

A CRITICAL STUDY OF HR POLICIES IN TODAY'S INDUSTRY

Dr. Bhanu Saxena*
Sandeep Hiramani Jaiswar**

ABSTRACT

Organizations construct human resource policies as systems of written judgements to support administrative personnel functions, performance management, employee relations, and resource planning. Each business generates a unique set of human resource policies based on the specific set of conditions. The creation of policies can assist a company in proving to internal and external audiences that it adheres to standards for employee diversity, ethics, training, and corporate governance. 8 The accepted method for fulfilling these requirements is to establish an HR Policy that outlines duties, expectations for conduct, and documented disciplinary procedures. 4 The intended organizational culture can be supported and developed with the help of HR policies.

Here are some more detailed examples of HR Policies:

- Recruitment and Selection
- Leave and Time Off
- Health related, Safety related, and Social Security related.

Keywords: HR Policies, Industry, Recruitment, Selection, Social Security.

Introduction

Human resource Policies are general statements that guide thinking and action in decision making process. HR policies or personnel policies are generally guide the managers on a number of issues like recruitment, selection, promotion and compensation.

Important Features of HR Policies are:

- It is generally derived from the personnel objectives of an organization.
- It helps managers to form useful guidelines in decision making process.
- It helps managers and subordinates to deprive of repetitive problems.
- It facilitates the transfer of decision making process to lower level of organization.

Personnel Policies and Procedures

In Order to provide guidelines to all employees including personnel department staff, personal policies are formulated. Policies are implemented by procedures, and procedures are called "action guidelines". Where policies define an abroad field, procedure shows a sequence of activities within that area.

* Associate Professor, Chhatrapati Shivaji Maharaj University, Navi Mumbai, Maharashtra, India.
** Research Scholar, Chhatrapati Shivaji Maharaj University, Navi Mumbai, Maharashtra, India.

Overview of HR Policies

Policies are basic rules to govern the functioning of a department so that in their implementation the desired objectives are met." Personnel policies should be stable, yet flexible according to conditions. It shouldn't suggest firmly. The personnel department must track comments on a policy's application from the policy's actual administrator after it is put into effect. Policy has to be evaluated in terms of organizational requirements, better relation between employee-employer and for betterment of employees 'career and development HR policies are also defined as that body of principles and rules of conduct.

Introducing new hires to the organisation, its guiding principles, and mission during a formal orientation is best practise. The leader among its rivals and frequently having a high degree of employee satisfaction is a business known for its human resources best practices. Best practices in human resources are disseminated to other HR professionals as an industry-accepted method of conducting business. Human resources policies are broad principles for managing employees that are adopted by consensus in a company to control how employees interact with their managers or supervisors. The contrast between an HR policy and a practice is comparable to that between a person and their shadow. Both are interdependent, and just as shadows define the contours of a person, so do procedures define the contours of an HR policy. In order to guide workplace activities within acceptable bounds, management may define HR policies as guidelines, procedures, codes, and regulations. These policies are communicated through a concise statement known as a policy statement and put into practice through directives known as policy statements."

HR policies also set the tone for how a business wishes to manage its workforce, which is another reason why they are so crucial in today's workplace. In order to practice business management, an organization must establish a unique strategy for managing personnel and getting the most from them. Therefore, every company nowadays must have a sound HR policy. Unfortunately, the majority of HR professionals misrepresent their employee handbooks, employee manuals, and conditions of service as HR policies. These papers need to be, or rather are, adaptations of the HR Policy Manual, which is a comprehensive compilation of all HR Policies. Employee Handbooks, Contracts of Employment, and Conditions of Service all derive from, or should derive from, HR Policy. Policies are created in HR Operations to address aspects of the HR function that are deemed strategic to achieving particular HR and organizational goals. These could include employee performance, exit/termination process management, employment contracts negotiations and administration, recruitment, training, and development.

The job description occasionally includes administration of transportation, maintenance of rest areas, and protocol services. In HR Governance, several policies are designed with an emphasis on compliance and enforcement. Under HR Governance, policies are also put in place to set goals for the business as a whole as well as the HR function as a strategic business unit and evaluate performance in compliance with those goals. Systems for HR auditing are created based on this data.

Literature Review

This section provides a critical review of related literature on the research topic. The research aims to find effectiveness of policies to understand & analyse their perceptions of their role & effectiveness. Human resource Policy helps organization to meet its objectives.

Kamra (1983) found that management had not evolved any comprehensive policy in respect of such as mode of selection by direct recruitments, manpower planning, promotions and deputations in Markfed.

Raj.K. Nigam (1989) found that the job satisfaction of managerial and other staff indicated that most of the officers were not fully experienced and qualified which limited their role to routine work in Haryana State Co-operative Development Federation (Harcof).

Sharma Devinder (2003) accepted the impact of successful implementation of a suitable human resource development programme in the success of many organizations and to the self development of its managers and employees. It further highlighted the role of managers in human resource development, the variety of approaches to human resource development, ways of building learning into the management process and to manage the change.

