



Name of Manual:	Human Resources	Policy # 1.0	Page 1 of 1
Policy Title:	RESPECTFUL WORKPLACE	Original Date:	December 2005
Prepared by:	Resources Committee	Reviewed Date:	January 2019
Approved by:	Board of Directors	Revision Date:	January 2019

1.PURPOSE

The purpose of the Respectful Workplace Policy is to guide decision-making, actions, and interactions as we carry out our work on behalf of the North Lambton CHC. It reflects our commitment to working together to promote an ethical, just, and responsible work environment.

2.SCOPE

This policy applies to all employees, students and volunteers.

3.POLICY

The North Lambton CHC recognizes its responsibility to ensure the well-being, safety, and dignity of all individuals and is committed to promoting an environment of mutual respect free from discrimination, harassment, and bullying. This will be accomplished by:

- 3.1 Upholding the Centre’s Mission, Vision, and Values.
- 3.2 Working in accordance with all relevant legislation, professional standards, and the policies, practices and procedures of the North Lambton CHC.
- 3.3 Treating clients, members of the community, professional colleagues, and community partners with respect, dignity, and compassion.
- 3.4 Delivering and promoting safe, quality, client-centered, inter-disciplinary care, and services to vulnerable populations, ensuring access to all individuals requiring services.
- 3.5 Acting honestly and responsibly with professional competence and high ethical standards.
- 3.6 Being accountable for one’s actions or interactions.
- 3.7 Working collaboratively to maximize the effectiveness of client services.
- 3.8 Respecting and protecting the privacy and confidentiality of all individuals.
- 3.9 Reporting in good faith any violations or suspected violations of this and other related policies.

4.PRACTICE

No policy can anticipate every situation that may arise. Accordingly, this policy is intended to serve as a source of guiding principles, specifically:

I. Ethical Conduct

- As stewards of the Centre all employees, students, and volunteers shall conduct themselves with the highest standards ensuring public trust and

integrity.

II. Confidentiality

- Members of the North Lambton CHC are entrusted with confidential or privileged information in good faith for the purpose of information sharing which must be held in strict confidentiality. Confidential information includes all non-public information.

III. Diversity and Inclusion

- Approach all issues with an open mind and embrace a diversity of viewpoints resulting in collective decision making to make the best decision for our clients and the organization.
- Promote positive relations by creating a climate and culture where discriminatory or oppressive behaviours are not tolerated.
- Recognize that individuals bring diverse background, skills, and experience. Individuals will not always agree with one another on all issues. Also recognize there is value in discussion, debate, and dissent. All discussion, debate, and dissent shall take place in an atmosphere of mutual respect and courtesy.

IV. Anti-discrimination and Ontario Human Rights Code

- The North Lambton CHC is committed to a policy of anti-discrimination.
- Harassment and/or discrimination in relation to any of the prohibited grounds outlined in the Ontario Human Rights Code will not be tolerated. The North Lambton CHC believes it is our responsibility to ensure that all employees, board members, volunteers, students, and clients are able to participate equally in the work and activity of the Health Centre without barriers.

V. Best Interest of the Centre

- It is recognized that individuals may represent the organization in the community. Such representations must be respectful of and be consistent with the individual's duty of confidentiality, privacy, and professionalism.

5.PROCEDURE

5.1 Breach of Respectful Workplace Policy

- Any allegations of a misconduct or breach of this policy on the part of an employee, student or volunteer must be reported immediately to the Team Lead or the Human Resources department and follow the Conflict Resolution policy.
- Breach of this policy may result in disciplinary action up to and including immediate dismissal.

