

Our Space Community Centre
Human Resource Policies and Procedures

Code of EthicsDATE APPROVED: **Oct 1, 2010**

DATE REVIEWED:

Policy

Our Space Board, Management and its employees will take every due and proper measure to ensure that there is not or appearance to be, any conflict between the personal and private interests of the employees and their responsibility to Our Space, its participants, the general community, and the funding partners. Our Space will take due diligence to ensure that the integrity in its role in the stewardship of the public trust. Actions that may serve to compromise the integrity of Our Space and its obligation will not be condoned or allowed

Procedures

- 1.0 No behaviours that are abuse in any manner to the participants will be allowed. This includes verbal, physical and/or emotional abuse.
- 2.0 No Employee shall enter into any intimate or otherwise nonprofessional relationship with a participants or shall behave in a manner that is perceived to be sexual in nature
- 3.0 All personnel are prohibited from engaging in commerce with participants. This includes the purchase and selling of services, goods, information and materials.
- 4.0 All personnel occupy a position of trust with participants and shall act at all times to preserve that trust.
- 5.0 Personnel may not conduct activities in which Our Space or its participants are purchasing a product or service in which the employee has an interest, without first receiving the consent of the Executive Director, who will ensure that this activity is a fair and equitable arrangement.
- 6.0 Our Space prohibits the direct referral of community centre applicants, participants or their families to any private practices in which Our Space staff may be engaged or in which they have a financial interest.
- 7.0 The employees of Our Space are prohibited from having direct or indirect financial interests in the assets, leases, business transactions or professional services Our Space or its participants.
- 8.0 Violation of this Policy will be seen as a matter of serious consequence and will result in disciplinary action, up to and including dismissal.

ConfidentialityDATE APPROVED: **Oct 1, 2010**

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Policy:

All board members, employees and volunteers shall keep confidential and shall not, during the continuance of their position or any time after the termination thereof, without the express written consent of the Our Space, disclose to any person or organization any service user, financial or business information of Our Space which an individual may have acquired during the course of employment.

Procedures

- 1.0 All employees and/or representatives shall sign an Oath of Confidentiality which shall be maintained in their Personnel File.
- 2.0 The board will maintain the confidentiality agreements
- 3.0 The board approves any changes to the confidentiality agreements
- 4.0 Any discussion or information regarding participants with outside agencies must have written approval by the individual and must cover the specific community centre that the information may be shared.
- 5.0 Violation of this Policy will be seen as a matter of serious consequence and will result in disciplinary action, up to and including dismissal.

Conflict of InterestDATE APPROVED: **Oct 1, 2010**

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Our Space recognized the importance of protecting the integrity of the community centre while preserving the rights of employees and board members to participate as private citizens in the life of the community.

Procedures

- 1.0 As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of Our Space as specified by the employment contract.
- 2.0 Our Spaces property, materials and services will be utilized only as requested or authorized by the executive director and or board representative.
- 3.0 Participation of the employee in other business, organizations and/or activities that compromise the employment relationship or disadvantages of Our Space may be considered a conflict of interest.
- 4.0 The Executive Director shall be responsible for identifying potential conflict of interest activities to employees. Where an employee persists in activities that may be disadvantage to Our Space, the board of directors are to be informed. Employees must consult with the Executive Director prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - a. Having a vested interest in an external business which may provide materials or service to the association
 - b. Being offered services or materials as a result of employment or position with the association
 - c. Making use of a position with the community centre to solicit services or materials for personal gain
 - d. Utilizing association equipment, services or materials for an external business
 - e. Pursuing personal gain over the well-being or needs of people supported
- 5.0 Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with Our Space and may be subject to disciplinary action up to and including termination of employment.

Conflict Resolution PolicyDATE APPROVED: **Oct 1, 2010**

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Our Space Community Centre is committed to sustaining a positive work environment in which employees work constructively together. The problem resolution policy and process has been established as a foundation for ensuring that the work environment remains positive.

