

Human Resource Management

Meaning: Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. HRM is often referred to simply as human resources (HR). A company or organization's HR department is usually responsible for creating, putting into effect and overseeing policies governing workers and the relationship of the organization with its employees.

Objectives of human resource management

The objectives of HRM can be broken down into four categories:

1. **Societal objectives:** Measures put into places that respond to the ethical and social needs or challenges of the company and its employees. This includes legal issues such as equal opportunity and equal pay for equal work.
2. **Organizational objectives:** Actions taken that help to ensure the efficiency of the organization. This includes providing training, hiring the right amount of employees for a given task or maintaining high employee retention rates.
3. **Functional objectives:** Guidelines used to keep the HR functioning properly within the organization as a whole. This includes making sure that all of HR's resources are being allocated to its full potential.
4. **Personal objectives:** Resources used to support the personal goals of each employee. This includes offering the opportunity for education or career development as well as maintaining employee satisfaction.

<i>HRM Objectives</i>	<i>Supporting Functions</i>
1. Societal Objectives	1. Legal compliance 2. Benefits 3. Union-management relations
2. Organisational Objectives	1. Human resource planning 2. Employee relations 3. Selection 4. Training and development 5. Appraisal 6. Placement 7. Assessment
3. Functional Objectives	1. Appraisal 2. Placement 3. Assessment
4. Personal Objectives	1. Training and development 2. Appraisal 3. Placement 4. Compensation 5. Assessment

Key Elements for HR Policies

HR's most important role is to be in compliance with federal, state and local laws, regarding employment. Not following these laws will leave you vulnerable to lawsuits – the last thing any business owner needs. Well-written HRM policies and procedures will cover applicable laws, as well as items that are specific to your industry and business. Key elements are:

1. **Equal Opportunities Policy;** Discrimination in labor laws and being compliant with the laws.
2. **Recruiting and Hiring.**
3. **Termination and Off boarding;** At-will employment clause and any exceptions.
4. **Salaries and Bonuses.**
5. **Performance Appraisals.**
6. **Safety.**
7. **Codes of Conduct:** Sexual harassment, dress code, substance abuse; drug testing.
8. **Scheduling;** Lunch periods and other breaks.
9. **Benefits:** Vacations, holidays and sick time; health insurance; family leave
10. **Use of Company Tools and Equipment:** Email and internet use.
11. **Conflict of Interest Statement.**
12. **Confidentiality Agreement.**
13. **Grievances.**
14. **Disciplinary Actions.**

In actuality, policies and procedures serve a number of purposes:

1. They provide clear communication between the organization and their employees regarding their condition of employment.
2. They form a basis for treating all employees fairly and equally.
3. They are a set of guidelines for supervisors and managers.
4. They create a basis for developing the employee handbook.
5. They establish a basis for regularly reviewing possible changes affecting employees.
6. They form a context for supervisor training programs and employee orientation programs.