

# Employer and Employee Rights and Responsibilities

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**Abstract** - Organization need to provide a high standard of health and safety environment that will not harm while they are working in organization, employees have to work with different machineries which harm them, so organization have to take many precautions like providing helmets ,lighting, shocks, shoes, hand glosses etc., The employer's main duty is to protect subordinates from physical hazard like heavy loads hazards substances etc., Maintaining neat and cleanly environment is also one of the main responsibility of a manager to protect the employees from many diseases .Employer should have capability to solve problems and complaints of subordinates about health and safety environment at work. Providing first aid at work place when employees are injured and also employer should arise questions in his mind what to do if any sudden injured have happened at workplace and how much compensation to be paid to employee when he/she was injured.

**Key Words:** Employee and employer roles and responsibilities, Job satisfaction, Employee and Employer benefits, Performance appraisal, Training and development, Maximizing production.

## 1.INTRODUCTION

Employer and employees should have mutual understanding in maintaining their rights and responsibilities to each other in area such as health, safety, decision making, giving suggestions with problem have in organization, right to minimum wage by employer, proper training, guidance, motivation, providing safe machinery and equipment and concentrated other related aspects. Organizations should follow equal pay scale for equal work policy. Each and every member in organization should know their right and responsibilities in a work like what to do and what not to do in a concern. Every subordinate should be awake of each and every provide all physiological(basic)facilities like good drinking water, healthy food in canteen, clean toilets, clean floor etc., Employer's responsibility is to check whether all those facilities are provided or not to each and every employee.

### 1.1 Concept and Rules

1. Concern need to provide uniforms and dresses during their working hours. This is one of the rule were every employee should wear a dress code and it must be strictly followed.
2. Employee's main responsibility is to arrive to the workplace fine, and they must involve, concentrate and work efficiently and effectively to organizational goals and objectives.

3. The employer's and employee have complete right to get public, family and personal holidays.
4. Promotions should be given only based on their skills, knowledge, expert work, experience their capabilities etc., The things that should not be considered are caste, age, color, religion etc.,
5. Allowances , bonus, compensation should be given according to their performance in a concern
6. Fair and correct remuneration to be paid to every employee, there should not be any discrimination in payments.
7. All employees are treated equally; harassment and abusing workers should be avoided at workplace.
8. Another main responsibility of employer is to solve the conflicts between employee's and should have capability to solve the problems of employee's incase of any strikes, lockouts  
Regarding hike or any other facilities needed to them.
9. Every organization should maintain a HR (human resource) department to guide and educate employees about their rights and responsibilities.
10. Every employer and employee should have their own privacy and gossips should be avoided.
11. Employers and employees are having complaints right to receive pension after their retirement.
12. Fixed Sick leaves for a year claims need to provided and salary is given according to it.
13. The employee is having complete right to pick his appropriate shift, and he can work for full time or part time loss employee is having full flexibility to choose his working hours and payment is given according to his working hours.
14. An employer another main responsibility is to make necessary requirements like stairs lifts, etc., which would be comfortable for disabled employee's too.
15. The employer is having complete rights to bring all necessarily changes in the environment, recruitment , selection, placement, training process etc.,
16. Employer has the right and it is his responsibility to ask about the mental health condition of the employee and clarity weather of particular employee is able to work or not in a concern.
17. Employee responsibility is to carry and the work most efficiently and effectively without any defects, and work to be completed within a given limited period of time in a right manner, and he must show very enthusiasm in performing his work.
18. Respecting each other at workplace, and maintaining good industrial relations helps organization to run effectively.

19. Regular and safety instructions to machinery and equipments to be given to every employee and employee's must follow those instructions on how to work on different machineries and equipments

### Roles

1. Employer and employees should have technical knowledge they should be expert in dealing with all machineries.
2. Employees have to work according to the expectations to organizational goals and objectives.
3. Employer main role is to hire right and perfect candidate and put him/her at a right place and at a right time. And also fill all the required vacancies to organization.
4. Employer role is to delight work to employees and check whether they are performing accurately or not and employees need to work hard and give their 100% results in achieving their objectives and goals.
5. Teamwork plays a very prominent role in discussing on a related topic, problem solving, good decision making and employees role is to attend in each and every meetings.
6. If employees are facing any health issue related problems they can communicate with the employee.
7. Every employee should participate in orientation or induction program. This helps employees in knowing history of organization and develops positive relationships.
8. Every employee should follow policies and procedures established in organization irrespective of their gender.
9. Employer's main capability is to manage all the financial related aspects and also capability to bear the risk and losses.
10. Employer has to develop employees by providing proper training and also develop organization by earning huge profits along with customer satisfaction goodwill, name and reputation etc., if the employees are de motivated then it leads to danger to organization.
11. Employer should possess leadership qualities to handle subordinates.
12. Employer need to appraise the performance of each individual and maintain systematic record of each and every employee analyzes, and improve wherever required.
13. Employee should accept the feedback given by employer and take it as a challenging job task. And

make it successful.

14. Employee has complete right to take proper rest during working hours. He can take at least half an hour to one hour break that helps for both physical and mental rest and finally it leads to increase in production.
15. The company on providing 12 holidays in a year and can increase as per policies and procedures of a company.
16. Employee helps working hour maximum vary from 8 hours to 9 hour a day and if may vary slightly depending upon the organization.
17. Employees having complete right to relative medical benefit if any accident happens at the workplace.
18. HR department main risk is to provide all the necessary stationary to all the employees; no employee must use his/her own personal belongings to complete the activities in organization.
19. Employee having right to ask the reason the employer if they are unfairly dismissed (removed) from concern.
20. Company is not having right to employees to work even in holiday period. Employer need to cooperate with the employer and work with lot of trust.

### Scope and objectives

1. Employer and employee rights and responsibilities play an important role not only in India but also all over the world (globalization).
2. Employer must give proper tools, machineries and equipments which are helpful to complete the task.
3. Fair treatment and mutual understanding, respect should be present between employer and employee. This leads to high productivity.
4. High safety to be provided in the workplace environment to work efficiently, because if there are safety guidelines the business may even in a winding up position.
5. Remuneration, bonus, compensation and other benefits need to be provided fairly; this encourages a worker to work more and more.
6. No employee or employer should share their business secrets to their competitors. These people need to have complete, best interests towards their business activities.
7. Not only recording performance of individual employee but also employer main duty is to maintain records a health and safety of subordinates.
8. Raw materials , machineries need to be maintained in good condition with proper ventilation, without forming dust and rust etc.,

9. Employers have to pay the agreed amount to a particular employee if he/she is having enough capability to complete the task.
10. Employer must have enough capability to address stress, overburden of employees and get a good solution for it.

## Conclusion

From the above research I have analyzed that every employer and employee should understand their rights and responsibilities in a concern and follow all rules and regulations. They have to educate themselves and motivate themselves. Finally they have to achieve organizational goals and objectives of organization.

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