

Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 18th. 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.

Human Resources Department

Task 1: Department & Leadership Meeting:

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks and fill in task sheet with names. Turn in a copy of this Task Sheet for your department to the COO and teacher as soon as possible. In addition,

Vice President of HR 5pts **Evidence: Complete this sheet and turn into COO & Teacher**

Task 2: Office Expectations Policies:

At the next leadership meeting present the final Office expectations. Have the team approve the expectations. Before you present to the employees, design a contract that all employees have to sign that they agree to the company office policies. In the contract, define in detail the rules and consequences if an employee violates the rules. Have your teacher review the Company Expectations presentation and approve it before share it with the company employees. Pass out the contract and present the final expectations presentation to the company. Collect the contracts and place signed contract in personnel files. Make a color poster on the computer (legal size paper) for your bulletin board that reflects the major areas of expectations. You do not need to include consequences on the poster only the rules. Turn the contract into Canvas for evidence of completion.

Vice President of HR 2.5pts **Evidence 2.1: Approved Office Expectations Exercise with task verification form attached**

Employee Responsible 5pts **Evidence 2.2: Present Company Expectations presentation to staff-teacher observation**

Employee Responsible 5pts **Evidence 2.3: Company Expectations Contract → Canvas October 1-2**

Employee Responsible 2.5pts **Evidence 2.4: Signed Contracts from all employees placed in personnel files- teacher observation**

Employee Responsible 10pts **Evidence 2.5: Poster of Company Expectations on bulletin board-teacher observation**

Task 3: Company Disciplinary Form:

Set up a time to meet with your senior mentor and have them show you their employee discipline form. Based on your company policies and procedures develop your company version of the form using InDesign. Submit a printed the draft of this form to your teacher

Employee Responsible 5pts **Evidence: Company Discipline Form → task verification to teacher**

Task 4: Daily Attendance:

Have the attendance associate take attendance each day in the Hub. This person will have the daily responsibility of tracking who is in attendance and after attendance reporting to your teacher who is absent or tardy. The VP will be responsible if the assigned person is absent. Record daily attendance of all employees starting October 1st. In addition, create a company record sheet using Excel or Google Sheets, complete with employee names and their job titles and record attendance on the attendance record sheet. This will be used each day to track overall attendance and will be used for the monthly report. Each missed day taking attendance will drop the entire teams grade for this task period.

Employee Responsible 5pts **Evidence: Company Attendance Record Sheet → Canvas October 1-2**

Task 5: Employee Handbook:

Open the **HR Manual** link from the VE Task Matrix. This will help you as you develop the sections of your company Employee Manual. Review the first 3 sections on the website and begin with these sections of the manual. All policies should be researched to make sure they are logical and legal. Feel, free to talk to your teacher about any of the areas you are working on as they need to be clear and understandable by the company employees. No references should be made that we are in a classroom or school setting. For all intensive purposes we should simulate that you are adults working in a company. Have the Vice President open a Google Document and title it Employee Handbook and share it with your entire team so everyone can work on the same document at the same time. Have each team member write in a different color so you know who has completed the work. Assigned people colors and sections of the employee handbook main areas:

Employee Responsible 10 pts **Evidence: About the Organization → Canvas October 1-2**

Employee Responsible 10 pts **Evidence: The Employment Policy → Canvas October 1-2**