

The Cataraqui Archaeological Research Foundation

Human Resource Standard

Staff Training Policy

Objectives: A management staff training policy to ensure that:

- a) To recruit qualified personnel to staff the Foundation and to provide ongoing training opportunities with an eye to safety, security and good working environment.
- b) There is a professionally responsible staff to administer the Foundation and its collections.
- c) All Foundation activities are carried out by trained staff personnel:
 - a) There are job descriptions in place for all staff members.
 - b) Personnel management (including recruiting, assessment of performance and conclusion of employment) is carried out in the proper manner.
 - c) Where applicable, to make sure reasonable levels of pay and benefits are provided.
 - d) The working conditions are safe and secure (when working at night, there must be no less than two people in the building.)
 - e) All staff (and volunteers) is acquainted with all health and safety regulations in place.
 - f) At least one staff member must hold a current First Aid certificate.
 - g) All staff is competent in communication with the public.
- d) The Staff Training policy is in place to:
 - a) Assist staff to maintain their individual skills and where possible to improve on them.
 - b) To prioritize staff training.
 - c) Determine suitable levels of support (monetary/time) for individual staff training.
 - d) Make sure staff have access to related training courses and time with other museums when possible.
 - e) Ensure there is an orientation program for all staff members and members of the Board of Directors on an annual basis.
- e) Annual allocation of Foundations budget to Staff training for:
 - a) Improving in-house training programs.
 - b) Staff to attend seminars, workshops, conferences, etc., to improve individual competence.
 - c) Purchase current reference and maintenance material.