

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All verifications and evidence must be turned in by February 15th. All work after that will be worth 1/2 credit.

Human Resources Department

Company _____

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the first 2 weeks in February Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Weekly Work Points February: (HIGH PRIORITY)

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 4 weeks (4th- March 1st) in February. Ask the communications department to send out email each Thursday to Remind leaders each Friday to do the leadership points.

Employee responsible for this task

5pts

Evidence: February form sent out to leaders → send copy to teacher

Employee responsible for this task

5pts

Evidence: January Work Points Report → Canvas Feb 1-2

Task 2: February 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 February 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.

Employee responsible for this task

5pts

Evidence: Presentation of Employee of the Month for December

Task 3: Company Benefits:

Research healthcare law (see matrix) and benefit options for the company and its employees. (1) Develop option to include medical, dental and vision so all the employees can obtain these from the company as a optional benefit. (2) Create an attractive 1 page information sheet describing in detail the options for employees and their families in the company. Cover the HMO options and PPO options. Detail what is covered and what the cost will be for the employee with the follow options. (3) Develop a presentation to explain the program to your company employees (this will be presented next task period) and (4) create an online Healthcare Options survey form to sign up for the medical, vision and dental options they want.

Employee responsible for this task

10pts

Evidence: Completed Presentation → Canvas Feb 1-2

Employee responsible for this task

10pts

Evidence: PDF of 1 page information sheet → Canvas Feb 1-2

Employee responsible for this task

5pts

Evidence: Link to online Healthcare Options survey → Canvas Feb 1-2

Task 4: Performance Review Training Preparation:

You will be preparing to training your leadership team and employees about how to complete the Performance Review. You will need to create department attendance reports (showing tardies and absences) so they are ready for the department leaders when the are completing the reviews. The reviews will carry grade increase along with pay increases. Meet with your teacher to go over the final changes to the performance review as you prepare for the company reviews in the second half of the month.

Employee responsible for this task

5pts

Evidence: Final Employee Performance Review → Canvas Feb 1-2

Employee responsible for this task

5pts

Evidence: Department Attendance reports → Canvas Feb 1-2

Task 5: Company Discipline Form:

Develop an employee discipline form to be use for employees who violate the company policies and procedures. Review discipline forms online to get ideas and design the form that fits your company and its rules. Print the form and submit for teacher review.

Employee responsible for this task

10pts

Evidence: Employee Discipline Form attached to Task Submission Form