



Practical Tips: Employment

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Reviewed by: LFNP Contributors

Time to Read: 5 minutes

This Fact Sheet provides some practical tips for non-profits on employment law matters. These practical tips include:

- Know who is responsible for decisions about each staff member such as knowing who is supervising and directing i.e. establish clear lines of authority.
- Develop a personnel manual or other best practices outline.
- Keep good records, including hours worked.
- Take special care in hiring and firing, dealing with parental leaves, addressing employee health issues, and anytime when personal characteristics or special needs of an employee might be at issue.
- Make the proper statutory deductions
- Pay proper vacation pay.
- Have solid job descriptions and refresh them regularly.
- Know the role of the Board for your non-profit in relation to human resources matters.
- Have a contract with anyone working for and with your non-profit.
- Implement performance reviews regularly.