

Assignment

A Day in the Life of a New HR Director- A four part Assignment

In Unit 5, you learned that your best friend had just opened a virtual training company GTEX Corp. (Global Training Exemplar) located in Chicago with their partner in London that would train employees in companies around the world. They asked you to consult for them on a project basis at that time. Several years later...

GTEX Corporation is a great success. Your friend who helped found the company sold his interest to a larger entity but the company remains as GTEX. Because of their professionalism, GTEX grew exponentially. Now they have 200 employees and train employees all over the world. After working in International HR for many years, you accepted a job offer from GTEX to become the new HR director there. The first few weeks the previous director is still on the job, so you really do not get too involved but just acclimate yourself...until now!

- **To watch the simulation, click on the video icon in Unit 9 of your course.** You will enter your office and address the issues that await you on your first real day on the job as HR director.
- [Use this template for your deliverables.](#) Save the file and complete the Assignment using the template.

Due at the end of Unit 9

This Assignment is a simulation in which you are the new HR Director of GTEX. You address a full day of challenges in your new job. The basic information is in this file. However, in order to have all the necessary information to be successful in this Assignment, you will need to go through the entire video simulation and access information per the instructions. You will submit one APA formatted document.

Scenario:

Access the Scenario on the Video icon in Unit 9 of your course. NOTE: You must go through this scenario one time. After that, you may go directly the "files" in the file cabinet needed for each part of this Assignment.

GTEX Corporation is a great success. Your friend who helped found the company sold his interest to a larger entity but the company remains as GTEX. Because of their professionalism, GTEX grew exponentially. Now they have 200 employees and train employees all over the world. After working in International HR for many years, you accepted a job offer from GTEX to become the new HR director there.

The first few weeks the previous HR director is still on the job, so you really do not get too involved but just acclimate yourself to your new surroundings. Then day one of your taking over the job you arrive in the office and see that your inbox is full on your desk and a print out of your Microsoft Outlook Calendar® is on your desk. You decide that before you look at your emails you will examine your desk inbox. Select the letter on top of your inbox and begin your day!

Part #1 Read the letter from Mr. Nigel and respond in an appropriate memo to HR Files

Before you respond to this letter, you investigate the situation; consult the corporate attorney before creating a memo to yourself for reference.

1) Memo Re: Carlos Nigel

[Respond to the items in the template](#) regarding Carlos Nigel. Write your response to the elements listed on the template document and title it 1) Memo re: Carlos Nigel.

Part #2 Unionization Laws Memo: Do's, Don'ts and Considerations

In the scenario: you decide to look at your calendar that your assistant has printed out for you. It is 10 o'clock already. Click on the calendar to read your agenda for the next few hours. You see that you still have 2 meetings to attend.

Summarize in a memo what information you will need for these two meetings:

1. Meeting with GTEX Attorney and CEO
2. Meeting with Union Organizers

1st Meeting Checklist with the company attorney and CEO:

- After consulting your files, you put the synopsis of the laws you need to know for this meeting with the company attorney and CEO.
- There are four laws that concern unionization. You reviewed 3 of these laws in the Learning Activities:
 - **Norris-LaGuardia Act (1932) 2) The NLRA Act of 1935 (Wagner Act), 3) The Taft- Hartley Act of 1947, and 4) The Landrum-Griffin Act of 1959).**
 - You started this research in Unit 5 remember at the National Labor Relations Board website <https://www.nlr.gov/rights-we-protect/employerunion-rights-obligations>

- You also summarize what the managers, and HR employees will be able to say, and not say, and what behavior complies with labor organizing laws (see above site).

2nd Meeting with Union Organizers:

Then for the second meeting you look into the file cabinet and discover these notes left from your predecessor (check the file cabinet in the scenario in the course room regarding Union organization). Do some research at the NLRB site to see how you can create some guidelines that are within the law for an employer dealing with union organizers and employer/employee rights regarding entering the worksite, communication with employees etc. regarding the memo items below.

Write a complete memo for this meeting based on your readings, Learning Activities, research, and the existing memo found in the HR File cabinet.

2nd Meeting Memo Checklist:

- Read the existing Union organizing notes in the Scenario file cabinet.
- Research the NLRB site for guidelines per above instructions
- Write any notes
- Address the following:
 - When and where will organizers be able to discuss possible union organization with employees?
 - How will they be allowed to disseminate information?
 - How will they be escorted during working hours to designated meeting areas to discuss with employees?

*[Complete these two meeting memos in the template document](#) as 2) Unionization Laws Memo: Do's, Don'ts and Considerations. Include checklist Items for both meetings.