Policy Reviewed and Adopted by Resources Committee:

Date: _____ Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: _____ Board of Directors Representative: _____

Policy Approved by:	Signature:	Date:
Executive Director		
Quality & Performance Team Leader		
Data Management Team Leader		
Finance Team Leader		
Health Promotion Team Leader		
Risk Management Team Leader		
Clinical Co-ordinator		



<input checked="" type="checkbox"/>	East Lambton
<input checked="" type="checkbox"/>	Forest & Kettle Point
<input checked="" type="checkbox"/>	West Lambton CHC

Name of Manual:	Human Resources	Policy # 2.0	Page 1 of 1
Policy Title:	HIRING AUTHORITY	Original Date:	September 2000
Prepared by:	Resources Committee	Reviewed Date:	January 2019
Approved by:	Board of Directors	Revision Date:	January 2019

Delete Policy – not necessary in HR Manual. Or is it part of Board policy manual?
Covered by 3.6 of HR Policy 3.0



Name of Manual:	Human Resources	Policy # 3.0	Page 1 of 4
Policy Title:	RECRUITMENT, SELECTION AND HIRING	Original Date:	November 2000
Prepared by:	Resources Committee	Reviewed Date:	January 2019
Approved by:	Board of Directors	Revision Date:	January 2019

1. PURPOSE

To outline expectations with respect to probationary period and orientation once a candidate begins their employment with North Lambton CHC.

2. SCOPE

This policy applies to all employees of North Lambton CHC and persons applying for a position at the Centre.

3. POLICY

- 3.1 The North Lambton CHC is committed to providing a recruitment, selection, and hiring process that is open, fair, and consistent. The process is designed to identify the needs of each new or vacant position and assist in locating the best qualified applicant for the position.
- 3.2 The North Lambton CHC is an equal opportunity employer and adheres to the Ontario Human Rights Code [2011] and applicable employment legislation. It is the policy of North Lambton CHC to employ individuals without regard to language, race, cultural background, ethnicity, political or religious affiliation, place of birth, citizenship, ancestry, gender, sexual or gender identity, sexual orientation, age, creed, family status, income or level of health, and ability as also established and defined under the Accessibility for Ontarians with Disabilities Act [AODA 2005].
- 3.3 This policy is not to be construed to limit the hiring, promotion, or employment opportunities of any particular group of applicants.
- 3.4 Nothing in this policy should be construed to conflict with or supersede provincial or federal law, or as interfering with the human rights of employees.
- 3.5 Individuals requesting and requiring accommodations during the recruitment, selection, and hiring process (i.e. orientation and training) will be provided with the tools and resources to eliminate or remove any barriers to their recruitment and hiring.
- 3.6 The Board is responsible for hiring the Executive Director (ED) and the ED is responsible for hiring all other staff. The ED is accountable to the Board.
- 3.7 It is through the budget approval process that the Board is kept informed of the allocation of human resources to programs and indicates its support of relative priorities.

4. PRACTICES AND PROCEDURES

4.1 Recruitment

- The Executive Director retains the right to determine the staffing complement in order to ensure the viability of North Lambton CHC.

- The job posting shall include the job title, required and/or preferred education and experience, professional competencies, position responsibilities, hours of work, closing date of competition, job posting number, and “Equal Opportunity Employer”.
- Staff will be made aware of pending openings by means of notices posted internally on designated bulletin boards for a minimum of five (5) working days. Depending on the job, it may be posted externally, as well as internally, simultaneously.
- Internal candidates will go through the same interview and selection process that applies to external candidates where it has been advertised externally.

4.2 Selection and Hiring

- The ED, at his/her discretion, may arrange for staff members or other qualified individuals to help assess candidates for a position.
- All candidates interviewed for an open position may be subject to mandatory pre-hire verification of qualifications prior to an offer of employment being extended. This may include employment reference checks, education verification, police record check or police vulnerable sector check and may vary depending on the position the candidate will hold.
- For candidates who will be filling professionally licensed positions, a mandatory in good standing check with the respective Professional College or licensing body will occur prior to extending an offer of employment.
- North Lambton CHC will prepare and extend a formal offer of employment to the successful individual. The offer letter will include all position particulars and contract provisions.

