

## Chapter 3: Human Resources Policies and Procedures

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## Chapter 3: Human Resources Policies and Procedures

<b>Section: Employment Policy</b>	<b>Policy: Employment Principles</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.1.1</b>

### ***Employment Relationship***

The Board of Directors for the East Hants Community Learning Association is directly responsible for maintaining the accountability of the Executive Director and ensures their performance is satisfactory. They also evaluate their own performance and suggest improvements. They propose policies and discuss and vote on proposed policies to be implemented by the Executive Director.

The Scope of this policy includes evaluations as needed of the Executive Director, annual evaluations of the Board of Directors members, and the monitoring of performances of both. There will be frequent and clear communication between the Board of Directors and the Executive Director to promote a strong, working relationship. The employment relationship is shaped by the goals and mission statement of the East Hants Community Learning Association.

### ***Safe and Healthy Workplace***

The Board of Directors will develop, produce and maintain policies that create a safe and healthy workplace that will meet or exceed all legislated requirements.

A safe workplace includes but is not limited to ensuring that all workspaces are safe, that the workplace is free of harmful substances, and that all possible precautions are taken to prevent workplace accidents and injuries. A healthy workplace also ensures that employees have a positive work environment and are free from harassment. There are policies and procedures in place to prevent and handle harassment.

### ***Supporting and Developing our Employees***

The Board of Directors will develop, produce, and maintain policies that support employees through feedback required for their success as well as ensuring that their opinions are received and considered. Their policies will also encourage professional growth and the advancement of skills.

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<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.1.1</b>

Employees will be supported by fair hiring processes, suitable training, and ongoing support in their jobs. Processes and methods exist for employees to bring forth their grievances to be investigated and resolved when applicable. The organization will also allow for professional development classes, courses, and seminars to be attended according to the guidelines outlined in the employee manual.

### ***Personal and Professional Conduct***

The Board of Directors is committed to obtaining the goals outlined by the mission statements of the East Hants Community Learning Association. The Board is expected to conduct itself in a respectful matter while pursuing these goals and maintain the integrity of the organization.

The organization has a range of policies and procedures to ensure professional conduct within the organization. This includes but is not limited to:

- ensuring that board members do not vote on motions that present a conflict of interest,
- respecting the decisions of the board, and
- respecting fellow board members.

Financial accountability measures include but are not limited to:

- the independence of board members from the finances of the organization,
- procedures in place to ensure the proper handling of the organization's financial assets, and
- an independent audit and/or engagement review of the organization's finances

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<b>Section: Health and Safety</b>	<b>Policy: Occupational Health and Safety</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.2.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to recognize that the health and safety of its employees are of paramount concern and should not be compromised. Staff and board members are to follow the Workplace Hazardous Materials Information System (WHMIS) and Occupational Health & Safety Act.

### ***Procedures:***

1. The East Hants Community Learning Association will provide for the ongoing development, implementation, and review of policies and procedures set out to foster a safe and healthy work environment for its employees. A review of the safety procedures will be part of employee orientation and will be reviewed annually. Employees are responsible for practicing the highest possible standards of workplace safety.
2. The East Hants Community Learning Association will take every reasonable step to provide and maintain a safe and healthy work environment, ensure that proper work procedures are developed and maintained, provide and open and responsive mechanism for the identification and remediation of employee concerns for health and safety, and provide leadership and training that emphasizes the need for safety awareness. They shall also ensure that all employees are properly trained and follow proper work procedures to protect themselves and their clients and co-workers.
3. The Executive Director will be responsible for the enforcement of safety rules among their staff, be responsible for familiarizing employees with the potential hazards of their jobs and instructing them in the safe methods of doing those jobs, and will annually review safety certification as required by safety regulators so that staff may continue to work in a safe manner.
4. There must be one (1) staff person at all times at any site where programs or services are delivered who will be certified in emergency first aid and whose certifications are up to date.
5. A copy of certificates for First Aid and/or safety certifications will be stored at the EHCLA office.

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<b>Section: Health and Safety</b>	<b>Policy: Employee Injuries</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.2.2</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to handle all employee medical inquiries and injuries through the pre-established guidelines set out in the Safety Procedures described below, based on the guidelines of the Occupational Health and Safety Act.

### ***Procedures:***

1. Any injuries, near misses, and safety related incidences will be reported immediately to the Executive Director.
2. All injuries, near misses, and safety related incidences will be documented in an Incident Report.
3. The East Hants Community Learning Association will follow the safety guidelines to ensure immediate attention and care is given to the injury.
4. The East Hants Community Learning Association will ensure follow up of any reported incidence is addressed, documented, and a resolution achieved within 30 days.
5. EHCLA Executive Director will review annually recorded incidents with the Board of Directors.

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<b>Section: Health and Safety</b>	<b>Policy: Healthy Workplace Environment</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.2.3</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to actively promote a healthy work environment for both clients and employees. This is part of a larger commitment to healthy lifestyles.

### ***Procedures:***

1. In order to foster a healthy and safe work environment, the East Hants Community Learning Association office maintains a smoke-free and scent-free area. This includes chewing tobacco, cannabis and e-cigarettes.
2. EHCLA maintains a courteous and respectful work environment for all staff.
3. To create a positive work environment, EHCLA encourages the following:
  - When staff are on the phone, in a meeting, or busy, limit personal and other conversations in and around staff workspaces
  - Staff should not have to raise their voice to hear or be heard over other conversations happening nearby
  - Anyone entering the workplace is encouraged to scan the room. If staff are busy, please do not interrupt and wait until they are available to speak
  - Staff are welcome to enjoy their breaks in the office, provided they are mindful of the work happening in the room and respect their co-workers
  - In the event that an office door is shut, please knock or follow directions posted on the door

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<b>Section: Health and Safety</b>	<b>Policy: Safe Workplace Environment</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.2.4</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide a safe workplace for all employees and volunteers.



## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Recruitment Process</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide an open, fair, and equitable hiring process for all individuals applying for positions within the organization.

### ***Procedures:***

1. The East Hants Community Learning Association is committed to providing an equal employment opportunity and work environment for all applicants and employees.
2. Decisions regarding hiring, transfer, demotion, promotions, discipline, setting salary, or setting hours of work shall follow Human Rights Legislation, Labour Standards Code, and the Occupational Health and Safety Act.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Job Descriptions</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.2</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide accurate job descriptions to all new employees outlining areas of responsibility and performance expectations.

