



<b><i>Policy</i></b>
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Last Revised or Reviewed: December 2020

#### **4. Policy 4: Employee Guidelines**

##### 4.1. Rate and Hours

##### 4.1.1. Pay Period/Rate

4.1.1.1. All employees who are not the chair are to be paid bi-weekly. The chair shall be paid monthly. All payment methods will be made consistent with Ontario labor standards at a rate determined by the positions job description approved by the board of directors

4.1.1.2. Employees will fall under the following rates

4.1.1.2.1. Chairperson (\$226.74 month)

4.1.1.2.2. Executive Director (\$17.17 hourly)

4.1.1.2.3. Operations Manager (\$27.59 hourly)

4.1.1.2.4. Student employee (\$14.77 hourly)

4.1.1.3. The chair shall be paid monthly at a rate determined in the job description

4.1.1.4. The hourly rate will be subjected to Consumer Price Index (CPI) on an annual basis, calculated on May 1st of the fiscal year subject to approval by the board.

4.1.1.4.1. Rounding will be done to two decimal places. If the third decimal place is 5 or higher, the second decimal place will be rounded up. If the third decimal place is 4 or lower, the second decimal place will be rounded down.

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### 4.2. Probationary Period

- 4.2.1. All non-elect employees are subject to a three (3) month probationary period and may be terminated without due cause within the three-month period, subject to 2/3-majority vote of the executive committee notice given to HR committee.

### 4.3. Office Hours

- 4.3.1. Employees shall strive to maintain consistent office hours and all employees shall log in the start and end time of a daily shift. Any staff member wishing to modify a workweek shall seek approval by the Executive Committee.

### 4.4. Additional Time Commitment

- 4.4.1. All employees are expected to make allowance for activities that require an additional time commitment, including member campus visits, meetings, conferences, etc. This is considered a normal part of fulfilling the work and responsibilities of the position within the organization and may require the employee to work evenings and weekends. Employees are required to meet these situations with the same commitment, enthusiasm and professionalism expected in the fulfillment of their responsibilities

### 4.5. Flex Time

- 4.5.1. Employees of the TDSA shall be entitled to take 25% of their hours from home. Any excess of this amount must be agreed to by:
  - 4.5.1.1. The employee's direct supervisor in the case of contract staff or;
  - 4.5.1.2. 2/3rds of the executive committee in the case of an executive or the OM

### 4.6. Banked Hours

- 4.6.1. Overtime hours are not permitted in excess of regular office hours, subject to the job descriptions.

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- 4.6.2. Employees are permitted to bank hours on a weekly basis
- 4.6.3. Approval of banked time in excess of five hours and the use of banked hours shall fall to the Executive Committee.
- 4.6.4. Should banked hours exceed 100% of that employee's work week the employees direct manager or in the case of an executive, the or the board may mandate the employee utilize said banked hours in line with the needs of the office.
- 4.6.5. In the event an executive has an excess of hours one month before the end of their contract the board has the right to modify said executives work schedule after consultation with the executive where they can decide to modify work or pay out the hours.

### 4.7. Vacation, Leaves and Absences

#### 4.7.1. Temporary Replacements

- 4.7.1.1. If the leave meaningful effects the function of the office the executive committee may appoint a temporary replacement. Note: any voting privileges are subject to appointment policy.

#### 4.7.2. Short term leaves

- 4.7.2.1. No leaves, or vacations can be accumulated, transferred, or used for any other purpose than their intent or carried over to the next fiscal year, with the exception of, operations manager who can transfer 3 days paid vacation maximum.
- 4.7.2.2. Employees must make every reasonable effort to inform the executive committee if absences of longer than 2 business days are expected.
- 4.7.2.3. In addition to statutory holidays executive and full-time employees are entitled to the following:
  - 4.7.2.3.1. 5 (five) paid sick days\*
  - 4.7.2.3.2. 10 (ten) days paid and 10 (ten) days unpaid vacation not to be used in September or May
  - 4.7.2.3.3. 5 (five) paid short term disability days subject to the recite of a doctor's note\*
  - 4.7.2.3.4. 2 (two) paid religious observance days\*

\*not subject to end of year pay out.

#### 4.7.3. Pregnancy and Parental Leave

- 4.7.3.1.1. Pregnancy and Parental Leave are to be in line with Employment Standards Act (Ontario) and Human Resources Canada-Employment Insurance regulations.
- 4.7.3.1.2. Health and dental benefits (if applicable) will be extended for the duration of the leave unless the employee submits written notice that they do not plan on returning to work.

