

Project Human Resource Management	S.O.P. 2B		Page 1 of 2
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. To provide for a Standard Operating Procedure for Transfer, Evaluation and Separation of personnel.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 2A Project Safety Management Duties and Responsibilities
- B. Appendix Attachment Form 2A.1b, Project Manpower Assessment.
- C. Appendix Attachment Form 2B.1c, Employee Tracking Form
- D. Appendix Attachment Form 2B.1c.1, Employee Tracking Form Usage Instructions Appendix
- E. Attachment Form 2B.1c.2, Employee Tracking Form Key
- F. Attachment Form 2B.1d, Employee Referral Slip

III. PERSONNEL RESPONSIBILITY

- A. Project Manager
 - 1. Notify the Human Resource Manager or their designee in writing or by electronic mail of project manpower requirements.
 - 2. Notify Planning and Scheduling in writing or by electronic mail of project manpower requirements
- B. Job Supervisor/Foreman
 - 1. To ensure the timely completion of the Section 5, Termination notice.
 - 2. To ensure the distribution of Notices of Transfer.
 - 3. To ensure the Disciplinary Action System is being utilized as intended to achieve the company's goal of "Zero Accidents".

- C. Employee
 - 1. It will be the responsibility of each individual employee to work safely as a condition of employment with this company.

IV. REQUISITIONING PERSONNEL

- A. Project Managers are to fill out form 2A.1b, Project Manpower Assessment (PMA) when requisitioning personnel.
- B. A PMA should be submitted by electronic mail or hand delivered immediately upon completion.
- C. Timely submittal of the PMA will maximize the ability of Planning/Scheduling and the Human Resource Department to maintain a stable workforce.
- D. Each employee processed by the Human Resource Department receives an Employee Referral Slip (white copy), Scheduling (yellow copy) and the HR department retains the pink copy.
- E. In the event an individual presents to your project without the White Copy Referral Slip you should contact the H.R. department for verification of employment.

V. TRANSFER SLIPS

- A. No transfer shall be instituted without prior notification from the Planning/Scheduling Department.
- B. Transfers shall be documented in writing utilizing Appendix Attachment Form 2B.1c, Employee Tracking Form.
- C. Refer to Appendix Attachment Forms 2B.1c.1, Employee Tracking Form Instructions and 2B.1c.2 Employee Tracking Form Key for proper documentation procedures.

VI. TERMINATION NOTICES

- A. All terminations shall be documented utilizing Appendix Attachment Form 2B.1c, Employee Tracking Form.
- B. Refer to Appendix Attachment Forms 2B.1c.1, Employee Tracking Form Instructions and 2B.1c.2 Employee Tracking Form Key for proper documentation procedures.