

# Mnaasged Child and Family Services



## Human Resources Policy and Procedure Manual

August 2019

*Acknowledging the Past  
Serving the Present  
Creating the Future*

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## SECTION 1: INTRODUCTION

### PURPOSE OF THIS MANUAL

The Employees and Affiliated Professionals of Mnaasged Child and Family Services are its most important resource. Mnaasged values and supports initiative and innovation as well as teamwork, open communication, and fairness. The purpose of Mnaasged Child and Family Services Human Resources Policy and Procedure Manual is to provide Employees with a clear and concise statement of their rights and obligations as an Employee. Other benefits most readily identified with this Manual will include the following:

- a) Helps to ensure Standard Employee Performance if consulted regularly, thus increasing the consistency of performance of all Staff
- b) Improves operations, reduces errors, and saves time
- c) Answers routine inquiries and is readily available to all Employees
- d) Sets out Standards that can be used to measure Employee Performance
- e) Serves as an Orientation Tool for all new Employees to ensure that they are familiar with the contents of the Policies and Procedures
- f) Provides legal protection, as written Policies and Procedures can be called into evidence if necessary

This Manual is designed to make information easy to find and easy to understand. The following items have been included to help you use this Manual:

- a) Glossary of terminology
- b) Table of contents listing each section and Policy

All permanent full-time and part-time Employees are covered by Policies and Procedures contained in this Manual. Contract Employees are also covered unless otherwise stated. Individuals assigned from Mnaasged Child and Family Services to another Employer will not be covered under these Policies and Procedures.

The Policies and Procedures contained in this Manual received approval on August 2019, by Mnaasged Child and Family Services Board of Directors and are effective as of this date.

This Manual does not constitute a contract between Mnaasged Child and Family Services and its Employees; rather, it is a set of guidelines and a source of information for them. Mnaasged reserves the right, at its sole discretion, to amend or delete any of its Policies or Procedures with notice to its Employees and to consider Employee input if deemed relevant and necessary. Specifically, revisions to this Manual will be made by a resolution passed by a majority of the Board of Directors.

Relevant Policies and Procedures contained in this Manual are based on or at times exceed the Standards within the *Canada Labour Code* and the *Canadian Human Rights Act*.

## GLOSSARY OF TERMS

### ACTING POSITION

A position filled by an existing Employee who temporarily acts in the absence of another Employee who is away on leave for a period of not more than six (6) months.

### APPLICANT

An individual who is not an Employee has submitted an employment application that is being considered for hire.

### BREACH OF CONFIDENTIALITY

The disclosure of Privileged Information, intentionally or unintentionally, to an individual who is not entitled to that information may be considered sufficient cause for corrective action or immediate dismissal.

### BOARD OF DIRECTORS

The governing body of Mnaasged Child and Family Services.

### BONA FIDE OCCUPATIONAL REQUIREMENT

When a requirement to perform a job is essential to the safe, efficient, and reliable performance of its essential function. (Under the *Canadian Human Rights Act*, a job may be refused to a person who cannot perform it safely, efficiently, or reliably.)

### BREAK

A brief rest period of 15 minutes will be granted to an Employee to have relief from the work and which generally occurs anytime mid-morning and again mid-afternoon. This is considered work time and will be paid as such.

### CASUAL EMPLOYEE

An individual hired on contract on an “as-needed basis” and compensated at an hourly or daily rate, with no pre-set hours, to complete an unforeseen or foreseen project or task.

## CHILD INVOLVEMENT LEAVE

Parental involvement in a Child's/Youth's school or Child Care Program is considered as time away from the office for Employees.

## CLASSIFICATION

The categorizing of positions that are similar to the kind and subject matter of work, the level of difficulty or responsibility, and the qualification requirements to warrant the same treatment, title, and pay range.

## CONFLICT OF INTEREST

When the position of an Employee is used to advance or protect personal interests or the interests of the Employee's immediate family members in a way that is harmful to the interests or the Mission of Mnaasged Child and Family Services.

## CONTINUOUS EMPLOYMENT

Employment where no interruption in work occurs. An absence permitted or approved by the Employer will not be considered an interruption in the continuity of employment.

## CONTRACT

A legal binding arrangement between two Parties; usually the Employer and the Employee or the Employer and the Consultant.

## CONTRACT EMPLOYEE

A Contract Employee is an individual hired to fulfill the terms and conditions of a specific time-limited contract.

## CORRECTIVE PROGRESSIVE ACTION

A system involving measures that increase each time an Employee is disciplined for the same violation or a similar offence.

## DEFINITE TERM CONTRACT

An employment contract with a definite start and end date.

## DEFINITE TERM CONTRACT POSITION

A position employed with a start and end date. A definite term contract may be considered long or short term. Short term is defined as less than one year. Long term is defined as 12 consecutive months or longer. Individuals hired as Casual Employees are employed through a definite term contract.

## DEMOTION

A demotion is defined as the appointment of a Permanent Employee to another permanent position under a different classification level and title with a lower salary grid and a corresponding decrease in salary. A demotion may be either voluntary (requested by the Employee) or involuntary (resulting from corrective action).

## THE DIRECTOR (INCLUDES THE CAPACITY DEVELOPMENT PROJECT MANAGER)

A Senior Management position who has the administrative authority and overall responsibility for the management and operations of one or more department or program within Mnaasged Child and Family Services.

## DISMISSAL

The act of permanently terminating the relationship between an Employee and Mnaasged Child and Family Services.

## ELDERS COUNCIL

Consists of Elders appointed by the Board of Directors to provide wisdom and counsel for the governance and administration of Mnaasged Child and Family Services.

## EMPLOYMENT CONTRACT

A definite term contract where the employment terms and conditions are outlined for hiring an Employee for a specific function.

## EXECUTIVE COMMITTEE

Comprised of three (3) members of the Board of Directors to assist, with the advice of the Elders Council, on any matters that the Board may consider necessary of a dismissal or suspension related to an Employee of Mnaasged Child and Family Services.

## EXECUTIVE DIRECTOR

The Executive Director will be responsible for the day-to-day management of the organization, working with the Board of Directors and operating within a budget.

## EXTENDED FAMILY

An Employee's aunts, uncles, nieces, nephews, first cousins, and those of the spouse (including common law).

## FAMILY MEMBER

An Employee's mother, father, sister, brother, spouse (including common law), child(ren), grandparents, and grandchildren.

## FLEX HOURS

The rescheduling of the regular work hours to help Employees meet personal obligations or service requirements that may not be feasible to perform during the regular work hours.

## FULL-TIME EMPLOYEE

A Permanent Employee who is regularly scheduled to work at least 37.5 hours each work week and whose remuneration is paid from operational funding.

## GENERAL HOLIDAY (STATUTORY HOLIDAY)

A day off with pay for eligible Employees. Holidays include New Year's Day, Family Day (Ontario), Good Friday, Easter Monday, Victoria Day, Indigenous Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. Mnaasged may close for up to two (2) weeks during the Christmas season at the discretion of the Board of Directors.

## GRIEVANCE

A complaint by an Employee relating to the employment relationship with Mnaasged Child and Family Services.

## INCLEMENT WEATHER

Severe or stormy weather that will make travel unsafe.

## IMMEDIATE FAMILY

An Employee's spouse or common-law partner, father, mother, brothers, sisters, child(ren), grandchildren, grandmother, grandfather, spouse's or common-law partner's parents and child(ren), and any relative who resides permanently with the Employee or with whom the Employee permanently resides.

## INSUBORDINATION

The act of failing to recognize the authority of a Supervisor by wilfully disobeying a verbal or written directive or wilfully acting contrary to a policy or a procedure.

## JUST CAUSE DISMISSAL

If proper principles of discipline in the workplace have been followed by the Employer when addressing inappropriate behaviour by an Employee and the final decision is to dismiss, then the dismissal is considered as Just Cause. Dismissal for Just Cause may occur if an Employee's dismissal is justified through application of progressive discipline or where circumstances warrant the immediate termination of employment.

## LAY OFF

A temporary or permanent termination of employment when the services of an Employee are no longer required due to a lack of work or to the discontinuance of a function or program from lack of funding or re-organizational structuring.

## LETTER OF OFFER

A letter given by Mnaasged Child and Family Services offering a position to a potential Employee.

## LUNCH TIME

A span of 30 minutes during which an Employee will be completely relieved of duties and free to use the time for personal use.

## LONG-TERM CONTRACT

A definite term contract of 12 consecutive months or more that outlines the terms and conditions of employment.

## MANAGER

A management position that has the administrative authority and overall responsibility for the management and operations of one or more department or program within Mnaasged Child and Family Services. The Human Resources Development Canada's Interpretation Policy Guideline will be used to help define what constitutes a Manager.

## MANAGEMENT TEAM

The Executive Director, the Managers, and the Directors will have the overall administrative authority and management of Mnaasged Child and Family Services' affairs and operations.

## NEPOTISM

The act of showing employment preference to a relative with no regard of the qualifications of others better suited for the same position or employment condition.

## OFFICE CLOSURE

Authorized by the Board of Directors, the President, or the Senior Management Team and include, but are not limited to, closures due to inclement weather or malfunctions within the community or an office within the community of Mnaasged Child and Family Services that have a potential of affecting the health or safety of Employees, the Board of Directors' declared holidays, and Christmas holidays.

## ORIENTATION

The process of introducing new Employees to Mnaasged Child and Family Services and providing them with basic information about the working conditions and the expectations of Employee performance.

## OVERTIME

Overtime will be paid pursuant to the *Canada Labour Code* rates.

## PART-TIME EMPLOYEE

A permanent or temporary Employee with regularly scheduled work of less than 30 hours per week.

## PERFORMANCE EVALUATION

The act of regularly evaluating an Employee's performance as it relates to the job description, pre-determined goals and objectives, and individual character and qualities.

## PERMANENT EMPLOYEE

A person who has been appointed to a permanent position after successfully completing the probationary period.

## PROBATION PERIOD

A working trial period of six (6) months immediately following an appointment to a position during which time an Employee does not hold permanent status. An Employee's compatibility and ability to perform will be assessed before employment will be continued.

## RESIGNATION

A voluntary act by an Employee, with notice, to terminate employment with Mnaasged Child and Family Services.

## RETIREMENT

An Employee permanently resigns from employment within the workforce.

## SELF CARE

Any activity of an individual with the intention of improving or restoring wholistic health or treating or preventing disease.

## SENIOR MANAGEMENT TEAM

Includes the Executive Director and the positions that report directly to the Executive Director.

## SERVICE CONTRACT

A definite term contract outlining the terms and conditions in exchange for services provided by a Consultant or Private Contractor.

## SHORT-TERM CONTRACT

A definite term contract of less than one (1) year that outlines the terms and conditions of employment.

## SUPERVISOR

An Employee who has the authority and responsibility of overseeing the work and performance of another Employee (see Policy and Procedure on Supervision for Specific Roles).

## TRANSFER

A change in an Employee's status from one position to another that has been evaluated within the same classification level. Probationary Employees are not eligible for transfers.

## UNJUST DISMISSAL

If the principles of discipline have been violated to the disadvantage of the Employee, then the dismissal is considered unjust.

## WORKING HOURS

Working hours will be based on 7.5 hours in a day or 37.5 hours in a week.

## RESPONSIBILITIES OF MANAGEMENT AND EMPLOYEES

### MANAGEMENT

It is Management's responsibility to provide leadership, to supervise all operations, and to direct all Employees to achieve the goals and objectives established by Mnaasged Child and Family Services Board of Directors. More specifically, Management will directly engage, or delegate to the appropriate Staff, with the following responsibilities:

- a) Provide direction, support, and counselling to Employees
- b) Maintain discipline among Employees
- c) Determine and change from time to time the methods, the processes, the working procedures, the equipment, and the places of business to be used
- d) Hire, promote, demote, assign, and transfer Employees
- e) Determine the size and composition of the workforce, the Employee qualifications, and the assignment of work and duties
- f) Lay off, terminate, or otherwise relieve Employees from their duties for lack of work or other legitimate reasons
- g) Establish, amend, and enforce rules governing employment and working conditions to be observed by Employees
- h) Determine hours, schedules, and assignments of work and work tasks
- i) Enforce reasonable standards of performance
- j) Provide supervision and monitor Employee performance
- k) Regularly evaluate and plan for long-term development
- l) Ensure the health and safety of Employees
- m) Act as role model for Employees
- n) Provide recognition and appreciation to Employees on a regular basis
- o) Provide opportunities for training and academic upgrading as required

## EMPLOYEES AND SUPERVISORS

It will be the Employees' responsibility to understand and support the overall goals and operations of Mnaasged Child and Family Services and to actively participate as a team member while respecting and abiding by directions established by Management. More specifically, Employees will ensure the following:

- a) Perform all responsibilities conscientiously, efficiently, and consistently
- b) Continually seek self-growth and enhancement of skills and knowledge
- c) Continually seek self-care and personal wholistic well-being
- d) Contribute ideas and recommendations to improve operations
- e) Abide by all approved Policies and Procedures
- f) Function as a team member and establish professional relations with fellow Employees
- g) Participate in long- and short-term planning
- h) Participate in Employee Performance Evaluations and supervision sessions
- i) Conduct in a professional manner at all times
- j) Recognize and respect the authority given to Managers

\*All Employees must abide by the guidelines listed above or be subjected to disciplinary actions or to possible termination.

## SECTION 2: CHANGE OF EMPLOYMENT STATUS

Department: Human Resources	POLICY #: 15-05
Section: Change of Employment Status	
Subject: Acting Position	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

### ACTING POSITION

#### POLICY

*Mnaasged Child and Family Services supports its Employees' right to take authorized leave but at the same time realizes the necessity of ensuring that daily operations and service delivery responsibilities will not be compromised due to an Employee's absence. The Executive Director will appoint an existing Employee to the vacant position of an absent Employee when possible, either on a full- or part-time basis. An existing Employee's knowledge and understanding of the internal operations will help ensure the least disruption to services.*

#### PROCEDURE

1. An acting position means a position filled by an existing Employee who temporarily acts in the absence of another Employee who is away on leave for a period of not more than six (6) months.
2. If an Employee other than the Executive Director, a Director, or a Manager is absent for 12 consecutive days or more, the position will be temporarily filled by another Employee prior to approval. However, the final decision whether to fill a position and when it will be filled is at the discretion of the Executive Director. An Employee must have completed their six-month probation period before acting in another Employee's capacity during an absence (does not include annual vacation). In addition, acting Staff should possess the education and training to cover all the job duties of the position.
3. The Director or the Manager will be responsible for the Employee on leave and will appoint another existing Employee from the same or another department or program, taking into consideration the existing Employee's work history, current workload, training, and skills to

perform the duties expected of them. If an Employee from another department is being considered for the appointment, a Director or a Manager will be consulted as a party to the decision.

4. The Executive Director will appoint an Employee to fill a Director's or a Manager's position if the Director or the Manager is absent for three (3) consecutive or non-consecutive days within one (1) week. The Executive Director will be responsible for ensuring that such an appointment is made if a Director or a Manager is on leave for one (1) month or more.
5. The Director or the Manager will be responsible for preparing and distributing written notification to all Staff of the appointment.
6. The acting Employee may be expected to assume both current and acting positions and the added responsibilities. If the current position's responsibilities require full-time attention, the position vacated for the acting one may be filled on a short-term contract basis.
7. Prior to leaving, the Employee will provide an orientation to the Employee acting in the position as well as written instructions of program, personnel, and financial matters to be carried out during the acting period.
8. Employees accepting an acting assignment, especially if they are not receiving a pay increase, will be requested to sign an agreement accepting the assignment without additional compensation. If acting in a position results in an increase in responsibility, an increase in salary may be provided, which will be determined by the Executive Director. The Executive Director will have the authority to negotiate an increased salary with the acting Employee.
9. The Executive Director will be responsible for notifying the Finance Department in writing of the amount and time frame of the increase in salary. On completion of the acting period, the Employee will return to the former position with the former salary.
10. An existing Employee will act in the position of the absent Employee up to six (6) months. If the Employee is expected to be absent longer than six (6) months, the position will be posted as a vacant position to be filled.
11. The Employee acting in the position may apply for the permanent position if the Employee on leave decides not to return to work.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-10
Section: Change of Employment Status	
Subject: Corrective Progressive Action	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## CORRECTIVE PROGRESSIVE ACTION

### POLICY

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*Mnaasged Child and Family Services Employees are expected to carry out their assigned responsibilities and to conduct themselves in a professional manner in accordance with the Policies approved by the Board of Directors. If Employees do not follow these Policies, the Executive Director and the Director or the Manager will take Corrective Progressive Action. The intent of the Corrective Progressive Action will be to provide a mechanism to correct a work-related problem by completing the following:*

- a) Identify the problem*
- b) Communicate and review the problem with the Employee*
- c) Identify clear and specific standards for improvement*
- d) Advise the Employee of the consequences if the problem persists*

### PROCEDURE

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1. Corrective Progressive Action is a system involving measures that increase each time an Employee is disciplined. The Director or the Manager will have the flexibility of applying any disciplinary action at any time during the Corrective Progressive Process and up to dismissal. This will result in a meeting between the Director or the Manager and the Employee, which may result in the following:
  - a) Verbal or written warning, or both
  - b) Suspension with or without pay
  - c) Recommendation for dismissal from employment

2. Only the Executive Director, in consultation with the Executive Committee, has the authority to dismiss an Employee.
3. Throughout each step of the Corrective Progressive Action, the immediate Director or the Manager will keep the Executive Director informed of the progress and will obtain the approval of the Executive Director prior to issuing a letter of suspension with or without pay.
4. The Employee will be subject to a system of Corrective Progressive Action if a need to apply one is found. Examples of leading to a Progressive Corrective Action include, but are not limited to, the following:
  - a) Inadequate or unsatisfactory job performance
  - b) Poor attendance
  - c) Frequent tardiness
  - d) Insubordination
  - e) Poor attitude toward work or other Employees
  - f) Breach of confidentiality
  - g) Physical or violent conduct
  - h) Any conduct of the Employee (occurring in or outside the workplace) that is materially detrimental or embarrassing to Mnaasged, including but not limited to the Employee being convicted of an offence under the *Canadian Criminal Code*
  - i) Any conduct of the Employee (occurring in or outside the workplace and outside work hours) that can objectively be seen to affect the Employee's ability to perform the duties
  - j) Harassment of another Employee
  - k) Working on personal matters during work hours
  - l) Excessive amount of time for personal matters, spending time away from the work area
  - m) Abuse of sick leave
  - n) Unauthorized leave
  - o) Use of alcoholic beverages or non-prescription drugs while on duty or reporting to work under the influence of same

- p) Conduct detrimental to Mnaasged
  - q) \*Certain conduct that may warrant immediate dismissal
5. When an incident occurs where the Human Resources and the Director or the Manager suspects corrective action is warranted, based on written documentation, it will be the responsibility of the Human Resources Department to investigate the circumstances immediately and to conclude a result within two (2) weeks after the incident. During the investigation the Employee will be given every opportunity to provide a personal view of the incident in writing.
  6. Depending on the seriousness of the inappropriate behaviour, the immediate Director or the Manager may carry out the following:
    - a) Meet with the Employee
    - b) Attempt to identify the issues causing the incident
    - c) Jointly develop a written Plan of Action with specific time frames to resolve the problem
  7. The Plan of Action will include the expectations, the changes required, the means offered so necessary changes can be facilitated, and a schedule of supervision meetings to monitor the progress. The Plan of Action will then be signed by both the Employee and the immediate Director of Services and placed in the Employee's Personnel File. If, in the opinion of the Human Resources Department, the inappropriate behaviour is more serious, this will progress directly to other types of corrective action.
  8. The Employee will receive a verbal warning if corrective counselling does not result in changing the inappropriate behaviour. The Director or the Manager will give warnings as part of the corrective counselling as a first measure if warranted. Documentation of the verbal warning will be placed in the Employee's Personnel File. At this time, another meeting with the Employee and the immediate Director or the Manager will be held where the Plan of Action developed through corrective counselling will be reviewed and revised if necessary.
  9. Depending on the seriousness of the inappropriate behaviour, the immediate Director or the Manager may issue a written warning without providing the verbal warning. In all cases the Employee will be advised that their conduct may lead to termination.
  10. If the verbal warning does not result in a change of the inappropriate behaviour, the Director or the Manager will issue a written warning to the Employee and will place a copy of this in the Employee's Personnel File. The written warning will include the following:
  11. Reason for the warning
    - a) Specific performance or conduct improvement required

- b) Amount of time to show improvement with the performance or conduct
  - c) Statement containing options that if there is another occurrence of the inappropriate action it will result in a suspension with or without pay for a period between one (1) to five (5) days or will result in termination
12. A suspension without pay will normally occur after the written warning, and depending on the nature of the offense, it may replace the written warning.
13. If deemed necessary and on the agreement of the immediate Director or the Manager and the Executive Director, Mnaasged will issue a letter of suspension. The letter will indicate the following:
- a) If the notice is a suspension with or without pay
  - b) Policy being violated and the specific reasons for the suspension
  - c) Corrective actions needed by the Employee
  - d) Possibility of termination in the case of a reoccurrence of the same or similar offence
  - e) Statement that if the Employee does not return to work at the end of the suspension period or notify the Director or the Manager of the inability to return, the Employee will be deemed to have voluntarily terminated the employment on that day
14. A suspension with or without pay may occur immediately, which is without providing a written warning to the Employee, depending on the nature of the offence. Examples of immediate suspension include, but are not limited to, the following:
- a) Physical or violent conduct during working hours
  - b) Major Policy violations or major acts of misconduct, negligence, or incompetence
  - c) Insubordination with serious results
15. During suspension with or without pay, Employees will retain the status as an Employee for purposes of benefit entitlements.
16. An Employee may be suspended with pay up to 20 days to allow time for a complete internal investigation and longer if the investigation is by outside Legal Agencies for alleged actions that may provide grounds for dismissal. During a suspension with pay, an Employee will be considered on active assignment and may be requested to be available for business during normal working hours.
17. An Employee may be suspended without pay between one (1) to five (5) days. The Director or the Manager, in consultation with the Executive Director, will determine the length of

time, taking into consideration the seriousness of the offence and the attitude of the Employee toward the offence.

