

# U06

## WILLIAMS LAKE INDIAN BAND EMPLOYEE HUMAN RESOURCES POLICY MANUAL



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## INTRODUCTION

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This policy manual is designed to help set the standards for how we will operate to provide the best service to our clients. Our clients are anyone coming to our office, Board members, Chief, Council and the people who work in our organization. It is our goal to provide excellent service to every client, every day. We believe that when an employee understands the policies and practices they will be able to contribute professionally to this organization.

This manual is a guideline for our day-to-day operation, and helps outline our employee / employer relationship. The manual will serve as a reference and working guide for all staff.

As a guideline, this manual is not expected to answer every instance you may encounter or to take away your creativity or problem solving abilities. You should familiarize yourself with the content to understand the organization. Let us know what would improve it. We value your input and want to be an organization that values continuous change, innovation and a culture of excellence.

We reserve the right to revise, supplement, rescind or add policies to this manual as appropriate. We will ensure that you are advised of any changes.

We expect that our employees will understand and comply with the policies. We hope that the policies will contribute to an open, honest communication process and add to their sense of pride in working with this organization. If you have questions about the words or intent, please feel free to discuss them with your Supervisor.

## LEGISLATION

First Nations undertake federal work which means they are covered by the *Canada Labour Code Part 3* and health and safety in accordance with *Canada Labour Code Part 2*. Our employees, both full-time and part-time employees follow the *Canada Labour Occupational Health & Safety Code*, with the exception of filing of reports of Injury or occupational disease with *WorkSafe BC*. The *Canadian Human Rights Act* provides the rules for harassment and discrimination. We follow *Personal Information Protection and Electronic Documents Act (PIPEDA)* for privacy laws. The appropriate legislation or regulations shall take precedence in the event of any inconsistencies and/or omissions within this policy manual.

## Definitions

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### DEFINITIONS

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**Abuse of Authority:** Abuse of authority is considered a form of harassment. It occurs when an employee improperly or unreasonably uses the power and / or authority associated with a position held, in order to:

- endanger another employee's job
- undermine the performance of that job
- offer or withhold training or developmental opportunities, promotional opportunities, or performance evaluations
- threaten the employee's economic livelihood or in any way interfere with or influence the employee's career goals or
- the extension of preferential treatment to one employee to the disadvantage of another.

It also includes acts of intimidation, threats, humiliation and coercion.

**Anniversary Date:** The annual day from the first day an employee reports to work. An employee's anniversary date is used to compute various conditions and benefits in this Personnel Policy.

**Band Administrator:** The employee of the Council responsible for managing the Band's administrative affairs and day-to-day business of the organization

**Band Member:** A person who is a member of the Band and / or registered on the Band List as defined in the Indian Act.

**Benefit Package:** A set of benefits offered on behalf of an employer to an employee. An employee benefit package may include, among other benefits, group life and health insurance, disability insurance, and qualified retirement plans.

**Board Chair:** The Chair of the Board of Directors for NStQ.

**Bona Fide Occupational Requirement:** Bona fide occupational requirements are those skills, aptitudes and educational accomplishments required in an incumbent that ensure they can perform the essential components of a job in a safe, efficient and reliable manner. Bona fide occupational requirements must be:

- Requirements adopted for a purpose or goal that is rationally connected to the functions of the position
- Adopted in good faith, in the belief they are necessary
- Reasonably necessary to accomplish the purpose or goal

**Bullying:** Repeated behaviour such as spreading rumours or gossip; using sarcasm and threatening innuendo; isolating and excluding an individual; humiliating a person; teasing in a mean way; getting others to "gang up"; giving the worst jobs to an individual; public negative comments and / or hitting, poking, pinching and punching can all be forms of bullying. Workplace bullying occurs when an employee experiences a persistent pattern of mistreatment from others in the workplace that causes harm.

**Canada Labour Code:** Part II and III of the *Canada Labour Code*, an Act that defines both the occupational health and safety requirements and the minimum labour standards that apply to all employees.

**Casual Employees:** Employees who are employed only on a short-term basis and working on less than a day-to-day basis. Casual employees are only entitled to mandatory benefits (holiday pay (See A1.0 Vacation Policy), CPP, EI and WCB).

**Chief:** Refers to the duly elected Chief Councillor of the Band pursuant to the Election Regulations of the Band.

**Common Law:** A person who has been cohabitating with an individual in a conjugal relationship (married state) for at least one (1) year, or who had been cohabitating with the individual for at least one (1) year before the person's death..

## Definitions

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**Community Member:** A person status or non-status residing within the designated reserve boundaries for a period greater than four consecutive “weeks”, or a registered member of the Band who may or may not be living within the designated reserve boundaries.

**Compensation:** All financial rewards including time off in-lieu that an employee receives as a result of her / his employment.

**Competing Interests:** Anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, evaluation and decision making. Competing interests can be financial or non-financial, professional or personal. They can arise in relationship to an organization or another person. Example#1: In developing a report of land use, an employee may have a personal gain in relation to that land. When they interpret the results, they may put a slant that excludes a forestry company from accessing that land, thereby allowing their personal gain to take priority. Example #2: There is a rivalry between your family and another community family. When decisions are being made by the Band Office that rival family believes that they are being negatively affected.

**Confidentiality:** Confidentiality is ensuring that information is accessible and available only to those authorized to have access or need to know. This information is protected throughout its lifecycle.

**Continuous Employment:** When an employee has worked for one employer without a break. The length of continuous employment gives certain rights to employees, including vacation leave entitlement, maternity or parental leave, and severance pay as examples. When an employee takes unpaid time off work (except for certain protected leaves such as maternity) that breaks their service.

**Contractor:** A person who has a written contract setting out duties to be performed, rates of pay, performance dates and other scope of work. A contractor is not an employee.

**Councillor:** Refers to a duly elected Councillor to the Band pursuant to the Election Regulations of the Band.

**Department Head:** Refers to an employee in charge of a specific Department of the organization.

**Designate:** Means a person that is chosen or appointed to assume the responsibility or authority of another person.

**Discipline:** Means a corrective or punitive action taken by the Employer towards any employee to correct misconduct, performance or behaviour.

**Discrimination and Harassment:** Discrimination is an act of differential treatment toward an individual as a member of a group, or toward a group itself, that may create a disadvantage for that individual or group or deny the individual or group an opportunity, without valid reason. The prohibitive grounds for discrimination are outlined as follows: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted or in respect of which a record suspension has been ordered. Where the ground of discrimination is pregnancy or child-birth, the discrimination shall be deemed to be on the ground of sex.

**Due Diligence:** The test of whether the employer took all reasonable steps to protect the health, safety and well-being of employees, co-workers and the public. A supervisor who fails to take action when they know something is not being done correctly can face legal prosecution (Bill C45), as can the employer.

**Employee:** A person hired as an employee, consistent with the definition of the “**employer-employee relationship**” as defined by Revenue Canada Regulations. When the employer controls the hiring, firing, wages, time, place and manner in which the work is conducted the person is considered an employee.

**Employer:** Means *Williams Lake Indian Band*.

## Definitions

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**Excessive Sick Leave:** Under an attendance management program, the time off of all employees would be determined and an average rate of absenteeism would be calculated. Excessive would then be amounts over the organizational average.

**Fraud:** The intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her detriment, or misappropriation or use of the organization's money. In law, "fraud" generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud is a violation of trust.

**Full-time Employees:** Employees who are employed for at least 24 hours or more per week and who are being funded for the position on an ongoing basis.

**Governing Body:** Chief and Council.

**Harassment** – Deliberate actions that are known to be unwelcome by the recipient and serve no legitimate work related purpose toward an individual by the employees or the employer on any of the prohibited ground of discrimination under the Human Rights Act of British Columbia including: age, race, sex, sexual orientation, national or ethnic origin, color, religion, disability, marital status, family status, or conviction of an offence for which a pardon was granted.

**Immediate Family:** Immediate family is defined as:

- a. the employee's spouse or common-law partner;
- b. the employee's father and mother and the spouse or common-law partner of the father or mother;
- c. the employee's children and the children of the employee's spouse or common-law partner;
- d. the employee's grandchildren;
- e. the employee's brothers and sisters;
- f. the grandfather and grandmother of the employee;
- g. the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and
- h. any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

**Immediate Supervisor:** The person the employee takes primary direction from, has his / her work controlled by, receives the day-to-day support and leadership from, and the person to whom the employee is directly accountable to / reports to.

**Incompetence:** Lacking the required skills or ability needed to perform a job satisfactorily

**Insubordination:** A constant or continuing intentional refusal to obey a direct or implied order that is reasonable in nature and given by and with the proper authority (normally a request or direction given by a supervisor). For example, failure or refusal to recognize or to follow the direction of a Supervisor by an employee is insubordination. An employee who goes directly to the Chief and Council rather than their Supervisor would also be insubordinate.

**Just Cause:** The obligation and responsibility of the Employer to take corrective and punitive discipline or measures, based on clear, compelling and justifiable reasons. Factors that may be considered in determining just cause include but are not limited to: (1) Forewarning; (2) Reasonableness of the rule or standard that was violated; (3) The presence of a supervisory or other type of investigation to verify employee culpability and the circumstances of the violation; (4) Establishment of proof at a level consistent with the disciplinary action being taken.

**Management:** The act, manner or practice of handling supervision or control or directing a business or enterprise.

**Mandatory Benefits:** The benefits that are required by law including vacation pay, Employment Insurance, Canadian Pension Plan and Workers Compensation contributions.

## Definitions

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**Mandatory Employer Related Costs:** The costs an employer is required to pay for employing people. These include Employment Insurance, vacation pay, Workers' Compensation premiums, and CPP. These costs are often based on a percentage of wages.

**Misconduct:** Failure to follow the defined rules for keeping the workplace efficient and safe and for conducting professional work practices.

**NStQ Member:** A registered member of the NStQ Community.

**Nepotism:** Nepotism is considered an unfair practice in which people in power give positions in a government or organization to their relatives or friends, rather than to any individual who is well-qualified. This can lead to inefficiency in the functioning of the government or organization, since hiring is based on personal connections, rather than ability or merit. Additionally, the perception of unfair practice diminishes the reputation of qualified candidates, as it is believed they were appointed due to a relationship.

**Organization:** A unit of people that is structured and managed to meet the needs or pursue collective goals. In these policies, the word organization may mean: Northern Shuswap Tribal Council, Canim Lake, Canoe Creek, Soda Creek or Williams Lake Indian Bands.

**Overtime:** Compensation for pre-approved hours worked in excess of 40 hours in a week or 8 hours in a day.

**Part-time:** Employees who are employed 24 hours or less per week and who are being funded for the position on an ongoing basis.

**Perceived Conflict of Interest:** Perceived or potential Conflicts of Interest exist in situations where an individual member of the community, a member of the individual's family, or a close personal relation has financial interests, personal relationships, or professional associations, such that the employee's activities within the Band Operation could appear to be biased against the organization by that interest or relationship.

**Permanent Part-time Employees:** Employees who are employed 24 hours or less per week and who are being funded for the position on an ongoing basis.

**Permanent Full-time Employee:** An employee who works 25 hours or more per week does not have an expiry date of employment.

**Poisoned Environment:** Is a work environment that has an atmosphere of prejudice which makes work difficult or impossible for the employee. Activities such as jokes, offensive literature (for example pinups), derogatory comments or other activities based on sex, racial or personal characteristics can create an offensive or poisoned environment.

**Probation:** A trial period at the start of employment, during which your knowledge, skills and abilities are assessed against the job you are to undertake.

**Resignation of employment:** A voluntary termination of employment by an employee shall be referred to as a resignation.

**Seasonal:** Employees hired to undertake a particular function at a particular time of year (example: snow removal and fishing are seasonal functions).

**Sexual Harassment:** The Labour Code defines sexual harassment as any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any employee or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.



## Definitions

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**Temporary / Term Employee:** An employee who may work forty hours a week or less and has an expiry date of employment. Temporary employees may fill a specific role, such as a maternity leave or other need that is not ongoing. Temporary employees are only entitled to mandatory benefits (holiday pay (see E 1.0 Vacation Policy, CPP, EI and WCB).

**Termination of employment:** Where the employment of an employee is stopped or discontinued by the authority of the employer.

**Undermining Behaviours:** Any action, behaviour or comment made by an employee that creates the opportunity to sabotage, destroy or erode the reputation, position or leadership of an organization. Such behaviour leads to a poisoned work environment.

**Wilful Misconduct:** In terms of WCB, the employee intentionally performs an act with the knowledge that it is likely to result in serious injury or with reckless disregard of the consequences and prevents the employee from receiving compensation for injuries. Under unemployment laws, the employee is fired for wilful misconduct such as excessive absenteeism, habitual lateness, deliberate violations of an employer's rules and regulations, reporting for work intoxicated and drinking alcohol while on the job and is denied unemployment benefits as a result.

**Years of employment:** The continuous period of time an employee is employed by the organization.

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**PART A – CONDITIONS OF EMPLOYMENT**  
**POLICY A 1.0 - STANDARDS OF PROFESSIONAL CONDUCT**

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**General Policy**

Employees of *Williams Lake Indian Band* shall conduct and present themselves in a professional and an appropriate manner at all times, including while performing work for the employer, representing the employer, participating in employer organized activities or events, and when dealing with outside organizations or persons.

**Specific Policies**

- 1.1 An employee's personal appearance and dress shall be appropriate to the employee's employment position, the image of the organization, and the nature of the employee's work assignments.
- 1.2 Employees shall use the facilities, property, and supplies which are owned or rented by the employer, with care and due diligence, and only as authorized. Employees shall not use employer owned or leased equipment, vehicles and software for their personal use or pleasure, without the preauthorization of the Band Administrator.
- 1.3 Building and maintaining our reputation is essential to moving forward. Employees shall not publicly criticize the employer and its policies, other employees, the governing body, and any other persons or organizations doing business with the employer, as this can damage our reputation and our ability to serve our clients. Care must be taken that when you are representing yourself that you do not make unauthorized statements on behalf of the organization.
- 1.4 Employees shall display a level of integrity and professionalism that always promotes the image and mandate of the employer.
- 1.5 Employees are to carry out the duties and responsibilities of their positions to the best of their ability, conscientiously, loyally and honestly, remembering that their primary responsibility is to the employer in serving the needs of the clients.
- 1.6 Employees are encouraged to use their initiative to find ways of doing their work more efficiently, effectively, and economically while following instructions attentively, being cooperative with their Supervisors and co-workers, and working as a team member with other employees.
- 1.7 Employees are expected to conduct themselves in a manner that brings credit to themselves, their program and the Organization.
- 1.8 Employees will show respect for the authority and jurisdiction of the management and the governing body.
- 1.9 Employees are expected to perform their jobs in accordance with established policy and procedures.
- 1.10 Employees shall not accept any fees, gifts, or other tangible benefits for duties performed by virtue of their position, notwithstanding traditional values or recognition. Purchase and sales incentives are property of the employer.
- 1.11 Employees not presenting themselves or representing the employer in an appropriate manner shall be subject to disciplinary action.
- 1.12 No employee shall perform or be requested to perform a task that is unethical and / or morally inappropriate.

## Part A - Conditions of Employment

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- 1.13** Employees will not participate in political activity during the working day or at any time during which the employee is on official business, unless authorized in advance.
- 1.14** An employee who is acting as an elected official will not earn salary from the employer when fulfilling the duties of an elected official.

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**POLICY A 2.0 - CONFIDENTIALITY**

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**General Policy**

Employees will maintain the security, confidentiality and accuracy of all personal information collected and held by their employer, and will consider the need for protecting the anonymity of clients in the course of their duties.

**Definition**

Confidentiality is ensuring that information is accessible and available only to those authorized to have access or need to know. This information is protected throughout its lifecycle.

**Specific Policies**

- 2.1 Direct Supervisors will review the Declaration of Confidentiality with all employees. Employees must sign the declaration as a condition of employment and re-sign on an annual basis.
- 2.2 Employees have access to information that is confidential to their individual clients and the membership. This information, whether written or verbal, must be kept confidential and used strictly in the performance of their duties.
- 2.3 No business transactions or confidential information should be disclosed without prior written approval of the immediate Supervisor and must at all times be in keeping with organization policies and legal requirements
- 2.4 If an employee is unsure about the confidentiality of any information or a document, they must check with their immediate Supervisor.
- 2.5 All necessary steps to preserve confidentiality must be taken. At all times consideration must be given to where business is conducted, and to the security of documentation that contains confidential information. Employees must ensure that material belonging to the employer is not stored on home computers.
- 2.6 Any breach of confidentiality will be reviewed by the Band Administrator and may result in disciplinary action, up to and including termination of employment.
- 2.7 The immediate Supervisor or Band Administrator will maintain records of breaches of confidentiality on employee files.
- 2.8 Confidentiality extends beyond employment with *Williams Lake Indian Band*.

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**POLICY A 3.0 - CODE OF CONDUCT**

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**General Policy**

The purpose of the Code of Conduct is to provide guidance on the expected standards of conduct required of all employees. One of our fundamental principles is that all individuals, members, business acquaintances, employees, and clients be treated with respect.

**Specific Policies**

- 3.1** *Williams Lake Indian Band* is committed to providing the highest standard of service to its communities, and as such is committed to corporate and individual behaviours that uphold the vision, values and goals of our organization. The organizational values reflect this commitment, and the conduct of our employees should instill confidence, accessibility and trust in those they serve.
- 3.2** Our expectations for every employee are to:
- work as a team with other employees
  - treat everyone with dignity and respect
  - perform your job to the best of your ability
  - offer ideas that may improve efficiency and service, and
  - comply with our policies and procedures.
- 3.3** The following list provides some examples of improper conduct that would not be in keeping with our Code of Conduct:
- Theft
  - Abuse of property and equipment
  - Harassment or discrimination
  - Habitual tardiness or absences
  - Solicitation or acceptance of personal gifts or gratuities in exchange for preferential treatment
  - Falsifying records
  - Disclosing confidential information
  - Engaging in activity that creates a conflict of interest
  - Possession, use or sale of illegal substances
  - Being under the influence of alcohol or illegal substances while on the employer's business
  - Insubordination or failure to carry out instructions
  - Job abandonment, and
  - Undermining behaviour.
- 3.4** Failure to live up to the Code of Conduct is grounds for immediate disciplinary action, up to and including termination of your employment.

