

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Human Resource Management
ORIGINAL DATE: May 20, 1999	POLICY AREA: Human Resources
REVISION DATE: December 17, 2015	POLICY NO: HR-1.0
NEXT REVIEW DATE: December, 2019	APPROVED BY: Board Res. #87/15

Purpose

In order to effectively manage human resources, the Rainy River District Social Services Administration Board must integrate its human resource management strategies and systems to achieve the overall mission, strategies and success of the organization, while meeting the needs of employees and other stakeholders.

Policy

Administration will focus on the following five major groups of activities while managing its human resources:

- 1) planning, including succession planning, job analysis and the determination of future human resources needs;
- 2) the recruitment and retention of staff;
- 3) placement, development and evaluation, including employee orientation, training, career planning, and performance appraisals;
- 4) compensation and benefits of staff; and
- 5) the maintenance of standards through employee relations practices, regular communication, and standardized practices and procedures.

To accomplish these activities, the CAO or designate, will develop and maintain a Human Resource Plan, including:

- a) estimates of the number and types of employees required on an annual basis within the organization and programs in conjunction with the annual budget;
- b) development of an annual and long term plan for recruitment, selection and training;

- c) development and maintenance of a short term (one year) and long term (five to ten year) human resource plan; and
- d) ensure the development and maintenance of appropriate policy & procedures and employment practices.