



Vancouver School of Theology

Personnel

Adopted: Jan 2007
Modified: Nov 2008

Dealings with faculty, staff, students and volunteers shall not be inhumane, unsafe, unfair or disrespectful.

Accordingly, the Principal shall not:

1. Allow any employment practice which is unethical, imprudent or unlawful.
 - a. contravene the Labour Relations code of the Province of BC.
 - b. allow nepotism or unreasonable preferential treatment for other personal reasons influence hiring or the awarding of contracts.
 - c. enter into an employment agreement without a written, signed contract describing the conditions of employment.
 - d. fail to establish written job descriptions for each faculty or staff member.
 - e. fail to establish and make known to faculty and staff written personnel policies and procedures that are equitable, humane, and collegial.
 - f. fail to establish and make known a grievance procedure for faculty or staff which addresses their concerns regarding working conditions or treatment, policies, procedures or disciplinary actions in a fair and timely fashion.
 - g. fail to have in place, and make known to all staff, volunteers and others involved in the life and work of the School, an effective policy to prevent and address issues of harassment, including sexual harassment.
2. Fail to ensure that regular written and verbal performance reviews are completed in relation to each member of the faculty and staff.
3. Promise or imply permanent or guaranteed employment without limit.
4. Allow compensation and benefits for faculty and staff to deviate from the established salary and benefits framework of the School.
5. Allow compensation and benefits for faculty and staff to deviate significantly from the geographic and/or professional market for the skills employed.
6. Create compensation obligations over a longer term than revenues can be safely projected.