### ***Procedures:***

1. Upon hiring, each new employee will be given a copy of their job description as part of their job offer.
2. A current employee may request additional copies of their job description at any time.
3. All employees are expected to familiarize themselves with the duties and the responsibilities outlined in their jobs descriptions.
4. Failure to comply with or meet the standards of job performance as outlined in the job description will be subject to disciplinary review.
5. Review of jobs descriptions will be updated when needed or when circumstances change to ensure their accuracy as well as to be reflective as possible of new or revised goals and objectives of the organization.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Recruitment and Selection of Employees</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.3</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association that a fair and specific recruitment strategy is in place to elicit an applicant pool reflective of effective outreach efforts, including the targeting of a broad range of professional organizations, agencies, publications, and personal community contacts.

### ***Procedures:***

1. The Executive Director will ensure the following:
  - Vacancy announcements and ads accurately reflect duties assigned to the position
  - Roles, responsibilities and qualifications are clear, realistic, and appropriate
  - All applicants are given equitable consideration
  - Applicants are questioned or judged only on criteria that are job related
2. Seniority principle may be a consideration. A candidate currently or recently in the employ of the East Hants Community Learning Association may be eligible to apply for a given advertised vacancy if they have the appropriate qualifications for the advertised position and have a history of satisfactory work performance with the East Hants Community Learning Association.
3. Positions will be posted with sufficient amount of time in order for individuals to make application to the organization by the stated deadlines. Positions will be advertised as widely as possible given limited budgets.
4. All resumes or applications for employment must be forwarded to the East Hants Community Learning Association's office for tracking purposes. Resumes/applications will be screened for suitability to the posted position. Those considered appropriate for possible employment will be forwarded to the Hiring Committee for follow-up.

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<b>Section: Recruitment and Selection</b>	<b>Policy: Recruitment and Selection of Employees</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.3</b>

5. All resumes/applications considered appropriate for possible employment will be kept on active file at the East Hants Community Learning Association's office for six months. All information contained in a resume/application will be considered confidential and will be used solely to determine eligibility for employment with the East Hants Community Learning Association.
6. All interviews will be conducted by no fewer than two representatives of the East Hants Community Learning Association. Composition of interview panels will be determined according to the position being filled. For interviews of the candidates applying for the position of Executive Director and in cooperation with the Board of Directors, at least one (1) board member will sit on the panel. It is understood that this process may not be appropriate for certain government funded projects. Interview panels will use a variety of behavior interview model questions to draw out the competencies of the candidates.
7. If a candidate is chosen for the position, the Executive Director or designate will conduct the appropriate reference checks. A minimum of three reference checks will be conducted of these, at least two will be professional references. If the references support an offer of employment, the Executive Director will make an initial verbal job offer. A formal contract of employment will be provided to the new employee that will include position name, job description, work location, salary and supervisor.
8. If the candidate declined the offer, the panel will review existing short-listed candidates for alternate choices. However, the panel may choose to re-post the position at their discretion.
9. Once an offer of employment has been made and accepted, the Executive Director or designate will notify all other interviewed candidates of the East Hants Community Learning Association's decision.

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<b>Section: Recruitment and Selection</b>	<b>Policy: Contract Employees</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.4</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association that employees follow the terms of their contract and meet the necessary conditions within the employment contract.

### ***Procedures:***

1. A contract employee is hired for a fixed term (no less than fifteen (15) working days or more than a maximum of twelve (12) months, to perform a specific task or group of tasks. Positions of longer than twelve (12) months will be considered permanent positions and will not be filled through contract.
2. The Executive Director and contract employees will each have a copy of the employment contract and will be expected to read and know the terms of the contract, as well as any other supporting documentation, regarding the project or position. Failure by the contract employee to meet the terms of the contract will result in termination.

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<b>Section: Recruitment and Selection</b>	<b>Policy: Pre-Employment Reference Check</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.5</b>

### ***Policy***

To ensure that the best candidates are selected for positions references of all candidates being considered will be checked before an offer of employment is made.

### ***Procedures:***

1. Specific questions will be developed to ask individuals who have been identified as references. All responses will be recorded.
2. Reference checks may be made by telephone and/or electronic means.
3. Current employers of outside candidates will not be contacted without the permission of the applicant.

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<b>Section: Recruitment and Selection</b>	<b>Policy: Criminal Record Check and Vulnerable Sector Check</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.6</b>

### ***Policy***

The East Hants Community Learning Association requires all successful external candidates for full- and part-time positions and all volunteers who will be working directly with children, vulnerable persons, seniors or individuals with disabilities to provide a Criminal Record Check.

### ***Procedures:***

#### ***Processes for Obtaining Criminal Record and Vulnerable Sector Check***

1. The Criminal Record Check shall consist solely of a check through the RCMP system to ensure information regarding outstanding Criminal Code convictions for which a record suspension has not been granted.
2. Applicants will be advised that they will need to provide a criminal records check and vulnerable sector check as part of the hiring process. Criminal Records and Vulnerable Sector checks will be required in the event that a current staff be applying for a different position within the organization.
3. The organization will supply the candidate with the necessary forms, or the candidate may obtain the forms directly from the RCMP.
4. An offer of employment will not be made until a Criminal Record Check and Vulnerable Sector check has been provided by the candidate.

#### ***Procedure in the Event of a Positive Criminal Record Check and/or Vulnerable Sector Check***

1. In the event of a positive criminal records or vulnerable sector check, the individual will be provided with the police records response and asked for particulars surrounding the charges/convictions listed. The individual will be given an opportunity to meet with the Executive Director and a minimum of two board members to discuss the results of the check.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Criminal Record Check and Vulnerable Sector Check</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.6</b>

2. The Executive Director and board members will review the results of the checks, taking into consideration:
  - sentencing received;
  - the length of time since the offenses were committed;
  - the candidate's employment record, qualifications and references;
  - the specific duties and responsibilities associated with the position applied for and the relevance of the particular conviction to the position; and
  - the risk posed to the program and participants as a result of employing the candidate in the position.
3. A decision will be based on the Executive Director and board members' assessment of whether the candidate could be considered a high-risk person to have in contact with participants.
4. The committee will document its discussion and the reasons for its decision.

