

<b>SUBJECT:</b> Human Resources	<b>POLICY NO:</b> INT-10	<b>LAST REVIEWED:</b> September 2019
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Human Resources Manager	<b>NEXT REVIEW:</b> February 2021

**SUMMARY**

**Policy Statement**

BCITSA fosters a positive and empowering work environment sustained by the unique talents and qualifications of everyone involved in the Association. All BCITSA employees act in a respectful, professional, and informed manner, sensitive to the policy set forth in this document, to further BCITSA’s mission in providing outstanding services and support to BCIT students and the community.

BCITSA believes that everyone involved in the Association should have the opportunity to work in an atmosphere of mutual respect, understanding, and safety. BCITSA upholds all legislation and regulations that assist us in maintaining a positive and fulfilling workplace. Everyone is encouraged to forward suggestions to any level of management. Open communication between all employees fosters a working environment that enhances BCITSA and its stakeholders.

**Purpose of This Policy**

The purpose of this Policy is to:

- Clearly define the mandate of the BCITSA as an employer.
- Outline BCITSA’s commitments to its employees.

**Application of This Policy**

This Policy applies to all full-time and part-time employees, contracted positions, and Executives.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code*.

**Related Documents and Legislation**

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*

**Forms Associated With This Policy**

N/A

**Amendment History**

- Created 2018-02-26
- Amended 2021-02-15

**DEFINITIONS**

N/A

**DUTIES AND RESPONSIBILITIES**

**Human Resources Manager**

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

**POLICY**

**1. Human Resources Vision and Value Statements**

**1.1. Vision**

- a. The Vision Statement of the Human Resources Department is as follows: "While we work together, we will give you our best and expect your best."

**1.2. Value Statements**

- a. The following shall constitute the Value Statements of the Human Resources Department:
  - i. Safe space for people, ideas, and dialogue;
  - ii. Ability to learn and grow professionally;
  - iii. Empowerment and ownership from employees; and
  - iv. Innovation and creativity.

## **2. Commitment to Employees**

### **2.1. Compensation of Employees**

- a.** BCITSA commits to offering a competitive compensation package including base pay, monetary and non-monetary benefits that promote its organizational culture.
- b.** To attract and retain top talent, base pay is based on market data which is reviewed annually to ensure we meet market competitiveness and internal equity within our pay structure.
- c.** Performance shall be the main reason for employees to reach the higher level of their respective pay scales.

### **2.2. Succession Planning of Employees**

- a.** BCITSA commits to placing an emphasis on developing employees in order to have access to future supervisory and managerial positions.
- b.** BCITSA commits to an open training and evaluation process that ensures that all employees have the ability to reach their full potential.

## **PROCEDURE**

N/A