. However, the full-time administrative employees are expected to be available during the official work hours at least.

These regular work hours contribute to maintaining productivity and meeting organization goals. In some instances, overtime may be required to address pressing tasks or projects. This ensures that essential work gets completed and the organization continues to operate effectively.

### 4.2 Full-time Academic Employee

As a full-time academic employee, you are expected to work 40 hours per week. One of your core priorities is to maintain academic standardization. It is your responsibility to ensure that classrooms are kept standardized, offering a consistent learning environment for students. By upholding this standardization, you contribute to the delivery of high-quality education and provide a cohesive learning experience. Your efforts in keeping the classroom standardized are crucial to maintaining the integrity and effectiveness of our academic programs.

### 4.3 Part-time Employee

Part-time employees may have different work hours that may or may not be flexible, depending on the specific arrangements made. While working, it is expected that their responsibilities will be completed in a timely manner. However, it is important to note that part-time employees are typically not entitled to benefits offered to full-time employees. Despite this, their contributions to the organization are highly valued and essential in maintaining productivity and achieving our goals.

### 4.4 Probationary Employee

Probationary period is scheduled to last for 90 days. Employees are expected to demonstrate regularity, punctuality, adaptability, responsibility, competence and policy compliance during this period. At the end of probation period, employees are required to pass a written exam. In case employees fail to pass the exam, the probationary period is restarted all over.

During the probationary period, which lasts for 90 days, probationary employees are expected to adhere to certain guidelines. They are allowed a maximum of 2 sick days during this period. It is important for them to demonstrate regularity, punctuality, discipline, adaptability, and respect throughout the probation period.

Adhering to these expectations helps ensure an effective integration into the organization and sets the foundation for a successful employment journey.



## 4.5 Adjunct Faculty

An adjunct instructor is a part-time faculty member who is hired on a contractual basis. They may teach for only a few semesters before they return to their industry full time. Per semester, they usually teach a few courses on introductory or general subjects.

Adjunct faculty members are expected to arrive before the scheduled time for their classes. It is important to note that late arrivals may not result in payment for the class or unit. As adjunct faculty, they are not eligible for any benefits offered to regular employees. By ensuring punctuality, adjunct faculty help create a positive and productive learning environment for students.

## 4.6 Freelancers

Freelancers are resources of ILM, these are individuals who makes money on a per-job basis. They usually earn on a per-task basis and generally work for a short time. Thus, they may enjoy the liberty to work on various jobs for different clients simultaneously, and are under no obligation to specify the hours or to follow a specific schedule. They are compensated for their work only when they successfully meet project deadlines. It is the responsibility of freelancers to maintain an accurate documentation of the tasks completed and submit invoices for payment. As independent contractors, freelancers are not eligible for benefits typically provided to regular employees.

## 4.7 Time Keeping Expectations

To ensure a productive work environment and efficient operations, our organization has established clear expectations regarding timekeeping. All employees are expected to adhere to the following guidelines:

- **Punctuality:** Employees should arrive at work promptly at the designated start time. Prompt arrival allows for a smooth transition into work responsibilities and promotes a positive work culture. All teachers are expected to be in their classrooms at least 15 minutes before the official opening hour and conclude 15 minutes after the dismissal of students.
- **Attendance:** Regular attendance is essential to maintain productivity and meet the needs of the organization. Employees are expected to report to work as scheduled, providing advance notice in the event of absences or tardiness, as per company policy.
- **Breaks and Lunches:** Employees should utilize designated break times and lunch periods as outlined in company policy. These breaks should be taken within the specified timeframes to ensure operational efficiency.
- **Time Recording:** Accurately recording time worked, including arrival, departure, breaks, and lunch periods, is mandatory. All employees are expected to use the approved timekeeping system or method as outlined by the organization.
- **Accountability:** Employees are responsible for diligently managing their time and ensuring that their work hours align with assigned responsibilities. Misusing time or engaging in time theft is strictly prohibited.

