



POLICY AND PROCEDURE MANUAL

POLICY 4B – Human Resource Management

Full-Time Employees

Policy Intent

The intent of this policy is to provide the necessary guidelines, practices, and expectations for full-time employees with the Humber Students' Federation (HSF). Full-time employees of the HSF are expected to understand and conform to this policy.

This policy is based upon the amalgamation of the Human Resources Policies and Procedures Manual for Humber ITAL, the Employment Standards Act, and the operating practices of the HSF. The HSF will adhere to the Ontario Human Rights Code including but not limited to discrimination and harassment policies.

Policy Definitions

Employee(s) – Refers to all full-time permanent employees working for 9 or 12 months for the HSF.

Executive – Refers to the President, Vice President Campus Life North, Vice President Campus Life Lakeshore, Vice President Campus Life Orangeville, Vice President Administration North, Vice President Administration Lakeshore and Vice President Administration Orangeville working full- or part-time for the HSF.

Position – Refers to all full-time employment positions.

Official HSF Business – The definition of *official HSF business*, outside of regular office hours, can be identified as HSF-approved conferences, training, seminars, HSF Board of Directors meetings, Humber ITAL Committee meetings and other duties as assigned.

Code of Ethics

The Code of Ethics of Humber ITAL is outlined in the HSF Constitution and is supported by the HSF.

Employee Position Vacancies

Position vacancies will be posted through the Humber ITAL Human Resources Department and in the appropriate media resources. These include, but are not limited to, local newspapers or job

posting web sites. Interested candidates will be encouraged to apply with a cover letter and a resume directed to the Executive Director, or in the case of hiring an Executive Director, the President. In reference to position vacancies, the following Selection Committee will preside:

Selection Committee

The Selection Committee will be comprised of the HSF President, Executive Director, a Vice President Administration, and a Humber ITAL Human Resources representative, as requested by the Executive Director or President. In the situation of hiring an Executive Director, the President may appoint one (1) or two (2) additional members to the Selection Committee, chosen from the Executive or the full-time staff.

Role of the Selection Committee

- (a) To determine the criteria for selection based upon the duties and responsibilities of the position.
- (b) To construct interview questions based upon the criteria, and stated within the interview document.
- (c) To ensure that the process for assessment will be determined *prior* to the interviews. This may be done by ranking, point system, or consensus.
- (d) To determine that the criteria for the successful candidate would include a resume, responses in an interview(s), and reference checks.

To ensure that when the Committee determines a successful candidate, and reference checks have been completed, an offer is made to the successful candidate. Upon acceptance of such an offer, all other candidates who applied for the position will be duly advised.

Employee Position Descriptions

All position descriptions for the employees of the HSF will be prepared by the Executive Director and submitted to the President for final approval.

Employee Compensation and Benefits

The Executive Committee or the appointed hiring committee for the specific position, which ever is more relevant, will determine employee compensation for new full-time positions within the HSF.

The full-time employees of the HSF are not members of the support staff union at Humber, nor are they bound by the compensation entitlements negotiated on behalf of the support staff union during the collective bargaining process.

Alternatively, as full-time employees of the HSF, staff are entitled to an annual increase in compensation of an amount no less than the previous years reported increase in the Consumer Price Index (CPI) as published by the government of Canada. This amount will not exceed five percent (5%) in any given year.

Additional increases in compensation above the level of CPI (exclusive of the 5% CPI cap) may be negotiated at the time of the full-time employee's annual performance review between the Executive Director and the individual employee. In the case of the Executive Director, the HSF President will determine any additional increase in compensation.

Any increase in compensation for any full-time employee of the HSF must be supported by the approved budgeted amounts pertaining to full-time employee costs, as outlined in the Operating and Capital budget.

Employees, excluding the Executive Director, are entitled to the normal Humber ITAL *support staff benefit package*, excluding pension. The Executive Director is entitled to the normal Humber College *administrative staff benefit package*, excluding pension.

The Humber ITAL Benefits Coordinator will be consulted for the necessary procedures and documentation to qualify for receipt of benefits.

