



December 2014



Do you employ staff?

Do you have difficulty understanding your legal and contractual responsibilities as an employer?

Do employment problems keep you awake at night?

Hassle Free HR - Taking the hassle out of your HR and H&S Management

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An End of Year Round Up

Over the course of the last 12 months, we have provided you with HR Updates on the following subjects;

- Conducting Meaningful Appraisals
- Conducting Investigations Correctly
- Minimum Wage or Living Wage
- How to work with Fit Notes and make Reasonable Adjustments
- Positive Discrimination
- On Call and Working Time
- Autonomy as a Motivator – Would You Consider It?
- The World of Professional Work
- How to Manage Pregnant Employees
- Severe Weather and Christmas Parties

Have you found these newsletters helpful and informative? If you would like more information on any of these subjects please let us know. Are there any HR topics you would like to know more about that we have not yet covered? Are there any specific HR topics that have caused issues for you lately? If you let us know which topics you would like to know more about then we can ensure our 2015 HR Updates are as informative and helpful as possible for you.

How have you managed HR during 2014?

Many people consider a New Year to be a fresh start, so it makes sense at this time of year to review what has gone well and what could have been managed differently or better. By doing this you can improve upon any mistakes, and take steps to ensure the year to come will be better than the one that has passed. From a HR perspective, how have you managed HR during this year? What has gone well and what could have been managed differently or better?

Throughout the year, we have supported our clients with various issues including;

- Reviewing and improving upon their HR Documentation i.e. Contracts of Employment and Policies and Procedures
- Absence management issues including short-term ad hoc related absences and more complex long-term absences
- Poor performance issues
- Conducting investigative meetings and deciding upon whether an issue is *capability* or *conduct* related
- Capability dismissals
- Conduct dismissals
- Maternity, Paternity, and Adoption leave or pay related queries
- Terminating employees during the probationary period due to concerns over absence, performance and conduct
- Queries associated with recruitment i.e. process, measurement and documentation queries
- Redundancy management support
- Varying terms and conditions of employment
- HR Management Training
- Settlement Agreements

If you are already a client of ours and need our advice, guidance and support to manage a similar issue then please let us know. Alternatively, if you would like to discuss an issue with us then please do not hesitate to contact us for an informal, no obligation, conversation.

We hope you have a very Merry Christmas and a happy New Year!

How Can We Help?

If you have any queries relating to any of the subjects raised within this newsletter then please don't hesitate to contact us at hradvice@hasslefreehr.co.uk

For clarification of any of the above updates or for advice and guidance on any HR and/or Health and Safety Concerns contact us by emailing hradvice@hasslefreehr.co.uk or by calling 02476 664092.

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