



**Manitoba Child Care Association**

## **Human Resource Management Guide for Early Learning and Child Care Programs**

**Revised 2014©**



This guide is a “must have” for every child care centre board of directors that wants their organization to have current, professional, and effective human resource management practices. It will save the Executive Director hours of time trying to figure out job descriptions, develop contracts, write personnel policies, understand and interpret Employment Standards legislation and much more. This is not a “home-made” resource. The Manitoba Child Care Association contracted with experts to ensure all chapters are current to 2014 legislation, research based, and relevant to early learning and child care. The Executive Director and ECE job descriptions were mapped and aligned with the most recent Child Care Human Resource Sector Council Occupational Standards for Child Care Administrator (2012) and Early Childhood Educator (2010).

**The Human Resource Management Guide for Early Learning and Child Care Program, Revised 2014© includes the following chapters:**

- |                          |                                        |
|--------------------------|----------------------------------------|
| 1. The Hiring Process    | 8. Child Abuse: Handling Allegations   |
| 2. Contracts             | 9. Professional Development            |
| 3. Job Descriptions      | 10. Workplace Safety & Health          |
| 4. Staff Orientation     | 11. Compensation                       |
| 5. Personnel Policies    | 12. Working in a Unionized Environment |
| 6. Performance Reviews   | 13. Diversity at Work                  |
| 7. Employing Substitutes | 14. Terminations                       |

A jump drive will be included with all sample forms that will allow you to customize much of the information to your own needs.

**Cost:**

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**Non-members: \$600.00**

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