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WILLIAMS LAKE INDIAN BAND
(WLIB)
**OFFICE AND PERSONNEL
POLICY MANUAL**



DRAFT

Approved by the Council of the Williams Lake Indian Band on _____



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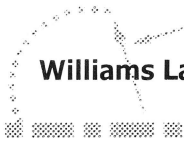
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11. Appendix B



MISSION STATEMENT

"The Williams Lake Indian Band will promote and preserve the cultural, economic and community balance by encouraging communication and participation with the membership in achieving a healthy lifestyle and social harmony. The Williams Lake Indian Band is also committed to establishing and promoting sound relationships with all levels of government."



1.0 CODE OF ETHICS AND CONDUCT

1.1 Williams Lake Indian Band (W.L.I.B.) is committed to following the principles outlined in the "Code of Ethics and Conduct" which appears as *Appendix A* to this Office Policy Manual.

1.2 The Williams Lake Indian Band employees will be required to agree with the context of the Code of Ethics and Conduct as a condition of employment.

1.3 The sections in the Code are as follows:

- Purpose Statement
- Accountability
- Staff Declaration
- Primary Obligation of Staff
- Integrity
- Competence and Quality of Service
- Service Programs
- Confidential Information
- Outside Interests and Professionalism
- Responsibility to the Workplace
- Responsibility to the Williams Lake Indian Band

1.4 ^{Dept. Mem} Employees will be notified in writing of changes in personnel policies and procedures.



2.0 EMPLOYMENT

2.1 Employment Classifications

2.1 .1 The Canada Labour Code (CLC) makes no distinction between full-time and part-time or casual employees. Its provisions cover all of these employees if they meet the qualifying requirement for continuous employment, which is the completion of three (3) months of continuous employment with the employer.

2.1 .2 The following definitions apply to this policy manual:

- Chief and Council - means all of the elected leaders of the Williams Lake Indian Band ^{acting} together as the complete Council. *working*
- Employee - means any person employed by the Williams Lake Indian Band ~~on a full time basis and working at least 35 hours per week.~~ *as defined by 2.0.3*
- Employer - means the Williams Lake Indian Band.
- Department Manager - means the person employed as the Department Manager for a specific program of the Williams Lake Indian Band (see organizational chart).
- Band Manager - means the person hired by the Chief and Council to administer the overall operations of the Williams Lake Indian Band.

2.1 .3 Employee Classification

- Permanent (full-time or part-time) – employees hired for ongoing positions working a minimum of 20 hours per week.
- Casual/On Call – employees who work less than 20 hours per week or who work only on an on-call basis and who are not regularly scheduled to work.
- Temporary/Term – employees hired for a term ^{of} a project or hired on a temporary basis to replace employees on leave or to work on a temporary basis for a specific task.



2.2 Hiring

- Changed **
- .1 When a position is vacated or a new position is established, the position will be advertised to the Williams Lake Indian Band Members and to the public.
 - .2 The hiring of personnel will be conducted by an interview panel which, at a minimum, will include the Department Manager, the ~~portfolio councillor~~ *member of Council* and the Band Manager.
 - .3 All employees will be required to sign the "Letter of Offer", as well as undertake and sign the "Oath of Confidentiality" (Appendix B)
 - .4 The Anniversary date will be the date on which the employee commenced work with the Williams Lake Indian Band.
 - .5 To avoid nepotism or a conflict of interest, the interview committee will not include the mother, father, sister, brother or children of an applicant.
 - 5.6* .6 An individual *who has had* an alcohol and/or drug problem can be a valued member of a team. However, an individual *who is experiencing current* alcohol and/or drug abuse, by definition, does not meet this criterion.
 - .7 Criminal record checks are mandatory for employees working with children */elderly*
 - .8 Personnel policies will be reviewed with new employees during the orientation period.
 - .9 Staff orientation for new employees also will include a review of reporting systems and recording requirements, provision and discussion of job descriptions and introduction to other staff and to the community, as outlined on the Orientation Planning Form, which will be signed off by the employee.

Appendix (D)?



2.3 Probationary Period

- .1 The Band Manager will be subject to a six (6) month probationary period.
- .2 New employees, or employees promoted/demoted to a position, will be subject to a three (3) month probationary period.
- .3 During the probationary period, ^{of new employees} the salary will be 5% less than the agreed upon salary.
- .4 Prior to completion of the probationary period, the employee will complete an employee appraisal with their supervisor to determine the status of the employee as follows:

- appointment on a permanent basis, or
- termination of employment, or
- extension of probation for a further three (3) months with conditions attached.

A letter will be issued outlining the probationary period, starting salary and salary after successful completion of the probationary period.

- .5 Two weeks before the end of the probationary period, the employee will be advised by the Department Manager as to the status of his/her employment as follows:
 - appointment on a permanent basis, or
 - termination of employment, or
 - extension of probation for a further three (3) months with conditions attached.

