

Assignment 6- Effective employee and Labour relations

pointerwriters.com

Student's name

Institution affiliation

Course code

Instructor's name

Date

Assignment 6- Effective employee and Labour relations

Part A: Occupational and Health Safety Legislation

The main purpose of OH&S legislation is to protect the employee against various hazards that they may encounter at the workplace. The legislation clearly outlines the various rights that the employees, the supervisor, and the employer have. This section discusses the effect that occupational and health safety (OH&S) legislation have had on the employer and the employee behavior.

At first, the OH&S legislation influences the behavior of the employees at the workplace by requiring employees to abide by various regulations provided by the law. Therefore, all the employees are required to ensure that all the actions that they engage in are in line with various provisions made by the legislation (CCOHS, 2019). This legislation requires the employees to ensure that they use personal protective equipment as directed by the employer. The legislation enables the employees to refuse any unsafe work and that would expose one to potential hazards and danger. This allows the employees to evaluate their actions at the workplace which gives them a sense of control and the ability to gain control over the activities that they engage. Therefore, the OH&S legislation controls the behavior of the employees since employees have to ensure that they abide by various regulations that are set at the workplace to ensure their safety.

On the other hand, OH&S legislation also affects the behavior of the employer. The employer is required to take any possible precaution that ensures that the employee is safe. Therefore, the employees have to engage in various actions that are meant to promote the safety of the employee. For instance, the employees have to evaluate all the safety concerns in the organization and offer guidance to the employee on the measures that should be taken to protect

themselves. The employer must always be vigilant in regard to the issues dealing with the safety of the employees and where incidences that relate to the safety of the employees occur, the employee should report the issues to the department of the government that is in charge of OH&S. Therefore, the OH&S legislation requires the employees to abide by various regulations, such as taking all precautions at the workplace to ensure that the employee is safe, training employees on potential hazards, reporting issues that relate to OH&S to relevant authorities, and supplying protective equipment to the employees. Ideally, these requirements cause the employer to act in a manner that is vigilant concerning safety concerns relating to the employees.

Part B: Work-life balance in the workplace

WORK-LIFE BALANCE HANDBOOK

The following provisions contain various activities that help to maintain work-life balance for employees working at Husky energy:

Work-life balance benefits

- Our company offers formal guidelines in order to support a work environment that is flexible for all the employees. All the employees are to work on a flexible work schedule where shifts will be used. Employees can make job-sharing arrangements where they can split the days of work during the week.

Vacations

- All the full-time and the part-time employees must receive 10 days paid vacation leave in their first two years of employment.
- After the first two years, the vacation days are increased based on the years of experience that one has.

3-5 years of employment- 15 days' vacation

5-7 years of employment- 20 days' vacation

7-10 years of employment 25 days' vacation

More than 10 years- 30 days' vacation

Paid Holidays

- In addition to paid holidays, this organization provides employees with two personal days that an employee can choose to use at any time during the year. However, all the unused personal days cannot be carried forward to the next year.
- The employees shall also get one free day every week with compensation.

Sick leave

- All the employees are entitled to a 7 day sick leave in a given year. These days can also be used in the event of a sick spouse or child.

The term work-life balance is used to describe the need to strike a balance between the time that is allocated for work and other aspects of life. These areas of life apart from work include personal interests, leisure activities, and other responsibilities such as family. The areas are also important in an individual's life and therefore, even as one works, they should also commit themselves to them. The handbook that is provided above contains various provisions that help the employees at Husky energy to balance between the work-life and other aspects of their life (Drobnič, 2011).

The formal guidelines that are given by the company help in creating a work environment that is balanced for all the employees. By making job-sharing arrangements employees are able

to create time for other activities in their lives, such as family and leisure. The balanced work environment is essential since it increases the productivity of the employees. Employees get to work better if they are convinced that other aspects of their lives are doing well. The handbook has also made provisions for vacations where the employees are given paid vacations based on their working experience in the company. The vacations allow the employee to take a break which can be used on other activities in their life. This is very essential in maintaining a work-life balance.

The other provision that has been made in the handbook is on public holidays where apart from the statutory holidays that have been provided, the company also gives the employees an extra two days, which can be used at any time in the year. An employee can use these days for other activities in their life such as leisure which helps in maintaining a work-life balance. The company also gives a seven-day sick leave for the employees in the organization. This also creates time for the employee to attend to other responsibilities in their life. Therefore, a work-life balance handbook is essential for the wellbeing of employees in every company. The various activities that are provided enable individuals to maintain a balance between their work-life and other aspects of their life, which increases productivity.

