

# Human Resources Department

## Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An email will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

### Task 1: Employee Handbook

Review the **Employee Manual Rubric** found in the **HUB** under **Competitions & Events and Competition Rubrics** → **Employee Handbook and Live HR Competition**. Update the handbook to meet all the areas required for the competition. so that it is ready for printing over the winter break. The manual can be no longer than 24 pages. Including the table of contents and the front and back covers. The final document must a number of pages that can be evenly divided by 4 (e.g. 8, 12, 16 ,20 or 24 pages). The final document will be used for both the state conference in Bakersfield, Los Angeles (February) and San Francisco in March if we have a team that can represent it there. Work with Sandra to have the handbook printed over the break.

**15pts Evidence: Work with teacher to develop format design** → **Teacher Observation**

**15pts Evidence: Employee Handbooks submitted as PDF**

**Sandra: initials received** \_\_\_\_\_

### Task 2: Weekly Work Points December Survey & November Tracking:

Send to all leaders the link for the Google forms you developed for weekly work point submission so that leaders can post the points for the 2 weeks in December. You will need to send weekly reminders to the leaders to help them remember to complete the work points. Using the results from November, calculate the points each employee earned over the month of November and total those points for their monthly work performance into a report.

**5pts Evidence 2.1: December Work Pts Survey sent to Leaders & Teacher** → **Teacher Observation**

**5pts Evidence 2.2: November Work Report** → **Canvas Final Tasks**

### Task 3: December Employee of the Month

Following the process you established for the employee of the month selection, determine who will be recognized as the Employee of the Month Award the employee first week in December Create the certificate, poster and publicly announce the award winner to the company. Present them with their certificate of appreciation and post their poster on the office bulletin board. Have communications and digital media highlight the employee on the website and company social media.

**5pts Evidence: Presentation of Employee of the Month for December** → **Teacher Observation**

### Task 4: November Company Attendance Report

Complete the attendance report for the month of November. Add any individual absences to the individual employee sheets you created last month. In addition, the master attendance page should calculate the number of absence days for each employee. This will be used to monitor employee absences and see the teacher to make sure you are doing what is expected for this task.

**5pts Evidence: Finished November Attendance Report** → **Canvas Final Tasks**

### Task 5. Junior Company Mentorship:

Multiple times each week, check in with junior **Vice President of Human Resources** to see how they are doing with their tasks and answer any questions they have concerning their December 1-2 series of tasks. Review with them with HR competition for Bakersfield and give them suggestions on things they will need to do to prepare for the competition. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior Vice President of HR** \_\_\_\_\_ **December week 1**

**5pts Evidence: Signed by junior Vice President of HR** \_\_\_\_\_ **December week 2**