18. A record of any Corrective Progressive Action taken will be kept in the Employee's Personnel File.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-15
Section: Change of Employment Status	
Subject: Demotion	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## DEMOTION

### POLICY

*Mnaasged Child and Family Services will encourage equitable solutions for problems arising out of the employment relationship, but these attempts to resolve problems may occasionally fail. Mnaasged Child and Family Services will at times have no choice but to demote an Employee to protect the quality of services being provided to its community and the integrity of its Office.*

### PROCEDURE

1. A Demotion is defined as the appointment of an Employee to another position under a different title with a lower salary grid and a corresponding decrease in salary. A demotion may be either voluntary (requested by the Employee) or involuntary (resulting from corrective action).
2. An Employee may be demoted, either permanently or temporarily, as a corrective measure for either unsatisfactory job performance or unacceptable personal conduct. If there is cause for a demotion, the Employee will have normally received at least one notification of corrective action.
3. The Executive Director will be given the authority to demote an Employee. The first three (3) steps under “the Dismissal Process” will be followed, and the term “dismiss” will be replaced by “demote” when considering an Employee’s demotion. The Executive Director will temporarily demote only if the demotion is deemed to bring about a change in the Employee’s behaviour or will permanently demote if the Employee does not possess the skills and knowledge required to do the job. The facts to support the demotion will be documented and will be clearly communicated to the Employee.
4. If an Employee is demoted, the Executive Director will prepare and forward a written notice to the Employee advising of the decision to demote, the effective date, the reason for the

demotion, and the new salary with an attached copy of the new job description. The Executive Director will also notify the Finance Department of the decrease in salary, if applicable.

5. An Employee who voluntarily requests a demotion must do so in writing to the Executive Director. The request will be kept on file until such time that a suitable vacant position becomes available, at which time the request will be kept on file with the Human Resources Department for consideration.
6. Employees who have accepted a voluntary demotion will not be subject to a probation period in the new position. Employees who have been involuntarily demoted will be subject to a probation period.
7. An Employee who has been involuntarily demoted may appeal this under the Grievance Policy and Procedure in this Manual.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-20
Section: Change of Employment Status	
Subject: Termination	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## TERMINATION

### POLICY

*Mnaasged Child and Family Services will encourage equitable solutions for problems arising out of the employment relationship, but these attempts to resolve problems may occasionally fail. Mnaasged Child and Family Services may, at times, have no choice but to dismiss an Employee to protect the quality of services being provided to its community and the integrity of its office.*

*An Employee may be terminated for misconduct, incompetence, or habitual negligence on the authorization of the Executive Director. When progressive discipline has failed or when the conduct of the Employee or the circumstance warrants, employment will be terminated immediately. Notwithstanding the above, an Employee may be dismissed without a previous verbal or written warning for a severe, inappropriate action that is considered cause for immediate termination.*

### PROCEDURE

1. Some inappropriate actions are grounds for immediate termination, rather than Corrective Progressive Action. Only in exceptional circumstances will a single act of inappropriate behaviour be regarded as a sufficient cause for termination. The act must trigger a complete breakdown of trust toward the Employee, and it must be deliberate and show gross incompetence to justify termination without warning. In those instances, Employees will not receive a notice of dismissal in advance or a pay in lieu of a notice. Examples of these severe inappropriate actions include, but are not limited to, the following:
  - a) Theft or fraud, such as misappropriation or misuse of Employer funds, expense account abuse, overtime fraud, wrongful use of the Employer's credit or property, and falsification of documents
  - b) Employee is being dishonesty and showing no remorse for one's actions

- c) Wilful neglect of duties, such as abandonment, conflict of interest, gross or repeated incompetence, and insubordination
  - d) Criminal negligence causing bodily harm
  - e) Any conduct of the Employee (occurring in or outside the workplace) that is materially detrimental or embarrassing to Mnaasged, including but not limited to the Employee being convicted of an offence under the *Canadian Criminal Code*
  - f) Failure or refusal by the Employee to comply with the Policies and Procedures of Mnaasged that is not resolved by the Employee
  - g) Breach of confidentiality that causes serious consequences to another Employee or Client
  - h) Endangers the safety of fellow Employees, Visitors, or Clients through harassment that causes serious consequences to another individual
  - i) Possession, distribution, selling, or transferring illegal drugs on Mnaasged premises or while on Mnaasged business
  - j) Breach of trust
2. Employees who are terminated with just cause will not be eligible to receive a notice, a pay in lieu of a notice, or a severance pay.
  3. Employees will be hired with a six-month probation period. During the first three (3) months of probation, Mnaasged may terminate an Employee without a notice or a pay in lieu of a notice. If termination occurs during the remaining three (3) months of the probation period, a two-week notice of termination or two-week pay in lieu of a notice will be required.
  4. Employees experiencing circumstances that prevent them from performing their job may be terminated. The termination process as outlined above will be followed for these instances. The circumstances will be reviewed on a case-by-case basis, taking into consideration whether the Employee is permanently or temporarily unable to perform the job, the seriousness of the violation if applicable, the Employee's work history, and the impact the Employee's inability to perform the job has on the program and on the community.
  5. If a question arises about the Employee's ability to perform the job physically or mentally, the Employer may request a physician's certificate. Examples of the Employee's inability must be recorded and communicated to the Employee as they occur. If an Employee is found to be suffering from a disability recognized under the *Canada Human Rights Act*, then every attempt will be made to accommodate that Employee. However, if the disability is such that the Employee is unable to do the job, the contract may be considered severed or frustrated, and both Parties will be relieved of their obligations. Examples of when an

Employee may be dismissed because of the inability to perform the job include, but are not limited to, the following:

- a) Mentally unstable as determined by either a physician, neurologist, surgeon, psychologist, or psychiatrist
  - b) Incarceration for an extended period
  - c) Loss of license or certification required for the job
6. If an Employee is required to possess a valid driver's license or any other type of license or certification, then this requirement must be specified in the job advertisement and in the employment contract or the letter of offer.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-25
Section: Change of Employment Status	
Subject: Lay Off and Permanent Termination	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## LAY OFF AND PERMANENT TERMINATION

### POLICY

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*Mnaasged Child and Family Services may at times layoff an Employee to meet its operational requirements. When a layoff occurs, it will be handled in an equitable manner with consideration given to those individuals directly affected by Staff reduction. An Employee may be laid off when the services of an Employee is no longer required because there is lack of work, it is in the interest of efficiency, or a function or program is discontinued from lack of funding or reorganizational structuring.*

### PROCEDURE

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1. The decision to permanently terminate an Employee and to give a notice or a payment in lieu of a notice will be made by the Executive Director (in consultation with the Director or the Manager and the Human Resources Department) on a review of the circumstances. The Director or the Manager will prepare a written report of the review. The Board of Directors will be apprised of the decision through written correspondence signed by the Executive Director. A copy of the report will be attached to the notice. If more than one Employee is being terminated simultaneously, the Board of Directors' approval will be required.
2. A notice of a permanent termination will be issued to the Employee as follows:
  - a) A two-week notice if the Employee has been employed more than three (3) months or a pay in lieu of a notice at the rate of the Employee's regular wages
  - b) Human Resources will prepare and provide a written notification to the terminated Employee advising the Employee of the permanent layoff, the effective date, and the reason(s)
3. If the Executive Director decides that the Employee be given a notice of termination, the notice will be signed by the Executive Director. A meeting will be scheduled between the

Director or the Manager, a Human Resources Staff, and the Employee where the notice will be reviewed and a copy of it will be given to the Employee. The original notice of termination will be sent “registered mail” to the Employee’s resident address. A copy of the notice or the letter of layoff will be placed in the Employee’s Personnel File.

4. If the Executive Director decides to compensate with a pay in lieu of a notice, a letter of termination will be prepared by the Human Resources Department stating the reasons for the termination and the effective date. A meeting will be scheduled with the Executive Director, the Director or the Manager, a Human Resources Staff, and the Employee where the letter will be reviewed and a copy of it given to the Employee. The original letter of termination will be sent “registered mail” to the Employee’s resident address. A copy of the notice or the letter of layoff will be placed in the Employee’s Personnel File.
5. The Executive Director will provide the Finance Department with a copy of the letter. The Finance Department will be responsible for issuing the final payment, including the payment in lieu of a notice if applicable, and any other outstanding amounts owing to the Employee within 10 days of the termination date. Outstanding amounts may include, but are not limited to, accumulated annual vacation and overtime credits earned and unused. There will be no payment for unused sick day credits. A copy of the notice or the letter of layoff will be placed in the Employee’s Personnel File.
6. Once the Employee has been provided a copy of the termination notice or letter, the Executive Director will then send a memorandum to the Board and all Staff advising them of the layoff.
7. In addition to a notice or a pay in lieu of a notice and in cases of a permanent layoff of an Employee who has completed one (1) consecutive year of employment, a terminated Employee will be entitled to severance pay (based on current salary) at a rate of two (2) days for each year of service (e.g., 3 years of service = 6 days of severance pay). However, a minimum of five (5) days of severance will be paid to Employees who have been employed for one or two years. The severance paid will comply with *Canada Labour Code* Standards and will consider the seniority of the Employee.
8. Absences that are approved by Mnaasged or layoffs that are not considered a termination does not interrupt continuity of employment.
9. Severance will be paid no later than two (2) weeks after the effective layoff date.
10. Employees who resign or otherwise terminate their own employment will not be entitled to severance pay.
11. Employees will not have the right to appeal a permanent layoff.
12. An Employee may be temporarily laid off due to lack of work or funding, discontinuance of a position, or reorganization.

13. The decision to temporarily lay off an Employee will be made by the Executive Director in consultation with the Director or the Manager and the Human Resources Department. The Executive Director will prepare a written report on the decision and will place it in the Employee's Personnel File.
14. A written notice or a payment in lieu of a notice is necessary for any temporary layoff.
15. The written notice will advise the Employee of the period of layoff and the recall date. A written notice or a payment in lieu of a notice is not necessary for an Employee who has not completed three (3) consecutive months of continuous employment.
16. A severance pay will not be necessary when an Employee is temporarily laid off and is given a recall date or period and the layoff is not considered to be a termination (see above explanation).
17. If an Employee is laid off temporarily, a fixed recall date or fixed period will be added to the letter sent to the Employee. An Employee who is temporarily laid off and fails to return to work after having been recalled will be deemed to have terminated employment and will not be entitled to a severance pay.
18. If Mnaasged is unable to recall an Employee to work after a layoff that is not a termination, then the layoff becomes a termination and a severance, as described under a permanent termination, and a pay in lieu of a notice must be paid to the Employee.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-30
Section: Change of Employment Status	
Subject: Promotion and Transfer	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## PROMOTION AND TRANSFER

### POLICY

*Mnaasged Child and Family Services will attempt to fill new and vacant positions and definite term contract positions with current Employees. Therefore, Employees will be encouraged to maintain an awareness of vacancies and to seek job opportunities for which they qualify. All promotions or transfers are based on a comparative review of interested Applicants' qualifications, ability, and quality of past work performance. After reviewing all Applicants, Mnaasged may choose to advertise and hire from outside the organization.*

### PROCEDURE

1. A promotion is defined as the movement from one position to another that is in a higher salary grid and involves a salary increase. A promotion may be within a department or between departments and will result in a title change.
2. A transfer is defined as the movement from one position to another that is in the same salary grid and does not involve a salary increase. A transfer may be within a department or between departments and may result in a title change.
3. Employees must normally be employed for a period of six (6) months or more before they can be transferred or promoted to another position. Employees hired on a definite term contract will not be eligible for a transfer or a promotion.
4. Job advertisements for positions based in First Nation communities (prevention programs) will be posted within that community for a period of up to three (3) weeks before it is advertised outside the community. The decision to advertise outside of the community and the length of time for advertising will be at the discretion of the Executive Director.

5. Job advertisements for positions that are not based in a First Nation community will be posted internally for a period of up to two (2) weeks in all Mnaasged Offices before it is posted externally. The decision to advertise outside of Mnaasged and the length of time for advertising will be at the discretion of the Executive Director.
6. Interested Employees must submit a covering letter explaining why they believe they are best qualified for the position along with an updated resume to the Executive Director. The Employees who apply will automatically be screened for an interview.
7. When one or more Employees apply for the position, the Director or the Manager involved and a Human Resources Staff will meet to decide on whether the individual is qualified for the position after a review of Personnel Files. The documents to be reviewed will include the following:
  - a) Past performance evaluations
  - b) Attendance records
  - c) Covering letter and updated resume
  - d) Samples of produced work
  - e) Notices of disciplinary action that were taken if any
8. A score between 0 and 5 will be assigned to each of the first four (4) categories mentioned above. The Employee who rates the highest will normally be offered the position. At the discretion of the Director or the Manager, and input from the Human Resources Department, an interview may be held to determine if the Employee is most qualified for the position.
9. The Employees who are transferred or promoted will enter a three-month probation period for the new position. If an Employee does not successfully complete the probation period, the Employee may apply for other open positions; however, there will be no guarantee of continued employment.
10. The number of sick days accumulated prior to a promotion or a transfer will be carried over into the new position. There will be no lapse in the Pension Plan or the group benefits for the Employee. The number of years of employment will be continuous, despite a transfer or a promotion.
11. When a current Employee is transferred or promoted to a new or vacant position, the Executive Director or designate will prepare a letter of offer and will notify the Finance Department of the increase in salary, if applicable.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-35
Section: Change of Employment Status	
Subject: Resignation	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## RESIGNATION

### POLICY

*Mnaasged Child and Family Services will strive to provide a secure working environment and continuity of employment for its Employees; however, from time to time Employees may wish to discontinue their employment for personal reasons. Mnaasged Child and Family Services will respect the decision of the Employee to resign and, in turn, will anticipate that the Employee will follow the procedures outlined in this Policy.*

### PROCEDURE

1. Resignation is a voluntary act to leave employment, with notice, on the part of the Employee.
2. An Employee with the intent to resign will give a minimum notice of two (2) weeks in writing to the immediate Director or the Manager. The Employees in a Supervisory or a Management position must give at least one month's notice. When deciding the resignation date, an Employee will consider the level of responsibility and the feasibility of refilling the position. The Director or the Manager will provide each a copy of the letter to the Human Resources and the Finance Departments. The Human Resources Staff will send a letter to the Employee acknowledging receipt of the resignation letter. Letters of reference may be withheld if the Employee does not provide the required notice.
3. The Employee's letter of resignation will be filed in the Employee's Personnel File by a Human Resources Staff.
4. If an unexplained absence of three (3) consecutive days or more is documented, the immediate Supervisor will attempt to contact the Employee to obtain an explanation. If attempts to contact are unsuccessful, the Employee will be deemed to have abandoned the position.

5. On resignation with notice, Employees will be entitled to their regular salary, accrued overtime, and annual leave no later than 10 business days after their final day of employment. If the Employee has taken more annual leave or sick leave than earned, an adjustment to deduct the overpayment will be made to the final payment. Adjustments will also be made to the final payment to reflect any other items or payments owed to Mnaasged.
6. On resignation without notice, the period of absence will be deducted from the payable compensation if the Employee is absent for five (5) days or more.
7. Prior to the last day of employment, an Exit Interview will take place if agreed to by the Employee. The purpose of the Exit Interview will be to ascertain the reasons for leaving and inquire about job satisfaction, quality of supervision, and recommendations for overall improvement. The meeting will also be used to collect all property belonging to Mnaasged, to advise the Employee of entitlements if any, and to complete final forms if necessary.
8. The Human Resources Department will conduct an interview with an Employee from another Department to discuss events surrounding the resignation, if the Employee resigning wishes, to help promote an open discussion. If the Employee agrees, the information will be recorded on an Exit Interview Form and filed in the Employee's Personnel File. At the discretion of the Human Resources Department and with the approval of the Employee resigning, the information will be shared with the other Directors and Managers for information or follow-up purposes.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 15-40
Section: Change of Employment Status	
Subject: Retirement	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## RETIREMENT

### POLICY

*Mnaasged Child and Family Services will recognize and assist its Employees who have been dedicated in serving the community for an extended period and who wish to retire from their services. The timing of retirement will be a matter of individual choice, and early retirement is a matter of mutual agreement between Mnaasged Child and Family Services and the Employee.*

### PROCEDURE

1. Retirement is defined as a situation where an Employee permanently withdraws from the workforce.
2. For the purpose of the privileges of retirees as explained below, there is no mandatory retirement age for Mnaasged Employees. Employees will be encouraged to remain with Mnaasged if competency and desire meet mutual expectations.
3. Employees planning to retire will submit a written notice of their intention to retire to their immediate Director at least 90 days prior to the retirement date. The Director or the Manager will submit a copy each to the Human Resources and the Finance Departments.
4. All permanent full- and part-time Employees who have retired in accordance with Mnaasged's Retirement Policy and Procedure will be awarded a Certificate of Appreciation signed by the Board of Directors and will be extended the following privileges:
  - a) A one-time retirement severance payment based on one (1) week's pay for each year of service
  - b) Employees may suggest options for a transition to retirement that will suit their needs. The Director or the Manager will consider voluntary proposals to reduce their hours,

refocus their responsibilities, or move to a more flexible working arrangement, such as working from home, but is under no obligation to accommodate the Employee.

5. It will be the Employee's responsibility to contact the Retirement Plan Representative for an explanation of the options.

## POLICY REFERENCE

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## SECTION 3: HEALTH AND SAFETY

Department: Human Resources	POLICY #: 20-05
Section: Health and Safety	
Subject: Occupational Health and Safety	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

### OCCUPATIONAL HEALTH AND SAFETY

*Mnaasged Child and Family Services will establish safety responsibilities to help prevent accidents and injuries and to increase safety for its Employees and Visitors. The safety responsibilities will be based on the following principles:*

- a) Management's commitment to the establishment of a healthy and safe workplace and to the integration of health and safety procedures into workplace activities*
- b) Treat basic health and safety legislation as a minimum standard*
- c) Responsibility of all Personnel to maintain a safe workplace*
- d) Accountability of all levels of Management to carry out health and safety responsibilities*
- e) Importance of consultation and cooperation between Management and Employees for effective implementation of health and safety activities*
- f) Commitment to provide adequate funds and details of how funds will be available for occupational health and safety activities*

*Mnaasged Child and Family Services will develop and implement an Occupational Health and Safety (OHS) Program that identifies the roles of Mnaasged, its Employees, and an Occupational Health and Safety Committee or Representative. As much as possible, the health and safety of its Employees and Visitors will not be negatively affected because of Mnaasged's activities.*

## PROCEDURE

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1. The role of Mnaasged, as an Employer, as it relates to health and safety in the workplace is as follows:
  - a) Provides Employees with information, training, and supervision necessary to ensure their health and safety at work
  - b) Provides Supervisors and Managers with training in occupational health and safety and in their responsibilities under the *Canada Labour Code*
  - c) Provides members of the Occupational Health and Safety Committee or Representative with training of their responsibilities under the *Canada Labour Code*
  - d) Posts in an accessible place a copy of Part II of the *Canada Labour Code* and a statement of Mnaasged's Health and Safety Policy
  - e) Investigates, records, and reports all accidents, occupational diseases, and other hazardous occurrences
  - f) Keeps and maintains accurate health and safety records
  - g) Provides First Aid facilities, health services, sanitary and personal facilities, and safe drinking water
  - h) Provides the Occupational Health and Safety Committee or Representative with a copy of any written directions or reports from a Safety Officer, which will then be posted for all Employees to be informed
  - i) Responds to recommendations, in writing, made by the Occupational Health and Safety Committee and the Occupational Health and Safety Representative within 30 days of receipt
  - j) Responds to Employees who reported on a circumstance or thing likely to be hazardous to the health and safety of Employees or other persons granted access to the workplace
  - k) Provides resources required for the operation of the Occupational Health and Safety Committee
  - l) Grants every person given access to the workplace with the prescribed safety materials, equipment, and clothing and ensures that every person is familiar on the uses of each
  - m) Complies with prescribed Standards relating to fire safety and emergency measures
  - n) Complies with every written direction given by a Safety Officer concerning the health and safety of its Employees

- o) Responds in writing to an Occupational Health and Safety Representative's direction or report when requested
2. Employees will be responsible for taking all reasonable and necessary precautions to ensure their own health and safety and that of anyone affected by their work. These responsibilities will include the following:
- a) Comply with Mnaasged's instructions concerning the health and safety of all Employees
  - b) Use all safety materials, equipment, and clothing furnished by Mnaasged that are intended to protect the Employee
  - c) Follow procedures that relate to the health and safety of all Employees
  - d) Cooperate with any person carrying out a required duty under the *Canada Labour Code*
  - e) Cooperate with the Occupational Health and Safety Committee or Representative
  - f) Comply with written direction given by a Health and Safety Officer or an Appeals Officer
  - g) Report any circumstance or thing that is likely to be hazardous to the Employees or any other person in the workplace
  - h) Report all work-related accidents, occupational diseases, or other hazardous occurrences that have caused injury to an Employee or another person
  - i) Report to Mnaasged any situation an Employee believes to be a violation of Part II of the *Canada Labour Code* by Mnaasged, another Employee, or another person
  - j) Respond in writing to a Health and Safety Officer's direction or report when requested
3. Employees have the right to know about known or foreseeable hazards in the workplace and to be provided with information, training, and supervision necessary to protect their health and safety. Through the Occupational Health and Safety Committee or Representative, Employees will have the right to access government or Mnaasged reports relating to the health and safety of its Employees but will not have access to medical records of any person without that person's consent.
4. The Occupational Health and Safety Committee or Representative, which will be made up of Mnaasged Employees, have the right and the responsibility to participate in identifying and correcting job-related health and safety problems.
5. An Employee has the right to refuse dangerous work without the risk of losing the job or wages if there is reasonable cause to believe that the operation of a machine or other object presents a danger to the Employee or to another, the performance of an activity

constitutes a danger to the Employee or to another, or a condition exists at work that presents a danger to the Employee.

6. An Employee cannot refuse to work if the refusal puts the life, health, or safety of another person directly in danger or if the perceived danger is inherent to, or a normal condition of, the Employee's work.

#### PROCEDURE FOR REFUSING DANGEROUS WORK

1. The first step for an Employee exercising the right to refuse dangerous work will be to report the refusal to the immediate Supervisor and to the Occupational Health and Safety Committee or Representative.
2. Mnaasged must then investigate the refusal in the presence of the Employee and a non-management member of the Occupational Health and Safety Committee or Representative. If the Occupational Health and Safety Committee Member or Representative is unavailable, the investigation must take place in the presence of at least one person chosen by the Employee refusing to work.
3. If Mnaasged decides that there is no danger or takes steps to correct the danger and the Employee has reasons to believe that a danger still exists, the Employee may continue to refuse. In this case, both Mnaasged and the Employee must contact a Safety Officer.
4. If Mnaasged agrees that a danger exists, immediate action will be taken to protect Employees from danger. Mnaasged will inform the Occupational Health and Safety Committee or Representative of the matter and the action taken to resolve it.
5. Until the Safety Officer arrives, investigates, and decides on an outcome, Mnaasged cannot assign the work in question to another Employee unless that Employee has been informed of the refusal and Mnaasged is satisfied that no danger exists. The Employee who refused to work may be asked by Mnaasged to remain in a safe work area nearby or Mnaasged may assign alternative work to Employees affected by the refusal to work.
6. If the Safety Officer decides that a danger does exist, a direction will be issued to Mnaasged to correct the situation. The Employee may continue to refuse the work until Mnaasged complies with the direction. If the Safety Officer decides that a danger does not exist, the Employee will no longer have the right to refuse. However, the Employee may appeal the decision of the Safety Officer within 10 days of receipt of the decision. While the appeal is in progress, the Employee must return to work.
7. Requests for a review of the decision of the Safety Officer may be made to the Safety Officer to have the decision reviewed by the Canada Labour Relations Board. The request must be made in writing within seven (7) days of receiving notification of the Safety Officer's decision.

