



<i>Policy</i>
Created: 2011
Last Revised or Reviewed: December 2023

4. Policy 4: Employee Guidelines

4.1. Rate and Hours

4.1.1. Pay Period/Rate

4.1.1.1.1. All employees are to be paid bi-weekly. All payment methods will be made consistent with Ontario labor standards at a rate determined by the positions job description approved by the board of directors

4.1.1.2. Employees will fall under the following rates

4.1.1.2.1. Chairperson (\$18.94 hourly)

4.1.1.2.2. Student Executives (salary)

4.1.1.2.3. Executive Director (decided by the executive committee)

4.1.1.2.4. Student employee (\$18.94 hourly)

4.1.1.2.5. Administrative Coordinator (decided by the executive committee)

4.1.1.2.6. Office Coordinator (decided by the executive committee)

4.1.1.3. The hourly rate will be subjected to the Consumer Price Index (CPI) on an annual basis, calculated on May 1st of the fiscal year subject to approval by the board.

4.1.2. When Ontario minimum wage is set to increase, all salaries will increase proportionate with minimum wage increases.

4.1.2.1.1. Rounding will be done to two decimal places. If the third decimal place is 5 or higher, the second decimal place will be rounded up. If the third decimal place is 4 or lower, the second decimal place will be rounded down.

4.2. Probationary Period

4.2.1.1.1. All non-elected employees are subject to a three (3) month probationary period and may be terminated without due cause within the three-month period, subject to 2/3-majority vote of the executive committee and notice given to the Human Resources (HR) committee.

4.3. Office Hours

4.3.1. Employees shall strive to maintain consistent office hours. Any staff member work hours, outside of pre established working hours, should get approval by the relevant supervisor.

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Additional Time Commitment

- 4.3.2. All employees are expected to make allowance for activities that require an additional time commitment, including member campus visits, meetings, conferences, etc. This is considered a normal part of fulfilling the work and responsibilities of the position within the organization and may require the employee to work evenings and weekends. Employees are required to meet these situations with the same commitment, enthusiasm and professionalism expected in the fulfilment of their responsibilities

4.4. Flex Time

- 4.4.1. Employees of the Trent Durham Student Association (TDSA) shall be entitled to take 25% of their hours from home. Any excess of this amount must be agreed to by:

- 4.4.1.1.1. The employee's direct supervisor in the case of contract staff or;
 - 4.4.1.1.2. 2/3rds of the executive committee in the case of an executive or the Executive Director.

4.5. Lieu Time

- 4.5.1. Overtime hours are not permitted in excess of regular office hours, subject to the job descriptions.
- 4.5.2. Staff are permitted to record excess hours worked as lieu time
- 4.5.3. It is expected that staff utilize their lieu time within 2-weeks of accrual.
- 4.5.4. Staff are expected to inform the Executive Committee of when they will use their lieu time similar to using vacation time..

4.6. Vacation, Leaves and Absences

4.6.1. Temporary Replacements

- 4.6.1.1.1. If the leave meaningful effects the function of the office the executive committee may appoint a temporary replacement. Note: any voting privileges are subject to appointment policy.

4.6.2. Short term leaves

- 4.6.2.1.1. Vacation time can be accumulated, or carried over to the next fiscal year. If a contract for an employee ends, any remaining vacation time they have will be paid out.
 - 4.6.2.1.2. Employees must make every reasonable effort to inform the executive committee if absences of longer than 2 business days are expected.
 - 4.6.2.1.3. In addition to Ontario statutory holidays, executive and full-time employees are entitled to the following:

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4.6.2.1.4. 5 (five) paid sick days*

4.6.2.1.5. 10 (ten) days paid and 10 (ten) days unpaid vacation not to be used in September or May (without prior approval).

4.6.2.1.5.1. Executive Director gets 15 vacation days

4.6.2.1.6. 5 (five) paid personal days*

4.6.2.1.7. 10 (ten) sick days*

4.6.2.1.8. 2 (two) paid religious observance days*

*not subject to end of year pay out.

*any additional paid time off is subject to executive committee *all time off with the exception of sick days, has to be approved by the executive committee

4.6.3. Pregnancy and Parental Leave

4.6.3.1.1. Pregnancy and Parental Leave are to be in line with Employment Standards Act (Ontario) and Human Resources Canada-Employment Insurance regulations.

4.6.3.1.2. Health and dental benefits (if applicable) will be extended for the duration of the leave unless the employee submits written notice that they do not plan on returning to work.

4.6.4. Court Leave

4.6.4.1. Employees will be required to provide proof of absence, including a copy of the subpoena or summons.

4.6.4.2. Crown Imposed Court Leave: If an employee is required to serve as a juror or attend as a witness in a legal proceeding the TDSA will pay the difference between the employees' salary and jury stipend up to 60 days of absence. Any other expenses incurred are not subject to reimbursement. After 60 days the executive committee will review the responsibilities of the employee

4.6.4.3. Personal Court Leave: If said employee is required to participate as a party, witness in a private matter, the employee may take up to one day with pay, additional days will be subject to Policy 4.2.5

4.6.5. Employee Bereavement

4.6.5.1. Any employee shall be granted a minimum of three (3) or a maximum of seven (7) days of paid bereavement leave to attend the funeral of an immediate family member or close friend(s).

