

HR POLICY MANUAL RESEARCH PAPER

An employee policy manual is a document that will be referred to often by staff HR POLICY RESEARCH PAPER 3 Sexual Harassment The spiritual aspect of.

Conversely, there are also rules that protect other employees in the workplace that do not require special accommodations. This also includes current or new employees who can file a claim with the human resources department. Various Human resource policy examples are like Attendance policy, code of conduct policy, employee referral policy and so on. To avoid non compliance and penalties from the government, employer must adhere to HR policies. The employee policy manual should inform employees of their retirement and pension plans and corresponding benefits. A small business can create a structure that is suitable for long-term success and sustainability through developing effective human resource policies. Title VII makes it illegal for employers to participate in discrimination against employees based on sex, to include the refusal of hiring or otherwise adversely affecting their employment status. Such a manual helps in the convenient management of the staff by setting the set codes and protocols to be followed by both the employee and the employer. Prince asserts that there is virtually no empirical attention to the consequence of employee transfer behaviors. One important part of the policy that would relate to those who resign would be to conduct an exit interview to provide the employer with any beneficial information as to why the employee chose to leave and how it could be prevented in the future. Another element is offering reporting procedures of incidents of sexual harassments. The legal department, the HR, the CFO, and the doctors will discuss the optimal period to fill in the charts at the end of today. HRMagazine, 57 3 , 36,38, While it is difficult for smaller companies to offer competitive salary and benefits, it provides a big advantage in retaining and attracting top employees if the company is able to provide these services. The procedures may include, among others, procedures on the background check, drug test, and gathering of relevant data. This will be the first step in promoting a healthy work environment. Often victims either do not know whom to report the behavior or do not feel comfortable in reporting it. The content of the policy should be comprised of the qualifications and requirements for promotion. It is vital to have a written plan of action for disciplinary or corrective actions for issues such as misconduct or workplace violence. It involves educating them on: How to create policies for their business? The policy manual should outline in a clear and strict manner to avoid potential law suits. As such, senior leadership within the corporation must keep a close track on overtime pay and corresponding policies. The company can properly handle it by providing career paths for employees to avoid discontentment and resentment when other employees progress in the company. Smith, Employee Separation Employee separation is any form of a current employee leaving their position such as resignation, termination or outplacement. The focus of this literature review is specifically on one of these mentioned variables. Balkin, 1 There are numerous legal issues a company can face when it comes to separations because of the employee labor laws, therefore having a human resource policy that includes the definition of employee and employer rights is a vital part of any human resource policy.