

THE INSIGHT

WEEKLY NEWSLETTER FROM HR VIDYALAYA CORPORATE SERVICES LLP

Metrics of employee engagement – A retention Strategy

<u>Metrics</u>	<u>Objective</u>	<u>What if agreed by the employee</u>	<u>What if disagreed by the employee</u>
Appreciation	Whether the employees are motivated to perform with full potential. It matters most in Employees Satisfaction	Expect Improved performance from the employee	To identify the reasons for disagreement and review with the employee
Relationship with Team and Manager	Collaboration of the team is significant in meeting Business objectives. Organizational achievements are beyond personal assumptions and biases, if any	The flavour of such relationship will pass through other departments and reflect the company culture	The grounds such discontent should be addressed at fast phase
Development	Opportunities made available to everyone, in enhancing their skills which can better the performance in current and future capabilities	The individual is on the track and fit for capabilities of change. Further the capacity with related programs	If it is not happening because of the individual, then improvement plans should be initiated. Else, the appropriate skill shall be identified
Company culture	The way the Organization achieves its Mission. A set of code which it feels fit, where a team of individuals work in a group and produce the desired results	There is a sync between the employee and the organizational culture. Such consideration shall be disseminated among others	Prevalence of mismatch in the expectation between Company & and the individual or misunderstanding shall be probed and acted accordingly
Communication	A regular Two-Way information dissemination between the employee & Manager or Management will enrich bond amongst both which make more accountability either side	Openness and transparency will improve health of the Organization. This feedback will determine such positivity	Hidden information or surprises will demoralize the spirit of an individual employee while performing
Compensation paid vs. market	One of the key factors which influences the employee's performance. More is good for both and less can be compromised with other benefits	Employee may not complain if it is more than the market	Reasons for paying lesser than the market shall be substantiated with appropriate justification

Chat 1: ASKSREE



Vol. 50

Dear “The Insight” Readers,

We launched “AskSree” column to answer your questions regarding Work Life. Renowned Organizational Psychologist, **Gayathiri Sridharan** uses psychological research to answer your everyday dilemmas. She received her training from Loughborough University, UK, and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: itsmegayathiri@gmail.com

Solutions will be published in “The Insight.”

Quest & Solution

Dear Sree,

I have been recently promoted as the Zonal Head. With the new responsibilities, my stress has also got multifold. Being new at this position, I need to put more time for work. However, I would like to know if there could be any simple ways to reduce the stress. - Jerome

Dear Jerome,

Chronic, constant stress can increase lifetime risk of heart disease and stroke, but a new survey from the American Heart Association, reveals regular mealtime with others could be a simple solution to help manage stress. The survey found 67% of people say sharing a meal remind them of the importance of connecting with other people, and 54% say it reminds them to slow down and take a break.

So Jerome, when you have your meal make sure you are connecting with friends, family, co-workers and neighbors. Sharing meals with others is the great and simplest way to reduces stress, boost self-esteem and improve social connection.

Reference/s:

American Heart Association. (2022, October 10). New survey: 91% of parents say their family is less stressed when they eat together.

Chat 2: An Overview - Purpose of PA

Performance Appraisal

Purpose of Appraisal

1. Purpose of any Appraisal is to review the job performance and competency level of the individual employee (Appraisee).
2. Review happens at the end of every quarter or annually.
3. If the establishment wishes to have a annual appraisal, they may choose either Calendar year or Financial year
4. If the establishment choose to have Annual Review, there can be a mid-year assessment
5. Employer can decide on including those employees who joins in between the appraisal period
6. This must be acceptable to both Appraisee and Appraiser.
7. If the Appraisee is not in agreement with the review, he can request for on-skip level assessment (i.e. Appraiser's Manager).
8. Review does not automatically qualifies an employee for (1) Monetary enhancement or (2) Promotion or (3) a change in the level
9. The essential purpose of Appraisal is to Assess and Review and decide the ratings for the individuals
10. Employer can have 3 or 5 types of rating structures

3 ratings model:



- | | |
|--------------|---|
| 1. Low | Complies with basic rules pertaining to the work organization. Executes as allocated tasks within given deadlines |
| 2. Good | Accepts regulatory framework
Actively supports changes in the work environment
Adapts to cultural diversity within the company
Shows empathy and understanding for diverging interests |
| 3. Excellent | Performance in assigned tasks equals/exceeds set standards
Keeps mistakes to a strict minimum
Adapts his behavior (presence) to the needs of his environment
Accepts criticism |

5 ratings model:

