

SECTION 6 HUMAN RESOURCES

6.0 Section Overview

This section provides policy direction in the area of Human Resources. It guides the relationship between CVS and its employees. All employees will abide by and uphold the policies of the Society as per Policy 6.11. Every effort has been made to ensure that policies comply with the *Employment Standards Act* and the Collective Agreement. Where CVS policies conflict with provincial and federal legislation: the legislation takes precedence. Similarly, where the policies conflict with the existing Collective Agreement, the terms of the Collective Agreement take precedence.

Topics covered include all aspects of Personnel functions at CVS, from recruitment to performance review. While the responsibility for carrying out this policy direction rests largely with the Management Team, all staff are affected by them, and are encouraged to be familiar with them.

Section Six includes the following:

- 6.1. Human Resources Complement
- 6.2. Recruitment and Hiring
- 6.3. Job postings and Promotions
- 6.4. Conditions of Employment
- 6.5. Casual Employees
- 6.6. Personnel Records
- 6.7. Leaves
- 6.8. Benefits
- 6.9. Vacation
- 6.10. Training and Professional Development
- 6.11. Ethical Conduct and Conflict of Interest
- 6.12. Job Descriptions
- 6.13. Performance Review
- 6.14. Volunteers
- 6.15. Assigning of Overtime
- 6.16. Exchange of Shifts
- 6.17. Corrective Counselling or Instruction
- 6.18. Progressive Discipline
- 6.19. Transportation
- 6.20. Subpoenas and Investigations (new)