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1 POLICY STATEMENT

1.1 THE ONTARIO RINGETTE ASSOCIATION BELIEVES THAT OUR PROFESSIONAL STAFF ARE OUR MOST IMPORTANT RESOURCE AND THAT THEIR SELF-FULFILLMENT AND WELL BEING IS OF PRIME IMPORTANCE. RECOGNIZING THIS, THE O.R.A. WILL PROVIDE:

- A safe, healthy work environment.
- In open, two-way communication between staff, volunteers and member associations.
- An atmosphere that encourages high quality standards and which fosters participation.
- Meaningful work with every opportunity given for personal development and individual achievement.
- An objective evaluation system that provides both positive and constructive feedback of performance based on defined duties, responsibilities and reasonable expectations.

1.2 THE MAJOR INGREDIENTS OF PERSONAL SUCCESS LIE IN THE QUALITY OF THE INDIVIDUAL'S PERFORMANCE, INTEGRITY AND THE ABILITY TO GET ALONG WITH PEOPLE. WITH THIS PREMISE IN MIND, THE O.R.A. WILL EXPECT OF ITS EMPLOYEES:

- That each employee recognizes and share personal responsibility for their own safety as well as that of their co-workers.
- Integrity of personal conduct in the discharge of responsibilities.
- A high level of performance results and the acceptance of accountability. Responsible for the discharging of duties under the supervision of the Executive Director.
- Participation in the process for constructive change through frank and open discussion.
- The recognition that personal initiative is paramount to the realization of self-development and personal growth.

2 **EQUAL OPPORTUNITY POLICY**

The O.R.A. affirms its adherence to a policy of equal opportunity for reasons of common humanity and in the knowledge that the just and equal treatment of all persons with regard to employment is both good managerial practice and public policy as reflected in Ontario Human Rights Legislation. The O.R.A., therefore, wishes to make it clear that it will not, under any condition, permit practices and procedures involved in any function and operation which discriminate against any person because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, record of offenses, marital status, family status or handicap. This statement is issued as a specific directive to individuals who implement employment practices but, perhaps even more importantly, as a general message to all employees.

The O.R.A. is aware that for a true spirit of equality to exist in its working environment, goodwill, co-operation and personal sensitivity are required of everyone involved.

2.1 **Policy Objectives**

- 2.1.1 To regard merit as a prime criterion for the employment of prospective employees and treatment of existing employees.
- 2.1.2 To ensure that employees are employed and treated during employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, age, record of offenses, marital status, family status or handicap.

2.2 **Support Principles**

- 2.2.1 Subject to the fulfillment of the merit criterion, there is a conscious and objective attempt by persons in positions of authority to maintain, among all levels of their staff, a balance of respect to women and minority groups which reflects the availability of individuals with the qualifications and experience required for staff positions.
- 2.2.2 Consistent with merit criterion, persons in positions of authority attempt to correct staff imbalances with respect to women and minority groups.
- 2.2.3 Persons in positions of authority make every effort to see that language and/or cultural differences existing among employees are accommodated in a sensitive and intelligent manner and use their powers of persuasion to see that other staff follow their precedent in this respect.

3 HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE

- 3.1 "In accordance with the Ontario Human Rights Code, 1981, the O.R.A. prohibits the practice of harassment and sexual harassment".
- 3.2 Every employee has the right, under the law, to freedom from harassment in the workplace by the Corporation, a client of the Corporation, or by another employee, because of race, ancestry, place of origin, color, record of offenses, family status, marital status, sexual orientation, age religion, pregnancy, or handicap. Workplace harassment defined by the Code mean engaging in a course of a vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- 3.3 Every employee also has the right to freedom from sexual harassment in the workplace by her/his employer or a client of the employer or by another employee.
- 3.4 Types of unacceptable behavior include:
- Offensive language
 - Unwelcome remarks, off colour jokes, sexual innuendoes or sexual advances
 - Displaying pornographic or other offensive material
 - Leering or staring suggestively or other gestures that may be offensive
 - Inappropriate written comments including emails and graffiti
 - Unnecessary physical contact such as touching, patting or pinching
 - Intimidation or threats
 - Firing or demotion of a staff member because the employee has refused a sexual proposition
- 3.5 Every employee has a right to make a complaint or enforce their rights under this policy without reprisal or threat of reprisal.
- 3.6 An employee who feels they have been harassed should select the appropriate course of action that best meets their needs. Options include:
- Ask the harasser to stop. Inform the harasser that their behavior is unwelcome. An individual may not realize that they are being offensive, and a simple conversation may resolve the problem.
This can be done by speaking or writing to the person if you are comfortable doing so.
 - File a complaint with the Executive Director and/or President.
The complaint should be in writing and signed by the complainant as soon as possible after the alleged incident.

