The Northern Association of Community Councils

Policy and Procedure Manual

Table of Contents

Section 3.0	Personnel
3.01	Introduction
3.05	Hours of Work
3.15	Overtime
3.20	Salaries and Wages
3.25	Recognized General Holidays
3.30	Respectful Workplace
3.32	Respectful Workplace – Sexual Harassment
3.35	Respectful Workplace - Bullying
3.40	Probationary Period
3.45	Personnel File
3.50	Conflict of Interest - Employees
3.55	Conflict Resolution
3.60	Performance Appraisals
3.61	Salary Increments
3.65	Corrective Discipline
3.70	Termination of Employment – Employer
3.71	Termination of Employment - Employee
3.75	Special Leave
3.76	Jury Duty
3.77	Family Leave
3.78	Vacation Leave
3.79	Sick Leave
3.80	Bereavement Leave
3.81	Maternity Leave
3.85	Absenteeism
3.87	Education and Training

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.01
Title:	**INTRODUCTION**	**Page:**	1 of 1

The Personnel section of the policy manual contains policies and procedures upon which decisions pertaining to staff matters are to be based. Consistent and uniform application of policies is essential to maintaining good staff relationships.

In the event that new policies and procedures or changes are seen to be needed in this manual, inquiries should then be directed to the Executive Director who will then conduct an investigation into the establishment of such a policy for NACC.

Revisions, additions, amendments, etc. to the policies may be caused by a number of factors.

The Executive Director of the Association shall be responsible for the implementation of the human resources policies and the setting up of such personnel records and procedures as are consistent with the objectives of these policies.

The Executive Director shall have authority to advertise, select and hire staff for all Association positions as required, and to supervise, evaluate, and discipline staff at the Executive Director's sole discretion, provided that in all actions the provisions the personnel policies and procedures shall be followed.

The exception to this procedure is in the appointment of the Executive Director, and appeals regarding decisions of the Executive Director. The latter are the responsibility of the Executive Committee of the Board of Directors. The Executive Committee shall consult with the Board of Directors as an aid to establishing the skills and qualifications required of applicants for the position of Executive Director.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.05
Title:	**HOURS OF WORK**	**Page:**	1 of 1

Core Office Hours
8:30 a.m. – 4:30 p.m., Monday to Friday, excluding holidays.

Regular Hours of Work – Full Time Employees
The standard working day for full time employees shall be seven (7.5) hours per day within a period of eight (8) consecutive hours.

The standard working week for full time employees shall be thirty seven and a half (37.5) hours in five (5) days with two (2) consecutive days off.

The standard work year for full time employees shall be 1950 hours.

Hours shall be scheduled to meet workload requirements.

Part-Time
Part-time employees shall work less than 35 hours per week.

Casual Staff
Hours for casual staff shall be scheduled to meet workload requirements.

Lunch Break
A minimum ½ hour unpaid lunch period will be provided to all full time employees.

Lunch periods for part-time and casual employees shall be based on hours of work and will be scheduled by their immediate supervisor.

Coffee Breaks
Two paid 15 minute coffee breaks are provided for full time employees.

Coffee breaks for part-time and casual employees shall be based on hours of work and will be scheduled by their immediate supervisor.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.15
Title:	**OVERTIME HOURS**	**Page:**	1 of 1

Employees may be required to work overtime outside of their regularly scheduled hours. In recognition of this fact, staff may bank overtime at a rate of 1.5 per overtime hour worked.

Banked time may be used at the incumbents' discretion and on the approval of the direct supervisor of the employee.

Overtime for full time employees is based on hours worked over daily scheduled hours. Overtime for part time and casual employees is based on hours worked over 37.5 hours per week.

All employees shall endeavor to schedule their work responsibilities in such a manner that the need for overtime is minimized.

Maximum Banked Overtime
A maximum of thirty seven and a half (37.5) hours shall be banked at any one time and hours will be recorded bi-weekly on the employees' timesheet. Overtime will be reconciled at the end of each quarter and the Employee and the Executive Director will determine a plan for usage.

If an employee anticipates a need for time off for personal reasons, the employee may, with permission from the Executive Director, arrange their schedule in such a manner as to accumulate overtime sufficient to cover time off.

Exceptions to these guidelines may be considered with prior approval of the Executive Director.

Overtime Calculation
Sick benefits are not included in the calculation of overtime hours.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.20
Title:	**SALARIES AND WAGES**	**Page:**	1 of 1

Wages and salaries will be adjusted as economic conditions and funding dictate.

Salary increases, with the exception of across the board 'inflation correction' increases, are dependent on good performance in accordance to policy 3.35 Performance Evaluations.

The Board shall negotiate the Executive Director's compensation, including benefits.

