

# Trans Canada Trail Ontario

## Human Resources Policy



TRANS CANADA TRAIL  
SENTIER TRANSCANADIEN  
ONTARIO

2007

## TABLE OF CONTENTS

Section	PAGE
1.0 Purpose and Scope of Policy	1
2.0 Introduction and Regulations	1
3.0 Recruitment and Selection	1
4.0 Probation	2
5.0 Hours of Work	3
6.0 Performance Appraisal	3
7.0 Employee Conduct	4
8.0 Payroll, Procedures, Salaries	4
9.0 Holidays	5
10.0 Vacations	5
11.0 Employee Benefits	6
12.0 Leaves of Absence	7
13.0 Discipline and Grievances	8
14.0 Grievance Procedures	8
15.0 Termination	8
16.0 Travel	9

**SECTION 1**  
**PURPOSE AND SCOPE OF POLICY**

- 1.1 This "Human Resources Policy" (hereinafter "the policy") is intended to provide for the effective and efficient operations of Trans Canada Trail Ontario. (Hereinafter "TCTO"). This will result in a higher level of service to client groups from trained and competent employees, and assist TCTO with developing its Ontario mandate of completing the Trans Canada Trail.
- 1.2 The regulations, rules and procedures contained in this policy shall apply to all full time, part time, temporary, contract or term, replacement, trainees and student employees, unless otherwise stipulated in an agreement or contract of employment.
- 1.3 This policy contains the general conditions of employment together with the allowances and related benefits for the persons covered by this policy; and provisions relating to the equitable settlement of matters in dispute between TCTO and its employees.
- 1.4 This policy is not intended to contravene the federal/provincial labour regulations or any other applicable laws.
- 1.5 This policy shall supersede any previous policies and shall have full force and effect when it has been accepted by resolution of the Board of Directors of Trans Canada Trail Ontario.
- 1.6 This policy or any part of it may be amended by simple resolution of the Board of Directors.

**SECTION 2**  
**INTRODUCTION AND REGULATIONS**

- 2.1 New employees are to be provided with a copy of the Human Resources Policy at commencement of their employment. It is the responsibility of the employee to review the policy and clarify with Management any questions arising herein. All staff should be familiar with this document.
- 2.2 The Human Resources Policy is subject to ongoing review. Amendments should be made upon recommendations of the Board of Directors.
- 2.3 Unless otherwise stated, the General Manager, under the direction of the Board of Directors shall be directly responsible for carrying out the Human Resources Policy.

**SECTION 3**  
**RECRUITMENT AND SELECTION**

- 3.1 A staff position can become vacant in one of the following ways"
  - a) The vacancy of an existing staff position
  - b) The creation of a new position
- 3.2 Upon identification of a vacant position, with the exception of the position of General Manager, the Personnel Committee will determine:
  - a) Job description
  - b) Salary, term of employment and/or other employment conditions

c) Hiring procedures and schedule

- 3.3 Unless otherwise determined by the Board of Directors, all employees shall be hired upon Executive approval by the General Manager except the position of General Manager which shall be fully and solely the responsibility of the Board of Directors. For each vacant position, the Board will appoint the Personnel Committee to fill the vacancy.
- 3.4 When a position becomes available it will be posted internally and, if deemed necessary advertised externally. All vacant positions to be advertised, through normal sources and through the local HRDC, with a minimum of two weeks notice before an applicable deadline.
- 3.5 All job applications received in the previous six months may be reviewed for suitability of the position. Qualified applicants will be contacted to see if they will let their application stand for consideration.
- 3.6 The Personnel Committee shall base the assessment of a prospective employee on experience, education, work history and personal suitability.
- 3.7 The General Manager cannot interview or hire an immediate relative (defined Section 11.3b) for a vacant position.
- 3.8 All employees must be bondable.
- 3.9 No member of the Board of Directors shall be considered for employment unless discussed and accepted by the Board of Directors. Short-term contracts will be considered although full-time positions will be encouraged to resign.
- 3.10 Temporary or casual employees will be advised at the time of hiring as to the expected duration of their employment, wage level and pay schedule.
- 3.11 The successful candidate for the position will be chosen by the Hiring Committee. Wherever possible, a second candidate will be chosen in case the first is unable to accept the position.
- 3.12 Within two weeks of the interview, all candidates interviewed will be notified by telephone, to be followed up in writing. The successful candidate will be offered employment in writing within three weeks of the interview.
- 3.13 At least two references must be checked on every prospective employee before they are hired.

**SECTION 4**  
**PROBATION**

- 4.1 Every new employee hired for a position shall be on probation for a period of six months. During this period, the employee's performance will be assessed in order to determine his/her suitability for employment beyond the probation period.
- 4.2 The first day of employment is considered to be the starting date of employment.