Any complaint of harassment should be filed within three (3) months of the occurrence.

3.7 Following a formal complaint:

- Written acknowledgement of receipt of complaint
- Summary of complaint to be sent to respondent
- Investigate the complaint or appoint someone to do so
- If the complaint is proven meet with the employee who violated the policy to discuss appropriate discipline, up to and including termination.
- If the complaint is not proven meet with the employee who was subject of the investigation to provide appropriate information on the outcome.

4 **WORKPLACE VIOLENCE**

The Ontario Ringette Association (ORA) is committed to establishing programs and procedures to reduce the risk of violence in the workplace.

The Ontario Ringette Association does not tolerate violence in the workplace perpetrated by or against employees, customers or other third parties. Ontario Ringette Association will also take reasonable precautions to ensure that domestic violence does not expose an employee to physical injury in the workplace. In the event of a violent incident or unacceptable behaviour perpetrated by an employee, ORA will act to severely discipline the employee, up to and including discharge for cause.

"Workplace Violence" means:

- The exercise of or attempt to exercise physical force by a person against an employee in the workplace that causes or could cause physical injury.
- A statement or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force, which could cause physical injury against the employee.
- Examples of workplace violence include but are not limited to:
 - Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
 - Carrying or brandishing weapons of any sort
 - Throwing objects at an individual with a view to cause physical injury or fear
 - Destruction of workplace or co-worker's property
 - Threats of violence
 - Intimidating behavior that causes the recipient to have a fear of physical violence.

"Domestic violence" means a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

"Workplace" means in or on the property of 305 Milner Avenue Inc. or away from 305 Milner Avenue Inc. property if the employee is engaged in work-related activities.

"Close Calls" means incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.

"Minor Incident" means an incident in which no one is physically harmed in any way and which was resolved through employee or supervisory mediation.

"Serious Incident" means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after management mediation.

4.1 Procedure

4.1.1 Reporting Violence

Employees are responsible for informing their Manager of any violence or potential risk of violence they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his/her co-worker's safety.

4.1.2 Summoning Assistance

- Where a violent situation occurs and the Executive Director is not available, the employee should follow the procedure for their area.
- An employee should remain in a safe place that is as near as reasonably possible to his/her work and available for the investigation.
- Employees are expected to co-operate with the police, building security or other authorities as required during any investigation related to workplace violence.

4.1.3 Executive Director's Responsibility

The Executive Director is responsible for:

- Contributing towards the assessment of the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employee of such risk or potential risk.
- Ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.
- Co-operating with police, 305 Milner Avenue Inc. security or investigators or other authorities, as required during any investigation related to workplace violence.
- Ensuring employees are trained to:
 - Recognize the potential for violence;
 - Follow the procedures and policies developed to minimize risk
 - Respond to incidents appropriately
 - Report and document such incidents.
- Providing information related to a risk of workplace violence from a person with a history of violent behavior
 - If the employee can be expected to encounter that person in the course of his/her work and
 - If the risk of workplace violence is likely to expose the employee to physical injury.
 - Only personal information that is reasonably necessary to protect the worker from physical injury will be provided.
- Tracking and reporting risks of violence, incidents of violence, and close calls to the President, according to the time lines set out in the procedures.

4.2 Risk Assessment

- The Executive Director shall assess the risk of violence in the department and work environment on a periodic basis.
- A written report on the results will be provided to the President as well as employees.
- Specific written policies and procedures will be developed to respond to any identified risks.
- The risk assessment shall be reviewed at least annually.

4.3 Training and Education

- All employees will be educated on the contents of this policy.
- Training program for employees shall include:
 - Procedures, work practices, and administrative arrangements that have been developed to minimize or eliminate the risk to employees;
 - The appropriate responses of employees to incidents of violence, including how to obtain assistance
 - Procedures for reporting violent incidents.

4.4 Reporting and Investigation

- Each and every incident of violence in the workplace shall be reported immediately to the Executive Director, or in their absence the President, who shall investigate the incident immediately.
- The Executive Director shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious. If the incident is minor:
 - Conduct an investigation immediately; and within twenty-four (24) hours, write a report outlining the details, facts and witnesses of the incident and submit the report to the President.
 - If the assailant is an employee, the Executive Director shall apply appropriate disciplinary measures based on the facts of the incident and the assailant's employment record.
- If the incident is serious:
 - The Executive Director must first ensure the safety of employees and him/herself;
 - Ensure proper medical treatment is provided or sent for;
 - Contact the authorities as soon as possible (police, building security), to report the incident;
 - Contact the President, as soon as possible, to assess who should be involved in the investigation;
 - Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
 - Within twenty-four (24) hours after the completion of the investigation write and submit a detailed report of the incident to the President and any other parties required by law;
 - Consult with the President regarding any disciplinary action to be applied.

