

# Cataraqui Archaeological Research Foundation

## Human Resource Standard

### A Human Resource Standard

- a) The Cataraqui Archaeological Research Foundation (Foundation) & Kingston Archaeological Centre's ability to fulfill its purpose depends to a large degree on the professionalism and capabilities of its staff. Through its Human Resources Management Policy, the Foundation & Centre recognizes the need to ensure that appropriately trained staff carry out all activities, working within clearly set out job descriptions for any full-time positions.
- b) By recruiting qualified staff and providing systematic, ongoing evaluations and upgrading opportunities, the Foundation & Centre believe that it is better able to meet its mandate and carry out its activities.
- c) As an employer, the Foundation is concerned with the health, safety, security, and continued motivation of the people working as part of our team. The Board of Directors (when hiring an Executive Director), the Executive Director, together with the Director of Archaeology (where appropriate) will seek out the most qualified and capable staff members to fill any new positions that become available and shall endeavor to provide equal access to the work place regardless of gender, age or racial/ethnic background. The Foundation will meet all municipal, provincial and federal legislation requirements relating to people in the workplace. At least one person at each worksite will have first aid training and be the first aid responder.

B Staff Selection: the appointment of new full-time staff members shall be by the Executive Director following an open and fair selection procedure that includes:

- a) Advertising the position
- b) Screening all applications
- c) Interviewing selected applicants
- d) Checking references given by applicants
- e) Police check

C The interview team for the position of Executive Director and/or the Director of Archaeology shall include:

- a) Executive Director and Director of Archaeology
- b) President
- c) HR Committee Chair or Designate
- d) Board Member (not currently serving on Human Resources Committee)

D The interview team for other staff positions shall include:

- a) Executive Director
- b) Director of Archaeology (if required)
- c) Another staff member

E The appointment of short-term, contract, and part-time staff shall be done by the Executive Director within the constraints of the current budget approved by the board.

F The Foundation will ensure that terminations of employment, where they are deemed necessary, shall be conducted in an ethical manner consistent with accepted practice and applicable legislation.

#### G Staff Evaluation

- a) It is understood that all staff members full or part-time report to the Executive Director and shall be evaluated on their performance. Such evaluation shall occur annually and result in written feedback. (time frame should be addressed or written feedback should be removed from the sentence) These evaluations will focus on assisting staff members in their professional growth, improving their overall performance and setting realistic priorities for themselves.
- b) The performance evaluation of the Executive Director shall be the responsibility of the Board under the direction of the President, and shall be undertaken annually. Written feedback shall be provided immediately (time frame should be addressed or immediately should be removed from the sentence) following the period of evaluation.

H Staff Training: the Executive Director shall ensure that the staff responsible for administering the Centre and its collections have appropriate professional training to carry out the day-to-day activities of administration, interpretation, programming, research and maintenance of the collection. This includes:

- a) Assisting staff in maintaining or upgrading their skills.
- b) Setting priorities for staff training.
- c) Determining the appropriate levels of support (financial/time) for individual staff training.
- d) Ensuring that quality, in-house training is provided regularly to staff and volunteers by qualified people.
- e) Providing staff with access to professional development opportunities and interchange with museum colleagues, including communication with other museums in the region.
- f) Ensuring the development and regular delivery of orientation programs for members of the governing body.

#### I Salary Benefits

- a) The work of the Executive Director and staff of the Centre is valued by the Board of Directors.
- b) By December 1st of the year preceding that in which the proposed changes are to take effect, the Executive Director shall present to the chair of the Finance Committee, for the consideration of the Board, a written proposal of adjustments to the salaries and benefits of all employees.
- c) Immediately following the presentation of the written proposal, the Finance Committee shall convene to discuss the proposal and the recommendations to be taken to the Board.
- d) At the earliest following meeting of the Board, a recommendation regarding salary and benefits for the employees of the Centre shall be presented and voted upon. This decision will be reflected in the preparation of the budget for the upcoming fiscal year to be approved by the board as part of the Centre Budget Cycle. Staff budget will include professional development monies and monies selected for staff training and training time.