**RAAO HR & Volunteer Management Manual**

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# **Section 1: Introduction & HR Oversight**

## **Purpose of HR & Volunteer Management Manual**

This manual provides **RAAO’s HR policies, procedures, and volunteer management protocols**, ensuring **compliance with federal, state, and nonprofit labor laws**. AI-driven HR tools will be used to **enhance recruitment, payroll accuracy, compliance tracking, and volunteer coordination**.

## **HR Compliance & Ethical Standards**

RAAO adheres to **FLSA, EEOC, and IRS 501(c)(3) employment regulations**. Key areas of focus include:

* **AI-based employee screening & onboarding** to ensure fair hiring practices.
* **Strict workplace ethics & non-discrimination policies** to create an inclusive work environment.
* **Automated HR compliance tracking** to prevent labor law violations.

## **Internal Approval & Oversight Roles**

* **Board of Directors** – Approves HR policies, salary structures, and legal compliance strategies.
* **Executive Director & HR Team** – Oversees employee & volunteer management, payroll, and compliance.
* **Finance & Compliance Team** – Ensures adherence to payroll & labor laws.
* **AI-Driven HR Monitoring** – Tracks workforce compliance, automates reporting, and flags risk factors.

# **Next Steps**

🚀 Review for **accuracy and alignment with HR & labor law compliance**.  
🚀 Assign **document control tracking** before submission.  
🚀 Ensure **RAAO’s HR & volunteer management policies** are fully integrated into operations.

📌 **Once finalized, this document will be assigned a file name and document number.** Let me know if any modifications are needed!