

# STAFF AND HUMAN RESOURCES POLICY

## 1.0

**Policy Title:** Review and Dissemination of Human Resources Policies

**Last Approved:** October 2023

### BACKGROUND

The purpose of this policy is to provide direction and guidance to the development, review and dissemination of Saskatchewan School Boards Association ('Association') human resources policies.

### APPLICATION

This policy applies to all Association employees.

### POLICY STATEMENT

The Association is committed to developing and maintaining human resources policies which:

- Facilitate the achievement of Association goals and priorities
- Contribute to consistent and reasonable decision making relating to its operational and human resource assets

#### 1.1 PRINCIPLES

Association human resources policy development and review will be based on the following principles:

- Policies are compliant with applicable governing bylaws, laws and regulations;
- Policies will reflect good human resources practices;
- Policies contribute to the achievement of the mission, vision and strategic objectives of the Association
- Policy development will be timely, accessible and participatory in nature
- Policy review will be conducted periodically to ensure continued applicability

#### DEFINITIONS

**Policy** Policies are the authorized written statements specifying the human resources principles, goals and expectations for employees and provide guidance to administration for decision-making and action.

**Procedures** Procedures may accompany policies and outline the steps to take in order to achieve the goals or specific processes involved in the application of a policy.

#### 1.2 POLICY DEVELOPMENT

- a) The review and development of Association human resources policies can be initiated by any Association Executive or employee.
- b) Policies shall be researched and drafted by the Department responsible for the administration and interpretation of the policy. In some instances, cross-departmental committees may be established to develop a policy.
- c) The Executive Director or designate will ensure that consultation and feedback is received from appropriate stakeholders and such feedback is incorporated into the policy. Consultation with the

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Association Executive shall occur, where appropriate, in the context of the Association's policy governance framework (Executive Policy #2).

### 1.3 POLICY REVIEW

- a) Human resources policies may be modified at any time by the Association. In the event revisions are required, the process for amendment shall be consistent with 1.2 Policy Development above.
- b) Unless otherwise stated in the policy, at a minimum, human resources policies will be reviewed by the Executive HR Committee every three (3) years, or sooner if required as determined by the Executive Director or Executive.

### 1.4 POLICY APPROVAL AND DISSEMINATION

- a) Following a review process or the initiation and development of a new policy, new or revised policies are put forward for approval by the Executive Director with final approval by the Executive.
- b) Employee & Labour Relations will ensure the policies are available to Association employees through access to the SSBA file sharing network and to SSBA Executive Members through the SSBA Executive portal.

## REFERENCES