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PERSONNEL POLICY

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SECTION 1 – RESPONSIBILITIES IN PERSONNEL ADMINISTRATION

- 1 Responsibility for Personnel Administration is shared by the Board of Directors, Personnel Committee, and the Executive Director.
- 1.1 **Role of the Board**
 - 1.1.1 To set, and annually review and revise as necessary the Terms of Reference of the Personnel Committee;
 - 1.1.2 To receive and ratify or reject recommendations of the Personnel Committee;
 - 1.1.3 To act as final arbiter in grievance matters if so requested by the Personnel Committee or required under appeal procedures;
 - 1.1.4 To decide issues of personnel nature not specifically delegated to the Personnel Committee or required under appeal procedures.
- 1.2 **Role of the Personnel Committee**
 - 1.2.1 To maintain current knowledge of, and ensure compliance with, the regulations of the Ontario Ministry of Labour, the Employment Standards Act and the Canadian Human Rights Act.
 - 1.2.2 To develop, annually review and where necessary revise, personnel policies and practices, subject to approval of the Board;
 - 1.2.3 To oversee implementation of personnel policies and practices;
 - 1.2.4 To recruit and hire staff in consultation with the Executive Director;
 - 1.2.5 To develop, annually review and revise where necessary salary ranges and levels in preparation for the annual budget, subject to Board approval; this should be done in cooperation with the Financial Committee (as may be represented by the Board Treasurer); and the Executive Director.
 - 1.2.6 To report to the Board according to the format and intervals to be determined;
- 1.3 **Responsibility of the Executive Director**
 - 1.3.1 To recruit and hire staff in consultation with the Personnel Committee;
 - 1.3.2 To orient staff to personnel policies and procedures.
 - 1.3.3 To maintain adequate personnel files on all staff and ensure that such files are kept confidential;
 - 1.3.4 To develop, annually review and revise when necessary job descriptions and

- Performance appraisal forms, subject to approval of the Personnel Committee;
- 1.3.5 To ensure that probationary and yearly performance appraisal are completed on all staff.

SECTION 2 – EMPLOYMENT PROCEDURES

2.1 Job Descriptions

A job description is developed for every position. Job descriptions will be reviewed at least annually, by Staff and Executive Director, and where necessary by the Personnel Committee as part of the performance appraisal.

2.2 Publicizing Job Openings

All vacancies will be posted at electronic job banks or local paper for 2 weeks.

2.3 Hiring Procedures

The following procedures will be followed for all hiring.

- 2.3.1 Hiring Committee: There will be a Hiring Committee of three: The Chairperson of the Board for the selection of Executive Director, or the Executive Director all other staff plus two members of the Board.
- 2.3.2 Job Interviews: Resumes will be short-listed by the Executive Director, (or by the Hiring Committee where the Executive Director position is vacant) and circulated to the hiring committee members. Selection will be based on qualifications as outlined in the Job Description for each position.
- 2.3.3 Follow up references: A follow up reference check is required by the Hiring Committee prior to a job being offered to a candidate. An applicant may request that his/her current employer not be approached; this request will be requested.
- 2.3.4 Confirmation of Employment: A letter from the Chair of the Hiring Committee confirming employment and the terms of the employment will be sent to the candidate along with the Job Description and Personnel Policies including probation period, performance appraisal and salary. This contract must be confirmed in writing by the candidate and constitutes an employment agreement.

2.4 Termination of Employment

- 2.4.1 In the case of resignation of an employee, a minimum of two (2) weeks' notice should be given.
- 2.4.2 Dismissal: A staff member may be dismissed after due warning for unsatisfactory performance or just cause. The performance appraisal process, documented in writing, will be used to determine satisfactory and unsatisfactory performance.

SECTION 3 – APPEAL PROCEDURES

Occasions will arise when staff has complaints, a misunderstanding develops or a grievance requires redress. The following steps are offered for resolving conflicts. They are intended to facilitate resolutions, but are not to be considered exhaustive.

When a problem occurs, the staff person will discuss it with the Executive Director. If the problem involves the Executive Director, the staff person will make a request to meet with and discuss the problem with the Personnel Committee.

The decision of the Personnel Committee may be appealed within 10 days to the Board of Directors which will establish a three-member ad hoc committee of whom one person will be appointed by the Board, one person by the grievor, and one person by the consent of the first two members.

The ad hoc committee, after carefully reviewing the grievance, will make a recommendation as soon as possible, but in any event not later than 30 days after its appointment. The Board of directors will receive and review the recommendation and forward a written response to the grieving party with copies to the Executive Director and Personnel Committee Chairperson.

SECTION 4 – PERFORMANCE APPRAISAL

Performance appraisal is the basis of continued employment, promotion, reclassification, salary adjustments and dismissal. A statement setting forth the purpose and procedure of performance appraisal will be made available to all staff. The performance appraisal is prepared by the Executive Director and signed by both the Executive Director and the Staff member being appraised.

Written appraisals are completed at least once a year for all members of the staff. Additional appraisals are completed at the conclusion of the probationary period and when deemed necessary by the Executive Director.

SECTION 5 – JOB DESCRIPTION

Job description for each staff position is developed by the Executive Director, in consultation with the staff member, subject to approval by the Personnel Committee.

The preparation of the individual job descriptions and keeping them current are the responsibility of the Executive Director.

Any change in job assignment that may involve reclassification requires a new job description.

SECTION 6 – SALARY ADMINISTRATION

The Board supports the concept of a salary range with increments awarded on the basis of recognition of relevant experience and merit. Ranges are established on the basis of knowledge, skills and responsibility required to perform in that position and market rates of comparable positions in the surrounding community.

