

## **POLICY**

POLICY NO. A-28

### **BOARD/ EMPLOYEE RELATIONS**

#### **PURPOSE**

The purpose of this policy is to set out procedures for members of the Board in relation to their dealings with employees to ensure that work is properly allocated among employees, taking into account work priorities and deadlines.

#### **SCOPE**

This policy applies to all members of the Board and staff of the Regional District.

#### **PROCEDURES**

1. All requests by Directors for information from or work to be performed by staff or meetings with staff must be made to the Chair of the Board, the Administrator or his designate. The Chair, the Administrator or his designate will determine whether the request is reasonable, who should respond to the request, and the time frame for the response.
2. For the purposes of this policy, the designates are:
  - (a) Manager of Financial and Corporate Services;
  - (b) Manager of Development Services;
  - (c) Manager of Works Services;
  - (d) Deputy Manager of Corporate Administration; and
  - (e) Film Commissioner/Economic Development Officer.
3. A Director is not permitted to request any information or work that is not related to the business of the Regional District.
4. If an employee is directly requested by a Director to perform any work or to meet with the Director, the employee must refer the Director to the Chair, Administrator or his designate for further direction.
5. Employees have an obligation to follow the procedures set out in this policy and to report any violation of this policy to the Chair, Administrator or his designate.

SEPTEMBER 2005