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Enriching our future.

GLENGARRY PIONEER MUSEUM
SUBJECT: Human Resources Policy
APPROVED: 21 February 2011
UPDATED: 14 May 2015
X REFERENCE TO OTHER POLICY DOCUMENTS:

THE GLENGARRY PIONEER MUSEUM (2013)

HUMAN RESOURCES POLICY

VISION: The Glengarry Pioneer Museum (2013), hereafter referred to as the Museum, is a steward of the heritage of Glengarry County and is committed to communicating the unique stories of this area in an inclusive, engaging and professional manner.

PURPOSE: The purpose of this policy is to provide the Museum's Board of Directors and staff with direction in order to carry out Human Resource management in a responsible manner.

SCOPE: This policy covers all Museum staff (permanent, part time and/or seasonal).

1. Management Responsibilities

The Executive Committee of the Board of Directors has overall responsibility for human resources management. It will ensure the following:

- a) The Curator / Administrator has the appropriate professional qualifications to administer the museum;
- b) All staff and volunteers have or will receive appropriate training in support of the various aspects of museum services and operation, including the care and management of the collections, museum administration, and building and property maintenance;
- c) All staff members have written job descriptions which have been reviewed by the Curator / Administrator and Executive Committee, and are updated periodically;
- d) All human resources activities including recruitment, training, performance evaluation, and termination are carried out in an ethical and professional manner;

- e) All staff receive information on health and safety in the workplace, are trained in the management of workplace hazards and their mitigation, and are familiar with the Museum's Risk Management Policy;
- f) The Curator / Administrator, and any other staff deemed necessary, have up-to-date First Aid training;
- g) Employment opportunities are presented in a fair and equitable manner within the limits defined by the size and structure of the Museum;
- h) All staff receive a copy of [The Canadian Museum Association's Ethics Guidelines](#) and follow the practices outlined in it;
- i) All human resource activities meet with municipal, provincial and federal requirements;
- j) Training is available for all staff and the Museum fosters an environment that supports ongoing training and development;
- k) Funds are set aside each year to give staff access to professional development and to purchase reference material.

2. Employee Responsibilities:

Employees are responsible to:

- a) Ensure they read and understand their conditions of employment and any materials necessary to carry out their duties, as outlined above;
- b) Ensure they carry out their various tasks in a professional and ethical manner;
- c) Participate in any training required for the performance of their duties;
- d) Ensure the safety of themselves, other staff, visitors, volunteers, the Museum and its collections.

3. Working Conditions:

The specific aspects of working conditions are outlined in the attached Appendix A: *The Glengarry Pioneer Museum (2013) Handbook of Working Conditions*.

3. Policy Review

This Policy will be reviewed by the Museum Board every three years. Amendments may be required at other times and must be approved by the appropriate committees and staff.

THE GLENGARRY PIONEER MUSEUM (2013)

HANDBOOK OF WORKING CONDITIONS

Management Structure

The Curator / Administrator (hereafter referred to as the Curator) is the senior employee. The Curator is responsible for the day-to-day management of the Museum. The Curator reports to the Museum Chairperson or delegate, and works in close collaboration with the Museum Executive Committee and the Board of Directors. All other staff members report to the Curator.

Recruitment:

The Executive Committee of the Museum approves all openings for staff positions. In conjunction with the Curator, the Executive Committee will set up a hiring committee and oversee the hiring process.

The hiring committee will ensure that there is a suitable job description and that the position is advertised on the Museum website, in other local media and relevant professional sites.

The hiring committee will review all applications, interview suitable candidates and ensure that a contract is offered to the chosen applicant. Contracts will be full-time, part-time or hourly, by total number of hours. If a contract includes a probationary period, this should be indicated in the contract.

Orientation:

All new employees will receive the orientation necessary to familiarize them with the various museum procedures and practices required for the fulfillment of their duties.

Orientation will be conducted by the Curator or a designated staff member. In the event there is no Curator or designated staff member available, orientation will be conducted by the Chairperson or a designated member of the Executive Committee.