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**POLICY A 4.0 - CONFLICT OF INTEREST**

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**General Policy**

We operate an organization that serves the needs of our communities. It is very important that our reputation is based on sound behaviour and business practices that reflect our professionalism. The Conflict of Interest policy is designed to help you understand how outside activities and associations can create problems. A conflict must not exist between an employee's private interests and their ability to exercise their duties.

**Specific Policies**

- 4.1 Employees will not conduct personal business or the business of any organization other than the employer during normal working hours, without the pre-approval of the immediate Supervisor or Band Administrator.
- 4.2 Employees will report any personal or business relationships with other employees of *Williams Lake Indian Band* that could create a conflict of interest.
- 4.3 Employees will not take other employment or volunteer positions while working for the employer when it conflicts with the duties, responsibilities and required working hours, or where the employment conflicts with the interests and business of the employer. You need to discuss other employment or volunteer positions with your immediate Supervisor.
- 4.4 Employees or members of their immediate family will not misuse for profit, political gain or personal gain, information, resources, funds, property or an opportunity belonging to the employer, where the employee ought to have had knowledge of, or is in possession of such knowledge because of their employment.
- 4.5 Employees will not take part in discussions or decisions involving a business, or an organization in which they, or a member of their immediate family have an interest in, and needs to identify this as a potential Conflict of Interest.
- 4.6 Employees cannot use access to the employer's information, resources or funds to put themselves, their family or personal friends at an advantage over other people.
- 4.7 Employees will not demand, accept or offer gifts, discounts, loans, purchase or sales incentives, services or benefits from or to a person or organization having dealing with their employer, unless pre-approved by the employer.
- 4.8 If engaging in political activities, employees must remain impartial and retain perception of impartiality in relation to their duties and responsibilities.
- 4.9 Employees should not engage in activities or speak publicly on matters which could bring the organization into disrepute or be perceived as an official act or representation unless authorized to do so.

**Declaration of a Conflict of Interest**

- 4.10 At hiring, employees must confirm any and all real, potential and perceived conflict issues with their immediate Supervisor. This will be part of the hiring process.
- 4.11 When a conflict occurs, it is the responsibility of the employee to immediately discuss any potential, real or perceived conflict of interest with their immediate Supervisor, or the Band Administrator. That person will discuss the matter with the Band Administrator or Chief as appropriate.

## Part A - Conditions of Employment

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- 4.12** Any employee failing to declare a potential or real conflict of interest involving themselves or a member of their immediate family will be subject to disciplinary action, including possible termination of employment.
- 4.13** All potential or actual conflicts of interest will be reviewed immediately and with due diligence, so as to determine an appropriate course of action to protect the integrity of both the employee and the employer, and where appropriate, to determine the necessary disciplinary action.
- 4.14** The Band Administrator will have the authority to obtain information from affected employee(s) before making a decision.
- 4.15** The immediate Supervisor or Band Administrator will maintain records of employee conflict of interest declarations. Employees are to identify any assigned duties that will place them in potential conflict situations.
- 4.16** No employee who is standing for election to Band Council will campaign on the job or use their authority to seek votes.
- 4.17** The Band Administrator or Band Council, as appropriate, may impose temporary non-punitive limits on the duties and responsibilities of an employee standing for election to Band Council to prevent a conflict of interest or perceived conflict of interest.

### **Examples of Conflict of Interest:**

- an employee benefits from, or is reasonably perceived to have benefited from, the use of information acquired solely by reason of the employee's employment;
- an employee benefits from, or could be reasonably perceived to have benefited from, a financial transaction, contract or private arrangements because the employee influenced decisions;
- an employee uses the employer's property to pursue their private interests or the interests of friends, families or a business or organization controlled by any of these individuals;
- an employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of the employment, other than:
  - the exchange of hospitality between persons doing business together;
  - the normal presentation of gifts to persons participating in public functions;
  - the normal exchange of gifts between friends;
  - the benefit is of a nominal value;
  - the exchange creates no obligation.
- an employee solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.

### **How to report a Conflict of Interest or Perceived Conflict of Interest:**

- 4.18** Employees have an obligation to provide full disclosure to their Supervisor, of all relevant information as soon as they could reasonably be aware that a conflict may exist.
- 4.19** Employees who reasonably believe another person is in a conflict situation must immediately report the matter to the Band Administrator for their investigation.

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**POLICY A 5.0 - DISPUTE RESOLUTION**

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**General Policy**

Our success is based on teamwork. It is important that we are able to have open communication with each other, both with positive feedback and respectful, constructive feedback.

This policy provides a basis for bringing concerns out in the open. We encourage employees to use their communication skills to take the steps necessary to resolve a problem.

Note: The Dispute Resolution policy is for disputes that do not involve an allegation of harassment or do not involve progressive discipline. If the dispute does involve an allegation of harassment, employees are directed to *Policy A 6.0 – Harassment and Discrimination*.

**Specific Policies**

**5.1** Employees should make every reasonable effort to resolve any disagreement between themselves. Before proceeding to the formal procedure the parties in conflict should discuss their differences with each other in an earnest attempt to resolve the matter.

**5.2** Formal Resolution Procedure

**Step 1:**

If an employee is not satisfied with the results of the discussion with the other party, he / she (the "complainant") can approach their immediate Supervisor for assistance. This should be done as soon as possible, as the longer disputes remain unresolved the greater the potential for more issues to develop. The immediate Supervisor should attempt to facilitate a resolution with the two parties present.

If the employee is not satisfied with the results of the assistance from the immediate Supervisor and feels that the dispute is not yet settled, the employee can refer the matter to Step 2.

**Step 2:**

In Step 2 the employee may present the complaint in writing to the Band Administrator, describing the nature of the dispute and the circumstances from which it arose along with a brief summary of the attempts to resolve the matter. The Band Administrator will either choose to investigate the situation and prepare written findings and recommendations, or they may find a neutral third party to mediate the dispute. Employees would have to be prepared / open to finding a solution should a mediator or other outside resource be made available.

**Retaliation**

**5.3** *Williams Lake Indian Band* shall not tolerate any form of retaliation against employees for availing themselves of this procedure in good faith.

**Band Administrator's Process**

**5.4** Where one of the employees in dispute is the Band Administrator, the employee with the dispute shall proceed to Step 1 of the Formal Resolve Procedure and attempt to resolve the issue, and then follow the next steps.

**5.5** Where the Band Administrator has the dispute with a governing body representative, they will also start with Step 1 of the Formal Resolve Procedure. Should they not be able to resolve the issue at Step 1 they will then select a Band Administrator (from within Northern Shuswap Tribal Council membership) or the Executive Director to investigate the issue. The selected Band Administrator or Executive Director will choose another person to help with the investigation and will take the outcome to the Chief. Should the Chief be the person involved in the dispute, the results would go



## Part A - Conditions of Employment

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to another member of Council. The Chief or Council member will normally advise the employee of the decision within three weeks.

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**POLICY A 6.0 – BULLYING, HARASSMENT & DISCRIMINATION**

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**General Policy**

Our goal is to foster a professional, safe, supportive and productive work environment where all employees are treated with respect and dignity, provided with equal rights and opportunities, and are free from bullying, discriminatory practices and all forms of harassment. *Williams Lake Indian Band* will provide protection for complainants, confidentiality in the review of harassment complaints, and proper redress in respect of harassment. This Harassment Policy shall be administered in accordance with the *Canada Human Rights Act* and within the requirements of the *Canada Labour Code*.

Note: This Harassment and Discrimination policy is for disputes that involve an allegation of harassment. If the dispute does not involve an allegation of harassment, employees are directed to Policy A 5.0 – *Dispute Resolution*.

**Definitions**

**Harassment**

Harassment is any improper behaviour by a person, be it verbal, physical, or by innuendo that is likely to be offensive to an employee, and which the harasser knew or ought to have reasonably known would be unwelcome. It includes objectionable conduct, comments or display made on a one-time or continuous basis that demeans, belittles, causes personal humiliation or embarrassment to an employee, or creates an offensive or intimidating working environment.

Examples of harassment may include, but are not limited to: verbal abuse or threats; inappropriate, embarrassing or humiliating comments; unwelcome remarks, jokes or innuendoes or taunting of an individual; displays of derogatory or offensive printed material; or unwanted physical contact.

**Sexual Harassment**

Sexual Harassment includes any conduct, comment, gesture or offensive or humiliating behaviour that is related to a person's gender, as well as behaviour of a sexual nature that creates an intimidation, unwelcome, hostile, or offensive work environment, or that could reasonable be thought to place sexual conditions on a person's job or employment opportunities.

Acts of sexual harassment may include, but are not limited to: questions and discussions about a person's sexual life; jokes of a sexual nature; displaying material of a sexual nature; touching a person in a sexual way; commenting on someone's sexual attractiveness or sexual unattractiveness; eyeing someone in a suggestive way; requests for sexual favours; stalking or persistent attempts to contact another person and writing sexual suggestive letters or notes.

**Discrimination**

Discrimination is an act of differential treatment toward an individual as a member of a group, or toward a group itself, that may create a disadvantage for that individual or group or deny the individual or group an opportunity, without valid reason. The prohibitive grounds for discrimination are outlined as follows: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted or in respect of which a record suspension has been ordered. Where the ground of discrimination is pregnancy or child-birth, the discrimination shall be deemed to be on the ground of sex.

**Abuse of Authority**

Abuse of authority is considered a form of harassment. It occurs when an employee improperly or unreasonably uses the power and / or authority associated with a position held, in order to endanger another employee's job, undermine the performance of that job, offer or withhold training or

## Part A - Conditions of Employment

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developmental opportunities, promotional opportunities, or performance evaluations, threaten the employee's economic livelihood or in any way interfere with or influence the employee's career goals or the extension of preferential treatment to one employee to the disadvantage of another. It also includes acts of intimidation, threats, humiliation and coercion.

It does not include normal managerial supervisory activities or responsibilities, such as performance assessment, counseling, staff relations and the implementation of discipline, so long as they are not being performed in a discriminatory manner.

### **Poisoned Environment**

Is a work environment that has an atmosphere of prejudice which makes work difficult or impossible for the employee. Activities such as jokes, offensive literature (for example pinups), derogatory comments or other activities based on sex, racial or personal characteristics can create an offensive or poisoned environment.

### **Bullying**

Repeated behaviour such as spreading rumours or gossip; using sarcasm and threatening innuendo; isolating and excluding an individual; humiliating a person; teasing in a mean way; getting others to "gang up"; giving the worst jobs to an individual; public negative comments and / or hitting, poking, pinching and punching can all be forms of bullying. Workplace bullying occurs when an employee experiences a persistent pattern of mistreatment from others in the workplace that causes harm.

### **Specific Policies**

- 6.1** Harassment in any form will not be accepted and will be considered a serious offence subject to discipline.
- 6.2** The policy applies to harassment committed while employed with *Williams Lake Indian Band*, and occurring at or away from the workplace, whether in person or on-line, telephone or written, during or outside normal working hours.
- 6.3** Allegations of harassment will be dealt with in a fair, unbiased and timely manner.
- 6.4** This policy does not preclude an employee from filing a complaint of harassment under Section 8 of the *Canadian Human Rights Act*.

### **Steps for Reporting Harassment / Discrimination Complaints / Abuse of Authority**

- 6.5 A** Any case of harassment or discrimination should be reported immediately to the Band Administrator. Should the Band Administrator be the subject of the complaint, the employee should report the incident to the Chief and Council for investigation. The Council may obtain external services to conduct the investigation.

It is the responsibility of the Band Administrator or Chief and Council to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

- B** The goals of the complaint procedure are to ensure that any inappropriate behaviour or actions cease immediately and do not reoccur; that any loss incurred by the employee subjected to such behaviour is redressed and that employees are educated about discrimination and harassment so that it does not happen in the future.
- C** The employee should provide documentation of any incidents including dates, times, locations, details of the behaviour, names of witnesses and any prior attempts to resolve the issue or stop the behaviour. In addition, the complainant should provide the remedy they are

## Part A - Conditions of Employment

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seeking to satisfy their complaint.

- D Employees who file a complaint in good faith will remain free from threats or reprisals from either co-workers or Managers. Should a threat or reprisal occur a separate complaint would be filed. *Williams Lake Indian Band* does not condone such behaviour and will take the necessary action to address the matter, up to and including dismissal.
- E Band Administrator will undertake an investigation including meeting with the employee (complainant) filing the complaint to confirm the facts, meeting with the person being accused (respondent) to understand their perspective and any witnesses to these events. The complainant and the respondent are both entitled to be informed of the outcome of the investigation.
- F Band Administrator will determine the appropriate resolution to any complaint which could include discipline, up to and including termination, counselling, demotion, suspension, among other options. The Chief and Council will be informed when termination is the recommended resolution.

### Employee Responsibilities:

- 6.6
- A Speak up. If you are uncomfortable with another person's behaviour and you feel you are being harassed, you need to tell the person to stop. Let them know how you feel (embarrassed, humiliated, demeaned or just bothered) by what they are doing or saying. You should speak to that person directly. You should keep a record of this conversation, including the date and any other person you discussed this with and your attempts to resolve the issue.
  - B If you are unable to address the person yourself, you may ask your Supervisor to help you deal with the person on an informal basis. They may be able to help you by facilitating a discussion with the person or help you to express your feelings in a letter.
  - C Keep notes of all unwelcome or harassing behaviour. Write down what happened, when it happened, where you were, anyone who witnessed the event and how you felt about it.
  - D Report the harassing behaviour before it happens again.
  - E In harassment complaints, the person who is accused (respondent) will be provided with copies of your complaint so that they can respond to the allegations.
  - F You must decide what would resolve the issue for you.
  - G You have the right to have someone accompany you during the process, and to be kept informed of the progress of your complaint. You will be advised about the final outcome of the investigation at the same or similar time as the person accused.

### Person Accused of Harassment:

- 6.7
- A If you have been accused of harassment, you have the right to be informed of the complaint and receive a written statement of the allegations to enable you to respond.
  - B You have the right to have someone accompany you during the process, and to be kept informed of the progress of your complaint. You will be advised about the final outcome of the investigation at the same or similar time as the complainant.

### Resolutions:

- 6.8 Resolutions resulting from an investigation which finds discriminatory or any form of harassing behaviour occurred, whether formal or informal, may include one or more of the following options:
- a. A formal apology
  - b. A written warning delivered to the person who conducted the harassment
  - c. Counselling
  - d. Attendance at educational seminars
  - e. Disciplinary action which may include termination of employment.

## Part A - Conditions of Employment

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- 6.9** The employer will review the past history of the employee, whether any previous events have been recorded, the employee's accountability for their actions and the wishes of the victim when determining the penalty.
- 6.10** Should the victim file a complaint externally to the Canadian Human Rights Commission, additional sanctions could be imposed as a result of a CHRC investigation.
- 6.11** Complaints that are not supported by evidence gathered during an investigation will be dismissed and no record of it will be placed in personal files. As long as the complaint was filed in good faith, there will be no penalty to the person who complained.
- 6.12** Where an employee's allegations of discrimination or any form of harassment are found to be frivolous or malicious, and in bad faith, that employee will be subject to disciplinary action, up to and including termination.

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**POLICY A 7.0 - ALCOHOL AND DRUGS**

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**General Policy**

It is the intent of *Williams Lake Indian Band* to have an environment that is free from the adverse effects of drugs and alcohol. All functions and premises will be drug and alcohol free and visitors or guests who are under the influence of alcohol or drugs will be asked to leave our premises.

Drug and alcohol abuse can adversely affect an employee's performance and the safety and health of themselves and other employees. With the exception of over-the-counter or prescription drugs that have been properly prescribed and used, any and all use of illegal drugs or alcohol in the workplace is strictly prohibited.

**Specific Policies**

- 7.1 The use, possession, sale, distribution, exchange or consumption of alcohol or illegal drugs or drug paraphernalia on the employer's property, or on the employer's time is strictly prohibited.
- 7.2 Prescription and over-the-counter drugs may be used as long as they do not impair your ability to do your job.
- 7.3 Reporting to work under the influence of the above-noted substances that may impair your ability and / or create a safety hazard for others is prohibited
- 7.4 When employees are being paid to attend and represent *Williams Lake Indian Band* at outside functions, they are not to consume alcohol while at that function.
- 7.5 When an employee is on their own time, they may make their own decision about alcohol consumption; however they should remember to act responsibly.

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**POLICY A 8.0 - FRAUD**

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**General Policy**

*Williams Lake Indian Band* aims to provide community leadership and quality services, operated with the highest standards of respectability and accountability. It is our aim to establish appropriate controls which would aid in the detection and prevention of any fraud against *Williams Lake Indian Band*.

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her detriment, or misappropriation or use of the organization's money. In law, "fraud" generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud is a violation of trust.

This anti-fraud Policy Statement aims to raise awareness of the risks and consequences of Fraud. It provides a framework for promoting the Organization's policies and procedures to prevent and detect fraud. This statement covers fraud and loss within the *Williams Lake Indian Band* and applies to staff, members of the public, contractors and elected officials.

This policy has been created to protect the Organization's commitment to protect its revenues, property, reputation and other assets; to emphasize clearly the need for accurate financial reporting and to define guidelines for the investigation and handling of fraud should it occur.

**Specific Policies**

- 8.1 We expect staff to act with honesty and integrity at all times; to safeguard the public resources for which they are responsible. All staff are required to participate actively in protecting the organization's money and resources.
- 8.2 We promote an anti-fraud culture by having a zero tolerance for fraud; by an expectation that every employer and all employees are knowledgeable about this policy and create an environment to support this policy; by investigating every allegation of fraud whether anonymously or otherwise; taking disciplinary action where appropriate; and recovering losses through civil action if necessary.
- 8.3 Any fraud detected or suspected must be reported immediately to the Band Administrator with your report being kept in the strictest confidence. If the accused is the Band Administrator, the complaint would go to the Chief.
- 8.4 The Band Administrator will initiate the investigation with utmost discretion and determine whether the accused should remain at work or be suspended pending the investigation.
- 8.5 The Band Administrator will immediately notify the Chief of any significant fraud investigation. Also, the Band Administrator will involve the Auditor / Legal or RCMP, as deemed appropriate.
- 8.6 Upon conclusion of the investigation, the results will be reported to the appropriate management representatives. All significant instances of fraud will be further reported to the entire Council. Lastly, quarterly updates of fraud will be provided to the entire Council.

