

BRIEFING REPORT

REPORT TOPIC: Human Resources and Relations Policy (OB II-20)

REPORT TO: COO Council

REPORT FROM: COO Governance Committee

DATE: May 28, 2018.

REPORT PURPOSE:

☒ Policy Development/Enhancement/Regular Review/Approval

☐ Ends Policy

☒ Operational Boundaries Policy

☐ Council-Staff Relationship Policy

☐ Governance Process Policy

☐ Council Implementation of Policy

☐ Council-Staff Relationship Policy

☐ Governance Process

☐ Monitoring Report

☐ Ends

☐ Operational Boundaries

☐ Ownership Linkage Report

☐ Incidental Report

☐ Registrar, CEO

☐ Council President

☐ Other: Briefing Report

BACKGROUND

The COO Council is working to refresh and redevelop its policy direction including its Operational Boundaries Policies. The policy on Human Resources and Relations falls into the Operational Boundaries policy quadrant. This policy is designed to set out the risk boundaries related to employee relations, employment practices, and compensation. This policy also establishes the Council's values with regard to the College's relationships with employees. The interpretation and implementation of this policy, once updated, is fully the responsibility of the Registrar, CEO.

The current COO policy on Staff Relations is outlined below in Figure 1 and Figure 2 outlines a proposed revised draft policy prepared by the COO Governance Committee. The Governance Committee is also proposing a name change for the policy. The Governance Committee first reviewed this Human Resources and Relations policy draft at its November 2017 meeting and several updates have been made as a result of ongoing Governance Committee discussion.

GOVERNANCE COMMITTEE RECOMMENDED MOTION

That the COO Council move to approve the revised Staff Relations (OB II-20) as outlined in Figure 2 and further that the Council approve the policy title name change to "Human Resources and Relations".

**FIGURE 1
CURRENT POLICY**

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	Staff Relations
<i>Approval Date:</i>	September 20, 2011

The Registrar's authority with respect to the treatment of paid staff and volunteers must be such that it assures the rights of these persons to fair, equitable and humane treatment.

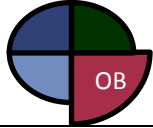
Accordingly, she or he must:

1. Operate with written personnel policies which clarify personnel rules for staff/volunteers, provide for effective and prompt conflict resolution and protect against wrongful conditions and grossly preferential treatment for personal reasons.
2. Respect any staff member's right to express an ethical dissent.
3. Uphold the principles for practice as an equal opportunity employer.
4. Allow staff to present concerns to the President when:
 - a) Internal conflict resolution procedures have been exhausted, and
 - b) The employee alleges:
 - i) Unethical or illegal conduct or dishonesty of the Registrar
5. Acquaint staff with their job responsibilities and rights under this policy
6. Take adequate measures to prevent workplace violence and harassment in offices of the College. Any complaints by any staff relating to workplace violence and harassment in any form will be investigated and dealt with promptly.
7. Incorporate relevant committee input when developing staff performance appraisals.
8. Ensure appropriate professional development opportunities for all staff

The Registrar will report as needed to Council.

**FIGURE 2
PROPOSED NEW POLICY**

DRAFT FOR DISCUSSION

POLICY TITLE: HUMAN RESOURCES AND RELATIONS	POLICY SECTION: OPERATIONAL BOUNDARIES	POLICY NO: II-20	
APPROVED BY: COUNCIL	REGULAR COUNCIL POLICY REVIEW FREQUENCY: EVERY 3 YEARS	MONITORING OF REGISTRAR, CEO FREQUENCY: ANNUAL	MONITORING METHOD: INTERNAL REPORT
DATE APPROVED: <ul style="list-style-type: none"> Discussed at November 2017 and April 2018 Governance Committee meetings Scheduled to go to May 2018 Council meeting for approval 	PRESIDENT'S SIGNATURE:		
DATE REVIEWED / REVISED:			

With respect to the treatment of and relationship with employees, the Registrar, CEO shall not cause or allow conditions which are unfair, disrespectful, unsafe, unclear, or that fail to allow for due process.

EMPLOYEE RELATIONS

Accordingly, the Registrar, CEO shall not:

1. Operate without written human resources policies and procedures that are consistent with government legislation, human resource standards, and the values of the organization. These policies will not fail to clarify terms of employment, to guard against wrongful conditions, and to ensure equal opportunity employment.
2. Prevent an employee from reporting a complaint to the Council, through the President, when the employee alleges that the Registrar, CEO engaged in unethical, illegal conduct, or was dishonest and the internal complaint procedures have been exhausted.
3. Fail to acquaint employees with their protections under this policy and with their rights and responsibilities under all applicable Council policies.
4. Fail to promote an environment that values the contribution of employees, is equitable and supportive, and builds a positive morale.
5. Fail to provide reasonable and relevant opportunities for professional growth and development.
6. Fail take adequate measures to prevent workplace violence, discrimination, and harassment.

EMPLOYMENT AND COMPENSATION

With respect to employment, compensation, and benefits for employees, the Registrar, CEO shall not fail to use sound principles of human resource management in accordance with the fiscal integrity and the reputation of COO.

Accordingly, the Registrar, CEO shall not:

Employee Compensation

7. Operate without providing employees with a reasonable compensation package.

Hiring Practices

8. Evaluate employees and candidates for employment using criteria other than objective job qualifications and/or job performance.
9. Hire or promote staff based on favouritism or nepotism.
10. Promise or imply permanent or guaranteed employment for any reason.

Registrar, CEO Compensation

11. Change his/her own compensation and benefits except as approved by Council.

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