

## **HR MANUALS**

- Employment Related Policies for Non-Union Employees, kept in centralized binder in alignment with City policies for non-union employees
- CUPE Local 2998 Collective Agreement for Unionized Staff
- Employment Standards Act for less than a year contract employees

## **Staff Training**

- Training accessed through 3<sup>rd</sup> party training for computer skills development; for Health and Safety training certification
- In-house training provided on site in Behaviour Management, Program Planning, Disability Sensitivity, Anti-Oppression, Conflict Resolution, Team Building, Recognizing Child Abuse, Food Handling, Health & Safety, Violence & Harassment in the Workplace, Emergency First Aid and CPR B, Communication Skills & Strategies, Performance Management for supervisors
- Offsite conferences, workshops and industry related seminars are attended by staff as required of the position and approved by the direct supervisor

# Hiring Practices

1. Job Postings and Job Descriptions internal centralized process
2. Recruitment and selection process
  - interview panel of a minimum of one senior management and one department line coordinator
  - references checked and;
  - Where vacant position requires, a Police Reference check on the new hire - done through Toronto Police Service
  - Employment hire form completed, signed by line coordinator, manager or director and Executive Director submitted to HR and for processing a personnel file, employment letter and forwarded on to Finance to activate onto payroll with assigned payroll employee number
3. HRIS – personnel files kept in locked personnel filing cabinet
4. Employee Orientation included a facility tour, introduction to Agency Mission Statement, Code of Conduct and to the union site steward
5. Health & Safety meetings held at end of the month
6. Health & Safety facility workplace inspections held monthly
7. Administrator for Greenshield and OMERS plans for Scadding Court staff members
8. Monthly review and approval of monthly Health premiums statement for Finance department prior to payment
9. Produce employment, disciplinary, grievance, termination letters as required
10. Provide mediation and labour relations support as required.