



Kawartha Nordic Ski Club

Policy: 2015-02

Title: Personnel

Status: Approved

Date: February 8, 2016

- 1. Purpose:** To outline the policies and procedures related to the hiring and administration of personnel for the Kawartha Nordic Ski Club Inc. (KNSC) in accordance with the Ontario Employment Standards Act, 2000 (the “ESA”).
- 2. Scope:** This policy applies to all ‘Personnel’ who are defined as persons who are employed by the KNSC under paid contract and to volunteers where noted.
- 3. Employment Equity:** KNSC is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.
- 4. Hiring:**
 - 4.1.** Recruitment will be conducted in an open and transparent manner to ensure the most qualified candidate is offered the position;
 - 4.2.** Recruitment will be conducted by a hiring committee made up of at least one Director. The Board of Directors will approve the hiring committee membership, job description, and rate of pay prior to each recruitment.
 - 4.3.** Offers of employment will be formalized with a signed employment contract between the KNSC and the personnel. The contract at minimum shall outline the rate of pay, standard hours of work, start and end dates of employment and requirements for police check as per Section 4.4.
 - 4.4.** Prior to employment, all staff will be required to submit a completed Police Record Check. Positions working with children such as Head Coach, Youth Program Coordinator, and Healthy Kids Community Challenge Instructor require a Police Vulnerable Sector Check (PVSC). All other positions require a Police Criminal Records Check (PCRC).
 - 4.5.** The first two months of employment are probationary during which time KNSC may terminate employment at any time and for any reason at its discretion, without notice or pay in lieu of notice.
- 5. Termination**
 - 5.1. With Cause:** KNSC may terminate employment at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.
 - 5.2. Without Cause:** After successfully completing the first two months of employment, KNSC may terminate employment at any time without cause, upon providing the personnel with notice, or pay in lieu of notice, benefit continuation and severance pay (if applicable) strictly in accordance with the minimum requirements set out in the ESA.
- 6. Hours of Work**
 - 6.1.** Employment contracts shall specify normal scheduled hours of work.

- 6.2.** Approval for overtime or changes to normal scheduled hours of work must be authorized in advance by the President or Director.
- 6.3.** Personnel who work shifts 5 hours or greater are entitled to a paid meal break of 30 minutes. On weekends and based on work requirements, the meal break shall be split into two 15 minute periods and taken at the discretion of the personnel when work requirements allow.

7. Pay Administration:

- 7.1.** Pay administration will be carried out using the payroll practices as established for the club and overseen by the Treasurer. Timesheets shall be submitted to the Treasurer prior to processing of pay.
- 7.2.** In accordance with the Ontario Employment Standards Act, 2000 (the “ESA”) personnel will be entitled to 4% vacation pay on wages earned. As all KNSC personnel are fixed term employees with terms of employment less than one year, personnel will not receive any vacation time.
- 7.3.** In accordance with the Ontario Employment Standards Act, 2000 (the “ESA”), as an employer with less than 50 personnel, KNSC is not required to provide personal emergency leave. When personnel are unable to work due to personal illness, injury or other urgent matter, unpaid leave may be granted upon prior notice to the President or Director.
- 7.4.** All overtime must be authorized by management in advance of being worked. After forty-four (44) hours worked in a week, employees shall be paid at the rate of time and one-half (1.5) the regular non-overtime rate of pay.
- 7.5.** Personnel who work on a public holiday shall be paid at the rate of time and one-half (1.5) the regular rate of pay. Public holidays are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day (December 26)

8. Discipline

- 8.1.** Discipline shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may include verbal reprimand, written reprimand and dismissal.
- 8.2.** Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all cases, documentation shall be included in the employees personnel file.

9. Health and Safety

- 9.1.** KNSC along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act of Ontario.
- 9.2.** KNSC wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. The organization will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment. There are several forms of harassment, including but not limited to racial and sexual harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

9.3. Workplace violence is defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. KNSC has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

9.4. Personnel should contact any member of the Board of Directors to report health and safety concerns, harassment or workplace violence. The Board is obligated to investigate all reported cases.

10. Reporting Relationship and Performance Management

10.1. Personnel will report to the President for all matters related to their employment contract. Personnel may also report to a specified Director for the purposes of confirming hours of work and assigned duties.

10.2. Full-time Staff will annually prepare a report to be delivered to the Board of Directors with a summary of their employment including any recommendations for consideration by the Board of Directors.

11. List of Positions

Position
Day Lodge Attendant
Groomer
Head Coach
Youth Program Coordinator
Healthy Kids Community Challenge Instructor