



## State Board of Civil Legal Aid

**Category:** Human Resources  
**Policy Number:** 300  
**Title:** Human Resources General Policy  
**Effective Date:** July 1, 2025  
**Revision Date(s):**

### Human Resources General Policy

#### I. POLICY STATEMENT

It is the policy of the State Board of Civil Legal Aid (Board) to ensure human resources programs attract, develop, and retain qualified, dedicated, and motivated employees to achieve the mission and strategic priorities of the Branch in a relationship which is mutually beneficial for the employees and the public they serve.

The Board shall establish and maintain equitable and uniform policies, procedures, job classifications, and compensation plans in order to effectively:

1. Provide equal opportunities to all applicants on the basis of merit without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status, or age;
2. Provide a system of compensation which bears direct relationship to the position occupied; and
3. Provide comprehensive insurance and other benefits comparable to the other branches of state government.

#### II. ROLES & RESPONSIBILITIES

The Program Administrator, acting as the Board's agent, is responsible for implementing this policy, which may include establishing additional policies and procedures and creating supporting documentation and forms.

Human Resources is responsible for maintaining and communicating the standards and expectations of this policy, which includes feedback, review and amendment recommendations to the Program Administrator and the Board. These services will be contracted through a Memorandum of Understanding with the Minnesota Competency Attainment Board.

Board members and employees are responsible for following the policy and related procedures, practices, standards, and expectations.

**III. APPLICABILITY**

This policy applies to all employees and Board members.

**IV. CONTACT**

Program Administrator [Bridget Gernander](#)

**V. APPROVAL**

---

State Board of Civil Legal Aid, Chair

---

Date