

Functions of HR Department

- **Recruitment and selection** → ensuring that the right people are recruited to the right jobs.
- **Organising training for workers** → enabling employees to carry out their responsibilities effectively and make use of their potential.
- **Employee Relations** → looking after staff welfare such as negotiations over pay and conditions, dealing with grievance procedures and disciplinary matters.
- **Health and Safety matters** → making sure employees work in a healthy and safe environment.

Working Practices

Workforce

Definition: The people who are working or looking for employment.

Working Practice

Definition: The way that work is normally done within a particular business.



Job Sharing

Definition: Means that instead of one worker doing one job on a full time basis, the work will be carried out by more than one person on a part time basis. This is particularly important for workers with family responsibilities.

Possible benefits of job sharing:

- ✓ **Allows employees to work part time** → giving them time to take care of relatives or study for a qualification
- ✓ **Responsibility is split** → reduces the pressure on a single employee
- ✓ **Employers gain a broader range of skills** → businesses could benefit from having more ideas

Possible disadvantages of job sharing:

- ✗ **Communication between the two employees who are job sharing may break down on occasions** → leads to less continuity and possible inefficiency

Zero Hour Contracts

Definition: Involves a situation where employers do not offer a minimum number of hours to be worked and employees do not have to accept work being offered.

This is of particular value to businesses where the demand may vary from day to day, such as those involved in retailing or catering.

Benefits for employers:

- ✓ **Saves the business money** → it avoids them paying employees when they are not needed → employees come in only during busy periods

Drawbacks for employees:

- ✗ **Workers may only work occasionally** → meaning that they won't have a regular income making it difficult to pay regular bills such as rent

Flexible Working Hours

Definition: A working practice in which workers are no longer in their offices between two set times. Many can now work a full day within a range of hours set by the employer.

Example: A worker is employed to work 36 hours a week. They can work anytime between 7 and 5 per day but must be in between 10 and 4 each day.

Benefits of flexible hours:

- ✓ **Employees can fit work around other commitments more easily**
- ✓ **Businesses can have employees available for work at different times**

Home Working

Definition: Means that workers do not have to attend a workplace every day. Modern communication technology means that work can be carried out at home and can even be monitored from the workplace.

Benefits of home working:

- ✓ **Increases flexibility to the employee** → they can work whatever hours suit them → helps them to meet other commitments like looking after family members
- ✓ **Reduces costs to the employer** → they can avoid the costs of providing working space and furniture for the employee

Drawbacks of home working:

- ✗ **May be more difficult to monitor and control employees** → the employers will not always know what the employee is doing
- ✗ **Employees may miss out on social interactions** → this could demotivate them if they are feeling isolated → they miss out on the experience of learning from others