

Policy Title: : Draft HR Staff Employment Intention Policy

Date Created: 2.5.09

Review Date:

Policy Number: HR-1

Body of Origin: Faculty/HR Committee

Review Authority: Faculty/ HR Committee

Purpose:

We seek to maintain a highly qualified faculty and staff. We plan our staffing accordingly so that we can arrange for the appropriate training and mentoring of our faculty and staff. By requesting plans and intentions for the coming year from staff, we are better able to plan our training and hiring.

Policy Details:

Faculty Intention Letters are distributed to all faculty and staff in November and are due on December 1st. These forms are distributed by the faculty representative of the HR committee into the mailboxes of the faculty and staff. Intention letters are only given to individuals who are involved in the direct care or education of students or who work only during the school year.

Employees who maintain a year-round presence in the building as part of their employment do not receive these intention letters. At present, this includes the Administrative Coordinator, Officer Manager, Caretaker, Cleaning Assistant, and the Business Manager. These individuals are asked to give a minimum of two weeks notice if the individual wishes to resign or terminate their employment. These individuals are encouraged to work proactively with the appropriate school body in order to resolve any concerns about their position and duties. Training needs of these individuals will be coordinated with the individual in the position and the Council.

When intention letters are received from staff, a summary of the intentions will be compiled by the HR representative of the faculty committee and passed to the council for planning purposes. In cases of faculty planning, the council will coordinate with the board, HR committee and the individual to determine timelines for posting needed positions. In cases of other staff, the immediate supervisor will work with the board or HR Committee to determine posting timelines.

Employees will be given a formal update by a representative of the board or finance committee at two checkpoints in the spring (April 1 and May 1) to inform employees of the status of the budget and enrollment related to their position.

Related references: HR Staff Intentions Form (HR Form-2)