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Drafted by: Policies and Procedure Committee	Effective Date: September 21, 2023
Person(s) Responsible: to be determined	Scheduled Review Date: to be determined

Human Resources (HR) Removal Policy

Introduction

The HR removal policy refers to the event that an individual engaged in the work of CYCEAB ceases to be a part of CYCEAB and outlines the process that the organization will follow.

Purpose

To give direction on the policy and procedures relating to the removal of board directors, contract staff, committee members and reviewers.

Scope

This policy applies to all current board directors, contractors, committee members, and reviewers.

Definitions

Contract Staff: Refers to those who receive contracted payment from CYCEAB, such as the Operations Manager and Chief Governance Officer and the Accreditation Coordinator.

Board Directors: Elected members of the CYCEAB Board of Directors who provide oversight on the activities of the Child and Youth Care Educational Accreditation Board.

Committee Members: Members of working committees associated to the Child and Youth Care Educational Accreditation Board. This includes the Recommendation Panel.

Reviewers: Refers to individuals assigned to an applicant's site review.

Involuntary Termination: Refers to the ending of an assigned role within CYCEAB without the individual's consent, typically initiated by the board.

Voluntary Termination: Refers to the ending of an assigned role within CYCEAB initiated by the individual in the assigned role.

Policy

Voluntary Termination of Contract Staff

Voluntary termination occurs when a contract staff submits a written notice of resignation to the Chair of the HR Committee. Voluntary termination may include resignation, retirement, failure to show for a specified number of days without notice, expiration or completion of a contract, an identified conflict of interest, or mutual consent. A two-week notice period is preferred.

Involuntary Termination of Contract Staff

Involuntary termination of contract staff happens when the CYCEAB Board of Directors initiates dismissal.

Involuntary termination may include discharge with cause or discharge without cause.

Voluntary Removal of Board Directors or Committee Members

Board directors may submit written notice of resignation to the President of the CYCEAB for personal or professional reasons.

Involuntary Removal of Board Directors or Committee Members

Involuntary termination occurs when a board director is absent from a specified number of board meetings or committee meetings without notice or if there is a breach of confidentiality, unprofessional conduct, conflict of interest, dual relationships, or failure to work within the scope of practice. Termination may also happen if there are serious criminal charges.

Voluntary Termination of Reviewers

Voluntary termination happens when a reviewer submits a written notice of resignation to the Chair of the HR Committee.

Involuntary Termination of Reviewers

Involuntary termination occurs when there is an identified conflict of interest after the site review process has begun, breach of confidentiality, or unprofessional conduct aligned with the CYCEAB accreditation process.

HR Removal Procedures

Responsibilities

The Board of Directors is responsible for monitoring the organization's compliance with the HR Removal Policy to ensure that it is being followed consistently and fairly. The board is responsible for addressing any concerns or complaints that arise regarding the HR Removal Policy.

The Operations Manager and Chief Governance Officer is responsible for ensuring any notifications of voluntary termination are forwarded to the board.

Processes

- 1.0 For the involuntary termination of contract staff, the CYCEAB President and Chair of the HR Committee will meet with the contract staff to discuss the issue(s) before the official written notice is given to the contract staff. Any outstanding payments to the contract staff will be sent within seven business days after the contract staff member provides all necessary access information and records to the Chair of the HR Committee.
 - 2.0 For voluntary termination of contract staff, two weeks' written notice must be submitted to the CYCEAB Operations Manager. In the case of the voluntary termination of the Operations Manager and Chief Governance Officer or Accreditation Coordinator, the written notice must be submitted to the CYCEAB President and Chair of HR Committee.
 - 3.0 For the involuntary termination of a board director, the CYCEAB President and the Chair of the HR Committee will meet with the board director to discuss the issue(s) before the official written notice is given to the board director.
 - 4.0 For voluntary termination of a board director, the board director must submit a written notice of resignation to the CYCEAB Operations Manager and Chief Governance Officer.
 - 5.0 For involuntary termination of reviewers, the CYCEAB President and the Chair of the HR Committee will meet with the reviewer to discuss the issue(s) before the official written notice is given to the reviewer.
 - 6.0 For voluntary termination, the reviewer must submit a written notice of resignation to the CYCEAB Office Manager.
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