

Policy No. 4
Replaces Policy No. 4

Issued: 09-26-97
Revised: 11-13-24
Reviewed: 11-13-24

SUBJECT: Workforce Development and Management

PURPOSE: To establish policy for the operations of the Office of Human Resources.

PRINCIPAL: Woodhaven Learning Center's Office of Human Resources shall execute the duties commonly found applicable to Human Resource offices to develop and manage the knowledge, skills, abilities, and behavioral expectations of Woodhaven's workforce. To compose a workforce of a diverse blend of Human Resources. Create an effective workforce development and management team, promote engagement, organizational sustainability, and foster an environment that promotes the provision of supports that center on enhancing the lives of individuals receiving services in accordance with federal and state laws, rules and regulations as applicable.

Woodhaven Learning Center shall have a Director of Human Resources who oversees alignment throughout the organization of the following:

- Recruitment
- Retention
- Position classifications
- Employee relations and communication
- Onboarding
- Performance appraisal systems
- Attendance policies
- Assurance of equal employment opportunity
- Benefits
- HR record keeping
- Worker's compensation
- Background and credentials checks
- Performance measurement and management systems
- Conflict resolution
- Employee engagement

The director executes a service delivery system in accordance with all state and federal laws, rules and regulations at a CARF national accreditation level of quality with a continuous quality improvement philosophy. They report directly to the Chief Operating Officer.

Reviewed by: _____ Date: _____
Chief Executive Officer

Approved by: _____ Date: _____
Board of Directors President