All employees will be paid bi-weekly.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.25
Title:	**GENERAL HOLIDAYS**	**Page:**	1 of 2

Recognized General Holidays
According to the Employment Standards Code, the following shall be considered recognized general holidays:

- News Year's Day (January)
- Louis Riel Day (February)
- Good Friday (April)
- Victoria Day (May)
- Canada Day (July)
- Labour Day (September)
- Thanksgiving Day (October)
- Remembrance Day (November)
- Christmas Day (December)

NACC Recognized Holidays
NACC shall also recognize the following holidays:

- Easter Monday (April)
- Civic Holiday (August)
- Boxing Day (December)

Guidelines

1. All employees are entitled to General Holiday Pay for recognized general holidays.
2. General Holiday Pay is five per cent (5%) of the employee's total wages in the four-week period immediately before the holiday. Overtime is not included in this calculation.
3. If a recognized general holiday occurs during a vacation period, regular time in lieu shall be added to the end of the vacation time.
4. All employees receive General Holiday Pay unless:
   a. They are absent from work on a general holiday that is normally a workday and they are expected to work.
   b. They are absent from work, without permission, on their last scheduled workday before the holiday or their first scheduled workday after the holiday, unless the absence is due to illness and reported as per Policy 400 Shift Coverage.
   c. No General Holiday Pay is owed to employees who received a day off in lieu of the holiday.
5. Employees who work on a recognized general holiday are entitled to 1½ times their regular rate for the hours worked in addition to a day off; or 2½ times their regular rate for the hours worked.

6. An employee who is required by virtue of their religion to take a certain day off shall normally use overtime or vacation time for this. In exceptional circumstances, the Executive Director may allow the employee to substitute a statutory holiday for this day. In this situation, the employee is not entitled to compensatory time for working on a statutory holiday.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.30
Title:	**RESPECTFUL WORKPLACE**	**Page:**	1 of 1

The Northern Association of Community Councils recognizes its responsibility to build and maintain a diverse respectful workplace, where all employees enjoy an environment in which the dignity and self-respect of every person is valued and which is free of offensive remarks, material or behaviour.

We recognize that workplace conflicts and disrespectful behaviour can jeopardize an individual's dignity, self-esteem and well being and possibly undermine work relationships, friendships and productivity.

A truly respectful workplace requires the cooperation and support from each and every employee in the organization. Everyone has a responsibility to set a positive example and behave in a manner, which will not offend, embarrass or humiliate others, whether deliberate or unintentional.

The principle of fair and respectful treatment is a fundamental one that the Association commits to uphold for its employees and members of the public. This same commitment must come from our employees, who are personally responsible at all times for their behaviour and conduct. Together we can ensure that every individual is treated respectfully and courteously.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.32
Title:	**RESPECTFUL WORKPLACE – SEXUAL HARASSMENT**	**Page:**	1 of 2

Every Employee is entitled to employment free of sexual harassment. Sexual harassment can be either physical or verbal and can include, but is not limited to, the following:

- Unwelcome physical contact, such as touching, patting or pinching.
- Implied or expressed promise of reward to threat of reprisal for complying with a sexual solicitation or advance.
- Unwelcome sexual remarks or jokes about one's gender.
- Displaying derogatory materials such as pictures, cartoons etc. that denigrate either men or women.
- submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions;
- such conduct has the purpose or effect of substantially interfering with an individual's work performance;
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

The Northern Association of Community Councils will make every reasonable effort to ensure that no Employee is subjected to sexual harassment. In the event that an Employee is found to have engaged in sexual harassment, the Northern Association of Community Councils will take disciplinary measures against that Employee, up to and including termination of employment without notice, depending on the particular circumstances involved.

Guidelines

1. An Employee who has reason to believe that they are or have been the subject of sexual harassment, should immediately bring this matter to the attention of the Executive Director. Upon receiving a complaint of harassment, it is the responsibility of the Executive Director to act upon the complaint in consultation with the complainant, and investigate the complaint in as confidential manner as possible. The Northern Association of Community Councils will not disclose the name of a complainant or the circumstances related to the complaint to any person except where that disclosure is strictly necessary for the purposes of investigating the complaint, or taking disciplinary measures as a result of it.

2. If the complaint is against the Executive Director, or if results are not satisfactory to the complainant, then the issue will be reviewed and resolved by the Executive Committee.
3. Alternatively, or in addition to bringing a complaint of sexual harassment to the attention of the Executive Director, the Canadian Human Rights Act specifically prohibits sexual harassment and any Employee may seek redress under the provisions of that Act.
4. Sexual harassment constitutes a form of discrimination and is specifically prohibited by the Canadian Human Rights Act. For further information on your rights under this Act, the Canadian Human Rights Commission should be contacted.
5. No Employee will be subject to any discipline or retaliation of any kind as a result of initiating a complaint of sexual harassment, or under the Canadian Human Rights Act, except where false charges have been made with malicious intent.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.35
Title:	**RESPECTFUL WORKPLACE - BULLYING**	**Page:**	1 of 2

The Northern Association of Community Councils will not tolerate any behaviour that constitutes bullying of any nature. Complaints of bullying will be taken very seriously and investigated thoroughly. In the event that an Employee is found to have engaged in bulling, the Northern Association of Community Councils will take disciplinary measures against that Employee, up to and including termination of employment without notice, depending on the particular circumstances involved.

