

Human Resources

New Parish Leaders Workshop

2017



Diocese of Toronto
Anglican Church of Canada

Topics

- Canons
- 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

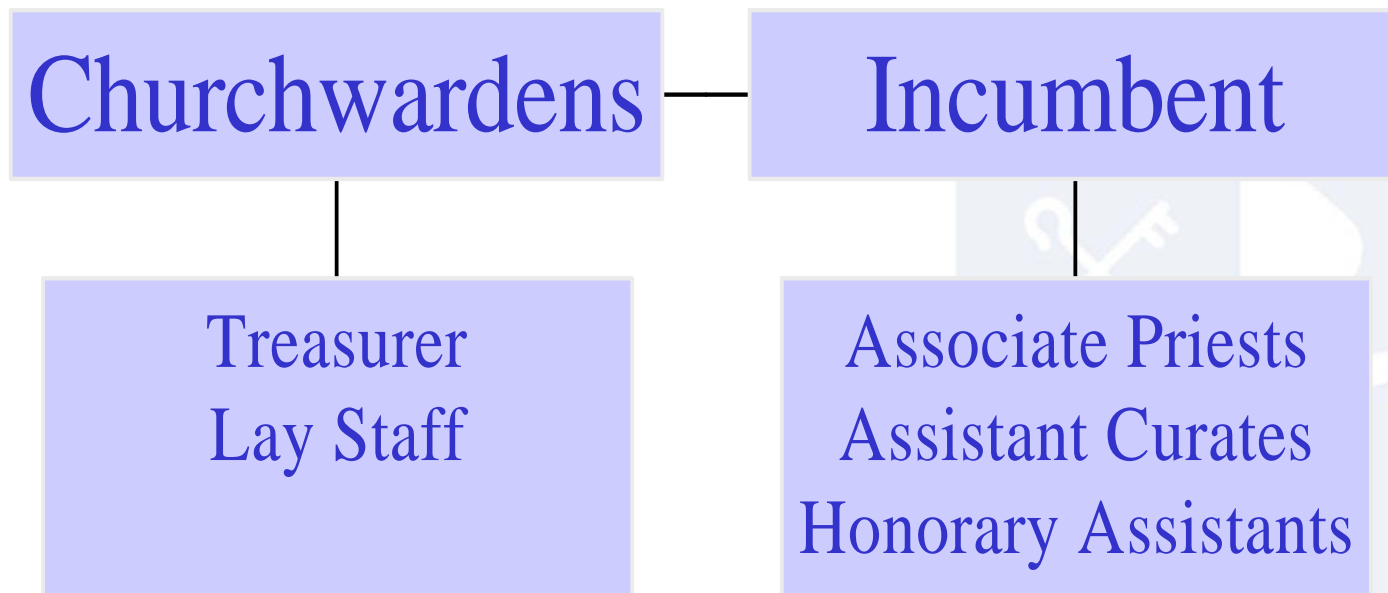
The personnel file should include:

- 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)

