



'How to HR'

Employer Guide

With ever changing employment laws, there is increasing levels of employer obligations, and these are often ones that employers know nothing about! However, this is rarely a defence and you will be liable for all, and any, acts that violate employee rights at work.

HR Habitat works with businesses in all sectors and industries on all HR and ER matters, from preventative measures all the way to working with lawyers and case management for Tribunal claims.



Here are some concerning HR facts



- The highest award made in the 22/23 reporting period was £1,767,869 and was made in a disability discrimination case
- The highest award in an unfair dismissal claim in the 22/23 reporting period is £184,200

This is your free HR guide from us to you on some of the most common HR matters.

*This is a guide only, employers should seek professional advice. You can [book a call here](#)

Managing Sickness

A useful guide in managing common employee matters.
Always seek professional HR assistance



1



Ensure lawful policies on sickness absence & reporting

Clear guidelines should be provided to employees on who, how and when to report any sickness related absence to as well as your sick pay details.

2



Monitor and record dates

Record the first day of absence and the date of return. Currently, employees need to provide proof of illness if this lasts for more than 7 days. Ensure to implement the correct pay calculations.

3



The sicknote/fit note

After 7 consecutive days of sickness, the employee should provide a note from their GP to state if they 'may be fit for work' or 'unfit for work'. This should be filed in the HR records.

4



Adjustments to role

If the fit note says 'may be fit for work' then a meeting should be held to determine any changes to the role/environment that allows the employee to work safely on return.

5



Long term absence

If the employee is absent for more than this period of time, 'reasonable adjustments' would be necessary as some long-term illnesses can be classed as a disability as per The Equality Act 2010.

6



Keeping in touch & return

Avoid unreasonably contacting the employee on sick leave - keep this consistent but fair. Avoid making them feel pressured to return to work. Once they return, assess the role and ensure safety at work.

Managing Performance

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1



Onboarding new staff

Before employees start with the business, ensure you can determine clear responsibilities and translate this into a job description.

2



Induction process

We recommend holding an initial welcome meeting to discuss the role. Be clear on expectations and probationary period requirements.

3



End of probation review

Hold an end of probation review to hold the employee accountable on achieved and unattained targets. Provide extra training if needed, & determine if the probation has been successful.

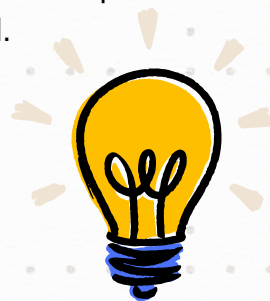
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Continuous performance monitoring

Usually appraisals take place once a year, however, periodic reviews may need to take place more frequently. Document the findings to refer to in future.

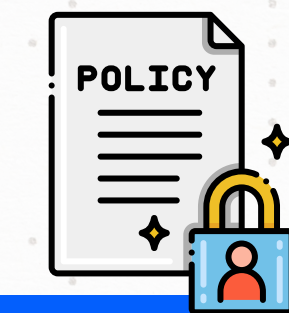
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Training & development

Understand the skillset of your workforce and the skills needed in future. Develop a training programme to build the talent in your business.

6

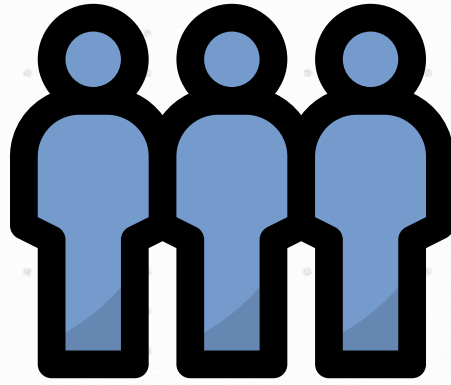
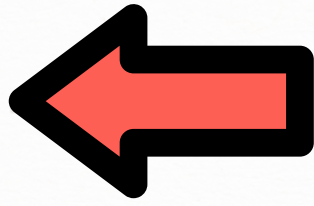


Policies and procedures

For unsuccessfully performing employees, it is possible to exercise a formal disciplinary process on grounds of capability. Seek professional HR consultancy to avoid discrimination claims.

Managing Redundancy

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1



Authentic reason for redundancy

The reason for redundancy must be genuine. Reasons can include low cash flow & technology taking over a workers role for example.

2



Evaluation of the business

HR Habitat produces business cases to back your intention of making redundancies ensuring this is a lawful option for the business.

3



Notifications to employees

An 'at risk' group should be identified with this party being notified of the current position. Be clear and compassionate as this will be a difficult time for the at risk group.

4



Consultations

A consultation process must be followed which includes 1:1's with the at risk group. The quantity & length of the process will depend on how many in the at risk group. Employees also have the right to be accompanied.

5



Alternative options & selection

Employers should avoid redundancy where possible offering other roles/relocation if possible. A 'selection criteria' should be produced to ensure fair selection of employees for redundancy.

6



Appeal process

Any decision of redundancy should be passed with the opportunity to appeal to higher management. Redundancy dismissals should ensure correct redundancy pay as per policy/statutory rules