



**POLICY: Human Resources**

**POLICY NUMBER: 5.0**

**ISSUING AUTHORITY: Community Foundation of Portage and District Inc.**

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**APPROVED: November 16, 2021**

**LAST REVIEWED:**

**NEXT REVIEW: November 2024**

### **Applicable legislation**

Unless otherwise stipulated in this Policy or an employee's employment contract, *The Manitoba Employment Standards Code* (the "ESC") applies to all CFPD employees.

### **Hiring**

#### ***Responsibility***

The Board is responsible for hiring the Executive Director. An ad-hoc search committee shall be struck, of which the Board Chair shall be a member. The Board Chair is authorized to negotiate the employment contract; however, the appointment of the Executive Director, and the employment contract, must be approved by the Board in order to be considered final and binding.

The Executive Director is responsible for hiring all staff other than the Executive Director, as directed by the Board, and assisted, if required, by the Executive Committee.

#### ***Application for Employment***

Applications for employment shall be made in writing, and shall include a typed résumé and a minimum of three references.

#### ***Employment Contract***

Upon selection of a suitable candidate, the Board Chair shall send a letter of offer to the applicant, including the start date, hours of work, salary and probationary period, any vacation or benefit entitlements, and any other terms and conditions of employment. To accept the offer, the applicant shall sign a copy of the letter. Once signed, the letter of offer shall be considered the employment contract. Any future amendments to the employment contract shall be made in writing and signed by both the Board Chair and the employee.

#### ***Probationary Period***

All employees shall serve a probationary period of six months. At the end of the probationary period, the employee will be evaluated and an evaluation report will be prepared. In the case of the Executive Director, the evaluation will be completed by the Board Chair. In the case of all other employees, the evaluation will be completed by the Executive Director.

### ***Personnel Files***

A confidential personnel file shall be kept for each employee. The file shall contain the employee's application, résumé, references, interview, interview summary, employment contract, evaluations, professional development activities, and any other documentation that pertains to that employee.

The Executive Director's personnel file shall be kept by the Executive Committee. All other personnel files shall be kept by the Executive Director.

### **Hours & Pay**

#### ***Hours of work***

The CFPD Board will determine the CFPD's hours of operation from time to time.

Employee hours of work are to be specified in each employment contract.

#### ***Overtime for Hourly Staff***

From time to time, employees will be required to work overtime, to meet the needs of donors, potential donors or other CFPD business. Any hours worked as overtime may be taken as time off on a one to one basis, at a time that is mutually agreed between the employee and the employer. The Executive Director will track the overtime, and the employee must use the overtime within a three-month period.

#### ***Pay Period***

Pay periods are biweekly and the employee will be paid by cheque or e-transfer.

#### ***Mileage Claims***

Mileage may be paid for pre-approved out-of-town CFPD business.

#### ***Other Expenses***

Please refer to the Expense Reimbursement policy.

### **Training**

Staff are encouraged to participate in professional development relevant to their position, at least once every two years, with evidence of this maintained in the employee's personnel file.

The Executive Director is encouraged to attend CFC-sponsored Executive Director meetings, as well as the CFC National and Regional Conferences.

All professional development must be pre-approved by the Board, either as part of the annual budgeting process or on a case by case basis.

## **Performance Evaluation**

Performance evaluations are an opportunity to evaluate progress, identify shortfalls, and develop an action plan. Evaluations will be completed on all staff on an annual basis, prior to December 31 in each year. The evaluation process shall occur in a manner that is fair and transparent. Evaluation reports shall be kept in each employee's personnel file.

The Executive Director is responsible for evaluating all staff, other than the Executive Director.

The Board is responsible for evaluating the Executive Director. The Board Chair will meet with the Executive Director for a performance review, and shall present a summary of the performance review to the Board at an in-camera portion of the next regular Board meeting. The Chair will obtain input from the Board, to be incorporated into the final report. The Chair will prepare the evaluation report and present it to the Executive Director.