Employees who are experiencing a work related conflict or have a complaint are encouraged to resolve it through discussions with their supervisor whenever possible.

All requests for conflict resolution, complaints and appeals shall be fully investigated and a reply will be given as quickly as possible.

Penalty or retaliation against an employee who initiates conflict resolution or makes a complaint, or participates in a problem resolution investigation will not be tolerated and will be subject to disciplinary action.

Procedures**1.0 Informal problem resolutions and complaint process.**

- 1.1 Employees who experience a work related conflict or complaint should first attempt to discuss the matter with the fellow staff worker or program manager. If situation is difficult, unresolved or inappropriate then the staff person may take it to the executive director and then only if unresolved to human resource board representative to discuss the problem
- 1.2 The program manager, executive director or human resource representative will investigate the conflict/complaint and within 3 working days will meet with the employee to inform the proposed plan of action.
- 1.3 If the employee is not satisfied with the informal resolution of the problem, then they can take it to the next level of management from program manager to executive director to human resource representative to the chair of the board.
- 1.4 The Board recommendation will stand.

2.0 Formal complaint process

- 2.1 A formal problem/conflict/concern must be put into writing with all documenting evidence.

- 2.2 The manager/executive director/ human resources representative will have 5 days to investigate the concern or complaint
- 2.3 If the employee is not satisfied with the formal resolution of the problem, then they can take it to the next level of management from program manager to executive director to human resource representative to the board.
- 2.4 If the complaint or concern has not been resolved then the decision and recommendation of the board will be final.

Disciplinary Process Policy

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The discipline process policy outlines the philosophy and guidelines to performance management when performance problems are ongoing and/or become serious.

Discipline shall be respectful and equitable. Discipline measures shall be appropriate to the infraction and may include termination of employment. Examples of infractions include illegal activity at work, breach of confidentiality, violence or sexual misconduct towards a participants, insubordination, policy contravention and/or theft.

The Human Resources Committee is responsible to provide consultation and guidance to the executive director in performance discipline. The executive director is responsible to ensure that appropriate action is taken to resolve performance problems. The program manager is responsible to identify performance problems and make every effort to ensure employees meet organizational needs. Employees are responsible to fulfill job duties and responsibilities.

Procedures

- 1.0 Ongoing and/or serious performance problems may be considered a discipline matter. Examples may include but not inclusive of failure to meet performance standards, chronic absenteeism, refusal to follow direct instructions, and unwelcome touching or other forms of close body contact.
- 2.0 Action shall depend upon the severity of the problem. The matter shall normally be managed in the step-by-step procedure as outlined below. Problems of a more serious nature may require more immediate corrective action. In those cases, in consultation with human resources &/or the board any step(s) may be circumvented.
- 3.0 Appropriate investigation shall be conducted before any disciplinary action is taken. An employee may be temporarily suspended with or without pay depending upon the nature of the discipline and investigation required to be decided by the human resource committee and by approval of the board.

4.0 Performance Discipline Process

Step 1

The manager/executive director shall verbally identify the performance problem to the employee and outline the performance expectation with documentation to follow for personal file.

Step 2

If the problem has been corrected, the employee shall be advised verbally. If the problem has not been corrected, or has reoccurred within a 1-year period, a memo shall be provided to the employee, copied to the Personnel File, detailing the performance gap, the date by which the problem is to be corrected and a consequence for non-compliance.

Step 3

If the problem has been corrected, a second memo shall be provided to the employee, copied to the Personnel File, indicating the performance has been corrected. If the same or related performance problem does not occur during the following 2 years, the memo shall be removed from the Personnel File. If the problem has not been corrected, or has reoccurred within a 2-year period, a memo shall be presented to the employee, copied to the Personnel File, indicating the performance gap and consequence for non-compliance. The consequence following two memos addressing performance problems is normally dismissal.

