

Hand business human resource management

[Business](#), [Management](#)



Personnel Management Personnel Management is essentially an administrative record-keeping function, at the ground level. Personnel Management professionally manages employee's actively for Individual departments for example In BBS you will have a personal manger for customer services. It Is assumed that the outcomes from providing Justice and achieving efficiency in the management of personnel activities will result ultimately in achieving organizational success.

Human Resource Development - Human resource management is concerned with the Training, promotion placement and implementation of people strategies, which are incorporated with business strategies, and guarantees that the culture, values and structure of the organization, and the quality, Incentives and commitment of Its members contribute fully to the achievement of its goals. Human Resources Management is focused with carrying such task as, job analysis, recruitment and selection, employee relations, performance management, employee appraisals, compensation management, training and development.

But, the Human Resources method performs these functions In distinct way, when compared with Personnel management. Personnel management Is about the continuance of personnel and administrative systems, Human Resources Management is about the anticipation of organizational needs, the continual monitoring and adjustment of personnel systems to meet current and future requirements, and the management of change.

Differences between Personnel management and Human Resources management Personnel management is more workforces focused, aimed

mainly at the organization's employees; such as, arranging for them to be paid, and justifying management's actions etc. Whereas, Human Resources management is more source centered, Personnel Management is fundamentally an operational function, concerned principally with carrying out the day to day people management actively. While on the other hand, Human Resources Management is strategic in nature, that is, being concerned with directly assisting an organization to gain competitive advantage.

HARM is a more strategic and proactive form whereas personnel management is a reactive. Human Resources Management has been considered as the strategic and logical approach to the management of an organization's most valued. Whereas HARM deals with innovative ideas and are committed to enforcing better equines conditions. Personnel management has evolved from being an independent function of the company to human recourses management which is an integral part of the company.

0 Points of Difference between Personnel Management & HARD

Dimension Human Resource Development Beliefs & Assumptions Contract

Careful delineation of written contracts Aim to go 'beyond contracts' 2. Rules Importance of devising clear rules 'Can-do' outlook; impatience with 'rule' 3. Guide to management Action Procedures Business - need 4. Behavior Referent custom & practice Values/Mission 5. Managerial Task visit-Γ-visit Labor Monitoring Nurturing 6. Conflict Institutionalized De-emphasized STRATEGIC ASPECTS 7. Labor Management Customer 8. Corporate Plan Marginal to Central to 9.

Speed of Decision Slow Fast LINE MANAGEMENT 10. Management Role
 Transactional Transformational leadership 11. Key Managers Personnel/line
 Specialists General/business/line managers 12. Communication Indirect
 Direct 13. Standardization High (e. G. 'parity an issue) Low (e. G. 'parity not
 seen as relevant) 14. Prized management skills Negotiation Facilitation KEY
 LEVERS 15. Selection Separate, marginal task Integrated, key task 16. Pay
 Job Evaluation (fixed grades) Performance - related 17. Collective bargaining
 contracts 18. Job categories & grades Many 19.

Restricted flow Increased flow 20. Job Design Division of Labor Teamwork IAC

. 2 The Role of Human Resource Management in Organizations Managers in
 the Human Resources profession have the essential Job of organizing people
 so that they can effectively perform their Job description. Human resources
 professionals work together to develop employees' skills. For example, HRS
 professionals advise managers and supervisors how to assign employees to
 different roles in the organization, thereby helping the organization adapt
 successfully to its environment.

In a flexible organization, employees are shifted around to different business
 functions based on business priorities and employee preferences. Human
 resources professionals also suggest strategies for increasing employee
 commitment to the organization. This begins with using the recruiting
 process or matching employees with the right positions according to their
 qualifications. Human resources management team helps a business develop
 a competitive advantage, which involves alluding the ability of the company
 so it can offer a unique set of goods or services to its customers.

They can do this by hiring the right individuals but it's not just about hiring talent; it is about keeping people and helping them grow and stay committed over the long term. The Human resources team has to identify needs of the employees regarding career goals and work upon them to make the employees feel important and motivated by providing them with training related to their field of interest. If the employee does start to underperformed due to lack of motivation.

