



**SACRED HEART UNIVERSITY**

**HUMAN RESOURCES MISSION, PEOPLE PRINCIPLES  
AND HUMAN RESOURCES PHILOSOPHY**

**February 23, 2005**

## **SACRED HEART UNIVERSITY HUMAN RESOURCES MISSION**

The mission of the Sacred Heart University Human Resources function is to contribute to Sacred Heart University's strategic plan by:

- **Developing and strengthening the university culture consistent with the people values and philosophy of the President, senior management, and the Board of Trustees.**
- **Ensuring that the quality and productivity of Sacred Heart University people continue to serve as a primary competitive advantage.**
- **Serving as an advocate for Sacred Heart University's People Principles, Human Resources Philosophy and Human Resource Mission.**
- **Supporting the leadership team, administration, staff and faculty and sustaining a work environment which attracts, motivates, develops, rewards, and retains the highest caliber people.**
- **Providing centralized expertise and service in a way that adds value and/or achieves economics of scale.**
- **Enhance career opportunities for employees for individual growth and development.**

## **SACRED HEART UNIVERSITY PEOPLE PRINCIPLES**

Sacred Heart University recognizes that its success in being an “excellent” Catholic university for all employees, its students, the local community, and society at large depends on people – and managing our people resources in accord with the following principles:

### **Sacred Heart believes in:**

- **Setting and achieving high standards of performance**
  - **Ensure our people have the right skills for achieving short-and long-term institutional strategic objectives**
  - **Pay and promote based on demonstrated performance contribution**
- **Encouraging and rewarding behavior that is consistent with our primary values of:**
  - **Commitment to the mission**
  - **High ethical standards**
  - **Scholarship and learning**
  - **Mutual trust, support, and openness**
  - **Creativity and innovation**
  - **Cost effectiveness**
  - **Equal employment opportunity at all levels**
  - **Managing with integrity and sensitivity to people’s needs**
- **Encouraging promotion from within, with an appropriate mix of outside talent, and providing support for employees who wish to further develop their skills, abilities and potential**
- **Ensuring that open communication is encouraged and effectively maintained throughout the University**

### **In turn, Sacred Heart expects its people to:**

- **Continually act in Sacred Heart University’s best interests and strive for excellent performance in all pursuits**
- **Be fully accountable and committed to achieving a high level of personal performance**
- **Act in a manner consistent with Sacred Heart’s core values**
- **Take primary responsibility for their personal growth and career development**
- **Fully communicate with and utilize the skills, talents and resources of co-workers in order to best meet Sacred Heart’s needs and mission**
- **Seek out opportunities to serve and contribute to the achievement of institutional objectives**

## **SACRED HEART UNIVERSITY HUMAN RESOURCES PHILOSOPHY**

At the foundation of Sacred Heart University's goal to be an "excellent" Catholic university for its students, its employees, the local community, the Catholic Church, and society at large is our basic belief that people are our most important assets and that open relationships based on mutual trust and respect are fundamental to our success. As an institution, we are strongly committed to:

- **creating and maintaining a university culture to attract and retain the best qualified people with an appropriate reward and recognition system;**
- **creating a motivating, results-oriented environment and providing resources that enable employees to develop and realize their potential, and to make the best of their talents and abilities without regard to race, gender, sexual orientation, color, age, handicap, marital status, national origin, religion or veteran status;**
- **paying and promoting from within based on initiative, performance and demonstrated contribution;**
- **providing a climate that fosters and rewards individual and team performance, excellence, and innovation;**
- **encouraging teamwork and collaboration in sharing new ideas and solving mutual problems;**
- **ensuring that open, forthright, two-way communication is both encouraged and effectively maintained throughout the institution.**
- **ensuring that competitive and cost-effective benefit plans are in place that support our institutional core values and balance employee needs, financial considerations, and the realities of the healthcare marketplace.**