

Child & Family Services of Western Manitoba

900 PERSONNEL POLICIES & PRACTICES

(These do not apply to the staff at 18 Cypress and 725-7th Street -- who are covered by a collective agreement with M.G.E.U.)

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General Policy

- 901.01 The Board of Directors is responsible for operations of the Agency, financing its services, and determining policies governing that service. The Chief Executive Officer (CEO) is accountable to the Board of Directors for the work of the agency. All members of staff are responsible, through their supervisor and the Director of Programs, to the Chief Executive Officer.
- 901.02 These policies are to be made known to staff members and prospective employees, and they are to be reviewed as conditions warrant.
- 901.03 All the functions, rights, personnel pay practices, powers and authority which the agency has not specifically abridged, delegated or modified in these personnel policies are retained by the agency.

In administering its Personnel Policy, the agency shall act reasonably, fairly, in good faith and in a manner consistent with the policies as a whole. Effective October 1, 1985.

901 Postings and Hirings

- 901.04 There shall be job descriptions for all positions.
- 901.05 Notice of job vacancies will be posted for information of all staff. Staff can apply for posted positions by submitting a resume indicating the position desired. Criteria for posting positions are:
- 901.0501 Vacated established positions.
 - 901.0502 Major duties change involving at least 50% of workload.
 - 901.0503 Newly created position(s).
- 901.06 All vacancies to be filled from outside the agency must be advertised. If a further vacancy in the same classification should occur within 6 months, the former list of applicants may be considered without re-advertising.

901.07 Applications shall be in writing and provide pertinent material re: training and experience and at least three references shall be listed.

901.08 A criminal reference, child abuse registry check, and agency prior contact check shall be completed on each person to be offered employment, or a student placement, upon the applicant's written consent via the appropriate forms.

901.0802 Re the criminal reference check, the applicant is to complete the Winnipeg Police Service Criminal Name Check form. If it is returned from the Winnipeg Police Service with a risk designation, then the Winnipeg Police Liaison Officer is to be contacted for clarification of the risk. For a medium to high risk, the applicant will need to contact their local police service to obtain and provide us with a copy of the criminal record, if they still wish to be considered.

Where an applicant presents a criminal record check, indicating a prior conviction, the approval of the CEO is required prior to offering employment to the applicant. (Effective September 1, 2000)

901.0802 A copy of the applicant's criminal reference check and/or criminal record will be placed on the employee's file.

901.0803 (Related Policy up to September 1, 1999) A police reference, child abuse registry check, and agency prior contact check shall be completed on each person to be offered employment or a student placement. The written consent of the applicant is to be obtained in a way that does not conflict with Human Rights regulations. The police reference check shall include only criminal convictions for which a pardon has not been granted or any outstanding criminal charges.

If the police reference check is returned with a report of convictions or charges, the applicant will be given an opportunity to refute the report's accuracy.

If hired, despite a conviction or charges, the individual's personnel file shall only note that a police reference check was completed. Any information

obtained from the reference check will not be retained.

- 901.09 The person best qualified for any particular position will be selected on the basis of training, experience and personal qualifications and without regard to race, religion, gender, sexual orientation, or marital status.
- 901.10 In the hiring of professional staff first preference will be given to graduates of a recognized educational program with the training commensurate for the particular position. Under special circumstances, people with commensurate training and experience, showing suitable personal qualifications will be considered.
- 901.11 In the hiring of clerical staff members, preference will be given to high school graduates who have completed business studies at a recognized business college or high school commercial course.
- 901.12 In the hiring of all other staff categories, preference will be given to those whose qualifications best suit the job description being advertised, in the opinion of the Chief Executive Officer or delegated staff members.
- 901.13 Appointments are made by the Chief Executive Officer or designated staff person, and the terms of employment shall be confirmed by the Chief Executive Officer.
- 901.14 Each new member of staff will be on probationary status for the first six months of employment.

902.01 Maternity Leaves

- 902.0101 Positions vacated for maternity leaves shall be posted as term positions.
- 902.0102 The person vacating a position on a maternity leave shall be entitled to return to the same position or a similar position in the same classification at the end of her maternity leave.
- 902.0103 The person filling the term position as a result of the maternity leave shall be considered for any other position that may be available at the end of the term.

903 Status of Employment

903.01 Full time

Full Time employment is the basic unit of employment, and anything less is the option of the agency.

903.02 Part Time

Part Time employees are subject to the same privileges and obligations as full time employees unless otherwise specified in particular benefits. These will be calculated on a pro rata basis wherever applicable (e.g. five statutory holidays plus Remembrance Day/.5 emergency standby duty).

903.03 Term

Term employees are eligible for Canada Pension, Employment Insurance, Sick Leave and Vacation. They are not eligible for Group Insurance, LTD, or Dental Plan.

903.0301 Upon transfer to probationary, or permanent status, the employee's time on "term" status will be included for staff benefit purposes.

903.0302 Where a term employee is employed in a position with the same classification for a period of more than twenty-four (24) continuous months and where the need for the position is expected to continue, the employee will then become a permanent employee, subject to a satisfactory performance evaluation and supervisory recommendation.

903.04 Hourly

Hourly employees are eligible for Canada Pension, Employment Insurance and a vacation allowance in accordance with the rates set forth by the Labour Code of the Province. While not usually eligible for the Agency Pension Plan, term and hourly employees may be in special circumstances (See 919.01) [Toc509739185](#)

903.05 Casual Employees

Casual employees are those hired on an irregular basis to fulfill certain tasks, usually substitution for regular staff. Casual employees are eligible for Canada Pension, Employment Insurance and a vacation allowance in accordance with the rates set forth by the Manitoba Labour Code. Casual employees will not be given notice nor will be required to give notice.

903.06 Probationary

Either the employee or the employer may terminate the employment arrangement, if not satisfied, at any time during the first six months, upon two weeks notice. Effective April 1, 1994.

903.0601 No pension, insurance or dental plan benefits are available to, no costs deductible from probationary status employees.

903.07 Permanent

Applies to employees who have satisfactorily completed their probationary period.

903.08 Tenure of Employment

Continued employment is based on professional growth and satisfactory performance. The employee is expected under ordinary circumstances to stay on the staff for at least two years.

903.09 Homemakers

Homemakers are considered casual employees and agreements with respect to hours and remuneration are negotiated.

903.10 Residential Workers

General personnel policies apply except where specifically stated otherwise in their personal employment contracts.

903.11 Day Care/Preschool Staff

General personnel policies apply except where specifically stated otherwise in Appendix A and B Day Care/Preschool Personnel Policy. [_Hlt510938678](#) [_Toc510938661](#)

903.12 Promotion of employee to different classification

The first four months are considered a trial period. During the trial period the employee may return to his/her former position if desired, or the employer may return the employee to the former position based on a performance evaluation.

903.13 Long Term Disability Recipients

Long Term Disability Recipients are considered on leave of absence without pay for the portion of the S.Y. on L.T.D. and retain their seniority but do not earn any seniority while on full L.T.D.I.

- 903.1301 An employee who has been on L.T.D. for less than two years, upon return to employable health, is eligible to return to a position equivalent to his/her former position unless s/he has declared in writing that s/he has vacated the position.
- 903.1302 An employee who continues on L.T.D. over two years is declared to be an inactive employee and doesn't have an automatic eligibility to be reinstated to a paid position.
- 903.1303 An inactive employee who moves from the Westman area or who obtains full-time employment elsewhere will be deemed to have resigned.

903.14

Layoff

Where the agency is required to reduce staffing due to funding cutbacks or other issues, the agency will endeavour, in descending order of preference, to protect vital service and organizational needs, to reduce by attrition and to lay off in order of seniority in the classification affected (lowest seniority first). One month's notice will be provided in the event of a layoff.

903.1401 Temporary Layoff/Re-employment List

Where an employee is on a temporary layoff, his/her name shall be placed on a re-employment list.

When a re-employment opportunity becomes available within the employee's classification, and the laid off employee is reasonably qualified for and able to do the job, it will be offered to the employee(s) on the re-employment list in reverse order of being placed on the re-employment list (most senior first).