Human resources duties also once understanding and defining the overall objectives of the organization, its mission as well as vision. It does not only include the present organization requirements but also forecasting the future needs and making strategies for fulfilling them. Human resources team is also responsible for ensuring the availability for training the employees. Human resources management team understand that if the employees are properly trained and developed, it can prove to be the best investment made by the company which will definitely furnish quality returns in future.

Human resources team is responsible for selecting the best Rockford from the prospective employees by using the recruitment options like, Personal interviews and group interviews Trial etc. Human resources team is responsible for ensuring employee health and safety by abiding to the employee health and safety regulations and managing grievances and ensuring provisions benefits to keep employees motivated. Human resources team keep a record of the employee profiles and database so that it can be readily available at the time of recruitment and staffing and also ensuring its confidentiality. IAC . 3 The role of line managers in HRS Resource

The Line managers are managers to whom individual or teams of employees directly report to and who have responsibility to a higher level of management for those employees or teams. Line Managers are authorized to direct the work of subordinates and are responsible for accomplishing the organization's tasks. Typically the management responsibilities carried out by line managers might include: Employee management Managing operational costs Providing technical expertise Organization of work allocation and routes Monitoring work processes Checking quality Dealing with customers/clients Measuring operational performance.

Line managers also carry out activities that such as providing coaching and grievances. Line Managers are responsible for: ensuring that any staff experiencing performance difficulties are managed appropriately and working with the employee to identify measures that could be used to improve performance. Ensuring the staff member has a full understanding of the consequences of not improving, Setting realistic and measurable standards of performance and an action plan incorporating targets, standards, deadlines.

Line managers manage operational functions that are crucial for the company's survival. Line Manager Responsibility 1 . Ensuring that any staff experiencing performance difficulties are managed appropriately 2. Ensuring the staff member has a full understanding of the consequences of not improving 3. Placing the right employee on the right Job 4. Starting new employees in the organization 5. Training employees for Jobs that are new to them 6. Improving the Job performance of each person 1. Impact of the legal

and regulatory framework on HARM British legislations have employment laws, affecting topics such as employee criminal record checks, preventing offenders from working in certain professions these escalations are supposed to protect vulnerable people like children or stop unwanted people from obtaining the Job, National minimum wage Act was brought into force to ensure that employees are getting a fair wage in relation to their work. Wage and Hourly rates The national minimum wage establishes the amount of the minimum wage an employee receives per hour.

Human resources managers should continuously verify the accuracy of the amount paid to employees impact this has in the workplace is a Variety of different cultural backgrounds in the work place and this can have a really positive effect if managed effectively Anti-discrimination Sex Discrimination Act 1975 Protects men and women from discrimination because of sex in the workplace, this legislation is about equal opportunities in the work place across the sexes men and women in the workplace should be treated equally.

Disability Discrimination Act 1995 Prevents discrimination against people because of disabilities in employment. The impact this Act will have in the workplace would be there would be a few more disabled individuals in the workplace which will benefit the economy with lee Equal Pay Act (1970) Aspect of the Sex Discrimination Law Gives the right for men and women to be paid the same rate of pay, for the same, or equivalent, work Gives individuals the right to the same pay and benefits as a person of the

opposite sex in the same employment where the man and woman are doing;
1 .

Same grade work 2. Work rated as equivalent under a Job evaluation study
3. Work that is proved to be of equal value
Developing policies
Human resources develop policies to make sure that managers and employees are aware of how these legal restrictions and how to deal with potential violations
AC 4. 1 There are many reasons for termination. Employee termination also can be voluntary, when an employee decides to leave a company for some reason. Reasons can include unacceptable performance or as a result of a change in business conditions for example a recession.

Termination with Just cause
In law, termination with Just cause means that an action or error by the employee has employee. Usually, termination with cause occurs when an employee is dismissed for a serious reason related to the employee's conduct. There are seven main Examples of misconduct. 1. Theft and dishonesty 2. Violence 3. Drug and alcohol abuse 4. Breach of confidence . Insubordination 6. Absenteeism 7. Misconduct outside of the workplace
Some common grounds used in termination with cause are: 1 .

Fraudulence - stealing or fraud by the employee that is serious enough to authorities dismissal from organization. 2. Noncompliance - an employee frequently breaks organizational policies and discipline has not resulted in a change in behavior 3. Incompetence - an employee is incompetent at their Job and performance has not improved even though the employee has been given the direction, foundations, training and time needed to improve.