By adhering to these timekeeping expectations, employees contribute to a culture of accountability, professionalism, and effectiveness in achieving organizational goals.

## Pay Practices

Pay practices at our organization follow a specific schedule, with salaries typically disbursed on the 15th of each month. In cases where salary advances have been provided, they are deducted from the next pay cycle until the 15th. Employees can choose to receive their payments either via check or through online banking. It is important to note that when making online transfers, there may be a nominal fee deducted from the recipient's account.

## 4.8 Salary Deductions

In our salary deduction policy, an employee's monthly salary is based on 25 work days. When taking an unpaid day off, 1/25th of the monthly salary is deducted. For instances of tardiness, one-third of a day's pay will be deducted. Similarly, if an employee works only half a day, 50% of their daily pay is deducted. These deductions are in place to ensure fairness and accountability, while maintaining efficiency and productivity in the workplace.

## 4.9 Reimbursements

In order to initiate reimbursements, it is essential to provide receipts that meet all the necessary requirements like proper date, vendor's name, shop name etc. These receipts serve as documentation and verification of the expenses incurred. Additionally, prior approval from supervisor is required before making any purchases to ensure that the expenses align with the organization's policies and guidelines. By following these procedures, we can ensure transparency and accountability in the reimbursement process while maintaining proper financial controls within the organization.



## Chapter 5.0: PROFESSIONAL DEVELOPMENT

---

### 5.1 Responsibilities and Competence

The ILM expects the employees to be extremely competent.

#### Interpersonal Skills

- Act as a role model for students, demonstrating professionalism in communication and manner
- Demonstrate clear, concise verbal and written communication skills
- Seek to understand other peoples' ideas and concerns
- Communicate with others in a non-threatening manner
- Ask questions to clarify and understand others
- Assume responsibility and creatively work with families who may be reluctant to engage in educational situations

#### Academic Competency

- Ensure a safe and supportive place to learn with clear routines and expectations
- Anticipate potential issues and re-direct or de-escalate behavior
- Re-direct student behavior with warmth, empathy, and sensitivity to students' status as a learner
- Treat mistakes as a part of learning
- Facilitate student ownership of class routines, high expectations and behavior
- Facilitate student ownership of their own actions and support for peers; assist in problem-solving complex issues between students
- Facilitate student's meta-cognitive awareness of their own behavior and/or its impact on learning
- Facilitate student demonstrations of empathy and support for others

#### Assessment and Coaching

- Facilitate processes where students contribute in determining type of assessment and criteria
- Demonstrate clear evidence of the cyclical nature of planning, assessment and feedback
- Assessments consider traditional cultural, family and community learning experiences that happen outside of the classroom.
- Set and communicate learning goals/targets that students can understand and articulate for each lesson
- Ensure assessment and feedback are provided in a timely manner
- Provide clear, timely and observable feedback for students and families
- Provide students with options to demonstrate their learning

- Differentiate assessments for individual student needs
- Employ a variety of assessment methods that are aligned with instructional goals.

### **Collaboration and Teamwork**

- Participate in team decision making; initiate, contribute and demonstrate responsibility for team decisions
- Openly and willingly share appropriate information and knowledge
- Deal with conflict in a constructive and positive manner
- Respect diversity, and value the opinions of others.
- Assume leadership roles within pod, department, school and district
- Initiate collaboration within team, school and partnerships across the district
- Mentor others in the school and education community

## **5.2 Unavoidable Absences**

At ILM, the effective completion of tasks relies on the collaborative efforts of all employees. This collaboration can be hindered when an employee is absent or arrives late.

However, ILM recognizes that there are inevitable situations where absence or tardiness cannot be avoided. In these cases, it is crucial for employees to promptly inform their Supervisors or any authoritative person about the reason for their absence or lateness, along with the expected return or arrival time. If an employee fails to notify about their absence for two or more consecutive working days, it will be assumed as “no show up” and may lead to disciplinary measures, including termination of employment. Additionally, consistent lateness is considered unacceptable.

