

A decorative graphic consisting of several colored bars (orange, yellow, and purple) arranged in a curved, overlapping pattern on the right side of the slide.

What HR can do for your parish?

Paul Lex, Director of
Human Resources

HR's Role

- Recruitment and Staffing
- Training and Development
- Employee Relations
- Performance Management
- Legal Compliance
- and more....



What will we cover today?

- Dayforce
- Hiring and Terminating
- Employment Agreements
- Independent Contractors
- Managing Employees
- Managing Volunteers



Support for Parishes

- Hiring / Onboarding
- Performance Management



Introducing Dayforce - Hiring

dayforce Search Dayforce

Refresh | Favorites | Filter | View | New | Copy | Delete | Reports | Export

All 26 | Open 8 | On Hold 1 | Pending Approval | Filled 12 | Closed 2 | Cancelled 3 | Rejected

Upgrade to New Recruiting

Search

Talent Community

Overview

Job Requisitions

Recently Viewed

Parish Administrator

Music Director

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	Assigned Recruiter
Music Director	27	🔔		0	0	0	Lex, Paul
Parish Administrator	26	🔔		4	10	10	Lex, Paul
Parish Administrator	25	🔔		6	62	61	Lex, Paul
Director of Music	24	🔔		19	1	1	
Kitchen Assistant - Relief	23	🔔		33	64	41	
Senior Social Support Worker	22	🔔👥		41	64	7	
Parish Administrator (Maternity Leave)	21	🔔		26	40	31	Lex, Paul
Social Support Worker - Relief	20	🔔👥		54	188	119	
Custodian - Relief	19	🔔👥		55	96	94	
Part-Time Parish Administrator	18	🔔		28	28	24	Lex, Paul
Building Superintendent	17	🔔		31	43	0	Collett, JoAnn



Introducing Dayforce - Hiring

The screenshot displays the Dayforce Hiring interface. At the top left is the Dayforce logo. A search bar contains the text "Search Dayforce". Below this is a navigation bar for "Job Requisition: Parish Administrator" with a search filter set to "Flor Perez" and "7 of 62" results. The main header shows "Job Requisition Parish Administrator • 25", "Status Open", "Openings 1", "Recruiter Lex, Paul", and "Hiring Manager".

The left sidebar contains candidate information: "Grade: D", contact details, "Most Recent Job Title: Office Manager/Administrative Coordinator", and "Most Recent Employer: Azrleli Foundation". Below this is an "Actions" menu with options: "Update Candidate Status", "New", "In-Progress", "Offered", "Phone Screen", "Phone Screen Completed", and "Interview".

The main content area has tabs for "Application", "Applied Jobs", and "Communications". Under "Application", there are sub-tabs: "Resume", "Candidate Info", "Grade", "Questionnaires", and "Additional Documents". "Download" and "Refresh" buttons are visible. The main content shows a section for "Stittsville, ON." followed by an "EDUCATION" section with two entries:

- 2024 – Present **Computer Systems Technician – Security, Ottawa, ON., Algonquin College**
- 2022 – 2024 **Computer Systems Technician – Networking, Ottawa, ON., Algonquin College**

Below the education section is a "SKILLS AND INFO" section with the text: "· Excellent customer service skills - employed in customer-facing roles from 2014 to 2021".