Part C: Labour-Management relations

In this situation, James, an employee, submitted his vaccination request but his request was denied because a more junior employee had already booked that day off. James is thinking about filing a grievance because he claims that “nobody gets their forms in on time around here.” As the human resources consultant in the company, this is the advice that I would give Mr. Carlton, James’s manager.

Before giving Mr. Carlton on the steps to follow in dealing with this grievance, I would first offer advice on the validity of the claim made by James. Before addressing the grievance, it is very important to have a basis for addressing the grievance. For instance, in this case, the company policy states that all the employees must submit their vacation requests by the 1st of April of every year. However, James submits his request on June 10 a few months after this date. However, to ensure that the grievance that is raised by the employee is fully addressed, Mr. Carlton should follow the following procedure;

1. The first step is to decide whether the dispute should be resolved formally or informally.

Based on the nature of the complaint that James has, the complaint should be settled formally.

2. Considering that James files his complaint, the first step that Mr. Carlton should take is to arrange for a meeting with the employee that has raised the grievance. In addition, he should also conduct a full investigation on the issue and gather evidence regarding the situation.
3. In this meeting, the manager, the shop steward, and the employee should discuss the concerns that have been raised by the employee. The shop steward may be an employee of the organization as well as an official of the union (Bach & Edwards, 2013).
4. James should be allowed to explain details of his grievance what would like to be the final decision.
5. Mr. Carlson should then adjourn the meeting to consider the issues that have been raised and the evidence.

6. Mr. Carlson should then make a decision and inform James in writing giving reasons for the decision that is taken. However, he should also allow the employee to appeal the decision that is taken.

Part D: Managing employee separations

One of the hardest decisions that managers have to make relates to the termination of employment. Sometimes, the efforts that may be put in place the management to improve the performance of the employees may not work. The only decision that is left is the termination of employment. One of the essential elements of termination is the documentation of the issues that are involved in this process. A termination meeting should also be set up so as to facilitate this activity. A termination contract will be essential in facilitating this activity. The following are the terms that must be indicated in the contract;

- Reasons for termination- The reason that led to the termination of the employment must be clearly outlined in the contract. This reason why be in line with the company policy on termination for the contact to be valid.
- Final pay and benefits- The contract should also state clearly the payment and the benefit that the employee is set to receive upon the termination of the employment.

A meeting should be set up to facilitate this process. Adequate preparation and training should be done to ensure that the termination is done with sensitivity and skills. This meeting should be conducted in a private area and should take about 10 minutes. The individual that is responsible for running this meeting should take the employee through various issues that have led to the termination. The employee should also be allowed to voice his concerns (Krumrie, 2017). The following script illustrates how the termination meeting should be conducted.

‘John, you have been a very valuable employee in our company. However, the situation at hand does not allow us to continue working together. Although you have been trying your best, your performance has not been meeting our requirements for the past one year. As a result, the management has decided to end your service in this company. Details about this decision can be identified clearly from this contract. I wish to get your remarks and hope that you will adjust to this change with ease.’

Part E- Summary of learning

Over the period that I have been learning this course, I have learned quite a lot concerning human resource management. The various assessments that I have handled have also enabled me to test my ability to deal with various tasks relating to the subject. From the first assessment, where I dealt with the need for human resource management, I learned that every manager should be a human resource manager. In the second assessment, I learned how to match the human resource needs in the organization and the people. Under this task, I also designed a job design for a gas station attendant, which was very educative. I have also acquired knowledge on how the hiring process should be conducted right from designing a recruitment plan to the selection of the most appropriate employee after the interview and assessment. Lastly, I have learned about various activities and practices that should be taken to maintain effective employee relations such as through handling grievances raised by the employees.

References

- Bach, S., & Edwards, M. (2013). *Managing Human Resources: Human Resource Management in Transition*. Hoboken, NJ: John Wiley & Sons.
- CCOHS. (2019). CCOHS: Features: Canadian Occupational Health and Safety Legislation. Retrieved from <https://www.ccohs.ca/headlines/text43.html>
- Drobnič, S. (2011). Introduction: Job Quality and Work-Life Balance. *Work-Life Balance in Europe*, 1-14. doi:10.1057/9780230307582_1
- Krumrie, M. (2017, August 29). The Right Way to Terminate an Employee. Retrieved from <https://www.ziprecruiter.com/blog/the-right-way-to-terminate-an-employee/>

pointerwriters.com