

STATEMENT of POLICY and PROCEDURE			
Manual:	O'Keefe Ranch and Interior Heritage Society	OKR No.	5.01
Section:	Human Resources	Approved:	May 24, 2018
Subject:	Human Resources Primer	Amended	
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1 POLICY

None

2 PURPOSE

None

3 SCOPE

Not applicable.

4 RESPONSIBILITY

4.01 It is the responsibility of the Operations Director to maintain human resources policies, procedures and controls. Human Resource Policies affecting the financial position of the organization may not be adopted without the approval of the Board of Directors.

4.02 It is the responsibility of the Board of Directors through the Selection Committee to recruit, select and hire the Operations Director and Finance Director.

4.03 It is the responsibility of the President with the HR Committee to:

- a) Manage the performance of the Operations Director and Finance Director
- b) Set compensation and benefits for the Operations Director and Finance Director.

5 DEFINITIONS

5.01 "**Casual employee**" means an employee whose work for the organization is neither regular nor extensive. Casual employees are paid cash plus statutory annual vacation equivalent (four percent).

5.02 "**Contractor**" means an individual who performs work for the organization on a contract basis and who invoices the organization for the work performed. Contractors are not employees and are not entitled to wages or any form of compensation other than the payment of their invoices in accordance with their

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contract.

- 5.03 **“Compensation”** means all forms of compensation an employee receives in exchange for their labour including wages and salaries, benefits, perquisites and RRSP or pension if any.
- 5.04 **“Job description”** means a description of the responsibilities and content of a particular job.
- 5.05 **“Job evaluation”** means an assessment of a particular job with respect to its comparability to other jobs or its value.
- 5.06 **“Regular employee”** means an employee who works regularly-scheduled hours, is on the payroll of the organization and receives benefits from the organization.
- 5.07 **“Succession planning”** means plans and activities put into place to ensure that potential successors are identified and prepared for replacing individuals in key positions in the organization.
- 5.08 **“Temporary employee”** means an employee who works regularly-scheduled hours, is on the payroll of the organization, and whose beginning and end date is defined. Temporary employees are not eligible to receive benefits.
- 5.09 **“Working conditions”** means hours of work, vacation entitlements and scheduling, company holidays, overtime eligibility and treatment, scheduling of hours, leaves of absence, flexible work week and lieu time.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Provincial Employment Standards Act

Provincial Human Rights Code

Provincial Pay Equity Act

Provincial Occupational Health and Safety Act

Provincial Workplace Safety and Insurance Act

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Federal or Provincial Privacy Act

Federal Employment Insurance Act

OKR 2.03 – Roles and Responsibilities

OKR 2.04 – Ethics

OKR 2.06 – Strategic and Business Planning

OKR 5.02 – Recruitment, Selection and Orientation

OKR 5.03 – Performance Planning and Management

OKR 5.04 – Volunteer Management

OKR 5.05 – Compensation and Working Conditions

7 PROCEDURES

None