Step 4

If the problem has been corrected, a third memo shall be provided to the employee, copied to the Personnel File, indicating the performance gap has been corrected. If the same or related performance problem does not occur during the following 2 years, the memo shall be removed from the Personnel File. If the problem has not been corrected, the employee shall be dismissed for just cause.

Dress CodeDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space encourages maintaining a professional, casual business like appearance at all times unless approved by the executive director. Regardless of the employee's interaction with participants, suppliers, community people or volunteers, each employee projects the reputation of the organization. Part of this impression depends on each employee's choice of dress.

Procedures

- 1.0 Our Space has chosen to offer a business casual dress environment for employees. Business casual does not include short shorts, tank tops, muscle shirts, miniskirts, low neck line or suggestive clothing.
- 2.0 Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable, protective, modest and appropriate. At all times employees are asked to be cognizant that regardless of their interaction with participants, suppliers, contractors, or volunteers Our Space is still a place of business.(ie kitchen staff must wear proper footwear)
- 3.0 Should employees be asked to attend business meetings with participants, either in Our Space offices or otherwise, they should dress in appropriate business attire.
- 4.0 Any questions related to the content of this policy or its interpretation should be directed to executive director.

Employee ExpensesDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space Community centre expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

Our Space does not pay for local travel to and from the office. If employees use their vehicles for business travel, mileage will be reimbursed as per the finance policy and for appropriate parking fees. Our Space will not be responsible for fuel, maintenance, traffic or parking violations.

Procedures

- 1.0 Original receipts are required for reimbursement of all approved expenses.
- 2.0 Receipts must be accompanied by an expense form provide by the executive director.
- 3.0 Expense forms must be signed by the employee and the person who approved the expenditure.
- 4.0 All expenses and summaries must be submitted within 30 days of the purchase to the executive director for approval.
- 5.0 Travel, meals and conference expenses must be approved by the board.

Employee RecordsDATE APPROVED: **Oct 1, 2010**

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Policy

The information contained in employee files is strictly confidential. Only the employee and the executive director will have full access to an employee's file. Access to specific information may be obtained by senior management or by the employee's supervisor through the executive director.

Employees should communicate any changes in personal information such as benefit status, name, address, or phone number to the executive director.

Procedures

1.0 Employee records are maintained for the following reasons

- To ensure that legal, regulatory, and procedural requirements have been met
- To provide a basis for making personnel decisions (e.g. benefits, salary, termination)
- To assist with human resources management
- To collect information for statistical human resources reports for the board of directors, funders and/or the government.

2.0 Employee records shall include the following information:

- Application form and/or résumé
 - Hiring and termination dates
 - Benefit status and information
 - Job description
 - Employee certificates related to current duties
 - Reference check documentation
 - CPIC Police check
 - Confidentiality Agreement
 - Employment letter of agreement (job offer and acceptance)
 - Leave request forms and any applicable medical certificates
 - Performance review forms
 - Professional development and training completed
 - Confidential correspondence with employee
 - Termination information and/or letter of resignation
 - Letters of recommendation
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Harassment and Discrimination PolicyDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space Community Centre does not tolerate or condone any degree of harassment by anyone associated with Our Space. It is the responsibility of all staff, and in particular management, to promote harassment free environments in the workplace.

The behaviour need not be intentional in order to be considered harassment, but may be offensive and/or or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, participants, or any other individual is unacceptable conduct and will not be tolerated.

The community centre is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation.

Description of Harassment

Harassment is defined as any unsolicited or unwelcome interaction, which directly or indirectly affects or threatens to affect a person whether real or perceived.

Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts.

Sexual harassment can include pinching, patting, rubbing or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature.

