

<b>Subject:</b>  <b>Human Resources Charter</b>	<b>Effective Date:</b>  <b>June 29, 2012</b>	<b>Initiated by:</b>  Head, Human Resources
	<b>Supersedes:</b> Rev 2, dated, 2/14/03 and TCR-001	<b>Approved:</b>  Director

**Introduction**

The Office of Human Resources provides 1) management with the necessary Human Resource systems and tools that enable them to recruit, employ and retain the staff necessary to achieve the Laboratory's missions and 2) employees with the essential human resource services to enable them to better contribute to the overall success of the Laboratory and enhance their quality of life at PPPL.

**Purpose**

As a strategic partner with management the Office of Human Resources works to facilitate organizational change that recognizes people as a valued resource. The office operates as an integrative, decision-making organization charged with enhancing overall organizational well-being in accordance with the culture, philosophy and policies of the Laboratory and Princeton University.

Much of this work involves developing policies, procedures, information, and training which help PPPL managers and supervisors provide fair, timely and consistent supervision, and ensure a positive and supportive work environment.

**Organization**

The Office of Human Resources is managed by the Director of Human Resources and supported by a staff of professional administrative and human resource specialists.

**Responsibilities**

The Office of Human Resources provides support services in each of the following areas:

- Affirmative Action / Equal Employment Opportunity
- Human Resources Strategic Planning
- Benefits Administration
- Worklife and Wellness Programs
- Salary Administration
- Diversity and Inclusion
- Employee Relations
- Staffing
- Extended Relocation Assistance
- Temporary Housing Assistance
- Visa Application and Processing
- Human Resource Policies & Procedures
- HRIS – Human Resource Information Systems
- Labor Relations
- Legal & Ethical Issues
- Performance Management Program
- Training Administration and Course Development for Safety & Technical Training
- Executive Education, Management Development & Supervisory Training