Incompetent Job Performance Employee's contracts may get cut because the person is unable to perform some or all of the necessary aspects of the Job.

Before dismissal the employer, should point out their deficiencies during a performance evaluation and provide counseling to help her improve. If they show little or no improvement, consider moving them to a more suitable position, if possible. When employees are hired to work for a company, they are given a Job description that outlines the duties they're expected to fulfill. When employees fall short in achieving their goals, managers are faced with deciding whether or not an employee's performance warrants his termination.

Poor performance can include everything from not hitting target sales goals and overlooking project details to not missing deadlines. Employees may also be terminated because they lack the knowledge and skills needed to fulfill assigned tasks. Business Conditions Unfavorable business conditions may force you to lay off employees for economic reasons as opposed to poor performance. The layoff may be permanent, or the employee may be called back to work if business conditions improve Merger/Buyout A merger or a buy-out usually requires changes within the Company's' structure, which might affect employment.

Although the employer is not legally required to do so, some employers offer a severance package to employees terminated under these circumstances.

Layoffs if there is a lack of work, or the company is undergoing financial problems the company might lay off employees. The employer must ensure the layoff is fair and legal. Employers must give employees advance notice of

closings and mass layoffs. To seek alternative support. Unacceptable Behaviors / for cause You may need to fire an employee due to unacceptable behavior; actions can include stealing company property, or verbally or physically threatening another employee.

The employee may also display a pattern of disrespectful or insubordinate behavior directed toward you or your supervisors that results in a disruption of your work environment. Absenteeism An employee who misses work frequently or is habitually late negatively affects your business's productivity and can place an unfair burden on your other workers. Chronic absenteeism could be a sign that the employee is dealing with Job dissatisfaction.

Voluntary redundancy In a voluntary termination, an employee hands in their notice from their Job.

Reasons for resignations have that included: a new Job, returning to full time education, and retirement. If a contract isn't renewed This is considered to be a dismissal, and if the employee has 2 years' service the employer needs to show that there's a reasonable reason for not renewing the contract Workers have the right: not to be unfairly dismissed after two years' Dismissal when your employer ends your employment - they don't always have to give you notice.

If you're dismissed, your employer must show they have a valid reason that they can justify and also that they have acted reasonably in the circumstances They must also: be consistent - not dismiss you for doing something that they let other employees do Fair and unfair dismissal A dismissal is fair or

unfair depending on the reason for it and how the employer acted during the dismissal process.

Constructive dismissal This is when an employee resigns because you've breached their employment contract. This could be a single serious event or a series of less serious events. An employee could claim constructive dismissal if you: cut their wages without agreement unlawfully demote them allow them to be harassed, bullied or discriminated against

Wrongful dismissal This is where you break the terms of an employee's contract in the dismissal process, AC 4. Describe the employment exit procedures used by two organizations

The exit procedures of SAD

Step One, Resignation handed to personnel manager

Step Two Personal manager informs human resources department.

Step Three Employee has to return the companies possession of equipment and supplies. Human Resources team is responsible for initiating and following through with the exit process. If the resignation is voluntary HARM invites employee to attend an exit interview to gather information and improve quality of work life at the organization.

The secondary reason is to provide closure to the separating employee

The exit interview

Primary Purpose is to gather information to improve employee relations practices

Spot developing trends

Identify areas of weakness

Identify areas of strength

Exit interviews are also used to understand, and try to identify patterns in, reasons for resignation they are conducted face - to-face, by telephone, or as a survey.

Focus is on reasons for leaving, reflections on the positive and negative aspects of the organization, level of satisfaction with various aspects of the

organization. Processing a Resignation INS West Midlands Step one The Line Manager gives notice to the Human Resources department upon receipt of a resignation. Step two the Line Manager recognizes resignation in writing and forwards the letter of resignation to the Human Resources department.

Step Three Line Manager forwards confirmation of employee's last working day and details of any other relevant information to the Human Resources department. The Human Resources department prepares a Termination Form on the basis of the information provided by the Line Manager and ensures it is forwarded to the Payroll department in time to meet the monthly deadline Step Four the Human Resources Department writes to the employee offering them An exit Interview and enclosing an exit Interview Questionnaire for them to Complete in preparation for the interview.