Definition
Bullying is defined by the employee subjected to it. If an employee finds comments or acts to be unwarranted, unreasonable or offensive, or to have created an intimidating, hostile or humiliating work environment then this is considered bullying.

Bullying can be any form of offensive, intimidating, malicious or insulting behaviour towards an employee. Examples include, but are not limited to:
- Face to face contact
- Written communication
- Email
- Telephone

Forms of Bullying
Bullying can take on many forms. Examples include, but are not limited to:
- Spreading malicious rumours
- Insulting/swearing at someone
- Ridiculing or demeaning someone, picking on them or setting them up to fail
- Unwanted and/or intimidating physical contact
- Exclusion
- Overbearing supervision or another misuse of power or position
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by unreasonable or repeated, non-constructive and unfounded criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities

This is not an exhaustive list and it is the employee subject to the actions that determines whether or not it is bullying.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.35
Title:	**RESPECTFUL WORKPLACE - BULLYING**	**Page:**	1 of 2

This policy applies to all bullying that affects the workplace environment, regardless of where it occurs.

Guidelines

1. Any employee who believes they are subjected to bullying may use Policy 3.33 Conflict Resolution.
2. If an employee wants to discuss the matter informally before lodging a formal grievance they may do so through the Executive Director.
3. It is important that an employee with complaint of bullying has as much information available as is possible. This includes details of people who have witnessed the remarks being made or acts being conducted.
4. If an employee raises a complaint and wishes to preserve their anonymity then NACC will attempt to pursue the matter without disclosing their identity. However in order for a proper investigation of an allegation to take place, the other party must be given the opportunity to give their version of events. Anonymous complaints will not result in formal disciplinary action.
5. Any individual that lodges a genuine grievance for bullying will not be victimized or disciplined however; disciplinary action may be taken against employees bringing frivolous or completely unfounded claims of bullying.
6. If any individual believes that another individual is being bullied they should seek advice from the Executive Director. An individual may also encourage the bullied individual to seek advice.
7. If an allegation of bullying is founded then action as per Corrective Discipline policy 3.40 will be implemented.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.40
Title:	**PROBATIONARY PERIOD**	**Page:**	1 of 1

All new employees shall have a probationary period of one (1) month.

The probationary period provides an opportunity for the employee to evaluate the job, and it provides the Northern Association of Community Councils an opportunity to carefully evaluate the employee's suitability for the job.

During the probationary period, corrective job instructions or disciplinary warnings shall be provided to the employee by their supervisor. If the employee fails to perform adequately, or does not respond to corrective job instructions or disciplinary measures, or any other reason deemed sufficient by their immediate supervisor, the employee may be dismissed at any time during the probationary period.

Term positions are not eligible for permanent status. If an employee is awarded a permanent position after the completion of a term position, the probationary period shall apply.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.45
Title:	**PERSONNEL FILE**	**Page:**	1 of 1

A confidential file will be maintained for each employee and shall contain:

1. Date of commencement of employment
2. Resume
3. Copies of degrees and certificates
4. References
5. Letter of offer
6. Copies of abuse and criminal registry checks
7. Any pertinent correspondence, including letters of reprimand and discipline
8. Performance appraisals
9. Salary adjustments
10. Job description
11. Correspondence related to changes in job description
12. Letters of commendation or thanks
13. Record of staff development and training
14. TD1
15. Benefit records
16. Files to be kept by the Executive Director

Personnel records shall not contain:

1. Time sheets
2. Documentation that has not been copied to the employee.

This file shall be kept up to date and should include copies of material relating to promotion, changes in pay rate, and all other matters having reference to the individual.

An employee shall have access to their file by request to the Executive Director.

Personnel files are confidential and are maintained in a locked location.

An employee may provide the Executive Director with a letter commenting on any statements in their personnel file that the employee believes are inaccurate or incomplete. This letter will be included in the personnel file.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.50
Title:	**CONFLICT OF INTEREST - EMPLOYEES**	**Page:**	1 of 1

Employees of the Northern Association of Community Councils are obligated to avoid involvement in activities which might conflict, or might appear to conflict, with their position responsibilities. Decision-making in matters in which a conflict of interest may exist may not only create an appearance of impropriety, but may, particularly where government funds are involved, violate the law.

The Association is mindful that the good judgment of its staff is essential and that no list of rules or guidelines can provide direction for all the varied circumstances that may arise.

