



Food Manufacture

Personnel Department

Lesson 4

Understand the important role of the personnel department in food manufacture and the diversity of responsibility involved.





The personnel department makes sure that the employer satisfies employment laws to avoid audits and penalties from the organisations which oversees those laws.





The employment law regulations relate to:

- Immigration
- New hire reporting
- Employee classification
- Record-keeping
- Health and Safety
- Workers' compensation
- Insurance
- Wages and hours
- Employee benefits and payment deductions
- Employee attendance and conduct
- Discrimination
- Unions



The personnel department assists in developing and communicating the written and formal procedures that relate to any issues regarding any aspects of employment law.





The personnel department is responsible for overseeing all employees holiday allocation. Managers may authorise holiday requests when they have ensured there is enough staff for the factory to function safely.





When an employee returns from a holiday they will have to complete a return to work interview with either a member of the personnel department or a manager. This is to determine if the employee is at risk of spreading infection from any foreign countries e.g. risk of a typhoid infection.





An employee also has a responsibility to report to the personnel department if they have symptoms of diarrhoea and vomiting or any infection that can be passed on through food.





The employee must be clear of any symptoms for 48 hours before returning to work. A return to work interview will then take place to determine if it is safe for the employee to come back to work. A hand swab from the employee may be taken as a routine check.

All return to work interviews will be documented and stored in the personnel department.





The personnel department will handle employee grievances in a fair and legal manner.

Following the company grievance procedure is a formal way that an employee can report a complaint or problem against their employer.





**There are
several steps in
the disciplinary
process which
must be
followed**



Disciplinary Process

Step 1

Decide if formal action is necessary
e.g., consider a quiet word.



Disciplinary Process

Step 2

If informal action has not helped to resolve an issue then start the disciplinary process.



Disciplinary Process

Step 3

Consider if
suspension is
necessary.



Disciplinary Process

Step 4

Carryout an
investigation



Disciplinary Process

Step 5

Investigation information should be issued to the employee before the disciplinary hearing takes place and they should be invited to a disciplinary hearing with sufficient time to consider all information.



Disciplinary Process

Step 6

The employee will be given the right to be accompanied at the disciplinary hearing.



Disciplinary Process

Step 7

Records should be kept of all disciplinary proceedings.



Disciplinary Process

Step 8

The outcome of a fair decision made on reasonable grounds should occur.



Disciplinary Process

Step 9

Communicate the decision in writing to the employee (it is good practice to also inform them verbally face to face as well).



Disciplinary Process

Step 10

The employee has the right to appeal the disciplinary decision.



Depending on the reason for the disciplinary action there may be various outcomes to the decision:

- No action
- A verbal warning
- A written warning
- A final warning
- Demotion
- Dismissal





The employee can appeal against the disciplinary decision if they think:

- The decision was incorrect
- The procedures used were unfair
- Too harsh of a punishment was used
- Any new evidence has been found

If the employee is not happy with the appeal outcome they may take the case to an industrial tribunal.





The personnel department oversees employee terminations. They conduct exit interviews and inform terminated employees of their rights to certain benefits.





9 steps to effective employee termination

Explain company
termination policies.

Step 1



9 steps to effective employee termination

Step 2

Documentation process must begin as soon as negative behaviour and performance has occurred.



9 steps to effective employee termination

Step 3

Find out if any protected factors may pose a risk to an employee being terminated.



9 steps to effective employee termination

Step 4

Decide on a time
frame of
termination
following company
policies.



9 steps to effective employee termination

Step 5

Arrange a final meeting and prepare any paperwork include the final wage and any benefits.



9 steps to effective employee termination

Step 6

The manager should lead the final meeting the personnel department should provide the relevant paperwork and any support required.



9 steps to effective employee termination

Step 7

Electronic and physical access to the workplace should be disconnected.



9 steps to effective employee termination

Step 8

Allow the employee to clear their workspace outside of normal working hours if they require it.



9 steps to effective employee termination

Everyone should be
treat with dignity and
respect.

Step 9



During redundancies,
personnel gives employees
the appropriate notice.

The company will have
their own policy, this will
include any government
guidelines.





Revision Activity 4

For what reason can an employee appeal against a disciplinary decision?