

# Hr administrator assignment

[Sociology](#)



| HRMT 386- Assignment 1| Athabasca University| | By: Amanda Smith,  
Student ID# 2723572| 2/1/2011| .| | Famous Films Inc. | Memo To: Front Line  
Managers, Department Supervisors, HR Staff From: Amanda Smith (Human  
Resource Director) CC: Scheduling, Payroll Date: [ 01/02/2011 ] Re:  
University Interns- Summer 2011 Famous Films Inc. will be hiring 20  
university students into various departments to work from June 1st, 2011  
until the university contract end date of August 31, 2011. These interns will  
be hired into Temporary Full Time assignments and interviews will begin on  
April 3, 2011 at the Famous Films Inc job fair.

This will be the first time where front line managers and department  
supervisors will be conducting the recruitment and selection portion of the  
hiring process so it is important to outline the legal obligations that we have  
to our new hires and the interviewing process. Recruitment and Selection  
Techniques -What You Can and Can Not Ask The Alberta Human Rights Act  
prohibits employers from asking certain types of questions that may be  
deemed as discriminating unless it is for a business purpose acceptable  
under the Act.

Example: Gender, marital or family status is prohibited from being  
questioned during an interview but you may ask an interviewee whether or  
not they have worked or been educated under another name. Or whether or  
not they have alternate reliable childcare, if they are able to work overtime  
on short notice or travel on short notice. (Human Rights and You, 2006) It is  
also prohibited to inquire about race, religion, ancestral nationality as these  
are most often to be associated with discriminatory questioning.

You may ask whether or not they are able to do shift work in a 24/7 work environment, travel, which languages they speak fluently and whether or they are legally permitted to work in Canada. Although many positions in Famous Films Inc require a photo attachment to resumes, none of the positions we are currently hiring for require this attachment. It is also prohibited from inquiring about age, height or weight. The only questioning permitted in this regard is for positions that require an employee to be able to reach a certain height or lift a certain weight.

By describing a job description requiring heavy lifting, the interviewee can have a sense of job expectation and whether or not they can accomplish it. Famous Films Inc is an equal opportunity employer, if you have any further questions on how to conduct an interview or how to pose a question that you feel uncertain the wording, please direct them to Human Resources for more details. Final selection must be made by April 30th, 2011 for processing of the HR filing. Post Hiring Information Each intern will be assigned a mentor by the Department Supervisor.

If an intern approaches a front line manager unsure of whom the mentor should be, please see the Department Supervisor for confirmation.

Orientation will begin Monday morning on June 1, 2011 at 8am in Boardroom 4 lead by Samantha Roberts, HR On-Staffing Coordinator. This will be a paid 8 hour orientation outlining the company values and expectation, department structures, occupation health and safety as well as assignment of the mentors. Department Supervisors are encouraged to set up a time with Ms. Roberts to introduce themselves to the interns at the June 1st orientation.

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Regardless of what department the intern is working, all interns will work 7.5 hour day shifts which will include a 30 minute unpaid break. Additional rest breaks are at the discretion of the Department Supervisor according to operational requirements. Due to the nature of the intern's temporary employment, vacation entitlement will be paid out on every paycheque equalling 4.0% as well as a sick pay equalling 3.2% of the intern's wages. (Alberta's Standards, 2010) All interns will begin at the same pay scale regardless of the department they are assigned.

This is in an effort to create equality among the new hires. Should there be additional questions regarding pay, please have them directed to Nadine Moyer, Payroll Manager. It is also important to keep in mind the following Occupation Health and Safety Act requirements with this influx of new staff. It is the Employer's responsibility to do everything they reasonably can to protect the health and safety of the employee. It is the Employee's responsibility to work in a safe manor, be conscientious on the work site and co operate with the employer with the health and safety policies of the company. Occupational Health and Safety, Employer's Guide, November 2010) With this being said, all interns will be provided with the appropriate Personal Protection Equipment including safety issued hard hat, protective eye wear, ear plugs and reflective vest. These will be provided at the orientation at the cost of the employer and are required to be on their person at all times during their employment with Famous Films Inc. CSA approved steel toed shoes are also required as part of employment.

The interns will be directed to attend the orientation with the CSA steel toed shoes, the cost of these are not employer reimbursed and must be worn at <https://assignbuster.com/hr-administrator-assignment/>

all times. Any intern who arrives at the orientation lacking steel toed shoes will be asked to go home and not return until they have the appropriate PPE requirements. For many interns this will be the first on job experience in the entertainment industry. Famous Films Inc, in co-operation with our unions, is committed to a healthy, harassment-free work environment for all our employees.

Famous Films Inc has developed a company-wide policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. Alberta human rights laws prohibit harassment in the workplace on these grounds. (HR Direct, 2010) Examples of harassment which will not be tolerated in Famous Films Inc. are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. (HR Direct, 2010) Famous Films Inc also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

It is the responsibility of a director, manager, or any person within this company supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type

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whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally. Famous Films Inc. seeks to provide a safe, healthy and rewarding work environment for its employees. As these positions are unionised, complaints or concerns must go through the union's grievance process.

Any complaints must first be handled between the employee, manager and shop steward before proceeding to the Labour Relations department and/or labour management meetings. Grievances will be handled by the HR and Labour Relations department at the Step 2 written grievance level. As these interns will be hired into Temporary Full Time assignments, the scheduled termination date will be August 31, 2011. This will be End of Contract/ Return to School terminations. This purpose of this memo is to address the major legal obligations of this upcoming hiring fair and the employer's responsibilities to these Temporary Full Time positions.

Should there be additions questions or concerns please direct the Amanda Smith, HR Director of Famous Films. Also please note we will be conducting a lunch seminar on March 15, 2010 for Front Line Managers and Department Supervisors on Effective Interviewing at 12: 15pm in Boardroom 1. Contact Samantha Roberts to RSVP. (250-555-1212) A Smith Amanda Smith HR Director, Famous Films Inc. References Alberta's Standards, (Sept 28, 2010) Government of Alberta, Employment and Immigration <http://employment.alberta.ca/SFW/996.htm> (Accessed January 20, 2011)

Common Law Contract of Employment (2010) Human Resource Management 286, Study Guide, Page 12, 13 Human Rights and You: What Can Employers Ask? (May 23, 2006) <http://alis.alberta.ca/ep/eps/tips/tips.html?EK=3336> (Accessed January 15, 2011) Occupational Health and Safety Act, (November 1, 2010) Page 7+8, Obligations of the Employer, Obligations of the Employee (Accessed January 15, 2011) [http://www.qp.alberta.ca/574.cfm?page=002.cfm&g\\_type=Acts&isbncln=0779749200](http://www.qp.alberta.ca/574.cfm?page=002.cfm&g_type=Acts&isbncln=0779749200) The Harassment-free Workplace, 2010, HR Direct <http://www.hrdirect.com/info/the-harassment-free-workplace/default.aspx> (Accessed January 30, 2010)