INTRODUCTION HR A1

HR A1.1 INTENT

Human Resources Policies are intended to maintain a mutually respectful and beneficial relationship between the Board of Directors and employees of Sunshine Coast Community Services Society. All authority delegated from the Board to staff is delegated through the Executive Director. The Executive Director determines all administrative policies of the Society, including those related to personnel and finance. The Board delegates the implementation of all policies to the Executive Director. (Reference: Governance Policy, B.4.1, Board Delegation to the Executive Director.)

These policies and procedures are intended to establish clear roles and responsibilities for all staff members, to enable the Society to employ and retain a qualified staff, and to enable employees to develop and apply their expertise fully. Employees are encouraged to convey ideas to the Executive Director concerning these guidelines or matters that bear on their work or service delivery. The Society is committed to maintaining a healthy organizational environment, and supports physical, mental, emotional and spiritual well-being in ourselves and others.

HR A1.2 DEFINITIONS

1. "Society" shall at all times mean the Sunshine Coast Community Services Society.

2. "Service" refers to all services and programs administered by the Society.

3. "Supervisor" refers to a person who serves in an administrative capacity and supervises other employees.

4. "Board" refers to the duly elected members of the Board of Directors of the Society.

5. “Executive Director” refers also to co-Executive Director if applicable.

6. "Employer" means the Society.

HR A1.3 CONFLICT WITH REGULATIONS AND AGREEMENTS

If there is a conflict between the contents of this manual and: (1) any federal, provincial, or municipal act, regulation, or by-law; (2) any collective agreement affecting one or more Services; or (3) the Constitution and by-laws of the Society; the said act, regulating by-law, collective agreement or Constitution and by-laws shall take precedence over the terms of the Human Resources Manual.

HR A1.4 CONFLICT WITH SERVICE MANUALS

The contents of this manual set the minimum standards for the operation of the Society and all of its services. No service shall establish policies, procedures, and practices that are different from those set forth in this manual without the Executive Director's prior approval.

EFFECTIVE: December 1, 2015	**APPROVED BY: Executive Director**	
REPLACES: April 1, 2014	**MONITORING: Executive Director**	**FREQUENCY: Annually**