

Create an Employee Handbook Human Resources - Haskin Long Term Group Project

Timeline:

20+Hours

Objectives:

After completing this project, the student will be able to:

1. Develop a job description for a business and assign job titles. Decide what product(s) the company will produce.
2. Use Microsoft Word 2016 to prepare an employee handbook with rules, regulations, benefits, and job descriptions, etc.
3. Use Microsoft Word or Publisher 2016 to design a company logo, business card, and letterhead stationery.
4. Use Microsoft Word or PowerPoint 2016 to create an organizational chart of employees.
5. Use Microsoft Access 2016 to create a database of employees.
6. Use Microsoft Excel 2016 to create a spreadsheet for company payroll.
7. Use Microsoft PowerPoint 2016 to prepare and deliver an oral presentation of the project.

GPS:

- BMA-HRP-1 Demonstrate employability skills required by business and industry. BMA-HRP-2 Apply the basic human resources principles as they relate to managing an effective and efficient organization.
- BMA-HRP-3 Examine employment law and ethics as they refer to contemporary issues in Human Resources Management.
- BMA-HRP-4 Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market.
- BMA-HRP-5 Develop a training plan for employees after investigating methods of employee training and development.
- BMA-HRP-6 Analyze the data and respond to results of job description analysis, development, and design. Develop creditable research skills to use information from a variety of sources.

Materials/Resources Needed:

- Computer with Internet Access
- Word Processing Software
- Database Software
- Presentation Software
- Spreadsheet Software
- Desktop Publishing Software
- Binding Machine

Student Handouts:

- Create an Employee Handbook – Step-by-Step Instructions Handout
- Employee Handbook Oral Presentation/Slide Presentation Rubric
- Employee Handbook Assessment Form
- Oral Presentation Group Sharing– Group Evaluation Form

Step-by-Step Instructions

In this activity, students will work as a group to research various businesses and design, create, prepare, and bind an employee handbook with rules, regulations, benefits, job descriptions, employee database, payroll spreadsheet, and an organizational chart of employees using word processing, database, graphics, spreadsheet, and presentation software. In addition to the handbook, students will design a company business card, logo, and letterhead. As a group, students will also prepare and present an oral presentation of the employee handbook.

Task 1

Select group members – groups of three or four. Assign each group member a different job title. Research job titles and descriptions on the Internet. The following list contains a few appropriate job titles:

President

Vice-President

Administrative Assistant

Human Resource Manager

Accountant/Finance Manager

Payroll Clerk

Data Entry Clerk

Receptionist

Any other appropriate job title

Task 2

As a group, create a company and decide what product(s) the company will produce. Group members should vote on what product to sell and company name if more than one idea is brought to the table.

Task 3

Using Graphics software (Adobe Software or Word 2016 or Publisher 2016), design a company logo, business card, and letterhead stationery. Group members can create a design together or come up with a few different designs and vote on what will be their final design. These documents will be shared with the audience in the form of handouts during your group presentation.

Task 4

As a group, research the formats and topics included in an employee handbook and the formats and elements included in various job titles. Be sure to cite your sources in MLA format. Group members may use www.citationmachine.net, www.easybib.com, Word 2016, etc.

Task 5

Using Microsoft Word 2016, members of the group work together to prepare an employee handbook with the following sections:

- Title Page – include the company name, student names, date, course name, and an appropriate graphic.
- Table of Contents – page numbers should correspond with sections in the handbook.
- Welcome and Introduction to the Company – Include the Company Name, Product(s), the date the Company was incorporated, the Philosophy of the Company, History, Goals, Workplace Commitments, and Work Environment/Culture.
- Company Policy and Procedures - Develop rules and regulations for your company based on research found on the Internet. (Code of Professional conduct, dress code, payday, company property, privacy, etc.
- Attendance Policies – General attendance, tardiness, breaks, etc.
- Leave Policies – Vacation, Sick Leave, Family and Medical Leave, etc.
- Work Performance – Share how reviews and evaluations of employee performance will be conducted.
- Employee Benefits – Develop employee benefits for your company based on research found on the Internet – Health Insurance, Disability, Worker's Compensation, Retirement Plan, etc.
- Employee Health and Safety – Include Workplace Security, Emergency Plan, etc.
- Termination and Discipline Policies
- Organizational Chart of the employees and their job titles.
- Job Description of each job title.
- Additional Sections as desired by Group Members based on research conducted by group members.
- Acknowledgement of Receipt for Employee Handbook – Signature Page.
- MLA Works Cited page – List any sources used in creating the employee handbook in MLA style.

Task 6

As a group, proofread handbook on screen, print in black and white, read printed copy, and submit to supervisor (instructor) for final proofreading – see Employee Handbook Rubric. Handbook should not be printed in color until the final proofreading is finished.

Task 7

After final proofreading from instructor, group members will print a copy in color and bind the Employee Handbook using the binding machine and card stock for the front and back cover.

Task 8

As a group create a Database of Employees using Microsoft Access 2016 including name, address, home telephone number, work telephone number and extension, date of birth, etc. Using the Internet, research to find specific information to be included in an employee database. This will be inserted in the bound handbook as a separate document and submitted to instructor along with the Employee Handbook after all group presentations.

Task 9

Using Microsoft Excel 2016, group members will create a Spreadsheet of Payroll for all employees listed on the database by department. This will be inserted in the bound handbook as a separate document and submitted to instructor along with the Employee Handbook after all group presentations. Should include the names of your employees, their pay rate, and their tax information such as withholding and deductible amounts. Use the Internet to research tax withholdings for the area where you will operate your business.

Example: For instance, to calculate the total gross pay for an hourly employee, you simply need to create three fields in the spreadsheet: one for "Number of Hours Worked," one for "Hourly Rate of Pay" and one for "Gross Pay." To calculate the value for the Gross Pay field, simply enter the formula in the field using the " $=A2*B2$ " formula, where "A2" and "B2" are the cells used for the Number of Hours Worked and Hourly Rate of Pay value fields. Likewise, you can use the "SUM" feature on the spreadsheet toolbar to create totals for amounts in a single column. If you need to enter a deduction value, such as a Medicare or Withholding Tax deduction, enter those amounts preceded by a negative ("-") symbol. For example, if the employee's Federal Withholding Tax amount is \$100, you would enter "\$-100.00" in the amount field next to the Withholding Tax label field.

Task 10

After all documents have been prepared, students will prepare and make an oral presentation of their Employee Handbook – see Oral Presentation/Slide Presentation Rubric. The group will receive one test/project grade as a group for the Employee Handbook and additional documents (spreadsheet, database, and desktop publishing

documents). Also, the group will receive one test/project grade on the Employee Handbook Oral Presentation/Slide Presentation.

Task 11

During group presentations, students will complete a group sharing evaluation form evaluating the performance of other groups.

Task 12

At the end of all group presentations, students will view all bound employee handbooks and vote on their favorites. Prizes will be awarded for 1st, 2nd, and 3rd place.

Rubrics will be developed once the project is approved.