- .6 When employment is terminated, the employee will be advised in writing.

- .7 The employee benefits program will commence after an employee has successfully completed his/her probationary period.

In the case of a permanent employee receiving benefits who accepts another position with the Williams Lake Indian Band which requires a probationary period, the benefit program will continue through that period.

- .8 When a part-time employee who has been employed on a regularly scheduled basis for three (3) months, and who is offered a full-time position in the same type of position (for example ~~waitressing~~), the employee will not be required to have a further probationary period.

- .9 No paid leave will be granted during an ^{new} employee's probationary period.



2.4 Termination Of Employment

- .1 Situations which call for suspension and/or investigation of an employee that may lead to an employee's immediate termination by the Band Manager in consultation with the Chief and Council are:
 - Just cause, as defined in the Canada Labour Code.
 - Conviction of an Indictable Offence, will result in immediate discharge.
An "*Indictable offence*" is a charge under the Criminal Code ie. impaired driving; sexual offence; murder; embezzlement; etc.
 - Insubordination or Dereliction of Duty, will result in immediate discharge.
"*Insubordination*" is being unwilling to recognize the authority of a supervisor and to abide by the Williams Lake Indian Band Policy.
"*Dereliction*" is an intentional abandonment of duty.
- .2 An employee is entitled to two (2) weeks written notice of the employer's intention to terminate his or her employment. In lieu of such notice, the employee is entitled to two (2) weeks pay at the regular rate.
- .3 No notice is required for:
 - an employee who has not completed (3) three consecutive months of continuous employment and the causes for dismissal is one of the following:
 - gross misconduct;
 - chronic tardiness;
 - excessive absenteeism;
 - ~~abuse of sick leave;~~
 - wilful inefficiency;
 - falsification of records;
 - discourtesy to fellow employees, community members or Chief and Members of Council; or
 - violation of the rules of confidentiality.
 - other.
 - an employee who is terminated for reasons listed in 2.4.1;
 - an employee who is on a lay-off that does not constitute a termination of employment; or
 - an employee that is at the end of a term, i.e. employment and training projects.



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- .4 The Williams Lake Indian Band may occasionally be forced, through circumstances beyond its control, to reduce its workforce or eliminate a position. Every effort will be made to place those employee affected in another position.
 - .5 In an instance of voluntary termination, the employee is requested to provide at least (2) two weeks notice.
 - .6 Final compensation will not be paid until all of the property belonging to the Williams Lake Indian Band and in the employee's possession is returned.
 - .7 Any severance pay will be in accordance with the Canada Labour Code.



2.5 Job Descriptions

Job descriptions are prepared and will be made available to each employee (see applicable file).



3.0 WORK SCHEDULE

3.1 Office Hours

- .1 The normal working hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday (35 hours per week).
- .2 All employees will receive one (1) hour for lunch and two 15-minute coffee breaks per day.
 - Working through the lunch hour must be preapproved by the Band Manager. This will result in a half hour of at the end of the day.

- .3 In accordance with the Canada Labour Code, the standard hours of work provisions do not apply to employees who are :

- ~~managers or superintendents~~ or those who carry out management functions - CLC section 167(2)(a); or
- members of such professions as may be designated by regulation as professionals - CLC section 167(2)(b).

(Under the Canada Labour Code, the standard hours of work apply to all employees except management and professionals.)

- .4 If a workshop being attended by an employee starts at 9:00 a.m or later, the employee will report to the office before the workshop starts. If the workshop ends earlier than 4:15 p.m., the employee will return to the office. *In Williams Lake*
- .5 For the appropriate employees, it will be mandatory to attend regular scheduled meetings (Council, staff, and department management meetings).



3.2 Standards In The Workplace

- .1 Employees will be encouraged to arrange any medical/dental appointments for a minimum amount of time; and if possible, arrange the appointment for either early in the day or near the end of the day. All medical/dental appointments will be deducted from accumulated sick leave.
- .2 Williams Lake Indian Band employees authorized to attend a conference, seminar or training workshop will attend all sessions with a serious and business-like manner. The employee will provide a written report to the Department Manager within five (5) working days following the conference, seminar or training workshop attended.
- .3 Internet and office phones (including long distance calls) will be used only for business and will not be abused.
- .4 Employees will avoid making personal telephone calls or visits, and will keep them for only emergency situations. Personal calls are not to be in excess and long distance calls are to be logged and monitored on the monthly report from Telus.
- .5 *Sexual Harassment* will be considered as outlined in the Canada Labour Code.

6.4 For *Workplace Security*, it is recognized that in certain situations employees may be at risk to experience physical or verbal abuse from clients or the public. The administration will make every effort to ensure that the workplace is secure and safe for all employees.

