

**HUMAN RESOURCES PLAN  
2016-2017**

#	GOAL	ACTIVITY	RESPONSIBILITY	TIMELINE	INDICATORS
1.	Ensure employees are provided with information and resources that promote health and wellness.	<p>Provide wellness information to supervisors and employees.</p> <p>Offer staff education on wellness.</p> <p>Develop a comprehensive disability management system to address sick time, accommodation requests and lost time.</p> <p>Develop a wellness plan outlining all the resources and support provided to employees.</p>	<p>Director, Human Resources</p> <p>Director, Human Resources</p> <p>Director, Human Resources</p> <p>Director, Human Resources</p>	<p>Quarterly</p> <p>Semi Annually</p> <p>Annually</p>	<p>Achieve 80% on question related to wellness on worklife pulse survey.</p> <p>Conduct 2 wellness sessions per year.</p> <p>Average sick days per year for full time employees less than or equal to 9 days.</p> <p>Number of incidents of lost time due to workplace illness/injury will not exceed 15.</p> <p>Disability management plan implemented by September 2016.</p> <p>Plan to be implemented by August 2016</p>

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2.	Ensure that managers are provided with the appropriate training to develop their leadership competencies	<p>Conduct analysis of managers development needs.</p> <p>Implement training based on results of analysis.</p>	<p>Directors</p> <p>Director, HR</p>	<p>October, 2016</p> <p>February 2017</p>	4/5 or higher on a post training satisfaction survey.
3.	Promote client and staff safety through enhanced policies and safety practices.	<p>Conduct bi-annual Policy &amp; Procedure review</p> <p>Add training on disclosure of client abuse to O&amp;T.</p> <p>Add Policy Review to classroom training for O&amp;T.</p>	<p>Director, Human Resources, and managers</p> <p>Director, HR O&amp;T committee</p>	<p>Semi annually</p> <p>May 2016</p> <p>May 2016</p>	<p>100% of policies are reviewed on a bi-annual basis.</p> <p>90% of new hires indicate they understand their responsibilities regarding disclosing client abuse on the post O&amp;T survey.</p> <p>90% of new hires indicate satisfaction and understanding of the policies on the</p>

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