

MUSEUM LONDON

BOARD POLICY

HUMAN RESOURCES

Preamble

Museum London values its employees as a key asset. Museum London aims to provide a working environment that encourages and supports individual integrity, commitment, reliability, initiative, and co-operation. As a principal objective, Museum London strives for the highest ethical standards in all aspects of Museum London operations, including human resources, and for those standards to be understandable, meaningful, and consistently and fairly applied.

Policy

Employees

With regard to employees, it is the policy of Museum London to:

- Comply with the Province of Ontario's *Employment Standards Act, Labour Relations Act, Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act* and the *Pay Equity Act*; the federal *Canadian Charter of Rights and Freedoms*; and all other relevant legislation concerning human resources, and the collective agreements covering specific employee groups of Museum London.
- Provide equal opportunity in employment and to recruit, promote, appoint, and assign on the basis of abilities and skills without discrimination as defined by the Province of Ontario's *Human Rights Code* and *Accessibility for Ontarians with Disabilities Act*.
- Develop and communicate appropriate job descriptions that outline duties and responsibilities of each position consistent with the mission, goals and objectives of Museum London and, where required, in accordance with the applicable collective agreement.
- Develop and implement fair and equitable compensation and benefits that are designed to attract, motivate, and retain employees with the education, skills, and experience necessary for Museum London to achieve its goals and objectives.
- Provide to employees appropriate training and support for professional, career, and leadership development, and to facilitate the on-going integration of knowledge and skills with Museum London's strategic goals and objectives.
- Establish employee performance standards and evaluation procedures that enhance the quality of job performance and promote the development, implementation, and measurement of individual and organizational goals.
- Respect and value the contributions and input of all employees.

- Communicate effectively and regularly with employees on financial, strategic, and policy issues relating to Board and operational decisions, encouraging dialogue.
- Foster and support cooperation in complementary activities conducted at Museum London by employees and volunteers.

Explanation of Terms

Employee: An individual who fills a position approved by the Executive Director and who receives a salary or fee. Museum London employees include management, supervisory and exempt staff, unionized employees, and individuals employed by Museum London for a limited duration.

Volunteer: An individual who provides his or her time and service to any activity that supports the objectives of Museum London, and is authorized and sponsored by Museum London with no expectation of remuneration.

Last Revised Date: 29 November 2017

MONITORING:

Adherence

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

Policy Review

Method: Internal Report

Responsibility: Policy Committee

Minimum Frequency: Three Years