The employment contract contains various clauses which constitute the rights and obligations of employees in terms of employment. Occupational health policies exist to ensure that employees enjoy a healthy working environment. The role of an occupational health function is vital in maintaining the health and safety of employees. The health and safety framework in the health and safety field is outlined, and the enforcement of this framework is discussed.

Part 2 Resourcing

RESOURCING

1. Strategic aspects of resourcing
2. Contracts, conditions and consultants
3. Recruitment
4. Selection methods and decisions
5. Staff retention
6. Ending the contract

Part opening page

Guided tour

Part opening page

Windows on Practice

Provides a range of interesting and topical illustrations of HRM in practice

Part opening page

Activity boxes

Part opening page

Provides a visual guide to the part contents

Activity 5.2

What types of job would you consider most appropriate for the following variations of employment?

Zero hours

A zero-hours contract is one in which individuals are effectively employed on a casual basis and are not guaranteed any hours of work. Instead, they are offered an 'umbrella' contract, which they can accept or not (North, 1995). This form of employment is frequently used in areas such as catering, cleaning and care work where there is a high demand for fluctuating workloads.

ACTIVITY 5.2

What types of job would you regard as most appropriate for the following variations of employment?

Fixed term

A fixed-term contract is one which includes an unambiguous end date. This is particularly common in construction work, where there is often a definite end point to the project. Fixed-term contracts are also used in areas such as research and development, where there may be a specific deadline for the completion of a project.

ACTIVITY 5.2

What types of job would you regard as most appropriate for the following variations of employment?

Contracts of limited duration

Contracts of limited duration are generally shorter than fixed-term contracts and have a specific end date. They are often used in areas such as temporary placements, internships and traineeships. In some cases, they may be used in lieu of permanent employment, especially in sectors where there is high staff turnover.

ACTIVITY 5.2

What types of job would you regard as most appropriate for the following variations of employment?
While trade union recognition is less common than it was 25 years ago, collective bargaining continues to be a key component of employment relations. Since 2000 there has been in place a legal route for trade unions to use as a means of representing members. If there appears to be a problem of retaining employees in the business, how would you go about tackling it? What techniques can managers adopt to improve their recruiting and interviewing processes? There are compelling cases from a management perspective both in favour of and against trade union recognition. Their validity is determined by the circumstances of employment. Recognition gives trade unions and their representatives important rights in law. It is still dominant in the public sector. It is still used in a large minority of workplaces. It is still important in the private sector.

Focus on skills

Appear at the end of each part, offering clear guidance and a range of exercises to help you to develop the skills required of a Human Resource Manager.

Case study problems

Offer a variety of business scenarios, encouraging you to apply your understanding of the issues covered in the text.

Exam questions

Each part concludes with sample questions from past examinations at various levels.
Web guided tour

Links to relevant sites on the web

Over 250 Multiple Choice Questions to test your learning