

PROCEDURE FOR HR 01: Human Resources

1.0 Preamble

This procedure sets out how the policies in SKG's Policy HR 01 Human Resources shall be put into effect.

2.0 Definitions

"Director of Human Resources" means the senior executive in SKG responsible for human resources policies and oversight of human resources processes (regardless of the title of that position).

"Employee" means a person who performs work for wages in any capacity for SKG, whether a full-time or part-time employee, and whether or not the employee has supervisory duties. Independent contractors and volunteers are excluded from this definition.

"Full-time employee" means an employee who is contracted to work for at least 35 hours per regular working week.

"ESA" means the Employment Standards Act, 2000.

"SKG" means Shingwauk Kinooamaage Gamig.

"Supervisor" means the SKG officer or employee to whom an employee reports directly.

3.0 Recruitment

3.1 Principles

SKG shall ensure that its mission and cultural objectives are respected and integrated with all its administrative policies, systems, and processes for recruitment and hiring. The Director of Human Resources shall be responsible for ensuring that all recruitment and selection processes are implemented in accordance with SKG's objectives, values, legislative requirements, contractual obligations, and other relevant processes and policies.

SKG's recruitment and selection procedures shall:

- Require an open and transparent process for posting and advertising new and vacant positions.
- Ensure all candidates are fairly and equitably assessed based on the position requirements and qualifications.
- Ensure that all persons selected for employment have the qualifications required to provide appropriate academic, administrative or support services to students and staff as required by the responsibilities of the position.

- Meet the requirements of the Human Rights Code and Accessibility for Ontarians with Disabilities Act in all recruitment activities.
- Ensure that prospective employees requiring accommodation are accommodated as needed in the hiring process and assessed based on the essential duties of the job.
- Ensure that no individual shall be advantaged in securing employment because of nepotism.

3.2 Recruitment and selection of employees

Job postings shall be authorized by the Director of Human Resources before launching the posting for all positions (both external and internal postings).

Supervisors shall ensure that a competitive process is completed to select an individual for a position. The competitive process should include reasonable processes to:

- Provide information to prospective candidates, including the nature of the position and the minimum requirements for skills, training, and education;
- Allow time for prospective candidates to submit applications;
- Treat all candidates treated fairly, equitably, efficiently, and with respect and courtesy, aiming to ensure that the candidate's experience is positive regardless of the outcome of the competition; and
- Include other staff of SKG (preferably other staff with supervisory responsibilities) in the evaluation of prospective candidates.

Supervisors shall ensure that:

- Appropriate documentation is created concerning the competition process, the candidates, and the evaluation of candidates;
- Documentation concerning the competition is retained for at least one year after the close of the competition, and securely destroyed after the retention period.

3.3 Employment preference for Indigenous Persons

Job postings and advertisements shall include a statement that indicates:

SKG is committed to employment equity, values diversity, and welcomes applications from qualified members of the equity-deserving groups. All qualified candidates are encouraged to apply; however, preference will be given to Indigenous applicants, and in particular, Anishinaabe persons.

SKG shall establish a procedure for verification of Indigenous identity for applicants to positions who are claiming Indigenous identity.

3.4 Criminal records checks

In accordance with standards set by the Ontario Human Rights Code, SKG shall not routinely require police criminal record checks as part of evaluation of candidates for employment or as a condition of employment.

SKG may require police criminal records checks for employees who are responsible for financial transactions of SKG as significant part of their employment responsibilities. In such an instance:

- If a police criminal record of a candidate for employment or an employee reveals a record of an offence, SKG shall consider only offences of dishonesty pursuant to the Criminal Code of Canada such as thefts (sections 322-334), fraud (sections 380-387), false pretences (sections 361-364), and forgery (sections 366-369).

SKG shall require a police vulnerable sector check for any candidate for employment or employee whose employment responsibilities include direct services to or routine interaction with children or vulnerable adults.

- For clarity, postsecondary students of SKG are normally not considered children or vulnerable adults for the purposes of this policy.

SKG retains the discretion to evaluate candidates after a review of a criminal records check if the check reveals a record.

Where SKG has required a police criminal record check or a police vulnerable sector criminal record check of a current employee (as part of recruitment or otherwise), SKG shall require the employee to make an annual attestation concerning whether the employee has been charged with or convicted of an offence since their last criminal record check.

