



## Policy on Institute Staff

Effective Date: March 2023

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<b>1. Purpose and Scope</b>	The purpose of this policy is to outline the parameters of the relationship between Institute staff and Institute members and elected officials.
<b>2. Employees of the Board (BOD - Mar 2023)</b>	<p>The Board selects and hires the Executive Management Committee (EMC) which is comprised of the Executive Secretary (ES), Executive Director (ED), Director of Collective Bargaining and Compensation Services DCBCS, Director of Labour Relations (DLR), General Counsel (GC) and Director of Human Resources (DHR) the EMC is responsible for the management and administration of the Institute. The EMC is required to implement policies as determined by the Board and consistent with the requirements of pertinent legislation. They are responsible, within the parameters established by the Board, for determining the means by which the Board's directions and policies will be executed and the desired outcomes achieved.</p> <p>The EMC and its' members are employed by the Board of Directors as a whole and is therefore responsible to the Board of Directors as a whole, rather than to individual members of the Board. Day-to-day supervision of the EMC and its' members is delegated to the Institute President.</p>
<b>3. Executive Management Committee Responsible for All Other Staff (BOD - Mar 2023)</b>	<p>The Board delegates authority for hiring and managing all other Institute staff to the EMC.</p> <p>The EMC is responsible for ensuring that working conditions meet all local, provincial, territorial, and federal legal requirements, are humane and safe, and that employees are treated in an equitable, professional manner.</p>

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**4. Guidance to the  
Executive  
Management  
Committee  
(BOD - Mar 2023)**

The EMC should:

- Establish and maintain a structure, policies, and processes that are appropriate for the effective and efficient management of the organisation.
- Develop and maintain appropriate human resources and other administrative policies in a handbook reviewed by legal counsel and available to all staff and Board members.
- Ensure that employment decisions are based on individuals' qualifications and ability to perform the job.
- Establish and maintain a relationship with Institute staff and employee unions that reflects the values of the Institute.
- Pay compensation reasonably required to attract and retain employees with the skills and experience necessary to accomplish the organization's mission.

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**5. Executive  
Management  
Committee Minutes**

Executive Management Committee Minutes, excluding Closed Session Minutes, shall be provided to the Board of Directors.

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**6. Member-Staff  
Interactions**

The members and staff of the Institute work in partnership to carry out the objectives of the Institute. As such, there is a mutual reliance on collaboration and cooperation for the benefit of the organisation and its members.

The type, level, and responsibilities of resources provided to constituent bodies is at the discretion of the Executive Management Committee. Neither the constituent body nor its members may issue orders directly to Institute employees, although constituent bodies may request additional employee services for consideration by management.

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A constituent body may, at its discretion, invite employees to attend functions socially; such invitations shall state clearly that the employees are not required to attend and are invited to attend on their own time and at their own expense.

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**7. Member  
Complaints or  
Allegations of  
Misconduct Against  
Staff**

Should a difference of opinion occur between an Institute employee and an Institute member, the matter shall be referred to the employee's supervisor. The final arbiter shall be the Board of Directors. Both employees and members shall have the right to appeal to the Board.

Where, in the opinion of an Institute member, the actions or proposed actions of an employee are in conflict with the Institute By-Laws, policies and/or procedures, the Institute member shall be responsible for drawing such actions or proposed actions to the attention of the appropriate manager for discussion forthwith. If a conflict still exists, the Institute member shall then inform Institute management.

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**8. Monitoring and  
Evaluation**

The Executive Compensation Committee shall ensure that the the Executive Secretary (ES), Executive Director (ED), Director of Collective Bargaining and Compensation Services DCBCS, Director of Labour Relations (DLR), General Counsel (GC) and Director of Human Resources (DHR) have a current job description. The job descriptions shall be reviewed at least every three (3) years by the Executive Compensation Committee and approved by the Board.

**(BOD - Mar 2023)**

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**9. References**

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