Employee RRSP Program

Full-time employees of the HSF are entitled to enrollment in the HSF RRSP program, provided they are permanent, non-contract staff members. This program will allow employees to have contributions they make to the approved HSF RRSP provider matched by the HSF, up to a maximum of five percent (5%) of the full-time employee's gross annual earnings.

The HSF RRSP program is subject to the terms and conditions as outlined in the RRSP Program documentation available from the Executive Director. Alterations to the employees' contribution level are permitted, however only on an annual basis.

Employee Attendance

Employees are expected to be on time for each workday. This includes responsibilities that occur outside of the formal office setting.

Employees are responsible for fulfilling the required amount of hours per week. Lunch and breaks are at the discretion of the employee, but should be taken with careful consideration of the employees' responsibilities and to ensure appropriate departmental staffing and oversight.

In instances where the employee works above the specified required amount of hours per week (lieu time), it will be the responsibility of the employee to notify the Executive Director so that this time can be credited to the employee and a record maintained. In the case of the Executive Director, they shall report to the President.

Lieu time reports must be received the following Monday (or next business day in the instance of a holiday Monday) after they were completed or no credit will be allocated for that time worked. In cases of unforeseen circumstances arising, consideration may be extended upon request by the employee.

The Executive Director will submit periodic updates to employees in regards to lieu time, vacation days, sick days, and personal hours due to each individual. The Executive Director will keep a log summarizing each employees hours and a reconciliation of time available to each employee. These records will be available to each employee by verbal request. The Executive Director will inform the President of their respective hour information for verification.

Employee Late Arrival

Employees must call the Executive Director and leave a message prior to 8:30 a.m. or as early as realistically possible, to notify of a late arrival. The message must include the intended arrival time and a brief explanation for the delay. In reference to the Executive Director, they must call the President and leave a message to notify of a late arrival in the same manner as above.

In the case where the Executive Director is on vacation, or leave, the full-time employees must call the President and leave a message prior to 8:30 a.m. or as early as realistically possible.

Employee Absenteeism

Employees must call the Executive Director and leave a message prior to 8:30 a.m. or as early as realistically possible, to notify of an absence. The message must include the reason for absence. In reference to the Executive Director, they must call the President and leave a message to notify of an absence as above. In the case where the Executive Director is on vacation, or leave, the full-time employees must call the President.

This procedure must be followed each day an absence occurs. When an employee is absent three consecutive working days *without* reporting, the employee will be considered to have resigned and will be terminated from the payroll.

Employee Hours of Work

In the case of full-time employees, the HSF will utilize two seasonal sets of required work hours: one for the period bound between September 1 to April 30 (winter hours), and the second for the period bound by May 1 to August 31 (summer hours), inclusive.

Winter Hours:

Winter hours require full-time employees to work forty (40) hours per week. As outlined above, employees are responsible for fulfilling this hour requirement on a weekly basis. Employees are required to work five (5), eight (8) hour days, exclusive of a discretionary lunch hour. Employees may make use of flex time arrangements as outlined below (see **Flex Time**).

The office hours for all departments of the HSF will be 8:30 a.m. to 4:30 p.m. Employees may take a discretionary lunch hour during the day, but are required to adjust their hours to accommodate any lunch time in the same day or, at the latest, within the same week.

Summer Hours:

Summer hours require full-time employees to work thirty-five (35) hours per week. As outlined above, employees are responsible for fulfilling this hour requirement on a weekly basis. Employees are required to work seven and a half (7.5) hours Monday to Thursday and five (5) hours on Friday, exclusive of a discretionary lunch hour. Employees may make use of flex time arrangements as outlined below (see **Flex Time**).

Rate of Pay:

Employees will not see any variation in their rate of pay between these two periods of seasonal hours. Compensation is based on an annual salary; therefore, employees will be paid an hourly rate calculated from their annual salary based on a forty (40) hour work week.

Flex Time:

Flex time is permissible, but must be arranged previously with the Executive Director. As a family-friendly organization, the HSF will try to accommodate work schedules that require some level of flexibility. Full-time employees should make arrangements for flex time with the Executive Director in advance. In reference to the Executive Director, accommodations for flex time will be arranged with the President.

