
POLICY TYPE: GOVERNANCE PROCESS – Registrar Directives

Policy No: RD 1

POLICY TITLE: Staff Relations

Approval Date: January 14, 2012

Revision Date: June 10, 2023

The Registrar’s authority with respect to the treatment of paid staff and volunteers must be such that it assures the rights of these persons to be fair, equitable, and humane.

Accordingly, they must:

1. Operate with written personnel policies which clarify personnel rules for staff and volunteers, provide for effective and prompt conflict resolution and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
2. Respect any staff member or volunteer’s right to express an ethical dissent.
3. Uphold the principles for practice as an equal opportunity employer.
4. Allow staff and volunteers to present concerns to the Council when:
 - a. Internal conflict resolution procedures have been exhausted, and
 - b. The employee alleges either:
 - i. That Council policy has been violated or
 - ii. That Council policy does not adequately protect human rights.
5. Acquaint staff and volunteers with their job responsibilities and rights under this policy.
6. Take adequate measures to prevent harassment of any kind in offices of the College. Any complaints by any staff and volunteers relating to harassment in any form will be investigated and dealt with promptly.
7. Objectively measure staff satisfaction on a regular basis.
8. Incorporate relevant committee input when developing staff performance appraisals.
9. Ensure appropriate professional development opportunities for all staff.