### ***Responsibility for Costs***

1. Potential job candidates are responsible for providing the Criminal Record and Vulnerable Sector checks and for the cost of securing it.
2. Volunteers are required to obtain Criminal Records and Vulnerable Sector checks and the organization will pay the associated costs.
3. Criminal Record and Vulnerable Sector Checks of existing employees will be paid by the organization.



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<b>Section: Recruitment and Selection</b>	<b>Policy: Probation</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.7</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to require a new employee to successfully complete a probationary period of no less than three (3) months and no more than six (6) months.

### ***Procedures:***

1. Each new employee will have their performance assessed on an ongoing basis by their supervisor under the direction of the Executive Director, and will participate in a formal performance review at the end of the probationary period. Thereafter, performance review will be done on an annual basis.
2. If, during probation, an employee's performance is substandard (as reflected in ongoing informal assessment or formal performance review), they may be subject to an extension of probation by a maximum of three (3) months or termination of employment.
3. An employee who has been promoted from one (1) job classification to another will be required to complete a reduced probationary period of six (6) weeks in their new position if they have successfully completed their origination probation.

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<b>Section: Recruitment and Selection</b>	<b>Policy: Volunteers</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.8</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to encourage and facilitate volunteer participation in the organization and to ensure that a code of conduct is in place for volunteers and staff.

### ***Procedures:***

1. The appropriate staff will meet with individuals interested in volunteering to determine their interest in volunteering, their suitability to the organization's needs, and the expected outcomes of the volunteer's participation.
2. Before placement within the association, each volunteer must complete:
  - A Declaration of Confidentiality
  - A Code of Conduct document
  - A Criminal Record and Vulnerable Sector checks (if required)
3. Volunteers will be provided with an orientation session that pertains to office and program procedure, goals and objectives, and roles and responsibilities. EHCR Volunteer Drivers will also receive a copy of the EHCR Driver Handbook and be responsible for the familiarity of its contents.
4. A volunteer participation form will be made available for keeping track of volunteer participation, areas of work, hours of volunteer time, and key accomplishments. This form will be an important part of developing a volunteer recognition letter and certificate of appreciation at the completion of the volunteer's term.
5. Volunteers will neither act in place of Association employees nor speak on behalf of the Association.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Personnel/Payroll Records</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.9</b>

### ***Policy***

A personnel/payroll file shall be set up and maintained by designated staff for each employee of the organization; such files will be maintained for at least seven years after the employee has left the organization.

### ***Procedures:***

1. It is the responsibility of the Executive Director to submit all necessary documentation to payroll staff. Each personnel/payroll file shall contain, at a minimum, the following information:
  - Personal Data: Name  
Address  
Phone number  
Date of birth  
Social Insurance Number
  - Documentation
    - TD1 form (tax deductions forms)
    - Declaration of confidentiality
    - Signed job description
    - Resume
    - Written offer of employment
    - Emergency contact
    - Copy of records of qualifications
    - Criminal Record Check
    - Driver's license (for East Hants Community Rider drivers)
    - Performance appraisals

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<b>Section: Recruitment and Selection</b>	<b>Policy: Personnel/Payroll Records</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.3.9</b>

- Documented disciplinary actions
  - Records of professional development
  - Records of changes of information
  - Records of salary adjustments
  - Documents relating to any leaves
  - Documents relating to termination of employment
2. It is the responsibility of the individual employee to inform their supervisor of any change of personal data. It is the responsibility of the supervisor to ensure that the information is transmitted to payroll staff.
3. The contents of all personnel/payroll files are confidential. Those people authorized to examine the content of personnel/payroll files are:
- Executive Director – all files
  - Employee – own file
  - Chairperson of the Board of Directors in extenuating circumstances

The procedures for employees to access their files are as follows:

- Make your request to the Executive Director, stating the file you wish to examine and the reason for the request;
- In the presence of the Executive Director, review the file. Files and their contents will not be allowed to be taken from the office.
- Return the file to the Executive Director.

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<b>Section: Orientation</b>	<b>Policy: Orientation</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.4.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to institute an orientation program for all new employees, to familiarize the new employee with all aspects of the operation of their job and with the East Hants Community Learning Association goals and objectives.

### ***Procedures:***

1. The employee will be provided with:
  - A job description for the position, or an outline of duties and responsibilities
  - An orientation session to familiarize the employee with the facilities, board members, fellow staff, and other working relationships
  - Orientation to all equipment, including safety procedures
  - Access to a copy of the Policies and Procedures Manual
2. The new employee and supervisor will meet within the first week of employment to review together the job description, roles and responsibilities, expectations of the employer and employee, and the overall objectives of the East Hants Community Learning Association.

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<b>Section: Salary and Benefit Administration</b>	<b>Policy: Salary</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.5.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to pay its employees on a bi-weekly basis. It is also policy to review salary scales for all positions annually.

### ***Procedures:***

1. The Board of Directors will conduct an annual review of salary scales for all positions. Salary increases shall be implemented at the Board's discretion when resources permit. A salary review must not be constructed as a commitment to increase salaries.
2. The Board may, at times, approve the payment of retroactive increases in salary to dates set by the Board to employees in the employ of the East Hants Community Learning Association on the date(s) ratified by the Board.
3. Employees who have pre-authorized overtime in excess of regular scheduled hours of work shall be compensated with time-off in lieu. Employees who choose to be compensated as such shall notify the Executive Director in advance when they wish to take compensatory time. Approval shall be at the discretion of the Executive Director. Overtime will be recorded and the Executive Director may direct employees to reduce accumulated overtime by taking time off in lieu.
4. Employees working on projects outside of their regular duties may be financially compensated in accordance with the parameters of the funded project.

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<b>Section: Terms of Employment</b>	<b>Policy: Attendance and Absenteeism</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to require that all employees adhere to the hours of work detailed in their schedules.

*The organization reserves the right to authorize or refuse to authorize the advance request of an employee to be absent; to investigate absences; and to determine whether or not an absence is necessary or justifiable.*

### ***Procedures:***

1. Employees are expected to be prepared for work at their scheduled start time and be productively engaged in East Hants Community Learning Association business during their work day.
2. Hours of work are identified in their job description. Any deviation from those hours must be approved by the Executive Director.
3. Any employee who alters their hours of work without prior approval will be subject to such disciplinary action as the association deems fit.
4. Any employee who fails to report for work for three consecutive work days without notifying the Executive Director may be considered to have resigned from their position.
5. When employees are absent from work due to illness for more than five days, the Executive Director has the authority to request documentation regarding their absence.

