



**HERITAGE COLLEGE
POLICY #10**

**CONCERNING
HUMAN RESOURCES**

COMING INTO FORCE: January 30, 1996
REVISED: June 17, 2008
ADMINISTRATOR: Director of Human Resources

HERITAGE COLLEGE POLICY #10 CONCERNING HUMAN RESOURCES

ARTICLE 1 Purpose¹

The present policy sets out the intentions and general objectives of the College with regard to human resources. It points out the values and principles which the College advocates. It describes the programs related to human resources and defines the responsibilities of the administrators involved.

ARTICLE 2 Application

The present policy governs all College personnel. It supports the College mission, which is to ensure quality teaching and education.

It supports the management vision of the College which promotes behaviours based on the following values:

- the importance of an atmosphere of trust;
- a coherence, transparency and equity in actions and decisions pertaining to human resources;
- a respect for the values and objectives of the organization;
- open communication and collaboration among staff members;
- the recognition of individuals and groups;
- the professional development of individuals and groups;
- the promotion of the mental and physical well-being of staff members.

ARTICLE 3 Provisions

3.1 General Objectives

The present policy seeks to:

- define the expectations of the College regarding its personnel, and communicate the vision of the College with respect to human resources;

¹ See the Glossary for explanations of frequently-used terms.

- plan, clarify and organize human resources programs in a strategic way;
- provide leadership in human resources management;
- give meaning to individual actions by clarifying roles and expectations.

3.2 Measures

In accordance with the pertinent Regulation of the Act, the present policy will incorporate a number of measures. The following articles contain brief descriptions of the content and objectives of these measures:

3.2.1 Recruitment, Selection and Hiring of Personnel

This measure is intended to ensure that the College has access to quality employees who are competent, motivated and productive, thus allowing the College to fulfil its mission and objectives, all the while respecting labour laws and personnel-related College policies.

3.2.2 The Welcoming, Integration and Recognition of Staff Members

This measure is intended to promote the culture, values and educational plan of the College. Also, it is meant to encourage staff members to identify with the College's objectives, and to play an active role in meeting them.

3.2.3 Performance Appraisal

This measure is intended to:

- clarify the roles, tasks and responsibilities of staff members;
- promote interactive communication between staff members and line management;
- acknowledge the contributions of individuals and groups;
- help employees reach their objectives; and

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- identify training needs and career opportunities.

3.2.4 Training and Professional Development

This measure is intended to:

- integrate and harmonize training and professional development activities for employees;
- enhance the qualifications of staff, and encourage their professional evolution;
- promote the acquisition of the knowledge, competencies and attitudes required for a position;
- promote versatility and personnel mobility; and
- contribute to a learning environment.

3.2.5 Other Measures

The following additional measures support the present policy:

- Employment Equity,
- Internal Mobility and Promotion,
- Health and Safety,
- Labour Relations Management,
- Action Program for a Respectful Workplace Free of Discrimination and Harassment,
- Fringe Benefits Management,
- Employee Assistance,
- Management of Working Hours (Flexible Hours),
- Staff Merit and Recognition.

ARTICLE 4 Roles and Responsibilities

4.1 The Board

The Board approves the present policy and any revisions thereto.

Furthermore, in accordance with the powers defined in *Heritage College Bylaw #1 concerning the General Administration of the College*, the various measures mentioned in the present policy are adopted either by the Director General or, on the recommendation of the Director General, by the Executive Committee or the Board.

4.2 The Director General

The Director General oversees the application of the present policy.

4.3 The Director of Human Resources

Under the authority of the Director General, the Director of Human Resources ensures the development, promotion, implementation and evaluation of the present policy and its various measures.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years and revised when deemed necessary.

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GLOSSARY

the Act: *the General and Vocational Colleges Act, Revised Statutes of Quebec, C-29, and its amendments.*

Administrator: a senior executive or senior staff member of Heritage College.

the Board: the Board of Governors of Heritage College.

the College: Collège Heritage, Heritage College.

Human Resources: All Heritage College personnel.

Management Personnel: any person who is a member of the management staff within the meaning of the *Regulation respecting Certain Conditions of Employment of Senior Staff of General and Vocational Colleges.*

Regulation of the Act: *Regulation respecting the bylaws or policies that a General and Vocational College must adopt, General and Vocational Colleges Act, R.S.Q., C-29, r. 5.3.*

Senior Executives: the Director General and the Academic Dean as stipulated in the *Regulation respecting Certain Conditions of Employment of Senior Executives of General and Vocational Colleges.*

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Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Bylaw #1 concerning the General Administration of the College.*²
- *Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment.*³
- *Heritage College Policy #28 concerning Employment Equity.*⁴
- *General and Vocational Colleges Act.*⁵
- *Regulation respecting the bylaws or policies that a General and Vocational College must adopt, General and Vocational Colleges Act, R.S.Q., C-29, r. 5.3.*⁶

² Copies of this document are available from the Director General's office.

³ Copies of this document are available from Human Resources.

⁴ Ibid.

⁵ Copies of this document are available from the Director General's office.

⁶ Ibid.