The test to determine whether harassment has occurred is two-fold:

- Whether a person knew or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient
- The recipient found the behaviour offensive

Procedures

- 1.0 If an individual believes they are being harassed, they should:
 - a. Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her to stop.
 - b. Report the incident the manager or executive director
- 2.0 The confidentiality of the individuals concerned will be maintained as much as possible.
- 3.0 An investigation into the incident(s) will be undertaken immediately along with any additional steps necessary to resolve the problem. If the employee requires support or advice, they should contact their supervisor or executive director.
- 4.0 The complainant and the individual in question will both have individual interviews along with any individuals who may be able to provide additional and relevant information. Once all relevant information has been gathered, it will be reviewed with the appropriate committee to determine whether harassment has taken place.
- 5.0 If the investigation reveals the occurrence of harassment or other unacceptable conduct appropriate disciplinary action, up to and including termination, will be taken and all documents will be placed on the offenders file.
- 6.0 The complainant will be advised of the results of the investigation and no reference to the incident will appear in their work record.
- 7.0 Should the investigation fail to find fault, all document will be destroyed and both parties will be notified of the results of the investigation.
- 8.0 All individuals also have the right to contact the Ontario Human Rights Commission to file a complaint of harassment after the internal process has been completed, but may file during the process if the process is taking too long.

Recruitment ManagementDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space will endeavour to recruit the most competent individuals to fill all positions. In accordance of our values and principles we will encourage volunteers and participants to apply

Procedures

- 1.0 Approval to recruit for vacant or newly created positions will be granted to the executive director by the human resources committee
- 2.0 Vacant and newly created positions should be first posted internally for a period of 7 days in order that current employees, volunteers and participants have an opportunity to apply.
- 3.0 If a suitable applicant cannot be found through the internal process, recruitment can then take place externally.
- 4.0 When time restraints dictate, positions can be posted internally and externally concurrently.
- 5.0 All internal applications will be acknowledged.

DATE APPROVED: Oct 1, 2010

Probation Period

DATE REVIEWED:

Policy

Our Space recognizes that new employees will need a period of time to become familiar with the organization and to move toward competency in their position. The first few months of employment represent an opportunity for both the employee and Our Space to determine if the original hiring decision was best for all involved.

Procedures

- 1.0 An individual who has been newly hired or promoted shall serve a probationary period of three (3) to six (6) working months.
 1. Three (3) Months – Non-managerial.
 2. Six (6) Months – Managerial or supervisory employees.
- 2.0 Probationary period for part-time employees will as per above, unless protocols require an equivalency in hours (455 hours instead of three months).
- 3.0 The probationary period does not include time the individual spent as a volunteer or casual employee. However, probationary periods may be waived with the approval from Human Resources Committee.
- 4.0 If an employee is promoted or transferred to a new position, then no probationary period and review is required unless going from non-managerial to a management position. An employee does not require probation period if the contract is extended.
- 5.0 .The probationary review must be conducted prior to the end of the probationary period that applies.
- 6.0 The form shall be completed, signed and forwarded to human resources committee for review, the appropriate administrative steps followed and the document becomes part of the employee's personnel file.
- 7.0 The supervisor/manager must provide ongoing supervision and keep the new employee informed on his/her performance relative to Our Space's expectations.

8.0 The probationary period may be extended, with the reasons for the extension given to the employee in writing. Clearly defined, written objectives must also be set with the employee for the extended period to deal with performance issues in question.

9.0 Consultation with HR is required prior to the approval of an extension.

10.0 Probation should be considered active employment only. If the individual is absent during the probationary period (i.e., illness, vacation), the length of extension to the probationary period shall be appropriate to the circumstance in each case.

11.0 The employee's performance shall be periodically assessed during the probationary period and the results discussed with her\him. If the employee's performance is unsatisfactory, employment may be terminated, in writing, during or at the end of the probationary period, subject to applicable statute.

DATE APPROVED: **Oct 1, 2010****Hiring of Family Members**

DATE REVIEWED:

Policy

In keeping with the Our Space's Conflict of Interest and Confidentiality policies, a high degree of integrity, objectivity and professionalism of Our Space employees is expected. As a result of a supervisor/manager's responsibilities to supervise, assign work, deal with potential performance problems and conduct performance appraisals, a potential or real conflict of interest arises when immediate relatives are within their supervisory scope. Therefore Our Space will not hire immediate family member of staff or board.