1. Low Unable to perform basic duty pertaining to work organization. Stumbling to learn and perform.
2. Average Complies with basic rules pertaining to the work organization. Executes as allocated tasks within given deadlines
3. Good Accepts regulatory framework
Actively supports changes in the work environment
Adapts to cultural diversity within the company
Shows empathy and understanding for diverging interests
4. Excellent Performance in assigned tasks equals/exceeds set standards
Keeps mistakes to a strict minimum
Adapts his behavior (presence) to the needs of his environment
Accepts criticism
5. Role Model Extra ordinary performer
Sets new ways to perform
Create followers, Shows leadership qualities
Developed successors

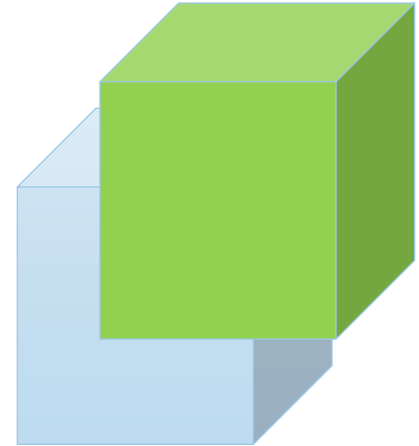
Assessment evaluation

Sl.No.	Attributes for evaluation
1	Punctuality
2	Adaptiveness
3	Reliability
4	Time Management
5	Self-organization
6	Reporting
7	Scheduling
8	Work Organization
9	Quality Assurance
10	Effectiveness
11	Cross functional understanding
12	Efficiency



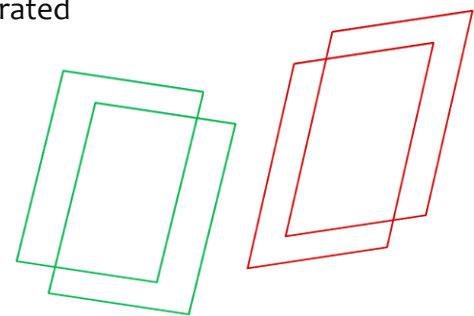
Assessment process:

1. Goal setting – during start of the Quarter / Year
 - a. Team goal setting by Reporting Manager
 - b. Employee to state Individual goals
2. Review – Manager to send assessment report based on set goal
3. Both Appraisee and Appraiser to personally discuss and conclude on the assessment
4. Both agree on the ratings.
5. Based on the rating – following can be determined
 - Development Plan
 - Career perspective
 - Development actions needed
 - Processes Training



Appraisal Checklist

1. Both Appraisee and Appraiser discuss each goal for this employee.
2. Determine areas of agreement and disagreement
3. Collate positive traits of the Appraisee
 - a. Accomplishments during the period
 - b. Positive skills
 - c. Potential to get enhanced training
4. Collate areas of improvement of the Appraisee
 - a. Requirement of training to perform the expected job
 - b. Areas of deficiencies
5. Appraiser to be a Listener and communicate only specific message of Organization
6. Appraiser need to understand the challenges of the employee
7. Appraiser should be honest and rate at par with Management's expectation
8. Appraiser to chalk out Development plan
9. Sympathetic rating to be avoided
10. Any weaknesses of Appraisee should not be inappropriate rated
11. Set objectives for next review
12. Set date for next review and greet the Appraisee



Appraisal should not reflect

1. Recent effects
2. Central tendency (rating all employees in a scale)
3. Personal prejudice
4. Favoritism
5. Shall not compare one employee with other (only to check individual performance)

Chat 3:

CLRA - Duties of Employer in Karnataka

(reproduced as requested by Patrons)

KA CLRA
Rules

Employment Card: - The Contract Labour employed by a contractor shall be provided with an employment card, indicating there in the name of the workmen, Father's name, his token number, the date of appointment, designation wage rates and his residential address.

Working hours: - (a) No adult workman shall be required to work for more than 8 hours in any day and 48 hours in a week

Bar on employment of females: - No female contract Labour shall be employed by any contractor between 10-00 p.m. to 6-00 a.m. (unless otherwise provided safety precautions)

Bar on Employment of Child Labour: - No child, who has not completed 14 years of age, shall be allowed to work as contract Labour

Rest interval: - No workman shall be required to work for more than 5 hours continuously in any day unless he has an interval of rest for at least half-an-hour.

Overtime Wages:

- (i) Where a contract Labour is required to work for more than 8 hours in any day or 48 hours in any week, he shall be entitled to wages at the rate of twice his ordinary rate of wages.
- (ii) For the purposes of this clause, "Ordinary rate of wage" means his basic wage plus D.A., or the consolidated wage

Weekly holiday: - Every workman employed by the Contractor shall be allowed in each week one holiday with wages for one whole day

National and Festival holiday: -

- (1) Every workman employed by the contractor, shall be entitled to 10 holidays in a calendar year, with wages, which shall include 26th January, 15th August, 2nd October, 1st May and 1st November, the remaining 5 holidays will be fixed by mutual discussion between the contractor and his Labour each year by the end of November.
- (2) A workman would be entitled to the festival and National holidays as per sub-clause (1), if he has put at least 15 days of work during the calendar year and has been on rolls a day prior to the holiday.
- (3) Where a workman who is entitled to the holiday, is required or allowed to work on any holiday, he shall at his option be entitled to (a) Twice the wages or, (b) Wages for such day and to avail himself of a substituted holiday with wages on one of the seven days immediately before or after the day on which he so works.