### ***Executive Director's Responsibility***

1. The Executive Director or their designate is responsible for maintaining an accurate and up-to-date record of time worked by each employee. When, in the opinion of the Executive Director, an employee's lack of punctuality or attendance is unnecessarily reducing productivity, the Executive Director is responsible for taking

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<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.1</b>

appropriate corrective action. The Executive Director is responsible for ensuring that appropriate payment is made and approved time off with pay and that payment is not made when it is not justified, that is, in the case of leave without pay and unauthorized absences.

### ***Employee Responsibility***

2. Every employee of the organization has obligations and responsibilities concerning absences.

Each employee of the organization is responsible for reporting for work as scheduled, unless time off or leave has been granted by the Executive Director.

In the event of illness, the employee must call the Executive Director as much in advance as possible and no later than one (1) half hour after scheduled commencement of the shift. The following information must be provided:

- The reason for not reporting for work as expected;
- The day or time they expect to report for work;
- The place where they can be reached.

Failure to report as above will be considered an unauthorized absence. Payment will not be made for time lost due to unauthorized absence. In addition, disciplinary action will be taken. Three (3) consecutive days of unauthorized absence may be considered voluntary termination of employment.

Request for absence from work (paid or unpaid) other than illness must be made to the Executive Director as far in advance as possible.

Failure to comply with the preceding policies may be regarded as abandonment of position.



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<b>Section: Terms of Employment</b>	<b>Policy: Attendance and Absenteeism</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.1</b>

### ***Recording Absence***

3. Absences will be recorded daily by the Executive Director.

A record of all unused sick leave will be kept by the organization. If an employee is going to be away for a lengthy illness, the Executive Director will ensure that the employee has accrued sufficient sick-leave days. If the employee has used up all of their sick-leave days, any additional time off work for illness will be without pay. (Refer to policy on sick leave (4.6.15)).

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<b>Section: Terms of Employment</b>	<b>Policy: Code of Conduct</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.2</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to expect each employee to conduct himself/herself in a professional manner that reflects positively on their position, co-workers, clients and the Association in general.

*It is not the intention of the East Hants Community Learning Association to restrict the rights of anyone, but to define and protect the rights of all, to ensure a good and healthy working relationship. It shall be our policy to be as fair and equitable as possible.*

### ***Procedures:***

1. Committing any of the following infractions will be sufficient reason for disciplinary action resulting in reprimand, suspension, and/or discharge.
  - Neglect, wilful abuse or destruction of organization property.
  - Reporting for work while under the influence of or suffering from the effects of alcoholic beverages and other intoxicants, including cannabis or prescribed legal or illegal drugs.
  - Unauthorized possession and/or consumption of alcohol and/or illegal drugs while on duty.
  - Unauthorized use of organization property, equipment or supplies.
  - Falsification of organization records.
  - Misuse or unauthorized release of confidential information.
  - Insubordination.
  - Failure to reach job performance standards.
  - Carelessness in performing assigned functions.
  - Failure to report accidents or injuries in the prescribed manner.
  - Intentionally causing or threatening to cause bodily harm to another employee on organization property.
  - Theft.
  - Chronic absenteeism or tardiness.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Code of Conduct</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.2</b>

2. These violations do not include all of the offenses for which an employee may be subject to disciplinary action.
3. All employees and volunteers with the East Hants Community Rider will be bound by the Driver's Handbook.
4. The organization will not compensate its employees for parking/traffic tickets or other fines incurred while at work or on Association business. Employees are expected to obey traffic laws.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Confidentiality</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.3</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to expect all employees, volunteers, and members of the Board of Directors to maintain strict confidentiality with respect to information obtained during the course of their affiliation with this Association. It is the policy of the East Hants Community Learning Association that client files are only to be viewed or accessed by the East Hants Community Learning Association staff.

### ***Procedures:***

1. Each new employee will receive policy training and supervisory guidance regarding the principles and practices of maintaining confidentiality.
2. Each new employee, volunteer, and member of the Board of Directors must sign a Declaration of Confidentiality prior to placement with the Association.
3. The East Hants Community Learning Association's confidentiality guidelines apply to:
  - Any and all written or verbal information related to a client, their family, or their individual circumstances
  - All material contained in each client's file
  - Employee performance reviews and all other performance-related information
  - Employees' personal information (address, telephone number, etc.)
  - All material contained in each employee's file at the main office
  - All other written or verbal information or material specifically designated confidential by the East Hants Community Learning Association
4. It is the responsibility of each new employee, volunteer and Board member to seek clarification from the Executive Director when the purpose or the practice of maintaining confidentiality is unclear.
5. Release of the above information requires the explicit written consent of the client or their advocate where appropriate and/or the East Hants Community Learning Association where appropriate.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Confidentiality</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.3</b>

6. Release of any of the above information requires completion of a 'Request/Release of Information' form by the relevant client or their advocate and/or authorized by the East Hants Community Learning Association personnel.
7. Staff may access confidential material only under the following conditions:
  - Individual client files may only be accessed by staff who are directly involved in supporting that client
  - Individual employee files may only be accessed per policy
  - Administrative information will be accessed strictly on a need to know basis. The Executive Director will be responsible for making all determinations regarding access
8. The Board of Directors/Board committees/members may access confidential material only under the following conditions:
  - Individual employee files may only be accessed per policy
  - Administrative information may be accessed per policy
9. The Executive Director is responsible for sharing pertinent client/staff information with the Board and its committees in a manner that maximizes accountability and safeguards the confidentiality of information collected by the Association by:
  - Disclosing names of clients and information related to them strictly on a need to know basis
  - Disclosing names of employees and information relate to them strictly on a need to know basis
10. General reporting to the Board by the Executive Director through the monthly Executive Director's Report, which is submitted to the Board at each meeting, will exclude the names of individual clients. Issues/decisions requiring the identification of individual clients will be disclosed to the relevant Board committee or the Board Executive only.
11. The committee or the Board Executive, after consultation with the Executive Director, will decide whether disclosure or personal information to the Board is appropriate.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Dress Code</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.4</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to require its employees to wear appropriate clothing when at work or on Association business.

