



Practical, Prompt, Professional HR Solutions

HR POLICIES & PROCEDURES AND EMPLOYMENT FORMS & LETTERS SUBJECT SETS

The **Complete People Management Ltd** HR Policies & Procedures and Employment Forms & Letters are available in complete subject sets. The subject sets:

- are written for both managers of people and people (HR) managers;
- are practical providing step by step guidance;
- are in a user-friendly format so that you can find the answers to your questions quickly;
- are easy to understand with no legal jargon;
- are updated regularly to ensure legal compliance;
- are designed to be implemented immediately saving you time and money

All subject sets include a HR policy* and procedure (How to Manage Guide) plus the employment forms and letters listed. *No policy in these sets.

If you do not find the HR subject set that you are looking for simply telephone us on **0208 8168 726**. We are certain that we will be able to create what you require.

What's included in the complete sets?

When you purchase any complete set you will also receive **FREE:**

- updates for one year after the date of purchase and
- a free folder to store your documentation in

We offer the following sets:

Recruitment and Selection

£150 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
ABF	Advert Booking Form	June 2007
AF	Application for Employment	October 2008
DAQ	Disability Appraisal Questionnaire & Adjustment Form	June 2007
DQ	Driver Questionnaire	June 2007
CEF	Confidential Employee File	December 2007
IAL	Interview Arrangements Log	June 2007
IRF	Interview Record Form – Non-Management	June 2007
IRFM	Interview Record Form – Management	June 2007
JS	Job Specification/Person Specification	June 2007
LA	Life Assurance	January 2008
MQA	Medical Questionnaire Agreement	September 2009
PD	Personal Details	January 2008
RFQ	Recruitment Feedback Questionnaire	June 2007
TRR	Telephone Reference Record	June 2007
EOM	Equal Opportunities Monitoring	January 2008
RPPRM	Record of Probationary Period Review Meeting	October 2009



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Letters

CODE	DESCRIPTION	LAST UPDATED
AFE	Application Form Enclosed	February 2008
AFRS	Application Form Received Short listing	February 2008
AOH	Application on Hold	September 2009
IGI	Invitation to Group Interview	February 2008
II	Invitation to Interview	February 2008
IFI	Invitation to Final Interview	February 2008
OE	Offer of Employment	September 2009
OEM	Offer of Employment Management	September 2009
RDFPE	Reference Details Required from Potential Employee	February 2008
RFA	Regret from Application	February 2008
RFI	Regret from Interview	February 2008
RRPE	Reference Request for Potential Employee	February 2008
RRPPE	Reference Request for Potential Employee - Personal	September 2009
IPPRM	Invitation to Probationary Review Meeting	October 2009
PBC	Probationary Period over Employment Confirmed	February 2008
PBE	Probationary Period Extended	September 2009
PBET	Probationary Period over Employment Terminated	August 2008

Sickness Absence

£200 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
ACL	Attendance Call Log	June 2007
SCF	Self-Certification Form	June 2007
MQA	Medical Questionnaire Agreement	June 2007
RTWI	Return to Work Interview	January 2009
FHV	Record of First Home Visit	August 2008
HVRR	Home Visit Review Record	August 2008
HVPFM	Record of Home Visit (Potential Final Meeting)	August 2008

Letters

CODE	DESCRIPTION	LAST UPDATED
FA	Full Attendance	February 2008
RHV	Request for Home Visit	February 2008
RHV2	2 nd Request for Home Visit	February 2008
HV3	Home visit potential dismissal	September 2009
MRRNHV	Medical Report Request No Home Visit Conducted	August 2008
RMRNHV2	2 nd Request for Medical Report No Home Visit Conducted	August 2008
HVENI	Home Visit Employee Not in	August 2008
CHV	Confirmation of Home Visit	August 2008
CHV2	Confirmation of 2 nd and subsequent Home Visits	August 2008
MRRF	Medical Request Report Form	August 2008
MRRD	Medical Report Request to Doctor	August 2008
MREIWD	Medical Report Request Employee Company Informed Written to Doctor	September 2009