This policy addresses potential conflicts of interest and conflicts of commitment which might arise in the course of a Employee's duties and activities outside of the Association. Employees who engage in business or professional activities outside of NACC should ensure that these activities do not interfere with their obligations to the Association. Employees should neither profit nor gain any advantage from any endeavour which may come, nor reasonably appear to come, at the expense or well-being of CMHA Manitoba Division or its reputation.

Guidelines:

1. Each staff employee has a duty to act in the best interest of the Northern Association of Community Councils.
2. An Employee who has, directly or through family or business connections, an interest in suppliers of goods or services, or an interest in contractors or potential contractors with the Association shall not act on behalf of the Association in any transaction involving that interest. No staff employee should participate in the selection, award, or administration of a contract with any party with whom they are negotiating regarding potential employment or any arrangement concerning potential employment.
3. An Employee should avoid outside employment or business activity involving obligations which may in any way conflict or appear to conflict with the Association's interests, including its interest in the full- or part-time services of any Employee. Directorships or consultation arrangements for which an Employee will receive compensation must be approved by the Executive Director.
4. To avoid the appearance of a conflict of interest, an Employee should provide full disclosure of any business or financial enterprise or activity in which they are involved which might influence, or might appear to have the capacity to influence, their official decisions or actions on CMHA Manitoba Division matters. Disclosure should be in writing tendered to the Executive Director.

Implementation Date: Review Date:

5. An Employee should refrain from personal activities that include, but are not limited to, the purchase or sale of securities, real property, or other goods or services in which they could use or might appear to have the opportunity to use, for personal gain.
6. An Employee shall not use confidential information or special knowledge gained as a result of their relationship with the Association for their personal gain.
7. An Employee shall refrain from unauthorized disclosure of non-public information concerning the intention of CMHA Manitoba Division, its investments, its property development, sale or acquisition, its purchasing or its contracting activities.
8. No Employee shall make unauthorized use of Association resources for their personal benefit or for the benefit of any other person.
9. It is sound practice to discourage personal gifts and favours from organizations, and/or business partners. Personal gifts of more than nominal value should be tactfully declined or returned to avoid any appearance or suggestion of improper influence. Any Employee involved in awarding or administering contracts using federal or other government funds should keep in mind that they are prohibited by law from soliciting or accepting gratuities, favours or anything of monetary value from contractors or potential contractors.
10. No staff employee should act in any Association matter involving a member of their immediate family including, but not limited to, matters affecting family members' employment or evaluation or advancement without first making full disclosure in the manner described in paragraph four above. Such disclosure should include the nature of the familial relationship and the impact or potential impact of the staff employee's action on such family member.
11. If an Employee finds himself/herself in a "conflict of interest," such as family members of staff/board members applying for positions, the Executive Committee shall appoint the selection committee.
12. Any staff employee who believes that their conduct or activities may conflict with these guidelines or activities, may appear to conflict with these guidelines or may otherwise create a conflict of interest, should disclose the details to the Executive Director in the manner described in paragraph four, above

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.55
Title:	**CONFLICT RESOLUTION**	**Page:**	1 of 1

The Northern Association of Community Councils believes that common sense and rational approaches shall be used to resolve disputes or complaints at the employee level.

No grievance shall be considered if it is not presented within 15 working days of the event or circumstance.

Guidelines

The grievance procedure shall be as follows:

1. The Employee is responsible for initiating discussion with their immediate supervisor in an attempt to resolve the issue of concern.
2. If the issue remains unresolved and the employee believes themselves to be aggrieved, the employee shall put the grievance, with plausible solutions, in writing and submit to their immediate supervisor and the Executive Director. The Executive Director shall respond to any written grievance within five (5) working days.
3. If the Employee continues to feel that the issue has not been resolved, all documentation will be copied to the Executive Committee for resolution. Any decision of the Executive Committee will be communicated to the Employee within five (5) working days.
4. If the conflict involves the Executive Director, the Employee is responsible for initiating discussion with the Executive Director in an attempt to resolve the issue of concern.
5. If the issue remains unresolved and the employee believes themselves to be aggrieved, the employee shall put the grievance, with plausible solutions, in writing and submit to the Executive Director and the Board Chairperson. The Board Chairperson shall respond to any written grievance within five (5) working days.
6. If the Employee continues to feel that the issue has not been resolved, all documentation will be copied to the Executive Committee for resolution. Any decision of the Executive Committee be communicated to the Employee within five (5) working days.
7. If the issue continues to be unresolved, the issue shall be forwarded to the Board of Directors. Any decision of the Board of Directors is final and binding and will be communicated to the Employee within five (5) working days

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.60
Title:	**PERFORMANCE APPRASIALS**	**Page:**	1 of 1

Guidelines

1. Each Supervisor is responsible for conducting a performance evaluation for each employee according to the following schedule:

a. At the end of the probationary period.
b. Annually on the anniversary date of hire.
c. Prior to every pay increase.
d. At any time deemed necessary to address and correct performance problems.

