



Governance Process	ENDs
Board – CEO Delegation	Executive Limitations

## JACKSON COLLEGE BOARD OF TRUSTEES POLICY

**Policy Type:** EXECUTIVE LIMITATIONS

**Policy Title:** Treatment of Staff

**Policy Number:** EL 02

**Date Adopted:** 11.11.19

**Version:** 4.0

**Date Last Reviewed:** 03.17.25

**Responsible Party:** Chief Governance Officer

**Reviewing Committee:** Chairwoman Patterson,  
Vice-Chairwoman Lake,  
Trustee Simpson

### EXECUTIVE LIMITATIONS STATEMENT:

The CEO shall not cause or allow a workplace environment that is inequitable, disrespectful, unsafe, disorganized, or otherwise interferes with College staff's ability to do their jobs.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Define "equity" as anything other than equal opportunity based on individual merit.
2. Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
  - 2.1. Permit staff to be without adequate protection from harassment and bias.
  - 2.2. Permit staff to be uninformed of the performance standards by which they will be assessed.
  - 2.3. Permit staff to be without a means by which to file a grievance / complaint independent of the College.
3. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules and regulations pertaining to staff and faculty labor unions or union labor agreements.
4. Retaliate against any staff member for non-disruptive expression of dissent as described within College policy.

5. Permit staff to be without reasonable opportunity for professional growth and development.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
4.11.22	1.0	Regular Review – Approved	CEO
1.8.24	2.0	Postponed Regular Review – amendments throughout – addition of 1.3	CGO
9.9.24	3.0	Regular Review – minor reference to College policy addition in item 3.	CGO
3.17.25	4.0	Federally mandated compliance amendments	CGO