## Part A - Conditions of Employment

- 8.7** Where there are reasonable grounds to indicate that a fraud may have occurred, the Band will report the incident to the appropriate authorities in order to pursue all legal remedies. Also, the employer may make every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender. If there is proof that a fraud has occurred by the investigation, disciplinary action, up to and including dismissal shall be taken.

The following are examples of acts of fraud. This list is not exhaustive.

- Embezzlement, misappropriation or other financial irregularities;
- Forgery or alteration of any document or account belonging to the organization (e.g. cheques, time sheets, leave applications and absence reports, travel claims, contract agreements, purchase orders, other financial documents, electronic files, etc.);
- Taking funds, securities, supplies or other assets;
- Destruction or concealment of records or documents;
- Improprieties in the handling or reporting of money or financial transactions;
- Misappropriation of funds, supplies, inventory, or any other assets (including but not limited to furniture, computers, fixtures or equipment);
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payment for hours not worked; and
- Misuse of office (including but not limited to failure to disclose conflict of interest resulting in personal benefit).

### **Controls**

All employees should be familiar with types of impropriety that could occur in their area of responsibility and report any suspected fraudulent activity to their immediate Supervisor. The organization is responsible for instituting and maintaining a system of internal control.

### **Whistle Blower protection**

No employee of the *Williams Lake Indian Band* or person acting on behalf of the organization in attempting to comply with this Fraud Policy shall:

- Be dismissed or threatened to be dismissed;
- Be disciplined or suspended or threatened to be disciplined or suspended;
- Be penalized or any other retribution imposed, or
- Be intimidated or coerced,

based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this policy. Violation of this section of the Policy will result in disciplinary action, up to and including dismissal.

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the originator. If, however, individuals make malicious allegations, action may be considered against the individual making the allegation.



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**POLICY A 9.0 - PRIVACY POLICY**

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**General Policy**

*Williams Lake Indian Band* has a practice of protecting the privacy and security of client, supplier, member and employee records. We are committed to meeting our obligations under Canadian data privacy laws, including the *Personal Information Protection and Electronic Documents Act* and Bill 38, the *Personal Information Protection Act* in BC. We adhere to the privacy principles set out below, which govern the way we collect, use, store, and disclose personal information that is obtained in the course of employment.

“Personal Information”, as used in this policy, means any information about an identifiable person, including employee records, and client and supplier information, but does not include the name, title, business address, business telephone number, business fax number, or a business e-mail address of an employee of an organization.

**Specific Policies**

We will collect, use, store, and disclose personal information in accordance with the following privacy principles:

**9.1 Accountability:** The overall responsibility for ensuring our compliance with data privacy laws and this privacy policy rests with the Band Administrator, who is our Privacy Officer. All employees within the organization have responsibility for the day-to-day collection and processing of personal information. The role of the Privacy Officer may be delegated to another employee within the organization by making this designation in their job description.

We are responsible for personal information in our possession or custody, including personal information that we may transfer to third parties for processing. We will require our service providers to agree to contractual requirements that are consistent with our privacy and security policies. We will require that our service providers are prohibited from using personal information, except for the specific purpose for which we supply it to them.

**9.2 Identifying Purposes:** Either before or at the time of collection, we will identify the purposes for which we plan to use the Personal Information. Depending upon the way in which the personal information is collected, this can be done orally or in writing.

Unless required by law, we will not use personal information for a new purpose without the knowledge and consent of the individual to whom the information relates.

**9.3 Consent:** Personal information will only be collected, used, or disclosed with the consent of the individual, except in certain circumstances permitted or required by law. The way in which we seek consent may vary depending upon the sensitivity of the information but will primarily be noted on our forms. We will obtain consent in all cases where the personal information involved is considered sensitive, such as income or health information.

Typically, we will seek consent for the use or disclosure of personal information at the time of collection. However, additional consent will be sought after the personal information has been collected, if it is required for a new purpose.

In certain circumstances, obtaining consent would be inappropriate. The federal *Personal Information Protection and Electronic Documents Act* and provincial privacy laws provide for exceptions where it is impossible or impractical to obtain consent.

**9.4 Limiting Collection:** We will collect personal information by fair and lawful means and will limit the amount and type of personal information we collect to that which is necessary for our identified purposes.

**9.5 Limiting Use, Disclosure, and Retention:** We will not use or disclose personal information for

## Part A - Conditions of Employment

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purposes other than those for which it was collected, except with the consent of the individual or as required by law.

- 9.6 Accuracy:** We will use our best efforts to ensure that personal information that is used on an ongoing basis and information that is used to make a decision about an individual is as accurate, complete, and up-to-date as necessary for the purpose for which it is to be used.
- 9.7 Safeguards:** We will protect personal information with safeguards appropriate to the level of sensitivity of the information. Our safeguards protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification, regardless of the format in which the information is held. We will exercise care in the disposal or destruction of Personal Information to prevent unauthorized parties from gaining access to the information. Our methods of protection include physical measures (e.g., locked file storage and restricted access to offices), organizational measures (e.g., limiting access on a need-to-know basis), and technological measures (e.g., the use of passwords). We also require our outside service providers to provide a comparable level of protection to personal information that we may supply to them.
- 9.8 Individual Access:** Upon written request, we will inform an individual of the existence, use, and disclosure of his or her personal information, and give him or her reasonable access to that information. We may deny access for legally permissible reasons, such as situations where the information is prohibitively costly to provide, if it contains references to other individuals, or where it cannot be disclosed for legal, security, or other reasons. We will advise the individual of any reason for denying an access request.

When an individual successfully demonstrates the inaccuracy or incompleteness of personal information held by us, we will correct or update the information as required.

- 9.9 Filing Inquiries and Complaints:** We will investigate all written complaints and respond to all written inquiries. If we find a complaint to be justified, we will take appropriate measures to resolve it.

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**POLICY A 10.0 - VIOLENCE IN THE WORKPLACE POLICY**

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**General Policy**

*Williams Lake Indian Band* is committed to providing a safe, healthy and violence-free workplace where any act of violence is unacceptable and will not be tolerated. It is our intent to take reasonable steps to protect our workers from violence from all sources, dedicate sufficient attention, time and resources to address factors that contribute to workplace violence and commit to assisting employees who have been exposed to workplace violence. Factors can include bullying, teasing, abusive and other aggressive behaviour which are believed to escalate and result in workplace violence.

Eliminating violence in the workplace is a shared responsibility and requires the full participation of every employee.

This policy applies to everyone: all workers, visitors, clients, members, vendors, suppliers, and contractors. Everyone is expected to uphold this policy and work together to prevent workplace incidents.

**Definitions**

Workplace Violence is any action, conduct, threat or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that person. The aggressor may be another employee, someone with whom the employee has a personal relationship, a member of the governing body, a stranger, a member, a client, a contractor or a visitor. Violence includes but is not limited to:

- behaviour which gives a person reason to believe that he or she or any other person is at risk of injury;
- bullying, teasing, abusive and other forms of aggressive behaviour;
- beatings, stabbings, rapes, shootings, suicides and near suicides; and
- acts causing psychological trauma such as threats, obscene phone calls, mental cruelty and intimidation and threatening hand gestures or body language.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

**Specific Policies**

- 10.1** This policy should be read in conjunction with A 5.0 Dispute Resolution, A 6.0 Harassment & Discrimination, and B 7.0 Discipline, Suspension and Dismissal.
- 10.2** The Occupational Health & Safety Committee will ensure risk assessments are conducted for each location and where necessary, they will develop and implement a violence prevention action plan. *Williams Lake Indian Band* will provide a consistent and focused approach on preventing workplace violence.
- 10.3** Any violent incident will be thoroughly investigated and action plans developed should shortcomings be identified.
- 10.4** Any information that is identified in relation to factors that contribute to workplace violence will be shared with employees.
- 10.5** Should any incident occur, an employee should inform the person inflicting the behaviour that it is unwelcome and unwanted (you may ask a Manager or Supervisor to help you with this step). It is important to document each event including the time, date, and the names of individuals involved or those witnessing the behaviour.

## Part A - Conditions of Employment

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- 10.6** The claimant / victim completes the Violence Incident Report Form and provides the report to their direct Supervisor or Manager immediately.
- 10.7** Acts of violence will be treated in accordance with policy B 7.0 Discipline, Suspension and Dismissal which may include disciplinary action up to and including termination.
- 10.8** Formal complaints will be evaluated by the Supervisor or Manager to determine if they should be reported to the police. The employer will investigate, address and resolve the complaint between parties if the police are not involved.
- 10.9** If the incident can be resolved, the employer will assess and implement controls to prevent reoccurrence. **The identities of the people involved will not be disclosed without their consent.**
- 10.10** If the complaint cannot be resolved internally, an investigation and report may be contracted to a competent third party. The report will be given to the OH&S Committee for review and development of controls for the future providing that disclosure of the information contained in the report is not prohibited by law or would not reveal the identity of the persons involved without their consent. In that case, the recommendations only will be provided to the OH&S Committee.

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**PART B – EMPLOYMENT**  
**POLICY B 1.0 - CLASSIFICATION AND TYPES OF EMPLOYMENT**

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**General Policy**

Positions shall be classified as either regular full-time, part-time, temporary / term, seasonal or casual. All positions will be subject to a probationary period. Contract relationships do not constitute employment. Positions may be classified as Manager or Non-manager depending of their roles and responsibility.

**Specific Policies**

**Categories of Employment:**

- 1.1 Full-time:** Employees who are employed for 24 hours or more per week and who are being funded for the position on an ongoing basis.
- 1.2 Part-time:** Employees who are employed less than 24 hours per week and who are being funded for the position on an ongoing basis.
- 1.3 Temporary:** An employee who may work forty hours a week or less and has an expiry date of employment. Temporary employees may fill a specific role, such as a maternity leave or other need that is not ongoing. These employees are only entitled to mandatory benefits (holiday pay (see E1.0 Vacation Policy), CPP, EI and WCB).
- 1.4 Casual:** Employees who are employed only on a short-term basis and working on less than a day-to-day basis. Casual employees are only entitled to mandatory benefits (holiday pay (see E1.0 Vacation Policy), CPP, EI and WCB)
- 1.5 Seasonal:** Employees hired to undertake a particular function at a particular time of year (example: snow removal and fishing are seasonal functions).
- 1.6 Probation:** A trial period at the start of your employment, during which your knowledge, skills and abilities are assessed against the job you are to undertake.
- 1.7 Contractor:** A person who has a written contract setting out duties to be performed, rates of pay, performance dates and other scope of work. A contractor is not an employee.

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**POLICY B 2.0 - RECRUITMENT, SELECTION AND PROMOTION**

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**Introduction**

Vacant positions will be filled through a process of recruitment and selection designed to hire and retain the most suitably qualified applicants using objective and consistent hiring practices. However, *Williams Lake Indian Band* is committed to the providing career development opportunities for staff and community members. The organization has a vested interest in having access to a skilled source of future staff members from within the Band membership. When vacancies occur, they will be posted internally and externally to find qualified candidates.

**General Policies**

The *Williams Lake Indian Band* abides by the following policies:

**Aboriginal Employment Preference**

- 2.1 Where the employer deems it appropriate or an occupational requirement, the employer may apply the aboriginal employment preference. The aboriginal employment preference shall be administered in a fair and reasonable manner, and consistent with the Canadian Human Rights Commission Policy on Aboriginal Employment Preference.

**Nepotism and Conflict of Interest**

- 2.2 To avoid nepotism and conflict of interest, relatives of employees will not be hired into positions where there is a direct reporting relationship or where internal controls may be compromised as a result of such appointment. Individuals must declare these relationships in advance.

**Internal Process**

- 2.3 To create or abolish a position, the immediate Supervisor makes a recommendation to the Band Administrator. The rationale identifying the need to add or delete a position, the cost, identification of funding source and other relevant information should be provided.
- 2.4 All jobs will be posted internally and externally and will be posted in a prominent public place commonly used for the purpose of community notices and website where available. It will be common practice to post for ten (10) working days where operationally feasible. The *Williams Lake Indian Band* reserves the right to hire without posting to meet operational requirements.
- 2.5 Job postings that are being developed in anticipation of an upcoming position will state “Anticipatory Staffing – This position may or may not be filled depending on funding”.

**Offer of Employment**

- 2.6 All successful candidates will be provided with a written offer of employment which outlines their requirement to produce documentation (such as educational verification, driver’s licence, driver’s abstract, criminal record check, etc.) prior to commencement of employment.

**Employment Conditions**

- 2.7 It is the policy of *Williams Lake Indian Band* to require verification of all education, certificates and licences before employment commences. The candidate will be required to provide original documents or certified true copies, including transcripts, certificates, graduation certificates or licenses for copying. Copies will be maintained in the employee personal file.
- 2.8 Positions that have bona fide occupational requirement may require the ability:
- a. to obtain and maintain a valid Criminal Record Check

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- b. to obtain and maintain a valid BC Driver's Licence
- c. to obtain and maintain bonding
- d. to obtain and maintain first aid certification
- e. to have access to a reliable vehicle for work.

They will be informed of this requirement on the job posting, at the interview and in writing in an offer letter. Failure to maintain the requirement could result in termination of employment.

- 2.9** Employees whose positions include the requirements in the preceding paragraph must immediately advise the Band Administrator if they no longer meet the requirement. Failure to do so could result in disciplinary action, up to and including termination of employment.

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**POLICY B 3.0 - CRIMINAL RECORD CHECKS**

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**General Policy**

- 3.1 Positions requiring a Criminal Record Check (CRC) will provide an offer of employment that is contingent upon obtaining and maintaining a satisfactory CRC for the position.
- 3.2 During employment, an employee who is arrested or charged with a criminal offence must immediately advise their immediate Supervisor.
- 3.3 An employee of the *Williams Lake Indian Band* convicted of a criminal offence or who engages in criminal activity, where the offence or activity harms or compromises the reputation or position of the employer, or where the offence or activity interferes with an employee's ability to perform his / her duties and responsibilities, may be subject to the termination of her / his employment.
- 3.4 *Williams Lake Indian Band* reserves the right to require annual Criminal Record Checks and Driver's Abstract for employees at the employer's expense.



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**POLICY B 4.0 - PROBATIONARY PERIOD**

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**General Policy**

The probationary period is an integral part, and an extension of the employee selection process. During the probationary period, the employee's immediate Supervisor shall work in partnership with the new or promoted employee to achieve a desired and acceptable level of performance. The probationary period provides both the employee and employer the opportunity to assess your skills, knowledge and abilities and fit with the organization. We encourage you to actively participate in this process and ask questions that will help your understanding of your role and that of the organization.

**Specific Policies**

- 4.1 All new employees shall serve a probationary period.
- 4.2 Employees who are already receiving benefits when promoted or transferred will continue to receive these benefits during the probationary period.
- 4.3 Employees who are promoted or transferred who are not successful in their probationary period shall not be entitled to return to their previous position.
- 4.4 Employees should expect to receive a written performance appraisal before the completion of their probationary period.
- 4.5 Where an employee does not meet the performance requirements of the position during the probationary period, the employee's employment shall be terminated with or without any notice or pay in lieu of notice depending on length of service.
- 4.6 Employees may be dismissed with two weeks' notice or two week's pay in lieu of notice during their first twelve months of employment in accordance with the Canada Labour Code.

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**POLICY B 5.0 - EMPLOYEE ORIENTATION**

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**General Policy**

*Williams Lake Indian Band* shall provide all new employees with an Orientation process at the start of their employment. The orientation process takes time and does not happen in a single day. As you settle in, please do not hesitate to ask questions at any time. We recognize the value of providing a comprehensive orientation program to employees.

**Specific Policies**

- 5.1 The Orientation will be the responsibility of the employee's immediate Supervisor and may be supported by other members of the organization.
- 5.2 The immediate Supervisor will ensure that all payroll, benefits and employee documents are completed and forwarded to the payroll department, and the employee's personal file, within the first two days of work.
- 5.3 An Orientation checklist will be used by the Supervisor to ensure that all aspects are covered.
- 5.4 The immediate Supervisor will ensure that a copy of the Orientation Checklist is provided to the employee and a completed copy is sent to the personal file.

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**POLICY B 6.0 - PERFORMANCE MANAGEMENT**

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**General Policy**

We believe that everyone comes to work to do a good job. We also believe that all employees will have regular and scheduled formal performance appraisals for the purpose of providing performance recognition, fostering employee self-development, and identifying performance and personal areas for development. Feedback between an employee and Supervisor should be ongoing, frequent and a regular part of working together.

**Specific Policies**

**6.1** Employees shall receive an annual written performance appraisal; at least once per year.

**Administration of the Employee Performance Appraisal**

**6.2** The immediate Supervisor of the employee shall be responsible for the development and presentation of the employee's performance appraisal. The Chief shall evaluate the Band Administrator.

**6.3** The employee will work with their Supervisor to complete the annual performance appraisal.

**6.4** Performance evaluation is achieved by comparing actual performance against goals and work standards.

**6.5** The employee performance appraisal process shall include an employee self-appraisal, a Supervisor appraisal that may have information from peers, subordinates, committees and external organizations.

**6.6** The immediate Supervisor will review the content of goals, work standards and performance appraisals with the Program Manager and the Program Manager will review this process with the Band Administrator to ensure consistency across the organization.

**6.7** Employees shall sign their performance evaluation as being read / received, be provided with a signed copy of their evaluation, and have the signed original of the evaluation placed within their personal file.

**6.8** When a pay increase is awarded through a performance evaluation process, the effective date occurs the day following your anniversary date.

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**POLICY B 7.0 - DISCIPLINE, SUSPENSION, AND DISMISSAL**

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**General Policies**

*Williams Lake Indian Band* has established a set of rules for employee conduct and performance that will help guide our practices and behaviour. Our purpose is to serve the needs of our clients with a consistent, professional level of service.

