

1980
MAY

EDMONTON SOCIAL PLANNING COUNCIL

PERSONNEL POLICY MANUAL

Approved by Board of Directors
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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 Executive 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 from 10 to 15 members of the Council duly elected at the General Annual Meeting by the membership. Term of office is two years, with provision being made whereby one-half of the Board members will be retired each year. Board members are eligible to serve a maximum of two consecutive terms of office. Vacancies during the year are filled by the Board.

The Board meets at least six (6) times a year.

2.3 Executive Committee - The Executive Committee is a standing committee of the Board of Directors. The Executive Director is an ex-officio member of the Committee.

The personnel responsibilities of the Executive Committee are:

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

- b) to advertise, examine applications, interview with the staff 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) to make decisions concerning the Executive Director when such decisions are not covered by existing policies.
- 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 so that funds allocated for wages are fair and equitable.

3.0 STAFF STATUS

- a) Probationary - All professional staff newly employed as potentially permanent employees shall on commencement serve a probationary period of six months. All support staff shall serve a probationary period of three months. The probation period of all staff may be extended.

In the case of an Executive Director, upon the recommendation of 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.

- 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 project 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.

- 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 of 33 3/4 hours excluding lunch which shall be 1 1/4 hours per day.

Professional Staff will work a minimum of 35 hours per week. Staff shall negotiate compensatory time off for over-time with the Executive Director.

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. The Executive Director shall favourably consider requests for up to eight (8) days leave without pay from staff at Level D of the salary grid and up to sixteen (16) days for staff at the E level.

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. Any staff person working over five continuous years of full-time employment shall be given one extra week of holidays each year. This week cannot be taken as a block.

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 at a rate of 1.25 and 1.83 days respectively for those entitled to three and four weeks vacation.

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 1 1/2 days sick leave per month.

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

The 1 1/2 days per month is accumulative to eighteen (18) days per year.

4.4(A) Maternity Leave

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

The employee may tender her resignation or be granted maternity leave without pay as allowed for under Provincial Labour Standards Legislation without loss of service or earned benefits. Maternity leave must be applied for in writing to the Executive Director and/or the Chairman of the Board at least one month in advance of its commencement. Although the number of weeks allowed shall comply with Labour Standards Legislation, they may be taken whenever it is suitable for the employee.

4.4(B) Paternity Leave

A permanent employee is eligible for paternity leave without pay up to a maximum of 18 weeks without loss of service or earned benefits.

4.5 Adoption Leave

Adoption leave shall follow the same guidelines as maternity and paternity leave.

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 by the Executive Director within the limits of funds made available for this purpose. Reporting back to the Board is encouraged.

4.7 Bereavement

Leave may be granted with or without remuneration as determined by the Executive Director 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 as identified in consultation with the Executive Director. Such assignments are considered the decision of the employee and do not come under the jurisdiction of the Council.

6.0 JOB DESCRIPTIONS

It is the responsibility of the Executive 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 Executive Committee.

Executive Director

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

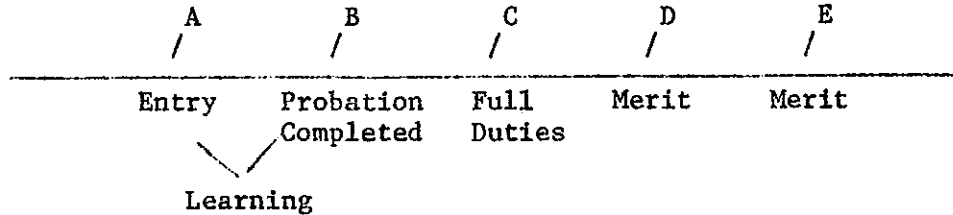
Review of Job Descriptions

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 Executive Director to implement the salary grid within budgetary restrictions.



There shall be a 5% increment at each step on the grid. An employee shall be eligible for increments at the end of her/his probationary period and on her/his anniversary date. The Board shall use an employee's evaluation as the basis for granting increments.

A cost of living increment shall be negotiated by the Board each year and applied on January 1.

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 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 Executive Director.

Out of town expenses should have prior approval of the Executive Director. Receipts will be expected.

8.2 Car Allowance

Staff shall be reimbursed for use of their cars in performing their normal duties at a rate to be determined by the Board.

~~Professional core~~ staff shall be provided with a parking space at the Edmonton Social Planning Council office at the Council's expense.

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 Executive 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 Executive 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 Deductions

The following deductions shall be made from the payroll:

Income Tax
Canada Pension Plan
Unemployment Insurance.

10.2 Optional Benefits

The Edmonton Social Planning Council shall pay one-half of the cost of the following optional benefits:

Alberta Health Care
Blue Cross
Disability Insurance.

10.3 Pension Plan

The Edmonton Social Planning Council shall contribute \$500.00 yearly directly to the RRSP of any employee who has been employed for three years. If the employee does not identify an RRSP of his/her choice, the Council shall purchase an RRSP for the employee at a location of the Council's choice. The amount contributed shall be pro-rated for part-time employees.

The amount contributed shall be reviewed by the Board yearly and adjusted in light of changes in the cost of living.

11.0 PERFORMANCE APPRAISAL

A written evaluation of an employee's performance will be requested by the Executive 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

An employee's job description shall be used as an appraisal tool. It is recognized that self-appraisal plays an important role in the growth of an employee. The evaluation process shall be as follows:

a) Executive Director

The Executive Director shall prepare a self-appraisal for submission to the Executive Committee.

b) Other Staff

The staff member and his/her supervisor shall each write a draft appraisal based on their discussion and on consultation with other staff. The Executive Director shall use the two appraisals to write an evaluation of the staff member for the Executive Committee. The staff member may submit written comments on the formal evaluation to the Executive Committee. Staff appraisals should include a professional development plan.

The staff person and the Edmonton Social Planning Council shall each keep a copy of the evaluation and the staff member's comments.

- c) Evaluations of all staff may include discussion with community groups and other voluntary agencies.

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, appropriate Board members and the staff.

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.

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 Executive Committee and interviews arranged. The letter of confirmation of employment will be written by the Chairman of the Board.

All hiring shall be by formal contract which shall include terms and conditions of employment, a job description, a salary and a time commitment, if applicable. The contract shall stipulate how it may be mutually terminated.

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

12.3 Termination

By Employee

Termination should be in writing and notice shall be of the same length of time as the employee'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 Executive Committee, after first having advised the Executive Director of his intention to do so. The Executive 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 Executive Committee may write the letter.