

HUMAN RESOURCE DEVELOPMENT POLICY

PURPOSE

To support the LADD values; which includes developing our workforce by supporting strong systems of recruiting, hiring, training and ongoing development to increase the skill levels for employees to move into the best matched positions within the organization while valuing People.

SCOPE

This policy applies to all employees, positions and programs of LADD.

POLICY

It is the policy of LADD to recruit, manage, develop, train and retain high-qualified personnel to meet the needs of the people we support by establishing and adhering to best practice standards while creating ongoing opportunities for growth and development of the LADD workforce. LADD's core values include creating opportunities for growth and is done so by ongoing training, job posting for positions and promoting employees that meet qualifications and are best matched for the position. This is done both internally and externally, if deemed necessary for potential candidates that will support the organization's high-quality services.

STANDARDS

LADD supports the practice of promoting from within when an employee is qualified and is the best match for the position. LADD also encourages employees to grow both professionally and personally. An employee's performance appraisals, training and work history will provide input to the internal selection process. When necessary, external-recruiting sources will be used simultaneously with the internal search so that the best-matched person for the position is chosen. Receipt of a promotion does not constitute a commitment for continued employment in a new position at the company for any specific time. There is also no guarantee that an employee will be able to return to his or her former position if he or she is unsuccessful in the new job; but assistance may be provided in finding other positions that the employee may best match.

PROCEDURE

1. Human Resources will implement strategies to recruit, retain and promote at all levels of the organization a diverse staff and leadership that are representative of the demographic characteristics of the service area by using various recruitment techniques including website, on-line resource, local assistance, etc.
2. The Human Resource Department and Employees will follow the Recruiting, Application and Hiring Policy to hire qualified personnel.
3. LADD provides ongoing training for all employees throughout employment to enhance their skills, provide opportunities for growth and meet the needs of the people served via classroom training, in home/program training, outside training and/or on-line training. Also provided in the On-Line Training Resources are Personal and Professional Growth Training opportunities that are free to all employees.
4. Employees with job descriptions that do not include direct contact with the people we serve, may not be required to complete additional training relative to the people served.
5. When a position becomes available, the Human Resource Department will post the vacancy according to the Recruiting, Application and Hiring Policy, although still reserves the right to make interim promotions or appointments as deemed necessary by the Executive Director.
6. LADD will endeavor to fill new job opportunities from among its current employees provided, within LADD's, judgment, a qualified person is available. LADD will strive to promote the best-matched individual, based on demonstrated ability to assume greater responsibility.
7. To be considered for positions and/or promotions, employees should follow the instructions on the job posting.
8. Employees can also request transfers to any other program at any time. See Transfers in the Employee Handbook/Code of Conduct.