Our goal is to provide employees with the opportunity to solve performance or behaviour issues through guidance and feedback. We believe that all employees come to work to do a good job. You will be kept informed about any changes in the rules.

Some types of misconduct, behaviour or performance issues will be serious enough to warrant a disciplinary approach. This policy will provide the structure for a disciplinary process.

**Specific Policies**

- 7.1 Employees are responsible for understanding the *Williams Lake Indian Band* Human Resources policies.
- 7.2 The Progressive Discipline Policy is intended as a guideline, but some behaviour will be serious enough to constitute grounds for termination, without warning
- 7.3 Discipline is to be applied fairly, equally, respectfully and confidentially.

**Guidelines for Disciplinary Action**

**Investigation**

- 7.4 Before any disciplinary action is imposed, the Supervisor will investigate the circumstances leading to the dissatisfaction with the employee's performance or behaviour. The investigation might include an interview with the employee only or with a number of people. The Supervisor should make notes during and after any interviews. The investigation should include a review of past performance, length of service, history of discipline and the seriousness of the infraction.

**Corrective Discussion**

- 7.5 Prior to disciplinary action, the employee's immediate Supervisor shall make every reasonable effort to advise the employee. This shall include, explaining the nature and impact of the employee's questionable conduct and setting expectations for future performance or behaviour.

**Steps of Progressive Discipline**

- 7.6 Where performance issues exist that have not been corrected through feedback or when serious issues occur, a progressive disciplinary process will be followed to address concerns and to signal that behaviour is unacceptable. Progressive discipline is the process of taking greater forms of severity that increase with each event that breaks the rules or standards. This process of escalation will generally consist of:
  - 1. Verbal Warning
  - 2. Written Warning
  - 3. Second Written Warning and / or Suspension
  - 4. Termination

This process will fairly and effectively inform employees of the expectations and the changes they must make to be successful, along with the consequences of not making those changes. The system will apply to all employees and will be used in a consistent manner. A fair policy means that discipline will be applied to all employees in an unbiased way, focusing on the facts at hand and previous history with similar incidents.

### **Verbal Warning**

**7.7** Unless the employee's misconduct is very serious, after the investigation the Supervisor will usually decide that the first disciplinary action given an employee should be a verbal warning. The Supervisor will clearly explain the issue and set expectations for future performance and behaviour. The Supervisor and employee should agree on an action plan, preferably in writing, to ensure the poor performance is corrected so the misconduct is not repeated. The Supervisor will arrange to meet with the employee to follow-up on the action plan.

### **Written Warning**

**7.8** The next step of progressive discipline is a written warning that clearly describes the misconduct, performance or behaviour issue and the expectations for the employee. The letter will also include the consequences of failing to correct the issue. The employee will be required to sign a copy of all letters issued to them to acknowledge receipt and understanding. If the employee refuses to sign, the Supervisor writes this statement and the date on the letter for the record.

### **Second Written Warning and / or Suspension**

**7.9** A second written warning may be joined with an unpaid suspension. A suspension would be used to provide the employee with time to consider the consequences of their actions and to reinforce that this is the last step before termination. We want the employee to realize the seriousness of the situation. Again, the letter will clearly describe the misconduct, performance or behaviour issue and the expectations for improvement. The letter will also specify that failure to improve or repetition of the behaviour will result in termination.

**7.10** When a suspension is included with a written warning, the length of the suspension shall correspond with the seriousness of the offense and shall not exceed five working days.

**7.11** Notice of suspensions shall be reported to Chief, in writing, within forty-eight (48) hours of the notice of suspension.

### **Authority for Discipline:**

**7.12** Immediate Supervisors have the authority to give verbal warnings. Written warnings, suspensions and terminations require the authority of the Band Administrator or, where the written warning, suspension or termination is in respect to the Band Administrator, Council.

### **Grounds for Discipline**

**7.13** Grounds for discipline may include, but are not limited to:

- Insubordination or the refusal to follow the directions or recognize the authority of the Supervisor;
- A pattern of lateness;
- Excessive absenteeism or unauthorized absenteeism for more than three (3) consecutive work days;
- Leaving your job or your regular workplace during working hours without authorization (does not include lunch, rest periods or going to the restroom);
- Interfering with the work of other employees;
- Unsatisfactory job performance which could include poor productivity, lack of attention to detail, missing deadlines, poor representation of the organization, etc;
- Voluntary destruction of the employer's equipment or property;
- Failure to adhere to the policies (including breach of the Code of Conduct or confidentiality provisions);
- Complaint made in bad faith;
- Unsatisfactory use of the organization's time (e.g. personal phone calls, visitors, not focusing on job responsibilities); or

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- Taking issues to Council or Band meetings instead of following the prescribed dispute process as stated in Policy A 5.0 (Dispute Resolution) (examples: internal problems between co-workers, complaints about being supervised or managed, etc.).

### **7.14** Grounds that could lead to immediate termination may be a result of:

- Theft;
- Drinking, using or being under the influence of prohibited or restricted drugs, alcohol, solvents or intoxicating beverages on the job;
- Improper use of confidential information;
- Conflict of interest;
- Falsification of records;
- Endangering the safety of other employees;
- Defrauding the employer;
- Harassment in the workplace (personal or sexual); or
- Abandonment of Position (see Policy 4.0 Attendance, Lateness and Absenteeism, D 4.6).

### **Off-Duty Conduct**

### **7.15** Actions or conduct may occur during or outside of the scheduled workday. You may be disciplined, up to and including termination, for inappropriate off-duty conduct, whether verbal, written or through any form of blogging, that:

- Damages our reputation and goodwill within the Community;
- Materially and adversely affects your job performance or the job performance of other employees;
- Divulging private information of the organization or of others to any person or entity that is not authorized to receive that information; or
- Makes libellous, slanderous or maliciously false statements towards or concerning the organization, any of its employees, governing body, programs, services or products.

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**POLICY B 8.0 - LAY-OFF**

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**General Policy**

The *Williams Lake Indian Band* recognizes the adverse affects of a lay-off on an employee and the family of the employee, and also on the general operation of the organization. It is the policy of *Williams Lake Indian Band* to provide a notice of lay-off or pay in lieu of notice, and severance pay, where the lay-off constitutes a termination of employment.

**Specific Policies**

- 8.1 The termination will not be considered a lay-off where the employee is terminated for just cause.
- 8.2 Lay-off may occur due to the elimination of positions due to redundancy, lack of funding or completion / cancellation of projects.
- 8.3 The lay-off shall constitute a termination of employment where the lay-off is for greater than three (3) months.
- 8.4 Notice of lay-off or pay in lieu of notice will be in accordance with Canada Labour Code provisions.
- 8.5 Benefit coverage will cease on the last day of work, for the duration of the lay-off and may be reinstated upon return to work with the provider's permission.

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**POLICY B 9.0 - EMPLOYEE NOTICE OF RESIGNATION OR RETIREMENT**

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**General Policy**

All employees resigning their employment or planning to retire from *Williams Lake Indian Band* shall be expected to provide their notice in writing.

**Specific Policies**

- 9.1 The employer would appreciate sufficient notice where possible, to find suitable replacement and possibly have cross-training.
- 9.2 Notices of resignation shall be in writing and provided to the employee's immediate Supervisor.
- 9.3 The immediate Supervisor will accept the employee's resignation in writing confirming the last day of work, expectations during this period including a detailed list of agreed upon duties to be completed and turned over, and list of property to be returned (for example: tools, equipment, keys, documents, intellectual property, office supplies, gas cards, calling cards, credit cards, cell phones, pagers, pass codes) before the last day of work. The letter will also address how outstanding vacation entitlement and banked overtime will be handled. Employees must continue to honour their commitment to the Confidentiality Agreement (see Policy A 2.0 Confidentiality) after their employment terminates.
- 9.4 Employees who resign from employment are not entitled to any severance pay.
- 9.5 Employees who are retiring shall complete a Notice of Intent to Retire Form.
- 9.6 A meeting will be arranged to discuss the impact on benefits at retirement, succession planning activities and answer any questions you may have about the process of retirement.



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**POLICY B 10.0 - EXIT INTERVIEW**

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**General Policy**

To assist in understanding the reasons for an employee's employment resignation, and to assist in the development of the employer-employee relationship, employees will be provided the opportunity to participate in a confidential exit interview.

**Specific Policies**

- 10.1** A confidential and voluntary exit survey will be provided with your final pay when you voluntarily leave the organization.
- 10.2** This will be an opportunity for you to provide feedback about what was positive about working here as well as what could be improved.
- 10.3** We will do our best to protect sensitive or confidential information and appreciate your time and comments.

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**POLICY B 11.0 - EMPLOYEE RECORDS**

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**General Policies**

Adequate records must be maintained on every employee and all information retained in the personal record will be the responsibility of the Payroll Administrator and / or Band Administrator.

**Specific Policies**

- 11.1** Two files will be kept on each employee: (a) a personal file, and (b) a payroll file.
- 11.2** Personal file will contain
- Employee name, date of birth, occupation, telephone number, residential address and social insurance number
  - Offer letter including wage rate, hours of work, benefit entitlement
  - Job Description outlining duties and qualifications
  - Copies of any certificates, designations or licences
  - Performance plans, performance appraisals, disciplinary documentation, commendation letters or notes
  - Certification of completion for any training activities
  - Letters documenting promotions, demotions, or lateral transfers
  - Confidentiality, Conflict of Interest and other forms
  - Criminal Record Check
  - Proof of Insurance
  - Driver Abstracts
- 11.3** Payroll file will contain
- Offer letter
  - Time sheets showing hours worked each day
  - Rate of wages clearly showing whether hourly, weekly or monthly basis
  - Statement of wages showing benefits paid, gross and net wages for each pay period, deductions, statutory holidays taken and amount paid by employer.
  - Letters documenting promotions, demotions, or lateral transfers
  - Leave forms or records
  - Overtime bank forms or records
  - Employee name, date of birth, occupation, telephone number, residential address and social insurance number
- 11.4** No performance related documentation will be placed in an employee's file without the employee's knowledge.
- 11.5** Records will be kept confidential and locked at all times to protect your privacy. Internal access to records is restricted to those having an authorized, business related need to know.
- 11.6** Employees are entitled to review their file at any reasonable time during regular office hours. Employees can make arrangements to view their file by contacting the Band Administrator and shall only be allowed to view their Personal records in the presence of a designated employee. Details of employment references which were obtained in confidence from previous employers and other sources are not available.
- 11.7** Employee files are kept for a minimum of thirty-six (36) months from the end of employment in accordance with the Canada Labour Code Regulations.
- 11.8** An employee with a known medical condition may choose to provide relevant information to the company in case of a medical emergency. This information is kept in a sealed envelope and can be opened only by emergency medical personnel and the designated Health and Safety employee if the injured employee is unable to speak for themselves.

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- 11.9** Personal employee information within the personal file shall not be released to anyone without the written consent of the employee, except where required by law. This does not include personal information relating to the employees qualifications, position, performance, or other employment information of a non-personal nature.
- 11.10** The Employee personal file shall not be the same file as the Employee Payroll file.
- 11.11** We will only release your personal information to third parties at your request, or with your permission to verify your employment or when required to satisfy legitimate investigative or legal requirements. For example, if a third party calls to verify salary for a mortgage or loan application, you will have to provide written permission to give out this information.
- 11.12** We will not provide reference information beyond verifying dates of employment or last position held without your written permission. With your permission we will provide additional reference information concerning your general working habits, reason for termination or resignation, attendance record, salary verification, and whether or not we would rehire you, but would require a written request for us to provide this information.

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**SUMMARY OF EMPLOYEE DOCUMENTATION REQUIREMENTS**

INFORMATION	SOURCE	LOCATION	√
Employee Name Date Of Birth Occupation Telephone Number Residential Address Social Insurance Number	Resume / application or form	Personal file	
Start Date	Offer letter	Personal file Payroll system	
Employee's Wage Rate Employees Wage Type (Hourly, Salary, Piece Rate, Commission, Incentives)	Offer letter	Personal file Payroll system	
Core Hours Of Work including days and times	Offer letter	Personal file	
Benefit Entitlement / Enrolment	Offer letter Copies of enrolment forms	Personal file Payroll File	
Job Duties And Qualifications	Job description	Personal file	
Current Required Certificate, Designation Or Licence	Copy of the document	Personal file	
Criminal Record Check, Driver's Licence	Copy of document	Personal File	
Performance Documentation	Performance plans Performance reviews Any disciplinary documentation Commendation letters or notes	Personal file	
Training Documents	Certificate of completion, class list or invoice	Personal file	
Promotions, Demotions, Lateral Transfers Documentation	Letter to employee noting change, reason and salary level	Personal file Payroll file	
Confidentiality Oath	Signed off job description	Personal file	
Hours Worked Each Day	Supervisor	Payroll system	
Benefits Paid	Statement of wages	Payroll system Personal file	
Gross And Net Wages For Each Pay Period	Statement of wages	Payroll system Personal file	
Deductions	Statement of wages	Payroll system Personal file	
Statutory Holidays Taken And Amount Paid By Employer	Statement of wages	Payroll system	
Annual Vacation including amounts paid by the employee, the days taken, the dates and amounts owing Bereavement leave granted. Medical certificates provided in respect to sick leave	Leave form or record	Payroll system	
Leave Transactions including the type, amount, dates and amount paid where appropriate	Leave form or record	Payroll system	
Time Bank Transactions including how much taken, how much remaining, amounts paid and dates taken	Time bank form or record	Payroll system	

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**POLICY B 12.0 - SUCCESSION MANAGEMENT**

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**General Policy**

*Williams Lake Indian Band* will establish a succession management strategy that will help ensure continuity of skilled employees, provide developmental opportunities and build capacity across First Nations organizations. Success management is meant to be a long-term HR strategy based on the human resource and business plan requirements of the organization.

As new positions and new activities are undertaken by the organization, there should always be a view to build in competencies, skills and abilities that do not exist in the organization whether they are developed internally, acquired externally or a combination of both strategies.

**Specific Policies**

- 12.1** A Succession Management Program should provide for the following:
- Frequent opportunities for employees to accept new challenges
  - A systemic approach to identifying succession candidates
  - Cross organization / division sharing of people and information
  - Career paths that don't just move up a specialized ladder, but across the organization
  - Employees who are involved in setting their own career development plan.
- 12.2** A Succession Management Plan should address:
- Key positions that may need to be replaced in the next 1 to 3 years
  - Key positions that may need to be replaced in the next 3 to 5 years
  - Key positions where there is unique knowledge, skill or ability that would significantly hurt the organization if that person were to leave
  - Identification of potential of existing employees
  - Assessment of candidates
  - Development activities
  - Practical work experience
  - Reassessment of candidates
  - Measurement of the Succession Management program
- 12.3** Employees play a significant role in Succession Management. Employees who see themselves as candidates for progression should have a conversation with their immediate Supervisor and / or the Band Administrator about their goals.
- 12.4** Employees should understand that even if they have been identified as having future potential, competitions will still continue to happen and the most qualified candidate will be chosen for vacancies.

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**PART C – BENEFITS AND WAGE ADMINISTRATION**  
**POLICY C 1.0 - BENEFIT ENROLMENT AND ADMINISTRATION**

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### **General Policy**

The *Williams Lake Indian Band* believes in providing employees and their families with access to a Benefit Plan that provides for their health and protection. Full-time employees who work at least 24 hours per week are required to participate in the standard benefit program, commencing three (3) months after their start date, unless they have coverage under the benefit plan of a spouse, legal guardian or partner. *Williams Lake Indian Band* provides access to these benefits only and they may change at any time. The benefit provider has age restrictions including new employees must be under age 65 to be eligible for coverage.

Employees will be provided with a benefit plan brochure which contains the details of the coverage. Note: Employees who do not apply for benefits during the eligibility period will be required to provide medical evidence and may not be covered for all services.

### **Specific Policies**

#### **Employee Assistance Program Services**

**1.1** The Employee Assistance Program provides confidential services for employees and their dependents covering:

- Stress/overwork/depression/general anxiety
- Marital/family/separation/divorce/custody issues
- Alcohol and drug abuse/compulsive gambling
- Personal adjustment problems/conflict resolution
- Aging parents/eldercare concerns
- Bereavement
- Weight, smoking or general health issues
- Financial or legal problems

The service can be accessed 24 hours per day, 7 days per week by calling 1-800-668-0193.

#### **Medical Services Plan**

**1.1** Non-status employees and their dependents shall have their B.C. Medical Services Plan premiums paid by the employer after three (3) months of continuous employment. Coverage is only available through one employer. If the spouse of the employee is eligible for coverage through their employer, the Band employee is not entitled to compensation.

#### **Pension Plan Enrolment and Coverage**

**1.2** Employees in a regular position, part-time and full-time, shall be entitled to contribute to the Pension Plan after completing three (3) months of continuous employment at the rate of three to five and one-half percent (3% - 5-1/2%) of the employee's gross earnings. The employer will match the contribution of the employee's gross earnings between three to five and one-half percent (3% - 5-1/2%).

**1.3** Employees may also contribute more to their voluntary account depending on their maximum allowable contribution limit in their RRSP less pension contributions. This amount will not be matched.

#### **Pension Information**

**1.4** When enrolling in the pension fund, an employee will be given information that explains the program and options. The phone number of the company representative will be issued to each staff member. Each employee should have contact with the company representative to instruct them on how the employee would like their pension funds invested. **Please note it is illegal for the organization's Financial Officer to advise staff on investments.**

**Other Benefits**

**Employment Insurance**

1.5 All employees shall have employment insurance premiums deducted from their pay, in accordance with Canada Employment Insurance Regulations.

**Canada Pension Plan**

1.6 All employees shall have Canada Pension Plan premiums deducted from their pay, in accordance with Canada Pension Plan Regulations.

**Workers Compensation**

1.7 All employees shall have their Workers Compensation Board premiums paid by the employer.

**Benefits during Maternity and Paternal Leave**

1.8 Coverage under the employer's Group Insurance Benefits Plan shall continue during the leave period providing the employee pays any contributions she or he would normally have paid. The employer shall continue to pay his or her required share of benefit premiums so long as the employee pays their required premiums. A series of post-dated cheques must be provided before the leave begins.