All new employees will be provided with their written job description and a copy of [The Canadian Museum Associations's Ethics Guidelines](#).

Performance Evaluation:

Performance evaluation should be viewed as a formative process to enable employees to develop and carry out the mission of the Museum. The Executive Committee is responsible for the performance evaluation of the Curator. The Curator is responsible for the evaluation of all other employees in consultation with the Executive Committee.

In the case of a negative evaluation, employees should be given clear directions for improvement.

Renewal of Contracts:

Contract renewals are subject to satisfactory performance and evaluation, and are carried out by the Executive Committee and the Curator.

Termination of Employment:

Termination of employment will be in accordance with the *Ontario Employment Standards Act*.

General Working Conditions

Work Week:

The normal workweek is 37.5 hours. Given that the Museum is open weekends, it is expected that museum employees will work at least one day over the weekend period each week. Employees are entitled to a 30 minute unpaid lunch break each day.

Extended hours:

Any work beyond 37.5 hours in any week must be previously approved and total working time should not exceed 44 hours in a week. Compensation for any overtime will be in the form of paid time off at the regular rate, at a time agreed by the Curator.

Public Holiday Entitlements:

In accordance with the *Ontario Employment Standards Act*, all employees are entitled to paid time off on public holidays which fall during their work time unless they fail, without reasonable cause, to work all of their last regularly scheduled day of work before or after the holiday. If employees agree to work on a public holiday, they are to be given an alternative day as paid time off, at the earliest opportunity.

Vacation:

After twelve months of active service, full-time employees are entitled to two weeks of vacation time with pay.

All other employees will receive vacation pay of no less than four per cent (4%) of the “gross wage” earned in lieu of vacation time.

Wages:

All employees will be paid at least the minimum standard rate outlined in the *Ontario Employment Standards Act*.

Employees who are employed for more than twelve consecutive months will have their pay scale reviewed by the Executive Committee on an annual basis.

In accordance with the *Pay Equity Act*, there will be no gender discrimination in pay scales for jobs of equal value.

Absences:

Employees on seasonal hourly contracts must clear personal absences with the Curator and lost time should be made up.

The Curator is eligible for personal short-term medical absence at the discretion of the Executive Committee.

Family Medical Leave:

All employees are entitled to up to eight weeks unpaid leave in a 26-week period for Family Medical Leave in accordance with the *Ontario Employment Standards Act*.

Pregnancy Leave:

Pregnant employees, who have been employed at least 13 weeks, prior to the date the baby is expected, have the right to take Pregnancy Leave of up to 17 weeks of unpaid time off. Conditions of Pregnancy Leave are in accord with the *Ontario Employment Standards Act*.

Parental Leave:

All employees who are new parents and who have been employed at least 13 weeks, before commencing leave, have the right to take Parental Leave of up to 35 (or 37) weeks of unpaid time off. Conditions of Parental Leave are in accord with the *Ontario Employment Standards Act*.

Staff Training

The Museum is a learning institution which supports ongoing training and staff development in order to ensure the success of the organization.

The Museum will:

- a) allocate financial resources in the annual budget for ongoing staff training;
- b) provide necessary training to staff to safeguard the delivery of museum services in the community.

General:

All new staff will undertake an orientation process after hiring. The Curator, or an external qualified professional, should carry out annual staff training.

Professional Development:

In order to assist on-going employees to maintain and upgrade their skills, the Museum will allocate time and resources for in-house workshops, inter-museum meetings and conferences. Priority will be given to workshops which are either in-house or in the immediate geographical area.

Museum Conference / Workshops:

An employee on an annual contract may apply for funds to cover at least part of the costs incurred to attend workshops or conferences that are of direct relevance to the Museum and the employee's duties.

Requests for funding are to be directed to the Museum Chairperson. Such requests are subject to approval by the Executive Committee.

Allowable expenses, up the maximum allotted, will include registration, travel and accommodation.

Approved attendance at a workshop will be counted as worked time.