

Human Resources Department

Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th. 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 late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1. Junior Company Interview Preparation:

Participate in meeting time to meet with the prospective junior vice president applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Participate in the company interviews for that position.

5pts Evidence: Signed Verified Mr. Gersten _____ Responsibility of Vice President

Task 2. Benefits Brochure.

After you have presented the healthcare options for employees, you will be developing a benefits brochure that has all the company benefit information in it. The brochure will be eventually printed for use at competitions and as a reference in the office for employees. The brochure needs to cover employee medical, dental and vision options provided by the company. Create a mock-up (a model or replica of what the finished brochure will look like) using folded printer paper to plan out your design. Have the facilitator review the mock-up and give you recommendations. Using InDesign, create the real brochure and print the first draft for review.

5pts Evidence: Mock-Up reviewed: Submit with Task Verification form

15pts Evidence: Benefits Brochure (1st draft): Print and Submit with Task Verification form

Responsibility: Any Team Member

Task 3. Bad News Letter

You will be developing the content and format for the bad-news message. Help the reader of the message to understand that this bad-news message represents a company decision that is fair and reasonable. Research how to write a bad news letter on the Internet and develop a foundational bad-news message in Google Docs. This foundational message will be used as a foundation letter for letters of dismissals, demotion, undesired transfers, attendance and sick leave problems. Obtain the company letterhead from the Art department or the company drive and create and attendance and sick leave letters and save them in the HR folder on the drive for use throughout the coming year.

10pts Evidence: Bad News Attendance Letter (PDF): Submit in Canvas

10pts Evidence: Bad News Sick Leave Letter (PDF): Submit in Canvas

Responsibility: Any Team Member

Task 4. Daily Attendance Report of August:

Generate an end of the month attendance report for August from your records from August. In this report should be the attendance for the month of August and includes absent days and being late to work. Anything that is company or school related business should not count against the employee.

5pts Evidence: August Attendance Report: Submit in Canvas

Responsibility: Any Team Member

Task 5. Company 401K Plan

Have the VP of Human Resources convene a meeting of the department, joined by representatives from Accounting and Finance. Explain that the company Board of Directors would like the company to offer a 401(k) plan to its employees. As preparation for the meeting, department members have been asked to research 401(k) plans and will research at the IRS website "What is a 401(k) plan? What are the different types of 401K plans. You will login into the **Portal** and go to **Human Resources** and complete **Task 11**.

10pts Evidence: Workflow plan to develop a 401K program: Submit in Canvas

Responsibility: Any Team Member