

## Policy Title: Human Resources Management

Policy Reference: C-HR-001

Version: 1

Person Responsible: Director Human Resources and Administration

### 1. Policy Statement

Bahrain Polytechnic is committed to ensuring and promoting a good human resource management culture emphasizing on providing equal opportunities, career advancement, education and training, compensations and benefits, accountability and encouragement.

The Polytechnic's vision of being a "world class provider of applied higher education" requires the support of quality human resource management practices to attract, appoint, develop, motivate and retain a highly skilled workforce within a supportive work environment.

The aim of this policy is to ensure that the Human Resources practises at the Polytechnic are guided by its vision and in line with the requirement of the government laws and legislations for the governance of a human resources and higher education whilst endeavouring to provide best possible practices to our employees.

### 2. Definitions

- **Academic Staff** are employees with duties that are primarily associated with teaching and learning, curriculum development or academic programme management (e.g. Tutors, Programme Managers, Heads of School, Deans, and Curriculum Advisors).
- **Allied Staff** are employees with duties that are associated with corporate and academic operational services which support the institute and the management of the student body.
- **Complaint** is raised by staff as an expression of discontent or resentment submitted in writing to the Human Resources Directorate.
- **Grievance** is an official complaint against a decision made related but not limited to warnings and suspensions raised by staff to the Grievance Committee.

### 3. Application

#### People:

- All prospective and current staff of Bahrain Polytechnic both academic and allied.

#### Processes:

- This policy applies to all procedures related to the human resources management of Bahrain Polytechnic including: recruitment, selection, contracting, remuneration, reward, employee benefits, employee administration, training, professional development, scholarships, performance management, induction, probation, complaints and grievances.

## 4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Civil Service Bureau Law (48) 2010.
- Civil Service Bureau Executive Regulations (51) 2012.
- Cabinet Decision No. 77 for the year 2013 in relation to controls on entitlement to staff salaries and benefits of the governmental bodies and institutions.
- Higher Education Council Regulations (as applied to Bahrain Polytechnic)

## 5. What is Expected:

- The development of transparent HRM procedures and services, that promotes equity and fairness for all employees.
- To recruit people that are sufficient in number and appropriately qualified to achieve the mission and vision.
- To evaluate and develop employees in order to become qualified in their specialisation.
- To motivate and reward employees in order to enhance their productivity.
- To sustain a supportive and cooperative work environment to retain highly performing employees.
- To provide superior support services to Bahrain Polytechnic's core business.
- To satisfy the Bahrain Polytechnic community in relation to human resource services that enables all stakeholders to meet internal and external expectations.
- To offer services within clear and set criteria that will maintain equity and fairness.
- Faculty workload documents for all academic employees shall be maintained and comply with the Academic Workload Procedures.

## 6. Key Dates

First Approved:	14 February, 2016 (by SMT), 29 February 2016 (By BoT)
This Version Approved:	14 February, 2016 (by SMT), 29 February 2016 (By BoT)
Next Review Date:	4 years from this version approval or as required

## 7. Links and Related Documents

- Human Resources SharePoint: <http://polytechnic:8080/Department/HR/default.aspx>
- CSB Rules and Regulations: <https://www.csb.gov.bh/en/>