****

|  |
| --- |
| #*2 HUMAN RESOURCES*  POLICY MANUAL |
|  |

|  |  |  |
| --- | --- | --- |
| **NOTRE OBJECTIF** | **OUR PURPOSE** | **ONJIDAMANG** |
| Travailler ensemble afin de créerdes parcours permettant aux enfants, aux jeunes et aux familles d’atteindre leur plein potential. | Work together to create paths with children, youth and families to reach their full potential. | Maamwi ndo’nookiitaanaanan  miikanan waa naagidoowad  binoojiinhag, eshkiniigijig  miinwa ngodweaangizijig wii  digoshinoowad mooshkin  ezhi’shkiwewizoowad. |



# #2 – HUMAN RESOURCESPOLICY MANUAL

# TABLE OF CONTENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL** | | |  |
| POLICY REF # | | POLICY NAME | DOCUMENT |
| GEN | ALL | Agency Purpose, Objectives, Guiding Principles |  |

|  |  |  |
| --- | --- | --- |
| **PART A – *RECRUITMENT AND SELECTION OF EMPLOYEES*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-A-01 | Range of Qualifications |  |
| 2-A-02 | Equal Employment Opportunity and Equity |  |
| 2-A-03 | Posting and Selection |  |
| 2-A-04 | Commencement of Employment |  |
| 2-A-05 | Student Placements |  |
| 2-A-06 | Anti-Nepotism |  |
| 2-A-07 | Diversity, Equity and Inclusion Policy |  |

|  |  |  |
| --- | --- | --- |
| **PART B – *ASSIGNMENT OF EMPLOYEES*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-B-01 | Initial Assignment to Duties Upon Hiring |  |
| 2-B-02 | Assignment of Work |  |
| 2-B-03 | Promotions |  |
| 2-B-04 | Secondments |  |

|  |  |  |
| --- | --- | --- |
| **PART C– *PERFORMANCE MANAGEMENT*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-C-01 | Performance Management |  |
| 2-C-02 | Job Descriptions |  |
| 2-C-03 | Performance Appraisals |  |

|  |  |  |
| --- | --- | --- |
| **PART D – *SALARIES, BENEFITS*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-D-01 | Salary Administration |  |
| 2-D-02 | Pay Equity Job Evaluation |  |
| 2-D-03 | Benefits |  |
| 2-D-04 | Sick Leave |  |
| 2-D-05 | Leave of Absence Without Pay |  |
| 2-D-06 | Types of Leave |  |

|  |  |  |
| --- | --- | --- |
| **PART E – *STAFF TRAINING AND DEVELOPMENT*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-E-01 | Training Provided by Compass Staff |  |

|  |  |  |
| --- | --- | --- |
| **PART F – *TERMS AND CONDITIONS OF EMPLOYMENT*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-F-00 | Terms and Conditions of Employment |  |
| 2-F-01 | Employment Status |  |
| 2-F-02 | Length of Service |  |
| 2-F-03 | Hours of Work |  |
| 2-F-04 | Attendance |  |
| 2-F-05 | Office Closures |  |
| 2-F-06 | Remote Work |  |
| 2-F-07 | Right to Disconnect |  |

|  |  |  |
| --- | --- | --- |
| **PART G – *EMPLOYEE CONDUCT*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-G-00 | Code of Conduct |  |
| 2-G-01 | Whistle Blower Policy |  |
| 2-G-02 | Conflict of Interest |  |
| 2-G-03 | Confidentiality |  |
| 2-G-04 | Agency Property |  |
| 2-G-05 | Acceptable and Unacceptable Behaviours or Conduct |  |
| 2-G-06 | Employee Recognition |  |
| 2-G-07 | Investigation |  |
| 2-G-08 | Progressive Discipline |  |
| 2-G-09 | Reporting Alleged Client Abuse by Centre |  |
| 2-G-10 | Investigations of Allegations of Child Abuse and Professional Misconduct |  |
| 2-G-11 | Scent-Free Workplace |  |

|  |  |  |
| --- | --- | --- |
| **PART H – *EMPLOYEE RELATIONS*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-H-00 | Employees Relations |  |
| 2-H-01 | Supervision |  |
| 2-H-02 | Dispute Resolution (Non-Bargaining Unit Staff) |  |
| 2-H-03 | Media Relations |  |

|  |  |  |
| --- | --- | --- |
| **PART I – *PERSONNEL RECORDS*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-I-00 | Personnel Records |  |
| 2-I-01 | References, Verbal and Written |  |

|  |  |  |
| --- | --- | --- |
| **PART J – *HUMAN RIGHTS*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-J-00 | Human Rights |  |

|  |  |  |
| --- | --- | --- |
| **PART K – *TALENT MANAGEMENT*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-K-01 | Succession Planning |  |

|  |  |  |
| --- | --- | --- |
| **PART L – *VOLUNTEER POLICY*** | | |
| POLICY REF # | POLICY NAME | DOCUMENT |
| 2-L-01 | Volunteer Policy |  |

|  |  |  |
| --- | --- | --- |
| **APPENDICES** | | |
| NOTED IN POLICY | DOCUMENT NAME | DOCUMENT |
| ALL | Compass Strategic Plan 2021-2025 |  |
| 2-04-A | Sick leave process |  |

\*\*Where the singular feminine is used in this document,

it shall be considered as if the plural or masculine has been used.