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**POLICY C 2.0 - WAGE AND SALARY ADMINISTRATION**

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**General Policy**

We are a First Nations organization committed to providing the best services to our clients and members, using a strong sense of fiscal responsibility and fairness to all involved. Our goal is to hire qualified, motivated employees, retain competent staff and encourage higher performance levels while meeting our legal obligations. Our pay practices are based on our desire to provide good and fair compensation, while considering our financial commitments and expectations of our members.

We value fairness and internal equity, and provide similar pay for similar contributions to the organization. We communicate the principles, processes and practices around pay, so employees and members understand how decisions are made.

We group jobs of similar worth into pay grades, which is determined through a job evaluation process using a committee to evaluate each job. Employees will progress through pay grades, based on a combination of time in the job and individual performance, which typically means one pay step per year. New employees may be brought in above the minimum of the salary range based on their experience, skills and qualifications, after a full comparison to internal employees has been conducted.

As part of our pay philosophy and pay strategy we want to pay fairly and equitably, but not more than other comparable organizations. We have completed wage and benefit surveys of other First Nation organizations to ensure that we can achieve this philosophy.

Wage increases will be tied to the performance management cycle. An employee with a rating of average or better should expect to move to the next step in the pay range, following their performance evaluation, as long as the funding for your position allows for pay increase. When an employee reaches the top of the range, there are no more pay increases, unless there is a cost of living increase or a move for the entire pay scale.

Employees who do not meet the basic requirements for the position (education, skills and abilities, competencies and experience) may be started at a training wage. If a training wage is chosen, the employee can expect to have a written agreement that covers what must be accomplished and timelines, for them to achieve the base level for their position.

**Specific Policies****Compensation for Increased Responsibility**

- 2.1 Where an employee has been requested by the immediate Supervisor, to temporarily assume the responsibilities of another position and been designated to perform the principal duties of the position for a period of at least 10 working days or 70 working hours, they will be paid a higher salary for that period. The amount paid will be within the salary range for the temporary position as authorized by the Band Administrator.
- 2.2 Employees will not be granted substitute pay for periods less than 70 hours of work or during vacation relief or where they are not designated to perform the principal duties of the position.

**Payment of Wages / Salaries**

- 2.3 Employees shall be paid bi-weekly as per the payroll schedule for actual hours worked as submitted on the employee time sheet and authorized by their immediate Supervisor. Additional hours above the amount agreed upon at the time of hire will not be eligible for compensation unless pre-approved or when hours are altered with the approval of the employee's immediate Supervisor.
- 2.4 Pay days will be every second Friday according to the Payroll schedule. Should a holiday fall on a pay day, the pay will be prepared one day in advance.



**Method of Payment**

- 2.5 All payroll payments shall be made by automatic deposit.
- 2.6 There are no pay advances.
- 2.7 Overpayment of wages shall be recovered by subsequent payroll deduction and shall receive priority over all other deductions other than statutory deductions. Salary cheques for employees pending termination are not to be released if any overpayment may be created.

**Payroll Deductions**

- 2.8 Deductions required by law, Court Order, or any other legal requirements on payroll shall be made on each cheque. Such deductions shall include, but not be limited to, Federal Income Tax, Canada Pension Plan, Employment Insurance, and wage garnishments.

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**POLICY C 3.0 - TIMESHEETS**

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**Time Sheets**

- 3.1** All employees must submit completed bi-weekly timesheets to their immediate Supervisor for approval / signing. In the absence of their Supervisor, the Band Administrator will have the authority to sign or to delegate this role.
- 3.2** It is the employee's responsibility to accurately complete a timesheet and submit on time in order to be paid accurately. If you do not submit your timesheet on time, you may not be paid within that pay period.
- 3.3** All information submitted on this form must be a true and accurate reflection of the hours you have worked. False claims can be considered fraudulent behaviour.
- 3.4** The Band Administrator may obtain governing body approval for their timesheet at a later time and this will not prevent Payroll from issuing the cheque.

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**POLICY C 4.0 - RECOGNITION**

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**General Policy**

*Williams Lake Indian Band* recognizes the accomplishments made by its employees, Boards and Committees. It is committed to honouring and encouraging individuals and teams who contribute to the success of the organization through their efforts and actions.

**Definitions**

**Length of Service** - A specific period of uninterrupted service or continuous employment with *Williams Lake Indian Band*.

**Service Appreciation** - An acknowledgment of commitment and dedication upon the retirement and/or resignation of a long-term employee (minimum 8 yrs service).

**Specific Policies**

- 4.1** Recognition may involve:
- Giving praise;
  - Granting awards; and
  - Celebrating and communicating successes.
- 4.2** Recognition will be linked to our corporate objectives by supporting defined goals and values. It will focus on creating an enduring effect for employees and the organization and will be communicated how it links to corporate values and objectives.
- 4.3** The Employee Recognition Policy provides guidelines for the following types of recognition:
- Organization-wide recognition;
  - Department-wide recognition;
  - Length of service with Williams Lake Indian Band;
  - Appreciation of service on resignation and/or retirement.
- 4.4** The Administration staff shall be responsible for the coordination of the annual ceremony for the Award for Excellence in conjunction with the Annual General Meeting or at another time set by the Council. Department-wide recognition programs shall be designed and administered in a manner that is consistent with the Employment Recognition Policy. Departments, Boards and Committees are responsible for communication and administration of department, long service and service appreciation awards.
- 4.5** Long service awards will be made to recognize and reward milestones (i.e. 5, 10, 15, 20 years) that employees have achieved.

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**PART D – WORKING CONDITIONS**  
**POLICY D 1.0 - HOURS OF WORK & HOURS OF OPERATION**

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**General Policy**

Employees will work a work day and a work week as determined by the employer (overseen by the Band Administrator), which takes into account operational requirements, applicable legislation, fairness, and internal equity.

**Specific Policies**

**Normal Hours of Work**

- 1.1 The normal hours of operation will be Monday through Friday, from 8:30 a.m. to 4:30 p.m. seven (7) hours per day, totalling thirty-five (35) hours per week. Work outside these schedules requires pre-approval of the Band Administrator or the immediate Supervisor, as determined by the Band Administrator.
- 1.2 Employees scheduled to work at least five (5) hours per day are entitled to a one (1) hour, unpaid meal period, normally to be taken daily from 12:00 p.m. to 1:00 p.m. or as approved by the employee's immediate Supervisor.
- 1.3 Employees who work at least three and one-half (3-1/2) hours per day are entitled to one (1) paid fifteen-minute break. Employees who work at least seven (7) hours per day are entitled to two (2) paid fifteen-minute breaks unless otherwise approved by their immediate Supervisor.
- 1.4 The purpose of breaks is to interrupt an employee's work day and help them to stay refreshed. Therefore, we do not allow breaks to be regularly skipped in order to accumulate time off or to shorten the work day.
- 1.5 Hours of work will not exceed forty-eight (48) hours in a week, except in the case of a real emergency, to be determined by the employee's immediate Supervisor. Labour Canada must be notified.

**Shift Work and Flexible Hours**

- 1.6 Many employment positions require employees to work irregular hours. Where irregular or flexible hours are required, the following terms will apply:
- 1.7 Averaged hours of work will be scheduled to ensure that within the total period, hours worked will not exceed the maximum of 48 hours x the number of weeks (i.e. a six week averaging agreement cannot exceed 6 x 48 hours = 288 hours). Hours of work will not exceed forty-eight (48) hours, except in the case of a real emergency, to be determined by the Supervisor. The employee will be compensated at straight time for the regular hours (i.e. 6 x 40 hours = 240 hours) and banked time (i.e. 6 x 8 hours x 1-1/2 times = 72 hours) for the additional hours in the averaging agreement.
- 1.8 Averaging agreements may be implemented by the Band Administrator, upon receipt of approval from Labour Canada with a minimum of thirty (30) days posted notice to employees. Postings will be placed in an area accessible by affected employees and will remain posted for the duration of the averaging period.

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**POLICY D 2.0 - OVERTIME**

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**General Policy**

Due to emergencies and workload, there may be the occasional need for employees to work overtime hours, in excess of their normal regularly scheduled hours. When overtime is required, it requires approval in advance by the employer before overtime will be compensated.

**Specific Policies****Authorized Overtime**

- 2.1 All hours worked in excess of the normal workday and workweek, except in the case of an emergency, must be pre-approved by the employee's immediate Supervisor, in order to receive compensation.
- 2.2 In the case of an emergency, overtime hours must be approved by the employee's immediate Supervisor when possible. If it is not possible to obtain prior approval, employees will use their discretion in working the additional hours and the employer will determine the legitimacy of the overtime claimed.
- 2.3 An employee choosing to work overtime without authorization may not receive any compensation or banked overtime.

**Eligibility for Overtime**

- 2.4 All employees will be eligible for overtime compensation.
- 2.5 Supervisors will make every effort to provide employees with as much advance notice as possible when overtime is required.
- 2.6 Hours worked over eight (8) hours a day and forty (40) hours a week will be compensated at the rate of time plus one-half (1 1/2) times the regular rate of pay. Note: For employees who work a 7.0 hour day, the first hour is paid at straight time.
- 2.7 Compensation for pre-approved overtime will be paid in time off in lieu, at time plus one-half rate.
- 2.8 When calculating overtime within a pay period, any approved leave with pay, (including a designated General Holiday, vacation time, bereavement leave, sick leave and self-care leave), is not time worked.

**Accumulation and Scheduling of Time-off in Lieu of Direct Overtime Compensation**

- 2.9 Immediate Supervisors should be scheduling their own and employee time off and managing banked overtime amounts on a regular basis to ensure that banked time is taken as time off in lieu and does not place the employer in financial risk. The maximum amount of combined banked and overtime is 21 hours. Immediate Supervisors are required to manage this time to reduce or eliminate the liability to the organization.

**Record of Overtime**

- 2.10 All overtime hours must be recorded on bi-weekly timesheets and submitted to the employee's immediate Supervisor for approval / signing. In the absence of their Supervisor, the Band Administrator will have approval authority.
- 2.11 Payroll will maintain records of employee overtime, as applicable.

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**POLICY D 3.0 - CALL-BACK TO WORK**

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**General Policy**

Employees called back to work by the employer, in case of an emergency are eligible for compensation.

**Specific Policies**

**Eligibility**

- 3.1 All employees will be eligible for compensation when called-back to work.
- 3.2 Direct Supervisors and Band Administrators must ensure the requirement for call-back of employees is essential to the operation of the organization.
- 3.3 This policy does not apply to employees who voluntarily provide services to the community or to individuals who provide services outside of the employee's regular job.

**Compensation**

- 3.4 Whether they work or not, all employees called back to work will receive a minimum of three (3) hours pay, as time off in lieu.
- 3.5 Employees who have started their vacation will not be called back to work except in case of extreme emergency as determined by their immediate Supervisor in consultation with the Band Administrator. When called back to work, employees will be reimbursed for all reasonable travel expenses incurred by them and their family, by submitting receipts to their direct immediate Supervisor.

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**POLICY D 4.0 - ATTENDANCE, LATENESS AND ABSENTEEISM**

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**General Policy**

We operate an organization that meets the needs of those we serve and our behaviour and service must reflect professionalism and support a positive reputation. It is important for every employee to attend work promptly and regularly to maintain an effective work environment.

**Specific Policies**

- 4.1 Employees are responsible for informing their immediate Supervisor within 30 minutes prior to their start time, or in the Supervisor's absence, the Band Administrator, of any unscheduled absences from the workplace during work hours, whether it occurs at the beginning, during or end of their assigned work schedule. Unless there is an emergency (e.g. in hospital), relatives and friends are not to call on behalf of the employee. Employees are to speak to their Supervisor(s) in person. If the Supervisor is unavailable, the employee must leave a phone number where he or she can be reached when the Supervisor is free and provide their expected time to return to work. At a minimum, employees need to email, so that their safety is not a concern, especially for employees who commute.
- 4.2 Regular attendance at work is important to enable our organization to achieve our goals and objectives. Regardless of the position you hold, your regular attendance at work is critical to maintaining a high level of service, to do your fair share of the work as part of a team, and to demonstrate commitment to your position.
- 4.3 Immediate Supervisors will be monitoring and recording the attendance of all employees to ensure that absenteeism does not create operational problems caused by:
  - a. Patterns of absenteeism surrounding weekends, scheduled days off or holidays
  - b. Absences that are made without reasonable explanation or when not medically supported
  - c. Failing to come to work at the appropriate start times or leaving before the end of the work day
  - d. Excessive time off for appointments during business hours.
- 4.4 Supervisors are expected to follow-up with employees. These conversations may include a review of overall attendance and should include ideas to generate solutions. The employee should be working to cover operational requirements and provide first loyalty to their job.
- 4.5 Unapproved and excessive lateness or absenteeism will result in disciplinary action, up to and including termination of their employment.
- 4.6 Should an employee be absent for three consecutive days without calling their immediate Supervisor *Williams Lake Indian Band* will consider them to have abandoned their position and their employment will be terminated. A double registered letter will be sent to the last known address advising the employee of the termination.

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**POLICY D 5.0 - TRAVEL TIME**

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**General Policy**

Managers and Supervisors have the responsibility to make decisions that affect their operating budgets and to determine the most cost effective method for travel. All travel plans are to be reviewed with employees to ensure that the most cost effective method is selected, that overtime is only incurred where necessary and that travel plans include the safety of the employee travelling on behalf of the employer. It is the employers' responsibility to establish the time of departure and return, the means of travel and the compensation for travel time.

**Specific Policies****Compensation for Travel Time**

- 5.1 Approved travel time while on employer business outside of normal work hours will be compensated as one hour of scheduled time off for one hour of travel time up to 8 hours in a day and 40 hours in a week.
- 5.2 Employees and Supervisors are responsible for ensuring that travel time taken is reasonable and essential to meeting the best interests of the employer.
- 5.3 Reimbursement for travel is subject to change over time. Band approved rates are published.
- 5.4 When two employees attend the same meeting, the employer may stipulate that both employees will travel in the same vehicle as a cost saving measure.
- 5.5 When two employees from different organizations travel together to a meeting, the travel claim shall be submitted for half of the transportation expenses, allowing the two organizations to share costs equally.
- 5.6 Except as otherwise approved by the Band Administrator, employees shall use the most cost effective means of transportation, (including time and transportation costs) and reasonably priced accommodation.
- 5.7 Except as otherwise approved by the Band Administrator, if the employee chooses a more expensive means of transportation, he or she will only be reimbursed for the less expensive means.
- 5.8 When a travel claim is reimbursable from an outside agency or government, the employee receives the organization's published rates and the organizations claims the external rates for reimbursement.

**Travel to and from Work**

- 5.9 Travel time to and from the employee's residence and the employer's office will not be compensated, except as covered under specific terms of hire.
- 5.10 All travel times must be recorded on bi-weekly timesheets and submitted to the employee's immediate Supervisor for approval / signing. In the absence of their Supervisor, the Band Administrator will have approval authority.



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**POLICY D 6.0 - USE OF EMPLOYEE OR ORGANIZATION OWNED VEHICLES**

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**General Policy**

This policy outlines the guidelines, procedures and general information regarding the application and administration of the vehicle usage. The primary goal of this policy is to assist in understanding the options and responsibilities, and outline the procedures and guidelines for the operation of company owned and personal vehicles. Vehicles must always be operated with a valid driver's licence and in accordance with applicable laws.

**Specific Policies****Personal Vehicles**

- 6.1** Operating vehicles, like many other items costs the organization money, whether it is for your own vehicle or for company owned vehicles. Employees must always consider cost effective choices. Car pooling of employees attending the same functions is an expectation and an example. We also encourage the use of the organization's vehicles when feasible and practical.
- 6.2** Employees who are authorized to use their personal vehicle for business are entitled to receive a kilometre allowance. The kilometre allowance is intended to provide the employee with the basic compensation for the use of their vehicle for business purposes and to offset the costs of financing, depreciation, insurance and maintenance.
- 6.3** Distances between residence and principle place of work do not qualify for the allowance, unless the employee is driving directly to a job site that is not the normal place of work.
- 6.4** The immediate Supervisor is responsible for approving the business use of the personal vehicle and for ensuring the employee submits the required documentation for approval and submission for payment of the final claim to Accounts Payable within 10 working days of the completion of travel.
- 6.5** Employees are responsible for insuring their vehicle within the laws and regulations of the Province. It is recommended that you meet with your insurance advisor and review the usage of your vehicle for personal and business use to ensure you have proper coverage.
- 6.6** The organization does carry insurance to cover business items such as tools and equipment. However, the employee is required to clarify the organization's coverage with their immediate Supervisor and to provide their own insurance to cover personal items, vehicle loss or damage and liability not covered by the company policy.
- 6.7** If you are required to use your vehicle as a condition of employment, in the event of an accident or theft the employee is responsible for obtaining a replacement vehicle to perform their duties at their own expense.
- 6.8** All employees using a personal vehicle for business are required to submit a travel claim in accordance with the Financial policy.

**Use of *Williams Lake Indian Band* Vehicles**

Company owned vehicles are supplied to employees for the day-to-day duties in support of our operations.

- 6.9** Employees are required to operate all company vehicles legally and safely. Any traffic violations are the sole responsibility of the employee. The employer will not cover the cost of traffic violations or parking tickets or any related legal costs incurred by the employee in either their personal vehicle or employer owned vehicle.
- 6.10** Employees are not permitted to operate a company vehicle without a driver's licence valid for the vehicle class and its intended use.

## Part D - Working Conditions

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- 6.11 Employees who are required to drive a company motor vehicle for their jobs must inform the employer immediately if they receive any restrictions or suspension of their driver's licence. Failure to advise the company of any restrictions or suspension of their driver licence will result in immediate disciplinary action, up to and including termination.
- 6.12 Operating a company vehicle under the influence of alcohol and / or drugs is prohibited by law and the *Williams Lake Indian Band* policies and the employee is subject to disciplinary action, up to and including termination.
- 6.13 Employees should responsibly use over-the-counter and prescription medication and ensure that the medication will not impair their ability to drive. In the event over-the-counter and / or prescribed medication is prescribed, it is a requirement for the employee to ensure that their ability to drive is not impaired.
- 6.14 Use of the company vehicle is restricted to the authorized employee only and employees must not permit unauthorized persons to operate any employer's vehicle.
- 6.15 Employees are responsible for basic maintenance practices (check oil, fuel and tire pressure), including keeping the vehicle in clean and orderly condition.
- 6.16 Employees must ensure all occupants use seat belts, and do not transport firearms (unless and only when required for work related purposes and in compliance with applicable regulations), illegal drugs or alcohol at any time.
- 6.17 By law, employees must refrain from making or taking cellular phone calls while the vehicle is in motion.
- 6.18 Labour Code requires the enforcement that all buildings and vehicles are Non Smoking.
- 6.19 Except with the authorization of the Band Administrator or their designate, all organization owned vehicles must be in the proper parking (i.e. locked compound) at the end of the work day.

