

## **8.01 Human Resource Development**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to recruit, manage, develop and retain appropriate personnel to meet the needs of the individuals served and to contribute to the accomplishment of the agency's mission.

### Procedure:

Licking/Knox Goodwill Industries, Inc. actively works with local colleges, universities and technical schools to provide placement options for students.

Each position in the agency has a job description that details the necessary education, experience and responsibilities required of the position. All job descriptions are reviewed annually. When revisions are made, input is solicited from employees who currently fill those positions. Employees are provided copies of their job description at time of hire and when revisions are made.

Training plans are developed for each new employee, as well as employees who change positions within the agency. The length, type and content of the training plan shall depend upon the duties of the position. Documentation of the completion of the training plan is placed in the individual's personnel file.

Orientation will be provided for each employee concerning rules and regulations, policies and procedures, agency mission and objectives, and the duties and responsibilities of the respective position. Documentation of orientation is placed in the individual's personnel file.

Each employee has access to a copy of the general Policy and Procedure manual within the first ten (10) days of employment. Other department and division policy and procedure manuals are provided as appropriate.

Policies and procedures are reviewed annually by senior staff who include input solicited from staff. New and revised policies are approved by the Board of Trustees and distributed to staff.

Senior staff is responsible for reviewing and interpreting new and revised policies and procedures with supervisory personnel.

Licking/Knox Goodwill Industries, Inc. encourages employees of the agency to apply for other positions within the agency for which they are qualified.

Administrative, management and supervisory personnel are provided with guidelines, and when appropriate, training on the legal, practical and ethical parameters of interviewing and hiring new employees. This includes the requirements of the Americans with Disabilities Act and recruitment goals established by Affirmative Action Plans.

At least annually, salary schedules are reviewed for all exempt positions. Recommendations for adjustment in salary schedules are taken to the Personnel and Operations Committee for review and to the Board of Trustees for approval. This annual review takes into consideration pay scales for similar positions in the Licking and Knox counties geographical areas, as well as the financial resources available to the agency.

On-site staff development training seminars and in-service training classes will be offered to employees during and outside of work hours. Job related training and seminars conducted outside the agency during work hours may be attended with prior approval of the appropriate administrator.

A tuition reimbursement program is available to all non-temporary employees after one year (12 consecutive months) of full time employment (average of 35 or more hours per week.) Refer to Policy & Procedure 5.60, *Tuition Assistance Program* for more information.