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| Policy Title: HUMAN RESOURCES PARAMETERS POLICY | | Policy Section: II Executive Limitations | | Policy Number: II-25 |
| Approved By: Board of Directors | Date Approved: May 12, 2014 | Date Reviewed/ Revised: | | Chair's Signature:  |
| | | Feb 6, 2007 Sep 9, 2009 May 28, 2009 May 7, 2012 Nov 29, 2012 | May 12, 2014 Sep 18, 2014 May 15, 2017 May 12, 2020 May 29, 2023 May 27, 2024 | |

PURPOSE

The purpose of this policy is to outline the Board's executive boundaries related to ethics, equity, prudence, and risk for the Registrar & CEO regarding CMLTO's relationship with its employees.

POLICY

Employee Relations

With respect to the CMLTO's relationship with its employees, the Registrar & CEO shall not operate in an unfair, disrespectful, unsafe, or unclear manner. Further, the Registrar & CEO shall not operate without due process and without creating a supportive professional environment respectful of human rights.

Accordingly, the Registrar & CEO will not operate without:

1. Establishing human resources policies and procedures that are consistent with government legislation, human resource standards and best practices, and the values of the organization including CMLTO's overarching commitment to equity, diversity, inclusion, and justice in its work and workplace. These policies will clarify terms of employment and guard against wrongful, discriminatory, and unsafe conditions.
2. Providing a respectful work environment that values the contribution of employees and that provides harassment-free relations, transparent communications, and teamwork.
3. Ensuring employees are informed of the CMLTO's Ends (Critical Outcomes) Policies, including the primary focus of CMLTO, which is the protection of the public.
4. Ensuring that employees are informed, engaged in, and practising the CMLTO values, including CMLTO's commitment to equity, diversity, inclusion, and justice within CMLTO and beyond.



5. Orienting employees to their job responsibilities and expectations and to their protections and duties under Board policies, and under Operating and Human Resources Policies, and further that employees achieve and comply with these policies.
6. Ensuring that external and internal stakeholder relationships are conducted professionally, respectfully, and with integrity.
7. Evaluate candidates for employment and current employees for promotion or termination using other than objective criteria, while ensuring compliance with CMLTO By-Law Section 7.9: Cooling-off Period.
8. Providing reasonable and relevant opportunities for professional growth based on development plans and regular performance management feedback.

Dispute Mechanisms

With respect to employee dispute mechanisms, the Registrar & CEO will not operate without:

9. Prohibiting discrimination against any employee for non-disruptive, respectful expression of dissent related to workplace issues, based on personal or professional ethics, or contrary to the CMLTO's overarching commitment to equity, diversity, inclusion, and justice.
10. Providing fair and transparent, alternate dispute mechanisms or conflict resolution processes regarding employment issues.
 - 10.1 Enabling employees to grieve to the Board when an employee alleges that:
 - (a) The internal grievance procedures have been exhausted;
 - (b) The Board policy has been violated to their legal and/or ethical detriment; and/or
 - (c) The Board policy does not adequately protect their human rights.
 - 10.2 Providing an appropriate whistle-blower process.

Employee Compensation

With respect to employment, compensation, and benefits for employees, the Registrar & CEO shall not operate without using sound principles of human resource recruitment, management, promotion, and compensation, in accordance with the fiscal integrity, public image, equity commitment, and reputation of the CMLTO.

Accordingly, the Registrar & CEO shall not:

11. Promise or imply permanent or guaranteed employment for any reason.
12. Operate without establishing current employee compensation and benefits which:



- 12.1 Create a competitive and equitable compensation program, including salary, vacation, sick and personal leave, a basic level of employee benefits and retirement savings program, which support the recruitment and retention of high-quality staff.
- 12.2 Are in keeping with the geographic and professional market trends for the skills employed, the scope of work undertaken, the expected deliverables, and the legislated compensation and benefits requirements.
- 12.3 Create compensation programs which recognize reasonable performance as the key criteria for progress through the salary grid and which avoid discriminatory structural bias in the compensation framework.

Registrar & CEO Compensation

13. Change their own compensation and benefits except as their own benefits are consistent with the benefits program for all other employees.

DEFINITIONS

Note: The term employee(s) refers to all full time and part time employees working for and paid by the College.