

# NEW YEAR'S HR RESOLUTIONS

8 key HR processes that will empower you to work with your staff throughout this difficult period.

## CONTRACTS

# 1

In light of the good work plan, **it is best practise that all new starters are issued with their contracts of employment upon their first day.** To meet this objective you can email contracts to your new starters and if necessary arrange Zoom or Teams meetings. It may also prove beneficial to send these out a few days ahead of their first day of employment so that it has been received in a timely fashion.

## ABSENCE MANAGEMENT

It is essential that any **absence is managed whether it be an odd day off for a headache, sickness due to COVID 19 or long term sickness absence COVID / non COVID 19 related.** Ensure your policies for managing such absences are followed, and that all staff are aware that they are still expected to adhere to your reporting absence procedure. For those on long term sickness absence, ensure that you are making **welfare phone calls and remaining in regular contact with your employees.**

# 2

## CONTACT WITH STAFF

# 3

Ensure you remain in **regular contact with all staff regardless of their working arrangements.** Ensure you set out the expectation around how and when they will be required to contact their line managers. Ensure that again you make regular welfare calls to these staff and check in with them.

## APPRAISAL

**Start thinking about the targets, timeframes and any concessions** that might be required given altered working arrangements and requirements of the school. Putting in support measures and reviewing targets in light of the changes due to COVID now, will ensure that you putting steps in place to ensure managers and staff have adequate time and resources to meet and even exceed expectations. **Communication is key !**

# 4

## HR POLICIES

# 5

**Ensure that your internal HR policies are kept up to date.** Be aware of your HR policy review dates and pencil this into your yearly planner so you can timetable any reviews in. Keeping your HR policies up to date will ensure that they are always ready to go should have to utilise them at any time.

## CATEGORIZING YOUR STAFF

You will have carried out this process of categorizing staff last year, however, **it is important that you remain mindful or any changes to your staff circumstances and how this may impact upon them now.** For example: the most common change in status may be that you have an employee who is now pregnant.

# 6

## REGULAR COMMUNICATION

# 7

**Remain in regular contact with your staff and clearly communicate your expectations** in regards to making contact with their line manager, working arrangements and expectations. Send a follow up email to your employee after every conversation, with just a note of thanks for engaging and a brief summary of what was discussed so that there is a comprehensive trail of communication.

## STAFF WELFARE

**As a school community we are in this together, and if all cogs are turning together we will be able to support every member of our school community.** Line managers should ensure they are regularly checking in on the welfare of their direct reports, school leaders should check in on the welfare of their line manager and the governing body should check in and support the school's senior leaders.

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