7.8 *Emergencies* involving clients, staff and the public will be dealt with as follows:

- for disruptive, potentially violent and/or intoxicated persons in the offices:
 - the individual will be asked to leave the building and the reason will be stated; and
 - if the individual refuses to leave the building, the police will be called.
- for an individual issuing any sort of a threat:
 - the employee will leave the office;
 - another staff person will be informed, who will notify the rest of the staff and/or visitors and will have them leave the area;
 - the employee will go to another area of the building and call the police;
 - the employee will leave the building; and
 - if appropriate, other agencies will be contacted, i.e. Mental Health, Hospital, etc.



- for an individual who discloses that he or she has a communicable disease and is not taking any of the usual precautions, this information will be reported to Public Health.
- For medical emergencies, prompt emergency care should be given and an attempt to provide emergency first aid should be made:
 - the ambulance should be called immediately, if required;
 - the person requiring treatment should be made as comfortable as possible and privacy obtained as much as possible;
 - any staff member may access emergency information stored in files;
 - emergency information for staff is recorded in the Personnel file.

All incidents involving Band members, employees or the public health or safety will be documented using the Critical Incident Form, and submitted to the Band Manager.

- Basic Right to Service posters will be posted;
- Evacuation Procedure posters will be posted; and
- Fire and Office Safety Procedure posters will be posted.

8.9 For *General Harassment* in the workplace, it is recognized that in certain situations employees may be at risk to experience harassment by clients or the public, i.e. collection agency, ex-spouses, etc. The administration will make every effort to ensure that the workplace is secure and safe for all employees.

9.10 The use, sale, dispensing or possession of *alcohol, illegal drugs or narcotics* on the premises or at any location of sponsored activities is strictly prohibited.

10.11 Services will be provided without discrimination* on any grounds of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, economic status, political affiliation or ancestry.

* *exceptions may apply to some programs based on eligibility criterion and funding requirements*

11.12 First Aid

- all programs will identify and adhere to all applicable *Industrial Health and Safety* regulations;
- a First Aid Supply Kit will be available in the main reception area;



- employees in all programs will maintain certification in Occupational First Aid Level I.
- Industrial and Safety regulations will be ^{posted} available on-site, located in ^{all} the main administration ~~files~~ ^{bdgs.}

12. Food Safe

13. Emergencies involving physical facilities will be dealt with as follows:

- the emergency plan will ensure program compliance with all applicable fire and building regulations;
- the plan will be available to all employees and will be posted in each Williams Lake Indian Band office;
- the plan will include a fire emergency response approved by the local fire department; and
- the plan will include a building evacuation procedure approved by the local fire department and will be tested quarterly.

13.



3.3 Conduct Of Work

.1 It is the policy of the Williams Lake Indian Band that certain rules and regulations regarding employee conduct are necessary for efficient operation and for the protection of the rights and safety of all.

- conduct that interferes with operations, brings discredit ~~on~~ the Williams Lake Indian Band, or is offensive to Band members or fellow employees ~~will~~ not be tolerated.

.2 Employees are expected to conduct themselves and behave in a manner which is conducive to an efficient and effective administrative operation, and such conduct includes:

- reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned starting time;
- notifying the ^{Band Manager} ~~superior~~ when the employee will be absent from work, or is unable to report to work on time;
- complying with all federal and provincial safety and health regulations;
- wearing ~~clothing~~ ^{appropriate} for the work being performed;
- maintaining work place/work area cleanliness and orderliness;
- performing assigned tasks efficiently; and
- treating ~~visitors as guests of the Williams Lake Indian Band.~~ ^{everyone with respect}

.3 The following conduct is prohibited, and will subject the employee involved to disciplinary action, up to and including termination of employment:

- employees will not enter into any contractual arrangements or incur any expenses in the name of the Williams Lake Indian Band, unless an ^{authorized} ~~purchase order~~ has been arranged for or obtained in advance;
- the use of alcoholic beverages or any mind altering drug on Williams Lake Indian Band property, or the site of Band programs, or reporting for work while under the influence of alcoholic beverages or any other mind-altering drug;
- the use of profanity or abusive language;
- the possession of firearms or other weapons on Williams Lake Indian Band property or the site of any Band program;



- the refusal by an employee to follow management's instructions concerning a job-related matter;
- sexual harassment and/or physical or sexual assault upon any individual;
- theft or misuse of Williams Lake Indian Band property or of another employee's property;
- gambling on Williams Lake Indian Band property or the site of any program; and
- falsifying any Williams Lake Indian Band record or report, such as an application for employment, time record, travel claim, progress report, etc.



4.0 COMPENSATION AND PERFORMANCE

4.1 Compensation

- .1 *Salary* will be determined on an annual basis and calculated on the 26 pay periods.
- .2 *Wages* will be determined on an hourly payment basis.
- .3 *Contract fees* will be determined as defined in a contractual agreement.
- .4 Salary, wage or contract rates will be determined by the Band Manager, after consultation with the Chief and the Council.
- .5 Rates will be reviewed at the beginning of the fiscal year (April 1) and, once determined, will be retroactive to the start of the fiscal year.
- .6 In the event a senior administrative position becomes vacant, and a junior staff person serves in the position in an "Acting" capacity, that staff person's salary will be increased by 10% (to the maximum of the vacated position's salary), until the vacancy is filled and that staff person can return to his/her regular duties.