3.1 4.4POLICY ON NEPOTISM

Under the **Ontario Human Rights Code**, it is not discrimination where “an employer grants or withholds employment or advancement in employment to a person who is the spouse, child, or parent of the employer or an employee.” (R.S.O. 1990, CH. 19, s. 24(1)). “Spouse,” “child,” and “parent” are defined in the Code.

Hiring for all positions will be based on merit; nepotism will not be permitted in hiring. Nepotism is defined as follows:

“Bestowal of patronage by public officers in rewarding others or appointing them to positions by reasons of blood or marital relationship to the appointing authority.”

The policy on Nepotism applies to immediate family including:

- parents/grandparents;
- children/grandchildren/step-children;
- spouse;
- brother/sister/step-brother/step-sister;
- mother-in-law/father-in-law/brother-in-law/sister-in-law.

NOTE: Board members must have resigned from the Board of Directors for a period of six 12 months before applying for a compensated position with the Centre.

4.5 Probationary Period

- For staff other than the ED, the first three (3) months in a position shall be considered a probationary period, which furnishes an opportunity for both the Centre and the staff member to explore whether or not the employment arrangement is mutually satisfactory.
- The probationary period for a short-term temporary employee is the duration of their employment (example: less than six (6) months)
- The timing for probationary reviews and decisions is set out in Policy 9. An employee's probationary status may be extended for a specified period; see below under "three (3) month review".
- During the probationary period, the employee's Team Leader will hold regular meetings with the employee to discuss their job performance in relation to training and meeting job expectations.

4.6 Orientation and Training

- Orientation and training is an essential component of the employment relationship and an effective orientation can have positive results for the organization.
 - All new staff will be provided with a full and sufficient orientation to the organization.
 - It is the responsibility of the HR department, in consultation with the hiring Team Lead to co-ordinate the orientation and training of new employees.
 - Students and short-term contract persons may be exempted from some or all of this orientation process.
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- New employees will receive an orientation package which shall include the above information and any other required information.
 - New employees will sign the policy section of the Orientation Checklist to indicate they have read and understand all approved Centre policies and related documents and forms.

Policy Reviewed and Adopted by Resources Committee:

Date: _____ Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: _____ Board of Directors Representative: _____

Policy Approved by:	Signature:	Date:
Executive Director		
Quality Performance Team Leader		
Data Management Team Leader		
Finance Team Leader		
Health Promotion Team Leader		
Risk Management Team Leader		
Clinical Co-ordinators		

Name of Manual:	Human Resources	Policy # 4.0	Page 1 of 3
Policy Title:	TYPES OF EMPLOYMENT AND EMPLOYMENT STATUS	Original Date:	September 2000
Prepared by:	Resources Committee	Reviewed Date:	January 2019
Approved by:	Board of Directors	Revision Date:	January 2019

1.0 PURPOSE

The purpose of this policy is to identify and describe the types of employment categories within the North Lambton CHC.

2.0 SCOPE

This policy applies to all employees of the North Lambton CHC.

Definitions of Employment Status:

- (a) **Full-time:** employees hired permanently, who work the full weekly hours (37.5 hours), with unpaid meal breaks. They are paid within the salary range established by the Ministry/ESC LHIN for the job they do. Full-time employees are provided access to the Centre's group benefits plans in addition to the mandatory benefits.
- (b) **Part-time:** employees who work less than full-time hours. They are paid within the salary range for the job. Provided they work at least 0.5 FTE, they are offered the opportunity to access the group benefits, on a pro-rated basis. Part-time employees will be offered the opportunity to enrol in HOOPP (see Section 8.14 for details).
- (c) **Contract/Purchased Service:** normally carried out by temporary employees who work for a defined period of time, either full-time or part-time. Such employees sign a written letter of agreement outlining the terms and conditions of employment, including the wages and provision for a percentage in lieu of benefits. They are told, in advance, the period of employment and under what conditions it may be terminated.
- (d) **Casual Relief:** a special category of temporary employees who work intermittently, as they choose, when the opportunity is offered, for a specified rate of pay. Discretionary benefits are not provided; there may be provision for a percent in lieu of benefits. Part-time employees, will be offered HOOPP (see Section 8.14 for details).

