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EDMONTON SOCIAL PLANNING COUNCIL

PERSONNEL POLICY MANUAL

1.0 PERSONNEL POLICY MANUAL

- 1.1 Purpose of the Manual - These policies are for the use of the Board of Directors, Executive Director and staff. The Manual should be considered accepted agency policy.
- 1.2 Implementation - The Executive Director should be responsible for the implementation of the personnel policies and for the development of personnel records and procedures consistent with the objectives of these policies.
- 1.3 Staff Responsibility - All staff members shall be provided with a copy of the Personnel Manual at the time of employment.
- 1.4 Review - The Personnel Committee shall upon consultation with Board members and staff review and update the Manual on a regular basis. Board members and staff shall have the opportunity to submit recommendations for change.

2.0 THE EDMONTON SOCIAL PLANNING COUNCIL

- 2.1 Objectives - The Edmonton Social Planning Council is an agent for change and development. The objective of the organization is to develop and maintain a voluntary non-governmental capability for informed decision-making.

The Council provides resources to initiate and also to support efforts through which citizens' plans can be developed and implemented.

- 2.2 Board of Directors - The business and affairs of the Council are managed by a Board of Directors which exercises all the powers of the Council except such as are by law or by constitution conferred upon or reserved to the membership.

The Board of Directors consists of a core of (10) ten members of the Council duly elected at the Annual General Meeting by the membership from a list of members who agree to serve on the Board, and such members as are appointed following the Annual General Meeting.

The Board of Directors is appointed for the period covered between two successive annual meetings. At the conclusion of this period a new Board is formed which may or may not include members from the retiring Board.

- 2.3 Personnel Committee - The Personnel Committee is a standing committee of the Board of Directors. The President and the Executive Director are ex-officio members of the Committee.

The responsibilities of the Personnel Committee are:

- a) to develop high standards of personnel policies and practices, thus enabling the Council to employ and retain competent staff.

- b) in conjunction with the Executive Committee, to advertise, examine applications, interview suitable applicants, and recommend to the Board, the appointment of the Executive Director. Following the appointment a letter outlining terms of employment shall be sent to the successful applicant.
- c) in conjunction with the Executive Director and appropriate Board members, to advertise, examine applications, interview suitable applicants, and recommend to the Board, the appointment of planners and clerical staff. Following the appointment a letter outlining terms of employment shall be written by the Executive Director and sent to the successful applicant.
- d) prepare, review, and update on a regular basis, the Personnel Manual of the Council.
- e) co-operate with the Executive Director in a plan for staff development.
- f) to bring to the Board names of persons for the Board and for membership, as determined by the needs of the Council.
- g) in co-operation with the staff, to oversee publicizing the work of the Council and distribution of publications.
- h) to investigate and recommend changes and/or additional employee benefits.
- i) to see that job descriptions and evaluations of each position are on file.
- j) to work co-operatively with the Finance Committee so that funds allocated for wages are fair and equitable.

3.0 STAFF STATUS

- a) Probationary - All persons newly employed as potentially permanent employees shall on commencement serve a probationary period of not less than three months and not more than six months.

In the case of an Executive Director, upon the recommendation of the Personnel Committee in conjunction with the Executive Committee, that the Director's work has been satisfactory, the Board of Directors will confirm the appointment as a permanent employee.

In the case of all other employees, upon the recommendation of the Executive Director, that the employee's work has proven satisfactory, the Board of Directors will confirm the appointment as a permanent employee.

- b) A permanent employee is a person who has completed his probationary period. He may be either full-time or part-time.
- A full-time employee is a person who works the normal agency determined hours. (Usually 34-40 hours per week.)
 - A part-time employee is one who works less than the number of established hours per day, week or month.
- All agency benefits are available to permanent employees. Discharge must follow established procedure.

- c) A temporary employee is a person who is full-time or part-time but of limited or uncertain duration.
- A full-time temporary employee is a person who works the normal agency determined hours. (Usually 34-40 hours per week.)
 - A part-time temporary employee is a person who works less than the number of established hours per day, week or month.

- d) A student and/or volunteer placement is one where the duties are defined by the governing institution and/or the sponsoring organization in consultation with the Edmonton Social Planning Council. No student or volunteer should be accepted for placement without consultation between the Executive Director and the sponsoring institution or organization.

The status of the employee shall be that of the position he occupies.

3.1 Hours of Work

Clerical Staff will work a normal office week: Monday through Friday with 1½ hours for lunch. The normal work week will be a minimum of 35 hours.

Professional Staff will work a minimum of 35 hours per week.

