**ATSSC’s Human Resources Policies**

The ATSSC’s Human Resources has developed several policies, procedures, guides, guidelines, frameworks, etc., that apply to the ATSSC specifically. These policy instruments are intended to provide detail at a deeper level while complementing [Treasury Board of Canada government-wide policies, directives, standards and guidelines](https://www.tbs-sct.gc.ca/pol/index-eng.aspx).

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| **Classification*** [Classification Oversight Framework](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Classification-Oversight-Framework-en.pdf)
 | **Career Management*** [Career and Talent Management Guide](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/talent-management-guide-final-en-october-2020-1.pdf)
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| **Labour Relations*** [Grievance Procedures](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/grievance-procedures-oct-2017-en.pdf)
 | **Learning*** [Guidelines on Education Assistance and Education Leave](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Guidelines-Education-Assistance-Education-Leave_en.pdf)
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| **Staffing*** [Roles and Responsibilities of the Sub-delegated Manager and the Human Resources Advisor in the Staffing Process](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Roles-and-Responsibilities-in-Staffing-en.pdf)
* [ATSSC Policy on Staffing Management](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/policy_staffing_management-en.pdf)
* [Guide for Collective Staffing](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/guide-collective-staffing-en.pdf)
* [Staffing Process Map](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/staffing-process-map-en.pdf)
* [Staffing Monitoring Framework](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Staffing_Monitoring_Framework_en.pdf)
* [Human Resources Delegation Instrument](https://intranet.atssc-scdata.gc.ca/tools-resources/documents/hr_delegation_instrument_1220.pdf)
 | **Telework*** [Telework Guideline](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Telework-Guideline-en.pdf)
* [Telework Questions and Answers](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Telework-Q%26As-en.pdf)
* [Telework Tips](https://intranet.atssc-scdata.gc.ca/hr-benefits/documents/Telework-Tips-en.pdf)
* [Guidelines for equipment for employees working from home during the COVID pandemic](https://intranet.atssc-scdata.gc.ca/covid-19/documents/guidelines-for-equipment-for-employees-working-from-home-during-the-covid-19-pandemic.pdf?zoom_highlight=VPN#search=%22VPN%22)
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