### ***Procedures:***

1. The Executive Director is responsible for ensuring that all employees wear clothing that is appropriate to their workplace and reflects positively on themselves, their clients, and the Association in general.
2. Appropriate clothing is defined as:
  - Shirts and blouses that cover the midriff and are free from any language or depiction that may violate the law, general community/workplace standards, or the East Hants Community Learning Association's philosophy
  - Pants that are free of large holes or tears
  - If shorts are worn, they must be hemmed. Cut-offs are not permitted
  - Special days, such as Halloween or a specific class project, will be considered as exception to the dress code within reasonable limits.
3. Employees who fail to comply with this policy may be subject to the following:
  - Sent home to change into more appropriate clothing. The first time an employee is requested to go home and change **may** be paid for their time at the discretion of the Executive Director. Any further requests for an employee to go home and change will be unpaid.
  - Formally reprimanded for failure to observe policy which may include verbal or written
  - Other disciplinary action
4. Employees are expected to use good judgement in choosing clothing for work and ensure that their wardrobe is professional in appearance and appropriate to the workplace.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Hours of Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.5</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association Board of Directors to participate in the determination of the number of hours of work for its Executive Director. The Executive Director retains authority to determine the hours of work of all other staff.

### ***Procedures:***

1. The hours of work and office hours of the Executive Director will be determined in consultation with the Board of Directors.
2. The hours of work and office hours of all other staff will be based on program needs, funding and labour standards, as defined by the Executive Director. The East Hants Community Learning Association has set the hours of work for its full-time staff at a minimum of thirty (30) hours per week and its part-time staff at less than thirty (30) hours per week
3. Staff for the East Hants Community Rider work variable hours based on program needs. Full-time drivers may work a maximum of ninety-six (96) hours per every two (2) weeks. Part-time drivers are offered a flexible work schedule based on program needs, but not to exceed the above.
4. Regular office hours are 8:00 AM to 4:00 PM Monday through Friday unless other arrangements are made with the Executive Director.
5. Standard service hours for the East Hants Community Rider are 6:00 AM to 6:00 PM Monday to Friday unless other arrangements are made.
6. All time off must be approved by the Executive Director. All overtime must be pre-approved by the Executive Director.
7. Full-time employees will receive an unpaid one (1) hour lunch and two (2) paid fifteen (15) minute breaks.
8. Alternate work arrangements, if required, will be approved at the discretion of the Executive Director.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Workplace Closure</b>
<b>Approved Date: December 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.6</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to send or keep employees home from the workplace if it is rendered inaccessible due to weather or closed due to emergency circumstances. The overriding standard is that the employee must determine when conditions necessitate their leaving the workplace.

### ***Procedures:***

1. If an employee determines they are unable to safely travel to the workplace or emergency circumstances prevent them from working safely, they are to contact the Executive Director prior to their assigned work hours. It should not be taken for granted that lateness will automatically be approved.
2. If an employee must depart early from the workplace, the employee must determine, in consultation with the Executive Director, when conditions necessitate their leaving the workplace. There may be cases where the Executive Director will suggest that all staff members who wish to leave may do so. There will be no charge to any compensatory time or leave without pay if employees decide to leave early when it has been suggested. In the absence of the Executive Director, the employee alone shall determine whether conditions necessitate their leaving the workplace.
3. If the workplace does not open due to weather or other circumstances, all staff are paid. Staff on leave without pay are not to have their leave changed. All other staff are paid.
4. Employees who do not report to work due to weather or emergency circumstances have the burden of proof to substantiate that circumstances were beyond their control and reasonable attempts were made to report. These situations will be dealt with on a case-by-case basis by the Executive Director. Some points to be considered are:
  - Any states of emergency by the province or public health directives by the Department of Health and Wellness
  - The amount of snowfall, the temperature, the condition of the road, the depths of snow drifts on the main highway, and the strength of any prevailing winds



## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Workplace Closure</b>
<b>Approved Date: December 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.6</b>

- The observations made by the RCMP or Department of Transportation and Infrastructure Renewal about road conditions
- The distance from home to the workplace
- How soon the roads were plowed

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Working Remotely</b>
<b>Approved Date: December 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.7</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association that employees may work remotely in approved circumstances. The Executive Director retains authority to determine when employees are to return to the workplace.

### ***Procedures:***

1. If circumstances arise that require employees to work remotely, they are to contact the Executive Director prior to their assigned work hours. These circumstances will be dealt with on a case-by-case basis by the Executive Director. Working remotely is a privilege that the Executive Director may choose to revoke, depending on the circumstances.
2. The Executive Director will determine the period of time for which the employee is to work remotely. Should there be a need to extend that period, the employee is to contact the Executive Director for clarification.
3. To maintain a high level of confidentiality regarding client files and work documents, employees are expected to have a workstation from which they work. Employees should work primarily from this workstation, except for lunch and breaks.
4. Employees should communicate with their supervisor to determine what tasks should be focused on. Employees are expected to complete these tasks to the best of their abilities while working remotely.
5. If employees encounter difficulties while working remotely, or complete all assigned tasks, they are expected to report to their supervisor for clarification or additional work.
6. Should circumstances change, or the Executive Director determines that employees may return to the workplace on a part- or full-time basis, employees are obliged to return to work. If an employee is unable to return as requested, they are to discuss next steps with the Executive Director.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Leaves from Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.8</b>

### ***Policy***

The organization has defined provisions for bereavement leave, pregnancy and parental leave, compassionate care leave, critically ill child care leave, critically ill adult care leave, domestic violence leave, crime-related child death or disappearance leave, emergency leave, court leave, educational leave, leave without pay, sick leave and others defined by the Labour Standards Code.

### ***Procedures:***

#### ***Bereavement Leave***

1. Employees may be granted a paid leave of five (5) consecutive working days in the event of the death of the employee's parent (including step-parent or foster-parent), sibling, step-sibling, child, step-child, spouse (married or common law), father-in-law, mother-in-law, daughter-in-law, brother-in-law, grandparent, step-grandparent, grandchild, or step-grandchild, guardian or ward of the employee, or any other relative permanently living with the employee.
2. Employees may be granted a paid leave of two (2) working days in the event of the death of their aunt, uncle or cousin.
3. Additional time off may be granted by the Executive Director at their discretion in the event of extenuating circumstances.
4. Part-time and contract employees are entitled to the same periods off, commiserate of their regular hours worked.