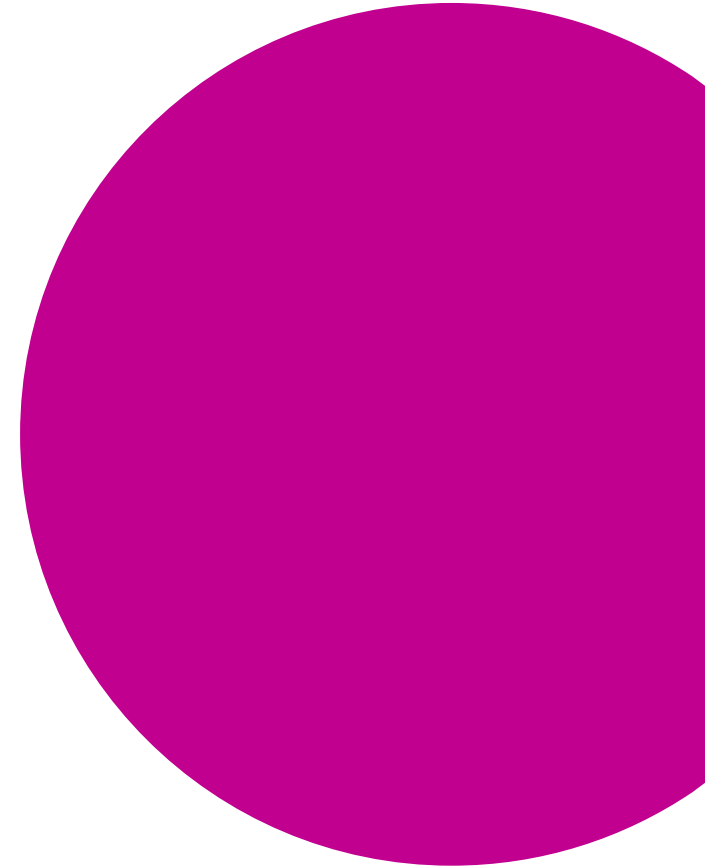
Hiring Process Overview

1. Application
2. Resume screening
3. Screening call
4. In-person interviewing
5. Background checks
6. Reference checks
7. Decision and job offer



Employment Agreements

- Indefinite-term agreements
- Fixed-term agreements
- Independent contractor agreements



Key Parts of our Employment Agreements

- Employee job duties
- Working hours
- Termination clause



Employee Job Duties

- The Employee agrees to perform and faithfully and diligently carry out all the work, services, instructions, and responsibilities as may be assigned to the Employee by the Employer. The general duties of the Employee are described in the general job description for the position of [insert title of position]. The Employer retains full discretion to unilaterally revise and alter the job description from time to time, in accordance with operational requirements.
- The Employee also agrees to perform such other related duties as may be assigned from time to time.
- It is understood and agreed by the Employee that the Employee's assignments, location of employment and reporting arrangement may be unilaterally changed by the Employer and such change(s) do not constitute a constructive dismissal.



Working Hours

- The Employee's weekly hours shall be ____ hours per week. The Employee's hours of work shall generally be from 8:30 am until 4:30 pm Monday through Friday. [Indicate accurately the appropriate day and hours you need the employee in operations.] The Employee's hours and days of work shall be flexible and at the Employer's discretion to include evenings and weekends in line with operational requirements.



Termination Clause

- New employment contract in 2025
- In all other instances of termination of the employment relationship, the Employee's entitlements will be specifically limited to notice, or payment in lieu of notice, or a combination of notice and pay in lieu of notice, and severance pay (if any), as provided for under the Ontario Employment Standards Act, 2000. If entitled to a notice period, regular wages, including vacation pay, and any benefits and entitlements owed to the Employee under the Ontario Employment Standards Act, .



Independent Contractors

- An **employee** operates as part of the employer's business, providing a contract *of* service.
- **Independent Contractors** are considered to be operators of their own business, providing a contract *for* service



Employees vs Independent Contractors

- Control:** Employees follow employer rules; Contractors control how they complete work
- Tools & Equipment:** Employees use parish resources; Contractors provide their own
- Financial Risk:** Employees are paid consistently; Contractors may have profit or loss
- Integration:** Employees are part of parish operations; Contractors operate independently



Managing Independent Contractors Correctly

- Always use a written service agreement
- Define scope of work, deadlines, and payment terms clearly
- Contractors set their own schedules (within reason)
- Do not provide ongoing supervision like employees
- Renew or renegotiate contracts only as needed
- **Require Proof of Insurance!!**



Performance Management

- Set clear expectations from the start
- Provide regular feedback, not just annual reviews
- Recognize achievements and good work
- Address issues promptly and constructively
- Use HR support for performance concerns



Conflict Resolution

- Address concerns early and respectfully
- Focus on behaviors, not personalities
- Listen actively and seek understanding
- Involve HR for support if needed
- Document serious incidents or resolutions



Volunteer Management: Starting Well

- Define the role clearly from the beginning
- Screen appropriately (references, police checks if needed)
- Provide an orientation to parish policies and expectations
- Clarify reporting lines and supervision
- Set boundaries around confidentiality and conduct



Keeping Volunteers Engaged

- Check in regularly – don't assume everything is fine
- Offer feedback, encouragement, and appreciation
- Provide opportunities for skill-building or growth
- Address concerns respectfully and promptly
- Celebrate volunteer contributions publicly when possible



Questions for Paul?

