

Human Resources

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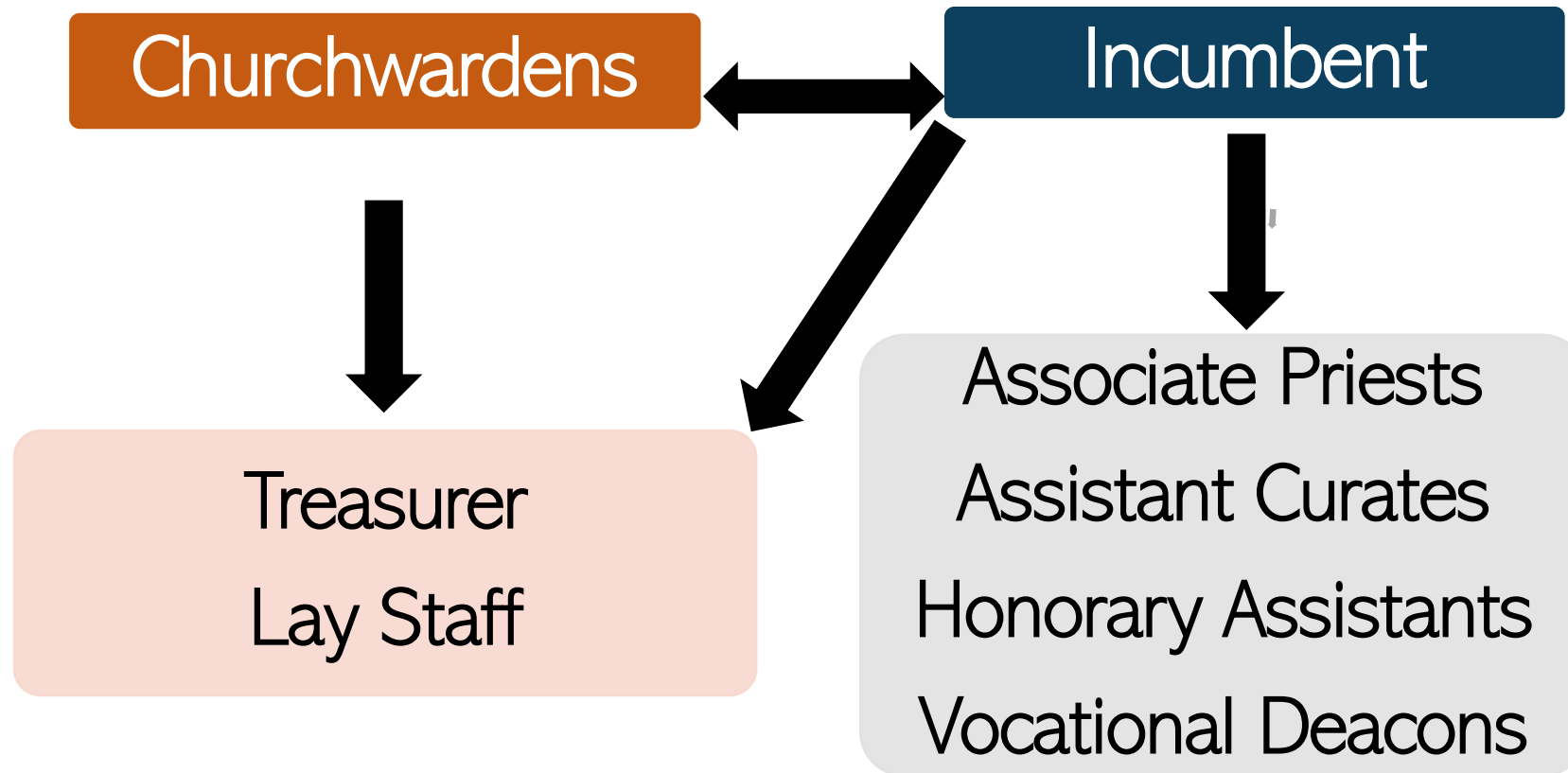
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Parish Roles



Churchwardens and Incumbents do not have authority over each other



Responsible Ministry: *Screening in Faith*

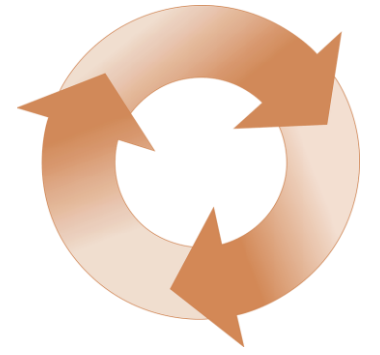
Screening is one of the steps to prevent sexual misconduct in our places of ministry

- Applicable to all employees & volunteers
- Ensure all employees and volunteers know that they will be screened before they start
- Assess positions for risk: high, medium, low risk
- Fully compliant with all 11 standards & practices of the policy
- Must be 18 yrs. old to be in high-risk position



Responsible Ministry

Screening in Faith



Reference checks required for high-risk positions

Police Record Check required for high-risk positions –
at start and every 3 years after

Sexual misconduct policy training is required for
medium & high-risk positions –
within 6 months and every 3 years after



