



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2021/2022 ACADEMIC YEAR

THIRD YEAR FIRST SEMESTER

SCHOOL OF BUSINESS AND ECONOMICS

BACHELOR OF SCIENCE IN HUMAN

RESOURCE MANAGEMENT

COURSE CODE: BHR 3105

**COURSE TITLE: HUMAN RESOURCE POLICY
AND PROCEDURES**

DATE: 31ST MARCH 2022

TIME: 11.00 AM - 1.00 PM

INSTRUCTIONS TO CANDIDATES

Question **ONE** is compulsory

Answer any other **THREE** questions

Question one

- a) Briefly discuss the roles of the Human Resource Manager in the policy development process. **(7marks)**
- b) A policy training session is a good option for policies that are complicated or have extensive procedures. Using appropriate examples discuss the considerations that you would make when preparing such a training session. **(10 marks)**
- c) Discuss the purpose of the legal consideration in the HR policy review **(5 marks)**
- d) Briefly discuss three methods that you would use to communicate a policy change to the employees, justifying your choice of method. **(3 marks)**

Question two

- a) During one of the budget preparation meetings, the CFO expressed the need to reduce the HR budget especially on the publication of the health and safety policy under review. The meeting resolved that you prepare a defense for the publication. Citing relevant examples discuss your defense points. **(8 marks)**
- b) Comprehensively discuss the components of a disciplinary procedure. **(7marks)**

Question three

In the process of developing a human resource policy, it is important that the HRM considers the operationalization of the policy. Citing relevant examples, discuss the issues of concern in the operationalization of a policy

(15 marks)

Question four

As the new HR Director of the Narok County Government, you have been considering reviewing most the HR policies in place. One of the major short comings noted is on the ability of the policies to address the organizational values. In your review process, discuss the values that the policy should focus to address justifying your choice.

(15 marks)

Question five

- a) Discuss the factors that you would consider when drafting a HR policy to ensure that it measures up to the organizational standards. **(10marks)**
- b) Briefly discuss the key areas of concern for top management in the HR policy implementation process **(5 marks)**

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