5 CONFLICT OF INTEREST

5.1 All employees of the O.R.A. are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or from appearing to arise. They should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part or seek, in any way, to gain special treatment from them. Equally, employees should not have a pecuniary or other interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities.

5.2 Conflict of Interest Guidelines

5.2.1 As the following are considered to have the potential of being in conflict or appearing to be in conflict, they are to be disclosed to and are subject to review and advice by the Executive Committee as to what actions, if any, need to be taken depending on the nature of the employee's responsibilities and degree of potential or apparent conflict:

- Investment in a supplier or customer or in any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with O.R.A.
- Contracts, agreements or undertakings between employees and a supplier, customer or any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with O.R.A.
- Seeking or accepting from the aforesaid, directly or indirectly loans (except with banks or other financial institutions at terms and conditions generally available to the public), services, payments, commissions, entertainment or gifts.
- Serving as a director, officer, employee, member or consultant of the aforesaid or of any other organization, if such service could either place on employees demands inconsistent with their duties, call into question their capacity to perform those duties in an objective manner, or cause job performance to suffer.
- Acquisition of real estate or other forms of property of present or prospective interest to O.R.A.

5.2.2 Situations to be Avoided

As the following are considered to be actual or apparent conflicts of interest, they are to be avoided:

- Using, or appearing to use, or revealing without proper authorization to persons outside the organization, for personal gain, any information acquired during the course of an employee's duties which is not generally available to the public.
- Using, or permitting others to use, O.R.A. employees, property, equipment, materials or time for personal gain.
- According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the employee or relatives and friends have an interest, financial or otherwise.
- Using the O.R.A name or one's position within the O.R.A. in such a way as to lend weight or prestige to sponsorship of a potential party or cause or to endorsement, without proper authorization, of a product or service of another company.

5.3 Implementation

5.3.1 All O.R.A. employees, including supplemental staff, must comply with these Conflict of Interest Guidelines.

5.3.2 The Executive Director shall be accountable for the dissemination of these Policies and Guidelines to all O.R.A. staff who shall sign, date, and return within 14 days, one of the following declarations:

“I have read and understood the O.R.A.’s Conflict of Interest Guidelines and do hereby certify my full compliance with their provisions. A listing of my business interest is attached”.

OR

“I have read and understood the O.R.A.’s Conflict of Interest Guidelines but cannot at this time certify my full compliance with its provisions because I have, or may have, interests which might conceivably be construed as being or appearing to be in actual or potential conflict. I shall, therefore, ask that the matter be reviewed with the Executive Committee and take whatever actions deemed necessary”.

- 5.3.3 Any determination as to whether there is a conflict of interest on the part of an employee will rest solely with the Executive Committee of the Ontario Ringette Association, and where a conflict of interest is determined to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

6 FULL-TIME STAFF

- 6.1 These Policies apply to full-time staff employed by the O.R.A and supersede any other existing policies.
- 6.2 The full-time positions are Executive Director, Technical Director and Administrative Assistant, as deemed necessary by the Executive Committee.
- 6.3 The O.R.A. employs part-time and contract staff from time to time, for whom policies are set individually by the Executive Director, upon approval of the President and Executive Committee, depending upon the position.

7 STAFF HIRING AND TRAINING

- 7.1 Employees shall be hired as required by the Board of Directors, who will establish specific areas of responsibility and job descriptions with the Executive Director. The Executive Director shall be responsible for hiring and training office staff, both full time and part time.
- 7.2 When hiring full time staff, a Selection Committee shall be formed, consisting of Executive Committee Members, and the Executive Director. The Selection Committee shall conduct interviews and make a final recommendation to the Executive Committee. The Executive Committee's decision shall be final.
- 7.3 The hiring of an Executive Director shall be conducted in a similar manner to that of full time staff but shall receive the approval of the full Board of Directors.
- 7.4 The Executive Director shall be responsible for the training of:
- Full time O.R.A. staff
 - Full and part time administrative support staff
 - Part time and casual O.R.A. staff
 - Placement students
 - Contract staff