The employee must within five (5) days of being notified, confirm his/her intention to return to work or his/her employment shall be terminated and his/her name removed from the re-employment list. The employee also must return to work within fourteen days of confirming their intention to return to work, unless a later date is mutually agreed between the employer and the employee.

If the laid off employee wishes to apply for vacancies occurring in other classifications, they may do so and

will be considered based on their skills and experience along with other applicants.

An employee on continuous temporary lay-off for a period of one (1) year shall, at the end of that period, be considered terminated and their name shall be removed from the re-employment list.

903.1402 **Permanent Lay-Off**

Please refer to sections 923.02 and 923.03.
[Toc510938598](#)

904 Conduct

904.01 An employee obligates himself to conduct which is professionally responsible, both in relation to his work and his employer. All employees have a specific responsibility both in and out of office hours, for safeguarding the confidential nature of the information with which they deal.

904.0101 Employees hired after April 1, 1998 will be required to sign a declaration of confidentiality. Confidentiality requirements for all employees are forever, not just while a person is an employee of Child & Family Services of Western Manitoba.

904.02 The activities of an employee as an individual and as a citizen, should not be subject to limitations by the agency, unless such activities adversely affect his professional performance.

904.03 Conflict of Interest

Every employee shall avoid situations in which s/he has a personal interest sufficient to compromise or appear to compromise the exercise of that employee's authority, responsibility or professionalism as a representative of the agency.

904.0301 Agency employees who undertake to provide their professional services on a fee for service basis beyond their agency time, or who contract their services to another organization are free to do so providing they are not in conflict of interest.

904.0302 When an employee is or believes s/he may be in a position of conflict of interest in regard to services to a

client or the exercise of agency authority, the employee is to advise their supervisor, or the Director of Programs in the supervisor's absence. The service or exercising of agency authority is to be reassigned unless it is deemed by the supervisor that no conflict exists.

904.0303 Agency Not to Pay

The agency will not pay a fee for service provided through the non-agency professional practice of an employee.

904.0304 Children in Need of Protection

An employee who is providing professional service on a fee for service basis or who contracts his/her services to another organization must report to the agency when s/he believes there is a child in need of protection. In such situations the worker must clarify with the private client that s/he does not represent the agency. This is to be confirmed in writing with the client.

904.0305 Agency Referrals

An employee who is providing professional services in a private practice or for another organization must:

- (a) obtain concurrence of their immediate supervisor before denying an agency client service from the agency.
- (b) not refer an agency client to his own service although his or her supervisor may make such a referral.
- (c) when an agency client is referred to the non-agency professional practice of an employee the client should be made aware that the service to which he or she is being referred is separate from our agency services and should sign the form "Referral to a Private Counselling Service".

904.0306 Use of Agency Property

An employee who is providing professional services on a fee for service basis must not use any agency services, must not interview his clients on agency property, use agency business cards, agency

letterhead or any other materials that are the property of the agency in their secondary practice.

904.04 Disciplinary Action

904.0401 Where a person having supervisory authority over an employee believes that disciplinary action of that employee is necessary for just cause, s/he may:

- a) orally reprimand the employee; or
- b) in writing, reprimand the employee; or
- c) recommend to the Chief Executive Officer that an employee be suspended with or without pay, or be dismissed.

904.0402 Prior to any meeting where discipline, other than oral reprimand, is to be initiated by the employer, the employee will be informed in advance of the meeting's intent and given ample time to have a staff advisor present if s/he chooses.

904.0403 Where disciplinary action other than an oral reprimand has been taken, a written report shall be shown to the employee outlining the circumstances and actions of the employee which made disciplinary action necessary and s/he shall sign the report indicating that s/he has read it. Upon signing the report, the employee shall receive a copy of the report and the original report will be retained on the employee's personnel file.

905 Salaries

905.01 Salary schedules or rates are established for each position in the agency. The Board of Directors will endeavor to follow salary increases provided the provincial government to its employees wherever possible in relation to funding. Staff are to be provided a copy of their range whenever a general increase occurs.

905.02 Employees paid semi-monthly will be paid on the 11th and 26th or the closest preceding working day thereto if either of these dates should fall on a weekend or statutory holiday, for the first and second half of the month (expired March 31, 1994)

- 905.03 Employees will be paid bi-weekly every second Friday or the closest preceeding office day if that Friday is a holiday (effective April 1, 1994)
- 905.04 All payrolls will be paid by direct deposit to a staff member's personal bank account of choice, unless alternate arrangements are authorized by the Chief Executive Officer.
- 905.05 Where an employee receives a benefit arising out of his/her position, unless the pay plan provides that such benefit shall be in addition to the salary provided, a fair and reasonable charge may be made for the benefit, e.g. meals for dependents of group home parents.

906 Performance Evaluations

- 906.01 For probationary staff, a progress evaluation shall be completed after three months and a further evaluation shall be completed at five months.
- 906.02 For permanent employees, there shall be a performance evaluation during the month prior to the employee's anniversary date each year.
- 906.03 If a permanent employee's work is found to be less than satisfactory, the performance evaluation report shall specify: the specifics needing to be changed, the terms of special probationary status (if any), the time period being set for satisfactory performance to be achieved, the consequences of not achieving a satisfactory level of performance.
- 906.0301 If special probationary status is assigned, monthly reviews are to be undertaken by the supervisor and employee during the probationary period, documented and placed on the employee file.
- 906.0302 Staff benefits are not affected during "special probationary" status for a permanent employee.
- 906.04 For trial periods, a performance evaluation shall be completed prior to the end of the four (4) month period.
- 906.05 See Section 929 Review Procedure – Personnel for further related information. [Hlt509814469](#)

907 Merit Increments

- 907.01 A full-time employee, who is not at the maximum salary of his/her classification, is eligible to be granted one merit increment in his/her pay scale upon satisfactory completion of one year's accumulated service in his/her classification since the employee's last increment or since the employee's start of employment.
- 907.02 A part-time employee, who has worked ½ time or more, who is not at the maximum salary for his/her classification, is eligible to be granted one merit increment on his/her pay scale upon satisfactory completion of twelve months service in his/her classification since the employee's last increment or since the employee's start of employment.
- 907.03 A part-time employee, who works less than ½ time, who is not at the maximum salary of his/her classification, is eligible to be granted one merit increment on his/her pay scale upon satisfactory completion of the full-time equivalent hours of work for his/her classification since the employee's last increment or since the employee's start of employment.
- 907.04 Where an employee is to be denied a merit increment, s/he shall be so notified prior to the anniversary date.
- 907.05 If subsequent to a merit increase being withheld, the reasons for withholding the increase should cease to apply, the increment may be granted no earlier than 90 days but not after 180 days from the date it was withheld. Neither withholding nor subsequently granting an increment will affect the employee's anniversary date. (Effective January 1, 1986)
- 907.06 The effective date for an employee's merit increase shall be his/her anniversary date. The anniversary date is the first day of the month in which the employee completes a full month of service in that classification. (Effective October 1, 1985).

908 Reclassifications

- 908.01 Generally a W.W. certificate graduate with no experience starts at Step 1 in the H.S. 1 range; is eligible for reclassification to H.S. 2 first Step upon 2 years of satisfactory employment and; is eligible

for reclassification to a H.S. 3 Step 1 upon a further year of satisfactory employment.

908.02 Generally a B.S.W. with no experience starts at Step 1 of the W.S. 3 range and is eligible for reclassification to W.S. 4 (same step) upon completion of 2 years satisfactory employment.

908.03 Generally an M.S.W. with no experience starts at Step 2 of the W.S. 3 range and is eligible for reclassification to WH.S. 4 (same step) upon completion of 1 years satisfactory employment.

908.04 A B.A. graduate starts at W.S.2 Step 2 and is eligible for reclassification to W.S.3 (Step 3) upon 2 years of satisfactory employment. Upon completion of 6 years satisfactory employment a person with these qualifications may apply to the Chief Executive Officer for a panel to consider reclassification to W.S.4. Criteria is knowledge and skill equivalent of a B.S.W. graduate with 2 years experience.

