

SAMPLE: Board of Directors Commitment to Personnel Policies

From Toronto School of Art (TSA), *Personnel Policies Manual*, April 2007

The Board of Directors of the Toronto School of Art are responsible for establishing the school's personnel policies. The Board is committed to the following personnel principles for all employees:

- Establish consistent and fair personnel policies;
- Clearly communicate policies and policies;
- Comply with government legislation pertaining to employees;
- Provide recruitment, selection and hiring processes that are fair and consistent;
- Keep personnel matters and records confidential;
- Provide current job descriptions to all employees;
- Provide an orientation to each employee;
- Provide supervision in a collaborative process to support and develop the employee's competence and growth;
- Participate in an ongoing process of open communication and performance feedback between supervisors and employees;
- Conduct a performance appraisal annually;
- Correct conduct or behavior that is regarded as detrimental to the school;
- Develop reasonable and safe working hours and conditions;
- Follow equal pay for equal value practices;
- Subject to budget restrictions, maintain pay practices that are fair and competitive with comparable schools;
- Create an environment that promotes individual and organizational learning;
- Make provisions for holidays, vacations, religious holidays, sick leave, pregnancy and parental leaves, bereavement leaves, jury duty, and unpaid leaves of absence;
- Carry workers' safety insurance as required by law;
- Provide a complaints procedure for employees; and,
- Adhere to a conflict of interest policy.