

THE CHILD CARE
ADMINISTRATOR'S
HUMAN RESOURCES
POLICY MANUAL

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INTRODUCTION

Thank you for purchasing the Child Care Administrator's Human Resources Policy Manual. This manual contains key policies and procedures that will assist you in developing an up-to-date Human Resources Manual for your organization based on current employment standards and legislative requirements. As an added benefit, having a comprehensive and up to date Human Resources Manual helps to ensure organizational stability by having key information available in one place should there be a sudden departure of the Executive Director/Supervisor.

Some Things to Remember

1. The policies included in this guide include those that are legally required by provincial legislation, some that are recommended by the courts to limit liability to the employer/organization and others that are best practices to protect the organization from fines or legal action.
2. The templates provided will assist you in creating an HR management framework to comply with current regulatory and employment legislation.
3. The policies and procedures outlined in the manual are based on best practices. Always ensure that you customize them to accurately reflect how your organization operates.
4. It is important to remember that you should never adopt a policy if the policy cannot be applied in a consistent manner.
5. The template policies provided in the guide require approval by the Employer (Board of Directors or Owner) before they can be implemented.
6. When creating policies, they should include a default review date of five years unless legislative requirements or other factors require a shorter review time.
7. There are no guarantees in preventing claims regarding harassment or termination. Well-written policies and procedures are the employer's first line of defense in demonstrating that the organization has met its duty of care to minimize risk and reduce liability to the organization

Please take the time to review the policies contained in the manual to ensure that they accurately reflect how your organization operates. If the policies do not reflect your current practices or you do not intend to change your practices to reflect the policies in the manual, please be sure to modify the policies to reflect your organization's practices. Do not include policies in your manual that your organization does not follow, as this may put your organization at risk for future litigation.

Your Administrator's Policy Manual is a living document and must always reflect any change in your employment/human resource practices. Please note that certain assumptions have been made in creating the manual, however it is up to your organization to ensure ongoing compliance with provincial employment legislation and standards.

Please note that the Administrator's Policy Manual from Bernardi Human Resource Law LLP and TJ Solutions is for the exclusive use by the purchaser and cannot be used to create policies or similar

manuals to offer or sell to other organizations. These templates are for the personal use of the purchaser and their organization and are not to be shared with non-purchasing organizations. Thank you.

The information contained in this manual is intended as a general guide only and organizations must create their own policies. This manual should not be considered legal advice and is not intended to be relied on as, or to replace, professional legal advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer.

Feel free to contact us if you have any questions.

Joy Lerman, Terri Carr, and Asha Rampersad

