



**STAFF RESOURCING**

Department	Administration	Policy No.	0340-007
Section	Human Resources	Date Approved by Board	October 25, 2018
Repeals		Board Resolution #	RD/18/10/20(25)

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

1.1 The purpose of the Staff Resourcing Policy is to outline the process to be followed when:

- a) Directors direct work to staff through the Chief Administrative Officer.
- b) The Electoral Area Directors direct work to the Electoral Area Manager.
- c) The Electoral Area Directors direct work to the Electoral Area Manager that involves other staff.

**2. Scope**

2.1 This Statement of Policy applies to all work tasks requested by individual Directors, Committees, or Board Members to staff.

**3. Definitions**

**4. Policy**

- 4.1 All direction to staff should pass through the Chief Administrative Officer, or designate.
- 4.2 The Chief Administrative Officer is to be copied on or notified of any work requests made on staff by Directors.
- 4.3 Director requests involving less than four hours of staff time should be made in advance and accommodated by staff where possible.
- 4.4 Director requests involving more than four hours of staff time must be approved by the Board.
- 4.5 The Electoral Area Directors may assign work directly to the Electoral Area Manager.



- 4.6 Requests by an Electoral Area Director to the Electoral Area Manager for support on a specific task that requires the support of other staff in excess of four hours requires the approval of the Board.
- 4.7 Direction to staff cannot be contrary to an established position of the Board.

Affiliated Procedure	
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