

HR BITES - MAY 2017

Welcome to the OAN's HR newsletter where we share thought-inspiring HR trends, good-to-know practices and key HR information for your consideration. The OAN provides members with a shared HR resource for everything HR such as: recruitment and retention, performance management, employee and labour relations, organizational development, orientation and onboarding, benefits, compensation, disability and accommodation, policies and procedures, coaching, job evaluation, health and safety, legislation and so much more.

Good things to know

The Ontario Human Rights Commission offers **free e-learning modules** through their website (i.e. AODA).

<http://www.ohrc.on.ca/en/learning/elearning>

Employees on vacation are entitled to public holiday pay: When a public holiday falls within an employee's vacation time, the employee must receive either (a) a substitute day off work with public holiday pay within 3 months of the public holiday, or with the employee's written agreement, within 12 months of the holiday, or (b) with the employee's written agreement, public holiday pay without a substitute day off work. <https://www.labour.gov.on.ca/english/es/tools/>

Posting: Employers are required to post a copy of What you should know about the Ontario Employment Standards Act in a conspicuous place in the workplace and provide a copy to employees.

<https://www.labour.gov.on.ca/english/es/pdf/poster.pdf>

AODA: Small organizations (50 or less) are required to comply with the Employment Standard under AODA Integrated Standards. All employees and volunteers must be trained on accessible customer service and how to interact with people with disabilities. Generally speaking, you should ensure that your HR practices, policies and procedures consider accessibility issues in the areas of: Accommodation Career Development, Communication and Information, Performance Management, Recruitment and, Return-to-work Processes. <https://www.ontario.ca/page/accessibility-rules-businesses-and-non-profits#section-1>



Recruitment Best Practices

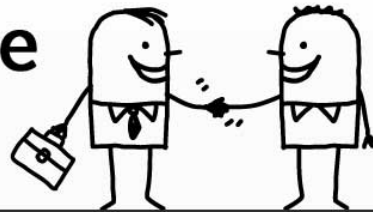
- Approach it like a project and plan it out in advance with deadlines
 - Block off time, in advance, in your calendar for interviews
 - Have a detailed job description and know the performance expectations
 - Understand what is really required to perform the job and be able to explain how you will assess those requirements (i.e. knowledge, competencies, skills)
 - Conduct detailed telephone interviews/screening in advance of the in-person interviews, using a form to assess qualifications and expectations
- Create captivating and attractive external job ads that will appeal to candidates
 - Actively promote your employer brand to attract candidates
 - Complete references and extend offers within 24 hours of the final interview
 - Create your orientation and training plans in advance to create an awesome experience for the new employees

Top three sources of candidates for small organizations:

- Rewarding employee referrals
- Compelling job ads on internet job boards
- Savvy social networking

Preventing workplace violence

Everyone benefits!



Time to review workplace violence?

Recent court cases are a good reminder for all to review health & safety policies, making sure that violence prevention procedures are in place and understood by all staff. For example:

- Kinark Child and Family Services was fined \$125,000 after pleading guilty to failing to provide information, instruction and supervision to protect a worker from workplace violence or the risk of violence from a client.
- The Centre for Addiction and Mental Health (CAMH) was fined \$80,000 after pleading guilty to failing to develop, establish and put into effect measures and procedures including safe work practices to protect employees.

In the event of a workplace incident, be prepared because the Ministry could immediately ask for proof of compliance. Ensure that your H&S policies include a comprehensive section on the prevention of workplace violence. Keep these policies, procedures and programs updated annually. <http://www.occupationalhealthandsafetylaw.com/bill-132-update-ontarios-sexual-violence-and-harassment-legislation-to-become-law-september-8-2016>



Requests for workplace accommodation?

Requests for information should focus on the accommodation needs rather than on personal information about the employee. As an employer you are entitled to receive sufficient information to provide effective accommodation (i.e. functional abilities and limitations). When gathering and sharing information, adhere to the *Privacy Act* and respect its principles. If the employee decides not to cooperate by refusing to provide adequate information, the employee should be informed that, if you are unable to access adequate information, appropriate accommodation may not be provided. In these cases, you may have met your duty to accommodate. And remember, document, document, document.

<https://www.ontario.ca/document/freedom-information-and-privacy-manual-0>

<http://www.ohrc.on.ca/en/iv-human-rights-issues-all-stages-employment/8-meeting-accommodation-needs-employees-job>

We're here to help. Have an HR question? Call 1-844-376-7724