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resource development, the variety of approaches to human resource development, to deal with the team conflict and the notion of virtual team situations, ways of building learning into the management process and to manage the change.

Hemant Rao (2007) has stated that Indian industry could be divided into two distinct categories i.e. those with a labour surplus and those with an acute shortage of manpower. Further, it was concluded that the challenge of Human Resource Management would be diversity management in the era of liberalization and globalization and other biggest challenge was to balance the negative impact of the much awaited exit policy possibilities with doses of motivation and productivity.

Padhi Nayantara (2005) pointed out that organizations are changing and adopting new ways along with new intensities. The author has stated it has become topical in recent years but the definitions, reason of integrating business strategy and HRM, and the process of integration widely vary. Further he added that strategic human resource management bridges the gap between business strategy and human resource management as it focuses on the integration of Human Resource with business and its environment and parallel to these changes, and inspiring or legitimating them is a body of ideas of a various and complex nature known as SHRM.

D.K. Pandey (2007) has suggested diverse HRM reform agenda suggesting some best HRM practices. It was suggested to reduce number of steps, simplified exam strategies, decentralization of authority to line manager. This task could be achieved through best HR practices under new paradigm. It was further suggested that unions should trade wage increases and other concessions for increased output. With paradigm shift in HRM these practices and reforms seemed to be imperative.

Shagun Ahuja (2009) has studied HRD practices with emphasis on training, performance appraisal, career planning moral and motivation. The study has examined and assessed these listed practices in depth. The research work pertained to the regional office of Punjab and Haryana and further suggested some suitable remedial measures for the improvement in HRD practices followed by Insurance Companies.

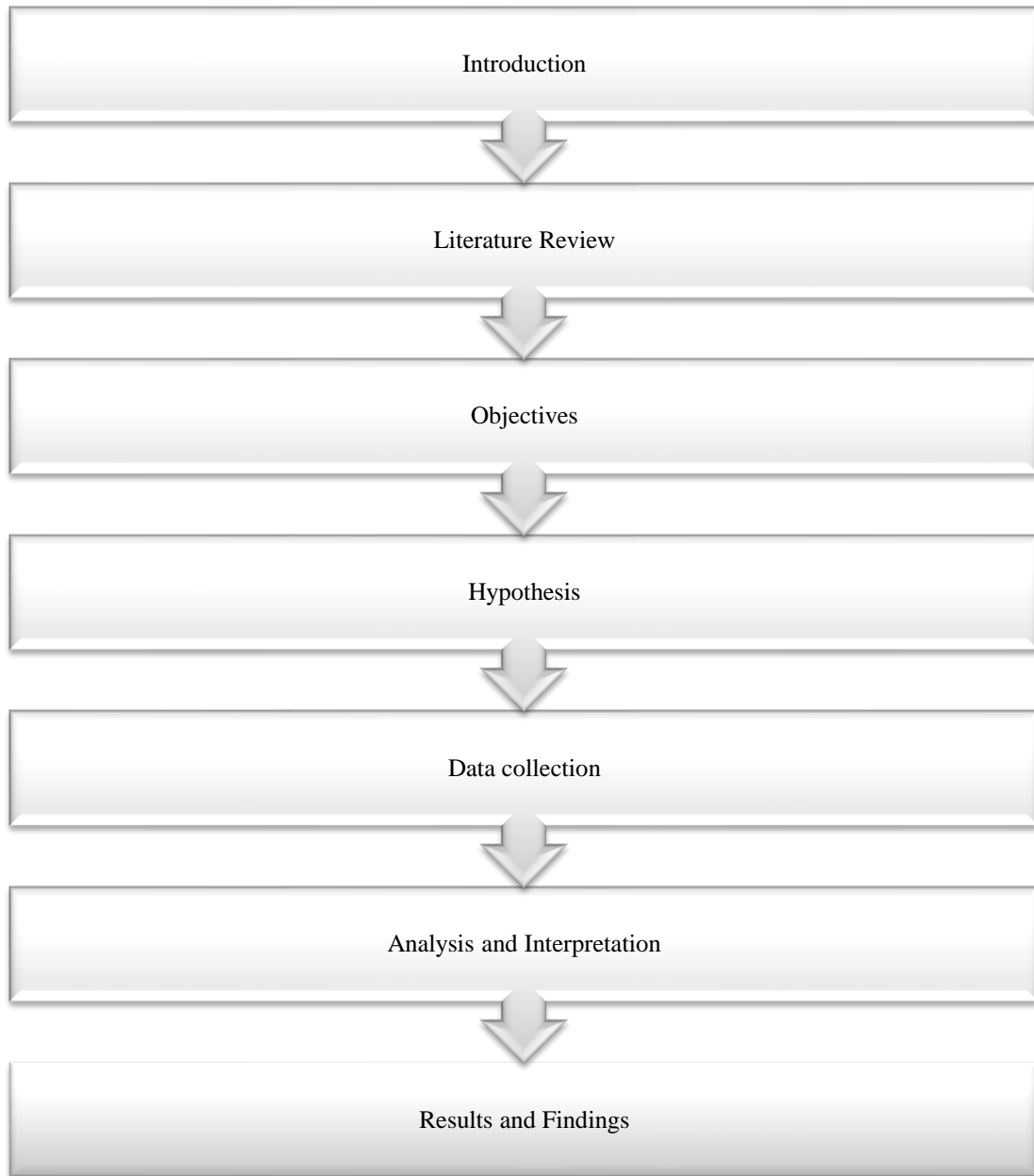
Anil Kumar Singh (2009) His study aimed to investigate how the organisational cultures of some of India's top business and public sector organisations were affected by HRD practices.