Part #3 OSHA E-mail Memo to Director of Cafeteria and Housekeeping

Scenario: Your assistant now runs into your office saying that she supposes Fred, the assistant to the CEO forgot to tell you that OSHA is doing an inspection sometime next week. The CEO wants to know if you will be ready for this. You ask your Assistant to email the CEO to let her know you, as HR Director, are aware of the situation and will be ready and proceed to look into the file cabinet beside your desk to access the OSHA information. You take the notes from the file cabinet with you to your meetings and figure you will read this during lunch to refresh your memory. You know that this building is quite new (two years old) and as such is probably in fairly good shape. However, you know there will be

some areas on which the Director of the Cafeteria and Housekeeping is sure to need to concentrate. Later that day, you return to your office and sit down to draft an extensive email to the Director of the Cafeteria and Housekeeping regarding the OSHA visit next week. You include the following – select the computer screen to see your outline. Then fill in the areas necessary and include in your template document.

Start your Email to the Director: Include the laws pertinent to this visit from OSHA regarding the items in the memo found in your file cabinet so your Director understands what you need to comply with during this visit. Then [add it to the template document](#) and title it 3) OSHA E-mail Memo to Director of Cafeteria and Housekeeping.

Part #4 Memo to Darla McNally HR File re: FMLA

Scenario: Finally, just when you think you can finally answer the load of emails that have flooded your inbox, your phone rings. Click on the phone to hear the following message from “Darla McNally regarding FMLA.” Now create a memo for your response by phone to Darla that you will insert in her HR file.

Transcript of phone message in Scenario:

Hi Director,

I am sorry I don't know your name, but I guess you are new! I'm Darla McNally. Anyway I am here in Milan and have just finished up a training session for Cortine Associates here. I really want to take a leave under FMLA. One of your assistants said something about my not being eligible. What's with that? I certainly deserve a leave of absence considering this assignment. The baby is due in about a month and a half. Can I start my FMLA leave now or do I need to fill out some paperwork first?

I understand you are busy... can you get back to me shortly? Your assistant has my number. I have to go, but I'll speak with you soon!

Oh, and welcome aboard!

When you get off the phone, you quickly look up FMLA in your files (in the file cabinet) and then access Darla's file in the file cabinet (click on it to open) and begin to write out what will pertain to the situation before calling her back. After you call Darla back, and insert the memo in her file, you now go home because you have had a challenging first real day on the job!

[Complete the memo in the template document](#) and title it 4) Memo to Darla McNally HR File re: FMLA.

Directions for submitting your Assignment

- Complete all four parts of this Assignment using the template document.
- Properly title and number all four parts into one Microsoft Word document in APA format.
- Make sure that each part starts on a separate page.

Compose your Assignment in a Microsoft Word document using APA format and citation style and include an additional title and references page. Save your file as Username-HR420Assignment–Unit9.doc. Submit your file by selecting the Unit 9: Assignment Dropbox by the end of Unit 9.

Disclaimer: The organization and characters depicted in this exercise are fictional. Any resemblance to real organizations or individuals is purely coincidental.

View the grading rubric below.

Unit 9: Grading rubric for the 4-part Assignment	Percentage	Possible Points-120	Your score
<p>Answer provides correct and complete information demonstrating analysis and critical thinking:</p> <p>1. Analyze the scenario and then discuss the legal rights and responsibilities of the employer concerning employee privacy.</p> <ul style="list-style-type: none"> • Address the immediate situation regarding employee privacy. Make sure you explain how your plan addresses the employer rights and responsibilities. [12 pts.] • Determine if the employer has a legal basis for terminating the employee due to illness. Cite the laws regarding termination to substantiate your argument. • Recommend steps will you take going forward in training company managers regarding the process and legal basis for termination. [12 pts.] 	20%	24	

<p>2. Summarize what the Managers and HR employees will be able to say and not say and what behavior complies with labor organizing laws.</p> <p>Provide a synopsis of Norris- LaGuardia Act (1932) 2) The NLRA Act of 1935 (Wagner Act), 3) The Taft-Hartley Act of 1947, and 4) The Landrum- Griffin Act of 1959). [12 pts.]</p> <p>When and where will organizers be able to discuss possible union organization with employees? How will they be allowed to disseminate information? How will they be escorted during working hours to designated meeting areas to discuss with employees? [12 pts.]</p>	20%	24	
<p>3. Provide a discussion of OSHA laws that respond to the notes memo found in the file cabinet. [12pts.]</p> <p>Provide a checklist of compliance items regarding the checklist of 6 items from File cabinet memo notes—a minimum of six items. Include below the email how you would comply with the listed items in a timely manner for the OSHA visit if you were the Director of the Cafeteria and Housekeeping departments. [12pts.]</p>	20%	24	
<p>4. Write a response to Darla’s request. Insert any factual background information you will need to respond to Darla about her request for a FML referencing the company policy [7 pts.] and Darla’s performance review [7 pts.].</p> <p>Include an FMLA law synopsis pertaining to this case. [10 pts.]</p>	20%	24	
Subtotal:	80%	80	
<p>Writing Style, Grammar, APA Format- Sentences are clear, concise, and direct; tone is appropriate. Grammatical skills are strong with almost no errors per page. Correct use of APA format and citation style. [5 possible pts. for each section]</p>	20%	24	
	100%	120	
Your Score:			