

## **HR Standard 1.0**

### **PERSONNEL POLICIES AND PROCEDURES**

#### **PHILOSOPHY**

Personnel policies and procedures are developed and maintained to provide for the fair and consistent treatment of the organization's employees. These policies and procedures are developed to not only comply with applicable state and federal law, but also to assist the organization to achieve its mission.

#### **OUTCOME**

All personnel policies and procedures are organized and placed in a manual that is made available to every employee of the agency. All staff are trained to understand the intent of the policies and the implementing responsibilities each person has respective to their position in the organization.

#### **APPLICATION**

At a minimum, personnel policies and procedures shall be developed that address:

1. Working conditions
2. Wage Policies and Benefits
3. Promotions
4. Disciplinary Policies
5. Layoff Procedures
6. Grievance Procedure
7. Insurance Protections Including Unemployment, Disability, Medical Care, Liability, etc.
8. The Use of the Agency's Premise, Equipment, Motor Vehicles, etc. by Employees
9. Personnel Training and Development Opportunities and Expectations