8 PERFORMANCE APPRAISALS

- 8.1 Annual Formal Performance Appraisals shall be conducted by the Executive Director prior to the 15th day of June of each year.
- 8.2 Annual Performance Appraisals shall be determined using the following criteria:
 - “A” Performer: – Duties performed indicate that results achieved consistently exceed the requirements of the job.
 - “B” Performer: – Duties performed indicate that results achieved consistently meet the requirements of the job and exceed the requirements in many areas.
 - “C” Performer: – Duties performed indicate that results achieved meet the basic requirements of the job.
 - “D” Performer: Unacceptable – Duties performed indicate that results achieved do not meet the requirements of the job.
- 8.3 If a “D” Performance is registered, a Program to improve performance must be initiated immediately.
- 8.4 Annual Performance Appraisals provide a written record of employee performance and indicate where further training is required. Annual Performance Appraisals also help determine the employees’ suitability for salary increases.
- 8.5 The Annual Performance Appraisals shall be presented by the Executive Director to the President for ratification. The President shall perform the Annual Performance Appraisal of the Executive Director.
- 8.6 Should any employee not be satisfied with their Annual Performance Appraisal, they may request an interview with a member of the Executive Committee. If this interview fails to resolve the situation to the employee’s satisfaction, they may then request a hearing with the full O.R.A. Executive Committee.
- 8.7 All Performance Appraisals may be conducted with input from the Board of Directors and Standing Committee Chairs.

9 SALARY ADMINISTRATION PLAN

- 9.1 This Salary Administration Plan applies to all salaried employees of the O.R.A.
- 9.2 The Finance Committee shall review and budget Salary Ranges for each position annually, taking levels of responsibility of the position and Cost of Living Adjustment (COLA) factors into consideration.
- 9.3 Salary increases shall be calculated on a percentage basis. Percentages will be determined by the Finance Committee on an annual basis, taking into respect COLA factors and the current financial situation of the O.R.A. Salary increases consists of two factors – COLA and increment.
- 9.4 All COLA salary increases will be effective on the first payday in July of each year. The Executive Committee and Executive Director's decision is final on all matters concerning salaries. Contingent upon satisfactory performance, supported by an Employee Performance Review, staff employees receive step rate increases or increment increase, within the salary range established for their positions. One step rate increase is normally received annually until an employee reaches the maximum salary range established for their position. The date of this increase should be based on the anniversary date of the employee in their current position.
- 9.5 A salary shall not be permitted to exceed the maximum of the Salary Range of the relative position. Each year the maximum salary range of a position changes by the COLA amount. Staff at the top of a salary range would receive a COLA increase only.
- 9.6 Salary ranges shall be reviewed, using comparable positions elsewhere, every 5 years.

10 REPORTING RELATIONSHIPS

- 10.1 The Executive Director shall be responsible to the Board of Directors and will report directly to the President. She/he shall liaise with the Treasurer and Chair(s) of all Committees, which fall under the Executive Director's areas of responsibility as outlined in the job description.
- 10.2 The Technical Director and Office Manager Assistant shall be responsible to the Executive Director. They shall liaise with the appropriate Vice President(s) and Chair(s) of all Committees, which fall under their areas of responsibility as outlined in their job descriptions.

11 JOB DESCRIPTIONS

- 11.1 Major changes in job descriptions shall be approved by the Executive Committee. Minor changes in job descriptions shall be made at the discretion of the Executive Director and reported to the Executive Committee.
- 11.2 Formal Job Description reviews shall be completed annually by June 15th.

12 PERSONAL APPEARANCE

- 12.1 Although the employees of O.R.A. are involved in a sport, their purpose primarily, is to administer the sport of Ringette.
- 12.2 In that primary functions occur within the office, and not in an “arena or sports facility”, professional office attire is expected.
- 12.3 The O.R.A. expects its employees to be well groomed and their appearance should reflect favorably upon the O.R.A. Employees must present themselves with appropriate professionalism and self-confidence to outside clients, as well as to all those with whom they are in contact.
- 12.4 While the choice of dress is left to the employee’s discretion, the Executive Director reserves the right to approach an employee whose dress is considered inappropriate office attire.

13 ORIENTATION

- 13.1 Employees are asked to report to the Executive Director on their first day of work. The Executive Director and her/his representative will accompany new employees on a tour of the O.R.A. office and building facilities. Particular emphasis will be placed on the location of fire exits.
- 13.2 The Executive Director and her/his representative will accompany the newly hired employee to their working area. She/he will familiarize the employee with the role they will play in the overall responsibilities of the O.R.A. with which their regular duties bring them into contact.
- 13.3 The Executive Director shall, within the first week of work, provide the employee with a detailed explanation of the Personnel Policies and the various employee benefits provided for the benefit of O.R.A.

