

# HR Involvement and Communication

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## Policy

As stated in the Executive Director’s employment contract, dated, March 4, 2010, the Executive Director’s contractual responsibilities include, “Leading and supporting a staff of twelve, and handling all Human Resources issues, including payroll.” The Board interprets this to mean that the Executive Director has the authority to make all decisions concerning staff members’ Human Resources issues, including hiring, payroll, roles and responsibilities, disciplinary action and termination.

In its oversight role, the Board shall receive timely updates from the Executive Director concerning all major Human Resources matters. At the Executive Director’s discretion, the Executive Director may also provide a greater level of detail about HR matters to Board members sitting on the Board’s HR Committee (if one exists) or to individual Board members who, in the Executive Director’s opinion, have relevant knowledge, judgment, or experience to provide useful advice about a particular HR matter. Staying informed and providing advice shall not, however, be construed as an invitation for the Board as a whole to supplant the Executive Director’s role as the decision-maker for a particular HR matter.

A Board-wide vote on an HR matter involving staff shall be reserved only for rare and extraordinary circumstances. In the unlikely event that a majority of the Board concludes that a Board-wide vote on an HR matter is deemed to be in the best interest of BCC, then the Executive Director shall provide a confidential written report of the necessary background information pertaining to the HR matter at least three days prior to the Board vote, to be held in an “in camera” session.

## Explanation

As the person charged with the day-to-day operation of BCC, the Executive Director is in the best position to make personnel decisions. In its oversight role, the Board is not “on the ground” and lacks the day-to-day perspective that is key for operating BCC smoothly. HR matters can be highly subjective; having up to 10 individuals with varying experiences attempt to substitute their judgment for that of the Executive Director and micromanage HR decisions can undermine the Executive Director’s authority with staff and make HR issues more divisive and complicated than necessary. While the Board always retains the ability to step in if it feels that the Executive Director is unable to perform the required HR functions in a satisfactory manner, the Board’s default position on HR matters should be one of staying informed, without becoming actively involved.

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Related BCC policies	This policy approved
	September 24, 2013