

HUMAN RESOURCES

An Overview for Wardens

HIRING

- Go through a selection process to find a qualified candidate from outside the parish
- Be clear about the role responsibilities and expectations (job description) including hours of work, vacation, pay structure and have a letter of agreement
- Have performance reviews at least annually, but don't wait to the review if there is an issue that needs addressing. Praise publicly, offer criticism privately (but document it and follow up!).
- The wardens are the corporation are the employers

ENDING EMPLOYMENT

- If the decision is made to end employment, please call or email Human Resources to consult.
- Employment Standards Act sets a minimum.
- Keep a file of letters, memos, conversations, and any parish announcements
- Remember the impact on the community

Resignation – get it in writing. Recognize it with an acceptance letter

EMPLOYMENT STANDARDS CHANGES

Minimum wage

- \$14.00 per hour beginning January 1, 2018

Paid Vacation

- After five years with the same employer, vacation must be increased to three weeks (6%) per year

Personal Leave

- Employees are entitled to three separate unpaid leaves: sick leave (3 days), family responsibility leave (3 days), and bereavement leave (2 days).

RECORDS MANAGEMENT

Personnel file should include:

- Resume, employment agreement/contract
- Job description
- Salary and benefit information
- On-going performance evaluations
- Performance management documentation
- Sick leave, leave of absence, vacation memos
- Resignation or termination documentation

EMPLOYEE VS CONTRACT WORKER

- Employees earn employment income, work as an integral part of the organization, and take ongoing direction from a supervisor. Churchwardens must ensure all workers designated as employees are placed on the church payroll and all appropriate statutory deductions are made.
- Independent Contractors provide a service, submit an invoice for the service they provide, have the ability to subcontract, have multiple clients, own their own tools or equipment and assume the risk of financial profit or loss. Independent contractors must assure the churchwardens that they have a GST number, and adequate insurance coverage.
- Be careful not to confuse the two or the church may be subject to penalties or other statutory obligations. For example, in usual circumstances, a parish secretary is an employee, a furnace repair person is a contractor. An employee can also work on a contract basis for a short, fixed amount of time – this is different from an Independent Contractor.

CLERGY LEAVES

Sick Time

- A full-time member accrues sick leave at the rate of one half (.5) day per completed month of service up to six (6) days using the same year as vacation calculation (July 1–June 30). A regular, part-time cleric accrues sick leave on a pro-rata basis. The maximum sick leave accumulation is twelve (12) work days.

Short Term Disability

- STD is limited to seventeen weeks (17) in a 12 month rolling period measured from the first pay out of the workplace. Only one leave up to (17) seventeen week period will be paid during that 12-month period. The ten (10) day waiting period will apply to all new leaves.

Long Term Disability

- If after 17 weeks STD a cleric is not able to medically return to work, they may be approved for a long term disability

CLERGY LEAVES (CONTINUED)

Vacation

- Clergy are entitled to a vacation every year of not less than thirty-one (31) days, including five (5) Sundays. After 5 years service following ordination, clergy are entitled to an additional 7 consecutive days.

Professional Development

- Two weeks (not including Sundays)
- Additionally – Clergy Conference and Diocesan Clergy Days

Sabbatical Leave

- Persons eligible for Sabbatical Leave must have been ordained Priest for not less than 5 full years from the date of ordination and they must have served in their current full time appointment for not less than 3 full years

TEAM HURON – WE ARE HERE TO HELP!

The Right Reverend Linda Nicholls, Bishop of Huron

Bishop's Office	Administration & Finance	
Archdeacon Tanya Phibbs Executive Officer	Canon Paul Rathbone Director	Reverend Gerry Adam Huron Church Camp
Jennifer McLaughlin Human Resources	Sarah Chase Synod & Diocesan Council	John Lutman & Carolyn Lamont Huron Archives
Diane Picard Executive Assistant	Charlie Mungar Financial Analyst	Ellie Eldridge Diocesan ACW Secretary
Davor Millicevic Communications	Terri Ellison Accounts Payable/Receivable	
Shyla Guy Resources Assistant	Hayley James Payroll	Reverend Marty Levesque Social Media Officer
Meg Walmsley Receptionist		Reverend Stephen Berryman Diocesan Ecumenical Officer

QUESTIONS?