2. Performance Evaluations shall involve:
   a. Work planning: to mutually establish specific short-range and long-range goals standards of performance and work deadlines.
   b. Performance review: to review performance, results compared to the goals and standards previously established.
   c. Not an annual event. It is a continuous process, i.e. planning work, reviewing results etc.
3. An approved Performance Evaluation Form shall be utilized for all Performance Evaluations.
4. Once the Performance Evaluation is completed, the Employee shall have an opportunity to review the Performance Evaluation Form with their Supervisor. When the review is completed, the document is signed by the Supervisor and Employee.
5. The Executive Committee will be responsible for such appraisal of the Executive Director and the enforcement of all Personnel Policies as they pertain to the Executive Director. The performance appraisal of the Executive Director shall be done annually – presented to the full board for approval prior to the end of the fiscal year.
6. All Performance Evaluations are kept on the Employee's Personnel file.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.61
Title:	**SALARY INCREMENTS**	**Page:**	1 of 1

Salary increments shall be based on the evaluation of performance and years of service.

Guidelines

1. It shall be the responsibility of the employees' immediate supervisor to recommend a salary increment to the Executive Director after the performance appraisal process.
2. Salary increments based on performance will only be considered with a rating of good or higher.
3. Salary increments based on years of service will only be considered with a rating of satisfactory or higher.
4. The Executive Director shall make all final decisions regarding salary increments.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.65
Title:	**CORRRECTIVE DISCIPLINE**	**Page:**	1 of 1

Disciplinary warnings are administered on a progressive basis and may include verbal warnings, written warnings, suspension, and/or dismissal. Corrective disciplinary actions are cumulative; if corrective action is not taken by the Employee it will result in termination without notice. Incidents of serious misconduct in the judgment of the Employee shall result in immediate dismissal without notice.

Guidelines
Corrective Discipline shall be administered as follows:

1st offence	-	Documented verbal warning
2nd offence	-	Written Warning
3rd offence	-	Written Warning with possible suspension without pay
4th offence	-	Documented termination without notice.

All disciplinary actions (including verbal) are to be documented on the Employee's personnel file. Written warnings and corrective actions are to be discussed with the Employee. All written warnings shall be filed on the Employee's personnel file and the Employee will receive a copy.

Progressive discipline may occur, but is not limited to, the following:
- Failure to follow work instructions.
- Failure to report reason for an absence.
- Excessive absenteeism/tardiness.
- Failure to wear clean, neat, appropriate clothing.
- Unauthorized absence from work area\returning late from lunch or break periods.
- Failure to follow The Northern Association of Community Councils established policies and procedures.
- Insubordinate behavior or actions.
- Abuse of phone, fax, internet, and/or email.
- Installation of unauthorized programs on NACC equipment.
- Sexual harassment of staff and/or volunteers
- Bullying

Conflict Resolution
If an employee feels that they have been unreasonably disciplined, then they have the right to file a grievance as outlined in Policy 3.55 Conflict Resolution.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.70
Title:	**TERMINATION OF EMPLOYMENT - EMPLOYER**	**Page:**	1 of 2

When it is necessary to terminate employment, NACC is committed to treating all employees with dignity and respect and in accordance with all employment laws.

Termination With Notice
It is recognized that there will be circumstances where it may be necessary to terminate employees without cause. Where appropriate alternate employment offers will be explored which preserve the employees dignity and provide meaningful employment.

Notice Period
The amount of notice that NACC must provide employees depends on the length of time that employee has worked for them and shall be determined as follows:

Period of employment	Notice period
less than one year	one week
at least one year and less than three years	two weeks
at least three years and less than five years	four weeks
at least five years and less than 10 years	six weeks
at least 10 years	eight weeks

NACC can allow the employee to work out this notice period, or pay wages in lieu of notice, for the same number of weeks.

Termination Without Notice
NACC acknowledges that there will be circumstances where employees will be terminated with cause. In these situations, no alternate offers of employment will be made.

Immediate discharge without notice will occur, but is not limited to, the following:
- Actions that constitute a willful misconduct, disobedience or willful neglect of duty
- Violence in the workplace
- Dishonesty in the course of employment
- Has been employed less than thirty (30) days.
- Theft, unauthorized removal, or wrongful possession of NACC property, merchandise, and/or funds.

