

**Full Authority**  
**18 May 2023**  
**Agenda Item: 11**

**CVCA Personnel Policy**

**Background**

The CVCA currently has a Personnel Policy for its employees. The last time it was reviewed was in 2002. Although there have been changes and additions regarding various aspects of the Policy approvals over the past twenty years, the document is definitely outdated and cumbersome to use. Therefore, staff would like to pursue updating the Policy to ensure it is a user friendly document for everyone and current with any legislative changes.

Currently, administrative staff have initiated the review process and are targeting to submit a draft document for the Board's review and suggestions in the fall of 2023.

A copy of the current CVCA Personnel Policy is available upon request should any of the Board members wish to review it prior to the Draft version.

***Staff Recommendations***

***That CVCA staff submit a draft updated Personnel Policy to the CVCA Board of Directors for the Board's review and input on or before the 16<sup>th</sup> of November 2023 Board meeting.***

***TP***