Research Gap

- A good understanding of the Research Gap can help managers implement HR Policies effectively and derive maximum benefits.
- When funds are limited, it may be challenging to persuade organizational leaders to invest in a policy and procedure management system.
- The cost of policy management systems is a real consideration. However, the costs of poor policymaking can be much higher.
- Creating and maintaining policies helps your organization lower litigation risks, appropriately train workers, and retain an excellence-oriented culture.
- Policy negligence legal cost
- Avoiding deliberate indifference
- Records and privacy
- Financial Costs of Policy Negligence
- Security Costs of Policy Negligence

Methodology

The study used primary and secondary data collection survey method design to collect data from the key respondent. By using survey design is considered to be relevant in a survey because it involves collecting data which can then be used to answer the research question in the current state of the object of the study. In this study there were 250 key respondents selected and primary data was collected using questionnaires' survey from India region. Secondary data was collected using international journals, articles, research, review papers, documents and other.

**Methodology Process****Objectives of the Study**

- To evaluate the practice of Quality Work Life followed by the Regional Office, for its employees.
- To examine and assess the practices of Compensation Management followed within the company.
- To identify the problems and lacunas in the Human Resource Policy.
- To study the main processes of employee resorting and development.
- To know whether employees are aware of these policies and are deriving benefits for themselves as well as for the Company.

Hypothesis of the Study

- H1a:** Multinational company policies in India do differ on selection and socialization of human resources.
- H1b:** Male / female executives perceive differently the policies of selection and socialization of human resources.
- H2:** Companies operating in India follow policy regarding Training and benefits.
- H3a:** Indian and Multinational company policies do differ on training and benefits.
- H3b:** Male and female executives perceive differently the policies of Training and benefits.
- H4:** Indian Industries use the policy of performance appraisal.

Conclusion

Guidelines for a variety of employee relations are provided by HR policy within the company. There should be regular evaluation of the existing policies to identify their effect on the employees. Results of the policy should be checked to predetermined standards. to check if whether policy accomplished what it set out to meet the goals. Policies can be reviewed at company level.

Assessment of current policies is significant in situations like strikes, lockout, employee complaints, discontent in the labour union, etc. It is also essential. at time when The business aims to implement significant expansion, diversification, and acceptance of new technology developments.

HR policies to be framed in such way that they promote common interest thus creating safe and healthy working environment, recognize properly for work and achievements, recognition and

Effect of changed policies on people, boost employee participation and sense of responsibility.

The human resource policy must be easy to understand and only must be the policy in detail to be explained to all employees, but an awareness program should educate them to deal with various human resource issues with the help of the HR policies.

To bring effectiveness, the policies need to be communicated on a wider scale. If the value represents policies positively reflect the importance of the employees, the community and the company management. Hence the policy need to be made aware to those who make the policies applicable and all who are covered in the policy.

Future Scope and Recommendations

Scope implies subject matter, the subject matter of human resource policies is as wide as the scope of human resource management. In most companies, policies are formulated regarding various functions of human resource management which are as under:

Scope # 1. Employment: Policies related to recruitment, entry and exit of employees. These policies must have the guidelines for:

- Qualifications – Minimum hiring qualifications.
- Selection Devices – Depending on different selection sources such as academic degree, internal test, interview, referral check, exams, etc.
- Basis – The period of service and efficiency to be adhered in relieving a resource.
- Sources – Adopted source of recruitment.
- Employment of local resources and relations of current staff.
- Probation – Probation period.
- Layoff – Laying off and retirement.

Scope # 2. Training and Development:

- Approach – Towards training-to know if it is accorded as mechanism to resolve particular issues or as a continuous link between the upper and lower level employee.
- Executive Development – Program of personnel training.
- Objectives – Goal of the programme.
- Development – Opportunity for career enhancement.
- Training – Basis of training.

- Methods – Types of on job training and off job training.
- Scope # 3. Transfers and Promotions:
- Rationale – Justification of transfer.
- Periodicity – Timeline of transfer.
- Promotion – Promoting from within inside or outside the company.
- Seniority – Parameter for promotion.
- Weightage – Consideration of parameters in promotion.
- Seniority – Eligibility Clause
- Channel – Mediums of promoting.

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