

<b>Title</b>	<b>Human Resources</b>		
<b>Classification</b>	Board	<b>Oversight &amp; Responsibility</b>	Office of the President; Office of the VP & CFO
<b>Category</b>	Governance & Legal	<b>Effective Date</b>	2005 Nov 15
<b>Approval</b>	Board	<b>Policy No</b>	1028

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## Board Policy Statement

The Board delegates to the President the authority to develop and maintain human resources operating procedures that will support the selection, development, participation and retention of employees essential to the achievement of the goals of the University.

## Philosophy

The Board has a responsibility to ensure that the University maintains and supports the appropriate complement of employees possessing the necessary skills and abilities; that employees are treated fairly; that human resource procedures meet or exceed all statutory requirements; and that Royal Roads University is an employer of choice. In accordance with the Board's governance model, the Board delegates the responsibility of developing and maintaining human resources operating procedures to the President.

## President's Responsibilities

The President will ensure the development and maintenance of human resource operating procedures required to achieve organizational objectives, and ensure the completion of a staff survey and administrative report as given below.

## Information, Action and Monitoring Requirements for the Board

The President will ensure the completion of a staff survey and administrative report related to the selection, development, participation and retention of employees, at least once every two years, and provide these documents to the Board.

## Review and Revision History

Date	Action
2005-Nov-15	Approved by the Board – current published version
2021-Oct-06	Transfer to new template – no content change
<b>Next Review</b>	
2008-Nov-15	For review