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| **Areas of Need:**  It was determined by the Self-Assessment Committee that there was a need to refine the hiring process to ensure all requirements are accurately completed and documented to ensure compliance with Human Resources Management HSPPS: *1309.90 Personnel policies.* | **Monitor:** Project DirectorAssistant DirectorHuman Resources  |
| **Goal: To ensure compliance with background checks and selection procedures with adequate documentation for all new hires.**  |
| **Action Plan:**1) Review personnel policies and procedures. Ensure each requirement is identified in the policies and aligns with HSPPS. January 31, 20222) Establish a checklist that follows every new hire. This document will be a guide for ensuring all checks are completed in the hiring process. This document will encompass all items entailed in the program personnel policy. February 28, 20223) Ensure a streamlined approach to gathering all hiring documents and necessary checks are completed. Human Resources will review all documents, ensure clearance for employee to start, and file accordingly. April 29, 2022  |
| **Estimated date of completion:**  |
| **Progress:**1) 2) 3)  |

**Human Resources, Program Management, & Governance

Presented to:

\_\_\_\_\_\_\_ Staff \_\_\_\_\_\_\_ Policy Council \_\_\_\_\_\_\_ Board of Directors**

 **Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Areas of Need:**  As a committee, it was important to focus on culture and create a plan to promote connection and further our School Family approach. Although there were many positive comments from staff about the culture, the committee felt the comments regarding a ‘negative culture’ needed to be taken seriously and added as a focus area. | **Monitor:**Project DirectorAssistant DirectorManagement TeamSite Supervisors |
| **Goal: To continue building a culture that promotes respect, transparency, and positive intent with colleagues, families, and children.** |
| **Action Plan:**1) Present a Workplace Standards of Conduct at the March 16th training day, discuss what prompted it (ongoing feedback from the self-assessment and various survey data), and allow time for all employees to review and sign document. March 16, 20222) Include specific training opportunity on March 16th to build a greater sense of understanding and empathy for families we serve by hosting a Poverty Simulation. March 16, 2022.3) Site Supervisors will review Workplace Standards of Conduct regularly at scheduled site meetings to continuously remind employees of the standards program wishes to uphold and the expected workplace culture across the sites. April 2022 |
| **Estimated date of completion: May 2022** |
| **Progress:**1) 2) 3) |

**Presented to:

\_\_\_\_\_\_\_ Staff \_\_\_\_\_\_\_ Policy Council \_\_\_\_\_\_\_ Board of Directors**

 **Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Areas of Need:** Create strategies in efforts to streamline site function across the program. Throughout several surveys, a trend was identified that needed to be addressed in regards to the overall role of the site supervisor, creating fair expectations across all sites, and ensuring communication is consistent across all sites.  | **Monitor:**Project DirectorManagement StaffSite Supervisors |
| **Goal:** **To streamline site function by creating clear guidelines relating to the chain of command and designated concern.** |
| **Action Plan:**1) Site Supervisors will have monthly meetings virtually to review content to share at site meetings and ensure communication across all sites is consistent. These meetings will occur regularly the third week of the month at a time convenient for all site supervisors. February 20222) Program will create clear expectations for the role of site supervisors and supervisors with the use of a visual aide. That tool will clearly lay out who to go to for what needs. This will streamline the process for all employees. The visual will be shared with management first, then shared with all staff at Pre-Service in August of 2022. August 20223)  |
| **Estimated date of completion:**  |
| **Progress:**1) 2) 3)  |

 **Presented to:

\_\_\_\_\_\_\_ Staff \_\_\_\_\_\_\_ Policy Council \_\_\_\_\_\_\_ Board of Directors**

 **Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**