Employee Lunch and Breaks

- (a) One hour for lunch is allotted and may be used at the discretion of the employee. Lunch hour should be taken between the hours of 11:30 a.m. and 2:30 p.m. Two (2) fifteen-minute breaks are allotted: one (1) is intended for the morning and one (1) is intended for the afternoon.
- (b) Breaks cannot be used to shorten the duration of the workday, extend the lunch break, or to accumulate overtime. The allotted lunch hour may be used at the discretion of the employee.
- (c) There must always be a minimum of one employee (full or part-time) *or* one Executive on duty at the front desk of the HSF offices during observed operating hours.

Employee Overtime

- (a) Overtime occurs when employees continue to work in excess of the required hours. It is understood that employees will not start early or leave late in an effort to accumulate overtime, unless their departmental responsibilities demand such a practice.
- (b) The following reasons are acceptable for overtime and should be strictly observed:
 - HSF Board meetings and/or other departmental meetings
 - HSF Executive and Board leadership training sessions

- Special projects/extra departmental responsibilities as they arise
 - Other duties as assigned by the Executive Director
- (c) In certain instances, employees may be required to start earlier or work later than their regular schedules. Where possible, the regular schedule should be adjusted to accommodate any such activity and the Executive Director must be notified verbally or via email in advance of such an event.
- (d) If requested, all overtime worked must be justified to the Executive Director. In the absence of, or in the case of, the Executive Director, the President will justify overtime worked.

Reconciling Employee Overtime through Lieu Time

Employee overtime will be reconciled through the use of lieu time in one of two ways:

- 1) Employees may take time off work, at their discretion and with the approval of the Executive Director, to use lieu time that has been allocated to them for overtime worked at par value. Coinciding with the vacation year (see **Employee Vacation**), lieu time accumulated may be forwarded to the next vacation year to a limit of forty (40) hours. Any lieu time accumulated above forty (40) hours may not be carried forward to the next vacation year, but will be paid out according to the lieu time formula (see below).
- 2) Employees may request that lieu time accumulated be paid to them using the lieu time formula (see below). This may happen at two times in the year: a) in December, prior to the scheduled break and/or, b) in April, prior to the new vacation year commencing on May 1.

Lieu Time Formula:

Lieu time that has been accumulated and is requested to be paid out to the employee will be calculated based on dividing the employee’s total amount of lieu time into blocks of forty (40) hours and the pay out based on the employee’s hourly rate and the corresponding percentage of value assigned to each block of lieu time:

Lieu hours 0 to 40	Lieu hours 41 to 80	Lieu hours 81 to 120	Lieu hours 121 to 160	Lieu hours 161 to 200
100% of hourly rate	80% of hourly rate	60% of hourly rate	40% of hourly rate	20% of hourly rate

Exhibit 1: Lieu Time Payment Example

For illustrative purposes an example is provided:

S. Smith is paid \$18.00 per hour and has accumulated 88 hours of lieu time as of December 10th. Carrying no hours of lieu forward, S. Smith will be paid:

Total Payment = 40 hours * (\$18.00) + 40 hours * (80%*\$18.00) + 8 hours * (60%*\$18.00)

In this instance, the total payment would equal \$1,382.40.

Employee Personal Time

Employees shall be allowed up to twelve (12) hours of paid personal time for twelve (12) months of work. Employees who work nine (9) months shall be entitled to eleven (11) hours of paid personal time. The Executive Director will verify personal business requests, such as doctor, dental, or chiropractor appointments if operationally feasible.

Personal appointments should be scheduled as close to the beginning or end of the day as possible. When taking personal time, employees must notify the Executive Director prior to 8:30 a.m. of said workday. A message via voicemail or email is acceptable notification.

Personal hours are non-cumulative from year to year.

Employee Sick Days

Employees shall be allowed up to eight (8) days of paid sick leave for twelve (12) months of work. Full-time employees who work nine (9) months shall be entitled to six (6) days of paid sick leave. When taking sick days, Employees must notify the Executive Director in accordance with the *Employee Absenteeism* guidelines stated above.

Sick days are non-cumulative from year to year.