8. If the Executive Director, the Director, or the Manager acts against an Employee for refusing to do dangerous work, the Employee will have the right to complain to the Canada Labour Relations Board about improper layoff, suspension, or other penalty. An Employee has 90 days from the time of such an action to make a complaint to the Board. If a complaint is made to the Board that disciplinary action was taken against an Employee, it will be up to Mnaasged to prove otherwise. The Board will make a final decision to resolve the situation; however, the decision can be appealed at the federal court level.

### INTERNAL COMPLAINT RESOLUTION PROCESS

1. A complaint can be made to a Safety Officer only if the Internal Complaint Resolution Process has been followed and has not been successful in resolving the matter.
2. If a Supervisor disagrees with an Employee, the Supervisor will refer the unresolved complaint to the Occupational Health and Safety Committee or Representative. The Occupational Health and Safety Committee will investigate the complaint. If an Occupational Health and Safety Committee does not exist, the Occupational Health and Safety Representative and a person designated by Mnaasged will investigate the complaint. The Investigating Team will inform the Employee and Mnaasged in writing of the results of their investigation and may make recommendations to Mnaasged if they conclude the complaint is justified.
3. If the complaint is justified, Mnaasged will inform the Investigating Team how and when the matter will be resolved. If the Investigating Team concludes that a danger exists, Mnaasged will ensure that no Employee will be subjected to the danger and will rectify the situation.
4. A complaint may be referred to a Safety Officer by either Mnaasged or an Employee if there is disagreement with the findings of the Investigating Team, if Mnaasged failed to inform the Investigating Team of how and when the matter will be resolved or has failed to take the necessary action, or the Investigating Team cannot agree whether the complaint is justified.
5. The Internal Complaint Resolution Process will not take away an Employee's right to refuse dangerous work.

### OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

1. A Health and Safety Committee must be established for each workplace where there are 20 or more Employees normally employed. At least half of the Committee Members must be Employees who have no managerial functions. In workplaces where there are 5 to 19 Employees, there must be a Health and Safety Representative.
2. The Occupational Health and Safety Committee will consist of at least two Employees; at least half of the members selected by Mnaasged will exercise managerial functions and the

other half will be selected by a majority vote from the Employees at large. Their term of office is not to exceed two (2) years.

3. All Occupational Health and Safety Committee Members or Health and Safety Representatives will be allowed to take the time during regular work hours to carry out their responsibilities. Time spent performing these health and safety duties will be considered as if the Members or Representatives were working on normal tasks, and the normal rate of pay will apply. Committee Members or Representatives will not be liable for any act or omission done, or omitted in good faith, while engaged in health and safety activities.
4. The duties of the Occupational Health and Safety Committee Members will be as follows:
  - a) Meet at least once a month and during emergencies when required. Minutes of the meeting should be posted as soon as possible after the meeting
  - b) Ensure that adequate records are kept on work accidents, injuries, and health hazards
  - c) Deal with received complaints that relate to the health and safety of the Employees represented as expeditiously as possible
  - d) Participate in all investigations concerning occupational health and safety
  - e) Consult technical experts as necessary
  - f) Participate in the development, implementation, and monitoring of programs for the prevention of workplace hazards
  - g) Participate in the development, implementation, and monitoring of a program for the provision of Personal Protective Equipment, clothing, or materials
  - h) Conduct monthly inspections in all or part of the workplace so that every area is inspected at least once a year
  - i) Participate in the development of health and safety policies and programs
  - j) Request from Mnaasged any information considered necessary to identify existing or potential hazards with respect to materials, processes, or equipment in the workplace
  - k) Review any government and Mnaasged reports relating to the health and safety of the Employees represented by the Committee
  - l) Develop, establish, and maintain health and safety programs for the education of the Employees the Committee represents

- m) Cooperate with Health and Safety Officers by providing information and assisting in investigations of accidents and refusals to work
- n) Maintain records about Health and Safety Complaints and the Committee actions taken as well as keep records of refusals to work and of accidents
- o) Ensure that Employee representatives, specifically Supervisors, from each Mnaasged office buildings have certified and annually updated First Aid and CPR training and that a list of these Employees will be visibly posted in each office

## OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

1. The duties of the Occupational Health and Safety Representative are as follows:
  - a) Considers and expeditiously deals with health and safety complaints
  - b) Ensures that adequate records will be kept on work accidents, injuries, and health hazards and will be regularly monitored
  - c) Meets with Mnaasged as necessary to address health and safety issues
  - d) Participates in all investigations pertaining to the health and safety of Employees
  - e) Consults with technical experts as necessary
  - f) Cooperates with Health and Safety Officers
  - g) Participates in the planning and implementing of changes that may affect occupational health and safety, including work procedures
  - h) Conducts monthly inspections in all or part of the workplace so that every area will be inspected at least once a year
  - i) Participates in the development of health and safety policies and programs
  - j) Assists Mnaasged to investigate and assess the exposure of Employees to hazardous substances
  - k) Participates in the development, implementation, and monitoring of a program for the provision of Personal Protective Equipment, clothing, or materials

## OTHER CONSIDERATIONS

1. Emergency Medical Services will be contacted for transportation to the nearest physician or hospital for Employees requiring care for a physical injury or illness because of a work-related accident.

2. A First Aid Kit will be supplied by Mnaasged for each office and placed at the Receptionist's desk and in company vehicles. It will be the responsibility of all Employees to notice when supplies require replenishing and to notify the Receptionist who will be responsible for refilling the First Aid Kits. In addition, the receptionist will inspect the First Aid Kits at least monthly and will ensure that its contents are maintained in a clean, dry, and serviceable condition.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 20-10
Section: Health and Safety	
Subject: Communicable Diseases	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## COMMUNICABLE DISEASES

### POLICY

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*Mnaasged Child and Family Services will protect its Employees from exposure to communicable diseases that pose a reasonable risk of harm. Mnaasged Child and Family Services will also protect the rights of those infected with a communicable disease and will be flexible in its response to communicable diseases by evaluating each occurrence with current available medical information.*

### PROCEDURE

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1. Mnaasged will make available information to its Employees about the spreading of communicable diseases and precautions, which can be taken to prevent the spread of communicable diseases.
2. An Employee includes all persons either part- or full-time or those hired on employment contracts. The term “infected” is defined as Employees who have been medically diagnosed as infected with a communicable disease.
3. The procedures below apply to all communicable diseases, including, but not limited to, the following:
  - a) Measles
  - b) Influenza
  - c) Viral hepatitis-A (infectious hepatitis)
  - d) Viral hepatitis-B (serum hepatitis)
  - e) Meningitis

- f) Meningococcal infections
  - g) Head lice
  - h) Pink eye
  - i) Scabies
  - j) Tuberculosis
  - k) Human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS)
  - l) Coronavirus (severe)
4. If an Employee suspects, on reasonable grounds, that a fellow Employee may have a communicable disease, the Employee will contact and inform the immediate Supervisor. The immediate Supervisor will advise an Occupational Health and Safety Committee Member or Representative. If the Employee confirms the infection of a communicable disease, the appropriate guidelines as described below will be followed.
  5. Employees who have or suspect they may have a communicable disease are encouraged to immediately report this to the immediate Supervisor who will provide or ensure that information and support is provided if necessary.
  6. Employees who have a communicable disease or carry the virus of a communicable disease have a responsibility to conduct themselves in a manner that minimizes the risk of transmitting it to others.
  7. Employees who know or suspect they may have a communicable disease should seek medical care and treatment for their own health and to protect other Employees.
  8. An infected Employee can continue to work if the regular responsibilities can be performed satisfactorily and the medical evidence indicates that the Employee will not present a health or safety threat to themselves or others. The infected Employee will continue to have access to Mnaasged's facilities and services in an unrestricted manner. Infected Employees with diseases that threaten the safety of other Employees will be eligible for a leave of absence and the Employee Benefits Plan.
  9. An infected Employee returning to work after a leave of absence for reasons related to a communicable disease must provide a statement from the physician treating the condition indicating the Employee's medical status.
  10. Within reason, the Supervisor will make accommodations to the infected Employee whenever possible to ensure continuity in employment. Such measures may include job reassignment.

11. No infected Employee may be dismissed solely on a diagnosis of an infection or contagious disease; however, a decision to dismiss may be made after an examination of facts demonstrate that the infected person can no longer perform the essential requirements of the position or poses a reasonable threat to the health and safety of others.
12. If an Employee wishes to grieve a decision concerning employment conditions, the Grievance Policy and Procedure will apply.
13. Each case will be re-evaluated when necessary, or at least on an annual basis, so long as the Employee has a communicable disease and remains employed.
14. An Employee who is in an infectious stage of a communicable disease that can be transmitted by air, water, or other liquid or by skin-to-skin contact will be prohibited from attending work. Any Employee who knowingly comes to work while in an infectious stage that can be transmitted during the normal activity of the workday may be subject to disciplinary action.
15. Each case will be handled on an individual basis with input from the Employee, the immediate Supervisor, and the Employee's personal physician to consider whether the Employee might pose a risk of transmission to others in the workplace. The Employee will be asked about personal knowledge of the transmission of the disease, the need for medical care, personal hygiene, educational counselling, and the avoidance of high-risk behaviour. The group will then consider the following:
  - a) Nature of the risk or how the disease was transmitted
  - b) How long the Employee has been infectious
  - c) Severity of the risk to other Employees
  - d) Probability of the disease being transmitted and causing varying degrees of risk
16. Decisions concerning the employment status or the conditions of employment to accommodate the infected Employee will be made by the Executive Director.
17. Disciplinary measures may be applicable to any Employee who fails or refuses to work at the assigned job with an infected person who has not been deemed to pose a health or safety threat to self or others.
18. As with any medical condition, Employees must not disclose information regarding another Employee to anyone except those Employees who need to know. Breach of such confidentiality by an Employee may result in disciplinary action. The Director or the Manager will act as the liaison with the infected Employee's physician regarding the individual's health status.

19. If an Employee has a concern about the potential for the spread of a communicable disease, those concerns should be brought to the Director or the Manager. The Executive Director will then review and evaluate the concerns. If there appears to be a reasonable likelihood of a spread of the disease by an infected person, the Executive Director will contact the local Health Unit/Centre for recommendations for appropriate action.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 20-15
Section: Health and Safety	
Subject: Drug and Alcohol	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## DRUG AND ALCOHOL

### POLICY

*Mnaasged Child and Family Services believes in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or an alcohol on the job poses a serious safety and health risk to the user and to all those who work alongside. The use, purchase, transfer, or possession of an illegal drug or of alcohol by an Employee while on the premises of, or while performing business for, Mnaasged Child and Family Services poses unacceptable risk for its operations and will be prohibited. As a condition of employment, all Employees will be required to abide by these terms.*

### PROCEDURE

1. All full- and part-time permanent and contract Employees are covered by this Policy.
2. An Employee who does not abide by the Drug and Alcohol Policy will be subject to discipline. An Employee who has a dependency on alcohol or drugs will be offered help to address the issue.
3. An Employee reporting for work visibly impaired or unable to properly perform the required duties because of alcohol or illegal drug use will not be allowed to work for the remaining workday.
4. The Supervisor will then consult privately with the Employee to determine the cause of the intoxication, including a dependency for use. If an Employee indicates that there is no dependency to alcohol or illegal drugs and the Supervisor agrees, then the matter will be treated as a cause for disciplinary action. If the Employee indicates that they do have a drug or an alcohol dependency, then the issues surrounding a duty to accommodate will be addressed.

5. The Supervisor will send the Employee home if considered impaired. The Employee will receive pay for the day absent if it is the first offense. For any subsequent offenses, the Employee's next pay cheque will be deducted by the amount of time absent.
6. Each incident of drug- or alcohol-related absenteeism or attending work under the influence of such will be documented.
7. If the Director or the Manager is informed by an Employee who has a drug or an alcohol addiction and is requesting help, then arrangements will be made to allow the Employee time off for treatment or counselling.
8. Costs for counselling or treatment will be at the expense of Mnaasged.
9. The Employee will be allowed to apply accumulated overtime, annual vacation, or sick days to attend the treatment or counselling. Any other time away from the office will be without pay.
10. On return to work, the Employee will produce proof of completion of the treatment program, which will be placed in a separate file apart from the Employee's Personnel File.
11. If the Employee refuses treatment or if it is unsuccessful, and every attempt has been made by Mnaasged to accommodate the Employee, termination of the Employee will occur.
12. If an Employee requires counselling to deal with high-level stress, the Employee may be granted a reasonable amount of time away from the office, with pay, to attend counselling. Costs associated with counselling may be at the expense of Mnaasged. Each circumstance will be reviewed by the Executive Director based on the effect on service provision and budget constraints.
13. All action taken by both the Employee and the Director or the Manager with an Employee's treatment or counselling will be kept confidential. Any information relating to an Employee's treatment or counselling will not be recorded in the Employee's Personnel File but kept confidential in a separate file.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 20-20
Section: Health and Safety	
Subject: Self-Care	
Date Approved: N/A	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

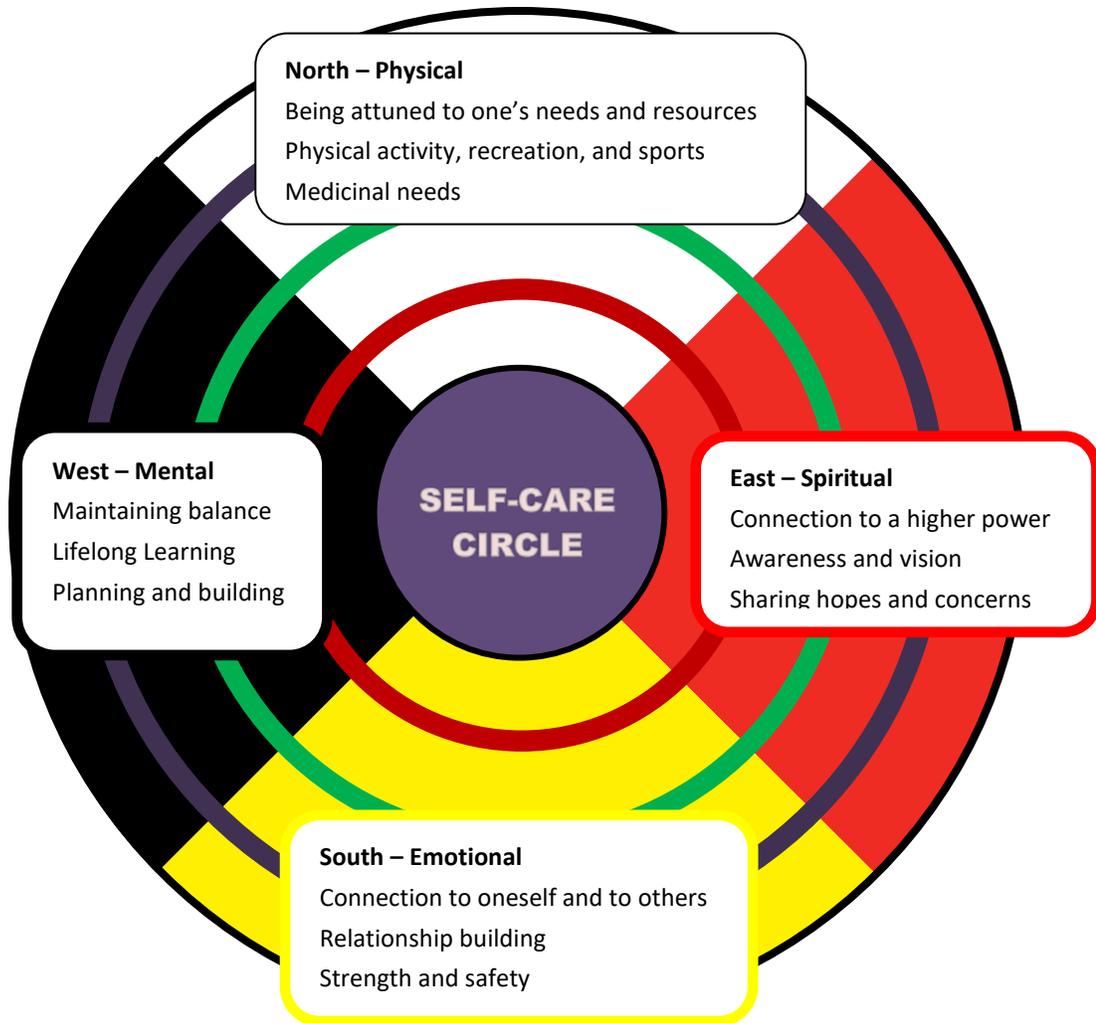
## SELF-CARE

### POLICY

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*Mnaasged Child and Family Services supports the health and well-being of its Employees by ensuring that they can recognize and manage stressors by taking the time and having access to resources to manage their self-care. Self-care plays a key role in preventing illness, reducing absenteeism, enhancing productivity, and enabling the Employee to be effective in their job duties as well as in their family life.*

*Self-care improves one's quality of life through self-management, including developing a Self-Care Plan using the four directions of the Medicine Wheel called the Self-Care Circle:*



## SELF-CARE ASSESSMENT

### RATING SCALE

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5 – Always      4 – Frequently      3 – Occasionally      2 – Rarely      1 - Never

#### PHYSICAL

- Eat a balanced diet
- Get regular physical activity (at least 30 minutes a day)
- Seek medical attention when needed
- Get enough sleep (at least 8 hours a night)
- Engage in fun activities (dance, swim, play sports, and sing)

#### SPIRITUAL

- Believe in a higher power
- Take time to meditate, pray, and give thanks
- Contribute to causes in which I believe
- Be open to the unknown
- Identify what is meaningful to me and notice its place in my life

#### EMOTIONAL

- Love myself, give myself affirmations, and praise myself
- Allow myself to cry
- Find things that make me laugh
- Identify comforting activities, objects, people, relationships, and places and seek them out
- Spend time and stay in contact with family and friends

#### MENTAL

- Make time for self-reflection
- Notice my inner experience—listen to my thoughts, judgments, beliefs, attitudes, and feelings
- Have a method of “letting go” of stressors
- Say “no” when appropriate
- Try something new

## SELF-CARE PLAN – PHYSICAL

I will begin.....

Eat a balanced diet
Get regular physical activity (at least 30 minutes a day)
Seek medical attention when needed
Get enough sleep (at least 8 hours a night)
Engage in fun activities (dance, swim, play sports, and sing)

Within this month I will.....

Eat a balanced diet
Get regular physical activity (at least 30 minutes a day)
Seek medical attention when needed
Get enough sleep (at least 8 hours a night)
Engage in fun activities (dance, swim, play sports, and sing)

Within the next 6 months I will.....

Eat a balanced diet
Get regular physical activity (at least 30 minutes a day)
Seek medical attention when needed
Get enough sleep (at least 8 hours a night)
Engage in fun activities (dance, swim, play sports, and sing)

In the next year I will.....

Eat a balanced diet
Get regular physical activity (at least 30 minutes a day)
Seek medical attention when needed
Get enough sleep (at least 8 hours a night)
Engage in fun activities (dance, swim, play sports, and sing)

## SELF-CARE PLAN – SPIRITUAL

I will begin.....

Believe in a higher power
Take time to meditate, pray, and give thanks
Contribute to causes in which I believe
Be open to the unknown
Identify what is meaningful to me and notice its place in my life

Within this month I will.....

Believe in a higher power
Take time to meditate, pray, and give thanks
Contribute to causes in which I believe
Be open to the unknown
Identify what is meaningful to me and notice its place in my life

Within the next 6 months I will.....

Believe in a higher power
Take time to meditate, pray, and give thanks
Contribute to causes in which I believe
Be open to the unknown
Identify what is meaningful to me and notice its place in my life

In the next year I will.....

Believe in a higher power
Take time to meditate, pray, and give thanks
Contribute to causes in which I believe
Be open to the unknown
Identify what is meaningful to me and notice its place in my life

## SELF-CARE PLAN – EMOTIONAL

I will begin.....

Love myself, give myself affirmations, and praise myself
Allow myself to cry
Find things that make me laugh
Identify comforting activities, objects, people, relationships, and places and seek them out
Spend time and stay in contact with family and friends

Within this month I will.....

Love myself, give myself affirmations and praise myself
Allow myself to cry
Find things that make me laugh
Identify comforting activities, objects, people, relationships, and places and seek them out
Spend time and stay in contact with family and friends

Within the next 6 months I will.....

Love myself, give myself affirmations and praise myself
Allow myself to cry
Find things that make me laugh
Identify comforting activities, objects, people, relationships, and places and seek them out
Spend time and stay in contact with family and friends

In the next year I will.....

Love myself, give myself affirmations and praise myself
Allow myself to cry
Find things that make me laugh
Identify comforting activities, objects, people, relationships, and places and seek them out
Spend time and stay in contact with family and friends

## SELF-CARE PLAN – MENTAL

I will begin.....

Make time for self-reflection
Notice my inner experience—listen to my thoughts, judgments, beliefs, attitudes, and feelings
Have a method of “letting go” of stressors
Say “no” when appropriate
Try something new

Within this month I will.....

Make time for self-reflection
Notice my inner experience—listen to my thoughts, judgments, beliefs, attitudes, and feelings
Have a method of “letting go” of stressors
Say “no” when appropriate
Try something new

Within the next 6 months I will.....

Make time for self-reflection
Notice my inner experience—listen to my thoughts, judgments, beliefs, attitudes, and feelings
Have a method of “letting go” of stressors
Say “no” when appropriate
Try something new

In the next year I will.....

