

PERSONNEL ADMINISTRATION

HR A2

INTENT

To establish the roles and responsibilities of the Board and Management in Personnel Administration

POLICY

Personnel administration is a shared responsibility carried out by the Board, the Executive Committee, the Executive Director, Program Directors, Program Managers and Program Coordinators. All personnel matters shall be kept in confidence.

ROLES AND RESPONSIBILITIES

HR A2.1 Board of Directors

The appointment of the Executive Director is the responsibility of the Board.

HR A2.2 Executive Committee

The Executive Committee of the Board will handle all personnel requirements for the position of Executive Director, i.e. job description, annual performance evaluation, compensation and contract review.

HR A2.3 Executive Director

The Executive Director is the Administrator for the Society and, in personnel matters, is responsible for:

1. establishing and revising comprehensive, uniform human resources policies for the Society;
2. ensuring that human resources policies are adhered to;
3. consulting with Program Directors and other staff on personnel policy;
4. reviewing annually all pay rates and cost of benefits.

HR A2.4 Program Directors

The Program Director is the administrator for the given cluster of services and responsible for adhering to Human Resources Policy and supervising Program Managers and Program Coordinators and administrative staff when applicable. The Program Directors are supervised by the Executive Director.

HR A2.5 Program Managers

The Program Manager is the administrator for a designated group of like-services within a cluster of programs or specific area such as communications. This individual is responsible for supervising Program Coordinators and employees where applicable. The Program Manager is supervised by the appropriate Program Director.

HR A2.6 Program Coordinators

The Program Coordinator is the administrator for a given program and may be responsible for supervising staff. The Program Coordinator is supervised by the appropriate Program Director or Manager.

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