Employee Vacation

The vacation year is May 1st through April 30th of the following year. Employees who have completed the years of continuous service specified as of May 1st shall be granted vacation, with pay, as follows:

<u>Continuous Years of Service (as of May 1st)</u>	<u>Vacation Entitlement</u>
One to Five	15 Days (3 weeks)
Six to Ten	20 Days (4 weeks)
Eleven to Fifteen	23 Days (4 weeks & 3 days)
Sixteen to Twenty	25 Days (5 weeks)
Twenty-One to Twenty-Five plus	30 Days (6 weeks)

Nine (9) month employees shall be paid six percent (6%) of their total pay on the final pay, prior to the layoff period. An additional two percent (2%) will be due after seven (7) years of continuous employment for nine (9) month contracts.

If more than one employee makes requests for the same vacation period at a time that interfere with staffing requirements of the HSF, seniority will dictate precedence.

The Executive Director shall approve employee vacation requests and the President shall approve vacation requests for the Executive Director.

Vacation days are non-cumulative from year to year, although in extraordinary circumstances, consideration may be extended upon request by the employee.

Sudden Serious Illness/Bereavement Leave

Employees are permitted up to a maximum of five (5) days leave, with pay, in the event of the death or sudden serious illness of the following family members:

- Parent, Child, Step-Parent
- Grandparent/Grandchild
- Spouse/Common law partner
- Sibling
- In-laws

Employees must inform the Executive Director when they intend to take leave as a result of sudden serious illness or bereavement. Consideration may be given for an extended leave beyond five (5) days, with pay, for the death or sudden serious illness of parents, spouse, common-law partner, or child. This is at the discretion of the Executive Director and must be requested by the employee.

Employee Professional Development

The HSF prioritizes the importance of professional development and the role it plays in improving employee performance and morale, in addition to benefiting the organization.

At the discretion of the Executive Director, employees may be entitled to attend conference(s) or enroll in employment-related course(s)/seminar(s)/program(s). During the annual performance review, the President and Executive Director may recommend training and development to employees. Requests to attend professional development activities must be submitted to, and approved by, the Executive Director and the President. The costs of any professional development activity, the benefit of such activity, and previous professional development activities, of the employee will be considered prior to approval being given.

Failure to obtain prior approval will result in the costs of said activities being fully incurred by the employee. An employee who is absent from work during regular working hours for the purpose of attending courses or conferences shall not suffer any loss of pay with respect to regular straight time earnings during the period of any such absenteeism. The employee may not accumulate overtime when participating in professional development activities.

Employee Annual Performance Review

Employees are entitled to an annual performance review to receive performance feedback, measure the achievement of objectives, and to gauge assistance in attaining future goals. The annual reviews should commence in March of each year.

The President and Executive Director facilitate the process and should review the employee's job description, the previous development plan, as well as any tasks, projects, or objectives that were

assigned during the year. The President and Executive Director complete the *Support Staff Performance Review Form* jointly for each employee and the employee completes the form independently. The President shall be the objective reviewer of the Executive Director and the same procedures apply as above in this policy.

If an employee receives an unsatisfactory performance review, they will be provided with a written document outlining the issue(s) and the corrective action(s) required. The time period for corrective action is not to exceed six (6) months. At that time the employee will be reassessed accordingly and, if necessary, further action will be determined by the Executive Director and President.

Each employee has the right to respond to the performance review. Written responses must be maintained in the respective employee's file. Each employee may access their respective file pertaining to themselves and take copies of any information in the file. The Executive Director must secure the files, including the performance review, the documentation of ongoing assessment, and feedback from employees.

Employee Termination Process

Employees who have been provided corrective action(s) and are still determined to be non-performing, or require termination for cause, will be dealt with in a professional manner.

The termination of an employee shall be the mutual decision of the President and the Executive Director, provided that the Executive Committee has been duly informed of such action. The termination process will not be initiated before consulting with the Humber ITAL Human Resources department and the HSF's legal counsel on the legalities and obligations surrounding the dismissal of the employee. Each case involving termination of employment will be reviewed on an individual basis to ensure that the employee is treated fairly and in accordance with the Employment Standards Act.