- 4.3 Staff members will be evaluated at the end of the probationary period by the General Manager and the Board of Directors. Performance appraisals will be conducted by the General Manager and the Board of Directors with the exception of the General Manager, whose appraisal shall be conducted by the Board of Directors.
- 4.4 If a decision is made to release a probationary staff member, this decision must be made and the staff member informed in writing prior to the last day of probation.
- 4.5 In the case of the General Manager, the decision to terminate probation must be made by the Board of Directors.

## **SECTION 5** **HOURS OF WORK**

- 5.1 The work week for TCTO employees shall be 40 hours. Contract staff's hours will be specified in the signed contract. All overtime must be approved in advance by the General Manager and will be compensated with equal time off, also subject to approval by the General Manager.
- 5.2 It is understood that certain employees may operate on a flexible hour basis in order to ensure that the needs of TCTO are met. Approval is required by the General Manager in advance.
- 5.3 Employees are expected to report for work regularly and on time for every scheduled working day.
- 5.4 TCTO employees who are absent from the office on TCTO business shall inform the Office of their whereabouts and how they can be reached.
- 5.5 Individual contracts (employment / service) shall reflect the variable working hours of the position.

## **SECTION 6** **PERFORMANCE APPRAISAL**

- 6.1 Performance appraisals will be conducted a yearly basis for all employees of TCTO.
- 6.2 Annual performance appraisals shall take place in January.
- 6.3 Performance appraisals will be conducted by the General Manager with the exception of the General Manager, whose performance appraisal shall be conducted by the Board of Directors.
- 6.4 A performance appraisal report shall be prepared at the time of the appraisal which outlines annual goals for career development and job performance for the employee. Salary negotiations may be carried out as part of the performance appraisal process.
- 6.5 An evaluation will be a written, signed document, the contents of which shall be reviewed with the employee. The employee shall have the opportunity to read the evaluation, write his/her comments on the evaluation, and countersign the document.
- 6.6 The employee performance appraisal shall form part of the employee's personnel file. Access to an employee personnel file shall be restricted to the General Manager and the Board of Directors.

All employee personnel files are to be kept in confidence and will be subject to the Freedom of Information and Privacy legislation.

- 6.7 Copies of the performance appraisal will be made available to the Board of Directors.

## SECTION 7 EMPLOYEE CONDUCT

- 7.1 TCTO's employees are the support staff of the Board of Directors in serving the TCTO's business and are expected to carry out the duties assigned conscientiously and to ensure that policy decisions of the Board are carried out.
- 7.2 Employees who are absent are expected to report by telephone to the office with reason.
- 7.3 The General Manager shall record all excessive absenteeism on the part of all employees. Such cases shall be dealt with according to the guidelines set out in the section on Discipline and Grievance.
- 7.4 An employee who is unable to report for work, or who is going to be late for any reason must notify the office or his/her delegate to explain his/her reasons and advise when he/she expects to be able to report for work.
- 7.5 It shall be the duty of all TCTO employees to conduct themselves at all times, in a manner that will reflect credit upon themselves, the other employees and the organization.
- 7.6 All information acquired regarding TCTO business or the business and personal affairs of the clients of the TCTO shall be deemed to be confidential and shall not be released to the general public or the news media unless such release has been previously authorized through the Board of Directors. Any employee acting contrary to this regulation will be subject to immediate dismissal. All employees shall be required to comply with the "Conflict of Interest Policy" as a condition of employment.
- 7.7 Corporation employees shall protect and care for all TCTO property entrusted to them.
- 7.8 Personal and / or sexual harassment will not be tolerated and will be dealt with through the grievance process.

## SECTION 8 PAYROLL, PROCEDURES, SALARIES

- 8.1 All employees are paid bi-weekly on Fridays.
- 8.2 Rates of pay for all TCTO employees shall be established by the General Manager. The General Manager's rate of pay will be established by the Board of Directors. The Board of Directors will also create a compensation policy for all staff that the General Manager will abide by.
- 8.3 Rates of pay for all employees shall be reviewed annually at the time of the performance appraisal. Salary reviews may be arranged at other times at the request of the employee. Salary changes shall be based on the performance of the employee.

- 8.4 Deductions from the pay of any employee of the Corporation shall be in accordance with governing statutes (ie. UIC, CPP, etc.) or by voluntary authorization of the employee.
- 8.5 Overpayment of wages shall constitute a lawful deduction and receive priority.
- 8.6 Salary cheques for employees who are pending termination are not to be issued if such will result in overpayment.
- 8.7 No employee's pay cheque shall be dated earlier than the official pay day except for:
  - a) advances provided at the discretion of the General Manager and are to be repaid in full from first subsequent pay
  - b) see schedule 10 - Item 7
- 8.8 Cheques will only be given personally to the employee unless he/she authorizes, in writing some other person to receive the cheque on his/her behalf.