Where a police criminal record check, a police vulnerable sector criminal record check, or an employee's attestation reveals a criminal charge or conviction:

- SKG shall provide an opportunity for the candidate or employee to provide information in addition to the criminal reference check.
- SKG shall consider all relevant information before determining a consequence of the criminal record.

4.0 Employment contracts

Every employee of SKG shall have an employment contract that specifies the terms and conditions of their employment concerning:

- Position start date (and end date if applicable);
- Reporting relationship (to whom they report);
- Work location;
- Compensation;
- Benefits;

- Normal schedule of working hours;
- Probationary period, and severance if terminated while on probation;
- Vacation entitlements;
- Termination provisions including termination for just cause, and termination without cause.
 - For termination without cause, stipulation of the terms of the severance arrangement with respect to notice and severance, and if anything will be provided to the employee in excess of the minimum ESA requirements; and
- Any other terms and conditions as required by legislation or determined to be advisable by the Director of Human Resources.

5.0 Employee benefits

SKG may provide eligible employees with group benefits that include dental care, health care (drugs, vision care, professional services, hospital services, and medical supplies), counselling services, long-term disability insurance, life insurance, and accidental death and dismemberment insurance.

SKG may provide eligible employees with a retirement savings plan.

SKG retains the right to:

- Determine categories of employees who are eligible for benefits, and/or duration of employment affecting eligibility for benefits;
- Determine the benefits provider and to change providers;
- Determine employees' required contributions toward benefits costs, if any; and
- Modify the kind and level of benefits provided to eligible employees.

If SKG decides to modify the kind or level of benefits provided to employees, the Director of Human Resources shall provide appropriate notice to affected employees.

5.1 Eligible employees

- Full-time employees hired as continuing employees are eligible for benefits after three months of continuous employment and may select single or family coverage.
- Full-time employees hired on a time-limited basis (employees whose employment contract specifies a time-limited term) are eligible for benefits after one year of continuous employment and may select single or family coverage.
- Part-time employees are not eligible for benefits.

5.2 Sharing of costs for benefits

- Employee benefits may be provided to eligible employees as part of employees' compensation, with or without a cost-share or fee imposed by SKG.
- Some benefits may not cover 100 per cent of services (and thus require a co-payment for medications, supplies, or services.)

6.0 Nepotism in recruitment and employment

No individual shall be advantaged in securing and/or maintaining full-time or part-time employment as a result of nepotism. Nepotism is defined as an employment advantage from a familial or an intimate personal relationship with an SKG employee or a director on SKG's board of governors. Such a relationship creates a conflict of interest in the workplace and does not allow for fair and objective treatment and assessment.

For the purposes of this section, a familial relationship of an applicant or employee means:

- A parent, stepparent, grandparent, sibling, spouse, child, stepchild, or ward; and
- A parent, grandparent, sibling, child, or ward of the employee's or applicant's spouse.

Suitable candidates for employment will not be rejected on the sole basis that they are in a familial or intimate personal relationship with an employee of SKG or a director on SKG's board of governors.

Candidates for employment shall disclose familial and personal relationships with employees or directors on SKG's board of governors, prior to accepting an offer of employment.

- Failure to disclose familial and personal relationships is considered a breach of SKG's Employees' Code of Conduct and may be subject to disciplinary action.

Employees shall not be involved in the recruitment, selection, direct supervision, performance appraisal, and/or promotion of a person with whom they have a familial or intimate personal relationship.

An employee of SKG shall not be placed under the direct supervision of a person that they have a familial or intimate personal relationship with. If such a relationship commences during the course of employment, it must be disclosed immediately to the Director of Human Resources. Appropriate action shall be taken to address the conflict of interest.

7.0 Related Policies, Procedures & Documents

Employee Handbook

- Please note that the Employee Handbook also sets out specific human resources policies affecting employees.

Supervisor Handbook

- Please note that the Supervisor Handbook also sets out specific human resources policies affecting supervisors and employees.

These and other SKG human resources policies and procedures may be found [here](#).

8.0 Responsible Officer

Director of Human Resources

9.0 Version history

Approved by: Director of Operations

Original Approval Date: March 28, 2023

Current Approval Date: March 28, 2023

Effective Date: March 28, 2023