

Subject: Human Resources Principles	Board
Policy Number: 40	Pages: 2
Implementation: May 2008	Reviewed: July 2009, February 2015, November 2018 Next Review: November 2022
Cross Reference: Employment Standards Act 2000 Ontario Human Rights Code Federal & Provincial legislation addressing Human Resources	Approved By: Board of Directors

The Executive Director shall ensure that working conditions are legal, humane, fair and dignified with respect to treatment of paid and volunteer staff. In addition, and no less important, ensure that staff have a safe, supportive, and equitable work environment so staff can contribute their best work for the agency and its clients.

The Executive Director shall:

- Operate with a Personnel Manual comprised of human resources policies and procedures that meet the standards set under the Employment Standards Act 2000. The Personnel Manual should clarify expectations and working conditions, personnel rules for staff, processes for effective handling of grievances, and protect against harassment, unfair treatment and wrongful conditions.
- Follow the Ontario Human Rights Code and other applicable legislation regarding appropriate treatment for paid or volunteer staff.
- Take reasonable steps to protect staff from unsafe or unhealthy conditions.
- Provide opportunity for staff to present grievances to the Board in writing, when both: (a) internal grievances procedures have been exhausted, and (b) the employee alleges either (i) that board policy has been violated to his or her detriment, or (ii) that board policy does not adequately protect his/her human rights.
- Ensure staff is acquainted with their rights under this policy.

Human Resources Principles:

1. Salary Administration:

Vaughan Community Health Centre's (VCHC) salary compensation will be fair and equitable to facilitate the attraction, retention and motivation of employees. To some extent, salary scales are pre-determined by the Ministry of Health and Long-Term Care and/or the Local Health Integration Network, which is VCHC's main funder. When funding is received from other sources with no pre-determined salary scales, every effort will be made to try to maintain equity among employees working in comparable positions.

2. Recruitment and Selection of Staff:

VCHC seeks to hire the best qualified candidate for any position. VCHC is committed to equity in employment and a fair and equitable process for the hiring and promotion of employees. The rights of each candidate to expect a fair and equitable selection process regardless of their race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, family status, disability, age, marital status, political orientation, sexual orientation, gender identity, gender expression, colour, record of offenses, or other prohibited grounds in accordance with Ontario Human Rights Code will be respected.

3. Orientation and Training:

All new employees will be provided with a full and sufficient orientation to the organization (its history and all VCHC's policy and procedures manuals), to the community at large, and to the specific responsibilities encompassed in their job description. When required, new staff will be provided on the job training and/or shadowing opportunities. Professional development is vital for retention and maintaining engagement of staff. It is, however, an individual's responsibility to ensure they pursue, attend or participate in professional development opportunities. Staff will be encouraged to pursue these available opportunities as appropriate to their role and in the interest of VCHC.

4. Staff Benefits:

VCHC will establish and implement fair and equitable policies to guide staff benefits. These policies will be based on all applicable federal and provincial legislation, funder's allocations, and the requirements of professional licensing bodies/colleges.