The Executive Director may at his discretion award compensatory time off for time consistently in excess of 40 hours per week. Time taken off may be up to twelve (12) working days per year.

4.0 ABSENCE FROM WORK WITH AND WITHOUT REMUNERATION

The Executive Director may grant leave of absence with or without pay as outlined herein. In addition, the Director may grant leave of absence for reasons deemed valid, with the approval of the Board of Directors.

Leave of absence for the Executive Director shall be approved by the Board.

4.1 Vacation

Executive and professional staff shall be granted one month's vacation after one year's employment and thereafter, one month each year.

All other full-time staff shall be granted three weeks vacation after one year's employment and thereafter three weeks each year.

However an employee is not required to wait for his anniversary date to take vacation time. He may request permission to take vacation time based on the time he has worked.

Part-time employees shall receive vacation on a pro-rated basis.

Vacation is earned from date of appointment. After vacation is earned the employee has one year in which to use his vacation. If he does not use his vacation time before the next anniversary date he will forfeit it to the agency, unless prior arrangements have been made with either the Executive Director or the Board.

Vacation time owing to employees at termination will be covered as follows: cash settlement based on vacation time owing from last anniversary date (6% for three weeks and 8% for four weeks).

4.2 Statutory Holidays

Employees are entitled to the following statutory holidays:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Dominion Day
Half Day Exhibition
(taken during Exhibition Week)
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

4.3 Sick Leave

All employees are entitled to 1½ days sick leave per month, including medical appointments such as: dental, doctor, eye examinations, etc.

The agency reserves the right to require medical certification of disability at any time.

The 1½ days per month is accumulative to eighteen (18) days per year.

4.4 Maternity Leave

A permanent employee is permitted to remain employed while pregnant, providing it is not medically contradictory.

The employee may tender her resignation or be granted maternity leave without pay, not to exceed six months, without loss of service or earned benefits. Maternity leave must be applied for to the Executive Director or the Chairman of the Board at least one month in advance of its commencement.

4.5 Paternity Leave

A permanent employee is eligible for paternity leave without pay up to a maximum of 30 working days.

4.6 Absence for Study

The importance of staff training and development is recognized and attendance at training institutes, seminars, workshops, conferences, etc., may be authorized within the limits of funds made available for this purpose. Reporting back to the Board is encouraged.

Each case for absence for study is to be presented through the Personnel Committee to the Board well in advance of the proposed absence.

4.7 Bereavement

Leave may be granted with or without remuneration up to four (4) days per year for death or serious injury to an immediate relative.

4.8 Compassionate Leave

Compassionate leave may be granted with or without pay at the discretion of the Executive Director up to three (3) days per year. Any extension of time must be approved by the Executive Director.

5.0 OUTSIDE WORK

If an employee by reason of his particular qualifications is asked to take on an assignment by an outside organization, he may do so as long as such assignment does not interfere with the successful performance of his normal duties. Such assignments are considered the decision of the employee and do not come under the jurisdiction of the Council. If a request is made to the Board of Directors for an employee's services, the following shall apply:

If services to outside organizations involve more than 2½ days of staff time, the organization shall be requested to reimburse the Council in the amount of the employee's salary, plus any holiday pay accruing for the period of the loan. The staff member will be re-imbursed as usual, unless the Board of Directors authorizes other arrangements.

6.0 JOB DESCRIPTIONS

It is the responsibility of the Personnel Committee to ensure that job descriptions are on file for each employee.

New Employees

Prior to completion of the probationary period a detailed job description shall be written co-operatively by the Executive Director, the employee and a representative from the Personnel Committee.

Executive Director

A job description shall be written co-operatively by the Director and a representative from the Personnel Committee.

Review of Job Descriptions

Review of job descriptions for any employee may be requested at any time by Board members, the Executive Director, or by the employee. Recommendations for change shall be ratified by the Board of Directors.

7.0 SALARIES

7.1 Salary Grid

It is the responsibility of the Personnel Committee to work co-operatively with the Finance Committee to ensure that the current salary grid is approved by the Board and is on file for reference. Recommended changes must be authorized by the Board.

Salaries will be based on position held, job classification, current salary grid, qualifications and experience.

7.2 Payment of Wages

Payment of wages shall be on the 14th and 28th of each month. If these dates are holidays, advancement will be to the nearest working day.

7.3 Increments

Increments will be based on monies available in the finalized yearly agency budget. The Executive Director may submit for approval a recommendation concerning staff increments.

7.4 Vacation Pay

Vacation pay will be paid prior to the employee's vacation period.

