



# HUMAN RESOURCES

# REGULATION



## **HUMAN RESOURCES REGULATION**

### **1. OBJECTIVE**

These rules aim to present the basic principles of personnel management that must guide the department of Human Resources in performing its work and determine procedures regarding:

- recruitment and selection of personnel;
- training, development and performance evaluation,
- career and salary plan and benefits;
- rights, duties and disciplinary measures

### **2. GENERAL PERSONNEL POLICY**

It aims to assure that human resources of Mamiraua Sustainable Development Institute (MSDI), hereinafter called Institute, be considered as the most important and strategic element for the maintenance and growth of the Institute, investing in the qualification and valuing of its personnel, based on legal and ethical principles.

### **3. APPLICATION**

It applies to all civil servants and employees of the Institute.

Civil servants are government staff members temporarily working at the Institute, as a result of the Management Contract, whose labor rules are governed by the Statute of the Federal Public Servant (Law 8112/90).

Employees are those whose employment is ruled by the Brazilian Consolidation of Labor Laws (CLL)

### **4. HUMAN RESOURCES MANAGEMENT**

It seeks to organize and develop techniques to promote the efficient performance of the personnel, aiming the objectives of the Institute.



#### **4.1. Recruitment and Selection of Personnel**

It aims to attract professionals with potential to develop the activities of the Institute, through the following criteria:

- recruiting and selection of personnel or trainees shall be done after an extensive dissemination among the target public. The applicants are short-listed and after being interviewed they go through a training stage, observed the peculiarities of each position or career;
- the demands foreseen in the recruitment and selection process do not apply to contracting specialized technical services, the location of services, positions of trust, special positions and the contracted services;
- the candidate selection to fill an open vacancy in research, will be done by an Examining Board of the Institute.

#### **4.2. Training, Development and Performance Evaluation**

It aims to develop and launch systems that permit to gain from the performance of the civil servant and employee in the position he/she occupies in the Institute, identifying training and capacity needs, and offering opportunities to improve his/her qualification and personal growth perspective in the Institute.

#### **4.3 Career and Salary Plans**

As these rules are devised, the Institute will also elaborate a Career and Salary Plan that permits to meet the complexity of its attributions, creating a structure of positions and careers that reflect the organization and its work.

Exceptional hiring may occur in positions different from those contemplated in the Career and Salary Plan, subjected to its previous submission and approval by the Board of Directors

#### **4.4 Advantages and Benefits**

They are defined in the labor laws and CLL, except those concerning private pension funds and health insurances, which shall be subjected to a study of viability and an act by the Management, after approval by the Board of Directors, according to item 5 of this rule.



#### **4.5 Rights, Duties and Disciplinary Measures**

They are defined by the law that set the rules for public servants in the CLL.

#### **4.6 Principles**

During admission of personnel by the Institute, the following principles will be observed:

- Hiring spouses or relatives up to second degree, for an administration position, is subject to approval by the Board of Directors.
- It is prohibited the hiring of public servants in activity;
- It is allowed to hire, for a limited period of time, researchers or technicians with college degree, from another institution, with or without an employment relationship, in compliance with the legislation in force followed by his/her entity of origin;
- Hiring on a temporary basis is allowed for specialists to carry out research, consulting services, extension and development within the Institute, subject to prior authorization by the President;
- Institute employees are allowed to give human resource training in schools, research centers and public or private development centers, including technical consulting activities with or without remuneration, subject to prior authorization by the President.

### **5. FINAL PROVISIONS**

**5.1.** The Human Resources Manual, the Benefits and Social Assistance Plan, Training and Capacitation Program, Performance Evaluation System, and other tasks of human resources are defined by the Management.

**5.2.** The necessary acts to comply with these norms, except for those cases that need to be authorized by the Board of Directors, shall be issued by the President of the Institute.