908.09 Educational Qualification Upgrade

Where an employee obtains further relevant educational qualifications, which would have resulted in a higher starting salary if the employee had had the education when hired, the employee can be granted the appropriate further increments, but the employee cannot exceed his/her salary scale. (Effective March 1, 1993)

909 Hours of Work

909.01 The agency office operates on a five day week, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. The office remains open during the lunch hour.

909.02 Clerical staff

Clerical staff are required to work a thirty five hour week on the basis of five, seven hour days, (or a similar and approved time arrangement).

909.0201 Residential Care Staff shift schedules are based on a forty hour week.

909.03 **Professional staff, support workers and Social Work Assistants**

Professional staff, support workers and Social Work Assistants are required to work a thirty six and one quarter hour week, on the basis of five, seven and one quarter hour days, (or a similar and approved arrangement). Time may be credited in the following ways:

- 909.0301 Carrying out normal duties.
- 909.0302 Drawing hours from accumulated overtime.
- 909.0303 Drawing hours from accumulated sick benefits.
- 909.0304 Drawing hours from vacation benefits.
- 909.0305 Claiming a statutory holiday.
- 909.0306 Claiming hours as approved for staff development.
- 909.0307 Any other special leave as per the policy.

909.04 A fifteen minute coffee break, morning and afternoon, is available to staff.

909.05 Regular working hours may be altered, provided the alterations are approved in advance by supervisor, within the following guidelines:

- 909.0501 Minimum meal break is one half hour.
- 909.0502 The schedule is regular (i.e. lasts for significant periods of time) unless workload is unique.
- 909.0503 Services are not impaired and are hopefully improved.
- 909.0504 Administration is not hindered and hopefully is improved.
- 909.0505 The hours of work requirements are met on a weekly basis.

909.10 **Absence Due to Weather**
(Effective September 1, 1998)

909.1001 Unless otherwise authorized, employees are expected to be at work for regularly scheduled hours.

909.1002 When an employee is unable to get to work due to weather, s/he will be allowed to:

- a) charge the time against available vacation credits;
- b) use banked overtime or compensatory leave credits; or
- c) work additional hours, on a straight time basis, with Chief Executive Officer approval.

Where none of the above options are available or practical, the employee will not be paid for the lost time.

909.1003 Where it is deemed that some or all of the Agency's non-residential program centres should be closed due to weather, that decision shall be made by the Chief Executive Officer.

(NOTE: client transportation for some programs may be cancelled without closing the program).

909.1004 Where the Chief Executive Officer has closed a program centre due to weather, effort will be made to notify staff at least one half hour prior to the normal opening of the program centre, and to notify the community via the local radio stations.

909.1005 Where a program centre has been closed due to weather, the regular staff at the centre will be deemed to have worked his/her regular hours for that day.

910 Overtime

910.01 Clerical

7 hours of work per day for 35 hours per week will be considered a normal work week. Any work beyond that must be pre-authorized in order to qualify for compensation.

910.0101 Secretarial attendance at board meetings is on a half day in lieu basis.

- 910.02 **Social Work Assistants**
7.25 hours per day for 36.25 hours per week will be considered a normal work week. Any work beyond that must be pre-authorized by a casework supervisor or higher in order to qualify for compensation.
- 910.03 **Family Support Workers and Permanent Family Aides**
7.25 hours per day for 36.25 hours per week will be considered a normal work week. Any work beyond that must be pre-authorized by the program coordinator or higher in order to qualify for compensation.
- 910.04 **Day Care/Preschool**
7 hours of work per day for 35 hours per week will be considered a normal work week. Any work beyond that must be pre-authorized in order to qualify for compensation.
- 910.05 **Casual Staff**
Work in excess of 8 hours per day and/or 40 hours per week shall be considered overtime.
- 910.0501 Multiple Part Time/Casual Positions - where a person works two or more casual positions for the agency, the total of their daily and weekly hours shall be used in determining eligibility for overtime.
- 910.06 **Compensation for work beyond the normal work week**
under 910.01, 910.02, 910.03, 910.04 and 910.05 shall be on a straight time basis for the first 8 hours worked each day or for 40 hours per week, including regular work week hours. Compensation beyond that shall be on a time and one half basis. Payment will be by time or cash at the discretion of the Chief Executive Officer.
- 910.07 **Social Workers, Supervisors, Other Professional Staff**
A certain amount of overtime may be expected as part of the nature of professional child welfare work, and it is recognized that not all of it will be compensated. Overtime is urgent and essential active involvement in agency work and associated travel time to meet workload needs beyond the regular work week of 36¼ hours.
- 910.08 Compensation under 910.07 will be on a straight time basis, upon recommendation of supervisor to the extent that this is possible within the organizational needs of the agency and the rest of this article. The organizational needs include the following:

- a) service level standards must be maintained
- b) administration -- staff meetings, unit coverage, etc.
- c) agency image, to reflect its concern for both staff and its community support.

910.0801 Each worker and supervisor shall agree on a regular work schedule for the employee which will allow workload needs and agency administrative needs to be met. Please see Flex-time Policy in Administration Manual for further information.

910.0802 Each employee shall submit a weekly time sheet, stating accurately actual hours worked. The time sheets are to be submitted promptly to facilitate proper record keeping. A record will be retained of time actually worked in excess of 36 ¼ hours per week. Please see Flex-time Policy in Administration Manual for further information.

910.0803 Any request for time off (variation of the agreed hours) due to work week time in and no pending crisis, or use of previously acquired overtime, must have prior approval of the employee's supervisor.

910.0804 Previously acquired overtime may be utilized up to a maximum of 87 hours per fiscal year.

910.0805 a) Employees are encouraged to use their available time on a regular basis. When an employee accumulates thirty six and a quarter (36¼) hours of overtime, they are required to start utilizing their hours before more can be accumulated. In exceptional circumstances, the CEO may approve a request in writing to circumvent this clause.

b) Only five (5) days of overtime can be added to vacation periods of two weeks or more. As per (a), employees are required to start utilizing their overtime hours once they accumulate 36¼ hours and as a result should never be in a position to wish to add more than five (5) days of overtime to any vacation period of two weeks or more.

- c) Unused overtime can be carried forward at year-end. An employee cannot accumulate more than 87 hours of overtime overall in a fiscal year (as per Policy 910.0804), nor are they allowed to transfer overtime balances to their sick time bank or vacation time. When an employee carries over any overtime to the next fiscal year, it will affect their accumulated overtime maximum (i.e. if an employee carries 15 hours of overtime to the next fiscal year, they will only be able to accumulate 72 hours (87 – 15 = 72) overall in that next April to March fiscal year).
- d) For staff who work a part year, the maximum accumulation will be prorated.

910.0806 For authorized attendance at “all day” educational workshops, conferences or seminars, the scheduled educational day will be deemed to be a full work day. For workshops less than a full day, professional judgment should be used when deciding whether employees should return to their office/program area until the end of their scheduled shift.

910.0807 For travel inside the province of Manitoba for agency work actual hours worked may be claimed on the departure and return dates. For extended trips, other days will be deemed to be a 7.25 hour day.

910.0808 For travel outside the province of Manitoba for agency work, employees must pre-negotiate what hours may be claimed with the CEO or Comptroller and the agreement shall be placed in writing to the Worker, their Supervisor and the Payroll Clerk prior to the employee’s departure. Generally, employees will only be authorized for up to one regular working day or travel each way, regardless of delays and distance.

910.09 Accounting will advise staff by memo as of March 31st each year regarding the status of overtime credits and information may be obtained at any time upon request.

911 Emergency Standby “Beeper” Duty

911.01 **Compensation for emergency standby duty**
will be made as follows effective February 1, 1988.

911.0101 Week nights: one half day off per Beeper Shift.

911.0102 Weekends: The prevailing rate paid contract duty workers.

911.0103 Statutory Holidays: The prevailing rate paid contract duty workers.

911.02 Contract Duty Worker

The agency will endeavor to provide for weekend and statutory holiday duty on a contract worker basis. Contract workers are not eligible for benefits not specified in the contract. [Toc510938662](#)

912 Statutory Holidays

912.01 Statutory Holidays

shall be as follows: New Year’s Day; Louis Riel Day; Good Friday; Easter Monday; Victoria Day; Canada Day; August Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day proclaimed as such by the Provincial or Federal Governments. The office and Elspeth Reid Family Resource Centre will close at 1:00 p.m. on December 24th, when that day falls on a working day.

