

# CVS POLICY & PROCEDURE MANUAL

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**Policy Area:** Human Resources

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**Policy # & Name:** 6.1 Human Resources Complement

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**Group:** Management Team

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**Purpose:**

To ensure there is an adequate and safe level of staff and volunteer support to meet the needs of the consumers served and the performance expectations of the organization.

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**Policy Statement:**

CVS schedules competent staff and volunteer resources to support the varying needs of consumers, and to meet health and safety standards and any applicable licensing standards.

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**Practice Standards:**

Staffing requests are reviewed as part of the annual budget process.

Staffing requirements are reviewed whenever there is a material change in client needs or other circumstances.

Changes to the staffing levels should be flexible and responsive to the needs of clients and other circumstances. From time to time, a reduction of hours may be necessary due to funding availability and operational requirements.

Staff absences are addressed with the maintenance of a qualified casual staff pool.

Management reviews each position when it becomes vacant and determines if there is a vacancy.

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**Policy Audit:** March Annually

**Date Issued:** March 2004

**Date Revised:**

**Position**

**Responsible:** Executive Director or Designate

**References:**  Collective Agreement

Contracts

Schedules

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