Procedures

- 1.0 Immediate relatives include spouse (including common-law and same gender spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew, or an individual who has acquired such a relationship through marriage/common-law. Step children/grandchildren/ parents and foster children/grandchildren/parents are considered children, grandchildren and parents for the purpose of this policy.
- 2.0 Distant family such as cousins or in-laws of cousins may be hired providing no direct supervision is involved at the discretion of the human resources committee.
- 3.0 Our Space has the discretion to withhold employment, promotion of employment, transfers of employment and ultimately, has the right to terminate the employment of an employee who finds him/herself in a situation contrary to this policy.

DATE APPROVED: **Oct 1, 2010**

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Holidays**Policy**

All employees beyond their probation period who are on active-payroll are entitled to the following statutory holidays.

Procedures

- 1.0 Should a non-managerial employee be requested to work on the holiday, they will be remunerated according to applicable provincial employment standards
- 2.0 Should a managerial employee be required to work on the holiday, then a day in lieu will be given.
- 3.0 Public Holidays include
 - a. New Year's Day
 - b. Labour Day
 - c. Good Friday
 - d. Victoria Day
 - e. Canada Day
 - f. Thanksgiving
 - g. Christmas
 - h. Boxing Day
 - i. Family Day

DATE APPROVED: **Oct 1, 2010****Leave of Absence**

DATE REVIEWED:

Policy

Our Space, in support of their relationship with the employees, recognizes that some leaves are necessary and can receive approval of the Board.

Procedures**1.0 Bereavement and Compassionate**

- 1.1 Compassionate leave is time off with pay as a result of death or other crisis in the employee's immediate family.
- 1.2 An employee shall be granted three (3) consecutive working days without loss of salary in the event of death of the employee's child, parent, brother, sister, husband, wife, partner, father, mother, mother-in-law, father-in-law, grandparent, guardian, son-in-law, daughter-in-law or grandchild. Compassionate leave for the death of any other relative shall be at the discretion of the executive director.
- 1.3 Compassionate leave for other crises shall not exceed three (3) days in each calendar year and subject to the discretion of the executive director as determined by the circumstances.
- 1.4 Compassionate leave shall be extended up to a maximum of two (2) days for travel in excess of 320 kilometres one way from the employee's residence.

2.0 Professional development and Education

- 2.1 Our Space recognizes the value of 'life-long learning'. To be eligible for paid educational leave, a regular employee must have successfully completed their first full year of employment and not be within a stage of disciplinary action.
- 2.2 All eligible employees can apply for up to five days of employee initiated paid educational leave per fiscal year.
- 2.3 This leave is subject to the approval of the Board of Directors, and will only be considered when it can be accommodated within the demands of the department and when it does not cause an undue hardship on staffing needs.
- 2.4 The professional development opportunity must be directly related to the employee's current position and of benefit to the Our Space.
- 2.5 Paid education leaves will not constitute overtime, and will not place an employee in an overtime situation if leave is taken during a regular workweek.
- 2.6 Paid educational leave is not carried-forward from one year to the next, and are not available for pay-out at the end of employment.
- 2.7 Should the professional development opportunity require more than these five days away from work the employee will be required to use vacation or un-paid educational leave to attend.

3.0 Jury and Witness Duty

- 3.1 Any regular full-time or regular part-time employee who is required to perform jury duty on a regular working day will be released to serve.
- 3.2 The employee will be required to furnish proof of jury duty service.
- 3.3 Any employee who is required to act as a witness in a non-work related legal proceeding may be request to use vacation leave or leave without pay to attend court.
- 3.4 If you receive a proposed juror questionnaire or are called as a witness in a legal proceeding, please notify the executive director as soon as possible.
- 3.5 Please keep your supervisor informed of your jury duty or witness status.
- 3.6 On days when you serve less than a full day at court, contact the executive director to determine whether or not you should return to work.
- 3.7 When you return from serving as a juror or witness, you may be required to furnish your supervisor with appropriate documentation.

