

NABU 330

Cross Border Issues in Strategic Human Resource Management

Unit 9

Laurie Prange (Prange-Martin)



Agenda

- Taking Attendance
- Focus Activity – Canada VS US approaches to healthcare
- Presentation – New Employee Handbook and Career Fair
 - Then, time for groups to meet
- HR Stories – Activity for Take-Home
 - Occupational Health & Safety Legislation
- Lecture – Ch. 13 = Employee Benefits & Services
- Learning Consolidation
 - 7 HR-related certifications
- Next Steps



Attendance



Focusing Activity: Canada vs. US approaches to healthcare

1. Read:
<http://knowledge.wharton.upenn.edu/article/lessons-can-u-s-learn-canadian-health-care-system/>
2. Think of which theories and models for Strategic HRM would help us describe and understand these differences
3. Around the room are big sticky notes. Visit each and add your thoughts to each of the Theories & Models (15 minutes)
4. Once time is up, the Instructor will collect the big sticky notes and read out the notes

Discussion and questions are highly encouraged throughout this activity

Presentation

New Employee Handbook and Career Fair



What to submit

1. Print copy of New Employee Handbook
2. Digital copy of New Employee Handbook
3. Poster for Career Fair
 1. To convince someone to come work for your fictitious company
 2. To show someone how you onboard new employees for success
4. Optional = Multimedia for use at Career Fair

New Employee Handbook

- Covers 20-30 topics
 - Typical manual
 - Policies and procedures
 - Legal responsibilities
 - Compensation and benefits plans
 - What is expected of employees & what they can expect from the company
- References list at the end of sources consulted and used
 - Including for images!
- Universal Design for Learning lay-out (see next slide)

Universal Design for Learning (UDL)

- Layout
 - Lots of white space
 - Easy to read left-to-right
 - Appropriate use of colour and contrast
- Fonts
 - Trebuchet MS or Calibri
 - Sufficient size, at least 12
- Links
 - http://www.udlcenter.org/sites/udlcenter.org/files/updateguidelines2_0.pdf
 - <http://udlresource.ca>

Other Elements

- Aspects or things you can think of that's unique to your fictitious company
- An employee acknowledgement page for them to sign
 - <https://www.inc.com/guides/2010/06/what-to-include-in-employee-handbook.html>
- Guiding tools and “how to use” explanations
- Active learning elements, like worksheets and checklists

What is a Career Fair?

<http://umanitoba.ca/student/careerservices/career-fairs.html>

If you have any questions about
Assignment #2, please let me
know ASAP

Also, bring a printed copy of your
reasonably well-prepared Table
of Contents to next class

Time for Groups to work on
Assignment #2
New Employee Handbook and
Career Fair

Occupational Health & Safety

- What are the jurisdictions?
 - Federal (Canadian federal government)
 - Provincial (10 provinces)
 - Territorial (3 territories)
 - Municipal (so many!)
 - Reservations (Reserves where non-self-governing Indigenous people live and work)
- Learning Goal = Give you a chance to examine how claims are submitted

Activity: HR Stories – Take-Home

1. Pair up (groups of 2 students)
2. Choose one jurisdiction for Occupational Health & Safety
 - Federal, provincial, territorial, municipal, or reserve
 - NOTE: WorkSafeBC is not an option
3. Prepare a brief (less than 5 minute) presentation for next week
 - Upload your notes to Moodle in designated Forum

Presentations for HR Stories – Occupational Health & Safety Codes

1. Jurisdiction that you chose
2. Name of the organization that covers Occupational Health & Safety in that jurisdiction
3. Website for the organization
4. Steps an employee takes if they're injured at work

Lecture

Ch. 13 = Employee Benefits and Services



So many to choose from!

