HR30 HR Consulting Code Set

Processes anticipated to help the organization manage and retain valuable employees, and to increase or maintain control over employment issues.

HR30.10 Policy Management

Developing, implementing, or revising policies and procedures, including employee handbooks, policy materials, advisory posters, etc. It includes activities that ensure all members of a legal operation are following policy-related educational requirements, have sufficient access to policy information, have been made effectively aware of policies and policy changes, and efficiently maintain proof of such activities and compliance actions.

HR30.15 Staffing Management

The strategies, tactics and processes for sourcing, recruiting, hiring, retaining, and terminating the human resources needed to support business objectives. Includes processes for management of pre-employment screening and testing, contingent staffing, retention strategies, recruitment technologies, recruitment process outsourcing, staffing metrics, and workforce planning.

HR30.20 Global Human Resources

HR operations within the worldwide context—including U.S.-based entities doing business internationally and non-U.S.-based entities operating in their own locale or worldwide. Includes matters such as management of global workforces, expatriation and repatriation, HR practices and laws around the world, and those arising in specific countries and regions. Processes may be integrated with other substantive areas to ensure compliance with international standards, practices and regulations.

HR30.25 Resource Planning

Classification plan administration, classification analysis, staffing (ratio) analysis, succession planning, and similar activities. It includes the assessment of temporary, short-term and long-term outsourcing opportunities.

HR30.30 Employment Advisory Services

Advising regarding hiring, evaluation, documentation and termination decisions. It includes compensation and retention programs and negotiating and documenting offer letters, employment, consulting, career planning, non-compete, non-solicitation and separation agreements and other related documents.

© 2018 Association of Legal Administrators.
All rights reserved worldwide.

HR30.35 Labor Relations

Formal labor-management relations such as protected activities, unfair practices, union organizing, recognition and representation elections as well as collective bargaining and contract administration.

HR30.40 Safety and Security

Enterprise and employee safety and security. Includes processes to prevent and/or mitigate loss, risk to or from personnel, threats to its physical assets, damage to its technology and intellectual property, and risks arising from all elements surrounding the work environment. Includes following general OSHA requirements.

© 2018 Association of Legal Administrators.
All rights reserved worldwide.