Staff is hired at the bottom of the range for their respective positions. Following successful completion of the probationary period, the salary may, on recommendation of the Personnel

committee be increased. Procedure for subsequent recognition of merit through salary adjustments, based on performance appraisal and subject to the budget allocation and the upper limit of respective salary range, is to be developed by the Executive Director and Personnel Committee.

SECTION 7 – CONDITIONS OF EMPLOYMENT

7.1 Hours of Work

To be determined by the board in consultation with the Executive Director and dependent upon funding.

7.2 Overtime Compensation

Overtime will occasionally be required because of the nature of the organization. Where overtime is accrued, an equivalent amount of compensatory time off shall be taken at time mutually acceptable to the employee and the Executive Director. To avoid the difficulties inherent for all parties in accrual of the substantial amounts of overtime, it is recommended that every effort be made to balance overtime worked with equivalent time within the pay period.

SECTION 8 – BENEFITS

8.1 Holidays

All staff are entitled to statutory holidays each year as follows: New Year's Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day. When a statutory holiday falls during the annual vacation leave, a compensatory day off is granted. (Refer to Employment Standards Act.) Where the employee's schedule does not coincide with a statutory holiday, prorated compensatory time off will be negotiated with the Executive Director in lieu of pay.

Prorated Statutory Days Off:

Eg. $1/5 \times 9$ stat days = 2 days off
 $2/5 \times 9$ stat days = 3.5 days off
 $3/5 \times 9$ stat days = 5.5 days off
 $4/5 \times 9$ stat days = 7 days off
 $5/5 \times 9$ stat days = 9 days off

All staff are entitled to a maximum of three (3) religious holidays each year.

8.2 Vacations

All employees shall receive either the 4% of gross income per annum on anniversary Date or the equivalent of two weeks salary or a two weeks vacation with pay.

All employees will be entitled to a 3-week vacation with pay each full year of employment, after the second (2) full year of employment.

All employees will be entitled to a 4-week vacation with pay each full year of employment, after the fifth (5) full year of employment.

8.3 **Paid Sick Leave**

Paid sick leave is granted on the verbal statement of a staff member; one day per month For full time employees. A maximum 45 days may be accumulated for emergency or Long term illness but no cash settlement for accumulated days will be made on Resignation or retirement.

Prorated Paid Sick Leave

Eg. $1/5 \times 1$ sick days = 2.5 paid days per year
 $2/5 \times 12$ sick days = 5 paid days per year
 $3/5 \times 12$ sick days = 7 paid days per year
 $4/5 \times 12$ sick days = 9.5 paid days per year
 $5/5 \times 12$ sick days = 12 paid days per year

8.4 **Leave of Absence**

Leave of Absence without pay may be granted at the discretion of the Executive Director in consultation with the Board.

8.5 **Bereavement**

Leave of absence without pay may be granted at the discretion of the Executive Director in consultation with the Board, or accumulated paid sick leave may be used.

8.6 **Maternity Leave**

Employees shall be granted maternity leave of 52 weeks without pay, in accordance with the provisions of the Employment Standards Act. Employees must advise the Executive Director in writing of their expected dates of maternity leave. Requests for extended maternity leave will be considered according to the same procedures as any leave of absence.

8.7 **Hazardous Conditions**

When hazardous conditions eg. Heavy snow, ice storm, flooding etc. prevail the office should be closed at the discretion of the Executive Director and staff notified. This will not be charged against sick leave or statutory holidays.

8.8 **Pay Periods**

Staff shall be paid every month beginning with their first regular payday following the end of the month.

8.9 **Benefits**

Staff benefits include the Employment Insurance, Canada Pension Plan and the Workplace Safety Insurance. Where funding allows, staff may be entitled to an extended benefit package that could include Life, Accident Death and Damage, Long Term Disability, Extended Health Benefit. Staff who works at least 24 hours per week will be eligible for the extended benefit package.

8.10 Confidentiality

Every person has a right to privacy as a basic principle. Each professional person treats confidential all material required in the course of practice, and when such information is revealed for professional purposed it is done with discernment and with regard for clients' rights.

Rules on Confidentiality

1. All written client records are the property of the program. The Executive Director as the head of the staff is responsible for their safe storage, authorized release, and where necessary, appropriate destruction.
2. Only the Executive Director may release written information on a client and only upon receipt of an appropriately completed consent form.
3. Staff are cautioned to restrict discussion of client information to individuals operating in a professional capacity who have a legitimate need to know in the interests of planning or coordinating a provision of service. Staff members are further cautioned not to use a client's name in conversation in public areas.
4. Extreme care is to be taken not to record information that may be slanderous or lead to pre-judgment. Opinions, assessments and conclusions must be clearly labelled as such.
5. No written information about clients is to be taken out of the program site without the Executive Director's authorization.
6. Written information is not to be left on desks or filing cabinets in view of the public. It should be secured to maintain confidentiality.
7. Staff records are to be retained for a minimum period of 4 years from date of termination and destroyed by shredding.

SECTION 9 – EXPENSES

- 9.1 Transportation
A mileage allowance at current rate will be paid for staff using their own cars for business purposes. Travel expense forms are to be submitted for approval by the Executive Director.
- 9.2 Other Expenses
Program related expenditures will be advanced or reimbursed with the approval of the Executive Director. A petty cash account is maintained for this purpose. Receipts for expenditure must be obtained and submitted,
- 9.3 Automobile Insurance Coverage
any employee transporting clients on a regular basis must provide annual proof of appropriate coverage. A copy of insurance will be kept on file in the office.