

SECTION 14 – Human Resources (HR) Management

14.01 Human Resources Policy

HR Management policies are formalized, documented and approved by the Board. Such policy should:

- a) Comply with employment, workplace health and safety, and other related legislation;
- b) Be reviewed bi-annually at a minimum and revised if necessary;
- c) Demonstrate best practices appropriate to RTAM and management decisions and actions that are consistent, uniform and predictable;
- d) Promote RTAM values;
- e) Be accessible to management, employees and Board members;
- f) Include those issues that govern the work and actions of employees, such as:
 - i. Employee Information;
 - ii. Accessibility;
 - iii. Performance Management;
 - iv. Hiring;
 - v. Statutory Holidays;
 - vi. Hours of Work;
 - vii. Leaves of Absence;
 - viii. Overtime;
 - ix. Termination; and
 - x. Vacation

14.02 Hiring

- g) The Executive Committee shall be responsible for the hiring process for positions approved by the Board and for the negotiation of staff contracts to be approved by the Board and co-signed by the President and the staff member.

14.03 Staff Performance Appraisal

- h) On an annual basis, the performance of each employee will be reviewed formally and in writing, additional appraisal may be conducted in development stages or when performance is not meeting standards. The method of appraisal should reflect the demands of the job and be useful for the purpose of improving the employee's value and potential within RTAM.