

Human Resources Department

Bimonthly Tasks for Weeks 1-3

90 pts - Each department leader needs to show evidence of completion on or before August 31st. 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. Personnel Files & Post Salaries:

Unpack or find your company personnel files from last year. These files will hold the important documents for each employee. Items that should be filed, include; the code of conduct/photo release (digital media will be updating these), cover letter, resume, job application, performance review from last year. These files will be used for confidential employee information and updated throughout the year. Ask your facilitator where you can store the files in the office and set-up the filing system for the company. In addition, create a list of the current salaries based on the changes from last year's performance reviews and post the monthly salaries on the bulletin board of all employees so that they what they will be making this year.

10pts Evidence: Files set-up and salaries posted: Responsibility: Any Team Member

Task 2. Review and Revise Company Benefit Options and Present to Staff.

Review the company benefits offers that you developed last year. Create or update the benefit applications that will be given to employees showing them the options the company offers for benefits. These should include. Medical, Dental, and Vision. Each benefit application should have details of what the plan covers and what the employee will pay each month for the benefit if they choose to purchase benefits. Each option should include the cost for the employee and the addition of a spouse, children or the entire family and a place for them to select the plans that they want. Once the applications are done develop a presentation to roll out the benefit options for the company employees. This presentation should be shared before the end of the month so employees can decide if they want to purchase the plan. Following the presentation, collect all plan applications and calculate the total cost of options each employee has selected and record this on a benefits record using Excel or Google Sheets. Once the Benefits record is finished save a copy in the company Google account under HR and print a copy and take it to the payroll associate so that the money can be deducted from the employee paychecks starting in September. File the applications in the employee personnel folders for evidence of what benefit options they signed up for.

20pts Evidence: Share with staff Presentation & application process: Responsibility: Any Team Member

10pts Evidence: Benefit applications completed, collected and filed: Responsibility: Any Team Member

10pts Evidence: Benefit Record completed: Responsibility: Any Team Member

Task 3. First Leadership Meeting: Reviewing Company Expectations

Print the Office Expectations exercise from the VE Task matrix. Bring this and the company rules from last year to the leadership meeting. The team needs to discuss, update and approve by vote all company rules and expectations for this year. When finished, update the company rules and expectations in the Employee Handbook. Finally, have the communications department type up the norms, rules and expectations and send them out to all employees through company email.

10pts Evidence: Company Expectations Exercise approved and printed for Facilitator approval

Responsibility of Vice President of Human Resources & Chief Officers

Task 4. Daily Attendance:

Assign a team member to be in charge of daily attendance for the company. They will be required to develop a company roster in Excel and record the daily attendance each. You can use a copy of last years file if that works for you. Accuracy is very important and this information will be used for employee performance reviews and evaluations later in the year. They will be required to take attendance in the portal each day

10pts Evidence: Company Attendance Record Sheet: Responsibility: Any Team Member

Task 5. Company Discipline Forms

Based on the company rules and expectations, you will design a form to be used by your department if employees need to be warned or cited for actions that violate office rules. This form will be used throughout and placed into employee personnel files if they are disciplined. Review examples for forms on the internet and design a form that works with the rules of your company. Print the form and submit it for approval from your facilitator.

20pts Evidence: Company Disciplined Form: Responsibility: Any Team Member