

## Bimonthly Tasks for March Weeks 2-4

60 pts each department leaders need to show evidence of completion. At the end of each task period print this sheet and turn it in. for recording of grades. 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 March 29th. All work after that will be worth 1/2 credit.

### Human Resources Department

Department Points \_\_\_\_\_/60pts

#### Department Meeting and Work Points: 30 pts total

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. 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 3 weeks in March. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

#### Task 1.0: Human Resources Competition: (HIGH PRIORITY -March 15th submission)

The competition at the Youth Business Summit in New York will require your team to qualify by submitting your company Employee Manual. Update your manual so that it is ready for submission. To submit your entry you will need to go to Trade Shows → Youth Business Summit → Competitions Registration Link and click on Human Resources. Complete the registration and upload your completed Employee handbook. Teams placing in the event will earn bonus points for the department.

\_\_\_\_\_  
Employee responsible for this task

10pts      Evidence: Submission receipt found in company Google mail → teacher observation

#### Task 2.0: Human Resources Judges Packet

Using the HR Competition rubric found in the Task matrix, your will begin preparing for the HR competition in New York. Prepare your judges materials packet for the team presenting in New York. Make sure that you have a high quality judges packet and should include copy of the employee manual, company newsletter, performance review materials and employee recognition. This can be a series of examples or you can make a custom judges materials brochure (see me for an example) Teams placing in the event will earn bonus points for the department. If printing is required, this needs to be submitted before the spring break.

\_\_\_\_\_  
Employee responsible for this task

15pts      Evidence: HR judges packet ready for competition → teacher observation

#### Task 3.0. February Weekly Work Points Report:

Using the results from the February weekly work points, track the number of points each employee earned over the month of February and total those points for their monthly work performance into a report.

\_\_\_\_\_  
Employee responsible for this task

10pts      Evidence: February Work Points Report → Canvas March 2-4

#### Task 4.0. March Employee of the Month:

Following the process you established for the employee of the month selection, determine who will be recognized as the March Employee of the Month. 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. Must be completed by mid-month to get credit. Encourage web team and communications to share the employee of the month of the website and through social media.

\_\_\_\_\_  
Employee responsible for this task

5pts      Evidence: PDF Copy of the certificate or poster → Canvas March 2-4

#### Task 5.0 Monthly Attendance Report

Turn the master sheet showing total attendance for the year through the end of February. In addition, create a Loss of Pay form for to send to employees when they are close (with in 2 days) of losing salary because they no longer have any sick days remaining.

\_\_\_\_\_  
Employee responsible for this task

5pts      Evidence 5.1: Year to Date Sheet → Canvas March 2-4

\_\_\_\_\_  
Employee responsible for this task

10pts      Evidence 5.2: Loss of Pay letter → Canvas March 2-4

#### Task 6.0. Employee Performance Review and Benefit Selections

Update the current employee personnel files with their signed performance review and the a packet of the benefits they have selected. This should include the Medical, Dental and vision plans. Employees will start getting benefit related "Life Happens" cards and will be coming to you to see what they need to pay based on the coverage they selected. Submit the master list of benefit options that all employees have selected.

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Employee responsible for this task

5pts      Evidence: Master List of employee benefits → Canvas March 2-4