

PWRDF PERSONNEL POLICY
Adopted by the PWRDF Board, April 2005

1. **Culture of Inclusion**

As articulated in its Culture of Inclusion Policy, PWRDF is committed to and is creating a diverse organization that:

- is free of all forms of discrimination on the basis of: age, sex, sexual orientation, family or marital status, race, colour, national or ethnic origin, ancestry, disability, creed or socio-economic status or conviction for an offence for which a pardon has been granted;
- and where a free expression of opinion is encouraged and safeguarded.

In line with this commitment, PWRDF actively recruits and develops participation at all levels of the organization that reflects a broad range of diversity and strives to create inclusive environments that are free of harassment and foster full participation.

2. **Human Rights and Dignity**

PWRDF's approach to personnel policy is rooted in the conviction that all human beings are created in the image of God and have a fundamental dignity. Policies will respect the dignity and human rights of staff and the principles set out in *A Call to Human Dignity: A Statement of Principles for the Anglican Church of Canada on Dignity, Inclusion, and Fair Treatment*.

3. **Anglican Church of Canada policies**

In keeping with the Memorandum of Understanding signed with General Synod, PWRDF will endeavour to parallel Anglican Church of Canada personnel policies as closely as possible, consistent with other principles of the PWRDF.

4. **Policies and Procedures**

The Executive Director, in consultation with staff, is responsible for the development and periodic review of PWRDF personnel policies and procedures. These policies and procedures will conform to all relevant federal and provincial legislation and to the principles outlined above.

5. **Executive Director**

a) **Hiring**

Upon a vacancy being declared, the Executive Committee will propose to the Board the composition of a Hiring Committee that will oversee the process. The position will be advertised widely both within the Anglican Church of Canada and externally. The process outlined in Appendix A [to add description of process used for this hiring] may be followed. Following a recommendation by the Hiring Committee to the Board, the President of the Board will offer the position to the selected candidate.

b) Probation

An incoming Executive Director will be confirmed in the position following satisfactory completion of a six-month probationary period, with an interim report after three months. The President, in consultation with a committee of Board members, is responsible for evaluating performance during the probationary period. In the event that the Executive Director's performance is not deemed fully satisfactory, the Board may, on the recommendation of the President, vote to extend the probationary period for a further three months or to dismiss the Executive Director.

c) Annual Performance Appraisal

The Board of Directors, through a committee of Board members including the President, will evaluate the Executive Director annually, based on mutually agreed upon criteria, including achievement of the strategic plan, and input from Board members, staff and partners.

d) Termination of Executive Director

In the case of unsatisfactory performance by the Executive Director after the end of the probationary period, the areas requiring improvement will be clearly communicated to the Executive Director, along with a plan for addressing the areas and a reasonable timeline. In the event that the situation is not remedied by the end of this process, the Board may vote to dismiss the Executive Director.

6. Authority of Executive Director

The Executive Director is responsible for the hiring of all other staff and their performance appraisals. The Executive Director is encouraged to involve Board members in hiring processes, as appropriate, particularly in the case of senior staff positions. The Executive Director will inform the Board in a timely manner of arrivals and departures of staff, as well as of any reorganization of staff positions. Major restructuring of staff requires Board approval.