4.0 Maternity, Parental and Adoption Leave

- 4.1 The leave of absence may only be taken during the fifty-two week period beginning on the day on which the child is born or comes into the care of the employee, or the requirements of paragraph 23(1)(c) of the Employment Insurance Act.
- 4.2 Every employee who intends to take a leave of absence from employment shall give at least four weeks' notice in writing to the executive director before the leave is to begin, with description of reason and length of the leave period.
- 4.3 Every employee who takes or is required to take a leave of absence from employment is entitled to be reinstated in the position that the employee occupied when the leave of absence began.
- 4.4 Where an employee takes leave and, during the period of that leave, the wages would be entitled to remain the same wages from when the employee left
- 4.5 Employees on maternity/paternal leave do not accumulate vacation leave or sick leave, but will receive credit towards their length of service for time away.

5.0 Sick and Personal Leave

- 5.1 Our Space does not pay any sick or personal leave but staff can use vacation or unpaid leave.
- 5.2 Our Space reserves the right to require satisfactory proof of illness before any sick leave is granted, and will require a medical note for leave of more than three (3) days in duration before returning.
- 5.3 Personal days may be requested when an employee feels that personal time off would be beneficial. These days must be pre-arranged with and approved by the executive director at least two day in advance and will be granted at the discretion of the executive director.

- 5.4 Use of these days must not interfere with the efficient operation of the Our Space.
- 5.5 New employees must have one year of continuous employment with Our Space to be eligible for this leave.

6.0 Voting Day Leave

- 6.1 Our Space encourages all employees to participate in the electoral process, including voting in all municipal, provincial and federal elections.
- 6.2 To ensure that employees have adequate time to exercise their franchise to vote the Our Space will not prevent employees from having four consecutive hours free to vote during the hours the polls are open.
- 6.3 Our Space reserves the right to schedule this leave and will endeavour to minimize the time away from work (e.g. if the polls are open from 9 a.m. to 8 p.m. and the employee works until 4 p.m. no time from work will be given, as there are four free hours to vote between 4 p.m. and 8 p.m.

Alcohol and Drug Abuse PolicyDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space acknowledges that alcohol or drug abuse or addiction is a serious medical, social, public health, and employment problem, which can be treated by existing medical and therapeutic methods. Our Space encourages early treatment and rehabilitation as vital to the ongoing viability of the employment relationship. The policy addresses instances of alcohol abuse that affect the job performance of the individual, his/her co-workers, or the safety of the workplace.

Procedures

- 1.0 Sub-standard performance due to alcoholism or drug dependency will not be tolerated.
- 2.0 Employees, volunteers and delegates are prohibited from working while their ability is impaired by the effects of alcohol, recreation or prescription drugs.
- 3.0 The confidential nature of medical records of individuals with substance abuse problems will be strictly preserved.
- 4.0 All employees and volunteers have the responsibility to encourage a safe and harmonious work environment.
- 5.0 Where substance abuse is suspected, it is to be raised with the applicable supervisor/manager.
- 6.0 Employees or volunteers who report to work under the influence of drugs or alcohol will be sent home and may be subject to disciplinary action or dismissal.

Health and Safety PolicyDATE APPROVED: **Oct 1, 2010**

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Policy

Our Space acknowledges it has a duty under the current Occupational Health & Safety Legislation and Federal and Ontario Labour Standards to take all reasonable precautions to protect all persons working on site, (employees, volunteers, employees of contractors and placement agencies) and all visitors. Our Space will maintain all Statutory Health and Safety practices and implement such others as are consistent with our needs and position as a charitable organization. All persons when on site are required to refrain from any action or activity, which may jeopardize the health and safety of others.

