

Human Resources

New Parish Leaders Workshop

2017



Diocese of Toronto
Anglican Church of Canada

Topics

- Canons
- Responsible Ministry: Screening in Faith
- Records Management
- Health and Safety
- Violence and Harassment
- Emergency Preparedness
- AODA
- Parish Employees
- Employee vs. Contractor
- Endings
- Resources



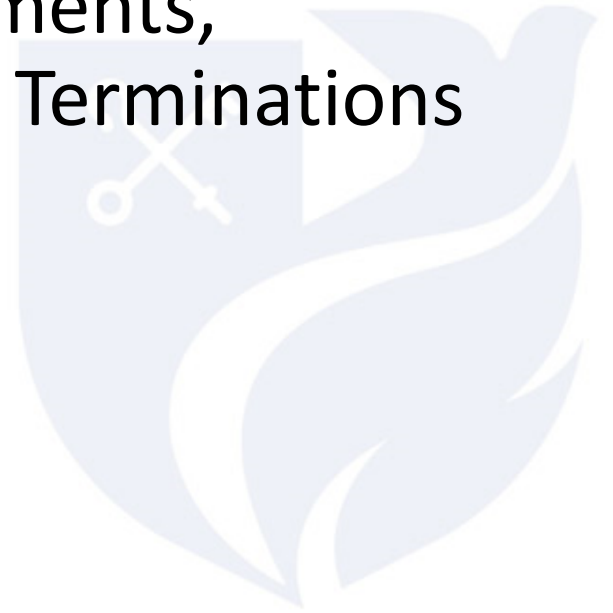
Forward

- Presentation
- Legal Responsibilities
- Diocesan Responsibilities (Policies)
- Risk Management



Diocesan Canons

- Canon 9 – Incumbents
- Canon 10 – Clerical Appointments, Exchanges, Retirements and Terminations
- Canon 15 - Churchwardens



Staff or Volunteers

- Treat the same
- Corporation to identify needs
- Write out duties, responsibilities & expectations
- Need the right person, not the first person who offers their services



Records Management

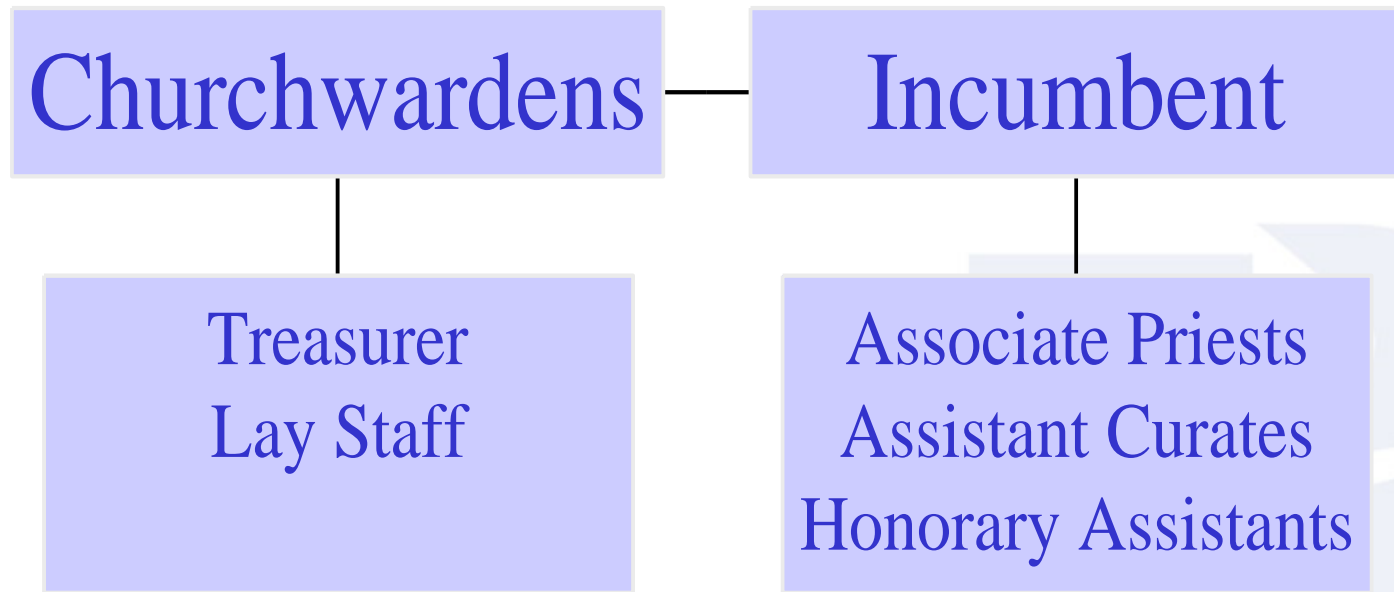
The personnel file should include:

- resume, employment agreement / contract
- job description
- salary and benefit information
- Responsible ministry: screening in faith documentation (keep permanently)
- ongoing performance evaluations
- continuing education material (health & safety)
- performance management documentation
- sick leave, leave of absence, vacation memos
- resignation or termination documentation

Records need to be kept in a secure locked location at the parish. (Not in someone's home)