#### ***Pregnancy and Parental Leave***

Leave of absence for maternity/parental leave shall be in accordance with the provisions of the Labour Standards Code.

1. An employee shall, at least four (4) weeks prior to leave, forward to the employer a written request for pregnancy/parental leave.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Leaves from Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.8</b>

2. Once an employee has started maternity/parental leave, they will not be eligible for sick-leave benefits. However, an employee shall be allowed to keep any benefits plan at their own expense.

Seniority for all purposes continues to accrue during pregnancy and parental leave, and following the leave the employee will be reinstated to the same position if it still exists or to a comparable one if it does not.

- On reinstatement, the employee will be paid at the rate paid when the leave commenced or, if it has been raised, at the rate the employee would be earning if they had worked through the leave.

For more information, consult the [Labour Standards Code](#).

### ***Compassionate Care Leave***

Compassionate care leave is an unpaid, 28-week leave for employees who need to care for a seriously ill family member (or person like family) who has a high risk of dying within 26 weeks.

For more information, consult the [Labour Standards Code](#).

### ***Critically Ill Child Care Leave***

Critically ill child care leave is an unpaid leave that allows an employee to take time off work to provide care and support to a critically ill or injured child (under the age of 18 years old) who is a family member (or a person like family).

For more information, consult the [Labour Standards Code](#).

### ***Critically Ill Adult Care Leave***

Critically ill adult care leave is an unpaid leave that allows an employee to take time off work to provide care and support to a critically ill or injured child (18 years or older) who is a family member (or a person like family).

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Leaves from Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.8</b>

For more information, consult the [Labour Standards Code](#).

### ***Domestic Violence Leave***

Domestic violence leave is an unpaid leave that can be taken by an employee who is experiencing domestic violence or whose child (under 18) is experiencing domestic violence.

For more information, consult the [Labour Standards Code](#)

### ***Crime-related Child Death or Disappearance Leave***

Crime-related child death or disappearance leave is an unpaid leave for parents and guardians who are facing the death or disappearance of their child (under 18 years of age) resulting from a probable crime.

For more information, consult the [Labour Standards Code](#)

### ***Emergency Leave***

Employees are entitled to an unpaid leave if they are unable to work because:

- A government agency has declared an emergency, or
- A medical officer of health has issued a directive or order telling an employee to stay off work, or
- The employee needs to care for a family member (or a person like family) who is affected by one of the emergency situation noted above.

### ***Court Leave***

It is the policy of the East Hants Community Learning Association to grant paid leave to any full-time employee who is required to sit on a jury or appear as a witness in a court case or hearing.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Leaves from Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.8</b>

1. A full-time employee who has received a jury notice or a summons/subpoena to appear as a witness shall notify the Executive Director within forty-eight hours of its receipt.
2. Where witness or jury fees are paid to the employee, a like amount will be deducted from their regular pay.
3. Paid court leave will be granted to any employee indicated, summonsed, or subpoenaed to appear as a defendant in a court case/hearing as long as that time off is not extensive. Should it be extensive, it will be left to the Executive Director's discretion to decide what time off will be paid.
  - The Board is to be notified of the circumstances of any such incident.

### ***Educational Leave***

It is the policy of the East Hants Community Learning Association to grant unpaid educational leave to its employees.

1. Approval will be granted upon the recommendation of the Executive Director and at the discretion of the Board, provided that a suitable temporary replacement for that employee may be found.
2. Education Leaves are over and above employee entitlements regarding professional training.
3. Upon returning from an Educational Leave, the employee will assume their previous status.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Leaves from Work</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.8</b>

### ***Leave Without Pay***

It is the policy of the East Hants Community Learning Association to grant unpaid leaves of absence to all its employees.

1. An employee wishing to take a leave without pay will submit a written request for time off to the Executive Director, indicating the reason(s) for the request and the length of the leave.
2. The Executive Director will grant or deny the request based on the validity/weight of the request supplied, consideration of program concerns such as staffing needs, and consideration of the employee's employment history with the Association.
3. Probationary employees are not eligible for unpaid leaves unless there are compelling reasons for individual consideration.
4. Upon returning from a leave of absence, an employee will assume their previous status.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Sick Leave</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.9</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to give its full-time employees the opportunity to accumulate and use paid sick time.

### ***Procedures:***

1. All full-time employees accumulate one (1) day per month to be used as paid time off during illness.
2. An employee may accumulate a maximum of twelve (12) days of 'Sick Time', after which their balance is frozen until such time as it is reduced.
3. An employee may use 'Sick Days' to apply for time off in the event of illness to a spouse or child. It is the policy of the East Hants Community Learning Association to grant parental leave in accordance with the Labour Standards Code.
4. When employees are absent from work due to illness for more than five days, the Executive Director has the authority to request documentation regarding their absence.
5. Upon conclusion of employment accumulated sick time will be forfeited.
6. Part-time employees will be provided a minimum of three (3) days of 'Sick Time' after a probationary period of three (3) month's employment. The number of hours per day will be calculated based on an average of the past month's to a maximum of seven (7) hours per day.



## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Overtime/Lieu Time</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.10</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to offer no financial compensation to all employees for work in excess of their regular scheduled hours.

### ***Procedures:***

1. Employees due overtime compensation will receive time-off in lieu.
2. Employees who choose to be compensated as such shall notify the Executive Director, in advance, when they wish to take compensatory time. Approval shall be at the discretion of the Executive Director.
3. Overtime will be recorded and the Executive Director may direct employees to reduce accumulated overtime by taking time off in lieu. Example: An employee who works 35 hours per week must not accumulate more than 35 hours of lieu time.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Paid Holiday</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.11</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to consider the following thirteen (13) holidays as paid holidays:

New Year's Day

Nova Scotia Heritage Day

Good Friday

Easter Monday

Victoria Day

Canada Day

Natal Day

Labour Day

National Day for Truth and Reconciliation

Thanksgiving Day

Remembrance Day

Christmas Day

Boxing Day

\*Christmas Eve and New Year's Eve are half days

### ***Procedures:***

1. Employees will refer to the Labour Standards Code for details regarding compensation for holidays.
2. Employees who work on holidays will be compensated with paid holiday in addition to hours worked.
3. Should a holiday fall on a day that an employee does not typically work, as identified in the employment agreement, there will be no compensation. Example: Remembrance Day falls on a Friday and Instructors do not work on Fridays, there will be no holiday compensation.
4. For employees that work variable hours, such as East Hants Community Rider drivers, compensation for holidays will be determined by the Executive Director based on days typically worked and typical weekly hours, but shall not exceed seven (7) hours per day.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Vacation</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.12</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide its employees with the opportunity to accrue and utilize annual paid vacation time.