912.0101 For employees job sharing with each working part of the day, the working portion of December 24th needs to be shared. This can be in a manner agreeable to the employees affected.

For other staff who work part-time but usually whole days at a time, if the employee is scheduled to work December 24th, s/he only works the portion of the day that the agency is open. If the employee is not scheduled to work December 24th, s/he will not benefit from this gift.

913 Vacation Leave

- 913.01 Employees shall earn vacation leave credits on the following basis: employees who have completed less than two (2) years of service, one and one quarter (1.25) working days per month (prorated) of service in each vacation year to be taken in the vacation year following the year in which the vacation is earned. 3 weeks
- 913.0101 913.01 may be waived in relation to incoming staff with a minimum of three (3) years previous relevant experience and thereby such employees would earn vacation credits as per 913.02 from commencement of employment. Long service vacation benefits will be in relation to employment by this agency only.
- 913.0102 Subject to 913.0504 probationary staff will not be eligible to take a vacation leave during the first six months of employment. The CEO may approve a written request to use earned vacation during the first six months of employment. Upon termination of employment during the probationary period, vacation credit will be 4% of salary earned.
- 913.0103 For senior management positions vacation leave may be determined by negotiated contract. Senior management positions include Chief Executive Officer, Director of Programs, and Comptroller.
- 913.02 Commencing from the beginning of the vacation year in which two years of service will be completed, one and two thirds (1.66) working days per complete month of service in each vacation year to be taken in the year in which three years of service are completed and yearly thereafter. 4 weeks
- 913.03 Commencing from the beginning of the vacation year in which nine years of service will be completed, two and one twelfth (2.083) working days per complete month of service in each vacation year to be taken in the year in which ten years of service are completed and yearly thereafter. 5 weeks
- 913.04 Commencing from the beginning of the vacation year in which nineteen years of service will be completed, two and one-half (2.5) working days per complete month of service in each vacation year to be taken in the year in which twenty years of service are completed and yearly thereafter. 6 weeks

- 913.05 Notwithstanding subsections (.01) (.02) (.03) (.04), employees terminating in their second year of service shall have their vacation leave credits cashed out at the rate of one and one quarter (1.25) days per complete month of service and employees terminating in their ninth year of service shall have their vacation leave credits cashed out at the rate of one and two thirds (1.66) days per complete month of service, and employees terminating in their nineteenth year of service shall have their vacation leave credits cashed out at the rate of two and one twelfth (2.083) days per complete month of service.
- 913.0501 A vacation year is the period beginning April 1st and ending March 31st next following, or the agency's fiscal year.
- 913.0502 When calculating accumulated vacation leave credit
- a) Any fraction of a day equal to or greater than one half shall be computed as one half.
 - b) Any fraction of a day less than one half shall be computed as nothing.
- 913.0503 Vacation leave credits earned in one fiscal year are to be taken within the next fiscal year.
- 913.0504 With the approval of the Chief Executive Officer up to 5 days may be granted in advance to an employee in his/her first 12 months of employment.
- 913.0505 Notwithstanding 913.0503, upon an employee's request, and subject to supervisor's recommendation, the Chief Executive Officer may authorize up to 5 days vacation credits be carried forward to the next fiscal year. The CEO may authorize carryover of more than 5 days unused vacation to the next fiscal year only for reason of extraordinary circumstances. At no time shall an employee have an accumulation of vacation credits greater than two year's entitlement and at no time may an employee take more than two months vacation in one fiscal year.
- 913.0506 In the event an employee is approaching the maximum allowed credits, the accounting department will notify the employee in writing at least 3 months in advance.

913.0507 The accounting department shall advise staff in writing as to vacation credits as of March 31st each year.

913.06 Vacation credits shall not accumulate while an employee is on leave of absence without pay for a period of time greater than one-half (1/2) of a month.

913.07 Vacations are to be scheduled, or approved by the employee's supervisor. No unit may have more than 50% of its staff on vacation simultaneously.

913.08 A full-time or part-time employee shall not take more than any consecutive four-week (4) block of time off, including use of their vacation time, overtime/banked time, statutory holidays, etc., unless pre-approved by the Chief Executive Officer or their designate.

913.09 Upon resignation accumulated vacation benefits will be honored.

914 Group Life Insurance

914.01 The agency's group life insurance is provided through Blue Cross with accidental death and dismemberment provided by Citadel Insurance. It provides term life insurance to the value of double of one's salary to the next even thousand, with an equal accidental death and dismemberment clause. This plan is compulsory for all permanent staff who work 18.5 hours per week or more (effective November 1, 1999).

915 Workers Compensation

915.01 All staff members are covered by Worker's Compensation. Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.

915.02 Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on the job accident shall be provided by or at the expense of the agency if it is not covered by a medical plan. (Effective July 1, 1985.)

915.03 In the event of an "on the job" accident, sick leave benefits will be pro rated with Workers' Compensation to the equivalent of the

employee's salary, for the duration of medical eligibility, as long as sick leave benefits last, or until six months from the date of the accident, whichever is the longer period. Once benefits have expired the employee will be entitled to Workers' Compensation only.

- 915.04 Staff members will be required to present a medical certificate for any such continuous absence of over five working days, and at two months intervals thereafter.

916 Dental Plan

- 916.01 Participation in the dental plan is open to all employees who meet the eligibility requirements of the plan. (Effective January 1, 1986). The Agency dental plan is self-administered, employee participation is mandatory and there are no premiums paid by the employee.

- 916.02 Dental plan coverage will cease on the date an employee is terminated, laid-off or on a leave without pay for 30 days or more. Maternity and parental leaves are to be considered leaves without pay for this purpose.

- 916.03 Employees on the Long Term Disability (LTD) Plan and Maternity/Paternity Leaves of Absence will be covered by the dental plan if they retain their other benefit plans while on leave.

- 916.04 An employee who returns to work following a leave without pay, including maternity and parental leaves, educational leave without pay or within 12 months of the date the employee was laid-off under section 903.1401, is eligible for Dental plan benefits effective the first day of the month following their return.

- 916.05 For the purposes of the Dental plan, preschool employees will be considered as active employees.

917 Sick Leave

- 917.01 An employee shall be entitled to and shall receive sick leave without loss of pay only when the employee is unable to be at work and perform his/her regular duties as a result of personal illness or injury, except as provided in 917.0101.

917.0101 An employee may utilize up to five (5) days of accumulated sick leave, per year where the employee

is required to be absent to care for an ill child who resides in the employee's home. This must be clearly indicated on timesheets.

917.02 A full time employee shall accumulate sick leave benefits at the rate of 1.25 days per complete month of employment, and any unused portion may be accumulated to a maximum credit balance of 365 working days.

917.0201 Accounting will advise each employee of their accumulated sick leave balance as of March 31 each year.

917.0202 An employee shall not be approved to work at home while utilizing sick time.

917.03 Any member of the staff who finds it necessary to be absent because of illness should notify the receptionist and their supervisor immediately.

917.0301 In the event the supervisor is not available, the Director of Programs should be notified. Supervisor will communicate to appropriate staff representatives regarding the illness.

The key reason for contacting the supervisor is to enable him/her to ensure that appropriate alterations/adaptations/adjustments are made to plans and that such changes are communicated to all concerned. The key reason for advising the receptionist is to ensure effective communications in relation to the absence.

917.0302 Upon return from sick leave, staff member is to complete an absence authorization slip and forward it through supervisor to accounting department. The employee is required to state if absence is due to personal or family illness.

917.04 Where an employee becomes ill or is injured during the period of the employee's scheduled annual vacation, the Employer may grant sick leave and credit the employee with alternate days vacation equivalent to the number of days approved sick leave, providing the illness or injury is over three (3) days and normally would have prevented the employee from attending work. The

employee shall be responsible to provide proof of qualifying illness or injury.

917.05 A new employee may be granted sick leave in advance of it being earned, to a combined total of “earned and borrowed” of five days, during the first six months. Any over use of such credit shall be deducted if not earned by termination of employment.