## **5.3 Performances**

ILM is dedicated to ensuring that employees receive continuous feedback regarding their job performance and achievements. Supervisors are encouraged to engage in regular conversations with their employees, addressing overall performance, setting goals for improvement, and acknowledging accomplishments. This feedback may be provided through formal evaluations or informal discussions, serving as a guide for employees to enhance their skills and gain new experiences.

Moreover, these discussions also present an opportunity to discuss potential career growth, such as assuming additional responsibilities, pursuing training opportunities, and exploring possibilities for promotion.



## 5.4 Trainings

Employees' presence is essential in all training programs conducted within ILM. If any employee missed the training for some reasons, it is mandatory to take notes from any other staff member. Attending these sessions allows employees to acquire new skills, expand their knowledge, and stay updated with industry trends. By actively participating, employees demonstrate their willingness to learn and grow within their roles. Their presence also fosters a positive learning environment where knowledge can be shared, questions can be asked, and meaningful discussions can take place.

When employees are present in these trainings, they show their commitment to personal and professional development, which ultimately benefits both themselves and the organization.

## 5.5 Appraisals

Our organization implements a performance-based appraisal system that considers both individual achievements and colleague feedback. Evaluations take into account an employee's overall performance, including their accomplishments and contributions to the team. It is essential to note that increments may be influenced by an employee's performance during the appraisal period.

Positive appraisals and high-quality feedback can result in favorable salary increments, while poor performances may impact the extent of the increment received. This approach encourages employees to consistently strive for excellence and fosters a culture of accountability and continuous improvement.

**INSTITUTE OF LEARNING  
AND MENTORSHIP**

**STEM**  
**FOCUSED SCHOOL**

## Chapter 6.0: SEPARATION OF EMPLOYMENT

---

### 6.1 At-will Employment

The employment at ILM is “at-will” employment. At-will employment is an employment arrangement in which the employee may quit at any time, and the employer may fire the employee for any reason and at any point, so long as the dismissal isn't for an unlawful reason.

### 6.2 Resignations

Employees are advised to provide their supervisors with a written resignation notice as soon as possible if they decide to resign from their employment. ILM maintains a clear and fair resignations policy to ensure a smooth transition for both employees and the organization.

The policy is as follows:

- **Notice Period:** Employees who intend to resign are expected to provide written reasonable notice period. The standard notice period for permanent academic employees is four weeks, whereas for the administrative employees is six weeks. However, based on the nature of the position and individual circumstances, the specific notice period may be adjusted in consultation with the employee's immediate supervisor or director. Failing to provide notice period may not result in repayment of leaves monetization nor due payments.
- **Transition of Responsibilities:** Employees are expected to complete a proper handover of their responsibilities, projects, and any relevant information to ensure a seamless transition for their successors. This process should be coordinated with the supervisor or manager, and it is essential to document the handover process.
- **Return of Company Property:** Employees who resign should promptly return all company property, including keys, electronic devices, keys, access cards, course books, note books, academic/office supplies, and any other assets in their possession. Failing to do so may result in serious actions.
- **Final Settlement:** The Human Resources department will address the final settlement of dues, including payment of outstanding salaries, vacation accruals, and any other entitled benefits, in accordance with applicable employment laws and organizational policies.



### 6.3 Involuntary Terminations

The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

### 6.4 Death of an Employee

If the employee was in an active employment status at the time of death, the date of death on the death certificate must be used for the action/termination date. In such case, the overdue of the employee are handed over to the legal heirs. Heirs are expected to present a Family Registration Certificate issued by NADRA. In case any belongings are in the possession of the employee, the heirs will be required to submit the belongings upon the receipt of the balances.





# About the Content

This Handbook contains important information about support, services, rights, and responsibilities of the students and parents of ILM. The purpose of this Handbook is to provide students and families the information about the policies, procedures that govern academic and student life at ILM.



[www.pak.ilmforall.org](http://www.pak.ilmforall.org)  
0332-3793145