

Hr management



Contract of Employment An employee must be provided to the employees of the NHS organisation if they are working 8 hours or more a week. Due to this the managers and employers of the NHS organisation must provide an employment of contract to the employees within two months of starting their employment.

This is the law and all organisations must ensure they follow this properly in order to avoid any severe penalties. The employment of contract provides both employee and employers with certain protection, security and can be enforced by the law. All contracts must include:??? The name of the employee and the company(NHS)??? The date when the employment began??? Pay scale, how payment will be made and at what intervals??? Hours of work??? Decision making??? If training is provided??? Holiday entitlement??? Terms relating to sickness and sick pay??? Pension arrangements??? Medical information??? Job title??? Incentives??? Business contact details??? Law legislations??? Disciplinary rules and grievance procedures

Different type of contracts

Annual hours contract ??“ This contract will be very helpful and good for the employees of the NHS organisation because it will help them and the employers to manager the costs more effectively, which will ensure all the financial situations will be analysed properly. This will lead to the employees and employers receiving the right amount of their wage.

Zero hours contract ??“ This employment contract has nothing to do with the employees of all organisations including NHS. The advantage this contract will have for an employer of the NHS business is that the employers will get paid only for the hours they work rather than agreeing to a specific number

of hours. This will certainly meet the needs of the employers which will lead to them being motivated.

Term ??“ time only contract ??“ This is all about the employees who work in schools and colleges. Self-employed contract ??“ This employment contract will definitely help and motivate the employees of the NHS because it is all about the employee working within the organisations and carrying out their tasks as if their owned the NHS business. This would be a big advantage for them to work to their highest of abilities. Temporary contract ??“ This employment contract is all about the number of hours guaranteed over the year or whatever time length agreed for the employees of the NHS have to work.

The advantage of this contract is that the employees will be able to agree on things and disagree on things what they do not like. This will make sure that the employees can make decisions on how many hours they will be working for, and then see how much time they will have out of work to carry on with the rest of their lives. Due to this they will be satisfied because of the business satisfying them and they will work really hard for the organisation. Flexi-time contract ??“ This contract is all about the employees of the NHS organisation working a set of core hours and then working the additional hours. This will be because of the employee??™s time within work and outside of work. The advantage this will have is that the employees will know how many hours they will have outside of work in order to socialise with friends, family etc.

Permanent contract ??“ This contract involves all the information on pay and conditions which relate to the employees of the NHS. The good thing about this contract is that it will show the employees their salary and conditions which will meet their needs due to being paid and also knowing that all the conditions apply to them encase something happens, which the employees may be rewarded for. Part-time contract ??“ This contract involves an employee just working the hours that are set or sharing with other employees. The advantage about this contract is that the employees will be able to share hours and this will be decided by them. The employees will come to an agreement which will be meeting both of the employees needs.

This will lead to motivation and satisfaction within the organisation.

Fractional contract ??“ This employment of contract is about an employee of the NHS business just working part time, which basically is doing part of the contract. The advantage of this will be that due to the employee working part time he/she will be able to do other things in life such as studying, socialising etc. This will meet the employee??™s needs and satisfy them.

The contractual entitlement of the employees of the NHS organisation will contain all the vital information which the manager, employee and employer will need in order to move on successfully within the organisation. The contractual entitlement will have in it all the information on the employee such as his/her name, job title, date when the employment began, hours of work, salary, holiday entitlement etc. It will also contain all the terms and conditions and also legislations which the employees of the NHS business will have to follow in order to ensure that they are not sent to court for breaking the law.

