

Policy Number:	1.2.2 Recruitment, Retention and Turnover
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Relevant Statutory / Regulatory Linkages:

- Ontario Labour Relations Act
- Ontario Human Rights Code
- Ontario Employment Standards Act
- Employee Group Contracts and Terms of Employment

Policy Statement (Intent and Scope)

King’s University College (King’s) strives to fairly recruit and retain the best staff members possible to achieve its Mandate. The Principal will:

1. Seek to employ and / or contract the most competent available person without regard to race, ancestry, place of origin, colour, creed, gender, orientation, age, marital status, family relationships, disability, residence or political affiliation.
2. Pursue a more diverse workforce that reflects the diversity of the communities served through targeted advertising and contacts, focused information sessions, specialized training and orientation activities and other supports, including a preference for such candidates when rated equal to or similar in capabilities, training and experience with other candidates.
3. Establish a clear understanding of the conditions under which each person is being employed and / or contracted, and to provide working conditions and an atmosphere conducive to enabling each staff member to contribute to the fullest extent of his / her skills and competence.
4. Make every effort to employ or contract individuals who have the skills, abilities and attributes necessary to successfully fulfil the position requirements.
5. Provide a process for staff who are leaving King’s to provide feedback / undertake an exit interview.

Monitoring Report Requirements (Frequency, Content, etc.)

The Principal will provide an annual report:

1. Summarizing annual recruiting / contracting and turnover activity and exit survey results.
2. Identifying significant trends in staffing, based on exit interview results and data analysis.
3. Informing the Board of Directors on anticipated future staffing actions required.