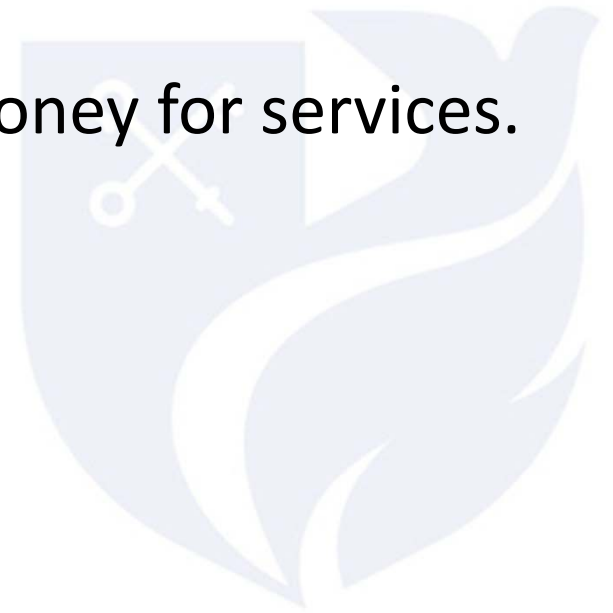


Parish Roles



Health and Safety

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



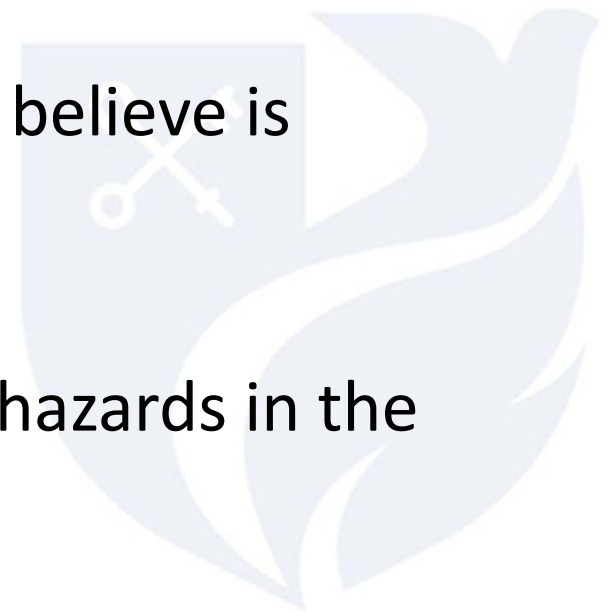
Internal Responsibility System

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



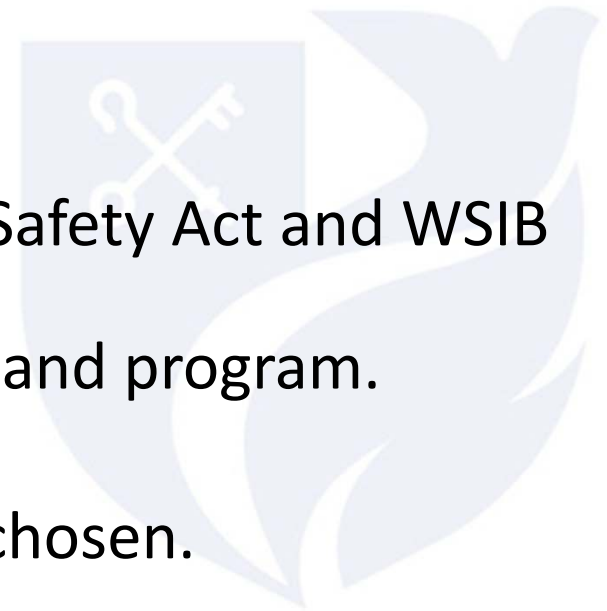
Rights of Employees

- “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



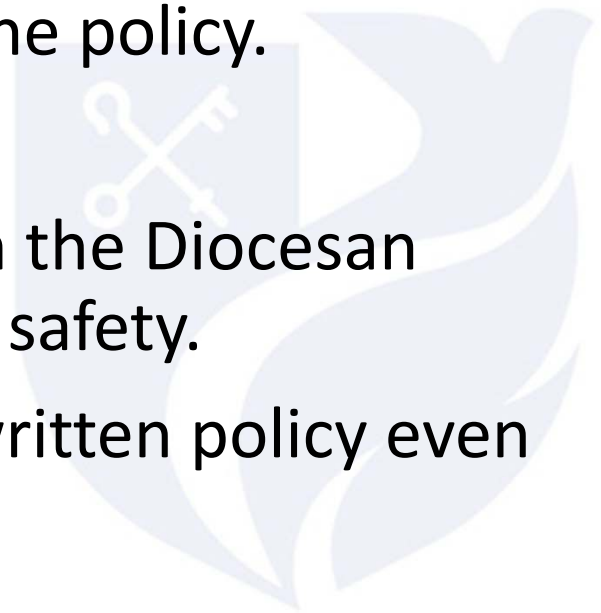
Violence and Harassment Policies

- 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.



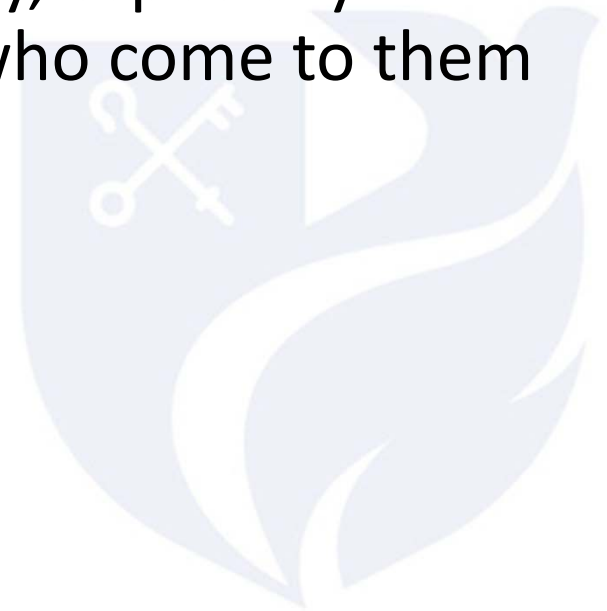
Violence and Harassment

- 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.



