

HR Brief

Human Resources tips brought to you by
Crendon Insurance Brokers Ltd

2nd Quarter 2015

Perform a Review of All Things HR-related

If you skipped this step during your last spring clean, you may want to consider performing an HR review soon to ensure that the department is ready for the busy summer holiday season. Treat this belated spring clean as an opportunity for renewed workplace vigour and enthusiasm. Follow these tips for a successful HR review:

- **Inspect signed contracts** – Ensure that the boilerplate contract you provide to new hires contains current information and terms, and outlines points of contact and any collective agreements that relate to their employment. Furthermore, it is likely that at some point during the past year, one or more employees received a promotion or changed positions within the company. Verify that their contracts reflect their new statuses and include any required additional terms.
- **Review workplace policies** – Your company handbook should not be a static resource. On a regular basis, review the policies within to identify

any that are outdated and require amendments. Any changes your company makes to its policies or any new policies that are established should be included in the most current company handbook.

- **Schedule workplace training** – Discuss with management what training would be most beneficial for your staff. Ensure that you cover a wide range of topics including company policies, workplace etiquette, proper task procedures, and health and wellness. An educated, healthier and safer staff can contribute to a rise in productivity, quality of work and profits.
- **Maximise probationary periods** – If your company has a probationary period for new hires, use the provided time as an opportunity to train them. Have their managers or supervisors monitor their progress and their quality of work as they integrate into the company, and then have the managers provide beneficial critiques. If the employees do not show improvement after training and guidance, you may need to consider terminating them after the period ends.
- **Audit holiday pay procedures** – At the end of 2014, a ruling was passed that changed how holiday pay was calculated. Review your company's holiday pay policy to ensure that it takes into consideration required overtime, commission payments, shift allowances and performance/productivity bonuses.

DID YOU KNOW?

The UK gross domestic product is experiencing an almost 15-year low, and the wage growth has not fared much better—showing the least amount of growth in more than 100 years. With the slowly rising cost of living and the near-stagnant state of wages, there has been a growing awareness—both public and private—of the disparity.

In April, the CEO of a Seattle-based company in the United States cut his salary by 90 per cent in order to double the wages of his lowest-paid employees. Experts believe this may be just the beginning of a renewed focus on increasing low wages.

Top Recruiting Tips

Recruiting the right individual for a position can be a significant drain on resources—choose the wrong candidate, and you have to repeat the whole process all over again. To avoid a costly mistake, incorporate these five recruiting tips:

- 1. Recruit in the right way** – Before you ask a prospective employee to come in for an interview, conduct both a professional and personal background check.
- 2. Prepare a tailored contract of employment** – Draft a contract unique to the new hire, complete with his or her entitlements, the company's expectations of the position and any protection clauses.
- 3. Consider confidentiality, post-termination restrictions and data protection** – Ensure that the new hire understands your company's confidentiality and non-compete agreements as well as the proper use of his or her company computer, Internet access and email.
- 4. Pay appropriate income tax and National Insurance contributions** – Remember to register the new hire with HM Revenue and Customs, and also remember that you are responsible for deducting income tax as well as National Insurance contributions for both your employees and your company.
- 5. Consider health and safety, and obtain insurance** – Review your workplace to identify any risks that may exist, and either obtain or adjust your liability insurance to cover instances involving those risks.

