

Canadian Foodgrains Bank Human Resources Program Review 2021

TERMS OF REFERENCE

PURPOSE

The human resources review will assess, review and support the development the following:

- 1) Review compensation policy, especially the Foodgrains Bank's compensation philosophy to determine if the policy/philosophy are appropriate to meet our HR goals.
- 2) Review compensation grid to determine if the grid and structure is appropriate to manage our compensation program and recommend changes to grid and structure as appropriate.
 - a. Consider application of a geographic adjustment or other tool to address regional cost of living disparity.
- 3) Review current job classifications in the salary scale, compensation levels, and benefits to determine practices that will ensure we are able to meet our recruitment and retention goals.
- 4) Review performance appraisal and development policies and processes and make recommendations to help us better align performance and pay.

If time and budget allow, we will include the following items in the review. They can also be built as stand-alone items.

- 5) Review total HR policy package to determine gaps and redundancies, and identify places where greater policy harmony needs to be established.
- 6) Review legal compliance with current HR law.
- 7) Recommend or develop a staff satisfaction survey tool that can be administered to staff on an annual or bi-annual basis to gauge the staff experience at the Foodgrains Bank.

STRUCTURE

The Foodgrains Bank will post this consultancy and request proposals from consultants to complete the proposed tasks.

The director of human resources and the executive director will select a consultant.

The director of human resources will be the primary in-house contact for the consultant, with additional support as needed from senior management and administration staff.

REPORTING

The consultant will report to the director of human resources.

The director of human resources will consult with management team as needed and report to the executive director.

The director of human resources and executive director will report and bring recommendations to the human resources and compensation (HRC) committee.

Any recommendations requiring board approval will be brought to the board by the HRC committee.