Make time for self-reflection
Notice my inner experience—listen to my thoughts, judgments, beliefs, attitudes, and feelings
Have a method of “letting go” of stressors
Say “no” when appropriate
Try something new

Department: Human Resources	POLICY #: 20-25
Section: Health and Safety	
Subject: Critical Incidence	
Date Approved: N/A	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## CRITICAL INCIDENT

### POLICY

*It is the intent of Mnaasged Child and Family Services to prevent critical incidences that involve harm, damage, or the threat of harm or damage to Staff, Volunteers, Clients, and property. All critical incidents will be reported to the Director or the Manager and the Executive Director, including the appropriate authorities if required.*

*A critical incident can include, but may not be limited to, the following:*

- a) Verbal or physical abuse or threat*
- b) Verbal or physical abuse or threat with a weapon*
- c) Major accident involving Employees*
- d) Death involving an Employee*
- e) Suicide or attempted suicide by an Employee*
- f) Discovery of illegal drugs in the workplace*
- g) Suspected sexual or physical abuse by an Employee*
- h) Sexual assault of an Employee on or off the premises*
- i) Critical illness of an Employee*
- j) Criminal activity of an Employee*

## PROCEDURE

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1. Signs with the following text will be posted at the entrances of all Mnaasged sites:

It is the policy of Mnaasged Child and Family Services that a safe, harassment-free working environment be maintained for Staff and Visitors as per Freedom from Harassment in the Workplace Policy # 35-30.

2. Everyone will be required to act in an appropriate manner to ensure that safety and respect are maintained in the building.
3. Violence, foul language, or yelling will not be tolerated on the premises.
4. An individual will be asked to leave if acting inappropriately. If the behaviour continues, the local enforcement authorities will be notified and all legal actions will be enforced.
5. Please help to ensure Mnaasged remains a safe place.

*Yaw^ko Miigwech Anushiik*

6. For an Employee directly involved in a critical incident, the following process will apply:

- a) At the time of the incident

- i. Assess the situation
- ii. Ensure the safety of all concerned
- iii. Contact appropriate emergency services if required
- iv. Contact appropriate support people

- b) Immediately after the incident

- i. Notify the Director or the Manager who will notify the Executive Director
- ii. Document the incident on the approved forms or make notes to help recall the incident at a later time
- iii. Before leaving the site, check for the safety and security of the people and the premises

7. Mnaasged will offer debriefing for all Staff and Clients that will be affected. If Staff or Clients refuse debriefing, note this in their Personnel File. If debriefing is accepted, the initial session must take place within 48 hours of the incident.

8. Relieve any Helpers of their duties who were directly involved, without loss of pay, until after a debriefing session. If this is not possible (i.e., if all staff were involved in the incident), discuss the workload to develop a temporary workplan to minimize duties.

### VIOLENCE OR THREAT OF VIOLENCE – THREAT BY TELEPHONE

1. Keep talking to the caller for as long as possible, get as much information as you can, and record as much as you can.
2. Attract the attention of another Employee. Ask them to notify the Director or the Manager.
3. Do not hang up the phone. If the caller does not hang up, the call may be traced.
4. Take note of background noises or anything that may identify the caller.
5. Cooperate with the Police to provide as much information as possible about the caller.

### THREAT BY A COMMUNITY MEMBER OR A CLIENT (INVOLVING POLICE)

1. An Employee will try to de-escalate a volatile situation.
2. If the volatile situation has de-escalated, the meeting can be resumed.
3. If the volatile situation continues, a warning will be given to let the person know that the Police may be called and that they may be asked to leave the premises.
4. If the volatile situation continues, the person will be asked to leave the premises.
5. If the person refuses to leave, the Police will be called.
6. The immediate Supervisor or designate will be notified of the incident. Staff will be informed of the incident.
7. An Incident Report will be completed by the Staff involved within 24 hours and, once completed, given to the immediate Supervisor or designate.
8. Mnaasged will get a copy of any Police Report on the incident.
9. Staff will undergo debriefing immediately with an Outside Resource Person within the community.
10. Follow-up will occur within six (6) weeks.
11. Staff will follow through with the legal process if required.

12. The Incident Report and the Police Report will immediately go to the Executive Director and an emergency Occupational Health and Safety Committee Meeting will be scheduled.

### SUICIDE THREAT OR THREAT OF SELF-HARM

1. Suicide threats will always be taken seriously and acted upon immediately.
2. All Employees will be trained in Applied Suicide Intervention Skills Training (ASIST) training.
3. Assess the situation.
4. Notify the Director or the Manager.
5. Document the incident on the appropriate form noting what services have been notified, what support is in place for the person, and what Employees are doing to monitor the situation.

### POLICY REFERENCE

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## SECTION 4: HOLIDAYS AND LEAVE

Department: Human Resources	POLICY #: 25-05
Section: Holidays and Leave	
Subject: Annual Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

### ANNUAL LEAVE

#### POLICY

*Mnaasged Child and Family Services recognizes that its Employees are dedicated to performing their specific tasks and are deserving of time off to renew themselves physically, emotionally, spiritually, and mentally. All eligible Employees of Mnaasged Child and Family Services will be entitled to an Annual Leave with pay. The vacation year has been set as the anniversary date of employment.*

#### PROCEDURE

1. All permanent full-time Employees will be eligible for Annual Leave on the completion of 12 months of continuous employment. Annual Leave credits will be calculated retroactively to the Employee's first day of employment.
2. An Employee's reports, major projects, filing, and other assignments must be up to date, as determined by the Employee's Director or Manager, before a request for Annual Leave is approved. The Director or the Manager will have the authority to disapprove a specific request if Staff coverage is not adequate at that time. Seniority is the process of ranking Employees from their date of hire. In approving Annual Leave, the Director or the Manager may use seniority as a means of avoiding scheduling conflicts among Employees.
3. Annual Leave credits earned will be pro-rated in a fiscal year and calculated based on an Employee's anniversary date. Annual Leave credits will be earned by Employees for service based on the following criteria:

After first 12 months to 3 years of continuous employment	15 days
4 years to 9 years of continuous employment	20 days
10 years to 15 years of continuous employment	25 days
Over 16 years of continuous employment	30 days maximum

4. Employees will be granted additional Annual Leave credits on their anniversary date when they have completed the required number of years of employment.
5. On the Employee’s anniversary date, the eligible Employee will be considered to have the number of Annual Leave days as determined by years of service. An Employee’s request for the total number of days allowed for the upcoming year must be submitted in writing at least one (1) month prior to the end of the current year. Any revisions to the scheduled vacations by either the Employee or the Director (or Manager) will be submitted two (2) weeks prior to the commencement date of the revised vacation request.
6. Employees will only be granted leave taken from the unearned Annual Leave on the condition should their position end or be terminated for any reason before they have accrued sufficient Annual Leave that they agree, in writing, to satisfy the “overdrawn” ones. Mnaasged will be entitled to treat the excess Annual Leave taken as Leave without Pay and will deduct the amount owing from any amount owed to the Employee by way of salary or otherwise.
7. Employees are encouraged to take all their Annual Leave during the year it was earned. A maximum of five (5) days may be carried over to the next anniversary year on the approval of the Director or the Manager.
8. In special circumstances an Employee may, by written agreement with Mnaasged, postpone or waive entitlement to an annual vacation for a specified year of employment.
9. Employees will not be entitled to earn Annual Leave credits during an unpaid leave of absence of one (1) month or more except for Maternity and Parental Leave and for Sick or Injury Leave.
10. If an Employee is asked to come back to work while on vacation, the Employee will be compensated time for the hours worked. Travel expenses will be reimbursed at the rate pre-approved by the Board of Directors.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-10
Section: Holidays and Leave	
Subject: Bereavement Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## BEREAVEMENT LEAVE

### POLICY

*When a death occurs in an Employee's immediate family, Mnaasged Child and Family Services will support the Employee by allowing time off for the grieving process.*

### PROCEDURE

1. All Employees are eligible for Bereavement Leave. It is not a requirement that an Employee complete three (3) months of consecutive employment before being eligible.
2. A paid leave of absence of up to five (5) days will be granted in the case of a death of an immediate or extended family member and an additional two (2) days if travel is required. At the discretion of the Director or the Manager, an Employee may be granted up to a total of three (3) days off in the case of a death of an individual whom the Employee had a close personal relationship. Time off will be considered in addition to regular days off. For example, if a death occurs on Friday, and the Employee's regular days off are Saturday and Sunday, Bereavement Leave would commence on Monday.
3. The Employee will immediately notify the Director or the Manager of the request for time off and submit a Request for Leave Form prior to leaving or upon the immediate return if circumstances prevent a signature prior to leaving. Any requests for time off in addition to the five (5) days will be discussed with and at the discretion of the Director or the Manager. Up to an additional five (5) days with pay may be granted. If additional time off will be required in addition to the five (5) days with pay, the Employee will be required to use any accumulated Overtime, Sick, Cultural, or Annual Leaves credits.
4. At the discretion and advance approval of the Director or the Manager, all Employees may be granted a single day Leave with Pay to attend the funeral of an individual who does not fall within the definitions above.

5. This Policy may be extended, at the discretion of the Employee's Director or Manager, to address attendance at wakes and other Traditional Ceremonies according to Staff values and beliefs.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-20
Section: Holidays and Leave	
Subject: Compassionate Care Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## COMPASSIONATE CARE LEAVE

### POLICY

*Mnaasged Child and Family Services recognizes that Employees experience stress and difficulty performing their duties when a family member is gravely ill. Therefore, Mnaasged Child and Family Services will support its Employees by allowing time off to directly care for, provide emotional support, or arrange for health care for an immediate family member who is gravely ill and at a significant risk of death.*

### PROCEDURE

1. Compassionate Care Leave will be granted to an Employee to provide care and support to a gravely ill family member if approved by the Executive Director.
2. A medical certificate will be required from a qualified medical practitioner stating that the family member has a serious medical condition and there is a significant risk of death within 26 weeks.
3. The medical certificate must satisfy Mnaasged and will be provided by the Employee normally a minimum of two (2) weeks before taking the leave.
4. Employees will be entitled up to eight (8) weeks of Compassionate Care Leave With Pay to provide care and support to a gravely ill family member. After eight (8) weeks, the Employee will be entitled an additional 20 weeks of Compassionate Care Leave Without Pay. Employees will be assisted to obtain their Employment Insurance Benefits for the additional weeks of unpaid Compassionate Care Leave.
5. The time off for definite term contract Staff will not extend beyond their appointed end date. If a family member dies within the eight-week period, a definite term contract Employee will be entitled to Bereavement Leave immediately upon the death.

6. An immediate family member will be defined as:
  - a) Employee's spouse or common-law partner
  - b) Employee's parents, step-parent, or foster parents (including parents of the spouse or common-law partner)
  - c) Employee's (or spouse's) child, grandchild, stepchild, or foster child
7. Employees will provide the Director or the Manager with reasonable notice, when possible, in writing of the date Compassionate Care Leave will begin and the expected date of return. If an Employee decides to return to work sooner than the expected date of return, the Employee will normally provide written notice one (1) week in advance.
8. If the family member is still gravely ill at the end of the 26-week period, the Employee will be entitled to a further period of up to eight (8) weeks of Leave Without Pay. A qualified medical practitioner is required to issue another medical certificate to the satisfaction of Mnaasged stating that the family member has a serious medical condition with a significant risk of death within 26 weeks.
9. Mnaasged will provide the Employee with a Record of Employment (ROE) for the period of Leave Without Pay. This form will be part of the application for Employment Insurance Compassionate Care Benefits.
10. Mnaasged will not suspend, layoff, demote, or discipline an Employee because the Employee has taken or intends to take Compassionate Care Leave and will not take this leave into account in any decision to promote or train the Employee.
11. An Employee on return from Compassionate Care Leave will be reinstated to the former position. If Mnaasged is unable to reinstate the Employee to the previous job for a valid reason, the Employee will be given a comparable position in the same location and with the same wage and benefits. However, if the wages and benefits of an Employee group were reduced as part of a reorganization plan, the reinstated Employee will receive the same reduction in wage and benefits if part of the same group. Likewise, if wages and benefits for the Employee's group were increased during the absence, the Employee will be entitled to the same increase on return to work.
12. Mnaasged will continue to pay the Employee's contribution to the Retirement Pension Plan and Employee Group Benefits while the Employee is on Compassionate Care Leave, provided the Employee pays within a reasonable time any contributions the Employee would have normally paid. If the Employee chooses not to pay the contribution, the Retirement Pension Plan will lapse during the leave period. Employment on reinstatement will be considered continuous with employment before the leave for purposes of calculating future benefits. An Employee's Annual Leave and Sick Leave credits will accrue during the absence.

13. On written request, the Director or the Manager will inform Employees who are away on Compassionate Care Leave of training opportunities or promotions that arise during the period of leave.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-25
Section: Holidays and Leave	
Subject: Court Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## COURT LEAVE

### POLICY

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*Mnaasged Child and Family Services will allow Leave With Pay to maintain continuity or prevent any undue hardships to an Employee required to fulfill a mandatory civic duty, jury duty, or offer witness testimony.*

### PROCEDURE

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1. On receipt of a notification of court duty, the Employee will immediately complete a Request for Leave Form advising the Director or the Manager when it is scheduled and the expected duration and attaching a copy of the notification of court duty or of the subpoena.
2. If payment for testifying is received other than a travel expense, the Employee will submit the payment to the Finance Department.
3. An Employee who is a plaintiff or a defendant in a personal court proceeding will not be considered as a witness and therefore Annual Leave, Overtime, or Leave Without Pay will be used for this purpose.
4. The Employee will be entitled to Leave With Pay plus fees received for jury duty. If jury duty falls on a scheduled day off, the Employee will not be entitled to additional time off.

### POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-30
Section: Holidays and Leave	
Subject: Education Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## EDUCATION LEAVE

### POLICY

*Mnaasged Child and Family Services will support and promote the concept of capacity building as an organization and the ongoing professional development of its Employees. In recognition of an Employee's service and the benefits of enriching an Employee's professional development, Mnaasged Child and Family Services will provide a paid or an unpaid Education Leave to its Employees.*

### PROCEDURE

1. Education leave is defined as full- or part-time leave for the purpose of attaining an academic degree, diploma, or credits from a recognized university, college, or other educational institution. A Record of Employment will be issued to an Employee taking full-time Education Leave. A part-time Education Leave can consist of time away from the place of employment for a portion of a day or for full days. An Education Leave may be at the request of the Employee.
2. If the Employee is absent from the place of employment for five (5) days or less for each training request, the Training and Development Policy and Procedure will apply.
3. A full- or part-time permanent Employee will have a minimum of one (1) year of employment with Mnaasged before an Education Leave will be granted. An Employee's eligibility for Education Leave require approval from the Executive Director on the recommendation of the Director or the Manager.
4. At the Director's discretion, the Employee may be asked to sign a statement confirming the return to Mnaasged employment for a specific period on the completion of the Education Leave. The Education Leave must be directly or reasonably associated to the current job description.

5. The Employee will normally submit a written request to the Human Resources Department six (6) months in advance of the commencement date outlining how the program will benefit the current position's responsibilities or the anticipated responsibilities once back to work. A copy of the course description of the program, length of the program, and the letter of acceptance will be attached to the request.
6. The Human Resources Department will bring the request forward to the Director or the Manager for consideration and with final approval by the Executive Director. The Director or the Manager will consider the following criteria:
  - a) Purpose of study
  - b) Benefits of training to Mnaasged
  - c) Attendance of the Employee
  - d) Replacement issues
  - e) Work performance of the Employee
  - f) Duration of leave requested
  - g) If training was identified in the performance evaluation or career planning
7. The Executive Director will decide on granting the Education Leave within one (1) month of the written request. The Director or the Manager will communicate the decision to the Employee in writing explaining the reasons why the request was approved or denied and, if approved, the expectations as outlined in this Policy.
8. If the request has been approved, the vacated position will be advertised according to the Recruitment Policy and Procedure if necessary.
9. If the Employee is absent from work on a full-time basis, benefits under Mnaasged's Employee Benefits Plan will continue to be covered for a period of 31 days. The Employee and Employer's contributions toward the Pension Plan will cease. The seniority that the Employee earned up to and during the absence will continue. Sick Leave and Annual Leave will not accumulate during the absence for those Employees on full-time Education Leave.
10. If an Employee is absent from work on a part-time basis, Employee Group Benefits and Pension Plan will continue. (An Employee's Sick Leave and Annual Leave credits will accumulate during the absence.)
11. The duration of the leave will depend on the length of the program; but, when leave takes the Employee away from the office on a full-time basis, the leave may not normally exceed more than three (3) years.

12. An Employee's request for an Education Leave may be with or without pay. If the Employee is required to attend classes every day of the week for the full day, the Employee will be required to take a full-time Leave Without Pay. Any accumulated annual Leave and Overtime will be paid to the Employee no later than 10 business days of the last day of work.
13. If the Employee is not required to attend class every day of the week or is required to attend for only a portion of the day, the Employee will be required to take Annual Leave or Overtime to cover the time absent from work. In these cases, the Employee will be granted a maximum of three (3) hours a week to complete the class assignments. If the required time absent from work exceeds the Employee's allowable Annual Leave or Overtime, the Employee will not be eligible for pay for that portion of time.
14. An Employee who continues to work will be allowed an Education Leave With Pay of up to six (6) weeks during the fiscal or calendar year to attend classes.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-35
Section: Holidays and Leave	
Subject: General Holidays (Statutory Holidays)	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## GENERAL HOLIDAYS (STATUTORY HOLIDAYS)

### POLICY

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*In recognition of the general holidays declared by Canada and other holidays declared by the governing body of Mnaasged Child and Family Services, eligible Employees will be granted time off with pay.*

### PROCEDURE

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1. Eligible Employees will be paid but may be required to work on the following general holidays under the *Canada Labour Code*:
  - a) New Year's Day
  - b) Family Day
  - c) Good Friday
  - d) Easter Monday
  - e) Solstice/National Aboriginal Day
  - f) Victoria Day
  - g) Canada Day
  - h) Civic Holiday (Ontario)
  - i) Labour Day
  - j) Thanksgiving Day

- k) Remembrance Day
  - l) Christmas Day
  - m) Boxing Day
2. Eligible Employees will be paid but may be required to work on the following other holidays as declared by the Board of Directors:
    - a) Family Day
    - b) Solstice/National Aboriginal Day
    - c) Civic Holiday (Ontario)
    - d) Easter Monday
    - e) \*Christmas Holidays as per the Christmas closures for the School Boards
    - f) First Nations, federal, municipal, and provincial elections – two (2) hours
  3. If a declared holiday falls on a Saturday or a Sunday, the following Monday will be observed as the holiday. (No booking of events or activities.)
  4. An Employee will be employed for 30 calendar days before being eligible for a general or Board of Directors' declared holiday with pay. If a part-time Employee works less than seven (7) hours a day, for the purposes of this Policy, the hours spent daily at work will be considered a full day.
  5. If an Employee is requested by the Director or the Manager to work on a statutory or Board of Directors' declared holiday (except during the Christmas shutdown), the Employee will be paid at a rate of regular pay plus 1.5 times. As an alternative and prior to an Employee working on a statutory or Board of Directors' declared holiday (except during the Christmas shutdown), an Employee and the Director or the Manager may sign an agreement that the Employee will be entitled to time off rather than payment. The Employee will be eligible to take time off based on 7.5 hours in addition to the regular pay plus 1.5 times for all hours worked on the holiday (15 hours).
  6. The Director or the Manager will be authorized to determine which Employees may be required to work on a statutory holiday or Board of Directors' declared holiday. Employees who are required to work on a holiday will, whenever possible, receive advance (written) notice.
  7. If an Employee is asked to work at a community event on a statutory holiday that is not work-related, this will be considered as volunteering on personal time.

**POLICY REFERENCE**

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Department: Human Resources	POLICY #:25-40
Section: Holidays and Leave	
Subject: Leave With Pay	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## LEAVE WITH PAY

### POLICY

*Mnaasged Child and Family Services recognizes its Employees as individuals who may have a need, from time to time, to tend to their cultural or spiritual beliefs that require time away from the office.*

### PROCEDURE

1. Employees will be eligible for paid leave during a fiscal year for any of the following reasons:
  - a) Cultural or Spiritual – 5 days
  - b) Mental Health – 5 days
  - c) Child Involvement – 2 days
  - d) Tend to family members who are ill or injured
2. The Employee will complete a Request for Leave Form explaining the purpose for the leave. In the case of tending to family members or personal mental health, the Employee will attach a physician’s certificate if requested by the Director or the Manager. The Director or the Manager will then recommend or not recommend to the Executive Director for final approval.
3. When possible, the Request for Leave Form will be submitted to the Director or the Manager at least two (2) weeks in advance of the leave, depending on the circumstance and except in emergencies. The Executive Director, in consultation with the Director or the Manager, may approve or disapprove the request, depending on the nature of the request in relation to the Employee’s work history, performance, and seniority.

**POLICY REFERENCE**

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Department: Human Resources	POLICY #: 25-45
Section: Holidays and Leave	
Subject: Leave Without Pay	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## LEAVE WITHOUT PAY

### POLICY

*Mnaasged Child and Family Services realizes that Employees may need time away from the office from time to time in addition to their authorized leaves to tend to personal business. For this reason, Leave Without Pay may be granted to an Employee for any reason deemed justifiable by the Executive Director. Employees will be entitled one approved request while employed with Mnaasged Child and Family Services.*

### PROCEDURE

1. The Employee will normally apply in writing at least four (4) weeks prior to the leave outlining the reason(s) and the duration of the leave.
2. The Executive Director, in consultation with the Director or the Manager will consider the Employee's workload, needs of the Employee, budgetary restraints, chances of the Employee returning to work, and the feasibility of filling the position.
3. Once decided, the Executive Director will communicate the decision to the Employee, in writing, two (2) weeks prior to the desired leave. The Executive Director will forward a copy of the correspondence to the Employee, the Director or the Manager, the Finance Department, and the Benefits Administrator and will ensure that a copy is placed in the Employee's Personnel File.
4. A Leave Without Pay will not normally exceed six (6) months, but it may be extended by the Director or the Manager and the Executive Director upon a review of the individual circumstances.
5. The Employee's Benefits Plan will be covered for up to one (1) month after the date of the leave. Coverage under the Employee Retirement Plan will cease as of the date of the leave.

The seniority that the Employee earned up to and during the absence will continue. Sick Leave and Annual Leave credits will not accumulate during the absence.

