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## HR FOUNDATION PACK WITH EMPLOYEE HANDBOOK

**Complete People Management Ltd** HR Foundation Packs consist of the most sought after documentation by companies. The documentation:

- is written for both managers of people and people (HR) managers;
- is practical providing step by step guidance;
- in a user-friendly format so that you can find the answers to your questions quickly;
- is easy to understand with no legal jargon;
- updated regularly to ensure legal compliance;
- is designed to be implemented immediately saving you time and money;
- comes with guidance notes to ensure simple and quick implementation;
- is sent electronically. If you require hard copies of the packs let us know and we will notify you of the cost.

The HR Foundation Pack comprises of the following documentation:

- Contract of Employment and related Procedure
- Recruitment and Selection Procedure, Forms and Letters
- Sickness Absence Procedure and Forms
- Holiday Procedure and Form
- Absence without Permission Procedure, Forms and Letters
- Performance Appraisal Procedure, Forms and Letters
- Investigation Procedure, Forms and Letters
- Discipline and Disciplinary Appeals Procedure, Forms and Letters
- Grievance and Grievance Appeals Procedure, Forms and Letters
- Leavers Procedure, Forms and Letters

The HR Foundation Pack costs just £999 plus VAT and postage.

If you have a specific request for documentation that you are not able to find in the HR Foundation Pack simply telephone us on **0208 8168 726**. We are certain that we will be able to create the documentation that you require.

### **What about updates?**

Where a foundation has been purchased within 28 days of any update you will receive the revised copy free of charge thereafter amendments and the respective price is notified directly to you for consideration.

### **How do I get it/them?**

**Foundations Packs** are:

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

To find out more or to place your order telephone us on **0208 8168 726**.

All prices are exclusive of VAT.

Please note the documents are suitable only for companies governed by UK employment legislation. 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.



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The contents of the Foundation Pack include the following:

### **Contract of Employment**

- o Employee Contract of Employment (DIY)

Procedure

How to Manage Contracts of Employment

### **Employee Handbook (DIY)**

Refer to index on the last page for the contents includes:

- o Discipline Procedure
- o Grievance Procedure
- o Absence Procedure

### **Contract of Employment**

Employee Contract of Employment (DIY) including:

- o Discipline Procedure
- o Grievance Procedure
- o Absence Procedure

Procedure

How to Manage Contracts of Employment

### **Recruitment and Selection**

Procedure

How to Manage Recruitment and Selection

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

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



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PBET	Probationary Period over Employment Terminated	August 2008
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## **Sickness Absence**

### Procedure

How to Manage Sickness Absence

### Forms

CODE	DESCRIPTION	LAST UPDATED
ACL	Attendance Call Log	June 2007
SCF	Self-Certification Form	June 2007
RTWI	Return to Work Interview	January 2009

## **Holiday**

### Procedure

How to Manage Holidays

### Form

CODE	DESCRIPTION	LAST UPDATED
AH	Application for Holiday Leave	June 2008

## **Absence without Permission**

### Procedure

How to Manage Absence without Permission

### 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 Work1	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**

### Procedure

How to Manage Performance Appraisals

### Forms

CODE	DESCRIPTION	LAST UPDATED
AFNS	Appraisal Form – New Starter	May 2008
AF	Appraisal Form	May 2008

### 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

## **Investigations**

### Procedure

How to Manage Investigations

### Forms

CODE	DESCRIPTION	LAST UPDATED
RIM	Record of Investigatory 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	
IMFIR	Investigation Meeting Outcome Further Investigations Required	April 2009
IMONE	Investigatory Meeting Outcome No Evidence	April 2009
RDI	Resignation during Investigations	April 2009

## **Discipline**

### Procedure

How to Manage Discipline

### Forms

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

### Letters

CODE	DESCRIPTION	LAST UPDATED
IDM1	Invitation to Disciplinary Meeting 1	April 2009



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IDM2	2 <sup>nd</sup> request of Invitation to Disciplinary Meeting	April 2009
IDM3	Invitation to Disciplinary Meeting 3 <sup>rd</sup> Request	April 2009
IDMGM1	Invitation to Disciplinary Meeting Potential Gross Misconduct 1	April 2009
IDMGM2	2 <sup>nd</sup> request of Invitation to Disciplinary Meeting Potential Gross Misconduct	April 2009
IDMPGM3	Invitation to Disciplinary Meeting Potential Gross Misconduct 3 <sup>rd</sup> request	April 2009
DMONE	Disciplinary Meeting Outcome No Evidence	April 2009
DMONEEN P	Disciplinary Meeting Outcome No Evidence Employee Not Present at Meeting	April 2009
DMOWW	Disciplinary Meeting Outcome Written Warning	April 2009
DMOWWE NP	Disciplinary Meeting Outcome Written Warning Employee Not Present	April 2009
DMOFWW	Disciplinary Meeting Outcome Final Written Warning	April 2009
DMOFWWE NP	Disciplinary Meeting Outcome Final Written Warning Employee Not Present	April 2009
DMODWN	Disciplinary Meeting Outcome Dismissal With Notice	April 2009
DMODWNEEN P	Disciplinary Meeting Outcome Dismissal With Notice Employee Not Present	April 2009
DMOSD	Disciplinary Meeting Outcome Summary Dismissal	April 2009
DMOSDEN P	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

## Grievance

### Procedure

How to Manage an Employee Grievance

#### 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 <sup>nd</sup> 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

## Leavers

### Procedure

How to Manage Leavers

#### Forms

CODE	DESCRIPTION	LAST UPDATED
EIF	Exit Interview Form	October 2007
COEL	Cost of Employee Leaver	June 2007

#### Letters

CODE	DESCRIPTION	LAST UPDATED
CER	Confirmation of Employee Resignation	August 2008
CERR	Confirmation of Employee Resignation Reconsider	February 2009
CERIN	Confirmation of Employee Resignation Insufficient Notice Given	August 2008
IEI	Invitation to Exit Interview	February 2008
RRPE	Reference Request Past Employee	February 2008



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