### ***Procedures:***

1. Excluding the Executive Director, employees will accrue vacation pay as set by the Labour Standards Code.
2. Requests for vacation time must be made in advance to the Executive Director. When two employees request the same period off as vacation, seniority will be the determining factor.
3. Each employee is encouraged to use their entire vacation entitlement each fiscal year.
4. When an employee falls ill while on vacation, they should contact the Executive Director so that those days that they are ill may be paid as 'Sick Time' rather than 'Vacation Time'. Documentation may be required.
5. The Executive Director is responsible for monitoring the accumulation and use of 'Vacation Time' and may direct an employee to take compensatory time if balances reach the maximum. Vacation time will be recorded on the staff member's time sheet.
6. An employee wishing to have their vacation pay held back must make a written request to their supervisor indicating the pay period in which the hold-back is to start.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Expense Reimbursement</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.13</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to compensate employees for certain expenses they may incur during the course of their work, provided these expenses have been budgeted for.

The organization will reimburse employees for expenses incurred in the course of performing their job and approved by the Executive Director.

### ***Procedures:***

1. Employees with a travel budget and who are required to travel on behalf of the East Hants Community Learning Association shall be entitled to the following allowances. Using this guideline, expenses can be claimed as the following rates if traveling outside of the commute to and from the East Hants Community Learning Association office or designated workplace from home.
  - Mileage: \$0.5113 per kilometre
  - Mileage for NSSAL Only: \$0.583 per kilometre
2. The following expense claims must be supported by receipts:
  - Parking
  - Highway tolls
  - Bridge tolls
3. Claims for amounts less than \$10.00 should not be submitted and may be paid out of the location's petty cash float or combined with the next month's claim so that the total amount exceeds \$10.00. The Travel/Expense Claim form must be completed for reimbursement.
4. Authorization for claims submitted by staff will be made by the Executive Director.
5. Authorization for claims submitted by the Executive Director will be made by the Chair or their delegate who must sign each claim to indicate payment should be and has been made.
6. The East Hants Community Learning Association reserves the right to request further substantiation for claims, or disallow claims, that are inadequately supported in its opinion.
7. Any employee found to have knowingly falsified costs/claims will be subject to disciplinary action.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Sexual Harassment</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.14</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to strictly prohibit sexual harassment by employees, volunteers, clients, and Board members in the workplace.

### ***Procedures:***

1. Sexual harassment will be defined as:
  - Inappropriate touching or sexual assault or unwanted sexual request or advances
  - Sexually derogatory or discriminatory actions that are intended or likely to demean, offend, or intimidate an employee or the work environment
  - Placing a condition of a sexual nature on employment, promotion, training, or benefit, either implied or expressed
  - Displaying pornography or other sexually offensive or decretory images or text in the workplace
  - Any reprisal or threat of reprisal against an individual making a complaint under the Association's policy regarding sexual harassment
2. An individual making a complaint shall do so in writing to the Executive Director as soon as possible after the act. The written complaint must include the name of the individual(s) against whom the complaint is directed, a description of the behaviour leading to the complaint, date(s), time(s), and location(s) in which the behaviour took place, and the names of witnesses if any.
3. The Executive Director will take all reasonable steps to ensure that the complaint is thoroughly investigated by:
  - Informing the individual named in the complaint in writing that an investigation will be conducted
  - Sanctioning the accused individual while at work, including consideration of transfer, suspension, or other options in order to reduce contact
  - Identifying an investigation team of members of the Board involving other such parties in order to ensure that the investigation is thorough and accurate
4. If the complaint involves the Executive Director, it shall be directed to the Vice-Chair of the Board of Directors, who shall then initiate an investigation into the allegation.
5. Any individual found to have deliberately lodged a false complaint against another individual will face disciplinary action.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Conflict of Interest</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.15</b>

### ***Policy***

The East Hants Community Learning Association will do everything to protect the integrity of the organization while preserving the rights of individual staff members to participate as private citizens within their community. Conflict of interest could arise if an employee or someone whom the employee has a close personal relationship participates in a discussion, activity or decision-making process about a matter in which they will directly or indirectly benefit as an employee or cause undue hardship to the organization.

### ***Procedures:***

1. Employees will ensure that their outside activities do not conflict or raise questions of conflict with their employment responsibilities.
2. Relatives of employees will not be employed in or transferred to jobs which could result in conflict of interest. This includes jobs that place relatives in a supervisory/employee relationship and any position that could result in favoritism being shown to a relative. For the purposes of this policy, a relative is considered to be a spouse, parent, child, daughter-in-law, son-in-law, sister, brother, sister-in-law, brother-in-law, common-law spouse, and sibling or parent of common-law spouse.
3. Employees may choose to volunteer on boards or committees of other organizations on their own time as long as there is no conflict of interest identified.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Staff Property</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.16</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association not to assume liability or responsibility for any damage to or loss of articles and property owned by its employees.

### ***Procedures:***

1. Employees who bring personal possessions or property to work do so at their own risk and are encouraged to secure such items in their desk or office.
2. Employees are expected to use good judgment by not bringing personal property that may pose a risk to the welfare of the clients or that may be at risk of being stolen. When property must be brought to work, employees are encouraged to lock automobiles, place employee medication in a secure location, and place personal belongings in a secure space.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Terms of Employment</b>	<b>Policy: Layoff</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.17</b>

### ***Policy***

The East Hants Community Learning Association may from time to time, have to lay off employees as a result of unforeseen circumstances, including but not limited to cutbacks in funding and/or a reduction in participant numbers.

### ***Procedures:***

1. Notice of lay off will be given in accordance with the Labour Standards Code.
2. In the process of determining who will be laid off, primary consideration will be given to years of service, qualifications, and performance, as well as the overall impact on the quality and effectiveness of the organization.



