



UniCourse.org
flexible online higher education

Unit 2: Human Resources (Core)
HR within an organisation
Workbook 1
In a series of 2 for this unit
Learning outcome 1/2/3

The Purpose of HR

- To sort out the problems; work alongside the management and the staff to ensure peace and tranquillity within the work place.
- To “develop, advise and implement policies within the workplace” and generally find a way to keep staff and managers alike happy.
- Some of the overall goals of human resources management are to ensure that all employees perform their duties to promote the goals of the company.
- Also, human resources are responsible for taking the full advantage of the capabilities of the employees and placing the right employees in the right job positions.



Human Resource Management Functions



Watch this short video:

<https://www.youtube.com/watch?v=9MWFkH4xb3U>

HR Areas



It is crucial that all employees are completely aware of what the HR department does, why they are there, how they can help them and most importantly the people they need to turn to with problems, questions and queries...

- Policies
- Employment
- Training
- Payment
- Equality and Diversity
- Disciplinary Procedures
- Company principles

Read More: <https://www.hrzone.com/community-voice/blogs/debbiefletch/the-purpose-of-your-hr-department>

Workforce Planning

- A core process of human resource management that is shaped by the organisational strategy and ensures the right number of people with the right skills, in the right place at the right time to deliver short-and long-term organisation objectives.



Approaches to Recruitment Selection



Internal- This saves the company money and motivates existing staff but may miss out on new ideas.

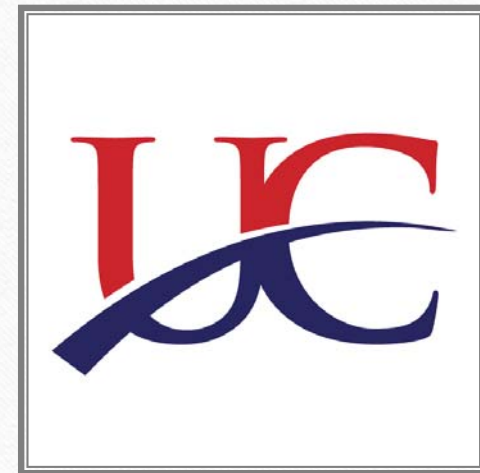
External- Search for the perfect candidate but can be costly and take time, if external only can demotivate existing staff.

Online-Again timely for the recruiter, larger pool of potential prospects but have to sort through many useless applications.

Read More: <http://smallbusiness.chron.com/weaknesses-recruitment-process-15741.html>

Human Resource Management

HRM constitutes of both art and science. By innovative and creative approach, you indulge in learning the *art* of managing people and it is a *science* as it requires analysis and rigorous application of logic. So with this outlining, we can say that human resource management is a process of managing and engaging people in an organization by proper recruitments, adopting apt retention strategies, pay and benefits and performance management, change management and attrition management system.



Benefits for Employees

1. Training and Development
2. Conflict Resolution
3. Recognition
4. Information Resources
5. Neutral Support
6. Career Development
7. Meets their emotional needs.

Benefits for Employers

1. Employee Relations
2. Staff with a wider knowledge and skill base
3. Maintaining Compliance.
4. Free up time such as increasing revenues and gaining market share.
5. Make use of the resources available
6. Cut costs, making use of resources available
7. Retain staff
8. Human resource forecasting