14 **PROBATION PERIOD**

- 14.1 The first six (6) months of employment shall be considered as a probation period for all employees. This allows an opportunity for both the employee and O.R.A. to assess whether the employment arrangement is mutually acceptable to both parties.
- 14.2 At the three (3) month interval of the probation period, the Executive Director will review and record the job performance and overall progress with the employee. Prior to the completion of the probation period, a formal evaluation and review shall be carried out to determine whether the employment is mutually acceptable to both parties.
- 14.3 These progress and evaluation reports shall be reported to the President.

15 **HOURS OF WORK**

- 15.1 Employees shall work a thirty-seven and a half (37.5) hour work week, with the exception of vacation days and official Statutory Holidays
- 15.2 Core Office Hours are from 8:00a.m. – 4:00p.m. (to include one-half (½) hour for lunch), however, the Executive Director shall implement flex hours to ensure a 37.5-hour work week, which must be communicated to the Executive Committee.
- 15.3 Traveling time from home to work is not considered work time, weekends excepted when staff are not on flex time.
- 15.4 All employees must log hours on a time sheet when on O.R.A. business. Verification must be initialed by their immediate supervisor.
- 15.5 Summer work hours – months of June, July and August. The employees may work a thirty-seven and a half (37.5) hour flexible work week, with normal business hours extended daily at the discretion of the Executive Director.

16 **OVERTIME**

- 16.1 Staff are encouraged to leave incomplete work at the office. Should staff fall behind in their work it's their responsibility to discuss with the Executive Director.
- 16.2 Overtime is defined as the time worked over and above the regular work week. All overtime must be pre-approved by the Executive Director.
- 16.3 When the nature of the work dictates it takes place outside the normal office hours, flexible hours will be used where possible to accommodate these tasks. These arrangements must be authorized by the Executive Director.
- 16.4 Flex Time (flexible hours) is defined as regular work time scheduled outside normal office hours to accommodate the work of the Association e.g.: work 1-9 for evening meeting, work Tuesday – Saturday for weekend meeting.

17 **LIEU TIME**

- 17.1 The employee understands that is the intention of the Association not to schedule or pay for overtime work, however, due to the nature of the Association, there may be circumstances that require the employee to work at times other than normal office hours.
- 17.2 Lieu time is defined as time away from the office with full pay in lieu of accumulated eligible overtime.
- 17.3 Where staff accumulate lieu time, they may, with the Executive Director's approval take time away from the office.

18 ABSENCE REPORTING

- 18.1 The Executive Director is responsible for the recording of absenteeism. It is, therefore, essential that all employees inform the Executive Director of any planned absences. At this time, the reason for the absence and the expected return date should be indicated.
- 18.2 The Executive Director shall be responsible for maintaining records of employee time off, including holidays, leave of absence, sick time, lieu time, personal appointments, lateness to work, etc. and shall make such records available to the Executive Committee upon request.
- 18.3 If employees are absent for three (3) days or more due to illness, a Doctor's note may be required, excepting in the case where an employee takes personal emergency leave. In such cases a doctor's note is not required. While the employee may volunteer the precise nature of her/his illness, they are not under any obligation to reveal details. Other than the Doctor's note, the Executive Director shall not request further details of the employee's illness.
- 18.4 If an employee must leave work during office hours, because of illness or other pressing reasons, they shall inform the Executive Director.
- 18.5 It is the responsibility of the employee to inform the Executive Director of:
- deviations occurring in the work week or hours of work
 - lateness to work
 - hours worked outside of the normal workweek
 - absence due to any reason.
- 18.6 An employee's primary responsibility during the working day is to the O.R.A. As such, every effort should be made to schedule medical and dental appointments and other planned absences of a personal nature, during off-business hours.

19 LATENESS

- 19.1 Employees are required to be punctual and ready to begin work at the starting times indicated. Lateness will result in disciplinary action.
- 19.2 The Executive Director shall exercise discretion regarding starting hours following overtime.