917.06 An employee who has been absent because of sickness for a period more than three (3) consecutive working days shall furnish a medical certification or sworn statutory declaration certifying that the employee is or was unable to be present at work because of an illness. When an employee fails to produce a medical certificate or statutory declaration acceptable to the agency, the employee shall not be entitled to be paid for the period of absence.

The employer has the right to request a medical certificate for any sick leave period if there is reason to believe any misuse of sick time (i.e. pattern absences)

917.06.01 The maximum length of time that a particular medical certificate or statutory declaration is valid, shall be six weeks. If an extension of a medical leave is required, the employee shall furnish a new medical certificate or statutory declaration certifying that the employee remains unable to work due to illness. This certificate must identify the steps being taken by the employee to address the medical illness and progress being made.

The agency reserves the right to confirm the need for medical leave by appointing a medical practitioner to examine the employee.

917.07 Under special circumstances, cases involving absences due to illness when leave in excess of credit is required, may be dealt with at the discretion of the Chief Executive Officer.

917.08 Sick Leave shall not accumulate when an employee is on a leave of absence without pay greater than one week; absent on a maternity leave; absent on sick leave and/or Workers Compensation for a period of more than twelve (12) consecutive calendar months.

917.09 Time off for medical and dental examinations or treatments by physicians, dentists, physiotherapists and chiropractors, including reasonable travel time, shall generally be granted to employees and such time shall be chargeable against the employees

accumulated sick leave credits. Sick leave credits shall not be used for Massage Therapy.

917.0901 Time off for medical and dental appointments must be pre-approved by their supervisor using an Employee Time Off request Form (see Appendix).

917.10 Wellness Days

Eligible full-time employees may use up to two (2) days per year from their accumulated sick time as a "Wellness" day when an employee feels that personal time off would be beneficial. Wellness days are to be scheduled ahead of time by filling out an Employee Time Off Request Form (see Appendix) and in consultation with the employee's supervisor to ensure coverage policies are met. Wellness Days must be clearly labeled on the employee's weekly timesheet. To be eligible for Wellness Days, a full-time employee must have at least five (5) days accumulated sick time on the accounting books, otherwise, this leave is not an option.

917.1001 Wellness Days shall be pro-rated into hours for part-time employees, however, part-time employees shall only split this time into two portions over the fiscal year (i.e. may not use small hour increments). For part-time employees to be eligible for Wellness Days, the five (5) days accumulated sick time will also be pro-rated to the employee's part-time EFT. (For example, if you work a 0.8 EFT, you would be eligible for 11.6 hours ($7\frac{1}{4} \times 2$ days \times 0.8) and would need at least 4 days of accumulated sick time in your bank. Since these hours may only be used over up to two days, part-time employees may enhance their Wellness Day hours with bank, overtime or vacation time. Policy 917.10.02 and 917.10.03 are applicable for all other requirements to utilize Wellness days).

917.1002 Wellness Days cannot be combined with other leave days such as vacation days, statutory holidays, overtime, another wellness day or other use of sick time. Employees must work with regular working day before and regular working day after their Wellness Day.

917.1003 Wellness Days do not accumulate year to year.

918 Long Term Disability Insurance

918.01 Long Term Disability Insurance

Long Term Disability Insurance is provided through Blue Cross. Staff are required to pay the premiums for the plan but will be granted a taxable salary enhancement equal to the premium. The specifics of the plan are included in the agency's contract with the carrier. (Effective November 1, 1999)

918.0101 Employees are also eligible to apply for private extended long term disability insurance that would take effect when the agency plan expired. Payroll deduction for the premium is possible. (Effective November 1, 1992)

918.02 When a health problem will necessitate absence from work beyond 120 calendar days, eligibility for Long Term Disability will be determined as of that date regardless of any remaining accumulated sick leave credits. Sick leave credits remaining at the point of enrollment on Long Term Disability leave will remain on the employee's file. Salary is suspended upon the enrollment of Long Term Disability leave benefits.

919 Pension Plan

919.01 Each employee is required to join the agency's pension plan, which is set up through the Great West Life Assurance Company, on

- a) the first day of the month following being granted permanent staff status; or
- b) the first day of the month coinciding with or next after the completion of two years of service if you have earned at least one quarter of the YMPE (Canada Pension Plan's Yearly Maximum Pensionable Earnings) during two consecutive calendar years.

919.02 Employee contributions to the Pension Plan are 4.4% of salary up to the YMPE and 6% of the balance of earnings, if any. The Employer contributes an equivalent amount to the employee.

919.03 Every employee enrolled in the pension plan shall be provided with a resume of the plan.

919.04 A new employee, upon completion of probationary status may apply to transfer funds from a previous pension plan into our pension plan.

919.05 There is no provision for indexing pension benefits, therefore, staff are encouraged to consider Registered Retirement Savings Plans to provide for post-retirement inflation.

920 Leaves of Absence

920.01 Compassionate Leave

920.0101 An employee shall be entitled to five (5) working days leave, in the immediate time surrounding the period of bereavement, without loss of pay in the event of the death of the employee's parent, step parent, spouse, child or step-child. (Effective November 2004)

920.0102 An employee shall be entitled to three (3) working days leave, in the immediate time surrounding the period of bereavement without loss of regular pay in the event of the death of the employee's brothers or sisters, step siblings, a ward of the employee, or a relative permanently residing with the employee or with whom the employee lives.

920.0103 An employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of an employee's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle or grandchild.

920.0104 An employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance of more than 200 miles from Brandon. (Effective January 1, 1986).

920.0105 An employee who incurs the use of compassionate leave per 920.0101, 0102, 0103, or 0104 during his/her vacation shall use compassionate leave and shall have the equivalent number of vacation days set over for use at a later time.

920.0106 Provided an employee has not received compassionate leave for the death in question, an employee shall be entitled to compassionate leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer. (Effective January 1, 1986).

920.0107 Family Responsibilities
For other purposes, an employee shall be entitled to leave with pay for the purpose of attending to family responsibilities, which are real, immediate or unavoidable, and which necessitate the employee's absence from work. An employee may use up to a maximum accumulation of five (5) days in each fiscal year with employer's approval. Leave under this clause will be charged against the employee's sick leave credits. (Effective December 19, 2000)

920.02 **Educational Leave**

Educational leave would be considered when the course content is directly related to the agency service program, and the course of study would result in improved competence. Most educational leave is related to ongoing staff in-training. There are three categories:

920.0201 Agency related continuing education of up to one year could be granted, with no remuneration, with the guarantee of employment but not necessarily of a specific position on return. Criteria for granting educational leave will include: length of time on staff, degree of relevance of the course of studies to be pursued, evaluation - competence, potential and commitment to the work of the agency, length of time being requested and how feasible this is in relation to agency needs.

920.0202 Agency related continuing education available through short course seminars, or conferences, which the agency requests or encourages the staff member to attend, within budget limitations. The agency would cover basic costs or negotiate with respect to cost sharing.

920.0203 Agency related seminars or conferences which individual staff members wish to attend for their own

enrichment, but which would not be considered staff in-training or agency supported. A maximum of four days leave per fiscal year would be considered providing that the staff member's absence does not interfere with ongoing agency service, that it is approved well in advance of the time of the conference or seminar.

920.0204 The combined total of continuing education leave and/or paid time including in-service training conferences, etc. selected by the agency and those covered in 920.0202 and 920.0203 shall not exceed ten days in a fiscal year.

920.03 **Personal Leave**

Leave of absence for personal or any other reasons, would be considered on individual merits and requires prior approval of the Chief Executive Officer.

920.04 **Maternity Leave**

920.0401 In order to qualify for maternity leave, a pregnant employee must:

- a) have completed seven (7) continuous months of employment for or with the agency;
- b) submit to the Chief Executive Officer an application in writing for leave at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave; and
- c) provide the employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

920.0402 An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- a) a period not exceeding twenty (20) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section 0401(c); or

- b) a period of twenty (20) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section 0401(c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- c) The Chief Executive Officer may vary the length of maternity leave upon proper certification by the attending physician.

