

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>ORGANIZATION/ MISSION</b>	No. O-014 Rev 2 Page 1 of 2
<b>Subject</b>  <b>Human Resources Charter</b>	<b>Effective Date:</b>  February 14, 2003	<b>Initiated by:</b>  Head, Human Resources	
	<b>Supersedes:</b> Rev 1, dated 12/9/98	<b>Approved:</b>  Director	

## Introduction

It is the primary objective of the Office of Human Resources to provide management with the necessary Human Resource systems and tools that enable them to recruit, employ and retain the highly skilled and technically diverse Professional Research, Technical, Administrative, Laboratory and Office Support staff that are necessary to achieve the Laboratory's mission. Equally important is the objective to provide employees with the essential human resource services that will 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, Princeton University and the U. S. Department of Energy.

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 directed by the Director and Deputy Director of Human Resources who are assisted by a staff of professional administrative and human resource specialists.

## Responsibilities

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

- Affirmative Action / Equal Employment Opportunity
- Benefits Administration
- Compensation
- Diversity
- Employee Relations

- Employment & Recruitment
- Executive Education, Management Development & Supervisory Training
- Extended Relocation Assistance
- Human Resource Policies & Procedures
- HRIS – Human Resource Information Systems
- Labor Relations
- Legal & Ethical Issues
- Performance Appraisal
- Performance Management Program
- Safety Training
- Training & Staff Development