

Human Resources Policy

MUSEUM
STRATHROY-CARADOC

1. Introduction

The ability of the Museum to fulfill its purpose depends to a large degree on the professionalism and capabilities of its staff. The Museum is better able to meet its mandate and carry out its activities by recruiting qualified staff and providing ongoing training opportunities. As an employer the Museum is concerned with the safety, security, well being and continued motivation of the people working for it. This policy outlines the principles the Museum's management will apply to achieve these aims.

2. Principles

- 2.1 The Museum aims to attract, develop and retain talented and appropriately qualified staff. This requires the Museum to ensure it operates good recruitment practices, fair employment policies, and accessible development and training opportunities. Staff must have the opportunity to develop in a professional capacity;
- 2.2 The Museum welcomes diversity in its staff;
- 2.3 The performance of individual members of staff will be assessed regularly, fairly, openly and objectively through the Municipality of Strathroy-Caradoc employee evaluation process, to be performed by the Director of Recreation & Leisure Services. Good performance will be recognized and fostered: performance which is not yet at the appropriate standard will be addressed promptly by the Director with the objective of early improvement. Persistent under-performance will not be accepted;
- 2.4 Effective team working and collaboration are essential to the Museum's success and will be encouraged;
- 2.5 Changes in organizational structure, working practices and other employment aspects will occur as the expectations of the visitors and governing authorities change. The Museum will ensure that staff are consulted individually and collectively and have the opportunity of input into changes which affect them. The Museum will ensure the rationale for any decision taken is communicated, and that individuals and groups are fairly treated;
- 2.6 The Museum has a bias to in-house operations and will retain and develop the core skills to deliver its purpose, aims and strategies. The Museum will be prepared to contract in non-core skills and services only where there is demonstrable economic or quality advantage;

3. Practices

- 3.1 Museum employees can expect the following from their management:
 - a clear explanation of the overall Museum aims, strategies, policies and plans and how these translate into staff objectives;
 - two way discussion on how these objectives will be translated into measurable, challenging but achievable personal work objectives or tasks;
 - discussion on the ways to achieve these objectives and a clear explanation of what standards are expected of staff;

- timely feedback on what they have done well, where they can improve and fair discussion on the need to change objectives or tasks in the light of changes in the operating environment;
 - a formal yearly assessment of performance (employee evaluation) identifying areas for improvement and related future development plans including seminars, training, and other work experience which will help develop skills;
- 3.2 Employees can expect the Museum to operate:
- A fair, open system for advertising and filling jobs which encourages the recruitment of appropriately qualified and experienced staff;
 - Training programs that address the Museum's key development needs and which are made available to appropriate staff and volunteers;
 - Fair, impartial and prompt procedures to deal with disciplinary and capability matters and effective individual and collective grievance procedures;
 - A working environment which is safe, with facilities which aid productive working and are compliant to the extent that it is possible with the *Standards for Community Museums in Ontario* as required by the Ministry of Culture;
 - Forward planning of staff resources and skills requirements to ensure that the objectives, work programs and staff numbers and skills are in balance;
 - An emphasis on enhancing staff skills.

4. Responsibilities

- 4.1 The Curator is accountable for implementing this policy and ensuring the expectations listed above are met;
- 4.2 Operating within Municipality of Strathroy-Caradoc procedures and advised as necessary by the Director, the Curator will decide upon the appropriate action for consistent poor performance including disciplinary action;
- 4.3 The Director is responsible for providing advice and support to the Curator on organizational, developmental and employment matters;
- 4.4 The Municipality of Strathroy-Caradoc is the custodian of this policy and designs and maintains the common systems required for its implementation. In particular the Municipality will design the common performance assessment systems, and monitor that they are being applied to a common standard. It is responsible for understanding employment law and good employment practices and advising managers appropriately.

5. Policy Review and Approval

The Museum Strathroy-Caradoc *Human Resources Policy* is approved by the Museum Strathroy-Caradoc Advisory Committee and the Council of the Municipality of Strathroy-Caradoc.

The *Human Resources Policy* is to be reviewed on an annual basis, or at any time that changes are deemed necessary. The Director/Curator, in conjunction with the Museum Advisory Committee, conducts the review. The revised version is reviewed and

approved by the Museum Advisory Committee and submitted to the Council of Municipality of Strathroy-Caradoc for approval.

This *Human Resources Policy* may not be altered without the consent of the Council of the Municipality of Strathroy-Caradoc.