**PE1000-LD Human Resource Quality Procedures**

**Purpose:**

The purpose of this procedure is to provide direction to the procedures governing the control of human resources at the Larson Davis Plant. Human Resources Administration is provided by Corporate Headquarters in Depew, New York. The quality procedures and forms that direct human resources are maintained on a corporate level and can be found on the company intra-net drive R/ISO/PE (All current forms for human resources can also be found on the MyPCB website TCS page). The Director of LD Operations or General Manager is the local person who interfaces with Corporate HR to assure all HR quality procedures are followed when a Human Resource Business Partner (HRBP) is not located in the LD Plant.

**Responsibilities:**

The Human Resource Manager is responsible for assuring that this procedure is followed.

The Human Resource Business Partner (HRBP) is responsible for maintaining and assuring the functions of this procedure.

The Director of LD Operatons or General Manager is responsible for acting in the place of the Human Resource Business Partner (HRBP) when one is not available.

**Affected Department / Product Group / Support Group:**

All Departments in the Larson Davis Plant.

**Associated Documents:**

ISO 9001 PCB Quality System Manual, PCB Quality Assurance Manual

D0001.0001 Larson Davis Quality Management System

**Procedure:**

The HRBP ensures that the human resource policies and procedures of PCB Piezotronics located on the R drive, ISO directory, PE file are properly followed under their direction or by their appointee (Current forms may also be found on the MyPCB website at the TCS location). The file contains procedures and forms to be used in the control of human resources for the company to assure that the company meets the requirements of ISO 9001 and ISO 17025.

Under the direction of the HRBP, when they are not available, the Director of LD Operations or General Manager (GM) of LD carries out the HR procedures in the Larson Davis Plant. The procedures contained in the PCB corporate location cover the following general areas: New hire process, job postings, employment applications and related disclosurers, new employee orientation, training needs, performance reviews, employee guides, visitor guidelines, disciplinary procedures Emergency evacuation procedure and Hazard Communication procedure. There are some items in these procedures that apply specifically to the Depew plant. When this occurs the LD plant will not be subject to those portions of the procedures.

It should be noted that the following LD procedures have been discontinued as they are part of the PCB corporate procedures:

D0001.1004 Employee Job Descripotion refer to PE1003 Hiring Procedure.

 D0001.0010 Employee Guide refer to PE1014

 D0001.1146 New Hire Process refer to PE1003 and related forms

 D0001.2001 Performance Review refer to PE1010, PE012, PE016, PE004

**Referenced Documents:**

D0001.1005 Training System

D0001.1005-1 New/Transfer Department Orientation

D0001.1005-4 Training Needs by Job Title

D0001.1175 Wage Progression Appraisal Form

PE1008 Identification of Training Needs

PE1016-LD Emergency Response Plan

**Unusual Conditions:**

 The LD Plant will use as it’s Emergency Response Plan procedure PE1016-LD.