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.
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.
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.
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
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!**
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
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
Employment regulations

- EEOC notices
- Sexual harassment policy
- Job safety and health protection
- Fair labor standards act (minimum wage)
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.smallbusinessnotes.com/operating/hr/employeehandbook.html