

Human Resources

Policy Section: Executive Expectations	Policy Number: EE-2	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: February 22, 2002	Date Reviewed/Revised: September 11, 2020

Purpose:

To outline the Council's expectations of and risk boundaries for the CEO/Registrar regarding the College relationship with employees.

Policy:

With respect to the relationship with employees, the CEO/Registrar shall interact in a fair, ethical, respectful, safe, and clear manner creating a supportive environment respectful of human rights.

Employee Relations

Accordingly, the CEO/Registrar shall:

- 1) Provide a respectful work environment that values the contribution of employees and that promotes harassment free relations, transparent communication, and team work.
- 2) Operate with written human resources policies and procedures that are consistent with government legislation, human resources best practices, and the values of the organization.
- 3) Ensure employees are informed of and contribute to the organizational strategic priorities, shared values, and operating policies. Further, ensure that employees comply with these policies and are aware of their protection under Council and administrative policies.
- 4) Provide reasonable and relevant opportunities for professional growth based on clear development plans and regular performance management feedback.
- 5) Ensure that external and internal stakeholder relationships are conducted professionally and with integrity.

Dispute Mechanisms

Accordingly, the CEO/Registrar shall:

- 1) Prohibit discrimination against any employee for non-disruptive, respectful expression of dissent based on personal or professional ethics.
- 2) Provide a fair and transparent alternate dispute or conflict resolution process regarding employment issues.
- 3) Provide a process for safe disclosure of reportable activity or suspicious transactions to ensure the complainant is protected from reprisal or victimization. A common expression of safe disclosure is the establishment of a "whistleblower" policy.

Compensation and Benefits

With respect to employment terms, compensation, and benefits for staff, consultants, and contract staff, the CEO/Registrar shall use sound principles of human resource management in accordance with the fiscal integrity, public image, and reputation of the College.

Accordingly, the CEO/Registrar shall:

- 1) Evaluate candidates for employment and current employees for promotion or termination using objective criteria, job qualifications, and job performance.
- 2) Neither promise, nor imply guaranteed employment.
- 3) Hire consultants or contract workers on the basis of a written agreement authorizing fees, expenses, and expectations.
- 4) Establish current compensation grids for staff which:
 - a) Create a competitive compensation environment, including at least a basic level of benefits, which supports the recruitment and retention of competent, quality staff.
 - b) Are in keeping with the geographic or professional market trends (as externally validated) for the skills employed, the scope of work undertaken, and the expected deliverables.
- 5) Establish at least a basic level of retirement savings contribution.
- 6) Establish or change employee benefit programs or retirement savings benefits to ensure equitable situations, including those that:
 - a) Provide a basic level of benefits to all permanent employees.
 - b) Allow employees to maintain benefits already accrued from any foregoing College benefit plan.
- 7) Not change his/her own compensation and benefits except as his/her own benefits are consistent with the benefits program for all other employees, or as indicated in their individual employment contract.

Note: The term employee(s) refers to all full time, part time, or temporary people working for and paid by the College.