

Dekker Centre for the Performing Arts

Policy Type: Operational

Subject: *GM – Staff Relationships*

Date Adopted: March 7, 2013

Monitoring: General Manager

- The General Manager shall:
 - Ensure all positions at the Dekker Centre have written Job Descriptions outlining the employee's responsibilities.
 - Establish an evaluation process based upon definable performance objectives.
 - Conduct a formal job performance review a minimum of once per year.
 - Maintain written policies which clarify personnel rules for staff, such as holidays, over-time etc.
 - Orient staff with their rights and responsibilities according to their job descriptions and the Dekker Centre's written policies.
 - Have in place a procedure for resolving employee concerns or grievances.
 - The GM shall make decisions resolving concerns or grievances.
 - An employee may appeal to the Board from the GM's decision only if;
 - Internal procedures have been exhausted, and
 - A Dekker Centre policy has been violated to the employee's detriment, or
 - There has been a violation of the employee's human rights.
 - The GM shall make all employees aware of this policy.