"HR Policies and Implementation"

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INTRODUCTION

HUMAN RESOURCE POLICIES are continuing guidelines on the approach of which an organization intends to adopt in managing its people. They represent specific guidelines to HR managers on various matters concerning employment and state the intent of the organization on different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc. They therefore serve as a reference point when human resources management practices are being developed or when decisions are being made about an organization's workforce.

Each organization has a different set of circumstances and so develops an individual set of human resource policies. The location an organization operates in will also dictate the content of their policies.

PURPOSE

The establishment of policies can help an organization demonstrate, both internally and externally, that it meets requirements for diversity, ethics and training as well as its commitments in relation to regulation and corporate governance of its employees. For example, in order to dismiss an employee in accordance with employment law requirements, amongst other considerations, it will normally be necessary to meet provisions within employment contracts and collective bargaining agreements. The establishment of an HR Policy which sets out obligations, standards of behavior, and documents disciplinary

procedures, is now the standard approach to meeting these obligations. HR policies provide frameworks within which consistent decisions are made and promote equity in the way in which people are treated.

HR policies can also be very effective at supporting and building the desired organizational culture. For example, recruitment and retention policies might outline the way the organization values a flexible workforce, compensation policies might support this by offering a 48/52 pay option where employees can take an extra four weeks holidays per year and receive less pay across the year.

Why are human resource policies important?

HR policies are critical to keep businesses stable and productive. If you have a small company with only a few employees, you might not think having documented HR policies and procedures is necessary. However, businesses of all sizes need the clarity and protection of written HR policies. Reasons to implement policies include:

- **Efficient operation:** Clearly articulated policies help ensure that the business runs efficiently.
- **Expectations:** The policies help employees understand what's expected and encourage a sense of transparency.
- **Compliance:** They help ensure the hiring, management and compensation of employees are compliant with laws and regulations.
- **Company culture:** Establishing policies helps develop your company culture by showing employees what's important.
- **Consistent treatment:** When you define HR policies, you create a consistent, fair way to treat all employees. This reduces frustration for workers and can help you avoid complaints of unfair treatment.
- **Decision-making:** As your company grows, the policies can help guide decision-making for consistency across departments.

- **Employee needs:** HR policies also allow you to take care of your employees' needs. The policies provide them with protections for various situations, which shows them that you care.

- **Discipline management:** If you need to take disciplinary action, your HR policies make it easier to know how to proceed.

OVERVIEW OF HR POLICIES

HR policies should be based on the unique needs and characteristics of the organisation and its workforce. Some of the basic HR policies an Organisation have are mentioned here:-

1.Recruitment

Recruitment is the overall process of identifying, sourcing, screening, shortlisting, and interviewing candidates for jobs within an organization. Recruitment also is the process involved in choosing people for unpaid roles.

2. Occupational Safety and Health

Occupational safety and health is a multidisciplinary field concerned with the safety, health, and welfare of people at work.The ***health and safety policy*** is there to outline the procedures and responsibilities of all employees to keep the workplace safe for everyone.

3.Code of Conduct

A code of conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organization. Code of conduct outlines the company's expectations of its employees in terms of behaviour, defining what is acceptable and what is not, and keeping the workplace safe and comfortable for everyone. It usually addresses issues such as Dress Code, Social media use, Punctuality, Alcohol and Drug use, Harassment and bullying.

4.Working hours and overtime policy

This policy needs to state how flexible the work hours are, when breaks can be taken and for how long, and how to clock in and out. Explain how overtime work is handled and compensated.

Attendance and remote work policy

This policy specifies whether the employees are expected to work from the office or from home. If your team is allowed to work remotely, consider including relevant procedures, such as how to request a home office allowance.

5.Leave policy

Taking a certain amount of time off work is what helps your team stay healthy, happy, and productive. Let your employees know how long they are allowed to be away from work and how they can request leave. Include specific policies that pertain to vacation, sick leave, public holidays, childbirth, and so on.

6.Performance evaluation and promotion policy

The performance evaluation policies are there to transparently communicate to the employees how their jobs are graded and how performance is rewarded. It's there to ensure that all employees are treated fairly and can be a great motivational tool.

7.Expense policy

Explain how expenses should be handled, for example, when employees go on business trips or organize team events. In case they are expected to spend their own money, describe the costs they can be reimbursed for and the procedures for doing so.

8.Benefits and compensation policy

Your employees need to know when and how they will get paid and what benefits they will receive. The policy should outline the payroll frequency and payment methods, and list the additional benefits your business offers, such as medical benefits, wellness programs, bonuses, allowances, and so on.

9.Termination policy

The termination policy, on the other hand, describes how an employee is expected to give their resignation and the amount of notice required. It may also list the employee actions that may result in termination.

IMPLEMENTATION PROCESS

Here are some guidelines for setting up HR policies:

1. Establish an HR department or governing party
2. Determine the needs of your employees
3. Check all local, state, federal and industry-related laws and regulations
4. Communicate policies to your employees

1. Establish an HR department or governing party

For smaller companies, an HR department may not be required or practical, in which case, a governing party should be named. It's important that employees and management are clear on policies and the individuals responsible for managing them. You can also outsource HR functions to a third party if you're not quite ready to create an in-house human resources team.

2. Determine the needs of your employees

Are your employees salaried, part-time, seasonal or contingent? Many businesses employ a mix of worker types. Consider the roles and responsibilities of the various types of employees. While it's a good idea for all employees to understand safety and health regulations, a warehouse worker, for example, may require more safety training than employees who work in a call centre.

3. Check all local, state, federal and industry-related laws and regulations

Ensure you understand and have addressed applicable laws and regulations in your HR policies. If not, you may face noncompliance penalties, which vary depending on which laws you break. Keep current with the relevant laws and regulations as they can change at any time.

4. Communicate policies to your employees

Announce all HR policies to your employees and provide a handbook or create a policy website. If you're establishing an entirely new set of policies, an information session can be helpful. Any changes or updates to policies should be announced as you implement them. Many companies require employees to sign documents stating that they've read and understood HR policies.

CONCLUSION

The conclusion of HR policies and their implementation is a critical aspect of effective human resource management within an organization. Effective policies should support the strategic direction and mission of the company. Ensure that HR policies are in compliance with local, state, and federal laws and regulations. A conclusion should confirm that the organization has taken necessary steps to adhere to legal requirements.Assess the effectiveness of communication strategies for HR policies. A successful implementation involves ensuring that employees are aware of the policies, understand them, and know where to access

relevant information.In conclusion, the effectiveness of HR policies and their implementation is a dynamic and ongoing process. Regular reviews and adjustments are necessary to ensure that policies remain relevant, compliant, and supportive of the organization's overall success.