920.0403 Sections 36(4) through 36(11) of the Employment Standards Act respecting maternity leave shall apply “mutatis mutandis”.

920.0404 a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of five (5) days of her accumulated sick leave against the Employment Insurance waiting period.

- b) Should the employee not return to work following her maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked. Effective January 1, 2017

920.0405 During the period of maternity leave, benefits will not accrue, except the period of maternity leave will count as service towards eligibility for long service vacation.

920.0406 Notwithstanding Policy 907, [Hlt509814612](#) the period of maternity leave shall be considered time worked for the purpose of calculating eligibility for a merit increment.

920.05 **Paternity Leave**

A male employee may be granted up to a maximum of one (1) days leave with pay, to attend to needs directly related to the birth of his child. Such leave may be granted of the day of, or the day

following the birth of his child, or the day of his wife's admission to, or discharge from hospital.

920.06 Adoptive Parent Leave

An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of his/her child. At the employee's option such leave shall be granted on the day of, or the day following, the placement of the child for adoption. (Effective July 1, 1998).

920.0601 Where an employee has become an adoptive parent and has applied for and qualified for parental leave, the employee shall be permitted to apply up to a maximum of ten (10) days of his/her accumulated sick leave against the Employment Insurance waiting period. (Effective October 1, 1997)

920.0602 Should the employee not return to work, following the parenting leave, for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under 920.0601, the employee shall compensate the Employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked. (Effective October 1, 1997).

920.07 Parenting Leave

An employee who has completed seven (7) continuous months of employment with or for the agency and has requested in writing of the Chief Executive Officer at least 4 weeks before the requested time shall be granted a leave of absence without pay of up to 37 weeks.

920.0701 This parenting leave must be commenced no later than the first anniversary of the birth or adoption of the child.

920.0702 Where this leave is taken by a female employee who has taken maternity leave, the two leaves must be continuous (i.e. not return to work between them).

920.0703 Sections 36(6) to 36(11) inclusive of the Employment Standards Act shall apply with such modifications as the circumstances require to relate to parenting leave.

920.08

Court Leave

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee, but excluding reimbursement for expenses, shall be remitted to the employer. (Effective January 1, 1986).

920.09

Continuation of Benefits

Where an employee is granted a leave of absence longer than one pay period, the employee has the option to maintain coverage under employer-employee cost shared programs, by paying both the employer and employee premium cost for the period of the leave of absence. For leave of absence less than one pay period, the agency will continue to cost share these benefits. This clause will not apply if prohibited by the terms of the plan.

920.0901 For the long term disability insurance plan, the employee would be required to pay the premium rather than the income tax on the premium.

921

Personnel Files

921.01

The Chief Executive Officer shall ensure that the personnel file for each employee is stored in a locked file.

921.02

The contents of each file will include:

921.0201 Application for employment, references, confirmation of criminal record check, child abuse registry and prior child welfare contact checks, oath of confidentiality, personal safety guidelines for working alone and the confirmation of a Manitoba Driver's License if needed.

921.0202 Letter of confirmation of and terms of employment.

921.0203 Performance evaluations.

921.0204 Letters of commendation/appreciation.

921.0205 Any written complaint to the Chief Executive Officer about an employee's conduct, decision or treatment which is clearly inconsistent with written policy AND the employee's written account of the situation or a

- summary of the worker's description AND the resolution.
- 921.0206 Individual specific correspondence re any staff benefit.
- 921.0207 Any memos, correspondence re individual's status of employment (leave of absence, reclassification, reduction/increase in work week etc.)
- 921.0208 Any application for transfer to a different position or promotion.
- 921.0209 Any written request to have certain materials purged from the file as per 921.04. [Toc509739203](#)
- 921.0210 Record of disciplinary action, or notes of any termination interview, signed as read and response if any.
- 921.0211 Letter of resignation and consent for release of information for reference purposes. (Please refer to Appendix X)
- 921.0212 Copy of any letters of reference written by agency following termination of employment.
- 921.0213 Any written request/statement/question that the employee asks to have placed on his/her file.
- 921.03 An employee may have access to his/her file if s/he requests it from the Chief Executive Officer.
- 921.04 An employee may by memo, request that certain communications be purged from the personnel file.
- 921.0401 If the Chief Executive Officer concurs the memo and communication will be destroyed in the presence of the employee (or a staff advocate if the individual has left the employment of the agency).
- 921.0402 If the Chief Executive Officer does not concur with the request, the memo and a copy of the Chief Executive Officer's response to the employee will be filed in the personnel file.

921.05 Nothing about this policy shall set aside or interfere with, in any way, the implementation of and application of policies pertaining to an agency Service Appeal Committee.

922 Resignations and Dismissals

922.01 The Chief Executive Officer or designated person has the authority to accept resignations. All resignations will be confirmed in writing by the agency.

922.02 The Chief Executive Officer has the authority to dismiss employees. Any dismissal will be confirmed in writing.

922.03 Employees are required to give written notice of resignation at least one pay period before termination of employment, except in extreme emergencies.

922.04 All employees leaving the agency will be offered an “exit interview” with the Human Resources Specialist.

923 Severance Pay

923.01 Employees with nine(9) or more years of continuous employment, whose services are terminated as a result of retirement (minimum age 55) or death, shall be paid, or to his estate in the event of death, severance pay in the amount of one week’s pay for each complete year of continuous employment or portion thereof up to a maximum of fifteen (15) weeks pay.

923.0101 For long term employees whose services are terminated as a result of retirement, in addition to the severance pay outlined in 923.01, employees with 20-24 years of continuous service will receive an additional two weeks pay, employees with 25-29 years of continuous service will receive an additional four weeks pay, employees with 30-34 years of continuous service will receive an additional six weeks pay and employees with 35 or more years of continuous service will receive an additional eight weeks pay. (Effective September 5, 2000)

923.0102 Where an employee in his/her ninth (9th) year of continuous service fails to complete 9 years continuous service as a result of retirement (minimum age 55) or death, the employee shall be paid, or to

the employee's estate in the event of death, severance pay on the basis of 9 weeks pay multiplied by the factor of the number of complete months service in his/her ninth year divided by twelve (12) months.

923.0103 Where an employee is on L.T.D. Insurance at the time of his/her retirement, if s/he had sufficient service at the onset of the L.T.D. to qualify under 923.01 or 923.0102 then the employee is eligible for the appropriate severance pay at the rate of pay s/he had been receiving when s/he went on L.T.D., and for the number of years served prior to going on L.T.D. Insurance.

923.02 Employees with three (3) or more years of continuous employment whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one weeks pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks pay. (Effective September 5, 2000)

923.03 Where an employee in his/her third (3rd) year of continuous service fails to complete three years continuous service, as a result of permanent lay-off, the employee shall be paid severance pay on the basis of three weeks pay multiplied by the factor of the number of complete months service completed in this third year divided by twelve months. Effective July 1, 1985.

924 Personal Effects

924.01 Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment, and no claim for compensation will be considered for loss, or theft or damage to personal effects other than damage to clothing, glasses or similar worn effects, caused by an accident or an assault. Where compensation is granted, the employer shall authorize the replacement or repair to said personal effects based on the premise that the employee will not lose out on the current fair value of the personal effects.

925 Civil Liability

925.01 If an action is brought against any employee for an alleged tort committed in the performance of his/her duties then:

- 925.0101 S/he shall notify the Chief Executive Officer of the action being taken.
- 925.0102 The agency shall pay any damages or costs awarded against any such employee, and all legal fees or settle out of court if that is feasible and has government approval, provided the conduct of the employee which gave rise to the action did not constitute gross negligence of his/her duty as an employee.
- 925.0103 Upon the employee notifying the Chief Executive Officer in accordance with 925.0101, the employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the employer shall unilaterally appoint counsel. The employer accepts full responsibility for the conduct of the action and the employee agrees to cooperate fully with appointed counsel. (Effective January 1, 1986).