6. On return to work, the Employee will be reinstated to the same position or one that is comparable, unless other arrangements have been agreed on in writing.
7. The Employee will be obligated to return to work during or at the end of the absence granted. If the Employee decides to return to work prior to the return date, the Employee will provide the Director or the Manager with four (4) weeks of notice. If at any time the Employee decides not to return to work, the Employee will notify the Director or the Manager immediately. If the Employee does not return to work and does not attempt to notify the Director or the Manager, the Employee will be viewed as abandoning the position.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-50
Section: Holidays and Leave	
Subject: Maternity or Parental Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## MATERNITY OR PARENTAL LEAVE

### POLICY

*Mnaasged Child and Family Services supports the concept of the family unit and realizes that its Employees require leave from the office to build and strengthen the family. Consequently, Employees will be eligible for Maternity or Parental Leave.*

### PROCEDURE

1. Female, biological, or adoptive parents who have completed six (6) consecutive months of continuous employment with Mnaasged will be eligible for Maternity Leave.
2. An Employee may apply for either Maternity or Parental Leave before completing six (6) months of continuous employment but will not be able to access the leave until after completing six (6) months of continuous employment. Absences that are not terminations of the Employer–Employee relationship do not interrupt continuity of employment.
3. A female Employee will be granted maternity leave, without pay, for a total of 17 weeks. In addition, an Employee who assumes actual care of a Newborn or newly adopted Child will be entitled to Parental Leave of up to 35 weeks. However, the total duration of Maternity and Parental Leave combined must not exceed 52 weeks.
4. An Employee will be eligible to take both Maternity and Parental Leave. However, an Employee may only take one continuous period for each leave. For example, an Employee wishing to take Parental Leave the beginning of January must do so continuously until the end of August. Provided both parents fall under the jurisdiction of the *Canada Labour Code*, the two Employees will be entitled to a combined Parental Leave of up to 37 weeks, but the total duration of the combined Maternity and Parental Leaves must not exceed 52 weeks.
5. An Employee must submit to the Director or the Manager a notice in writing at least four (4) weeks before beginning either the Maternity or the Parental Leave advising of the intended

length of time. In the case of a Maternity Leave, the Employee must also submit a certificate from a qualified medical practitioner confirming the pregnancy.

6. The 17-week Maternity Leave may be taken any time during the period that begins 11 weeks before the expected date of delivery and that ends 17 weeks after the actual delivery date. Parental Leave may be taken any time within the 52-week period starting the day the Child is born or the day the Child comes into the Employee's care, as in the case of adoption.
7. An Employee will be reinstated to the former position on return from Maternity or Parental Leave or be given a comparable position in the same location and with the same wages and benefits. However, if during the leave the wages and benefits of a group of Employees were reduced as part of a reorganization plan, a reinstated Employee of that group will receive no more than the wages and benefits if worked during the reorganization. Likewise, if wages and benefits for the Employee's group were increased during the leave, the Employee will be entitled to the increase on return to work.
8. An Employee's Annual Leave credits and seniority will accrue while on Maternity or Parental Leave. On return to work, an Employee will be entitled to take the Annual Leave that was accrued. All pension, health, and disability benefits and seniority that also accrued during the absence will be subject to the conditions noted in paragraphs 9 to 11.
9. Mnaasged may continue to pay the contribution of an Employee's Retirement Pension Plan and Employee Group Benefits while the Employee is on leave provided the Employee pays, within a reasonable time, any contributions that would have normally been paid while working. If the Employee chooses not to pay the Employee contribution, the Retirement Pension Plan will lapse during the leave period. Employment on reinstatement will be considered continuous with employment before the leave, for purposes of calculating future benefits.
10. Employees on Maternity or Parental Leave will be informed of training opportunities or promotions that may arise during their absence. This will be at their own discretion if they choose to participate.
11. An Employee who is pregnant or nursing may request that Mnaasged modify her job functions or reassign her to another one if continuing any of the current job functions poses a risk to her health or that of the fetus or nursing child. The request must be accompanied by a certificate from a qualified medical practitioner indicating how long the risk will likely last and what activities or conditions should be avoided to eliminate the risk. A pregnant or nursing Employee may cease to perform her job if she feels there is a health risk to her, the fetus, or the child before a medical certificate can be obtained. Mnaasged will make every attempt to modify the job or reassign the Employee. This paid leave will continue while Mnaasged examines the request, until the job function is modified, or until the Employee is reassigned or informed that it is not reasonably practical to modify her job functions or reassign her. Returning Employees will be reinstated at the same or a comparable provision.

In the event of reorganization, an Employee will be given notice regarding the reorganization and how the Employee will be impacted.

12. If reassignment or modification will not be reasonably practical, the Employee will have the right to an unpaid leave of absence for the duration of the risk as outlined in the medical certificate. An Employee who is pregnant or nursing will be entitled to an unpaid leave of absence during the period from the beginning of the pregnancy to the end of the 24th week following the birth if she provides Mnaasged with a certificate from a medical practitioner of her choice indicating that she is unable to work by reason of pregnancy or nursing and indicating the duration of that inability.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-55
Section: Holidays and Leave	
Subject: Sick Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## SICK LEAVE

### POLICY

*Mnaasged Child and Family Services will grant paid sick days to be used for the welfare of an Employee when sickness or injury prevents the Employee from attending the workplace. In return for this benefit and in keeping with the Seven Teachings, it is anticipated that Employees will claim sick days only when necessary. Paid sick leave is not a right under the Canada Labour Code. At the discretion of the respective Director or Manager, but in consultation with the Executive Director, an Employee's claim for Sick Leave may be immediately (permanently) terminated if, in the opinion of the Director or the Manager, the Employee abuses this claim.*

### PROCEDURE

1. Sick leave means the period an Employee is absent from work because of being sick, temporarily disabled or injured, or under the treatment of a physician or a Traditional Healer. Employees are protected from layoffs, suspensions, demotions, or discipline because of absence due to illness or injury for a period not exceeding 17 weeks.
2. An Employee who has suffered a work-related illness or injury will be entitled to Sick Leave and cannot be laid off, demoted, or disciplined because of it. Employees will be eligible for Long-term Disability Benefits payments but subject to the terms and conditions of Mnaasged's benefits carrier.
3. If an Employee is unable to perform the work done prior to the absence, the Executive Director, in consultation with the Director or the Manager, may assign the Employee to a different position with different terms and conditions of employment after an absence due to a work-related illness or injury. Work-related injuries or illnesses are those caused by physical, chemical, or biological hazards at the workplace. These can also include acute psychological trauma resulting from the work.

4. Sick Leave will be granted to Employees based on 1.5 days per month within a fiscal year.
5. An illness causing the absence of an Employee must be reported to the Receptionist on the first day of absence or, when not possible on the first day, within reasonable notice. When possible, the Employee must also report the expected date of return. The Receptionist will be responsible for reporting the absence and expected date of return to the Director or the Manager.
6. Seniority will continue to accrue during an Employee's absence due to sickness or injury.
7. A maximum of 10 unused Sick Leave credits may be carried over from one fiscal year to the next (fiscal) with a maximum of 60 days in total. There will be no payout of unused or banked Sick Leave.
8. After a total of three (3) consecutive sick days taken, an Employee on return to work must provide a certificate from a medical doctor, a nurse practitioner, or a Traditional Healer certifying that the inability to report to work was due to sickness or injury.
9. The Director or the Manager will request a doctor's medical slip if there is evidence that the Employee has a defined pattern of taking Sick Leave, such as taking one Sick Leave each month for four (4) consecutive months. Employees who cannot provide a doctor's slip will not be paid for those absent days.
10. The cost of medical certificates for the above will not be reimbursed.
11. Employees who are on an unpaid leave of absence, will not earn Sick Leave credits.
12. Subject to the terms and conditions of Mnaasged's benefits carrier, Long-term Disability begins 17 weeks after the last day of work and up to a maximum of two (2) years. Employees will not be eligible to earn Sick Leave credits while on Long-term Disability.
13. Employees will be entitled to use Sick Leave to attend medical appointments for themselves or their dependents. An Employee will make every attempt to schedule medical appointments after the working day.
14. An Employee's Benefits and Retirement Pension Plans will be maintained while the Employee is on Sick Leave. The Employee will be responsible for any contributions normally required and must pay these within a reasonable time unless the Employee notifies Mnaasged of the Employee's intention to discontinue contributions during the absence. Mnaasged will continue to pay the same share of contributions as if the Employee was not on leave.
15. The Director or the Manager will be responsible to ensure accurate Sick Leave records are maintained for each Employee and to inform the Executive Director of any pay adjustments. At the beginning of each fiscal year, the Executive Director or designate will provide each Senior Manager with an annual record of their Employees accumulated Sick Leave credits.

16. Employees who have depleted their Sick Leave credits before the end of the fiscal year may request that their accumulated Overtime or Annual Leave credits be applied to the required sick days. If the Employee continues to be absent from work due to sickness or injury, the Employee's salary will be adjusted accordingly.
17. An Employee who resigns, retires, is permanently or temporarily laid off, or is terminated will not be entitled to payment for accumulated Sick Leave.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 25-60
Section: Holidays and Leave	
Subject: Voting Leave	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## VOTING LEAVE

### POLICY

*Each Employee of Mnaasged Child and Family Services will have ample opportunity to participate in First Nation, Federal, Provincial, and Municipal elections as determined by their place of residence. It is the expectation of Mnaasged Child and Family Services that Employees will exercise this right with a minimum of disruption for scheduled work activities.*

### PROCEDURE

1. Each Employee will be allowed two (2) hours to register their vote in all federal and provincial elections. Staff must delegate their hours to ensure that the office remains open.
2. Each Employee will be allowed a one-half day to vote in First Nation elections in which they are eligible to vote. This may include elections for Chief and Council, other governing bodies appointed by the First Nation, provincial–territorial organizations, and national Indigenous organizations.
3. All full-time Employees who are elected as a First Nation Chief or a member of its Council will carry out the following:
  - a) Agree that the position with Mnaasged will take precedence over any First Nation Council-related activity
  - b) Declare a Conflict of Interest (if necessary)
  - c) Not engage in or show any preference for matters constituting self-gain
  - d) Agree that accumulated leave earnings will be used for any requests to attend to First Nation Council business

4. Optional Leaves

POLICY REFERENCE

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Department: Human Resources	POLICY #:
Section: Holidays and Leave	
Subject: Critical Illness Leave	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

## CRITICAL ILLNESS LEAVE

### POLICY

*Employees who have completed six (6) months of continuous employment and is a parent of a critically ill Child/Youth will be entitled to a leave of absence up to 37 weeks to provide care or support if a doctor's medical certificate states that the Child/Youth is critically ill and requires the care or support of one or more parents including the period to which the Child/Youth requires support.*

*An Employee who has completed six (6) months of continuous employment will be entitled to a leave of absence up to 104 weeks if the Employee is a parent of a Child/Youth who has died because of a crime.*

*An Employee who has completed six (6) months of continuous employment will be entitled to a leave of absence up to 52 weeks if the Employee is a parent of a Child/Youth who has disappeared because of a crime.*

### PROCEDURE

### POLICY REFERENCE

## SECTION 5: RECRUITMENT

Department: Human Resources	POLICY #: 30-05
Section: Recruitment	
Subject: Anti-Nepotism	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

### ANTI-NEPOTISM

#### POLICY

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*Mnaasged Child and Family Services is made up of closely related communities and, therefore, it would be detrimental to the organization not to hire an individual who is qualified because an existing Employee is related to the individual. Mnaasged Child and Family Services will allow for the hiring of an individual who is a family member of an existing Employee; however, the Employee will not be supervised by an immediate family member.*

#### PROCEDURE

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1. No Employee will participate in any final decision or recommendation relating to the hiring, transfer, demotion, promotion, performance evaluation, or other conditions of employment of a family member.

#### POLICY REFERENCE

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Department: Human Resources	POLICY #: 30-10
Section: Recruitment	
Subject: Orientation of Employees	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## ORIENTATION OF EMPLOYEES

### POLICY

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*Mnaasged Child and Family Services realizes that for its new Employees to be effective and in compliance to the working conditions expected of them, they will require an orientation to Mnaasged Child and Family Service's organizational structure and operations.*

### PROCEDURE

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1. Orientation is defined as the process of introducing new Employees, those who have never worked for Mnaasged, and providing them with basic information about working conditions, including the following:
  - a) Review of the Employee's job description
  - b) Review of the letter of offer or employment contract and Oath of Confidentiality
  - c) Salary and benefits, including Retirement Pension Plan, Employee Group Benefits, workplace safety, and insurance requirements
  - d) Provide a copy of the Human Resources Policy and Procedure Manual
  - e) Introduction to the Director or the Manager
  - f) Introduction to all Employees with an overview of their functions
  - g) Referral to Staff for an introduction to families and other Agencies or organizations that work closely with Mnaasged
  - h) Instructions on the use of equipment applicable to the position

- i) Relevant policies and procedures
  - j) Process for filling out all relevant forms used internally, such as Employee Facts, Request for Leave, Attendance Sheet, Travel Claim, and all service-related forms
  - k) Internal committees and their terms of reference
  - l) Relevant program descriptions
  - m) Relevant strategic plans
  - n) Data collection
2. It will be the responsibility of the Human Resources Department and the Director or the Manager to plan and oversee the new Employee's orientation. Employees may be requested to assist in the process. For example, the Finance Administrator or the Benefits Administrator may be asked to explain the Retirement Pension Plan and to help fill out the necessary forms.
3. Depending on the nature of the position and the work experience of the new Employee, an orientation period will not be less than one (1) day and not more than five (5) days. The length of the orientation will be determined after the first day by the Director or the Manager.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 30-20
Section: Recruitment	
Subject: Recruitment of Casual Employees	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## RECRUITMENT OF CASUAL EMPLOYEES

### POLICY

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*Mnaasged Child and Family Services will employ Casual Employees from time to time as an effective method of responding to workload increases or emergencies. Casual Employees will be expected to abide by the Code of Ethics in the performance of their duties.*

### PROCEDURE

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1. Casual Employees will not be considered permanent full- or part-time Employees of Mnaasged. Casual Employees will be hired for a specified period and can be terminated before the end of the specified period, with or without notice. Jobs assigned to Casual Employees will not require a classified position. A Casual Employee will be employed on an irregular or intermittent basis as needed, with no expectation of continued employment, for the purpose of providing short-term relief in the absence of a permanent full- or part-time Employee, filling a temporary vacancy, or assisting in temporary peaks in workloads.
2. An individual will be defined as a Casual Employee if the following two requirements are met:
  - a) After completing the first employment term with Mnaasged the individual's performance is rated average or above
  - b) Individual has worked for 20 days (consecutive or non-consecutive) or more in a year from the date of first hire
3. An individual's name will be submitted into a pool of resource people who may be called into work for a specified job, for a specified period of time, or for any of the reasons mentioned above if both requirements are met.

4. The Director or the Manager will have the authority to hire a Casual Employee.
5. Initially and as often as required, the Human Resources Department, in consultation with the Director or the Manager, will post an advertisement requesting individuals who wish to be considered a Casual Employee to submit their resume when a position becomes temporarily vacant. The categories of positions that become temporarily vacant will be listed, and applicants will be requested to express their preference. The Human Resources Department will identify which positions will require a Criminal Records Check.
6. The Human Resources Department will prepare and forward a letter acknowledging receipt of the applications and a statement that the Applicants may be called on in the future if they possess the necessary qualifications.
7. The Human Resources Department will review all Applicants for qualifications to determine which will be qualified for employment if a position becomes available.
8. The Human Resources Department will hold an interview with the selected Applicants to decide which individual(s) will be hired if a vacancy becomes available based on the interview and proof of qualifications.
9. The Human Resources Department will submit a written notification of the names of the successful and unsuccessful candidates to the Executive Director.
10. The Human Resources Department will provide a written notification to the successful Applicants that their resumes will be placed in a pool of Casual Employees who may be called on for casual employment.
11. The Human Resources Department will provide a written notification to the unsuccessful Applicants that they will not be called upon for casual employment.
12. The Human Resources Department will be authorized to call on any of the successful candidates when a vacancy becomes available. If two (2) or more Casual Employees are equally qualified for a position, hiring may occur on a rotating basis.
13. On agreement to work as a Casual Employee, the offer of casual employment must be confirmed in a written contract. A new contract will be prepared for each time the Casual Employee is hired.
14. The Casual Employee will be provided with proper orientation to the position as outlined in the Orientation of Employees Policy and Procedure. If intervals between the hiring of a Casual Employee is longer than six (6) months, parts of the orientation will be repeated as determined by the Casual Employee's Supervisor.
15. The Casual Employee will be provided a copy of the Benefits of Casual Employees Policy and Procedure on the first day of work.

16. The Human Resources Department will ensure that a Personnel File will be prepared and maintained for a Casual Employee who has entered a contract with Mnaasged. The Personnel Files Policy and Procedure will apply to Casual Employees.
17. The Casual Employee will be hired on a probationary period as determined by the respective Director or Manager but will not be more than one (1) month.
18. A Casual Employee may be terminated at any time for any reason without notice or payment in lieu of a notice as outlined in the Termination Policy and Procedure.
19. A Casual Employee's Supervisor will conduct a Performance Evaluation before the end of the contract if the Casual Employee has been hired for a consecutive period of one (1) month or more, and annually thereafter if the Casual Employee has been called on again during the year of the first hiring date.

## POLICY REFERENCE

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Department: Human Resources	POLICY #:
Section: Recruitment	
Subject: Recruitment of Permanent Positions	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

## RECRUITMENT OF PERMANENT POSITIONS

### POLICY

*Mnaasged Child and Family Services is committed to hiring practices based on a point system that are applied consistently and equitably to identify the most qualified and suitable person is appointed to vacant positions.*

*The recruitment process consists of advertising, screening, performing a formal interview, testing (when applicable), and confirming background checks before a final decision can be made. Mnaasged Child and Family Services has defined a qualified person as one who is knowledgeable and respectful of the Mnaasged Child and Family Services Code of Ethics and has an appreciation of the diverse cultures of its member First Nation and Indigenous communities and is personally suited for the position, possesses relevant academic education, is knowledgeable about the functions of the position, has relevant work experience, and any other specific requirements.*

*Recruitment of Employees will, whenever possible, be prioritized to First Nation people.*

### PROCEDURE

1. The job advertisement must contain the following:
  - a) Brief description of Mnaasged
  - b) Position title and statement if position is contract or permanent
  - c) Reporting relationship
  - d) Qualifications required
  - e) Indigenous knowledge preferred and an asset

- f) Overview description of duties
  - g) Closing date and time
  - h) Statement requesting three (3) recent work-related reference checks
  - i) Depending on the position being advertised, a statement that “this position requires the successful candidate have the following”
  - j) Valid driver’s license
  - k) Reliable transportation
  - l) At least \$1 million proper insurance coverage
  - m) Recent Police Criminal Reference Check (CPIC) and Vulnerable Sector Check
  - n) Consent to a background check
  - o) Statement that salary is based on qualifications and experience and there may be a requirement to work overtime or work flexible hours from time to time
  - p) Address and submit application
  - q) Statement that only those selected for an interview will be contacted
  - r) Statement that hiring of First Nation people will be given preference
2. Job advertisements for positions based in First Nation communities (prevention programs) will be posted within that community for a period of up to three (3) weeks before it is advertised outside the community. The decision to advertise outside of the community and the length of time for advertising will be at the discretion of the Executive Director.
  3. Job advertisements for positions that are not based in a First Nation community will be posted internally for a period of up to two (2) weeks in all offices of Mnaasged before it is posted externally. The decision to advertise outside of Mnaasged and the length of time for advertising will be at the discretion of the Executive Director.
  4. The Director or the Manager will give the direction to the Human Resources Department on the vacant position to post. The Human Resources Department will have the responsibility to draft the job advertisement and to ensure it is posted at the appropriate locations.
  5. If the position being posted is that of a Director or a Manager, then the Executive Director will, in consultation with the President, perform the above functions.
  6. If the Executive Director’s position is being advertised, then the Board of Directors will perform the above functions.

7. Before drafting the job advertisement, the Executive Director or the Board of Directors will first review the job description and, if necessary, revise to reflect actual or additional functions. Minor revisions to a job description such as reword for clarification and add or remove minor responsibilities or qualifications to a job description can be approved by the Executive Director or the President. In the case of revisions to a Director's or a Manager's job description, approval will be given by the Executive Director or the President. In the case of revisions to the Executive Director's position, approval will be given by the President.
8. Major revisions such as adding or removing significant functions or qualifications to the job description for the Executive Director's position must first be approved by the Board of Directors before a job advertisement is posted.
9. A current (within 6 months) Criminal Records Check will be requirement and necessary to be used as one of the criteria for determining acceptance of an application. A Consent to Background Check must be included in the job posting.
10. Re-posting will occur if there are no Applicants or none that meet the minimum requirements.
11. Incoming applications, including hand-delivered ones, will be recorded as incoming correspondence, dated, time stamped, filed, and kept by the Receptionist until the deadline date.
12. Applications will not be accepted after the time and date specified in the job advertisement. If an application arrives after the deadline date, the Human Resources Department will return the application to the sender unopened with a note explaining the reason for the return.

## SCREENING

1. All interviews will be preceded by a screening process for which a Screening Committee will be established. The role of the Screening Committee will be to select the most suitable applicants to interview for the position. The Screening Committee will be comprised of the vacant position's immediate Supervisor, the Director or the Manager, the Human Resources Manager or Director, and a representative appointed by a member First Nation.
2. If the position being screened is that of the Executive Director, the Screening Committee will consist of the President and two members from the Board. The Human Resource Manager will be included in the process only as a resource to ensure policy and fair procedure are followed. Once the screening process is completed, the Screening Committee will then form the Interview Committee.
3. Committee members will not act in their own self-interest and must provide an honest and reasoned judgment on individual performance based on facts known to the member.

4. Members of the Screening Committee must be prohibited from sitting on the committee if there is a conflict of interest. Screening Committee Members may declare a conflict of interest if they believe or it can be reasonably perceived by other members that they cannot be objective in considering the Applicant for whatever reason. In the event of a conflict of interest, a member will withdraw from the committee and another will be appointed.
5. The Human Resources Department will schedule a screening date to occur within a reasonable amount of time based on the Committee members' schedules. The Human Resources Department will verbally notify the Screening Committee members of the names of the Applicants.
6. The Human Resources Department will prepare the Screening Criteria Form based on the required qualifications contained in the job description. The screening tool must reflect the same qualifications listed in the job advertisement. The screening tool must define the terminology used in the job advertisement to assign points to an application. For example, if three (3) years of management experience is required, the term management must be defined, and it may include supervision, program development and evaluation, and strategic planning experience.
7. Information packages will be prepared and distributed to the Screening Committee members at the time of the screening. Information packages will include all resumes, the job posting, the screening portion of this Policy and Procedure, screening criteria, and job description. Police Criminal Records Check and Vulnerable Records Check will be included with the application.
8. The Human Resources Department will review the screening portion of this Policy and Procedure, the screening criteria, and the job description with the Screening Committee members.
9. The information package must be held in confidence by all members of the Screening Committee and will be returned to the Human Resources Department immediately after the screening.
10. Using the screening criteria, the Screening Committee will review the Applicant's qualifications based on the following:
  - a) Academic education
  - b) Indigenous knowledge
  - c) Relevant work experience
  - d) Skills and knowledge
  - e) Other special qualifications or criteria that may be listed in the advertisement

- f) Personal suitability
  - g) Desirable qualifications of a First Nation member
11. The Screening Committee will complete the Screening Criteria Form as a collective. Points will be assigned to each Applicant and, depending on the quality of the Applicants, the Screening Committee will determine who will be interviewed.
  12. The Screening Committee will have the authority to recommend re-posting if the quality of the Applicants is considered insufficient.
  13. The Screening Committee will determine the date and times for each interview at the time of screening.
  14. Those who are selected for an interview will be notified within three (3) working days after the screening.
  15. All applications will be kept in a Recruitment File set up specifically for the position and kept for a period of one (1) year. The Recruitment File will contain other documentation, such as the job advertisement, the results of the screening, the interview questions, the signed consents to a background check, the information obtained pertaining to background checks, the Interview Committee's report, and the correspondence sent to Applicants.