Sexual Misconduct Policy

Canon Pastor

- Responsible for policy, questions, and investigations
- If you are aware of an incident, witness or experience misconduct, have concerns, or unsure – call the Canon Pastor

**Contact: 416-807-2494 or
canonpastor@toronto.anglican.ca**

- The Ven. John Anderson, Canon Pastor
- The Rev. Susan Haig, Assistant Canon Pastor



Hiring Staff

- Churchwardens and Incumbents are the hiring and dismissing authority of lay staff
- Fair and transparent process:
 - Job description, job ads, resume screening, same interview questions to all candidates, have a scoring scale, references & job offer
- Ensure compliance: Human Rights Code & Ontario ESA
- Employee vs. independent contractor



Employment Agreements

- Every work arrangement should be in writing.
- Must include a list of duties and responsibilities, a list of work conditions and a termination clause.
- Used for all employees and *contract employees of the parish.

*Contract employees: defined period, no more than 2 years



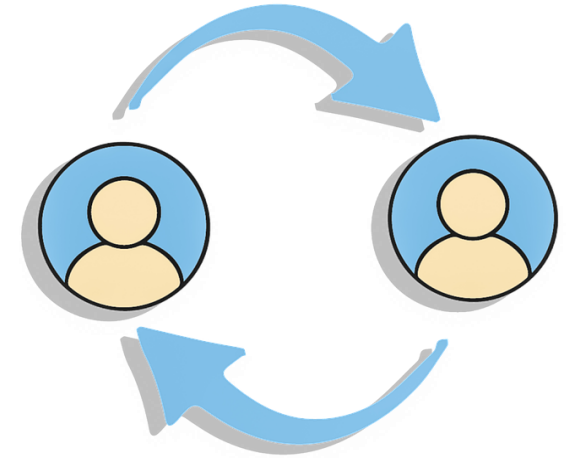
Supervising Staff

- Ensure employee is provided with job description
- Ensure that supervisors (usually Incumbent) are meeting regularly with staff
- Set a weekly or monthly meeting date
- Provide and document regular (timely) feedback



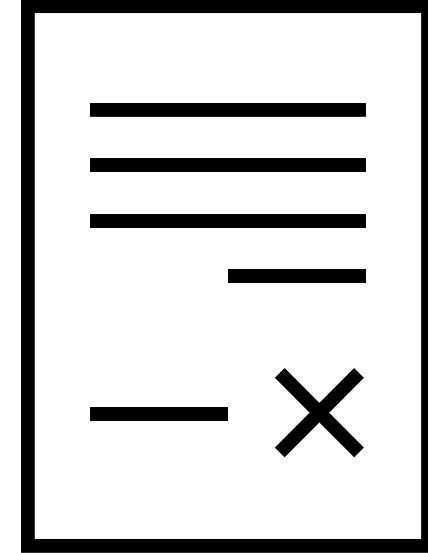
Performance Reviews

- The annual process is to:
 - discuss the job performance and ministry development of the employee
 - review goals and accomplishments
 - set goals and objectives for the coming year
 - identify training needs
- Supervisor to conduct review (usually Incumbent)



Endings

- Resignation – Get it in **writing**.
Recognize with an acceptance letter.
- Dismissals; obtain guidance
- Review personnel file
- Seek assistance - call the HR Team
- Contact employment lawyer at **LegalConnex**: 1-866-263-0256
(have your insurance policy #)
- Employment Standards Act sets a minimum for notice requirements



Health & Safety

- Create Health & Safety policy
- Have a Health and Safety Bulletin Board
 - “The Green Book” (the Act), Inspection Reports
 - Health and Safety Policy
 - Workplace Violence & Harassment Policy
 - First Aid & Safety Representative
 - WSIB & ESA Posters
- Document all training taken by your staff
 - Ministry of Labour has free, online training
- Naloxone kits
 - www.ontario.ca/page/naloxone-workplace#how-employers



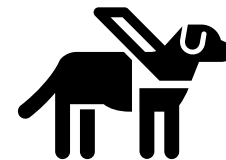
Violence and Harassment

- Policy is a requirement under OHSA.
- Parishes with 6 or more employees:
 - Must have a written policy
 - Must train employees on the policy
- Best for every parish to have a written policy; must do a risk assessment.
- Document all training taken by parish staff.
- Must investigate all incidents and complaints
- If a cleric is involved in an incident, you must contact the Canon Pastor.



Accessibility for Ontarians with Disabilities Act (AODA)

- Required multi-year initiative.
- Laws to improve accessibility for people with disabilities.
- Ensuring that the services you provide can be accessed by everyone in a dignified way.
- If you have at least 1 employee, you need to follow AODA.
- Must train employees/ volunteers.



Next Steps

Conduct an audit to ensure that parish:

Is in compliance with all legislation:

- Health & Safety Policy, Training, and Bulletin Board
- Workplace Violence & Harassment Policy and Training
- AODA and Training
- Stay informed ESA and Health and Safety

Is in compliance with all Diocesan policies:

- Screening (references and police record checks)
- Sexual Misconduct Policy training

Has in place:

- HR Manual/Policies
- Regular touch base meetings/ Performance Reviews
- Proper Employment and Independent contractor agreements