926 Criminal Liability (Effective April 1, 1998)

- 926.01 In the event that an employee is interviewed by the police with respect to an allegation of an offense under the Criminal Code, made by a child in care or a client of the agency arising from the employee's work for the agency, the employee will be reimbursed, at his/her written request for up to 2 hours of legal consultation to a total maximum cost to the agency of \$300.00
- 926.02 Where charges have been laid, resulting from an allegation by a child in care or a client of this agency, and the employee is subsequently vindicated of same, the Board of Directors, at the written request of the employee, may consider
- a) no assistance;
 - b) a maximum dollar value of legal fees;
 - c) full legal support through trial and one appeal; and/or
 - d) counselling services.
- 926.0201 This support may be provided even if the employee had been suspended with or without pay, pending resolution of the charge(s).

- 926.03 Where the charge has resulted from an allegation by the agency, no assistance shall be provided.
- 926.04 Where support of legal fees is granted under this policy, a copy of the lawyer's account must be presented prior to reimbursement of the employee.
- 926.05 The Board of Directors' decision about support is to be communicated to the employee in writing within three (3) working days of the decision.

927 Membership in Professional Association

- 927.01 The agency encourages eligible employees to be members of their professional association recognizing that through membership, the professional person may both demonstrate and strengthen his/her identification with his/her profession and enhance his/her effectiveness in practice. Therefore, the agency will permit staff to attend properly called meetings of the said associations, provided it does not interfere with regular duties. Such time will not be included in the calculation of overtime.

928 Transportation and Expenses Account

- 928.01 Policy re payments and allowances are determined at Board level and incorporated in the administrative policy manual.

929 Review Procedure - Personnel

- 929.01 Where an employee feels there has been a violation in carrying out the Personnel Practices, or that he considers that he is being unfairly dealt with, the employee shall first discuss the grievance with the Chief Executive Officer. This meeting should occur within a timely fashion, but no later than 14 days.
- 929.02 The employee may include a staff advisor or any other fellow employee at the meeting with the Chief Executive Officer or at any point before or subsequent to said meeting.
- 929.03 If the employee is not satisfied with the disposition of the matter by the Chief Executive Officer s/he may write to the Board of Directors attention the President, with copy to the Chief Executive Officer.

929.0301 Upon receipt of the concern from the employee, the Board will review to see if the CEO has acted in accordance with the Board's Executive Limitation policies. Part of this review will be a consideration of whether the CEO's decision re the matter in question, was an interpretation of the policy that a reasonable person might make. Upon completion of their review, the Board will respond in writing to the employee.

930 Staff Advisor

(approval recommended by Staff Association - November 2002).

- 930.01 Two or more current employees are designated by the staff association as staff advisory. This would allow for more accessibility and some choice for a staff person wanting to involve an advisor.
- 930.02 A staff advisor is to be involved only as a result of a direct request from the staff member.
- 930.03 The staff advisor shall have access to any documents, letters or evaluations that the employee consents to share.
- 930.04 The staff advisor's role is generally defined as:
- 930.0401 Being an objective observer in meetings between employee and supervisor, Chief Executive Officer and any other representative of management.
 - 930.0402 Assisting the employee in expressing points of view and position in meetings.
 - 930.0403 Advising employees of relevant personnel policy and/or labor regulations.
 - 930.0404 Interpreting policy and/or management positions to the employee.
- 930.05 The staff advisor's role shall not necessarily include automatic support or advocacy for the employee's position.
- 930.06 The staff advisor shall hold all information with respect to the employee in strictest confidence.

930.07 The staff advisor shall have the right to withdraw if he/she feels that no further purpose could be served by remaining involved in a specific situation.

931 Review Procedure - Standards/Practices

931.01 Where an employee feels that there has been, or is about to be a practice, decision, plan or any similar circumstance which would constitute a direct violation of agency policy, or provincial standards and be against the best interests of a child, the employee is encouraged to discuss the concern with his/her immediate supervisor.

If not satisfied the employee is encouraged to advise the Director of Programs and/or Chief Executive Officer in writing of his/her concern.

If not satisfied with the Chief Executive Officer's response, the employee may advise the President. If not satisfied with his/her resolution, take whatever appropriate steps the employee feels may be appropriate including notifying the Child Advocate.

932 VDT Operator

932.01 A pregnant VDT Operator may request a job reassignment for the period of pregnancy by forwarding a written request to the Chief Executive Officer along with a certificate from a duly qualified medical practitioner certifying she is pregnant. Upon receipt of the request, the Chief Executive Officer, where possible, will assign the VDT Operator to an alternate position and/or classification or to alternate duties within five (5) working days of the request. Where the Chief Executive Officer is unable to accomplish this, s/he will notify the Board of Directors and the parties will meet without delay in an effort to resolve the matter.

932.02 Where an Operator is of the opinion that the work results in undue eye fatigue, she may request a review of the job duties. The agency will endeavour to design the job of the Operator in a manner that will, wherever practical, permit an Operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation. Effective July 1, 1985.

933 Bridging of Service

- 933.01 A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Chief Executive Officer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this agreement and based on service seniority. The following conditions shall apply:
- a) The employee must have accumulated at least four (4) years of continuous service at the time of resigning.
 - b) The resignation itself must indicate the reason for resigning as to raise his/her dependent child(ren).
 - c) The break in service shall be for no longer than six (6) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months.
 - d) The previous length of service shall not be reinstated until successful completion of the probationary period.
 - e) Upon successful completion of the probationary period, the employee will be credited with his/her accumulated sick leave credits at the time of his/her resignation up to a maximum of twenty-six (26) days of credit. Effective July 1, 1985.

934 Acting Status

- 934.01 Where the employer directs an employee in one position to temporarily take over the duties and responsibilities of another position within a higher classification and provided the employee takes over and continues to perform for more than ten (10) consecutive working days, the duties and responsibilities of that other position, and is relieved of the duties and responsibilities of his/her existing position, s/he shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities upon the temporary appointment being revoked, s/he shall, unless s/he is appointed or promoted to some other position, revert to his/her original position and be paid at the rate of pay for his/her original position that s/he would be paid if s/he had never held the temporary appointment. (Effective January 1, 1986).

935 Pro rating of benefits for part time employees

(effective February 16, 1998)

935.01 Staff benefits for part-time staff, other than those pertaining to life insurance and extended health benefits, are to be pro rated according to the percentage of full time agreed upon by employee and employer.

<u>Examples</u>	<u>100%</u>	<u>90%</u>	<u>80%</u>	<u>70%</u>	<u>60%</u>	<u>50%</u>
Works hrs/week	36.25	32.60	29	25.40	21.75	18.10
/biweek	72.50	65.25	58	50.75	43.50	36.25
biwkly pattern of days	5+5	5+4	4+4	4+3	3+3	3+2
o'time day/yr	11	10	8.5	7.5	6.5	6
St.Hol.=hrs/wk	29	26:10	23:30	20:30	17:30	14:30
Car Allow.	CA	CAX.9	CAX.8	CAX.7	CAX.6	CAX.5

935.02 Responsibilities such as beeper duty will be either on a full time or half time basis whichever is closer, i.e. 4/5th worker will serve beeper duty on the same rotation basis as a full time worker; a 3/5th worker will serve beeper duty on the same rotation basis as a half time worker.

936 Workplace, Health and Safety

936.01 There will be a workplace, health and safety committee for the group homes and one for the rest of the agency.

937 Health Related Special Office Equipment

937.01 Where an employee produces a medical certificate that s/he requires specialized office equipment to enable them to perform their duties, the agency will endeavour, within budgetary limitations, to meet these requests.

938 Sexual Harassment

- 938.01 Sexual Harassment will not be tolerated in the workplace or in conjunction with the workplace.
- 938.02 Where an employee is of the opinion that s/he has been or is being sexually harassed by another person employed by the agency, the employee may forward a written complaint directly to the Chief Executive Officer or President. The complaint shall be marked "Personal and Confidential".
- 938.03 The Chief Executive Officer, President or delegate will endeavor to resolve the matter in an expeditious and confidential manner.
- 938.04 The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 938.05 The Chief Executive Officer, President or designate, after investigating the complaint, shall have the authority to:
- a) dismiss the complaint
 - b) determine the appropriate discipline and/or
 - c) take any action which in his/her opinion may be necessary
- 938.06 Where the Chief Executive Officer, President or his designate, determines that a complaint has been made for frivolous or vindictive reasons, s/he shall have the authority to:
- a) take disciplinary action against the complainant and/or
 - b) take any action against the complainant which in his/her opinion may be necessary.

