



College of Paramedics of Manitoba		
Policy Name: Management of Human Resources	Policy Number: EE-6	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Executive Expectations	
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1.0 PURPOSE

To outline the Council’s expectations of and risk boundaries for the Executive Director/Registrar regarding the College relationship with employees.

2.0 DEFINITIONS:

The term employee(s) refers to full-time, part-time, or temporary people working for and paid by the College.

3.0 EMPLOYEE RELATIONS

Executive Director/Registrar shall interact in a fair, ethical, respectful, safe and clear manner creating a supportive environment respectful of human rights.

The Executive Director/Registrar shall:

- 3.1 Provide a respectful work environment that values the contribution of employees and that promotes harassment free relations, transparent communication, and team work.
- 3.2 Operate with written human resources policies and procedures that are consistent with government legislation, human resources best practices, and the values of the organization.
- 3.3 Ensure employees are informed of and contribute to the organizational strategic priorities, values, and operating policies. Ensure that employees comply with these policies and are aware of their protection under Council and administrative policies.
- 3.4 Provide reasonable and relevant opportunities for professional development based on regular performance management feedback and clear development plans.
- 3.5 Ensure that external and internal stakeholders’ relationships are conducted professionally and with integrity.
- 3.6 Prohibit discrimination against any employee for non-disruptive, respectful expression of dissent based on personal or professional ethics.
- 3.7 Provide a fair and transparent dispute or conflict resolution process regarding employment issues.
- 3.8 Provide an appropriate whistle-blower process.



4.0 COMPENSATION AND BENEFITS

With respect to employment terms, compensation and benefits for staff, consultants, and contract staff, the Executive Director/Registrar shall use sound principles of human resource management in accordance with fiscal integrity, public image, and reputation of the College.

The Executive Director/Registrar shall:

- 4.1 Evaluate candidates for employment and current employees for promotion or termination using objective criteria, job qualifications, and job performance.
- 4.2 Hire consultants or contract workers on the basis of a written agreement authorizing fees, expenses, and expectations.
- 4.3 Establish compensation which:
 - a) which supports the recruitment and retention of high-quality staff.
 - b) are in keeping with the geographic or professional market trends (as externally validated) for the skills employed, the scope of work undertaken, and the expected deliverables.
- 4.4 Establish at least a basic level of retirement savings contribution.
- 4.5 Seek Council approval prior to changing the employee benefit program and/or the retirement savings benefit.
- 4.6 Not change the Executive Director/Registrar compensation and benefits except to align the benefits with the benefit program for all other employees.