Holiday

£70 plus VAT

Form

CODE	DESCRIPTION	LAST UPDATED
AH	Application for Holiday Leave	June 2008

Maternity

£140 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
NANCA	Notification of Ante-Natal Care Appointment	June 2007
90%	How to Calculate 90% of Earnings	June 2007
PMLM	Pre Maternity Leave Meeting	June 2007

Letters

CODE	DESCRIPTION	LAST UPDATED
NTE	Maternity Notification Too Early to Establish Entitlement	September 2009
NSMP	No Entitlement to Statutory Maternity Pay	September 2009
ESMP	Entitled to Statutory Maternity Pay	September 2009
MRTWE	Maternity Return to Work Early	October 2008
MLE	Maternity Leave Confirmation of Dates	September 2009



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Paternity

£45 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
APL	Application for Paternity Leave	June 2007
PPLM	Pre-paternity Leave Meeting	June 2007

Adoption

£110 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
AAL	Application for Adoption Leave	October 2008
PALM	Pre-adoption Leave Meeting	June 2007

Letters

CODE	DESCRIPTION	LAST UPDATED
ANTE	Adoption Notification Too Early to Establish Entitlement	October 2008
NSAP	No Entitlement to Statutory Adoption Pay	September 2009
ESAP	Entitled to Statutory Adoption Pay	September 2009
ARTWE	Adoption Return to Work Early	October 2008

Parental Leave

£80 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
APL	Application for Parental Leave	June 2007
RPLM	Record of Parental Leave Meeting	June 2007
PPLM	Pre-parental Leave Meeting	June 2007

Flexible Working

£115 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
AWF	Application to Work Flexibly	April 2009
AETLCRWF	Application to Extend Time Limit to Consider Request to Work Flexibly	April 2009
RWFRM	Record of Flexible Working Request Meeting	April 2009
AWFDN	Application to Work Flexibly Decision Notification	April 2009
RFWAM	Record of Flexible Working Appeal Meeting	April 2009

Letters

CODE	DESCRIPTION	LAST UPDATED
IFWM	Invitation to Flexible Working Meeting	April 2009
IFWRAM	Invitation to Flexible Working Request Appeal Meeting	April 2009
AMOU	Appeal Meeting Outcome Upheld	April 2009
AMOO	Appeal Meeting Outcome Overturned	April 2009
AMOTP	Appeal Meeting Outcome Overturn Trial of Request	April 2009
FWRW	Flexible Working Request Withdrawn	April 2009

Absence without Permission*

£70 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RWTIAWP	Return to Work Interview Absence without Permission	February 2008

Letters

CODE	DESCRIPTION	LAST UPDATED
NCNS1	No Call No Show to Work 1	December 2008
NCNS2	No Call No Show to Work 2	December 2008
NCNS3	No Call No Show to Work 3 including invitation to investigatory meeting	December 2008

Performance Appraisals

£140 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
AFNS	Appraisal Form – New Starter	May 2008
AF	Appraisal Form	May 2008
TRF	Target Review	May 2008
AAQ	Appraisal Analysis Questionnaire	September 2007
PDP	Personal Development Plan	September 2007

Letters

CODE	DESCRIPTION	LAST UPDATED
IRM	Invitation to Review Meeting (New Starter)	May 2008
IAM	Invitation to Appraisal Meeting	May 2008
AT	Thank you for recent Appraisal Meeting	May 2008



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Investigations*

£80 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RIM	Record of Investigatory Meeting	April 2009
ERIM	Example Record of Investigatory Meeting	January 2008
RWSM	Record of Witness Statement/Meeting	April 2009

Letters

CODE	DESCRIPTION	LAST UPDATED
IIM1	Invitation to Investigatory Meeting 1	April 2009
IIM2	Invitation to Investigatory Meeting 2	April 2009
IIM3	Invitation to Investigatory Meeting 3	April 2009
IMFIR	Investigation Meeting Outcome Further Investigations Required	April 2009
IMONE	Investigatory Meeting Outcome No Evidence	April 2009
RDI	Resignation during Investigations	April 2009

Suspension*

£55 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RS	Record of Suspension	September 2009

Discipline

£200 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RDM	Record of Disciplinary Meeting	April 2009
RDAM	Record of Disciplinary Appeal Meeting	September 2009

