

**Mission Township**  
**Human Resource Policy Framework**  
*June 12, 2023*



Managing employees in the public sector is an important job. From a financial perspective, employee compensation takes up a significant portion of the budget. Employment litigation and poor management practices can prove costly. Successful human resources policies and practices take into consideration both legal requirements and sound management practices. Human resource policies and practices are important regardless of the size or location of a township and the lack of such policies and practices exposes the township to risks and potential litigation. The Town Board has ownership for the development and deployment of sound policies and practices.

Recognizing this, the Town Board will develop a more comprehensive Human Resource Policy framework that will evolve over time consisting of the following elements.

- Development of HR Policies that address hiring, ongoing employment expectations, performance management, data practices (personnel files) and key statutory requirements for a respectful workplace.
- Job descriptions which list minimum and desirable qualifications, key duties, and expectations, and reporting hierarchy.
- Forms and checklists to guide supervisors in administering our HR Policies, including but not limited to the following:
  - New application form.
  - New hire checklist, including document requirements.
  - Performance evaluation form.

The initial focus will be the development of HR Policies, starting with identifying existing policies in our Township Operating Policies, and identifying key policies to be developed. We will also collect existing job descriptions for review and determine next steps to either validate/modify existing descriptions or create one where none exist. In parallel, we will develop new forms and checklists for the administration of our HR framework.

It is anticipated this work will take 12-18 months to complete, with 'HR Policies' being a new standing item at each Town Board meeting. The approach will be to distribute materials at an initial Town Board meeting and then modify/amend them at the next regular meeting, building the framework over time.