4.2 Payroll

- .1 Employees will be paid bi-weekly. If a pay day falls on a statutory holiday, the employee's pay will be issued the day prior to the holiday.
- .2 The following will be the employee's deductions/benefits:
 - *Employment Insurance (E.I.)* - All employees.
 - *Income Tax* - Only status Indians are exempt from this deduction.
 - *Canada Pension Plan (CPP)* - Only status Indians are exempt from this deduction.
 - *Life Insurance* – The Williams Lake Indian Band provides this benefit for all full-time employees once the probationary period has been successfully completed. The plan is offered through Great West Life and is optional.
 - *Medical/Dental* – This is provided for full-time employees, including his/her immediate dependants, through the Williams Lake Indian Band's Plan.
 - *Pension Plan* – Full-time employees who have successfully completed his/her probationary period are required to participate in the registered Pension Plan. The Williams Lake Indian Band matches the percentage of annual salary deducted. The Pension Plan booklet provides more information.
- .3 Salary and wage increases will be reviewed by the Department Manager on an annual basis in conjunction with the performance review, and if funding is available.



4.3 Annual Performance Review

- .1 The employee's annual performance review will be conducted by the Department Manager, with the involvement of the employee, using a Williams Lake Indian Band performance review form based on the job description. Both will meet and discuss the findings of the review and sign in the appropriate section.
- .2 If the employee does not agree with the performance review, the employee will have the opportunity to address this through the grievance procedure (see Section 4.0).
- .3 The approved completed performance review will be placed in the employee's personnel file.
- .4 The Department Manager's annual performance review will be conducted in the same manner by the Chief and the Council, in consultation with the Band Manager.
- .5 The Band Manager's annual performance review will be conducted in the same manner by the Chief and the Council, in consultation with the Department Managers.



4.4 Overtime-Equal Time

- .1 There will be no recognition of any overtime, unless it is pre-approved by the Band Manager. Every effort will be made to adjust the work schedule accordingly.
- .2 There will be no payment for any overtime. In the event an employee is required to work beyond his/her normal work schedule, including any assigned flexible work schedule, the employee will be granted time off in lieu of pay. Any employee will require prior approval from his/her Department Manager for any deviation from normal working hours.
- .3 The limit for overtime is twenty-one (21) hours a month.
- .4 The employee will make every effort to take the cumulative overtime by the end of the fiscal year (March 31). Should this become impossible, in accordance with the Canada Labour Code, all outstanding overtime will be compensated by monetary payment at the end of the fiscal year.



4.5 Travel And Other Expenses

- .1 The Band vehicles will be the preferred means of travel for Band business.
- .2 Carpooling in the Band vehicle, if available, will also be the preferred means of travel for Band business.
- .3 Use of Williams Lake Indian Band vehicles will require prior authorization by the Band Manager. Williams Lake Indian Band vehicles will not be used for personal business. All Williams Lake Indian Band vehicles will be parked at the Williams Lake Indian Band compound, unless there is prior approval granted by the Band Manager.
- .4 In the event that an employee must use his/her own vehicle for approved business purposes, he/she will be reimbursed according to the current Williams Lake Indian Band rates.
- .5 Any employee claiming mileage, travel, accommodation and meal expenses will submit a claim, supported by receipts, on the appropriate form. Expense limits will not exceed the current Williams Lake Indian Band rates.
- .6 Any travel expenses, honorariums, money, etc. paid to an employee from an external agency will be paid directly to the Williams Lake Indian Band administration.
- .7 Use of Williams Lake Indian Band cellular phones or pagers will require authorization by the Band Manager. Williams Lake Indian Band cellular phones and pagers will not be used for personal business.
- .8 The following will be used as a guideline in determining travel rates, allowances and incidentals:
 - Travel rates and meal allowances for trips of twenty-four hours or longer will be set annually by the Chief and Council. The following rates are currently in effect:

➤ Mileage	0.37 per kilometre	
➤ Meals	Breakfast	\$ 7.60
	Lunch	\$ 8.60
	Dinner	\$23.25
 - Incidentals may be claimed at \$5.00 per day if departing before 9:00 a.m. and arriving home after 5:00 p.m.
 - The allowance for private accommodation in lieu of hotel accommodation will be \$10.00 per day.



- In the instance that travel is being paid directly by an agency or that the Williams Lake Indian Band is to be reimbursed, the travel rates used by the agency also will be used for the employee.