### **Accident Reporting of Organization Owned Vehicles**

- 6.20 No matter how minor the accident, report all accidents to your immediate Supervisor as soon as practical.
- 6.21 Take precautions necessary to protect yourself and the scene of the accident from further accidents.
- 6.22 If you or other parties are injured, request medical assistance and call the police (9-1-1 where possible) to report the accident and get medical assistance.
- 6.23 Give identifying information only to other party (ies) involved, but make no comments assuming responsibility, fault, blame or liability.
- 6.24 If the vehicle is not drivable record the contact name and number for the towing company and yard location where the vehicle is being towed.
- 6.25 Complete and submit an Accident Report

### **Break in & Theft**

- 6.26 In the event that a vehicle is broken into or stolen the employee must:
  - a. Notify the police and obtain a police report number as appropriate
  - b. Notify your immediate Supervisor (next business day if accident occurs after business hours)
  - c. Perform an inventory count, listing all items and value that is missing
  - d. Itemize damage to the vehicle

## Part D - Working Conditions

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- e. Advise his / her home insurance company if personal items are missing
- f. Follow any other policy as dictated by the employer

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**POLICY D 7.0 - INTERNET, EMAIL, LETTERHEAD, PHONES & CELL PHONES**

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**General Policy**

Computers, the Internet and email are tools used to support job responsibilities and to further the business operations of *Williams Lake Indian Band*. Use of these tools requires each employee to be personally responsible for the security, integrity and well-being of the systems.

**Specific Policies**

- 7.1** Computers are first and foremost provided for business use.
- 7.2** E-mail messages and electronic documents are written documents for legal purposes, including documents that have been deleted. They may be subject to court order and disclosure may apply to a user's personal documents as well as work documents.
- 7.3** Also understand that these messages are not secure and may be intercepted, misdirected or retransmitted beyond their intended audience.
- 7.4** Any documents, files, programs or other electronic content created on the employer's equipment belongs to the employer regardless of the time of day created or the purpose of that creation. Employees do not have any expectation of privacy, even if passwords are used, or they are using the equipment after hours.
- 7.5** The employer retains the right to monitor any and all electronic communications, files and use of the Internet to ensure the integrity of the system and compliance with our policies.
- 7.6** The following list, while not exhaustive, demonstrates the types of activities that are prohibited:
- a. Accessing or distributing pornographic material or engaging in any illegal activity
  - b. Knowingly using or distributing software or products that contain viruses, that are designed for hacking or activities designed to interfere with the functioning of the internal or external network
  - c. Using technology to make racial slurs, defamatory or other derogatory statements, harass, threaten or electronically stalk or to circulate sexually explicit material including jokes or cartoons
  - d. Deliberately misrepresenting the organization or yourself
  - e. Using material, software or other intellectual property of others that would violate software licenses, copyright and trademark laws
  - f. Disclosing security methods, passwords or other proprietary information
  - g. Using the network for personal commercial use, advertisements, solicitations or promotions or for personal political gain
  - h. Chat rooms, forums and other types of internet areas
  - i. Instant messaging systems (i.e. MSN)
  - j. Do not forward jokes, chain emails, etc.
  - k. The employer will not tolerate the use of computer equipment for personal gain, illegal activities or any activity that violates the nature and intent of our policies, procedures or codes of conduct.
  - l. Do not post work photographs without the express written permission of all of the people in the photograph.
- 7.7** Acceptable use of computer equipment and tools would include:
- a. Activities required to conduct the organization's business and fulfill its mandate
  - b. Use of electronic mail or the internet for personal communications, educational purposes or for research that does not interfere with their performance or the ability to do their job or harm the employer's reputation on breaks and not on company time.
  - c. The employer will not tolerate the use of computer equipment for personal gain, illegal activities or any activity that violates the nature and intent of *Williams Lake Indian Band* policies, procedures or codes of conduct.

- 7.8** Employees should understand that every message delivered from the *Williams Lake Indian Band* system reflects on and represents *Williams Lake Indian Band*. Therefore, employees should always re-read their message before they hit send and ensure that:
- a. It pertains to business matters
  - b. It transmits a professional message (should it be on letterhead?)
  - c. If written when angry the employee should save it and reconsider the consequences when they are more composed.
- 7.9** During any on-line activity (i.e. Tweeting, blogging, participating in chat rooms or other social media forums, such as Facebook or MySpace) employees must refrain from discussing *Williams Lake Indian Band*, it's relationships, including offering their opinion or speculation about staff, clients, members, policies, services, strategies or performance. Their personal views are not to be presented as being those of *Williams Lake Indian Band*. The rules apply whether or not they are using their own computer systems or whether they believe their statements to be 'private' and whether their on-line activities are after working hours
- 7.10** Violations of this policy may result in suspension of computer use, email and internet privileges and may be subject to disciplinary action, up to and including termination. Suspected illegal activity may be reported to law enforcement agencies for investigation.

**Internet Etiquette:**

- a. Consider which messages should be typed on letterhead and maintained in the employer files
- b. Make sure emails that record business are printed and filed in the employer files
- c. Keep messages as short as possible – say what you need to say, but be clear about your message
- d. Sign your message – try to include at least your full name and email address
- e. Extremes to remember: UPPER CASE MEANS SHOUTING! Multiple exclamation marks are bad!!!! Standard punctuation is expected.
- f. Carbon copies should be shown so that everyone knows who the message is going to. Blind carbon copies are not allowed.

**Use of Letterhead**

- 7.11** Other than for routine correspondence, Employees shall obtain the prior approval of the Band Administrator for the use of organization letterhead on outgoing correspondence.
- 7.12** Where the content of the correspondence deals with, or may have an impact on, territorial issues or Aboriginal Title or Rights, the Band Administrator shall forthwith provide copies of the correspondence to all members of Council and, where practicable, provide them with a reasonable opportunity to provide timely input prior to sending the correspondence.
- 7.13** The Band Administrator shall ensure that a copy of all correspondence sent out on letterhead is maintained in an outgoing correspondence file.

**Phones and Cell Phones**

- 7.14** Employees may occasionally use company telephones for short personal calls, though they should be kept to a minimum and placed during break times as much as possible. Personal long distance calls are not permitted. Phone calls may be monitored at all times, and phone log reports may be run when necessary.
- 7.15** While in the workplace during working hours, workers are expected to focus on work. Personal cell phone use is only permitted as a tool to stay in touch with family for emergency purposes. Employees will be permitted to have their cell phone turned on as long as it is:
- a. kept on vibrate so as not to interfere with the business of the organization, and
  - b. not used to engage in personal conversations, play games, surf the internet, check email or send and receive text messages.

## Part D - Working Conditions

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- 7.16** Cell phones that are equipped with cameras are not to be used to capture photos or videos as this may violate the privacy or confidentiality of others.
- 7.17** Collect calls are not accepted from the general public as a normal practice, however employees must use their discretion when a collect call is from staff, Council or community members.
- 7.18** By law, employees must refrain from making or taking cellular phone calls while the vehicle is in motion.

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**POLICY D 8.0 - ENTRY INTO OFFICES AND FACILITIES**

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**General Policy**

It is the policy of *Williams Lake Indian Band* that employees are not permitted entry into the offices and other facilities of the employer after office hours without permission, for their safety and the security of the premises.

**Specific Policies**

- 8.1** The Band Administrator shall designate an employee to be responsible for managing the distribution and return of building keys.
- 8.2** Keys will only be assigned to employees with a specific need, such as:
  - a. those employees who are part of the emergency call out process
  - b. immediate Supervisors that would have need to access the office after hours and weekends; and
  - c. those employees who open and close the office, including back-up staff
- 8.3** Keys will be issued with individual numbers for tracking and signed for by the employee. These keys will not be duplicated.
- 8.4** Keys must never be loaned. Violation of this policy may be grounds for disciplinary action. If a key is required for an unusual purpose, the immediate Supervisor should request a temporary key and ensure it is returned by the date specified.
- 8.5** No visitors or unauthorized person(s) are permitted in the office after hours.
- 8.6** Lost keys are to be reported immediately. Failure to do so may result in disciplinary action.

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**POLICY D 9.0 - DRESS CODE**

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**General Policy**

It is the policy of *Williams Lake Indian Band* that we maintain a standard of professionalism in our appearance at work. To some degree our job function dictates our dress code. It is important for employees who work with customers and the public to dress in a professional and presentable manner.

**Specific Policies**

- 9.1 We expect you to be neat, clean and well-groomed in your personal habits and clothing.
- 9.2 We ask that you use good judgment.



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**PART E – LEAVES**  
**POLICY E 1.0 - VACATION LEAVE**

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**General Policy**

*Williams Lake Indian Band* shall provide employees with the needed opportunity to relax and enjoy time away from office and work by providing employees, where entitled, to annual vacation leave with pay.

**Specific Policies**

**Vacation Entitlement**

- 1.1 Regular full-time employees will be entitled to annual vacation days as provided on the following basis:

<b>Years of Continuous Employment</b>	<b>Annual Vacation Entitlement (Working Days)</b>
<b>three (3) months to twenty-four (24) months</b>	<b>15</b>
<b>twenty-five (25) months to sixty (60) months</b>	<b>20</b>
<b>sixty-one (61) months to one hundred twenty (120) months</b>	<b>25</b>
<b>one hundred and twenty-one (121) months or more</b>	<b>30</b>

The next increment in vacation entitlement occurs the day following your anniversary date.

- 1.2 Regular Part-time employees will have time off as a pro-rated version based on hours worked.
- 1.3 Temporary, casual, seasonal and term (less than one year) employees are generally not eligible for vacation leave. Where vacation leave is granted, the leave must have the approval of the Band Administrator. These employees shall receive vacation pay in the amount of four percent (4%) of total wages / earnings as per Labour Canada Code for the first year of employment.

**Scheduling of Vacation Leave**

- 1.4 Vacation leave shall normally be submitted in April for the coming fiscal year. This provides both the employer and the employee with ample time to ensure that operational needs can be met and that conflicts where more than one employee wants the same time can be fairly handled throughout the year.
- 1.5 Vacation leave requests should take into consideration peak times, deadlines and job requirements. Prior to leaving on vacation, employees will make arrangements to ensure their job duties are covered and that their Supervisor is aware of any issues that may arise during their absence.
- 1.6 Where vacation requests are submitted outside this time period, the employee should provide at least ten (10) working days notice to their immediate Supervisor and these requests will be reviewed subject to operational requirements.
- 1.7 Up to a maximum of five (5) vacation days can be carried forward to the next fiscal year, with the written authorization of the Band Administrator and is expected that these days will be used in that next fiscal year.
- 1.8 The scheduling and approval of vacation leave for employees shall be the responsibility of the applicable immediate Supervisor.
- 1.9 The Chief Councillor shall have the authority to approve the scheduling of the vacation leave of the Band Administrator.

## PART E – Leaves

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- 1.10** Vacation is intended to provide each employee with time off and away from the work site to re-energize and enjoy life outside of work. With that concept, vacation time shall not be paid out, except on termination of employment.
- 1.11** Vacation can be scheduled by the employer. Employees who do not submit their vacation requests by May 30<sup>th</sup> may have their time booked by their Supervisor. In addition, employees who have not used and / or planned all of their vacation by October each year may be instructed in writing to take time off by their immediate Supervisor, with two week's notice.
- 1.12** Where an employee terminates their employment and has used more vacation than they are entitled to, the dollar value of the time will be recovered from their final pay cheque.

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**POLICY E 2.0 - GENERAL (STATUTORY) HOLIDAYS**

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**General Policy**

Statutory Holidays are days of special significance that have been established by the federal government to commemorate or celebrate certain events. A General Holiday is a day on which all employees are entitled to a day off with full pay, equal to the wages they would have earned at their regular rate of pay for their normal hours of work, if they meet the conditions.

**Specific Policies**

- 2.1 Employees will receive one-twentieth (1/20) of their regular wages (excluding overtime) earned during the thirty (30) calendar days before the holiday.
- 2.2 Part-time employees paid on an hourly basis, will receive one-twentieth (1/20) of their regular wages (excluding overtime) earned during the thirty (30) calendar days before the holiday.
- 2.3 New employees having commenced work within thirty (30) days before the holiday will not be entitled to pay if they do not work on that day.
- 2.4 The following nine (9) days are designated as federally legislated Statutory Holidays:
  - New Year's Day
  - Good Friday
  - Victoria Day
  - Canada Day
  - Labour Day
  - Thanksgiving Day
  - Remembrance Day
  - Christmas Day
  - Boxing Day
- 2.5 Family Day is a provincial holiday in BC. While it is not a statutory holiday it is currently provided by the employer as a day off with pay when the employee has passed three (3) months probation.
- 2.6 Easter Monday is the Monday following Easter. While it is not a statutory holiday it is currently provided by the employer as a day off with pay when the employee has passed three (3) months probation.
- 2.7 Civic holiday in BC is BC Day in August. While it is not a statutory holiday it is currently provided by the employer as a day off with pay when the employee has passed three (3) months probation.
- 2.8 When a general holiday falls on a Saturday or Sunday, the employer will declare the working day immediately after the general holiday as the day off with pay.
- 2.9 When a designated holiday falls during the employee's scheduled vacation leave, the holiday will not be counted as a day of leave.
- 2.10 Employees who are required to work (employer must direct this) on a statutory holiday, and who are entitled to a general holiday with pay, will be paid, in addition to their regular rate of pay for that day, a rate at least equal to one and one half (1-1/2) times the regular rate of pay for the time worked on that day.
- 2.11 Employees scheduled to work Shift Work or Flexible Hours on a general holiday will, in addition to Section 8, be given a holiday with pay at some other time convenient to the employee and employer.
- 2.12 Aboriginal Day is not a day off with pay but is a day when employees support first nation's celebrations.

**2.13** The governing body has the authority to declare additional, local general holidays.

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**POLICY E 3.0 - SICK LEAVE**

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**General Policy**

*Williams Lake Indian Band* recognizes that while good attendance at work is vital for our success, there may be times when absences for sickness may be required.

**Specific Policies****Entitlement**

- 3.1 Upon completion of probation, full-time employees earn sick leave at the rate of one (1) day for each month of employment in which the employee receives his / her regular pay for at least ten (10) working days. Sick leave is not earned during the probationary period and is not provided to temporary employees.
- 3.2 Part-time employees shall earn sick leave on a prorated entitlement consistent with their scheduled regular hours of work.
- 3.3 An employee shall not earn or be eligible for sick leave for any period of time in which the employee is on leave without pay, under suspension or on lay-off.
- 3.4 Sick days can be used for illness or injury of the employee or their immediate family members.

**Leave Carry-Over**

- 3.5 Sick leave shall expire on March 31 of each year and shall not be carried forward.
- 3.6 Deductions shall be made from accumulated leave for each work day or part of a work day an employee is absent for sick leave or family illness leave.
- 3.7 Payment for sick days may be advanced to permanent employees for time expected to be earned in future months on the understanding that should the employee leave before earning the sick time, the advanced pay will be deducted from the final pay.

**Certification of Sick Leave**

- 3.8 In situations where the absence is greater than three (3) days or a pattern of absenteeism exists, an employee may be asked to provide medical documentation in writing, within 15 days following the employee's return to work supporting the absence including:
  - the reason for the absence
  - the nature of work restrictions (if any)
  - the date of the most recent examination
  - the progress for return to regular hours of work, and
  - recommendations regarding potential return to modified hours or duties.
- 3.9 Failure to provide medical documentation as requested (within 5 working days) may result in the employee not being paid for the related period of sick leave.
- 3.10 The employer reserves the right to refuse to provide payment for sick leave that is not considered valid, that is determined to be dishonest, that is found to be a pattern or other situations that do not match the intent of providing sick leave.
- 3.11 The employer shall not dismiss, suspend, lay-off, demote or discipline an employee because of absence due to personal or work-related illness or injury.

**Other Employment While on Sick Leave**

**3.12** An employee shall not work for another employer while on sick leave.

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**POLICY E 4.0 - SELF CARE DAYS**

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- 4.1** Self care days are provided to assist employees with their own personal needs. Once you have completed three (3) months probation each employee is able to take one day between April 1 and September 30 and one day between October 1 and March 31 of each year.
- 4.2** Employees are encouraged to use these days to:
- support their health,
  - develop wellness strategies and activities, and
  - support employee Personal Develop Plan activities.
- 4.3** As with other leave, the employee is asked to have their Manager approve the time off with 10 days notice required. However, greater flexibility is provided for Self Care days in recognition of the intent that these days are for the employee's own personal needs

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**POLICY E 5.0 - BEREAVEMENT LEAVE**

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**General Policy**

*Williams Lake Indian Band* understands that employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is our intention to ensure that our employees get the time they need to properly take care of their family obligations, while maintaining their employment.

**Specific Policies****Death of an Immediate Family Member of the Employee**

- 5.1** An employee who has completed their three (3) month probationary period shall be granted up to five (5) regular schedule consecutive working days leave with pay where there has been a death in the "immediate family of the employee", as approved by the Band Administrator.
- 5.2** An employee who has not completed three (3) months of work will be granted up to three (3) regular scheduled consecutive working days leave with pay where there has been a death in the "immediate family of the employee", as approved by the Band Administrator.
- 5.3** Employees are expected to notify their immediate Supervisor and request Bereavement Leave as soon as possible.
- 5.4** *Williams Lake Indian Band* reserves the right to inquire as to the name, and nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements.