Responsible Ministry; Screening in Faith

- Screening in Faith initiative was launched in February, 2003 to help parishes ensure their places of ministry were safe and healthy, especially for vulnerable children and adults who come to them in trust.



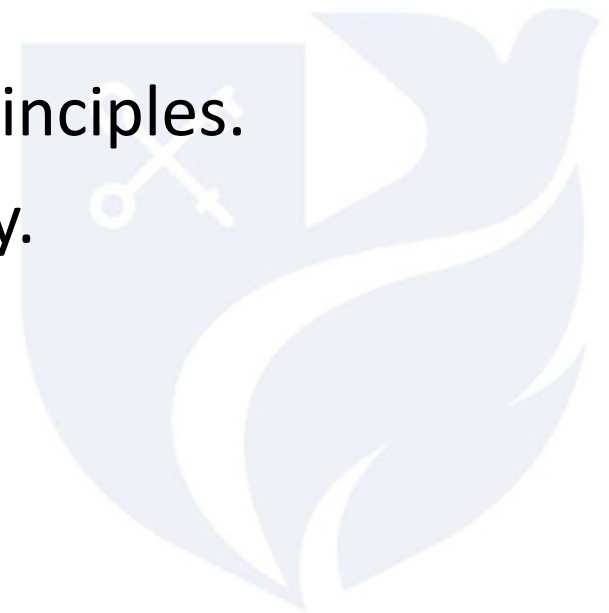
Why do we have this program?

- 1 in 3 women and 1 in 6 men in Canada report some type of sexual abuse before 18 years of age.
- Sexual abuse is higher among vulnerable groups.
- 2014 in Diocese, one investigation and four other situations that involved significant resources.



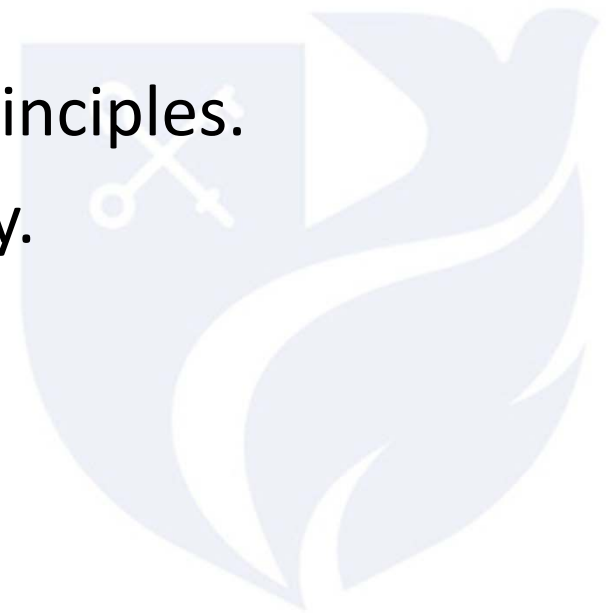
Why?

- Safe places of worship for children and vulnerable adults.
- Insurance coverage.
- Good volunteer management principles.
- Right person in the right ministry.