4.6 Discipline

- .1 Every effort will be made to resolve problems through informal methods before using the formal process.
- .2 The following sequence of actions will be taken when it is determined by the Department Manager that an employee is not carrying out his/her job adequately:
 - On the first occasion that a problem develops, the employee will receive an oral reprimand.
 - On the second occasion that a problem develops, the employee will receive a written reprimand. The employee will have the opportunity to respond in writing to the reprimand. The employee may be placed on probation, or may be suspended without pay for a period of time not to exceed two (2) weeks.
 - In the event that the same problem is repeated a third time, the employee will be terminated immediately, in consultation with the Band Manager and the Chief and Council.



5.0 APPEAL/GRIEVANCE

5.1 Appeal/Grievance Procedures

- .1 An appeal/grievance may be submitted if an employee feels he/she is being, or has been, unfairly or unjustly treated.
- .2 Every effort will be made to resolve problems through informal methods before using the formal process. The affected employee will request a meeting with the Immediate Supervisor in an attempt to discuss and resolve the issue before the formal process outlined in section 5.1.3 is initiated.
- .3 Where the attempt at informal resolution has failed, the following formal process will be undertaken.

Step 1: The affected employee will file written notice (accompanied by supporting documentation) with his/her Immediate Supervisor within thirty (30) days of the occurrence of the event. The Immediate Supervisor will forward the notice of appeal/grievance to the Band Manager or Council portfolio holder.

Step 2: Upon receipt of a notice of appeal/grievance and accompanying material, the Band Manager will arrange a meeting with the affected employee (accompanied by a colleague if the appellant/grievor wishes). The Band Manager will render a decision on the appeal/grievance after hearing all submissions.

Step 3 If the employee is not satisfied with the Band Manager's decision, he/she may elect to forward the appeal/grievance to the Chief and Council, through the Band Manager. The decision by the Chief and Council will be final.

If the grievance is with the Department Manager, the appellant/grievor may submit the written notice and accompanying material directly to the Band Manager. If the appeal/grievance is with the Band Manager, the appellant/grievor may submit the written notice and accompanying material directly to the Chief and Council.

- .4 All final decisions will be made within 30 days of the written submission of the appeal/grievance.



5.2 Requests, Complaints from the General Public

- .1 If a member of the general public makes a verbal or written complaint, the complaint will be reported to the Band Manager.
- .2 If the complaint does not involve a supervisor, the Supervisor will do the preliminary investigation. He/she will, at the time, contact the person making the complaint, interview the complainant, and document the interview. If the complaint is against a specific employee, that person also will be interviewed by the Supervisor and the interview will be documented. The Band Manager may choose to investigate any complaints at his/her discretion, especially in the case of a complaint involving a supervisor.
- .3 The complaint, as well as all the related documentation, will be presented by the Band Manager or the Chief and the Council to review, based upon the Band Manager's recommendations for dealing with the complaint.
- .4 If disciplinary action is taken, including termination of employment of a staff member, a special meeting of the Chief and the Council shall be called.
- .5 The final results of the investigation of a complaint or grievance will be documented. If it involves a specific staff person, the documentation will be entered into that person's personnel file.
- .6 Serious complaints and/or grievances, including those which allege negligence or abuse of Band members, will be immediately reported to the Band Manager.



6.0 BENEFITS

6.1 Statutory Holidays And Office Closures

- .1 The Williams Lake Indian Band office will be closed during the following statutory holidays:

New Year's Day	B.C. Day	Canada Day	Wrestling Day
Good Friday	Labour Day	Christmas Day	
Easter Monday	Thanksgiving Day	Aboriginal Day	
Victoria Day	Remembrance Day	Boxing Day	

- .2 If any of the above holidays fall on a Saturday or a Sunday, the following Monday will be observed as the holiday.
- .3 When the holiday falls within a period of vacation leave with pay, the holiday will not count as a day of leave.



6.2 Leaves

- .1 All leaves will be calculated using the employee's anniversary date.
- .2 All leaves are required to be documented on the appropriate form.
- .3 Annual Leaves are required to be approved by the employee's Department Manager at least one week in advance and will not be taken during a peak time of operational needs. The employee will take the time off for the annual leave, as carry over of the annual leave is not permitted.
- .4 The employee will be entitled to *Vacation Leave* as follows:

Years Employed	Annual Leave
0 to 2 years	2 weeks
3 to 5 years	3 weeks
5+ years	4 weeks

- .5 The full-time, permanent employee earns one and one quarter (1 1/4) days per month of *Sick Leave*, up to a maximum of fifteen (15) days. Part-time employees accrue sick leave prorated based on hours worked. Casual and temporary employees are not entitled to sick leave. Sick Leave will not be carried over to the following year. The rules to administer Sick Leave will be as follows:
 - when an employee resigns, retires, or is dismissed, he/she will not be entitled to be paid for the accumulated sick leave.
 - when an employee is sick, the employee will contact his/her Department Manager by 9:00 a.m. on the regular work day and will provide an indication of when he/she expects to return to work.
 - an employee will be required to produce and deliver a doctor's certificate after three (3) consecutive days of illness, or upon the Department Manager's request.
 - sick leave will be granted to parents wishing to stay home with sick children living at home, subject to the above points.
- .6 Employees will be granted *Maternity, Paternity and Adoption Leaves* in accordance with the Canada Labour Code.
- .7 The Williams Lake Indian Band employees may be allowed *Compassionate Leave*



when a life-threatening situation occurs in the immediate family.

