

Human Resources Department

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. 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. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on February 14th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all the tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the February 1-2 Folder and Canvas.

Task 1: Weekly Work Points February (HIGH PRIORITY) Employee Responsible: _____

Send to all leaders the link for the Google forms you developed for weekly work point submission so that leaders can post the points for the 4 weeks (4th- March 1st) in February. Ask the communications department to send out an email each Thursday to Remind leaders each Friday to do the leadership points.

____ 5pts Evidence: February form sent out to leaders & send a copy to teacher

____ 5pts Evidence: January Work Points Report → Canvas February 1-2

Task 2: February Employee of the Month Employee Responsible: _____

Following the process you established for the employee of the month selection, determine who will be recognized as the Employee of the Month Award the employee first week in February 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. Upload the finished video to the company drive in the folder February 1-2 as evidence

____ 5pts Evidence: Presentation of Employee of the Month → Observation of Teacher

Task 3: Employee Performance Meetings All Human Resources Employees

After all the supervisors have completed their performance reviews. Your coordinator will initially lead you through the process within your department and will demonstrate the process. You then will repeat this process with all other departments. You will need to reserve the meeting rooms to conduct department performance review meetings. Schedule each department over the next two weeks for supervisor/employee performance meetings. At these meetings, the HR department team will facilitate the meeting and record any pay increases that employees might be getting. The review sheet will be filed in the employee personnel folders following the meeting and the changes in pay will be recorded in Task 4.

____ 5pts Evidence: facilitated Accounting Department Meetings Employee Responsible: _____

____ 5pts Evidence: facilitated Art Department Meetings Employee Responsible: _____

____ 5pts Evidence: facilitated Communications Dept Meetings Employee Responsible: _____

____ 5pts Evidence: facilitated Digital Media Department Meetings Employee Responsible: _____

____ 5pts Evidence: facilitated Marketing Department Meetings Employee Responsible: _____

____ 5pts Evidence: facilitated Sales Department Meetings Employee Responsible: _____

____ 5pts Evidence: facilitate Chief Officers/Supervisor Meetings Employee Responsible: _____

____ 5pts Evidence: facilitate Teacher/Chief Officer Meetings Employee Responsible: _____

Task 4: Change of Pay Report Employee Responsible: _____

Based on the results of the performance review meetings. Create an Excel report that will be sent to the payroll associate that reflects the pay increases percentages or pay deductions that employees have following their performance review meeting. These payroll changes will take effect on March 1st paychecks. Upload the Change of Pay report to the company drive in the folder February 1-2 as evidence

____ 5pts Evidence: Change of Pay report → Canvas February 1-2