## INTERVIEW

1. The members of the Screening Committee may also be members of the Interview Committee. The role of the Interview Committee will be to select the most suitable Applicant for the position. Committee members will not act in their own self-interest but will provide an honest opinion and assessment on an individual's performance based on the responses provided and the facts known to the member. The Human Resources Department and the Screening Committee will be responsible for preparing the interview questions prior to the interview. The interview questions should be developed in advance, based on bona fide requirements and essential duties. The interview questions will be categorized into the following sections:
  - a) Academic qualifications
  - b) Indigenous knowledge
  - c) Relevant work experience
  - d) Personal suitability (including Knowledge of culture)
  - e) Knowledge and skills of the job
  - f) Other special qualifications or criteria that may be listed in the advertisement

- g) Desirable qualifications of a First Nation member
  - h) Valid driver's license (if driving is an occupational requirement)
  - i) Able to drive a vehicle efficiently and reliably (a job may be refused to a person who cannot operate it safely)
  - j) Possess a reliable vehicle
  - k) Available for travel and overnight stays when and if required
  - l) Willing and able to work flexible hours when required
  - m) What self-care means to the Applicant
2. The format of the interview questions will apply to all Applicants.
  3. Prior to an interview, the Human Resources Department and the Screening Committee will prepare an information package for the Interview Committee consisting of the interview questions, the resumes, the job posting, the Consent to Background Check Form, interview and reference check section of the Recruitment Policy, and the Reference Check Form.
  4. The Human Resources Manager will review the interview questions with the Interview Committee prior to the interviews.
  5. Each member of the Interview Committee will rate or score each Applicant independently.
  6. After each interview, members of the Interview Committee will compare their ratings and explain the reason(s) for their points.
  7. Each Applicant will sign the Consent to Background Check Form, which will authorize Mnaasged to conduct a thorough check.
  8. The Interview Committee will not make any decision until all checks are completed. Reference and background checks will be conducted on all successful candidates.
  9. The Interview Committee may make the recommendation to the Executive Director to re-post the job advertisement if the interviews did not produce a suitable candidate.
  10. The information packages will be held in confidence and returned to the Human Resources Department immediately after the interviews are completed.
  11. The results of the interviews will be kept on file for a period of six (6) months.

## BACKGROUND CHECKS

1. In the interest of selecting the most suitable individual for the position, Mnaasged will conduct checks as part of its selection process for all positions.
2. Checks may include, but not be limited to, all or part of the following:
  - a) Previous employment
  - b) Work-related reference checks
  - c) Possession of a valid driver's license, abstract, or other required license or certification
  - d) A Criminal Records Check or a Vulnerable Sector Record Check, or both, will be mandatory for all positions
  - e) Possession of academic qualifications
3. Depending on the nature of the vacant position, the Human Resources Manager will determine the relevant checks to be completed. However, it will be required that a Criminal Records Check and a Vulnerable Sector Records Check be conducted on all Director or Manager positions, direct service positions working with Children/Youth and families, and Employees working in the Finance Department.
4. The Consent to Background Checks Form will include a statement that the Applicant may be disqualified if any of the checks failed.
5. The Consent to Background Checks Form will be completed by the respective Director or Manager or the Human Resources Department and provided to the Applicant at the time of the interview to fill in the required personal information.
6. Background checks will be conducted prior to an offer of employment to a candidate, except for medical checks.
7. Failure of a background check exists under any one of the circumstances listed below, but the Interview Committee will have the authority to consider special circumstances when considering disqualifying an Applicant.
8. Failure exists when an Applicant knowingly provides false information on a resume or during an interview.
9. More specifically, failure of a Criminal Records Check and Vulnerable Sector Records Check exists when an Applicant was convicted of an offense that is not acceptable to the Interview Review Committee established for the purpose of reviewing a potential applicant's criminal offenses. To fail these checks, the offense must be related to the position the Applicant is pursuing.

10. Failure of a Reference Check exists when the Interview Committee has no knowledge or limited knowledge of an Applicant's qualifications or when it is of the opinion the person providing the reference responds to the questions in a manner that indicates the Applicant is not qualified for the position.
11. Failure of an Education Check will occur when an Applicant does not possess the education qualifications (diplomas, degrees, or certificates) indicated on the resume.
12. Applicants who are currently living inside or outside of Ontario will be contacted and asked to apply for a Fingerprinting Criminal Records Check if they have not done so already. A Criminal Records Check conducted within the past six (6) months will be accepted.
13. A Name Search Criminal Record Check will be acceptable only until such time a Fingerprinting Record Check can be conducted.
14. Charges or fees for conducting a Criminal Record Check will be at the expense of the Applicant.
15. Once completed, the Applicant will mail or deliver the results of the Criminal Record Check to the Human Resources Department in a "confidential" marked envelope.
16. If the Criminal Record Search Certificate indicates the existence of a criminal record, the Applicant will be asked, within five (5) days of the request, to submit a written copy of the offense(s) and documentation of any rehabilitation programs the Applicant may have undergone because of the offense(s).
17. An Interview Review Committee comprised of the Executive Director, the Human Resources Manager, and the Director or the Manager will review the offense(s) in relation to the authority and responsibilities of the position, the need for an acceptable Criminal Record Check as documented by the Human Resources Department, the list of potentially disqualifying offenses for employment, how long ago the offense(s) occurred, the Applicant's past and current lifestyle, conduct in the community if known, and any rehabilitation programs or efforts the Applicant may have undergone.
18. The Interview Review Committee, the Human Resources Manager, and the Director or the Manager will document, seal, and file the results of their review in the appropriate Recruitment File and will make a verbal report of their recommendation to the Interview Committee.
19. The list of potentially disqualifying offenses for employment are ones that negatively impact the reliability, safety, efficiency, and judgment of a potential Employee and may include, but is not restricted to, the following:
  - a) Conviction of any crime punishable by confinement of one (1) year or more
  - b) Conviction of any offense against a Child/Youth

- c) Conviction of a sexual offense
  - d) Conviction of any crime involving the use of force, coercion, intimidation, or violence against persons or the use of firearms or explosives
  - e) Conviction for dangerous driving under the *Criminal Code*
  - f) Conviction of any criminal or civil offense involving breach of trust or fiduciary duty, including embezzlement, bribery, insurance fraud, falsification of documents, or statements for personal gain of more than \$500
20. If necessary, Police Services will be consulted to advise when an offense falls within any one of the above examples.
21. The Human Resources Department will place the Criminal Record Search Certificate in a locked file until the Interview Committee meets to review the results of all checks.
22. Reference checks will be conducted on only those Applicants determined as qualified by the Interview Committee. The Human Resources Manager will conduct all Reference Checks.
23. The Applicant will be notified prior to conducting Reference Checks on any individual not named on the Applicant's resume.
24. After completing all Reference Checks, the Human Resources Manager will prepare a report of the results summarizing the positive or negative checks and documenting any explicitly expressed comments made approving or disapproving the conduct or performance of an Applicant.
25. The Human Resources Manager will place the Reference Check Forms and the report on the results in a locked file until the Interview Committee meets to review the results of all checks.
26. All appointments must be brought to the Board of Directors by the Executive Director for approval.
27. The Human Resources Manager will schedule a meeting with the Interview Committee and the Director or the Manager to review the results. Once all checks are completed, the Human Resources Manager and the Director or the Manager will complete the Recruitment Process Report that will include a recommendation from the Committee whether to offer employment.
28. Based on the totality of the information contained in the report, the Interview Committee and the Human Resources Manager will decide on the successful Applicant as well as the name of the alternate or second choice Applicant, if applicable.

29. The Board of Directors will delegate the Human Resources Manager to notify the successful Applicant to arrange a meeting to discuss an offer of employment, conditionally upon acceptance of the formal Employee contract or letter of offer.
30. Notices will be sent by the Human Resources Department and signed by the Executive Director to the unsuccessful Applicants after the acceptance of the successful Applicant.
31. If the successful Applicant declines, the position may be offered to the alternate or second choice Applicant at the discretion of the Executive Director.
32. If the successful Applicant does not complete the probation period, the position may be offered to the alternative or second choice Applicant at the discretion of the Executive Director.
33. The successful Applicant will receive a letter of offer prepared by the Human Resources Department and signed by the Executive Director.
34. Once the position has been accepted by the successful Applicant, the Human Resources Department will forward the letter of offer and the successful Applicant's written response accepting the position to the Finance Department for processing.
35. The results of the Background Check and any information obtained because of the Background Check will be filed in the successful Applicant's Personnel File in a sealed envelope.

## POLICY REFERENCE

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## SECTION 6: TERMS AND CONDITIONS OF EMPLOYMENT

Department: Human Resources	POLICY #: 35-05
Section: Terms and Conditions of Employment	
Subject: Attendance Absenteeism	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

### ATTENDANCE ABSENTEEISM

#### POLICY

*Mnaasged Child and Family Services expects its Employees to have regular attendance at work to achieve its established goals and objectives. The Employees of Mnaasged Child and Family Services will regularly attend work and will maintain a record of their attendance. The Director or the Manager will address frequent absenteeism.*

#### PROCEDURE

1. Immediately following the conclusion of each pay period, all Employees will submit a biweekly record of attendance to their Director or Manager. The Director or the Manager will be responsible for ensuring that records are filed, keeping an accumulative record of the Employee's attendance summary of Overtime, Sick Leave, Annual Leave, and other leaves. A copy of the Employee's attendance summary will be provided to the Employee on a quarterly basis.
2. Employees who are paid on an hourly basis will complete a Record of Attendance (if hired on a contract of one month or more) on a biweekly Employee Time Sheet. The biweekly Employee Time Sheet will be submitted to their Director or Manager for signature with a copy given to the Finance Department for processing.
3. If an Employee is frequently absent from work and misses more than three (3) days within a month for reasons other than approved leave, the Employee's Director or Manager will address the matter with the Employee in a supervision session. The Director or Manager will call a meeting to discuss the matter, with input from the Employee, to develop a Plan of Action with time frames to resolve the matter.

4. If the Employee fails to abide by the Plan of Action, the Director or the Manager may take further corrective action. If necessary, at the discretion of the Director or the Manager, the Employee's pay cheque may be deducted based on the absence.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-10
Section: Terms and Conditions of Employment	
Subject: Away from the Office	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## AWAY FROM THE OFFICE

### POLICY

*Being always aware of an Employee's itinerary and whereabouts will help create a professional image for Mnaasged Child and Family Services. At the same time, it will be beneficial to the Employee in cases of personal emergencies. When away from the office during regular work hours for any reason, Employees will notify the Director, the Manager, or designate of their whereabouts by 9:00 a.m.*

*Failure to notify the Director, the Manager, or the designate by the specified time will be considered as an unexcused absence from work.*

### PROCEDURE

1. Employees will advise the Director, the Manager, or the designate when planning to be away from the office. Employees will be required to sign the "Sign In/Sign Out" sheet on departure and return with the exact time and locations.
2. If an Employee is frequently out of the office due to work-related responsibilities, the Employee will prepare an itinerary for the month and submit it to the Director, the Manager, or the designate for approval. The Director, the Manager, or the designate will be verbally advised of any additions or cancellations to the monthly schedule prior to the revision.

### POLICY REFERENCE

Department: Human Resources	POLICY #: 35-15
Section: Terms and Conditions of Employment	
Subject: Confidentiality	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## CONFIDENTIALITY

### POLICY

*As Mnaasged Child and Family Services functions as the governing, administrative, and service-related structure for the membership that it serves, its Personnel are privy to a variety of information about the affairs of Mnaasged Child and Family Services, Community Members, and other Employees. This information will often be shared with Personnel based on trust and respect with the expectation that it will be shared on a "need-to-know" basis only.*

*Mnaasged Child and Family Services requires that all Employees maintain confidentiality with respect to privileged information pertaining to its internal operations, including financial, personnel, program delivery, Clients, Employees, and Community Members.*

### PROCEDURE

1. Before commencement of responsibilities once hired, all Employees, Consultants, Contractors, and Volunteers will be required to sign a Confidentiality Agreement in duplicate, one of which will be placed in their Personnel File. At the time of the Employee's Annual Performance Evaluation, the Confidentiality Agreement will be reviewed and a new one signed.
2. A breach of confidentiality will be defined as the disclosure of information, intentionally or unintentionally, to an individual who is not entitled to that information. The disclosure of Privileged Information may be considered sufficient cause for corrective action or immediate dismissal. Examples of a breach of confidentiality include, but are not restricted to, the following:
  - a) Posting information about an Employee or a Client on a bulletin board or leaving Client- or Employee-related information unattended for extended periods

- b) Release of information to the media or for educational/public relations purposes where no consent to release information has been signed
  - c) Meetings and conversations regarding Clients or other Employees with another person without a signed Consent to Release Information Form.
  - d) Meetings and conversations with a member of Mnaasged's Board of Directors regarding a Client, other Employee, or personnel issue.
  - e) Release of information on an Employee's salary or employment history. This will only be done if the Employee consents in writing to the release of such information, as an Employee's Personnel File contains Privileged Information
3. Employees must be able to share information that will assist them in developing a coordinated plan to work together as a team with other internal departments. This sharing of information between professionals as it relates to Client, Personnel, or financial information does not constitute a breach of confidentiality. These discussions will be held within a secured environment from those who may not be privy to such information, such as Reception, guests, other Clients, or community members.
  4. If an Employee is unsure about whether an issue is confidential, the Employee should seek direction from the Director or the Manager.
  5. If an Employee who is registered with a College of Professionals (e.g., Nurses, Teachers, and Social Workers) has been terminated due to a breach of confidentiality, the Executive Director will report the termination to the appropriate college.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-20
Section: Terms and Conditions of Employment	
Subject: Conflict of Interest	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## CONFLICT OF INTEREST

### POLICY

*All Employees of Mnaasged Child and Family Services serve a public interest role; therefore, they will conduct all their business in a manner consistent with this concept. Decisions made in the course of employment will be to promote the best interests of Mnaasged Child and Family Services and its community members. Actions designed to promote high ethical standards of performance will ensure that actual or potential conflict of interest situations will be avoided. The use of one's position to influence further personal gain or that of an immediate family member is unacceptable behaviour.*

### PROCEDURE

1. A conflict of interest exists when an Employee advances or protects personal interests or those of family members.
2. A conflict of interest exists when an immediate family member utilizes the services of Mnaasged and the Employee assigned to that family is an immediate family member. Employees will not service, be assigned to, or participate in any meetings involving immediate family members. A conflict of interest will not apply to programming.
3. An Employee that has a substantial interest, or a family member has one, in any decision will advise the Director or the Manager of that interest and will refrain from participating in any manner as an Employee in such discussions or decisions. The Director or the Manager will document any disclosure of a conflict of interest that took place. Further communication by the Employee with anyone involved in the decision-making process will also be prohibited. Even if an Employee feels confident in being objective with the matter, the Employee must disclose the conflict.

4. Failure to disclose a conflict of interest warrants Serious Corrective Action. If an Employee is uncertain whether a situation constitutes a conflict of interest, the Employee will discuss the situation with the Director or the Manager to seek direction.
5. The Director or the Manager, in consultation with the respective Employee who disclosed a conflict of interest, will decide on alternative arrangements to avoid one. If the Employee and the Director or the Manager cannot agree on alternative arrangements, the matter will be referred to the Executive Director for a decision.
6. The following list of examples, while not comprehensive, illustrates situations that do not constitute a conflict of interest:
  - a) Employees may not bid on contracts internal to Mnaasged but must demonstrate in a proposal or a letter how they intend to provide the service without interfering or jeopardizing their responsibilities as an Employee
7. The following list of examples, while not comprehensive, illustrates situations that may constitute a conflict of interest:
  - a) Employees will not engage in additional employment outside regular work hours that may affect job performance
  - b) Employees will not exert influence on discussions relating to agreements, leases, purchases, programs, or services to the advantage of the Employee or of a family member(s)
  - c) An Employee will not engage in corrective action or other Personnel discussions or decisions that impact an immediate family member
  - d) An Employee will declare a conflict of interest and remove as a member from the Interview Committee when family members apply for a full- or part-time position or for a consultant or contract position
  - e) An Employee will not engage in partisan work during regular working hours in connection with a First Nation election or any other elections
  - f) No Employee will supervise an Employee who is a family member
  - g) An Employee who acquired Privileged Information because of the Employee's position will not use it for personal gain. An Employee will not unreasonably delay the publication of information or prematurely release information to secure personal gain or that of a family member(s)
  - h) The unauthorized non-reimbursed use of Mnaasged resources or facilities to benefit a private concern in which either the Employee or a family member has a financial or other interest will be considered a conflict of interest

**POLICY REFERENCE**

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Department: Human Resources	POLICY #: 35-25
Section: Terms and Conditions of Employment	
Subject: Flex Hours	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## FLEX HOURS

### POLICY

*Mnaasged Child and Family Services supports the provision of flex hours for its Employees when necessary. Flex hours will be the rescheduling of the regular work hours (8:30 a.m. to 4:30 p.m.) to help Employees meet personal obligations or service requirements that may not be feasible to perform within the regular work hours. For example, an Employee may request or be required to commence work at 10:00 a.m. to 6:00 p.m. Flex hours may be an adjustment from time to time or considered permanent regular hours of work.*

### PROCEDURE

1. Employees who request a modified work week will submit a written request to adjust their regular work hours to the Director or the Manager for approval. The request will normally be submitted one (1) week in advance of the start of the flex schedule. The Director or the Manager will consider the impacts the adjusted hours will have on other Employees and external individuals, such as Clients and Staff of Agencies who have a close working relationship with the Employee, before deciding on the schedule change. Any revisions to the flex schedule will be presented and approved by the Director or the Manager at least one (1) week prior to its implementation.
2. Certain Employees may be required to adjust their hours of work to achieve a responsibility outlined in their job description that would otherwise not be possible during regular work hours; for example, coordinating a children's program from 4:30 p.m. to 6:00 p.m. If an Employee's work hours are altered to meet the responsibilities of the job, normally a notice of at least one (1) week will be provided to the Employee. It will be mandatory that Employees modify their work week as instructed by the Director or the Manager. Employees who attend work when they were instructed to flex their time will not be compensated for those hours.

3. Employees who will be required to adjust their regular work hours from time to time will be made aware of this condition on hiring.
4. Once approved, the Employee will be responsible for notifying the Receptionist, appropriate fellow Employees, and all other individuals impacted by the flex schedule.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-30
Section: Terms and Conditions of Employment	
Subject: Freedom from Harassment in the Workplace	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## FREEDOM FROM HARASSMENT IN THE WORKPLACE

### POLICY

*Harassment in the workplace is against Canadian law, the Canadian Human Rights Act, the Canada Labour Code, and the Criminal Code of Canada. Harassment from physical or sexual assault is in violation of the Onkwehónwe, Anishnawbe, and Lenape Teachings. Mnaasged Child and Family Services will not tolerate harassment in the workplace and will be committed to providing a safe, respectful work environment for all Employees and families. Immediate steps will be taken to end any instances of harassment when an Employee, the Director, or the Manager becomes aware. Proven harassment constitutes a serious infraction that warrants disciplinary action and may be considered grounds for dismissal. The Director or the Manager will be disciplined if action was not properly taken to end a harassment. All complaints of harassment will be treated quickly, confidentially, seriously, and objectively.*

*Employees of Mnaasged Child and Family Services will be informed of the Freedom from Harassment in the Workplace Policy during their orientation. It is intended to protect the rights of Mnaasged Child and Family Services and its Employees and Clients.*

### PROCEDURE

1. Harassment or Sexual Harassment is any behaviour that demeans, humiliates, or embarrasses a person that a reasonable person should have known would be unwelcome. Harassment or Sexual Harassment may be a single incident or continue over time and may include the following:
  - a) Actions such as touching and pushing
  - b) Comments such as jokes and name calling
  - c) Displays such as posters and cartoons

2. The *Canadian Human Rights Act* protects Employees receiving goods and services from discrimination or harassment that is related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation. Disrespectful behaviour, commonly known as “Personal” Harassment, is also covered in this Policy but not in the human rights legislation.
3. Sexual Harassment includes offensive or humiliating behaviour that is related to a person’s sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment or that could reasonably be thought to put sexual conditions on a person’s job or employment opportunities. A few examples include the following:
  - a) Questions or discussions about a person’s sexual life
  - b) Touch a person in a sexual way
  - c) Comment on someone’s sexual attractiveness or unattractiveness
  - d) Persist in asking for a date after having been refused
  - e) Tell a woman she belongs at home or is not suited for a particular job
  - f) Eye someone in a suggestive way
  - g) Display cartoons or posters of a sexual nature
  - h) Write sexually suggestive letters or notes
4. An abuse of authority occurs when a person uses one’s authority unreasonably to interfere with an Employee or the Employee’s job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities such as counselling, performance appraisals, and discipline if these are not done in a discriminatory manner.
5. Harassment is any action that makes a Colleague, Employee, or Client feel discriminated or embarrassed including, but is not limited to, jokes, comments, insults, touching, pinching, leering, posters, cartoons, email, telephone calls, conditions of employment that are discriminating or humiliating, or sexual requests that the Employee believes must go along with to keep the job or get a promotion, raise, transfer, or some other benefit of employment to avoid being penalized. Some examples of harassment include the following:
  - a) Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person’s body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics

- b) Unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a relationship)
  - c) Written or verbal abuse or threats
  - d) Practical jokes that embarrass or insult someone
  - e) Leering (suggestive staring) or other offensive gestures
  - f) Unwelcome physical contact such as patting, touching, pinching, or hitting
  - g) Patronizing or condescending behaviour
  - h) Humiliate an Employee in front of other Employees
  - i) Abuse of authority that undermines someone's performance or threatens someone's career
  - j) Vandalism of personal property
  - k) Physical or sexual assault
6. Harassment can take place either inside or outside the workplace in a situation that is in some way connected to work; for example, during delivery trips, off-site meetings, training sessions, business trips, and any other event or place related to employment or when the Employee is present in the course of employment. Harassment will not be tolerated in any work-related place or at any work-related event.
7. Two (2) or more Employees bantering back and forth will not be considered harassment if everyone involved is agreeable. But, if any Employee feels uncomfortable with the behaviour even after expressing discomfort or if the other involved should have known the person was uncomfortable, then it will be considered harassment. Employees becoming involved in a consensual romantic or sexual relationship will not generally be considered harassment; however, harassment may arise if there is a power imbalance such as one involving a Supervisor and a subordinate.