## Chapter 3: Human Resources Policies and Procedures

<b>Section: Recruitment and Selection</b>	<b>Policy: Reference Check</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.6.18</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association that all requests for information about a current or past employee be directed to the Executive Director.

### ***Procedures:***

1. A request for a professional reference for a past or present part-time or full-time employee must be directed to the Executive Director.
2. Any other employee receiving a request for a professional reference for a past or present employee will:
  - Politely decline to provide that information, citing Association policy;
  - Direct the person requesting the information to the appropriate management personnel;
  - Inform their supervisor that a request has been made
3. An employee providing a personal reference for another employee (past or present) must not:
  - Use an East Hants Community Learning Association letterhead
  - Comment on work-related topics
  - Represent themselves as speaking on behalf of the East Hants Community Learning Association
  - Disclose information that is confidential to the East Hants Community Learning Association

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Performance &amp; Development</b>	<b>Policy: Performance Reviews</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.7.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to regularly conduct formal written performance reviews with each of its employees.

### ***Procedures:***

1. Each employee will participate in the following performance review schedule:
  - First review - six (6) months after hiring
  - Second review – one (1) year after hiring
  - Continuing reviews - on an annual basis
2. The Executive Director or their designate of the East Hants Community Learning Association will conduct staff performance reviews.
3. The final version of the performance review must be typed and signed by both the employee and the Executive Director with the original forwarded to the employee and a copy forwarded to their employee file.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Performance &amp; Development</b>	<b>Policy: Professional Development</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.7.2</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide each employee with the training necessary to allow the employee to perform their duty.

### ***Procedures:***

1. The East Hants Community Learning Association requires that each employee be provided an orientation to the Policies and Procedures.
2. The East Hants Community Learning Association retains the right to schedule an employee, with their consultation, for any other training that it may see as relevant to their position or performance.
3. The Executive Director will approve or reject the request based on criteria/considerations such as staffing availability, needs, of the program, etc.
4. The employee will be expected to report to co-workers and the Executive Director on the results of the training. This is considered to be the fostering of the organization's partnering spirit.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Discipline</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.1</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to follow a disciplinary procedure in a fair, effective manner consistent with progressive employment practices.

### ***Procedures:***

1. The East Hants Community Learning Association reserves the right to determine the appropriate level of discipline for all breaches of policy and/or procedure.
2. Disciplinary action may be administrated in one or more of the following forms, usually in the following sequence:
  - Level 1 - a verbal reprimand with appropriate notations in the employee's file
  - Level 2 - a written reprimand placed in the employee's file
  - Level 3 - suspension without pay
  - Level 4 - termination of employment
3. The above does not necessarily constitute a sequence of disciplinary measures and does not bind the East Hants Community Learning Association to start at Level 1 when discipline is warranted.
4. It is the policy of the East Hants Community Learning Association that the Executive Director shall investigate all allegations of breach of policy or procedure and reserves the right to remove or suspend any employee being investigated of such breach. Any employee being investigated will be notified by the Executive Director in writing.
5. If the Executive Director deems that it would be in the best interest of the Association and/or its clients to remove an employee from the work site pending the outcome of an investigation, it may:
  - Transfer that employee to another work site
  - Suspend that employee with pay
  - Suspend that employee without pay

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Grievance</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.2</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide a fair and consistent procedure to its employees to express matters of individuals concern, eliminate dissatisfaction, and resolve problems.

### ***Procedures:***

1. An employee who feels that they have been unjustly treated or considers themselves aggrieved by any action or inaction by the Executive Director shall:
  - Discuss the matter with the Executive Director within ten working days of the incident
  - If the matter has not been sufficiently addressed within ten working days of the discussion, the employee will submit the concern in writing to the Board within ten working days
2. The Board HR Committee and/or the Board of Directors where necessary shall render a decision within ten working days that is binding on all parties involved in the matter.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Employee Resignation</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.3</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association that an employee must give:

- one (1) week's written notice if they have a period of employment three (3) months or more but less than two (2) years
- two (2) weeks' written notice if they have a period of employment of two (2) years or more in accordance with the Labour Standards Code

### ***Procedures:***

1. A notice of resignation must be submitted in writing to the Executive Director, and contain the date of submission, the date of the last day to be worked, and the employee's signature.
2. The East Hants Community Learning Association may waive the requirement for two (2) weeks' notice at its discretion.
3. Once a complete letter of resignation is received, it is the responsibility of the Executive Director to ensure that:
  - An exit interview is scheduled and completed
  - Amounts to be paid out are calculated
  - A Record of Employment is completed as per the requirements of the Labour Standards Code.
4. It is the responsibility of the Bookkeeper/Executive Director to sign a Record of Employment and to identify themselves as the person responsible for the accuracy of the information contained on the Record of Employment.
5. If it is the Executive Director who is resigning, the same procedure will apply except they will submit the letter to the Board via the Chairperson.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Exit Interview</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.4</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to conduct an exit interview with any employee voluntarily leaving their position.

### ***Procedures:***

1. An exit interview should be conducted with the employee by the Executive Director on the last day of their employment.
2. The employee is not required to discuss the reasons for their resignation, but may do so at their discretion.

## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Termination of Employment</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.5</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to provide any employee leaving their position with a Letter of Termination.

### ***Procedures:***

1. Any employee leaving the East Hants Community Learning Association will receive on or about their last day of employment a letter from the Executive Director confirming their termination date, the reasons for termination, and information concerning any final compensation.



## Chapter 3: Human Resources Policies and Procedures

<b>Section: Discipline and Termination</b>	<b>Policy: Severance</b>
<b>Approved Date: Dec 9, 2016</b> <b>Revision Date: September 23, 2024</b>	<b>Policy Number: 3.8.6</b>

### ***Policy***

It is the policy of the East Hants Community Learning Association to compensate any full-time employee leaving their position through resignation or dismissal for all statutory time and vacation time remaining in their 'bank' on the last day of their employment.

### ***Procedures:***

1. It is the responsibility of the Executive Director to monitor and record the accumulation and use of employee's statutory time and vacation time.
2. Upon receipt of a written notice of resignation, at least two weeks prior to ending the employment relationship, the East Hants Community Learning Association, in consultation with the Executive Director, will issue payment for any required compensation.
3. Accumulated Sick Time is not covered by the East Hants Community Learning Association's pay-out policy.
4. Failure to provide a two (2) week notice may delay final pay-out compensation.