- Insubordination or refusal to follow work instructions.
- Falsification or alteration of any NACC official document or form including time sheet, employment application, expense claim, etc.
- Unreported absence of one day or more.
- Deliberate destruction of NACC property, equipment, or merchandise.
- Participation in or benefiting from unethical or illegal business practices.
- Had a forth (4th) offense as per Policy 3.65 Corrective discipline

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.71
Title:	**TERMINIATION OF EMPLOYMENT - EMPLOYEE**	**Page:**	1 of 1

1) Employees who have worked for NACC more than 30 days but less than one year, must give at least one week's notice before the last day they plan to work. After employees have completed one full year with NACC at least two weeks notice is required.
2) Written notice must be given. The Employee should submit written notice to their immediate supervisor, with a copy to the Executive Director. A copy shall be placed on the Employee's Personnel File.
3) Any Employee absent for three consecutive days without notification or written authorization for leave will be considered to have resigned their position with the NACC unless there are unusual, unexpected circumstances and the absence is approved by the Executive Director.
4) Retirement - Employees are required to provide a minimum of one month of notice should they decide to retire. Staff are encouraged to provide a longer notice to allow for a smoother transition of duties.
5) All separating Employees are responsible for returning any NACC property, and all such matters must be settled by the time that the Employee is entitled to receive the final paycheck. All records, files, designs, or computerized data generated by an Employee in the course of employment are deemed to be the property of the NACC Such material must be relinquished to the NACC when an Employee separates employment.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.75
Title:	**SPECIAL LEAVE**	**Page:**	1 of 1

At the discretion of their immediate supervisor and upon approval of the Executive Director, special leave may be granted when circumstances not directly attributable to the employee prevents them from reporting for duty. This may include doctors' appointments, or when there is illness in the employee's immediate family.

Guidelines

1) All requests for special leave must be in writing to the Employee's Supervisor with at least two (2) weeks notice with the exception of extreme circumstances.
2) Except with the approval of the Executive Director, paid special leave shall not be granted.
3) While on paid leave, any employee found to be in receipt of remuneration for their services with any organization other than the NACC may be subject to Policy 3.65 Corrective Discipline.
4) Holidays and/or sick days will not accrue during a leave of absence, paid or unpaid.
5) Earned holidays will not be used to extend a leave of absence unless otherwise authorized. If an employee returns to work after the extinguishments of a leave of absence, the leave will be considered as continuous service for seniority purposes and the anniversary date shall remain the same.
6) Any extensions of leave as provided herein must be accompanied by the written consent of the Employee's Supervisor.
7) Any Employee who does not receive written consent for an extension of leave and does not return to work by the date prescribed will be considered to have resigned their position with the NACC.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.76
Title:	**JURY DUTY**	**Page:**	1 of 1

Staff members serving on jury duty will be granted an unpaid leave of absence.

Guidelines

1. Employees must notify the Executive Director as soon as possible in the event they receive notice to report for jury duty.
2. If scheduling is not convenient for NACC Employees may be provided with a letter to request that jury duty be postponed.
3. An employee's service and/or benefits are not affected by the leave. An Employee's vacation entitlement, and sick time credits will continue to accumulate.
4. Employees must return to work for any reasonable time the court is closed during normal work hours.
5. No adverse employment action will be taken against Employees due to their service as a juror in provincial or federal courts.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.77
Title:	**FAMILY LEAVE**	**Page:**	1 of 1

Family leave allows employees 3 days of unpaid time off to deal with family responsibilities or personal illness.

Guidelines

1. All employees employed for at least 30 days are entitled to this leave
2. Children, stepchildren, parents, grandparents, spouses, common law spouses, aunts, uncles, nieces and nephews are all considered family. The definition also includes close friends or neighbors who are not related, but are considered a family member.
3. Family leave is earned from April 1 to March 1. Unused portions do not carry over to future years and no time off will be given in lieu of Family leave.
4. Employees must provide NACC with as much notice as reasonable and practical when requesting Family Leave. They must also provide reasonable verification that the leave is necessary, if requested by NACC.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.78
Title:	**VACATION LEAVE**	**Page:**	1 of 1

Vacation leave for full time and salaried employees shall be earned as follows:

- From the 1st to the 5th inclusive year of continuous employment – 4%.
- From the beginning of the 6th year and up to and including the 10th inclusive year of continuous employment – 6%.
- From the beginning of the 11th year and over of continuous employment – 8%.

