

Baseline Assessment: 2.2, Treatment of Paid and Volunteer Staff

May 31, 2008

The following report is an amendment to the January 2008 monitoring report to show compliance with sub-policy #2, as of May 7, 2008.

With respect to the treatment of paid and volunteer staff, the CEO may not cause or allow conditions that are unfair, undignified, disorganized, or unclear. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

Sub-policy	Compliance Yes	Compliance No	Notes
1. Operate without a written handbook that contains personnel rules which: a) clarify rules for staff; b) provide for effective handling of grievances; c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons; and d) contain a conflict of interest policy.	√		A personnel policies manual was developed and distributed to all staff in December 2007. The manual includes our management philosophy, a conflict resolution procedure, a nepotism policy, and a conflict of interest statement. All staff members were provided with a conflict of interest statement and are required to sign and return the statement.
2. Operate without written job descriptions.	√		Job descriptions have been revised and provided to staff across all four regions.
3. Discriminate against any staff member for non-disruptive expression of dissent.	√		The personnel policies manual states that the council is committed to maintaining a work environment where employees can act without fear of retaliation or harassment. The management philosophy communicates that our objective is to treat staff members with dignity and respect.
4. Allow staff to be uninformed or unaware of their protections under this policy as interpreted by the CEO.	√		Current staff members have received a copy of the personnel policies manual and have signed a statement to signify that they are aware of the policies. There is currently no process for communicating this information consistently across all four regions as new staff members are hired.

Next formal monitoring update: Second Quarter, 2009