"*Immediate Family*" is defined as: father, mother, grandfather, grandmother, uncle, aunt, niece, nephew, step-mother, step-father, foster child, brother, sister, spouse (including common-law), child (including child of common-law and adopted), mother-in-law, father-in-law, and sister and brother-in-law.

"*Common Law*" means residing and maintaining a residence with a person as a spouse.

Compassionate Leave is required to have prior approval from the Band Manager and will not exceed three (3) consecutive working days. While the employee is required to have prior approval, he/she does not require written prior approval.

- .8 Full-time and part-time permanent employees will be allowed *Bereavement Leave* in the event of a death in the employee's immediate family (as defined in Section 6.2.7). The employee is entitled to three (3) consecutive working days leave for this purpose. An additional two (2) days leave may be granted if travel beyond 600 kilometres is necessary. The Band Manager will have the authority to approve an increase in leave entitlement in his/her sole discretion.
- .9 Full-time employees who have completed twelve (12) months of service may be granted up to six months of *Special Leave without pay or benefits*, upon approval by the Department Manager, after consultation with the Band Manager and/or the Chief and Council. There will be no paid benefits while on such leave.
- .10 Full-time employees who complete their three-month appraisal and the annual appraisal will be eligible to attend training programs, whether the training is suggested by the employee and/or the program supervisor.
 - an annual training plan will be developed for all full-time employees who are expected to participate in staff training and development as requested by the Department Manager or the Band Manager.
 - the Department Manager will request employees to participate in training/educational programs throughout the year.
 - funding of training programs will be the responsibility of the Williams Lake Indian Band.
 - employee hours of training will be the responsibility of the Williams Lake Indian Band, and will be discussed with the employee prior to the training date.
 - employee travel time for training will be the responsibility of the Williams Lake Indian Band, and will be discussed with the employee prior to the training date.
- .11 Full-time employees also will be entitled to submit a written request to the Department Manager for the opportunity to participate in a training program.



- Department Manager will approve or reject or modify the employee's request for a training program.
- Department Managers will have the authority to approve funding within the budget for the training program.
- Time and travel time for employees who have requested a training program, will not be covered by the Williams Lake Indian Band, however, training that is scheduled during regular work hours can be approved and/or rejected by the Department Manager.

.12 Employees will be granted time off to vote in federal, local and Band elections.



7.0 EMPLOYEE RECORDS

7.1 Personnel And Payroll Files

- .1 Adequate records will be maintained on every employee, and all information retained in the employee personnel file and finance file (compensation forms) will be the responsibility of the Payroll Department and the administration.
- .2 The personnel file will contain all the pertinent information and evaluations on the employee including: annual leave, sick leave, and disciplinary action. The file also will include all other documents related to the hiring of the employee: letter of offer, oath of confidentiality, a TD1, job application, resume, and medical information (if the employee has a medical condition), etc.
- .3 The finance file will contain all pertinent information on the employee's pay information.



7.2 Integrity And Confidentiality

- .1 No document will be placed in an employee's personnel file without his/her knowledge.
- .2 Personnel records and evaluations will be kept confidential and under lock at all times.
- .3 Employees are entitled to review their file at any reasonable time during office hours. However, the details on employment references, which were obtained in confidence from the employee's previous employer and other individuals, are not available to the employee.
- .4 Employment files are kept for a minimum of seven (7) years, in accordance with the Canada Labour Code.



8.0 REQUESTS FOR INFORMATION

8.1 Community Member Information

- .1 Requests by an R.C.M.P. officer for information on a member of the community will be directed to the Chief and the Council. If the Chief and the Council are not available, such requests will be submitted to the Band Manager.
- .2 In all other cases where information is requested by other parties, staff will inform the person requesting information that they will take a message and forward it to the person.
- .3 In the case of an emergency, a message will be delivered directly to the person.
- .4 Staff will not give out community members' phone numbers or addresses.

8.2 Employees, Chief and Council Information

- .1 Any request received for information on employees and the Chief or a Councillor will be directed to the Band Manager.
- .2 If it is regarding a loan, the request will be directed to the Finance Director.
- .3 Staff will not give out employee, and Chief and Councillor phone numbers or addresses.



