



SHREE BRAHMA SAMAJ SEVA TRUST

Brahma Samaj Seva Trust
Gujarat, Patan

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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/13	

Compensation and Benefits

Introduction

The purpose of a compensation and benefits system is to pay employees for their work in a just manner. By offering competitive compensation and benefits packages, the organization can meet the needs of employees, thus attracting and retaining employees. Total compensation is a term that describes the entirety of what the organization is providing to an employee including salary and benefits.

The Compensation and Benefits Policy is applicable to and incorporates procedures in areas such as but not limited to:

- Salary Administration
- Benefit Administrations
- Salary progressions (increments)
- Allowances such as meal, clothing, etc
- Job Evaluation
- Salary Compression
- Differential Payment such as overtime, call out, stand-by and other wage differentials
- Pay Method Administration (Payroll input, pay methods, deductions, salary overpayment or underpayment, garnishments, salary advances, etc)



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✓ Compensation will be established in a manner which is neither discriminatory nor arbitrary. Employees shall be paid a salary commensurate with the duties and responsibilities of the job they occupy. Their wage shall be within the salary range of their job in accordance with the established salary schedule unless otherwise noted through Section.

✓ A Salary Compression Procedure shall be developed and approved by Top Management to identify when there is a less than the targeted percentage differential between the annual salary range maximum of a subordinate and the annual salary range maximum of their direct supervisor/manager.

✓ BSST seeks to ensure that employees are paid in a consistent manner for various expenses, such as meal allowances, incurred while working. Employees shall be eligible to be reimbursed as outlined in our BSST instruction formulated time to time.

✓ The Corporation shall acknowledge competent job performance by periodic and reasonable pay increases, where applicable. Appropriate performance appraisal system will be used as a method to support salary changes related to performance.

✓ BSST recognizes it is important to foster a work environment in which employees support each other and development opportunities exist as part of sound career and succession planning. Employees will be requested or afforded the opportunity to fulfill the duties and responsibilities of a job other than their base job, on a temporary basis, through acting on given assignments.

✓ BSST recognizes that employees may be required to work beyond their regular hours of work. Procedures shall apply a fair and consistent approach in defining and compensating overtime for non-union employees and other staff where language is absent in respective collective agreements or terms and conditions of employment.



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✓ BSST is committed to the fair treatment of its employees whose jobs are affected by change initiatives such as departmental or corporate re-organizations, technological change, process reviews, downsizing, alternative work arrangements, fiscal restraint or any other reason that results in significant alterations to the job content. A Facilitating Change Procedure shall acknowledge that while the Corporation cannot guarantee employment, it seeks to work constructively with its employees to introduce change in a positive manner and through a consistent process. The best overall candidate for a vacant position and the ability of employees to have equal opportunity to apply and qualify for such positions shall be maintained. In the event of downsizing, displaced employees will be entitled to a reasonable training period.

Note: All these sub-processes are further standardized through SOPs.