Letters

CODE	DESCRIPTION	LAST UPDATED
IDM1	Invitation to Disciplinary Meeting 1	April 2009
IDM2	2 nd request of Invitation to Disciplinary Meeting	April 2009
IDM3	Invitation to Disciplinary Meeting 3 rd Request	April 2009
IDMGM1	Invitation to Disciplinary Meeting Potential Gross Misconduct 1	April 2009
IDMGM2	2 nd request of Invitation to Disciplinary Meeting Potential Gross Misconduct	April 2009
IDMPGM3	Invitation to Disciplinary Meeting Potential Gross Misconduct 3 rd request	April 2009
DMONE	Disciplinary Meeting Outcome No Evidence	April 2009
DMONEENP	Disciplinary Meeting Outcome No Evidence Employee Not Present at Meeting	April 2009
DMOWW	Disciplinary Meeting Outcome Written Warning	April 2009
DMOWWENP	Disciplinary Meeting Outcome Written Warning Employee Not Present	April 2009
DMOFWW	Disciplinary Meeting Outcome Final Written Warning	April 2009
DMOFWWENP	Disciplinary Meeting Outcome Final Written Warning Employee Not Present	April 2009
DMODWN	Disciplinary Meeting Outcome Dismissal With Notice	April 2009
DMODWENP	Disciplinary Meeting Outcome Dismissal With Notice Employee Not Present	April 2009
DMOSD	Disciplinary Meeting Outcome Summary Dismissal	April 2009
DMOSDENP	Disciplinary Meeting Outcome Summary Dismissal Employee Not Present	April 2009
IDAM	Invitation to Disciplinary Appeal Meeting	April 2009
DAMOR	Disciplinary Appeal Meeting Outcome Revoke Original Decision	April 2009
DAMOU	Disciplinary Appeal Meeting Outcome Uphold Original Decision	April 2009



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Grievance

£110 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RGM	Record of Grievance Meeting	April 2009
RGAM	Record of Grievance Appeal Meeting	April 2009

Letters

CODE	DESCRIPTION	LAST UPDATED
IGM1	Invitation to Grievance Meeting	April 2009
IGM2	2 nd Request of Invitation to Grievance Meeting	April 2009
GMFIR	Grievance Meeting Further Investigations Required	April 2009
GMDE	Grievance Meeting Decision = Evidence	April 2009
GMDNE	Grievance Meeting Decision = No Evidence	April 2009
IGAM	Invitation to Grievance Appeal Meeting	April 2009
GAMODO	Grievance Appeal Meeting Outcome – Overturn Original Decision	April 2009
GAMODU	Grievance Appeal Meeting Outcome – Uphold Previous Decision	April 2009
GAMFIR	Grievance Appeal Meeting Further Investigations Required	April 2009

Retirement

£125 plus VAT

Forms

CODE	DESCRIPTION	LAST UPDATED
RWBR	Request to Work Beyond Retirement	June 2007
RWB RM	Request to Work Beyond Retirement Meeting	June 2007
RWB RAM	Request to Work Beyond Retirement Appeal Meeting	June 2007

Letters

CODE	DESCRIPTION	LAST UPDATED
RETD	Retirement Date due	September 2009
RETC	Retirement Date confirmed	September 2009
RETM	Invitation to Retirement Meeting to discuss Continued Employment	February 2008
RETMO	Retirement Meeting Outcome	February 2008
RETE	Retirement Date Extended	September 2009
RETAM	Invitation to Retirement Appeal Meeting	February 2008
RETAMOO	Retirement Appeal Meeting Outcome – Overturn Original Decision	September 2009
RETAMOU	Retirement Appeal Meeting Outcome – Uphold Previous Decision	September 2009

How do I get it/them?

Complete Subject Sets are:

- o sent electronically
- o hard copies are available at an extra cost

To find out more telephone us on **0208 8168 726**.

All prices are exclusive of VAT

Please note the documents are suitable for companies governed by UK employment legislation only. All documentation (except letters) is supplied in PDF format. Where alterations are required to the documentation an hourly rate of £100 plus VAT will be charged.