

What HR is Working On

In the coming months, HR will be introducing several initiatives. We will be working collaboratively with Executive Directors in developing a Performance Review Process and on administrative items such as job descriptions and job titles. Your feedback will be appreciated and important in developing processes that work for you. We will also be introducing some new publications and employee awareness sessions.

Here is a sneak peak:

1. Publications

Code of Conduct, Ethics:

CPF identifies expectations on behaviour and ethics in various documents such as our National Bylaw No.1, our Network Employee Handbook, CPF Policy GOV 10: Volunteer Code of Conduct, Ethics, the Canada Not for Profit Act, and others. We also follow Volunteer Canada's Code of Volunteer Involvement.

In her introduction to the Canadian Code for Volunteer Involvement, Paula Speevak, President & CEO, speaks of the many organizations taking an integrated human resource management approach to volunteers by recognizing that *regardless of how someone is remunerated*, the organization is responsible for anything carried out in their name. Read the document [here](#).

With this thinking in mind, we will introduce a single Code of Conduct, Ethics for all employees and volunteers. It will highlight CPF Value Pillars and important policies and processes that are used in our day-to-day work. While it is a new document, the content comes from existing sources, and it does not replace those sources. It will introduce Our Value Pillars of Respect, Inclusion, Collaboration, and Integrity and identify what these behaviours look like in the workplace.

The Code will form an integral part of the employment/volunteer onboarding and will be launched soon on BambooHR and Better Impact.

We will all be required to re-sign the Code on an annual basis to serve as a refresher for all of us.

Employee Handbook:

The Network Employee Handbook is being refreshed to focus on key Information regarding the job, work processes, flex hours, hours of work, vacation, and benefits etc. It will be shared soon.

2. Employee/Volunteer Awareness Sessions

Privacy in a Digital World:

CPF is firmly committed to protecting the privacy of CPF employees, volunteers, members, and others who use our services, including their privacy online. Employees and Volunteers must adopt a privacy mindset that becomes a natural part of our compliance. This session will focus on PIPEDA & PIPA legislated requirements and, best practices in protecting our own personal privacy in a digital world.

Cyber Security Awareness Session:

Cyber Security Awareness goes hand in hand with protecting personal information and CPF. This session will help employees understand the cyber landscape and the role they play in helping protect against potential breaches. A senior leader in the cybersecurity world, has offered to host this virtual session for us. We are targeting April 2024 as the session date.

3. Performance Reviews

Everyone, employees & managers alike, dread the performance review meeting. In a recent Gallup Poll, only 1 in 5 employees felt their managers got

their performance review right and 3 in 5 managers felt the process was awkward and uncomfortable. Over the years, the practice of performance reviews has run the gamut from companies trying various methods to others deciding to stop reviews entirely, only to bring them back. The reality is feedback, recognition and employee development are crucial to creating high performing employees and improving engagement and retention. Employees want to know where they stand and what value they bring to the organization. And it shouldn't be difficult.

HR will be working collaboratively with ED's and CoP's in the coming months to better understand our current review process and how we can work together to develop a consistent and well received process. This consultation period will help identify the skills and behaviours you look to evaluate and any support you would like to receive in getting the most out of the review for you and your employees.

We will be using the BambooHR Performance function which allows goal setting and tracking. Training will be offered before we launch this initiative.

4. Administrative

Job Descriptions and Job Titles:

HR will undertake a review of job descriptions with ED's to ensure any changes in employee duties are accurately documented. We will also work to establish consistency of job titles across branches.

Employment Contracts:

We will review the various employment and contracts in use, to ensure a common approach and to include The Code and Employee Handbook as integral parts of the employment contract.

Contractor Contracts:

Hiring of contractor templates will also be made available. It is important to note the distinction of contractors (outside services) and contract

employees who work for us for a specified duration. The latter is considered an employee.

5. Bamboo HR

Don't get left behind! Our HR platform will play a bigger role in the future, capturing employee information throughout the employee lifecycle and some of these new initiatives.

To ready you for this, Joe ElHajj, Network HR Administrator will be offering assistance, either one on one or through themed virtual training sessions.

We would love to hear from you!

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