

Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 16th. 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. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Human Resources Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible.

Task 1: November Employee of the Month:

Following the process you have established for the employee of the month selection, determine who will be recognized and present them as the November Employee of the Month Award the employee first week in November. Create the certificate, poster and publicly announce the award winner to the company. Present them with their certificate of appreciation and give their poster to communications to be placed on the office bulletin board. Teacher will observe this for verification.

Employee responsible for this task

5pts **Evidence: Presentation of Employee of the Month and poster on bulletin board.**

Task 2: Attendance Report:

At the beginning of each month you will update and total attendance for the month that just ended and turn in the monthly attendance report. In addition, you will add the new month (November) that shows the days that the employees were absent from work and used sick days. To mark and absence use a "1" and a .1 for a tardy. Within the attendance file, create a individual attendance tracking forms that can be updated each time they are absent or tardy to work. In January, you will be printing these for the employees personnel file. Update each for with the attendance for employees from October.

Employee responsible for this task

10pts **Evidence: October Attendance Report & Individual form → Canvas November 1-2**

Task 3: Weekly Employee Work and Evaluation:

Using the coordinators weekly work points (they will be sent to you on request), calculate the number of points each employee earned over the month of October and total those points for their monthly work performance report. If leaders failed to post scores for a period award each associate the full 10 points and give them zero for that period. This will replace any score the chief officers gave them. Turn the report into Canvas. In addition, you will design the next work report form. Based on the current form design, use Google forms to develop a weekly work point submission form that can be used in the first two weeks of December for the company leaders to award 0-10 points each week to their employees. See the teacher if you need help in developing this. Starting in December you will take over this full process for the rest of the year.

Employee responsible for this task

5pts **Evidence: October Work Performance Report → Canvas November 1-2**

Employee responsible for this task

5pts **Evidence: December Weekly Work Points Submission form. → Canvas November 1-2**

Task 4: Employee Handbook Continued

Researched the areas below and add them to the Employee Handbook. Go to the HR Help Board found under HR Manual in the Task Matrix that you have been using previously and review the sections below. You do not need to included everything, only the things that apply to your company and its' policies. Make sure your polices 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

Sexual Harassment: is the typical unwelcome behavior directing to unnecessary physical contact, sexual remarks, verbal comments, uncomfortable behavior in the work place.

Employee responsible for this task

10pts **Evidence: Selection completed and shared with teacher → Canvas November 1-2**

Health, Safety & Environment & Workplace Injury Management: describes the provisions maintained by employer for employee. To maintain healthy and safety facilities and also must have a healthy working environment.

Employee responsible for this task

10pts **Evidence: Selection completed and shared with teacher → Canvas November 1-2**

Employee Conduct & Discipline: These are the nuts and bolts of what is expected and accepted in the company work environment. I covers behavior and conduct policies and will be a pretty big section of the handbook. You should cover rules regulations and the discipline that occurs if conduct is violated.

Employee responsible for this task

15pts **Evidence: Selection completed and shared with teacher → Canvas November 1-2**