Human Resource Practices and Methods

Read More: <https://core.ac.uk/download/pdf/6331001.pdf>

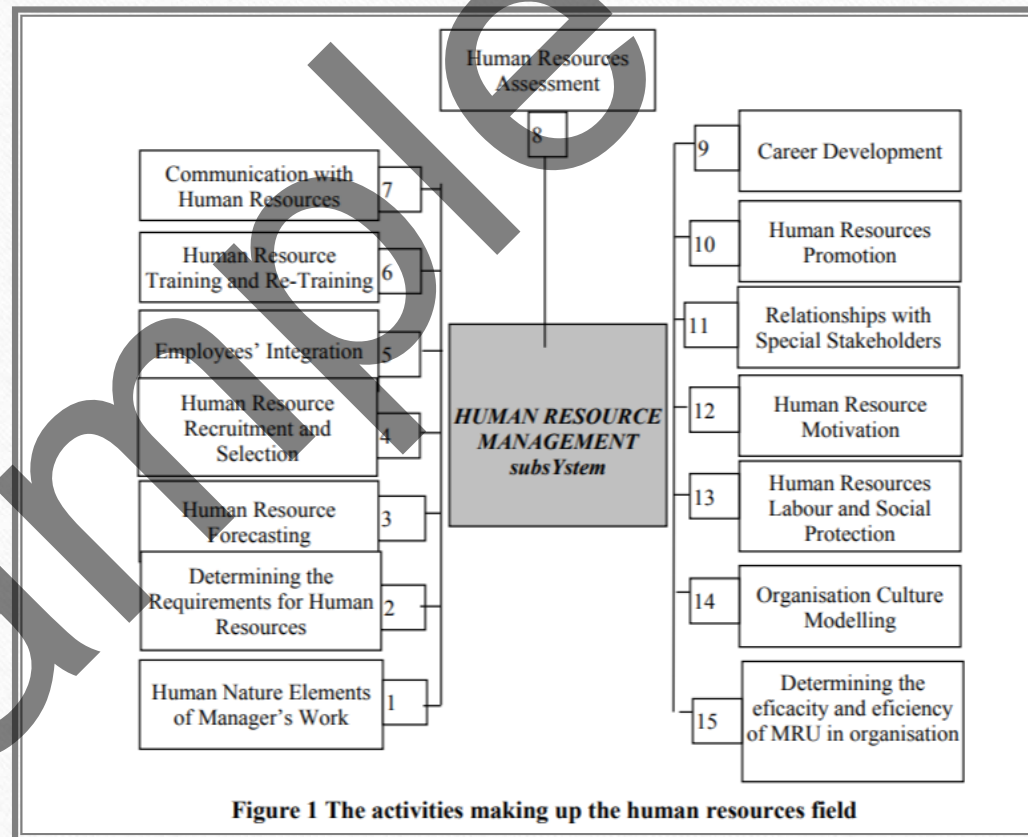


Figure 1 The activities making up the human resources field

Review of International Comparative Management (2009)

Employment Legislation and practices



Employment standards are the minimum standards of employment for workplaces required by law. Employment standards cover many aspects of employment including, but not limited to, the following topic areas:

- Minimum wage
- Minimum daily pay
- Meal breaks
- Payment of earnings (paydays)
- Hours of work
- Overtime
- Statutory holidays
- Annual vacation
- Vacation pay
- Employment of people under 18
- Leave from work
- Resolving disputes
- Termination
- Maternity leave
- Weekly day of rest
- Deductions
- Keeping records
- Sexual harassment
- Probationary periods
- Parental leave
- Definition of "employee"

Read More: <http://hrcouncil.ca/hr-toolkit/policies-employment-legislation.cfm>

Employment Law

Important laws that govern significant aspects of human resource management include the following:

- Age Discrimination in Employment Act of 1967—This legislation, which was strengthened by amendments in the early 1990s, essentially protects workers 40 years of age and older from discrimination.
- Davis-Bacon Act of 1931—This law requires the payment of minimum wages to non federal employees.
- The Walsh-Healy Public Contracts Act of 1936—This law was designed to ensure that employees working as contractors for the federal government would be compensated fairly.
- Fair Labour Standards Act of 1938—this important law mandated employer compliance with restrictions related to minimum wages, overtime provisions, child labour, and workplace safety.
- Occupational Safety and Health Act of 1970—This act, which established the Occupational Safety and Health Administration, was designed to force employers to provide safe and healthy work environments and to make organizations liable for workers' safety. Today, thousands of regulations, backed by civil and criminal penalties, have been implemented in various industries to help ensure that employees are not subjected to unnecessarily hazardous working conditions.
- The Wagner Act of 1935—This law, also known as the National Labour Relations Act, is the main piece of legislation governing union/management relations, and is a chief source of regulation for HRM departments.
- The Norris-Laguardia Act of 1932—This law protects the rights of unions to organize, and prohibits employers from forcing job applicants to promise not to join a union in exchange for employment.
- Other important laws related to human resource management include the Social Security Act of 1935, the Taft-Hartley Act of 1947, and the Landrum-Griffin Act of 1959.

Read more: <http://www.referenceforbusiness.com/small/Em-Inv/Human-Resource-Management-and-the-Law.html#ixzz4zvYXaFBH>