9.0 IMPLEMENTATION

9.1 Amending Provision

- .1 The Williams Lake Indian Band Policy Manual may be amended after:
- notice is given to the Chief and Council that an amendment has been proposed;
 - consultation with the Chief and Council specifically to discuss the amendment proposal has occurred within 14 days after the notice has been received by the Chief and Council; and
 - the amendments have been approved by a quorum of the Chief and Council at a duly convened Council meeting.

9.2 Coming Into Force

- .1 These policies shall come into force on the _____ day of _____ 2003, upon ratification by a quorum of the Williams Lake Indian Band Chief and Council, in attendance at the duly convened meeting as dated above.

Chief

Councillor

Councillor

Date

Addendum "A"

Code of Ethics and Conduct



APPENDIX A

CODE OF ETHICS AND CONDUCT

1.0 PURPOSE STATEMENT

The Williams Lake Indian Band is committed to the goal of having its employees attain a high standard of ethics and conduct while serving the Chief and Council and the members of the community.

At the same time, the Williams Lake Indian Band wishes to retain employees who will develop individual skills, enhance their self-determination and adapt to meet the needs and aspirations of the community.

The Code of Ethics and Conduct sets the standard expected of all employees during the course of their work, and defines how they should undertake their responsibilities.

2.0 ACCOUNTABILITY

- 2.1 Williams Lake Indian Band employees are accountable to the people they serve, to their profession, and to society in general. This accountability is achieved by adherence to the philosophy, purpose, and standard practice as determined by Williams Lake Indian Band activities.
- 2.2 Failure to fulfill the obligation of this Code of Ethics and Conduct may result in disciplinary procedures and appropriate consequences under the authority of the Chief and the Council.

3.0 STAFF DECLARATION

- 3.1 All employees will be required to declare their commitment to the Williams Lake Indian Band by signing the following declaration:

As an employee of the Williams Lake Indian Band, I commit myself to fulfil to the best of my ability the following obligations:

- .1 *I will regard the well-being of the persons I serve as my primary working obligation.*
- .2 *I will fulfil my obligations and responsibilities with integrity.*
- .3 *I will be competent in the performance of the services and functions I undertake on behalf of the persons I serve.*
- .4 *I will act in a conscientious, diligent and efficient manner.*
- .5 *I will respect the intrinsic worth of persons I serve in my working relationships with them.*



- .6 I will protect the confidentiality of all acquired information and will disclose such information only when properly authorized.*
- .7 I will ensure that outside interests do not jeopardize my judgement, independence or competence.*
- .8 I will work for the creation and maintenance of workplace conditions and policies consistent with the standard of practice set by this Code.*
- .9 I will act to promote excellence in my field of work.*

4.0 INTEGRITY

- 4.1 Williams Lake Indian Band staff will possess reasonable moral principles, especially in relation to truth and fair dealing, and will have personal qualities of honesty and sincerity.
- 4.2 All employees will take reasonable care to distinguish between public statements and actions made as a private citizen and as a representative of the Williams Lake Indian Band.
- 4.3 If a conflict arises in the working career, the standards declared in the Code of Ethics and Conduct take precedence. Conflicts of interest may occur because of demands from the general public, workplace, and organizations. In all cases, if the declarations of this code would be compromised, the Williams Lake Indian Band will act in a manner consistent with the standard of practice set by this Code.
- 4.4 Employees are expected to observe the declarations of this Code in spirit as well as to the letter. Therefore, it is expected that employees will report, to the appropriate supervisor, any instance involving or appearing to involve a breach of conduct set out in this Code. In all cases, a report should be made in good faith, without malice or prejudice.
- 4.5 The Williams Lake Indian Band employee's private life is a personal matter to the same degree as it is for any other citizen, except as it may compromise the fulfilment of professional responsibilities. If the behaviour would likely constitute conduct unbecoming a staff member, the administration will consider a complaint and take appropriate action.
- 4.6 It is noted that this Code is not meant to imply a standard of perfection. Even though some practice behaviours might be actionable under law, the consequences of same would not necessarily constitute a failure to maintain the standard set by this Code. However, evidence of gross neglect in a particular matter, or pattern of neglect or mistake, may be evidence of such failure, regardless of civil or criminal liability.



