**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) |
| **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) |
| **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&As-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) |