It will also contain information on the responsibilities of the employee, unacceptable behaviour which the NHS business will not tolerate and an overall notice of what the business will want to accept from the employees of the NHS. The way in which the employer will be able to improve the provisions within the contract of employment in order to benefit the employees will be by changing the hours of work, what days the employees work on if they are part time workers, medical information, holiday entitlement etc. This will lead to benefiting the employees by meeting their needs. For example if an employee is a part time worker in the NHS business and also studies, he/she might need the hours changing on a certain day in order to go to work and also go to school or college on the same day comfortably. The way the NHS business obtains co-operation of the employees through the contract of employment and employee involvement techniques are by first of all supporting and communicating crucial information such as job title, hours of work, medical information in the contract.

This will ensure the employees are supported and are advised on what they are going to do within the business. Due to this if the employees have any problems such as in the contract of employment the amount of hours are too much. The employee will be able to communicate with the manager or employers and change the amount of hours in order to ensure the employee's needs are met. The other ways in which the NHS business keeps in touch and communicates with the employees are by disciplinary procedures, warnings (following on from disciplinary procedures), grievance procedures and steps in which the employee should take. This is because the

business will provide information to the employees on what they should and shouldn't do within the organisation. So if an employee breaks the rules they will have to suffer the consequences.

So the disciplinary procedure is all about the steps in which the NHS organisation should follow up on until they can dismiss an employee. So for example if an employee does not follow the disciplinary procedure they can be accused of unfair dismissal. This co-operation through the business and the employee will be effective because all of this information will be in the contract of employment and employee involvement techniques so if the employee has any problems they will be able to co-operate their problems with the business in order to overcome them. The organisation then gives the employees three different kinds of warnings which are: Written, verbal and final written warning. If the manager of the NHS business has told the employee about their behaviour through the verbal and written part, then in the final written warning part the manager will write a warning saying that the employee has failed to improve; due to this the business should dismiss the employee from the NHS organisation. A grievance may be caused by health and safety issues, bullying or harassment, equal opportunities and changes in terms and conditions of employment. The grievance procedure is an excellent process in which the employee of the NHS business will be able to co-operate with an employer on what they are not happy about.

The grievance procedure should be provided to the employee with the contract of employment. This will ensure that there is a high level of communication within the business which will lead to motivation and satisfaction of the employees due to their needs being met. This will make

the employees more determined to work hard and help the NHS business to succeed. Due to all this the employee will have steps which they should follow if they have any problems to ensure their needs are met successfully. These steps may be taken if a decision has gone against an employee for some reason and they want to inform the manager about it. All this will make sure the levels of co-operation and communication is high within the business which will be important because this will lead to all the businesses problems being solved in order for the NHS to run smoothly and efficiently. This will lead to the business succeeding. By the NHS considering in all of the performance managing and measuring techniques in the business is very essential because this will lead the organisation towards success.

The reason for this is that the manager will provide the employees of the organisation with realistic targets in order for the manager to monitor measure and manage the employees in order to find out specific ways of helping the employees to improve. Due to all this information I think all the different techniques within measuring and managing employee??™s performance are very important in order for the business to have an excellent hardworking workforce which will drive the business of the NHS towards success. This is because the measuring part is all about the manager of the NHS business motivating, measuring and setting out targets for the employees in order to see which employees are the most dedicated and committed ones who will help the organisation to move towards success, this will also lead the organisation achieving its aims and objectives. So the employees will be meeting their targets which will also help the business move towards success. The managing part is all about the manager looking

after the employees in order they receive all the appropriate training, work in the correct working environments and incentives. Also managing is about the manager helping the employees in the discussing and helping in decision making for the employees to get the best advice and help in order for them to work to their highest of abilities. All this will help the employees work in a safe and secure environment with all people with good attitudes in order to helping them.

This will ensure they be motivated which will lead the employees to work really hard and help the business to achieve its aims and objectives. But if the manager of the NHS organisation do not monitor and measure their employee performance then the business will not be achieving its aims and objectives. Due to this the business would not have an effect workforce because the manager would not be analysing them, setting targets for them and most importantly not measuring or managing them which would lead to poor working staff who would be lacking in many things.

So the business of the NHS would not move towards success and the employees performance levels would not be improving.