

BEST PRACTICES IN CRAFTING HR POLICIES & CONTRACTS

Preventing People Problems, Solving Legal Issues & Aligning Your HR Documents with Labor Laws

Friday, 9:00am to 5:00pm, August 24, 2018
Manila Marriott Hotel, Pasay City, Philippines

COURSE OUTLINE

9:00 a.m. to 12:00 noon

- I. Policies, defined**
- II. What to consider in crafting HR policies**
 - a. The 1987 Constitution
 - b. Laws
 - c. Rules and Regulations
- III. Non-disciplinary policies**
 - a. Recruitment/Hiring policies
 - i. Laws, rules and regulations on recruitment/hiring policies
 - ii. Rules against nepotism
 - iii. Rules on marriage
 - iv. Policy on maintenance of body weight
 - v. Rule on BFOQ
 - vi. Transfer in relation to marriage of employees
 - b. Compensation and Benefits Policies
 - i. Wage/salaries and increases
 - ii. Hours of work
 - iii. Overtime, undertime
 - iv. Holiday Pay
 - v. Service incentive leave
 - vi. Leave benefits under VAWC
 - vii. Special Leave Benefit (Gynecological leave)
 - viii. Paternity leave
 - ix. Maternity leave
 - x. Parental leave/solo parent leave
 - xi. Other leave benefits
 - 1. Vacation leave
 - 2. Sick leave
 - 3. Bereavement/funeral leave
 - xii. 13th month and other bonuses
 - xiii. Voluntary benefits above that mandated by law
- IV. Employment policies**
 - a. Probationary status
 - b. Regularization
 - c. Casual employment
 - d. Fixed-term
 - e. Project employment
 - f. Seasonal employment
 - g. Part-time employment
- V. Job contracting policies**
 - a. Compliance with DO 18-A
 - b. Service Agreement
 - c. Rates and salaries of contractor's employees
- VI. Other policies**
 - a. HIV/AIDS
 - b. TB
 - c. Hepa B
 - d. Occupational Safety and Health
 - e. Drug-free workplace policy

1:00 p.m. to 5:00 p.m.

VII. Disciplinary Policies

- a. Concept of employee discipline
- b. Management prerogative to discipline
- c. Security of tenure
- d. Discipline not punishable with dismissal
 - i. Lawful cause
 - ii. Procedural due process
 - iii. Written warning
 - iv. Reprimand
 - v. Procedural policies in enforcement of discipline
- e. Discipline punishable with dismissal
 - i. Grounds for dismissal
 1. Just cause (Articles 282, 264 [a], 263 [g] of the Labor Code, as amended)
 - ii. Procedural due process for dismissal
 1. Policy in issuing notices to explain
 2. Notices of hearing
 3. Conduct of hearing/conference
 4. Notice of dismissal
 - iii. Suspension
 - iv. Demotion
 - v. Transfer due to commission of violation
 - vi. Preventive suspension
- f. How to deal with violators of disciplinary policies
 - i. Legal standards vs. company's leniency
- g. Solutions and best legal defenses against frequently violated policies on:
 - i. Absenteeism
 - ii. Tardiness
 - iii. Falsification
 - iv. Theft/qualified theft
 - v. Undertime
 - vi. Insubordination
 - vii. Abandonment of post
 - viii. Abandonment of work
 - ix. Smoking
 - x. Technology-related offenses
 1. Use of social networking: Facebook, Instagram, Twitter
 2. Hacking, malicious spreading of computer viruses
 3. Downloading/uploading documents
 4. Concept of electronic evidence

WHO SHOULD ATTEND:

- Business Owners and Board Directors
- Company Presidents & Top Management
- Decision-Makers
- HR Practitioners & Managers
- Lawyers
- Managers
- Trade Unions Representatives
- Business Consultants
- Those in Non-Profit Organizations

<p>Seminar Contact Person: Kyra Villanueva – Program Leader Center for Global Best Practices Manila Lines: (+63 2) 556-8968 or 69 Manila Telefax: (+63 2) 842-7148 or 59 Cebu Lines: (+63 32) 512-3106 or 07 Email: kyra.cgbp@yahoo.com Website: www.cgbp.org</p>