A word cloud of various health and insurance benefits. The words are arranged in a roughly rectangular shape, with some words being larger and more prominent than others. The colors used are orange and blue. The words include:

- Health Care
- Stop Loss/Large Amount Pooling
- Spending Accounts
- Physiotherapy
- Wellness
- Vision Care
- Medcan
- Travel Insurance
- Life Insurance
- Employee Assistance Program
- Drug Plan
- Massage Therapy
- Critical Illness
- Dental
- Short Term Disability
- Orthodontia
- Accidental Death & Dismemberment
- Rupert Case Management
- Long Term Disability
- Chiropractic Care
- Best Doctors
- Paramedical
- Medical Appliances

Image source: <https://thebenefitstrust.com/services/employee-benefits-plans-ontario/>



Strategic role of Benefits & Services

- About offering benefits and services that maximize the return on the Employer's investments
 - Increase employee loyalty
 - Recruit better quality employees
 - Reduce costs for sick leaves
 - Reduce employee turnover
- Non-cash (in-kind) payments to employees
 - Often larger ROI than direct cash payments
- Paid at a non-contingent basis
 - i.e. benefits and services received equally by all regardless of quality of job performance

Government-Mandated benefits

1. Employment Insurance (EI)
2. Pay on Termination of Employment
 1. Reasonable Advance Notice Periods
 2. Advance Notice for Mass Layoffs
 3. Severance Pay
3. Leave of Absence
4. Canada/Quebec Pension Plan
5. Workers' Compensation
6. Paid Time Off
 1. Vacation
 2. Legislated Holidays
 3. Paid Breaks

Top Benefits Canadians Choose

- See Figure 13.1 on page 303
- First thing Cdns choose is more paid time off!
- Insurance plans
- Supplementary healthcare support
- Sick Leave plans
- Long-Term disability plans
- Sabbaticals

Four Categories of Pension Plans

1. Defined Benefit

- Guaranteed payment during retirement, but no solid guarantee regular payments being paid by Employer

2. Defined Contribution

- Guaranteed paid into during working years, but no guarantee to be paid in retirement

3. Defined Target

- Formula-driven payments, with no guarantee to be paid in retirement

4. Group RRSP

- Usually very safe plan
- Not the same tax advantage of personally-paid RRSPs

Popular Employee Services

1. Flexible Work Schedules

1. Flex
2. Telecommuting
3. Compressed worksheets
4. Job sharing

2. Personal services

1. Credit union
2. Counselling Services
3. Employee and Family Assistance Plans (EFAPs)

7 Types of job-related services offered to employees

1. Subsidized childcare
2. Eldercare
3. Subsidized employee transportation
4. Food services
5. Educational subsidies
6. Family-friendly benefits
7. Recreational and athletics, and social events