**Immediate Family Defined as:**

- the employee's spouse or common-law partner;
- the employee's father and mother and the spouse or common-law partner of the father or mother;
- the employee's children and the children of the employee's spouse or common-law partner;
- the employee's grandchildren;
- the employee's brothers and sisters;
- the grandfather and grandmother of the employee;
- the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and
- any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

**Attendance at Funeral**

- 5.5** An employee who has completed their three (3) month probationary period may be provided leave with pay for up to one-half (1/2) day, to attend a funeral.



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**POLICY E 6.0 - MATERNITY AND PARENTAL LEAVE**

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**General Policy**

*Williams Lake Indian Band* shall provide all eligible employees with unpaid maternity and parental leave. Such leave shall be without pay.

**Specific Policies****Maternity Leave**

- 6.1** A female employee who has completed six (6) consecutive months of continuous employment when her leave begins, and who provides at least four (4) weeks' notice before the commencement of maternity leave and a certificate from a qualified medical practitioner confirming pregnancy shall be granted a maternity leave of absence.
- 6.2** An employee is entitled up to seventeen (17) weeks of maternity leave that may be taken any time during the period that begins eleven (11) weeks before the expected date of delivery and ending seventeen (17) weeks after the actual delivery date.

**Parental Leave**

- 6.3** An employee who has completed six (6) consecutive months of continuous employment and who assumes actual care and custody of a new-born or newly adopted child, is entitled to parental leave of absence upon providing a written notice of leave at least four (4) weeks before the commencement of parental leave, for up to thirty-seven (37) weeks.
- 6.4** Parental leave is available to either parent, natural or adopting, and may be shared by both parents in such a way, as the aggregate period of leave does not exceed the total entitlement of 52 weeks. Where the employee is requesting parental leave related to the adoption of a child, the employee should provide the Band Administrator with appropriate documentation or a declaration.
- 6.5** Where both parents work for the *Williams Lake Indian Band*, or where they both work for another employer under the jurisdiction of the Canada Labour Code, the parents are entitled to a combined leave of up to thirty-seven (37) weeks.

**Benefits during Maternity and Parental Leave**

- 6.6** Coverage under the employer's Group Insurance Benefits Plan shall continue during the leave period providing the employee pays, any contributions she or he would normally have paid. The employer shall continue to pay his or her required share of benefit premiums so long as the employee pays their required premiums. A series of post-dated cheques must be provided before the leave begins.

**Employment Status**

- 6.7** An employee shall be not dismissed, suspended, laid-off, demoted or disciplined because the employee is pregnant or has applied for leave of absence under this policy.
- 6.8** During approved leave, the employee shall be informed of every employment, promotion and training opportunity for which the employee is qualified, providing they make this request in writing to the employer.

**Return to Employment**

- 6.9** Upon the employee's return to work from maternity or parental leave, the employee shall be reinstated into his or her former position, or where for a valid reason the employer cannot reinstate

## PART E – Leaves

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the employee in the same position, the employee will be placed in a comparable position in the same location and with the same pay and benefits.

- 6.10** Employment shall be deemed to be continuous for the purposes of calculating benefits. That means that the employee receives pay increases that are given to the whole workforce (i.e. cost of living increase), earns incremental increases in vacation and any other benefit provided to an employee who is not on leave. Pay increases that are based on performance or merit are not automatic.
- 6.11** Employees on maternity leave continue to accrue vacation as a percentage of their gross earnings. Since earnings are zero dollars, the employee is then entitled to take the time off, but without pay.

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**POLICY E 7.0 - OTHER LEAVES**

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**General Policy**

There are many reasons for employee absence related to civic duties and personal reasons. This policy will provide the guidelines covering time off from work. In all cases where leave with pay is granted, the employee will be paid at the rate of pay equal to the employee's regular rate of pay in effect on the first day of the absence.

**Specific Policies****Compassionate Care Leave**

- 7.1 Williams Lake Indian Band shall provide all employees, a compassionate care leave (up to 8 weeks, without pay) to provide care or support to an immediate family member of the employee who is gravely ill and who has a significant risk of death within twenty-six (26) weeks as per Canada Labour Code S 206.3.

**Family Responsibility Leave**

- 7.2 All regular employees will be entitled to five (5) days of unpaid leave to meet responsibilities related to the care, health or education of any member of the employee's immediate family in a calendar year.
- 7.3 The employee is required to notify their immediate Supervisor as soon as practical and ensure that the Supervisor is kept informed about their return to work date.

**Court Leave**

- 7.4 Employees shall be granted paid court leave to appear in court for the purpose of being available for jury selection, serving on a jury, attending as a witness in court or any legal proceeding where employees have received a subpoena or summons, and where the required attendance is not the result of any personal action of the employee to a maximum of ten (10) working days.
- 7.5 Employees appearing as a Plaintiff or Defendant, attending family court, or for jail time pending a court case must request vacation or banked overtime if available or else request an unpaid leave of absence to cover their absence.
- 7.6 Leave of absence without pay beyond the ten (10) working days shall be given to every employee who is required to serve on a jury; or is summoned to attend as a witness in any proceedings held before a court, judge, justice, magistrate or coroner in the Province of BC. The employee is required to provide a copy of the summons or subpoena to support this request for time off.
- 7.7 An employee will only be compensated when actually required to be in court on a scheduled work day for the employee. Should the employee be excused from court for part of a day (where the employee could reasonably work for one (1) hour or more) or an entire day, they would be expected to return to work, as long as the drive between work and court is reasonable. This expectation is to be established before the leave begins.
- 7.8 Employee must provide a record of all monies paid to them by the court, except traveling and meal allowances, and the employer will make up any difference between that amount and their regular earnings for that ten (10) day period. Overtime hours will not be compensated.

**Personal Leave**

- 7.9** An employee may have a need to request a leave from work for personal reasons, other than those described elsewhere in these policies. Such requests for leave shall be in writing, reviewed on an individual request basis, and shall be without pay. Employees should submit their request one (1) month before the leave is to begin.
- 7.10** Leave without pay for personal reasons will be considered in conjunction with:
- a requirement that all vacation and banked overtime have been used;
  - employees must have been employed for a period of one year;
  - employees have a satisfactory or higher performance appraisal rating;
  - the stated reason for the leave; and
  - current operational requirements and commitments will not result in operational hardship to the employer, should the leave be granted.
- 7.11** Personal leave will not be granted for purposes of other employment. Personal leave will not exceed six (6) months in duration.
- 7.12** The Band Administrator has the authority to approve personal leave for periods up to three (3) months. For longer periods or leave for the Band Administrator, the governing body will have final approval.
- 7.13** An employee on personal leave may continue participation in the Group Insurance Benefits Plans, excluding short-term and long-term Disability, providing the employee pays 100% of all premiums (employer portion and employee portion). All other benefits including vacation accrual will be suspended during the period of the absence for leaves greater than thirty (30) days.
- 7.14** An employee who fails to return to work on the date specified in their written agreement for a leave of absence will be deemed to have abandoned their position and will be terminated effective that date. All benefits will be cancelled and the employer will complete any requirements for final pay and a record of employment.
- 7.15** Employees on leave without pay for an extended period of time shall not conduct any business of the organization or hold themselves as a representative of the organization.
- 7.16** An employee on leave without pay will not be eligible for benefits nor for pension matching.

**Voting**

- 7.17** The employer respects the right of all employees to vote in Federal, Provincial, Civic and Band Elections and Referendums. On voting days, the employer shall ensure that employees have the opportunity to leave work to vote. The time frame will be three (3) consecutive hours before the polls close for Band and Federal Elections and four (4) consecutive hours before the polls close for Provincial Elections.

**Office Closures**

- 7.18** Office closures may occur as a result of inclement weather, dangerous driving conditions, utility disruption, fire, safety threats or forced evacuations.
- 7.19** The Band Administrator will make the determination as to whether the office shall be closed.
- 7.20** If the office is not yet opened and a closure is determined necessary, the Band Administrator will do their best to contact employees at the phone number(s) they have provided on their Emergency Contact Information Sheet.
- 7.21** In the event of a weather closure, employees are expected to arrive at work the following day, unless otherwise notified.

## PART E – Leaves

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- 7.22** In the event that road conditions, or weather conditions create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift, the employee should use their own judgment. In this event, the employee will be expected to contact their immediate Supervisor, to inform them of their absence due to weather conditions.
- 7.23** Labour Canada does not require employers to pay wages for these situations. Employees will be able to use vacation or banked overtime to cover these situations.
- 7.24** If the closure will extend for any lengthy period (i.e. fire season) the Supervisor in conjunction with the Band Administrator will determine how employees can perform their duties in another location such as from another office or their homes.

### **Other Government Legislated Leaves**

- 7.25** *Williams Lake Indian Band* will provide other government legislated leaves, such as Critical Illness leave, Reservist leave, Leave related to Death or Disappearance, in accordance with the legislation.

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**POLICY E 8.0 - RETURN TO WORK**

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**General Policy**

*Williams Lake Indian Band* is committed to helping employees return to work safely, and successfully, following an absence due to illness or injury. Transitional work programs may be made available where possible to facilitate a return to work as soon as an employee's medical condition has improved to the point where the employee can safely attend work in some capacity.

Based on the recommendations of the treating practitioner, modified or transitional employment will be considered if required and where available. The following guideline further details the return to work process and the roles and responsibilities of the Employee, Supervisor, Manager and other parties involved.

**8.1** The employee is responsible for:

- Maintaining contact with their immediate Supervisor as agreed to by mutual agreement throughout a period of absence;
- Providing information to immediate Supervisor as requested regarding the nature of work restrictions and need for accommodation (duties or hours);
- Providing medical documentation as requested regarding the nature and expected duration of work restrictions;
- Participating in a return-to-work program approved by the company and the medical representative; and
- Contacting their immediate Supervisor at least 2 weeks before the return to work date.

**8.2** The immediate Supervisor is responsible for:

- Maintaining contact with employees who are absent as agreed to by mutual agreement throughout the period of absence;
- Requesting medical information supporting an absence that exceeds 3 days for one absence;
- Participating in co-ordination and supporting the return-to-work of an employee;
- Identifying opportunities for modified or transitional work for absent employees;
- Supporting the return-to-work program by monitoring progress and meeting regularly (e.g. once a week with an employee participating in a return-to-work program); and
- Seeking opportunities for modified or transitional work.

**PART F – PROFESSIONAL STAFF DEVELOPMENT**  
**POLICY F 1.0 - PROFESSIONAL STAFF DEVELOPMENT**

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**General Policy**

As employees are a valued resource, the *Williams Lake Indian Band* recognizes the benefits to the employee and the employer of the formal assessment and development of the employee's abilities, skills and knowledge, and career interests. The employer views professional development to include attendance at workshops, as a shared responsibility between the employer and the employee.

**Specific Policies**

- 1.1 An employee requesting professional development shall make written application to the immediate Supervisor or the Band Administrator as appropriate, thirty (30) days before the commencement of the professional development. Information describing the professional development, and the benefits to both the employer and the employee resulting from the employee's completion of the professional development, shall be included in the application. Depending on the relevance to the current job the employee holds, the employer may consider assisting with tuition and course fees, based upon successful completion of the course. The employee may be responsible for all other associated costs including travel time and expenses.
- 1.2 The employer may request or require an employee to complete formal professional development that is identified by the immediate Supervisor which would be the financial responsibility of the employer.
- 1.3 The Band Administrator shall have the authority to approve professional development for all employees. The governing body shall have the authority to approve professional development for the Band Administrator.
- 1.4 The employee may be asked to share the lessons learned with other employees, provide the employer with a written report or other activities which would add value to the organization's investment.
- 1.5 Employees are encouraged and expected to take personal interest and responsibility in the development of their skills, knowledge and personal qualities, and the setting of career goals.
- 1.6 Time to travel, attend or participate in professional development, conferences or training that is at your request is not considered work time and will not be eligible for overtime.
- 1.7 If you do not pass the course, the employer is not required to pay and will have you re-pay any costs already covered (see Application Form).

## PART G – Health and Safety

### **PART G – HEALTH AND SAFETY POLICY G 1.0 - HEALTH AND SAFETY**

#### **General Policy**

It is the policy of *Williams Lake Indian Band* to provide a safe working environment for all employees, to provide instructions covering safe work methods and to have available special equipment required to protect employees against specific hazards. The Occupational Health and Safety Program shall be developed and administered in accordance with Part II of the *Canada Labour Code* and the requirements of the *Workers Compensation Act*.

#### **Specific Policies**

1.1 *Williams Lake Indian Band* has committed to fulfilling the requirements related to Occupational Health and Safety by:

Description	√
Ensuring that employees are aware of any health and safety hazards in the workplace	
Conducting workplace inspections, as required, and correcting any unsafe acts and conditions;	
Ensuring employees are adequately trained and qualified to safely perform their duties	
Providing written safe work procedures, when required for the employee's continued health and safety	
Maintaining health and safety records and statistics	
Posting a copy of the applicable <i>Occupational Health and Safety Regulations</i>	
Posting the safety and health policy;	
Posting the names of the health and safety committee members;	
Posting the minutes of committee meetings;	
Posting the names and work locations of trained first aid attendants	
Ensuring the organization's vehicles are properly maintained and equipped	

1.2 In addition, the employer is committed to:

- a. Reviewing and acting on the recommendations of the Safety Committee;
- b. Providing a safe and healthy work environment, including first aid and supplies, appropriate safety equipment and clothing, protective devices for machinery, tools and equipment, and the proper level of ventilation, lighting and noise;
- c. Training and education of employees (i.e. hazardous materials, fire and emergency procedures and the safe operation of equipment and tools);
- d. Developing a program to manage workplace hazardous materials; and
- e. Reviewing the Occupational Health and Safety Program annually.

#### **Employee Responsibilities**

1.3 Reporting all accidents, injuries or near misses immediately.

1.4 Taking all reasonable and necessary precautions to ensure their own safety and health and that of anyone affected by their work and complying with the instructions provided for the protection of their health and safety.

1.5 Correcting or reporting any hazards and accidents in the workplace to their immediate Supervisor.



## PART G – Health and Safety

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- 1.6** Using safety materials, equipment, devices and / or clothing either furnished by the employer or prescribed by a Regulation.
- 1.7** Helping to create a safe workplace by recommending ways to improve the health and safety program.
- 1.8** It is important that your current address, phone number(s), message phone number(s), and emergency contact(s) be provided to the employer, in order to respond to potential emergency situations. This information will be kept secure in your Personal file.
- 1.9** Employees are specifically instructed not to use or operate a machine, including motor vehicle as part of their employment while under the influence of intoxicating substances (See policies on Discipline and Alcohol & Drug Use)
- 1.10** According to Labour Code regulations, an employee has the right to refuse to do a job when he / she has reasonable cause to believe:
- there is a condition at work that is a danger to an employee or others
  - the use or operation of a machine or equipment presents a danger to the employee or a co-worker, or
  - the performance of an activity constitutes a danger to the employee or another employee.
- The employee may refuse to work by immediately providing their Supervisor with the reasons they feel make the situation unsafe.

The Supervisor must determine whether a danger exists or not. If yes, the employer must take immediate action to protect the employees from the danger. The employer must then inform the work place OH&S committee of the matter and the action taken to resolve it. If the employer feels there is no danger, or if the situation is not corrected to the employee's satisfaction, then the employee has the right to continue to refuse to work and must now report the circumstances to the employer and the OH&S committee.

The employer now must investigate the matter following a, b or c, in the presence of:

- the employee who reported it and one other person who is an employee of the OH&S committee,
- the health & safety representative **or**
- one person from the work place if a) and b) are not available.

Following the investigation and once the OH&S representative(s) have reached a decision, they will immediately give their written notification of the decision to the employer and employee. If they determine there is no danger, the employee must return to work. The employee can appeal this decision to an appeals officer.

If the report determines there is danger, the report to the employer will include directions for correcting the situation.

- 1.11** All employees are expected to follow check-in procedures for working alone or in isolation.
- 1.12** Employees shall take appropriate precautions when they are alone at work during open hours. The Employer shall establish rules and procedures for these situations.

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**POLICY G 2.0 - SMOKING**

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**General Policy**

For the health, safety and well being of all employees, clients, visitors and other personnel, all employer buildings, offices and vehicles are designated as Non Smoking in accordance with the Non-smokers Health Act.

**Specific Policies**

- 2.1 Smoking is prohibited within three (3) meters of doorways, opening windows or air intakes to prevent smoke from entering the building.
- 2.2 Employees should ensure smoking does not interfere with visitors, pedestrians or others coming to the building.
- 2.3 Employees shall be responsible for ensuring that co-workers, clients and visitors comply with this policy or are expected to report individuals observed smoking in non-designated areas.
- 2.4 Smoking in non-designated areas is subject to disciplinary action.

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**PART H - GENERAL**  
**POLICY H 1.0 - POLICY FOR CHANGING POLICIES**

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**General Policy**

To ensure that all employees are kept up-to-date on all *Williams Lake Indian Band* policies, the following process will be implemented to track and communicate changes.

**Specific Policies**

- 1.1 The Band Administrator will be responsible for providing notification / communication to all employees for any amendments to policies.
- 1.2 Policies that are shared across NStQ will be discussed by the Band Administrators and the NStQ Executive Director at a monthly meeting before being changed and will require governing body approval when they are related to the cost of the operation or there is a disagreement that will result in differences between organizations.
- 1.3 Any amendments or additions will be indicated in Schedule of Changes document following the Table of Contents by recording the change and the date the change becomes effective.

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**POLICY H 2.0 - EMPLOYEE SIGNOFF**

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**General Policy**

To ensure that all employees have been informed about the Human Resources policies, *Williams Lake Indian Band* would ask each employee to provide a sign-off form for the record.

**Specific Policies**

- 2.1 The sign-off form will ensure that every employee is provided with the right information and has a copy of the policy manual for their reference.
- 2.2 The policy manual is property of *Williams Lake Indian Band* and cannot be shared without permission. On termination of employment for whatever reason the manual is to be returned to the employer.

