

**Meeting of COCOO Executive,  
1900 hrs, Sunday 11<sup>th</sup> April 2021**

In attendance:

Matthew Doyle

Peter Ferguson

Andrew Gassmann

Peter Stavropoulos

Regrets: Winnie Linker

1. Approval of the agenda

1<sup>st</sup> Peter Ferguson, 2<sup>nd</sup> Peter S.

2. Discussion on the Human Resources document supplied by Simon Archer.

Exec reviewed the policy draft HR documents provided by Simon Archer and are seeking clarification on several points:

There was discussion around achieving a greater understanding of how any policy updates to the HR document will be enacting particularly in light that the staff are generally grandfathered and possible renegotiating of employment contracts for those staff following the internal HR audit.

Considerations: any new staff hires, likely undertaken by the Registrar, should be approved by the Exec.

Would any new hires be bound by the new HR policy document?

Exec reviewed and considered the 6 specific areas identified by Simon for consideration:

1. Employee Benefits Policy – agreed with RRSP beginning after 24 months at 5%. Exec seeking clarification on whether it is standard practice to offer COCOO staff such a a benefit?
2. Performance Evaluation Policy – Exec supported the provision for 90 day probation period. Annual performance reviews – can the Registrar have the flexibility to conduct these more often, perhaps semi-annually if she so choses?
3. Discrimination and Harassment Policy – agreement, do discussion required.

4. Leaves of Absence Policy – seeking clarification on the language.
5. Equity, Diversity, and Inclusion Policy – agreement, no discussion
6. Workplace Conduct Policy – discussion on keeping accurate records of staff hours.

3. Internal audit

It was agreed that an internal staff audit be undertaken and if possible, completed before the new Registrar takes up her position on 3<sup>rd</sup> May 2021.

4. New business. None

5. Adjournment at 2035