

HR Uganda, On/Off Boarding Procedure

Process Owner: Human Resource Officer (HRM).

Involved: Managing-Director (MD), concerned process owners .

Purpose: To ensure satisfied and reliable employees with a positive working attitude, who are employed by the company as long as possible.

Scope: From the point of identification for need of people to the exit interview.

Procedure:

(a) Onboarding:

1. The process owners (Heads of departments) send their request by mail for staff to the Managing Director for approval.
2. The HR (Human Resource) Manager is informed by Managing Director about the need for recruitment, how many and what kind of employees are required by the requesting department.
3. A recruitment strategy is determined by the Human Resource Manager, i.e. whether to advertise internally or externally.
4. Applicants are screened and interviewed by the Human Resource Manager and the appropriate applicants are recruited.
5. Recruited people are tested in the clinic by a clinic doctor, introduced to the company on a guided tour by a Human Resource Officer; fill in their staff personal data form, receive identification cards and are trained on contract specifications and the company strategic plan by the Human Resource Officer.
6. Employees are then issued with contract letters subject to a probation period of 3-6 months.
7. Those who have to travel far and are not in the position to accommodate themselves are given basic provisions in the company labour camp.
8. Employees sign PPE forms to receive gum boots, T-shirt and other P.P.Es before deployment depending on their respective departments.
9. The Human Resource Office coordinates an induction training where new employees are taken through the Human Resource Manual, Code of conduct, Health and safety training at work, payslip and clock in system, Quality policy, and Standard Operating Procedures (SOPs).
10. Human Resource Department employees make regular routine rounds to interact with all employees.

(b) Offboarding:

Boarding off depends on the available circumstances :

1. Any employee with intentions of boarding off is required to give a notice period to Management depending on the period she/he has worked.
2. In the event that boarding off is influenced by Management, the same shall apply.
3. Where an employee is discharged on termination basis, all entitlements and benefits due to him/her e.g annual leave, public holidays, overtime and repatriation where applicable is paid within 7 days from the date on which the termination notice expires.
4. Where one resigns, she/he shall be paid all outstanding dues within seven days after clearance with the company.
5. The employee is required to make a hand over to his /her successor/supervisor.
6. In case an employee does not hand over, any financial benefit due to her/him may be withheld pending such a handover, and may be appropriated towards making good the property not handed over, negligently damaged or lost.
7. The employee is required to hand-over the staff Identity Card and records in her/his possession.
8. The employee must fill a staff clearance form issued by the Human Resource Office and signed by various heads approved by Management upon which payment shall be made.
9. In case of redundancy, this may be affected by the principle of 'first in, last out' FILO or 'last in first out', provided all things are equal in line of competence and performance, discipline, skill, ability to do the job and work record will apply.