

 BOARD POLICY	Policy Name: Introduction - Section 3 Personnel Policies		Policy Number: 3.1	
	Approval Signature:		Section: Personnel	Page 1 of 3
	Supersedes:			
	Approved by Board: June 23, 2025		Next Review Date: 2027	
	Policy Contact (Position): Executive Director		Name of Responsible Committee: Executive Committee	

INTRODUCTION SECTION 3 PERSONNEL POLICIES

1. PURPOSE

The Northern Association of Community Councils Inc. (NACC) has created Personnel Policies that deal with a range of subjects.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. INTRODUCTION

Section 3 of the Policies Manual contains workplace policies and procedures and may be consider an Employee Handbook which should be reviewed by all employees and Board members in its entirety to ensure familiarty with the contents of these policies.

Over time, and as the needs of the NACC may change, these and other policies and procedures may need to be updated and revised from time to time. Also, it may be necessary to modify or amended policies from time to time because of changes in law.

The Board reserves the right to make changes to these policies at anytime.

This content of policies applicable to employees should also be interpreted and applied in accordance with *The Employment Standards Code* (Manitoba), as well as any successor legislation, and Regulations thereto, as amended from time to time (collectively referred to as the "Code").

The Personnel section of the policy manual contains policies and procedures that provide guidance and upon which decisions pertaining to employees matters are to be based. Consistent and uniform application of policies is essential to maintaining good staff relationships.

For certainty, should any provision in any policy conflict with the provisions of the Code, or any other applicable legislation, then the provisions of the Code or other applicable legislation shall prevail.

Similarly, should the Code, or any other applicable legislation, impose any requirement not included in these policies, or if the Code, or any other applicable legislation, is amended so as to provide greater or lesser benefits, or impose greater or lesser obligations, than those set out in these policies, then the provisions of the Code, and all other applicable legislation shall prevail. In the event that new policies and procedures or changes are seen to be needed, inquiries should be directed to the Executive Director who will investigate whether amendments or a new policy should be established for NACC.

The Executive Director shall be responsible for the implementation of the policies concerning management of human resources, maintenance of personnel records, and procedures consistent with the objectives of these policies.

For certainty, the Executive Director shall have authority to advertise, select and hire staff for all NACC staff positions, and to supervise, evaluate, and discipline staff at the Executive Director's sole discretion, provided that in all actions the provisions of the personnel policies and procedures shall be followed.

The exception to this procedure is in the appointment of the Executive Director, and appeals regarding decisions of the Executive Director. The latter are the responsibility of the Executive Committee of the Board of Directors. The Executive Committee will consult with the Board of Directors as an aid to establishing the skills and qualifications required of applicants for the position of Executive Director.

4. ACKNOWLEDGEMENT

Employees are required to confirm that they have reviewed and familiarized themselves with NACC policies by signing the Employee Acknowledgement Form attached as Schedule to this document and submit their signed Acknowledgement to the Executive Director.

SCHEDULE "A" TO NACC POLICY 3.1

EMPLOYEE ACKNOWLEDGEMENT FORM

I confirm that I have received and had an opportunity to read a copy of the NACC Policies.

I acknowledge that I understand all the rules, policies, terms and conditions contained in the policies and that failure to abide by the aforesaid, rules, policies, terms and conditions may result in discipline up to and including the termination of my employment.

I further acknowledge that the NACC reserves the right, in its sole discretion, to revoke, change or supplement any of the rules, policies, terms and conditions contained in its Policies.

Employee Name: _____

Employee Signature: _____

Signature Date: _____