



## **Employee Relations Committee (ERC) Guidelines**

### **Roles and Expectations of the ERC**

1. Review new or altered ERC documents.
2. Contribute to and approve the annual review of the Chief Executive Officer (CEO).
3. Review annual performance appraisals of PARA staff performed by the CEO.
4. Receive and elicit feedback regarding PARA human resources.

### **Roles and Expectations of the ERC Chair**

1. Initiate the CEO's annual performance review.
2. Compile the annual performance review for the CEO.
3. Review with the CEO their annual performance review.
4. Co-create yearly goals and action plans with the CEO.

### **Roles and Expectations of the Chief Executive Officer (CEO)**

1. Apply hiring and dismissal policies pertaining to PARA staff.
2. Evaluate PARA staff annually.
3. Co-create and guide annual goals and objectives for PARA staff.
  - Support staff will refer any issue with regards to employment or management of the office to the CEO.
  - Support staff may request to meet with the ERC although this expectation shall not be required as part of their annual evaluation.
4. Report to the ERC Chair: Annual PARA staff evaluation and direction.
5. Promote a positive work culture consistent with philosophies of transparency, fairness, opportunities, and mutual respect.

### **Annual Performance Review of the PARA CEO**

1. A 360° performance review through requesting feedback from PARA staff and members of the ERC.
2. The ERC Chair, under the advisement of the ER Committee excluding the CEO, will compile this feedback into a written performance review.
3. The CEO and the ERC Chair will establish goals and a development/action plan for the future based on the CEO's performance review.
4. The CEO may request to meet with the ERC after the annual performance has been reviewed with the ERC Chair, although this expectation shall not be required as part of the annual performance review.

### **Confidentiality**

The committee members will respect the confidentiality of its work and other members of the PARA Board/ Assembly/ Membership will not have access to personal and or employment details. Discussion regarding past, present, or future PARA procedures and any implications of potential changes shall be kept internal to PARA until such time as the ERC has made recommendations for PARA Board discussion and input. The Committee will engage the whole Board in review or approval of job descriptions, compensation policy, and benefits plans policy, and a basic summary of the Chief Executive Officer Performance Appraisal as appropriate; however, details of individual specifics are to be kept confidential by the Committee.