

## **Executive Responsibilities**

### **TITLE: Chief Executive Officer – Management of Human Resources**

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The Chief Executive Officer (CEO) shall ensure working conditions, which are compliant with applicable legislation, are fair, dignified, safe and comply with the Board's approved statement of values, legislated employment standards and negotiated collective agreements.

**The Chief Executive Officer shall:**

1. Operate with and ensure staff are aware of written personnel policies and procedures, which clarify working conditions and expectations for staff.
2. Ensure compliance with policies regarding acceptance of compensation, reward, or gifts from a client, client's family or supplier.
3. Strive for compliance with the Accreditation Canada human capital standards.
4. Submit Collective Agreements for ratification by the Board and provide for effective handling of grievances.
5. Operate with fair hiring practices that support the development of a representative workforce.
6. Ensure human resource practices do not discriminate against any staff member or volunteer for expressing ethical dissent, or on the grounds of age, gender, ethnic background, religion or sexual orientation.
7. Ensure employees have access to the 3sHealth dental, life insurance, retirement, disability and extended health plans.
8. Ensure continuing education opportunities are available to staff.
9. Develop a staff recognition program.

**The Chief Executive Officer shall not:**

Allow employees, consultants or contract workers to change their own compensation and benefits.

1. Promise or imply life-long or guaranteed employment.
2. Establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed, create obligations over a longer term than revenues can be safely projected or are discriminatory.
3. Enter into employment contracts outside of the standard senior management agreement unless authorized by the Board.
4. Negotiate any changes to pre-existing senior management contracts unless authorized by the Board.

**DOCUMENT OWNER:** Chairperson, Governance and Human Resources

**Approved by the Board:** December 4, 2017

**Revision History:**