BEST PRACTICES IN CRAFTING HR POLICIES & CONTRACTS

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

Wednesday & Thursday, 9:00am to 5:00pm, August 7 & 8, 2019
Marriott Grand Ballroom, Resorts World Complex, Pasay City, Philippines

COURSE OUTLINE

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
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

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