5.0 COMPETENCE AND QUALITY OF SERVICE

- 5.1 Competence goes beyond formal qualifications. Williams Lake Indian Band employees will make reasonable and continuous efforts to upgrade and use effectively the values, knowledge and skills of their working practice.
- 5.2 All employees will not undertake a matter of working practice unless there is an honest belief in the competence to handle it. If sufficient ability cannot be attained without undue delay, risk, or expense, the staff person will either decline to act or consult or collaborate with, or refer to, other staff members who are competent in that matter.
- 5.3 The above is not to be construed to mean that an employee will decline to make a reasonable response to a request for help or to work cooperatively with others when there is no one with the required competence available to those requesting the help.
- 5.4 All employees will recognize that sufficient ability for a particular task may require advice from or collaboration with experts in other working disciplines, and will work with others in these collaborative situations.
- 5.5 All employees will recognize that personal problems and conflicts may interfere with working effectiveness. Reasonable health and well-being will be maintained by staff as a recognized component of competent work practice. If personal problems occur, reasonable care will be taken by staff to determine whether professional activities should be suspended, terminated or limited.
- 5.6 All employees will provide a quality of service which is at least equal to the standard one would expect to receive in a like situation.
- 5.7 Each employee will consider knowledge and understanding of human development and functioning, cultural and environmental factors affecting human life and the patterns of social behaviour interactions, as appropriate to his/her job.
- 5.8 Each employee will have knowledge and interpersonal communications, including forms of message patterns and interviewing processes, as appropriate to his/her job.
- 5.9 Each employee will be obliged to notify a client within a reasonable interval when unable to meet a request.
- 5.10 Each employee, as required, will make a prompt and reasonable report when required.



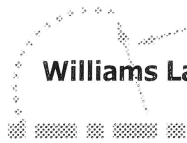
- 5.11 Each employee will keep appointments and answer all verbal and written communications in a reasonable time.
- 5.12 Each employee will work with his/her immediate supervisor to arrange adequate coverage of work in times of absence.

6.0 SERVICE PROGRAMS

- 6.1 All employees will respect the intrinsic worth of others and act to ensure that dignity, individuality and rights of persons are safeguarded.
- 6.2 All employees will be trustworthy and possess the necessary values to demonstrate primary respect for the intrinsic worth of individuals.

7.0 CONFIDENTIAL INFORMATION

- 7.1 Confidentiality means that certain information received or observed will be held in confidence and disclosed only when properly authorized or obligated legally or professionally to do so. This also means that work acquired information may be treated as privileged communication, and ordinarily only the initiating party has the right to waive privilege.
- 7.2 Disclosure of confidential information in the Williams Lake Indian Band social programs involves the obligation to share information with others in the workplace as part of a reasonable service to the community members. The Williams Lake Indian Band recognizes the need to obtain permission from community members before releasing information about them to sources outside the workplace and to inform community members at the outset of their relationship that some information acquired may be shared with personnel of the Williams Lake Indian Band.
- 7.3 All employees will respect the inner workings and difficulties of a workplace setting, however, where there are circumstances which are contrary to the best interests of the community members, employees have a responsibility to seek reasonable changes in those circumstances.
- 7.4 All employees, in the workplace setting, may disclose information to persons who, by virtue of their responsibilities, have an identified need to know. Such persons may include counsellors, supervisors, referral agents, etc.



- 7.5 All employees will avoid unnecessary conversation regarding community members and their affairs, as matters overheard by persons without an official need to know may prove to be detrimental to the overall well-being of those being served.

8.0 OUTSIDE INTERESTS AND PROFESSIONALISM

- 8.1 When participating in outside interests, the capacity in which staff are acting must be made clear.
- 8.2 Ethical considerations will usually not arise from outside interests unless the conduct is unbecoming and brings into disrepute, impairs competence or constitutes malpractice.
- 8.3 Whenever an outside interest might influence staff's judgement, the nature of the conflict should be disclosed and explained to the supervisor.

9.0 RESPONSIBILITY TO THE WORKPLACE

- 9.1 All employees of the Williams Lake Indian Band are accountable and responsible to the Williams Lake Indian Band for the efficient performance of duties.
- 9.2 At times the responsibility to the Williams Lake Indian Band and to the community member may be in conflict and the staff person will bring this situation to the attention of the supervisor. In some instances, it may be necessary to consult and enlist the support of colleagues.
- 9.3 Any employee who has the responsibility for evaluating the performance of other staff members will fulfill such responsibility in a fair, considerate and equitable manner on the basis of a clearly stated criteria.
- 9.4 The staff person who has the responsibility for evaluating the performance of employees or students will share the evaluations with them.
- 9.5 All employees will make reasonable efforts to prevent and eliminate discrimination in the organization's work assignments and in its employment policies and practices.
- 9.6 The employee who is responsible for the administration and supervision of personnel will make reasonable efforts to promote written policies and procedures concerning the confidentiality of personnel records which will protect data on personnel as fully as possible under current ethical and legal guidelines.



10.0 RESPONSIBILITY TO THE WILLIAMS LAKE INDIAN BAND

- 10.1 All employees are responsible to take reasonable action against unethical conduct by any other staff member of the Williams Lake Indian Band.
- 10.2 Any employee will not exploit a dispute between staff members and/or employee and supervisor to obtain a position or otherwise advance the staff person's own interests.
- 10.3 Any employee will seek mediation when conflicts with another staff person requires resolution.
- 10.4 All employees will extend reasonable respect and cooperation to colleagues of other departments and/or professions.
- 10.5 All employees will be responsible for participation in reasonable, periodic, continuing education activities and will be committed to learning.