



WCI ADMIN HIRING, REVIEW & DISMISSAL POLICY

Admin Hiring Procedure

It is the task of the West Coast Institute Hiring Committee to hire personnel including Administrator, Program Directors, Site and Sessions Manager, Advertising Manager and/or any other new position deemed necessary by the WCI Board of Trustees.

Process for hire:

When searching for a new Administrator, Program Directors, Site and Sessions Manager, Advertising Manager and/or any other new position, the hiring committee will create or update a comprehensive role description, advertise appropriately, interview candidates either in person or virtually, consult with references and make offers of employment and or offer a contract.

Once the decision to hire is made, the WCI Hiring Committee informs the WCI Board of Directors.

WCI Performance Review Committee Mandate

The purpose of the committee is:

- i) to uphold the standards of the organization and ensure that the students are receiving the information and education as outlined in each program thereby allowing them to receive a Waldorf teaching certificate.
- (ii) to ensure that the Program Directors and Administration staff are receiving the support they need to present the programs in an appropriate manner.
- (iii) to help facilitate appropriate communications between Board Directors, Program Directors and Administration Staff.

The Review Committee will consist of two members selected by the Board for this purpose; it may be augmented by additional personnel when their particular expertise is deemed helpful by any member of the committee, or if the person undergoing the review requests it. All matters discussed will remain confidential.

The committee will ensure that:

- Program Directors and Administration staff of the West Coast Institute have a job review at least every second year.
- The Self-Evaluation Form is completed by each person undergoing a review.

After reviewing the completed forms the committee will meet with each person individually to discuss the contents.

Following a review, if the committee recommends action be taken, this is brought to the Board for approval. If follow-up action is required, the committee will be responsible for it taking place.

Admin Dismissal Procedure

Dismissal of Program Directors and Administration Staff:

It is the task of the Performance Review Committee to ensure that the Program Directors and Administration Staff are fulfilling their respective roles.

If concerns arise as a result of a performance review, the following procedure is put in action:

Step 1

The Performance Review Committee meets with the person to share and present the concern(s) and a plan of action is mutually agreed upon with a timeline. The Performance Review Committee ensures that the plan for change has been successfully implemented within the timeline. The initial meeting may be augmented by additional personnel when their particular expertise is deemed helpful by either the Performance Review Committee or the person involved.

Step 2

In the event that the above has not been fully successful, a new plan of action is mutually agreed upon with a timeline.

Step 3

If the person involved is unable to enter into a plan of action or fulfill an agreed upon plan, they will be dismissed, following provincial guidelines.

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