**SECTION 9**  
**HOLIDAYS**

- 9.1 Corporation employees are entitled to all statutory and public holidays namely:
 

New Years Day	Easter Monday	Civic Holiday
Labour Day	Victoria Day	Boxing Day
Good Friday	Canada Day	Remembrance Day
Thanksgiving Day	Christmas Day	

An employee does not qualify for a paid statutory public holiday if the employee does not work his / her scheduled regular day of work preceding or following the holiday.
- 9.2 Statutory Public Holidays apply to full-time, part-time, and student employees, in accordance with Employment Standards.
- 9.3 If any of the Statutory Holidays fall on Saturday or Sunday, the following Monday will be observed as the holiday (at the discretion of the General Manager).
- 9.4 Any paid Statutory Public Holiday falling on an employee's regular day off shall be taken on another working day at the discretion of the General Manager. If such holiday falls during any employees regular vacation period, he/she shall be granted one extra day.

**SECTION 10**  
**VACATIONS**

- 10.1 Vacations are to be scheduled with the General Manager. Vacation leave shall be earned according to the length of service to the TCTO as follows:
 

Length of Service (completed)	Number of Vacation Weeks
1 Year	2 Weeks
2 - 5 Years	3 Weeks
6 - 9 Years	4 Weeks

- |  |            |         |
|--|------------|---------|
|  | 10 + Years | 5 Weeks |
|--|------------|---------|
- 10.2 An employee who is terminated before completing one year of service, will receive four percent of total wages calculated from the first day of employment.
- 10.3 An employee's vacation pay entitlement must be paid within one week of termination of employment.
- 10.4 Vacation pay benefits apply to full-time, part-time and student employees. All employees shall be paid four percent of their earned salary in lieu of vacation pay.
- 10.5 At a minimum, all employees will earn and receive vacation pay benefits in accordance with federal/provincial labour legislation standards.
- 10.6 Holiday periods for all employees will be established in consultation with their immediate supervisor and approved by the General Manager. Seniority will take precedence. Holiday periods for the General Manager are approved by the Chairperson or Board of Directors.
- 10.7 All employees on holidays will be paid on the regular payday. Employees requiring pay cheques before departing on a trip may request his/her pay cheques in advance. The cheque may, at the discretion of the General Manager, be postdated to the regular pay date.

**SECTION 11**  
**EMPLOYEE BENEFITS**

- 11.1 Accident compensation for TCTO employees hurt while on duty shall be dealt with under the Workplace Safety & Insurance Act.
- 11.2 Any absence in excess of three days must be supported by a medical certificate to be presented upon return to work.
- 11.3
- a) All full-time employees will be allowed time off with pay, to a maximum of three days, upon the death of an immediate relative of the employee, providing the three days are for purposes relating to the bereavement.
  - b) An immediate relative is defined as father, mother, step-parent, foster parent, grandparent, brother, sister, spouse (including common law spouse), child, step child or ward of the employee, father-in-law, mother-in-law, grandchild, and any relative permanently living in the residence of the employee or with whom the employee permanently lives.
  - c) Additional unpaid time off may be granted, if warranted, but must be approved by the General Manager.
- 11.4 Maternity/Paternity Leave: TCTO's maternity/paternity leave policy shall conform to federal/provincial labour legislation regulations.
- 11.5 Education leave: Education leave requests will be reviewed by the Board on a case-by-case basis.
- 11.6 Other employee benefits: Employees of TCTO shall be entitled to the following benefits:
- a) Ontario Health Insurance Plan by way of Employer Health Tax
  - b) Workplace Safety & Insurance Board benefits

c) Full-time employees, after their probationary period, may be entitled to Group Plan benefits if offered by the Personnel Committee.

Employees are responsible for the premiums for long-term disability coverage and these premiums shall be deducted from their bi-weekly salary. The group plan coverage is not mandatory if the employee is covered by a spouse's group plan.