8.0 EXPENSES

8.1 Incidental Expenses

Expenses incurred in conducting agency business such as meals, taxis, etc., whether in town or at conferences out of town, will be paid by the Council on the recommendation of the Director.

Out of town expenses should have prior approval of the Board of Directors. Receipts will be expected.

8.2 Car Allowance

Staff may use their own car in connection with their work, when authorized by the Director and provided they carry adequate insurance.

Payment will be on the basis of a flat rate according to a schedule set from time to time by the Board of Directors through the Finance Committee. (This to compensate for parking, etc.) The liability inherent in such use of car rests with the employee. All parking, speeding, and other tickets, are the responsibility of the employee.

8.3 Expenses of Applicants

Expenses incurred by a job applicant may be paid by the Council with the approval of the Board through the Personnel Committee.

9.0 BONDING

Bonding is required for the Executive Director, the Office Manager and the Chairman of the Board. Bonding shall be by a private recognized company and will be at the expense of the Council. The privacy of the individual will not be invaded. The bonding company will be asked to inform the Chairman of the Board only of whether the employee will be bonded or not and will not be asked for specific reasons for denial.

10.0 BENEFITS

It is the responsibility of the Personnel Committee in co-operation with the Finance Committee to ascertain benefits required by law and other benefits as required by policy of the Council. Additional benefits must be in keeping with current budgets. An up to date record must be on file.

10.1 Mandatory Benefits

The following deductions shall be made from the payroll:

Income Tax
Canada Pension Plan
Alberta Health Care
Unemployment Insurance
Blue Cross
(if not already covered through spouse)
Long Term Disability
Insurance

10.2 Pension Plan

Employees will be eligible to participate in a pension plan with provisions as outlined in Appendix to the Personnel Policy Manual.

11.0 PERFORMANCE APPRAISAL

A written evaluation of an employee's performance will be requested by the Personnel Committee as follows:

- a) At the end of the probationary period
- b) On the anniversary of employment
- c) At any time it is deemed necessary.

11.1 Method of Appraisal

It is recognized that self-appraisal plays an important role in the growth of an employee. The evaluation process shall be as follows:

- a) The Executive Director will submit his self-appraisal to the Personnel Committee for review.
- b) The Executive Director shall for the employee write an appraisal in which he takes into consideration input from community groups and other voluntary agencies. He will then discuss and review this appraisal with the employee and then submit it to the Personnel Committee.

11.2 Use of Performance Appraisal

Evaluations will be used to help determine merit increases for employees, a basis for future letter of reference, in consideration of necessary staff changes, etc.

12.0 STAFFING

12.1 Vacancies

When a vacancy occurs or a new position is created a job notice outlining the details of the job will be brought to the attention of the staff. While every consideration will be given to the present members of the staff, the job will be advertised.

Applications from present staff will be followed by a personal interview for those being considered.

All applications will be received by the Executive Director and personal interviews will be set with the Director and appropriate Board members.

Selection will be based on a variety of factors, and will exclude any discriminatory factors. Education, experience, ability to understand and interpret agency policy will be taken into consideration.

Recommendations will be brought by the Executive Committee to the Board for ratification.

The Executive Director will write a letter of appointment outlining terms of employment -- salary, job description, personnel policies, benefits, etc. The employee will be asked to reply in writing accepting the terms of employment. In the event of the employment of a new Executive Director the above procedure will apply except that the applications will be received by the Personnel Committee and interviews arranged. The letter of confirmation of employment will be written by the Chairman of the Board.

12.2 Retirement

Normal retirement shall occur following the 65th birthday. An employee may be retained beyond that age with the approval of the Board for the period of time which is deemed advisable; and all benefits shall maintain.

12.3 Separation

By employee

Termination should be in writing and notice shall be of the same length of time as the employer's usual vacation period.

By employer

Written notice will be given by the employer at least equal to the length of employee's usual annual vacation period; or, if desired, pay in lieu thereof.

12.4 Grievances

It is expected that if an employee finds himself in an unsatisfactory situation he will discuss the matter with his immediate supervisor. If this is not practical he shall request a personal interview with the Executive Director. If no satisfactory agreement is reached, the employee may then request a hearing before the Personnel Committee, after first having advised the Executive Director of his intention to do so. The Personnel Committee may make a recommendation to the Board of Directors; or the aggrieved employee may request a hearing before the Board.

12.5 Letters of Reference

Letters of professional reference requested by present or past employees shall be written by the Executive Director. In the case of a request for a letter of reference for the Executive Director, the Chairman of the Board in co-operation with a representative from the Personnel Committee may write the letter.