







- 1  **HUMAN RESOURCES**
Agribusiness Procedures
Fall 2008
- 2  **What are the human resources functions in a business?**
 - ⊙ Recruit
 - ⊙ Hire
 - ⊙ Develop company policies
 - ⊙ Select and manage company benefits
 - ⊙ Train
 - ⊙ Standardize performance evaluations, job descriptions and salary or wage structure.
 - ⊙ Ensure compliance with regulations affecting employment.
- 3  **Recruiting**
 - ⊙ Advertise job openings
 - ⊙ Dealing with employment agencies and “head hunters”
 - ⊙ Collecting ad responses and reviewing with hiring individual
 - ⊙ Coordinating telephone interviews
 - ⊙ Coordinating in-person interviews and providing information about the company to the interviewee
 - ⊙ Ordering background checks, drug testing, etc.
- 4  **Hiring**
 - ⊙ Sending a written job offer confirmation & obtaining written response.
 - ⊙ Pre-employment paperwork
 - > I-9 (citizenship verification)
 - > Payroll
 - Direct deposit forms
 - W4 (Federal and State tax withholding)
 - Anything else required to have the person added to the payroll system
 - ⊙ Getting the new employee’s contact information, providing the employee handbook, orientation and training on company policy.
- 5  **Development of Company Policies**
 - ⊙ Employee Handbook
 - > Attendance and punctuality
 - > Business ethics
 - > Conduct
 - > Confidential and proprietary information
 - > Dress code
 - > Equal Employment Opportunity (EEOC)
 - > Personnel files
 - > Problem resolution
 - > Job openings
 - > Loans and pay advances
 - > Overtime
 - > Performance appraisal
 - > Personal property
 - > Personal telephone calls and mail
 - > Resignations
 - > Salary increases
 - > Sexual harassment
 - > Smoking
 - > Solicitation
 - >
- 6  **Selection and management of employment benefits**

- ⊙ Insurance
 - > Company-paid and/or employee-paid?
 - > Health, dental, vision, life, disability
 - > Before-tax health savings plans
- ⊙ Social Security, Medicare, worker's compensation, unemployment benefits (required by law)
- ⊙ Pensions, commissions, savings, bonuses
- ⊙ Paid vacation, holidays, sick days, personal days
- ⊙ Meal periods, breaks
- ⊙ Health club memberships, wellness programs, weight loss and smoking cessation incentives, "casual" days, dogs in the office, etc!
- ⊙
- ⊙

7  **Training**

- New employee orientation
- Presentation and election of benefits
- "Refreshers" on topics such as Equal Opportunity, Sexual Harassment, etc.
- Training supervisors on performance evaluation, discipline, and firing

8  **Performance Evaluation**

- Identify responsibilities (job description)
- Identify how performance is measured (metrics)
- Apply measurement to responsibilities to achieve a performance rating
- Discuss with employee; give employee an opportunity to respond
- Performance-based wage adjustments

9  **Employment regulations**

- EEOC notices
- Sexual harassment policy
- Job safety and health protection
- Fair labor standards act (minimum wage)
- <http://www.dol.gov/osbp/sbrefa/poster/matrix.htm>
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10  **Assignment:**

For Wednesday, October 22:

Prepare the employee handbook for your business. Use the list of items from this lecture as things you MAY want to address. This should definitely be a typed document.

These are good websites for suggestions: <http://www.sba.gov/gopher/Business-Development/Success-Series/Vol10/handbook.txt>
<http://www.smallbusinessnotes.com/operating/hr/employeehandbook.html>

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