- (e) **Student Placements:** summer jobs for students or co-op placements for students are considered temporary jobs. All details related to student placements at the Centre will be negotiated with the academic institution concerned.
- (f) **Seconded Staff:** individuals employed by another agency, whose duties are performed at one or more of our North Lambton CHC sites, for the benefit of the Centre, for a defined period of time, as specified in a written secondment agreement. Such individuals are not employees of the Centre. Seconded staff will follow the personnel practices of their employing agencies; they must, however, meet all the standards of conduct outlined in this Manual while they are working at the Centre.

3.0 POLICY

The primary source of funding for Health Centres is the Ministry of Health and Long-Term Care (Ministry) as administered by the Erie St. Clair Local Health Integration Network (ESC LHIN). In addition, Community Health Centres may receive funding from other sources such as other branches of government, foundations, fundraising, and/or donations.

For positions designated as permanent and funded out of the Ministry/ESC LHIN budget, salary scales and the benefit budget are determined by the Ministry. For positions funded from other sources, salary scales and benefit limits will be determined by the funder and may be different than those established by the Ministry /ESC LHIN. Wherever possible, the Centre will try to maintain reasonable comparability in rates of pay between similar jobs. See Appendix P Job Descriptions, Job Evaluations, New Jobs, Pay Equity

Employees are hired for either a specified term or indefinite term of employment (also referred to as permanent status). Refer to Policy 12.0 Tenure of Employment for more details on Tenure of Employment.

4.0 PROCEDURE

4.1 Tenure of Employment

Employees are hired for either indefinite periods of time or for specified terms.

4.2 Secondment

As part of an integrated approach to healthcare, secondment may involve seconding an employee in to or out of the North Lambton CHC. In either case, there will be a written agreement which clearly stipulates all the terms and conditions of the secondment; such undertakings require the agreement of both organizations and the employee.

The secondment agreement will include:

- the names of the parties involved
- funding arrangements for the secondment
- AODA will be respected for seconded staff
- the duties to be performed
- the starting date and duration of the agreement

- the reporting relationship for the employee
- responsibilities for training, development, and completion of performance appraisals
- the personnel policies which will cover the employee
- any special conditions, including accessibility needs of an employee with disabilities
- the mechanism for ending the agreement
- the mechanism for re-integrating the employee into the original organization

An employee who is seconded into the North Lambton CHC must agree to abide by the North Lambton CHC Standard of Conduct and Conflict of Interest Guidelines as well as the rest of the North Lambton CHC's policies and procedures.

Day to day attendance and performance will be managed by the Executive Director/Team Lead responsible, while the Executive Director will be responsible for handling any specific concerns and performance feedback between the North Lambton CHC and the seconded worker's employer.

Secondment agreements require the approval of both the Executive Director and the Board of Directors

Policy Reviewed and Adopted by Resources Committee:

Date: _____ Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: _____ Board of Directors Representative: _____

Policy Approved by:	Signature:	Date:
Executive Director		
Quality Performance Team Leader		
Data Management Team Leader		
Finance Team Leader		
Health Promotion Team Leader		
Risk Management Team Leader		
Clinical Co-ordinators		



Name of Manual:	Human Resources	Policy # 5.0	Page 1 of 1
Policy Title:	PROBATION	Original Date:	September 2000
Prepared by:	Resources Committee	Reviewed Date:	January 2019
Approved by:	Board of Directors	Revision Date:	January 2019

This policy is moved to HR Policy 9.0
Performance Evaluation / Appraisal

Policy Reviewed and Adopted by Resources Committee:

Date: _____ Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: _____ Board of Directors Representative: _____

Policy Approved by:	Signature:	Date:
Executive Director		
Quality Performance Team Leader		
Data Management Team Leader		
Finance Team Leader		
Health Promotion Team Leader		
Risk Management Team Leader		