## SECTION 12 LEAVES OF ABSENCE

- 12.1 Requests for leave of absence will be made in writing to the General Manager at least three days in advance of the leave whenever possible. Approval for the leave of absence must be granted by the General Manager and the Personnel Committee at their discretion. Any unauthorized absence shall be without pay and will be subject to disciplinary action. An absence of three (3) consecutive days without permission shall be deemed to be a resignation.
- 12.2 All employees must notify the General Manager if for any reason, they are not capable of performing their job tasks. The General Manager shall be responsible for redistributing work in these situations.
- 12.3 Requests for leaves of absence, whether paid or unpaid, must be approved by the Personnel Committee.
- 12.4 Leave without pay for various personal reasons will be granted by the Personnel Committee subject to the approval of the Board of Directors.
- 12.5 The Board shall grant leave with pay to an employee for the period of time he/she is required:
- a) to be available for jury selection
  - b) to serve on a jury
  - c) by subpoena or summons, to attend as a witness in any given proceedings held before a court, judge, justice, magistrate, or coroner
  - d) to be present in other courts of law or by special circumstances requiring the presence of the employee (ie. to interpret or translate on behalf of another person)
- 12.6 All employees of TCTO who are working on the day that a municipal / provincial / federal election is being held shall, if required, be given time off to vote in accordance with provincial / federal legislation.
- 12.7 Staff members on general leave of absence without pay do not accumulate sick days, seniority, vacation days, holidays or other benefits.
- 12.8 The General Manager may approve application for sick leave for up to five (5) days. Application for extended sick leave in excess of five (5) days must be supported by a Doctor's Certificate. Paid sick leave will in no circumstances exceed 10 days per year. Non-cumulative and no cash value.
- 12.9 The General Manager is to inform the Board in a timely manner to accumulated overtime. No employee is allowed to accumulate more than 10 days overtime. If an employee does accrue this amount, the employee will be directed to take their overtime by the General Manager.

- 12.10 Monthly submissions of overtime accumulated will be submitted to the General Manager for tracking.

### **SECTION 13** **DISCIPLINE AND GRIEVANCES**

- 13.1 All employee dismissals are subject to approval by the Board in a closed session.
- 13.2 All disciplinary action except dismissal shall be the responsibility of the General Manager in concert with the Board of Directors.
- 13.3 In cases of suspension, and/or dismissal, the employee shall have the right of appeal to the Board of Directors in a closed session.
- 13.4 Where an employee's appeal is upheld, the employee shall not suffer any loss of pay as a result.
- 13.5 In respect of grievances filed by a TCTO employee in respect to actions of other employees or managers, the Board of Directors shall hear the case and shall give their decision on the grievance. The decision of the Board of Directors is final.
- 13.6 All grievances must be dealt with within two weeks from the date of request for a hearing or for an extended period mutually agreed upon by all parties.
- 13.7 The use of illegal drugs and/or alcoholic beverages while on duty, or reporting to work under the influence of illegal drugs and/or intoxicants, including alcohol is grounds for immediate dismissal.

### **SECTION 14** **GRIEVANCE PROCEDURES**

- 14.1 Any employee who feels that he/she has a legitimate complaint related to his/her employment, including any complaints against any disciplinary action he/she feels was unjustified, may, after having tried to resolve the dispute informally, submit a written grievance to the Board of Directors and/or Chair.
- 14.2 Such grievance must be submitted within two weeks of the event or discussion that prompted the grievance.
- 14.3 The Board shall render a decision on the grievance in a timely manner of its receipt.
- 14.4 An employee may abandon his/her grievance by notifying the Board of Directors / Chair, in writing.

### **SECTION 15** **TERMINATION**

- 15.1 An employee on a temporary basis ceases to be an employee at the end of the specified term of his/her employment unless an extension has been authorized by the Board of Directors and/or its designate(s), or unless he/she has been appointed to another temporary or permanent position.

- 15.2 Any employee who is not on probation cannot be removed from employment except for just cause and in accordance with proper procedures as outlined in provincial / federal labour legislation.
- 15.3 Upon termination, any outstanding travel advances, or monies owing to TCTO will be deducted from an employee's final pay cheque.

**SECTION 16**  
**TRAVEL**

- 16.1 Travel arrangements for public transportation shall be made by TCTO and/or its designate(s).
- 16.2 Prior to traveling, an employee may request a travel advance, subject to approval by the General Manager and is fully accountable at the end of the trip.
- 16.3 Mileage/Vehicle Reimbursement:
- a) A mileage log must be kept and submitted by each employee when using his/her own vehicle for TCTO business.
  - b) It is the responsibility of the employee to secure proper vehicle insurance according to law, and also to secure special coverage for vehicle use for business purposes, (costs to be reimbursed upon receipt of invoice), if necessary.
  - c) Mileage shall be paid at a flat rate as determined by the Board of Directors.
- 16.4 Meals/Accommodations:
- a) Accommodations may be booked in advance and where applicable, charged directly to TCTO with General Manager approval.
  - b) It is the responsibility of the employee to cancel hotel reservations when necessary.
  - c) If for any reason, the employee secures personal accommodations, (ie. private residence), the employee shall be reimbursed at a rate of \$13.50 per night. Name, address and telephone number of the residence will be required on filing travel reports.
  - d) Employees are required to submit receipts for all expenses claimed.
  - e) Receipts are required for all meals.