## **Absences**

### ***Absences with pay***

**Compassionate Leave:** Up to five days absence with pay will be granted in case of death of a member in the immediate family.

### ***Absences without pay***

**Leave of Absence:** A Leave of Absence is permission granted by the Executive Committee to the employee to be away from work for an unusual but limited period under conditions agreed upon by the Board of Directors.

A Leave of Absence may be granted in order to maintain continuity of service in instances where unusual or unavoidable circumstances require an employee's absence.

**Maternity / Parental leave:** CFPD will comply with applicable provincial and federal legislation.

## **Vacation & Holidays**

### ***Vacation Entitlement***

Unless otherwise stated in the employee contract, an employee is entitled to an annual vacation as follows:

After <b>first</b> full year of employment:	two weeks vacation
After <b>two</b> consecutive years of employment:	three weeks vacation
After <b>four</b> consecutive years of employment:	four weeks vacation
After <b>ten</b> consecutive years of employment :	five weeks vacation

If an employee's employment contract stipulates fewer than full-time hours (40 hours per week), their vacation entitlement shall be pro-rated accordingly.

Salaried employees are entitled to *vacation time*, at a time that is mutually agreed between the employee and the employer. Vacation time must be used within the year it is earned, unless the employee requests that the vacation time be carried over and the Executive Committee approves.

Hourly employees are entitled to be paid *vacation pay*, as per the *ESC*.

### ***Holidays Observed***

CFPD will comply with the *ESC* with respect to general holidays.

General Holidays currently observed are:	New Year's Day	Louis Riel Day
	Good Friday	Victoria Day
	Canada Day	Labour Day
	Thanksgiving Day	Christmas Day

For any other holiday that the CFPD Board determines the office should be closed, the employee is entitled to a day off without pay.

### **Sick Leave**

#### ***Credit Accumulation***

Employees will accumulate sick leave credits at a rate of one (1) day for each month employed and at work. Any sick leave credits may be taken as time off on a one to one basis, at a time that is mutually agreed between the employee and the employer.

If an employee's employment contract stipulates fewer than full-time hours (40 hours per week), their sick leave credit entitlement shall be pro-rated.

*Casual part time* employees will not be entitled to any sick leave benefits.

#### ***Maximum Credit Accumulation***

An employee may accumulate a maximum of twenty-four (24) working days in sick leave credits or additional time at the Board's discretion. Unused days of sick leave shall be accumulated year to year and a record of sick leave credits shall be maintained in the respective employee's personnel file. There will be no payout of accumulated sick day credits in the event of retirement or termination.

Sick leave credits are only to be used for sickness, accident, dental and medical examination of the employee or immediate dependant family member, and for no other purpose.

### ***Doctor's Certificate***

Employees who are absent for sick leave for more than three (3) consecutive work days may be required to provide a doctor's certificate covering the period of absence. Any fees related to the note are at the employee's expense.

### ***Statutory Holiday during Sick Leave***

A statutory holiday occurring during the period of sick leave will not be counted against accumulated sick leave credits.

### **Termination of Employment / Dismissal**

#### ***Termination by an Employee***

The Executive Director must give a minimum of one month's written notice to the Board Chair; or in their absence, to the Vice-Chair.

All other staff must give notice in writing to the Executive Director; the minimum notice is to be determined in accordance with the *ESC*.

If an employee gives notice, the CFPD cannot terminate the employee earlier without pay in lieu of the remaining notice.

#### ***Termination by the CFPD***

If the CFPD terminates the employee's employment *without cause*, the CFPD shall provide notice or pay in lieu of notice, in accordance with the *ESC*.

If the CFPD terminates the employee's employment *for just cause*, no notice or pay in lieu of notice is required to be given.

**Responsibility:** Review, and revision of this policy if required, with subsequent recommendation to the Board for approval, shall be the purview of the Governance Committee.