Guidelines

1. Length of service shall be used to calculate an Employee's vacation entitlement.
2. Employees are eligible to use their vacation entitlement as it is earned.
3. An Employee does not earn vacation leave when on an authorized a leave of absence, with or without pay.
4. Requests for extended unpaid vacation beyond days earned may be granted at the discretion of the Executive Director.
5. An Employee who suffers the death of an immediate family member during their vacation may be entitled to Bereavement Leave and such leave shall not be considered as vacation.
6. When an Employee is hospitalized or injured during their period of vacation there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall be added to the vacation period or reinstated for use at a later date at a time mutually agreed with their Supervisor. No allowance will be considered without verification or proof.
7. Vacation leave shall be paid on each pay period for part time staff and casual staff.
8. Vacation leave shall be taken or paid out within the year it was earned by the Employee unless prior approval to carry over is approved by the Executive Director.
9. Employees still in their probationary period will not be entitled to take any vacation, but will accumulate vacation time during probationary period.
10. Upon termination of employment annual vacation owing will be settled by payment based on days or weeks of annual vacation still unused but entitled to by the employee by applying the above criteria.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.79
Title:	**SICK LEAVE**	**Page:**	1 of 1

Full time employees shall earn sick leave at the rate of 1 day per month; part time employees shall earn sick leave on a pro-rated basis related to their hours. Casual employees are not eligible for sick leave.

Employees are eligible for sick leave benefits after completion of their probationary period.

Such leave credits can accumulate to a maximum of twelve (12) days.

Guidelines

1. Sick leave shall be granted when an employee is unable to be at work and perform their regular duties as a result of illness or injury.
2. Employees who are absent from work due to illness must notify their immediate supervisor. This notice must be given on each consecutive shift thereafter, unless absence of several shifts is predictable and is discussed with their immediate supervisor, or a medical certificate stating projected return date is submitted. Employees not meeting these conditions will be considered absent unless a satisfactory explanation is given to their supervisor.
3. A medical certificate may be requested to verify illness/injury or to verify the employee is fit to return to work.
4. Sick leave shall not accumulate during periods when an employee is on sick leave or workers compensation for more that 10 working days; or is absent without leave.
5. If the employee is absent due to illness/injury for a period exceeding their sick leave benefits, they must request unpaid leave, in writing, to the Executive Director stating the amount of unpaid leave required and projected date of return.
6. Sick leave is not used in the calculation of overtime.
7. If an employee is scheduled to work a holiday and sick leave is requested then sick time benefits will be utilized at the same rate as pay would have been accrued for that day.
8. In the event of illness of a child or immediate family member (see Bereavement Leave for definitions) or a family crisis, the employee is entitled in one day off per event to a maximum of nice (9) days per calendar year from his/her accumulated sick leave credit. Children include the employee's own children and those children for whom the employee stands in "loco parentis."
9. There is a maximum of twelve (12) days of accumulated sick leave.
10. No time off or pay thereof will be given in lieu of sick leave.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.80
Title:	**BEREAVEMENT LEAVE**	**Page:**	1 of 1

The NACC provides three (3) days of paid Bereavement Leave per calendar year for employees in the unfortunate circumstance of a death of a family member.

Family is defined as father, mother (or alternatively stepfather, stepmother), brother, sister, spouse (including common-law spouse resident with the employee), child (including child of common-law-spouse), stepchild, ward of the employee, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, and relative permanently residing in the employee's household or with whom the employee permanently resides. The definition also includes close friends or neighbours who are not related, but are considered a family member.

Guidelines

1. Employees working for at least 30 days with NACC are entitled to paid Bereavement Leave.
2. Bereavement leave will not be provided in lieu of regular scheduled days off.
3. If special circumstances exist, the Executive Director may grant an extension of unpaid bereavement leave for a death within the employee's immediate family or may approve bereavement leave for a death occurring outside the employee's family.
4. The Executive Director may request reasonable verification of the need for bereavement leave.
5. Bereavement leave is earned from April 1 to March 1. Unused portions do not carry over to future years and no time off will be given in lieu of Bereavement leave.
6. Employees must provide CMHA with as much notice as reasonable and practical when requesting Bereavement Leave. They must also provide reasonable verification that the leave is necessary, if requested by NACC.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.81
Title:	**MATERNITY LEAVE**	**Page:**	1 of 1

Every Employee who has completed seven (7) months of continuous service with the NACC is entitled to and shall be granted unpaid maternity and paternity leave.

Every Employee who intends to take leave of absence under these provisions shall give at least four (4) weeks' notice in writing and inform the Executive Director of the length of leave intended to be taken, unless there is a valid reason why such notice cannot be given. A written notice will also be required at least four (4) weeks in advance if the Employee intends to change the length of leave to be taken.

An Employee shall be granted special leave with pay to a maximum of one (1) day for needs directly related to the birth of their child. This leave may be divided into two (2) parts and granted on separate days.

If a father and mother both work for the NACC they are entitled to a maximum of fifty four (54) weeks of unpaid Maternity and Parental Leave in total.

Resumption of Employment
The NACC shall reinstate the Employee in the position occupied prior to the leave. If for valid reasons this is not possible, the employee will be reinstated in a comparable position with the same salary and benefits and in the same location.

If an Employee is unable to return to work at the conclusion of their maternity/paternity leave entitlement because of medical complications arising out of the pregnancy or delivery, they may be granted an unpaid leave of absence of up to six (6) months, provided an application to the Executive Director is made at least six (6) weeks prior to the expiration of benefits.

