

ONTARIO JIU JITSU ASSOCIATION

Human Resources Policy. – 2017

Ontario Jiu Jitsu Association

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Human Resources Policy

PURPOSE

To detail the human resource management practices that the Ontario Jiu-Jitsu Association (OJA) will employ in the event the OJA needs to hire staff.

COMPENSATION

OJA recognizes that in order to attract and retain the human resource talent that is required to achieve its mission, OJA must offer salaries competitive not just to the industry of amateur sports but also reflective of the skills and individual possessions.

The Board of Directors is responsible for establishing OJA's overall compensation philosophy and ensure that it falls within financial processes and budgetary concerns. The Board will review this policy annually to ensure that it remains competitive and realistic in the space that it operates.

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JOB CLASSIFICATION

Positions with similar impact and scope are grouped together on salary ranges according to a 'job classification' system. This ensures that the principles of pay equity are applied and that salaries are transportable if employees move cross functionally.

INDIVIDUAL SALARY DECISIONS

Individual employee salaries are set within the job salary range, based on their job performance and competency and the salary budget available. On hire into the job, salary is determined based on skills, knowledge and experience in relation to the job requirements and the anticipated level of performance. OJA aims to move employees to the midpoint of salary ranges as they become fully functional in their role. Annual adjustments are assigned based on performance and competence relative to the position and assigned objectives, and as budget allows.

HIRING POLICIES

Approval to Hire

The hiring process is initiated should there be a need additional staff. A staff requisition is presented to the Board of Directors, which includes the justification for the need to hire, title, job descriptions, required skill set and suggested compensation. A more informal process is taken if volunteers are required.

Recruitment

Both external and internal recruitment efforts are taken to ensure a diverse applicant pool is available. Candidates interested in applying are to express their interest and submit a resume to OJA's posting.

Screening

Screening criteria are established from the job qualifications relating to experience, education and occupational certification as required in the job description. Screening criteria are consistently applied against each application, and the screening results are documented for each hiring process.

Assessment

An assessment will include an interview. The following qualifications may be assessed: skills, knowledge, ability, aptitude, experience, and equivalent experience and education as identified in the job description/job posting. Final decision on the candidate to be hired lies with the Board of Directors of the OJA.

Offers

Employment offers are either in writing or verbal and communicated by a member of the Board of Directors.

Employee Equity

The OJA is committed to a policy of fairness and full equity in employment in recognition of its obligations and responsibilities as an employer.

The OJA will:

- Hire and promote on basis on merit and potential;
- Compensate fairly according to the value of the work performed (refer to policy above);
- Ensure equitable compensation practices consistent with pay equity requirements;
- Create an environment based on the understanding and mutual respect for the dignity of each individual;
- Provide equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment with respect to an employees' or potential employees' race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy; and
- Commit to principles of potential and merit as key criteria for hiring and promotion; will make the best use of

marital status, family status, disability and level of literacy; and

- Commit to principles of potential and merit as key criteria for hiring and promotion; will make the best use of the talents of all available workers regardless of their gender, sexual orientation, disability, racial status or Aboriginal status

TERMINATION OF EMPLOYMENT

Depending on the severity of the performance issues or behaviors, a decision to terminate the employment relationship may have to be made.

There are two types of terminations by the Ontario Jiu-Jitsu Association:

Discharge for Willful Misconduct:

Willful misconduct implies an act of such gravity and seriousness that it constitutes a breach of the employee's fundamental obligations to the employer, and is therefore grounds for immediate dismissal. Examples of these misconducts include theft, violence, gross negligence of duty, insubordination, abandonment of position, or breach of confidentiality. If the review of the situation and other relevant facts so warrant, notice of discharge shall be given to the employee and his/her employment terminated immediately, with no notice or pay in lieu of notice.

Termination for Reasons of Performance:

Performance issues should be discussed with the employee ahead of time and appropriate steps should be taken to allow the employee the opportunity to improve. All performance discussions should be documented clearly setting out the areas of performance requiring improvement, OJA's expectations and required results, support available to the employee, and a time frame during which performance must improve. Should there be no change in performance, the Board should be consulted. After consulting with the Board, the employee will be given appropriate notice in accordance with the Employment Standards Act of Ontario.