#### 4.7.4. Court Leave

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- 4.7.4.1. Employees will be required to provide proof of absence, including a copy of the subpoena or summons.
- 4.7.4.2. Crown Imposed Court Leave: If an employee is required to serve as a juror or attend as a witness in a legal proceeding the TDSA will pay the difference between the employees' salary and jury stipend up to 60 days of absence. Any other expenses occurred are not subject to reimbursement.
- 4.7.4.3. Personal Court Leave: If said employee is required to participate as a party, witness or juror in a private matter, the employee may take up to one day with pay, additional days will be subject to Policy 4.2.5
  
- 4.7.5. Employee Bereavement
- 4.7.5.1. Any employee shall be granted a minimum of three (3) or a maximum of seven (7) days of paid bereavement leave to attend the funeral of an immediate family member or close friend(s).
- 4.7.5.2. Immediate family and close friend(s) include:
  - 4.7.5.2.1. spouse or common law partner/fiancé;
  - 4.7.5.2.2. mother or father, stepmother, stepfather;
  - 4.7.5.2.3. children or stepchildren;
  - 4.7.5.2.4. brother or sister, stepbrother or stepsister;
  - 4.7.5.2.5. mother or father-in-law;
  - 4.7.5.2.6. aunt or uncle;
  - 4.7.5.2.7. grandmother or grandfather;
  - 4.7.5.2.8. close friend(s)
- 4.7.5.3. Additional leave may be with or without pay as may be determined by the executive committee. Employees will not be paid for bereavement leave if it falls on a vacation day.
  
- 4.7.6. Personal Leave without pay.
- 4.7.6.1. Requests for Personal Leave must come in the form of a written request to the executive committee or supervisor. This request must come with generalities as to why the leave is taken and the approximate length.
- 4.7.6.2. Personal Leave will be unpaid and is subject to the approval of executive committee (information to the board) or supervisor.
- 4.7.6.3. The board will be informed of any approved absences and length of said absences
  
- 4.8. Benefits
- 4.8.1.1. Executive Directors and operations manager are also entitled to Health and Dental Benefits free of charge.
- 4.8.1.2. If employees wish to opt in dependence at the expense of the cooperation, they must obtain the approval of the president

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- 4.9. Professional Development
  - 4.9.1.1. Any employee/board member of the Trent Durham Student Association may seek approval for a professional development opportunity subject to the approval of the Executive Committee.
  
- 4.10. Reviews and responsibilities
  - 4.10.1.1. Performance Review
    - 4.10.1.1.1. Performance reviews shall be conducted at four months, eight months, and one year for each member of all executives employees of the TDSA.
    - 4.10.1.1.2. Operations Manager shall have reviews in the April of each year by an outgoing executive.
    - 4.10.1.1.3. Student employees shall have reviews at 3 months and before the end of their contract.
  
- 4.11. Confidentiality
  - 4.11.1. All persons dealing with potentially sensitive information shall sign and submit a confidentiality agreement.
  - 4.11.2. The Chair to the Board of Directors is responsible for ensuring the confidentiality agreement is signed by Board of Directors, executives, and employees.
  - 4.11.3. All employees, committee members, volunteers and elected representatives shall:
    - 4.11.3.1. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, individual personal information, all computer software and files, the Trent Durham Student Association business documents and printouts, and all volunteer, employee membership, donor and supporter records;
  
- 4.12. Accountability
  - 4.12.1. Elected representatives, staff, volunteers, and other members of TDSA are committed to the following principles:
    - 4.12.1.1. Act with honesty and integrity in accordance with any professional standards, governing laws, corporation regulation, and legislation that have application to the responsibilities performed for the Trent Durham Student Association;
    - 4.12.1.2. Comply with any training or orientation provided by the Trent Durham Student Association;
    - 4.12.1.3. Support the positions and decisions of the Board of Directors;
    - 4.12.1.4. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of issues;
    - 4.12.1.5. Ensure the authorities of executive roles are not exceeded;
    - 4.12.1.6. Respect the opinions of others and treat all with equality and dignity without regard to gender identity or expression, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;
    - 4.12.1.7. Promote the mission and objectives of Trent Durham Student Association;

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- 4.12.1.8. Provide a positive and valued experience for those receiving service within and outside the Trent Durham Student Association.
- 4.12.2. The executive directors are committed to the following:
  - 4.12.2.1. Report to the board of directors on a monthly basis or as requested by a 50% plus one vote of the Board of Directors;
  - 4.12.2.2. Accept assigned duties by the board of directors as determined by 2/3- majority vote of the board of directors in compliance with the job descriptions;
  - 4.12.2.3. Be administered and regulated by the board of directors;
  - 4.12.2.4. To hold the other executives accountable to their job descriptions and the bylaws and policies of the cooperation.
  
- 4.13. Outside Employment/Responsibilities
  - 4.13.1. Employees may take on additional employment outside of Trent Durham Student Association provided such activity does not interfere with the performance of their responsibilities to Trent Durham Student Association, including additional requests for the employee's time such as member visits, conferences, travel, etc. All employees that possess additional employment must make the details known to the executives;
  - 4.13.2. Any interference from additional employment outside Trent Durham Student Association will result in disciplinary action, subject to Operating Policy No. 4.4 and/or a request that the employee change the details of their additional employment.
  
- 4.14. Public Relations
  - 4.14.1. Elected representatives, staff, volunteers, of TDSA shall be committed to accurately conveying the positions, stances, and/or opinions of the board of directors. Public endorsements and/or comments by the Trent Durham Student Association shall reflect the positions, stances, and/or opinions of the Board of Directors determined by 50% plus one vote. The executive directors are committed to obtaining board approval before publicly providing comment on any issues, concerns, and/or recommendations, except when the positions, stances, and/or opinions reflect current policy of TDSA and/or any subscribed external representative groups or fall into the daily operation of the business. If there is a conflict between the board of directors and the policies of subscribed external representative groups, the will of the board of directors shall take precedence.
  - 4.14.2. All TDSA employees and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of TDSA as a corporation.