
Policy Title:	<u>MANAGEMENT OF HUMAN RESOURCES</u>
Intent of Policy:	To ensure that the human resources of SVDP are appropriately, ethically and legally managed by the Executive Director.
Policy:	<p>The Board delegates the authority and responsibility of managing operational staff and volunteers to the Executive Director. Board and Committee members respect this relationship, and do not get directly involved in operational or staff issues.</p> <p>The Executive Director reports to the Board as is appropriate on personnel issues of legal or public concern, through the Human Resource Committee.</p>
Procedure:	<ol style="list-style-type: none">1. The Executive Director organizes the human resource complement according to the needs and resources of SVDP. This may include hiring direct employees, contracting for services and the use of volunteers.2. The Executive Director develops operational policy and procedures to guide the work of staff, contractors and volunteers. Operational policy and procedures are developed with the constraints of the <i>Employment Standards Act/Regulations</i>, and other applicable laws and regulations, and presented to the Human Resource Committee for recommendation to the Board.3. The Executive Director reports to the Human Resource Committee on personnel issues of significant concern.4. The Executive Director, together with the Program Managers and Financial Administrator review employee pay grids for all staff and present then to the Human Resource Committee. The Human Resource Committee reviews and approves it in principle and refers to the Finance Committee for inclusion in the draft annual budget.5. Board and Committee meetings are the generally recognized avenues for Board and staff to think and

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plan together. Communications about SVDP business between Board and staff, outside of Board or committee meetings, is done only through the Executive Director. This includes:

- ❖ Staff or volunteer assignments or requests;
- ❖ Requests for organizational resources or staff or volunteer time;
- ❖ Staff or volunteer performance concerns or policy infractions; and
- ❖ Concerns regarding any aspect of programs or administration.

6. Committees may advise the Board or the Executive Director but do not exercise authority over staff, and ordinarily have no direct dealing with staff operations.

References:

- ❖ *Employment Standards Act/Regulations*
- ❖ Human Resource Committee Policy and Terms of Reference

Audit:

Executive Director Report