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Human Resources Policy

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“Human Resource” will be referred to as “HR”

“Board of Directors” will be referred to as “the Board”

“Kind Space” will be referred to as “the Organization”

1. HR Policy Framework

- 1.1.** This Policy, and other HR management policies are formalized, documented and approved by the Board.
- 1.2.** HR management policies as outlined in the Employee Handbook and Accountability and Community Policy will insure compliance to the Workplace Health and Safety Act, and the Employment Standards Act (2000) and other relevant legislation, and will be updated regularly to ensure compliance.
- 1.3.** A human resources subcommittee consisting of 3 members and the executive director will be formed. There must be at least one board executive on this committee, and members can be from the community, or other volunteers. The committee will prioritize membership from people of colour, seniors, persons with disabilities, trans folk, indigenous folk, HIV positive folks, sex workers and other under-represented individuals. The Human resources sub committee will be responsible for;
 - 1.3.a.** Formulating and recommending personnel policies to the Board of Directors,
 - 1.3.b.** Fulfilling its responsibility as outlined in the Accountability and Community Policy,
 - 1.3.c.** Establishing job descriptions and reviewing them in consultation with the Executive Director,
 - 1.3.d.** Providing advice and assistance to the Executive Director in the selection of persons to fill staff vacancies; and
 - 1.3.e.** Addressing staff grievances, which cannot be resolved by the Executive Director.
- 1.4.** HR management policies are reviewed and amended by the Human Resources subcommittee of the board and finalized and voted upon by the Board. This policy must be reviewed every 2 years prior to the passing of strategic plans, or if legislative changes require revisions.
- 1.5.** Accessible copies of HR management policies will be available to management, employees and key stakeholders.

2. New Employees

- 2.1.** A job description is completed for all positions, and approved by the human resource subcommittee. The executive director must review Job descriptions once annually.
- 2.2.** Recruitment is through an objective, consistent process and must involve a variety of communication processes to inform other organizations and communities of the available position.
 - 2.2.a.** The Human Resources Subcommittee will make hiring decisions for positions excluding the executive director. This will include the interview process.
 - 2.2.b.** Criteria used to select the appropriate individual are established and documented prior to the interview process.

- 4.3.d. The Organization will review policies and practices regularly to ensure that they comply with human rights legislation.

5. Training, Learning & Development

- 5.1. All new employees will be given proper orientation to the position and to the Organization prior to the start of employment.
- 5.2. Every employee's training and development needs are reviewed during the review of work plans, and plans will be established to address any gaps.
- 5.3. During the development of the annual budget consideration is given to including appropriate resources to fund employee training and development.

6. HR Planning

- 6.1. The Board must regularly review staffing needs and introduction of new employment positions within the Organization must comply with specific criteria
 - 6.1.a. The position must actively work towards the mission statement of the Organization.
 - 6.1.b. The position actively works towards achieving goals presented in the strategic plan.
 - 6.1.c. The Organization must have the sufficient funds for wages/salary before the hiring of the employee; achieved through allocation of operational funding or specific grants.
- 6.2. In the event of employee leaves of absence or termination, the position will be filled according to Section 2, or absorbed into other positions within the Organization.
- 6.3. Succession of the Executive Director will be executed as according to organizational bylaws.

Appendix A: Letter of Employment Required Information

The letter of employment is signed by the employee and returned to the Organization before the commencement of work. The letter contains key information including:

- Start date
- Job title
- Starting salary or wage rate
- Hours of work
- Notice period for resignation
- Notice period for termination
- Probationary terms
- Directions on accepting the offer
- Requirements for criminal record checks, security clearances, bonding, etc.
- Key employee benefits
- Any special conditions of the position or offer
- Any accommodation needs as agreed during the recruitment process
- Reporting/supervision relationships
- Information on the organization's human resource management policies and confirmation that employees must adhere to them
- The end date of employment should be included in the letter of employment for fixed term positions (such as project funded positions or filling a maternity leave)
- Reference to union status (if applicable)

Appendix B: Training Modules

- Workplace Health and Safety Training Module. [Click here](#) to see the module.
- Working Together: The Code and the AODA (Accessibility for Ontarians with Disabilities Act). [Click here](#) to see the module.