Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 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. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week.

Human Resources Department

Task 1: Department Meeting

Meet as a department and read together and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the Chief Officers as soon as possible- Fill in task sheet with names and who is responsible for each task. Each person can earn 2 work points from you each day for 10 points per week. Each day, 1 Point will be automatically, earned for having your phone in your employee locker and the additional point/s will be earned for your daily work. Violations of office policies will result in loss of points. The department leader will complete the weekly work points for all employees each week for their department. Leaders failing to award points with get no points for the work period, while associates will get full points awarded. A link will be sent in an e-mail and on Slack complete this task.

_____ 5pts   **Evidence: Complete and turn into Chief Officers & Teacher**
Vice President

Task 2: Halloween Social Event

Meet with the Communications department and plan a holiday event to celebrate Halloween as a company. Download a copy of the **Event Planner** found in the Task Matrix under Communications. Complete the Event Planner and Event To-Do-List and print the proposal to gain approval signatures. Share the Event Planner with all employees that are part of planning the event.

_____ 10pts   **Evidence: Printed Event Planner approved with signatures ⇢ task verification form attached**
Employee who is responsible

Task 3: Employee Recognition

Develop an Employee of the Month recognition program that will begin the first week of November. Write out using Google Docs, the proposed procedures of how employees will be selected each month with in the leadership team and bring this proposal and approval form to the next leadership meeting for approval. Create the certificate award and submit both the certificate and procedures as evidence.

_____ 5pts   **Evidence 3.1: Share Selection Procedure with teacher ⇢ Canvas October 3-4**
Employee who is responsible

_____ 5pts   **Evidence 3.2: Certificate submitted as ⇢ Canvas October 3-4**
Employee who is responsible

Task 4: Employee Handbook Continued

Continue to develop the Employee Handbook by referring to the **HR Manual** from the **VEI Task Matrix** to get clarifications on the below areas. Review each section and decide what you need to include, use the website as a guide to decide what "you" want to do in the company, some suggestions might not fit into your company policies. Have team members add the following sections to your shared Google document. All policies should be researched to make sure they are logical and legal. Talk to your teacher about any areas of confusion, 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. Make sure the Google Doc is shared with your teacher.

Status & Records: This covers the employment levels with in the company, age requirements for employment and the purpose and requirements to access personnel files of the employee with in the company.

_____ 5pts   **Evidence 4.1: Completed Status & Records section ⇢ Canvas October 3-4**
Employee who is responsible

Employee Benefits: Are a part of every company, to satisfy and motivate employees in the organization. These benefits are provided to an employee by the employer on various grounds which include holidays, leave, education, and sick days.

_____ 5pts   **Evidence 4.2: Completed Employee Benefits section ⇢ Canvas October 3-4**
Employee who is responsible

Salary & Wages: Practices of employee compensation working in an organization. Rationale of wages and salary, raises and schedule of performance reviews and employee evaluations

_____ 5pts   **Evidence 4.3: Completed Salary & Wages section ⇢ Canvas October 3-4**
Employee who is responsible

Office or Welfare Policies: Covered in this area is general office rules and policies that include: dress code, use policies for phone and internet, breaks, work space expectations, and visitors in the workplace and attendance polices.

_____ 10pts   **Evidence 4.4: Completed Office Policies section ⇢ Canvas October 3-4**
Employee who is responsible

Safety & Health: Defines the set of rules and regulations safety in the workplace, smoking and drug policies with in the company

_____ 10pts   **Evidence 4.5: Completed Safety & Health section ⇢ Canvas October 3-4**
Employee who is responsible