4.6.5.2.
4.6.5.2.1.

4.6.5.3. Additional leave may be with or without pay as may be determined by the executive committee. Employees will not be paid for bereavement leave if it falls on a vacation day.

4.6.6. Personal Leave without pay.

4.6.6.1. Requests for Personal Leave must come in the form of a written request to the executive committee or supervisor. This request must come with generalities as to why the leave is taken and the approximate length.

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- 4.6.6.2. Personal Leave will be unpaid and is subject to the approval of the executive committee (information to the board) or supervisor.
- 4.6.6.3. The board will be informed of any approved absences and length of said absences
- 4.7. Benefits
 - 4.7.1.1. Student executives and full time staff are also entitled to Health and Dental Benefits free of charge.
 - 4.7.1.2. If employees wish to opt in dependence at the expense of the cooperation, they must obtain the approval of the president.
- 4.8. Professional Development
 - 4.8.1.1. Any employee/board member of the TDSA may seek approval for a professional development opportunity subject to the approval of the Executive Committee.
- 4.9. Reviews and responsibilities
 - 4.9.1.1. Performance Review
 - 4.9.1.1.1. Performance reviews shall be conducted at four months, eight months, and one year for each member of all executives employees of the TDSA.
 - 4.9.1.1.2. The Executive Director shall have performance reviews in April of each year by an outgoing executive.
 - 4.9.1.1.3. Student employees shall have reviews at 3 months and before the end of their contract.
- 4.10. Confidentiality
 - 4.10.1. All persons dealing with potentially sensitive information shall sign and submit a confidentiality agreement.
 - 4.10.2. The Executive Director in collaboration with the Chair to the Board of Directors is responsible for ensuring the confidentiality agreement is signed by the Board of Directors, executives, and employees.
 - 4.10.3. All employees, committee members, volunteers and elected representatives shall:
 - 4.10.3.1. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, individual personal information, all computer software and files, the TDSA business documents and printouts, and all volunteer, employee membership, donor and supporter records;
- 4.11. Accountability
 - 4.11.1. Elected representatives, staff, volunteers, and other members of TDSA are committed to the following principles:
 - 4.11.1.1. Act with honesty and integrity in accordance with any professional standards, governing laws, corporation regulation, and legislation that have application to the responsibilities performed for the TDSA;
 - 4.11.1.2. Comply with any training or orientation provided by the TDSA;

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- 4.11.1.3. Support the positions and decisions of the Board of Directors;
- 4.11.1.4. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of issues;
- 4.11.1.5. Ensure the authorities of executive roles are not exceeded;
- 4.11.1.6. Respect the opinions of others and treat all with equality and dignity without regard to gender identity or expression, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;
- 4.11.1.7. Promote the mission and objectives of TDSA.
- 4.11.1.8. Provide a positive and valued experience for those receiving service within and outside the TDSA.
- 4.11.1.9. The executive directors are committed to the following:
- 4.11.1.10. Report to the board of directors on a monthly basis or as requested by a 50% plus one vote of the Board of Directors;
- 4.11.1.11. Accept assigned duties by the board of directors as determined by 2/3- majority vote of the board of directors in compliance with the job descriptions;
- 4.11.1.12. Be administered and regulated by the board of directors;
- 4.11.1.13. To hold the other executives accountable to their job descriptions and the bylaws and policies of the cooperation.
- 4.12. Outside Employment/Responsibilities
 - 4.12.1. Employees may take on additional employment outside of TDSA provided such activity does not interfere with the performance of their responsibilities to TDSA, including additional requests for the employee's time such as member visits, conferences, travel, etc. All employees that possess additional employment must make the details known to the executives;
 - 4.12.2. Any interference from additional employment outside TDSA will result in disciplinary action, subject to Operating Policy No. 4.4 and/or a request that the employee change the details of their additional employment.
- 4.13. Public Relations
 - 4.13.1. Elected representatives, staff, volunteers, of TDSA shall be committed to accurately conveying the positions, stances, and/or opinions of the board of directors. Public endorsements and/or comments by the TDSA shall reflect the positions, stances, and/or opinions of the Board of Directors determined by 50% plus one vote. The executive committee is committed to obtaining board approval before publicly providing comment on any issues, concerns, and/or recommendations, except when the positions, stances, and/or opinions reflect current policy of TDSA and/or any subscribed external representative groups or fall into the daily operation of the business. If there is a conflict between the board of directors and the policies of subscribed external representative groups, the will of the board of directors shall take precedence.
 - 4.13.2. All TDSA employees and volunteers shall refrain from making comments or performing actions that compromise the political impartiality of TDSA as a corporation. *non partisan