



Policy Type:	Human Resources	Policy Number:	HR-01
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The OV-CAOS board, as the employer of all organization staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission. "Employees" are defined to include staff hired under contract and/or letters of agreement.

Section 1: Policy Objectives

1. *Appropriate staffing is in place to provide services to members and the community.* This means that there are a sufficient number of employees who receive ongoing training and skill updating, and that there is always someone who can step in to run the organization on an emergency basis in the absence of the Artistic Director(s).
2. *Employees are treated fairly and professionally.* This means that there exists human resources policies and procedures that at a minimum respect and adhere to provincial legislation related to employment and where possible go beyond minimum standards. These policies are applied consistently to all employees, and employees are aware of these policies and procedures, and have a vehicle for expressing an ethical dissent or reporting that human resources policies have not been followed.
3. *Employees receive fair compensation.* This means that rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed, and that compensation adheres to the principles of pay and internal equity.
4. *The personal information of all employees is kept confidential.* Personnel records may be accessed only by the Artistic Director(s), direct supervisor or HR professional who must protect the privacy of employees.

Section 2: Responsibility

Part 1 - The OV-CAOS board is the employer of all staff and ultimately responsible for all human resources decisions.

1. The board develops and approves all policies that are in support of its vision for human resources management.
2. The board, *as a collective whole*, directly hires and manages the Artistic Director(s).
3. The board may establish a committee to undertake specific HR work on behalf of the board as a whole, in which case terms of reference for the committee will be established.

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Part 2 - The Artistic Director(s) is responsible for human resources management within the organization.

1. The Artistic Director(s) develops for board approval human resources policies that support the board's vision.
2. The Artistic Director(s) keeps abreast of legislative and social changes that have an impact on the board's human resources policies and procedures.
3. The Artistic Director(s) hires and manages all employees, either directly or through other managers and supervisors.

Section 3: Employee Records

The organization maintains current, confidential information for each employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept to provide documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

1. Employee records are kept in a locked filing cabinet in a secure location. All electronic records are password-protected.
2. An employee may request, and will be granted, access to his or her records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. Where a board member seeks access to an employee's personal information, the board member may only obtain the personal information:
 - a) in compelling circumstances affecting the health or safety of an employee.
 - b) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased.
5. Each record contains basic administrative information including emergency contact numbers; benefits; salary and tax-related information; letter of employment; performance appraisals; and professional development information.
6. A record of emergency contact information for each employee is also maintained and employees should advise the employer promptly of any change to their personal information held at the organization.
7. Records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy must be reported to the Artistic Director(s).

Section 4: Employee Communications

Well-informed employees contribute to stronger organizational decision-making and better represent the organization to the public.

1. Reports, long-term plans and operational information are circulated to employees.
2. The Artistic Director(s) and managers meet regularly with employees to facilitate strong staff participation in the workplace.

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Section 5: Legislation and Exemptions

The organization shall follow the Ontario **Employment Standards Act, S.O. 2000** (ESA) and all subsequent versions of the Act. The Artistic Director(s) shall work within the Act, including following any exemptions to the Act.

In accordance with the ESA, the following are exemptions to the Act when an individual described below works as a volunteer or for compensation:

- a) A secondary school student who performs work under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- b) An individual who performs work under a program approved by a college of applied arts and technology or a university.
- c) A participant in community participation under the **Ontario Works Act, 1997**.
- d) An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the **Youth Criminal Justice Act (Canada)**.
- e) An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is his or her rehabilitation.
- f) Any prescribed individuals listed in ESA 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7. 2.

These individuals shall have employment standards as prescribed by the various governing bodies (e.g. secondary school, college, Ontario Works program, etc) and not the ESA. However, these individuals will be bound by the policies of the organization including all Human Resources and Health & Safety policies.

Section 6: Posting of Rights and Obligations Poster

1. As required under the **Employment Standards Act**, the Artistic Director(s) will post a copy of the "Employment Standards in Ontario" poster in a location where it will be seen by all employees. In addition, all new employees will be provided with a print copy of this poster within 30 days of the date that the person becomes an employee.

Editor's Notes: (for information and the text is not to be included in your own organization policy)

Employment Standards Poster - Details about the required poster and a link to the current version are available on the Ontario Ministry of Labour [page about the Employment Standards Act](#). All employers covered by the **Employment Standards Act** (ESA) in the province must display this poster in the employer's workplace. Employers must also provide all of their employees with a copy of the poster. The poster contains a brief summary highlighting the main standards of the ESA, including: hours of work, rest periods, overtime pay, minimum wage, vacation time and pay, public holidays, leaves of absence from work, termination notice and pay and repirals.

An employer may provide the poster as a printed copy or as an attachment in an e-mail to the employee. In addition, an employer may provide the poster via a link to the document on an internet database, but only if the employer ensures the employee has reasonable access to that database (i.e. must ensure the employee has access to a computer and is able to access a working link to the document) **and** ensures the employee has access to a printer and that the employee knows how to use the computer and the printer.