

## **POLICY:**

The CRC is an equal opportunity employer and endeavours to hire, retain and promote the most suitable employees so that we may provide outstanding service to all. The CRC endorses and embraces the Canadian Human Rights Act and the Ontario Human Rights Code and proactively seeks to uphold the letter and the spirit of these laws in our hiring, promotion, and staffing practises.

## **PROCEDURE:**

### **i. Personnel Committee**

The Personnel Committee shall consist of at least two members of the Board of Directors and the Executive Director. Not more than one other volunteer may serve on the Personnel Committee. The Committee shall review the Personnel Policy at least once every 5 years or as often as required to keep policies up-to-date with legislation. Additionally, the committee will review job descriptions whenever a position is vacant or there is major program change, and will review the salary and benefits schedule annually.

### **ii. Recruitment**

All vacant full time and regular part time positions will be advertised internally and externally at the same time. Preference will be given to internal candidates who have demonstrated an ability to successfully complete the required duties of the vacant position.

The Board of Directors is responsible for hiring the Executive Director.

When hiring staff for Team Leader positions, a hiring committee will be formed consisting of up to three persons including a representative from the Board of Directors, the Executive Director and a program co-ordinator (if applicable).

The Executive Director or designate and the Team Leader will hire program staff.

The Executive Director will hire front office staff, with the assistance of a Team Leader if deemed appropriate.

The approval of the Executive Director shall be obtained before any commitment is given to the potential employee.

Approval of the Board of Director is required prior to the creation of new staff positions.

In the case of an applicant who is a relative of a member of the Hiring Committee, that member must declare a conflict of interest and be replaced.

When a relative is considered for hire, it must be established that:

1. Standard competition procedures have not been circumvented
2. The applicant is the most qualified
3. No undue influence was exerted on the Hiring Committee or Board
4. No potential conflict or difficulties appear to exist.

Members of the same family will not normally be hired to work on the same team. A supervisor may not supervise a family member (including a significant other).

### **iii. Criminal Reference Check**

The CRC requires a criminal reference check on all paid staff and volunteers who provide direct care services with children and vulnerable adults. This check will be only one part of the CRC screening procedures, which will include personal and professional reference checks.

The CRC will use the Canadian Police Information Computer (CPIC) in an attempt to ensure the safety and well-being of vulnerable people who are receiving services. This reference check will be completed by the local police department, and shall consist of a check through the CPIC system to secure information regarding outstanding criminal code charges, as well as criminal code convictions for which a pardon has not been granted. A Vulnerable Sector Check may also be required, depending on the nature of the position..

A current Criminal Reference Check will be required for all successful candidates as soon as possible after the interview. Successful candidates who refuse will no longer be considered for the position.

Candidates may be hired conditionally, pending the results of the reference check. If the check reveals a conviction, the CRC reserves the right to terminate the employment if it is considered appropriate to do so.

If a history of conviction(s) or outstanding criminal code charge(s) is indicated, it does not necessarily disqualify the candidate. The nature of the conviction(s), the length of time since the conviction(s), rehabilitative and other efforts subsequently made by the candidate, references from past employers and the candidate's duties will all be considered, after being discussed with the candidate. The Executive Director in consultation with the Personnel Committee will assess the potential risk to the CRC and its clients before a decision is made.

The results of the reference check are confidential and will be stored with locked Personnel files. All information obtained on an unsuccessful applicant will be retained in locked Hiring Files for 6 months and then shredded.

The CRC reserves the right to request a subsequent reference check any time during the term of employment if it has reasonable cause to do so or if it is required by through regulation or policy of the program. An employee refusing to provide consent, if requested, may have their employment terminated, depending on the circumstances. The CRC reserves the right to reconsider any agreement of employment if an unsatisfactory CPIC check is obtained during an employee's term.

#### **iv. Probation**

The purpose of Probation is to allow for a period of time for the organization and the new employee to discover if there is a match between the individual and the organizational requirements for performance of the position. The employment of probationary employees may be ended by either party at any time during the probationary period.

All newly hired employees shall be subject to a probationary period effective from the date of reporting. For full time staff, there shall be a six month probationary period. For part-time and occasional staff this probationary period will be calculated in the equivalent number of hours: approximately 910 hours of employment. An informal (formal if necessary) performance review shall occur at three months (in order to ensure expectations are clear) and a formal review shall occur at six months. Permanent appointment as an employee of CRC shall be subject to satisfactory performance during the probationary period. Pay increases are not granted during a probation period.

Orientation, training and ongoing performance appraisal is the responsibility of the immediate supervisor of the position. In the case of the Executive Director, the Executive Committee will fulfil the duties of immediate supervisor. Probationary employees shall be monitored and evaluated for performance on an on-going basis by their immediate supervisor or the Executive Director or designate.

The final decision to extend probation or dismiss a probationary employee is to be made by the Executive Director, who will notify the Personnel Committee; except in the case of the Executive Director, the Personnel Committee will make such a decision and notify the Board.

#### **v. Promotion**

The CRC recognizes the desirability, where possible, of promotion from within the organization.

Community Resource Centre (Killaloe) Inc.

**Staffing Policy**

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In the event of promotion with immediate salary increase, the employee shall be placed on a formal trial period of three months. Promotion will become permanent upon satisfactory completion of the trial period.

In the event the employee proves unsatisfactory in the position during the trial period, or if the employee finds him/herself unable to perform the duties of the new job, he/she shall be returned to his/her former position and salary level.