

Hockey Calgary

## **Human Resource Committee Report:**

June, 2015

Hockey Calgary employs a staff of four people including the Executive Director and the HR Committee felt that it was important that it maintained an expectation and review of HR practices that suited and organization of this size.

**Employee Handbook:** The committee worked with the Executive Director Kevin Kobelka to develop a comprehensive Employee Handbook to ensure consistent treatment of specific situations and consistent communication of policies to new and existing employees. The Handbook has been reviewed with the staff to ensure that all policies are understood and agreed to. The Handbook will now be tabled with the Board of Hockey Calgary for information purposes.

**Employee Relations:** The committee reviewed with the Executive Director Kevin Kobelka his specific program for providing employees goals and review. Our focus was on the process not on the individual achievements of specific employees. We felt that Kevin's process of goal setting, regular feedback and annual review would provide his staff with an understanding of what was expected of them and how successful they have been in achieving their personal goals.

**Executive Director's Annual Review:** The committee reviewed the Chairman's written assessment of the Executive Director's annual performance. We do not work with the Executive Director on most of the areas of his job so our review of the annual performance review is based on the form of the review not the substance.

**Executive Director's Compensation:** The Committee reviews the Annual Compensation of the Executive Director as recommended by the Hockey Calgary Board Executive. In this case we are looking at the compensation based on its reasonableness compared to similar positions in similar organizations.

In the coming year the Human Resource Committee will continue to monitor the areas of Human Recourse including compensation that we have historically monitored. It is also our plan to maintain a Human Resource program that is commiserate with an organization of our size.