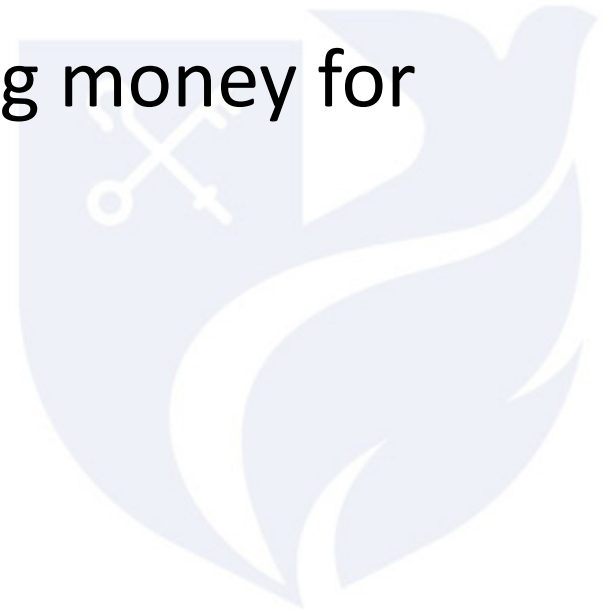


Parish Roles



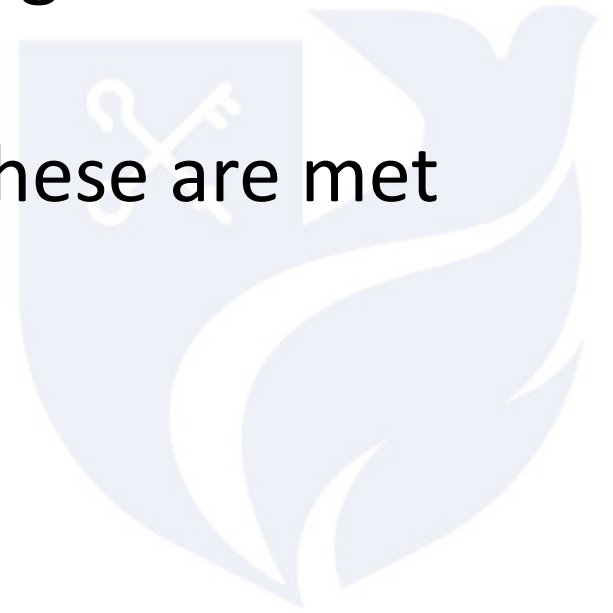
Health and Safety

- Employer = Parish Churchwardens
- Supervisor = Named in the employment / contract agreement
- Employee = Anyone receiving money for services.



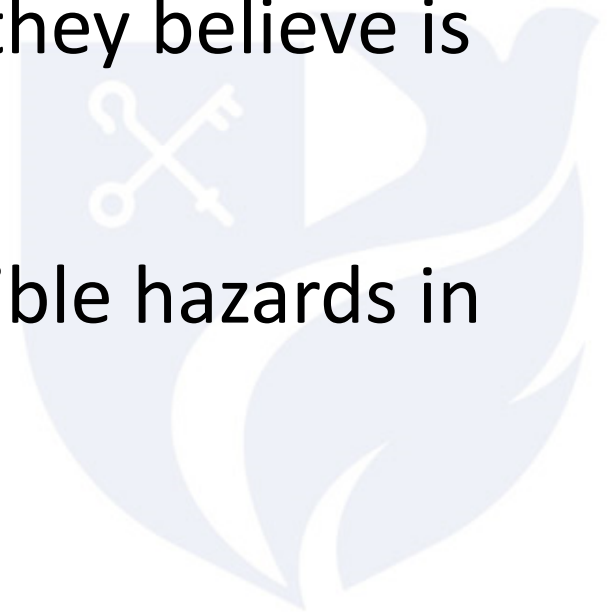
Internal Responsibility System

- Employers and Employees share responsibilities
- Roles, Responsibilities and Rights are interlocking
- Government determines if these are met



Rights of Employees

- “Right to participate” to be part of making the workplace a safe place.
- “Right to refuse work” that they believe is dangerous.
- “Right to know” of any possible hazards in the workplace.



Responsibilities of Employers (Churchwardens)

- Ensure everyone follows the OHSA.
- Appoint competent supervisors.
- Educate employees.
- Inform workers of any hazards.
- Take every reasonable precaution.
- Post the Occupational Health and Safety Act and WSIB poster.
- Prepare and post the parish policy and program.
- Post inspection reports.
- Ensure a worker representative is chosen.
(if required)



Health and Safety Resources

www.toronto.anglican.ca//health-safety/

- Churchwardens toolbox
- Health and Safety
- See sample templates on the right hand side of the page. Templates include; roles, responsibilities, and procedures.



Health and Safety Policies

Template policies:

- Health and Safety Policy
- Health and Safety Program
- Working alone
- Safe ladder use
- Hazard Reporting
- Incident investigation
- Fire Emergency



Violence and Harassment Policies

- June 15, 2010.
- No matter how many employees every site must complete a risk/hazard assessment.
(Must keep a copy of the assessment)
- Different requirements for parishes with 5 or less employees vs. parishes with 6 or more.
- All employees need to be aware of risks and how to respond to violence or harassment.



Violence and Harassment

- Parishes with 6 or more employees.
 - Must have a written policy.
 - Must train employees on the policy.
- Policy templates are available on the Diocesan website found under health and safety.
- Best for every parish to have a written policy even with less than 6 employees.



Employee vs. Contract Worker

Review document; Employee vs. Contract worker on the diocesan website.

- Diocesan Website,
- Churchwardens resources,
- Parish HR manual, (left side drop down), Employee vs. Contractor
- See page 4 and 5 for practical considerations
- Ecclesiastical LegalConnex Service



Endings

- Resignation – Get it in writing. Recognize with an acceptance letter.

Dismissal

- Review file.
- Seek assistance. Use a proven process.
- Contact a labour lawyer or other human resource professional.
- Legal Connex 1-866-263-0256 and your policy #
- Employment Standards Act sets a minimum.
- Remember the impact on the community.



Endings

- Documentation – Letter, memos of meetings.
- File any parish announcements.