### INFORMAL PROCEDURE

1. Each Employee will have the right to be treated fairly and respectfully in the workplace. Each Employee will have the responsibility to treat fellow Employees, Clients, and Colleagues in a way that respects individual differences.
2. The following lists actions an Employee will take when an individual behaves in a way that offends, harms, or humiliates a fellow Employee or Client:
  - a) Employee should not tolerate someone who behaves inappropriately

- b) If the Employee feels that it is okay to speak to an individual who behaves inappropriately, the Employee should do so as well as let the individual know that the behaviour is inappropriate
  - c) If the behaviour continues or if an Employee does not feel okay to speak directly to the individual, the Employee has the option of filing a formal complaint with the Director or the Manager
3. An Employee should speak up if a fellow Employee or other person is observed behaving in a way that seems to embarrass or harass someone else.
  4. All Employees have the responsibility to cooperate in an investigation of a Harassment Complaint. Anyone who gives evidence in an investigation or who is involved in the process must keep the information confidential, except when necessary to deal effectively with the complaint.
  5. Each person that Mnaasged Staff is in contact with during the delivery of programs will have the right to be treated fairly and respectfully.
  6. All Directors and Managers have a responsibility to stop harassment. If a Director or a Manager becomes aware of harassment in the work area, or elsewhere, everything must be done to stop it whether a complaint has been made. Not knowing will not be an excuse. If a reasonable person should have known that harassment was going on, the Director or the Manager will be held responsible if they let the situation continue. The Director or the Manager who ignores harassment will be disciplined according to the Corrective Progressive Action policy.
  7. Being aware of the following will help alert a Director or a Manager to problem situations:
    - a) Unexplained change in an Employee's performance
    - b) Sudden taking of more Sick Leave
    - c) Employees isolating themselves, seeming distracted, or not participating in office socializing
    - d) Rumours
    - e) Awkwardness or discomfort between two (2) or among other Employees
  8. Listen to Employees. If something does not seem right, the Director or the Manager will talk to the Employee concerned. Often having someone listen can help a person talk about a problem. The Director or the Manager will be encouraged to be sensitive to Employees' rights and dignity and to keep these discussions and any ensuing ones confidential except when necessary to deal effectively with a complaint.

9. All persons or Clients in contact with Mnaasged Staff performing their duties will be provided with written information regarding whom they can contact if they feel they are being treated unjustly.
10. There is an assumption that reports of unjust treatment may be forwarded to Mnaasged through the Chief or Senior Administrative Officer at the participating First Nation. While this is acceptable, the allegations or information must first be reviewed by the Supervisor at each First Nation site before reporting to the Director or the Manager. The Director or the Manager will then consult with the Executive Director to determine the appropriate action.
11. All formal complaints or allegations of harassment will be taken seriously and investigated accordingly. Resolution of any allegations of unjust treatment in the staff–client relationship will be consistent with the process outlined in this policy.
12. The first thing to do if an Employee is being harassed is to tell the harassing person to stop, if possible. Let the harassing person know that the Employee is feeling humiliated, discriminated, or otherwise bothered by what the harassing person is doing or saying. If the Employee speaks to the harassing person, the Employee may want to tell a trusted friend what has been done and why. The sooner the Employee approaches the alleged perpetrator, the better it is for the Employee.
13. The Employee could speak to the person directly or write a letter. If it is a letter, it should be dated and a copy kept. The Employee should also make a note of the bothersome behaviour, the date it happened, how the Employee felt, what action the Employee took, and who else was present if any witnesses.
14. It may be that communicating directly with the harassing person may not be enough or that the Employee being harassed feels unable to deal with the harassing person directly. In this case, the Employee being harassed can speak to the Director or the Manager. The Director or the Manager will ask how the Employee being harassed wants to proceed. For example, the Employee being harassed may ask the Director or the Manager to help write a letter or speak to the harassing person on the Employee’s behalf or may ask them to arrange for mediation between the Employee being harassed and the person whose behaviour is offensive.
15. Mediation is a process by which a Neutral Third Party helps the people involved in the complaint reach a solution that is acceptable to both Parties. If an Employee wants to work toward a mediated settlement, the Executive Director will appoint a qualified Mediator who will be acceptable to both Parties. Either Party has the right to refuse mediation. If mediation does occur, each person will have the right to be accompanied or assisted during the sessions by someone with whom they feel comfortable.

## FORMAL PROCEDURE

1. If informal procedures do not work, the Employee being harassed can also ask the Director or the Manager to help file a Formal Complaint. Mnaasged or an Outside Investigator, if necessary, will then investigate The Formal Complaint. The Investigator will interview the Complainant, the alleged perpetrator, and any witnesses. All Employees have a responsibility to cooperate in the investigation.
2. The Investigator will need to know the following information:
  - a) Name and position of both the Complainant and the alleged perpetrator
  - b) Details of what happened, such as has it happened before or to any others
  - c) Dates, times, and how often these occurred
  - d) What has been done so far
  - e) Where the incident occurred
  - f) Names of any witnesses
3. Complainants have the right to the following:
  - a) Ensure that no record of the complaint will be placed on their Personnel File if it was made in good faith
  - b) Have a person of their choice to accompany them during the process
  - c) Be informed about the progress of their complaint
  - d) Be informed of the type of corrective measure that will result from the complaint
  - e) Receive fair treatment
4. Any Employees should look inward if someone complains informally about their behaviour. It may be that without intending to, some Employees may have spoken or acted in a way that was offensive to another person or group of people. It is the Employees' responsibility to change their behaviour if it is harassing or offensive to others. Employees may also want to consider apologizing.
5. Keep written notes of any conversation Employees have where someone suggests they have harassed them or another person. Record the conversation, the date it happened, how it felt, and what was done if anything. Also make notes of the personal version of the alleged harassment, the date it occurred, and who else was present.

6. If an Employee has accused another of harassment and the situation has been unresolvable with that person informally, mediation is a possible next step. Mediation may make a Formal Complaint unnecessary. An Employee can ask for mediation or agree to one if suggested. The Employee does not have to agree to mediation if something does not feel right. If mediation does become a part of the informal process, each person will have the right to be accompanied or assisted during the sessions by someone of their choosing.
7. If a Formal Complaint is filed about the harassing behaviour, the alleged perpetrator will have to participate in the investigation. The alleged perpetrator will be expected to cooperate and give a personal perspective on what happened. If the investigation shows that the allegation is true, the harassing person will be expected to change the behaviour and will also be subject to disciplinary action.
8. The individual accused of harassment has the following rights:
  - a) Be informed of the complaint
  - b) Be given a written statement of the official allegations to respond
  - c) Be informed about the progress of the complaint
  - d) Receive fair treatment
9. The Human Resources Manager will submit a written report to the Executive Director or to the President if the Executive Director is involved in the complaint; otherwise, the Executive Director will carry out all other investigations. The Investigator will decide on a balance of probabilities if there is enough evidence to conclude that harassment occurred. The Investigator will identify all possibilities for resolving the situation and will recommend one or more courses of action. If harassment has occurred, the Executive Director or President will then decide what remedies will be provided to the victim, the disciplinary action to be imposed on the harassing person, and whether the individuals in question can continue in their current work areas.
10. The Executive Director will inform the Employee who filed the complaint and the harassing person of any disciplinary action, remedies, or changes in work within one (1) week after the Investigator has submitted the report. Corrective action, remedies, or changes in work will be applied within one (1) week of informing the people involved of the decision.
11. Any disciplinary action taken against an Employee cannot be disclosed to another Employee.
12. If the Complainant and the alleged perpetrator are in a Director's or a Manager's position, the Executive Director may decide to assign one or both to a different work area during mediation or investigation. Fellow Employees may also be separated during an investigation if necessary.

13. Mnaasged will make every reasonable effort to remedy the effects of the harassment. A person who has been harassed may receive one or more of the following remedies, depending on the severity of the harassment and how much was the person affected:
  - a) Oral or written apology from the harassing person
  - b) Lost wages
  - c) Job or promotion that was denied
  - d) Compensation for any lost employment benefits such as Sick Leave
  - e) Commitment that there will be no transfer or will have a transfer reversed, unless the person chooses to move
14. No record of the complaint, the investigation, or the decision will go in the Employee's Personnel File if the complaint was made in good faith, unless a complaint was substantiated. Any unfavourable work reviews or comments that were placed in the Complainant's Personnel File because of the harassment will be removed. If the complaint was not made in good faith but made with malicious intent, it will be placed in the Complainant's Personnel File.
15. A person who has harassed another will be subject to one or more of the following forms of discipline, depending on the severity of the harassment:
  - a) Written reprimand
  - b) Suspension, with or without pay
  - c) Transfer if it is not reasonable for the people involved to continue working together
  - d) Demotion
  - e) Dismissal
16. In most cases, the harassing person will be required to attend an Anti-Harassment Training Session. If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged perpetrator. When the investigation reveals that harassment occurred, the incident and the discipline imposed on the harassing person will be recorded in the harassing person's Personnel File.
17. If an individual, in good faith, files a Harassment Complaint that is not supported by evidence gathered during an investigation, it will be dismissed and no record of it will be put in the accused harassing person's Personnel File. If the complaint was made in good faith, there will be no penalty to the person who complained and no record put on file.

18. In the rare event that the complaint was made in bad faith, in other words it had absolutely no basis and the complaint was deliberately or maliciously filed, the person has opened themselves to a defamation of character lawsuit and this person, if an Employee, will be disciplined. A record of the incident will be put in the Personnel File. Penalties for someone who complains in bad faith will be the same as for a case of harassment and will depend on the seriousness of the situation. Compensation for the person falsely accused may include steps to restore any lost reputation or any of the remedies that would be available in a case of harassment.
19. Retaliation is considered a serious disciplinary breach. Individuals who retaliate in any way against a person who has complained of harassment, given evidence in a harassment investigation, or been found guilty of harassment will themselves be considered guilty of harassment and penalized accordingly. The possible penalties will be the same as those assessed against harassing persons.
20. A Complainant may, within one year of the initial complaint, file a complaint with the Canadian Human Rights Commission if the harassment was because of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, pardoned conviction, or sexual orientation. Information on filing a complaint can be obtained by phoning the Commission toll-free at 1-888-214-1090.
21. A Complainant may also choose to utilize the Council of Elders as a means of mediation prior to filing a complaint with the Canadian Human Rights Commission.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-35
Section: Terms and Conditions of Employment	
Subject: Grievance	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## GRIEVANCE

### POLICY

*Mnaasged Child and Family Services will resolve problems informally whenever possible through effective communication between Employees and the Director or the Manager. Mnaasged Child and Family Services will establish and maintain a process where an Employee may express a dissatisfaction or a grievance without fear of discrimination or reprisal. Employees will have the right to seek a solution concerning disagreements arising from working relationships, working conditions, or employment practices between the Management of Mnaasged Child and Family Services and its Employees.*

*Mnaasged Child and Family Services has established a formal process to help Employees constructively resolve work-related concerns with fairness and honesty. All levels of Administration will be expected to inform, listen, act expeditiously, and counsel Employees on work-related matters. Every attempt will be made by both Parties to follow the established time frames.*

*Mnaasged Child and Family Services will not be responsible for the expenses incurred by an Employee filing a Grievance.*

### PROCEDURE

1. All permanent and casual full- and part-time Employees may file a grievance.
2. A Grievance is a complaint of any Employee relating to the employment relationship with Mnaasged. The Grievance will be based on issues resulting from the following:
  - a) Disagreements or complaints about decisions or actions made by any Employees
  - b) Improper or inconsistent administration or application of policies or procedures

- c) Unfair or unequal treatment
3. A grievance may be based on one or more of the following:
    - a) Disciplinary warning (verbal or written)
    - b) Suspension with or without pay
    - c) Disciplinary demotion
    - d) Dismissal
    - e) Unlawful workplace harassment
    - f) Allegations of inaccurate or misleading material in one's Personnel File
    - g) Performance ratings
    - h) Allegations of discrimination because of age, sex, race, colour, national origin, religion, or disability
    - i) Conflict of interest
  4. Any of the Parties involved may request the intervention of Mnaasged to resolve the matter informally to encourage prompt resolution of potential grievances. Mnaasged will attempt to resolve the matter informally with the Administrators closest and best able to discuss the situation. Informal resolution attempts will not have precedent value nor will any statements or efforts made to resolve the matter informally have prejudicial effect on any Formal Grievances.
  5. Mnaasged will initiate a review in the absence of a request by the alleged wronged Party but only if there is significant evidence.
  6. Informal attempts at a settlement will not extend beyond 30 calendar days without the written agreement of all involved Parties. If a Complainant requests an attempt at informal settlement, then the Complainant will not be free to make a formal complaint with the office until an informal settlement is proposed or the 30 days have elapsed, whichever comes first.
  7. An individual or group of individuals may initiate a formal complaint by detailing the factors related to the allegations of discrimination in a written and signed statement.
  8. The written allegations will be filed with the Human Resources Department. The Human Resources Manager will acknowledge the receipt of each complaint within five (5) working days. The Complainant will be called in for an interview within 15 working days.

9. The Complainant(s) will be informed at the interview of the steps to be taken to resolve the specific complaint. The Complainant will review the charge for accuracy before signing the Initiation of Complaint Form.
10. The Grievance will be served to the subject of the complaint within 20 working days from the date it was filed.
11. Pertinent information from all Parties will be submitted to the Grievance Committee within 20 working days from the date the complaint was first filed.
12. The Investigation may include interviews of witnesses and a review and comparative analysis of all pertinent information, which may take up to 45 working days from the time of receipt of the filed complaint.
13. Written finding(s) of fact will be made by the Human Resources Department and will be sent to the Complainant, the Respondent, and the Grievance Committee within 15 working days of the conclusion of the Investigation. Each Party will have an opportunity to submit rebuttals to the finding(s) of fact within 10 working days.
14. Copies of the findings will be sent to the Complainant and to the Respondent. The report on the findings will be issued within 10 working days of receipt of all material referenced above.
15. The Grievance Committee will respond to the Human Resources Department's report on the findings within 10 working days. The response will be sent to the Executive Director who will accept, reject, or modify the recommendation of the Human Resources Department.
16. Within five (5) working days of receipt of the response of the Grievance Committee, the Human Resources Manager will send a letter of notification to the Complainant and to the Respondent outlining the Grievance Committee's position.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-40
Section: Terms and Conditions of Employment	
Subject: Hours of Work	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## HOURS OF WORK

### POLICY

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*Mnaasged Child and Family Services has established set hours of work for its Employees. It is anticipated that Employees will arrive daily ready to work and depart in accordance with the scheduled times of work.*

*Employees who provide essential services or who deliver services to Children/Youth and families may be required to work weekends or different hours.*

### PROCEDURE

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1. The working hours will be based on 37.5 hours per week for salaried Employees, normally from Monday to Friday, 8:30 a.m. to 4:30 p.m., except on holidays observed by Mnaasged.
2. The lunch period will be one half hour and will not be a part of the 37.5 hours per week. Breaks may also be observed once in the morning and once in the afternoon for fifteen (15) minutes each.
3. The maximum time an Employee may be required to work will normally be 40 hours per week.
4. Authorized travel hours to attend seminars, workshops, conferences, and business meetings will be considered a part of the hours of work.

### POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-45
Section: Terms and Conditions of Employment	
Subject: Office Closure	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## OFFICE CLOSURE

### POLICY

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*For the safety of Employees, the offices of Mnaasged Child and Family Services may be closed at times due to unforeseen circumstances. The Executive Director or designate will have the authority to determine an unscheduled office closure. The Director or the Manager will be responsible for ensuring that essential services are covered. Inclement weather at times may mean office closure and may prevent an Employee from reaching work on time. In those instances, Employees will not be paid but may use vacation or overtime.*

### PROCEDURE

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1. Employees will receive regular compensation for time away from the office during an office closure.
2. When requested by the Director or the Manager, Employees will be required to continue to work out of their homes or at the office. Time spent will be calculated at straight time.
3. The Executive Director will have the responsibility to ensure that all Employees are properly notified. Employees in turn will have the responsibility to ensure that all other individuals affected by a closure have been notified, such as Clients or meeting participants.

### POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-50
Section: Terms and Conditions of Employment	
Subject: Overtime	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## OVERTIME

### POLICY

*Mnaasged Child and Family Services will compensate for overtime in the form of time in lieu due to funding restrictions. Mnaasged Child and Family Services will attempt to avoid the need for its Employees to work overtime; however, from time to time Employees will be required to work more than the normal workday hours to meet deadlines or to respond to emergency services. The use of flex hours will be applied to avoid the accumulation of overtime.*

### PROCEDURE

1. Overtime means any hours worked more than the standard workday (7.5 hours) in a week (37.5 hours).
2. Any overtime worked more than 8 hours per day will be calculated at time and a half (1.5 x amount past 8 hours).
3. Any overtime worked more than 40 hours per week will be calculated at time and a half.
4. If the total of daily overtime differs from the total of weekly overtime hours, the greater of the two amounts will be used to calculate the overtime earned.
5. No Employee will work overtime unless prior written approval is obtained from the Director or the Manager. The Director or the Manager will first determine whether time can be flexed. Employees will be required to sign the Request to Work Overtime Form. A copy of all forms will be submitted to the Director or the Manager.
6. Employees will be compensated, in time off, for overtime worked more than 40 hours a week or more than 8 hours a day based on time and a half.

7. Overtime worked that is less than 8 hours a day but more than 7.5 will be calculated at straight time (hour for hour).
8. Overtime worked that is more than 37.5 hours per week, but 40 hours a week or less will be calculated at straight time (hour for hour). Any time in addition to 40 hours in a week will be calculated at time and a half.
9. If the total of daily overtime differs from the total of weekly overtime hours, the greater of the two (2) amounts will be used to calculate the overtime earned.
10. Travel time beyond the regular workday hours and on weekends will be considered overtime worked if it has been pre-authorized. However, travel time between the Employee's home and their regular work site will not be included in hours of work nor will it be included in the calculation of overtime.
11. In a week in which a statutory holiday occurs, overtime will be calculated at time and a half in excess of 32 hours. Accumulated overtime will be paid out when an Employee leaves the employment of Mnaasged.
12. It will be the responsibility of the Director or the Manager to ensure that accumulated overtime is kept to a minimum. Employees who have agreed to take time off in lieu of payment for overtime worked will take their earned overtime within 90 days of accruing it.
13. The Director or the Manager will have the authority to approve requests for Overtime Leave. Employees will keep a record of their approved overtime and will submit a request for Overtime Leave. A copy of the approved request for leave will be provided to the Finance Department. If approved, the Employee will be responsible for notifying the Receptionist of the time away from the office.
14. Time spent beyond the regular workday travelling to attend meetings, conferences, and other work-related business will be considered overtime only if it is pre-approved and a requirement as determined by the Director or the Manager.
15. Managers will not be eligible to earn overtime.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-55
Section: Terms and Conditions of Employment	
Subject: Performance Evaluations	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## PERFORMANCE EVALUATIONS

### POLICY

*Mnaasged Child and Family Services will ensure an evaluation process is in place to help facilitate the achievement of its goals and objectives and to evaluate and encourage an Employee's performance, set standards for Employee performance, establish work-related training goals and objectives for an Employee for the following year, and provide insight into the Employee's own job performance and behaviour. It will also be used to evaluate salary adjustments and the necessity of a particular job.*

### PROCEDURE

1. Performance Evaluations will be conducted on all Employees on an annual basis or as deemed necessary by the Director or the Manager and will occur annually during the month of May and within six (6) months during a probationary period. Performance Evaluations that will occur prior to an annual one will be at the discretion of the Employee's Director or Manager for reasons such as a lack of performance. A Performance Evaluation will be conducted on new Employees prior to the completion of a six-month probationary period to ensure accuracy and thoroughness of a performance assessment.
2. The Director or the Manager and the Employee will mutually agree on a date within a two-week period prior to the Performance Evaluation due date. The Director or the Manager will forward a written notification to the Employee providing final details of the date, location, time, and the process that will be followed.
3. It will be the responsibility of the Employee's immediate Supervisor to conduct the evaluation. If an Employee has more than one Supervisor, they will both independently rate and then compare to agree on a set of ratings. If an immediate Supervisor has not worked with the Employee for at least six (6) months, then the Director or the Manager responsible for the program the Employee works under will conduct the Performance Evaluation.

4. The Executive Director will be evaluated by the Board of Directors.
5. The performance evaluation will measure the Employee's performance in terms of responsibilities outlined in the job description, goals, and objectives. Supervision notes, monthly reports, training certificates, attendance records, and progressive corrective action correspondence recorded and maintained by the Director or the Manager during the six-month period or the past year will be reviewed and taken into consideration when rating the Employee. The Performance Evaluation will also measure individual character such as reliability, punctuality, initiative, communications skills, and any other characteristic that the Director or the Manager feels is appropriate. Leadership skills will be measured for those in a Director's or a Manager's position.
6. Performance Evaluations will be conducted in the context of an Evaluation Interview. The Employee will be given a blank copy of the Employee Performance Evaluation Form to fill out prior to the interview to self-rate. The Supervisor will also complete the Performance Evaluation Form prior to the interview and will have the final say on the ratings. On receiving a copy, the Employee will have one (1) week to respond to the ratings and comments prepared by the Supervisor at which time the Director or the Manager will be notified.
7. A copy of the Performance Evaluation will normally be provided to the Employee within five (5) days of its completion for signature. The Executive Director will be provided with a copy of the results if ratings are unsatisfactory or if dismissal is being recommended. The original Performance Evaluation will be placed in the Employee's Personnel File and may be accessed later by the Employee on request. It will be the responsibility of the Human Resources Department to ensure that the final Performance Evaluation is filed.
8. Employees will be required to re-sign the Confidentiality Agreement and the Personnel Policy Acknowledgement Form on an annual basis during their Performance Evaluation. Employees will also be required to produce an abstract of their driver's license if it is a requirement of their position.
9. The results of the Performance Evaluation will be kept confidential. A breach of confidentiality by the Employee conducting the Performance Evaluation will warrant serious discipline.
10. The results of the Performance Evaluation may lead to a salary increase, demotion, transfer, promotion, termination, or an extension of probationary period or contract.
11. If the Employee and the Director or the Manager will be unable to agree on the results, the Employee will have the right to grieve the Performance Evaluation.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-60
Section: Terms and Conditions of Employment	
Subject: Personal Appearance	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## PERSONAL APPEARANCE

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### POLICY

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*Mnaasged Child and Family Services anticipates that its Employees will maintain positive public relations and will promote the dignity of their position in the community. Subsequently, Employees will maintain a satisfactory personal appearance and will present themselves at work in a manner of dress appropriate to the position held. For example, proper business attire for Employees who work within the office setting will be worn and proper safety equipment will be worn by those Employees working outside of the office.*

### PROCEDURE

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1. Because the nature of service varies from program to program and subsequently the dress code, interpretation of this Policy will be at the discretion of the Director or the Manager responsible for the program.
2. The respective Director or Manager will have the authority to take appropriate corrective action if the Policy is not followed.

### POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-65
Section: Terms and Conditions of Employment	
Subject: Personnel File	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference: <i>Personal Information Protection and Electronic Documents Act</i>	

## PERSONNEL FILE

### POLICY

*Mnaasged Child and Family Services will maintain a Personnel File for each Employee or consultant hired to maintain information on an Employee's work history and progress. The term "Employee" will include individuals hired under a contract, individuals hired on a casual basis, or individuals hired on a part- or full-time permanent basis.*

*All content within the Personnel Files will be protected under the Personal Information Protection and Electronic Documents Act.*

### PROCEDURE

1. All Employees will have access to view their own Personnel File at a time that is convenient for the Employee and the Human Resources Department Staff. It will be the responsibility of Human Resources Staff to make the file available to the Employee on request. A Human Resources Staff will be present during the viewing of the file. All documentation in an Employee's file will be available in accordance with the *Personal Information Protection and Electronic Documents Act*.
2. The Employee's Director or Manager or the Executive Director will also have access to the Employee's Personnel File for the purpose of reviewing past work history. The Human Resources Department will have access to Employee files for the purpose of adding or removing documentation as directed by the Employee's Director or Manager.
3. The Personnel File will include the following documentation:
  - a) Employee resume at the time of hiring
  - b) Letter of offer or contract

- c) Job description
  - d) Employee Fact Form
  - e) Signed oath of confidentiality form
  - f) Possession of Keys Form
  - g) Performance Evaluations
  - h) Substantiated claim of harassment
  - i) Training certificates
  - j) Education certificates
  - k) Copy of driver's license
  - l) Disciplinary and grievance correspondence
  - m) Recruitment-related documentation such as Telephone Reference Check and Consent to Background Check Form (all documented reference check information will be kept in a sealed envelope)
  - n) Correspondence related to an Employee's employment, such as letters of recommendations, letter of recognition, letter of resignation or acceptance, suspensions, and other correspondence as determined by the Director or the Manager
4. A file separate from the Personnel File will be maintained for an Employee's medical information reports, including medical sick slips.
  5. Under no circumstances will an Employee remove documentation from a Personnel File as it would warrant serious disciplinary action. Documentation related to corrective measures taken by the Human Resources Department will be removed from an Employee's Personnel File if no other related offense has occurred within the past year of the date the offence occurred. Serious infractions, as determined by the Human Resources Manager in consultation with the Executive Director, will remain in the Personnel File permanently.
  6. Employees will be notified and provided with a copy of all documentation inserted into their Personnel File as it relates to their employment.
  7. An Employee may make a written request to the Director or the Manager for a photocopy of documentation from the Personnel File accompanied with the reason for the request. If approved, the Director or the Manager will notify the Human Resources Department in writing of the request and to make the required copy.

8. All active and inactive Personnel Files will always be stored in a locked filing cabinet. A copy of the cabinet keys will be held by the Human Resources Department and the Executive Director.
9. All those who have access to an Employee's Personnel File will keep all documentation confidential. Specific documentation may be released only with the written consent of the Employee. A breach of confidentiality will be a serious infraction that may result in dismissal.
10. All Employee Personnel Files are stored at Mnaasged's Offices and retained for a period of seven (7) years after the last day of employment.

## POLICY REFERENCE

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Department: Human Resources	POLICY #:35-70
Section: Terms and Conditions of Employment	
Subject: Punctuality	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## PUNCTUALITY

### POLICY

*Punctuality demonstrates one's personal character and commitment to one's position at work. Mnaasged Child and Family Services expects its Employees to arrive at their place of employment at the time specified in their letter of offer or contract the Employee agreed on at hiring. However, due to unforeseen circumstances, Employees may from time to time arrive at work late. On approval of the Employee's Director or Manager, alternative arrangements will be made to make up for the time lost.*

*Under special circumstances, as approved by the Director or the Manager, Employees will be allowed to alter their arrival or departure time (see on Flex Time Policy for further information).*

### PROCEDURE

1. When an Employee expects to be late, the Employee will call the Receptionist and the Director or the Manager no later than 9:00 a.m. of the same day. If the Director or the Manager is not available, the Receptionist will leave a message notifying the Director or the Manager of the Employee's lateness.
2. If an Employee's lateness causes disruptions in the pre-planned events for the day, it will be the Employee's responsibility to notify other Parties involved to make alternate arrangements.
3. If an Employee is repeatedly and unjustifiably late, corrective action will be taken by the Employee's Director or Manager or the Employee's salary will be adjusted accordingly.
4. The Receptionist will maintain a record of the time of arrival of all Employees. Employees will be responsible for recording their time of arrival when late on their Daily Attendance Sheet and must make up the time prior to departure for the day.

**POLICY REFERENCE**

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Department: Human Resources	POLICY #: 35-75
Section: Terms and Conditions of Employment	
Subject: Probation Period	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## PROBATION PERIOD

### POLICY

*All Employees of Mnaasged Child and Family Services will be required to undergo an initial formal six-month probationary period before a decision is made to continue their employment. This condition of employment will be incorporated into the letter of offer or the employment contract.*

### PROCEDURE

1. All permanent full- and part-time Employees hired under a contract will be required to complete a six-month Probation Period.
2. On hiring the Employee, the Director or the Manager will meet to determine the Employee's goals and objectives for the first six (6) months of employment. The Director or the Manager will be responsible for documenting these goals and objectives and for forwarding a copy to the Employee.
3. The knowledge and skills shown to achieve the goals and objectives along with the responsibilities outlined in the Employee's job description will be used to help determine whether the Employee earned permanent status.
4. After six (6) months of employment, the Employee and the Director or the Manager will meet to discuss the Employee's progress and areas that require improvement. The agreed goals and objectives will be used as a guide in this discussion. The Director or the Manager will record notes of this meeting, will provide a copy to the Employee, and will keep the original in the Employee's Personnel File.
5. An Employee may be terminated at any time during the Probation Period.

6. In the case of termination, Mnaasged will provide a two-week notice or one (1) week of pay in lieu of notice. In special circumstances, the Employee may be terminated immediately without notice or payment as outlined in the Termination Policy. All other termination procedures will be followed.
7. Prior to completing six (6) months of employment, the Director or the Manager will assess the Employee's performance and suitability (the Performance Evaluation Policy will apply). The status from probationary to permanency will be confirmed only after a successful evaluation has been conducted. The Executive Director will have the authority to make such a decision.
8. Within five (5) working days following the Performance Evaluation, the Employee will be notified of its outcome. If offered permanent status, the Director or the Manager and the Employee will jointly prepare goals and objectives for the next evaluation period.
9. If an Employee is transferred to another position after the probation period, the six-month probation period will be renewed. If the new position is similar in nature to the original position held, the probation period will be waived. The decision to waive the probation period will be at the discretion of the Executive Director.
10. If the Director or the Manager believes there has been an insufficient period of time to evaluate the performance and suitability of an Employee, they may extend the term of the probation period for an additional term not to exceed three (3) months. The Director or the Manager will provide the Employee with a written statement explaining the reason(s) for the extension.
11. Employees will be entitled to all benefits provided to permanent Employees immediately on completing their probation period. Sick Leave and Annual Leave credits will be retroactive to the Employee's date of commencement.
12. Employees on probation will not normally be eligible for a transfer or promotion to another position or be placed in an acting position.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 35-85
Section: Terms and Conditions of Employment	
Subject: Training and Development	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## TRAINING AND DEVELOPMENT

### POLICY

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*Mnaasged Child and Family Services believes in the concept of capacity building within its organization. Mnaasged Child and Family Services supports and provides training to its Employees to not only strengthen the Employees as individuals but strengthen the organization as a whole. Training and development will be provided to Employees when it is job-related and approved by Mnaasged Child and Family Services. When feasible, existing Employees will provide training to other Employees as part of their job responsibilities.*

### PROCEDURE

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1. Training is defined as paid time off to attend short-term, instructional programs designed to help Employees become more efficient or to increase the knowledge and skills necessary to carry out their current work duties more efficiently and effectively. Training will not include instructional courses taken through an academic institution. An exception is when the course is five (5) days or less. Training may be directly or indirectly related to the responsibilities of the position. Examples of training programs include the following:
  - a) Attendance at conferences, seminars, or workshops
  - b) Training toward earning a certificate
  - c) In-house training
  - d) Temporary job placement
  - e) Self-study or online correspondence course

2. Development is defined as paid time off to attend instructional programs or experiences designed to help Employees become more efficient or to equip them with the knowledge and skills necessary to achieve future positions.
3. All full- and part-time Employees, Casual Employees, and Employees on long-term contracts who have been employed for six (6) months or more are eligible to receive training.
4. An Employee will submit a Training Request Form at least two (2) weeks prior to the training, which will identify the name of the training, location, dates, budget, description, and how the training will benefit the Employee. The Director or the Manager will approve or deny the request within one (1) week of its receipt based on how the training will benefit the Employee and on available funding.
5. Training needs will be identified during the Employee's Performance Evaluation carried out during the year pending availability of funding. It will be the responsibility of the Employee to seek out relevant training as identified in the Training Plan and to submit a Draft Training Plan Form with recommended dates, budget, and location to the Director or the Manager after three (3) months of the Performance Evaluation. The Employee will incorporate specific training programs identified by the Director or the Manager. Revisions may be made on approval by the Director or the Manager.
6. When training that has not been previously identified is requested by the Employee, approval will be at the discretion of the Director or the Manager.
7. Travel attendance outside of the regular work hours to attend training will be considered overtime.
8. An Employee will be eligible to claim travel expenses (meals, mileage, accommodations, registration fees, and required resource material) to attend training as per the Away from the Office Policy.
9. It is the responsibility of the Employee's Director or Manager to ensure that the Training Request Form, training report, earned certificate (if applicable), and any other relevant documentation is filed in the Employee's Personnel File.
10. At the discretion of an Employee's Director or Manager, the Employee may be directed to attend training that has not been identified in the Training Plan. The training must be job-related with funding identified.

## POLICY REFERENCE

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## SECTION 7: BENEFITS

Department: Human Resources	POLICY #: 10-15
Section: Benefits	
Subject: Benefits for Casual Employees	
Date Approved: June 22, 2006	Date Revised: December 18, 2008
Board Resolution #:	
Source Reference:	

### BENEFITS FOR CASUAL EMPLOYEES

#### POLICY

*Mnaasged Child and Family Services will employ Casual Employees from time to time to feasibly respond to workload increases and emergencies. Casual Employees will be expected to abide by the policies and procedures that apply to any Employees of Mnaasged Child and Family Services in the performance of their duties.*

#### PROCEDURE

1. A Casual Employee will be employed on an irregular or intermittent basis, as needed, with no expectation of continued employment for the purpose of providing short-term relief in the absence of another Employee, filling a temporary vacancy, or assisting in temporary or cyclical peaks in workloads.
2. An individual will be defined as a Casual Employee if they meet the following two (2) requirements:
  - a) After completing the first employment term the performance is rated average or above
  - b) Has worked for 20 days (consecutive or non-consecutive) or more in a year from the date of first hiring
3. If both requirements are met, the individual's name will be submitted into a pool of resource people who may be called into work for a specified job and period for any of the reasons mentioned above.
4. A Casual Employee cannot be hired for a continuous period of more than two (2) months in a year with their first employment date being recognized as the beginning of the year.

5. A Casual Employee will be entitled to the provisions of the *Canada Labour Code*. A Casual Employee who is on contract and meets the eligible requirements will be entitled to the following benefits:
  - a) A Casual Employee will not be entitled to time for an annual vacation but will, upon termination of the contract, receive vacation pay based on 4% of gross wages earned
  - b) Casual Employees will have the option of receiving compensation for their annual vacation at the end of December or March of each year or as a lump sum at the end of their contract (after completing 30 days of employment)
6. The Bereavement Leave Policy will apply to a Casual Employee. If the Bereavement Leave extends past the Casual Employee's termination date, the Casual Employee will not receive pay for those days.
7. Casual Employees will not be entitled pay for a statutory or Board of Directors' declared holiday that occurs during the first 30 consecutive calendar days after the date of hire.
8. Casual Employees, including part-time Casual Employees, must work at least 15 days during the 30 calendar days preceding the holiday to be eligible for holiday pay. If a part-time Casual Employee works less than 7.5 hours a day, it will be considered a full day; for example, if an Employee works four (4) hours a day then the entitlement would be four (4) hours of holiday pay.
9. All other sections of the General Holiday Policy that do not conflict with the above sections or any other part of the Casual Employee Policy will apply to Casual Employees.
10. Casual Employees will not be entitled to Maternity or Parental Leave.
11. A Casual Employee who becomes sick or injured due to non-work-related causes while on a contract will not be entitled to pay for the days they are absent from work.
12. A Casual Employee will be entitled to Voting Leave as outlined in the Voting Leave Policy.
13. Casual Employees who receive prior written approval to work overtime and who work in excess of 37.5 hours a week or 7.5 hours a day will be eligible to receive pay at 1.5 times their regular rate of salary. Overtime for Casual Employees must be paid unless the Employee agrees in writing to take time off in lieu. Overtime worked that is less than 37.5 hours a week or 7.5 hours a day will be calculated based on time for time.

Calculating Daily Overtime	Type	Minutes
Time and a half is calculated after 8 hours <b>worked</b> or 480 minutes	Regular workday	480
	Minus regular time	-450 (Straight time) 30
	Worked 4:30 – 8:30 pm	240 (Difference) 210
	Times time and a half	(Time and a half) x 1.5 315
	Add Straight Time	(Straight Time) +30
	Total Time Off in Lieu	<b>345</b>

Calculating Weekly Overtime	Type	Minutes
Time and a half is calculated after 40 hours <b>worked</b> or 2400 minutes	Regular work week (480 X 5)	2400
	Minus regular time (450 X 5)	-2250 (Straight time) 150
	Worked 9:00 – 1:00 on a Saturday	240 (Difference) 90
	Times time and a half	(Time and a half) x 1.5 135
	Add Straight Time	(Straight Time) +150
	Total Time Off in Lieu	<b>285</b>

Calculating Weekly Overtime that includes a Holiday within the Work Week	Type	Minutes
Time and a half is calculated after 32 hours <b>worked</b> or 1920 minutes	Holiday work week (480 x 4)	1920
	Minus regular time (450 x 4)	-1800 (Straight time) 120
	Worked 9:00 – 1:00 on a Saturday	240 (Difference) 120
	Times time and a half	(Time and a half) x 1.5 180
	Add Straight Time	(Straight Time) +120
	Total Time Off in Lieu	<b>300</b>

14. Casual Employees will not be entitled to time off with pay to attend training.

15. Prior approval from the immediate Supervisor will be required for Travel Leave for Casual Employees.

16. A Casual Employee will not be entitled to pay for the following:

- a) Sick Leave
- b) Leave With Pay
- c) Child Involvement Leave
- d) Education Leave
- e) Retirement Pension Plan
- f) Employee Group Benefits
- g) Cultural Leave
- h) Mental Health

17. On receipt of the previous biweekly time sheet signed and approved by the Supervisor, a Casual Employee will be paid biweekly based on the number of hours and the agreed on rate of pay for hours worked within that pay period.

18. The Board of Directors, on the recommendation of the Executive Director, will set hourly rates for pay for college and university graduates comparable to Provincial standards. In all other cases, Casual Employees will receive the Ontario minimum hourly wage rate.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 10-25
Section: Benefits	
Subject: Employee Group Benefits Plan	
Date Approved: June 22, 2006	Date Revised: December 18, 2008
Board Resolution #:	
Source Reference:	

## EMPLOYEE GROUP BENEFITS PLAN

### POLICY

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*In recognition of the value placed on its Employees and the contributions they make, Mnaasged Child and Family Services will offer an Employee Group Benefits Plan to eligible Employees. The Plan has been designed to help meet the needs of the Employees and their family and to provide important financial security.*

### PROCEDURE

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1. The Employee Group Benefits Plan include the following:
  - a) Life insurance
  - b) Accidental death and dismemberment insurance
  - c) Dependent life insurance
  - d) Short- and long-term disability
  - e) Employee and dependents coverage include health and dental insurance
2. Permanent full-time Employees will be eligible to become insured for benefits on the first day after successfully completing their six-month probation period.
3. Casual Employees and short-term contract Employees, full- or part-time, will not be eligible to receive Employee group benefits. Full-time long-term contract Employees will be eligible after they have completed six (6) months of continuous employment. Permanent part-time Employees who work 21 hours or more each week will be eligible to receive Employee Group Benefits after six (6) months of continuous employment.

4. Immediately after an Employee has successfully completed the six-month probationary period, the immediate Supervisor will notify the Executive Director of the Employee's eligibility to received insured benefits. The Executive Director will meet with the Employee to explain the benefits and process the appropriate application forms.
5. Coverage will continue during the entire period that an Employee is absent from work due to sickness or injury and up to 31 days during a period when the Employee is absent from work because of a leave of absence or a temporary layoff.

## POLICY REFERENCE

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Department: Human Resources	POLICY #: 45-15
Section: Benefits	
Subject: Benefits for Part-Time Employees	
Date Approved: December 18, 2008	Date Revised: January 17, 2013
Board Resolution #:	
Source Reference:	

## BENEFITS FOR PART-TIME EMPLOYEES

### POLICY

*Mnaasged Child and Family Services values part-time Employees because of their specialized skills and the new perspectives they bring to the workplace. Mnaasged Child and Family Services will offer an Employee Group Benefits Plan to eligible part-time Employees. The Plan has been designed to help meet the needs of part-time Employees and their family and to provide important financial security. Part-time Employees will be expected to abide by the policies and procedures that apply to them in the performance of their duties.*

### PROCEDURE

1. A Part-time Employee is considered an Employee, either permanent or temporary, with regularly scheduled work of less than 30 hours per week.
2. Permanent and part-time Employees who work 21 hours or more each week will be eligible to receive Employee group benefits after six (6) months of continuous employment. A Part-time Employee who works less than 21 hours will be entitled to the provisions of the *Canada Labour Code*. A part-time Employee who is on contract and meets the eligible requirements will be entitled to the following benefits:
  - a) A permanent part-time Employee will be entitled to Annual Leave, which is prorated according to the vacation schedule of permanent full-time Employees
  - b) A contract part-time Employee on termination of a contract will receive vacation pay based on 4% of gross wages earned. Part-time Employees will have the option of receiving time off in lieu or compensation for their Annual Leave at the end of December or March of each year or as a lump sum at the end of their contract (after completing 30 days of employment)

3. The Bereavement Leave Policy will apply to a part-time Employee. If the Bereavement Leave extends past the part-time Employee’s termination date, the part-time Employee will not receive pay for those days.
4. Part-time Employees are not entitled to be paid for a statutory or Board of Directors’ declared holiday that occurs during the first 30 consecutive calendar days after the date they are hired.
5. Part-time Employees must have worked at least 15 days during the 30 calendar days preceding the holiday in order to be eligible for holiday pay. If a part-time Employee works less than 7.5 hours a day, the amount of hours spent at work will be considered a full workday; for example, if an Employee works four (4) hours a day then the entitlement would be only four (4) hours of holiday pay.
6. All other sections of the General Holiday Policy that do not conflict with the above sections will apply to part-time Employees.
7. Part-time Employees will not be entitled to Maternity or Parental Leave if they have not worked a full consecutive six (6) months.
8. A part-time Employee who becomes sick or injured due to non-work-related causes while on a contract will not be entitled to pay for the days not at work.
9. A part-time Employee will be entitled to Voting Leave as outlined in the Voting Leave Policy.
10. Part-time Employees who receive prior written approval to work overtime and who works in excess of 40 hours a week or 8 hours a day will be eligible to be paid overtime unless agreed in writing to take time off in lieu. Overtime worked that is less than 37.5 hours a week or 7.5 hours a day will be calculated based on time for time.

Calculating Daily Overtime	Type	Minutes
Time and a half is calculated after 8 hours <b>worked</b> or 480 minutes	Regular workday	480
	Minus regular time	-450
	Worked 4:30 – 8:30 pm	(Straight time) 30 240
	Times time and a half	(Difference) 210 (Time and a half) x 1.5
	Add Straight Time	315 (Straight Time) +30
	Total Time Off in Lieu	<b>345</b>

Calculating Weekly Overtime	Type	Minutes
Time and a half is calculated after 40 hours worked or 2400 minutes	Regular work week (480 X 5)	2400
	Minus regular time (450 X 5)	-2250 (Straight time) 150
	Worked 9:00 – 1:00 on a Saturday	240 (Difference) 90
	Times time and a half	(Time and a half) x 1.5 135
	Add Straight Time	(Straight Time) +150
	<b>Total Time Off in Lieu</b>	<b>285</b>

Calculating Weekly Overtime That Includes a Holiday within the Work Week	Type	Minutes
Time and a half is calculated after 32 hours worked or 1920 minutes	Holiday work week (480 x 4)	1920
	Minus regular time (450 x 4)	-1800 (Straight time) 120
	Worked 9:00 – 1:00 on a Saturday	240 (Difference) 120
	Times time and a half	(Time and a half) x 1.5 180
	Add Straight Time	(Straight Time) +120
	<b>Total Time Off in Lieu</b>	<b>300</b>

14. Part-time Employees will not be entitled to time off with pay to attend training.
15. Prior approval from an immediate Supervisor will be required for travel for part-time Employees.
16. A Part-time Employee will not be entitled with pay to the following:
  - a) Sick Leave
  - b) Leave With Pay
  - c) Child Involvement Leave
  - d) Education Leave
  - e) Retirement Pension Plan
  - f) Employee Group Benefits

g) Cultural Leave

h) Mental Health

## POLICY REFERENCE

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