Leave with Wages: - Every workman who has worked under a contractor during the calendar year shall be allowed leave with wages for number of days calculated at the rate of- one day for every 20 days of actual work performed by him. (ADULT)

Responsibility for Payment of Wages: Contractor, if he fails then the Principal Employer

Termination of Service: A workman who absents himself for more than 5 continuous working days, without applying for leave or making a representation to the contractor and without sufficient cause, the services of the employee will be liable to be terminated without notice



Chat 4:

CRECHE RULES FOR COMMERCIAL ESTABLISHMENTS in Tamilnadu

TN Maternity Benefit Rules

“6-A. Creche. - (1) Every establishment having fifty or more employees shall have the facility of Creche which shall be provided and maintained by the employer for the use of children of woman employees. There shall be one Creche for every thirty children who are below the age of six years.

(2) Location. - The Creche shall be conveniently accessible by the mothers of the children accommodated in the Creche, within a distance of five hundred metres from the main entrance of establishment and away from excessively noisy process, dust, fumes or odours.

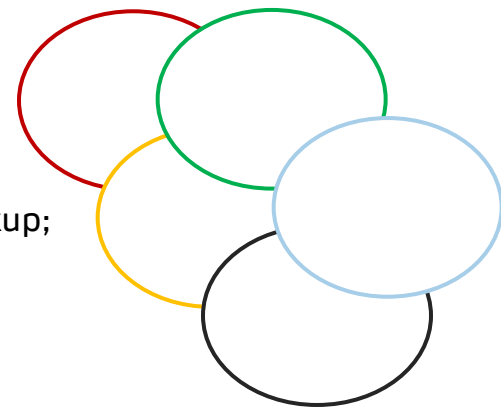
(3) Buildings. - The accommodation shall be not less than 1.5 square metres of the floor area for each child to be accommodated in a Creche and the height of roof shall not be less than 3.7 metres from the floor, with heat resistant material and water proof and the building shall be,

- (a) provided with fire safety equipment;
- (b) adequately lighted and ventilated;
- (c) provided artificial lightning with emergency power backup;
- (d) maintained in a clean and sanitary condition; and
- (e) of sound construction with a good plinth.

(4) Staff. - The Creche shall be posted with;

- (a) one woman teacher cum warden who is qualified and trained in childcare;
- (b) one woman ‘Creche Attender’ who is qualified or trained in midwifery; and
- (c) one woman ‘ayah’ for every 10 or 15 children.

(5) Facilities. - (a) The Creche shall be furnished with suitable furniture and cradles, toys, mats, beds, pillows, cotton sheet, utensils to feed, rubber sheet and mosquito nets.



(b) A suitable fenced and shady open air playground shall be provided for the older children with suitable playing materials such as sliders, see-saws, swings and toys.

(c) Kitchen with cooking and feeding utensils and stove shall be provided or in its absence, employer should make available hygienic food or beverage.

(d) The Creche shall be kept open 24/7 for employees working in shifts with not more than eight hours a day per shift.

(e) There shall be provided safe and purified drinking water facility with adequate arrangements for storage of clean water.

(f) Clean pure fresh milk if possible otherwise, powdered milk approved by the certifying surgeon, at least 0.3 litres of milk per child shall be made available and the children in the age of two years, shall be provided with wholesome refreshment.

(g) The Creche staff shall be provided with suitable clean clothes or uniform for use while on duty.

(6) Wash room. - (a) There shall be in or adjoining the Creche, a suitable separate washroom for children.

(b) There shall be separate latrine for every 20 children and separate latrine for staff/mothers adjoining the bathroom and Creche latrine shall always be kept clean with adequate supply of water and cleaning materials.

(c) The management shall supply clean towels, oil and soaps.

(7) Medical Arrangements. - (a) There shall be provided a first-aid kit.

(b) Medical check-up of children before admission and monthly medical examination of the children at the Creche need to be done by a qualified medical practitioner.

(8) Maintenance of Records. - The management shall maintain a register providing details of children attending the Creche along with a register for complaints.

(9) Monitoring by Employer. - The Creche should be regularly supervised at definite intervals by the employer or by the representatives of the employer”.

Disclaimer

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