

Human Resources Operations Policy Template

1. Purpose

This policy outlines the guidelines and procedures governing the day-to-day operations of the Human Resources (HR) department to ensure consistency, compliance, and effective management of HR functions.

2. Scope

This policy applies to all employees, managers, and HR personnel involved in HR operational processes within the organization.

3. Responsibilities

- **HR Department:** Oversee recruitment, onboarding, payroll, records management, and compliance.
- **Managers:** Support HR initiatives and adhere to established procedures.
- **Employees:** Comply with HR-related policies and provide required documentation.

4. Policy

4.1 Recruitment and Selection

All recruitment and selection shall be conducted in accordance with equal opportunity and non-discrimination practices.

- Job postings must be approved by HR before public release.
- Candidates will complete all screening steps as defined by HR.

4.2 Onboarding

New employees must participate in the onboarding process, including orientation sessions and submission of required documentation.

4.3 Payroll and Benefits

- Payroll will be processed on the standard payroll cycle.
- Benefit enrollments are managed during onboarding and annual periods.

4.4 Record Keeping

HR maintains personnel records securely in accordance with data protection laws.

- Access to records is restricted to HR staff and authorized personnel.
- Records retention follows the organization's retention policy.

4.5 Leave Management

All leave requests must be submitted through the prescribed process and approved by the employee's supervisor and HR.

5. Compliance

The organization complies with all applicable federal, state, and local employment laws and regulations related to HR operations.

6. Review and Updates

This policy will be reviewed annually and updated as necessary to ensure continued relevance and effectiveness.

7. Approval

Prepared by	Reviewed by	Approval Date
[Name]	[Name]	[YYYY-MM-DD]

Note: This is a sample template. Please adapt it to fit your organization’s specific requirements.