20 ILLNESS/INJURY PAY

- 20.1 Sick time shall be paid to an aggregate maximum of 18 days per calendar year, less any remuneration received from other sources covering the same illness/injury.
- 20.2 Unused sick time shall not be carried forward from one (1) calendar year to the next and shall not be accumulated for remuneration purposes upon termination of employment.
- 20.3 Illness/injury pay will not be allowed during absences:
- due to intentionally self-inflicted injuries
 - due to pregnancy, after commencement of leave of absence
 - for a period during which the employee engages in another occupation or employment for wage or profit
 - due to injuries resulting from participation in disorderly conduct or riots

21 LEAVE OF ABSENCE

- 21.1 Leave with Pay - Employees must notify the Executive Director when taking a leave of absence with pay.
- 21.2 Bereavement Leave
- 21.2.1 Employees are allowed up to three (3) days leave with pay when a death occurs in the immediate family. Normally, the time allowed is taken between date of death and date of internment.
- 21.2.2 The term “immediate family” will normally mean the employee’s spouse, child, step-child, adopted child, ward, mother, father, guardian, step-parent, brother, sister, step-brother, step-sister, grandparent, or step-grandparent. The immediate family is further defined to be the mother, father, grandparent of an employee’s spouse.
- 21.2.3 Further interpretation of immediate family and any additional time off will be at the discretion of the Executive Director and the Executive Committee by considering the Employment Standards Act.
- 21.3 Jury Duty or Crown Witness
- 21.3.1 An employee who is required to serve on Jury Duty or as a subpoenaed Crown Witness must advise the Executive Director and submit a copy of the Notice to Serve.
- 21.3.2 All such absences are considered leave with pay and all payments received by the court associated with the employee’s civic duty performed either as a Juror or a Crown Witness must be submitted to the O.R.A.
- 21.4 Personal Emergency Leave

- 21.4.1 Personal Emergency Leave may be taken when an employee, or the employee's close family member, experiences an illness, injury, or medical emergency. Personal Emergency Leave may also be taken when there is an urgent matter involving an employee's close family member.
 - 21.4.2 Employees are entitled 10 days of Personal Emergency Leave. The first two days may be paid. The O.R.A. may request evidence of why the employee is entitled to Personal Emergency Leave but may not require a doctor's note.
- 21.5 Domestic or Sexual Violence Leave
- 21.5.1 Employees who are employed longer than 13 consecutive weeks and who experience, or are threatened by, domestic or sexual violence may take up to 10 days or up to 15 weeks (depending on how the leave is taken) of Domestic or Sexual Violence Leave. The employee is entitled to this leave if it is the employee's child who experienced, or was threatened by, domestic or sexual violence.
 - 21.5.2 The first five days of Domestic or Sexual Violence leave shall be paid leave.
- 21.6 Leave Without Pay
- 21.6.1 Leave of absence without pay has evolved in order to enable the O.R.A. to meet situations where an employee must take time off for reasons which the Executive Director and Executive Committee consider reasonable and sufficient. The absence from work must be for a specifically stated period of time.
 - 21.6.2 All requests must be submitted to the Executive Committee, through the Executive Director, outlining the urgency of the need and the estimated time away from the office. The Executive Director must also submit a report indicating the ability to maintain an efficient and smooth-running office during such absence.
 - 21.6.3 Upon approval, one month's grace of all employee-paid benefits will be provided. Beyond the initial thirty (30) days of leave, an employee will be given the option of pre-paying some or all of her/his benefits to maintain coverage for the remaining period of the intended leave.
 - 21.6.4 The Performance Appraisal review date will be extended by a length of time equal to the leave without pay.
 - 21.6.5 Vacation earned during any calendar year will be pro-rated in accordance with the length of time equal to the total leave without pay.
- 21.7 Pregnancy/Parental/Family Medical Leave
- 21.7.1 Pregnancy/Parental/Family Medical Leave may all be taken in accordance with Ontario's Employment Standards Act.

22 **STATUTORY HOLIDAYS**

22.1 The O.R.A. will observe the following ten (10) Statutory Holidays each year:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labor Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

22.2 Other holidays may be announced at the discretion of the Executive Committee.

22.3 If a Statutory Holiday falls on a Saturday or Sunday, the Executive Director will designate either the preceding Friday or the following Monday as the Statutory Holiday.

22.4 Employees will be paid for any of the above Statutory Holidays that fall during their period of employment with the O.R.A.

22.5 Employees will not be paid for the Statutory Holidays if they are on an unpaid leave of absence, unless they work the day before or the day after the Statutory Holiday.

22.6 Statutory or approved Holidays which fall during an employee's vacation may be added to the end/beginning of the vacation period or may be credited to be taken at a later date with the approval of the Executive Director. Non-statutory religious holidays, which may be granted, will be taken without pay.