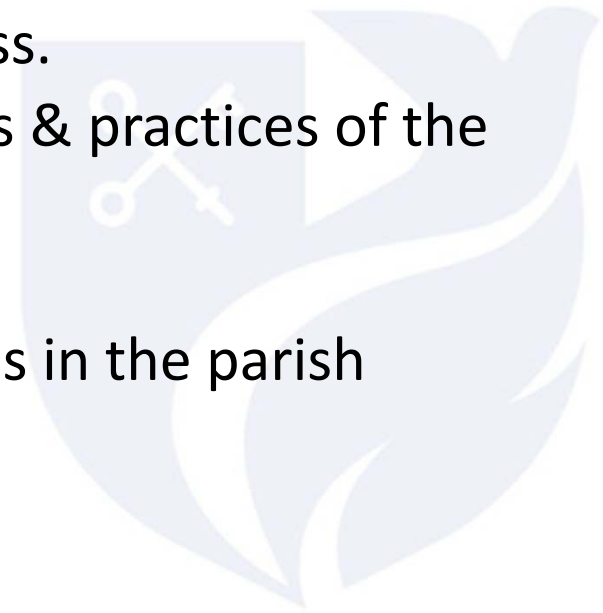
Key Principles

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- Insurance coverage.
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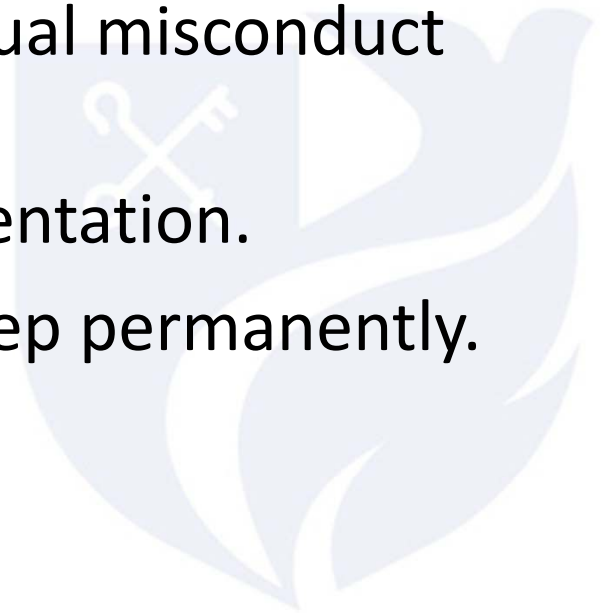
Compliance Reports

- Assess for risk: high, medium, low risk
- Sexual misconduct policy training
- Police Record Check – XpressChek
Diocesan Council approved process.
- Fully compliant with the standards & practices of the policy
- Document any important decisions in the parish screening file.



Some Advice

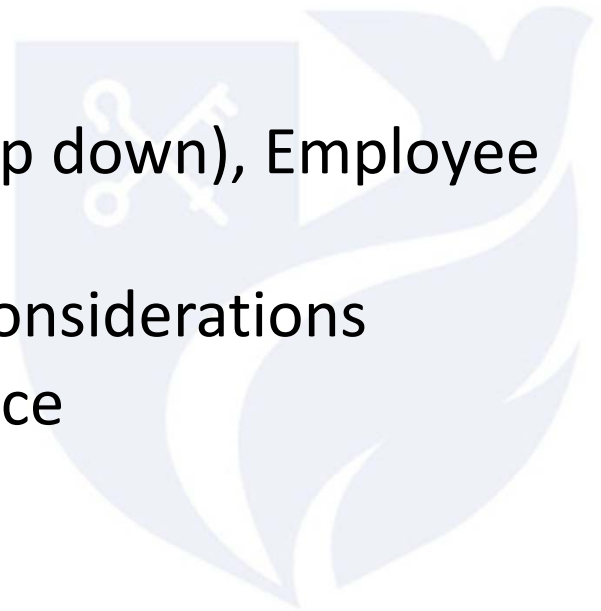
- Verbal confirmation within two days.
- Make the PRC part of your interview process.
- Up to 6 months to complete sexual misconduct policy training.
- Never destroy screening documentation.
- Key decisions, document and keep permanently.



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.



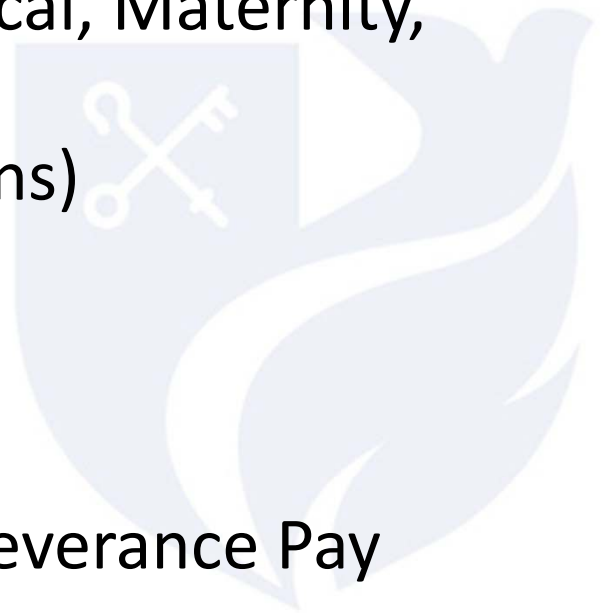
Endings

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



Employment Standards Act

- **Fact Sheets**
- Leaves: Emergency, Family Medical, Maternity, Parental, Disability and Sickiness
- FAQs (Frequently Asked Questions)
- Hours of Work & Overtime
- Minimum Wage
- Public Holidays
- Termination of Employment & Severance Pay
- Vacation



Government Calculators

Assists with calculating standards employment information

- ESA: Statutory Holidays
- ESA: Termination and Severance
- CRA: Payroll deduction calculator



Where do I get information?

- Former Churchwardens
- Parish Human Resources Manual 2016
- www.toronto.anglican.ca
 - Churchwardens Resources
 - Human Resources for Clergy/ Parishes
- Networking (other parishes, those in your parish...)
- Internet – Interview questions, compensation



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