Steps to Employee Benefits Programs

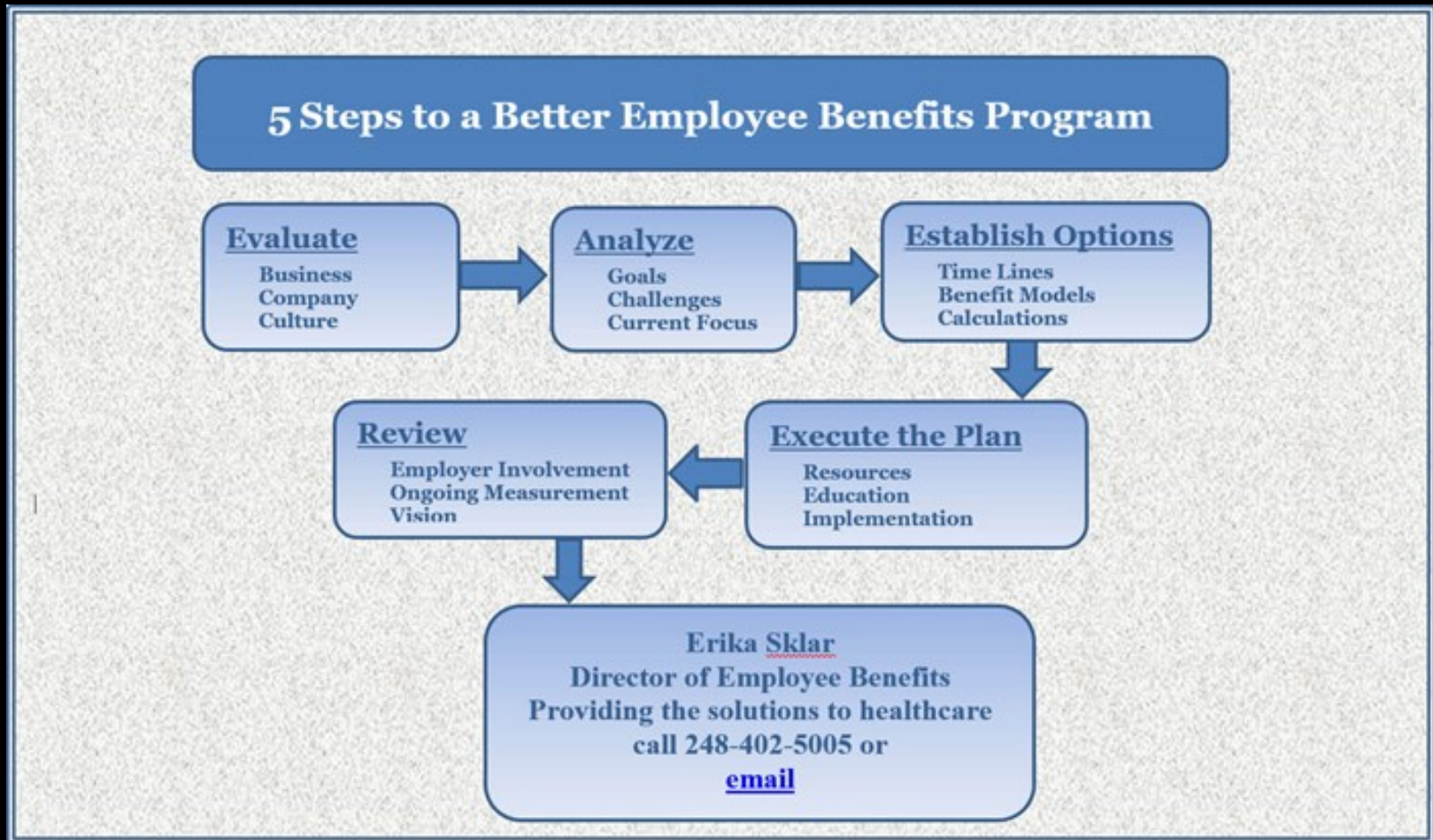


Image source: <http://www.crawfordinsurancegroup.com/Employee-Benefits>



In Summary

Benefits of Employee Benefits

- **For employers:**
 - By providing increased access and flexibility in employee benefits, employers can not only recruit but retain qualified employees.
 - Providing benefits to employees is seen as managing high-risk coverage at low costs and easing the company's financial burden.



Learning Consolidation (LC)



Laurie Prange (Prange-Martin)

Learning Consolidation

1. Sort into 7 groups
2. Each group takes 1 of the 7 HR-related certifications from the list and researches it (max 5 minutes)
3. Each group reports back to the class what they learned (max 3 minutes)
4. See list of 7-HR related certifications on next slide...

HR-related certifications

1. CPHR (Chartered Prof in Human Resources)
2. PCP (Payroll Compliance Practitioner)
3. CPM (Certified Payroll Manager)
4. CEBS (Certified Employee Benefit Specialist)
5. GBA (Group Benefits Associate)
6. RPA (Retirement Plans Associate)
7. CMS (Compensation Management Specialist)

Next Steps

1. Next class, pair presentation on HR Stories for Occupational Health & Safety Code
2. Next week, Employee Handbook check-in
 1. Each group needs to prepare and bring a reasonably well-prepared working Table of Contents

Thank you for another great class!

See you in Moodle, by email, or text.

laurieprangemartin@capilanou.ca

