

HUMAN RESOURCES MANAGEMENT BEST PRACTICES CHECKLIST

	YES	NO
Do you have a Human Resource Policy & Procedure Manual?		
Do you have an Employee Handbook to provide to staff?		
Have you had your policies and procedures reviewed to ensure that they are legally compliant?		
Have you updated your policies and procedures with the past five years to comply with recent legislative changes?		
Are your policies and procedures compliant with Bill 132 Workplace Violence and Harassment legislation?		
Are your policies and procedure compliant with the Accessibility for Ontarians with Disabilities Act (AODA), Human Rights, and the Integrated Accessibility Standard?		
Are your policies and procedures compliant with current changes under the Employment Standards Act? (Bill 148 & Bill 47)		
Have you provided all employees with the Employment Standards Act poster (Version 8.0 – April 3, 2019)		
Have you provided a copy of the poster to new hires within 30 days?		
Do you have a staff code of conduct?		
Do you have an updated and clear policy on workplace accommodation?		
Have you updated your unpaid leave of absences policy to include additional leaves under the ESA from December 1, 2017 & January 1, 2018?		
Do you have current job descriptions for each position which includes defining supervisory responsibilities and levels of authority?		
Does your staff know what is expected of them? Do you provide training on organizational practices?		
Do you have an updated workplace investigation policy and procedure in place to investigate employee complaints of harassment that complies with Bill 132?		
Do your job descriptions reference the code of ethics and standards of practice set out by the College of Early Childhood Educators?		
Do you have a system in place to document and manage staff performance?		
Are performance reviews done annually?		
Do you have a progressive discipline policy and procedures in place?		
Do you annually review organizational and legislative policies and procedures with all employees?		
Do you document the above reviews by having your staff sign off that they have read and understood the policies being reviewed?		
Have your job descriptions been reviewed to ensure they do not contain any discriminatory or non-essential requirements that could limit hiring someone with a disability?		

TJ SOLUTIONS – MANAGEMENT SOLUTIONS FOR YOUR ORGANIZATION

Are your policies and procedures accessible and written to ensure everyone had a clear understanding of the content?		
Do you have employees sign an acknowledgment form in your employee handbook?		
Do you have a professional development/training program?		
Do you have a system in place to document and ensure adherence to all your procedures and practices?		
Do you have a hiring/equal employment opportunity policy?		
Have you updated your hiring policy to include new legislation related to accessibility?		
Do you have a system in place to document and keep track of employees change of work status, hours of work, vacation, absences, and leave of absences?		
Do you have current employee files on everyone?		
Do you have a hiring checklist?		
Do you have an orientation checklist for new hires?		
Have your employees done the required training on Human Rights as it pertains to individuals with disabilities?		

EMPLOYMENT CONTRACTS

YES NO

EMPLOYMENT CONTRACTS	YES	NO
Do you have employment contracts?		
Have your employment contracts been legally reviewed?		
Do you use indefinite term contract for all permanent employees?		
Do you only use fixed term contracts for maternity and other long-term leaves?		
Are your current employment contracts/letters of employment uniform?		
Are your employment contracts clear on the terms and conditions of employment?		
Are the terms consistent regarding vacation time, benefits etc.?		
Are your employment contracts consistent with your current policies and practices?		
Do your current employment contracts give the organization the flexibility to change hours, location, shift based on the need of the organization?		
Do your current staff contracts for Early Childhood Educators outline the RECE's must be a member of good standing with the College of Early Childhood Educators?		
Do your contracts outline what could happen if an employee's registration is suspended or revoked?		
Do your contracts reference the updated requirements to the Vulnerable Sector Screening under the CCEYA?		
Do your current contracts include termination provisions?		

UNIONIZED ORGANIZATIONS

COLLECTIVE AGREEMENTS

When negotiating a new collective agreement;

Are you documenting which (if any) aspects of your current collective agreement makes it difficult for you to manage your workforce?

Do you have a procedure in place to obtain information from similar child care organizations about the terms of their collective agreement?

MANAGING THE UNIONIZED CENTRE

Have you and/or your management staff received training in grievance resolution and general employee problem solving?

Do you have a procedures manual on how to deal with a grievance so that your employees can refer to it when confronted with an issue?

POLICY CHECKLIST FOR PERSONNEL MANUAL

POLICY	YES	NO	DATE	REVIEW DATE
EMPLOYMENT POLICES				
Hiring/recruitment policy and procedures				
Equal employment practice policy				
Interview policy, procedures/forms				
Reference policy (obtaining/providing)				
Offers of employment				
Police vulnerable sector check (2015)				
Probation policy				
Internal hiring				
Orientation Policy				
Performance management policy				
Attendance and absenteeism policy				
Performance reviews				
Promotion/succession planning policy				
Personnel records				
Termination (voluntary, with or without cause)				
Layoff or retirement policy				
Privacy policy				
Workplace health & safety policy				
EMPLOYMENT RIGHTS & RESPONSIBILITES				
Employee code of ethics/conduct				
Employee conflict of interest				

TJ SOLUTIONS – MANAGEMENT SOLUTIONS FOR YOUR ORGANIZATION

Employee confidentiality				
Progressive discipline				
Work attendance				
Occupational health and safety polices				
Dress code				
Working hours/schedules				
Overtime				
Social media, computer use, cell phones				
Whistle blower policy				
Social media misconduct				
Drug/alcohol substance abuse				
Privacy and off-duty conduct				
HUMAN RIGHTS POLICIES				
Anti-harassment in the workplace				
Anti-violence in the workplace				
Anti-sexual violence/harassment in the workplace – September 8, 2016				
Workplace accommodation policy				
Return to work policy				
Equal opportunity/non-discrimination				
Respect in the workplace and sensitivity training				
Human Rights and accommodation				
EMPLOYEE ABSENCES, LEAVES ETC.				
Maternity/Parental leave (2019)				
Vacation (2018)				
Sick, Family, Bereavement Leave (2019)				
Domestic or Sexual Violence leave (2018)				
Family Medical Leave (2018)				
Family Caregiver Leave				
Critically Ill Care Leave (2018)				
Compassionate/Bereavement				
Child Death Leave (2018)				
Crime-related Death or Disappearance (2018)				
Jury Duty				
Statutory Holidays				
Voting Leave				
Personal leave with/without pay				
Retirement				
EMPLOYEE COMPENSATION & BENEFITS				
Employee Compensation Policy				
Salary Scale/raises				
Employee benefits				

Employee retiring				
Employee assistance program				
Professional development				
EMPLOYEE ACKNOWLEDGEMENT FORM				

Accessibility for Ontarians with Disabilities Act (AODA) Compliance Dates

- Accessible Customer Service Standard – 2012
- Workplace Emergency Response – 2012
- Create Accessibility Policies – January 1, 2015
- Self-Service Kiosk – interactive electronic terminals – 2015
- Training your Staff on Human Rights Code as it pertains to individuals with disabilities – January 1, 2016
- Training your staff and volunteers on the Customer Service Standard including how to interact with individuals with different disabilities
- Accessible Hiring Policies – January 1, 2017
- Employers with more than 20 employees must file an Accessibility Compliance Report by December 31, 2017
- Employers with more than 20 employees will need to file their next accessibility compliance report by December 31, 2020.

The checklists contained in this handout are intended as a general guide only and not a complete list. The checklists are meant to be used for a quick assessment and discussion. It is not intended to replace or to be relied on as professional legal advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer. Please be advised that TJ Solutions does not give legal advice. We do provide organizational audits; please contact us for a consultation.

www.tjsolutions.ca