

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:		Board 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 May 26, 2026	

PURPOSE

The purpose of this policy is to outline the Board's executive boundaries related to ethical conduct, equity, prudence, and risk management 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 cause or allow conditions that are unfair, disrespectful, unsafe, unclear, or inconsistent with applicable employment and human rights legislation and the College's values, including its commitment to equity, diversity, inclusion, and justice.

Accordingly, the Registrar & CEO will not operate without:

1. Establishing and maintaining human resources policies that are compliant with applicable legislation and supporting fair, equitable, and safe working conditions.
2. Providing a respectful, safe, and harassment-free work environment.
3. Ensuring employees are informed of their roles, responsibilities, CMLTO's Ends (Critical Outcomes), relevant Board and organizational policies.
4. Ensuring that organizational values, including equity, diversity, inclusion, and justice, are reflected in workplace practices.
5. Using objective, fair, and non-discriminatory criteria in hiring, promotion, discipline, or termination decisions.
6. Supporting appropriate employee performance management and development, consistent with organizational needs.

Dispute Mechanisms

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

7. Protecting employees from discrimination or retaliation for raising concerns or expressing respectful dissent related to workplace matters.
8. Providing fair, transparent, accessible dispute resolution mechanisms.
9. Providing appropriate mechanisms for escalation of unresolved concerns, including, where appropriate, access to Board-level review in exceptional circumstances.
10. Maintaining a whistle-blower process that supports safe, confidential, and non-retaliatory reporting.

Employee Compensation

With respect to employment, compensation, and benefits, the Registrar & CEO shall not establish or maintain practices that are inconsistent with fair, equitable, and fiscally responsible principles.

Accordingly, the Registrar & CEO shall not:

11. Promise or imply permanent or guaranteed employment.
12. Operate without establishing and maintaining compensation and benefits which:
 - 12.1 Are fair and equitable,
 - 12.2 Are aligned with relevant market conditions and legislative requirements, and
 - 12.3 Support the recruitment and retention of qualified employees.
13. Operate without ensuring that compensation practices support fair, performance-based progression and avoid discriminatory bias.

Registrar & CEO Compensation

14. Change their own compensation or benefits, except as consistent with the compensation and benefits program applicable to all employees.

DEFINITIONS

Employee(s) refers to all full-time and part-time individuals employed and paid by the CMLTO.