



**CAREER CLUSTER**

Business Management and Administration

**CAREER PATHWAY**

Human Resources Management

**INSTRUCTIONAL AREA**

Human Resources Management

**HUMAN RESOURCE MANAGEMENT EVENT**

**PARTICIPANT INSTRUCTIONS**

- The event will be presented to you through your reading of the General Performance Indicators, Specific Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 15 minutes to make your presentation to the judge (you may have more than one judge).
- Turn in all of your notes and event materials when you have completed the event.

**GENERAL PERFORMANCE INDICATORS**

- Communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening
- Analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings and recommendations from conclusions
- Production skills—the ability to take a concept from an idea and make it real
- Priorities/time management—the ability to determine priorities and manage time commitments
- Economic competencies

**SPECIFIC PERFORMANCE INDICATORS**

1. Administer leave management procedures.
2. Manage employee issues.
3. Assist with establishment of work rules.
4. Explain the role of ethics in human resources management.
5. Choose and use appropriate channel for workplace communication.

## **CASE STUDY SITUATION**

You are the director of human resources at ASSOCIATION OF VISION HEALTH, a nonprofit organization that educates and works for policies regarding eye sight and vision issues. The organization employs thirty full-time employees and five part-time employees at its headquarters office.

You have been working with the executive director of the association for months on making updates and changes to the employee handbook. The handbook lists proper procedures and organization policies for employees to follow. The handbook addresses employee benefits, administration policies, operating policies and financial policies.

The next item for policy discussion will be employee bereavement leave. Bereavement leave is when an employee takes leave due to a death and is paid normal working wages without having to take annual leave. The ASSOCIATION OF VISION HEALTH has no official laws or policies the organization must follow, so it is up to the organization to create its own bereavement leave policy. Bereavement leave is used for an employee to plan and/or attend funeral services, travel and attend to details.

The executive director has confirmed an HR best practice for the association of allowing three days of bereavement leave for the death of an employee's mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, child, stepchild or spouse.

## **YOUR CHALLENGE**

The executive director wants you to develop a policy for the following employee bereavement occurrences:

- Death of an employee's grandmother, grandfather, grandchild, aunt, uncle, sister-in-law, brother-in-law, cousin, spouse's grandparent/grandchild
- Death of a current or former ASSOCIATION OF VISION HEALTH employee

After establishing the official bereavement leave policies, the executive director would like your thoughts on unofficial policies that the workplace can offer grieving employees. The policies do not need to be listed in the employee handbook, but simply serve as considerate practices and/or accommodations the organization can offer employees.

The executive director also wants you to determine how the official and unofficial employee bereavement leave policies should be communicated to staff.

You will present the employee bereavement leave policy to the executive director in a meeting to take place in the executive director's office. Additional executives may accompany the executive director in the meeting.

You will receive 2-3 questions from the judge pertaining to the case situation.



**HUMAN RESOURCE MANAGEMENT, 2018**

Participant: \_\_\_\_\_

**JUDGE'S EVALUATION FORM**  
State/Provincial Event 1

I.D. Number: \_\_\_\_\_

**INSTRUCTIONAL AREA**  
Human Resources Management

Did the participant:

		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Administer leave management procedures?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
2.	Manage employee issues?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
3.	Assist with establishment of work rules?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
4.	Explain the role of ethics in human resources management?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
5.	Choose and use appropriate channel for workplace communication?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
<b>PRESENTATION</b>						
6.	Demonstrate clarity of expression?	0-1	2-3	4	5	
7.	Organize ideas?	0-1	2-3	4	5	
8.	Show evidence of mature judgment?	0-1	2-3	4	5	
9.	Overall performance: appropriate appearance, poise, confidence, presentation, technique and responses to judge's questions?	0-1-2	3-4-5	6-7-8	9-10	
<b>TOTAL SCORE</b>						