Rights to Notice of Employment Opportunities
An Employee who takes a leave of absence from employment under these provisions is entitled, upon written request, to be informed in writing of every employment, promotion or training opportunity that arises during the period of leave of absence and for which the Employee is qualified.

Rights to Benefits
Employee benefits and seniority will be continued during the entire period of the leave. If the employee normally contributes financially to such plans while working, the required contributions must be made on return to duty.

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.81
Title:	**MATERNITY LEAVE**	**Page:**	1 of 1

Maternity and paternity leave shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

During a period of leave under these clauses, the Employee will be allowed to use any annual leave credits accumulated prior to the period of child care leave.

Employment Standards Code
All other provisions governing maternity and paternity leave shall be followed as per the Employment Standards Code.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.85
Title:	**ABSENTEEISM**	**Page:**	1 of 1

Employees are responsible for notifying their supervisor of absences each day of the absence and advising when they will report back to work. Unexcused absences and excessive excused absences are cause for corrective discipline as per Policy 3.65 Corrective Discipline. The Association also reserves the right to terminate without notice any employee who is absent for one (1) working day without notification.

Guidelines

1. An employee is considered absent if he or she is not present for work as scheduled, regardless of cause.
2. Employees will not be allowed to apply paid absence benefits to unexcused absences.
3. Special attention will be given to absence patterns such as:
   - Absences on scheduled weekends, Saturday, Sunday, or both;
   - Absence the day before and/or the day after a scheduled holiday or day off (Holiday pay may be withheld in such cases);
   - Absence the day after payday;
   - Calling in sick as rapidly as sick time is accrued, especially if used one day at a time;
   - Coincidence of absence with desirable days off;
   - Any other pattern as noticed by the employees supervisor.

Implementation Date: Review Date:

Northern Association of Community Councils
Policy and Procedures
POLICY

Section:	Personnel	**Number:**	3.87
Title:	**EDUCATION AND TRAINING**	**Page:**	1 of 1

The Association recognizes that a well trained staff is its greatest asset.

It is the responsibility of an Employee to bring to the attention of the Executive Director any requests for development. Participation shall be discussed between the Employee and the Executive Director. The Executive Director may also be of assistance in identifying specific needs or career related possibilities.

The Executive Director may grant time for attendance and payment of all or part of the tuition, or a combination thereof.

Professional development will be planned as part of the strategic planning and budgeting processes.

Staff who attend professional development with Associational support are required to demonstrate newly learned skills or knowledge by either providing a report, submitting a certificate, providing a staff in-service training, or any combination of the above. This is negotiated prior to the event with the Executive Director and the employee.

Guidelines

Required Training and Education

1) Employees may be paid their regular rate of pay or time in lieu and/or registration costs for attending training opportunities at the request of the Canadian Mental Health Association Manitoba Association

Employee Requested Training and Education

1) All applications for education and training programs are subject to resource availability. Employees must complete their probationary period before training opportunities are approved.
2) An application for approval to participate in any training programs or courses shall be submitted to the Supervisor, with a copy to the Executive Director, at least twenty-one (21) working days in advance of the scheduled starting date.
3) Funding for programs may be approved if the degree or qualifications would enhance the Employee's work orientated skills.
4) Employees may be granted time off with pay in order to complete exams.
5) When an Employee is receiving financial assistance from another source reimbursement from the NACC will be offset accordingly.
6) When an Employee has completed a course of instruction it is required that the Employee will remain with the NACC for a period of time equal to the time entailed in

completing the course/program as scheduled; or complete the return of service agreement as negotiated by the Executive Director. Should an Employee leave prior to completing the expected service time, they shall refund a prorated amount of the funds provided by NACC.

Attendance

1) Employees who are approved training are expected to attend the entire program. The Executive Director shall be notified of any employee who fails to attend or partially attends training. An employee is defined as a "no show" if they fail to notify their immediate supervisor that they cannot attend 24 hours prior to the start of the training class.
2) If an emergency arises and the employee is unable to attend the training program, the employee or the employee's supervisor (if the employee is unable) must contact the Executive Director to advise of the absence. An emergency is defined as a personal illness/injury, family illness/injury, jury duty, or unpredictable personal family situation requiring the employee's immediate attention, which could not be predicted by the employee prior to registering for the scheduled training.
3) Employees must be on time for training courses, and attend the entire training session in order to receive training credit for the course.
4) Except as provided for at Section 2 above, employees who habitually fail to appear for training will be ineligible for NACC sponsored training courses for a period of six months. A "habitual no-show" is defined as an employee who fails to appear for one or more scheduled mandatory or non-mandatory training courses in a six-month period. If an employee fails to appear for two mandatory courses, the Executive Director has the discretion to disqualify the employee for up to one-year from NACC sponsored training.