

## PERSONNEL POLICY

### PURPOSE

The Society must manage its relationship with its employees in keeping with its role as an ethical and responsible employer. The Society must satisfy its legal obligations as an employer and ensure that the Society receives good value from each of its employees. The Personnel Policy describes the fair and consistent management of employee contracts, salary and performance reviews and any other employment-related matters.

### CONTEXT

The Society currently has 5-6 regular employee positions: Administrative Assistant, Food Services Co-Ordinator, Accountant, Communications Assistant, and Kitchen Assistant(s), as well as the summer day-camp staff.

In addition, the Society elects to fund various Park Board employee positions defined as Group 1. These unionized positions consist of two Regular Part-time and various auxiliary positions. These positions focus on the provision of customer service, building supervision and service delivery. Park Board personnel are subject to collective agreements and other City policies. The Society reviews and approves Group 1 staffing levels and funding annually; adjustments to staffing levels can be made with sufficient notice as required in collective agreements.

### SCOPE AND LIMITES OF THE POLICY

The provisions of the Personnel Policy apply to the Society's regular employees.

Position description, contract, salary, performance review provisions, etc. terms of this policy do not apply to the Group I funded positions. The Society specifies what roles it wishes these positions to fill and how many hours it is willing to pay for. The position descriptions are not developed by the Society nor is hiring conducted by the Society; in general supervision is provided by the Park Board full-time staff.

Most instructors are contracted, not employed, by the Society and so are not covered by the terms of this policy. However prudence requires that the Society ensure that it has signed contracts with the contract instructors, that WorkSafeBC coverage is provided, and that processes for determining remuneration are fair and consistent. General supervision is provided by Centre programmers under the direction of the Program Committee.

### RESPONSIBILITY

The Executive Committee is responsible for administering the Personnel Policy.

### PROVISIONS OF THE PERSONNEL POLICY

Position descriptions: The position description will articulate the duties of the position with sufficient specificity that the Society's expectations of the employee are clear and can be actuated. The position description will be drafted by the relevant Board committee, or in the case of summer day camp staff by the Centre Programmer, along with an estimate for the time required for the employee to carry out the required tasks and a summary of remuneration levels for similar positions in Greater Vancouver. It will be reviewed and finalized by the Executive Committee.

Direct supervisor: An individual will be named by the Executive to be the direct supervisor of each of the Society's regular employees.

Hiring practices: Before any Society position is posted, the Executive and the direct supervisor (along with the associated Board Committee) will confirm the position description and salary range. The Finance Committee must be consulted before the salary range is confirmed. The process for posting the position, short listing applicants, interviewing, and making a hiring decision will be reviewed by the Executive; it is expected that the position's direct supervisor and the associated Board Committee will carry out the hiring process. The role of the Executive Committee is primarily to ensure consistency of approach.

Employee contracts: Each contract will be developed by the Executive Committee and will include the reporting relationship of the position, the duties of the position, the starting salary and benefits, provisions for a probationary period, salary reviews and performance reviews. As required in the Signing Authority Policy, each contract must be approved by the Executive Committee.

Employee contracts must be reviewed every five years; signed copies will be stored in the KCCS Accountant's office along with employee resumes.

Should the Society's operating needs or conditions change during the contract period, addenda may be made with the consent of the employee. Should the employee not agree to the changes, the employee may leave the position and receive the severance provision outlined in the contract.

If a condition of employment is not stated in the employee's contract, the provisions of the BC Employment Standards Act will apply.

Before the end of the probationary period, the Executive Committee will decide, considering the advice of the relevant Board committee, if the appointment is to be made permanent and so inform the employee.

Performance reviews: will be conducted annually by the employee's direct supervisor within two months of the contract anniversary date using a format agreed to by the Executive Committee. Copies of signed reviews will be stored with the employee's contract in the KCCS Accountant's office.

To ensure that a broad range of the employee's work knowledge, skills, attitudes, and abilities are addressed in the review, the employee's direct supervisor whilst preparing annual Performance reviews will purposefully request and gather input from other board members and Centre staff who frequently work with the employee.

The employee's direct supervisor will discuss the performance review with the employee and provide an opportunity for the employee to respond. An employee performance review may result in additional training, updated equipment or modification of duties or hours; the latter two would require approval of the Executive Committee.

Salary reviews: In general, salary increases for Society employees will be similar to those awarded to Park Board staff working at the Centre. All salary increases will be approved by the Executive Committee in consultation with the Finance Committee and will be awarded on the contract anniversary date. Salaries should align with the range of salaries for similar positions paid by other employers in the Greater Vancouver area.

### **SEPARATION/ TERMINATION PROCESS**

Should an employee's performance be found to be unsatisfactory after the probationary period has been completed, or in the conduct of a performance review, the employee's direct supervisor will meet with the employee and describe the performance concerns and the changes the supervisor wishes. This meeting will be followed up by a letter formally detailing the performance concerns, the agreed upon remediation and set up a date for a review to take place no more than three months from the date of the letter. If the employee's performance is still not satisfactory, a letter of termination will be issued.

### **PROCEDURES**

The Administrative Assistant to the Board [or the Accountant] will alert the Executive two months prior to each employee's contract date.

### **DEFINITIONS**

Contractors: A contractor is an independent (self-employed) worker. Contractors perform a specific service for the Society at an agreed upon price or share of revenue as set out in a time-limited contract for services. This is different from a contract of service (employer-employee relationship). A contractor provides the tools and equipment needed for their work and is responsible for the cost of their repairs, insurance and maintenance. A contractor is free to work when and for whom they choose and may provide services to different payers at the same time. The Society is not responsible for deducting Canada Pension Plan (CPP) contributions, EI premiums, and income tax from remuneration or other amounts it pays to its contractors.

### **RELATED DOCUMENTS:**

Signing Authority Policy

Executive Committee Terms of Reference