MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS
2023 /2024 ACADEMIC YEAR
THIRD YEAR FIRST SEMESTER

SCHOOL OF BUSINESS & ECONOMICS
BACHELOR OF SCIENCE HUMAN RESOURCE MANAGEMENT

COURSE CODE: BHR 3105-1
COURSE TITLE: HUMAN RESOURCE POLICY & PROCEDURES

DATE: 6/12/2023   **TIME: 1430-1630 HRS**

INSTRUCTIONS:

Attempt questions one and any other two.

QUESTION ONE

a) A **policy** is a formal statement of *a principle or rule* that members of an organization must follow. Citing appropriate examples explain the benefits of a formal policy. **(5mks)**

b) The operations of an organization highly depend on the operationalization of its policy documents. Identify and explain the operational considerations that one needs to make when developing the content of the policy. **(10 mks)**

c) The human resource policy on employee disciplinary process is guided by the relevant procedures. Discuss the guiding principles in developing the disciplinary policy implementation procedures. **(5mks)**

QUESTION TWO

a) Communicating policy to the employees is a critical component of the HR policy implementation process. Citing relevant examples describe the considerations to be made when selecting a communication method.
(6mks)

b) Briefly discuss your understanding of an employee handbook showing its importance to the employees and management. **(9mks)**

QUESTION THREE

The HR policy document is a live document that requires reviews to address the emerging issues in Human resources management. Using appropriate examples discuss;

i. The factor to be considered by the legal department **(5mks)**
ii. The factors to be considered by the top managers **(5mks)**
iii. Factors to be considered by the employees. (**5mks**)

QUESTION FOUR

a) Identify and discuss the sections of a standard Human resource policy document. **(10mks)**

b) Training sessions for managers are a good option for policies that are complicated or have extensive procedures. Discuss the information to be included in a manager's policy training session. **(5mks)**

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