



Department: Human Resources
Section: Human Resources Planning

Human Resources is defined as the people who comprise the workforce of an organization. Effective management of human resources ensures an adequate number of qualified staff is in place throughout the Board and that they can perform their prescribed duties. The Board believes that Human Resources Planning is the process which identifies suitable and sufficient staffing requirements for the Region. This planning is done in accordance with the requirements of the Department of Education and Early Childhood Development and the Board's Educational Business Plan to ensure the delivery of education and services to the students of the Board.

The Board believes in principled decision making in the staff allocation process. The guiding principles are:

- **Excellence** - must support excellence in programs, instruction, administration, infrastructure, and student performance.
- **Equity** - the application of agreed upon criteria which are designed to equitably allocate staff.
- **Responsive** - flexible enough to generate unique responses for individual schools.
- **Effective** - must offer effective administration, programs, and instruction to support students.
- **Efficient** - allocated in relationship to other classifications of employees to ensure effective and efficient allocations.
- **Economic** - effective and efficient allocations must also be within the economic ability of the Board budget.
- **Timely** - determined in compliance with the appropriate collective agreement or terms and conditions of employment policy time requirements.
- **Humanistic** - sensitive to employees' need for job security, and also sensitive to school and student needs for stability.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: March 3/03
Ref: AP 307.1
Monitoring Date: Annually
Revised: June 5/13