Procedures

- 1.0 It is required that all employees recognize that it is their duty to comply with all Health and Safety rules, regulations and guidelines and in performing all tasks in a safe & healthy manner.
- 2.0 All management and supervisory employees are required to make the Health and Safety of all persons working for Our Space an integral part of their management and supervisory functions.
- 3.0 All persons are required to refrain from any unsafe practices or hazardous actions and to exercise due care and diligence. No person shall carry out any action, practice or process, which may jeopardize the health and safety of others.
- 4.0 Any unsafe conditions, materials or equipment and all accidents and injuries must be reported.
- 5.0 Contravention of Health & Safety Regulations will be interpreted as due cause and will result in immediate discipline with possible termination of contract

Pay AdministrationDATE APPROVED: **Oct 1, 2010**

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Policy

The Community centre will ensure pay cheques are distributed promptly and efficiently.

Procedures

- 1.0 Pay period
 - 1.1 The pay periods are two weeks in duration and run from a Monday to Sunday.
 - 1.2 Time sheets are forwarded to the executive director by the Monday immediately following the end of the pay period by 4:30 p.m.
 - 1.3 Pay cheques will be distributed to employees by noon on the Thursday immediately following the end of the pay period.
- 2.0 Requests for pay advances:
 - 2.1 For holiday purposes - An employee may request an advance on their pay cheque if they will be on vacation at the time that a payday is to occur. The request for the advance is to be forwarded to their executive director for approval. The request is to include the day the employee wishes to receive the cheque and the amount. The request is then forwarded to the bookkeeper for processing. Administration requires 10 working days to process this type of advance.
 - 2.2 Advances will not exceed the amount rightfully due to the employee during the period they will be absent.
 - 2.3 Exceptional Basis - If an employee requires an advance on their pay due to personal reasons, these will be considered on an exceptional basis. The request for the advance, specifying the amount, is to be forwarded to the executive director. The human resources committee must approve the Advance of Pay
- 3.0 At the time of any termination, resignation or nonrenewal of contract all owing vacation pay will be paid on the last cheque.

Performance Appraisal PolicyDATE APPROVED: **Oct 1, 2010**

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Policy

The prime purpose of employee performance evaluation is to allow a supervisor and employee to evolve a method of appraisal and feedback that reflects their personal relationship, the demands of the job, and current events, for the purpose of improving the employee's value and potential within the company. The performance of each employee will be reviewed formally and in writing on at least an annual basis. Additional appraisals may be conducted in developmental stages or when performance is not meeting standards.

Procedures

- 1.0 The performance appraisal should be conducted in a formal and private setting with the supervisor or manager
- 2.0 The employee should be given advance notice of the appraisal (including a copy of the appraisal form) in order to prepare a self-assessment of their performance
- 3.0 The employee's strengths should always be acknowledged and good performance reinforced.
- 4.0 Weaknesses should be discussed and an action plan for development agreed upon
- 5.0 The goals and plans of the employment will be discussed and documented
- 6.0 If the employee has a conflict or concern with the review, this should be documented on the review.
- 7.0 Both the employee and supervisor comments should be recorded on the appraisal form and signed by all parties involved.

Privacy Policy

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Policy

This policy helps Our Space to balance its need to collect, use and how to disclose personal information about its employees, volunteers and participants with their right to privacy.

Procedures

- 1.0 All staff and volunteers need to sign a confidentiality agreement
- 2.0 Any documents that reveal private information of staff, volunteers and participants must be kept secured and should follow the confidentiality policy.
- 3.0 Any requested letters of reference must be written by the executive director.

RetirementDATE APPROVED: **Oct 1, 2010**

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Our Space does not discriminate against any employee due to age and as such does not have a mandatory age limit for retirement of its employees.

Procedures

1.0 The normal retirement age of sixty-five (65) is consistent with general business practice and with the normal eligibility date for pension benefits from the Canadian Pension Plan (CPP).

2.0 However, all employees of Our Space upon reaching the age of sixty-five (65) will be allowed to continue working for Our Space provided:

- They desire to continue their employment with Our Space
- Are fit and able to do so
- Meet the agreed job requirements