

# Operational human resource management term paper

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



Human resource management operation entails the identification and classification of the differences between human resource policies, procedures and business goals. Human resources policies address a critical issue with the organization operation while procedures guide employee on how to execute the policies. All these must be presented as statements or organizational guiding rules. Effective policies and procedures ensure compliance with legislation, support fairness, transparency and consistent treatment of employees and ensure implementation of best practices based on training, effort, new technology and compensation (Harden et. al, 2006). They also protect employees and the company from the pressures of expediency and assist in making consistent decisions.

### **Steps in policy, Procedure and Rules Review**

Arguably, policy development follows various steps. The preceding step should be to establish the need for the policy. Policies and guidelines should be analyzed to identify gaps that can be reviewed. There is a need to develop a policy if legislation exists in the jewelry business requiring a policy in place or there exist well defined steps to be followed. The next step should be the development of the policy content through operational, legal considerations and consultations. Legislation requires management policies and procedures to comply with business, privacy, compensation, work health and safety guidelines as stipulated in the guidelines for the jewelry business. In reviewing existing policies, these steps address the need, goals and effects of the policy review, monitoring and impacts of the review of management based on past actions.

Consultation of stakeholders, staff and management of the jewelry business

should be emphasized in order to develop effective policy, procedures and rules. The next step will be to draft the policy including scope, purpose, a statement, responsibilities, definitions, questions, references, effective date, review date and approved by the human resource policy committee. The draft should be straightforward, consistent and free of unbiased wording. Writing of related procedures outlining related instructions on implementation of the policy then follows.

The next step is a review of the policy by representative groups such as managers, stakeholders and employees. Review of policy, procedure and rules also follows several steps in order to ensure appropriate policy development. To identify gaps requiring review, human resource colleagues should be engaged to identify existing problems that face them and employees as well as get their policy review suggestions. Policies in the jewelry business include business integrity, enumeration, tips among others. Accounts department should also be consulted as a financing department as well as other heads of departments (Gilbert et. al, 2011). This should also include an audience of senior managers to get their views on appropriate reviews. Research should be done to determine what policies other competitive companies have adopted. Research is necessary to identify the trend in the industry. Employees and leadership aspirations should be matched in a layout that ensures simplicity of the policy as well as its understandability. The final step in the review involves arranging a meeting with senior management, heads of departments and human resources colleagues in order to discuss and circulate the draft. Upon finalizing, the draft implementation takes place, and further review should be done on a

regular basis and when need be.

Period for review varies from state to state, but policies and procedures in the jewelry business depend on changes in government regulations so need to be reviewed as soon as possible. Review of policy and procedures should comply with the legal requirements, objectives and its effectiveness in dealing with situations. This review takes the form of management, worker and legal review. The management review considers if managers possess basic skills and resources to implement and monitor a policy. Managers should understand different parties' responsibilities according to the policy and the review should examine whether the wording and content are unbiased. In reviewing the procedures, managers should outline information they require to accomplish their policy responsibilities. The review will also be based on its implication to employees and stakeholders.

Employee review regarding these policies and procedures borrows from their understanding of the responsibilities and policy expectations. Employee review considers needed training, teamwork and information that can ensure employees perform their duties effectively (Huang and Daily, 2001). It also identifies whether biases exist in words and content. Also considered are concerns that could ensure the effectiveness of implementation of the human resource policy review. Review of the HR policy, procedure and rules, can also take a legal position but applies to selective policies. A lawyer specializing in employment law should be consulted on complex policies regarding complaints. The legal review should check for compliance with employment standards and federal laws. Consistency with collective agreements should be ensured through necessary review.

## **How to Ensure Alignment with Company Goals**

Managers learn about concern of workers leaving a company through exit interviews. Addressing these concerns will improve on the effectiveness of human resources policies ensuring achievement of the company's goals. Clear lines of communication ensure transparency of the review process. All stakeholders concerns should be considered regardless of their level of experience in order to increase acceptability of new policies and procedures. Addressing legality with respect to hiring and firing of employees is a key revision necessary through experienced lawyers (Vlachos, 2009). In order to align the company goals with reviews of policies, legal concern should ensure policies conform to local and federal laws.

## **Presentation of Policy Recommendations**

On identifying gaps in policy review, recommendations should be made and circulated to all stakeholders in the company. This can be done through personal policy and procedure manuals that include detailed collection of policies, procedures and rules. Recommendations can also be presented electronically through the internet and shared drives. This procedure is beneficial since open accessibility. New policies can also be circulated through emails with a link to obtain the policy. Organizations can also hold informational sessions to ensure employees understand the new policies. These recommendations attract mixed reactions based on how they favor the recipient. A policy recommendation such as workers compensation a tuition assistance program that favors employees will get an instant acceptance. However, one that is not in favor of workers such as jury duty

and holidays may attract opposition.

As such, where we expect opposition, statement of understanding may be a necessity as acceptance of the policy. Ongoing communication can also be utilized through bulletin boards, newsletters and emails that remind on key principles of the policies. In other cases, an employer can unilaterally initiate a policy without negotiations. Revision of human resource policies helps to improve the performance and effectiveness of the business through improving employee morale (Lawler, 2005). Employees are a key asset in any business, and a business success requires an enthusiastic and dedicated workforce. Therefore, review of human resource policy and procedures is key to the promotion of business performance.

## References

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