



Food Manufacture

Personnel Department

Lesson 2

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





Employee benefits may include:

- Health insurance
- Disability, accident and life insurance
- Tuition and business expense reimbursement
- Retirement plans
- Paid and unpaid time off
- Fringe benefits for example a company car
- Perks and Bonuses



The personnel department understands that satisfied employees lead to a positive work environment.

Some companies run employee incentive programs, such as:

- Contests, awards, prizes and gifts
- Bonuses
- Promotions
- Staff parties



The personnel department also assess how company policies affect employee motivation.





The personnel department researches and analyzes benefits programs for any trends and implements plans based on the employer's needs and budget. Through effective communication, the department explains benefit programs to employees so they may take advantage of those programs.





The Personnel department researches employee payment methods based on employees' roles in the company. This will include:

- Determining employee pay grades
- Whether employees are exempt or none exempt
- Whether they're salaried or hourly
- Should staff be paid according to commissions or bonus plans





Managers and supervisors carry out performance reviews/appraisals on their employees to decide whether they are performing according to company standards.





There are several steps in an appraisal:

- Set an understanding of work expectations between the manager and employee
- On an ongoing basis assess work performance against work expectations
- Discussion on the formal performance and development appraisal
- Individual performance plan agreement (including monitoring methods)
- Completion of formal appraisal documentation



The appraisal can be used to:

- Set job objectives linked to organisational goals
- Analyse the employees strengths and weaknesses
- Clarify performance expectations
- Discuss career aspirations





Revision Activity 2

Name two employee benefits in a company incentive program?