

Employment Policy

The guidelines for hiring staff are included in this Policy.



Kawartha Village Co-operative Homes Inc.

Employment Policy

Purpose: To ensure that Kawartha Village Co-operative Homes Inc. has qualified staff to carry out the duties of providing housing services to its members.

1. General policies of employment

- 1.01 Kawartha Village Co-op (KVC) seeks to develop and maintain a positive work atmosphere with its employees.
- 1.02 KVC seeks to hire the best qualified candidates for any position. KVC is committed to equity in employment and to compliance with all aspects of the human rights code.
- 1.03 KVC is committed to fair and equitable treatment of employees in setting salary ranges which are in line with sector standards for similar positions.

2. Application and appointment

- 2.01 Recruitment and hiring of staff. Applications for all positions shall be made to the Co-ordinator except in the case of applications for the position of Co-ordinator which shall be made to the Board of Directors.
- 2.02 It shall be the practice of KVC to start new employees at the salary level which is appropriate to the position, based on sector standards.
- 2.03 Supervision of staff: The Co-ordinator shall have the responsibility of supervising staff and making recommendations to the board in areas of performance appraisal, merit and termination.

3. Probation and evaluation

- 3.01 The probationary period for the Co-ordinator shall be six months and the probationary period for all other employees shall be three months.
- 3.02 Upon completion of the probationary period, employees will be evaluated and if successful they will be offered permanent positions.
- 3.03 Evaluations for all staff shall be conducted annually. Evaluations will be based on job performance related to the job description for the employee's position.

4. Benefits

KVC will provide WSIB coverage for its employees. The Co-ordinator shall receive a travel allowance as set by the Board and reviewed from time to time. This allowance shall be added to their pay every month.

5. Termination of employment

5.01 Termination during the probationary period:

During their probationary period (six months for the Co-ordinator and three months for all other employees), employees may be terminated for any reason providing only the period of notice to which the employee is entitled under the employment standards act.

5.02 Termination for cause:

An employee may be terminated for cause if, in the opinion of the Co-ordinator, they have committed any act which has endangered the co-op or any of its employees or if they have committed any act, omission or commission that would constitute grounds for immediate termination of employment.

5.03 Other termination:

Termination of employment which is not a consequence of inadequate job performance, or for cause as defined above, shall be on the following terms: the employee will be entitled to notice (or at the Co-ordinator's option, receive the equivalent in pay thereof) and severance pay in accordance with the requirements of the Employment Standards Act of Ontario.

6. Records

6.01 Employment records for all employees will be kept for seven years after the employee leaves the service of the organization

Proposed by the Policy Review Committee : September 18, 2014

Approved by the Board of Directors : October 28, 2014

Approved by the General members : October 29, 2014