23 **ANNUAL VACATION**

23.1 Permanent full-time staff are entitled to paid vacation as follows:

- First year of employment - must work a minimum of six (6) months to receive vacation days, prorated for the number of months worked in the calendar year.
- Less than three (3) years of employment: two (2) weeks' vacation
- Over three (3) years employment: three (3) weeks' vacation
- Over ten (10) years employment: four (4) weeks' vacation (maximum permitted).

- 23.2 When vacation entitlement increases during a calendar year due to years of service, an employee's service anniversary date shall be used to calculate vacation entitlement, prorated for each level of entitlement in that calendar year.
- 23.3 The employee's vacation entitlement is calculated and granted on the calendar year.
- 23.4 Time off for vacation must be taken within the respective calendar year.
- 23.5 Vacation cannot be accumulated from one (1) year to the next, and if unused, will be paid out by the Employer.
- 23.6 Within the above guidelines, the Executive Director has the authority for establishing vacation schedules.
- 23.7 A full list of O.R.A. – approved vacations shall be circulated by the Executive Director prior to March 31st of each year for Spring/Summer Vacation and August 31st of each year for Fall/Winter Vacation.

24 PAYDAY

- 24.1 A work week shall consist of a seven (7) day cycle concluding at midnight on Saturday. A pay period shall consist of two (2) work weeks.
- 24.2 Employees shall be paid on a Bi-weekly basis with pay day falling on the last Friday of each pay period.
- 24.3 When pay day falls on a Statutory Holiday, the payroll shall be released the previous business day.

25 PAYROLL DEDUCTIONS

- 25.1 Certain Payroll Deductions as required by Law are deducted from the employee's paycheck. Other deductions are made to cover costs related to employment benefits. All deductions are specified on the payroll voucher.
- 25.2 Canada Pension Plan (C.P.P.) - This is a compulsory deduction for all employees who have attained their 18th birthday and is a percentage of all earnings over a basic exemption up to a maximum which is determined annually by the Government of Canada.
- 25.3 Employment Insurance - This is a compulsory deduction of a percentage of all earnings over a certain established minimum per week and under a certain maximum weekly as determined annually by the Government of Canada.
- 25.4 Federal Income Tax - This is a compulsory deduction based on "taxable income"; that is, total earnings as claimed by employees on Form TD-1.
- 25.5 Ontario Health Insurance Plan (O.H.I.P.) - O.H.I.P. is a compulsory Medical Insurance Program administered by the Province of Ontario. All premiums are paid by the employer in the form of a payroll tax.
- 25.6 Garnishees - A Garnishee is a Court Order served against an employee's wages, and if served with a Garnishee the O.R.A. will act in accordance with the Garnishee instructions.

26 OTHER BENEFITS

- 26.1 O.R.A. employees are eligible for other benefits through the collective Sport Institute of Ontario Plan (i.e.: dental, life and health). Please refer to Group Benefit Booklets for details.

27 TERMINATION OF EMPLOYMENT

- 27.1 The employer and employee shall each be charged with giving Notice of Termination in writing as follows:
- Two (2) weeks' notice if period of employment is between six (6) months and five (5) years.
 - Four (4) weeks' notice if period of employment is over five (5) years.
 - The O.R.A. reserves the right to pay the appropriate number of weeks salary to the employee in lieu of notice.

28 **EXPENSES**

- 28.1 The O.R.A. shall reimburse an employee for all expenses actually and properly incurred in the performance of duties of the job, providing such expenses have been authorized by the Executive Director.
- 28.2 All expenses are to be properly submitted on the appropriate forms with corresponding vouchers.
- 28.3 All expenses shall be limited by budget struck for said programs/projects. Approval of the Executive Committee is required for expenses to exceed said budget.
- 28.4 **Travel**
- 28.4.1 Employees shall be reimbursed for all travel and realized expenses by the O.R.A. at a rate to be determined by the Finance Committee from time to time.
- 28.4.2 All out-of-town travel outside a 100km radius from the office, and all car rentals, shall require the approval of the Executive Director.
- 28.4.3 Travel to and from the office shall not be considered an allowable expense, weekends excepted if not working flex hours.
- 28.4.4 Taxi, car rental and other charges must be supported by receipts and must be kept to a minimum.
- 28.4.5 Any events that require haulage of materials may necessitate the rental of a vehicle for these purposes.
- 28.5 **Meals**
- 28.5.1 Meals shall be reimbursed at the established rate and following established guidelines for eligibility.
- 28.5.2 Meal rates shall not be claimed when the meal is provided by an airline/train/accommodation.
- 28.6 **Accommodation** - Reasonable hotel accommodation is a legitimate expense following established guidelines.
- 28.7 **Parking** - The monthly parking charge levied by the Landlord shall be paid in full by the O.R.A.