939 Lockdown Procedure – 800 McTavish

- 939.01 Lockdown Process
- 939.0101 A lockdown will be initiated by the Chief Executive Officer (CEO), Director of Programs, Chief Financial Officer (CFO) or Designate;
 - 939.0102 Based upon credible assessment of potential risk
 - 939.0103 Done in consultation with Brandon Police Services,
 - 939.0104 Lockdown is ended by the CEO, Director of Programs, CFO or Designate.

- 939.02 Lockdown Procedure
- 939.0201 The front door is locked
- 939.0202 A sign is posted advising clients to use the intercom to gain access to the building
- 939.0203 An e-mail is sent to all staff outlining that:
- i) The lockdown procedure has been initiated,
 - ii) The name, and description of the person posing the threat,
 - iii) A directive to call scheduled appointments to reschedule,
 - iv) An indication of the length of time the building will be in lockdown is provided,
 - v) And a directive to take precautions when entering or leaving the building.
- 939.0204 If the person posing the risk appears, the BPS is notified immediately.
- 939.0205 An e-mail is sent to all staff when the lockdown is lifted, and a brief statement about how the level of risk has either subsided and/or an indication of the subsequent plan for safety.
- 939.0206 A post-lockdown debriefing is held to review the incident to ensure that procedures were followed and to provide support as required.
- 939.03 What to do if the building alarm in the front is sounded by Reception
- 939.0301 The receptionists are trained to recognize when a situation is escalating and will seek assistance prior to a situation deteriorating into a violent one. The receptionist at the front has an alarm that they can activate if there is a situation for which they need assistance.
- 939.0302 When the alarm is activated, the following occurs:
- i) Senior staff (CEO, CFS, Director of Programs, Supervisors) is to respond to the alarm and support the receptionist in handling the

situation, or directing any waiting clients or staff or clients in interview rooms to safety. A decision is made whether to call BPS for support.

- ii) Senior staff is to assess the situation and determine the appropriate action.
- iii) A post-alarm debriefing is completed to review the incident to ensure that procedures were followed and to provide support as required.

939.0303 If the receptionist feels that she is at risk for physical harm, they are to:

- i) Immediately remove themselves from the front by exiting their station through the safety door ensuring that it is locked behind them.
- ii) The staff in the accounting office may need to exit their office to the back as well. In this situation, the receptionist immediately ensures that BPS is responding.

APPENDIX A

DAY CARE PERSONNEL POLICY

- 902.09 Appointments are jointly made by the Centre Director and the Director of Programs. The terms of employment shall be confirmed by the Chief Executive Officer.
- 904.10 Disciplinary Action
- 904.11 Where the Centre Director believes that disciplinary action of an employee is necessary for just cause, she may:
- (a) orally reprimand the employee; or
 - (b) in writing reprimand the employee; or
 - (c) recommend through the Director of Programs to the Chief Executive Officer that an employee be suspended with or without pay, or be dismissed.
909. Hours of Work
- 909.01 The Victoria Day Care Centre staff are required to work a thirty-five hour week, on the basis of five, seven hour days, exclusive of a meal break (or a similar and approved time arrangement).
- 909.0101 Staff will be expected to attend monthly staff meetings and parent meetings outside of regular hours. Appropriate time off in lieu will be given to staff required to attend. Time off will occur at a time suitable to the Centre Director.
- 909.05 One fifteen minute coffee break per day is provided, at a time approved by the Centre Director.
- 909.06 Regular working hours may be altered, provided the alterations are approved in advance by the Centre Director and meet the guidelines for other staff.
- 913.09 Vacations are to be scheduled or approved by the Centre Director. A maximum of 50% of the Centre Staff can be on vacation at any one time. The Centre Director will inform accounting of staff vacation credits used.
- 917.05 Any member of staff who finds it necessary to be absent due to illness is to notify the Centre Director.

920.02 Records of such time and absenteeism are to be kept by the Centre Director and forwarded to accounting.

920.0202 Professional development through workshops and conferences is encouraged. Support to attend will be determined by budgetary and staffing realities. (920.0203 and 920.0204 do not apply due to budget restrictions)

921 Personnel Files

921.01 Personnel files of staff will be retained with other personnel files at Child and Family Services office.

921.03 An employee may have access to her file if she requests it from the Centre Director.

930 Review Procedure – Personnel

930.01 Where an employee feels that there has been a violation in carrying out the Personnel Practices, or that s/he considers that s/he is being unfairly dealt with, the employee shall first discuss the grievance with the Centre Director, or Director of Programs.

If not satisfied, the employee may then discuss the grievance with the Chief Executive Officer.

APPENDIX B

PRESCHOOL PERSONNEL POLICY

- 902.10 Appointments are jointly made by the Centre Director and the Supervisor of Preventive Programs. The terms of employment shall be confirmed by the Chief Executive Officer.
- 904.12 Disciplinary Action
- 904.13 Where the Centre Director believes that disciplinary action of an employee is necessary for just cause, she may:
- (d) orally reprimand the employee; or
 - (e) in writing reprimand the employee; or
 - (f) recommend through the Director of Programs to the Chief Executive Officer that an employee be suspended with or without pay, or be dismissed.
- 909 Hours of Work
- 909.01 The Preschool Enrichment Program staff are required to work a thirty-five hour week, on the basis of five, seven hour days, exclusive of a meal break (or a similar and approved time arrangement).
- 909.06 Regular working hours may be altered, provided the alterations are approved in advance by the Centre Director and meet the guidelines for other staff.
- 913.08 Vacations are to be scheduled or approved by the Centre Director. A maximum of 50% of the Centre Staff can be on vacation at any one time. The Centre Director will inform accounting of staff vacation credits used.
- 917.05 Any member of staff who finds it necessary to be absent due to illness is to notify the Centre Director.
- 920.02 Records of such time and absenteeism are to be kept by the Centre Director and forwarded to accounting.

920.0202 Professional development through workshops and conferences is encouraged. Support to attend will be determined by budgetary and staffing realities (920.0203 and 920.0204 do not apply due to budget restrictions).

921 Personnel Files

921.01 Personnel files of staff will be retained with other personnel files at Child and Family Services office.

921.03 An employee may have access to her file if she requests it from the Centre Director.

930 Review Procedure – Personnel

930.01 Where an employee feels that there has been a violation in carrying out the Personnel Practices, or that s/he considers that s/he is being unfairly dealt with, the employee shall first discuss the grievance with the Centre Director, or Director of Programs.

If not satisfied, the employee may then discuss the grievance with the Chief Executive Officer.

APPENDIX C

AFTER HOURS ROTATION GUIDELINES

- 911.0201 The weekend rotation list (if reactivated) will be done three months at a time and at least one month prior to the expiration of the current list. It will be in alphabetical order.

New workers will be slotted in the place of the previous incumbent, for the balance of the current list, except that the new worker shall be exempt from serving the first assignment.

The next three month listing will place the new worker alphabetically.

- 911.0202 The weekend duty list (if reactivated) will be on a calendar year basis and posted by October 31st of the preceding year.

Christmas and Boxing Day: are assigned jointly to the two workers who have been on staff the longest and have not yet served on the Christmas holiday. They divide the assignment as they wish and each is entitled to one day in lieu.

These names are taken first and incorporated into the long weekend list at the Christmas Holiday position, and they remain in that position in the rotation thereafter.

New workers are slotted into the previous incumbent's position and remain there.

New workers are exempt for the first two months of employment.

Easter is comprised of two duty assignments to be divided as the individuals wish and each is credited with a day in lieu.

APPENDIX D

Consent for Release of Information

If after my employment with Child & Family Services of Western Manitoba, a request for a reference is received, I hereby, give my consent for the release of information regarding my work performance.

I acknowledge that should I want to rescind this consent, that this instruction will be submitted in writing to the Chief Executive Officer.

It is also acknowledged that this form is part of the records on my personnel file.

Signature

Witness

Date