



ActifHR

Where people matter...

July 2018 Update

Welcome to this month's update - where we discuss the latest guidance and legislation.

In this Edition we report on:

- Getting the Right Fit – HR Tips
 - Induction and Onboarding
 - Calculating Holiday Entitlement
-

Getting the Right Fit – HR Tips

Sadly, many companies do not have a definitive concept of their own aims and goals before they recruit new staff members for a role. It is vital to agree the culture and ethos of your business and the kind of people you are looking for with board members, before the recruitment process begins.

You should ensure that the contract or employment terms you plan to offer, meet or exceed all necessary legal requirements and that you build in as much flexibility as possible into the duties you need the new employee carry out.

Tel: 01327 317537

M: 07947567661

E: caroline.robertson@actifhr.co.uk/info@actifhr.co.uk

ActifHR Ltd, Innovation Centre, Silverstone Park. NN12 8GX

Job descriptions and objectives should be written clearly and correctly with no ambiguity. They allow you to define what you expect your employees to do. Ensure that the contract builds in an ability to modify their job description and make it clear it is not a contractual term. Job descriptions should detail the roles and responsibilities of an employee accurately enough that they completely understand exactly what is expected of them. They should in no way be vague.

A vast number of employers fail to realise even the minimum legal requirements for employment documentation. This should include an employment contract, a disciplinary and grievance policy and, if they employ 5 or more people, a written Health and Safety policy.

Employers: You may not have an HR team if you are a small business. We can help make sure your standard employment contract is compliant with employment law.

Contact us: We offer a review of employment contracts for a fixed fee and provide the documentation you need.

Induction and Onboarding

For a good number of employees, starting a new job allows them to progress and learn new skills. Unfortunately, many employers do not plan the induction process and a training and review process. This is vital to how successful your new employee gets up to speed and can then start adding value to your business.

Induction, with a clear, challenging, attainable improvement and promotion pathway, you allow your business to retain staff and avoid the costs of losing that employee, as expectations may be different, or the employee does not make it through their probation period.

Specify reasonable targets which are reviewed during the probationary period. Short periodic or interim one to one reviews, which may be shorter than an annual appraisal, are more meaningful. Make the appropriate training courses available, and speak to your employees to establish what training they feel they need. Shorter periodic reviews allow you and your managers to identify if employees have met key objectives, to allow them often to progress quicker to the next level of job responsibility.

Once you have recruited a new staff member, you need to have a process for introducing them to the company and assisting them in understanding the tools and processes they need to perform their job. Outlining and explaining your business philosophy and goals from day one is vital to ensure new employees understand the company's ethos. Inductions need to be

Tel: 01327 317537

M: 07947567661

E: caroline.robertson@actifhr.co.uk/info@actifhr.co.uk

ActifHR Ltd, Innovation Centre, Silverstone Park. NN12 8GX

structured and consistent. They can be tailored to job roles or level's but should all have the same basic format.

Do not be tempted to skip the induction stage. A good induction process assists in making an employee feel welcome and have a good feeling about their employer, allowing them to add value to the business at an earlier stage. Ideally, it should ease a new starter in over a couple of days.

Employers: During the probationary period, make sure you have a structured induction process with objectives and reviews.

Contact us: We can help your business with the induction process, or train your managers on induction.

Calculating Holiday Entitlement

One of the most common HR issues our clients ask us about is holiday entitlement, particularly for those who don't work full time hours. Clients often need clarification on how to calculate holiday/bank holiday entitlement for part time employees, or how much holiday casual workers should accrue and how to record it.

Top Tip: Part-time employees should be treated the same as full-time employees. This doesn't mean they should receive the same holiday entitlement as full time workers but a pro rata of the same entitlement, based on the hours they work.

Be aware that zero hours or casual workers all accrue holiday as well. If hours are changeable, holiday entitlement is usually calculated over the last 12 weeks, unless there are periods when hours are much more in certain times of the year. Term time workers also have different holiday calculations.

Employers: Care should be taken to make sure you look at overtime payments which are regularly worked as part of holiday entitlement, for hourly paid workers.

Contact us: We can help advise you on holiday pay calculations.

Tel: 01327 317537

M: 07947567661

E: caroline.robertson@actifhr.co.uk/info@actifhr.co.uk

ActifHR Ltd, Innovation Centre, Silverstone Park. NN12 8GX



Caroline Robertson, CEO

Caroline has a wealth of experience supporting business clients with practical hands on HR and Employment Law advice. Caroline's pragmatic approach helps businesses of all sizes deal with complex HR situations. She qualified as a Solicitor in 1999 and now acts as a specialist Human Resource / employment Law Consultant to business.



You are receiving this e-mail from ActifHR Limited as you are either a client of ActifHR Limited or have consented to receiving these updates, being one of the lawful basis to process under the General Data Protection Regulations. To stop receiving these emails, please send a return email with 'unsubscribe' in the title.

Disclaimer: This newsletter is provided for general information only and does not constitute legal or other professional advice. If you require advice on a specific Human Resource issue please contact caroline.robertson@actifhr.co.uk. ActifHR Limited accepts no responsibility for any loss which may arise from reliance on information contained in this newsletter.

Tel: 01327 317537

M: 07947567661

E: caroline.robertson@actifhr.co.uk/info@actifhr.co.uk

ActifHR Ltd, Innovation Centre, Silverstone Park. NN12 8GX