

HUMAN RESOURCES

Agribusiness Procedures
Fall 2008

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)
- <http://www.dol.gov/osbp/sbrefa/poster/matrix.htm>

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>