

VANCOUVER WOMEN'S HEALTH COLLECTIVE
PERSONNEL POLICY
March 1991

1. HIRING COMMITTEE

A hiring committee will agree to serve a minimum term of 6 months. This committee will consist of 3 women. One will be a paid worker, the other two will be core and non-core volunteers. *The idea behind this is to share some of the decision making responsibilities within the H.C. while welcoming new perspectives. These people would still answer to the core.*

The paid worker will serve on a rotational basis (6 month terms). *This would allow all paid staff to actually participate on the committee temporarily but still have a say through core decisionmaking.*

Committee responsibilities will include:

- posting
- interview
- selection
- reporting to core for approval *of any binding decision, i.e. hiring, firing, evaluations*
- notification by phone to all applicants re selection and follow up with rejection letters *a form letter will be set up in the computer*
- evaluation co-ordination *starting up, keeping track of*
- firing
- contract creation and signing

The hiring committee will agree to do each of the above in a timely manner.

2. CONFLICT OF INTEREST

Any member of the hiring committee should voluntarily excuse herself from participating in hiring or evaluation of another worker if she or someone she is close to will be affected by the outcome. *Anyone working at the Collective will be affected by hirings, but if any member is a friend or partner, it might affect her ability to make an objective decision and also puts a fair bit of stress on her if the applicant is for some reason not hired. This part of the policy might make it easier if we know the applicant and need to say no.*

3. EVALUATION

For women hired for positions of a 3 or 4 month duration, the probationary period will be for 3 weeks at which point they will have an initial evaluation. If the evaluation goes well, their next evaluation would be in 6 weeks and repeated at 6 week intervals. This allows the worker to gain insight into goals and expectations regularly during her time at the H.C. thus assuring her of a successful time here while giving the H.C. the opportunity to be certain it is accomplishing what it set out to do. Regular evaluations offer a format in which to discuss needs, concerns, appreciations, and suggestions. It seems necessary to evaluate even short term employees initially as jobs might be extended or even become long term. If the initial evaluation didn't go well, we will need to develop a point system in order to rate how significant the "didn't go wells" are, there would be suggestions made and a means worked out for improvement with the evaluatee and hiring committee. There would then be a follow up evaluation in 2 weeks. If changes had not come about and the rating was high in terms of significance of these changes, the woman would then be fired.

For women hired for positions of a 6 to 10 month duration, the probationary period will be for 6 weeks at which point they will have their initial evaluation. If the evaluation goes well, their next evaluation would be in 2 months.

For women hired for long term positions, i.e., a year or more, the first evaluation would take place after 6 weeks. If the evaluation went well, they would have their next evaluation after another 3 months and evaluations would continue at 6 month intervals. If the first evaluation was poor, she would then have 6 weeks to make improvements. If her followup evaluation showed little or no improvement, she would then be fired again, contingent upon a rating system that would allow the hiring committee to determine how significant the changes necessary were and if they warranted firing.

If an evaluation occurs after a year or more of employment that is not satisfactory, the woman would have 3 months to make improvements. Should there be no marked or little marked improvements, she would have another 3 months to work on the problems. If there still was no significant improvement, she would then be fired. In order to provide a certain amount of job security to women who have worked at the H.C. for a while, it seems necessary to allow them a longer time for improvements. If the poor evaluation hasn't come up until a year of employment or more, they obviously are showing interest and dedication and we owe it to them to do the same by giving them 6 months to try to improve their work.

1) the evaluation form will be completed by the employee being evaluated

2) the evaluatee will put up a notice that she is going to be evaluated so that anyone wishing to have an input into the evaluation may make submissions to the committee. These will include appreciations and constructive criticism.
Comments will not be posted.

3) the committee will review the evaluatees form and contributions from other H.C. members and meet with the employee to discuss it

4) the committee will do a written evaluation based on the information from the evaluation form filled out by the employee and the contributions from other H.C. members. The evaluation will include a job description and an assessment of how close the employee sticks to that description, strengths and potentials for improvement. There will also be a review of overtime, time off, etc.

5) the evaluation will be signed and dated by employee and committee.

6) any evaluation where the employee is deemed to be unsatisfactory, will be followed up in the time set by the length of their employment. *There will be gradations of "unsatisfactory work" in order to determine whether or not termination of work is necessary.*

* Obviously, when the employee being evaluated is on the committee, she will step down and be replaced by another during the entire evaluation process.

INTENT

- to support each employee in a positive manner
- to develop a method to identify weaknesses and suggest alternatives
- to ensure probationary period *the time between hiring and first evaluation* is meaningful to both the employee and the Health Collective

4. FIRING

As a result of:

- unsatisfactory probationary period *found within a rating system to be significantly unsatisfactory enough as to warrant firing*
- unsatisfactory evaluation follow up *also found within a rating system to be significantly unsatisfactory enough as to warrant firing*

- just cause H.C. will need to decide on a separate procedure for this. Just cause is for theft, vandalism, things of an extreme nature that show intent to damage the H.C. in some way(?)

To be done by hiring committee, with (?) weeks notice.

5. BENEFITS

Most of the benefits are already laid out so we have not duplicated them here

Overtime

Limit overtime so anything over 21 hours must be requested and justified to the committee

Ensure volunteer overtime is also limited to 2 (?) hours per week, maximum 8 hours per month.

* Burnout occurs whether the work is paid or unpaid!

6. TENURE

Through the evaluation process, the needs of the Health Collective should be met. The hiring committee should help make decisions which are best for the Collective. The above suggestions should enable this to occur.

This policy will be reviewed every 18 months. Next review time will be August 1992.