

Bimonthly Tasks for January: Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before February 1st. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 1st of February

Human Resources Department

Points Earned _____/60

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to administration as soon as possible. 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 last 2 weeks in January. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1: Employee Handbook™: (HIGH PRIORITY)

Review the Employee handbook rubric found in the portal-Competition Rubric-Rubric Tab. Make sure that your handbook addresses all areas of the rubric. You will be using the handbook for the HR competition in Bakersfield and in an online submission for the LA trade show, uploaded (digital copy) by January 24th by 5:00 pm. You will be getting a competition score for points in February, but those points will be awarded next month.

Employee responsible for this task

10 pts Evidence: Digital Employee Handbook → submitted for LA Trade Show & Edmodo

Task 2: Bakersfield Report:

As a follow-up of the Bakersfield Trade Show, and based on your discussion in your leadership meeting, write a one-page Department report found in the matrix under communications. Based on your discussion in your leadership meeting, complete the department report about your department's role that details the areas that went well and areas that need to improve at the trade shows. Each report should cover the following areas; Trade Show Preparation, Trade Show performance and recommendations on areas that need to improve. Save this file as you will be using for department goals in the coming weeks.

Vice President of Human Resources

10pts Evidence: Send a digital copy to CEO and a PDF → Canvas January 3-4

Task 3: Determining Company Benefits:

Review Healthcare Law infographic found in the Task matrix and determine what medical benefits the company will be offering and if the company will be paying any portion of the benefits offered to employees. Answer the following questions below:

Will you be providing health insurance to your employees? _____ If so, what % will you cover _____

Company Benefits Options:

Review the **Benefits Example** found in the Task Matrix. You will develop a document similar to this over the next few months. Research and develop options for an employee that include medical, dental, and vision plans that employees may get for themselves and their family. Research each of the areas below and create a comprehensive (what is covered, how much it costs the employee per covered area and what the monthly deduction will be from their paycheck) plan for the following areas.

Employee responsible for this task

10pts Evidence 3.1: Employee medical benefit options → Canvas January 3-4

Employee responsible for this task

10pts Evidence 3.2: Employee dental benefit options → Canvas January 3-4

Employee responsible for this task

10pts Evidence 3.3: Employee vision benefit options → Canvas January 3-4

Task 4: Finalizing the Performance Review:

Print your review and have your instructor review the company performance review and make any changes needed in the format or structure of the review. After the corrections have been made submit the final review to Edmodo

Employee responsible for this task

5pts Evidence 4.1: Performance Review checked by instructor _____ signed _____ date

Employee responsible for this task

5pts Evidence 4.2: Final Employee Performance Review → Canvas January 3-4