29 **UPDATE OF PERSONAL INFORMATION**

29.1 The O.R.A. shall maintain up-to-date personal information on all employees.

29.2 It is an employee's responsibility to inform the Executive Director, in writing, of any change in name, address, home telephone number, etc. and to do so promptly.

29.3 Any situation arising due to incorrect employee information is the sole liability and responsibility of the employee.

30 **PERSONAL INFORMATION AUTHORIZATION**

Occasionally, the O.R.A. receives inquiries to confirm or provide information regarding an employee's address, home telephone number, earnings, hire date, etc. Such information is confidential and will not be provided except as required by Law, without the employee's authorization in writing.

31 **PERSONNEL FILE**

31.1 Employee Personnel Files shall be accessible by both the employee and employer upon request.

31.2 All items contained in the Personnel File must be authorized by both the employee and employer.

32 **GENERAL OFFICE RULES AND REGULATIONS****32.1** Care of Personal Belongings

32.1.1 The O.R.A. assumes no responsibility nor will it accept any liability for any personal articles which become lost or stolen on its property, irrespective of the circumstances.

32.1.2 Employees should ensure that their purses, wallets, and other personal belongings are kept out of sight, preferably in a locked drawer or cabinet.

32.2 Use of Telephones

Excessive personal use of the telephone during business hours may lead to disciplinary action being taken. As much as possible, personal calls should be made during lunch or before/after work.

32.3 Access to Building After Hours

32.3.1 Access to the building after regular hours is regulated by the use of an Access Card provided to each employee.

32.3.2 There shall be no afterhours entrance permitted by O.R.A. volunteers without an employee present.

33 **SAFETY REGULATIONS**

- 33.1 Your safety on the job is of VITAL IMPORTANCE to the O.R.A. We welcome your suggestions. If you observe an unsafe condition in your area, advise your Executive Director immediately. If you should become injured while at work, no matter how slight the injury, inform your Executive Director immediately. First Aid is available.
- 33.2 It is the responsibility of each employee to take all reasonable precautions to ensure the safety of herself/himself; and her/his fellow employees.
- 33.3 Any personnel likely to be affected by an employee's acts or omissions are to comply with every oral or written direction which may be given by the Executive Director.

34 **FIRE**

- 34.1 Every employee should be familiar with all Emergency Exits. The Emergency Evacuation Advice issued by the Landlord and the general procedures should be posted in the office.

*****DO NOT USE THE ELEVATORS*****

35 EMPLOYEE EDUCATIONAL SUPPORT PROGRAM

- 35.1 The O.R.A. is dedicated to the principle of personal growth and skills development through continuing educational opportunities. Improved skills not only benefit the individual terms of their own development, but also increase the level and quality of work to the benefit of the O.R.A.
- 35.2 This program shall be determined based on the O.R.A.'s current financial situation each year, and budgeted by the Financial Committee.
- 35.3 When an employee demonstrates initiative through the commitment of personal time and effort, the O.R.A. will participate in assisting with the financial costs.
- 35.4 The Program will support individual educational activities that:
- have immediate application to the employee's job
 - have future application to the employee's job
 - have no immediate application to the employee's job, but prepares the employee to assume additional duties or acquire qualifications for advancement within the O.R.A.
- 35.5 Only employees whose salary is 100% paid by O.R.A. are eligible.
- 35.6 Support will be provided for reimbursement of tuition fees and associated costs up to a maximum as determined by the Executive Director, in any one year.
- 35.7 Proof of successful completion, passing grade, or required attendance is necessary prior to any reimbursement. A registration fee is considered part of the associated costs; however, no reimbursement will be made until successful completion of the course.
- 35.8 All courses must be conducted within the province of Ontario, and offered only by an accredited college, university, specialized technical, professional or business training school.
- 35.9 When possible, courses shall be scheduled during an individual's personal time so as not to conflict with her/his scheduled hours of work. Courses may be scheduled during scheduled hours of work at the discretion of the Executive Director and the employee may be required to make up the time.
- 35.10 Applicants must pay all tuition fees at the time of enrollment.

35.11 The following will be supported by this Program:

- Single course for work-related learning.
- Two or more courses for work-related learning.
- A program of one-year duration of which two or more courses are work related.
- A program of more than one year of which two or more courses are work related.
- A program of one or more years leading to a certification or degree in which two or more courses are work related.

35.12 Specialized workshops/seminars which are usually one or two days in length are not normally eligible for reimbursement under this Program, however may be reimbursed at the discretion of the Executive Director.