**PART I - FORMS**

**APPLICATION FOR MATERNITY / PARENTAL LEAVE(S)**

**EMPLOYEE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **HIRE DATE:** \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE**

Expected Delivery or Adoption Date: \_\_\_\_\_ Medical Certification Provided:  
 Yes  No

Commencement Date of Maternity Leave: \_\_\_\_\_ (note: up to 17 weeks, not earlier than eleven weeks prior to the estimated date of delivery and not later than seventeen weeks following the actual date of delivery)

Expiry Date of Maternity Leave: \_\_\_\_\_

Commencement of Parental Leave: \_\_\_\_\_ (note: up to 37 weeks, that must commence no later than the first anniversary of the date of birth, adoption or actual date the child comes into the care and custody of the parent.)

Expiry Date of Parental Leave: \_\_\_\_\_

Will you be sharing parental leave with another employee? If yes:

**Employee Name:** \_\_\_\_\_

Commencement of Parental Leave: \_\_\_\_\_ (note: up to 37 weeks)

Expiry Date of Parental Leave: \_\_\_\_\_

Note: If you wish to return at an earlier date than the date specified, you must submit a request in writing to notify your immediate Supervisor at least four (4) weeks in advance of your planned return date.

**Benefits:**

I wish to continue my benefits during this leave and agree to pay the contributions I would normally have paid. I understand that my coverage will be discontinued if my payments are outstanding for 30 days or more.

I have read and understand the "Maternity / Parental Leave" guideline and agree to comply with all requirements. I understand that the information collected on this form is for all administrative, legal and business related purposes related to my employment and I consent to the collection and use of such information for that purpose. I understand that this information will be retained in my personal file.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**For Payroll Use**

Employee has completed six months of continuous employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Record of Employment has been provided to employee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Payment for benefits during leave has been provided to be employer	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_ hereby authorize *Williams Lake Indian Band* to release the information listed below for:

Choose whichever apply:

- Confirmation of employment and salary information (usually used for banking / lending purposes).
- All employment information in company's possession, including dates of hire, positions held, information relating to performance and attendance (both objective and subjective), salary information and all related matters (usually used for reference checking purposes).
- Any medical information in the company's possession (including absences, medical notes or reports (usually used for sick leave, disability benefits or health insurance).
- Other (specify information to be released): \_\_\_\_\_

I hereby release and discharge any authorized staff of the from *Williams Lake Indian Band* any claim whatsoever relating to the release of the above selected information while acting in accordance with this Authorization.

<b>Employee Signature:</b>	<b>Date:</b>
Print Name:	

- I do not consent to any of the options offered above

<b>Employee Signature:</b>	<b>Date:</b>
Print Name:	

PART I – Forms

**ACCIDENT REPORT FORM**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Home Office \_\_\_\_\_ Vehicle \_\_\_\_\_

**Accident Summary**

Date of Accident	Time of Accident
Location of Accident	
Details of Accident, Events leading up to and during the accident?	
Road and Weather Conditions:	
How many vehicles involved?	
Any injuries?	

**Police Information**

Police Constable Name		
Phone No.	Division No.	Badge No.
Report Number		
Traffic Charges Laid?		
Will accident be covered by ICBC?		

**Third Party Details**

Driver's Name	Phone No.
Address	Make and model of vehicle
Licence Plate No.	Insurance Company

**Witnesses**

Witness Name	Phone No.
Witness Name	Phone No.
Witness Name	Phone No.

Please attach any documentation received from police or other parties involved.

**EMPLOYEE HUMAN RESOURCES POLICY MANUAL SIGNOFF**

Welcome to *Williams Lake Indian Band*. This Human Resources policy manual is designed to acquaint employees with our policies, procedures, benefits and to provide general information. If an employee has specific questions or is uncertain of a policy or procedure, he or she should contact their immediate Supervisor for clarification.

Because business conditions are constantly changing, *Williams Lake Indian Band* expressly reserves the right to change any of our guidelines, at any time without prior notice. As we work and progress together, changes may be adopted to incorporate new ideas, benefits or improvements.

This manual is for your use and a source of information about your company and your job. It is not a contract of employment, express or implied, and it imposes no legal obligation of any kind on *Williams Lake Indian Band*.

Your signature below acknowledges your receipt of a copy of the Human Resources Policy Manual and your understanding and acceptance that:

1. I am responsible for reading, understanding, and adhering to the policies outlined in the manual and am invited to ask my immediate Supervisor any questions that I may have;
2. Management reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated or in any document at any time. However, any such changes will be in writing and will be authorized by the Band Administrator;
3. *Williams Lake Indian Band* does not guarantee me specific benefits because benefits, policies, and procedures may change from time to time without the employee's consent;
4. No supervisor or other employee of the organization, other than its Band Administrator, has the authority to enter into any agreement for employment for a specified period of time or make any agreement contrary to the policies contained in this manual; and
5. If I fail to comply with company policies I may be disciplined, up to and including termination.

<b><i>Employee Signature:</i></b>	<b><i>Date:</i></b>
<b><i>Witness Signature:</i></b>	<b><i>Date:</i></b>

Original to Personal File  
Copy to Payroll File

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**NOTICE OF INTENT TO RETIRE FORM**

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*Williams Lake Indian Band* requests that all staff members who elect to retire from their jobs provide a minimum of three (3) months' notice to allow us to find and train a replacement person.

Upon receipt of your notification of intent to retire, we will schedule a meeting to discuss benefits coverage provisions for retirees, succession planning activities, and answer any questions that you may have about the process of retirement.

In the event that circumstances change for any reason, and the decision to retire changes, we request that you provide a minimum of four (4) week`s notice to ensure that we are able to make the required changes. In British Columbia, there is no mandatory retirement age.

I, hereby submit my notification of intent to retire. I recognize that the submission of this intent to retire in no way obligates me to retire on the specified date, and that I shall have the ability to rescind this decision.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Last Day Available for Work: \_\_\_\_\_

Intended Date of Retirement: \_\_\_\_\_

Outstanding Vacation Hours: \_\_\_\_\_

I am willing to assist in the process of succession planning, and provide mentoring services:

- Yes
- No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PART I – Forms

**ORIENTATION CHECKLIST**

EMPLOYEE NAME: \_\_\_\_\_

DESCRIPTION	DATE COMPLETED	SUPERVISOR'S INITIALS
<b>Prior to Hiring:</b>		
Criminal Record Check Submitted		
Criminal Record Check Completed		
Verification of Previous Employment, Education, Driver's Licence and Driver's Abstract, proof of insurance, as required		
Offer letter with Confidentiality and Conflict of Interest Declarations		
Start date		
When and where to arrive and who will be the first day contact		
Parking		
Notice to current staff about new employee		
Advance ordering / organization of work station, telephone, voice mail, computer account, other equipment, credit card, business cards, office keys		
<b>Signing Up New Employees – Day One:</b>		
Time sheet procedures		
Sign up for benefit program (BC Medical, Benefit program, Pension contributions) – following 3 months of employment		
Complete income tax forms (TD-1 and BC TD-1) and / or Personal Tax Credit Application (Provincial and Federal), if applicable & sign up for payroll, automatic deposit requires a cheque		
Emergency Contact Information Form		
Explain probationary period and performance appraisal process		
Employee to bring in SIN Card, BC Medical Card, Names and birthdates of all family members who will be eligible for benefits, etc.		
<b>Organizational Orientation:</b>		
General introduction to the organization		
Mission, vision and values		
Importance of customer service, quality, productivity		
Culture		
Conversation with Band Administrator		
Organizational structure		
<b>Departmental, Job-Specific Orientation:</b>		
Hours of work / shift		
Pay Days – date of first pay cheque		
Vacation time – earning, how to request time off		
Sick leave – how to properly notify Supervisor - Provide Supervisor home phone/cell phone		
Breaks		
Training procedures & expectations		
Complaints resolution procedure		
Introductions of new employee to staff		
Assign a mentor or buddy to new staff		
Explain how employee fits with the other jobs and functions		
Washrooms, lunchrooms and tour of facilities		
Policies for tools, equipment and company owned property as appropriate		
Policies and Procedures – Human Resources Policy Manual including discussion on Harassment		
Smoking policy		
Overtime policy		
Access to the workplace, workplace security including how to lock up		
Occupational Health and Safety – accident / first aid procedures and reporting, location of first aid room, first aid kits, fire extinguishers, fire exit routes and marshalling area, Health and Safety Committee, and protective equipment		
Emergency situations – how to handle & who to contact		
Review job description, pointing out specific expectations for major duties, performance standards, and quality expectations. Have employee sign a copy of the job description, date and send to their personal file.		
Contact List		
Set up of computer, email accounts, passwords		
Regular meetings, annual events		

I have been provided with all of the information listed here and understand all aspects. I know where to go to ask questions and gain further information if a question arises.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Note: A signed copy of the Orientation Checklist is sent to the personal file.

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**OVERTIME HANDLING AGREEMENT**

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The provision of payment for approved overtime hours worked under the Canada Labour Code states that pre-approved overtime is to be paid at the rate of time and a half the current hourly rate of pay.

The employee and employer understand that overtime is the exception not the rule and agree that the authorization of any overtime must be made with a view toward operational requirements and the ability of the employee to undertake additional hours.

The employee acknowledges that all hours worked in excess of forty –hours per week that have been pre-authorized by the immediate Supervisor will be considered for payment at the rate of time and a half. The employee / employer also acknowledges that the Request for Overtime Approval Form must have been duly completed and signed off and provided to payroll in order to receive payment for any overtime hours.

Employees must choose how they want payment of their overtime hours to be handled by the employer.

**Option One:**

Cash payment of all overtime hours within thirty days of earning overtime

Or

**Option Two:**

Banking of overtime hours for use at a later day as agreed to by the employer and employee (via immediate Supervisor).

I \_\_\_\_\_ have read and understood the content of this Agreement and hereby request that I would like to avail myself of Option \_\_\_\_\_ to deal with any overtime hours that I work during the duration of my employment with the *Williams Lake Indian Band*.

---

Signature of Employee	Date	Signature of Supervisor	Date
-----------------------	------	-------------------------	------

A signed copy of this form should be sent to Payroll for the personal file.

PART I – Forms

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**RECORD OF TRAINING FORM**

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Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Hours: \_\_\_\_ \_

Topic: \_\_\_\_\_ Presenter: \_\_\_\_\_

---

	<b>Name</b>	<b>Signature</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		
<b>13</b>		
<b>14</b>		
<b>15</b>		
<b>16</b>		
<b>17</b>		
<b>18</b>		
<b>19</b>		
<b>20</b>		

PART I – Forms

**REQUEST FOR EDUCATION OR TRAINING APPROVAL**

Please note: This form must be submitted 30 days in advance of the start of the course.

<b>NAME:</b>		<b>DATE:</b>	
--------------	--	--------------	--

<b>PROGRAM OF STUDY / COURSE NAME:</b>	
<b>INSTITUTION:</b>	
<b>DURATION OF COURSE OR PROGRAM:</b>	
<b>TRAINING, CERTIFICATE, DIPLOMA OR DEGREE:</b>	
<b>RATING ON LAST PERFORMANCE APPRAISAL</b>	
<b>DATE OF LAST PERFORMANCE APPRAISAL</b>	
<b>DATE OF HIRE:</b>	

Describe the benefit that this course or program of study will provide to you personally:

---

Describe the benefit that this course or program of study will provide to your position and to our organization:

**Describe the costs of this request:**

<b>Time off work (days/hours/leave of absence):</b>	
<b>Course cost/tuition cost:</b>	
<b>Books, Labs, etc.:</b>	
<b>Other Institutional Costs:</b>	
<b>Travel (Meals, Mileage, Accommodation):</b>	
<b>Other (Specify):</b>	
<b>Other (Specify):</b>	
<b>Total Costs: add all of the above</b>	

**Supervisor:** Describe the benefits that this education will provide to your Department:

<b>Date Requested:</b>	
<b>Date Approval Required By:</b>	
Will you be receiving any grants, bursaries, scholarships or other financial assistance? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

This request includes educational leave with pay:  **Yes**  **No**

**Certification for Education Leave:**

If yes, I agree to return to work with *Williams Lake Indian Band* in a comparable position to the role I am leaving the same location for at least the same wages and benefits for a period equivalent to two times the length of my educational leave. Should I not keep this obligation, I understand that I will be required to

PART I – Forms

repay the cost of my leave and training costs on a pro-rated basis to the length of my return.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**Certification for Training Course:**

In the event that I do not pass the course *Williams Lake Indian Band* has paid for, I understand that I am required to repay *Williams Lake Indian Band* for all costs incurred for the training. This may include hours of work claimed, cost for training, travel expenses, etc. The amount to be paid back per day missed is \$\_\_\_\_\_. I agree to provide proof of successful completion by way of a copy of the Certificate or Licence provided by the training institute.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**APPROVAL:**

\_\_\_\_\_  
**Band Administrator**

\_\_\_\_\_  
**Date**

**REQUEST FOR LEAVE**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Reason for Absence	From	To	Hour s	Day s	Comments
<input type="checkbox"/> Vacation					
<input type="checkbox"/> Sick Leave*					
<input type="checkbox"/> Banked Overtime					
<input type="checkbox"/> Self Care Days					
<input type="checkbox"/> Bereavement Leave					
<input type="checkbox"/> Jury Duty					
<input type="checkbox"/> Personal or Education Leave					
<input type="checkbox"/> Compassionate Care Leave					
<input type="checkbox"/> Other Leave (specify)					

If I have been provided with paid vacation beyond my current entitlement as an advance on future vacation. If I leave employment for any reason before earning this vacation time, I agree that the overpayment will be deducted from any and all monies owed to me on my final pay.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved By*

\_\_\_\_\_  
*Date*

**Notes:**

Maternity leave is requested on a separate form for that purpose

\*After three (3) consecutive days of sick leave, a Doctor's certificate may be required.

**REQUEST FOR OVERTIME APPROVAL**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Explanation of Overtime Request (reason why this is needed):**

Date of Overtime	Start time (from)	End Time (to)	Total Hours	Approved yes / no & initial of Supervisor

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor Response (Comments if required):**

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit approved forms to Payroll to support time sheets.

**SELF APPRAISAL**

<b>Employee Name:</b>	<b>Surname:</b>		<b>First:</b>	
<b>Job Title:</b>				
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>		
<b>Department:</b>		<b>Review Period:</b>	<b>From:</b>	<b>To:</b>
<b>Type of Review:</b>	<input type="checkbox"/> <b>Probationary:</b>	<input type="checkbox"/> <b>Developmental:</b>	<input type="checkbox"/> <b>Annual:</b>	<input type="checkbox"/> <b>Other:</b>

At *Williams Lake Indian Band* managers and employees share the responsibility to document performance and exchange feedback. Ideally, this is done through frequent, on-going performance discussions.

**The Appraisal Process:**

- ▶ At the end of the performance period, you complete a Self-Appraisal to document your performance.
- ▶ Forward this Self-Appraisal form to your immediate Supervisor.
- ▶ Your supervisor incorporates your Self-Appraisal into their Performance Appraisal. The Performance Appraisal is your supervisor's summary and perspective of your performance.
- ▶ The supervisor sends the completed Performance Appraisal back to you for review prior to your discussion.
- ▶ You and your supervisor meet to discuss performance and sign the Annual Appraisal form. You may add comments.
- ▶ The signed appraisal and self-appraisal are sent by your immediate Supervisor to the Band Administrator for review and to be included in your personal file.

**Section 1 - What was accomplished?**

**Discuss:**

- ▶ Accomplishments against goals - including your accomplishments that exceeded goals, met goals and fell short of goals
- ▶ Other accomplishments



---

**Section 2 - How was it accomplished?**

**Discuss:**

- ▶ Competencies, skills and behaviours used to achieve results. Skills and behaviours that make you effective in your position and those that need further development.

Competency:	Description:

**Section 3 – What’s Next?**

**Discuss:**

- ▶ Areas that you need to develop and how you would like to work towards those areas.
- ▶ Career interests.

--

**BI-WEEKLY EMPLOYEE TIME SHEET**

**Bi-Weekly Employee Timesheet**

Employee Name:

Department:

Pay Period Start Date:

Pay Period End Date:

Day of Week	Sun	Mon	Tues	Wed	Thur	Fri	Sat		Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL Hrs	Comments
DATE	1	2	3	4	5	6	7		8	9	10	11	12	13	14		
Regular Hours*																0	
Banked Overtime Taken																0	
Sick Leave																0	
Vacation Hours																0	
Self Care																0	
Statutory Holiday																0	
Other																0	
Daily Paid Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Overtime Earned** Banked																0	
																0	
																0	
																0	
<b>Total Hrs:</b>	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	

Total Hours Reported:  Total Overtime Earned:  Total Overtime Used:

**Notes:**

\*Please do not include the 1 hour unpaid lunch in the total regular hours.

\*\*Overtime must be authorized in advance.

If you have been pre-approved to work 36 - 40 hours in a week, you are entitled to the same amount of time off (i.e. 38 hours worked = 3 hours in banked time)

If you have been pre-approved to work over 40 hours in a week, you are entitled to 1.5 times the number of hours over 40 (i.e. 42 hours worked = 2 x 1.5 = 3 hours)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**VIOLENT INCIDENT REPORT FORM**

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This form is to be completed in the event of any incident of violence which may include threats of violence, bullying and physical violence. The incident may involve a member of the Williams Lake Indian Band, visitors, clients, suppliers and contractors. Please note that workplace violence may occur off-site as well as on-site.

1. Name of complainant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Location of Incident: \_\_\_\_\_

Person(s) accused of perpetrating a violent incident, or making threats of violence (respondent):

\_\_\_\_\_

\_\_\_\_\_

4. Nature of the allegations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date(s), time(s) and place(s) where the incident(s) took place:

\_\_\_\_\_

6. Did anyone witness the incident?

yes

no

If yes:

a) Name(s) of witness(es):

\_\_\_\_\_

b) Description of the respective role(s) played by witnesses in the incident:

\_\_\_\_\_

7. What actions did you take in response to the incident?

\_\_\_\_\_

8. If applicable, describe any incident that took place previously.

\_\_\_\_\_

I am filing this complaint because I honestly believe that \_\_\_\_\_ has committed an act of violence.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of the (Company Name) Workplace Violence policy and is subject to disciplinary sanctions.

Furthermore, I realize that an inquiry will be initiated once this report has been filed.

\_\_\_\_\_  
Signature of the complainant or his/her parents/legal guardians

\_\_\_\_\_  
Date

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